Part I: Notice of Process

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

1.1 Membership Recruitment & New Member Education/Intake Notice

Organization: ______________________  Chapter Designation: ______________________
(i.e. Alpha Beta Gamma)  (i.e. Alpha)

Semester: ______________________
(i.e. Fall 2021)

☐ 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 Membership Recruitment & Selection Timeline

Target/Goal # New Members? ________________
*to assist OFSA staff with advising conversations related to membership recruitment and new member education/intake planning

How will potential new members be informed of chapter financial obligations and membership expectations during the recruitment process?

List Events/Activities/Open Houses that will be held... include event name, date, time, and location

Applications (if applicable) will be distributed on:
(date) (time) (method)

Interviews (if applicable) will be held on:
(date) (time) (method) (location)

Selection of new members will conclude on:
(date) (time)

Chapter will verify eligibility of potential new members using the following OFSA method prior to extending a bid/invitation (check one) ☐ OFSA AD ☐ Structured/Formal Recruitment ☐ Open Bids/COB ☐ Structured/Formal Recruitment & Open Bids ☐ Other: ____________________________

Bids/Acceptance Letters will be distributed on:
(date) (time)

Bids/Acceptance Letters will be delivered in what way? ________________________________
1.3 New Member Education/Intake Timeline

New Member Education/Intake will begin on: _______ (date)

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

New Member Education/Intake will last for a total of _______ weeks.

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

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

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

1.4 Membership Recruitment & New Member Education/Intake Leadership

Officer responsible for Membership Recruitment:

<table>
<thead>
<tr>
<th>Name</th>
<th>Officer Title/Position</th>
<th>Lehigh Email</th>
<th>Cell Phone</th>
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</table>

Advisor responsible for supporting Membership recruitment:

<table>
<thead>
<tr>
<th>Name</th>
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<th>Email</th>
<th>Cell Phone</th>
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Officer Responsible for New Member Education/Intake:

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1.5 New Member Education/Intake Process Outline

The chapter is expected to submit a detailed outline documenting any planned event, activity, program and ritual 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.
  - Ritual may simply state “ritual” or “ceremony” and still must include date, time, and location.
- 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/intake 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 OFSA Assistant Director of these changes in advance.

Submit Outline (PDF preferred)

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

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.

<table>
<thead>
<tr>
<th>Chapter President Name (printed)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Member Educator/Intake Coordinator Name (printed)</td>
<td>Signature</td>
<td>Date</td>
</tr>
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</table>

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

<table>
<thead>
<tr>
<th>Alumni Advisor Name (printed)</th>
<th>Signature</th>
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## 1.7 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 or sorority history;
- Instill a sense of brotherhood or sisterhood;
- Foster chapter & 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 a 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 circumstance.

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 New Member Rights have been read and are understood by the officers and members of our organization at Lehigh University.

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| Alumni Advisor Name (printed) | Signature | Date |
# 1.8 Acknowledgement of Notice

The information provided in this document is accurate and correct to the best of my knowledge:

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<tr>
<td>Alumni Advisor Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inter/national Headquarters Staff</td>
<td></td>
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