

**University of South Florida**  
**Office of Student Organizations**  
**Policies and Procedures on Membership Intake**

**Purpose**

The purpose of this policy is to assist those student organizations at the University of South Florida who hold a “membership intake” during their recruitment and induction of members. This policy specifically addresses those organizations who have a membership intake process but are not recognized as Greek-lettered organizations as defined by current University policy. This policy is superseded for all recognized Greek-Letter organizations by the Office of Greek Life’s *Policies and Procedures on Membership Intake*. This document is meant to educate all USF student organization members, their advisors, and aspiring members about Membership Intake expectations, policies, and procedures of the University of South Florida’s Office of Student Organizations. The Office of Student Organizations believes in partnerships with student organization members, advisors and potential members to ensure a successful, purposeful and positive experience for all involved. It is our philosophy that Membership Intake activities should support the mission and core values of the University of South Florida, the Office of Student Organizations and each individual organization. Please note the all persons participating in the membership intake process must be USF students and further must be students whose home campus is the USF Tampa campus.

**USF Anti-Hazing Policy**

Senate Bill 51 requires each university in the State of Florida University System to adopt a written anti-hazing policy and, pursuant to such policy, adopt rules prohibiting students or other persons associated with any university organization (including alumni and advisors) from engaging in any activity, which can be described as hazing. The University of South Florida regulation number 6.0023 has established the following paragraph for all student organizations to follow regarding hazing:

“As used in this regulation, "hazing" as defined by §1006.63, Florida Statutes, means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution, regardless of a person’s willingness to participate. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance; or other forced physical activity that could adversely affect the physical health or safety of the student; and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

In addition to Florida Statutes §1006.63, hazing as defined by the USF system also includes, but is not limited to, the forced use of alcohol; morally degrading or humiliating games and activities; physical and psychological shocks; deception; verbal abuse; personal servitude; kidnapping; deprivation of privileges

granted to others in the organization by use of force or duress; and any other activities which are contrary to academic achievement, the stated purpose of the local and/or (inter)national organization, and/or the mission, policies or regulations of the USF system or applicable state law.”

**This definition applies to any act conducted on or off the USF campus.**

### **Violations**

A judicial process to determine violations of the Membership Intake policy and/or the anti-hazing policy by organizations and its members will be handled through the Office of Student Organizations or the Associate Dean of Students. Violations of the intake policy may include (but are not limited to): intentional submission of improper paperwork (falsifying signatures, changing dates without approval, incomplete forms), holding membership intake without adherence to the policies and procedures set forth by the Office of Student Organizations, and not adhering to the policies of any national organizations your group may be affiliated with, the University of South Florida, and the Office of Student Organizations as well as municipal, state, and federal laws. Penalties for violations may include (but are not limited to): fines in specified amounts; probation for specified academic terms, with or without specified restrictions; loss of privilege of using University space and facilities; and revocation of the privilege of being a registered student organization. Any national office affiliations of any student organization violating the anti-hazing rules will be notified of any violations and all penalties.

### **Organization Qualifications for Membership Intake**

All organizations participating in Membership Intake must be in good standing with the Office of Student Organizations and any national organization affiliations. To be considered in good standing, organizations must be fiscally and judicially sound with the Office of Student Organizations, Student Government and any national affiliated organizations. If an organization has a question regarding their status, they are to contact the Coordinator of Student Organizations and/or their nationally affiliated organization(s).

### **Aspirants' Qualifications for Membership Intake**

All aspirants must meet the organization's minimum membership requirements in order to take part in Membership Intake. Proof of meeting minimum membership requirements must be submitted to the Office of Student Organizations prior to beginning the Membership Intake process. Please note that all persons participating in the membership intake process must be USF students and further must be students whose home campus is the USF Tampa campus.

### **Timeline of Membership Intake Activities**

All Membership Intake activities shall be conducted only in the Fall or Spring semester of each academic year. Special permission for any Summer Membership Intake activities must be attained from the Coordinator of Student Organizations and/or the Associate Dean of Students. The organization **SHOULD NOT**, under any circumstances, have a formalized relationship with prospective members (interest groups, pre-pledging programs, etc.) prior to the beginning of the approved Membership Intake timeline. Regardless of start date, all membership intake activities **SHALL** end no later than the Saturday prior to the beginning of dead week (please check the Office of Student Organizations calendar each semester for this date) – there is to be no cross over of Membership Intake activities from semester to semester (all Membership Intake activities must happen in the same semester).

