



## Lewis Institute Information & Chapter Outreach

### Checklist

- Review the Lewis Institute information sheet for all details and information about this summer's Lewis Institute sessions in your next CMT meeting
- Determine the process you will use for selecting your Lewis Institute chapter representative
- Ask your chapter's former Lewis Institute attendee to present the Lewis Institute information included in this document at your next chapter meeting
- Select your chapter's Lewis Institute representative
- Ensure your chapter representative registers by the February 28 deadline
- Share the general Lewis Institute application with eligible members and encourage them to apply by the April 1 deadline

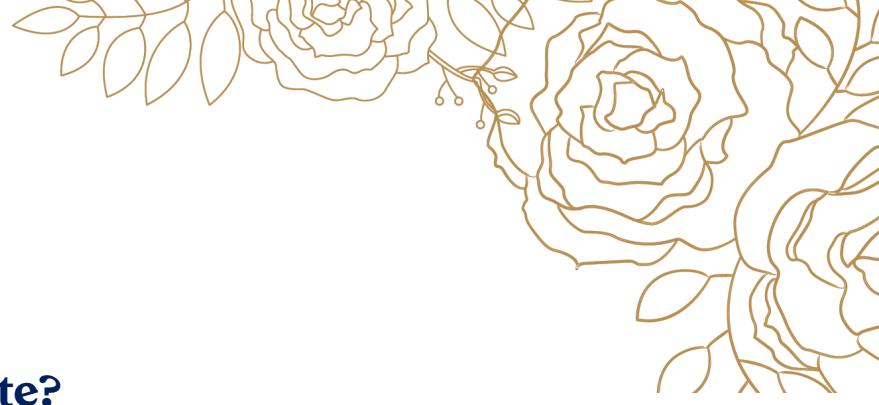
### What is the Lewis Institute?

The Lewis Institute is best described by our former attendees – share this [Lewis Institute video](#) with your chapter to hear more from past graduates. You can also check out and share this [sample schedule](#).

Better yet – do you have a former Lewis Institute attendee in your chapter? Ask that member to share a few words about their experience and why attending the event is a meaningful experience!

### Other talking points to share with your chapter:

- **Excellent resume builder**
  - The Lewis Institute is a leadership development experience that provides attendees with the opportunity to explore their strengths, identify their leadership style, understand approaches to conflict, and create an action plan to enact change within their community.
  - Hone your skills and help develop yourself as a leader in Delta Gamma and beyond
- **Fun, unique opportunity to expand your Delta Gamma network**
  - The Lewis Institute connects participants to other leaders from around North America – helping to form a network of support for years to come
  - At Lewis, you will also meet alumnae and volunteers who support Delta Gamma leaders after their time in their collegiate chapters
- **All costs of attendance for Lewis Institute participants are covered by the Delta Gamma Foundation and Fraternity** including cost of: travel, accommodations, food, registration fees, etc. (Note: cost of travel incidentals (i.e. checked bag, transportation to the airport, etc.) are covered via the individual chapter budget if applicable)



## Who Attends Lewis Institute?

### Lewis Institute attendees must meet the following requirements:

- Second-year student, going into their third year
- Initiated collegiate member in good standing
- Exhibits the following qualities:
  - Motivated to lead in the best interest of the group
  - Transparent and seeking opportunities for growth
  - Wishes to create positive change
  - Inspires others to lead with integrity
  - Desires to discover and incorporate unique strengths in leadership
  - Is able and willing to participate in an in-person experience during at least one of the scheduled session dates
- In summer 2024, all collegiate chapters are required to identify at least one Lewis Institute attendee. Chapters are able to send up to two attendees per chapter.

## When & Where

### Delta Gamma will be offering three sessions of Lewis Institute:

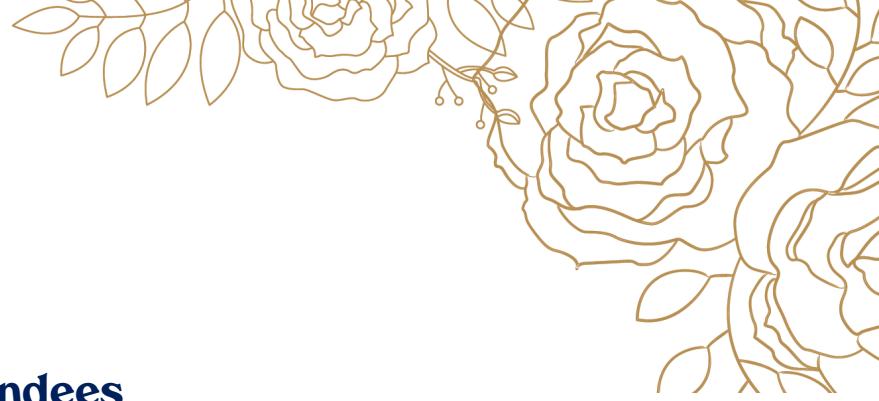
- Session #1: June 10-14 (Fayetteville, AR)
- Session #2: July 15-19 (Columbus, OH)
- Session #3: July 22-26 (Columbus, OH)

Lewis Institute attendees will stay on-site at all events in campus housing accommodations.

Lewis Institute curriculum builds throughout the experience and does not permit attendees to miss portions of the program. Attendees must be present for the entire length of the program – late arrivals or early departures will not be permitted.

## Lewis Institute Registration Timeline

- Chapter Representative registration opens: January 24
- Chapter Representative registration closes: February 28
- General Application opens: March 8
- General Application Closes: April 1
- All participants notified about their session selection/placement: By April 20
- Deadline to book flights for Session 1: May 11
- Deadline to book flights for session 2 and 3: June 15



## Process for Selecting Attendees

All Delta Gamma collegiate chapters are required to identify one member to attend Lewis Institute as their chapter representative.

### Ideas for selecting Lewis Institute attendees:

- Review the Lewis Institute participant requirements below. Generate a list of names in CMT of members who fit the criteria and would benefit from the experience and reach out to them about the opportunity directly.
- Use the Lewis Institute toolkit and present to your chapter. Afterward...
  - Encourage participants to “nominate” members who meet eligibility requirements. Ask nominated members to formally submit their nomination if they are able to commit to attending a session.
  - Encourage eligible members to send an email to president/vp: social standards expressing why they’re interested in attending Lewis Institute and representing your chapter
  - Generate a list of names in a JCMT meeting of eligible members who would benefit from the experience. Reach out to these members directly and encourage them to pursue the opportunity.
  - Review nominations and interested members as a CMT and vote to select which members will represent your chapter.
- If you have multiple members interested in attending, be sure to share the General Lewis Institute application with members who are not selected as your chapter’s representative. The General Lewis Institute application will open on March 8 and close on April 1.

### Lewis Institute Event Registration

After your chapter has identified one chapter representative, share the Lewis Institute [registration link](#) with them so they can complete registration by the deadline on February 28.