



MISSISSIPPI STATE
UNIVERSITY™

Office Fraternity and Sorority Life

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National Pan-Hellenic Council
Membership Intake Guidelines
Fall 2017 and Spring 2018

SECTION I
Mississippi State University

Guideline Information

Guideline Type

Administrative OFSL Procedure

Responsible Office(s)

Office of Fraternity and Sorority Life

Guideline Approval Date

June 1, 2017

Related Policies and University Procedures

Hazing Policy: <http://www.policies.msstate.edu/policypdfs/91208.pdf>

Student Code of Conduct: <http://www.policies.msstate.edu/policypdfs/91100.pdf>

Purpose of Intake Guidelines

The Office of Fraternity and Sorority Life (OFSL) at Mississippi State University (MSU) recognizes the importance of the Membership Intake Process and we support your efforts in the development of new members, as well as your chapter. As students continue to seek membership in Greek letter organizations on our campus, it is important that the Office of Fraternity and Sorority Life establish a system of communication with organizations wanting to conduct intake activities for new members.

Each of the affiliate organizations of National PanHellenic Council (NPHC) exists on the MSU campus because of a collaborative partnership between the two entities. It is important that each chapter understands this relationship and operates within the set policies and procedures of their respective national bodies and the Mississippi State University. In addition, it is equally important that potential new members also understand that they must adhere to these same policies and procedures during the membership intake process by way of making sure that only those requirements listed within each organization's membership intake process occur, and there are no instances of unauthorized activity. Herein stated, one will find the procedures required by the MSU Office of Fraternity and Sorority Life designed to ensure a smooth intake process. It is important that it be understood that if these guidelines are not followed it will result in actions being taken by the MSU Office of Fraternity and Sorority Life, Dean of Students Office (DOSO), as well as contacting the respective chapter's advisor and national headquarters. Please handle the intake process with a sense of integrity, civility, and respect.

Expectations of Chapters Conducting Intake

1. The academic mission of the institution will be upheld and promoted to new members.
2. Membership activities will not interfere with academic endeavors or class schedules.
3. The selection of new members will be free of any form of mental and/or physical abuse and hazing as defined by our MSU Policy and federal law.
4. Members will be selected on the criteria set forth by the national headquarters of the organization.
5. Chapters will not engage in pre or post hazing activities.

6. Chapter advisors will be present at all membership related activities.
7. Chapters must be in good standing (defined as, “financially active with nationals, academically active with nationals and Mississippi State University, not on any type of probation with either nationals or MSU”) with their national headquarters and Mississippi State University prior to intake activities.
8. Chapters complete all required paperwork in a timely fashion.
9. Prospective members will be made aware of Mississippi State University Hazing Policy.
10. No membership activity includes the presence or consumption of alcohol.
11. All membership intake activities are to be conducted in compliance with each national organization’s intake guidelines and process.
12. All prospective members will attend the NPHC Committed Prospective Meeting before being considered for membership in a NPHC organization.
13. All new members will attend the NPHC new member’s orientation after completing the intake process.
14. All new member presentation shows are done in a tasteful manner and refrain from utilizing language or activities that allude to any type of pledge process (i.e.- hitting, slapping, referencing DP, Dean of Pledges, Carrying Bricks, physical labor, references to Big Sister, Big Brother, etc.)
15. A new member introduction show is a family event, with observers ranging in age. Therefore, out of respect for observers, no new member show should include sexually explicit language, gestures, references, or dismissive actions towards other organizations.
16. Organizations will comply with outlined membership intake guidelines prescribed by the MSU Office of Fraternity and Sorority Life.

Privacy Statement

To protect the interests, privacy and confidentiality of the affiliate chapters of NPHC, all documents submitted will be treated as confidential information in accordance with Mississippi state law. No one other than the Dean of Students and the Office of Fraternity and Sorority Life staff will have access to any information submitted by a chapter. While access to these documents will be restricted, university administrators, chapter advisors, and/or representatives from the national headquarters will have access on a need to know basis.

SECTION II
Mississippi State University

Membership Intake Guidelines

(An additional timeline grid is attached for ease in working with deadlines/dates)

Notice: To ensure that enough time has been allotted for unexpected occurrences, all paperwork, reservations, etc. should be completed at least 1-2 months prior to the start of intake. The planning process for Membership Intake should begin the semester before your chapter intends to host intake.

