



Sample New Chapter Establishment Agreement

A written agreement should be used to lay out the terms of how a new chapter establishment will be carried out on a campus. These terms are to be negotiated between the National Panhellenic Conference (NPC) member organization and the College Panhellenic Council to ensure mutual understanding. The written new chapter establishment agreement also should be used to affirm prior votes taken by the College Panhellenic and to document or clarify any terms verbally agreed to during the invitation/acceptance process. It will be a helpful record if there is a transition in the fraternity/sorority advisor, College Panhellenic advisor, NPC member organization headquarters/extension staff or volunteers.

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USE YOUR ORGANIZATION'S LETTERHEAD

Date

Dear [fraternity/sorority advisor and/or College Panhellenic president],

We are pleased to accept the invitation to establish a new chapter at [name of college/university]. As we make our plans, we ask your consideration of the following:

[Outline suggested items your organization would like included in the new chapter establishment agreement]:

- Proposed new chapter establishment dates.
- When a new chapter establishment coincides with primary recruitment, plans for the incoming organization to participate in potential new member (PNM) orientation, round 1 of recruitment and dates for new chapter establishment recruitment activities to begin following Bid Day.
- If there will be a moratorium on continuous open bidding (COB), specify the dates of that moratorium.
- Specify that the newly established chapter shall recruit to campus total (not largest chapter size or any percent over total).
- Whether seniors count in total for the semester of the new chapter establishment.
- Request for use of facilities (for recruitment, meetings, ceremonies, installation, housing for on-campus staff, etc.).
- Request guidelines for new chapter establishment and recruitment marketing activities (date when marketing activities can begin, locations).
- Request for grade release process or requirements.
- Request for confidentiality for information requested by the campus from the organization (e.g., new chapter establishment plan, marketing plan, any restrictions).
- Request for regular new chapter establishment team meetings with administrators (fraternity/sorority advisor) and/or College Panhellenic president.
- Request for financial information and chapter calendars for comparison purposes.



Add if first or second NPC group to establish a chapter on campus: Our organization supports the establishment of a College Panhellenic at such time as a second NPC member organization is installed on the campus pursuant to the College Panhellenic Association Agreement (NPC Unanimous Agreement VI). Please verify that this is the administration's intent.

These proposals will help give [NPC member organization] the best opportunity to be successful as a new organization on your campus. Thank you for your consideration.

Please send a return response in writing to [NPC member organization contact information].

Signed by:

[Fraternity/sorority advisor and/or College Panhellenic president]	[Date]
[NPC member organization representative]	[Date]