

Application to Establish a Recognized Fraternity or Sorority at the University of California, Santa Barbara (UCSB)

This application should be submitted by an authorized staff member of an (inter)national organization to propose establishment of a fraternity or sorority at UCSB. Submission of this application **does not guarantee** that an organization will be approved to establish at UCSB. Failure to comply with the University's expansion policies and procedures may result in deferral of University recognition of the organization.

Throughout this application, the term "national organization" is used interchangeably with regional, national, and international fraternity and sorority headquarters. "National organizations" are defined by UCSB as those that maintain:

- A headquarters or office space and staff,
- Non-profit status with the U.S. Internal Revenue Service (IRS),
- A Board of Directors with a regional structure component as well as governance documents,
- Proof of general commercial liability insurance with a minimum of one million dollars in coverage, and
- Regional and national structure of meetings or conventions.

"Local" organizations that do not meet all of the aspects of the "national organization" definition above are not eligible for establishment at UCSB.

Please submit all application materials via E-mail (PDF) or bound hardcopy to Jonathan Ng, Fraternity & Sorority Advisor, contact information below.

I. National Organization Information

Organization _____ **Website** _____

Year Founded _____ **Founding Location** _____

What organizations is the national organization a member of? (Check all that apply)

- | | | | |
|--------------------------------|-------------------------------|------------------------------|---|
| <input type="checkbox"/> NALFO | <input type="checkbox"/> NAPA | <input type="checkbox"/> NIC | <input type="checkbox"/> NMGC |
| <input type="checkbox"/> NPC | <input type="checkbox"/> NPHC | <input type="checkbox"/> PFA | <input type="checkbox"/> Other – specify: |

Number of Worldwide Chapters _____ **Gender Eligible for Membership*** Male Female

Number of CA Chapters _____ **Number of New Chapters in CA (established in past 5 years)** _____

Total Active UG Membership _____ **Average Chapter Size** _____

Average Active UG Member GPA _____ **Last Year at UCSB (if applicable)** _____



Chapters Chartered in the Past 10 years	_____	Chapters Closed in the Past 10 Years	_____
Nearest Undergraduate Chapter (Location)	_____	Nearest Graduate or Alumni Chapter (Location)	_____
Does the organization/housing corporation own housing locally (within 1 mile of campus)?**	_____	Number of Alumni in Southern CA (Los Angeles & Central Coast)	_____
New Member Dues (\$/frequency)	_____	Initiation Dues (one time)	_____
Active Member Dues (\$/frequency)	_____	Alumni Member Dues (\$/frequency)	_____

*UCSB expects that any student whose gender matches the sex/gender requirement of the organization shall be fully considered in recruitment and membership proceedings. Gender identity is to be defined by the individual participant. No participant shall be required to demonstrate that he/she is legally (per state or federal identification) or physically (physiologically) male or female to participate in recruitment or as a member.

**UCSB does not own or maintain housing for lease to fraternities and sororities. Approximately 50% of chapters maintain independent chapter housing facilities in Isla Vista, CA.

II. Council Affiliation Preference

In which UCSB Council does the organization seek membership?

- _____ Collegiate Panhellenic Council – CPC (sororities only, [NPC](#))*
- _____ Interfraternity Council – IFC (fraternities only, [NIC](#))
- _____ National Pan-Hellenic Council – NPHC (historically Black and African American fraternities and sororities, [NPHC](#))
- _____ United Sorority & Fraternity Council – USFC (cultural- and identity-based fraternities and sororities)
- _____ Professional Fraternity Council – PFC (fraternities and sororities, co-ed [PFA](#))

*The Collegiate Panhellenic Council will follow all extension policies as outlined in the Manual of Information for all NPC organizations.

III. Organization Narratives

Please answer each of the following questions in narrative form *and/or* by attaching relevant organization documents (e.g. policies, training guides, worksheets, etc.). When this application is submitted by a current UCSB student, the student should work closely with the national organization to obtain sufficient information to answer these questions completely. Please respond to these questions in a separate, typed document. *All questions required.*

1. Why do you want to bring this organization to UCSB? Answer either from the student or national organization perspective.
2. What are the organizational values and founding principles of this fraternity or sorority and how are they demonstrated by organizational members, leaders, and alumni?
3. What are the organization's unique goals and requirements with regard to each of the following areas? How are these goals supported and measured by the organization?
 - a. Academic Scholarship (e.g. support of formal University degree curriculum)
 - b. Co-curricular Learning & Development (e.g. learning outcomes, educational workshops)
 - c. Leadership Development
 - d. Community Service & Philanthropy
 - e. Socializing & Networking
 - f. New Member Development
4. How does the national organization support new, establishing groups and chapters? How often and for how long do organizational consultants visit the local organization during both the establishment process and once the organization becomes a chapter?
5. How does the national organization approach violations of organizational and/or University behavioral standards? Describe the national organization's perspective on collaborating with the University on matters of chapter conduct and its philosophy in formulating sanctions, when appropriate.
6. What financial resources and support are available to members and chapters?
7. **Returning organizations only.** When and why did the chapter become inactive? How have the issue(s) that led to deactivation been addressed and/or how will they be prevented in the future? Has the organization cleared all debts and fulfilled all outstanding requirements owed to the University?

