

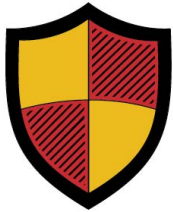
# DELTA CHI

FRATERNITY

## **The Delta Chi Fraternity**

The 12th Annual "A's" Academy  
January 13-16, 2017

Attendee Policies & Procedures Manual  
Revised November 2016



**DELTA CHI FRATERNITY  
INTERNATIONAL HEADQUARTERS**

PO BOX 1817 | IOWA CITY, IA 52244  
Ph: 319-337-4811 | Fx: 319-337-5529  
www.deltachi.org

## **2017 “A”s’ Academy Attendee Policies**

The Delta Chi Fraternity is committed to assisting in the acquisition of a sound education for our members. Every year, we invite the “A” (President) from each chapter and colony to attend this values-based leadership institute, the “A”s’ Academy. Our program seeks to not only assist the “A” learn about himself as a leader, but also show him how to motivate his brothers and elevate his chapter or colony.

### **12<sup>th</sup> Annual “A”s’ Academy: January 13-16, 2017**

#### **Attendance**

Delta Chi invites each active chapter/colony “A” to attend the “A”s’ Academy. If your “A” can’t attend, unfortunately your chapter will not be represented; sending other officers in his place (such as the “B”) is not allowed. If the “A” is unable to attend, it is expected that he communicate this to your “BB”, ABT President and Leadership Consultant.

“A”s must be present the entire time and attend all sessions. Arriving to Saint Meinrad late or leaving the program early is unacceptable, except in the case of an unforeseen emergency. You will be asked to refrain from attending if you are scheduled to arrive late or leave early or if you are not the chapter or colony “A”.

The Fraternity covers virtually all expenses for attendees, so finances should not be a limitation to attending. The program takes place over the Martin Luther King, Jr. holiday weekend. Class conflicts should not be a factor in attending the Academy. If there is a scheduling conflict, please contact the Academy Coordinator to discuss the situation.

#### **Conduct Policy**

“A”s’ Academy staff and facilitators expect all of our attendees to respect each other, respect the facilities, and respect the process. Any attendee promoting behavior that is unbecoming of a Delta Chi will be asked to leave the Academy. Please review the full Conduct Policy prior to the event.

Should a student be asked to leave the Academy, the attendee will be responsible for any unused meals (since we must provide the kitchen with a "count" for the number of meals used), shuttle cost to the airport and flight change fees associated with departing earlier than expected.

Bringing alcohol or drugs to the Academy is grounds for immediate dismissal at the cost of the attendee; it will result in a full monetary reimbursement of any expenses incurred including, but not limited to, flight, meals, lodging and shuttle trips.

Anyone who attends the Academy without approval or proper registration will be asked to leave at his own expense.

### **Travel Policies**

**Driving: if your chapter/colony is within a seven (7) hour drive of the Academy site, you will be expected to drive.**

- Delta Chi offers a \$0.15 per mile reimbursement for any attendee traveling by car (the driver).
- If you pick up additional attendees along the way, driver receives \$0.08 additional per mile for each passenger.
- All mileage must be recorded and submitted after the Academy in order to receive his reimbursement.
- Complimentary parking is available at the Archabbey.
- The closest gas station is eight (8) miles from the Archabbey. Please plan accordingly for your trip.

**Flying: if your chapter/colony is more than a seven (7) hour drive from the Academy site, we will book you a flight.**

- DO NOT BOOK YOUR OWN FLIGHT.
- Transportation to/from your home airport is your responsibility.
- Transportation to/from the airport and the Academy will be provided.
- Attendees will fly through Louisville International Airport (SDF).

Delta Chi IHQ will assist you in booking flights through our travel partner NexTravel. Once you register, you should receive an email from NexTravel with a few days with a link to book your flight.

- We do not offer mileage, parking, or any kind of transportation reimbursement for your commute. We encourage you to find a ride to/from your airport, if at all possible.
- We do not reimburse for a hotel stay due to early morning flight arrangements. Please plan for your trip accordingly.

- We not covered the cost of checked luggage since the duration of the Academy makes it feasible to fit three days of clothing into one carry-on suitcase and personal bag. If you are bringing something that you **MUST** check (medical equipment, etc) and would like to be reimbursed, please obtain written approval from the Academy Coordinator **PRIOR** to your flight date.
- Any flight change fees incurred after the plane ticket has been purchased will be the responsibility of the attendee, unless waived by the Academy Coordinator.

### Special Travel Circumstances

- Delta Chi understands that you may not be traveling from home or school. If you are driving, you will be granted mileage from the **closest location** to the Academy's location.
- If you choose to fly from a point that is further away than your chapter/colony, the Academy Coordinator must approve this before your flight is booked.
- If your chapter/colony is within the driving radius and you wish to fly from a location outside of the driving radius, you must get approval from the Academy Coordinator.
- *For these circumstances, please make sure you contact the Academy Coordinator **PRIOR** to submitting your registration form.*

### **Registration & Participation Policies**

All students must register online by **December 9**.

