

WRITING YOUR POTENTIAL NEW MEMBER/INTAKE PROGRAM AND CALENDAR

A copy of each chapter's potential new member/intake program is submitted to the Office of Fraternity and Sorority Affairs (OFSA) prior to each recruitment period. This program is kept on file in the OFSA and is reviewed during the end-of-year evaluation process. In addition, each potential new member of the organization should have a copy of the potential new member/intake program that outlines the following:

A. Purpose and goals of the program

B. Responsibilities of the prospective new members/pledges related to:

- History
- Standards, By-laws, Constitution, Policies
- Academic requirements
- Financial obligations
- Live-in requirements (if applicable)
- Chapter activities
- Educational Program Opportunities
- Mentoring Program
- Community Service
- Calendar of meeting and events for entire intake period
- Agenda for each meeting, which may include details on the aforementioned categories

C. Responsibilities of chapter members related to:

- Knowledge and understanding of University, State, Inter/national anti-hazing policies
- Active participation in the program
- Mentoring program
- Calendar of meetings and events for entire new member period
- Agenda for each meeting, which may include details on the aforementioned categories

When developing your potential new member/intake calendar consider using the following themes for meetings and events during the recruitment/intake period:

- **Themes for first four weeks of new member/intake program:** Orientation, overview of organization, team building within the organization, meeting officers and other members, mentor program, on campus support and referral for personal and academic concerns
- **Themes for last four weeks of new member/intake program:** History, ritual, learning about alumni responsibilities of membership
- **Inspiration Week Activities.** Inspiration week is intended to be a memorable time, where the potential new member learns many special rituals and accepts the final commitment to lifelong membership into the organization. Include dates, times, agenda for this week when submitting your new member/intake program to the OFSA.