



Office of the Dean of Students
Fraternity and Sorority Life
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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. This document is meant to educate fraternity and sorority members, their advisors, and aspiring members about the Membership Recruitment and New Member Education/Intake Process expectations and procedures as outlined by the Lehigh University’s Fraternity and Sorority Life (FSL). FSL 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 New Member Education activities support the mission and core values of Lehigh University, FSL, and each inter/ national organization.*

Statement of Transparency

In the interest of transparency, FSL believes in the practice of sharing the new member education experience with all our stakeholders. When a chapter is conducting new member education/intake, Part I and Part II of the packet will be posted in an active link on the Fraternity and Sorority Life 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 New Member Education advertising, programs, events, etc., the organization must complete and submit this packet via DocuSign to FSL, including all requested attachments, information and signatures, meeting all stated deadlines.
2. The organization must not start new member education/intake until Part I and Part II have been approved or acknowledged by FSL staff, alumni advisors and inter/national headquarters staff.
3. The organization must meet all requirements outlined in the Recognition Policy.
4. New Member Education must not extend longer than six-weeks and must be completed by the last day of classes.
5. New Member Education must not occur outside of the academic semester and cannot extend beyond one semester.
6. New Member Education and initiation must occur within the same semester the new member received and signed the Bid Acceptance Agreement.

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

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
- 1.2 New Member Education/Intake Timeline
- 1.3 Membership Recruitment and New Member Educator/Intake Leadership
- 1.4 New Member Education/ Intake Process Outline
- 1.5 Acknowledgement of Policy
- 1.6 New Member Rights
- 1.7 Acknowledgement of Notice
- 1.8 New Member Presentation Outline

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

- Verification of Initiates

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

- New Member Drop Notice, by New Member *(if applicable)*
- New Member Drop Notice, by Chapter and/ or Inter/National Headquarters *(if applicable)*

Other Documents

- COB/Supplemental New Member Education Plan *(if applicable)*

Notice of Process

due three (3) weeks prior to the start of new member education

1.1 Membership Recruitment & New Member Education/Intake Notice

Organization: _____

(i.e. Alpha Beta Gamma)

Chapter Designation: _____

(i.e. Alpha)

Semester: _____

(i.e. Fall 2023)

By checking this box, this chapter is indicating that they intend to conduct Membership Recruitment & New Member Education/Intake during the stated semester.

1.2 New Member Education Timeline

I acknowledge the chapter will verify the eligibility of PNMs by emailing their FSL Advisor

Bids will be distributed on: _____
(date)

New Member Education will begin on: _____
(date)

New Member Education Curriculum is developed by (check one): inter/national organization local chapter
combination of inter/national organization and local chapter

New Member Education will last for a total of _____ weeks.

I acknowledge the chapter will share this packet with all New Members

How and when will potential new members be informed of their **schedule, time commitment, and what to expect** of the new member process?

Initiation of New Members will occur on: _____
(date)

Initiation will take place (check one): On Campus Location: _____
Off Campus Location: _____

1.3 Membership Recruitment & New Member Education/Intake Personnel

Officer responsible for Membership Recruitment:

Name:

Officer Title/ Position:

Lehigh Email:

Cell Phone:

Advisor supporting Membership Recruitment:

Name:

Advisor Title/ Position:

Email:

Cell Phone:

Officer responsible for New Member Education:

Name:

Officer Title/ Position:

Lehigh Email:

Cell Phone:

Advisor supporting New Member Education:

Name:

Advisor Title/ Position:

Email:

Cell Phone:

**Email and cell phone will be omitted from document displayed on FSL website*

1.4 New Member Education/Intake Process Outline

The chapter is expected to submit an outline documenting all planned events/activities/programs specific to the new member education/intake process. The outline must include:

- **Dates, times, location, anticipated attendance (including advisors or alumni/ae), officer(s) responsible for facilitation, and a short description of all events/activities/programs.**
- A description of the big brother/sister/sibling program if one exists for the chapter.
- When and how the new members will be informed of their new member education schedule, commitments and timeline.
- Initiation date, time, location

This form will not be considered complete without a submitted outline. Should the outline change in any way after being submitted, the chapter must notify their FSL Advisor of these changes in advance.

Submit Outline (PDF preferred)

1.5 Acknowledgement of Policy

The following policies are essential to the health, safety, and well-being of individual students and to the existence and operation of Fraternity and Sorority organizations at Lehigh University. All policies are expected to be read and understood by chapter officers and organization members.

- A. Student Code of Conduct
- B. Recognition Policy
- C. Policy on Harassment and Non-Discrimination
- D. Anti-Hazing Policy
- E. Medical Amnesty Policy
- F. Events with Alcohol Policy

The signatures below certify that the above listed policies have been read and are understood by the officers and members of our organization at Lehigh University.

Chapter President Name (<i>printed</i>)	Signature	Date
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New Member Educator/Intake Coordinator Name (<i>printed</i>)	Signature	Date
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The signature below certifies that the above listed policies exist and apply to the organization advised at Lehigh University.

