

Greek Village Participation Checklist

Greek letter organizations must complete the following steps in order to construct fraternity or sorority housing on the North Carolina State University campus.

- A. Organizations shall show evidence of an established non-profit Corporation registered to do business in the State of North Carolina. The Corporation shall be capable of entering into and executing lease agreements, professional service contracts, and construction contracts.
- B. An officer of the Corporation shall sign and deliver a Greek Village Letter of Commitment and an earnest money check in the amount of \$25,000 to the Department of Greek Life.
- C. Within 90 days of submitting a Letter of Commitment and earnest money, the Corporation shall prepare a Greek Village Participation Application and submit to the Department of Greek Life for review. Materials should be submitted in a binder with tabs that correspond in number to the following items. A review process of no less than 90 days will begin at the time materials are submitted.
 1. Copy of the charter, incorporation documents, by-laws, and roster of directors including current contact information.
 2. Preliminary building program and architectural plans that include the total square footage, number of beds, common rooms, kitchen size, and estimated cost of construction and furnishings. Chapter houses and site features shall comply with Greek Village Design Guidelines, and final plans will be reviewed and approved by the NC State Greek Housing Association, NC State Campus Design Review Panel and the NC State Board of Trustees.
 3. Letters of endorsement for the house construction project from the Greek letter organization chapter advisor, national administrative office chief executive officer, and national president. The CEO letter shall detail any disciplinary or probationary action taken by the national organization in the past five years and verify that the chapter has maintained good financial status with the national organization during that time.
 4. A current letter of credit or evidence of sufficient capital on deposit from a certified lender or a bank to fund the construction of the housing project.
 5. A business plan to operate the house and satisfy all creditors including, at minimum, a 10-year projection of anticipated revenue and expenses.
 6. Overview of chapter performance in the NC State Standards Program for Fraternities and Sororities over the last three years.
 7. Current financial overview of the undergraduate chapter.
 8. Member recruitment/retention report and chapter membership demographics for previous five years.
 9. An evaluation of chapter academic performance for the last five years.
 10. A report from the Office of Student Conduct detailing any chapter disciplinary issues over the last five years.

Upon approval of the Greek Village Participation Application, the Corporation shall execute a ground lease with NC State University and the State of North Carolina for property in Greek Village. Prior to execution, the NC State Board of Trustees, the University of North Carolina Board of Governors and the North Carolina Council of State shall approve the ground lease. The Corporation must execute the ground lease within 30 days of receipt of ground lease documents. (*Approval process subject to change*).