Important Meeting and Dates

NPHC Committed Prospective Meeting

Fall 2017: Sunday, August 20, 2017 3pm –Lee Hall | Spring 2018: January 2018

- All students interested in being considered for membership in one of the active NPHC organizations are required to attend NPHC Committed Perspective Meeting as a condition of participation in membership intake programs.
- Sessions will be offered on 2 days during the academic year, at the beginning of the fall and spring semesters. Make-up CPM is offered, but is only eligible to students who missed due to a class or documented illness.
- All NPHC Executive board members are required to participate in CPM.
- Advisors are not required but are invited to attend.
- NPHC Executive Board members are not allowed to reveal their Greek Letter affiliation at CPM.
- Chapter members should be prepared to participate in various activities, as the format of the CPM may change from time to time (i.e.- Question Panel; Video, Step presentation, breakout rooms etc.)
- All presentations should be done in a manner that professionally represents the university and the national organization.

CHAPTER COMPLIANCE STEPS

If deadlines apply to the steps below, then they will be listed after the item.

Steps to take Pre-Interest Meeting	Comments
Reserve Spaces	: This should be done by the first day of classes :Remember that you cannot reserve classroom spaces until the first day of classes; therefore, it is best that you make sure someone is in line at Event Services by 7am the first day of classes for each semester. :All other spaces are able to be reserved as early as you would like. :Reserve space for probate as early as possible. Remember there are limited locations on campus to host probates; therefore, the earlier the better
OrgSync	:Complete OrgSync requests for all reserved spaces immediately after reserving them. :Remember to complete the request for University Appropriated money
OrgSync Forms	: Complete the OrgSync Event Request Form no less than one (1) month before the date of probate. : It is important that you regularly check this form, as : Complete the Appropriation Fund Request Form. This is a separate form from the one done for event requests. Follow these links to the form: Once logged in to OrgSync -> hover over <i>More</i> tab -> click treasury -> Click <i>Manage Budgets</i> -> complete the budget form : This should be done 1-2 months prior to the new member presentation

Venue Set Up	: IMPORTANT : Event set up is a separate process from completing the OrgSync form : Failure to complete an event set up may result in your event being cancelled.all venue needs i.e. lighting, chairs, projector usage, etc. should be submitted to the proper office no later than two weeks before the presentation. :Failure to do so may result in the presentation being cancelled.
Time doors will open	:The chapter is required to be at the venue 1 hour prior to this time. :If different parties of people are being let in at different times, this needs to be stated in the plan. :The chapter is responsible for managing the door. OFSL, ushers, nor security will control who is allowed in.
Time event will start	:Events that start more than 20 minutes after the designated start time will result in the chapter receiving a \$100 fine to be paid to NPHC.
Security	:A request for security should be placed no later than two weeks before probate :Failure to do so will result in the presentation being cancelled. :Contact MSU Police for security needs :You need to provide location, approximate attendance (matrix attached) :Provide them with the Probate Plan you have completed (example attached)
Clean Up	:The chapter needs to submit a plan including who will be cleaning up venue after the presentation.
Miscellaneous Information	Please submit all other information in the plan that would be deemed beneficial for orchestrating a successful and efficient event.

Step 1. LETTER OF INTENT- Submit a letter of intent. This letter should outline your organization’s intention to acquire approval from the appropriate representative of your national organization to conduct an informational meeting, rush, or conduct an intake process. Must also include the signature of the president and graduate advisor and be placed on letterhead. **Due: 2 weeks prior to the Intake Meeting.**

Step 2. INTAKE MEETING- If your organization plans to conduct an intake process, the chapter president and/or new membership chairperson is required to meet with the NPHC Advisor or a designated member of the Fraternity and Sorority Life. During the meeting, be prepared to review your national requirements for Intake. Be prepared to submit documentation that certifies your chapter’s eligibility for Intake. Please include appropriate name, telephone number, and email address for state and/or regional officers of your organization. Also you will be expected to bring a calendar/schedule of activities for the organization, and the official flyer announcing the informational/interest/rush meeting. Please include date of informational, date expected to send off applications, interview dates, ritual dates, study dates, date of probate show, and all other dates related to the Intake process.

