



## **NPC Extension**

### **Process**

#### **Sample Timeline**

When considering plans for extension on your campus, it is important to be realistic about the time involved for the entire process. The College Panhellenic Council, college/university administration and/or local sorority/interest group should devise a plan with deadlines for submitting materials for review, anticipated dates of decisions/notifications, anticipated presentation dates and finally the projected date for the invitation to be made to the selected National Panhellenic Conference (NPC) member organization.

Many factors may impact the schedule. NPC member organizations plan extension schedules and allocate resources in advance. It is not uncommon for an organization to decline an opportunity to submit materials for consideration on one campus because of commitments made elsewhere. The timing simply may not be right for certain organizations. This does not exclude them from the prospect pool for another time. Keep all letters of interest from NPC member organizations on file for the future.

Your timeline should consider appropriate time for NPC member organizations to arrange transportation, travel reservations and organize staff and alumnae for campus visits and presentations. Consideration of the monetary resources invested in extension opportunities is appreciated. Please review the resource titled “Best Practices” for NPC’s recommendations for scheduling and hosting presentations.

The following timeline is an example of the extension process from start to finish. It is not unusual for the entire extension process to take nearly a year.

#### **Sample Timeline**

##### **Early Fall**

- Discussions about extension; College Panhellenic votes to form a College Panhellenic Extension Exploration Committee.
- Discussions with college/university officials about the possibility of extension.
- Extension Exploration Committee gathers data.
- Several Extension Exploratory Committee meetings may be required to review data and formulate recommendation to the College Panhellenic.

##### **December**

- Extension Exploratory Committee presents data and a recommendation to the College Panhellenic.
- Panhellenic delegates vote to open campus for extension; meeting minutes of extension vote sent to NPC Panhellenic Extension Committee chairman; formation of College Panhellenic Extension Committee.
- **OR** if no Panhellenic exists and the college/university decides to move forward with establishing an NPC member organization on campus, an official letter from the vice president of student affairs or dean of students is sent to the NPC Panhellenic Extension Committee chairman.

**January**

- Posting of the extension opportunity in NPC Extension Bulletin and/or letters of solicitation sent to individual NPC organizations.
- Optional exploratory visits (if applicable).

**February**

- Deadline for interested NPC organizations to submit materials (a minimum of three weeks after the extension bulletin publication date).
- College Panhellenic Extension Committee meets to review submitted materials and determines which organizations to invite to campus for presentations.
- Notification to prospective NPC organizations.

**Late-March/Mid-April**

- Campus presentations conducted (provide three to four weeks' notice to the NPC organizations prior to presentation date).

**April**

- The College Panhellenic Extension Committee submits a recommendation on which group to invite to establish a new chapter to the College Panhellenic; College Panhellenic discusses, puts forward an official motion and holds the selection vote.
- If there is no College Panhellenic, the college/university (or college/university in concert with local sorority/interest group) decides which NPC organization to invite.
- Call made and letter sent to selected NPC organization.
- Calls made and letters sent to other NPC organizations who presented on campus.

**Fall**

- Anticipated new chapter establishment of NPC organization.