**Template Exploratory Committee Report**

This outline is intended to help the College Panhellenic Exploratory Committee (Exploratory Committee) plan the content of their final exploratory report. Each community needs to determine what data from this outline is relevant to their situation and what additional information or data beyond this outline is necessary to support the committee’s recommendation to the Panhellenic delegates fully.

COLLEGE/UNIVERSITY Panhellenic Extension Exploratory Committee Report

DATE

**Section 1: Introduction**

Introductory statement: Provide an executive summary of the data/findings in the full report and state the committee's recommendation.

Background information: Describe the community’s “why” for exploring extension and the date/outcome of the vote to establish the Exploratory Committee. Also, describe the formation of the Exploratory Committee and its work. Include contact information for questions.

Committee members: List the committee members with their names, titles, and affiliations.

**Section 2: Report data (five-year statistics, trends and narrative analysis)**

University enrollment statistics

* All students, full-time, undergraduate, transfer students, women, etc.
* Institutional growth projections/trends

Panhellenic recruitment statistics

* PNMs registered, open house pool, PNMs placed, PNMs withdrawn/released and information collected about why PNMs withdrew
* Quota/quota additions, total, chapters achieving Q/T
* COB statistics

Chapter and community membership

* Chapter sizes over time
* Panhellenic community growth
* Retention statistics
* Interest/demand for sorority life

Housing, if applicable

* Description of present housing capacity/occupancy, including costs
* Plans for current/future housing facilities
* Accommodation/housing opportunities available (current and anticipated) for a new chapter
* Analysis of housing/need for housing on the success of a potential new chapter

Campus and community event spaces

* Current spaces, analysis of capacity/needs
* Costs, if applicable
* Future considerations
* Accommodation/spaces available (current and anticipated) for a new chapter

Community history, growth and analysis of extension readiness

* History of chapters (current and closed), history of extension
* Readiness of the community to welcome an additional chapter
* Future community trends

Potential timeline for extension if the community votes to open for extension (see resource titled “[Sample Extension Timeline](https://npcwomen.org/wp-content/uploads/2020/07/Extension-Sample-Timeline.pdf)”)

**Section 3: Answers to key questions**

Consult the [Extension Readiness Tool](https://npcwomen.org/wp-content/uploads/2023/03/Extension-Self-Analysis-Tool-for-College-Panhellenics-Completable.pdf) for additional information not covered in section 2 of your report.

Ensure the following questions are answered and adequately explained for your community (either in Section 2 or in this section of the report)

* Is the system currently unable to accommodate women who want to affiliate? Provide details.
* Has total been adjusted to allow current chapters to accommodate these women?
* Are chapter sizes manageable?
* If applicable, are chapter houses/facilities at capacity?
* How will adding another NPC member organization enhance your College Panhellenic community?
* If extension is approved, how will the College Panhellenic proceed with the extension process? (include an overview of next steps if the recommendation is to open for extension and the vote passes)
* If extension is approved, how will the College Panhellenic and the community support the needs of any struggling chapters?
* If extension is approved, how will the College Panhellenic and the community support the new organization’s needs?

Address additional campus-specific questions and considerations.

**Section 4: Pros/cons analysis for adding a chapter**

Construct a grid or bulleted list based on the Exploratory Committee’s discussions and analysis of the data and information in the report, which resulted in the final recommendation.

**Section 5: The committee’s recommendation to Panhellenic**

All NPC procedures for motions/voting and recording them in the minutes must be followed. Please consult with your NPC College Panhellenic area advisor and the NPC Panhellenic Extension Committee for guidance before presenting the exploratory committee report.

**If the recommendation is to open for extension**, include additional rationale if needed.

Include a statement of the motion. (For example, “I move that our Panhellenic community open for extension, with a new chapter to be established in TERM/YEAR. The vote on this motion will be taken on DATE.”)

**If the recommendation is not to open for extension**, include the Exploratory Committee’s rationale. A vote to accept the recommendation should be taken.

Include a statement of the motion. (For example,”I move that our Panhellenic community does not open for extension now. The vote on this motion will be taken on DATE.”)

All exploratory reports and minutes should be shared with the NPC area advisor, the NPC Panhellenic Extension Committee and placed in the Panhellenic files for future reference.