

**Spring 2024**

**National Pan-Hellenic Council**

**Member Organizations**

**New Member Intake Policy**

**Revised November 30, 2023**

Any questions or concerns?

Please contact:

Amelia Kolb

[amelia.kolb@wku.edu](mailto:amelia.kolb@wku.edu)

NPHC Advisor

270.745.5791

DSU 2074

Spring 2024 Intake Dates to Remember

**ALL INTAKE FORMS MUST BE SUBMITTED BY THE INDICATED DATE IN ORDER TO QUALIFY FOR FRATERNITY/SORORITY/CHAPTER OF THE YEAR AWARDS**

**Cover Page Due**

Wednesday, January 24 (can be submitted at NPHC meeting or to Amelia Kolb beforehand)

**Greek 101**

7:30 p.m. Wednesday, January 24 in **DSU 2123**

**Greek 101**

4:30 p.m. Monday, January 29 **DSU 2123**

**Greek 101**

5:30p.m. Tuesday, February 6 **DSU 2123**

**Preliminary Roster**

Due within 1 week of informational (based on date provided on the cover page).

**Notice of Presentation of Members, New Member Roster, and New Member Presentation Policy and Guidelines**

Due 2 weeks (14 days) prior to the scheduled presentation of members

**Intake closes**

11:59 p.m. Saturday, April 27

**\* Greek 101 Times and Location subject to change**

Intake Policy

Intake Window

All new member informational/awareness meetings, intake, education, initiations and presentations must occur within a window as defined by WKU Student Activities each fall and spring semester. The exact dates for this window will be set by the Department of Student Activities prior to the start of each semester.

# Intake Steps

All new member informational/awareness meetings, intake, education, initiations and presentations must occur within a specified window as defined by WKU Student Activities each fall and spring semester. The exact dates for this window will be set by the Department of Student Activities prior to the start of each semester. All forms are due on their respective dates to the NPHC Advisor for review and approval to ensure that organizations have a fully completed Intake packet.

1. Submit for approval the ***Cover Page of the Intake Plan***
   * Spring 2024
     + Cover Page- Wednesday, January 24
2. Submit ***Preliminary Roster***
   * Due within 1 week (7 days) of the chapter’s informational (based on informational dates indicated on the cover page)
3. Submit ***notice of new member presentation***, ***new member roster***, and a signed copy of the ***Probates and Presentation of Members: Policies and Guidelines***
   * Due 2 weeks (14 days) before the event

**WKU Candidate Intake Requirements**

**All Candidates for Membership Must Possess ALL of the Following Requirements to Participate in Intake:**

1. Full-time WKU student
2. Have achieved a minimum **Overall GPA of 2.5**
3. Have attended within the past calendar year **(1) WKU Greek 101 Workshop**

*Any exceptions to the three aforementioned guidelines are at the sole discretion of the WKU Department of Student Activities. All requests will be reviewed and evaluated individually.*

**Failure to follow the letter and spirit of any of the aforementioned policies will result in the suspension of intake and possible organizational and individual sanctions by Western Kentucky University**

**Intake Plan Cover Page**

**Due no later than Wednesday, January 24 to Amelia Kolb, NPHC Advisor**

**(Can be submitted via email or at NPHC meeting that evening)**

Please complete the following forms. Please understand that a failure to fully complete and return in the following forms in the specified time period will result in the loss of intake privileges for the current semester. All intake forms must be submitted on time in order for your chapter to be eligible for Fraternity/Sorority/ Chapter of the Year awards. Late submissions or failure to submit will automatically disqualify the chapter from eligibility of these awards.

Fraternity/Sorority Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Chapter Advisor Information

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## State and/or Regional Director Information

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Chapter President Information

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Member Coordinating Membership Intake Information

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Intake Plan Cover Page**

Please complete the following forms. Please understand that a failure to fully complete and return in the following forms in the specified time period will result in the loss of intake privileges for the current semester.

1. Is your organization participating in the Membership Intake Process for Spring 2024?
   1. Yes
      1. If your organization decides it will no longer be participating in Intake, please email NPHC Advisors within 24 hours of the decision.
      2. Please provide the date(s) scheduled for your informational(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      3. If there is a possibility that your organization may participate in Intake for the Spring 2024 semester, please denote what information your organization is waiting on to finalize potential participation in Intake for Spring 2024.
      4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. No
      1. Though you may not be participating in Intake for Spring 2024, all organizations are required to turn in the Cover Page, indicating that members have been educated, read and agreed to adhere to the spirit and letter of all Western Kentucky University policies on hazing and intake. Failure to submit these forms will disqualify the chapter from eligibility for Fraternity/Sorority of the Year and Chapter of the Year awards.

**President’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MIP’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Advisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Preliminary Roster**

**Please list any potential new members who have attended an informational or other events for your organization related to the intake process for preliminary grade checks. This form must be submitted within 1 week (7 days) after the chapter’s informational (based on the date provided on the intake form cover page). Chapters who fail to submit this form on time will not be considered for Fraternity/Sorority/Chapter of the Year awards. *Potential new members must sign their signature below.* This document serves as a release for the Student Activities office to check grades related to intake and NPHC academic standards. *Add additional pages as needed.***

*If anyone else joins chapter intake outside of preliminary rosters, the chapter needs to notify NPHC Advisor BEFORE that person starts the Intake Process.  Any deviation would count AGAINST that chapter being eligible for the Chapter of the Year Award.*

