UCLA Office of Fraternity & Sorority Life

Recruitment and Intake Procedures

The Office of Fraternity & Sorority Life (OFSL) at UCLA is committed to supporting safe and successful recruitment/intake programs throughout the fraternity and sorority community. These procedures establish consistent reporting requirements, strengthen communication among chapters, advisors, and OFSL staff, and support the safety and well-being of students and the broader community.

Reporting is mandatory under the OFSL Expectations of Recognition. All required recruitment/intake documentation must be submitted to the chapter's OFSL staff advisor **at least one week prior to the start of recruitment/intake** and reviewed by OFSL staff before recruitment/intake activities may begin. Chapters must keep OFSL informed of recruitment/intake activities occurring throughout each quarter.

Documents submitted to OFSL will be maintained privately, as appropriate, and may be shared with University officials and regional or inter/national organization staff and volunteers as needed.

Chapters are responsible for the conduct of members, alumni, and guests who participate in or support the recruitment/intake process. Presidents and New Member Educators/Deans are responsible for communicating the University's Anti-Hazing Policy to members, new members, alumni, and members of corresponding graduate chapters, as applicable. All recruitment/intake activities must comply with applicable local, state, and federal laws; University policies; and the UCLA Student Code of Conduct and Student Group Code of Conduct. Chapters, individual members, and officers may be held responsible for alleged violations and may be referred to the Office of Student Conduct, as applicable.

Recruitment/intake activities may not begin until all required documentation has been submitted to and reviewed by OFSL staff. If a chapter begins recruitment/intake before completing these requirements, all recruitment/intake activities must cease immediately. The chapter may be referred to OFSL and/or the Office of Student Conduct for further review.

Required Steps:

Presidents/New Member Educators are responsible for ensuring that all required steps and deadlines outlined below are completed.

1) **Before Recruitment/Intake Begins:** At least **one week prior** to the start of recruitment/intake, complete this packet and upload the following chapter-specific documents to your chapter's Box folder:
   a) The chapter's inter/national and/or local new member/aspirant education program or intake process.
   b) A calendar or outline detailing the specific events and activities included in the program/process.
   c) Complete the checklist attached

   Following OFSL staff review of the submitted materials, a chapter may be required to meet with its staff advisor to discuss the submitted program/process before recruitment/intake activities begin. The chapter will be notified if a meeting is required.

2) **After Bids/Invitations are Extended:** Submit the Verification of New Members/Aspirants Form **within 48 hours after** bids/invitations to participate in the new member program/intake process are extended.
   a) If additional new members/aspirants join the program after it has begun, including through ongoing recruitment or continuous open bidding, submit an additional Verification of New Members/Aspirants Form with the additional names.
   b) Chapters should also confirm with their respective council whether any council-specific documentation is required.

3) **Update the Chapter Roster in MyUCLA:** New members/aspirants must accept their invitation to join the chapter through the MyUCLA chapter portal **within 7 days of the invitation.** Chapter officers are responsible for ensuring that the chapter roster is updated to identify these individuals as "new members."

4) **After Initiation/Crossing:** Submit the Initiation Verification Form **within 48 hours of initiation/crossing.**

Modifications to Recruitment/Intake Programs

OFSL recognizes that circumstances may arise that require a chapter to modify its recruitment/intake program after the initial materials have been submitted. **Any changes to the submitted program/process must be reported to OFSL through the Process Modification Form and reviewed by OFSL staff before the modified activity occurs.**

Depending on the nature of the modification, OFSL staff may contact the chapter for additional information or require a meeting with the chapter's staff advisor.

Presentation of New Members/Aspirants (if applicable)

Organizations that publicly present new members/aspirants to the campus community must adhere to the following requirements:

1) **Compliance with University and Event Requirements:** All presentations must comply with applicable local, state, and federal laws; the UCLA Student Code of Conduct and Student Group Code of Conduct; applicable University and OFSL policies; and campus event scheduling and Events Online (EOL) requirements.
2) **Public Presentations/Shows:** Organizations conducting a public presentation or "show," including events commonly referred to as a "probate," "rollout," or "neophyte show," must also adhere to the following:
   a) A presentation may not be scheduled at the same date and time as a previously scheduled event of another chapter within the same council without prior approval from the council.
   b) If campus space is being reserved, the chapter must complete all required event registration, space reservation, and related processes through the appropriate University entities, including Events Online (EOL), as applicable. The EOL submission must be approved by OFSL before the event may take place in the reserved space.
   c) The chapter must notify its staff advisor of all individuals participating in the performance **at least one week prior to the event.** OFSL will then send the performance memo to the appropriate campus colleagues.

Hazing Prevention

UCLA and the Office of Fraternity & Sorority Life are committed to the safety, dignity, and well-being of every member of the Bruin community and to fostering an environment in which students can participate free from harm, intimidation, abuse, and hazing.

Individuals who sponsor, participate in, or otherwise engage in hazing activities, whether on or off campus, may be subject to University disciplinary action and/or criminal prosecution. University-recognized fraternities and sororities that sponsor, participate in, or otherwise engage in hazing activities may be subject to disciplinary action, including suspension or revocation of University recognition and associated privileges.

The UCLA Student Group Conduct Code, Section 202.12, defines hazing as:

Participation in hazing or any intentional, knowing, or reckless act, activity, or method committed by a person (whether individually or in concert with other persons) against another person or persons, including current, former, or prospective students, regardless of the willingness of such other person or persons to participate, that is committed in the course of a preinitiation, an initiation into, an affiliation with, or the maintenance of membership in, an official or unofficial student organization or other student group that:

> *i. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury, including personal degradation or disgrace, and/or*
> *ii. the person knew or should have known was likely to cause serious bodily injury.*

Chapter leadership involved in the recruitment/intake process is responsible for reviewing and understanding applicable UCLA policies and California laws regarding hazing. Chapter officers are responsible for ensuring that recruitment/intake activities do not include conduct that constitutes hazing and for communicating applicable hazing policies and expectations to members and new members/aspirants.

Violations of University policy or applicable local, state, or federal law may result in referral for University review and/or interim action.

Reporting Hazing

Suspected hazing may be reported through the Student Affairs Incident Report Form or by contacting the Office of Fraternity & Sorority Life at **(310) 825-6322**.

OFSL is available to assist chapter leadership with questions or concerns regarding the conduct of members, alumni, or others involved in recruitment/intake. Contact OFSL at **(310) 825-6322** or **fsl@ucla.edu**.

Violations of Recruitment/Intake Procedures

Failure to comply with these Recruitment/Intake Procedures may result in referral to the Office of Fraternity & Sorority Life and/or the Office of Student Conduct. Depending on the circumstances, interim action may be taken, including the suspension of recruitment/intake or other chapter activities while the matter is reviewed.

Violations may result in disciplinary action or sanctions consistent with applicable University policies, ranging from the loss of specific privileges to the loss of University recognition.