



EASTERN ILLINOIS UNIVERSITY

Office of Fraternity and Sorority Life

NALFO / NPHC

Membership Intake Packet

Policies, Deadlines, and Required Forms

Organization / Chapter: _____

Semester / Year: _____

Table of Contents

Table of Contents	2
Membership Intake Paperwork Checklist	3
Purpose of Membership Intake Guidelines.....	3
Membership Intake Expectations.....	4
NALFO/NPHC Greek Membership Intake — Intent Form.....	5
Section 1 — Intent	5
Section 2 — Member Intake Information	5
Notice of Membership Intake Form	7
Membership Intake Process Timeline	7
Membership Intake Dates / Deadlines.....	9
Verification of Aspirants Form.....	10
Additional Aspirants — Continuation Sheet	11
New Member Presentation Guidelines	12
Anti-Hazing Agreement — Applicant / Aspirant for Membership	14
EIU Chapter Anti-Hazing Agreement	Error! Bookmark not defined.
Hazing Is Prohibited	15
Definition of Hazing	15
University Hazing Policy.....	15

Membership Intake Paperwork Checklist

As your chapter proceeds through its Membership Intake process, please complete every item on this checklist in full and by the listed deadline. Failure to submit paperwork on time may result in suspension of Membership Intake activities.

Action	Date Due	Completed By
NALFO/NPHC Greek Membership Intake – Intent Form	Minimum 14 days prior to Membership Intake process beginning	Chapter President, Intake Coordinator, and Advisor
Membership Intake Approval / Eligibility letter from Inter/National, State, or Regional representative	Minimum 14 business days prior to Membership Intake process beginning	Chapter President, Intake Coordinator, and Advisor
Notice of Membership Intake Form (if changes needed post-approval)	Minimum 5 business days prior to Membership Intake process beginning	Chapter President, Intake Coordinator, and Advisor
Verification of Aspirants Form	Minimum 5 business days prior to Membership Intake process beginning	Chapter President, Intake Coordinator, and Advisor
EIU Aspirant Anti-Hazing Agreement (per aspirant)	Minimum 5 business days prior to Membership Intake process beginning	All Aspirants
EIU Chapter Anti-Hazing Agreement	Minimum 14 business days prior to Membership Intake process beginning	Chapter President, Intake Coordinator, and Advisor
Official New Members Roster	Minimum 5 business days after Induction	Chapter President, Intake Coordinator, and Advisor
New Members Grade Release Mach Forms	Minimum 5 business days after Induction	All Aspirants
New Member Presentation Agreement	Minimum 14 business days prior to Show	Chapter President and Intake Coordinator

Purpose of Membership Intake Guidelines

The Office of Fraternity and Sorority Life at Eastern Illinois University recognizes the importance of the Membership Intake process and supports efforts in the development of new Greek-lettered members. As EIU students seek membership in NALFO/NPHC Greek-letter organizations, the Office of Fraternity and Sorority Life establishes these guidelines to govern Membership Intake activities for Greek-lettered new members.

The purpose of this packet is to assist NALFO/NPHC Greek-lettered organizations at Eastern Illinois University in executing their Membership Intake programs and processes. Potential Greek-lettered new members must understand that they are expected to adhere to university policies and procedures throughout the membership intake process.

This document is intended to educate NALFO/NPHC Greek-lettered organizations, officers, members, advisors, and potential new members on the expectations, policies, and procedures for Membership Intake as outlined by Eastern Illinois University. Our goal is a positive Greek-lettered experience for all involved, built through collaboration between the Office of Fraternity and Sorority Life, chapter members, graduate chapter/alumni advisors, and (inter)national headquarters/boards.

