



Department of Fraternity and Sorority Life

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Multicultural Greek Council & National Pan-Hellenic Council Membership Intake/Rush Guidelines



SECTION I

KENNESAW STATE UNIVERSITY THE DEPARTMENT OF FRATERNITY AND SORORITY LIFE

Membership Guidelines

The purpose of this document is to provide fraternities and sororities of the Multicultural Greek Council (MGC) and National Pan-Hellenic Council (NPHC) at Kennesaw State University (KSU), their advisors, and prospective members with a source of information regarding Membership Intake/Rush. Chapter leaders responsible for conducting Intake/Rush and the Department of Fraternity and Sorority Life (FSL) staff will work together to ensure a successful and positive experience for all involved.

In order for the FSL staff to assist chapters with an efficient Intake/Rush process, chapters must adhere to the following guidelines if they are to conduct Intake, Rush, or informational(s) at KSU.

Hazing:

See the [KSU Hazing Policy](https://kennesaw.policytech.com/?public=true&siteid=1). (<https://kennesaw.policytech.com/?public=true&siteid=1>)

Privacy Statement:

All documents supplied to the FSL office are kept confidential from students who are not a part of the FSL staff and council board members. They may be shared with University officials and organization staff as needed.

Office Flyer and Convocation Email Requirement:

To ensure the growth and prosperity of our community, MGC and NPHC must disseminate information for Intake/Rush to students. MGC organizations are required to post a flyer in FSL two business weeks prior to any Informational. NPHC organizations are required to give the NPHC Advisor all necessary information to email NPHC Convocation attendees, notifying them of any Informational(s) and Interest Meeting(s) hosted by NPHC organizations. Dissemination of information will continue throughout the semester as updated information is received.

Department of Fraternity and Sorority Life Verified Aspirant Welcome:

Once the Department of Fraternity and Sorority Life receives a chapter's verified aspirants (Form 6), an email will be sent to those individuals welcoming them to the community and will include a newsletter. This newsletter will contain important dates, a community overview, and information regarding what they should expect out of their new member education experience. This language is specifically important in addressing any myths behind the process and to educate them on what Hazing is and looks like. The newsletter and email will also open streamlined communication to our department for these new members.

New Member Symposium Attendance

New Member Symposium is a mandatory event for MGC/NPHC's new members. It will take place the Tuesday following Thanksgiving break for the Fall semester and the Tuesday before the last day of classes for the spring semester. The symposium will focus on building a community among new members, informing new members about departmental and institutional resources/support, and developing them into successful FSL members and leaders on and off campus.



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Membership Guidelines (Cont.)

Step 1: Meetings and Documentation

Prior to any Intake, rush, or informational activities, at least one (1) chapter member, preferably the Chapter President or Intake/Rush Chair will contact the FSL Advisor(s) and/or the Director of FSL. To schedule an appointment, contact the FSL office at 470.578.2838 or email them directly.

At the initial meeting, the chapter will submit/provide:

- Form 1- Letter of Intent to conduct or not conduct Intake/Rush
 - The reservation summary or confirmation for the New Member Presentation location will need to be attached to Form 1 at the time of submission.

At the second meeting, the chapter will submit/provide:

- Form 2- Informational(s) only (if applicable)
- Form 3- Any national or regional paperwork that approves the conduction and outline for Intake/Rush activities and any paperwork that needs to be signed by FSL
- Form 4- KSU Anti-Hazing Compliance Form
- Deadline Checklist (Page 6)

A confirmation e-mail will be sent to the chapter president and alumni/graduate chapter advisor approving or denying the process to move forward and the new membership presentation event no more than two (2) business days after all documents from the initial meeting is received.

Step 2: Rush/Informational/Interest Meeting(s) Attendance

All chapters conducting Intake/Rush must submit an attendance sheet, which includes the names of all individuals who attended the rush/informational/interest meeting(s).

- A. Form 5- The Chapter President and/or Intake/Rush Chair will submit Form 5 to the FSL Advisor.

