



**Center for Student Involvement
Fraternity & Sorority Life**

California State University, Los Angeles
5154 State University Drive | U-SU Room 204
Los Angeles, CA 90032

323-343-5110 Office

323-343-5278 Fax

Membership Intake Check List

- Prior to intake activities, schedule a meeting with the Fraternity & Sorority Life Coordinator. Meetings **must** be scheduled no later than **(1) month** before first intake activities are scheduled to begin. Meetings can be scheduled via phone (323-343-5110), e-mail (cbattle3@calstatela.edu) or in person (U-SU 204).

The following documents should be brought to this meeting:

- National or regional paperwork that needs to be signed by the Fraternity & Sorority Life Coordinator
- Notice of Membership Intake Form
- Must contain original signatures from Chapter President and Chapter Advisor. Fax or photo copies will not be accepted.
 - Dates for Informational, Interest meetings, Selection, Intake, Initiation, and Aspirant Presentation must be provided on this form.
- Hazing Compliance Form (Fraternity/Sorority Members)
- This form informs current members of their rights and responsibilities as it refers to hazing policies
 - Must be original signatures for Chapter President and Intake Chair Person
- Hazing Compliance Form (Aspirants)
- This form informs aspirants their right and responsibilities as it refers to hazing policies.
 - Must have date, name, signature and CIN for each aspirant
 - Must have original signatures for all aspirants
- Verification of Aspirants Form
- This form allows for the release of academic information about the aspirants to the Fraternity/Sorority of their choice.
- Submit an up-to-date **Chapter Roster** to the Center for Student Involvement no later than **(3) days** after intake activities have concluded.
- Once the location is selected for the presentation of aspirants (i.e. come out show, neophyte show, etc.), submit the **Event Registration Form** (if applicable) which displays that the location has been properly reserved through the university.