



Office of Greek Affairs
 Office of the Dean of Students
 353 Ferst Drive NW, Suite 141
 Atlanta, Georgia 30332-0285 U.S.A
 PHONE: 404.894.2002 FAX: 404.385.3020

NOTIFICATION OF MEMBERSHIP INTAKE PROCESS

In accordance with the constitution and bylaws of the National PanHellenic Greek Council and the Multicultural Greek Council, the Office of Greek Affairs must be notified prior to any chapter beginning any type of membership intake process. Awareness of membership activities is important to the office to ensure chapter adherence to the Georgia Institute of Technology and National Headquarters policies. The form must be submitted to your council advisor at least **10 business days** before any membership intake process begins. *If the chapter does not intend to have a membership intake process, please complete the bottom portion of the form and turn it in by the end of the first month of the semester.*

The _____ chapter of _____ (circle) **DOES/ DOES NOT** intend to have membership intake during the _____ semester. We understand that should that decision change, we must notify the Greek Life Office in writing, with approval from the chapter advisor. We understand that if we engage in pre-pledging activities, not a part of the national process it will be reported to the National Headquarters, and will be subject to sanctions from Greek Life.

Date(s) of Recruitment/Informational _____

Date(s) of New Member Meetings _____

Planned Initiation Date _____

New Member Presentation Date _____

Printed Name

Signature

Chapter President _____

Membership Chair _____

Chapter Advisor _____