Advisors are required to participate in this meeting and bring along the Advisor Verification Form. Intake meetings can take place after the letter of intent has been submitted and before or immediately after scheduled interest meetings, etc. have taken place. **Must be scheduled and held two weeks prior to initial interest meeting.**

ADVISOR AGREEMENT/NATIONALS APPROVAL- Please submit proof of approval from your national organization once it has been acquired. Advisor Agreement Form must accompany letter of approval from national organization. **(Must be submitted at Intake Meeting)**

Step 3. INTEREST MEETINGS/RUSH (etc.)

- Informational meetings, interest meetings, awareness seminars, or smokers may take place during the time periods listed above.

- Eligibility Release and Hazing Policy Notification Forms (see forms section) **must** be given to each student attending the previously mentioned meetings. **ALL Eligibility Release and Hazing Policy Notification forms must be returned to Office of Fraternity and Sorority Life within 48 hours of the conclusion of the aforementioned meeting. Sign in sheets must be submitted of EVERYONE who attended the interest meeting.**
- Location, Date, and Time of meeting must be included in the letter of intent. The interest meeting/rush must be submitted and approved no later than 48 hours in advance of the event.
- A copy of the interest meeting/rush flyer must be submitted to Coordinator for Fraternity and Sorority Life.

Step 4. HAZING COMPLIANCE FORM- This form must be brought to the intake meeting and contain all required signatures. The form will note the chapter and organization, and contain signatures from the chapter president and membership intake chair. **Must be submitted at Intake Meeting.**

Step 5. NOTICE OF INTAKE FORM- This form must be submitted at the intake meeting and contain all required signatures, dates, etc. The form will note the dates as approved by the national office of the organization, contact information, and signatures from the chapter president, intake chair, advisor, and Coordinator for Fraternity and Sorority Life. **Must be submitted at Intake Meeting.**

Step 6. ASPIRANT VERIFICATION FORM- Once the chapter has conducted interest meetings or rush and has received approval to conduct membership intake, then they must complete and submit the Verification of Aspirants Form. The Verification of Aspirants Form must list all potential new members who are participating in the process. This must be submitted to the NPHC Advisor or designated OFSL staff member immediately following approval from your national organization. In addition, all potential new members must sign the **Hazing Policy New Member Compliance Form**. This should be turned in along with the Intake Verification form. Both of these documents must be submitted prior to the start of your organizations new member education sessions, ceremonies, or process. (Anticipated date for receiving this information should be indicated at the Intake Meeting. Follow-up will take place in the OFSL to ensure that this information is received and a time is communicated.)

****All forms must completed and submitted before probate will be approved****

Step 7. NEW MEMBER PRESENTATIONS- The chapter is completely responsible for reservation of venue, security, and other logistical details as they apply to probates and new member presentations. In order to be in accordance with university policies and procedures, the chapter will need to submit a plan to OFSL concerning how the new member presentation will be run. This plan should include the following information:

Information to be included in plan	Comments
Date of Presentation	This date should be included on your intake calendar.
Venue	: Reserve venue for Probate. This should be done as close to the start of the semester as possible. Space availability declines as we get further into the semester. : Contact Event Services: 662-325-3228, so that they may direct you on set up needs. ShirDonna will also provide assistance when requested.

