



FRATERNITY AND  
SORORITY AFFAIRS



National Pan  
Hellenic Council  
OKLAHOMA STATE UNIVERSITY



Multicultural  
Greek Council  
OKLAHOMA STATE UNIVERSITY

### **NPHC/MGC Intake Packet**

This packet will assist you in planning your membership intake programs for the upcoming semester. The completion of these documents is **required** of all National Pan-Hellenic Council and Multicultural Greek Council chapters in order to conduct an intake process on the Oklahoma State University campus. Please take a moment to review these forms and guidelines, and bring any questions or concerns to us.

#### ***Privacy Statement***

We would also like to assure you that we do not intend to use these documents in any manner that will undermine the traditions of our organizations on this campus. In doing so, we promise to protect your chapter's interests and privacy by keeping the information submitted confidential. No one, other than the Office of Fraternity & Sorority Affairs staff, will have access to these forms during the membership intake process.

Access to the documents will be denied to all parties except for chapter advisors, university officials and representatives of the National or International headquarters. **In the event that any dates and times need to be changed on the intake calendars of events, the chapter president or chapter member in charge of intake must notify the Office (in writing) no less than 2 business days prior to the new event time/date.**

*If you have any questions regarding intake, please do not hesitate to ask. Good luck!*

Interfraternally,

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# Membership Intake Paperwork Timeline

## Overview of Membership Intake Guidelines

Organizations that wish to take new members must adhere to a number of guidelines and deadlines for Oklahoma State Office of Fraternity & Sorority Affairs in addition to your chapters' policies and deadlines.

## Deadlines

At least one chapter member, the chapter president or intake director, will meet with the advisor of Fraternity & Sorority Affairs **TWO WEEKS** before any intake activity occurs. To schedule an appointment, call (405) 744-4379 or email [rashad.cockrell@okstate.edu](mailto:rashad.cockrell@okstate.edu). At this meeting, please provide the following documents:

- Any national/regional paperwork that needs to be signed by F&SA
- Completed Notice of Membership Intake (Attached)
- Member Compliance Form, **signed by every chapter member** (Attached)
- Completed Anti-Hazing Statement (Attached)
- A copy of the Informational Flyer (emailed to [rashad.cockrell@okstate.edu](mailto:rashad.cockrell@okstate.edu) )

## Verification of Aspirants

All chapters conducting intake must submit a Verification of Aspirants Form. This form must be submitted **48 HOURS (or by 5 pm the second business day)** after the interest/informational meeting, and prior to the start date of the official process/education of aspirants listed on the chapter's intake calendar. This form will include **all students attending the interest/informational session AND must include the list of the individuals approved by your chapter that will be submitted to your regional or national representatives as aspirants for membership.** The verification form contains the following information:

- A. List of candidates for membership that will include each new member's:
  1. Name (please print)
  2. Signature
  3. Banner ID
  4. Academic Waiver
- B. Total number of Candidates
- C. Original signature of Chapter President
- D. Signature of Faculty and Grad Chapter Advisor (chapter must bring in form with the original signature, no faxes will be accepted).
- E. A separate line for verification of date received. (to be completed by the Office of Fraternity and Sorority Affairs)

## Informational Meeting

A representative from the Office of Fraternity & Sorority Affairs must give a hazing presentation at your organization's informational meeting. This will last no longer than 10 minutes.

## Violations:

Violations of the intake process may result in probation or suspension. Whether the chapter will be placed on probation or receive automatic suspension is based upon the infractions and is at the discretion of the Office of Fraternity & Sorority Affairs and the Office of Student Conduct Education and Administration.

