

NPHC Membership Intake Guidelines

Expectations of Chapters conducting intake:

1. Chapters must participate in all NPHC Convocation.
2. Chapters must complete all required paperwork in a timely fashion.
3. Chapters must complete and turn in the following forms (Officer/Advisor Form, Hazing Compliance Form with all signatures, Roster updates) to the Office of Student Life.
4. Prospective members will be made aware of both university and national hazing policy.
5. Chapters have to submit a Membership Intake Request Form which includes all dates, times, and locations of all intake activities and events.
 - A. Submit the NPHC Membership Intake Request Form no later than ten (10) days before the first informational/interest meeting. This form must be signed by the chapter president and chapter/graduate advisor.
6. All prospective members will attend the NPHC Convocation before being considered for membership in an NPHC Organization.
7. Chapter must submit a copy of all forms associated with Intake from your national/regional office to the Director of Student Life.
8. Chapters will contact and notify the Director of Student Life of all changes as soon as possible.
 - A. It is understandable that dates may need to be adjusted after the schedule has been set.
9. Before any event is held, the chapter must receive notification in writing from the Director of Student Life indicating that the organization is in good standing with the University and may proceed with intake.
10. After Informational/Interest Meeting
 - A. Within 24 hours of the Informational Meeting, a list of all Intake participants with their names and student ID numbers must be turned in to the Director of Student Life for grade and convocation attendance verification.
 - B. All forms associated with Intake with your national/regional office MUST be provided to the Director of Student Life for verification and accuracy. A copy will be kept on file in the Office of Student Life.
11. Within 24 hours of Initiation, a Membership Roster Update Form must be turned in to the Office of Student Life.

If the above procedure is not followed or if hazing is suspected, all Intake procedures will be suspended with notification to the appropriate regional officer and advisors. The Director of Student Life is the University Official who signs any Intake forms required by the National Organization. To ensure timely completion, the President or Intake Chairman should call in advance to set up an appointment to sign any paperwork or check any grades.

NPHC Membership Intake Brief Checklist

- _____ 1. All forms turned into the Office of Student Life.
- _____ 2. Submitted the NPHC Membership Intake Request Form.
- _____ 3. Letter of good standing received from Director of Student Life.
- _____ 4. List of all Intake participants turned in with 24 hours of 1st event.
- _____ 5. Intake Forms from your National/Regional Office submitted to the Office of Student Life.
- _____ 6. Copy of Facility Reservation Form for New Member Presentation submitted.
- _____ 7. Membership Roster Update Form turned in within 24 hours of initiation