To ensure the well-being of our students, we must require that you complete the following tasks, and provide all required information so that the Morehouse College community can welcome the newest members of your respective organizations. Please adhere to the following guidelines for the academic year:

**Intake Deadlines and Requirements**

- Each chapter must participate in all of Campus Wide Information Sessions
- Each member of the chapter must agree to the Anti-Hazing Contract found in the on-line membership intake program
- A list of the current members of the chapter must be submitted via email by the end of the Fraternity Retreat
- A copy of the chapter’s organization’s insurance coverage must be on file in the Office of Student Life by the beginning of the Campus Wide Information Sessions
- A complete and detailed timeline of intake activities must be submitted to the Office of Student Life with special emphasis given to any dates and times when students will be required to leave campus
- A chapter must submit a copy of the organization’s approval for intake from its national or regional office by date specified by the Assistant Director of Student Life.
- All Fall/Spring intake activities must be completed by the last day of classes by 9pm. The organization’s campus advisor must be present for the duration of the New Member Introduction Exhibition.
- The names of all aspiring members to the organization must be submitted via email to the Office of Student Life on the first business day after the chapter’s Break Out session.
- A letter must be submitted two weeks prior to the Office of Student Life stating the date, time, and location of the New Member Introduction Exhibition. Organizations who fail to submit this information will not be allowed to hold a New Member Introduction Exhibition.
- No intake activity should be held (including interest meetings) without submitting proper documentation to the Office of Student Life and receiving written approval to begin intake.
- No act that may be considered hazing should be incorporated in the exhibit activity.

Please remember that Morehouse College does understand the sacredness of the intake process, and we will strive to ensure that the confidentiality of dates, times, and locations of meetings be held in the strictest of confidence from the general student population. Please allow 4-7 business days for a response to any documentation that you submit to this office, and please do not hesitate to contact me at (404) 215-2730 or mgary@morehouse.edu should you require any additional assistance.