

INTAKE/RECRUITMENT GUIDELINES FOR CULTURALLY BASED CHAPTERS

General Information

Multicultural Greek Council *Lehigh University*

1. Chapters interested in intake for the semester must fill out a *Notice of Intention to Conduct Membership Intake/Recruitment Process* form through the Office of Fraternity and Sorority Affairs. **This form must be completed prior to any informational meeting taking place. If this form is not completed, informational or interest meetings will be cancelled if scheduled.**
 - Regardless if the chapter will take new members following selections, if the chapter is hosting informational or interest meetings, the form must be completed.
 - Chapters not interested in intake must fill out a form as well, notifying the office that they have no intent of conducting informationals, selections, or intake for the semester.
2. Chapter Informational or Interest meetings can take place any time after the official Multicultural Greek Council (MGC) Meet the Greeks event or other date designated by the Council.
3. At Informational or Interest meetings, chapters will need to maintain a sign in sheet. They will need to use Excel and include: First, Middle, and Last Name. Additionally, they will need to include student ID number. Once the informational or interest meeting is over, each chapter will need to turn this into MGC Advisor.
4. The MGC Advisor will provide chapters with a list of men or women who are ineligible for intake according to the lists they provide from their informational or interest meetings.
5. Before a chapter can provide a final invitation list to the MGC advisor, the chapter leadership must have met with the chapter's OFSA Assistant Director to review their plans for intake and new member education. **New member education start dates are contingent on new member education plans being approved by the chapter's Assistant Director, the chapter's alumni/ae advisor, and Inter/National Headquarters prior to the new member education period beginning, in addition to each chapter member having signed the Lehigh University Anti-hazing Agreement.**
6. Processing of Final Invitation List
 - Chapter will need to provide the MGC advisor with a final list of men or women they want to offer invitations, at least two days before the chapter wants to release invitations for membership.
 - The MGC Advisor will check to ensure everyone on the list is eligible.
 - Chapter will receive an email from the MGC advisor indicating whether or not their list is approved within 48 hours.
7. Verification of Aspirants
 - Chapters will be responsible for having eligible individuals sign the Verification of Aspirants form.
 - Chapter must notify the MGC advisor of all aspirants who have accepted an invitation and will be beginning the new member education period and must bring the original copy of the Verification of Aspirants form to OFSA prior to the start of new member education.
8. New member education may begin immediately following the signature of all those who have accepted invitation and will be continuing with the new member education period. New member education may not last more than six weeks. All new member education programs must end no later than the last day of classes.
9. If chapters want to take candidates after the initial verification of aspirants process, they will need to repeat the process as stated above.

