**Muhlenberg College Fraternity & Sorority Life**

**New Member Education/Intake Program Guidelines**

These guidelines were established to ensure that new members/aspirants are well informed of their rights and responsibilities during their introduction into the Muhlenberg College Fraternity & Sorority community. The guidelines also provide a means for the College and the chapters to communicate more effectively what is going on during new member education/intake and to make the process as “transparent” as possible to the rest of the Muhlenberg College community.

**Forms**

- **New Member/Aspirant Release Forms** must be completed by PNM's as soon as they accept a bid. It is the responsibility of the recruitment chair and the education chair to ensure that the form is completed by the close of business (4:30 p.m.) on the Monday following Bid Day. This form is now online.

- Each chapter must read and distribute a copy of the Muhlenberg College Anti-Hazing Policy to all active members and new members/aspirants. The Anti-Hazing Signature Form must be signed by all members of the chapter and filed with the Muhlenberg College Office of Fraternity & Sorority Life within the first week of a new member education/intake program.

- An **Education Schedule Acknowledgement** must be completed by each new member/aspirant within the first week of any new member education/intake program. The form verifies that the new member or aspirant has received a printed copy of the new member education/intake schedule and understands that it encompasses all expectations and responsibilities of that program. This form is now online.

- As you develop your program, give careful thought to what activities are truly new member education/intake and which activities are actually chapter or membership activities. You schedule should focus exclusively on the former.

- If the New Member Education/Intake Schedule you submit has the specific dates, times and locations, as well as a general idea of the activities to be conducted and a contact name and number, then YOU DO NOT NEED TO COMPLETE A **CHAPTER EVENT REGISTRATION FORM** FOR EACH EVENT.
  - Chapters holding new member education/intake activities off-campus must still provide a list of those individuals traveling to the event to Campus Safety prior to their departure. The list should include personal vehicle information (make, model and license number) if you are not providing third party transportation. If you are providing third party transportation, then please include the name of the bus company and a contact number.
If you unfortunately have a new member/aspirant depledge, you are required to notify the Office of Fraternity & Sorority Life using a Report of Depledging Form. The form should be submitted to the office within two academic days of the occurrence. This form is now online.

Timelines

- All new member education/intake programs must be completed within the timeframe established by your national headquarters.

- Each NPC and NIC chapter’s new member education program must be submitted in writing to the Muhlenberg College Office of Fraternity & Sorority Life prior to the start of Recruitment Week. Theta Nu Xi’s Intake Program must be submitted prior to the start of the next week’s schedule. Written programs must include all dates, beginning and ending times, locations and descriptions of each activity. This includes initiation date, time and location.

- All new members must complete an Education Schedule Acknowledgement at the onset of the education program. Aspirants of Theta Nu Xi must submit an Education Schedule Acknowledgement at the beginning of each week of the intake program as the schedule is provided to them.

- The Director of Student Leadership Programs and all new members/aspirants must be informed, in writing, of any changes to a new member education program at least twenty-four hours in advance.

Rules

- Scavenger hunts, or other similar activities by any other name, are prohibited.

- New member/Aspirant activities may not occur between the hours of midnight and 6 a.m. Please review the College’s Anti-hazing policy for other requirements.

- For organizations with required study halls or study hours, flexibility must be given to those individuals who need to study alone, in the library or computer lab, with a study group or in a separate location. Only academic coursework may be completed during required study halls (no fraternity information, history, etc. assignments). The College has no mandate for study hours.

- A chapter must follow its own headquarter’s new member education program, where applicable. In cases where Muhlenberg College and headquarter’s policies differ, Muhlenberg College policy will always take precedence.

- Organizations and individuals should familiarize themselves with the Fraternity & Sorority Life Codex, the Muhlenberg College Student Policy & Resource Guide (specifically sections on Hazing, Alcohol and the Student Social Code), Commonwealth of Pennsylvania Law, and their own headquarters policies related to new member activities.