



# Anti-Hazing Form Guide

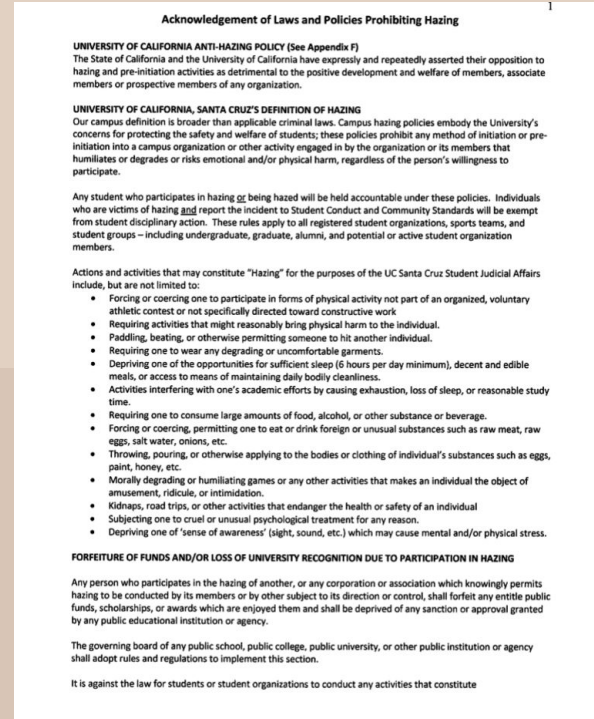
## Welcome !

There are so many things to complete on your journey towards full membership in the Greek organization that you are pursuing. One of your task towards this journey is completing the SOAR Anti-Hazing Form (one per academic year).

This ia a quick and easy guide to filling this form out.



- If you received an email, go to [Section 1](#)
- If your organization gave you a link to fill out, go to [Section 2](#)



## Section 1 : Accessing Form via Email

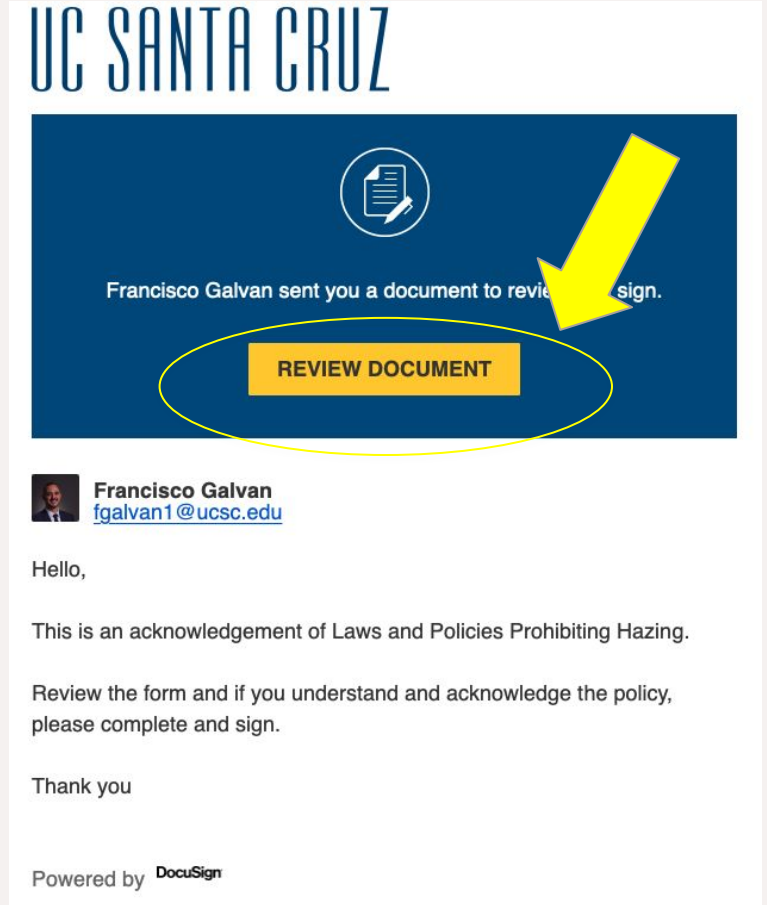
This email will be sent directly to your UCSC email address and appear in your Inbox as

**“Francisco Galvan via DocuSign”**

with the headline : **UCSC Anti-Hazing Verification Form.**

Click on the **yellow** box that says **“Review Documents”** and the link will take you to DocuSign where you will fill out and complete the form.

