



MEMBERSHIP INTAKE ACTIVITY PLAN OF ACTIVITIES

Complete this form electronically except for signatures at the bottom. Handwritten forms will not be accepted.

Organization Name	Chapter Name
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Membership intake is the process to orient and initiate new members into intake-based organizations. The membership intake plan is a comprehensive calendar of ALL activities (including but not limited to informationals, rush, smokers, interest meetings, educational sessions, classes, study sessions, interviews, application submittal, workshops, testing, ceremonies, and/or rituals) that make up your requirements for initiating new members.

Please attach a separate document to this form detailing all activities associated with membership intake. NOTE: No activities may happen outside of the APPROVED membership intake plan unless submitted in writing and approved two (2) weeks prior to the date of the activity. Activities that take place outside of the approved membership intake plan will be considered unauthorized and constitute an immediate termination of the membership intake process for your organization. **All activities must be submitted in PV PAW LINK for approval.**

For all activities, please provide the following information:

- Name, date, time, and location of each activity (virtual events as well).
- Brief description of each activity.
- Description of attendees (i.e. prospective members, chapter members, leadership, community).

MEMBERSHIP INTAKE ACTIVITY GUIDELINES

- All activities must take place on campus and/or virtually.
- All activity locations must be reserved by the organization through PVPawLink or a building manager. Please keep written record of all reservations.
- One or more of your activities in your membership intake plan may be selected as a **MIP Checkpoint**. A **MIP Checkpoint** is an observation period to ensure activities follow the university policies and procedures during membership intake.
- Advisors must be present at all membership intake related activities.

If any changes to the date, time, and/or location occur, the chapter must notify Fraternity and Sorority Life immediately and get written approval before moving forward.

SIGNATURES	Print Name	Signature	Date
Chapter President			
Campus Advisor			
Intake Chair			

FOR OFFICE USE ONLY: FRATERNITY AND SORORITY LIFE

Approved	Disapproved	Print Name	Signature	Date
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