**Interfraternity Council New Member Process**

1. **New Member Verification Agreement**
   - Chapter must agree to following the process and policies. This is to be completed once by Chapter President and Recruitment Chair and must be completed when leadership changes.
   - Chapter provides potential new members with the link to complete the NMV form. PNMs complete the form to allow chapters to access academic records.

2. **Academic records to chapter**
   - The Office of Student Life provides academic records to the chapter or chapters selected by the PNM through the NMV form. This will be completed within 1-3 business days.

3. **Potential new member accepts bid**
   - To be completed within three (3) business days of bid acceptance.

4. **New Member Notification**
   - Chapter completes NM Notification form to notify the Office of Student Life which potential new members accepted their bid. Completion of this form automatically distributes University Membership Form to NMs.

5. **Chapter Builder Update**
   - Chapter changes status of New Member to A+ (Signed Bid). If NM was uploaded by the council, this should remove NM from other chapters’ accounts.

6. **University Membership Form**
   - New member receives FSL University Membership Form via automatic email and completes to officially join chapter’s university roster. This must be completed prior to any chapter initiation process or new member education.