The Membership Intake process will not last any longer than what any national affiliated organization has approved, or in the event of no national affiliation, than has been approved by the

Office of Student Organizations. If an organization is not able to comply with these steps (due to requirements from its national body), minor modifications are acceptable, with prior approval from the Coordinator of Student Organizations. Changes must be submitted in writing to the Coordinator of Student Organizations for approval.

### **Membership Intake Activities**

Organizations are not to engage in any Membership Intake activities outside of the parameters outlined by their nationally affiliated organization(s) and the Office of Student Organizations, including any pre or post pledging activities.

### **Membership Intake Procedures**

- A. Prior to any Membership Intake activities being planned:
  - a. Each organization must contact the Office of Student Organizations to request a letter certifying their organization is in good standing for the semester and eligible for intake activities no later than ten (10) business days of the start of the semester. The letter will be available for pick up in the Office of Student Organizations within five (5) business days of the request being submitted.
  - b. Following the receipt of this letter, all organizations must fill out the Membership Intake Intent Form to specify whether they intend to complete Membership Intake that semester or not. This form must be returned to the Office of Student Organizations within twenty (20) business days of the start of the semester.
  - c. The organization member coordinating the Membership Intake Process (hereafter referred to as the Membership Intake Coordinator, MIC) and the organization president must schedule a meeting with the Coordinator of Student Organizations and/or the Graduate Assistant for Student Organizations at least ten (10) business days prior to the start of the Membership Intake Process.
    1. At this meeting, the MIC and Organization President will provide the following:
      - a. Any national and/or regional documents that are to be completed by the Office of Student Organizations (including any letters that need to be written, name of representative, and the address, phone number(s), and email for such representative)
      - b. Completed Notice of Membership Intake
      - c. Signed copy of the USF Office of Student Organizations Anti-Hazing Agreement
      - d. Completed Membership Intake Coordinator Agreement
- B. Following the meeting between the organization representatives and the Office of Student Organizations:
  - a. Five (5) business days following the organization's interest meeting(s), the MIC will submit attendance sheets for each interest meeting conducted.
  - b. Two (2) business days prior to the start of the Membership Intake process (based on the timeline listed on the Notice of Membership Intake), the Verification of Aspirants form must be turned in. This form must include the names of all individuals approved by your organization for potential membership. Additionally, at this time any changes to the Notice of Membership Intake form must be submitted.
- C. Following Initiation:
  - a. Organization presidents must submit a list of all organization members (new and returning) via the Student Organization Management system via BlackBoard.

### **Forms**

All forms submitted must include original signatures. Without the submission of the proper paperwork, intake activities will not be approved. Should intake activities begin without adherence to the above mentioned policies and procedures, intake activities will cease immediately and the organization will be referred for judicial proceedings.

**Questions**

If you have any questions regarding paperwork that needs to be submitted or about the process for Membership Intake, please contact the Office of Student Organizations at (813) 974-5781.



Office of Student Organizations  
 University of South Florida  
 4202 East Fowler Avenue, MSC 4100  
 Tampa, FL 33620  
 (813) 974-7912 involvement.usf.edu

## Membership Intake Checklist

*As your organization proceeds through its Membership Intake process, please make sure that you complete the items on the Membership Intake Checklist below. The checklist should be completed in its entirety and by all deadlines. Failure to submit paperwork and conduct meetings on time may result in the suspension of Membership Intake activities. **Note: A letter from the Office Student Organizations certifying that your Organization is eligible for Membership Intake must be received by your Organization prior to turning in any forms.***

