

# DELTA CHI

# BRIEF

This **BRIEF** has been prepared for use by the Regents and the chapters that have been selected to host a Delta Chi Regional Leadership Conference. It contains information needed to conduct a successful Leadership Conference.

Webster defines the word “**conference**” as: “a formal consultation or discussion in assembled meeting for the interchange of views.” When the Regional Leadership Conference is properly planned, publicized, and carried out, the results are certainly beneficial to all.

The Conference is designed to develop leadership skills, to help attendees realize that Delta Chi is more than just their own chapter, and to provide Delta Chi men within the Region the opportunity to share ideas, achievements and experiences with other Delta Chi chapters, officers, Regents, alumni, advisors and Headquarters staff.

Members of the host chapter will gain valuable experience from the planning execution and evaluation of a Conference. The Conference offers the opportunity for your associate and initiated members to attend educational sessions to learn about leadership development and advanced problem solving that may be implemented in their own chapter’s programming to insure the long term success of the group. For the host chapter, it’s like having a weekend leadership college in its own backyard.

What are the main benefits to the chapters within your Region? A Conference:

1. Exposes the members to expert advice in a variety of areas, enabling them to apply the experience of knowledgeable alumni, fraternity professionals and others to chapter programming.
2. Develops new approaches and innovative

- ideas for chapter programming by attending workshops in a multitude of different areas.
3. Develops a greater awareness of the general fraternity among our undergraduate members, and giving each one a broader view of the meaning of Delta Chi and the rich experience that comes from it.
4. Promotes goodwill in university / fraternity relations by involving representatives from the university in the program.
5. Brings together large numbers of undergraduates and alumni to experience inspiration and enjoy brotherhood.
6. Stimulates inter-chapter relations.
7. Provides a forum for the exchange of ideas about fraternity objectives among undergraduates and alumni.
8. Provides an opportunity to participate in the government of Delta Chi.

Each Regional Leadership Conference is held under the direction of the Regent and is hosted by an undergraduate chapter/colony within the Region as determined by a vote during the previous year’s Conference. The Fraternity tries to assist each Conference gathering through the attendance of an executive committee member (“AA”, “CC”, “DD”) and/or a Headquarters staff member as a speaker or discussion leader.

The Regional Leadership Conference is the most significant local or regional leadership development and training opportunity available in Delta Chi. Because of this importance, **advanced planning** is essential. The Regional Leadership Conference is a necessary and useful part of the total fraternity experience. For many members, the Conference is their only exposure to “Delta Chi” beyond their chapter. With early planning, good communication, and supervision by the Regent, Vice-Regent(s) and host chapter’s steering committee, the Regional Leadership Conference will be rewarding and educational.

## **SECTION I: RESPONSIBILITIES**

### **REGENT**

Although it takes the efforts of many people to plan and to carry out a successful Regional Leadership Conference, the Regent is ultimately in charge of overseeing the planning and execution of the Conference. In addition to the powers and duties stated in Delta Chi Law\*, the Regent must also:

1. Act as chairman of the Regional Leadership Conference.
2. Plan the Regional Leadership Conference, with the assistance of the host chapter's steering committee.
3. Be responsible for setting the Conference agenda, discussion topics and the business that is conducted at the Conference.
4. Determine date, place, and individual responsibilities far enough in advance to permit effective coordination of the Conference. In determining a date, it is **vital** that various spring break dates in the Region are taken into consideration. Consult with each chapter/colony in the Region to help ensure the greatest level of participation.
5. Notify the International Headquarters of the Conference dates by November 1st for publication in the **InBRIEF** newsletter.
6. Remain in regular contact with the host chapter's steering committee.
7. Check with the International Headquarters to determine which chapters within the Region are eligible to vote and the number of votes each chapter may cast.
8. Keep accurate records and pass all information to the next host chapter and its steering committee.
9. After the Conference, meet with the steering committee to evaluate the conference and meet with members of the next host chapter to help determine a chairman for the new steering committee.
10. Send the report of the Conference proceedings to the Headquarters within three weeks of the Conference.

\* The other duties of the Regent are outlined in **Delta Chi Law** (By-Laws, Article III).

### **VICE-REGENT(S):**

1. Assist the Regent, host chapter and steering committee in carrying out their duties in planning the Conference.
2. At the direction of the Regent, conduct official Conference business.
3. Serve as a session facilitator, if asked.
4. Encourage attendance at the undergraduate and alumni levels.

**HOST CHAPTER:**

The assistance of the entire chapter is necessary to host a successful Conference. Although some of these responsibilities may be a little less “concrete” than the specific responsibilities of the steering committee, for example, they are equally important.

1. Appoint a steering committee of 3-4 members.
2. Inform the IFC and Greek Advisor when and where the Conference will be held.
3. Check with your student government and university to see if educational funding and the use of facilities and equipment is available (the “D” could explore this possibility).
4. Make sure that opportunities for leadership, learning and fellowship are maximized.
5. Work to promote brotherhood and fellowship for your visiting Delta Chi brothers and associate members.
6. Inform the Regent and Vice-Regent(s) who the Conference Coordinator will be prior to leaving school for the summer.
7. During the Conference, set the example for how delegates should behave by arriving on time to the general sessions and seminars and dress appropriately.
8. Make sure all plans are finalized ONE MONTH PRIOR to the Conference.

