

**NPC Extension Process**

**Presentations**

Once National Panhellenic Conference (NPC) member organizations have submitted materials, the College Panhellenic Extension Committee must narrow the pool of prospects for the on-campus presentation opportunity.

The fraternity/sorority advisor or college/university representative should call the NPC organizations selected to present then follow up with a confirmation letter (or email). A letter should also be sent to the other NPC organizations that had sent information to thank them for their interest in the campus and to let them know they were not selected to present at this time.

The NPC Extension Committee advises the following be included in the packet sent to selected sororities to make presentations:

* Schedule for the presentation day, including times, participants and location (schedules should be exactly the same for all organizations presenting).
* Information concerning lodging options, transportation access options, parking and maps.
* Information regarding equipment availability for audio/visual needs.
* General information about the campus, student handbook, College Panhellenic constitution and bylaws, and College Panhellenic recruitment rules (if applicable).

Below is a sample “Letter of Confirmation and Presentation Visit Schedule.” You may arrange your schedule to what you feel best fits the needs of your campus. It is important for an NPC organization’s delegation to meet with key administrative players (and that varies by campus), spend time with just the College Panhellenic Extension Committee and have a campus tour to get a sense of campus life and facilities. Many times the College Panhellenic Council wants to spend some alone time with the group, in addition to the group presentation.

Again, schedule what makes sense for your institution and College Panhellenic Council. It is common to begin mid-morning, have meetings throughout the day and end the day with the group’s presentation. Again, facility availability makes a huge difference in your schedule. Most groups like to end with their presentation as they will invite local alumnae and collegians to attend and sometimes participate in the presentation. Plan for 90 minutes for the presentation, which should include a question and answer period.

**Sample Letter of Confirmation and Presentation Visit Schedule**

Date

[Name of extension contact]

[Name of NPC organization]

Dear [name of extension director],

We are pleased to confirm in writing our invitation to [name of NPC organization] to make an extension presentation to [name of institution] scheduled for [date]. Arrangements have been made for your meeting with several members of the campus community. Please anticipate that your meetings and the presentation will require the entire day and early evening.

Following is your campus visit schedule:

9 a.m. Welcome from fraternity/sorority life staff and overview of the day

9:30 a.m. Meeting with vice president of student affairs

10:30 a.m. Meeting with Extension Committee

11:30 a.m. Campus tour/tour of sorority housing and meeting space

12:30 p.m. Lunch with College Panhellenic executive board and fraternity/sorority life staff

1:30 p.m. Meeting with NPC chapter presidents and chapter advisors

2:30 p.m. Break and prepare for presentation

4:00 p.m. Campus-wide presentation

5:30 p.m. Reception

6:30 p.m. Wrap-up with fraternity/sorority life staff

Additional materials have also been included to assist you in preparing for your travel and presentation. Thank you for accepting our invitation as a finalist for this extension opportunity. We look forward to meeting with representatives of [name of NPC organization]!

Sincerely,

(Name of College Panhellenic president)

Enclosures