After you have completed this section, go to [Section 3](#)



The image shows a screenshot of an email notification from UC Santa Cruz. At the top, the text "UC SANTA CRUZ" is displayed in a blue, serif font. Below this is a dark blue banner with a white circular icon of a document and a pencil. The text "Francisco Galvan sent you a document to review and sign." is centered in the banner. A large yellow arrow points from the top right towards a yellow button labeled "REVIEW DOCUMENT" which is circled in yellow. Below the banner is a profile picture of Francisco Galvan, followed by his name "Francisco Galvan" and his email address "fgalvan1@ucsc.edu" in blue text. The email body contains the following text: "Hello," "This is an acknowledgement of Laws and Policies Prohibiting Hazing." "Review the form and if you understand and acknowledge the policy, please complete and sign." "Thank you" At the bottom, it says "Powered by DocuSign" with the DocuSign logo.

## Section 2 : Accessing Form via Link

If a member of the Executive Board of your organization gave you the link, before you can complete the form, you have to fill out the front page.

Under GLO Executive - put your **Presidents** name and UCSC email address

Under GLO Member - put **YOUR** name and UCSC email address

After you have completed this section, jump to section [Section 3](#)

### PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

#### GLO Executive

Your Name: \*

Full Name **Presidents Name**

Your Email: \*

Email Address **President UCSC Email**

Please provide information for any other signers needed for this document.

#### GLO Member (Active/Inactive/Prospective)

Name: \*

Full Name **Your Name**

Email: \*

Email Address **Your UCSC Email**

## Section 3 : Filling the Form Out

Once you are on Docusign, there will be 4 lines for you to fill out.

1. Student Organization
  - a. Drop down and select the Chapter of the **Student Organization** that you are a part of or trying to become a part of
2. Name
  - a. Put **YOUR** first and last name
3. Student ID
  - a. Please put in your **7-digit Student Identification** number
4. UCSC Email
  - a. This will be auto-filled
5. Signature and Date
  - a. **Electronically Sign** and date the bottom of the form

Lastly, **Submit** the Form !!

*I have read and I understand, acknowledge, and accept the "Acknowledgement of Laws and Policies Prohibiting Hazing. University of California Policy on Prohibiting Hazing."*

*I understand, acknowledge, and accept that a suspected violation(s) by my chapter of University policies or procedures, and/or California Penal Code or other provisions prohibiting hazing will result in referral of the matter of the alleged violation(s) to the University's Student Judicial System and/or California law enforcement agencies.*

*I understand, acknowledge, and accept that my inaction, with full knowledge of hazing, without taking to stop or prevent such hazing from occurring is, synonymous with hazing. Such inaction is a violation of University policies and/or procedures and will result in referral of the matter of the alleged violation(s) to the University's Student Judicial System.*

**Student Organization:**

**Name of Member/Prospective Member:**

**Student ID for Member/Prospective Member:**

**Email:**

**Signature:**

**Date:**



# Thank You For Doing Your Part !!!

Once you have submitted your form, the SOAR team will review it and let your Chapter President know when it has been approved.

If you have any questions, please send them to your Chapter President who will then forward the question to the respective SOAR Advisor.

A large, dark brown rectangular area on the right side of the slide. Inside this area is a white-bordered rectangle containing a yellow rectangle with the word "FINISH" in bold, black, uppercase letters.

**FINISH**