**STEERING COMMITTEE:**

The steering committee should be selected as soon as possible so that planning for the next Conference can begin immediately. Members of the current delegation are excellent candidates for this committee, not only because of their first-hand experience but also because the planning of the following year’s Conference (with the aid of the Regent and current host chapter steering committee) should begin **prior** to the conclusion of the current Conference. Early planning and the utilization of advice from the current hosts will help achieve a successful Conference the following year.

The steering committee should consist of a chairman and the following coordinators: publicity, agenda, arrangements, finance and activities.

**Chairman (Conference Coordinator):**

1. Establish good rapport and communication with the Regent and the Vice-Regent(s).
2. Meet with the Regent, Vice-Regent(s) and previous host chapter’s steering committee chairman to discuss your responsibilities.
3. Follow the planning time table so you can prepare ahead (see **Section V**).
4. Work with your Regent to choose a date for the Conference. Registration should occur on a Friday, workshops on Saturday, and closing by noon Sunday. All business should be completed on Saturday so groups with long travel time can leave early if necessary.
5. Choose workshop facilitators: alumni, university staff, professionals, professors, fathers, the Regent, international officers or Headquarters staff members. **Do not hesitate to ask alumni from other fraternities.** Draw on all the available resources in your area!

6. Choose topics for the workshop seminars with the assistance of the Regent. The facilitators may also have topic suggestions or preferences, so it's good to check with them. Some suggested topics:

<b>Activities</b>	<b>Community Relations</b>	<b>Health Issues</b>
<b>ABT/Housing Corp.</b>	<b>Coping with Stress</b>	<b>Leadership</b>
<b>Alternatives to Hazing</b>	<b>Crisis Management</b>	<b>Legal Liability</b>
<b>Alumni Relations</b>	<b>DC Convention</b>	<b>Membership Education</b>
<b>Basic Expectations</b>	<b>Drug/Alcohol Awareness</b>	<b>Officer Training</b>
<b>Big Brothers</b>	<b>Etiquette</b>	<b>Peer Pressure</b>
<b>Career Planning</b>	<b>Finance/Accounts Receivable</b>	<b>Pre-Initiation</b>
<b>Chapter Management</b>	<b>F.I.P.G./Risk Management</b>	<b>Rush</b>
<b>Chapter Projects</b>	<b>Fund Raising</b>	<b>Scholarship</b>
<b>Chapter Retreat</b>	<b>Greek Relations</b>	<b>Time Management</b>
<b>Community Projects</b>		

7. Plan a session/workshop for support alumni.
8. Reserve Conference rooms at the university or local hotel/motel at least six months in advance. **DO NOT** hold sessions at the house. It is not conducive to a productive Conference.
9. Reserve slide projectors, overhead projectors, film projectors, video equipment and any other necessary equipment early. Check with the seminar facilitators to see what they need.
10. Reserve a room for the Ritual Exemplification and review the Ritual with your Regent to ensure that it is performed correctly. The Ritual needs to be well rehearsed, therefore, it is a good idea to schedule a practice session prior to the exemplification. The exemplification and rehearsal **must** be supervised by the Regent or an alumnus selected by the Regent. Ritual Exemplification is a mandatory event for the Conference.
11. Encourage the attendance of your "BB", Faculty Advisor, ABT, House Corporation members and other local alumni.
12. Oversee the other members of the Steering Committee.
13. Complete the Host Chapter Report Form no later than two weeks after conference (See **Section VII**).

#### **Publicity Coordinator:**

1. Send a series of letters to the chapters/colonies and "BB"s in the Region concerning the Conference (addresses are available from the International Headquarters). To insure that the chapters receive the information, it is a good idea to send the letters to the "A", "B" and "C" (see **Section VI**). Encourage the chapters to send a reasonable delegation size of 3-7 men. More than that de-emphasizes the educational nature of the Conference and with fewer than that, chapters cannot maximize the benefits. The following is a sample time frame for the letters:
- Early December — prior to winter break (#1).
  - At the beginning of the new year — at least SIX WEEKS PRIOR to the Conference (#2).
  - TWO WEEKS prior to the Conference (#3).
  - ONE WEEK reminder — **phone calls** and post cards to "hype" the Conference.

2. Send invitation letters to chapter "BB"s, ABT presidents, international officers, Headquarters staff, university administrators and IFC officers in early December prior to winter break.
3. Put together Conference delegate packets. These should include a Conference agenda, campus and city maps, suggested dress codes for the different Conference events and possibly a favor.
4. Arrange for a Conference picture at a time when the group is in a suitable location and is appropriately dressed. Just prior to or immediately after the banquet or the Ritual exemplification are possible times to consider.
5. Send an article and picture to the Headquarters for possible publication in the **Quarterly** (summer issue deadline is May 1st).
6. Send post-Conference thank you letters to attending chapters, alumni, and speakers.

**Agenda Coordinator:**

1. Develop a Conference agenda with the Regent (see **Section IV**).
2. Work with Regent and steering committee chairman in choosing Conference dates.
3. Work with steering committee chairman and Regent in choosing seminar topics and facilitators.
4. Schedule the mandatory Ritual Exemplification.
5. Arrange with the Regent for the banquet/ dinner key-note speaker. This should be a prominent alumnus (international officer, business leader), university official (president or dean) or the winning Regional submission in the Delta Chi Educational Foundation's Leadership Speech Contest.
6. Send letters to seminar facilitators four weeks and one week prior to the Conference to confirm everything. Call them a day or two before the Conference as well.

