

# INTAKE CHECKLIST

**Step #1:** Submit the Intent Intake form with the new member education schedule by the designated date of the Office of Fraternity and Sorority life.

**Step #2:** Receive confirmation of a completed submission sent via email from the Office of Fraternity & Sorority Life

**Step #3:** Submit a flyer of your recruitment period, Informational, rush, interest meeting flyer at least 10 days before the date your meeting(s) are slated to occur. This is sent to the Coordinator of Fraternity and Sorority Life. Both Electronic and/or hard copy are acceptable.

**Step #4:** Conduct your recruitment/ informational/ rush. During this event a

Mandated Anti-Hazing presentation by a member of the office of Fraternity and Sorority Life is required.

(These presentation are 15-20 minutes at max)

A. This presentation must take place before any intake processes can begin

And/or any intake paperwork can be signed.

B. Chapters must reserve a physical or virtual space for meetings for the meeting.

Office is unavailable or does not accommodate the size of the potential new members.

C. Membership intake/recruitment coordinator and/or an advisor must be present at this Meeting

D. Along with sign in, please have potential new members fill out the recruitment/intake online form located under the appropriate council. They must fill out this form to be approved by the university to participate in Intake. → [How to Join | Towson University](#)

E. Those not in attendance for the Anti-hazing presentation are ineligible for intake

**Step #5:** Submit an official selection list of those you would like to select for intake BEFORE any applications are sent to your national office for review. Please send it in an excel document.

**Step #6:** The approved list will be returned to the chapter indicating who is eligible within 3 business days after we have received the list.

**Step #7:** Intake may only last 6 (fall) or 7 (spring) weeks. Greek 101 and TIPs are mandatory for designated new members.

**Step #8:** A New Member Presentations must be finalized 30 days after Meet the Greeks. If not, it will be cancelled. NOTE: A chapter advisor must be present at the debut & debuts must fall within the window.