

# OFFICE OF FRATERNITY & SORORITY LIFE

## Recruitment & Membership Intake Intent Form



**Please return this form to your Chapter Coach**

The Office of Fraternity and Sorority Life (FSL) staff must be notified prior to any chapter beginning their membership intake or recruitment processes of new members. The purpose of this form is to notify FSL of any chapter membership intake or recruitment activities and to promote compliance with all inter/national organization rules and guidelines. Any changes to the information below must be updated immediately with your council advisor. **The information provided in this form will be utilized for internal FSL staff use only.**

### Important due dates:

**This form is due during the fall and spring academic terms** (unless noted otherwise by FSL staff)

Organization Name: \_\_\_\_\_

Chapter Designation: \_\_\_\_\_

Please check the box below that best represents your chapter's plans:

- The chapter is not conducting a membership intake or recruitment process this semester. **[Please sign below.]**
- The chapter intends to conduct a membership intake or recruitment process this semester. **[Please complete the next page.]**

By signing below, I certify that our chapter is **not** conducting a membership intake or recruitment process and that should the decision change it is our responsibility to notify the Office of Fraternity and Sorority Life via email **and** complete the necessary documentation for approval. We further understand that any unsanctioned "pre-pledging" or underground activities are not permitted and may be reported to the Office of Student Conduct and Academic Integrity and the inter/national organization.

\_\_\_\_\_  
Chapter President Name                      Chapter President Signature                      Date

\_\_\_\_\_  
Chapter Advisor Name                      Chapter Advisor Signature                      Date

**Complete this section if you intend to conduct a membership intake or recruitment process this semester**

Date(s) of interest meeting(s), informational(s), and intake/recruitment event(s):  
Please provide the following key dates:

Dates:	
Candidate/Membership Selection (if applicable) will occur on:	
New Member/Membership Intake Education will occur on:	
Initiation* will occur on:	
New Member Presentation (if applicable) will occur on:	

*\*Per UCF FSL policy, new member education/membership intake may be no longer than seven (7) weeks.*

By signing below, I certify that our chapter is conducting the process in compliance with our inter/national organizational policies and requirements; have submitted all necessary paperwork; **and** is in good standing with the inter/national organization to proceed with this semester's process to bring new members into the chapter. In addition, the above information is accurate and correct to the best of my knowledge.

Chapter President Name	Chapter President Signature	Date
Membership Intake Chair or New Member Educator Name	Membership Intake Chair or New Member Educator Signature	Date
Chapter Advisor Name	Chapter Advisor Signature	Date