## **New Member Presentation Guidelines**

In order for the Office of Fraternity & Sorority Affairs to assist chapters with the intake process and avoid potential problems, all organizations must adhere to the following guidelines when presenting new members to the Oklahoma State Community:

- 1) Presentation of new members must take place no more than **thirty (30) calendar days** after the members have been initiated into your organization.
- 2) New member presentation shows are not to be scheduled on the same evening/time of a previously planned event of another chapter of the same council unless approval is given by the chapter president
- 3) No explicit or revealing attire is to be worn by new members
- 4) Vulgarity and profanity will not be tolerated
- 5) No disrespecting other Greeks or any other people or groups
- 6) No alcoholic beverages will be permitted
- 7) No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, poking, etc... No paddles or bricks are permitted (Canes, paddles, staffs, sticks, etc. may be used as part of the performance, but may not be used as a weapon to harm another individual)
- 8) In the event of a fight or physical altercation during the presentation, those involved will be removed immediately, and the student involved will face sanctions from the Office of Fraternity & Sorority Affairs. If a member of the presenting organization is involved, the presentation will be stopped immediately.
- 9) A staff member from the Office of Fraternity & Sorority Affairs (full-time, professional or graduate) **MUST** be in attendance at all new member presentations.
- 10) Your organization is responsible for reserving the location of your new member presentation and submitting the event confirmation to the office two (2) week prior to the date of the presentation.
- 11) If a new member decides they cannot, or decides not to participate in the show, the member must send a written and signed note to the Office of Fraternity & Sorority Affairs no more than 72 hours before the show explaining why they cannot, or have not decided to participate
- 12) No blatant skipping of numbers will be allowed (ex:1, 2, 4, 5)
- 13) The duration of the presentation show should be no longer than 2 hours total. Shows may not be scheduled to begin after 9:00pm and must start within **15 minutes of scheduled time advertised**. Following the show members of the presenting organization must vacate the area within 30minutes. (This will help with crowd disbursement.) The presenting organization will be responsible for ensuring the site used is left in its original state after use
- 14) If a New Member Presentation does not occur, new members must be presented in some formal way (reception, tweet, email, flyer, Instagram, etc.) acknowledging all new members
- 15) It is the chapter responsibility to notify visiting and alumni members of all of Oklahoma State University New Member Presentation rules.
- 16) 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.

### **Violations:**

Violations of the New Member Presentation Guidelines or intake process may result in probation or suspension. Whether the chapter will be placed on probation or receive automatic suspension is based upon the infractions and is at the discretion of the Office of Fraternity & Sorority Affairs.

### **Violations include but are not limited to:**

1. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paper work, etc.)
2. Holding membership intake without adhering to the Intake Guidelines set by the Office of Fraternity & Sorority Affairs.
3. Hazing: Any violations of the Hazing Policy will result in disciplinary action.
4. Overt activity defined as any activity related to intake conducted in defiance of previous guidelines or warnings by council advisors.
5. Failure to adhere to New Member Presentation Guidelines (as included in this packet)

## OSU Hazing Policy

The Oklahoma State University Student Code of Conduct defines hazing as follows:

***Hazing: Engaging in any action or activity that causes or is likely to cause physical or mental discomfort or distress, that may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule. State law classifies hazing as a crime, Title 21 Oklahoma Statutes Section 1190 (Student Code of Conduct: Student Rights & Responsibilities Governing Behavior, Section 2.25).***

The OSU Fraternity & Sorority Affairs has developed the following guidelines to further clarify the University's policy against hazing and to help guide the actions of its members to promote a safe and positive fraternity/sorority experience which aligns with organization and University values. Within each fraternity and sorority at Oklahoma State University, it is expected that the following shall include and but not be limited to new members (i.e. within the first semester of membership and/or thereafter):

1. No activities shall be required of a new member during his/her classes or assigned laboratory time.
2. No acts of personal servitude shall be required of any member of the organization.
3. No activities involving new members (either as a class or as individuals) may occur between the hours of 12:01 a.m. and 6:00 a.m., Monday through Friday. NOTE: Examples of this requirement include, but are not limited to: all forms of house cleanings, Homecoming pomping hours, community service hours, any activity which may entail a sign-up sheet, etc.
4. No activities shall be sponsored, required, or otherwise encouraged, which will intentionally endanger the safety of all members of the organization.
5. No malicious or offensive physical contact or excessive exercise of new members, by members or alumni, and vice versa, shall be permitted. This shall include paddling, pushing, shoving, wrestling, calisthenics, or any other form of abusive, excessive, or offensive physical action or assault.
6. No controlled substances (drugs, alcohol, etc.) will be provided for, suggested to, or forced upon any organizational member at any time or place.
7. No psychological hazing. Psychological hazing shall be defined as follows:
  - any act or situation which is likely to cause a new member or a member to be the object of amusement, ridicule, and/or demeaning behavior or
  - any act or situation which is likely to cause a new member or member to be unreasonably humiliated or shamed, or
  - any act or situation which is likely to cause extreme psychological harm or strain to a new member or a member, or
8. Pre-initiation and initiation activities must conform to all standards included in this code, as well as to all standards established by the respective inter/national organization.
9. If organization and/or members of the OSU community witness or suspect hazing activity, it is the responsibility and duty to report to assure the safety of our Cowboy Family. Report an incident at <https://studentconduct.okstate.edu/report>.

