GUIDELINES FOR CONDUCTING MEMBERSHIP INTAKE AT THE UNIVERSITY OF VIRGINIA

In alignment with Section 9 of the Fraternal Organization Agreement (FOA), the Office of the Dean of Students/Fraternity & Sorority Life (ODOS/FSL) has designed the following guidelines to help facilitate a consistent and efficient intake process for chapters and members. To remain in compliance with the FOA, chapters must adhere to these guidelines.

INTAKE TIMELINE & FORM SUBMISSION

Prior to any intake activities:
Before ODOS/FSL will approve any intake activities, the appropriate chapter representatives must meet with staff to review these guidelines and expectations. During this meeting the following information must be provided:

- Any national or regional paperwork that needs to be signed by a staff member.
- Completed “Request to Conduct Membership Intake” form
  - This form must have original signatures and include all information must be submitted prior to any intake activities.
  - Dates can be revised with prior notification and approval.
- Signed “Commitment to a Honorable Behavior – Intake Official” form
  - This document outlines hazing policies and expectations for new member presentations. Officials signing this document are expected to act honorably as they educate the newest members of the organization and ensure new member presentations are in alignment with the stated expectations.

When preparing for informational/rush:

- Advertising your interest meeting
  - Interest meetings must be advertised on the electronic HooView system for a minimum of 3 business days prior to the interest meeting
  - A high-quality, readable .jpg image must be provided to ODOS/FSL staff at least 7 days prior to the interest meeting
  - Date, time, location, dress code, and any additional expectations for aspirants must be included on the advertisement.

Once membership selection concludes:

- Signed “Acknowledgement of Candidates/Aspirants” form
  - Aspirants/candidates must sign this form as an acknowledgement of their participation in the organization’s educational process. Chapter officials (including the chapter advisor) sign this form confirming the selected aspirants/candidates.
  - If a candidate chooses not to continue with the process, chapter officials must notify ODOS/FSL staff immediately.
- Signed “Aspirants Commitment to Honorable Behavior” form
  - Aspirants must sign this form and agree to behave in a way that honors the organization with which they are affiliating. This includes reviewing the Commonwealth’s hazing statute and University’s hazing prevention efforts.
REQUEST TO CONDUCT MEMBERSHIP INTAKE
ANTICIPATED SCHEDULE OF ACTIVITIES

Interest meeting(s) will be held on

Selection will conclude on

Education of aspirants will begin on

Aspirants will be initiated

New members will be presented on

Membership Intake Coordination Team Contact

Chapter member coordinating intake:                        Chapter advisor supervising intake:

__________________________________________________________________________
Name

__________________________________________________________________________
Title

__________________________________________________________________________
Phone Number

On my honor, I pledge the above information is accurate to the best of my knowledge.

__________________________________________________________________________
Chapter President Name

__________________________________________________________________________
Signature

__________________________________________________________________________
Phone Number

__________________________________________________________________________
Chapter Advisors Name

__________________________________________________________________________
Signature

__________________________________________________________________________
Phone Number
COMMITMENT TO HONORABLE BEHAVIOR
INTAKE OFFICIAL

As the intake official, you have an obligation to ensure that you act and are treat others in a way that honors their humanity and your fraternity/sorority. Hazing has no place in the University experience and, in no way, honors the legacy of your chapter or organization. Please read the information below regarding hazing policies and applicable guidelines. When signing below you are committing to conducting yourself in an honorable fashion and ensuring your new members are treated honorably.

Commonwealth of Virginia Hazing Statute
Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

Hazing Prevention at the University of Virginia
Hazing is a crime in Virginia and is prohibited by University policy and the University Standards of Conduct. State and/or local law enforcement agencies investigate allegations of hazing under Virginia law. The Office of the Dean of Students investigates allegations of hazing under University policy. The University has created a website (http://www.virginia.edu/hazing) that provides information and resources aimed at hazing prevention and education including an anonymous reporting form.

Expectations for New Member Presentations
All organizations are expected to utilize the following guidelines to ensure a meaningful, respectable, and efficient new member presentation

- No excessive use of profanity, tasteless gestures, or references
- No references to hazing and/or other illegal behaviors
- No alcoholic beverages will be permitted (including visiting chapters, alumni, or graduate members)
- No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. Canes, staffs, sticks, may be used as part of the performance but may not be used as an instrument to harm an individual
- No bricks, bats, or paddles will be allowed at any new member presentations
- No blatant skipping of numbers is allowed (1, 2, 4, 5)
- If a new member chooses not to participate in the presentation, a signed letter from the new member must be submitted to ODOS/FSL staff explaining why they will not participate
- The duration of the presentation should be no longer that 2 hours total. Shows may not be scheduled to begin after 9:00pm and must start within 15 minutes of the scheduled time
- It is the responsibility of the chapter to notify visiting and alumni members of these policies. Your chapter will be held responsible for their conduct.

__________________________  ___________________________  ___________________________
Intake Coordinator’s Name       Signature                    Phone Number

__________________________  ___________________________  ___________________________
Chapter President’s Name        Signature                    Phone Number

__________________________  ___________________________
Chapter Advisor’s Name          Signature                    Phone Number
ACKNOWLEDGEMENT OF ASPIRANTS/CANDIDATES FOR MEMBERSHIP

On behalf of the chapter, we hereby acknowledge that the following individuals are aspirants/candidates for membership into our organization and will be duly initiated pending the decision of the regional/(inter)national representative.

*Should an aspirant/candidate choose not to continue with the educational process, we will notify the Office of the Dean of Students/Fraternity & Sorority Life immediately.*

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COMMITMENT TO HONORABLE BEHAVIOR
ASPIRANT/CANDIDATE

As an aspirant/candidate, you have an obligation to ensure that you act and are treated in way that honors you and your fraternity/sorority. Hazing has no place in your experience and, in no way, honors the legacy of your chapter or organization. Please read the information below regarding hazing policies and applicable guidelines. When signing below you are committing to conducting yourself in an honorable fashion and actively preventing hazing from the new member experience.

Commonwealth of Virginia Hazing Statute
Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

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Expectations for New Member Presentations
New member presentations are an opportunity for chapters to celebrate their new members. As the focal point of that show, you are expected to conduct yourself in a way that honors your accomplishments and organizations. A list of guidelines for appropriate new member presentations should be made available to you as you prepare for your presentation.

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