**Arrangements Coordinator:**

1. Direct chapter house and yard clean-up (it doesn't hurt to show off your house)!
2. Make sure house is ready (furniture in or out, extra tables or chairs, etc.).
3. Plan and coordinate Conference meals. On-your-own meals have the advantage of keeping the registration fee low and eliminating meal count problems. To assure prompt attendance following the meal, consider using a university cafeteria, student union, or a hotel where you can possibly reserve an area to eat as a group. If it means delegates will be going to different restaurants, avoid "on-your-own" meals, especially on the workshop day(s).
4. Remind attendees who are using a hotel to make their own arrangements — **NEVER** obligate your chapter to cover the costs of motel rooms! Many hotels will allow you to reserve blocks of rooms at special conference rates. Attendees can then reserve a room from that hotel.
5. If the host chapter members are willing to have some of the visiting delegates stay in members' apartments or houses, specify how many can be accommodated in the letters to the chapters. This should be on a first come, first serve basis.
6. Make sure all food and beverages are ordered in time.

7. Use university dining facilities to reduce costs.
8. Arrange for all “extras” needed at the Conference (cups, napkins, dishes, punch bowls, serving platters, white carnations, A-V equipment, ritual kit, etc.).
9. Make sure refreshments (coffee, soda and/or ice water) are made available during the entire Conference (for breaks, meals, etc.).
10. Follow the F.I.P.G. Risk Management Policy guidelines and utilize the non-alcoholic beverage recipes in the Activities **BRIEF**. Especially encourage a “dry” Friday night social activity.
11. Arrange a wake-up committee to insure that delegates attend the first session in the morning. Provide plenty of juice, coffee, and danish/ doughnuts.
12. Arrange transportation from hotel and/or airport if needed.

**Finance Coordinator** (preferably the chapter “D”):

1. Work out a budget (income and expenses) for the Conference. (See **Section VI**)
2. Advise the other chapters of the charges necessary to finance the Conference.
3. Be sure each attendee is charged the set registration fee.
4. Present a complete financial statement on the operation of the Conference to the Regent.
5. Do not commit to any meals that attendees have not **prepaid** for or at least guaranteed in writing. Chapters have lost **thousands** of dollars by committing to meals and hotel rooms for members they **THOUGHT** were coming. The Delta Chi International Headquarters will not cover any losses or ask for any surplus from the Conference.
6. If extra people come who did not pay in advance and the banquet facility cannot accommodate them, explain to them that they are “on-their-own.”
7. Be fair in setting the Conference fee. The host chapter should not plan on making any money from the Conference, but there is no reason they should subsidize it either (except to support the participation by their own brothers out of chapter/colony funds.).
8. Complete the Regional Leadership Conference Budget Report Form within two weeks after the Conference.

**Activities Coordinator** (preferably the Social Chairman):

The Regional Leadership Conference is a learning experience, not a party. In order for the Conference attendees and, therefore, their respective chapters to receive the maximum benefit, late-night activities need to be minimized. Discouraging social functions that last into the night and encouraging a good night’s sleep each night should help keep your delegates awake during the general programming sessions. A concerted effort needs to be made by the host chapter to get the delegates up on Saturday morning so that the first session can begin on time. Discouraging a “party” atmosphere will not only minimize the potential for damage and inappropriate behavior, but will encourage the accomplishment of the ideals behind Regional Leadership Conferences.

As with any social event, creativity and organization is important. Good entertainment will not take care of itself. A “party” atmosphere should be discouraged, especially Friday night, as the tone of the Conference is set early in the Conference.

1. Try to keep all delegates together at all times to promote brotherhood.
2. Include singing of Delta Chi songs, especially at the banquet.
3. **Be certain all applicable laws, university rules and especially the F.I.P.G. Risk Management Policy are observed at social events.**
4. Suggested activities at the Conference:
  - a. chapter skits
  - b. songfest
  - c. intra-regional sporting event
  - d. all-sorority reception (coat and tie) or serenade
  - e. movie marathon
  - f. Conference awards (attendance, best dressed, longest trip, most man-miles, etc.)
  - g. campus sporting events
  - h. sightseeing tours
5. There are several videos available through the International Headquarters that can be shown during the Conference. Some of these include:

“Legal Liability”

“Hazing on Trial”

“Demythologizing the Animal House Image”

“Liability and Risk Management”

“Anatomy of a Party”

“The Model IFC”

“Hazing: A Greek Tragedy”

“Your Alcohol I.Q.”

“This is My House”

“AIDS: Your Not Immune”

“Profiles of Achievement”

“This is My House!”

“The Image Fades”

“The Model IFC”

\* Check with the Headquarters for a current list.

## **SECTION II: GENERAL SESSION AND ELECTIONS**

### **General Session:**

1. Chapter roll call
2. Welcome, announcements, and overview of Regional Leadership Conference
3. State of the Region (Regent)
4. State of the Fraternity (Fraternity officer or representative)
5. Nominations
  - a. Regent (non-convention years only)
  - b. Vice-Regent(s)
  - c. Standing committee nominations (consult Delta Chi Law)
  - d. Next Conference location
6. Elections (in order of nomination)
  - a. Call to order
  - b. Discussion on nominees
  - c. Voting: A majority of the votes cast is needed to win an election. The number of votes each chapter/colony has is proportional to their size. This is the same as the system used at conventions. Chapters eligible to vote have three (3) to five (5) votes, while eligible alumni chapters and colonies have one (1) to three (3) votes. It is the Regent's responsibility to obtain the vote eligibility from the International Headquarters just prior to the Conference.
7. Miscellaneous business

### **Elections:**

The Regents for the odd numbered Regions are elected during odd-numbered years and those for even-numbered Regions are elected during even-numbered years. The newly elected Regent takes office on June 15 of that year. The term is for two years and a man may serve a maximum of three consecutive terms.

