|  |
| --- |
| **New Member Education Intent Form**  ***Must be TYPED – Due no later than 25 business days after the start of the semester but before the start of the Membership Intake/New Member Education Process. Failure to submit this form will result in a $100 fine.*** |

***Note: It is recommended that this form is submitted prior to Informationals being conducted.***

**Section 1. Intent**

This notice is to inform the Office of Fraternity and Sorority Life at the University of Central Florida that the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ chapter of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ does/does not intend on conducting Membership Education during the Fall/Spring semester of \_\_\_\_\_\_\_\_\_\_(year).

Chapter President Name Signature Date

Membership Education Coordinator Name Signature Date

Chapter Advisor Name Signature Date

**Section 2. Abstaining from Membership Education but Conducting an Informational Meeting**

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ chapter of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ does not intend to conduct Membership Education during the Fall/Spring semester of \_\_\_\_\_\_\_\_\_\_ (year) but plan to host an Informational Meeting for interested individuals. This meeting will take place on \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_(date) at \_\_\_\_\_\_\_\_\_\_ (time) in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (location). The purpose of this meeting is to provide information to interested parties about our organization, how to join, and membership criteria. We understand that we are not to engage in any pre-pledging activities not part of the (inter) national education process with these members.

**Section 3. Membership Education Information (to be completed only if Membership Education will be conducted)**

**A. Chapter Contacts**

|  |  |  |  |
| --- | --- | --- | --- |
| **Officer** | **Name** | **Phone** | **Email** |
| **President** |  |  |  |
| **New Member Educator/Membership Education Coordinator** |  |  |  |
| **Membership Education Coordinator Assistant** |  |  |  |
| **Membership Education Coordinator Assistant** |  |  |  |
| **Chapter Advisor Overseeing Education** |  |  |  |
| **Regional/(inter) national Representative Overseeing Education** |  |  |  |

**B. Tentative Education Outline**

|  |  |
| --- | --- |
| **Tentative Membership Education Start Date:** |  |
| **Tentative Membership Education Completion Date:** |  |
| **Tentative Date of New Member Presentation/Alternative to Presentation (DGC and NPHC Chapters Only):** |  |

**C. Pre-Education Briefing**

The New Member Educator/Membership Intake Coordinator and Chapter President must schedule a meeting with the Chapter Coach (Chapter Advisors and Assistant New Member Educator/Membership Intake Coordinator may also attend but are not required) **at least ten (10) business days prior to the start of the New Member Education/Membership Intake Process.** At this meeting, the New Member Educator/Membership Intake Coordinator and Chapter President will provide the following:

* Any (inter) national and/or regional documents that are to be completed by OFSL staff (including any letters that need to be written to specific organization representatives, exact wording needed, name of representative, and the mailing address, phone number(s), and email for such representative)
* Completed New Member/Membership Intake Registration Form

Meetings with [chapter coaches](https://fsl.sdes.ucf.edu/chapter-coaching-assignments/) can be submitted via Calendly by clicking [here](https://fsl.sdes.ucf.edu/calendly-links/).

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­­­­­­­­­­­­­Date Scheduled with Chapter Coach for Pre-Education Briefing

We, the undersigned, attest that this information is accurate and correct to the best of our knowledge.

Furthermore, we agree to the following as conditions of Membership Education:

1. We will submit at least 1 copy of Informational Meeting flyers to the Office of Fraternity and Sorority Life at least ten (10) business days prior to the meeting occurring.
2. We will comply with all of the policies and procedures regarding Membership Education put in place by the University of Central Florida and our inter/(inter) national organization.
3. We will comply with local and federal laws, and University and (inter) national organization rules, standards, and codes during the Membership Education process.
4. We will inform the Office of Fraternity and Sorority Life of any changes to our Membership Education schedule by the required deadline.

Chapter President Name Signature Date

Membership Education Coordinator Name Signature Date

Asst. Membership Education Coordinator Name Signature Date

Asst. Membership Education Coordinator Name Signature Date

Chapter Advisor Name Signature Date

**For Office Use Only**

Date Rec’d: \_\_\_\_\_\_\_ By: \_\_\_\_\_\_

Submitted flyers: Y N Date: \_\_\_\_\_