



## **NPC Extension Process**

### **Panhellenic Supportive Efforts for Establishing Chapters**

The NPC Panhellenic Extension Committee requests the College Panhellenic and the college/university provide ongoing assistance for the establishing chapter until the organization reaches a healthy membership level. On campuses with College Panhellenics, this level would be total.

#### **Membership**

- Promote campus interest in the new chapter establishment through Panhellenic social media posts, the Panhellenic website, posters, flyers, distribution of promotional materials furnished by the inter/national sorority, newspaper announcements, talks in residence halls and notification in membership recruitment brochure of the upcoming new chapter establishment
- Give the establishing organization copies of the College Panhellenic governing documents/rules, including recruitment rules, a complete dues and fees schedule for existing chapters, an official school calendar, and other campus/student organization materials needed for success.
- Provide the new organization with a list of names, addresses, email addresses and telephone numbers of unaffiliated women, particularly those who registered for primary recruitment but did not pledge.
- Sponsor an open house for interested women to meet the representatives of the establishing organization and to register for their membership recruitment events.
- Exempt all women registering for the new organization's membership recruitment process from paying a recruitment fee.
- Provide sign-up tables for establishing chapter membership recruitment in strategic campus locations.
- Allow the establishing chapter to utilize college members from another campus to assist with membership recruitment, pledging ceremonies, etc.
- Provide the newly established chapter with copies of the colonization membership recruitment acceptance binding agreement for all women it invites to membership. See agreement in the Resource Information section of the Manual of Information.

#### **Facilities**

- Provide the establishing chapter with workspace on campus for use during the day or evening, with a desk and internet access.
- Help secure sites for membership recruitment events and pledging ceremonies, such as the student center, other campus facilities, fraternity or sorority houses or alumnae homes.
- Work with the college/university administration to secure a meeting place for the newly established chapter members and to arrange for members of the newly established chapter to be housed together in a residence hall or similar facility (if housing is applicable to the campus).
- Help find temporary lodging for collegians from other campuses who will be participating in the establishing chapter's membership recruitment

events.

- Provide a bulletin board in the College Panhellenic office or student affairs office as a central location for newly established chapter news.
- Provide the establishing organization with any materials/organizational privileges that current chapters have on campus.

### **Special Courtesies**

- If needed, suspend continuous open bidding for a period not to exceed three weeks in order to assist the newly established chapter in building its membership. (Refer to the MOI for the NPC policy.)
- The College Panhellenic should discuss delaying further extension for a specified period (two years or more) to allow the newly established chapter to stabilize.

### **Panhellenic Membership**

Until it is officially installed as a chapter, the newly established chapter is a non-voting member of the College Panhellenic. After it has been chartered by its inter/national organization, the new chapter becomes a voting member of the College Panhellenic.