Additionally, in each non-convention year, one undergraduate will be nominated for membership on each of the Fraternity's three standing following committees: Delta Chi Law, Housing and Ritual. During convention years, one undergraduate is to be nominated for the Qualifications Review Committee. The appointment of all undergraduate committee positions is done by the Board of Regents. Nominated undergraduates should follow-up their nomination with resumes sent to the International Headquarters to improve their chance of being appointed.

The Regent chairs the general sessions and a Vice-Regent, Fraternity officer or the steering committee chairman should chair the election of the Regent. If a Regent is not running for re-election, he can chair all elections. In the non-convention year, the first election should be that of the Regent.

All voting is done at the Conference. The same procedures apply for all votes taken. A mail ballot vote occurs only if a quorum of votes (of eligible chapters) in the Region is not present.

Any chapter/colony whose total delinquency (debts older than 30 days) to Delta Chi and/or delinquencies to the Housing Fund exceeds \$150 at the time of the voting period shall not be entitled to vote unless the vote is accompanied by a check from the chapter/colony reducing its indebtedness and/or delinquencies to \$150 or less prior to the recording of the vote.

### **Selection of the Next Regional Leadership Conference Site:**

Finally, the chapters/colonies are required to vote on a host chapter/colony for the following year's Regional Leadership Conference. Each chapter/colony nominated must either accept or decline their nomination before the Conference moves to a vote.

Some things to consider when voting on the next host chapter/colony are their enthusiasm for hosting it, their performance at the current Conference, their geographical location, the facilities available at their campus and their willingness and ability to undertake a major project. Rotating the Conference at least on a geographical basis should also be considered.

Selection as host chapter is an honor and a responsibility. The entire Region, and ultimately the Fraternity, counts on the host chapter to produce a well-run, productive Regional Leadership Conference.

**SECTION III:  
SUGGESTED CONFERENCE AGENDA #1**

**Friday**

6:00-midnight

**Registration and Welcome Reception**

At the house or other suitable location.  
Hand out Conference packets (map, agenda, etc.).  
Provide refreshments. (See Activities **BRIEF**)

**Saturday**

7:30 a.m.

**Wake up calls**

8:30-9:00

**Breakfast**

Coffee, orange juice and doughnuts.

9:00-10:45

**First General Session**

Opening session.  
General business.  
See **Section II** for session agenda.

10:45-11:00

**Break**

No longer than 15 minutes (otherwise delegates tend to leave).  
Necessary to maintain attention of delegates.  
Coffee and soft drinks.

11:00-Noon

**First Workshop Session**

Facilitated by alumni, university faculty, or professionals.  
See **Section I** (under Steering Committee Chairman) for sample topics.

Noon-1:00 p.m.

**Lunch**

“On your own” lunches need to be avoided to prevent people from being late or missing the next session. A simple, filling lunch at the house or conference site works well. It is important to maintain the schedule.

1:00-2:15

**Second General Session**

Continuation of First General Session.  
This may not be necessary and an additional Workshop Session can be substituted during this time.

2:15-3:15

**Second Workshop Session**

See **Section I** for sample topics.

3:15-3:30

**Break**

3:30-4:30

**Third Workshop Session**

See **Section I** for sample topics.

4:30-5:00

**Break**

Time should be used to change into coat and tie for Ritual Exemplification and the banquet.

5:00-6:00

**Ritual Exemplification**

Mandatory coat and tie. Set up Ritual room during break. Performed by host chaptermembers with Ritual expertise. General fraternity officers, Leadership Consultants, and/or Regent will lead a discussion session afterwards.

6:00-7:00

**Free Time**

7:00-9:00

**Banquet**

Should be the highlight of the Conference. Arrange seating to promote meeting new members. Keynote speaker (a prominent Delta Chi or university) Should be the highlight of the Conference. Arrange seating to promote meeting new members. Keynote speaker (a prominent Delta Chi or university official). Conclude with singing the Bond Song.

9:00-1:00

**Activity**

Check the Activities **BRIEF** for ideas.

**Sunday**

9:00 a.m.

**Breakfast**

Coffee, orange juice, and doughnuts. Informal, allowing members to meet with fraternity officers and staff and workshop facilitators.

10:00

**Host Chapter Meeting**

The next host chapter should meet with the Regent and former host chapter regarding next year's Conference.

## SUGGESTED CONFERENCE AGENDA #2

### Friday

6:00 p.m.

#### Registration and Welcome Reception

At the house or other suitable location. Hand out Conference packets (map, agenda, etc.). Provide refreshments.

### Saturday

7:00 a.m.

#### Wake up calls

8:00-9:00

#### Breakfast

Coffee, orange juice, and doughnuts.

9:00-10:45

#### First General Session.

General Business.  
See **Section II** for session agenda.

10:50-11:00

#### Break

No longer than 10 minutes.  
Necessary to maintain attention of delegates.  
Coffee and soft drinks.

11:00-Noon

#### First Workshop Session

More than one workshop conducted at a time. Example:

<b>Membership Education</b>	<b>Tudor Room</b>
<b>Rush</b>	<b>Scott Room</b>
<b>Goal Setting</b>	<b>Wallobee Room</b>

See Section I for sample topics.