Step 3: Verified Aspirants (Post Voting)

All chapters conducting Intake/Rush must submit a list of selected aspirants, voted on for Intake/Rush and approved by the (inter) national organization, with the appropriate KSU ID numbers and signatures. Aspirants will also agree to abide by KSU's Hazing Policy, to waive their rights granted to me by the Family Educational Rights and Privacy Act of 1974, and to permit KSU to release academic information about me to my Sorority/Fraternity.

- Form 6- The Chapter President and/or Intake/Rush Chair will submit Form 6 to the FSL Advisor
- Chapters are required to add all Verified Aspirants' information to the chapter roster under the "Verified Aspirants" tab.
- Once the Department of Fraternity and Sorority Life receives a chapter's verified aspirants (Form 6), an email will be sent to those individuals welcoming them to the community and will include a newsletter. This newsletter will contain important dates, a community overview, and information regarding what they should expect out of their new member education experience. This language is specifically important in addressing any myths behind the process and to educate them on what Hazing is and looks like. The newsletter and email will also open streamlined communication to our department for these new members.



Membership Guidelines (Cont.)

Step 4: Presentation Show Agreement (Post Voting)

After the voting of new members and prior to the first scheduled presentation show practice (if applicable), chapters must meet with the FSL Advisor to discuss new member presentation show guidelines and sign the Presentation Show Agreement.

- Form 7- The Chapter President and/or Intake/Rush Chair will submit Form 7 to the FSL Advisor.

**** Other specific Presentation Show Guidelines can be found at [here](#) or in the MGC and NPHC By Laws ****

Step 5: End of Intake/Rush Report (Post Initiation)

At the conclusion of the Intake process/Rush (post initiation), chapters must submit a final membership roster to reflect aspirants who were or were not selected for membership. This form will also include the explanation of any additions/deletions during the Intake process/Rush.

- Form 8- The Chapter President and/or Intake/Rush Chair will submit Form 8 to the FSL Advisor.
- Remind all new members to be present for the mandatory New Member Symposium

Important Terms

Membership Intake Process/Rush

The Department of Fraternity and Sorority Life considers the start of the Membership Intake process/ Rush to be the point when the aspirant is being extended an invitation for membership by the organization. **Regardless of start date, all membership Intake/Rush activities SHALL end prior to the start of fall break/Thanksgiving for the fall semester and five (5) business days prior to the end of the semester for Spring semester. There is to be no crossover of Membership Intake/Rush activities from semester to semester (all Membership Intake/Rush activities, including New Member Presentations, must happen in the same semester).**

Informational/ Rush/ Interest Meeting

The Department of Fraternity and Sorority Life defines an Informational Meeting as *a meeting or information pick-up held by an organization for aspirants who are seeking general information about the organization and/or a formal meeting held by an organization for potential members that details the application process, rules of the organization, and allows them to show interest in being considered for membership.* Based on these definitions, all Membership Intake/Rush paperwork should be filled out according to these descriptions. The Informational/Interest Meeting/Rush Attendance Sheet must be filled out and submitted to the FSL within two (2) business days of the Informational.

Informational without Conducting Intake/Rush

The nature of an Informational is to provide aspirants with general information about the organization. An organization can host an Informational without conducting Membership Intake/Rush the same semester. In order to do this, organizations must fill out the Membership Intake/Rush Intent Form (Form 1) and attendance sheet (Form 5) within the specified deadline and indicate in the form that they will host informational(s) only. Following informational(s), organizations are not to engage in any pre-process activities that are not part of the (inter)national Membership Intake process/Rush or have not been approved by the Department of Fraternity and Sorority Life with these individuals.



Interest Groups

The Department of Fraternity and Sorority Life understands that each (inter) national organization conducts their Intake processes/Rush activities in different steps or styles. Any organization that has a formalized interest group process on a (inter) national level must receive approval for such process from FSL. In order to gain approval each semester, organizations must submit supporting documents from the (inter) national organization, documenting the interest group process, requirements, and timeline. The group must meet with an FSL staff member. Following this meeting, organizations will receive a letter certifying whether the interest group process has been approved or not approved. If the interest group process has been approved, interest group members can be selected and/or begin interest group activities. Membership in interest groups cannot be longer than the time outlined/ required by the national organization.

