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Description automatically generated**Spring 2024**

**Membership Recruitment and Intake Paperwork**

All chapters conducting intake are expected to submit Part 1 & 2 of the Membership Recruitment and Intake Paperwork. This form will collect all the information needed to support your chapter through recruitment and intake efforts and must be submitted into your SOE Folder. Please ensure your chapter leadership has read through the Membership Recruitment and Intake Expectations and Procedures outlined by your governing council in partnership with Sorority and Fraternity Life; a copy of those expectations and procedures can be found at [sfl.osu.edu/current members/policies](http://sfl.osu.edu/current_members/policies). This form must be completed no later than **Thursday, January 11th, 2024 at 5pm**.

**Part 1.**

**Intent to Conduct Intake Form & Letter of Approval from HQ/National or Regional Leadership**

**Intent**

*Please complete the following section indicating whether your chapter will or will not conduct membership recruitment and intake for this current semester.*

**1. Name of Organization:**

**2. Will your chapter conduct recruitment and membership intake for this semester?**

Yes

No

**Chapter Leadership**

*Please complete the following section to confirm the chapter and organization leadership who will serve as primary contacts for membership recruitment intake.*

**3. By clicking below, you agree and confirm that your chapter leadership information listed in the Sorority and Fraternity Life Roster Management system reflects your chapter president, chapter advisor, recruitment chair and membership intake chair/new member educator who can be contacted during membership intake. If any changes occur with these contacts, your chapter leadership agrees to update roster information and communicate all changes to Sorority and Fraternity Life chapter liaison.**

I agree

**National/HQ Organization Membership Intake Approval Letter**

This letter should come from your national/local organization, which should highlight their support and approval of your chapter conducting membership intake for the semester. Please ensure the letter is completed by a national or local volunteer for your respective organization. The letter must be on an official letterhead, contain an official signature and title of the volunteer completing the form.

**4. Please upload and submit the letter of approval to conduct intake from your HQ/National or Regional Leadership into your SOE Folder.**  
I’ve uploaded an approval letter

**Participants in Leading Intake**

*Please complete this section to indicate all the individuals who will be participating and/or assisting with membership recruitment and intake related activities for this semester. As a reminder, for Alumni and Volunteers assisting in Intake, the Collins Law Training and Education window runs from July to July of every year.*

**5. List of active members and alumni participating/assisting:**

**Rush/Recruitment Week Activities, Interest Meetings and Informationals**

*Please complete this section to indicate all rush/recruitment activities, Informationals and interest meetings.*

**6. If you're chapter is hosting informationals and rush/recruitment week activities, please list below or upload a schedule of those events to the folder, if applicable.:**

I’ve uploaded a Rush/Recruitment Activities, Interest meetings and Informationals

**7. List or describe the advertising/marketing plan for rush/recruitment activities, informationals, and interest meetings?**

**8. Will your chapter host an Interest Meeting this semester?**

An interest meeting is defined as a meeting that provides potential new members the information, they need in order to proceed with the membership joining process into your respective organization. Your Sorority and Fraternity Life chapter liaison or another staff member will be present for this interest meeting.

Yes

No

**9. Date of Interest Meeting:**

**10. Location and Time of General Interest Meeting:**

**11. Interest Meeting Facilitator/Primary Contact (Name, Phone, Email):**

**12. Please list the advisors who will be present for the Interest Meeting:**

**13.Will the Interest Meeting be open for anyone or closed for specific people?**

Open meetings mean anyone can attend. Closed meetings mean only specified individuals are extended the opportunity to attend.

Open

Closed

**Membership Intake/New Member Education Timeline**

*Please note that your timeline must include all interviews/selection dates, meetings, gatherings, educational session(s), ritual(s)/initiation ceremony, & new member presentation, whether in person or virtual.*

**14. Please upload a copy of your calendar/timeline to your folder.**

I’ve uploaded a calendar/timeline

Acknowledgement/Agreement

*To finalize this form, please complete this section to confirm information.*

**15. Submitter's Name and Chapter Position:**

**16. By clicking to submit this form, you acknowledge and agree that all information is accurate and correct and should any changes occur, your respective Sorority and Fraternity Life chapter liaison will be notified. In addition, you agree that your primary chapter advisor has acknowledged and approved the submission of this information. Finally, you agree that all active chapter members and involved participants are aware of the membership recruitment and intake guidelines set in partnership with your governing council and Sorority and Fraternity Life.**

I agree, ready to submit