



## Memorandum

**DATE:** January 29, 2009  
**TO:** Interested Expansion Groups  
**FROM:** Jenni Adams  
Coordinator of Greek Life & Education  
**SUBJECT:** GREEK FRATERNITY AND SORORITY EXPANSION PROCESS

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### **Expansion Philosophy**

The process to register additional Greek organizations at CPP will always be initiated and conducted by the Office of Student Life and Cultural Centers. The Coordinator of Greek Life will make the determination of readiness for expansion will be based on size and viability of the current Greek community, the availability of campus resources and personnel to support additional chapters, and the interest of unaffiliated students at CPP.

### **Expansion**

When the Office of Student Life and Cultural Centers determines that the campus is open for and able to support Greek organization expansion, the process outlined below will be followed:

- Appropriate organizations with official packets of interest on file with the Coordinator of Greek Life will be notified that CPP is open for expansion.
- Sub-Council delegate will vote on which organization may be selected to participate in a presentation process on campus.
- Following the presentation process, the Greek Council, the Expansion Committee and the NPC, NIC, NPHC, NALFO, NAPA, AGC chapters when appropriate, will submit their recommendations and/or endorsements to the Coordinator of Greek Life.
- The Coordinator of Greek Life will then submit all recommendations to the Director of the Office of Student Life and Cultural Centers.
- An invitation for registration may be granted at the discretion of the Director of the Office of Student Life and Cultural Centers.

If you have any further questions...please feel free to contact me!

**Jenni Adams, M.Ed.**

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**Any Greek Organizations wishing to affiliate to the CPP campus should submit an interest to expansion packet to the Greek Life Office.**

- Interest to expand packet:
  - a. A written request expressing the desire to establish a chapter at Cal Poly Pomona from the Regional Director or a staff member from headquarters, documenting support of the national Greek organization.
  - b. Alumnae/I information:
    - i. Total number of alumnae within a sixty mile radius of Cal Poly Pomona and on a national/regional basis
    - ii. List of alumnae/i who have indicated interest in working with the proposed chapter in an advisory capacity
    - iii. Nearest alumnae/i chapter
  - c. A copy of the constitution of National Greek organization,
  - d. A copy of the following policies and educational programs:
    - i. Anti-Hazing Policy and enforcement guidelines,
    - ii. Proof of insurance
    - iii. Alcohol and Substance Abuse Policy and educational program,
    - iv. Scholarship Policies and academic program,
    - v. Member Education Policy and educational program,
    - vi. Recruitment Policy,
    - vii. Leadership development and officer training programs, and
    - viii. Other applicable educational programs.
  - e. A copy of the national/regional quarterly magazine (if applicable),
  - f. A report describing the plan for housing, and related housing policy and procedure (if applicable),
  - g. Colonization procedure, timeline and standards for chartering a chapter,
  - h. Proof of NIC/NPC/NPHC/NALFO/NAPA/AGC membership(if applicable),,
  - i. Data about the organization, to include:
    - i. Total number of chapters nationwide and distribution area,
    - ii. Total number of chapters in the Los Angeles area and California,
    - iii. Total number of colonies during the last five years and where they were located,
    - iv. Total number of initiated members,
    - v. Number of chapters lost in the past three years (where and when),
    - vi. Average size of chapters, and
    - vii. Percentage of new members initiated nationwide
  - j. Information regarding support from the national/regional office:
    - i. Number of traveling consultants and description of the organization's consultant program, (if the organization has no consultants, please include regional leadership information)
    - ii. Nearest region/province or other support person (paid or volunteer),
    - iii. Description of national staff assistance to colonies and established chapters, and
    - iv. Descriptions of conventions, leadership training and scholarships available.
  - k. A summary of the organizational structure of the fraternity/sorority both at the national and chapter levels.
  - l. Purpose and goals of organization.
  - m. What your organization will bring to California State Polytechnic University, Pomona's Greek Community?
  - n. Discuss currently what the interested organization has done to get to know and support the Greek Community at CPP.
  - o. Interest from at least six California State University, Pomona students (include name, Bronco ID#, contact information)
  - p. List 3 reference that can speak on behalf of your organizations accomplishments.