



Student Clubs and Organizations
Membership Intake/Recruitment Procedure (MIP)
Overview of Process

To ensure that all organizations of Music/Band departments and organizations not affiliated with National Pan Hellenic Council(NPHC) organizations follow proper membership intake procedures, all forms must be completed promptly. Listed below are the documents related to membership intake.

1. Before ANY Membership Intake activities can be planned:
The chapter must select a Membership Intake Coordinator. The Chapter Intake Coordinator, President, and Adviser must complete the forms for membership intake.
2. After selection of the Membership Intake Coordinator:
 - a. Complete all forms regarding the membership intake plan and return them to the Office of Student Clubs and Organizations.
 - b. Verify that approval from the Regional/National Headquarters to conduct the membership intake process (MIP) has been granted.
 - c. Intake forms should be completed and submitted to the Student Organization Office **one week** before any membership intake activities begin.
 - d. Make sure that the Activity Clearance form(s) is submitted for **all** activities associated with your intake calendar of events, meetings, probate, etc.
3. Return copies of information/interest session sign-in forms no later than 48 hours after the event.
4. Notify the Office of Student Organizations of any subsequent changes in and the results of the MIP candidate(s) status.
5. Any intake activities conducted outside of dates designated as intake activity dates by the University will be fined \$1000 and other sanctions will be imposed. Please advise the Student Organization office by completing the appropriate forms to obtain approval for any activity that may be construed as intake activity.

Any organization found altering or changing any wording in these forms will be sanctioned.

NON-COMPLIANCE with these policies can lead to **suspension** or loss of organizational privileges as determined by the Student Clubs & Organizations Office, Director of Judicial Affairs, Dean of Students, or the Vice President for Student Affairs.



Student Clubs and Organizations
Membership Intake Coordinator Agreement

Semester: ____ Fall ____ Spring ____ Year

Date form completed: _____

Name of Organization _____

Chapter Name: _____

I certify that I have read in full **ALL** of the materials accompanying this document, pertinent University policies, and other relevant information from my local (inter)national organization regarding membership intake policies and procedures.

I will educate my chapter on all the regulations of membership intake and will keep the Student Organizations Office informed on all membership intake activities of my chapter.

President

Print Name

Signature

Contact Information

Cell Phone Number _____

GSU Email _____

Membership Intake Coordinator

Print Name

Signature

Contact Information

Cell Phone Number _____

GSU Email _____

Adviser

Print Name

Signature

Contact Information

Cell Phone Number _____

GSU Address:

GSU Email Address _____



Student Clubs and Organizations
Information/Interest Meeting Sign-In Form

This form is due no later than 48 hours after the event. (Duplicate forms as needed)

Name of
Organization _____
Chapter: _____
Date: _____ Time: _____ Location: _____

University Anti-Hazing -Academic Policy

Hazing in any form is forbidden by any student(s) or organization(s) affiliated with Grambling State University. The following definition has been developed to clearly inform the University community as to the position and stand on what is considered hazing at our institution

Any action taken or situation created on the university premises (pledging/membership intake is not to take place off campus) to produce mental or physical discomfort, or embarrassment, harassment, or ridicule. Such activities and situations include paddling in any form, creation of excessive fatigue, physical and psychological shocks, coercion resulting in menial tasks being performed, personal money being expended on non permissible essential intake activities, wearing apparel that is conspicuous and not in good taste, engaging in public stunts, morally degrading or humiliating games and activities, having work sessions which interfere with scholastic activities, using drugs and/or alcoholic beverages, and any other activities which are not consistent with fraternal law, rituals or policies from respective state, regional, or the regulations and policies of this educational institution.” (GSU Student Handbook, p.60-61)

Regarding any pledging or membership intake process, participation in the activities must not be mandatory. Additionally, organizations cannot require physical examinations or other requisites not sanctioned by the national body and the institution.

University Academic Policy

Students wishing to participate in Membership Intake at Grambling State University must have at least a 2.0 cumulative GPA (this is only Grambling State University’s requirement for non-Greek organizations (Student Organization Handbook); individual organizations' requirements may vary depending on their policies) on 4.0 scale. The GSU Pan-Hellenic Standard is 2.5 GPA; some Greek organizations have higher GPA standards. (GSU Pan Hellenic Council Constitution) (GSU Student Organization Handbook). All Greek aspirants must be cleared through judicial affairs (GSU Student Handbook).

By signing in at this event, you are indicating that you have read and fully understand the above-stated Hazing and Academic Policy.



Student Clubs and Organizations
Grade/Judicial Records Release Form

I am a candidate for membership in _____. My signature below grants my permission to the Office of Student Clubs and Organizations to release my semester and cumulative grades and prior judicial record to the chapter president, academic advisor, and the organization's national headquarters (if any), and this University's governing offices to meet academic goals and behavior expectations for as long as I am a candidate and/or member of the organization.

PRINT name	SIGN name	Student ID Number
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Student Clubs and Organizations

POLICIES GOVERNING ACTIVITIES OF ANY ORGANIZATION THAT USE PLEDGING IN THE INTAKE PROCESS

Statement of privilege: All organizations, including fraternities and sororities, must be made aware of the fact that their existence on campus is a privilege, not a right. They are bound to follow not only the regulations set forth by their respective national bodies but also the rules, regulations, and policies of Grambling State University.

1. Each organization must have one advisor; however, two or more advisors are preferable.
2. Organizations cannot meet without at least one advisor present.
3. All academic and judicial clearances must be submitted by the Office of Student Clubs and Organizations. Therefore, the final candidate list must be submitted 24 hours before the beginning of those intake activities.
4. Organizations will not be permitted to meet after 11 p.m. Candidates will not be forced to stay up past this hour. Pledge groups should not meet in any form or fashion between 11 p.m. and 8 a.m. **All interactions with aspirants must be conducted on the campus of Grambling State University. If an organization is found to violate this policy, disciplinary action will be taken.**
5. When mid-term examination comes during the intake period, all intake activities must cease on Monday of that week and can resume on the following Friday at 5:00 p.m. This is a period when students are inactive for academic reasons.
6. Members of your organization from other chapters (graduate or undergraduate) are not to participate in intake activities on our campus. If this occurs, criminal charges will be placed against them, and the campus chapter may face disciplinary action.
7. The National Pan Hellenic Council is to draw up a schedule of events for the year giving dates for probates, initiation, etc. This schedule should be submitted to OSCO before the intake process begins.
8. No hazing in any form is permitted. Disciplinary action will be taken against any individual or organization found guilty of physical/emotional abuse against any candidate.
9. All potential candidates must be in good standing with the University and cleared through the Department of Student Judicial Affairs/University Registration offices by OSCO.



Student Clubs and Organizations
INTAKE CALENDAR OF ACTIVITIES with LOCATION/TIME

Name of Organization

Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

This calendar may be used to show events for intake activities. (Optional)