



Cornell University

NEW MEMBER EDUCATOR/INTAKE POLICY HANDBOOK

FOR

MULTICULTURAL GREEK LETTER COUNCIL

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Fraternity & Sorority Affairs
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MGLC New Member Educator Intake Policy Handbook

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CONGRATULATIONS! You have been elected as the officer responsible for Membership Intake. You have one of the most important duties, preparing the next generation of members for leadership, service, and fellowship in your organization. Your term should be both rewarding and exciting.

This manual includes information that will assist you in developing an enriching and well-rounded membership intake program. It provides guidance about policies and regulations, has copies of all required forms, and suggests positive intake activities.

The Office of Fraternity and Sorority Affairs is eager to support your organization in creating an exceptional potential new member experience that will serve to strengthen your organization and improve the Cornell Greek community overall.

Worksheet Evaluating Your Membership Intake Program
Intake Program Audit

This worksheet is provided as a tool to assist you in self-evaluating your current membership intake practices and identify areas needing change. It is suggested that you rate your current membership intake program as honestly as possible.

Please complete audit individually, then compare responses with the entire membership.

	Poor			Excellent	
Potential new members know the history of our organization	1	2	3	4	5
Our new member's GPAs improve as a result of the intake process	1	2	3	4	5
Our potential new members informally hang out with the membership	1	2	3	4	5
Our membership seeks opportunities to get to know the potential new members	1	2	3	4	5
We have an effective mentor program and current members understand the responsibility of being a mentor	1	2	3	4	5
Our Membership Intake program demonstrates the value of BROTHERHOOD/SISTERHOOD	1	2	3	4	5
Our Membership Intake program demonstrates PRIDE in the organization	1	2	3	4	5
Our Membership Intake Program demonstrates the value of SCHOLARSHIP	1	2	3	4	5
Our Membership Intake Program demonstrates the value of LEADERSHIP	1	2	3	4	5
Our Membership Intake Program demonstrates the value of INTEGRITY	1	2	3	4	5
Our Membership Intake Program demonstrates the value of SERVICE	1	2	3	4	5
We provide a calendar of intake activities to all of our potential new members	1	2	3	4	5
We involve the entire brotherhood/sisterhood in our membership intake program	1	2	3	4	5
Our Alumni play an active role in our Membership Intake Program	1	2	3	4	5
Our potential new members understand what it means to be a member of our organization	1	2	3	4	5

TALLY MARKS:

FRATERNITY AND SORORITY EXPECTATIONS FOR MEMBERSHIP

Students at Cornell University are expected to conduct themselves in a manner supportive of the educational mission of the institution. Integrity, respect for the person and property of others and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in this University community.

The following basic expectations for fraternity and sorority members have been established:

1. I will know and understand the ideals expressed in my chapter ritual and will strive to incorporate them in my daily life.
2. I will support a positive new member education program that is alcohol free. Chapters are prohibited from including first semester freshmen in any new member program activities.
3. I will not harass, whether physical or verbal, oral or written, which is beyond the bounds of protected free speech.
4. I will not threaten the mental health, physical health or safety of any person or persons including hazing, drug or alcohol abuse, and other forms of destructive behavior.
5. I will not intentionally disrupt or obstruct the lawful activities of the University or its members including their exercise of the right to assemble and to peacefully protest.
6. I will not allow theft of or damage to chapter, personal, University or public property or services or illegal possession or use of the same.
7. I will not physically harm or threaten physical harm to any person or persons, including but not limited to assault, sexual abuse, or other forms of physical abuse.
8. I will not use nor support the illegal purchase, use, possession or distribution of alcohol, drugs or controlled substances.
9. I will respect the health and safety of all human beings.
10. I will acknowledge that a clean and attractive environment is essential to both physical and mental health; therefore, I will do my best to see that the chapter property is properly cleaned and maintained.
11. The fraternity or sorority will not tolerate or condone any form of sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions, which are demeaning to any person or persons including but not limited to sexual assault or verbal harassment. Culpability is not diminished for acts in violation of this Code that are committed in ignorance of the Code or under the influence of alcohol, illegal drugs or improper use of controlled substances.

Comparison of Traditional and Membership Development Concepts/Programs

ASSIMILATION

(Membership Development)

EMPHASIS IS ON THE INDIVIDUAL

Each person is considered to be unique, having different values, needs, goals, talents, and skills. Each new member is assessed individually, identifying talents and weaknesses as they relate to the chapter as a whole.

CHAPTER UNITY IS STRESSED

New members already have so much in common that they will NATURALLY be attracted to one another. The REAL challenge is to integrate new members into the chapter. When a person joins, goal is that he/she joins the chapter, not the “pledge class”, yet we seldom put our energy into providing opportunities for meaningful interaction with brothers/sisters.

NEW MEMBERS ARE DRAWN INTO THE *WHOLE* OF CHAPTER ACTIVITIES

If the purpose of the new member program is to create good “sheltered”

brothers/sisters, we should help new members get to know what the rights, responsibilities, and realities of being a member are - e.g. serving on committees, shadowing officers, participating in the setting of goals, and helping to achieve goals.

RESPONSIBILITY OF THE NEW MEMBER FALLS ON EACH MEMBER

Each chapter member exercises his right to assist new members throughout the assimilation process. The size of the new member class may actually be determined by counting how member many brothers/sisters will accept this responsibility fully and follow through with it.

THE GOAL OF NEW MEMBER LESSONS IS NOT SIMPLY TO MEMORIZE THE MATERIAL, BUT TO UNDERSTAND AND BE ABLE TO APPLY IT

DEVELOPMENT CONTINUES FOR THE DURATION WITH OF AFFILIATION

Members are aware that there are always new skills to be learned as “active members,” and fraternity officers. Just new

because a person is initiated doesn’t give him the right to “coast” or sit back on his/her proverbial “laurels” while others do the work. The Chapter provides members with opportunities for growth.

