



**Lewis
Institute**



Lewis Institute 2022 Registration Bulletin

Delta Gamma recognizes the significance of developing our members' leadership capacity and the purposeful learning that occurs through values-based leadership programs. As a result, the Delta Gamma Fraternity and Foundation are committed to fund one woman from each collegiate chapter to attend Lewis Institute.

This leadership development experience provides students with the opportunity to explore values congruence, identify their leadership style and strengths, understand successful approaches to conflict and develop an action plan or vision focused on systemic issues resulting in positive change.

WHO

Lewis Institute attendee must meet the following requirements:

- Second-year student; current sophomore, going into junior year
- Collegiate member in good standing
- This student exhibits the following qualities:
 - Is motivated to lead in the best interest of her group.
 - Is transparent and seeking opportunities for growth.
 - Wishes to create positive change within the group.
 - Inspires others to lead with integrity.
 - Desires to discover and incorporate her unique strengths in leadership.
 - Is able to participate in an in-person experience in Ohio.

WHEN & WHERE

Delta Gamma will be offering two sessions of Lewis Institute:

- **Session 1** will begin Wednesday, June 8 at 4:00 p.m. ET and end Sunday, June 12 at noon.
- **Session 2** will begin Wednesday, July 20 at 4:00 p.m. ET and end Sunday, July 24 at noon.

All sessions (1 & 2) will be held in Delaware, Ohio on the Ohio Wesleyan University campus with participants staying in a residence hall. Lewis Institute's curriculum builds throughout the experience and does not permit students to miss portions of the program. Attendees must be present the entire length of the program. Late arrivals and early departures will not be permitted.



SELECTION & REGISTRATION

The selection and registration process for Lewis Institute is as follows:

1. Chapter selects one second-year Delta Gamma members who meet the attendance requirements.
2. The member selected by her chapter completes Lewis Institute Registration. Lewis Institute Registration can be completed [here](#). *NOTE: These forms are best completed using Google Chrome as your browser. You may experience difficulty if you use Internet Explorer.*
3. An events staff member at Executive Offices confirms each registered attendee meets selection criteria with the Regional Collegiate Specialists/Council Appointed Coordinator/New Chapter Coordinator and collegiate development specialist.
4. Attendees will be notified of placement into Lewis Institute the week of **April 18**.
5. Transportation arrangements will be made once session assignments have been made. Attendees will receive additional information regarding how to make travel arrangements with their session placement. Delta Gamma Fraternity will fund airfare, if flying, or mileage reimbursement, if driving.
6. Final event details regarding transportation, logistics and event expectations will be sent approximately two weeks prior to each session.
7. Attend Lewis Institute.
8. Complete Post-Institute Requirements described in the Post-Institute Requirement section.

Please note that all email correspondence will come from dgevents@deltagamma.org. You may need to add this email to a safe sender list in order to receive email correspondence in a timely manner.

REGISTRATION FEES

Each Lewis Institute attendee receives a scholarship provided by Delta Gamma Fraternity and Foundation to cover registration costs. The registration fee includes transportation, lodging, meals and materials while at Lewis Institute.

TRAVEL COSTS & ARRANGEMENTS

After **April 18**, you will receive additional details regarding how to make travel arrangements. Delta Gamma Fraternity and Foundation will fund your airfare if you are flying or mileage reimbursement if you are driving. Flights must be arranged through Delta Gamma's travel agency, Canyon Creek and further information about using Canyon Creek will be provided.



POST-EVENT REQUIREMENTS

Upon completion of Lewis Institute, each participant is required to utilize the principles and ideas shared at Lewis when leading their chapter and actively implement the vision or action plan developed after Lewis.

TRAVEL AND EVENT POLICY

Attendance. If a registered attendee is not able to attend the entire event (including arriving late or departing early), the attendee must submit an Event Waiver. The [Travel and Event Policy](#) denotes the deadline to submit an Event Waiver **as 90 days before the start date of the attendee's assigned session or as soon as the conflict is known**. The link to submit an Event Waiver will be provided in the Registration Confirmation email.

If an attendee has an approved Event Waiver, she may choose to attend an alternate session, should attendee availability and session capacity allow. Replacement attendees will be permitted if the attendee with an approved Event Waiver is not able to attend an alternate session. Communication regarding the status of an Event Waiver will come via email through dgevents@deltagamma.org.

Cancellation Fee. If an Event Waiver is denied and the attendee still chooses not to attend Lewis Institute, she will be responsible to pay the cancellation fee. **The cancellation fee is \$450.**

Some examples of situations resulting in the need to pay this fee include:

- missing your scheduled flight due to personal accountability
- choosing not to attend the event, even after an Event Waiver has been denied
- any other reason not in compliance with the Travel and Event Policy and approved Event Waivers

To learn more about the waiver process, acceptable reasons for missing an event, replacement process and financial implications see the [Travel and Event Policy](#).

TRAVEL EXPENSES

The Fraternity only covers the cost of the flight or mileage for each attendee. Other travel expenses, such as food while traveling, baggage fees, parking fees or lodging prior to or after the event, may be reimbursed at the discretion of the attendee's chapter. The attendee may submit these expenses to their chapter. Delta Gamma Executive Offices recommends that all Lewis Institute participants confirm with their vp: finance prior to arriving in Columbus, OH what will be reimbursed.



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DEADLINE & SUBMISSION

The registration form must be submitted by **April 1**. Lewis Institute Registration form can be completed [here](#).

QUESTIONS

Please email dgevents@deltagamma.org with any questions.