**What does hazing look like?**  
*Adapted from HazingPrevention.org*

**Some definitions of hazing vary but all have common factors:**

- Power differential between those in a group and those who want to join a group, or between upperclassmen members of a group.
- Intentional initiation rite, practice or ‘tradition’ involved.
- Willingness to participate does not absolve responsibility for either party.

**Some Examples of Hazing:**

- Forced activities for new members to ‘prove’ their worth to join.
- Forced or required consumption of alcohol, drug, and or any food/beverage.
- Required to endure hardships such as sleep deprivation, menial tasks, physical labor/servitude, etc.
- Activities and/or behavior that could be humiliating and/or isolation.
- Beating, paddling, and/or other acts of physical abuse.
- Requirements for new members to perform acts or tasks which active members are not required to do.
- Any illegal activities such as requirement to steal or vandalize as part of a scavenger hunt.

**Is this hazing?**

- Would I feel comfortable participating in this activity in my parents were watching?
- Would we/I get in trouble if an administrator walked by and saw us?
- Am I being asked to keep these activities secret?
- Am I doing anything illegal?
- Does participation in this activity violate my values or those of this organization?
- Is this causing emotional and/or physical distress or stress to myself and/or others?
- Am I going to be able to get a job if I have to put a criminal offense of hazing on my application?

Hazing is prohibited and any member failing to comply with this policy is subject to disciplinary action. This policy pertains to all potential new members, active members, and alumni/ae members of the Fraternity/Sorority.

All members are subject to federal, state and local laws, and rules and regulations of the institution.

***By signing below, you are verifying that you have read, understand, and will comply with the policies and guidelines outlined above.***

\_\_\_\_\_  
*Grad Chapter Advisor’s Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Phone #*

\_\_\_\_\_  
*Intake Chair Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Phone #*

\_\_\_\_\_  
*Chapter President Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Phone #*

## Notice of Membership Intake

RETURN THIS FORM TO **211J STUDENT UNION** AT LEAST **TWO WEEKS** BEFORE THE PROCESS BEGINS

The officers and members of \_\_\_\_\_ are proud to announce the  
*Fraternity or Sorority Name*

intake of new members for the \_\_\_\_\_ semester of the \_\_\_\_\_ - \_\_\_\_\_ academic year.

The following schedule outlines the Membership Activities which will comprise the Intake Process:

Informational(s) shall be held on (time and location):

\_\_\_\_\_

Selection shall conclude on:

\_\_\_\_\_

Education of potential new members/intake process begins on:

\_\_\_\_\_

Potential New Members will be initiated on:

\_\_\_\_\_

New Members will be presented on:

\_\_\_\_\_

The person responsible for intake for the Chapter will be:

The chapter advisor supervising intake for the Chapter will be:

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Title in the Chapter*

\_\_\_\_\_  
*Title in the Chapter/Organization*

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*Email Address*

\_\_\_\_\_  
*Email Address*

The above information is accurate and complete to the best of my knowledge. I further understand that it is my responsibility to inform the Office of Fraternity & Sorority Affairs staff members of any changes to the above information immediately following the alterations.

\_\_\_\_\_  
*Grad Chapter Advisor's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Phone #*

\_\_\_\_\_  
*Intake Chair Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Phone #*

\_\_\_\_\_  
*Chapter President Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Phone #*

**Notice of Intent Not to Hold Intake**

Please submit this form along with the Notice of Membership Intake

The officers and members of \_\_\_\_\_ will not be conducting  
*Fraternity or Sorority Name*

intake of new members for the \_\_\_\_\_ semester of the \_\_\_\_\_ - \_\_\_\_\_ academic year.