Alumni Advisor Name (<i>printed</i>)	Signature	Date
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Inter/ National Headquarters Staff (<i>printed</i>)	Signature	Date
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1.6 New Member Rights

The New Member experience should be conducted in a manner that respects the dignity, mental, and physical well-being of the new member. New Member activities should be motivated by the values and principles of Lehigh University and the inter/national organization.

New Member activities should:

- Promote scholarship and service;
- Develop leadership skills;
- Enhance inter and interpersonal skills;
- Prioritize inclusive practices and cultural competency;
- Assist career development;
- Improve relations with others;
- Build awareness of fraternity and sorority history;
- Instill a sense of brotherhood or sisterhood;
- Foster chapter and community unity;
- Inform of University policies including, but not limited to, the Student Code of Conduct, Recognition Policy, Policy on Harassment and Non-Discrimination, Anti-Hazing Policy, Medical Amnesty Policy, and Events with Alcohol Policy.
- Bolster a sense of pride in the overall Lehigh University student experience

Alcohol and other drugs are prohibited from being part of any new member event, activity, program, and ritual, including the use, distribution, or possession. All attendees, regardless of membership status, must arrive and remain sober at all times, under any circumstances.

Hazing in any form is strictly prohibited at any time.

New members must be informed of their new member education/intake schedule, commitments, and timeline in a timely manner.

The signatures below certify that the above listed policies have been read and are understood by the officers and members of our organization at Lehigh University.

Chapter President Name (*printed*)

Signature

Date

New Member Educator/Intake Coordinator Name (*printed*)

Signature

Date

The signature below certifies that the above listed policies exist and apply to the organization advised at Lehigh University.

Alumni Advisor Name (*printed*)

Signature

Date

1.8 New Member Presentation Outline

The Lehigh University Fraternity and Sorority Life office has created a New Member Presentation policy in order to be consistent and clearly communicate the standard of needs and expectations for New Member Presentations. New Member Presentations must be approved by FSL through the following procedure:

New Member Presentations are defined as the public presentation of new initiates into an organization, typically involving stepping, greeting of other organization members, and/or an introduction/ reception featuring new members.

Date: _____ Time: _____ Location: _____

Contact Person: _____ Cell Phone: _____

Weather Plan: _____

New Member Presentation Guidelines

- A. The New Member Presentation must be approved by the organization's inter/national headquarters and/or graduate alumni advisor.
- B. The Location must occur on the Lehigh University campus and must be reserved through the Lehigh University Campus Reservation System (25Live). The reservation must be approved by the organization's FSL advisor. Once approved, any changes to the event, including content, location, and date, must be communicated at least two (2) business days in advance.
- C. New Member Presentations must be reserved at least ten (10) business days in advance of the event.
- D. New Member Presentations must occur within the designated time constraints per the inter/national organization or within five (5) days of initiation or by the last day of classes, whichever occurs first.
- E. New Member Presentations must occur between the hours of 4:30pm and 10:00pm and can last no longer than two (2) hours after the submitted start time; the correct start time must be advertised. New Member Presentations must occur indoors when the predicted weather is below 50 degree F or the forecast predicts: rain, thunderstorms, sleet, and/ or snow.
- F. Following the New Member Presentation, members of the presenting organization must vacate the area within thirty (30) minutes and assist with crowd disbursement. The presenting organization is responsible for ensuring the site used is left in its original state.
- G. New Member Presentations are not to be scheduled on the same day/ time of a previously registered event of another organization in the same governing council not be held in conjunction with any other program or event (i.e.: not during a step show, educational program, social event, etc.)
- H. The organization;s FSL advisor must be made aware of the use of any props, including, but not limited to: shields, staffs, makss, canes, paddles, etc.). Some props may require University approval.
- I. No physical abuse, excessive vulgarity, and/or profanity nor disparaging comments about other organizations/ chapters/individuals will be tolerated during the New Member Presentation.
- J. No explicit attire is to be worn by any participants in the New Member Presentation.
- K. Any organization or individual found to be disrupting the New Member Presentation is subject to violation of Lehigh University's Code of Conduct.
- L. No alcoholic beverages are to be consumed prior to or during the New Member Presentation.
- M. References to hazing and/or other illegal activities will not be tolerated.
- N. No excessive profane language (in any language) or gestures in chants, music or speech before, during, or after the New Member Presentation.
- O. New Member Presentations must occur in the same semester as the new member education. There can be no delay in the presentation or show. Reference guideline D for more information.
- P. All actions of organization members/aspirants must adhere to Lehigh University's Code of Conduct. ANy violations will result in a referral to Student Conduct & Community Expectations and could result in sanctions.

Chapter President Name (*printed*) _____ Signature _____ Date _____

New Member Educator/Intake Coordinator Name (*printed*) _____ Signature _____ Date _____

Alumni Advisor Name (*printed*) _____ Signature _____ Date _____