

New Member Education Guidance Form
Office of Fraternity & Sorority Life
University of North Florida

This form is due to the Office of Fraternity and Sorority Life within 14 days of the start of each semester.

Chapter: _____

Semester/Year: _____/_____

New Member Educator Name: _____

Phone Number: _____

E-mail: _____

Please Answer the Following Questions by Circling Your Response:

Will you be hosting any recruitment/new member activities this semester?

YES

NO

IF YOU CIRCLED “NO” ABOVE:

_____ We understand that should our decision change, we must notify the Office of Fraternity & Sorority Life, by supplying OFSL with a revised copy of this form.

_____ We understand that if we engage in pre-pledging/new member activities not associated with the (inter)national process, it will be reported to the Dean of Students Office, University Police Department, and the (inter)national organization.

IF YOU CIRCLED “YES” OR “NO” ABOVE:

_____ We understand that the chapter must conduct recruitment/intake each academic year to remain in good standing with the Office of Fraternity and Sorority Life and the University of North Florida.

_____ We understand that only students that are fully matriculated and fully enrolled at the University of North Florida during the semester in which this form is being completed are eligible for membership. These students must also meet the cumulative, including transfer, grade point average requirement of a 2.5.

IF YOU CIRCLED “YES” ABOVE:

_____ We understand the following statements and expectations set by the Office of Fraternity and Sorority Life:

- a. The new member process will be held in compliance with the organization’s new member procedures and the University of North Florida’s stated policies and procedures.
- b. Comply with local, state, federal, university, and (inter)national organization policies.
- c. Inform OFSL of any changes to our new member education schedule.
- d. Grade Release Authorization Forms are submitted for each candidate at least two (2) business days before a bid is extended; unless the council utilizes a registration platform.
- e. New Members must register onto their chapter’s roster via MyWings within seven (7) days of bid acceptance.
- f. Chapter submits their New Member Roster within seven (7) days of bid acceptance.
- g. 100% of new members must complete both the Hazing Prevention 101 and Fraternity and Sorority Life modules by November 22, 2024.

New Member Education Timeline

Please indicate the following dates regarding your chapter's new member process:

- **Start of New Member Education Process (MM/DD/YEAR):** _____
- **Length of Process (i.e. 6 weeks; 8 weeks):** _____
- **Date/Time of New Member Meetings:** _____
- **Required New Member Activities & Dates:** _____

- **Expected Initiation Date:** _____
(New Member Education processes must be concluded at least two weeks prior to the start of finals week including but not limited to initiation.)

Chapter President & New Member Educator Acknowledgement

As New Member Educator and Chapter President, I recognize and acknowledge the following (please initial beside each statement):

_____/_____ I have read and reviewed all state and University hazing policies with both new member and initiated members within the first week of the new member education process beginning.

_____/_____ I understand what hazing is, why it is harmful, and where I can go if I have any questions.

_____/_____ I am primarily responsible for prevention of hazing and creation of a healthy new member experience.

_____/_____ I understand that Florida State Law and the University of North Florida Student Conduct Code both prohibit hazing at any point during the new member process or member experience.

_____/_____ I understand that new members joining my organization may have undisclosed mental, physical, or psychological issues that may surface and cause harm to that individual as a result of hazing.

_____/_____ I have a method in place for new members to report issues with their new member education process.

_____/_____ I am aware of all OFSL expectations and deadlines regarding new member education process.

On my honor, I pledge to offer a safe, positive new member process and to protect the mental, physical, and psychological health of all new members.

New Member Educator

Date

Chapter President

Date

Chapter Advisor

Date

OFSL Staff Representative

Date