



Summary of Membership Intake Process (MIP) Timeline & Requirements

To ensure a safe and seamless Membership Intake Process (MIP), it is necessary that The Office of Student Activities (Fraternity and Sorority Life) established a timeline for membership intake procedures. This timeline and requirements document will assist organizations in planning and conducting membership intake programs for the upcoming semester. The completion of these requirements is required for all chapters that participate in membership intake at the University at Albany, SUNY. *Please review document in its entirety.*

- New Membership Intake Process window for Fall 2024 is **Thursday, September 5th – Monday, November 18th, 2024.**
- Membership Intake Processes cannot exceed a maximum of 30 Consecutive Days from the official start time approved by UAlbany Activities/FSL & Nationals. *Written correspondence can be submitted by national headquarters to fsl@albany.edu prior to the start of the process requesting to extend the length of the Intake Process to an absolute total maximum of 45 Consecutive days.*
- Continuous Open Bidding (COB) ends on Sunday, October 27th, 2024 (if applicable).
- The Office of Student Activities/Fraternity & Sorority Life reserve the right to call a meeting with any and/or all members of an organization and/or Potential New Members at any time.
- **All organizations requesting MIP must wait until they receive official notice of approval from The Office of Student Activities/Fraternity & Sorority Life prior to beginning MIP. Completion of the steps does not automatically mean the organizations are approved.**
- The Office of Student Activities/Fraternity & Sorority Life will use Microsoft Teams and the fsl@albany.edu for communication throughout the semester. Please direct all questions here.

MIP APPROVAL STEPS			
Step	Timeline / Due Date	Who is Responsible?	Notes/Instructions
Step 1: Registration	Registration is due on MyInvolvement by August 16 th , 2024.	Chapter President	All documents must be submitted and approved by Student Activities/FSL prior to programming, recruitment, and MIP approval. <i>Note: If FSL has approved extension for any documentation, it must be submitted prior to moving forward to Step 2.</i>
Step 2: Membership Intake Process Request Form	At least 2 weeks prior to the requested MIP start date.	New Membership Educator	MIP Request Form will be available via MyInvolvement from Monday, August 19, 2024, through October 18 th , 2024.



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<p>Step 3: Membership Education Review with FSL.</p>	<p>The meeting must occur at least 1 week prior to the requested MIP start date.</p> <p><i>Note: This meeting can be scheduled prior to the MIP Request form being submitted; however, the form must be submitted prior to the meeting occurring.</i></p>	<p>New Member Educator & Chapter President</p> <p><i>Note: The above Participants should be prepared to discuss academics, accreditation, chapter concerns, etc. Please invite additional chapter representatives if necessary.</i></p>	<p>The New Member Educator should schedule a meeting with their Chapter President and the Graduate Assistant for Fraternity & Sorority Life. <i>Please schedule meetings through Calendly.</i></p>
<p>Step 4: Hazing Prevention Module</p> <p><i>Steps 4-8 should be completed simultaneously and in no particular order.</i></p>	<p>The general deadline for all active FSL members to complete the Hazing Prevention Module is Sunday, September 29th, 2024 at 11:59pm.</p> <p><i>Note: If your chapter's requested MIP start date is prior to September 29th, it must be completed at least 2 business day prior to requested MIP approval date.</i></p>	<p>Full Chapter (active members)</p> <p>All Potential New Members</p>	<p>The module must be completed by all active members of the Fraternity & Sorority Life community, regardless of if they are requesting MIP or not.</p> <p>In lieu of a mandatory FSL 101 session, all PNMs must also complete the module. A screenshot of their completion must be submitted via their FSL Eligibility Form.</p> <p><i>Note: Inactive members are not permitted to participate in MIP.</i></p>
<p>Step 5: New Member Educator Certification Exam</p> <p><i>Steps 4-8 should be completed simultaneously and in no particular order.</i></p>	<p>Must be completed at least 2 business day prior to requested MIP approval date.</p>	<p>New Member Educator(s), Chapter President, & Chapter Vice President</p>	<p>Quiz will be available on MyInvolvement.</p>



