



**Guidelines and Policies for Conducting Membership Intake**  
**Sorority and Fraternity Life**  
**The University of Texas at Austin**

The purpose of this document is to provide the sororities and fraternities at The University of Texas at Austin, their advisors, and prospective members with a source of information regarding membership intake. Chapter members, chapter advisors and Sorority and Fraternity Life staff will work together to ensure a successful and positive experience for all involved. In order for Sorority and Fraternity Life to assist chapters with the membership intake process and avoid potential problems, chapters must adhere to the following guidelines if they are to conduct intake at The University of Texas at Austin.

All submitted paperwork should be (1) filled out **electronically**, (2) **signed and (3) submitted to the Sorority & Fraternity Life office**; completing it in this manner will ensure that the information is legible and accurate. **Your completed documents with valid signatures (no copies or faxes of signatures will be accepted) will need to be turned in to your Sorority & Fraternity Life council advisor in the Student Services Building, 4.400 within 48 hours of the start of your new member education process.**

The membership intake packet is divided into three sections, the guidelines, and forms, which include:

Forms (to complete and turn in)

- Verification of eligibility (page 2-3)
- Release of information/talent and grade release (page 4)
- Organization compliance acknowledgement (page 4)
- Presentation of new members policy (page 5)
- Statement of understanding (page 6)

Please return completed forms to:

Sorority and Fraternity Life

C/O [your council advisor]

Student Services Building 4<sup>th</sup> Floor, Suite 4.400

OR

Email a signed and scanned copy to your respective Council Advisor



**VERIFICATION OF ELIGIBILITY**

We, \_\_\_\_\_ (organization and chapter) at The University of Texas at Austin, declare that the following individuals are aspirants for membership and will be duly initiated pending a decision to be made by stakeholders, including but not limited to chapter officers, regional officers, and national representatives.

The LIST OF ASPIRANTS attached is accurate and correct to the best of my knowledge.

Number of Aspirants Under 18 Years of Age: \_\_\_\_\_

Total Number of Candidates/Inductees: \_\_\_\_\_

\_\_\_\_\_  
 President's Name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 New Member Educator Name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Chapter Advisor Name

\_\_\_\_\_  
 Signature

Chapter Advisor Contact Information:

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

Address : \_\_\_\_\_

Phone Number: \_\_\_\_\_

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





**RELEASE OF INFORMATION TALENT AND GRADE RELEASE**

ALL FORMS ARE SUBMITTED ONLINE

All Aspirants/Potential New Members need to complete a Talent and Grade Release Form. This is how members get added to the official SFL roster system.

LINK: <http://deanofstudents.utexas.edu/secure/sfl/gradereleaseform.php> (also found at [www.texasgreeks.com](http://www.texasgreeks.com) under the Reports and Forms tab)

**ORGANIZATION COMPLIANCE ACKNOWLEDGEMENT**

As the President and New Member Officer, we certify that all activities sponsored or required by our national sorority/fraternity of members and aspirants comply with The University of Texas at Austin Institutional Rules and Texas Law.

We have informed all aspirants of The University of Texas at Austin Institutional Rules and Texas Law. Information will also be given to aspirants at the beginning of the new member process.

We understand no student should be demeaned or harmed for the purposes of being in a student organization, whether or not that student gives consent, and that any activity that humiliates, degrades or risks emotional and/or physical harm is hazing.

We understand that failure to uphold Institutional, State or as it applies to your national organization hazing policies will result in a referral to the Dean of Students for an organizational violation (i.e. the sorority/fraternity may face charges), and/or a referral to the Dean of Students for an individual violation (i.e. the individual or individuals within the sorority/fraternity may face sanctions).

We understand that participation in any hazing activity or knowledge of it and a failure to take action to stop the hazing is in effect a violation. We also understand our responsibility to not allow members of our organization, whether graduate 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 result in a personal referral to the Dean of Students.

Our signatures below certify that we have read, understand, and agree to abide by the rules and laws related to hazing as outlined in this packet.

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President's Name

Signature

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New Member Educator's Name

Signature

Questions regarding this information should be directed to Sorority & Fraternity Life  
 (512) 471-9700 or [sfl@austin.utexas.edu](mailto:sfl@austin.utexas.edu)



**PRESENTATION OF NEW MEMBERS POLICY**

Any activity showcasing new members, often referred to as a “new member showcase,” “probate,” “presents,” or “coming out show,” must adhere to the following policy for the presentation of new members at The University of Texas at Austin. These guidelines have been developed so that new member presentations remain a positive aspect of the experience for chapters, new members and the campus community alike. It is expected that all guests will respect and abide by these guidelines and university policies.

- Presentation of new members must take place no more than 14 calendar days after the members have been initiated into the organization, or prior to the “Last Class Day,” whichever comes first.
- Presentation “Shows” are not to be scheduled on the same night/time of a previously planned event of another organization of the same council, unless agreed upon in consultation with a Sorority & Fraternity Life staff member.
- An outdoor (or indoor) reservation form must be obtained from Student Activities. A copy of the reservation confirmation notice must be submitted to your Sorority & Fraternity Life council advisor. If outdoors, a rain location must also be secured.
- Attire of the members being presented should be appropriate and respectful for the occasion.
- The presentation venue's capacity must be maintained at all times and not exceeded.
- No alcoholic beverages will be permitted.
- A consultation with Student Activities must be completed regarding details of your event.
- Defaming commentary and degrading language toward other organizations and/or individuals will not be tolerated.
- Music must be **radio-edited** versions.
- The duration of the presentation show should be no longer than 2 hours total.
- The presenting organization will be responsible for ensuring the site used is left in its original state after use.

**Additional Safety Guidelines**

- No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc.
- Canes, staffs, sticks, etc. may be used as a part of the performance but may not be used as a weapon to harm another individual. If you will have any of these items, you must disclose this in the event consultation with Student Activities. Some buildings on campus require permission to have these items present.
- Disruptions by other attending organizations will not be tolerated. This includes but is not limited to: walking through the presenters’ show, talking over the presenting organization, etc. Disruptions will be referred to Office of the Dean of Students.
- No mention of or reference to hazing will be tolerated. This includes but is not limited to mentioning or making reference to: “skating,” “being paper,” “made,” etc.
- If non-UT Austin guests will be attending your event, the Sorority & Fraternity Life office will sponsor these activities as long as they follow these Presentation of New Members policies.

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President’s Signature

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New Member Officer Signature



**STATEMENT OF UNDERSTANDING**

Organization/Chapter: \_\_\_\_\_ Today's Date: \_\_\_\_\_

I, \_\_\_\_\_ (Chapter President) have received the information contained in the New Member Paperwork and reviewed all documents. I understand the implications for not adhering to stated policies.

\_\_\_\_\_  
 Chapter President

\_\_\_\_\_  
 New Member Educator

\_\_\_\_\_  
 Sorority & Fraternity Life Council Advisor  
 (acknowledgement of receipt of paperwork)