MEMBERSHIP INTAKE/RECRUITMENT PACKET CHECKLIST

Chapters abstaining from conducting membership intake or recruitment need to fill out the following forms completely and turn into Student Involvement (attn. Coordinator for Greek Life and Leadership) by the following deadlines:

WITHIN THE FIRST 3 WEEKS OF THE ACADEMIC TERM:

- ☐ Notice of Abstention from Conducting Membership Intake/Recruitment Process pg. 2

Chapters conducting membership intake or recruitment need to fill out the following forms completely and turn into Student Involvement (attn. Coordinator for Greek Life and Leadership) by the following deadlines:

WITHIN THE FIRST 3 WEEKS OF THE ACADEMIC TERM (AND) NO LESS THAN ONE WEEK BEFORE THE FIRST SCHEDULED INTEREST SESSION OR RECRUITMENT EVENT:

- ☐ Notice of Intent to Conduct Membership Intake/Recruitment Process pg. 3

WITHIN 48 HOURS OF THE FIRST INTEREST MEETING OR RECRUITMENT EVENT:

- ☐ UWM Student Organization Authorization for Release of Academic Record pg. 4

WITHIN 72 HOURS OF AN OFFER OF MEMBERSHIP OR AN OFFER TO BEGIN A MEMBERSHIP INTAKE/EDUCATION PROCESS:

- ☐ Verification of New Member Candidates pg. 5
- ☐ Fraternity/Sorority Student Academic Release Form pg. 6

Failure to comply with these deadlines will result in the accrual of at least one (1) strike under the Accountability System and may result in the loss of the student organization's ability to reserve University facilities for intake or recruitment-related purposes, and/or other disciplinary action.

NOTICE OF ABSTENTION FROM CONDUCTING MEMBERSHIP INTAKE/RECRUITMENT PROCESS

*This form is an official notification that your organization is **not** conducting membership intake or recruitment for the current academic term.*

The _____ chapter of _____ does not intend to conduct membership intake or recruitment during the (please circle) FALL / SPRING semester of 20_____.

We understand that should there be a decision change to conduct membership intake or recruitment, we must immediately notify the Coordinator for Greek Life and Leadership and Student Involvement at UWM with approval from the undersigned Chapter Advisor.

We understand that if we engage in intake or recruitment activities that are not a part of the inter/national process, it will be reported to Student Involvement and Inter/National Headquarters.

By signing below, I acknowledge that the information provided above is accurate and correct to the best of my knowledge.

_____ _____

Chapter President Signature *Date*

_____ _____

Membership Intake Coordinator/Recruitment Chair Signature *Date*

_____ _____

Chapter Advisor Signature *Date*

STUDENT INVOLVEMENT USE ONLY:

_____ _____

Coordinator for Greek Life and Leadership Signature *Date Received*

NOTICE OF INTENTION TO CONDUCT MEMBERSHIP INTAKE/RECRUITMENT PROCESS

*This form is an official notification that your organization **is** conducting membership intake/recruitment for the current academic term.*

The _____ chapter of _____ intends to conduct membership intake or recruitment during the (please circle) FALL / SPRING semester of 20_____. The membership intake or recruitment process will begin on _____ and will conclude on _____. It will adhere to the following schedule:

Interest Meeting(s) will be held on: _____

Selection will conclude on: _____

New member education process will begin on: _____

Initiation will occur on: _____

New Member Presentation will occur on: _____

We understand that if we engage in intake or recruitment activities that are not a part of the inter/national process, it will be reported to Student Involvement and Inter/National Headquarters.

By signing below, I acknowledge that the information provided above is accurate and correct to the best of my knowledge.

_____ _____

Chapter President Signature *Date*

_____ _____

Membership Intake Coordinator/Recruitment Chair Signature *Date*

_____ _____

Chapter Advisor Signature *Date*

STUDENT INVOLVEMENT USE ONLY:

_____ _____

Coordinator for Greek Life and Leadership Signature *Date Received*

UWM STUDENT ORGANIZATION AUTHORIZATION FOR RELEASE OF ACADEMIC RECORD

This form is used to verify academic eligibility for membership in a fraternity or sorority.

