

Panhellenic Council - New Member Education Approval Form

New Member Education Activities

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 sorority.

- Step 1
 - A letter from the sorority'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 Education Form. This document must be signed by the chapter president, alumni chapter advisor, faculty/staff advisor and the Associate Director of Student Involvement & Engagement-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 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 Panhellenic potential member orientations and council recruitment processes.
- Step 4
 - Panhellenic chapters will not proceed with their new member education program until verification from the national headquarters is received by the Fraternity and 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 sorority chapter advisor, faculty/staff advisor or a Fraternity and Sorority Life Staff member must read the Texas State University Hazing 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.

IF YOU FAIL TO ADHERE TO THE ABOVE GUIDELINES YOUR PROCESS COULD GO INTO CEASE AND DESISTS STATUS

Chapter President/Date _____

Alumni Chapter Advisor/Date _____

Faculty-Staff Advisor/Date _____

Fraternity and 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 and Sorority Life Office or attached to this document including the calendar of meetings/events. All new member activities must be completed with the performance of the initiation ceremony by no more than six weeks.)

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's Signature

President's 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 LIFE OFFICE WITHIN 24 HOURS**