

Carnegie Mellon University

Fraternity & Sorority Life

NPHC Intake Packet

The purpose of this document is to provide National Pan-Hellenic Council fraternities and sororities at Carnegie Mellon University (CMU), their advisors, and prospective members with a source of information for the Membership Intake process at CMU. Organization members, advisors, and Fraternity and Sorority Life will work together to ensure a successful and positive experience for all involved. Any organization seeking to hold intake should complete the paperwork and return it to Fraternity and Sorority Life at least 7 days prior to the start of any intake activities.

Any organization seeking to participate in Membership Intake shall complete this form and submit it to Fraternity and Sorority Life.

Organizational Requirements:

1. Please include an official schedule of intake activities. This document is to include any informational sessions, interviews, learning activities, and new member presentation rehearsals. **All dates, times, and locations MUST be included.** Any changes made to this schedule must be emailed to the [NPHC advisor](#) within 48 hours of the change.
2. Chapter advisors must be present at all membership intake related activities (This includes virtual activities. Failure to comply with this expectation may result in individual or chapter disciplinary actions).
3. The selection and education of new members will be free of any form of hazing as outlined by The Word, state, and federal laws.
4. Membership intake activities will not interfere with the academic endeavors and will uphold the academic mission of the institution.
5. All candidates/aspirants must complete the [Grade Consent Release/Anti-Hazing Pledge Form](#) prior to any activity related to the chapter's recruitment/intake process.
6. Chapters must be in good standing with their inter/national headquarters and Fraternity and Sorority Life prior to beginning the membership intake process.
7. Chapters must submit their inter/national headquarters and/or regional guidelines and expectations for membership intake to the NPHC Advisor at CMU.
8. Chapters must complete all required membership intake paperwork designated in partnership with Fraternity and Sorority Life and comply with intake guidelines and expectations outlined within this document.
9. General Membership Intake Paperwork is due no later than Thanksgiving Break in Fall semesters or the first week of May in Spring semesters.

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Once the **Intake Packet** is submitted and **Grade Consent** forms are submitted, the Council Advisor must verify aspirants' GPAs and university enrollment. For the Council Advisor to verify grades and enrollment, candidates must turn in a completed Grade Consent Form.

1. Once the Intake Packet has been **approved**, all changes to the approved schedule must be submitted to the NPHC Advisor via [email](#) within **48 hours**.

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Organization Information:

Fraternity/Sorority Name: _____ Chapter: _____

New Member Educator/Intake Coordinator Name and email: _____

Advisor overseeing the chapter's intake process Name and Email: _____

Sponsoring Graduate Chapter: _____

Sponsoring Graduate Chapter President/Primary Contact & Email: _____

Would you like to host a New Member Presentation on CMU's Campus?

- Yes, on CMU's Campus Not on CMU's Campus Unsure at this time (but will contact Sara Partin when we decide)

If you selected yes, list the desired date you'd like to hold your New Member Presentation*:

*Note: New Member Presentation space should be reserved as soon as you know your Intake timeline. Last-minute reservation requests can not be guaranteed. We recommend booking out three months or more.

Please list the legal names and Andrew IDs for all CMU candidates/aspirants.

Name	Year	Andrew ID
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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Hazing Agreement:

We certify that all activities sponsored or required by our national fraternity/sorority members or pledge/associate members comply with the [CMU Hazing Policy](#), and with the State of Pennsylvania.

We have informed the candidate/aspirant member(s) of our fraternity/sorority of the contents of the CMU Hazing Policy. This policy will be read to CMU aspirants at the beginning of each semester's intake process.

We understand that failure to uphold the CMU Hazing Policy will result in referral to the Office of Community Responsibility for an organizational violation of the CMU Hazing Policy (i.e., the fraternity/sorority will face charges), and/or referral for an individual violation of the CMU Hazing Policy (i.e., the individuals within the fraternity/sorority who haze will face charges).

We understand that participation in any hazing activity or knowledge of it and taking no action to stop the hazing is in effect giving our approval to haze. We understand our responsibility to not allow members of our organization, whether grad status or affiliated at another institution of higher education, to haze our aspirants. Failure to report any such activity of which we become aware may cause personal referral to the Dean of Students.

