

MIP CHECKLIST

Below is a step-by-step checklist for the Membership Intake Process:

- _____ Step 1: Letter of Intent Form
 - a. Chapters must submit a Letter of Intent indicating that desire to participate in Membership Intake. (Due: December 8, 2025)
- _____ Step 2: Regional / National Headquarters approval for membership intake
 - a. Submit a letter of approval from an official body (regional or national office) stating the chapter may conduct membership intake during the Spring 2025 semester. The letter is required and must include name, position, and contact information of the approving official.
- _____ Step 3: Membership Intake Certification (Form)
 - a. The Membership Intake Certification Form ensures that the chapter is aware of the eligibility requirements for prospective members to join the organizations. This form also includes eligibility requirements for current members to participate in the membership intake process. Each chapter must acknowledge all associated eligibility requirements including proof of liability insurance.
- _____ Step 4: MIP Chapter Member Roster (Form)
 - a. Each chapter must submit a roster of ALL members associated with the chapter. All chapter members, active and inactive, must be represented on this form.
- _____ Step 5: Statement of Collaboration (Form)
 - a. Each chapter must acknowledge the Statement of Collaboration form which affirms the relationship between PVAMU and the organization.
- _____ Step 6: Membership Intake Plan (Form)
 - a. The Membership Intake Plan is a list of ALL activities and dates that prospective members will be engaged. Chapters must complete this form acknowledging the guidelines and attached their membership intake plan. **All activities must take place on campus.**
- _____ Step 7: Greek Life Perspective (GLP) Workshops (Face -to-Face)
 - a. Each chapter participating in membership intake agrees to promote the required Greek Life Perspectives Workshop to all prospective members. The GLP Workshop is available face-to-face. Prospective members must pre-register for the workshop (\$35) on the Panthers Marketplace webpage.
- _____ Step 8: Anti-Hazing Compliance Form
 - a. Chapter leaders and the campus advisor must complete the anti-hazing compliance form. Signatures are required.
- _____ Step 9: Interest Meetings Announcements/Advertisements and Attendance Sheets (Form)
 - a. Each organization participating in MIP must submit a copy of the Interest Meeting flyer to FSL five (5) business days before the Interest Meeting.
 - b. Interest Meetings (Informational, Rush, Smoker, etc.) must include a roll sheet of all individuals (advisors, advisory council, current and prospective members) that attend. The form, including original signatures and printed names, must be turned in the Fraternity and Sorority Life no more than forty-eight (48) hours after the meeting.
- _____ Step 10: Prospective Member Rosters (Form) – Official request for verification of prospective members.
 - a. Prospective Member Rosters should be submitted when the chapter has selected candidates to review for participation in the membership intake process.
 - b. **MIP Approval will ONLY be granted upon the return of the rosters and an official letter from Fraternity and Sorority Life. No membership orientation activities should take place until written approval is received.**
- _____ Step 11: Full Chapter Membership Roster (Form) – A roster of all members once new members have been initiated.
 - a. Once the membership intake process has concluded, your chapter must submit a full membership roster inclusive of newly initiated members as well as members that were previously initiated into the chapter. **Due no later than April 1, 2025 at 5:00pm.**