PRIME MOTIVATORS ARE PRIDE, ACCEPTANCE, UNDERSTANDING, AND THE EMERGENCE OF

rites of passage

(Traditional Pledge Programs)

EMPHASIS IS ON THE GROUP

Attitude of “What’s good for one is good for all.” Equal/same treatment based primarily on tradition and the convenience of the brothers.

PLEDGE CLASS UNITY IS STRESSED

Chapter makes a “big deal” out of the “pledge class” as a single unit, requiring and encouraging group pranks, separate projects, etc. Meeting discussions are away from those of the brothers/sisters.

NEW MEMBERS PARTICIPATE MAINLY IN “PLEDGE” ACTIVITIES

In traditional programs, new members are

or “protected” from participation in chapter, decision making, and goal setting.

THE NEW MEMBER EDUCATOR IS RESPONSIBLE FOR THE SUCCESS OF THE PLEDGES

After rush, active members often dust their hands of responsibility for new members, and the new educator is left (alone, usually) to prepare and acculturate new members.

NEW MEMBER LESSONS ARE CHARACTERIZED BY ROTE MEMORIZATION

GROWTH AND LEARNING END

INITIATION

Initiation signals “you’ve finally arrived,” “I made it and survived”. Somehow, scruffy

members miraculously turn “cool” and “acceptable” over night.

PRIME MOTIVATORS ARE FEAR AND INTIMIDATION

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SELF-RESPECT AND CONFIDENCE

Brothers/Sisters are responsible for setting a good example for results,

new members to follow. Expectations are explained and established early and regular individual evaluations are used to the organization. Rather, the new member evaluate progress throughout the new member period.

These tactics may have fairly good short term

but do not foster respect and commitment to

learns of values antithetical to the mission of the fraternity and sorority.

THE PROBLEM OF HAZING

In establishing goals, give attention to this basic assumption: The functioning of the active chapter is equally as important as the functioning of a potential new member/intake class. What you need to know about a new member, quite simply, is how will he/she function as an active member? To learn this, the rules and programs for potential new members must be similar to those for actives; unique to each group, but equal.

In other words, the overall goal for a new member/intake program is the preparation of a potential new member for lifelong membership in the active chapter. Given this goal, hazing is an ineffective means of imparting responsibility, self-respect, confidence, and acceptance.

MYTHS AND FACTS ABOUT HAZING

Adapted from www.stophazing.com

Myth # 1 Hazing is a problem for fraternities and sororities primarily.

Fact: Hazing is a societal problem. Hazing incidents have been frequently documented in the military, athletic teams, marching bands, religious cults, and other types of clubs/organizations. Reports of hazing in high schools are on the rise.

Myth # 2: Hazing is no more than foolish pranks that sometimes go awry.

Fact: Hazing is an act of power and control over others-it is victimization. Hazing is pre-meditated and NOT accidental. Hazing is abusive, degrading and often life-threatening.

Myth # 3: As long as there is no malicious intent, a little hazing should be O.K.

Fact: Even if there is no malicious “intent,” safety may still be a factor in hazing activities that are considered to be “all in good fun.” For example, serious accidents have occurred during scavenger hunts and kidnapping trips.

Myth # 4: Hazing is an effective way to teach respect and develop discipline.

Fact: Respect must be EARNED-not taught. Victims of hazing rarely report having respect for those who have hazed them. Just like other forms of victimization, hazing breeds mistrust, apathy and alienation.

Myth # 5: If someone agrees to participate in an activity, it can't be considered hazing.

Fact: In states that have laws against hazing, consent of the victim can't be used as a defense in a civil suit. This is because even if someone agrees to participate in a potentially hazardous action it may not be true consent when considering the peer pressure and desire to belong to the group.

Myth # 6: It's difficult to determine whether or not a certain activity is hazing-it's such a gray area sometimes.

Fact: It is not difficult to decide if an activity is hazing if you use common sense and refer to your campus policy or chapter policy.

HAZING

IMPORTANT QUESTIONS TO ASK YOURSELF

1. Is the activity going to contribute to the moral development of the person?
2. Is the activity one that you would have no problem explaining in a court of law?
3. Would you want the Fraternity/Sorority staff, parents, or media to view the event?
4. Does the activity require individuals to perform illegal or immoral acts?
5. Does the act mentally, emotionally, or physically threaten an individual?
6. Does the activity involve alcohol?
7. Are you willing to videotape the activity and show it to a future employer?

ALTERNATIVES TO HAZING

A non-inclusive list of hazing practices commonly found in chapters is provided below with suggested alternative activities. Although this section provides suggested alternatives, all chapter activities must comply with the Inter/Nationally mandated process.

INSPIRATION/HELL WEEK

Often potential new member classes/pledges conclude their intake program with two to seven days of full-time activity, usually including numerous activities late into the night, which interrupt study and sleep habits. Inspiration sessions/sets, oral exams covering fraternity/sorority history, trivia, and other forms of mental and physical hazing are performed.

Suggested Alternatives: Replace inspiration/hell week with meaningful exercises that can be accomplished through a combination of discussions, reflective papers, seminars, workshops, written and/or verbal exercises, and other constructive methods.

- A. Exercises in gaining knowledge of fraternity/sorority operations.
 - 1. Relationship of chapter to MGLC, district/region and national organization
 - 2. Financial Responsibility
 - 3. Alumni Relations
 - 4. Scholarship
 - 5. Recruitment Techniques
 - 6. Chapter Management
 - 7. Membership Intake
- B. Exercises in understanding the philosophy of fraternity/sorority.
 - 1. Role of the fraternity/sorority in the community and in higher education
 - 2. Brother/sisterhood
 - 3. Self-actualization of needs
 - 4. Chapter Unity
 - 5. Group patterns of behavior
- C. Exercises in group communication

- D. Post-initiation seminar on highlights of the ritual/induction ceremony

HISTORY LESSIONS THROUGH MEMORIZATION

Potential new members/pledges are frequently required to learn minute details of fraternity/sorority history and are tested weekly on their assigned materials. Sometimes members demand oral recitation of potential new members'/pledges' knowledge and then verbally or physically reprimand them when answers are repeated too slowly or incorrectly. Engaging members in active learning is a more effective means of mastering a topic.

