National Pan-Hellenic Council Membership Intake Guidelines

Upon any membership intake process, each recognized National Pan-Hellenic Council Fraternity & Sorority organization must review the following guidelines and complete the registration form.

Eligibility
- NPHC groups in good standing with The College of Charleston & their national headquarters are eligible to conduct intake.
- Fraternity or sorority membership is open to all students enrolled full time (at least 12 credit hours) at the College of Charleston community during the semester in which the intake is scheduled to occur are eligible for membership intake. As part of the college community, fraternities and sororities must not discriminate on the basis of race, religion, color, national or ethnic origin, age, handicap, military service, or sexual orientation. The local chapter is responsible for the decisions on membership selection.
- Any officers or members associated with the Intake process team must attend any new member educator/intake coordinator seminars sponsored by the Fraternity & Sorority Life Office Staff when scheduled.

Formal Interest Meetings
- Notify the Office of Fraternity & Sorority Life, in writing, of any formal interest meetings at least two weeks in advance. (Location, date, time and a copy of the fliers for campus need to be submitted).

Membership Intake Process
- Complete and submit the Intake Registration Form & Grade-Release Form to the Office of Fraternity & Sorority Life at least 10 days prior to the commencement of any Intake Activities. Chapters should also submit and provide copies of any paperwork that needs to be submitted to the National/Regional Headquarters at this time.
- Complete and submit, in writing, the details (location, day, time) of the intake activities (i.e. meetings, weekend events, neophyte show, etc.) to the Office of Fraternity & Sorority Life, this will be kept confidential.
- All forms of hazing are prohibited. Each aspirant must be provided information on the College of Charleston’s Fraternity & Sorority Life Risk Management Policy, as well as the policies outline in the College of Charleston Student Handbook.
- No alcohol shall be present at any aspirant program, activity or ritual of the chapter, nor should alcohol ever be given as a gift.
- Any new member class/aspirant activities where alcohol is present will result in immediate suspension of the intake process and/or chapter until such time that appropriate actions are determined by the Fraternity & Sorority Life Office.
- Academic performance by an aspirant must take priority over intake activities. No aspirant activities may be scheduled which conflict with academic commitments.

Coming Out/New Member Presentation Shows
- The Office of Fraternity & Sorority Life must be notified, via an Event Planning Form, the day, time, and location of this event in order to receive approval. Additional IDT’s may be required for Public Safety officers at the event.
- The intake coordinator or the chapter president must meet with a Fraternity & Sorority Life staff member one week prior to their show to review policies for these shows and sign a contract that members will adhere to said policies.
- Members participating in such a show must be fully initiated.
- No physical abuse (slapping, kicking, spitting, punching, pushing, poking, caning, etc.) will occur.
- During the show there will be no disrespecting other Greeks or any other people or groups.
- Disruption by other attending organizations is prohibited. This includes, but is not limited to: walking through the presenters’ show, talking over the presenting organization, etc.
- The show should last no more than one hour.
- Fraternity & Sorority Life will publicize the show to the fraternity/sorority community so that they are educated about NPHC.
- A Fraternity & Sorority Life staff member will attend the show.

This information will only be shared with the staff of the Office of Fraternity & Sorority Life at The College of Charleston. Failure to comply with these Intake Guidelines may result in chapter disciplinary action.

Updated 7.2014
National Pan-Hellenic Council
Membership Intake Registration Form

This form must be submitted to the Office of Fraternity & Sorority Life at least 10 days prior to the commencement of Intake Activities. Please complete the form along with a completed and signed Grade-Release Form with the names of the candidates for membership intake. This form will be kept confidential and will be shared only with proper college officials.

Fraternity/Sorority Chapter & Organization: ______________________________________________________

Please attach a calendar with all dates, times, locations of any meeting or activity that would be expected of your aspirant members in addition to providing these benchmark dates for your program.

Interest Meeting(s) will be held on: ________________________________________________________________
Intake Process begins on: __________________________________________________________
Initiation of Aspirants will be on: __________________________________________________________
New Members will be presented on: _____________________________________________________________

The person in charge of intake for the Chapter will be:
Name: _________________________________________________________________________________
Title in Chapter: _______________________________________________________________________
Phone Number: _________________________________________________________________________
Email Address: _________________________________________________________________________

The chapter advisor supervising intake for the Chapter will be:
Name: _________________________________________________________________________________
Title in Chapter: _______________________________________________________________________
Phone Number: _________________________________________________________________________
Email Address: _________________________________________________________________________

The above information is accurate and correct to the best of my knowledge.

Presidents Name Printed President Signature President Phone Number

Chapter Advisors Name Printed Chapter Advisor’s Signature Chapter Advisor Phone Number

** Please remember to attach the signed Grade-Release Form and the calendar with all dates, times, locations of any meeting or activity that would be expected of your aspirant members.**

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National Pan-Hellenic Council
New Member Presentation Show Contract

I, ______________________ (name), contact for _____________________________________________ (organization). Agree to adhere to all National Headquarter, National Pan-Hellenic Council, and College policies and regulations that pertain to “New Member Presentations” and will hold each member of my organization accountable. These policies include the following:

☐ The Office of Fraternity & Sorority Life must be notified, via an Event Planning Form, the day, time, and location of this event in order to receive approval. Additional IDT’s may be required for Public Safety officers at the event.
   o Our event is on ________________________ (date) in ______________________ (location) at ____________________ (time).

☐ Members participating in such a show must be fully initiated.

☐ No physical abuse (slapping, kicking, spitting, punching, pushing, poking, caning, etc.) will occur.

☐ During the show there will be no disrespecting other Greeks or any other people or groups.
   o This includes, but is not limited to, whispering the names of other chapters during the greetings, throwing items at other chapters, mocking another chapter’s gestures, calls, signs, history, and signature steps. The goal of the presentation show should be to show the values of your organization and not downplay the values of another.

☐ Disruption by other attending organizations is prohibited. This includes, but is not limited to: walking through the presenters’ show, talking over the presenting organization, etc.

☐ The show should last no more than one hour.
   o The duration of our show will be: __________

☐ Greek Life will publicize the show to the Greek community so that they are educated about NPHC.
   o The text I would like used is: ____________________________________________________________
   o ____________________________________________________________________________________
   o ____________________________________________________________________________________

☐ A Greek Life staff member will attend the show.
   o The staff member who will be present is: ______________________________________

I understand that failure to follow a policy or a violation of the above will result in immediate action taken by the Fraternity & Sorority Life Office and the National Pan-Hellenic Council at the College of Charleston.

☐ Will your advisor be present? ______

☐ Organization Contact’s Cell Phone Number: __________________________

☐ You are expected to provide water to your new members throughout the show.

☐ To be respectful to everyone present, you are expected to start your show as close to the listed start time as possible. Starting the show excessively late will require a follow-up conversation with the Office of Fraternity & Sorority Life.

Signature: _____________________________________________________ Date: __________________________

Greek Life Staff Signature: ______________________________________ Date: _________________________

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