OrgSync Forms	<ul style="list-style-type: none"> : Complete the OrgSync Event Request Form no less than one (1) month before the date of probate. : It is important that you regularly check this form, as : Complete the Appropriation Fund Request Form. This is a separate form from the one done for event requests. Follow these links to the form: Once logged in to OrgSync -> hover over <i>More</i> tab -> click treasury -> Click <i>Manage Budgets</i> -> complete the budget form : This should be done 1-2 months prior to the new member presentation
Venue Set Up	<ul style="list-style-type: none"> : IMPORTANT : Event set up is a separate process from completing the OrgSync form : Failure to complete an event set up may result in your event being cancelled. All venue needs i.e. lighting, chairs, projector usage, etc. should be submitted to the proper office no later than two weeks before the presentation. : Failure to do so may result in the presentation being cancelled.
Time doors will open	<ul style="list-style-type: none"> : The chapter is required to be at the venue 1 hour prior to this time. : If different parties of people are being let in at different times, this needs to be stated in the plan. : The chapter is responsible for managing the door. OFSL, ushers, nor security will control who is allowed in.
Time event will start	<ul style="list-style-type: none"> : Events that start more than 20 minutes after the designated start time will result in the chapter receiving a \$100 fine to be paid to NPHC.
Security	<ul style="list-style-type: none"> : A request for security should be placed no later than two weeks before probate : Failure to do so will result in the presentation being cancelled. : Contact MSU Police for security needs : You need to provide location, approximate attendance (matrix attached) : Provide them with the Probate Plan you have completed (example attached)
Clean Up	<ul style="list-style-type: none"> : The chapter needs to submit a plan including who will be cleaning up venue after the presentation.
Miscellaneous Information	<ul style="list-style-type: none"> : Please submit all other information in the plan that would be deemed beneficial for orchestrating a successful and efficient event.

*****IMPORTANT** Failure to submit a drawn out plan for New Member Presentations will result in the chapter no longer being able to host new member presentations.***

Step 8. COMMUNICATION- The Office of Fraternity and Sorority Life expects communication with each organization to be an open process. Should timelines change, it is an expectation that all the steps of the process are communicated with the NPHC Advisor or a designated member of the OFSL staff **immediately**. Any organization that fails to follow the proscribed process or guidelines will be subject to all activities being ceased.

Note: See New Member Intake Schedule for specific dates and deadlines. All dates are final unless prior approval has been received from a designated staff member of The Office of Fraternity and Sorority Life and Dean of Students Office.

ADDITIONAL NOTES

****EXTENTIONS-** All intake activities must be complete by or before November 29th (Fall 2017) and April 25th (Spring 2018). There are no exceptions to this rule.

****DEADLINES-** **November 22, 2017(Fall)/April 18(Spring).** This is the last day to submit and Membership Intake Forms unless you have been approved for an extension.

****CEASE ACTIVITIES- November 29, 2017 (Fall 2017)/April 25, 2017 (Spring 2018).**

All intake activities must cease. Sanctions will be given to those organizations that do not adhere to this deadline.

MEMBER ORIENTATION- Fall 2017: August 19th Spring 2018: TBD.

There will be a mandatory NPHC Member Orientation. All members of NPHC will be required to attend. **It is your chapter's responsibility to inform your chapter members of this date set by the OFSL.**

Contact Information

Questions or concerns should be directed to The Office of Fraternity and Sorority Life

Coordinator for Fraternity and Sorority Life/NPHC Advisor:

ShirDonna Lawrence
662-325-2394 (Office)
256-651-5573 (Cell)
s.lawrence@saffairs.msstate.edu (email)

Assistant Director for Fraternity and Sorority Life:

John Michael VanHorn
662-325-3063 (Office)
jmv82@saffairs.msstate.edu (email)

Director of the Center for Student Activities:

Jackie Mullen
662-325-2930 (Office)
jmullen@saffairs.msstate.edu (email)

