

New Member Educator/Intake Coordinator Checklist

Section 1. Submit the New Member Educator/Intake Coordinator Inventory Form

- Link to form: <https://sa.ucla.edu/Forms/p/Gvirk>

Section 2. Submit this form after completing the required documents and uploading them to your chapter Box account.

- Each individual member of a new member education or intake team should:
 - Review the [OFSL Hazing Position statement](#)
 - Review the [UCLA Student Group Conduct Code](#)
 - Review the [UCLA Student Conduct Code](#)
 - Review uploaded regional/national risk management plan in Box (if applicable)
 - Review uploaded regional/national new member education plan in Box
- Please list the names and roles of any additional chapter members who are helping to lead the New Member/Aspirant/Candidate for Membership Education process:

- AT LEAST ONE (1) representative from a new member education team member should:
 - Attend the Anti-Hazing and Power Dynamics education workshop when offered.
 - Up to 5 members per chapter may partake in the scheduled programming, dates will be available during the fall quarter
 - Connect with their OFSL Staff Advisor to review the chapter's New Member/Intake program

All of the above items are REQUIRED to be completed as per the Expectations of Recognition. By checking each fillable box, signing this form, and submitting it to your chapter's Box folder, you are affirming that these steps have been completed on behalf of your chapter.

Section 3. We recommend that each chapter also consider:

- Identify and review member expectations for all members participating in a new member/aspirant process
- Identifying an emergency response protocol
- Create and review a schedule of events
- Check-in with your chapter's specific advisory support
- Complete any applicable local/regional/national/international group requirements for new member education/intake

Submitted by: _____

Chapter: _____

Date: _____

Sign: _____