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| --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Signature** | **WKU I.D. Number** | **Mobile Phone** |
| Smith | Jane | Jane Smith | 800123456 | 123-456-7890 |
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**President’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MIP’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Advisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Notice of Presentation of Members & New Member Roster**

**DUE: 2 weeks (14 days) prior to presentation of members to Amelia Kolb, NPHC Advisor. Failure to submit this form before the presentation of new members will result in disqualification for Fraternity/Sorority /Chapter of the Year awards.**

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| **Location of Presentation of Members** | **Event Coordinator/s** | **Date** | **Time: From - To** |
|  | President:  MIP:  Advisor: |  |  |

**ALL CANDIDATES FOR** **initiation MUST SIGN**

My signature below affirms that I have read and agree to adhere to the spirit and letter of all Western Kentucky University policies on hazing and intake. I further affirm that as a WKU Student, I understand it is my duty to report any violations of the WKU Student Code of Conduct I have participated in or witnessed and that my failure to do so could result in University Sanction. *Attach additional names as needed.*

**PLEASE PRINT**

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| --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Signature** | **WKU I.D. Number** | **Mobile Phone** |
| Smith | Jane | Jane Smith | 800123456 | 123-456-7890 |
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**President’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MIP’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Advisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**New Member Presentation Policies and Guidelines**

**DUE: 2 weeks (14 days) prior to presentation of members to Amelia Kolb, NPHC Advisor. Failure to submit this form before the presentation of new members will result in disqualification for Fraternity/Sorority of the Year and Chapter of the Year awards.**

**Updated December 2024**

**General:**

The presentation of members (POM) is an important aspect to Greek-lettered organizations. This policy is not at all intended to detract from probates and presentations. The intention of this policy is to ensure that POMs are conducted in a safe, timely, and respectable manner. Failure to comply will be referred to the appropriate judiciary board and may result in fines or probation of the organization.

Appropriate conduct is expected at all times during POMs. It is the responsibility of the organization hosting the POM to ensure that all of their members—including Western Kentucky University students, alumni, and members from other campuses—role model the behavior that is expected of all attendees.

The organization hosting the POM is responsible for following the rules of the venue and ensuring a safe environment for all attendees. The organization should ensure that the venue is large enough to accommodate the anticipated crowd and they are aware of the venue rules and regulations.

There shall be a strict adherence to all University policies including policies on hazing prevention, alcohol, and rules of the venue where the POM is hosted.

Presentation of new members must take place no more than 30 calendar days after the members have been initiated into the organization and within the Intake window set by the university. Exceptions to this may only be granted by the NPHC Advisors.

POMs will not be a part of any other program or event, i.e. not during a step show, educational program, or social event.

**Before:**

* Greek Affairs must be notified of the anticipated date at the time
* Intake Packet New Member roster, Notice of Presentation of Members, and New Member Presentation Policies and Guidelines must be 2 weeks prior to the POM
* Failure to submit intake forms on time will result in disqualification from Fraternity/Sorority/Chapter of the Year awards
* Scheduling of Presentation of New Members should be considerate of other chapters’ ‘weeks’ and major scheduled events when scheduling presentation of new members

**During:**

* The POM is limited to two hours (120 minutes) from the advertised start time, including the dispersal of the crowd at the end of the event.
* POMs may not be scheduled to begin after 9:00 p.m.
* Faculty/Staff advisor for the organization or their designee must be in attendance for the entirety of the event.
* The Faculty or Staff Advisor and the alumni/graduate member will assist in crowd control and general event management.
* There will be no alcoholic beverages and/or substances permitted.
* No physical abuse will be tolerated.
* References to hazing and/or other illegal activities will not be allowed.
* There will be no use of derogatory or inflammatory language and/or behavior including profanity and racist, sexist, homophobic, or otherwise offensive comments in both spoken word, gestures, and music.
* Chants/sayings/songs will not allude to any other Greek organizations, individual, or student groups during the presentation
* Disruptions by other attending organizations will not be tolerated. This includes but is not limited to walking through the show, talking over the presenting organization, etc.
* Canes, staffs, sticks, paddles, etc. may be used as a part of the performance but may not be used as a weapon to harm another individual. Weapons may be defined as any object or substance designed to inflict a wound, cause injury, or incapacitate. Weapons may include but are not limited to all firearms, pellet guns, stun guns, paintball guns, slingshots, martial arts devices, switchblades, swords, decorative knives and clubs, and decorative toy guns. However, pre-approved props from the Office of Student Activities/DSU may be allowed. Any weapons will be confiscated by DSU staff.
* No fire or pyrotechnics.
* No bricks or bats will be allowed at any new member presentation.
* In the event of a major disruption or violation of any of the policies, the NPHC Advisor(s) at their discretion may immediately stop the presentation show.

**After:**

* The hosting organization is responsible for ensuring the facility is cleared, cleaned and arranged by the end time on their facility reservation. Hosting organizations will be subject to additional charges by facility if they go over time or if venue is left in disarray.
* Damages to the facility or the furnishings of the site will be the responsibility of the hosting organization

Violation of these guidelines will result in a referral to the NPHC Advisor(s) and could result in the sanctions as follows upon the discretion of the Student Activities Office:

1. No programmatic days or weeks in the upcoming semester
2. No presentation show, just “presentation” of new members for the next two “lines” or groups of initiates
3. Disqualification from Fraternity/Sorority/Chapter of the Year awards

**President’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MIP’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Advisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

For clarification or questions contact NPHC Advisor: Amelia Kolb at amelia.kolb@wku.edu or 270-745-5791