Our signatures below certify that we have read, understand, and agree to abide by the CMU Hazing Policy.

Direct Reporting - Josh Centor, Ph.D.

Associate Vice President of Student Affairs for
Community Engagement
Phone: 412-268-8054
Email: hazing@andrew.cmu.edu

Ethics Reporting Hotline - Anonymous

Phone: 844-587-0793
cmu.ethicspoint.com

Fraternity/Sorority Name

Individual Chapter Name

Printed Name of the Chapter President

*Printed Name of the Intake
Chair/New Member Educator*

Signature of the Chapter President

*Signature of the Intake Chair/New
Member Educator*

___ / ___ / ___
Date

___ / ___ / ___
Date

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Chapter Advisor Agreement:

As an advisor, I agree to ensure that the Organization will comply with Carnegie Mellon University's Rules and Regulations governing the Intake/Initiation Program:

Note Items listed below:

- The organization will ensure that all forms will be returned to the Fraternity and Sorority Life Office within 48 hours of the recruitment event, interest meeting, or awareness seminar.
- Organizations must complete and submit all forms required per the Carnegie Mellon University Intake Guidelines.
- Potential New Members will sign and complete all required documents as stated in the Carnegie Mellon University NPHC Intake Packet and be returned to Fraternity and Sorority Life before they begin the organization's membership program.
- Organizations must adhere to all deadlines, dates, and expectations.
- Organizations must submit all requested documents, information, paperwork, and timelines as outlined in the Carnegie Mellon University NPHC Intake Packet.

Advisor Agreement

I, _____ have agreed and approved all activities associated with
Advisor Name the Membership Intake Process for

_____. I will be present and/or ensure that a responsible
Organization Name representative will oversee all activities associated with
their Membership Intake Process for the above-stated
organization.

Advisor's Signature

Date

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Presentation of New Members (if applicable):

All organizations must adhere to the following when presenting new members to the Carnegie Mellon University community.

- All actions of the organization and new members must adhere to Carnegie Mellon University policies, Inter/National or Regional Organization policies, Fraternity & Sorority Life policies, and the [Student Word](#). Violation of these policies will result in a referral to the Office of Community Responsibility.
- Presentations of new members must take place no later than the last day of classes in the semester initiated. This includes social media reveals.
- Presentation dates are not to be scheduled on the same night/time as a previously planned event of another organization of the same council.
- Following the show, members of the presenting organization must vacate the area by the end of their reservation time and assist with crowd disbursement. The presenting organization will be responsible for the presentation site being clean and left in its original state after the presentation.
- No physical abuse will be tolerated. This includes but is not limited to slapping, kicking, spitting, punching, pushing, poking, caning, etc.. No paddles or bricks are permitted anywhere at or during the show (canes, staffs, sticks, etc. may be used as a part of the performance but may not be used as an instrument to harm another individual.)
- No explicit language or revealing attire is to be used/worn by the new members or other "show" participants. Presentation shows must uphold the values of each fraternity/sorority.
- No alcoholic beverages will be permitted or consumed prior to or during the presentation. This applies to all participants and attendees of the presentation. Organizations are responsible for their guests.
- In the event of a fight during the presentation, the Carnegie Mellon University Police Department will be immediately called to the presentation site. If a member of the presenting organization is involved, the presentation show will immediately be stopped by Fraternity & Sorority Life staff. The presenting organization and its advisors will be responsible for assisting Fraternity & Sorority Life staff in disbursing attendees in a safe, calm, and orderly fashion.
- Disruptions by other attending organizations will not be tolerated. This includes but is not limited to: walking through the presenters' show, talking over the presenting organization, etc. Fraternity & Sorority Life staff will assist the presenting organization in correcting disruptions.
- No references are to be made to any individual(s) departing from the New Member Intake Process.
- Presentation dates are on a first-come, first-serve basis. Please request the date you wish to hold your presentation as soon as you are able to.