Initiation

Initiation is defined as *the ceremony in which aspirants become members of the organization* (in some organizations, it may be defined as “cross-over”). Under no circumstances is the date of the initiation ceremony to remain a secret from the aspirants. Aspirants must be made aware of this date at least two weeks after the beginning of the educational process.

New Member Presentations

A copy of the organization’s (inter) national guidelines on New Member Presentations must be on file with the FSL planning for this type of event takes place.

- Space must be reserved through KSU Reservations process for any type of presentation and attached to Form 1.
- Presentation of aspirants must take place no more than 30 business days after the members have been initiated into the organization and prior Fall break/ Thanksgiving for Fall semester and five (5) business days prior to the end of the semester for Spring semester.
- Presentations should not take place during University holidays/closures.
- All candidate education sessions/workshops and all new member presentations must take place on KSU’s campus (Kennesaw or Marietta).
- An FSL Staff member must be present for the New Member Presentation.
- There will be no more than one (1) presentation allowed to take place on the same day. The organization that submits Intake paperwork (with the location’s Reservation summary) the earliest for that perspective semester will take precedence in choosing the desired date for the presentation.

**** Other specific Presentation Show Guidelines can be found at [here](#) or in the MGC and NPHC By Laws ****

Alternatives to New Member Presentations

Organizations that do not conclude Membership Intake/Rush with a New Member Presentation but would like to have another method of introducing aspirants to the community must have the approval of FSL as well as their Regional Director. Approval is gained after submitting written notice of any alternative activities (including date, time, location, and description of the activity) to FSL ten (10) business days prior to the activity taking place and receiving written notification that the activity has been approved from the FSL advisor. Alternatives to New Member Presentations should not resemble a New Member Presentation in any way and should therefore not include any of the following: choreographed and/or coordinated steps or movement, unveiling/unmasking of any members, activities beyond the reasonable introduction of a member and/or disruptions of normal University affairs. All rules pertaining to New



Member Presentations apply to alternate presentations and a location for the activity must be reserved through Event Services process.

Violations

A judicial process to determine violations of the Membership Intake/Rush Guidelines and/or the Information Release Authorization and Acknowledgement by organizations and its members will be handled through FSL.

Violations of the Intake/Rush policy may include (but are not limited to):

- Intentional submission of improper paperwork (falsifying signatures, changing dates without approval, incomplete forms),
- Holding Membership Intake/Rush without adherence to the policies and procedures set forth by FSL
- Not adhering to the policies of the (inter) national organization, Kennesaw State University, and FSL, as well as municipal, state, and federal laws.
- Overt activity defined as any activity related to Intake/Rush conducted in defiance of previous guidelines or warnings by Council Advisor/s and the Director of Fraternity and Sorority Life.
- Failure to adhere to New Member Presentation Guidelines.

Penalties for violations may include (but are not limited to):

- Fines in specified amounts
- Probation for specified academic terms, with or without specified restrictions
- Inability to have a new member presentation for future new members.
- Loss of privilege of using University space and facilities
- Revocation of the privilege of being a recognized chapter
- The (inter) national office of any chapter violating the anti-hazing rules and Membership Intake/Rush Guidelines will be notified of any violations and all penalties.

Without the submission of this paperwork, Intake/Rush will not be approved. In the event that the Intake/Rush activities begin without the knowledge and signed approval of the FSL advisor(s) and the Director of FSL, and/or the chapter has not adhered to these written Membership Intake/Rush Guidelines, Intake/Rush activities will cease immediately, and the chapter may be placed on suspension. These sanctions will be administered appropriately at the discretion of the FSL advisor(s) and the Director.