ACADEMIC RECORDS

I hereby authorize Student Involvement to monitor my academic progress on a regular basis for the purpose of scholarship research and to determine eligibility for activities related to my fraternity/sorority membership. I authorize the disclosure of my mid-term, semester and/or cumulative grades or other academic conduct records to the president, scholarship officer and/or standards officer of my chapter or any similarly situated individual, upon their request, or as the Center for Student Involvement deems appropriate for the purpose of publicly recognizing my academic performance, determining my eligibility for fraternity/sorority-related participation, and other purposes or public or non-public disclosures deemed necessary or desired by the Center for Student Involvement or the below listed fraternity or sorority.

GENERAL

I understand that the permission granted by my signature on this document remains in effect for the duration of my tenure as an undergraduate student at the University of Wisconsin-Milwaukee or until I revoke such authorization by written request to the Center for Student Involvement. I acknowledge my awareness of my rights under the Family Educational Rights & Privacy Act (FERPA) and agree to a waiver of such rights as set forth herein.

ORGANIZATION: _____

Grade Point Average Requirement: HIGH SCHOOL: _____ COLLEGE: _____

Semester & Year: FALL SPRING 20_____

UWM ID NUMBER	NAME (PRINT)	SIGNATURE

By signing below, I acknowledge that the information provided above is accurate and correct to the best of my knowledge.

_____ _____

Chapter President Signature *Date*

_____ _____

Membership Intake Coordinator/Recruitment Chair Signature *Date*

_____ _____

Chapter Advisor Signature *Date*

VERIFICATION OF NEW MEMBER CANDIDATES

This form is used to register new member candidates with Student Involvement.

ORGANIZATION: _____

Semester & Year: FALL SPRING 20_____

New Member Candidate Information is (circle one): PUBLIC PRIVATE

Please read the following authorization, neatly PRINT the information, and sign below:

My signature below indicates that I have been offered a bid to new/associate membership and/or the opportunity to proceed with the membership intake process. I give permission to be added to the chapter's roster that is on file with Student Involvement. My status will be listed as "New Member" until the time that I am inducted into full membership in the organization. It is the chapter president's responsibility to notify Student Involvement if I withdraw from the new member process at any time, complete the new member and/or intake process and be considered a fully initiated member, or otherwise change my affiliation with the fraternity/sorority.

UWM ID NUMBER	NAME (PRINT)	SIGNATURE

By signing below, I acknowledge that the information provided above is accurate and correct to the best of my knowledge.

_____ _____

Chapter President Signature *Date*

_____ _____

Membership Intake Coordinator/Recruitment Chair Signature *Date*

_____ _____

Chapter Advisor Signature *Date*

FRATERNITY/SORORITY STUDENT ACADEMIC RELEASE FORM

This form is to be filled out by all members of fraternities and sororities to authorize the release of academic records for the completion of semester grade reports.

Full Name: _____
(Please print legibly!)

University ID Number: _____

Organization: _____
(full organization name, not just chapter designation)

Semester & Year You Accepted Your Bid: _____
(Ex. Fall 2018)

I hereby authorize the following actions associated with my personal student academic records:

ACADEMIC RECORDS

I hereby authorize Student Involvement to monitor my academic progress on a regular basis for the purpose of scholarship research and to determine eligibility for activities related to my fraternity/sorority membership. I authorize the disclosure of my mid-term, semester and/or cumulative grades or other academic conduct records to the president, scholarship officer and/or standards officer of my chapter or any similarly situated individual, upon their request, or as the Center for Student Involvement deems appropriate for the purpose of publicly recognizing my academic performance, determining my eligibility for fraternity/sorority-related participation, and other purposes or public or non-public disclosures deemed necessary or desired by the Center for Student Involvement or my fraternity or sorority.

GENERAL

I understand that the permission granted by my signature on this document remains in effect for the duration of my tenure as an undergraduate student at the University of Wisconsin-Milwaukee or until I revoke such authorization by written request to the Center for Student Involvement. I acknowledge my awareness of my rights under the Family Educational Rights & Privacy Act (FERPA) and agree to a waiver of such rights as set forth herein.

Signature: _____ Date: _____

Revised January 2019