Any student who has registered but becomes unable to attend the Academy must notify the Academy Coordinator via email by December 9 — if the Fraternity is notified on or before that date, the student will be allowed to withdraw his registration without penalty *\*ONLY\** if a plane ticket has NOT been booked in his name.

### Non-Attendance or Delayed Arrival

Should a registered attendee not attend (or become delayed) due to **his own negligence** (*excludes airline delays and approved exclusions*), the student may be held responsible for:

- The flight ticket price/booking fees (those who do not attend)
- Fees associated with changing/modifying a flight (those who are delayed\*)
- Fees from pre-paid shuttle service to/from Academy & airport (if not used)
- Covered meal costs (or the meals missed from a delay\*)

\* "Delay(ed)" – from attendee negligence (i.e. missed flight because of sleeping in).

The inability to attend due to circumstances beyond the control of the attendee (i.e. weather, family emergencies, etc.) will be recognized on a case-by-case basis. The determination as to whether it was "impossible" (or improbable) for the student to attend will be at the discretion of the Academy Coordinator and the Executive Director of The Delta Chi Fraternity. Notification in person or by phone before/during the Academy with a written follow-up statement (via email) outlining the reasons is required for any student to be exempt from being charged expenses related to his attendance.

If you need to cancel please contact us at [academy@deltachi.org](mailto:academy@deltachi.org) before **January 1, 2017**. **If you cancel after Friday, January 1, you will be responsible for the full registration fee.**

### Reimbursements & Expenses

Immediately following the "A"s' Academy, Delta Chi will provide you with an opportunity (via email) to submit a reimbursement claim for mileage and/or any additional approved expenses. Attendees will be granted two weeks (14 days) from the date that the email is sent to submit a claim for reimbursement.

Should an attendee be responsible for any expenses incurred by Delta Chi (based upon the policies above), the student will be invoiced immediately following the Academy. Attendees will have thirty (30) days from the date of the invoice to submit payment to Delta Chi IHQ.

### Frequently Asked Questions

#### **What is the attendance policy for the "A"s' Academy?**

The "A"s' Academy allows for only elected chapter/colony "A"s to attend. "A"s must be present the entire time and they must attend all sessions. Arriving to St. Meinrad late or leaving the program early is unacceptable, except in the case of an unforeseen emergency. You will be asked to refrain from attending if you are scheduled to arrive late or leave early or if you are not the chapter or colony "A".

#### **Our chapter is very busy with recruitment in January, not to mention that I have academic responsibilities. How can I attend?**

Start planning for the "A"s' Academy early. Communicate the details to your chapter's leadership and Fraternity/Sorority advisor. Most universities allow an excused absence for a leadership program as long as you communicate with the proper constituents far enough in advance. We can provide information to your university to help get your absence excused. Please also make the same accommodations with your employer if applicable. The impact of attending this program will impact your chapter far beyond being present for chapter recruitment if they happen to overlap.

**We have elections in late spring, after "A"s' Academy. Can our president still attend?**

Yes! Every chapter president is expected to attend the "A"s' Academy regardless of when elections occur. If at all possible, we strongly encourage chapters to adjust the timing of elections for each new "A" to fully take advantage of this opportunity. The Fraternity staff can assist you in how to move the timing of your elections if your chapter or colony is interested in doing that.

**What happens if I can't attend "A"s' Academy?**

If you can't attend, then your chapter will not be represented. The curriculum is developed with the role and training needs of the "A" at the forefront, so sending other officers in your place (such as the "B") is not allowed. If you are unable to attend, it is expected that you communicate that to your "BB", ABT President and Leadership Consultant. The programs falls on the same weekend annually, which should allow anyone considering running for the office of the "A" with plenty of time to make the necessary arrangements to attend.

**I've registered, but now I can't attend. What is the cancellation policy?**

If you need to cancel please contact us at [academy@deltachi.org](mailto:academy@deltachi.org) before **January 1, 2017**. If you cancel after Friday, January 1, you will be responsible for the full registration fee.

**I have an online exam or assignment due during "A"s' Academy.****Is there Internet access?**

There will be Internet access available during "A"s' Academy. Please keep in mind that you will not be excused from sessions to take an exam or complete/submit an assignment. Please make arrangements with your professor regarding any online class work prior to your arrival at St. Meinrad. There will be small breaks during the program and ample time during meals where you can complete your tasks.

**I can't get to "A"s' Academy until after the designated time on Friday.****What should I do?**

The "A"s' Academy policy states that all "A"s must arrive by the designated time and must attend all sessions. Those that are unable to arrive during the designated times will be asked to refrain from attending the experience. Of course, day of travel issues and delays are understandable and those that have flight delays issued by the airline or driving issues (such as roadside repair or weather delays) should just do their best to arrive as quickly - and safely - as possible.