IV. Contacts

National Organization Contacts – *At least three contacts required.*

Title	Name	E-Mail	Phone
President/Executive	_____	_____	_____
Director/CEO	_____	_____	_____
Director of Expansion/Growth	_____	_____	_____
Director of Chapter Operations	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Regional/Local Advisors/Non-UCSB Alumni – *Optional. Provide up to three.*

Name	Undergrad Institution and Graduation Year	E-Mail	Phone
_____	_____	_____	_____
Currently resides (city):	_____	_____	_____
_____	_____	_____	_____
Currently resides (city):	_____	_____	_____
_____	_____	_____	_____
Currently resides (city):	_____	_____	_____

UCSB Chapter Alumni Supporters (Returning Chapters Only) – *Optional. Provide up to three.*

Name	UCSB Grad Year	E-Mail	Phone
_____	_____	_____	_____
Currently resides (city):	_____	_____	_____
_____	_____	_____	_____
Currently resides (city):	_____	_____	_____
_____	_____	_____	_____
Currently resides (city):	_____	_____	_____

Interested Undergraduate Collegians – *Optional. Provide up to four.*

Name	UCSB Major and Anticipated Grad Year	E-Mail	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

V. References

Please provide contact information for references we can contact regarding their experiences working through an establishment process with the national organization. *Required.*

Reference 1: Organization has completed the establishment process and obtained organizational charter within the last 18 months.

University

Title	Name	E-Mail	Phone
Student President	_____	_____	_____
F&S Director	_____	_____	_____

Reference 2: Organization is currently working to establish a chapter in the last 18 months.

University

Title	Name	E-Mail	Phone
Student President	_____	_____	_____
F&S Director	_____	_____	_____

VI. Additional Attachments

Check off the attachments included in this application packet. ***Bold items are required.***

- Letter of intent or support from national organization President or Expansion Director***
- Organization constitution and bylaws**
- Risk management policy** (including training materials or implementation guides, if available)
- Procedures for new organization establishment** (including general timeline, if available)
- Minimum expectations to obtain charter/equivalent**
- Other policy documents** not included above, including general membership standards and scholarship, recruitment, membership education, hazing, and discrimination policies
- Current copy of the organization’s certificate of insurance (minimum \$1M coverage)**
- Copy of the organization’s IRS tax status certificate (e.g., 501(c)(7))**
- Letter of intent from UCSB student(s)
- Letter of support from UCSB alumnus/a
- Recent national magazine and/or other publications

*Note: See Appendix A for Letter of Intent or Support Form and requirements.

VII. Certification

Required. This application is being submitted by:

Name	E-mail	Phone
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*Verify that submitter is the authorized staff representative of (inter)national organization

By signing and submitting this application, you demonstrate understanding and acceptance of the following terms.

1. Information contained in this application is complete and accurate to the best of your knowledge as of the date of submission.
2. Submission of an Application to Establish a Recognized Fraternity or Sorority at UCSB does not guarantee that an organization will be approved or invited to establish a chapter. Approval to establish requires both University and Affinity Council approval.
3. Failure to comply with the University's expansion policies and procedures may result in deferral of recognition of the organization by the University.
4. Maintenance of a fraternity or sorority at UCSB requires acceptance of and ongoing adherence to all policies contained in the *UCSB Campus Regulations Applying to Campus Activities, Organizations and Students* and the *Statement of Relationship between the University of California and Fraternities and Sororities*.

Submitter Signature

Date

Please submit all materials via E-mail (PDF) or hardcopy in a binder to:
Jonathan Ng, Fraternity & Sorority Advisor, UCSB Student Engagement & Leadership.

By E-mail
jcng@ucsb.edu

By Mail
Student Engagement & Leadership
Attn: Jonathan Ng
2260 Student Resource Bldg.
Santa Barbara, CA 93106-5010

If you have any questions, please email.

Appendix A. Letter of Intent/Support from National Organization Representative

A letter of intent from the national organization, written by the President or Fraternity Growth Director or equivalent, must be submitted with this application.

The letter should be prepared on organization letterhead and should address:

- The mission and vision of the fraternity or sorority.
- The national organization's interest in establishing at UCSB.
- Organizational alignment with [UCSB's Principles of Community](#) and the mission of the University and Division of Student Affairs.
- Compliance with the UCSB *Campus Regulations, Statement of Relationship*, & applicable policies.
- A commitment to act as a partner with University and a recognized Affinity Council, which affirms the philosophy that recognition of fraternities and sororities is a collaborative venture that requires sustained recognition by the University, a recognized Affinity Council, and the national organization for the lifetime of the organization.

The letter can be included in the application packet or delivered separately to Student Engagement & Leadership:

By E-mail
jcng@ucsb.edu

By Mail
Student Engagement & Leadership
Attn: Jonathan Ng
2260 Student Resource Bldg.
Santa Barbara, CA 93106-5010

Appendix B. Letter of Student Interest (Optional)

If there are interested students, a letter of interest written by one or more interested students must be submitted with this application.

The letter should address:

- Why the student is interested in starting a new fraternity or sorority at UCSB.
- What efforts the student has made to assess the need for a new chapter on campus. (What interests will this chapter serve that are not being met by an existing one? Is there sufficient demand for this chapter to maintain minimum membership requirements?)
- What goals the student has for forming a new chapter and an explanation as to why these goals could not be accomplished through membership in a currently recognized fraternity or sorority.
- The student's vision for community involvement and impact by the new organization.

The letter can be included in this application packet or delivered separately to Student Engagement & Leadership:

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jcng@ucsb.edu

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