

Interfraternity Council – New Member Education Approval Form

New Member activity(s): Any formal or informal meeting conducted for the purpose of orienting and educating new members/associate members or pledges of a fraternity.

- Step 1:
 - A letter from the fraternity’s national office approving the chapter’s status (i.e., Good standing to conduct new member recruitment/education)
- Step 2:
 - Complete Request for New Member Intake Form. This document must be signed by the chapter president, alumni chapter advisor, faculty/staff advisor and the Assistant Dean of Students-Fraternity and Sorority Life prior to any formal meetings taking place.
 - Any changes to new member education dates must be re-submitted in writing via the alumni chapter advisor. *Only occurs when the university or the national/regional offices pause the process, or a natural disaster pauses the process.
 - Non-alcohol event registration forms from the Fraternity and Sorority Life office will need to be completed and submitted for any new member programs/events outside of the prescribed national new member education program such as community service events, philanthropy events and brotherhood/sisterhood type events. No event including alcohol should be hosted that includes new members while conducting new member education.

A confirmation e-mail will be sent to the chapter president, and alumni/graduate chapter advisor approving or denying the process to move forward and the new member events.

- Step 3:
 - The New Member Induction Forms must be completed and signed by each new member which includes information regarding the Texas State Hazing Policy, release of academic information to their affiliated chapters and national headquarters, and responsible use of alcohol. These forms will be completed by the new members following the IFC or Panhellenic potential new member orientations and council recruitment processes.
- Step 4:
 - IFC chapters will not proceed with their new member education program until verification from the national headquarters is received by the Fraternity & Sorority Life Office to include the roster of new members reported and new member fees collected by the national organization.
- Step 5:
 - Once new member education is approved to begin, the fraternity/sorority chapter advisor, faculty/staff advisor or a Fraternity and Sorority Life Staff member must read the Texas State University Having Policy to all new members.

If at any time during the process, a prospective candidate drops out or is released, an updated roster must be provided to the Fraternity and Sorority Life staff within two business days.

FAILURE TO ADHERE TO THE ABOVE GUIDELINES MAY PLACE THE NEW MEMBER PROCESS ON PAUSE UNTIL RESOLVED

Chapter President/Date _____

Alumni Chapter Advisor/Date _____

Faculty-Staff Advisor/Date _____

Fraternity & Sorority Life Office/Date _____

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The officers of _____ announce the intake of new members for the Fall/Spring (circle one) semester of _____ (YEAR)

Education of new members/Rituals begin _____ (Date, Time, and Location)

*(*New Member programs must be on file in the Fraternity & Sorority Life Office or attached to this document including the calendar of meetings/events. All new member activities must be completed at the end of six weeks. Official nationally prescribed initiation ceremonies may be held at an approved later date to verify academic GPA requirements, but all new member activities must cease.)*

Initiation Date/Final Ceremony _____ (Date, time, and Location)

New Member Educator

New Member Education Advisor

(NAME)

(NAME)

(TITLE IN CHAPTER)

(PHONE NUMBER)

(PHONE NUMBER & EMAIL)

(EMAIL)

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

President’s Name Printed President Signature President Phone #

Chapter Advisor’s Printed Name Chapter Advisor’s Signature Chapter Advisor’s Phone #

Faculty/Staff Advisor’s Printed Name Faculty/Staff Advisor’s Signature Faculty/Staff Advisor’s Phone #

SI&E Assoc. Director’s Name SI&E Assoc. Director’s Signature SI&E Assoc. Director’s Phone #

IF ANY DATE, TIME, LOCATION CHANGES THE HOST CHAPTER MUST NOTIFY THE FRATERNITY AND SORORITY OFFICE WITHIN 24 HOURS