



WESTERN
ILLINOIS
UNIVERSITY

Membership Intake Request

Office of Student Activities

Greek Life Programs

This form is to be completed by any United Greek Council fraternal organization wishing to commence an intake/orientation/new member preparation program resulting in the initiation of new members. All information is to be completed and submitted to the Office of Student Activities a minimum of one week prior to commencing any program. Failure to complete this form in conjunction with a new member education plan may result in revocation of orientation/intake/new member education privileges for the following semester.

Organization: _____ Chapter: _____

Undergraduate President: _____

Undergraduate Intake/Orientation Advisor: _____

On Campus Faculty/Staff Advisor: _____

Graduate Chapter/Area Board Advisor: _____

e-mail: _____ Phone: _____

Anticipated Rush/Informational Date(s) (if applicable): _____

Intake/Orientation/New Member Education Beginning Date: _____

Intake/Orientation/New Member Education Completion Date: _____

Anticipated Initiation Date: _____

Is the organization anticipating hosting a New Member Presentation/Coming Out Show? Y / N

Proposed Dates: 1st Choice _____ **2nd Choice** _____ **3rd Choice** _____

Any new member presentation must be cleared with the Assistant Director of Student Activities for Greek Life Programs to assist in location and acceptable times of the event

Names of the students participating in the intake/orientation/new member education process will not be made public unless requested by the organization. This information is for the record keeping purposes of the Office of Student Activities and Student Center Operations.

We understand that by completing this information we are intending to conduct a new member intake/orientation/education process during the current semester and that the information contained therein is accurate and correct to the best of our knowledge. Furthermore we agree to the following as a condition of membership intake:

- In addition to this form a New Member Education Plan must also be submitted to the Office of Student Activities/Greek Life Programs that will outline this process*
- Attend the Outcomes of Membership Intake training session facilitated by Greek Life Programs at the chapter's respective council meeting*
- Comply with local, national, university, and inter/national organization policies regarding membership intake*
- Inform the Office of Student Activities/Greek Life Programs of any changes to the membership intake schedule*
- In concert with the Social Event Policy, the organization will not initiate new candidates into full membership anytime following the Thursday preceding finals week*

All students participating in an intake/orientation/new member education process must complete any required New Member Education sessions facilitated by the Office of Student Activities. The undergraduate chapter must make arrangements for these to take place with the Assistant Director of Student Activities for Greek Life Programs during the process.

Undergraduate President Signature

Date

Undergraduate Intake/Orientation Advisor Signature

Date

The sponsoring graduate chapter is aware and in support of our undergraduate chapter commencing an intake/orientation/new member education process under the direction of the graduate chapter.

Graduate Chapter Advisor

Date

