

# The Leadership Collective Event Information

The Leadership Collective (TLC) will be held June 26-29, in Columbus, OH. TLC offers in-depth training to enhance attendees' skills and knowledge, whether stepping into a new Leadership role or continuing a current one. Participants will meet by position and region to refine their expertise, engage in meaningful discussions and create actionable plans for their roles. This document contains vital event details so please review it carefully. If you have any questions, contact [dgevents@deltagamma.org](mailto:dgevents@deltagamma.org).

## Event Attendees

### Fraternity

- Council
- Directors
- Nominating Committee Chair
- Parliamentarian
- Constitution and Elections Chair
- RDs
- RCCs/CACs/NCCs
- RPRSs/NCRCs
- RASs/ADCs
- RFHSs
- Fraternity Executive Director
- Fraternity Staff

### Foundation

- Board of Trustees
- Slated Board of Trustees Candidates
- Foundation Directors
- RFNCs
- Foundation Constitution Chair
- Foundation Governance Committee Chair
- Foundation Parliamentarian
- Foundation Executive Director
- Foundation Staff



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## Housing

- Director
- RFHSs
- FHC/FMC Member-at-large 1
- FHC/FMC Member-at-large 2
- Housing Staff

## Event Location

[Renaissance Columbus Downtown](#)

50 North 3<sup>rd</sup> Street

Columbus, OH 43215

## Arrival Information, Departure Information and Attendance Waiver

*All times listed in this document are in ET.*

### Arrivals

All attendees should arrive at the hotel by 7 p.m. on Thursday, June 26, unless otherwise specified below.

- Finance/Housing teams should arrive throughout the day on Tuesday, June 24, with training beginning on Wednesday, June 25, at 9 a.m.
- Council/BOT should arrive throughout the day on Wednesday, June 25. Dinner will be offsite and is tentatively scheduled for 7:30 p.m.
- All Directors should arrive at the hotel by 3 p.m. on Thursday, June 26, with training beginning promptly at 4 p.m.
- New members of Leadership should arrive at the hotel by 4 p.m. on Thursday, June 26. Orientation will begin promptly at 5 p.m.

There will be no bus transportation provided to the hotel. Please plan to rideshare to the hotel from the airport. Before the event, flight times will be shared with all attendees. It is encouraged that those arriving at similar times rideshare together. The cost of the rideshare is reimbursable, so please include it in your reimbursement request after the event concludes.

### Departures

If you are driving to the event, you may depart as soon as training concludes at 10 a.m. For those flying to the event, we recommend scheduling your departure no earlier than 12:30 p.m. to allow ample time to reach the airport. Please note that some teams may have additional training sessions that extend into the afternoon.



We advise you to connect directly with your team to confirm whether this affects your travel plans.

There will be no bus transportation to the airport on Sunday. The information shared about arrivals is the same as for departures.

### **Attendance Waiver**

All attendees must be at the hotel by 7 p.m. on Thursday, June 26. Drivers may depart any time after 10 a.m. on Sunday, June 29. Flyers are recommended to depart beginning at 12:30 p.m. Please confirm with your team if there is additional training that may require you to arrive early or stay later.

If you are arriving late, need to leave early or are unable to attend the event, please alert your direct supervisor and complete [this attendance waiver](#) by May 16.

## **Rooming Information and Rooming Waiver**

### **Roommate Pairing**

All attendees will be paired with another member of Leadership. During registration, you will be asked if you have a roommate preference. Before putting someone down, please confirm with that individual that you would like to room together. To guarantee that your request is granted, you must mutually request each other. If you do not request a roommate, the events team will pair you with another member of Leadership. All roommate pairings will be shared prior to the event.

### **Rooming Waiver**

If you have a medical condition that is best managed without a roommate, you may request a single room by filling out the [rooming waiver](#) by May 16, which will be granted on a first come first serve basis based on the hotel's availability and the travel and event policy.

If your medical waiver is approved, the Fraternity/Foundation will cover the cost of your room. If your medical waiver is not approved, you may still receive a single room, if available, but you would be responsible for half the cost for the week. A link to pay will be provided before the event, and payment must be completed before your arrival in Columbus.

## **Travel**

### **Driving**

If you are driving to the event, it is encouraged to rent a car to be covered by Delta Gamma's insurance. Please see below rental car booking instructions:

- Go to [Enterprise](#) or [National Car](#) to begin the rental reservation process. Use code **XZ38DGF** in the corporate code section of the reservation for discounted rates. This code works for both companies.
- Select the most economical car option that meets your needs (space for all passengers, luggage, etc. Cars should be booked for event dates only.)
- When choosing the payment method, select the option 'pay with a personal card.'
- Decline all insurance coverage through the rental car agency upon booking and rental car pick up. You are covered by Delta Gamma's insurance. [View the insurance cards here.](#)
- Save all detailed receipts and invoices for rental car reimbursement after the event.

