

## New Member/Aspirant Education Form

All fraternities and sororities are required to notify the Office of Fraternity & Sorority Life before the start of any new member education program or membership intake. Chapters are required to register all new members/aspirants with OFSL, the start and end dates of their new member/aspirant education period, and the scheduled of your program specific to your chapter (i.e. meetings, events, activities, initiation, crossing, etc.). There are to be no new member/aspirant activities during non-academic terms without a reviewed modification document. All new member/aspirant programs taking place during the spring quarter must be completed by the start of finals week. Chapters can pause their program for up to 3 consecutive or non-consecutive weeks during which there is to be no new member/aspirant activities or requirements. New member/aspirant programs must be completed within 10 weeks. If a chapter utilizes “paused weeks” new member programs must be completed within 13 weeks. For purposes of this process, “weeks” will run Monday to Sunday.

Local/National/International organization: \_\_\_\_\_

Name of person submitting this form: \_\_\_\_\_ Position: \_\_\_\_\_

Quarter New Member/Aspirant Program begins: \_\_\_\_\_ Start of New Member/Aspirant Program: \_\_\_\_\_

End of New member/Aspirant Program: \_\_\_\_\_ Date of Initiation/Ritual/Crossing: \_\_\_\_\_

Length of New Member/Aspirant Education Program: \_\_\_\_\_ weeks

If applicable, list the weeks that the chapter will be pausing the program \_\_\_\_\_ weeks

Should your chapter wish to recruit outside of an academic term, you must submit a [New Member/Aspirant Education Plan Modification Form](#) to request this from your staff advisor.

### Attached Documents:

1. A copy of your inter/national and/or chapter New Member/Aspirant Education program or member intake process  
 Please check here if this document is already on file.
2. A calendar/outline detailing the specific events included in your program/process.
3. Complete the checklist attached

### 2023-2024 Academic Calendar

Fall Quarter Begins: September 25<sup>th</sup>

Fall Quarter Ends: December 15<sup>th</sup>

### Summer is not an academic term

Winter Quarter Begins: January 3<sup>rd</sup>

Winter Quarter Ends: March 22<sup>nd</sup>

Spring Quarter Begins: March 27<sup>th</sup>

Spring Quarter Ends: June 14<sup>th</sup>

### Remember:

1. Submit the [Verification of New Members/Aspirants form](#) at least **48 hours after** you have extended your bids/invitations to begin your new member program/intake process. You can find a second form if needed [here](#).
2. Should you add new members to your program after it has begun (ongoing recruitment; continuous open bidding) you will submit another [Verification of New Members/Aspirants Form](#) to submit the additional names. Check with your council if you also need to submit council specific documentation.
3. Submit the [Verification of Initiated Members](#) form within **48 hours** of your initiation/crossing.