Suggested Alternatives:

- A. Assign groups a specific decade or time frame for research into chapter history (people, places, events, etc). Groups can present, in a professional manner, to the chapter/alumni the results of their research.
- B. Develop a list of important information regarding fraternity/sorority history, chapter management procedures, Inter/national structure and other areas, which will assist potential new members in understanding the total picture of the Greek system.
- C. Inform potential new members that the reason for learning important fraternity/sorority information is to develop an understanding of the ideals that founded, extended, and preserved the organization for years.

STUDY HALLS

Potential new members are often forced to study collectively, usually in the university library, during specified hours determined by the active chapter. The setting is usually uncomfortable, noisy, and seldom conducive to academic needs. Actives usually accompany them to make certain they are sitting at their desks.

Suggested Alternatives: Develop academic programs designed to meet individual needs. Create big-little academic teams, have potential new members complete a weekly academic progress report, assist with study schedules and class schedules, offer individual courses tutoring and group seminars.

Make available a list of student counseling services. Invite instructors and counselors to dinner with the chapter to discuss good study habits, job interviewing, writing resumes, and so on. Scholarship program opportunities available to chapters are virtually unlimited.

PERSONAL SERVITUDE

Potential new members frequently are required to carry change, candy, and matches, answer telephones, shine shoes, clean individual rooms and so forth, which tend to make potential new members avoid active members.

Suggested Alternative: Delete all forms of personal servitude in the membership intake process and substitute with healthy, constructive group activities which foster potential new member-active communication.

ACTIVITIES DEMANDING RESPECT

Potential new members must often call members Mr./Ms. or Big Brother/Big Sister _____, or say “yes, sir”/ “yes, ma’am” or “no, sir”/”no ma’am” when spoken to. They are frequently restricted from using the front door, eating with actives, and subjected to other degrading practices. Potential new members must immediately respond to any demands made by actives or they are orally reprimanded and are sometimes required to perform calisthenics.

Suggested Alternative: When members have personal criticisms or requests of individual potential new members, they should maturely approach him/her as they would another active. Utilizing the chapter relations board or executive board to confront more serious behavior is recommended.

FUN AND GAMES SESSIONS

Potential new members are often forced to entertain actives by participating in food races, eating unfit items, running up and down stairs, and other dehumanizing activities. Road trips or kidnappings (where actives take potential new members - and vice-versa - miles from the chapter

and leave them stranded, sometimes ill-clothed, and often in dangerous areas) are other forms of this abuse. These practices have resulted in accidents, permanent personal injury and in death.

Suggested Alternatives: Recognizing that membership intake programs can certainly include entertaining activities, produce game sessions which everyone can enjoy and where there is no chance of personal injury, property damage, or humiliation. Have contests with active/potential new member teams, big-little teams and the like. Road trips should be eliminated and replaced with annual pilgrimages to other chapters, national shrines, and other places that would allow the potential new members to learn more about the organization outside their local setting.

SIGNATURES IN THE “BLACK BOOK”

Potential new members are forced to acquire the signature of each active member, and must usually include hometown, major, significant other’s name, favorite brand of booze, or other ‘pertinent’ information about him/her. The active can then test the potential new member on the accumulated knowledge, may sometimes be allowed to rip pages out of the book if answers are incorrect, and the pledge must then repeat the process. The intent of this activity is usually disguised as either an opportunity to become acquainted with each active, or a convenient method to acquire member addresses.

Suggested Alternative: Construct individual active/potential new member conferences throughout the intake process to seek out areas of mutual interest and become more personally acquainted. Photocopied address lists appear to be a much easier method for providing that information.

INSPIRATION SESSIONS/SETS

Active members attempt to “discipline” pledges under uncomfortable circumstances, usually in the form of a line-up and/or under lights. Members criticize potential new members by asking numerous, and often ridiculous, questions and potential new members are rarely given the opportunity to respond. Group punishment occurs, the individual causing harm is rejected, and cliques result.

Suggested Alternative: Encourage constructive one-to-one consultations between actives and potential new members in a comfortable setting, and allow the potential new member the opportunity for rebuttal when the active criticizes his/her actions. If further action is required after individual consultation, utilize the chapter relations board or executive board.

HAZING: NEW YORK STATE LAW AND UNIVERSITY POLICY

New York State Law

New York statutory law includes two (2) provisions making hazing an illegal act and one (1) provision requiring the adoption of university regulations proscribing hazing.

The Penal Law - Hazing in the First Degree

This provision makes hazing a crime punishable against any of the individuals who take part in activities if they intentionally or recklessly engaged in and cause injury. The person need only have taken part in the activity and if injury results to any person as a result, that person can be guilty of hazing. This form of hazing is a Class A misdemeanor, punishable by a fine of up to \$1000, up to one year in jail, or both.

The Penal Law - Hazing in the Second Degree

This relatively new provision makes hazing a crime punishable against any of the individuals who take part in activities if they are intentionally or recklessly engaged in conduct that creates a substantial risk of physical injury. This form of hazing is classified as a Violation, punishable by a fine of up to \$250, up to 15 days in jail, or both.

The Education Law - Description of Hazing

This provision describes hazing as "any action or situation, which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization." Such conduct is chargeable to the individual carrying it out and to the organization authorizing it. Sanctions to be invoked upon proof of the violation include whatever penalties are generally applicable in the university to violations of that university's rules and, by statute, rescission of permission for that organization to operate on campus property.

