

INTAKE/RECRUITMENT GUIDELINES FOR CULTURALLY BASED CHAPTERS
Fall 2009 General Information
Multicultural Greek Council
Lehigh University

1. Chapters interested in intake for the semester must fill out a *Notice of Intention to Conduct Membership Intake/Recruitment Process* form through the Office of Fraternity and Sorority Affairs.
 - Regardless if the chapter will take new members following selections, if the chapter is hosting informational or interest meetings, the form must be completed.
 - Chapters not interested in intake must fill out a form as well, notifying the office that they have no intent of conducting informationals, selections, or intake for the semester.
2. Chapter Informational or Interest meetings can take place any time after the official Multicultural Greek Council (MGC) Meet the Greeks event.
3. At Informational or Interest meetings, chapters will need to maintain a sign in sheet. They will need to use Excel and include: First, Middle, and Last Name. Additionally, they will need to include student ID number. Once open houses are over, each chapter will need to turn this into MGC Advisor.
4. The MGC Advisor will provide chapters with a list of men or women who are ineligible for intake according to the lists they provide from their informational or interest meetings.
5. Final Bid List Information
 - Chapter will need to provide the MGC advisor with a final list of men or women they want to offer bids, at least two days before the chapter wants to release invitations for membership.
 - The MGC Advisor will check to ensure everyone on the list is eligible.
 - Chapter will receive an email from the MGC advisor indicating whether or not their list is approved within 48 hours.
6. Bid Signing Day Information
 - Chapters will be responsible for handing out their own invitations for membership to those who were deemed approved by the MGC advisor.
 - Chapters are responsible directing those who accepted bids to stop by the OFSA within 48 hours of accepting their bid to fill out an OFSA bid card.
 - Chapter must notify the MGC advisor of all aspirants who have accepted a bid and will be beginning the new member education period.
7. New member education may begin immediately following the signature of all those who have accepted bids and will be continuing with the new member education period. New member education may not last more than six weeks. All new member education programs must end no later than the last day of classes. Each new member education plan must be approved by the chapter's Greek Life Coordinator.
8. If chapters want to take candidates after the initial bid signing, they will need to repeat the process as stated above. (if allowed by their national organization)

**LEHIGH UNIVERSITY MULTICULTURAL GREEK COUNCIL
NOTICE OF INTENTION TO CONDUCT
MEMBERSHIP INTAKE/RECRUITMENT PROCESS**

The Office of Fraternity and Sorority Affairs must be notified prior to any Multicultural Greek Council chapter beginning a membership intake process. The purpose of this notification is to ensure that the Office of Fraternity and Sorority Affairs is aware of membership activities and to ensure adherence to Lehigh University policy. This form may be submitted to the chapter's Greek Life Coordinator (GLC), **one week prior to your first informational meeting**. If the chapter does not intend to have membership intake/recruitment, this form must be completed and submitted to the chapter's GLC by the third week of the semester. Each organization must comply with all of the rules and guidelines of their inter/national organization regarding the membership intake/recruitment process. Any changes to the information below must be updated with the chapter's GLC.

Organization:

Date of all Interest Meeting(s) or
Informational(s):

Selection will conclude on:

Education of candidates/aspirants/intake
process will begin on:

If new members are to be presented in any fashion, please list the intent to host and what form your presentation will be taking (Please refer to the Lehigh University Policy on New Member Presentations for a definition of what a New Member Presentation may include):

Do you intend to host a New Member Presentation? Yes No

Type of Presentation:

-----OR-----

We, the _____ chapter of _____ does not intend to have membership intake/recruitment in the _____ semester of 20____. We understand that we must notify the chapter's GLC in writing, should that decision change. We also understand that if we engage in any pre-intake or intake activities that are not part of the inter/national process, it will be reported to the inter/national headquarters, and will result in a judicial hearing for the chapter.

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

Chapter President: _____

PRINTED NAME

SIGNATURE

DATE

Chapter Advisor: _____

PRINTED NAME

SIGNATURE

DATE