

# University of Tennessee, Knoxville

## 2024-2025 Membership Intake Policy at a Glance

*Organizations requesting to conduct membership intake must follow the steps outlined in this policy.  
For full explanation of the policy, see the Membership Intake Packet.*

Guideline	Description	Fall 2024 Deadline	Spring 2025 Deadline	Submission Requirements
<b>Meet the Greeks</b>  <b>MGC Meet &amp; Greet /MGC Fest</b>  <b>Misconceptions &amp; Stereotypes</b>	Meet the Greeks (Fall), Misconceptions and Stereotypes (Fall/Spring), and MGC Fest (Fall/Spring) are the first official introductions that students have to Greek Life. All MGC chapters must attend and participate in Meet the Greeks and MGC Meet & Greet. All NPHC chapters must attend and participate in Misconceptions and Stereotypes and Meet the Greeks.	<b>Wednesday, August 21<sup>st</sup></b>  <b>Monday, August 26<sup>th</sup></b>  <b>Wednesday, August 28<sup>th</sup></b>	-  <b>Thursday, January 30<sup>th</sup></b>  <b>Wednesday, January 29<sup>th</sup></b>	All Chapters Must Participate  All MGC Chapters Must Participate  All NPHC Chapters Must Participate
<b>Interest Meetings/Rush</b>	Organizations may host advertised informational/interest meetings and rush. These activities must take place after Meet the Greeks/MS/MGC Fest and within the given time frame. All interested students must receive a copy of the UTK Hazing Policy and consent to release non-public information by signing the MIP Interest Meeting Sign-In Form.	<b>Friday, August 30<sup>th</sup>- Monday, September 30<sup>th</sup></b>	<b>Friday January 31<sup>st</sup>- Sunday, March 2<sup>nd</sup></b>	Each Attendee must sign the MIP Interest Meeting Sign-In Form. These must be submitted to Greek Life by the Chapter within 48 hours of the meeting
<b>Intake Request</b>	The Letter of Intent notifies the Office of Sorority & Fraternity that an organization plans to have intake or entertain the possibility of intake through an Interest Meeting or Rush Activity.	<b>Friday, September 6<sup>th</sup></b>	<b>Friday, February 28<sup>th</sup></b>	Letter of Intent Must be submitted on official letterhead with signature of Chapter President and Advisor
<b>Intake Meeting and Advisor Verification</b>	An Intake Meeting must be scheduled with Office of Sorority & Fraternity Life to discuss the chapter's calendar and plan for dates. This meeting must be attended by the President, Intake Coordinator, and Advisor. <b>Chapters are asked to submit the MIP Notification Form</b> ** This meeting should be scheduled by the Chapter Intake Chair with the NPHC/MGC Advisor no later than September 11 <sup>th</sup> (Fall)/March 5 <sup>th</sup> (Spring)	<b>Wednesday, September 11<sup>th</sup></b> *The Meeting must take place by this date and after Interest meeting, etc.	<b>Wednesday, March 5<sup>th</sup></b> *The Meeting must take place by this date and after Interest meeting, etc.	To be presented at the meeting: 1. Official Copy of Candidates submitted to national organization 2.MIP Notification Form 3. Proof of Approval for Intake from National Office

**MIP Activity Begins**

All membership Intake Activities must begin by this day!

**September 28, 2024 (Fall) / March 22, 2025 (Spring)\***

<b>Candidates Meeting</b>	Upon the selection of new members, organizations must invite the MGC or NPHC Advisor to the FIRST official intake meeting/educational session with the selected new members	<b>No later than Monday, September 18<sup>th</sup></b>	<b>No later than Monday, March 17<sup>th</sup></b>	Scheduled by the Chapter Intake Coordinator with the NPHC/MGC Advisor no later than September 18 <sup>th</sup> / March 17 <sup>th</sup>
<b>New Member Presentation Meeting</b>	Organizations participating in the New Member Presentation must schedule & complete a New Member Presentation Meeting by this date. This meeting's purpose is to review New Member Presentation policies.	<b>No later than Wednesday, October 2<sup>nd</sup></b>	<b>No later than Wednesday, April 2<sup>nd</sup></b>	<b>Organizations should officially add new members to the university roster at this meeting</b>
<b>Health and Safety Orientation Module</b>	ALL attendees wishing to be considered for intake must register for and complete the OSFL New Member Health & Safety Module on Canvas.	<b>Due on Thursday, October 31<sup>st</sup></b>	<b>Due on Thursday, May 1<sup>st</sup></b>	<b>All aspirants/candidates must completed the HSOM.</b>

**Cease Activity**

Chapters may no longer conduct activities. All new members must be initiated.

**November 15<sup>th</sup> / April 25<sup>th</sup>**

<b>New Member Presentations</b>	All newly initiated members must visibly display org. paraphernalia by this date	<b>Final Day: November 16<sup>th</sup></b>	<b>Final Day: Saturday, April 26<sup>th</sup></b>	Presentation of New Members
<b>New Member Orientation</b>	All new members are required to attend the New Member Orientation the semester they are initiated	<b>Sunday, November 17<sup>th</sup></b>	<b>Sunday, April 27<sup>th</sup></b>	It is the chapter's responsibility to ensure all new members are in attendance

**\*No membership activities may take place during Fall Break, Spring Break, Spring Recess, or any day the University of Tennessee is closed.**

**The UTK Sorority & Fraternity Life Office expects the line of communication to stay open for the duration of the Membership Intake Process. Should issues arise, it is an expectation that all changes are communicated with the NPHC/MGC Advisor, Stephen J. Black, or designated member of the UTK OSFL staff immediately.**