The Eastern Michigan University Campus Life Office must be notified prior to any National Pan-Hellenic chapter beginning a membership intake/recruitment process. The purpose of notification is to make the office aware of membership activities and to ensure adherence to Eastern Michigan University policies. **This form must be submitted to the Coordinator of Greek Life, in Student Center, 345 no later than two weeks prior to the date of initiation.**

Any changes must be communicated in writing to the Office of Campus Life immediately. **This information will ONLY be used by the Campus Life Office.** No one other than Campus Life professional staff, Chapter President, Membership Coordinator, Chapter Advisor, and (Inter) National/Regional Chapter Leadership will have access to this document.

The membership intake/recruitment process must follow all Eastern Michigan University policies, as well as the Membership Intake/recruitment Process approved by their respective (Inter) National Headquarters and Regional Leadership. **Any violation of policies may subject the organization and/or individual members to sanctions in accordance with the EMU Student Conduct Code.**

**ORGANIZATION:**

**DATE SUBMITTED:**

**MINIMUM GPA REQUIRED FOR MEMBERSHIP:**

**INFORMATIONAL DATE:**

**INFORMATIONAL LOCATION:**

**INITIATION DATE:**

**NEW MEMBER PRESENTATION DATE:**

**NEW MEMBER PRESENTATION LOCATION:**

**CHAPTER PRESIDENT**

Name: __________________________ Signature: __________________________

**MEMBERSHIP INTAKE COORDINATOR /NEW MEMBER EDUCATOR**

Name: __________________________ Signature: __________________________

**CHAPTER ALUMNI ADVISOR**

Name: __________________________ Signature: __________________________