<u>Action</u>	<u>Date Due</u>	<u>Completed by</u>
<input type="checkbox"/> Membership Intake Intent Form	<b>20 business days</b> after the start of the semester	Organization President, Membership Intake Coordinator and Organization Graduate Advisor
<input type="checkbox"/> Schedule and attend meeting with a staff member in the Office of Student Organizations	<b>10 business days</b> prior to the start of Membership Intake process	Organization President and Membership Intake Coordinator (optional: Organization Advisor)
<input type="checkbox"/> Notice of Membership Intake	Meeting with a staff member in the Office of Student Organizations	Organization President and Organization Advisor
<input type="checkbox"/> Anti-Hazing Agreement	Meeting with a staff member in the Office of Student Organizations	Organization President, Membership Intake Coordinator and Organization Advisor
<input type="checkbox"/> Membership Intake Coordinator Agreement	Meeting with a staff member in the Office of Student Organizations	Membership Intake Coordinator and any Assistant Membership Intake Coordinator
<input type="checkbox"/> Interest Meeting Attendance Sheet	<b>5 business days</b> following Interest Meeting(s)	Aspirants, Membership Intake Coordinator, and Organization Advisor
<input type="checkbox"/> Eligibility letter from National or Regional representative	<b>7 business days</b> prior to Membership Intake process beginning	National or Regional organization representative
<b>**Changes to the Notice of Membership Intake form due**</b>		
<input type="checkbox"/> Verification of Aspirants	<b>2 business days</b> prior to Membership Intake process beginning	Membership Intake Coordinator, Organization President, and Organization Advisor
<input type="checkbox"/> Coming Out Show Agreement	<b>10 business days</b> prior to the date of the show	Organization President and Organization Advisor

\*\*if applicable





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## Membership Intake Certification

**To:**     *Insert Organization President Name*  
           *Organization*

**Cc:**     *Insert Organization Advisor Name*, Organization Advisor

**From:** Edna Jones Miller, Coordinator for Student Organizations  
           Laura Yeckley, Graduate Assistant for Student Organizations

**Date:**   *Insert Date*

This letter serves as an official notice certifying that the \_\_\_\_\_ organization is approved to conduct Membership Intake activities for the \_\_\_\_\_ semester of \_\_\_\_\_. Per the University of South Florida Office of Student Organizations Membership Intake Policies and Procedures, all organizations participating in Membership Intake must be in good standing with the Office of Student Organizations, their respective council, and national organization. To be considered in good standing, organizations must be fiscally and judicially sound with their respective council, the Office of Student Organizations, and the national organization.

Attached you will find the Membership Intake Intent Form. Please fill this form out and submit it to the Office of Student Organizations no later than 20 business days from the start of the semester. **This form is to be filled out whether or not your Organization intends to conduct Membership Intake this semester.**

Please take note of the following:

1. Review the USF Membership Intake Policies and Procedures and your national policies and procedures before beginning any Membership Intake activities. It is expected that you will adhere to all policies and procedures indicated by these entities.
2. If you are conducting Membership Intake activities, please adhere to all paperwork and meeting deadlines.
3. Set up a meeting with a staff member in the Office of Student Organizations at least **10 business days** prior to the start of all Membership Intake activities.
4. All paperwork must have **original** signatures.
5. If you have any questions or concerns regarding the USF Membership Intake policies and procedures, please contact Edna Jones Miller at (813)974-7912.

Thank you! Have a wonderful start to the semester!





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**Notice of Membership Intake**  
**Must be TYPED-Due at one-on-one meeting with Student Organizations staff**

*This form will not be accepted unless it is accompanied by a signed copy of the USF Office of Student Organizations Anti-Hazing Agreement and the Membership Intake Coordinator Agreement.*

**A. Timeline**

- The officers and members of \_\_\_\_\_ are proud to announce the Intake of new members for the Fall  /Spring  (please check one) semester of \_\_\_\_\_.
- Interest Meeting(s) will be held on the following dates, times, and locations: \_\_\_\_\_.
- If applicable, Organization Interviews will be held on the following dates, times, and locations: \_\_\_\_\_.
- Organization Selection of New Members will conclude on the following date: \_\_\_\_\_.
- Education of aspirants/Membership Intake process will begin on the following date: \_\_\_\_\_.
- Aspirants will be initiated on the following date: \_\_\_\_\_.
- New Members will be presented on the following date: \_\_\_\_\_.

