

## Membership Recruitment and New Member Education/Intake Approval Process

### Purpose

The purpose of this process is to assist fraternities and sororities at Lehigh University with their Membership Recruitment and New Member Education/Intake (NME/I). This document is meant to educate fraternity and sorority members, their advisors, and aspiring members about the Membership Recruitment and NME/I Process expectations and procedures as outlined by Lehigh University's Office of Fraternity and Sorority Affairs (OFSA). OFSA believes that partnership between fraternity and sorority members, alumni advisors, and inter/national headquarters ensures a successful and positive experience for all involved in the new member education/intake process. *It is our philosophy that Membership Recruitment and NME/I activities support the mission and core values of Lehigh University, OFSA, and each inter/ national organization.*

### Statement of Transparency

In the interest of transparency, OFSA believes in the practice of sharing the New Member Education/Intake (NME/I) experience with all our stakeholders. When a chapter is conducting NME/I, Part I and Part II of the packet will be posted in an active link on the OFSA website. Any personal identifying contact information will be omitted.

### Expectations of Organizations Conducting Recruitment and New Member Education/Intake

1. In order to conduct any Membership Recruitment or NME/I advertising, programs, events, etc., the organization must complete and submit this packet via DocuSign to OFSA, including all requested attachments, information, and signatures, meeting all stated deadlines.
2. The organization must not start NME/I until Part I has been approved or acknowledged by OFSA staff, alumni advisors, and inter/national headquarters staff.
3. NME/I must meet all requirements outlined in the Recognition Policy.
4. NME/I must not extend longer than six weeks and must be completed by the last day of classes.
5. NME/I must not occur outside of an academic semester and must not extend beyond one semester.
6. NME/I and initiation must occur within the same semester the new member received and signed the Bid Acceptance Agreement.
7. NME/I must not take place earlier than 8:00am and must conclude no later than 11:00pm.
8. NME/I must not interfere with academic or University sanctioned commitments.

*Failure to meet these expectations may result in violating the Recognition Policy, which may result in loss of recognition.*

**Organization:** \_\_\_\_\_

**Semester:** \_\_\_\_\_

### Membership Recruitment and New Member Education/Intake Packet Overview & Checklist

Part I: Notice of Process... *due three (3) weeks prior to the start of new member education/intake*

- 1.1 Membership Recruitment and New Member Education/Intake Notice (p. 2)
- 1.2 Membership Recruitment & Selection Timeline (p. 2)
- 1.3 New Member Education/Intake Timeline (p. 3)
- 1.4 Membership Recruitment and New Member Educator/Intake Leadership (p. 3)
- 1.5 New Member Education/Intake Process Outline (p.4)
- 1.6 Acknowledgement of Policy (p. 4)
- 1.7 New Member Rights (p. 5)
- 1.8 Acknowledgement of Notice (p. 6)

Part II: Verification of Initiates... *due two (2) business days following initiation*

- 2.1 Verification of Initiates (p. 7-8)

Part III: New Member Drop Notice... *due two (2) business days following notice to chapter*

- 3.1 New Member Drop Notice, *if applicable* (p. 9)
- 3.2 New Member Drop Notice, *if applicable* (p. 10)

Part IV: Other Documents... *if applicable see deadline below*

- 4.1 Additional New Member Education Plan, *due one (1) week prior to the start of NME/I* (p. 11)
- 4.2 New Member Presentation Outline, *due one (1) week prior to the New Member Presentation* (p. 12)