TIMELINE SNAPSHOT

Guideline	Description	Deadline	Submission Requirements
NPHC Committed Prospective Meeting	NPHC Committed Prospective Meeting is the first official introduction that students have to Greek Life. All Students participating in Intake must attend and all NPHC Exec must attend.	Fall: Sunday, August 20,2017 3pm Spring: TBD	All NPHC Exec must attend. Prospective members must complete sign in.
Letter of Intent	The Letter of Intent notifies The Office of Fraternity and Sorority Life that your organization plans to have intake or entertain the possibility of intake through an Interest meeting or rush activity.	Due two weeks prior to interest meeting	Outlines your organization's intention to acquire approval from the appropriate representative of your national organization to conduct an informational meeting, rush, or conduct an intake process.
Intake Meeting and Advisor Verification	An Intake Meeting must be scheduled with The Office of Fraternity and Sorority Life to discuss the chapter's calendar and plan for dates. The President, Intake Coordinator, and Advisor must attend this meeting. Advisors are asked to submit their Verification Form at the time of the meeting.	*Must be scheduled and held two weeks prior to initial interest meeting.	What you will need at meeting: Calendar of Activities, Notice of Intake Form, Advisor Verification, Hazing Compliance Form, Proof of Approval for Intake from National Office, and copy of flyer.
Interest Meetings/Rush	Organizations may host advertised interest meetings and Rush Activities. Must be submitted to the NPHC Advisor 10 days prior to the interest meeting/rush . These activities must take prior to a pre-determined date. All participants must complete an Intake Eligibility Release Form and Hazing Policy Notification Form. These must be submitted to The Office of Fraternity and Sorority Life.		Chapter must submit a copy of the flyer. Each Attendee must complete 2 Forms: Intake Eligibility Release Form, and Hazing Policy Notification Form. The Chapter must submit these to OFSL within 48 hours of the interest meeting.
Intake Verification Form	Once the chapter has determined who is eligible and approved by the National Organization to participate in Intake, then they must submit the Verification of Aspirants form, listing each potential member. Once submitted, any changes in that list must also be documented with our office.	Must be turned in prior to probate being approved.	Chapter must submit Verification of Aspirant Form. Each aspirant must complete the Hazing Policy New Member Compliance Form.
New Member Presentation Plan	In order to be in accordance with university policies and procedures, the chapter will need to submit a plan to OFSL concerning how the new member presentation will be run. **see chart above**	Must be turned in two weeks prior to probate	Failure to submit a drawn out plan for New Member Presentations will result in the chapter no longer being able to host new member presentations.
Cease Activity	Chapters may no longer have activity. Including probates, ceremonies, crossings, meetings, etc. after this date.	Fall: November 29 th Spring: April 25th	NO MORE ACTIVITIES ALLOWED AFTER THIS DAY

Membership Intake Forms

Mississippi State University
National Pan-Hellenic Council
Chapter Advisor Agreement
For
Fall 2017 or Spring 2018

As an advisor, I agree to ensure that the Organization will comply with the Mississippi State University's Rules and Regulations governing the Intake/Initiation Program:

Note Items listed below:

- Organization potential members has or will participate in the NPHC Committed Prospective Meeting.
 - Organization will ensure that eligibility release forms will be returned to the Office of Fraternity and Sorority Life within 48 hours of the informational meeting, interest meeting, awareness seminar, or smoker.
 - Organizations must complete and submit all forms required per the Mississippi State University Intake Guidelines.
 - Potential New Members will sign and complete all required documents as stated in the Mississippi State University Membership Intake Guidelines and be given to The Office of Fraternity and Sorority Life before he/she begins the organization's membership program.
 - Organizations must adhere to all deadlines dates and expectations.
 - Organizations must submit all requested documents, information, paperwork, and timelines as outlined in the Mississippi State University Membership Intake Guidelines.
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Advisor Agreement

I, _____ have agreed and approved all activities associated with the
Advisor's Name
Membership Intake Process for _____. I will be present
Organization
and/or ensure that a responsible representative will be in charge of all activities associated with their Membership Intake Process for the above stated organization.

Advisor's Signature

Date

**Mississippi State University
National Pan-Hellenic Council**

Fraternity and Sorority Hazing Compliance Form

We certify that all activities sponsored or required by our national fraternity/sorority members or pledge/associate members comply with the MSU Hazing Policy, and with the State of Mississippi.

We have informed the candidate/aspirant member(s) of our fraternity/sorority of the contents of the MSU Hazing Policy. This policy will be read to aspirants at the beginning of each semester's intake process.

We understand that failure to uphold the MSU Hazing Policy will result in referral to the Dean of Students for an organizational violation of the MSU Hazing Policy (i.e. the fraternity/sorority will face charges), and/or referral to the Dean of Students for an individual violation of the MSU Hazing Policy (i.e. the individuals within the fraternity/sorority who haze will face 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 grad status or affiliated at another institution of higher education, to haze our aspirants. Failure to report any such activity of which you become aware may cause personal referral to the Dean of Students.

Our signatures below certify that we have read, understand, and agree to abide by the MSU Hazing Policy.

