



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 two 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 or average chapter size, whichever is larger unless the College Panhellenic adopts an acceptable alternative as outlined in the NPC Manual of Information. The method for determining total must be 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. NPC suggests 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 that have previously presented. If a local sorority or interest group is seeking affiliation with an NPC member organization, their suggestions should also be considered.
2. All communication with the NPC member organizations should be confirmed in writing to aid clarity and avoid 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. On-campus presentations by NPC member organizations should be scheduled on separate days.
6. The schedule of events for each 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, NPC delegation members and NPC member organization staff (including traveling staff/consultants) shall not be invited to attend extension presentations. Electronic videotaping, recording and sharing of presentations and presentation materials should not be allowed. Furthermore, participation in a campus Panhellenic 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 Panhellenic Extension Committee.

During the new chapter establishment process:

1. Promote campus interest in the new organization's establishment through all applicable channels, such as posters, fliers, distribution of promotional materials furnished by the establishing organization, newspaper announcements, websites, social media, presentations/discussions in residence halls and notification in the primary membership recruitment brochure.
2. Share key events and meeting times of student groups on campus.
3. Give the establishing 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 the establishing chapter to use for membership recruitment in strategic campus locations.
6. Allow the establishing group to invite collegiate members from another campus to assist with membership recruitment events and activities.
7. Provide the establishing organization with copies of the membership recruitment acceptance binding agreement for all women invited to membership. (Refer to the current Manual of Information for the form.)
8. Provide the establishing chapter with workspace on campus for use during the day and evening with a desk, phone and internet access.
9. Connect the newly established chapter 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 newly established chapter members and to arrange for members 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 newly established chapter membership recruitment and new member events.
13. The newly established chapter should be allowed to recruit to campus total.
14. The newly established chapter should be allowed to pledge free seniors. These seniors would not be included in the newly established chapter's total.