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)