Fraternity/Sorority Name

Individual Chapter Name

Printed Name of the Chapter President

Printed Name of the Intake Chair/New Member Educator

Signature of the Chapter President

Signature of the Intake Chair/New Member Educator

___ / ___ / ___
Date

___ / ___ / ___
Date

**Mississippi State University
National Pan-Hellenic Council
Rush/Interest Meeting Grade Release Form**

Organization & Chapter Name: _____ Date _____

Number of Aspirants	Aspirant's Name (Please print neatly)	Signature: I wish to waive my rights granted to me by the Family Educational Rights and Privacy Act of 1974 and permit MSU to release academic information about me to my Sorority/Fraternity. I understand that this waiver will be in effect until I notify the Office of Fraternity & Sorority Life that I no longer wish to allow such information to be released.	MSU Net ID (Please print neatly)
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**Mississippi State University
National Pan-Hellenic Council
Rush/Interest Meeting Hazing Policy Notification Form**

Organization & Chapter Name: _____ Date _____

Number	Aspirant's Name (Please print neatly)	Policy: Hazing is prohibited. Physical hazing violates statutes of the State of Mississippi. Any member and/or group failing to comply with this policy is subject to disciplinary action. This policy pertains to all pledges, 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.	MSU Net ID (Please print neatly)
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**Mississippi State University
National Pan-Hellenic Council
Notice of Membership Information**

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

Information should include the following items:

- Interest meeting date(s)
- Date, time, and location where selection and/or voting will occur
- Date, time, and location the educational sessions for intake process
- Date, time, and location of all meetings, activities, etc. related to the membership intake
- 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 is not approved until all listed items above have been submitted to the Office of Fraternity and Sorority Life along with other required documents listed in the NPHC Membership Intake Guidelines.**

**Mississippi State University
National Pan-Hellenic Council
Verified Aspirants Grade Release Form**

Organization & Chapter Name: _____

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).

Number of Candidates Signature Chapter President Signature of Intake Chair Signature: Advisor

Number	Aspirant's Name	Signature: I wish to waive my rights granted to me by the Family Educational Rights and Privacy Act of 1974 and permit MSU to release academic information about me to my Sorority/Fraternity. I understand that this waiver will be in effect until I notify the Office of Fraternity & Sorority Life that I no longer wish to allow such information to be released.	MSU Net ID
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NPHC Advisor Signature _____

Date _____

**Mississippi State University
National Pan-Hellenic Council
Verified Aspirants Hazing Policy Notification Form**

Organization & Chapter Name: _____ Date _____

Number	Aspirant's Name	Policy: Hazing is prohibited. Physical hazing violates statutes of the State of Mississippi. Any member and/or group failing to comply with this policy is subject to disciplinary action. This policy pertains to all pledges, 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.	MSU Net ID
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Check List

Guideline	Description	Deadline	Submission	Turned In/ Attended
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**Mississippi State University
National Pan-Hellenic Council
Appendix**

Attachments:

- 1. Police and Security cost matrix**
- 2. Example of Probate plan**
- 3. Mississippi State Hazing Policy**

Police and Security Cost Matrix



MISSISSIPPI STATE UNIVERSITY™ POLICE DEPARTMENT

Security at Student Events

Estimate # of Attendance	0-100	101-200	201-500	501-1000	1001-2000	2001-3000	3000+
Lectures	0 Officer	1 Officer	1 Officer 1 Sergeant	2 Officers 1 Sergeant	3 Officers 1 Sergeant	5 Officers 1 Sergeants	For each 500 attendees, 2 additional officers
Fairs/Festivals	0	1 Officer	1 Officer 1 Sergeant	2 Officers 1 Sergeant	3 Officers 1 Sergeant	4 Officers 1 Sergeants	
Dances/Parties	0	1 Officer	1 Officer 1 Sergeant	2 Officers 1 Sergeant	3 Officers 1 Sergeant	5 Officers 1 Sergeants	
Live Concerts	0	1 Officer	1 Officer 1 Sergeant	2 Officers 1 Sergeant	4 Officers 1 Sergeant	5 Officers 2 Sergeants	
Social Event: not listed above	0	1 Officer	3 Officers 1 Sergeant	4 Officers 1 Sergeant	5 Officers 2 Sergeants	6 Officers 2 Sergeants	
Events with Dignitaries or other high security risks (high profile speaker, political figures may also require individual police protection)	1 Officer	1 Officer	2 Officers 1 Sergeant	3 Officers 1 Sergeant	4 Officers 1 Sergeant	5 Officers 2 Sergeants	
5K Run/Walk (w/pre-approved route - all other routes will require further review)	3 Officers						

