

# New Member/Aspirant Education Form

All fraternities and sororities are required to notify the Office of Fraternity & Sorority Life before the start of any new member education program or membership intake. Chapters are required to register all new members/aspirants with our office, the start and end dates of their new member/aspirant education period, and the scheduled of your program specific to your chapter (i.e. meetings, events, activities, initiation, crossing, etc.). There are to be no new member/aspirant activities during non-academic terms without a reviewed modification document. All new member/aspirant programs taking place during the spring quarter must be completed by the start of finals week. Chapters can pause their program for up to 3 consecutive or non-consecutive weeks during which there is to be no new member/aspirant activities or requirements. New member/aspirant programs must be completed within 10 weeks. If a chapter utilizes “paused weeks” new member programs must be completed within 13 weeks. For purposes of this process, “weeks” will run Monday to Sunday.

*Due to COVID-19 restrictions, chapters must also outline how their process complies with LA County and UCLA COVID-19 protocols.*

Local/National/International organization: \_\_\_\_\_

Quarter New Member/Aspirant Program begins: \_\_\_\_\_ Start of New Member/Aspirant Program: \_\_\_\_\_

End of New member/Aspirant Program: \_\_\_\_\_ Date of Initiation/Ritual/Crossing: \_\_\_\_\_

Length of New Member/Aspirant Education Program: \_\_\_\_\_ weeks

If applicable, list the weeks that the chapter will be pausing the program \_\_\_\_\_ weeks

If your chapter cannot initiate or cross members virtually, please notate how you will document that the new member/aspirant education period has concluded and that they are now considered active/full members: \_\_\_\_\_

Should your chapter wish to recruit outside of an academic term, you must submit a [New Member/Aspirant Education Plan Modification Form](#) to request this from your staff advisor.

## Attached Documents:

1. A copy of your inter/national and/or chapter New member/Aspirant Education program or member intake process  
 Please check here if this document is already on file.
2. A calendar/outline detailing the specific events included in your program/process.
3. Complete the checklist attached

## 2021-2022 Academic Calendar

Fall Quarter Begins: September 20<sup>th</sup>

Fall Quarter Ends: December 10<sup>th</sup>

## Summer is not an academic term

Winter Quarter Begins: January 3<sup>rd</sup>

Winter Quarter Ends: March 18<sup>th</sup>

Spring Quarter Begins: March 23<sup>rd</sup>

Spring Quarter Ends: June 10<sup>th</sup>

## Remember:

1. Submit the [Verification of New Members/Aspirants form](#) at least **48 hours after** you have extended your bids/invitations to begin your new member program/intake process. You can find a second form if needed [here](#).
2. Should you add new members to your program after it has begun (ongoing recruitment; continuous open bidding) you will submit another [Verification of New Members/Aspirants Form](#) to submit the additional names. Check with your council if you also need to submit council specific documentation.

# New Member Educator/Intake Coordinator Checklist

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

- Link to form: <https://forms.office.com/r/cq4XG8JqmQ>

**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
    - Up to 5 members per chapter pay 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
- Complete the OFSL Reflection Form(s) found here: <https://fsl.ucla.edu/hazingprevention>

**Submitted by:** \_\_\_\_\_

**Chapter:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Sign:** \_\_\_\_\_