COLUMBIA | RESIDENTIAL LIFE
FRATERNITY AND SORORITY LIFE

Membership Intake Policy & Forms
Fraternity & Sorority Life

Fraternity & Sorority Life
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Section I: Intake Policy

All new member informational/awareness meetings, intake, education, initiations and new member presentations must occur within the intake window as defined by Columbia University Fraternity and Sorority Life each fall and spring semester. All forms are due on their respective dates to their FSL advisor for review and approval to ensure organizations have fully completed the intake packet.

Chapters may only hold intake from the first day of classes until the final day of classes in any given semester

Chapters cannot host New Member Presentations overlapping with the following periods or events:

- MGC Yardshow
- Homecoming / Bacchanal
- University Holidays
- Winter / Spring / Summer Break

All chapters must adhere to the following guidelines when conducting intake at Columbia University.

Section II: Privacy Statement

To protect the interests, privacy, and confidentiality of all fraternities and sororities within the Multicultural Greek Council, all documents supplied to Columbia Fraternity & Sorority Life are kept confidential from students, student workers or student leaders, including the respective Council Officers. They may be shared with university officials and inter/national organization staff on a need-to-know basis.

Section III: Membership Intake Process Checklist

Item	Deadline	Complete?
Notice of Intent to Conduct Membership Intake form due on LionHub	Friday, September 18, 2026	
The **chapter president and intake director** must meet with their FSL advisor to review this policy packet and membership intake guidelines and expectations	1 month prior to the start of intake process	
Signed Hazing Policy Acknowledgement, Membership Intake Calendar of Events, Membership Intake Violations Guidelines	1 month prior to the start of intake process (due at time of meeting)	
Confirmed Intake Schedule emailed to their FSL advisor	48 hours prior to first official intake meeting with aspirants	

List of Aspirants confirmed and emailed to their FSL advisor	48 hours prior to first official intake meeting with aspirants	
Intake director must submit space request in desired location per EMS guidelines, and submit the following to the chapter's FSL advisor: · Copy of the space confirmation, · Copy of request for AV · Detailed plan for controlling capacity, · Signed copy of the new member presentation policies and guidelines	3 weeks prior to Showcase/Presentation	
Intake director must meet with their FSL advisor to prepare for the event review with campus partners · Plan for Capacity · New Member Presentation Policies and Guidelines - Run of Show	1-2 weeks prior to Showcase/Presentation	
New Initiates Roster up to date: Aspirants complete Affiliation Agreement on LionHub	2 weeks prior to Presentation/ Initiation	

Section IV: Meetings and Documentation

I. Prior to any intake activities commencing, the chapter president and/or intake director must meet with their FSL Advisor. At this meeting, the chapter will provide the following:

a. Any inter/national or regional paperwork that needs to be signed
b. Notice of Intent to Conduct Membership Intake form completed
c. Hazing Policy Acknowledgement Signed
d. Informational Schedule
e. Membership Intake Violation Guidelines Signed

II. Within 48 hours to the start of intake, the chapter must submit a confirmed intake schedule. This should include ALL activities associated with intake, including initiation date, and new member presentation date (if applicable).

III. 48 hours prior to the start of intake, a list of all candidates should be submitted to their FSL advisor.

IV. If needed, during the new member presentation event review, the chapter provide detailed information regarding AV, setup, detailed plan for controlling capacity, and information about how many non-CUID holders will be present.

V. 2 weeks prior to the new member presentation, the chapter should submit a final roster of all initiates via email to their FSL advisor.

Should any dates and times need to be changed throughout the intake process, the chapter president or intake director must notify their FSL advisor (via email) no less than 5 business days prior to the new event time.

Section V: Presentation of New Members

New Member Presentations are an important aspect to Greek-letter organizations. The intention of this policy is to ensure that New Member Presentations are conducted in a safe, timely and respectable manner. Failure to comply with intake guidelines may result in referral to the Fraternity and Sorority Life Judicial Board, and/or the Student Group Accountability Review Board (SGARB).

Appropriate conduct is always expected. It is the responsibility of the organization hosting the New Member Presentation to ensure that all of their members – including Columbia students, alumni and members from other campuses – serve as role models of behavior that is expected of all attendees.

The organization hosting the New Member Presentation is responsible for following the rules of the venue and ensuring a safe environment for all attendees. The organization should ensure the venue is large enough to accommodate the anticipated crowd and they abide by venue rules and regulations.

There shall be a strict adherence to all University policies including policies on hazing prevention, alcohol, and the rules of the venue where the New Member Presentation is hosted.

The new member presentation must take place no more than two weeks after the members have been initiated into the organization and within the Intake window set by Fraternity and Sorority Life.

New Member Presentations will not be a part of any other program or event, (i.e. step show, educational program, community event, or social event.)

I. Before:

A. All New Member Presentations must be held in Columbia University venues with a clear entrance and exit point, seating for attendees, and enough space for New Members to present their show.

B. The chapter's FSL advisor must be notified of the anticipated date of the New Member Presentation via the Notice of Intent to Conduct Membership Intake form on LionHub.
C. Confirmation of space and copy of AV requests must be turned in with this form.
D. New Member Presentations are not to be scheduled the same night/time of previously planned event or week of another chapter in the same council.
E. New Member Presentations are not to be scheduled on a restricted date. A list of these dates can be found on page two of this packet.