Cornell University Campus Code of Conduct

Title Two. Regulations for the Maintenance of Public Order
II. Violations
D. To engage in any action or situation which recklessly, or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any registered organization.

Title Three. Regulations for the Maintenance of the Educational Environment

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- II. Violations
- G. To threaten or use physical force to endanger, injure, abuse, intimidate, or coerce another person.
- H. To endanger or to cause damage to or loss of property of another person or of the University, or to endanger another person.
- I. To fail to leave a university building after a fire alarm has sounded or other notice of fire has been given, whether a drill or not.
- Z. To haze a person. Hazing is defined as an act that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization, could be seen by a reasonable person as endangering the physical health of an individual or as causing mental distress to an individual through, for example, humiliating, intimidating, or demeaning treatment; destroys or removes public or private property; involves the consumption of alcohol, other drugs, or other substances; or violates any of the policies of the University.

For more information see *Policy Notebook for Cornell Community*

Interpretation of the Definition of Hazing

In determining whether an activity constitutes hazing, the University shall use the common and ordinary meaning of the terms in the definition. If an organization is unsure whether a proposed activity will constitute hazing, the organization should feel free to contact the Office of Fraternity & Sorority Affairs.

Factors that affect the determination of chapter responsibility:

In determining responsibility, the University will take into account the following:

Consent

- Actual consent of member(s) knowingly agreeing to carry out the activity.
- Implied consent of member(s) failing to take steps to interdict the activity.

Coercion

- Actual Coercion of member(s) physically compelling participation.
- Implicit Coercion: Member(s) making participation a condition or precedent to membership.

Endangerment

- Intentional Endangerments: Harm being the natural and inevitable consequence of the activity.
- Reckless Endangerment: Disregard or indifference to safety; harm being a possible and foreseeable, but not a certain consequence.

Examples of Hazing Activities

Examples of conduct which would violate the New York State "Anti-Hazing" Law and related Cornell University Campus Code of Conduct. This list is not meant to be inclusive, but is only meant to serve as an instructional aid. Specifically, such action or situation may include, but is not limited to:

- All forms of physical activity that are not part of an organized, voluntary athletic contest or not specifically directed toward constructive work.
- Any activity (including voluntary athletic contests and constructive work) that might reasonably bring physical harm to the individual.
- Paddling, beating, or otherwise permitting undergraduate or alumni members to hit other individuals.
- Requiring individuals to wear any degrading or uncomfortable garments.
- Depriving individuals of the opportunity for sufficient sleep, decent and edible meals, or access to means of maintaining body cleanliness.
- Activities that interfere with an individual's academic efforts by causing exhaustion, loss of sleep, or loss of reasonable study time.
- Requiring individuals to consume alcohol or drugs and/or any other substances.
- Forcing, coercing, or permitting students to eat or drink foreign or unusual substances.
- Throwing, pouring, or applying substances to the bodies of individuals.
- Morally degrading or humiliating games or any other activities that make the individual the subject of amusement, ridicule, or intimidation.
- Kidnaps, road trips, scavenger hunts, etc.
- Subjecting an individual to stressful, psychological conditions for any reason.
- Any requirement which compels an individual to participate in any activity which is illegal, perverse, publicly indecent, contrary to the individual's genuine moral and/or religious beliefs, or contrary to the Campus Code of Conduct or policies and regulations of the University.

SUGGESTED GOALS FOR THE INTAKE PROCESS

- PROMOTE THE IDEALS OF THE ORGANIZATION (i.e. Service, Education, Sisterhood/Brotherhood, etc.)
- INSPIRE DEDICATED AND COMMITTED MEMBERS WHO ARE KNOWLEDGEABLE ABOUT THE ORGANIZATION
- LEARN ABOUT SELF AND OTHERS, ONE’S CULTURE-OTHER’S CULTURES, AND THE SURROUNDING COMMUNITY
- TEACH VALUES OF THE ORGANIZATION (i.e. Leadership, character, commitment, etc.)
- PROVIDE EXPERIENTIAL LEARNING IN THE AREA OF ORGANIZATIONAL, PROGRAMMATIC AND CHAPTER MANAGEMENT
- PROMOTE AND FOSTER A LIFE-LONG DEDICATION TO SERVICE
- CREATE OPPORTUNITIES FOR LIFELONG NETWORKING

NON-GOALS OF THE INTAKE PROCESS

- TO PROVE ONE’S WORTH AS A MEMBER
- USELESS MEMORIZATION OF MATERIAL
- TO BREAK ONE DOWN TO REBUILD HIM/HER IN A NEW IMAGE

FRATERNITY AND SORORITY ADVISORY COUNCIL

ANTI-HAZING SUB-COMMITTEE GUIDELINES

(Adopted April 2004)

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All chapters governed by the Multicultural Greek Letter Council must agree to abide and comply with the acceptable guidelines approved by the Fraternity and Sorority Advisory Council, provided they comply with the policies and practices outlined by the Inter/National organization, New York State Law and the University Code of Conduct. The following activities have been identified as acceptable or unacceptable membership intake practices:

Physical Activity: *Unacceptable. Because of the potential to use exercise as a punitive mechanism and because of concerns about a variety of physical limitations of new members, the committee decided that intake programs should not include a physical element. (Note: physical activity includes but is not limited to exercise, work outs, running, etc.)*

Uniforms: *Acceptable under the following conditions: As mandated by the Inter/National organization and only if professional. Uniforms cannot interfere with the academic institution or the student's ability to function within that institution.*

Marching: *Unacceptable unless included as part of a show (probate or step). Marching is defined as but is not limited to potential new members linked arm in arm, stepping or stomping loudly in unison, dipping and/or chanting/singing.*

