

LEADERSHIP ACADEMY

participant selection guide

- Announce the opportunity at a chapter meeting and reach out to all chapter members through text, email or social media.
- Give the date when members should respond to the chapter President and Vice President Operations to express their interest in attending.
- Leadership Academy is open to Kappas in all stages of membership. Encourage rising sophomores and juniors to participate and build on their growing leadership competencies.
- Ask a member or adviser who has attended Leadership Academy in the past to share a highlight from their experience.
- Play the promotional video at a chapter meeting.
- Consider your members and identify those who might benefit from this opportunity: someone who is considering an officer role, someone who is figuring out their voice, someone with a vision, or someone ready to get to know themselves better and explore leadership skills. Reach out and encourage these members directly.
- Work together (as chapter President and Vice President Operations) to select your chapter participant and at least one alternate.
- Remind the selected participant that they must attend the full event from Thursday through Sunday. Participants will be traveling to Leadership Academy on Thursday and should expect to miss classes that day as well as Friday.
- If your chapter is within driving distance, make preliminary plans for transportation to Leadership Academy. Transportation must be confirmed by July 15.
- Review the acknowledgment checklist and cancellation policies (at the end of this document) with the selected participant and direct them to complete registration from April 1–17.

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acknowledgements and cancellation policies

- I acknowledge that airline tickets, once purchased, are nonrefundable and nontransferable. This means that the airline ticket cannot be used by anyone other than the individual named on the ticket. Any changes or cancellations must be communicated to the chapter President, Vice President Operations, and the Department of Education and Training at Kappa Headquarters (education@kappa.org) before July 15.
- I understand that my chapter will provide transportation (e.g., ride to the airport, parking costs, drive to the event site, coordination of carpooling, etc.). I must coordinate this with the chapter President and Vice President Operations by July 15.
- I acknowledge that I will miss classes on Friday and, depending on my departure time, possibly Thursday. I will work with my professor(s) to accommodate my absence.
- I acknowledge the following financial policies regarding Leadership Academy:
 - Leadership Academy registration closes July 7.
 - Registration fees are nonrefundable/nontransferable.
 - Participants may cancel **prior to July 15** with no penalties or fees.
 - For cancellation on or after **July 15**, the participant or event staff member will be responsible for repaying Kappa Kappa Gamma Fraternity for any nonrefundable event site costs (not to exceed \$400), the chapter participant fee of \$350 (collegiate participants only), and the cost of any travel paid by Kappa Kappa Gamma Fraternity. This includes flight costs, bus fares, and any change fees incurred.
 - Exceptions will be allowed for documented emergency or illness that prevents travel, such as COVID-19, or the death of an immediate family member.