



Step-by-Step Outline

College Panhellenic

Step One: Exploration

- Form an Exploratory Committee to analyze statistics, assess needs
- Present findings to College Panhellenic Council; share information with NPC delegates and NPC area advisor; if results favor extension put motion before Panhellenic

Step Two: Discussion/Debate/Consultation

- Discuss extension in College Panhellenic and chapter meetings
- Consult with NPC delegates and officials at inter/national headquarters offices

Step Three: Official Vote

- Verify College Panhellenic policy regarding extension and votes needed for approval
- Set date in advance – at least two weeks from when motion is made and the vote by Panhellenic delegates
- Specify vote in meeting minutes and note the outcome – one vote per NPC member organization

If permission is granted for extension by College Panhellenic...

Step Four: Notification

- Send minutes to NPC Extension Committee chairman
- Target organizations on own and/or enlist assistance from NPC Extension Committee chairman for posting in the NPC extension bulletin

College/University Administration

Step One: Discussion

Determine benefit to campus community

If permission is granted for extension by college/university...

Step Two: Verification

Submit official documentation from senior ranking campus official (e.g. vice president for student affairs or dean of students) to the NPC Extension Committee chairman stating approval to invite inter/national sororities on campus

Step Three: Notification

Target organizations on own and/or enlist assistance from NPC Extension Committee chairman for posting in NPC extension bulletin

Local Sorority or Interest Group

Step One: Evaluation

Determine viability as group to pursue affiliation by using the Local Sorority Information Form as a tool for self-assessment

Step Two: Consultation

Meet with college/university administration or College Panhellenic officials, as deemed appropriate for campus

If permission is granted for extension by college/university/College Panhellenic...

Step Three: Notification

- Target organizations on own and/or enlist assistance from NPC Extension Committee chairman for posting in NPC extension bulletin
- Work with college/university administration/College Panhellenic and Extension Committee in deciding on organization(s) to invite for campus presentations and to colonize

Please use the following extension resources for additional assistance as needed:

- Local Sorority or Interest Group Information Form
- Presentations
- Sample Extension Presentation Evaluation
- Sample Resolution to Approve Proposal for Recolonization
- Sample Stacking Agreement Letter
- Supportive Efforts for Colonies
- Timeline