## Intake Checklist

- [ ] **Up to Date Certificate of Insurance.**
- [ ] **Letter of Good Standing (if needed by HQ).**
- [ ] **Signed Notice of Intake/Recruitment Form.**
- [ ] **New Member Education Calendar submitted.**
- [ ] **Each Potential New Member signed a Records Release Form.**
- [ ] **Each Potential New Member signed a Hazing Awareness Acknowledgement.**
- [ ] **Each Potential New Member completed the FSL Hazing Prevention Module on Prevent Zone.**
- [ ] **Each Potential New Member signed the MRABA (for Panhel only).**
- [ ] **Approval of Intake letter received.**