Probate Shows: *Acceptable according to the Inter/National guidelines and the following conditions: Only if there is no physical, mental and/or verbal abuse and with proper and timely notification to the OFSA and if applicable, completion of a Use of University Property (UUP) Form.*

Walking in Line: *Unacceptable. Walking in line is defined as potential new members walking one in front of each other in a line.*

Walking in Unison: *Acceptable. Potential new members may walk together in unison. (Note: walking in unison is defined as walking together in/on the same stride. Not to be confused with marching. See #2 for definition of marching.)*

Mandating Social Probation: *Unacceptable. Social Probation is defined as but is not limited to (1) not being able to socialize and or speak with friends, family, professors, employers, etc.; (2) not being able to attend social events such as parties, programs, etc.*

Greetings: *Unacceptable unless included in a show (probate or step). Greetings are defined as formalized ways in which a potential new member is required to address a current member of the organization in which skits, songs, prose, etc. are incorporated to imply and/or define the amount of respect, admiration and/or appreciation of the current member the potential new member has.*

Viewings: *Unacceptable. However, meetings with two or more organizations at which potential new members are present are acceptable with proper registration and notification to the OFSA. Viewings are defined as allowing members of other chapters or organizations to see, look or view potential new members.*

Cross pledging: *Unacceptable. Cross pledging is defined as allowing members from another organization (fraternity and/or sorority) to view, question, pledge, come into physical contact, etc. with potential new members from your organization.*

Sleep Deprivation: *Unacceptable. No activity should go past midnight nor begin prior to 8am.*

Verbal, mental or physical threat: Unacceptable.

Physical contact or violence: Unacceptable.

Dietary restrictions and/or forced consumption: Unacceptable. *Requiring a potential new member to limit his/her eating habits and/or forced consumption of any substances (including but not limited to water, food, alcohol, condiments, etc.)*

Power hierarchies: Unacceptable.

**ACCEPTABLE GUIDELINES
QUICK REFERENCE CHART**

Acceptable	Clarification and/or description
Uniforms	As mandated by the Inter/National organization and only if professional.
Probate shows	According to Inter/National guidelines and with proper and timely notification to the OFSA and completion of a UUP.
Walking in unison	Defined as: walking together and unintentionally stepping on the same leg and in the same rhythm.
Unacceptable	
Marching	Defined as: walking linked arm in arm, stepping/stomping loudly in unison, dipping and/or chanting/singing. Exception: unless included as part of a structured show (probate or step).
Walking in line	Defined as: walking one in front of each other in a line.
Social probation/code of silence	Defined as: (1) not being able to socialize and/or speak with friends, family, professors, employers, etc. (2) not being able to attend social events such as parties, programs, etc.
Greetings	Defined as: formalized and exaggerated ways in which current members are addressed (may include skits, songs, prose, etc.) that imply respect, admiration and/or appreciation.
Viewings	Exception: formalized meetings at which potential new members from two or more organizations will be present are acceptable with proper notification and registration to OFSA.
Cross pledging	Defined as: allowing potential new members to be viewed, questioned, come into physical contact, etc. by members of another organization.
Sleep deprivation	No activity should go past midnight nor begin before 8am.
Verbal and physical threats, physical contact or violence, physical activity	Physical activity includes but is not limited to exercise routines, workouts, running, etc.
Dietary restrictions/forced consumption	Forced consumption of any substances.
Power hierarchies	

**WRITING YOUR POTENTIAL NEW MEMBER/INTAKE
PROGRAM AND CALENDAR**

A copy of each chapter’s potential new member/intake program is submitted to the Office of Fraternity and Sorority Affairs (OFSA) prior to each recruitment period. This program is kept on file in the OFSA and is reviewed during the end-of-year evaluation process. In addition, each potential new member of the organization should have a copy of the potential new member/intake program that outlines the following:

A. Purpose and goals of the program

B. Responsibilities of the prospective new members/pledges related to:

- History
- Standards, By-laws, Constitution, Policies
- Academic requirements
- Financial obligations
- Live-in requirements (if applicable)
- Chapter activities
- Educational Program Opportunities
- Mentoring Program
- Community Service
- Calendar of meeting and events for entire intake period
- Agenda for each meeting, which may include details on the aforementioned categories

C. Responsibilities of chapter members related to:

- Knowledge and understanding of University, State, Inter/national anti-hazing policies
- Active participation in the program
- Mentoring program
- Calendar of meetings and events for entire new member period
- Agenda for each meeting, which may include details on the aforementioned categories

When developing your potential new member/intake calendar consider using the following themes for meetings and events during the recruitment/intake period:

- **Themes for first four weeks of new member/intake program:** Orientation, overview of organization, team building within the organization, meeting officers and other members, mentor program, on campus support and referral for personal and academic concerns
- **Themes for last four weeks of new member/intake program:** History, ritual, learning about alumni responsibilities of membership
- **Inspiration Week Activities.** Inspiration week is intended to be a memorable time, where the potential new member learns many special rituals and accepts the final commitment to lifelong membership into the organization. Include dates, times, agenda for this week when submitting your new member/intake program to the OFSA.

SUGGESTED ACTIVITIES

1. Teambuilding

- White water rafting
The intake class could adventure on a white water rafting excursion. While water rafting they will learn to depend on each other for their safety. The very nature of the activity will force the individuals to work as one to become an efficient team.
- Interfraternal / sorority sports
There is no better team building activity than to compete against another group of people. Fraternities and sororities that have a pledge/intake class

during the same semester should participate in sport contests. As the individuals work together, they will form camaraderie amongst themselves and learn to interact together while depending on each other.

- Utilizing Cornell Outdoor Recreation – camping trips, ropes courses, etc.

2. Self-esteem/Character Building

- For the Individual

Positive personal notes: each potential new member writes about the others in his/her pledge/intake class. This can occur every week so the content of the message can be based on that week's activities and interactions. Notes can serve as verbal praise and should be alternated to praise each new member (i.e. all the positive notes about one new member are highlighted).

