



## **NPC Extension Process College Panhellenic Expectations**

### **Prior to opening for extension:**

1. A College Panhellenic Association shall be established where two or more National Panhellenic Conference (NPC) sororities have installed chapters on a campus.
2. The College Panhellenic is required to use the NPC Release Figure Methodology (RFM) on campuses with three or more chapters as it sets the stage for the inclusion of any additional organizations to the College Panhellenic community.
3. Total is to be automatically adjusted no later than 72 hours following bid distribution to allow chapters to achieve parity as quickly as possible at the conclusion of primary recruitment. The adjustment will be to median chapter size unless the College Panhellenic adopts an acceptable alternative as outlined in the NPC Manual of Information and is stated in the College Panhellenic recruitment rules.
4. Refer to additional extension resources for the step-by-step extension process, sample letters, schedules and best practices.

### **During the extension process:**

1. It is suggested that consideration for invitations to make on campus presentations should be given to NPC member organizations previously chartered on the campus, NPC member organizations with a letter of interest on file with the College Panhellenic and/or organizations who have made previous presentations, and NPC member organizations suggested by a local sorority or interest group (if applicable).
2. All communication with the NPC member organizations should be confirmed in writing to avoid information that can lead to inconsistencies.
3. If allowed, exploratory visits are not to include any contact with collegiate students and College Panhellenic officers. Exploratory visits should not be longer than two to three hours and should not include meals.
4. A campus should invite no more than three NPC member organizations to make on-campus presentations. An exception to this practice is when several local sororities or interest groups are affiliating with NPC member organizations at the same time.
5. NPC member organizations should be scheduled to come to campus on separate days for on-campus presentations.
6. 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.
7. NPC inter/national and regional officers/volunteers, current NPC delegation members and headquarters staff members (including traveling staff members/consultants) from NPC member organizations shall not be invited to attend (or attend on their own) another member organization's extension presentation. Electronic videotaping, recording and sharing of presentations and presentation materials should not be allowed. Furthermore, participation in a campus Extension Committee by inter/national or regional volunteers or NPC delegation members is discouraged, and if desired, should be approved in advance by the NPC Extension Committee.

**During the colonization process:**

1. Promote campus interest in the new organization's colonization through posters, fliers, distribution of promotional materials furnished by the NPC member organization, newspaper announcements, websites, social media, discussions in residence halls and notification in the primary membership recruitment brochure as applicable.
2. Share key events and meeting times of student groups on campus.
3. Give the colonizing group a copy of the College Panhellenic bylaws, College Panhellenic recruitment rules, a student handbook, academic calendar and list of dues and fees for existing chapters.
4. Provide the new organization with a list of names, addresses, telephone numbers and emails of unaffiliated women, particularly those who registered for primary recruitment but did not affiliate.
5. Provide sign-up tables for colony membership recruitment in strategic campus locations.
6. Allow the colonizing group to invite collegiate members from another campus to perform membership recruitment events and activities.
7. Provide the colonizing organization with copies of the colonization membership recruitment acceptance binding agreement for all women invited to membership.
8. Provide the colonizing organization with workspace on campus for use during the day and evening with a desk, phone and internet access.
9. Connect the colonizing organization with key student leaders and other administrators who could assist in the process.
10. Help secure sites for membership recruitment events and new member ceremonies, such as the student center, fraternity and sorority houses, other campus facilities and private homes.
11. Work with the campus administration to secure a meeting space for the new colony members and to arrange for members of the colony to be housed together in a residence hall or similar facility.
12. Help find temporary lodging for collegians from other campuses that are present to help with colony membership recruitment and new member events.
13. The colonizing organization should be allowed to recruit to campus total.
14. The colonizing organization should be allowed to pledge free seniors. These seniors would not be included in the organization's colonizing total.