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.