- As a Group

The pledge/intake class can formulate a positive message about one of the potential new members (without their input). The message should be a well thought out note about how that particular potential new member has impacted the development of the pledge/intake class. This should be rotated so that every individual in the pledge/intake class is made aware of their contribution to the development of the class.

- Talent Showcase

Host a talent showcase in which potential new members portray an issue, topic or passion that is important to them in a unique and creative way that would illustrate their talents and personality.

3. Challenge/Accomplishment

- Program planning assignment

The pledge/intake class will be given the responsibility to plan a program or event (i.e. banquet, pageant, community service). During the course of the intake/pledge process, potential new members are provided guidance on the campus resources necessary to make the program/event successful.

- Outdoor activity

Camping, guided excursion/adventure program, outdoor challenge (ropes courses, etc.).

- Resource list challenge

Pledge/intake class is asked to compile a resource list of specific areas of support and programmatic services on campus. Activity can incorporate interviewing various campus officers/administrators, etc.

- Merit Badge/Funny Money program

This program is similar to the Boy Scouts program in which members would earn various badges that are in line with the values and goals of the organization (ex: service, leadership, integrity, brotherhood, etc.). As each potential new member earns his/her respective badges they are also paid with monopoly money as an additional incentive. (Each dollar amount for each badge will be established prior to the start of the intake/pledge program and should be provided to potential new members at the beginning of the process) At the end of process the chapter would host a big sale at which time, new members can use the funny money earned during the process to purchase items at the sale. (Items could be donated and/or purchased and could include organization paraphernalia, etc.).

- Step Team

Pledge/intake class will develop a step routine for the Annual Greek Freak Step Show.

4. Professional networking

- Identify professional organizations of interest to the group (i.e. National Association of Black Accountants, etc.) and describe the organization's objectives and membership requirements. Prepare information on the background and history of the organization for discussion with the entire organization.
- Identify at least ten members of the organization from different professions and secure from these individuals a brief piece of advice for anyone starting out in that profession and on how to be successful in his/her particular profession. The information and advice should be shared with the members of the organization.

5. Reaching in/ Reaching out to the community

- Participate in a service project that is important to another organization and then research why that service project is important to the organization and how it reflects the goals and purpose of that particular organization.
- Plan a day where organizations meet to share and discuss the contributions of their organizations to a common theme (i.e. civil rights, affirmative action, economic empowerment, etc.).
- Each intake/pledge class is responsible for researching the achievements of famous/not so famous members of their organization and the organization's efforts in the particular theme. Each class then presents the information to the other members of the other organizations to educate the entire group.

6. Research

- Plan an ethnic/cultural dinner where potential new members from two or more organizations bring and share foods related to their culture and heritage. Each dish should have a place card indicating its name, origin (if known) and cultural significance.
- Invite members and potential new members of other organizations to travel to, or attend an exhibit, lecture or display that is reflective of your organization's heritage and provide a forum for discussion.
- Jeopardy Match, where pledge/intake classes will face the current members of the organization in a game show styled match. Questions can include categories like organizational history, general Greek history, College/University history, etc.

7. Community Service

- Clothing/book drive challenge
- Plan a group community service trip through on-site
- Game show-themed events
Pledge/intake classes organize a game show themed event that will raise funds for a particular charity (Funds can be raised via participant entry fees, etc.).

8. Academics

- Academic bowl
Incorporate information from the various fields of study from each potential new member. Each organization that is doing membership intake will submit a study packet for each of the fields to the MGLC. MGLC will compile a study packet that will incorporate the information submitted by all participating organizations. The council will host the Academic Bowl the week following the initiation deadline. The teams will be comprised of the newly inducted/initiated members of the organizations who will compete for a monetary prize and the title of New Member Academic Bowl champions.
- Homework spotlight

Copies of each potential new member's course outlines should be collected with application materials. The pledge/intake program should incorporate an activity that assists a potential new member with a required assignment. The selected potential new member assignment should rotate according to the deadline/due date listed on the syllabus. The activity should be creative and include all potential new members.

For example:

Joe's assignment in art is to identify letters occurring naturally in everyday things. The pledge/intake classes' assignment for that particular week could be to spell out the organization's name using pictures of naturally occurring letters.

- Learning Strategies hours
Replace mandatory study hours with making appointments with a learning strategies professional or other academic support service.

INTAKE AND MEMBERSHIP FORMS

MGLC Organizations Membership Intake Instructions

- Each organization must send the membership officer to the Office of Fraternity and Sorority Affairs MGLC Intake Training at the beginning of the semester.
- Each chapter must submit a completed *Membership Intake Intent Form* every semester. If your chapter intends to have membership intake, **this form is to be returned one week prior to beginning the intake process and must be accompanied by an intake program and calendar.**
- The current members of each chapter must complete an *Anti-Hazing Compliance Form*.
- All students in attendance at your informational or membership meeting are to sign the *Cornell University Anti-Hazing Policy* and these forms are to be returned **48 hours** after your informational meeting.
- **No activity should go past midnight nor begin prior to 8 AM.** Adequate time should be reserved for studying, at least 15 hours during the week and 10 hours on the weekend. Chapter activities that involve prospective or potential new members should **NEVER** involve alcohol.
- **Before the end of the membership intake process, the membership officer must schedule a meeting with the MGLC Advisor to review anti-hazing policies with all students participating in membership intake.**
- Once your new members have been initiated, you must submit a list of those individuals to the Office of Fraternity and Sorority Affairs within one week after initiation.
- Chapters are not allowed to recruit **FIRST SEMESTER FRESHMEN** for Fall Rush or membership intake.
- Potential new members, who choose to discontinue the membership intake process, **MUST** submit a **PROSPECTIVE MEMBER DISCONTINUATION FORM** to the OFSA.