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<p>Step 6: Potential New Member Form</p> <p><i>Steps 4-8 should be completed simultaneously and in no particular order.</i></p>	<p>Must be completed at least 4 business day prior to requested MIP approval date.</p>	<p>New Member Educator</p>	<p>The Potential New Member Approval Form is on MyInvolvement.</p> <p>An excel sheet must be submitted with the names and information of interested students whom the chapter is considering providing a BID to. FSL needs this form to cross reference chapter information with student eligibility (Steps 7-8). <i>Note: If the chapter decides not to give a BID to a student, please send an update to fsl@albany.edu.</i></p>
<p>Step 7: FSL Eligibility Form</p> <p><i>Steps 4-7 should be completed simultaneously and in no particular order.</i></p>	<p>Must completed at least 2 business days prior to requested MIP start date.</p>	<p>All Potential New Members</p> <p><i>New Member Educator should be communicating this expectation and monitoring progress.</i></p>	<p>All individuals interested in joining Fraternity & Sorority Life MUST complete the FSL Eligibility Form which is available on MyInvolvement beginning the first day of classes.</p> <p><i>Note: Having PNMs submit this form as early as possible helps prevent unforeseen circumstances occurring close to the requested start date.</i></p>

DURING MIP REQUIREMENTS

<i>Step</i>	<i>Timeline / Due Date</i>	<i>Who is Responsible?</i>	<i>Notes/Instructions</i>
<p>Pledge Acceptance Form</p>	<p>Within 48 hours of MIP start date.</p>	<p>All Potential New Members</p> <p><i>New Member Educator should be communicating this expectation and monitoring progress.</i></p>	<p>The form is available on MyInvolvement beginning the first day of classes. All PNMs participating in MIP must submit the form.</p>



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<p>Mid-Point Check-in Meeting with Fraternity & Sorority Life</p>	<p>Meeting must be added to calendar (via calendly) within 72 hours of MIP start date.</p> <p>Meeting must occur in-person the week of the MIP mid-point.</p>	<p>All Potential New Members</p> <p><i>New Member Educator should be communicating this expectation and monitoring progress.</i></p>	<p>This meeting is an in-person check-in with the Assistant Director for Student Activities & Orientation (Lizzy Doyle). All potential new members must be present.</p> <p>Please schedule meetings through Calendly: https://calendly.com/e-doyle/30min</p>
<p>MIP Withdrawl/Discontinue OR Affiliation Change of Status Form (If Applicable)</p>	<p>Must be completed within 72 hours of PNM discontinuation.</p>	<p>Discontinued PNM</p> <p><i>New Member Educator should be communicating this expectation and monitoring progress.</i></p>	<p>The form is available beginning the first day of classes. Discontinued PNM must submit. Additionally, the New Member Educator or Chapter President should email fsl@albany.edu to inform the office a discontinuation has occurred.</p>
<p>New Member Uniform/Gear Permission Form (If Applicable)</p>	<p>Must be submitted at least 10 business days prior to the anticipated uniform/gear being worn.</p> <p><i>Note: This may be submitted during the MIP Approval/Request Process.</i></p>	<p>New Member Educator</p>	<p>Form will be available on MyInvolvement beginning the first day of classes.</p>
<p>New Member Presentation Request Form (If Applicable)</p>	<p>At least 2 weeks days prior to your requested New Member Presentation Date.</p>	<p>New Member Educator or Chapter President</p>	<p>Form will be available on MyInvolvement beginning the first day of classes. Dates will be considered on a first come first serve basis and cannot be on the same day as another organization's New Member Presentation or a University Wide Large Scale Program.</p> <p><i>Note: Approval will be contingent upon meeting with the Student Activities Event Management and/or FSL Graduate Assistant(s).</i></p>



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<u>AFTER MIP COMPLETION REQUIREMENTS</u>			
<i>Step</i>	<i>Timeline / Due Date</i>	<i>Who is Responsible?</i>	<i>Notes/Instructions</i>
New Member Leadership Institute & Celebration	TBD	All New Members	Mandatory for all new members to attend.
Para Day	TBD	All Members	
Community Service Hours	All hours must be logged on Engage UAlbany by December 10 th , 2024.	All New Members/All General Members	All New Members must complete 10 hours of community service during the semester that they conducted MIP. We strongly encourage chapters to use this as a bonding opportunity and complete hours during MIP.
Add New Members to MyInvolvement Roster	December 10 th , 2024.	Chapter President	Please stop by SORC if you need assistance.