



DELTA SIGMA PHI LEAD WEEKEND FAQ

ATTENDANCE AND COST

Who should be attending LEAD Weekend?

Please note: Only 2020 chapter officers should be registering for LEAD Weekend. Please wait until after your chapter's elections to register.

- Chapter New Member Educator – To participate in the New Member Education Track
- Chapter Recruitment Officer – To Participate in the Bruce J. Loewenberg Recruitment Track
- Chapter Risk/Social Event Chairman – To participate in the Risk Management Track
- Chapter Sergeant at Arms – To participate in the Standards Board
- Chapter Treasurer – To participate in the Finance Track
- Up to three chapter members who do not hold an executive board position but are interested in the learning more about leadership to participate in the Leadership Track
- Chapter Advisor – Member/non-member volunteer that works hand-in-hand with a chapter to participate in the Cycyota Volunteer Institute

****If a chapter officer has a previous commitment or if you are unsure of who to send to the Risk Management track please contact Brittany Ankeny-Dooley at ankeney@deltasig.org ASAP to discuss alternatives. DO NOT have someone fill out the registration form until the alternative is approved and confirmed.**

Is attendance required?

Attendance is not required but highly encouraged. Since the program is free to all undergraduate members and only excludes travel costs for Cycyota Volunteer Institute participants we encourage members to take advantage of this opportunity to learn best practices and operations for their role, engage with brothers, take the time to build a strategic plan that will advance your chapter, and network with volunteers, Grand Council members, and Headquarters staff.

How long is LEAD Weekend?

Each LEAD Weekend begins with lunch on Saturday at noon and ends on Sunday at 11:30am.

How much does it cost?

- For undergraduate members: registration, flights or mileage, on-site meals, lodging for Saturday night is covered. Chapters that are 5 hours or less from their LEAD location will be driving and up to three cars from each chapter will be reimbursed at \$0.59/mile; members are responsible for parking fees. Flights can only be booked through Delta Sigma Phi's travel site which will be sent with instructions after registration has been submitted. All hotels have a free airport shuttle and [parking fees can be reviewed here](#).
- For alumni/volunteers attending CVI: Attendees are responsible for their own travel to/from LEAD. All on-site meals, registration, and Saturday night lodging is covered by the Fraternity.

Can we pick which location to attend?

No. All chapters have been assigned to a location. You can [review assigned locations here](#).

REGISTRATION

Where do I register?

There is an electronic form located on the LEAD Weekend page at deltasig.org/lead/registration.

Who is responsible for completing the registration form?

Each individual officer is responsible for completing the registration form. The form includes some personal information that we will need.

When is the registration deadline?

Registration is open from Oct 1 – Dec 18th. While the deadline is December 18th we encourage you to complete the registration from as soon as possible so that you can book your flight through our travel website as soon as possible. The earlier you are able to book your flight the better flight options you will have available.

What if there are changes to the registration form after it has been submitted?

Please contact Brittany Ankeny-Doooley, ankeney@deltasig.org, ASAP.

What if I have registered but can no longer attend LEAD?

If your flight has been booked you/your chapter will have to pay for the cost of the flight. You will likely also have to pay for your spot in your assigned hotel room.

HOTEL & TRAVEL

How do we get to LEAD?

- If your chapter is 5 hours or less from your assigned LEAD Weekend location you will be required to drive. Your mileage will be reimbursed at \$0.59/mile.
- If your chapter is 5 hours or more the Fraternity will pay for your flight, which you must book through our designated travel site. You will not have access to our travel site until you have registered. Please note that flights are non-transferable so if you book a flight and cannot attend you/your chapter will be required to reimburse the Fraternity.

Who is responsible for making hotel reservations?

Headquarters staff will make hotel reservations and room assignments for you. These will be communicated to you no later than two weeks before your LEAD Weekend.

Who is responsible for travel costs?

- If you are flying – Delta Sigma Phi will pay for your flight if booked through our designated travel site. You are responsible baggage fees, parking at your home airport, and any meals or snacks before/after the program.
- If you are driving – Mileage will be reimbursed to you at \$0.59/mile up to 3 cars per chapter. Car-pooling is highly encouraged. You are responsible for gas, parking, and any meals or snacks before/after the program.

When should we arrive?

On the Saturday of your LEAD Weekend date no later than 11:30am to make sure that check-in and get to lunch on time. On-site check in will open at 9:30am.

If you choose to come in on Friday you will be responsible for your lodging.

Are we required to stay overnight in the hotel?

Yes. Since LEAD is funded by the National Fraternity, including your travel and lodging, you are required to stay in the designated hotel.

What is there to do around our LEAD location?

While at LEAD Weekend there will not be enough time to explore the city around you. You can come in earlier at your cost or explore at your cost after the program is over on Sunday at 11:30am.

Are we required to stay at the hotel the whole time?

Yes. Your safety is our priority so we ask that you stay at the hotel throughout the entirety of the program.

GENERAL QUESTIONS

What is the dress code for LEAD Weekend?

The dress code for LEAD Weekend is business casual. Business casual attire is dress slacks or chinos, a button down shirt or nice polo, and dress shoes.

What meals are provided?

Lunch and dinner on Saturday and breakfast on Sunday are provided. If you have a dietary restriction please be sure to note that in your registration form.

What costs should I/my chapter budget for?

- Any meals on the way to/from LEAD and/or any snacks. We will have meals and some snacks available at LEAD – you will not go hungry! If you have any specific snacks you enjoy please bring those with you.
- Parking at the airport or if you are driving, parking at the hotel.

How will we receive information regarding LEAD Weekend?

Information regarding LEAD Weekend will be delivered via email from communications@deltasig.org and/or ankeny@deltasig.org

General rules for LEAD Weekend:

- All participants must attend their respective track, show up for sessions on time, and be present for meals.
- Participants must stay on site throughout the entire program from Saturday at noon to Sunday at 11:30am.
- LEAD Weekend is an alcohol and substance free program, regardless of age and role. Bringing, using, consuming any alcohol or illegal/unlawfully obtained drugs or substances is choosing to leave the program at your own expense and taking on the responsibility of your individual program expense.