MULTICULTURAL GREEK LETTER COUNCIL
MEMBERSHIP INTAKE INTENT FORM

The Cornell University Office of Fraternity and Sorority Affairs (OFSA) must be notified prior to any Multicultural Greek Letter Council chapter beginning a membership intake process. The purpose of this notification is to ensure that the OFSA is aware of membership activities and to ensure adherence to Cornell University policy. This form must be submitted to the Office of Fraternity and Sorority Affairs, 541 Willard Straight Hall, **one week prior to beginning a membership intake process**. If the chapter does not intend to have membership intake, a form must be completed and turned in by the third week of classes.

Each organization must comply with all of the rules and guidelines of their inter/national organization regarding the membership intake process. Any changes to the information below must be updated with the OFSA and/or the Advisor of the Multicultural Greek Letter Council.

Organization	_____
Date of Informational/Rush Event	_____
Anticipated Start Date	_____
Anticipated Completion Date	_____
President's Signature	_____
Membership Officer's Signature	_____
Chapter Advisor's Signature	_____

OR

The _____ chapter of _____ does not intend to have membership intake in the _____ semester of 20____. We understand that we must notify the OFSA in writing, should that decision change. We also understand that if we engage in any pre-pledging activities that are not a part of the inter/national process, it will be reported to the inter/national headquarters, and will result in a judicial hearing for the chapter. We also understand that if found responsible for violating the anti-hazing policy through the Greek Judicial process, the findings of facts, sanctions and name of our organization will be posted on the www.hazing.cornell.edu website.

Membership Officer's Name: _____ E-mail: _____

**OFFICE OF FRATERNITY AND SORORITY AFFAIRS
MGLC ANTI-HAZING COMPLIANCE FORM**

We understand that absolutely no activities should occur in the name of Membership Intake that do not comply with our inter/nationally mandated process.

We understand that the chapter is not to engage in any pre-pledging activities.

We have informed interested students and initiated members of the *Cornell University Anti-Hazing Policy* and our Inter/National Organization hazing policy.

We understand that our inter/national headquarters will be notified if there are any concerns or allegations of illegal membership activity.

We have read and understand the acceptable guidelines outlined by the Fraternity and Sorority Advisory Council Sub-committee on Hazing and agree to comply and abide by these guidelines.

We understand that violating the *Cornell University Anti-Hazing Policy* will result in a judicial hearing for the chapter and may result in a referral to the Judicial Administrator for those individuals involved in any hazing activity.

We understand that if found responsible for violating the anti-hazing policy through the Greek Judicial process, the findings of facts, sanctions and name of our organization will be posted on the www.hazing.cornell.edu website.

THIS FORM HAS BEEN READ BY ALL MEMBERS OF THE CHAPTER. WE UNDERSTAND AND AGREE TO ADHERE TO THE AFOREMENTIONED STATEMENTS.

Organization

Chapter Advisor

Membership
Officer

President

1. _____
Print Name

Signature

2. _____
Print Name

Signature

3. _____
Print Name

Signature

4. _____
Print Name

Signature

5. _____
Print Name

Signature

6. _____

MGLC New Member Educator Intake Policy Handbook

7.	Print Name	Signature
8.	Print Name	Signature
9.	Print Name	Signature
10.	Print Name	Signature
11.	Print Name	Signature
12.	Print Name	Signature
13.	Print Name	Signature
14.	Print Name	Signature
15.	Print Name	Signature

ACCEPTABLE GUIDELINES QUICK REFERENCE CHART

Acceptable	Clarification and/or description
Uniforms	As mandated by the Inter/National organization and only if professional.
Probate shows	According to Inter/National guidelines and with proper and timely notification to the OFSA and completion of a UUP.
Walking in unison	Defined as: walking together and unintentionally stepping on the same leg and in the same rhythm.
Unacceptable	
Marching	Defined as: walking linked arm in arm, stepping/stomping loudly in unison, dipping and/or chanting/singing. Exception: unless included as part of a structured show (probate or step).
Walking in line	Defined as: walking one if front of each other in a line.
Social probation/code of silence	Defined as: (1) not being able to socialize and/or speak with friends, family, professors, employers, etc. (2) not being able to attend social events such as parties, programs, etc.
Greetings	Defined as: formalized and exaggerated ways in which current members are addressed (may include skits, songs, prose, etc.) that imply respect, admiration and/or appreciation.
Viewings	Exception: formalized meetings at which potential new members from two or more organizations will be present are acceptable with proper notification and registration to OFSA.
Cross pledging	Defined as: allowing potential new members to be viewed, questioned, come into physical contact, etc. by members of another organization.
Sleep deprivation	No activity should go past midnight nor begin before 8am.
Verbal and physical threats, physical contact or violence, physical activity	Physical activity includes but is not limited to exercise routines, workouts, running, etc.
Dietary restrictions/forced consumption	Forced consumption of any substances.
Power hierarchies	

**CORNELL UNIVERSITY
ANTI-HAZING POLICY**

Fraternity and Sorority Affairs

DECLARATION OF NEW MEMBER AND CHAPTER RESPONSIBILITIES

This statement is to be read, understood and practiced during the new member education period in your chapter. This contract is to be completed and submitted to the office of Fraternity & Sorority Affairs within 48 hours.

HAZING IS PROHIBITED

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Hazing activities are defined as:

To haze a person. Hazing is defined as an act that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization, could be seen by a reasonable person as endangering the physical health of an individual or as causing mental distress to an individual through, for example, humiliating, intimidating, or demeaning treatment; destroys or removes public or private property; involves the consumption of alcohol, other drugs, or other substances; or violates any of the policies of the university(Campus Code of Conduct, Title Three, Article II.Z).