**B. Membership Intake Personnel**

The person in charge of Membership Intake for the Organization will be:

<b>Name:</b>	
<b>Email:</b>	
<b>Phone Number:</b>	

The Organization Advisor supervising Membership Intake for the Organization will be:

<b>Name:</b>	
<b>Sponsoring Graduate Organization:</b>	
<b>Email:</b>	
<b>Phone Number:</b>	

**C. Membership Intake Process Outline - must be typed and attached to this form**

Please include the dates, times and locations for all education of aspirants/Membership Intake process activities along with a summary of what each educational session/activity will entail. *Without this outline, this form will not be considered complete.*

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

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Organization President Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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Organization Advisor Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only**

Date Rec'd: \_\_\_\_\_ By: \_\_\_\_\_

Final Version? \_\_\_\_\_

Copied: Binder: \_\_\_\_\_

Staff \_\_\_\_\_

S: Student Involvement: Student Org Info



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**Membership Intake Coordinator Agreement**  
*Must be TYPED-Due at one-on-one meeting with Student Organizations Staff*

<b>Semester:</b>	Fall <input type="checkbox"/> / Spring <input type="checkbox"/>
<b>Year:</b>	
<b>Organization:</b>	
<b>Membership Intake Coordinator Name:</b>	

_____ (Initials)	I certify that I have read in full <b>ALL</b> of the University of South Florida Membership Intake Policies and Procedures, pertinent university policies, and other relevant information from my inter/national organization regarding Membership Intake.
_____ (Initials)	I will educate my Organization on all of the regulations of Membership Intake and will keep the Office of Student Organizations informed on all Membership Intake activities conducted by Organization.
_____ (Initials)	I agree to provide the names of the prospective members to the Office of Student Organizations within two (2) business days of the start of the Membership Intake process.
_____ (Initials)	I understand that if the Membership Intake forms are not fully completed and signed by all parties by the outlined deadlines, intake of new members will NOT be allowed.
_____ (Initials)	I declare that I will thoroughly review all information submitted to the Office of Student Organizations, will only allow information that is true to be turned in and hereby give permission to the Office of Student Organizations to verify the validity of all information submitted.
_____ (Initials)	I understand that if any of the information submitted to the Office of Student Organizations is found to be false or misleading, the Office of Student Organizations reserves the right to suspend the Membership Intake process pending full investigation of all statements.
_____ (Initials)	I understand that the Office of Student Organizations reserves the right to deny Membership Intake processes if evidence is present that indicates the Organization is unfit for initiating new members.
_____ (Initials)	I have read and signed the University of South Florida Anti-Hazing Policy and agree to abide by the statement. I further understand that the Office of Student Organizations reserves the right to suspend the Membership Intake process if my Organization is found or suspected of being in violation of this policy.
_____ (Initials)	I understand that all Membership Intake activities will coincide with the policies set forth by my national organization. Any deviation from the policies of my national organization must be supported in writing by the Organization Advisor, the Regional Director and/or my national headquarters.

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Membership Intake Coordinator Name	Signature	Date
	(If applicable)	

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Asst. Membership Intake Coordinator Name	Signature	Date
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Asst. Membership Intake Coordinator Name	Signature	Date
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<b>For Office Use Only</b>	
Date Rec'd: _____	By: _____
Copied: _____	Binder: _____
	Staff _____

S: Student Involvement: Student Org Info



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**Anti-Hazing Agreement**  
*Due at one-on-one meeting with Student Organizations staff*

**A. Compliance Statement**

We certify that all activities sponsored or required by our organization members or aspirants comply with University of South Florida Hazing Policy and the Chad Meredith Act.

We have informed the aspirant members of our organization of the contents of the University of South Florida Anti-Hazing Policy. This policy will be read to aspirants at the beginning of each semester of a organization’s Membership Intake process.

Hazing will not be tolerated in the University of South Florida community. No student or organization has the right to inflict physical or mental harm on a person or to demean, disgrace, or degrade a person. Hazing is prohibited and defined in section 240.262 of the Florida Statutes, in the University of South Florida Student Code of Conduct, and in the University Anti-Hazing Policy. All forms of hazing by any university student, student organization, or employee, are expressly prohibited and serious penalties, such as separation from the university or loss of recognition by the University of South Florida, may be imposed on individuals or groups found in violation of these rules.