Each delegate from a chapter should go to a different topic session.

Noon-1:00 p.m.

#### Lunch

"On your own" and provide maps of eating establishments, or provide a simple, filling lunch at the house or Conference site. Important to maintain schedule.

1:00-2:00

#### Second Workshop Session

Repeat first session workshops or include new workshops.

<b>Membership Education</b>	<b>Red Room</b>
<b>Rush</b>	<b>Buff Room</b>
<b>Goal Setting</b>	<b>Coke Room</b>

2:00-2:10

#### Break

2:15-3:15

#### Third Workshop Session

New workshop topics. Example:

<b>Alumni Relations</b>	<b>Red Room</b>
<b>Finance</b>	<b>Buff Room</b>
<b>Legal Liability</b>	<b>Coke Room</b>

3:20-4:20

#### Fourth Workshop Session

Repeat third workshop sessions or include new sessions. Example:

<b>Alumni Relations</b>	<b>Red Room</b>
<b>Scholarship</b>	<b>Buff Room</b>
<b>Chapter Projects</b>	<b>Coke Room</b>

4:20-5:00

#### Break

Time should be used to change into coat and tie for Ritual Exemplification and the banquet.

5:00-6:00

**Ritual Exemplification**

Mandatory coat and tie.

Set up Ritual room during break. Performed by host chapter members with Ritual expertise. General fraternity officers, Leadership Consultants, and/or Regent will lead a discussion session afterwards.

6:00-7:00

**Free Time**

7:00-9:00

**Banquet**

Should be the highlight of the Conference. Arrange seating to promote meeting new members. Keynote speaker (a prominent Delta Chi or university official works well). Conclude with singing the "Bond Song."

9:00-1:00

**Activity**

See the the Activities **BRIEF** for ideas.

**Sunday**

9:00 a.m.

**Breakfast**

Coffee, orange juice, and doughnuts. Informal, allowing members to meet with fraternity officers and staff and workshop facilitators.

10:00

**Host Chapter Meeting**

The next host chapter should meet with the Regent and former host chapter regarding next year's Conference.

## **SECTION IV: CONFERENCE PLANNING TIME TABLE**

Delta Chi Law regarding Regional Leadership Conferences provides that during each academic year, a Regional Leadership Conference shall be held consisting of all chapters and colonies in that Region.

Plans may change... people may back out... all sorts of possible crises may occur, but if you have planned ahead and everyone knows what their responsibilities are, then any changes or crises that you encounter will be easier to handle.

The following time table will help the host chapter plan for the Regional Leadership Conference. Most Regional Leadership Conferences are held in either late February or early March. This time table is based on that assumption. Your Conference time table may differ slightly.

### **END OF CURRENT REGIONAL CONFERENCE:**

1. Regent meets with members of new host chapter and determines steering committee chairman.
2. Previous Conference finance coordinator turns in complete financial statement for the operation of the Conference to the Regent.

### **APRIL:**

1. Regent submits a report of the previous Conference to the International Headquarters, including the financial statement.
2. Regent and steering committee select a date for the next Conference.
3. Regent notifies International Headquarters of the Conference dates.
4. Regent and steering committee schedule the first of several planning meetings (or conference call) to discuss goals, problems and ways to monitor the planning progress.

### **MAY-AUG:**

1. Begin reserving facilities.
2. Begin planning agenda/schedule.
3. Decide what workshops will be conducted.
4. Begin scheduling speakers and workshop facilitators.
5. Regent distributes copies of reports (available from Headquarters) from recent Conferences to all chapters within his Region.

### **SEPTEMBER:**

1. Proposed budget presented to Regent.
2. Confirm Conference facilities.
3. Confirm speakers and workshop facilitators.
4. Confirm Conference dates with the International Headquarters since at least one representative from Delta Chi needs to be able to attend the Conference.

### **NOVEMBER**

1. Notify the International Headquarters of Conference dates for publication in the **InBRIEF** newsletter (no later than the deadline of **Nov. 1st**).
2. Plan menus for the Conference.
3. Confirm budget and total cost per delegate.

**DECEMBER**

1. Send letter to at least three officers and the "BB" of each chapter and colony in the Region announcing the Conference. (sample letter #1)
2. Invite important campus administrators and area alumni.
3. Invite all area alumni to banquet and let them know they can also attend any other part of the Conference, especially Ritual Exemplification. The International Headquarters can supply mailing labels (by ZIP codes) of all alumni living in the area for a small cost.
4. Invite all "BB"s in the Region.
5. Confirm the Delta Chi representative with the International Headquarters.
6. Finalize all arrangements.

**JANUARY**

1. Start collecting registration forms.
2. Finalize all plans.
3. Remind by letter (sample letter #2) and call all the chapters and colonies within the Region.
4. Confirm all plans and arrangements with Regent.
5. Hotel reservations and deposits are made directly by chapter delegates.

**TWO WEEKS PRIOR TO CONFERENCE:**

1. Make sure everyone knows their responsibilities and duties.
2. Insure that the house and grounds are put in top shape to reflect well on the chapter.
3. Compile Conference packets for delegates.
4. Make name tags for all delegates and guests. Delta Chi name tags are available through the International Headquarters for a nominal charge.
5. Call chapters/colonies from which have not responded to prior notification.
6. Send a letter of confirmation (sample letter #3) to all chapters and colonies in the Region.
7. Go over a checklist to insure that everything has been done.