Costs: \$25 per hour per officer; \$30 per hour per sergeant | For all events requiring security, organizers must meet with the University Police Department. Call 662.325.2121 to set up an appointment. Events not listed above that require the closure of streets must be reviewed directly with University Police to determine security needs.

To Apply for Funding:

With support from the Student Activity Fee, registered student organizations can request funds from the Student Association to cover security costs. To apply follow the steps below:

1. Log into Org Sync
2. Go to the page of the organization in which you want to request funding (be sure to be an administrator for this page or have treasury access)
3. Click "more" on the top bar menu, then select "treasury"
4. Fill out a new budget request form
5. For requesting security funds explicitly, add a line item under the category "Security", and describe the security requirements based upon the event type.
6. List the security costs.
7. Submit the form
8. The appropriations committee reviews requests every two weeks, please plan accordingly! Organizations will be notified as to the status of their requests.

For questions, contact Patrick Coccaro (pcc82) or Jared Culpepper (jcc711), the Co-Chairmen of the MSUSA Senate Appropriations Committee.

Example of Probate Plan

I hope all is well with you. This email serves as a response to the new NPHC Intake Policy, concerning Neophyte presentation shows. We the insert chapter of insert organization, want to make sure that we are doing all we can to ensure the enjoyment and safety of all in attendance. As such, we have spoken with ShirDonna Lawrence to discuss the best way of moving forward with our new member presentation. Herein stated are the details of our conversation.

In order for us to abide by the structure set by our national constitution and the University, we have to have it on insert date of probate. Insert location has been booking by insert name of responsible party, and the set-up is also complete. We will also have insert number of confirmed ushers (if using Lee Hall) people serving as ushers for this presentation.

As we understand the concern regarding security and managing the amount of people that will come, Insert responsible party has spoken with the MSU Police Department. We as the insert chapter have agreed to help security manage our event. It is impossible for us to guarantee that no incident will happen; however, we feel that we have taken the measures necessary to put in place safeguards that will ensure our program is a great experience for all in attendance.

Brothers of the Kappa Beta chapter will report to insert location at specify time

Entrance into the Neophyte Presentation:

Family Members will enter from specify time

Members of insert organization name will enter from specify time

Greeks will enter from specify time

General Public will enter from specify time

The show will start at specify time

Family members and members of insert organization will understand that they have to be on time. If they are not there at their designated times then we will continue with the seating schedule.

The members of insert chapter will make sure that the entrance schedule remains accurate and that people are being seated properly.

As this is a free event, we will make sure that our ushers standing at the doors will keep count of the amount of people that are let in on each level of Bettersworth Auditorium. Once capacity is reached on each level, no more individuals will be allowed access. (only for events in Lee Hall)

As for cleanup, the current members and the new members of the insert chapter and organization will handle cleaning insert location. I, insert name of responsible party, have had a conversation with the chapter. The chapter understand that any member that leaves prior to the venue space being clean will face consequences in line with their actions and may cause the chapter to be placed on probation, fined, or any other consequences aligned with the Mississippi State Membership Intake Guidelines and the NPHC Constitution.

As for advertising, we will advertise using social media and word of mouth on campus. We are also familiar with the advertising policies that are instated on campus.

Insert advisor name, our advisor, has stated that she/he will be there before, during, and after the event to make sure that all items outlined in this email take place.

Should you have any concerns or questions please do not hesitate to contact me:

Insert Name

Insert position

Insert phone number

Best wishes

Mississippi State Hazing Policy

National Pan-Hellenic Council Hazing Policy:

All members of the MSU NPHC are also held accountable for the National Council's Joint Position Statement Against Hazing. All chapter officers are responsible for knowing and/or educating their chapter members about this policy. A complete description of the policy can be downloaded at:

<http://www.nphchq.org/docs/NPCHJointPostionsStatemetnAgainstHazing2003.pdf>

Mississippi State University Hazing Policy:

STUDENT AFFAIRS OP 91.208: Hazing Policy

Approved: October 11, 2017

Purpose

To provide uniform guidelines for the protection of the University community against the dangers associated with of hazing.