You may utilize other car rental companies outside of the ones listed above if the rate is better.

If you choose to drive your own vehicle, you are choosing to waive Delta Gamma insurance coverage. You will be reimbursed at \$.50 per mile.

### **Parking**

Parking onsite is valet only and the cost of parking will be charged to your room. To access parking, follow the driving instructions in your GPS and it will bring you to valet.

### **Flying**

Attendees may book their own flights or utilize our travel agent. If you book your own flight, please follow the schedule of allowances to ensure that you are booking a flight that falls within the Fraternity or Foundation allowances. Reimbursement requests must be made within 30 days of purchase. Please plan to fly in and out of the John Glenn Columbus International Airport (CMH).



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If you choose to book with our travel agent, please follow these instructions:

- Contact Debbie Needham with Altour by emailing [debbie.needham@altour.com](mailto:debbie.needham@altour.com)
- In your email, please provide the following information:
  - You are a Delta Gamma TLC attendee
  - Name as it appears on your driver's license/passport
  - Full birth date
  - Airport you are departing and arriving
  - Seat preference
  - Preferred flight times
  - Preferred airline

Debbie will do the best she can to book you on your preferred airline/times. However, if there is a flight that is more economical than what is provided, she will book you on that flight instead.

**As of May 7, 2025, all flights will require a REAL ID or passport to board. Plan accordingly for your trip to ensure you have the appropriate documentation to fly. For more information, visit the [REAL ID website](#).**

If you choose to fly out or into different airports, you must receive approval. Please pull flight options, screenshot and send to [dgevents@deltagamma.org](mailto:dgevents@deltagamma.org). If there is a cost difference between the two airports, you will be responsible for the difference if higher.

### **Travel Form**

Once your flight has been booked, please complete the [travel form](#).

## **Expenses**

### **Fraternity**

Fraternity volunteers, please utilize the [Fraternity Schedule of Allowances](#) as guidance for what costs are covered. Reimbursement requests must be submitted within 30 days of purchase. Please fill out the Fraternity [expense report](#). All expense reports should be emailed to [fraternitypayables@deltagamma.org](mailto:fraternitypayables@deltagamma.org).

### **Foundation**

Foundation volunteers, please utilize the [Foundation schedule of allowances](#) as guidance for what costs are covered. Reimbursement requests must be submitted within 30 days of purchase. Please fill out [this expense report](#).



## Incidentals

Room, tax and parking costs will be covered by Delta Gamma Fraternity and Foundation. You will be required to put a credit card down upon check in for incidental charges. The hotel's incidental hold is \$50 per day.

## Registration

Registration for the event can be accessed [here](#). All attendees must be registered by May 27. **Registration for the Ribbon Cutting ceremony is included in your TLC registration. You will not need to register for both events.** There will be no onsite registration for TLC. You will receive all event materials at dinner on Thursday night.

## Dietary Restrictions and Onsite Meals

### Dietary Restrictions

During registration, you will be asked to provide any dietary restrictions that you have. At this time, we are unable to accommodate dietary preferences. Please only list something that is a medical or religious restriction. For any plated meal during TLC that your restriction requires a special plate, you will be provided a dietary restriction card. During dinner service, please provide your server with that card so that they can get an appropriate plate.

The events team will work with the hotel on what restrictions need a card for each meal. If you submitted a restriction and did not receive a card, it is likely due to the fact that a special plate is not required for that meal. If you believe this was done in error, please email [dgevents@deltagamma.org](mailto:dgevents@deltagamma.org) to alert the events team.

During a buffet meal, all dietary needs should be accommodated. However, if you are unable to eat anything that is provided and need a special plate, you may ask the banquet staff to get you one. They will be prepared with a predetermined number of special plates based on the information provided to them by the events team.

### Meals Onsite

Delta Gamma arranges and pays for the following meals during TLC. We recommend you bring a water bottle to keep with you during meetings and any snacks you may want during the event.

- Thursday dinner
- Friday breakfast, lunch and dinner
- Saturday breakfast, lunch and dinner
- Sunday breakfast
- Any additional meals/snacks during the event will not be reimbursable



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## New Leadership Orientation

We are thrilled to welcome volunteers serving their first term on Leadership! Join us on Thursday, June 26, from 5-6:30 p.m. to meet other new members of Leadership and acclimate yourself to the TLC experience. Those who are expected to attend this training will receive a separate email that will include pre-work that should be completed before arriving in Columbus. We cannot wait to get to know you and welcome you aboard!

## Attire

Business casual attire (skirts, dresses or dress pants with blouses) is appropriate for all sessions and meals. We recommend dressing in layers due to the fluctuating temperatures in the hotel meeting rooms.

