

**University of South Carolina Aiken  
National Pan-Hellenic Council  
Membership Intake Intent Form**

The Office of Greek Life must be notified prior to any National Pan-Hellenic Council chapter beginning a membership intake process. The purpose of notification is to make the office aware of membership activities and to ensure adherence to University of South Carolina Aiken and National Headquarters policies. **This form must be submitted to the Greek Life Advisor, Student Life Office, two weeks prior to the start of a membership intake process.** If a chapter does not intend to have membership intake for a semester, the “No Member Intake” form must be completed and turned in by the **third week of classes.**

The membership intake process will not last any longer than the time period approved by the National Headquarters for each organization. Changes to this form must be submitted in writing from the chapter advisor. **All membership activities must be completed two weeks prior to the end of classes.**

**The National Headquarters will be notified if all required information is not completed.**

**Organization:** \_\_\_\_\_

**Date(s) and Location of Informational (the event where interested students would submit forms/packets of interest):**

\_\_\_\_\_  
\_\_\_\_\_

**Date(s) and Location(s) of other MIP events:**

\_\_\_\_\_  
\_\_\_\_\_

**Initiation Date and Location:** \_\_\_\_\_

**Presentation of New Members Date and Location:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

President’s Signature: \_\_\_\_\_

Membership Officer: \_\_\_\_\_

Chapter Advisor: \_\_\_\_\_