

Center for Fraternity & Sorority Life

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As your chapter proceeds through its Membership Intake process, please make sure that you complete the items on the Membership Intake Paperwork Checklist below. The checklist should be completed in its entirety and by all deadlines. Failure to submit paperwork and conduct meetings on time may result in the suspension of Membership Intake activities.

<u>Action</u>	<u>Date Due</u>	<u>Completed by</u>
<input type="checkbox"/> Membership Intake Intent Form	15 business days after the start of the semester but before the Membership Intake process begins.	Chapter President, Membership Intake Coordinator, and Advisor overseeing Intake
<input type="checkbox"/> Schedule and attend meeting with Chapter Coach	10 business days prior to the start of Membership Intake process	Chapter President and Membership Intake Coordinator
<input type="checkbox"/> Bring (inter) national or regional paperwork to be signed by CFSL required by your organization.	Meeting with Council Advisor/Chapter Coach	Organization representatives designated on form
<input type="checkbox"/> Notice of Membership Intake and Process Outline	Meeting with Council Advisor/Chapter Coach	Chapter President, Membership Intake Coordinator and Advisor overseeing Intake
<input type="checkbox"/> Anti-Hazing Agreement	Meeting with Council Advisor/Chapter Coach	Chapter President, Membership Intake Coordinator and Advisor overseeing Intake
<input type="checkbox"/> Membership Intake Coordinator Agreement	Meeting with Chapter Coach	Membership Intake Coordinator and any Assistant Membership Intake Coordinator
<input type="checkbox"/> Interest Meeting Attendance Sheet	5 business days following Interest Meeting(s)	Aspirants, Membership Intake Coordinator, and Advisor overseeing Intake
<input type="checkbox"/> Eligibility letter from (inter) national or Regional representative	5 business days prior to Membership Intake educational process beginning	(inter) national or Regional organization representative
<input type="checkbox"/> Verification of Aspirants & Grade Consent and FERPA Forms	5 business days before the Membership Intake educational process begins	Chapter President, Membership Intake Coordinator, and Advisor overseeing Intake
<input type="checkbox"/> End of Intake Report	5 business days following Initiation	Chapter President, Membership Intake Coordinator, and Advisor overseeing Intake
<input type="checkbox"/> New Member Presentation Agreement	15 business days prior to the date of the show	Chapter President, Membership Intake Coordinator, and Advisor overseeing Intake
<input type="checkbox"/> Stakeholders Meeting	10 business days before the event	Chapter President, Membership Intake Coordinator, and Advisor overseeing Intake