



## NPC Extension Process

### Best Practices in NPC Extension

#### Extension Planning—After the Vote to Open for Extension Passes

- **Appoint the College Panhellenic Extension Committee.** The Extension Committee should be formed with the approval of the College Panhellenic Council. Members should be a representative of the Panhellenic community, including collegians, alumnae members/advisors and administrators. Care should be taken to avoid potential conflict of interest with members of the committee and the selection process. The role of this committee is to establish Panhellenic's criteria/expectations for a new organization, review all submitted extension materials/packets, determine the organizations invited to campus to make a presentation, develop evaluation forms for on-campus presentations, review all feedback received from the presentations and recommend to the College Panhellenic which organization to invite to establish a new chapter.
- **Schedule.** 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.
- **Exploratory visits.** 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 are for information-gathering purposes only. Exploratory visits should be no longer than two to three hours in length and should not include meals. It is acceptable to offer specific dates for these visits and have more than one group visit at the same time. Alternatively, a College Panhellenic may offer to conduct a "virtual" exploratory visit. Regardless of format, exploratory visits are not to include contact with any collegiate students, including College Panhellenic officers. Participation in an exploratory visit should not be a factor in determining which NPC member organizations are invited to campus to make presentations. For more information or guidance regarding virtual exploratory visits, please contact the NPC Panhellenic Extension Committee chairman ([extensionnpc@gmail.com](mailto:extensionnpc@gmail.com)).
- **RFM.** 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 to optimize the number of potential new members pledged in fully structured or partially structured recruitment. Please see the College

Panhellenic Membership Recruitment section of the NPC Manual of Information for more information.

### **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 aid in clarity and avoid inconsistencies.
- 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.
- Each NPC member organization that submitted an application but was 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 that 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.
- Each invited NPC member organization should be scheduled to come to campus on a separate day. This allows time for representatives to tour the campus and meet campus officials and Panhellenic representatives as well as make their formal presentation.
- The schedule of events for each NPC member organization's on-campus visit should be exactly the same and provided in advance. The formal presentation made to the campus community 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 all of the formal presentations and that additional members of the Panhellenic and the campus community be invited to attend these presentations. These attendees should be asked to complete an evaluation form provided by the College Panhellenic Extension Committee.
- 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 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 the On-Campus Presentations**

- **Evaluation.** The College Panhellenic Extension Committee meets to review evaluations of the on-campus presentations and to prepare their recommendation to the Panhellenic Council as to which NPC member organization should be invited to establish a new chapter.
- **Vote.** The Panhellenic Council reviews the recommendation of the Extension Committee, prepares an official motion and votes. 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 organizations for input.
- **Planning for success.** Prior to the new chapter establishment, the College Panhellenic should take measures to ensure the success of the new chapter. One of the most important is a review of total each academic term following current NPC policy and procedure. Additionally, extending Panhellenics should ensure total reflects current campus conditions and the Panhellenic goal of growth and parity and to allow the newly establishing chapter to maximize the number of women pledged.

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