**SECTION V:  
SAMPLE LETTER #1**

December 2, 20—\*

Joe Doe, "A"  
East-West Chapter  
1234 Fraternity Row  
College Town, North America

Dear Brother Doe:

As the host chapter, the brothers of North-South Chapter are proud to announce the 19\_\_ Region IX Leadership Conference. It will be held February 30 - March 1 (Friday-Sunday)\*\* at the North-South Chapter House in Centerville, USA.

The final agenda is being formulated now and we would like to include any programs that may be of special interest to your chapter. If you have any special activities, community service projects, fund raising ideas, etc. that you think might be useful to share, let us know by December 17, 19\_\_\_. Topics currently scheduled to be discussed include:

<b>Legal Liability</b>	<b>Alumni Involvement</b>	<b>Motivation</b>
<b>Member Education</b>	<b>Alcohol Awareness</b>	<b>Goal Setting</b>

Also, as this is an off-convention year, elections for Regent and Vice-Regents and nominations for standing committees will take place.

The North-South Chapter is excited about the Conference and looks forward to seeing you and members of your chapter there. Details of program topics, activities, a final schedule, and the registration fee will be mailed to you in early January.

As a reminder, the F.I.P.G. Risk Management Policy will be followed. Alcohol will not be purchased with Delta Chi funds. The Conference is designed to facilitate personal and fraternal development. The experience is yours for the taking and we urge as many as possible to attend. Delta Chi is much more than a single chapter. Come share with us and broaden your DELTA CHI and personal horizons!

Please contact me at (123) 456-7890 if you have any questions or concerns.

In the Bond,

Mark Brown  
Conference Coordinator  
North-South Chapter

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The first letter should simply announce the Conference with some general information. Specifics will be included in the second and third mailings.

- \* This first letter should be mailed in late November/early December **prior** to winter break. This will allow plenty of time for chapters to reserve the date, avoiding last minute schedule conflicts.
- \*\* Most Regional Leadership Conferences are held late February through March.

## SAMPLE LETTER #2

January 15, 20—\*

Joe Doe, "A"  
East-West Chapter  
1234 Fraternity Row  
College Town, North America

Dear Brother Doe:

As announced in the letter dated December 2, 19—, the 19— Regional Leadership Conference for Region IX will be held Feb. 30 - Mar. 1 in Centerville, USA at the North-South Chapter house.

Enclosed is the registration form for the Leadership Conference. The registration fee is \$XX per person\*\* and must be returned to us no later than February 10. Accommodations are available at the chapter house on a first come first serve basis. The house will accommodate XX people. If you desire hotel arrangements, contact the Sleepy Dreams Hotel yourself at (123) 456-7890. We CANNOT guarantee hotel rooms. If you wish to stay in the chapter house, please indicate this on the Conference registration form. If for some reason we cannot accommodate you, we will notify you.

Also enclosed is the final schedule of events for the Conference. We received many good suggestions from a variety of chapters and attempted to use as many as possible. A special thanks go out to all the chapters that sent in suggestions. As a reminder, we will abide by the F.I.P.G. Risk Management Policy. Alcohol will not be purchased with Delta Chi funds.

At this time, it is important that we know exactly how many members from your chapter will be attending. Please send this information and the registration fees (in one check) no later than February 10\*\*\* with the completed registration form.

We anxiously await what is looking to be an excellent Conference! It will be an invaluable experience for all.

In the Bond,

Mark Brown  
Conference Coordinator  
North-South Chapter  
(123) 456-7890

-----  
\* The second letter should be sent at the beginning of the second term and at least ONE MONTH PRIOR to the Conference.

\*\* Each Conference will charge a different amount. See **Section I** and **Section VI** for items which will determine registration fee.

\*\*\* Deadlines for returning material should be THREE WEEKS PRIOR to the Conference.

**SAMPLE LETTER #3**

February 12, 19—\*

Joe Doe, "A"  
East-West Chapter  
1234 Fraternity Row  
College Town, North America

Dear Brother Doe:

Your registration forms for the 19— Regional Leadership Conference, at the North-South Chapter, have been received. We confirm XX delegates paid with reserved lodging in the North-South Chapter house for Friday and Saturday (Feb. 30 - Mar. 1) nights.

We are truly excited about the Conference and look forward to meeting you and your delegation. See you in a couple weeks!

Please contact us at (123) 456-7890 if there are any changes.

In the Bond,

Mark Brown  
Conference Coordinator  
North-South Chapter

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This letter is basically to confirm registration and "PUMP UP" the delegates for the Conference. Any schedule changes can also be included.

\* Letter should be mailed TWO WEEKS prior to Conference.

**Regional Conference**

**SECTION VI:**

**BUDGET**

**INCOME**

CHAPTER FEES (*If each chapter is sending a base fee*) \$ \_\_\_\_\_

DELEGATE FEES # of delegates \_\_\_\_\_ X \$ \_\_\_\_\_ = \_\_\_\_\_

HOST CHAPTER CONTRIBUTION \_\_\_\_\_

*(The host chapter should contribute a reasonable amount to the conference for its members that attend or charge each member.)*

TOTAL INCOME \$ \_\_\_\_\_

**EXPENSES**

CONFERENCE ROOM FEES \$ \_\_\_\_\_

SPEAKERS' EXPENSES (*If applicable*)