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SECTION II

KENNESAW STATE UNIVERSITY
THE DEPARTMENT OF FRATERNITY AND SORORITY LIFE

Deadline Checklist

Guideline	Description	Deadline	Submission	Completed
NPHC Convocation	The first official introduction that students have to FSL, specifically NPHC. All aspirants must attend and all NPHC Exec must attend.	Fall and Spring	All NPHC Exec must attend. NPHC aspirants must complete sign in.	
Letter of Intent- Initial Meeting	At least one (1) chapter member, preferably the Chapter President or Intake/Rush Chair will contact the FSL Advisor(s) and/or the Director of FSL.	Prior to any activities or ten (10) business days after the first day of classes	Form 1 and New Member Presentation Reservation summary and/or confirmation	
Second Meeting	At least one (1) chapter member, preferably the Chapter President or Intake/Rush Chair will contact the FSL Advisor(s) and/or the Director of FSL.	Ten (10) business days after the first day of classes	Form 2-Form 3, Form 4, and Page 6	
Informational(s)	A meeting or information pick-up held by an organization for aspirants who are seeking general information about the organization and/or a formal meeting held by an organization for potential members that details the application process, rules of the organization, and allows them to show interest in being considered for membership.	Three (3) business days after the informational	Form 2	
Interest Meetings/ Rush	A meeting or information pick-up held by an organization for aspirants who are seeking general information about the organization and/or a formal meeting held by an organization for potential members that details the application process, rules of the organization, and allows them to show interest in being considered for membership.	Three (3) business days after the Interest Meeting/Rush	Form 5	
Verified Aspirants	A list of selected aspirants, voted on for Intake/Rush and approved by the (inter) national organization. Aspirants will also agree to abide by KSU's Hazing Policy, to waive their rights granted to me by the Family Educational Rights and Privacy Act of 1974, and to permit KSU to release academic information about me to my Sorority/Fraternity.	Three (3) business days after voting	Form 6	
New Member Presentation Agreement	An agreement secures the agenda for the Presentation show. More information is available in Section II of the Membership Intake/Rush Guidelines. <i>**Other specific Presentation Show Guidelines can be found at here or in the MGC and NPHC By Laws **</i>	Prior to the first presentation show practice (if applicable)	Form 7	
End of Intake/Rush Report	A final membership roster to reflect aspirants who were or were not selected for membership.	Three (3) business days after the Initiation	Form 8	
Cease Activity	Chapters may no longer have activity. Including probates, ceremonies, crossings, meetings, etc. after this date.	(Inter) national organization's deadline or prior to finals	NO MORE ACTIVITIES ALLOWED	



SECTION III
KENNESAW STATE UNIVERSITY
THE DEPARTMENT OF FRATERNITY AND SORORITY LIFE

Membership Intake/Rush Forms



Informational/ Dissemination of Information Attendance Sheet (Form 2)

Organization & Chapter Name: _____ Date: _____

Number of Aspirants	Aspirant's First and Last Name (Please print neatly)	KSU Student ID (000XXXXXX) (Please print neatly)
1		
2		
3		
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Membership Intake/Rush Activities Outline (Form 3)

****PLEASE ATTACH OFFICIAL SCHEDULE AS SENT BY NATIONAL AND/OR REGIONAL OFFICE****

Information should include the following items:

- Interest meeting/Rush/ Informational date(s)
- Date, time, and location where selection and/or voting will occur
- Date, time, and location the educational sessions for Intake process/Rush
- Date, time, and location of all meetings, brochure pick-ups, activities, etc. related to the Membership Intake/Rush
- Date, time, and location of Initiation
- Date, time, and location of New Member Presentation

These items may be submitted in a listed format on a Word document or a calendar layout

***Notice: Your Membership Intake Process/Rush is not approved until all listed items above have been submitted to FSL along with other required documents listed in the Membership Intake/Rush Guidelines.**



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Anti-Hazing Compliance (Form 4)

We certify that all activities sponsored or required by our fraternity/sorority members or aspirants comply with Kennesaw State University Hazing Policy, the (inter) national organizations' hazing policies, and the Georgia State Law.

We have informed the aspiring members of our fraternity/sorority of the contents of [Kennesaw State University Hazing Policy](#). This policy will be read to aspirants at the beginning of each semester of a chapter's Membership Intake process/Rush.

We understand that failure to uphold the University's Anti-Hazing Policy as stated in Kennesaw State University's Student Code of Conduct and in the Membership Intake/Rush Guidelines may result in organizational and/or individual charges.

We understand that participation in any hazing activity or knowledge of it and taking no action to stop the hazing is in effect giving our approval to haze. We understand our responsibility to not allow members of our organization, whether graduate/alumni status or affiliated at another institution of higher education, to haze our aspirants. Failure to report any such activity of which we become aware of may result in individual charges.