The undersigned potential new member understands that he/she has the following responsibilities:

- * To understand and abide, in fact and in spirit by the above definition of hazing;
- * To maintain his/her satisfactory academic standing with the University while participating in the pledge/membership intake process;
- * To refrain from questionable activities that may jeopardize or demean the image of fraternities/sororities;
- * To make a constructive contribution to his/her pledge/intake program and chapter.

The undersigned chapter officer understands that he/she has the following responsibilities:

- * To understand and abide, in fact and in spirit, by the above-definition of hazing;
- * To conduct a pledge/membership intake program tapered to the needs of individuals, that is a positive, educationally sound, growth experience.

Date

Name of Potential New Member

Signature of Potential New Member

Name of Chapter President

Signature of Chapter President

POTENTIAL NEW MEMBER REGISTRATION FORM

Chapter: _____ Sem/Year _____

Name: _____

Student ID: ____ * ____

Class Status: _____ Major/Intended: _____

Home Address:

(Street) (City) (State) (Zip)

Home Telephone No.: (____) ____ - ____

College Address:

Residence Hall Room No.

Campus Telephone No.: (____) ____ - ____

E-mail _____

PROSPECTIVE MEMBER DISCONTINUATION FORM

MGLC New Member Educator Intake Policy Handbook

IT IS THE RESPONSIBILITY OF THE MEMBERSHIP OFFICER/RECRUITMENT CHAIR TO INSTRUCT THE PROSPECTIVE MEMBER TO BRING THIS FORM TO OFFICE OF FRATERNITY AND SORORITY AFFAIRS. **THIS FORM IS TO BE SIGNED AND DATED IN THE PRESENCE OF A REPRESENTATIVE FROM THE OFSA.**

I _____, HAVE DECIDED TO DISCONTINUE
(PRINT YOUR NAME)
MY PARTICIPATION IN THE RUSH OR MEMBERSHIP INTAKE ACTIVITIES OF THE
_____ CHAPTER OF _____ FRATERNITY/SORORITY.

SIGNATURE

CU ID

DATE

NOTE: IT IS THE RESPONSIBILITY OF THE PROSPECTIVE MEMBER TO COMPLETE ALL LOCALLY AND/OR NATIONALLY MANDATED REQUIREMENTS TO DISCONTINUE. THIS FORM SERVES AS OFFICIAL NOTIFICATION TO THE OFFICE OF FRATERNITY AND SORORITY AFFAIRS. NOTIFICATION TO OFSA DOES NOT AND SHOULD NOT IMPLY NOTIFICATION OF THE CHAPTER OR INTER/NATIONAL ORGANIZATION

-----CUT ALONG THIS LINE-----

PROSPECTIVE MEMBER DISCONTINUATION FORM

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(PRINT YOUR NAME)
MY PARTICIPATION IN THE RUSH OR MEMBERSHIP INTAKE ACTIVITIES OF THE
_____ CHAPTER OF _____ FRATERNITY/SORORITY.

SIGNATURE

CU ID

DATE

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**CORNELL UNIVERSITY
MULTICULTURAL GREEK LETTER COUNCIL
LISTING OF NEW MEMBERS**

Please complete this form and return it to the Office of Fraternity and Sorority Affairs, 541 Willard Straight Hall *within one week of initiation.*

Organization _____

Initiation Date _____

President's Signature _____

Membership Officer's Signature _____

New Members

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

- 14. _____
- 15. _____
- 16. _____
- 17. _____

CREATIVE INTAKE PROGRAMMING
Office of Fraternity and Sorority Affairs
Funding Guidelines and Application

Anthony B. Cashen '57, MBA '58, Chair of the Fraternity and Sorority Advisory Council, has generously started a fund to support productive potential new member education activities as part of the New Member Education/Intake Program. This funding will act as seed money for chapters as they work to explore educational activities that are centered on integrity, and community building. Chapters are encouraged to be creative in their programming ideas, and to develop activities that integrate values and leadership. It is strongly recommended that the potential new member/intake class participate in the design of these activities.

Several chapters will be granted funding, and the Office of Fraternity and Sorority Affairs is currently seeking applications. The Office hopes to assist approximately 30 chapters with the funding that is available (individual chapter grants of up to \$300). The Office may require funds to be matched by the undergraduate or alumni chapter.

Funding Criteria:

Creativity in programming is encouraged. The following is a list of example activities:

- A project to launch a new chapter or class program in philanthropy or community service.
- A project to establish a new educational initiative or program that is adopted by the entire chapter.
- A program, plan, or activity that constructively engages one or more other chapters in a worthwhile community effort.
- A project that addresses a campus need or requirement that improves student, faculty, or staff life for the University Community.
- An event that demonstrates to the Ithaca Community good citizenship, service, or philanthropy.
- Work project to improve or enhance the physical condition of the chapter.
- A sport or other activity based program that engages the entire chapter in a uniting "team building" endeavor.
- A program to develop, improve, or meet a leadership need within the chapter (for example, revise or update the chapter officer orientation program and manual).

Application Process:

Please submit the attached application to **Patty Case** by mail at **540 Willard Straight Hall**, or by email at **pac25@cornell.edu**.

CREATIVE NEW MEMBER PROGRAMMING
Office of Fraternity and Sorority Affairs
Funding Guidelines and Application

Name of Chapter: _____

New Member Educator: _____

New Member President: _____

Date of Proposed Activity: _____

Proposed Participants: _____

Total funding required: _____

Outside funding, if any: _____

Using the following space, please describe the activity for which you would like funding. Several ideas are described on the previous page. If you would like additional project suggestions, please contact your staff liaison at 255-2310.

CREATIVE NEW MEMBER PROGRAMMING
Office of Fraternity and Sorority Affairs
Funding Guidelines and Application

Program Assessment (to be returned to OFSA upon the completion of the activity)

Date of activity: _____

Contact Person: _____

Address: _____

Brief Assessment of program:

Grant Amount: _____

Signature of Approval: (to be signed by OFSA) _____