Fee \_\_\_\_\_

Transportation \_\_\_\_\_

Accommodations \_\_\_\_\_

Meals \_\_\_\_\_

Gifts (*plaque, pen/pencil set, embossed notebook, travel kit*) \_\_\_\_\_

MEALS

BREAKFASTS Sat.\$ \_\_\_\_\_ + Sun.\$ \_\_\_\_\_ = \_\_\_\_\_

LUNCH \_\_\_\_\_

DINNER/BANQUET \_\_\_\_\_

Room fee \_\_\_\_\_

Food \_\_\_\_\_

Decorations \_\_\_\_\_

Gratuity (*If not included in food cost.*) \_\_\_\_\_

CONFERENCE FAVOR(S) (*T-shirts, cups, pens, folders, etc.*)

\_\_\_\_\_ (qty.) X \$ \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ (qty.) X \$ \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ (qty.) X \$ \_\_\_\_\_ = \_\_\_\_\_

OFFICE SUPPLIES (*stationery, stamps, copies, etc.*) \_\_\_\_\_

MISCELLANEOUS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TOTAL EXPENSES \$ \_\_\_\_\_

**NET PROFIT/(LOSS)** \$ \_\_\_\_\_

**REGIONAL LEADERSHIP CONFERENCE  
CHAPTER/COLONY REGISTRATION FORM**

CHAPTER/COLONY \_\_\_\_\_

Each visiting chapter/colony should designate one member from their delegation, preferably the ranking officer attending, to be the Head Delegate. He will assume leadership and authority for your group. They need to be involved with the delegation from the Conference's start to finish. Damages or other effects of unacceptable behavior are the responsibility of the offending chapter.

LIST OF DELEGATES AND CHAPTER OFFICES THEY HOLD, IF ANY:

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

PERSON IN CHARGE OF DELEGATION (Head Delegate): \_\_\_\_\_

MAILING ADDRESS (School): \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE NUMBER: ( ) \_\_\_\_\_

ALUMNI ATTENDING ("BB", Faculty Advisor, etc.): \_\_\_\_\_

WHERE DOES YOUR GROUP PLAN TO STAY ? \_\_\_\_\_

	ARRIVAL	DEPARTURE
Date and time: _____	_____	_____
Is your group traveling together?	YES _____	NO _____
Method of transportation: _____	_____	_____
If flying, please give your flight information below:		
Airline/Flight #: _____	/# _____	_____
Time: _____		
Do you require transportation to and from the airport, train station, etc.?	YES _____	NO _____

**REGISTRATION FEES MUST BE PAID BY:** \_\_\_\_\_

**ABSOLUTELY NO REGISTRATION FORMS WILL BE ACCEPTED AFTER:** \_\_\_\_\_

**INCLUDE CHAPTER/COLONY CHECK WITH THIS REGISTRATION FORM**

**Make check payable to:** \_\_\_\_\_

*HOST CHAPTER USE ONLY*

DATE RECEIVED: \_\_\_\_\_ AMT. RECEIVED: \$ \_\_\_\_\_ REC'D BY: \_\_\_\_\_

**REGIONAL LEADERSHIP CONFERENCE  
HOST CHAPTER REPORT FORM**

This Report and the Budget Report Form must be sent to the Regent and the next host chapter within two weeks after the close of the Conference.

HOST CHAPTER: \_\_\_\_\_ DATES HELD: \_\_\_\_\_

CONFERENCE COORDINATOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: (     ) \_\_\_\_\_

CONTACT (if coordinator is not available): \_\_\_\_\_

NUMBER OF DELEGATES ATTENDING: \_\_\_\_\_

GUESTS ("BB"s, Fraternity officers and staff, other alumni, university officials):

WAS THE DATE OF THE CONFERENCE A GOOD TIME PERIOD? WHY OR WHY NOT?

WHICH CHAPTERS DID NOT ATTEND AND WHY?

THINGS THAT WORKED:

THINGS THAT DID NOT WORK:

WHAT SHOULD HAVE BEEN DONE DIFFERENTLY?

SUGGESTIONS AND OTHER COMMENTS:

\* PLEASE USE AN ADDITIONAL SHEET IF NECESSARY.

# REGIONAL LEADERSHIP CONFERENCE FINANCIAL RESULTS REPORT FORM

## ACTUAL INCOME

CHAPTER FEES (If each chapter sent a base fee) \$ \_\_\_\_\_

DELEGATE FEES # of delegates \_\_\_\_\_ X \$ \_\_\_\_\_ = \_\_\_\_\_

HOST CHAPTER CONTRIBUTION \_\_\_\_\_

(The host chapter should contribute a reasonable amount to the conference for its members that attend and/or charge each member.)

TOTAL INCOME \$ \_\_\_\_\_

## ACTUAL EXPENSES

CONFERENCE ROOM FEES \$ \_\_\_\_\_

SPEAKERS' EXPENSES (If applicable)

Fees \_\_\_\_\_

Transportation \_\_\_\_\_

Accomodations \_\_\_\_\_

Meals \_\_\_\_\_

Gifts \_\_\_\_\_

MEALS

BREAKFASTS Sat.\$ \_\_\_\_\_ + Sun.\$ \_\_\_\_\_ = \_\_\_\_\_

LUNCH \_\_\_\_\_

DINNER/BANQUET \_\_\_\_\_

Room fee \_\_\_\_\_

Food \_\_\_\_\_

Decorations \_\_\_\_\_

Gratuity (If not included in food cost.) \_\_\_\_\_

CONFERENCE FAVOR(S) (T-shirts, cups, pens. folders, etc.)