Membership Intake Expectations

1. The academic mission of EIU shall be upheld and promoted to aspirants.
2. The cumulative grade point average of aspirants will be at least a 2.5 the semester they are initiated.
3. Membership intake activities will not interfere with academic endeavors or class schedules, will not occur between 12 a.m. and 8 a.m., and will not include the presence or consumption of alcohol.
4. No more than 12 hours of activity should be required of aspirants in any given week.
5. The membership intake process period will not exceed eight (8) weeks.
6. The selection of aspirants will be free of any form of mental and/or physical abuse and hazing. Members will be selected on the criteria set forth by the (inter)national organization.
7. Chapters will not engage in pre- or post-hazing activities. Hazing is not tolerated in any form — as part of the new member program or as acts of individual members of the chapter.
8. Chapters will be in good standing with their (inter)national organization, their respective council, and Eastern Illinois University.
9. Chapters will complete all required paperwork thoroughly, in a timely fashion, and will not willingly omit any information.
10. Aspirants will be thoroughly educated on the EIU Hazing Policy by the EIU Office of Fraternity and Sorority Life.
11. Chapters are not to engage in any Membership Intake activities outside of the parameters outlined by their (inter)national headquarters/organizations.
12. The position of EIU concerning a chapter's Membership Intake process is that it will be a positive, educational experience for all involved.
13. Surprising aspirants with the date and/or time of initiation is not acceptable. Aspirants should be informed of the initiation date no later than two weeks after the Membership Intake process begins.
14. Aspirants will not be subject to sleep deprivation, servitude, and/or moral degradation or humiliation.
15. Aspirants should never be forced to stay or live anywhere against their will.
16. The individual named as Membership Intake Coordinator will represent their role throughout the Membership Intake process and at any related presentations.

NALFO/NPHC Greek Membership Intake — Intent Form

Due 14 days before the start of the Membership Intake process. Organizations not conducting Membership Intake must complete/submit this form no later than two weeks after the semester starts. Membership Intake must end two weeks before finals. This form should be submitted before any informational meeting is conducted. Failure to submit this form may result in denial of intake procedures.

Organization / Chapter:

Semester / Year:

Section 1 — Intent

This is to inform the Office of Fraternity and Sorority Life that the organization:

- ☐ Will be conducting Membership Intake
☐ Will not be conducting Membership Intake

During the: ☐ Fall ☐ Spring semester of _____ (year).

Section 2 — Member Intake Information

To be completed only if Membership Intake will be conducted.

A. Organization Contacts

Officer	Name (Print)	Phone	Email
Chapter President			
Membership Intake Coordinator			
Chapter Advisor			

B. Tentative Intake Outline

Tentative Interest / Informational Meeting Date	
Tentative Membership Intake Completion Date	
Tentative Date of Showcase / Probate	

I/We, the undersigned, attest that the above information is accurate and correct to the best of our knowledge. Furthermore, I/We agree to the following terms and conditions for Membership Intake:

- Compliance with all university policies and procedures regarding Membership Intake put in place by Eastern Illinois University and our inter/national organization.
- Compliance with local, state, and federal laws, and university and inter/national organization rules, standards, and codes during the Membership Intake process.
- Prompt notification to the Office of Fraternity and Sorority Life of any changes to our Membership Intake schedule by the required deadline.

Name (Print)	Signature	Date

Notice of Membership Intake Form

This form will not be accepted unless accompanied by a signed copy of the EIU Office of Fraternity and Sorority Life Anti-Hazing Agreement and an outline of the Membership Intake process.

Organization / Chapter:

Semester / Year:

Membership Intake Process Timeline

Action	Date / Time / Location
Informational Meeting(s) will be conducted on	
Application materials will be distributed on	
Application materials will be due	
Interviews will be conducted on the following dates, times, and locations, by:	☐ International/National ☐ Organization Alumni Chapter ☐ Undergraduate Chapter ☐ All of the Above
Selection of Applicants/Aspirants will conclude on	
New Member Education will begin and end on	
New Member Education will be conducted by:	☐ International/National ☐ Organization Alumni Chapter ☐ Undergraduate Chapter ☐ All of the Above
New Member Initiation will be conducted on	
New Member Probate / Presentation will be conducted on	

A. Chapter Membership Intake Education Plan

Please provide the details of your New Member Education schedule below — all dates, times, locations, and activities involved in educating your selected candidates. Both the date of selection and date of initiation should be included. This form should be completed by the date designated by the Office of Fraternity and Sorority Life.

Date	Time Frame	Location	New Member Education Activity	Summary

Date	Time Frame	Location	New Member Education Activity	Summary

B. Membership Intake Personnel

The person in charge of Membership Intake for the Undergraduate Chapter will be:

Full Name	
Email	
Phone Number	

The Advisor supervising Membership Intake for the chapter will be:

Full Name	
Graduate Chapter	
Email	
Phone Number	

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

Name (Print)	Signature	Date

Membership Intake Dates / Deadlines

Organization / Chapter:

Semester / Year:

Action	Due	Actual Deadline Date
NALFO/NPHC Greek Membership Intake – Intent Form	Minimum 14 business days prior to process beginning	
Membership Intake Approval / Eligibility letter	Minimum 5 business days prior to process beginning	
Notice of Membership Intake Form (if changes needed)	Minimum 5 business days prior to process beginning	
Verification of Aspirants Form	Minimum 5 business days prior to process beginning	
EIU Aspirant Anti-Hazing Agreement (per aspirant)	Minimum 5 business days prior to process beginning	
EIU Chapter Anti-Hazing Agreement	Minimum 5 business days prior to process beginning	

I/We hereby certify, understand, and agree to abide by the aforementioned deadlines. Furthermore, I/We understand that the EIU Office of Fraternity and Sorority Life reserves the right to suspend the membership intake process and/or cancel any events or activities associated with membership intake if deadlines are not adhered to.

