

MEMBERSHIP RECRUITMENT PACKET CHECKLIST

Chapters abstaining from conducting membership recruitment need to fill out the following forms completely and turn into Student Involvement (attn. Coordinator for Greek Life and Leadership) by the following deadlines:

WITHIN THE FIRST 3 WEEKS OF THE ACADEMIC TERM:

- ☐ Notice of Abstention from Conducting Membership Recruitment Process pg. 2

Chapters conducting membership recruitment need to fill out the following forms completely and turn into Student Involvement (attn. Coordinator for Greek Life and Leadership) by the following deadlines:

WITHIN THE FIRST 3 WEEKS OF THE ACADEMIC TERM (AND) NO LESS THAN ONE WEEK BEFORE THE FIRST SCHEDULED RECRUITMENT EVENT:

- ☐ Notice of Intent to Conduct Membership Recruitment Process pg. 3

WITHIN 48 HOURS OF THE FIRST RECRUITMENT EVENT:

- ☐ UWM Student Organization Authorization for Release of Academic Record pg. 4

WITHIN 72 HOURS OF BID DISTRIBUTION:

- ☐ Verification of New Member Candidates pg. 5
☐ Fraternity/Sorority Student Academic Release Form pg. 6

Failure to comply with these deadlines will result in the accrual of at least one (1) strike under the Accountability System and may result in the loss of the student organization's ability to reserve University facilities for recruitment-related purposes, and/or other disciplinary action.

NOTICE OF ABSTENTION FROM CONDUCTING MEMBERSHIP RECRUITMENT PROCESS

*This form is an official notification that your organization is **not** conducting membership recruitment for the current academic term.*

The _____ chapter of _____
does not intend to conduct membership recruitment during the (please circle) FALL / SPRING
semester of 20____.

We understand that should there be a decision change to conduct membership recruitment, we must immediately notify the Coordinator for Greek Life and Leadership and Student Involvement at UWM with approval from the undersigned Chapter Advisor.

We understand that if we engage in recruitment activities that are not a part of the inter/national process, it will be reported to Student Involvement and Inter/National Headquarters.

By signing below, I acknowledge that the information provided above is accurate and correct to the best of my knowledge.

Chapter President Signature

Date

Recruitment Chair Signature

Date

Chapter Advisor Signature

Date

STUDENT INVOLVEMENT USE ONLY:

Coordinator for Greek Life and Leadership Signature

Date Received

NOTICE OF INTENTION TO CONDUCT MEMBERSHIP RECRUITMENT PROCESS

*This form is an official notification that your organization **is** conducting membership intake/recruitment for the current academic term.*

The _____ chapter of _____ intends to conduct membership recruitment during the (please circle) FALL / SPRING semester of 20____. The membership recruitment process will begin on _____ and will conclude on _____. It will adhere to the following schedule:

Recruitment Events will be held on: _____

Bid Distribution will conclude on: _____

New member education process will begin on: _____

Initiation will occur on: _____

☐ Full Recruitment Event Schedule is attached to this form (required).

We understand that if we engage in recruitment activities that are not a part of the inter/national process, it will be reported to Student Involvement and Inter/National Headquarters.

By signing below, I acknowledge that the information provided above is accurate and correct to the best of my knowledge.

Chapter President Signature

Date

Recruitment Chair Signature

Date

Chapter Advisor Signature

Date

STUDENT INVOLVEMENT USE ONLY:

Coordinator for Greek Life and Leadership Signature

Date Received

UWM STUDENT ORGANIZATION AUTHORIZATION FOR RELEASE OF ACADEMIC RECORD

This form is used to verify academic eligibility for membership in a fraternity or sorority.

ACADEMIC RECORDS

I hereby authorize Student Involvement to monitor my academic progress on a regular basis for the purpose of scholarship research and to determine eligibility for activities related to my fraternity/sorority membership. I authorize the disclosure of my mid-term, semester and/or cumulative grades or other academic conduct records to the president, scholarship officer and/or standards officer of my chapter or any similarly situated individual, upon their request, or as the Center for Student Involvement deems appropriate for the purpose of publicly recognizing my academic performance, determining my eligibility for fraternity/sorority-related participation, and other purposes or public or non-public disclosures deemed necessary or desired by the Center for Student Involvement or the below listed fraternity or sorority.

GENERAL

I understand that the permission granted by my signature on this document remains in effect for the duration of my tenure as an undergraduate student at the University of Wisconsin-Milwaukee or until I revoke such authorization by written request to the Center for Student Involvement. I acknowledge my awareness of my rights under the Family Educational Rights & Privacy Act (FERPA) and agree to a waiver of such rights as set forth herein.

ORGANIZATION: _____

Grade Point Average Requirement: _____ HIGH SCHOOL: _____ COLLEGE: _____

Semester & Year: FALL SPRING 20_____

UWM ID NUMBER	NAME (PRINT)	SIGNATURE

By signing below, I acknowledge that the information provided above is accurate and correct to the best of my knowledge.

Chapter President Signature

Date

Recruitment Chair Signature

Date

Chapter Advisor Signature

Date

VERIFICATION OF NEW MEMBER CANDIDATES*This form is used to register new member candidates with Student Involvement.*

ORGANIZATION: _____

Semester & Year: FALL SPRING 20_____

New Member Candidate Information is (circle one): PUBLIC PRIVATE

Please read the following authorization, neatly PRINT the information, and sign below:

My signature below indicates that I have been offered a bid to new/associate membership and/or the opportunity to proceed with the membership intake process. I give permission to be added to the chapter's roster that is on file with Student Involvement. My status will be listed as "New Member" until the time that I am inducted into full membership in the organization. It is the chapter president's responsibility to notify Student Involvement if I withdraw from the new member process at any time, complete the new member and/or intake process and be considered a fully initiated member, or otherwise change my affiliation with the fraternity/sorority.

UWM ID NUMBER	NAME (PRINT)	SIGNATURE

By signing below, I acknowledge that the information provided above is accurate and correct to the best of my knowledge.

*Chapter President Signature*_____
*Date*_____
*Recruitment Chair Signature*_____
*Date*_____
*Chapter Advisor Signature*_____
Date

FRATERNITY/SORORITY STUDENT ACADEMIC RELEASE FORM

This form is to be filled out by all members of fraternities and sororities to authorize the release of academic records for the completion of semester grade reports.

Full Name: _____
(Please print legibly!)

University ID Number: _____

Organization: _____
(full organization name, not just chapter designation)

Semester & Year You Accepted Your Bid: _____
(Ex. Fall 2018)

I hereby authorize the following actions associated with my personal student academic records:

ACADEMIC RECORDS

I hereby authorize Student Involvement to monitor my academic progress on a regular basis for the purpose of scholarship research and to determine eligibility for activities related to my fraternity/sorority membership. I authorize the disclosure of my mid-term, semester and/or cumulative grades or other academic conduct records to the president, scholarship officer and/or standards officer of my chapter or any similarly situated individual, upon their request, or as the Center for Student Involvement deems appropriate for the purpose of publicly recognizing my academic performance, determining my eligibility for fraternity/sorority-related participation, and other purposes or public or non-public disclosures deemed necessary or desired by the Center for Student Involvement or my fraternity or sorority.

GENERAL

I understand that the permission granted by my signature on this document remains in effect for the duration of my tenure as an undergraduate student at the University of Wisconsin-Milwaukee or until I revoke such authorization by written request to the Center for Student Involvement. I acknowledge my awareness of my rights under the Family Educational Rights & Privacy Act (FERPA) and agree to a waiver of such rights as set forth herein.

Signature: _____ Date: _____

Revised January 2019