\_\_\_\_\_ (qty.) X \$ \_\_\_\_\_ = \_\_\_\_\_

OFFICE SUPPLIES (stationary, stamps, copies, etc.) \_\_\_\_\_

MISCELLANEOUS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TOTAL EXPENSES \$ \_\_\_\_\_

Regional Conference

## REGIONAL LEADERSHIP CONFERENCE-REGENT'S REPORT

NOTE TO REGENT AND REGIONAL LEADERSHIP CONFERENCE COORDINATOR:

It is the responsibility of the Regent, as prescribed in Delta Chi Law, to submit a report of the Regional Leadership Conference. The form below and attached should help you in submitting a complete report. Please submit the report to the International Headquarters no later than ten (10) days after the close of the Conference. The host chapter coordinator can be of help in completing this report. Please type. If done on computer, please follow the present format.

REGION: \_\_\_\_\_

HOST CHAPTER: \_\_\_\_\_ DATES HELD: \_\_\_\_\_

HOST CHAPTER COORDINATOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

CHAPTERS/COLONIES IN ATTENDANCE:

CHAPTERS/COLONIES NOT IN ATTENDANCE:

NUMBER OF DELEGATES IN ATTENDANCE: \_\_\_\_\_

GUESTS:

BRIEFLY DESCRIBE ACTIVITIES ON THE OPENING NIGHT:

### GENERAL BUSINESS SESSION:

THE STATE OF THE REGION WAS GIVEN BY: \_\_\_\_\_. HIS REMARKS INCLUDED THE FOLLOWING POINTS:

THE STATE OF THE FRATERNITY WAS GIVEN BY: \_\_\_\_\_. HIS REMARKS INCLUDED THE FOLLOWING POINTS:

THE MEMBERS NOMINATED FOR THE STANDING COMMITTEES WERE:

\*Housing Committee:

a. \_\_\_\_\_ c. \_\_\_\_\_

b. \_\_\_\_\_ d. \_\_\_\_\_

Nominee chosen: \_\_\_\_\_

\*\*Qualifications Review:

a. \_\_\_\_\_ c. \_\_\_\_\_

b. \_\_\_\_\_ d. \_\_\_\_\_

Nominee chosen: \_\_\_\_\_

\*Delta Chi Law:

a. \_\_\_\_\_ c. \_\_\_\_\_

b. \_\_\_\_\_ d. \_\_\_\_\_

Nominee chosen: \_\_\_\_\_

\*Ritual:

a. \_\_\_\_\_ c. \_\_\_\_\_

b. \_\_\_\_\_ d. \_\_\_\_\_

Nominee chosen: \_\_\_\_\_

THE NAMES PLACED IN NOMINATION FOR REGENT (non-convention years only) WERE:

a. \_\_\_\_\_ c. \_\_\_\_\_

b. \_\_\_\_\_ d. \_\_\_\_\_

Regent elected: \_\_\_\_\_

\_\_\_\_\_

MOTIONS TO BE PRESENTED TO THE DELTA CHI LAW COMMITTEE ARE AS FOLLOWS:

1.

2.

THE NEXT LEADERSHIP CONFERENCE FOR REGION \_\_\_\_ WILL BE HOSTED BY: \_\_\_\_\_.

\* Non-convention year only

\*\* Convention year only

OTHER BUSINESS DISCUSSED:

GENERAL DISCUSSION ON THE TOPIC OF \_\_\_\_\_ WAS HELD.

THE LEADERS OF THIS DISCUSSION WERE: \_\_\_\_\_

THEY COVERED THE FOLLOWING POINTS:

RECOMMENDATIONS FOR FUTURE CONFERENCES AND MISCELLANEOUS REMARKS:

PLEASE LIST THE COLLEGE SESSION TOPICS, FACILITATORS AND INCLUDE ANY PERTINENT INFORMATION FOR EACH:

Regional Conference

Date submitted: \_\_\_\_\_

\_\_\_\_\_

(Regent's signature)

\_\_\_\_\_

\* On a separate sheet of paper, please provide the names, phone numbers and addresses of the men nominated for the committees and those elected to positions (Regent, Vice-Regent).

**EMERGENCY INFORMATION CARDS**

It is critical that an emergency card be filled out by each attendee and presenter. The best time to have these cards filled out is during registration. Another option is having them filled out prior to arrival at the Regional Leadership Conference, but this has obvious drawbacks.

The set of completed cards needs to be easily accessible - NOT locked up in the conference planner's room or Regent's room. If the conference is being held at a hotel, ask if the cards can be kept at the front desk. If the conference is being held at a chapter house and/or university building, have the emergency cards kept at an easily assessable location such as in the chapter mail room/area of the house or at the information desk of the student union. In all cases, 24-hour availability of the cards is critical – emergencies don't operate on regular hours.

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The Delta Chi Fraternity  
Regional Conference  
**EMERGENCY INFORMATION**

Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

Person to notify in case of an emergency:

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/zip: \_\_\_\_\_

Phone number: (\_\_\_\_) \_\_\_\_\_

Important Information (i.e., allergies, medical condition, special needs):

\_\_\_\_\_

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The Delta Chi Fraternity  
Regional Conference  
**EMERGENCY INFORMATION**

Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

Person to notify in case of an emergency:

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/zip: \_\_\_\_\_

Phone number: (\_\_\_\_) \_\_\_\_\_

Important Information (i.e., allergies, medical condition, special needs):

\*Note: The backside of this page can be used as a master to print two 5 1/2 x 8 1/2 emergency cards per sheet of letter size paper. \_\_\_\_\_

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