



NPC Extension Process

Best Practices in NPC Extension

Extension Planning—After the Vote to Open for Extension Passes

- Any campus with two or more chapters that opens for extension must either be using Release Figure Methodology (RFM) with priority format or have voted affirmatively to implement RFM with priority format as part of the primary recruitment process before voting to open for extension. This will assist the College Panhellenic community with the management of invite numbers, issuance of event invitations and optimization of potential new member pledging when using fully structured or partially structured recruitment styles. Please see the College Panhellenic Membership Recruitment section of the NPC Manual of Information for more information.
- The Extension Committee should be formed with the approval of the College Panhellenic Council and should include a representative sample of the Panhellenic community including collegians, alumnae members/advisors and administrators. Care should be taken to avoid any potential conflict of interest with members of the committee and the selection process. The role of this committee is to establish criteria/expectations the Panhellenic is looking for in a new organization, review all submitted extension materials/packets, determine the organizations invited to campus to make a presentation, review all feedback received from the presentations and recommend to the College Panhellenic the organization to invite to colonize.
- Whenever possible, a campus should establish a timeline, which gives NPC member organizations a minimum of three weeks to submit materials for consideration and three to four weeks to make plans for on-campus presentations once the campus invitation to present is extended.
- A College Panhellenic may decide to allow optional exploratory visits by NPC member organizations to their campus prior to the submission of extension materials. If allowed, these optional visits by NPC member organizations are for information gathering purposes only. Exploratory visits are not to include any contact with collegiate students and College Panhellenic officers. Participation in an exploratory visit should not be a factor or used in determining which member organizations are invited to campus to make presentations. Exploratory visits should be no longer than two to three hours in length and should not include meals. It is perfectly acceptable to offer specific dates for these visits and have more than one group visit at the same time. A College Panhellenic may also offer to conduct a “virtual” exploratory visit. For more information regarding virtual exploratory visits, please contact the NPC Extension Committee chairman for guidance.

Inviting Organizations to Present

- Consideration should be given to NPC sororities that previously have had a chapter on the campus, have letters of interest on file with the administration and/or College Panhellenic or have been suggested by a local sorority if applicable.
- All communication with the NPC member organizations should be confirmed in writing to avoid information that can lead to inconsistencies.
- A campus should invite no more than three NPC member organizations to make on-campus presentations for every extension opportunity available. An exception to this practice is when several local sororities or interest groups are affiliating with NPC member organizations at the same time.
- All NPC member organizations that submitted an application that are not selected to present on campus should receive an email thanking them for their interest and notifying them they were not selected for the presentation round.
- NPC member organizations should be scheduled to come to campus on separate days for formal presentations to allow time for representatives from the NPC member organizations to present, tour the campus, meet campus officials and meet Panhellenic representatives.
- The schedule of events for each presenting NPC member organization's on-campus visit should be exactly the same, and if possible, provided in advance. The formal presentation made to the campus community by the NPC member organizations should be held in the same facility/room.
- A campus may consider limiting the number of representatives each NPC member organization brings for presentations. The number should be consistent for each organization.
- The NPC member organizations' formal presentations should last no longer than two hours. One additional hour should be set aside for the NPC member organizations to set up prior to the formal presentation. It is important that all members of the Extension Committee be present for this presentation and that additional members of the Panhellenic and the campus community be invited to attend the formal presentation.
- NPC member organizations are not to give gifts or favors of any kind to students, College Panhellenic Councils or campus administrators at any point during the extension process. Only factual information (e.g., brochures) about the NPC member organization should be distributed to the interested parties before and/or during the on-campus presentations.
- The presenting NPC member organizations should bear the expense of travel, lodging, printing of materials and equipment rental for the on-campus presentation. The responsibility for payment of any other items and events related to the presentation should be handled consistently for the invited NPC member organizations.

- Receptions to meet and have casual conversations with campus administrators, faculty or other students should be hosted by and paid for by the campus and/or College Panhellenic. Each presenting NPC member organization should have the same type of event.
- No events related to extension shall include the use of alcohol.

After Campus Presentations

- The Panhellenic Council votes on the organization selected to colonize. This vote is taken after the Extension Committee has completed their evaluation and recommends to the College Panhellenic which organization to invite. There is one vote per NPC member organization. The motion and vote should be taken at the same meeting of the Panhellenic Council. The motion should not be taken back to the chapter or NPC member organization for input.
- NPC member organizations who elect to decline an invitation to present after initially accepting that invitation should contact the Proper Authority immediately so another organization may be invited.
- If a campus decides not to go forward with extension, the NPC member organizations invited to make presentations should be notified immediately.
- Prior to the colonization, College Panhellenics should take measures to ensure the new chapter will be successful. This includes a review of total each academic term — within 72 hours of bid distribution for the term during which primary recruitment is held and within one week (no more than seven days) from the start of the academic term(s) in which primary recruitment is not held. These adjustments ensure total reflects current campus conditions and the Panhellenic goal of growth and parity and to allow the colonizing organization to maximize the number of women pledged. The adjustment will be to median chapter size unless the College Panhellenic adopts an acceptable formula according to the NPC Manual of Information.

Please contact the NPC Extension Committee chairman or your NPC area advisor with any questions on extension best practices, developing a presentation schedule or other extension matters.