

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 attachedFollowing 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.

OFSL New Member/Aspirant Education Form

All fraternities and sororities must notify the Office of Fraternity & Sorority Life (OFSL) before beginning any new member/aspirant education or membership intake program. Chapters must provide OFSL with:

- The names of all new members/aspirants;
- The start and end dates of the new member/aspirant education period; and
- A chapter-specific schedule of all meetings, events, activities, initiation/crossing, and other program requirements.

Program Schedule: New member/aspirant activities may not occur during non-academic terms unless a modification has been submitted to and reviewed by OFSL. Programs occurring during Spring Quarter must be completed before the start of finals week.

Program Length: New member/aspirant programs must be completed within **10 weeks**. For purposes of these requirements, a week runs Monday through Sunday.

Paused Weeks: Chapters may pause their program for up to **3 weeks**, either consecutive or non-consecutive. Paused weeks may be identified in the chapter's original program schedule. If a chapter decides to add or change a paused week after its program schedule has been submitted, the chapter must submit a **Process Modification Form** for review by OFSL before the pause occurs. No new member/aspirant activities or requirements may occur during a paused week. Chapters utilizing paused weeks must complete the program within **13 weeks of the program start date**, inclusive of any paused weeks.

Fraternity/Sorority Chapter: _____

Name of person submitting this form: _____ Position: _____

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

Should your chapter wish to recruit outside of an academic term, you must submit a [recruitment/intake modification form](#) to request this from your staff advisor.

Attached Documents:

1. The chapter's inter/national and/or local new member/aspirant education program or intake process.
☐ Please check here if this document is already on file.
2. A calendar or outline detailing the specific events and activities included in the program/process.
3. Complete the checklist attached

2026-2027 Academic Calendar

Fall Quarter Begins: September 21

Fall Quarter Ends: December 11

Summer is not an academic term

Winter Quarter Begins: January 4

Winter Quarter Ends: March 19

Spring Quarter Begins: March 24

Spring Quarter Ends: June 11

Remember:

1. 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. You can find a second form if needed [here](#).
2. Should you add new members to your program after it has begun you will submit another verification form.
3. Submit the [Initiation Verification](#) form within **48 hours** of your initiation/crossing.

OFSL New Member Educator/Intake Checklist

This checklist must be completed by the **chapter president or a member of the new member education/intake team** on behalf of the chapter.

Section 1: New Member Education/Intake Team

List the name and role of **each chapter member who will lead or support the new member/aspirant/candidate for membership education or intake process**. This may include one designated New Member Educator/Intake Coordinator or multiple members serving as part of a team.

The **chapter president and all individuals listed in this section** are required to complete the applicable training and preparation requirements outlined below.

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Section 2: Required Policy Review

Confirm that the **chapter president and all individuals listed in Section 1** have reviewed and understand the following:

- ☐ [UCLA Hazing Prevention & Response website](#)
- ☐ [OFSL Hazing Position statement](#)
- ☐ [UCLA Student Group Conduct Code](#)
- ☐ [UCLA Student Conduct Code](#)

Section 3: Program Preparation & Responsibilities

Confirm that the **chapter president and all individuals listed in Section 1**, as applicable to their roles, have completed or understand the following:

Safety & Expectations

- ☐ Considered how to support the safety and well-being of new members/aspirants/candidates for membership throughout the education/intake process.
- ☐ Identified and reviewed expectations for chapter members participating in or supporting the process, including big brother/big sister expectations, as applicable.
- ☐ Reviewed the schedule of events and activities for the new member education/intake program.
- ☐ Considered how past experiences within the chapter may influence how they lead or support the new member education/intake process.

Support & Responsibility

- ☐ Knows who within the organization to contact for support with the new member education/intake process.
- ☐ Understands the distinction between organizational and individual responsibility as it relates to the new member education/intake process.
- ☐ Knows who to contact at UCLA and OFSL for assistance in the event of an emergency or concern related to the new

member education/intake process.

- ☐ Knows who to contact within the chapter's local, regional, and/or inter/national organization for assistance in the event of an emergency or concern.

Training & Program Requirements

- ☐ Completed all applicable local, regional, and/or inter/national organization requirements related to new member education/intake.
- ☐ Understands that the **chapter president and all individuals listed in Section 1** are required to complete the **StandUp to Hazing module** when assigned by OFSL.
- ☐ Understands that **at least one individual listed in Section 1** is required to attend the **Anti-Hazing and Power Dynamics education workshop** when scheduled by OFSL.
- ☐ Uploaded a calendar or outline detailing the specific events and activities included in the new member education/intake program and confirmed that the chapter's inter/national and/or local new member/aspirant education or intake program is on file in the chapter's Box folder.

Chapter Certification

All items above are required as part of the OFSL Expectations of Recognition. By checking each applicable box, signing this form, and submitting it to the chapter's Box folder, the chapter officer signing below affirms on behalf of the chapter that the applicable preparation and review requirements outlined above have been completed and that the chapter understands and agrees to complete the training requirements that occur later in the process.

Chapter Officer's Name: _____ **Chapter Officer's Title:** _____

Signature: _____ **Date:** _____

Event Descriptions

Provide a brief description of each event or activity included in your new member education/intake program. Include the purpose of the activity, what will occur, who will participate, and any other information needed to understand the activity.

Calendar of Events

Use this calendar to identify all scheduled new member education/intake meetings, events, activities, paused weeks, and initiation/crossing. If additional space is needed, attach additional calendar pages.

Insert Month

[illegible]

Insert Month

Sun

Mon

Tue

Wed

Thu

Fri

Sat

Insert Month

Sun

Mon

Tue

Wed

Thu

Fri

Sat