Policy

Hazing is prohibited. Any student and/or group failing to comply with this policy is subject to disciplinary action as defined by the Student Code of Conduct. In addition to being in violation of the University hazing policy additional charges are possible both as an organization and as individuals engaged in hazing. Under certain circumstances, hazing may be a violation of the laws of the State of Mississippi, resulting in a criminal prosecution by state and/or local officials. Depending on the circumstances surrounding the hazing activities, responsible parties may be charged with either a misdemeanor or felony.

For purposes of this policy, hazing is defined as:

Any act, regardless of the person's willingness to participate, that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property; and/or assisting, directing, or in any way causing others to participate in degrading behavior and/or behavior that causes ridicule, humiliation, or embarrassment; and/or engaging in conduct which brings the reputation of the organization, group, or University into disrepute for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization; or as part of any activity of a sponsored or registered student organization.

Any requirement that compels a member or new member, regardless of the person's willingness, to participate in any activity that is illegal, or that is contrary to any rules or regulations of the University.

Any acts that unreasonably or unusually, impair a member's or new member's academic efforts.

Reporting:

A hazing incident may be reported by anyone by contacting the Dean of Students Office or University Police. All reports of hazing behavior will be investigated, including those reported anonymously. However, please be aware that the

University's ability to investigate hazing incidents depends on the accuracy and specificity of the information provided.

Violations:

Violations of the intake process may result in probation or suspension. Whether the chapter will be placed on probation or receive automatic suspension is based upon the infractions and is at the discretion of the Director of Student Activities and NPHC Graduate Advisor.

Probation is noted by a period of scrutiny wherein if the chapter commits any violation of the intake process or any other rules set forth by the advisors or the Office of Fraternity & Sorority Life, the chapter will be placed on suspension. Suspension is noted by a period wherein all social and formal programming (this includes community service, all fundraising activities, and intake functions) is prohibited. The suspension period will be determined by the Office of Fraternity & Sorority Life and will be a time of no less than one semester. In the event that the chapter is disciplined as outlined above, the regional and national leadership of the fraternity/sorority will be notified.

Violations include:

1. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paper work, etc.)
2. Holding membership intake without adhering to the Intake Guidelines set by the Office of Fraternity and Sorority Life.
3. Hazing: Any violations of the MSU Hazing Policy will result in a referral to the Dean of Students.
4. Overt activity defined as any activity related to intake conducted in defiance of previous guidelines or warnings by council advisors.
5. Failure to adhere to Presentation of New Member Guidelines (as included in this packet).

Guidelines for Review of Chapter Status for Suspension:

1. Executive Board: Chapter President and/or 1 representative must be present.
2. The Chapter Advisors must be present (both Faculty and Graduate Chapter advisors).
3. The Director of Student Activities and Coordinator for Fraternity and Sorority Life.

All questions and concerns must be expressed by the Chapter President to the Office of Fraternity & Sorority Life. If any questions regarding the Guidelines arise, they may be discussed between the Chapter President, Intake Coordinator, Chapter Advisors, and the Office of Fraternity & Sorority Life. Final jurisdiction and decision-making authority rests in the hands of the Office of Fraternity & Sorority Life. **Students found guilty of hazing will be subject to penalties outlined in Student Code of Conduct, the University Dean of Students Office, as well as any sanctions outlined by the national organization.**

Without the submission of the required paperwork, intake will not be approved. In the event that the intake activities begin without the knowledge and signed approval of the Director of Student Activities and Coordinator for Fraternity and Sorority Life, and/or the chapter has not adhered to these written Intake Guidelines, intake activities will cease immediately, and the chapter may be placed on suspension. In addition, the regional and national leadership of the fraternity/sorority will be notified. These sanctions will be administered appropriately at the discretion of the Director of Student Activities and Coordinator for Fraternity and Sorority Life or, if applicable, the Dean of Students Office.