**Sample Acceptance Letter**

**(to be sent by the NPC member organization following the invitation to**

**establish/re-establish a new chapter)**

The National Panhellenic Conference (NPC) member organization should create a written agreement to ensure mutual understanding of the terms around how a new chapter establishment/ re-establishment will be carried out on a campus. These terms will be discussed as soon as possible after the invitation to establish/re-establish from the College Panhellenic Council is accepted. The letter should document and/or clarify the terms verbally agreed to during the invitation/acceptance process. The NPC Panhellenic Extension Committee can answer questions and share best practices as the letter develops.

Typically, the College Panhellenic is represented by the fraternity/sorority advisor in the discussions. The FSA should share the outcome of the discussions and content of the letter with the Panhellenic Council.

The letter should be on file with the NPC member organization and the College Panhellenic and may be shared with the NPC Panhellenic Extension Committee. It will serve as a helpful record if there is a transition in the fraternity/sorority advisor, College Panhellenic advisor, NPC member organization headquarters/extension staff or volunteers.

**USE YOUR ORGANIZATION’S LETTERHEAD**

Date

Dear [fraternity/sorority advisor],

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

* [State proposed new chapter establishment dates.]
* [When a new chapter establishment coincides with primary recruitment, outline 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 the NPC member organization proposes a moratorium on continuous open bidding (COB), specify the requested dates. Unanimous Agreement V requires the moratorium to be voted on and approved by the College Panhellenic delegates at least one academic term before the moratorium.]
* [Specify that the newly established chapter shall recruit to campus total (not largest chapter size or any percent over total).]
* [Make any requests to use facilities (for recruitment, meetings, ceremonies, installation, housing for on-campus staff, etc.).]
* [Request guidelines for new chapter establishment and recruitment marketing activities (e.g., 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.]
* [Other campus-specific request(s) that may have been discussed.]

*If this is the first or second NPC group to establish a chapter on campus, add:*

Our organization supports the establishment of a College Panhellenic when a second NPC member organization is installed on the campus under 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 written return response to [NPC member organization contact information]*.*

Signed by:

[Fraternity/sorority advisor] [Date]

[NPC member organization representative] [Date]