Basic Information

Name of organization:
Main contact person:
Position in organization:
Phone number:
Email address:
Website of organization:
List of institutions active in Illinois:

Intent

Letter of intent to expand to UGC at Northern Illinois University

Must Include:

- Mission/goal statement of the organization
- Target membership (including GPA requirement)
- Colonization plan detailing planned success at NIU
- Explanation of how the organization fulfills the needs of the university community and will be able to differentiate itself from other chapters that are currently registered with NIU
- Proposed programs of events
- A roster of interested students containing names, emails, and indications that they are at proper standing with the university.
- Names, emails, permanent addresses, phone numbers of any supporting inter/national organization staff or alumni
- Number of current chapters and colonies in the organization and any expansion efforts on the behalf of the organization.
- Written statement by the interested party that:
  - They will abstain from any activities that could be considered hazing under the Northern Illinois University definition
  - They will obey all council and university policies
  - They will work to promote the mission and vision of the council
They acknowledge failing to abide by this agreement they risk losing recognition by the council and or Northern Illinois University.

If the organization is returning to campus, they must include:

- Reasons why the chapter left campus
- How the issues were since resolved
- Proof that all undergraduate members at the time of leaving campus have since graduated from Northern Illinois University.

**Documents**

To be included with application:

- Letter from National Board of Directors in favor of their expansion, provided if the organization has a national structure
- Letter from local chapter(s) of the perspective organization in support of the expansion
- Copy of the organization’s insurance policy
- A comprehensive list of colonies/chapters reprimanded or closed for hazing in the past three years, including college or university location
- Copy of the new member education/intake curriculum

Curriculum must include:

- Length of time the new member education/intake program spans before initiation
- People allowed to conduct education
- Who is allowed to be a part of the education process
- Rules, regulations, policies and any related information pertaining to the colonization/chartering process and its operations

**Other Information:**

- List of other institution where the social sorority or fraternity has expanded within the past three years
- List must include permission to contact those campuses to inquire about the experience
- How often each chapter has had a class/crossed a line
- Chartering date
- Any judicial issue

**Conclusion**

I understand that failure to submit information as requested may delay the process or may be grounds for termination of consideration for expansion.

[ ] I Agree   [ ] I disagree

Signature: _____________________________________________