We understand that failure to uphold the University’s Anti-Hazing Policy as stated in the University of South Florida Student Code of Conduct may result in organizational and/or individual charges.

We understand that participation in any hazing activity or knowledge of it and taking no action to stop the hazing is in effect giving our approval to haze. We understand our responsibility to not allow members of our organization, whether graduate/alumni status or affiliated at another institution of higher education, to haze our aspirants. Failure to report any such activity of which we become aware of may result in individual charges.

**B. Expectations**

1. The position of the University of South Florida concerning an organization’s initiation is that it will be a positive, educational experience for all involved. Names such as “Hell Week” should not be used in reference to pre-initiation activities.
2. Hazing is not tolerated in any form—as part of the new member program or as acts of individual members of the Organization.
3. The Membership Intake process (including any presentation of members) should end by the Saturday before dead week begins.
4. The practice of surprising new members with the date/and or time of initiation is not acceptable. Aspirants should be informed as to the date of initiation no later than two weeks after the Membership Intake process begins.
5. New members should never be subject to sleep deprivation and should never be forced to stay or live anywhere against their will.
6. Activities such as scavenger hunts and “house clean-ups” are NOT allowed.
7. All new member activities must be alcohol free. Initiation is no exception.

Our signatures below certify that we have read, understand, and agree to abide by the University of South Florida Hazing Policy. We understand that the Office of Student Rights and Responsibilities, the national headquarters, and the Organization advisors(s) will be notified of cases of alleged and/or confirmed violations of the Anti-Hazing Policy.

Organization President Name	Signature	Date
Membership Intake Coordinator Name	Signature	Date

---

Organization Advisor Name

Signature

Date

**For Office Use Only**

Date Rec'd: \_\_\_\_\_ By: \_\_\_\_\_

Copied: Binder: \_\_\_\_\_

Staff \_\_\_\_\_







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## Probate/Coming Out Show Guidelines

1. All “shows” must be held prior to Final Exam week.
2. No explicit or revealing attire is to be worn by the new members of other “show” participants.
3. No alcoholic beverages.
4. No physical abuse will be tolerated. This includes, but is not limited to: slapping, kicking, 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 threaten or harm another individual).
5. No profane language/gestures in chants, music or speech.
6. Chants/sayings will not allude to any other Greek organization or student group.
7. Disruptions by other attending organizations will not be tolerated. This includes, but is not limited to: walking through the presenters show, talking over the presenting organization, derogatory speech or comments.
8. The duration of the show will be no longer than 2 hours. The presenting organization will be responsible for ensuring the site is left in its original state after use.
9. The Office of Student Organizations will keep the details (include date, location etc.) confidential and will use the information for planning purposes only. *NOTE: you will receive a copy of the form that you will need to present to the Event & Meeting Services Staff in order to reserve a space on campus.*
10. The Probate/Coming Out Show Agreement must be submitted to the Office of Student Organizations no later than 10 business days prior to the date of the show.
11. All actions of organization members/new members must adhere to the Student Code of Conduct.
12. Violation of these guidelines will result in a referral to the Office of Student Organizations and could result in sanctions.



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**Probate/Coming Out Show Agreement**  
*Must be TYPED*

<b>Organization</b>	
<b>Date of Show</b>	
<b>Time of Show (start and end)</b>	
<b>Location</b>	
<b>Description of Show</b> (provide a brief description of what will happen during the show)	

My signature below indicates that:

- I have read, understand and agree to the **Probate/Coming Out Show Guidelines**.
- The information provided on this form is accurate and true.
- The show will not stray from the spirit and written description of the show.
- I understand that my organization, in addition to the President, and individuals within the will be held accountable should any of the guidelines be violated.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Email

\_\_\_\_\_  
Advisor Signature

<b>For Office Use Only</b>	
Date Rec'd: _____	By: _____
Copied: Binder: _____	
Staff: _____	