INTAKE CHECKLIST

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

**Step #2:** Receive approval sent via email from the Office of Fraternity & Sorority Life

**Step #3:** Submit a flyer of your recruitment period, Informational meeting and or rush 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. At this meeting will be the Mandated Anti-Hazing presentation by a member of the office of Fraternity and Sorority Life
(These presentation are 30 minutes at max)

A. This meeting and presentation must take place before any intake processes can begin
And/or any intake paperwork can be signed.

B. Chapters must reserve the space for meetings with tech capabilities. If the Greek life 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. ->

   https://www.towson.edu/studentlife/activities/fratsororitylife/join.html

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

**Step #5:** Submit the list of Potential New members you would like to select for intake and be approved by the university within 7 days after the completion of your recruitment period, informational meeting or rush.

**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 7 weeks. Greek 101 and TIPs are mandatory for designated new members.

**Step #8:** A chapter debut meeting with the Coordinator of Fraternity and Sorority life must occur at least 3 weeks prior to the date of your debut. NOTE: A chapter advisor must be present at the debut & debuts must fall within the debut window if a deviation letter is not submitted.