



## **NPC Extension Process Sample Timeline**

When considering plans for extension on your campus, it is important to be realistic about the time involved for the entire process. The College Panhellenic Council, college/university administration and/or local sorority/interest group should devise a plan with deadlines for submitting materials for review, anticipated notification dates of decisions, anticipated presentation dates and finally the projected date for the invitation to be made to the selected National Panhellenic Conference (NPC) member organization.

There are many factors that may impact the schedule. NPC organizations plan extension schedules and allocate resources in advance. It is not uncommon for an organization to decline an opportunity to submit materials for consideration on one campus because of colonization commitments made elsewhere. The timing simply may not be right for certain organizations. This does not exclude them from the prospect pool for another time. Keep all letters of interest from NPC organizations on file for future endeavors.

Your timeline should take into account appropriate time for NPC organizations to arrange transportation, travel reservations and organize staff and alumnae for campus visits and presentations. Consideration of the monetary resources invested in extension opportunities is be appreciated. Please review the resource titled "Best Practices" for NPC's recommendations for scheduling and hosting presentations.

The following timeline is an example of the extension process from start to finish. It is not unusual for the entire extension process to take nearly a year.

### **Sample Timeline**

#### **Early Fall**

- Discussions about extension; College Panhellenic votes to form a College Panhellenic Extension Exploration Committee
- Discussions with college/university officials about extension possibility
- Extension Exploration Committee gathers data
- Several Extension Exploratory Committee meetings may be required to review data and formulate recommendation to the College Panhellenic

#### **December**

- Extension Exploration Committee presents data and recommendation to the College Panhellenic
- Official vote to open campus for extension; meeting minutes of extension vote sent to NPC Extension Committee chairman; formation of College Panhellenic Extension Committee
- **OR** if no Panhellenic exists and the college/university decides to move forward with establishing an NPC member organization on campus, an official letter from the vice president of student affairs or dean of students is sent to the NPC Extension Committee chairman

**January**

- Posting of opportunity in NPC Extension Bulletin and/or letters of solicitation sent to targeted NPC organizations
- Host exploratory visits (if applicable)

**February**

- Deadline for interested NPC organizations to submit materials (a minimum of three weeks after the extension bulletin publication date)
- Extension Committee meets to review submitted materials and determines which organizations to invite to campus for presentations
- Notification to prospective NPC organizations

**Late-March/Mid-April**

Campus presentations conducted (provide three to four weeks' notice to the NPC organizations prior to presentation date)

**April**

- Recommendation on which group to invite to colonize made to the College Panhellenic by the Extension Committee; selection (vote) is made by College Panhellenic Council
- If there is no College Panhellenic, the college/university (or college/university in concert with local sorority/interest group) decides which NPC organization to invite
- Call made and letter sent to selected NPC organization
- Calls made and letters sent to other NPC organizations who made campus presentations

**Fall**

Anticipated colonization of new NPC organization