Name (Print)	Signature	Date

Verification of Aspirants Form

Due 5 business days prior to the beginning of the Membership Intake process. Additional sheets may be attached if necessary.

Organization / Chapter: _____

Semester / Year: _____

Total Number of Aspirants	
Date of Initiation Ceremony	
Minimum Cumulative GPA / Credit Hour Requirement	GPA: _____ Credit Hours: _____

By signing below, I understand that my signature shall serve as a request that a preliminary academic eligibility check for all listed aspirants be completed by the Office of Fraternity and Sorority Life. Confirmation that aspirants have met the minimum academic requirements listed above shall then be provided to the chapter president and advisor.

Full Name	Year	EIU Email	E#

We hereby declare that the individuals listed above (and on any attached pages, for lists greater than six) are aspirants for membership into our organization and will be initiated per the approval of our regional and/or inter/national representative(s).

Name (Print)	Signature	Date

Additional Aspirants — Continuation Sheet**Organization / Chapter:****Semester / Year:**

Full Name	Year	EIU Email	E#

New Member Presentation Guidelines

All organizations must adhere to the following guidelines for New Member Presentations.

1. No explicit or revealing attire is to be worn by aspirants/new members or other show participants.
2. No alcoholic beverages are to be consumed or permitted prior to or during the New Member Presentation. This includes visiting chapters, alumni, and/or graduate members.
3. References to hazing and/or other illegal activities are not allowed, in chants, music, speech, or performance, before, during, or after the show.
4. No physical abuse will be tolerated, including but not limited to slapping, kicking, spitting, punching, pushing, poking, or caning. (Canes, staffs, and sticks may be used as part of the performance but never to threaten or harm anyone.)
5. No profane language or gestures, and no sexually explicit language, themes, or scenarios, in chants, music (including music played by DJs), or speech before, during, or after the show. No participant may dance provocatively with any audience member.
6. There are to be no references to any individual(s) departing from the Membership Intake process.
7. Disruptions by other attending organizations will not be tolerated, including walking through the presenters' show, talking over the presenting organization, derogatory speech or comments, and death marches.
8. Organizations are limited to one New Member Presentation per semester.
9. The presenting organization is responsible for ensuring the site is left in its original state after use.
10. Shows must occur in the same semester as the new member education; there can be no delay in the presentation or show.
11. All actions of organization members/aspirants must adhere to the Student Conduct Code.
12. Masks may be worn during the presentation; however, the mouth area of the mask and of the individual must be fully open and visible for the entire performance.
13. In the event of an altercation during the presentation, those involved in the altercation will be disciplined immediately. If a member of the presenting organization is involved, the presentation show will be stopped immediately.
14. The Director for Fraternity and Sorority Life, or a designee from the OFSL staff (full-time professional or graduate), must be in attendance at all New Member Presentations.
15. Alumni and visiting chapter members are not permitted to participate in or stand as part of the presenting organization's show. They must remain part of the audience for the duration of the New Member Presentation.
16. No bricks, bats, and/or paddles will be allowed at any New Member Presentation.
17. It is the chapter's responsibility to notify visiting and alumni members of all EIU New Member Presentation rules.
18. If a New Member Presentation does not occur, new members must still be presented in some formal way (reception, social media post, email, flyer, etc.) acknowledging all new members.

19. Chapter Advisors or their designee from the advising team must be present at all New Member Presentations.
20. Violation of these guidelines will result in a referral to the Director of the Office of Fraternity and Sorority Life and/or the Dean of Students Office and may result in punitive sanctions. New Member Presentations are a privilege, and the right to have one is not guaranteed. OFSL reserves the right to prohibit an organization from having a New Member Presentation if violations have occurred.