II. During:

A. New Member Presentations must be held on campus
B. New Member Presentations are limited to two hours (120 minutes) from the advertised start time, including the dispersal of the crowd at the end of the event.
    · New Member Presentations must start within 15 minutes of the advertised start time.
    · New Member Presentations may not be scheduled to begin after 9 p.m.
    · All members and guests must vacate the location immediately at the end of the reservation.
C. There will be no alcoholic beverages, drugs, and/or illicit substances will be permitted.
D. No physical abuse or references to hazing will be tolerated. This includes, but is not limited to, slapping, kicking, spitting, punching, pushing, poking, caning, etc. Canes, staffs, sticks, etc. may be used as part of the performance but may not be used as a weapon to harm an individual.
E. No bricks, bats, and/or paddles will be allowed at any time during New Member Presentations.
F. No references to rape, sexual inuendo, or illegal activities.
G. There will be no use of derogatory or inflammatory language and/or behavior including profanity and racist, sexist or otherwise offense comments in both spoken word, gestures and music. Edited music is required.
H. No explicit or revealing attire is to be worn by any of the new members or show participants.
I. No dissing or negative language regarding other organizations or attendees
J. Disruptions by other organizations will not be tolerated. This includes but is not limited to: Walking through the show, talking over the presenting organization, etc.
K. No fire or pyrotechnics are allowed in any venues on Columbia University's campus.

It is the responsibility of the host chapter to notify all attendees of these policies.

In the event of a major disruption or violation of any policies, University Officials or Public Safety may immediately stop the New Member Presentation.

III. After:

A. The hosting organization is responsible for ensuring the reserved space is cleared, cleaned, and left in the same condition it was found in by the end time on their facility reservation.
B. Costs associated with damages to the facility or the furnishings, staying past the time of the end of the reservation, and/or failure to clean the site will be the responsibility of the hosting organization.

Section VI: Failure to Comply and Violation Guidelines

Violations of this Membership Intake Policy may result in referral to the Fraternity and Sorority Life Judicial Board, and/or the Student Group Accountability Review Board (SGARB).

Violations may include, but are not limited to:

I. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paperwork, etc.
II. Holding membership intake without adhering to the Intake Guidelines set by the Fraternity and Sorority Life staff.
III. Hazing: Any violations of the Columbia University Hazing Policy will result in a referral to the Student Group Accountability Review Board (SGARB).
IV. Overt activity defined as any activity related to intake conducted in defiance of previous guidelines or warnings by council advisors.
V. Failure to adhere to Presentation of New Member Guidelines (as included in this packet).

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ANTI-HAZING AGREEMENT

We, the undersigned, certify the following:

1. We have read and understand Columbia University's Anti-Hazing Policy.
2. We have read and understand our organization's National Anti-Hazing Policy.
3. We verify that this policy will be read to our chapter.
4. We verify that all new members will receive a copy of this policy.
5. We verify that all activities sponsored or required by our chapter, in whole or part, comply with this policy.
6. Failure of my organization to uphold this policy, in whole or part, will result in the referral of my organization and any individual members involved for disciplinary action.
7. If I suspect, see, or know hazing activities are occurring, it is my responsibility to report these activities to the appropriate office.

Name of Fraternity/Sorority Chapter Name

Signature of Chapter President Date

Signature of Intake Director Date

Signature of Alumni / Graduate Advisor Date

Membership Intake Calendar of Events

Columbia University

Name of Fraternity/Sorority: Chapter Name:

Semester: Fall Spring Year:

Intent to Intake for above term: Yes No

If Yes: Calendar of Events (chapter may attach your own calendar if preferred)

Informational/Interest Meetings will be held on Date: Time and Location:

Selection will conclude on	Date:	Time and Location:
Education of Candidates/Aspirants/intake process begins on	Date:	Time and Location:
Candidates/Aspirants will be initiated on	Date:	Time and Location:
New members will be presented on (if applicable)	Date:	Time and Location:
List any applicable events and dates relevant to this organization below:		
Event:	Date:	Time and Location:
Event:	Date:	Time and Location:
Event:	Date:	Time and Location:
Event:	Date:	Time and Location:

The person in charge of membership intake for the chapter will be:

Name:	Title in Chapter:
Phone Number:	Email Address:

The chapter/graduate advisor supervising membership intake for the chapter will be:

Name:	Phone Number:

The above information is accurate to the best of my knowledge.

/	/
Chapter President Signature/Date	Chapter/Graduate Advisor Signature/Date

Multicultural Greek Council Membership Intake Aspirant List

(Required for submission to the FSL Advisor 48 hours prior to first meeting with aspirants).

The Membership Intake Process for (organization) is scheduled to begin on and end on .

Students participating in our Intake must have a cumulative GPA of (minimum of 2.5) and must have completed at least (minimum of 12 credit hours) credit hours at Columbia University.

Our chapter plans to present this new line at: (List Location) on (anticipated date).

The following undergraduate students meet all requirements for membership and have been submitted for approval from the Regional/National Headquarters for participation in our Membership Intake Process (attach additional pages as necessary).

	Name	Email Address	UNI
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

9.			
10.			

The students above have completed the Affiliation Agreement on LionHub and have been approved by the chapter's FSL Advisor.

I hereby certify that all of the above information is accurate; that my chapter has been approved to conduct the Membership Intake Process by Regional/National Headquarters; that my Chapter/Graduate Advisor is involved in all Intake activities of my undergraduate chapter; that my chapter, its members, and alumni/ae will abide by all University and inter/national policies and procedures.

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Chapter President Signature/Date

Alumni/Graduate Advisor Signature/Date