We understand that should that decision change, we must notify the Office of Fraternity and Sorority Affairs in writing, with approval from the chapter advisor. We understand that if we engage in pre-pledging activities, not a part of the National process, it will be reported to **the Office of Student Conduct Education and Administration and the National Headquarters.**

\_\_\_\_\_  
*President's Name Printed*

\_\_\_\_\_  
*President's Signature*

\_\_\_\_\_  
*President's Phone Number*

\_\_\_\_\_  
*Grad Chapter Advisor's Name  
Printed*

\_\_\_\_\_  
*Grad Chapter Advisor's  
Signature*

\_\_\_\_\_  
*Grad Chapter Advisor's Phone  
Number*

**Oklahoma State University  
OSU Fraternity and Sorority Affairs  
Hazing Policy  
Member Compliance Form**

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- Is this causing emotional and/or physical distress or stress to myself and/or others?
- Am I going to be able to get a job if I have to put a criminal offense of hazing on my application?

Hazing is prohibited and any member failing to comply with this policy is subject to disciplinary action. This policy pertains to all potential new members, active members, and alumni/ae members of the Fraternity/Sorority.

All members are subject to federal, state and local laws, and rules and regulations of the institution.

Oklahoma State University will investigate all hazing allegations. Individuals and organizations found in violation of the OSU Hazing Policy will be sanctioned and turned over to the proper law enforcement agency. If you believe you or someone you know has been a victim of hazing, contact the Advisor of Fraternity and Sorority Affairs at (405) 744-5490 or the Office of Student Judicial Affairs at (405) 744-5470.

By signing this statement, I agree that I have read and understand the Fraternity and Sorority Affairs Hazing Policy. I agree to comply with this policy, local/state laws, the policies of my fraternal organization (which are more specific) and the local and national governing council to which my organization belongs.

Member Name \_\_\_\_\_

Organization \_\_\_\_\_

Chapter \_\_\_\_\_

Banner ID \_\_\_\_\_

Semester \_\_\_\_\_

Member’s Signature \_\_\_\_\_

Date \_\_\_\_\_

## Verification of Aspirants Form

**Organization:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Location:** \_\_\_\_\_

Students who wish to participate in membership intake for a fraternity or sorority must meet the minimum academic qualifications of the chapter and national organization for which they are seeking membership as well as the minimum standard provided by the Office of Fraternity & Sorority Affairs.

Our organization requires that interested students must have a minimum grade point average of a \_\_\_\_\_ on a 4.0 scale. ***Please note that students who do meet the minimum qualifications are NOT guaranteed membership in the organization.***

By completing and signing this form, you, the student interested in membership in a Greek organization, consent to the disclosure of your academic and disciplinary record to the chapter in which you are seeking membership and the Office of Fraternity & Sorority Affairs for the purpose of verifying your eligibility for membership. **Our office will not share your information with anyone outside of the university.**

Printed Name	Banner ID	Signature	F&SA Will Verify	Attended Convocation
			Cumulative GPA	

As the chapter advisor, I confirm that this interest meeting was held in compliance with our national organization's procedures and guidelines.

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Before signing below, please read the information on the cover page.*

Printed Name	Banner ID	Signature	F&SA Will Verify	Attended Convocation
			Cumulative GPA	

As the chapter advisor, I confirm that this interest meeting was held in compliance with our national organization’s procedures and guidelines.

Advisor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

Before signing below, please read the information on the cover page.

Printed Name	Banner ID	Signature	<i>F&amp;SA Will Verify</i>	<i>Attended Convocation</i>
			Cumulative GPA	

As the chapter advisor, I confirm that this interest meeting was held in compliance with our national organization's procedures and guidelines.

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

**Report of New Initiates**  
(TO BE SUBMITTED 7 DAYS AFTER INITIATION/CROSSING)

**Organization:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Date of Initiation:** \_\_\_\_\_ **Number of Initiates:** \_\_\_\_\_

First Name	Middle Name	Last Name	Banner ID

**Intake Chair Signature:** \_\_\_\_\_ **Page** \_\_\_\_\_ **of** \_\_\_\_\_

**Grad Chapter Advisor Signature:** \_\_\_\_\_