Anti-Hazing Agreement — Applicant / Aspirant for Membership

Hazing of any form is not condoned and will not be tolerated at Eastern Illinois University. Any individual and/or EIU student or registered student organization participating in any hazing-related practices or activities will be subject to the Eastern Illinois University Student Accountability and Judicial Process and the State of Illinois Hazing Law. If any individual, EIU student(s), or EIU Registered Student Organization is found in violation of the EIU Hazing Statement & Policy and/or the State of Illinois Hazing Law, the individual(s) or organization will be subject to university and state prosecution.

I, _____ (Print Name), EIU Student ID# _____, an applicant for membership, have carefully read and agree to adhere to the Eastern Illinois University Hazing Statement & Policy and Applicant for Membership Agreement. Furthermore, I pledge that I will not participate in, nor willingly place myself in, any hazing practices, activities, or situations. I understand that if I participate in any hazing pre- or post-practices or initiation activities, I can be disciplined and/or prosecuted as outlined in the EIU Student Code of Conduct, the State of Illinois Hazing Law, the EIU Hazing Statement & Policy, and/or the EIU Anti-Hazing Applicant for Membership Agreement.

EIU Student Organization Name (Print)

EIU Student / Applicant Member Name (Print)

Signature	Date

EIU Chapter Anti-Hazing Agreement

NALFO/NPHC Chapter Responsibilities

All NALFO/NPHC Greek-lettered chapter officers and members are responsible for promoting an atmosphere of learning, social responsibility, and respect for human dignity, and for providing a positive influence and constructive development for members and aspiring members. All officers and members are expected to use good judgment in determining the abilities of EIU students as they relate to organizational activities and requirements. Hazing is unproductive and hazardous behavior and has no place at Eastern Illinois University, on or off campus.

NALFO/NPHC Greek-lettered chapter officers and members shall read and review aloud this Declaration to ensure all chapter officers and members understand and remain compliant throughout the entirety of the New Member Education process. Each chapter officer and member is required to sign this form, and chapter leadership must submit the fully completed form to the EIU Office of Fraternity and Sorority Life within 24 hours prior to the start of the New Member Education process.

Hazing Is Prohibited

In determining whether an NALFO/NPHC chapter practice, event, or activity constitutes hazing, the EIU Office of Fraternity and Sorority Life will use the standard meaning of the terms and conditions as defined by Eastern Illinois University. If a chapter is unsure whether a proposed practice, event, or activity constitutes hazing, the chapter should contact the EIU Office of Fraternity and Sorority Life prior to engaging in the practice, event, or activity.

Definition of Hazing

Hazing is any act or situation on or off campus, initiated, planned, sanctioned, or joined in by one or more persons associated with an athletic team or student organization, that causes embarrassment, harassment, or ridicule to, or involves participation in a Code violation or illegal act by, or causes or places in danger of causing physical or mental harm to, any member or student affiliated with the organization.

University Hazing Policy

Eastern Illinois University does not condone any form of hazing, and students and student organizations involved in hazing are subject to University disciplinary sanctions. This policy applies to all students, student groups, and organizations at Eastern Illinois University.

I/We, the undersigned NALFO/NPHC chapter officers and members of _____
(Print Organization/Chapter Name), during the _____ Semester, _____ Academic Year, understand and hereby agree to adhere to the following duties and responsibilities:

- To understand and abide, in fact and in spirit, by the above EIU Hazing Policy and State of Illinois Hazing Law.
- To ensure that member applicants maintain satisfactory academic standing with the University while participating in the New Members/Membership Intake process.
- To refrain from any questionable New Members/Membership Intake process or initiation practices, events, or activities that may jeopardize or demean new member applicants.
- To make positive contributions to new member applicants' development through a positive educational process and program.
- To understand and adhere, in procedure and in spirit, to the above EIU Hazing Statement & Policy.
- To conduct a New Member/Membership Intake program tailored to the needs of new member applicants that is a positive, educationally sound, and personal growth experience.

I/We, officers and members of the Eastern Illinois University NALFO/NPHC Greek-lettered organization, hereby agree to adhere to the EIU Student Code of Conduct, State of Illinois Hazing Law, EIU Hazing Statement & Policy, and this Declaration of New Member/Membership Intake NALFO/NPHC Chapter Responsibilities:

Name / Role (Print)	Signature	Date
Alumni Chapter Advisor		
Chapter President		
Chapter Membership Intake Coordinator		
Chapter Member 1		
Chapter Member 2		
Chapter Member 3		
Chapter Member 4		
Chapter Member 5		
Chapter Member 6		
Chapter Member 7		
Chapter Member 8		
Chapter Member 9		
Chapter Member 10		
Chapter Member 11		
Chapter Member 12		