Our signatures below certify that we have read, understand, and agree to abide by Kennesaw State University Hazing Policy. We understand that the Office of Student Conduct and Academic Integrity, the (inter) national headquarters, and the chapter advisor(s) will be notified of cases of alleged and/or confirmed violations of the Anti-Hazing Policy.

Person in charge of Intake/Rush Signature	Email	Date
Chapter President Signature	Email	Date
Alumni/Graduate Chapter Advisor Signature	Email	Date



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Rush/ Interest Meeting Attendance (Form 5)

Organization & Chapter Name: _____ Date: _____

Policy/ Signature Terms:

- Hazing is prohibited. Physical or mental hazing violates statutes of the State of Georgia. Any member and/or group failing to comply with this policy is subject to disciplinary action. This policy pertains to all pledges/aspirants, active, and alumni members of the fraternity, sorority, or other organizations. For purposes of this policy, hazing is defined as any individual or organization who, in the course of another person’s initiation into or affiliation with any organization, intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person.
- In addition, I wish to waive my rights granted to me by the Family Educational Rights and Privacy Act of 1974 and permit KSU to release academic information about me to my Sorority/Fraternity. I understand that this waiver will be in effect until I notify the Department of Fraternity & Sorority Life that I no longer wish to allow such information to be released.

Number of Aspirants	Aspirant’s First and Last Name (Please print neatly)	Signature (I have been notified of and agree to the KSU’S Hazing Policy)	KSU Student ID (000XXXXXX) (Please print neatly)
1			
2			
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Verified Aspirants (Form 6)

Organization & Chapter Name: _____ Date: _____

We hereby declare that on _____ (date submitted), the following individuals are aspirants for membership into our organization and will be duly initiated pending the decision of our regional/national representative(s).

Policy/ Signature Terms:

- Hazing is prohibited. Physical or mental hazing violates statutes of the State of Georgia. Any member and/or group failing to comply with this policy is subject to disciplinary action. This policy pertains to all pledges/aspirants, active, and alumni members of the fraternity, sorority, or other organizations. For purposes of this policy, hazing is defined as any individual or organization who, in the course of another person’s initiation into or affiliation with any organization, intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person.
- In addition, I wish to waive my rights granted to me by the Family Educational Rights and Privacy Act of 1974 and permit KSU to release academic information about me to my Sorority/Fraternity. I understand that this waiver will be in effect until I notify the Department of Fraternity & Sorority Life that I no longer wish to allow such information to be released.

Number of Aspirants	Aspirant’s First and Last Name (Please print neatly)	Signature (I have been notified of and agree to the KSU Hazing Policy)	KSU Student ID (000XXXXXX) (Please print neatly)
1			
2			
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Presentation Show Agreement (Form 7)

Organization	
Date of Show	
Time of Show	Start: _____ End: _____
Location	
Description of show (including but not limited to): <ul style="list-style-type: none"> A. Complete Outline of Show B. Music being used C. Skits being conducted D. Flyers E. Videos 	
Materials/ Props	

My signature below indicates that:

- I have read, understand, and agree to the New Member Presentation Guidelines.
- The information provided on this form is accurate and true.
- The show will not stray from the spirit and written description of the show or those details approved by the Department of Fraternity and Sorority Life.
- I understand that my organization will be held accountable should any of the guidelines be violated.

Person in charge of Intake/Rush Signature	Email	Date
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Chapter President Signature	Email	Date
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Alumni/Graduate Chapter Advisor Signature	Email	Date
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End of Intake/Rush Report (Form 8)

Organization & Chapter Name: _____ Date: _____

This form should include each aspirant who attended an Informational/ Interest meeting in the past year.

	Aspirant's First and Last Name (Please print neatly)	Submitted Application	Selected for Intake/Rush	Accepted Opportunity for Intake/Rush	Self-Removal during Ed. Process	Chapter-Removal during Education Process	Completed Intake/Rush and Initiated
1		Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
2		Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
3		Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
4		Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
5		Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
6		Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
7		Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
8		Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
9		Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
10		Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
11		Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
12		Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
13		Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
14		Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
15		Y/N	Y/N	Y/N	Y/N	Y/N	Y/N

If an aspirant was self-removed or removed by the chapter, provide reasoning: