



## **Recruitment and Intake Procedures for all Chapters**

The Office of Fraternity Sorority Life at UCLA is committed to the success and support of the new member education and intake programs throughout our Greek community. In our continued effort to encourage the development of our community, increasing the communication between the chapter advisors and students, the following procedures will require equal reporting among all councils to ensure the safety and well-being of our students, fraternities and sororities, local community, and the University's reputation. This reporting is mandatory per the OFSL Expectations of Recognition and must be submitted to their staff advisor at least a week prior to their recruitment/intake periods beginning.

Each fraternity and sorority conducting membership intake will keep the Office informed of all membership recruitment or intake activities each quarter. All documents submitted to the Office of Fraternity & Sorority Life are kept private as appropriate. Documents may be shared with university officials and regional or inter/national organization staff and volunteers as needed.

Chapters are responsible for the actions of their members, alumni, and/or or guests who may participate in their new member/aspirant process and may be referred to a judicial review of the organization should there be any alleged violations of the student and/or student group conduct code. Additionally, members and officers may be held responsible as individuals for their role. Collegiate chapters are responsible for communicating the [University Anti-Hazing Policy](#) to all members, new members, alumni and members of their corresponding Graduate Chapters. Furthermore, all new member/intake programs must comply with local, state, and federal laws as well as the UCLA Student and Student Group Codes of Conduct.

Without the submission of the required paperwork, recruitment/intake will not be allowed to proceed. In the event that the recruitment/intake activities begin without the knowledge and review of the chapter's staff advisor, then the chapter has not adhered to these written Recruitment/Intake Procedures, all related activities will cease immediately and the chapter may be referred to the Office of Fraternity & Sorority Life or the Office of Student Conduct for further review.

### **Required Steps:**

1. [Submit the New Member/Aspirant Education form](#) at least **a week prior** to your recruitment/intake period beginning. Please include the following chapter specific documents in your chapter's BOX folder.
  - a) A copy of your inter/national and/or chapter New Member/Aspirant Education program or member intake process.
  - b) A calendar/outline detailing the specific events included in your program/process.
  - c) Completed [New Member Educator/Intake Coordinator Checklist](#).
2. Meeting with Staff Advisor: A meeting with your staff advisor may be required to review your program/process prior to the period beginning. You will receive notice if this meeting is required or if you can move to step 3.
3. 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.
  - a) 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.
4. New Members/Aspirants must accept their invitation to join the [MyUCLA](#) chapter portal **within 7 days** from the date of invitation. Chapter officers are responsible to update their roster to show these members as "new members".
5. Submit the [Verification of Newly Initiated Members](#) form within **48 hours** of your initiation/crossing.

### **Modifications:**

The Office of Fraternity & Sorority Life understands that there may be situations that arise where you may need to make changes to your program. In order for changes to be made, you must submit the [New Member Education/Intake Plan Modification Request form](#).

### **Presentation of New Members/Aspirants Procedures (if applicable):**

All organizations must adhere to the following guidelines when presenting new members/aspirants to the campus community:

1. Abide by all local, state, and federal laws and regulations outlined in the UCLA Student Conduct Code and policies outlined by the Office of Fraternity & Sorority Life, and event scheduling/Events OnLine (EOL) policies.
2. Guidelines for those who present new members/aspirants using a “show” (“probate,” “rollout,” “neophyte show”):
  - a) The presentation of new members/aspirants may not be scheduled on the same night/time of a previously planned event of another chapter of the same council without prior approval by the council.
  - b) If you are reserving a space, all paperwork with the appropriate entities (i.e. EOL) must be submitted and approved by the Office of Fraternity & Sorority Life.
  - c) Chapters must complete the OFSL Public Performance Expectations document a week prior to the event.

### **Hazing Prevention:**

In accordance with state law, UCLA and Fraternity & Sorority Life have a [zero tolerance stance towards hazing](#). Any individual found sponsoring or in any way engaging in hazing activities on or off campus may be subject to University disciplinary action and/or criminal prosecution. Any University recognized fraternity or sorority found sponsoring or in any way engaging in hazing activities may be subject to suspension or permanent revocation of University recognition and the accompanying privileges. A definition of hazing from the California Education Code has been provided below:

*Hazing, or conspiracy to haze, “Hazing” is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term “hazing” does not include customary athletic events or school sanctioned events.*

*Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing event is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation in this section.*

To make a report of hazing contact [hazing@ucla.edu](mailto:hazing@ucla.edu) or call the Office of Fraternity & Sorority Life at 310-825-6322.

By submitting the following forms chapter leadership involved with the new member/intake process agrees to have read and understood both UCLA policies and the California state laws regarding hazing. Chapter officers are responsible to ensure that the program does not involve activities defined as hazing. A violation of UCLA Policies and/or local, state, or federal laws may result in a referral to a judicial review and/or interim action. It is necessary that this information is made available to both active and new members/aspirants. **The Office of Fraternity & Sorority Life is committed to assisting chapter leadership regarding concerns with the behavior of their members/alumni and can be contacted at (310) 825-6322 or [fsl@ucla.edu](mailto:fsl@ucla.edu).**

### **Violations:**

Violations of the Recruitment/Intake Procedures may result in a referral to the Office of Fraternity & Sorority Life and/or the Office of Student Conduct and are subject to an interim action/suspension of all new member/chapter activities. A violation of this policy may result in sanctions ranging from a loss of privileges to a loss of chapter recognition.