The Executive Offices Ribbon Cutting Ceremony will take place outside under a tent. Once the ceremony is over, attendees will be invited inside to tour the building. The average temperature in Columbus in June is 82 degrees. All attendees will leave TLC for the ceremony and go right back into TLC at the conclusion of the tour. We recommend layering on all days, but especially on Saturday due to the varying temperatures and venues.

## Gifting

Attendees are not expected to bring gifts for others. However, it is not uncommon to bring small gifts. Please know that there is no gift-giving expectation for attendees.

## Merchandise

We are excited to release a Leadership exclusive line of merchandise from Hannah's Closet. Leadership can purchase merchandise [here](#) with the password LEADERSHIP. Use code LEADER20 for 20% off your purchase.

## Headshots

A photographer will be onsite from 3-6 p.m. on Thursday, June 26, to take headshots. There is no sign up required. Feel free to stop by anytime during the allotted time to take an updated headshot. The setup will be in the foyer outside of the ballroom.



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## Foundation Information

We are excited for our Virtual Cream Rose Tribute Garden to bloom again! You can honor a sister while supporting the Delta Gamma Foundation with a Cream Rose Tribute Gift.

Gifts can be made online at [donate.deltagamma.org/creamrosegiving](https://donate.deltagamma.org/creamrosegiving) and honorees will receive their virtual rose and immediate notification that you've made a gift in their honor. Each honor or memory tribute is \$10, but gifts of all sizes are welcome and will support the work of lasting progress. Please direct questions to Samantha Wildrick, Annual Giving Manager, at [dgfoundation@deltagamma.org](mailto:dgfoundation@deltagamma.org).

*Commemorate your attendance at The Leadership Collective through this act of collective kindness!*



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## Event Schedule

### Tuesday

ALL DAY

Finance/Housing Arrivals

### Wednesday

ALL DAY

Cream Rose Tribute Giving/Foundation Area

ALL DAY

Council/BOT Arrivals

ALL DAY

CDC Training

8-9 a.m.

Breakfast Buffet

9 a.m.-5 p.m.

Finance/Housing Training

12-1 p.m.

Lunch Buffet

6-7 p.m.

Dinner Buffet

7:30 p.m.

Offsite Council/BOT Dinner

### Thursday

ALL DAY

Cream Rose Tribute Giving/Foundation Area

ALL DAY

Leadership Arrivals

ALL DAY

CDC Training

8-9 a.m.

Breakfast Buffet

9 a.m.-4 p.m.

Finance/Housing Training

9 a.m.-12 p.m.

Council Meeting

9 a.m.-12 p.m.

BOT Meeting

12-1 p.m.

Lunch Buffet

1-4 p.m.

BOT Meeting with Fraternity Trustees

3-6 p.m.

Headshots

4-5 p.m.

Joint Council/BOT Meeting

5-6 p.m.

Joint Finance Committee Meeting

4-6 p.m.

Directors Meeting  
(Fraternity, Foundation, Regional)

5-6:30 p.m.

New Leadership Orientation

6:30-7:30 p.m.

Networking Social

7:30-9:30 p.m.

Dinner, State of the Fraternity, Oath of Office



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## Friday

ALL DAY	Cream Rose Tribute Giving/Foundation Area
7:30-8:30 a.m.	Breakfast Buffet
9-10:30 a.m.	Foundation Annual Meeting
10:30-10:45 a.m.	BOT Officer Elections
10:30-11 a.m.	Break
11 a.m.-12:30 p.m.	RPRS/NCRC Meeting
11 a.m.-12:30 p.m.	RD Meeting
11 a.m.-12:30 p.m.	RFHS Meeting
11 a.m.-12:30 p.m.	RCS/CAC/NCC Meeting
11 a.m.-12:30 p.m.	RAS/ADC Meeting
11 a.m.-12:30 p.m.	BOT/Foundation Directors/RFNC Meeting
11 a.m.-12:30 p.m.	CDC Training
12:45-2 p.m.	Lunch Buffet
2-6 p.m.	RPRS/NCRC Meeting
2-6 p.m.	RD Meeting
2-6 p.m.	RFHS Meeting
2-6 p.m.	RCS/CAC/NCC Meeting
2-6 p.m.	RAS/ADC Meeting
2-6 p.m.	BOT/Foundation Directors/RFNC Meeting
2-6 p.m.	CDC Training
4-4:30 p.m.	Break
6:30-7:15 p.m.	Networking Social
7:30-9:30 p.m.	Foundation Banquet



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## Saturday

ALL DAY	Cream Rose Tribute Giving/Foundation Area
7-8 a.m.	Breakfast Buffet
8-9:30 a.m.	Guest Speaker: Angela Costley Harris
9:30-10 a.m.	Break
10 a.m.-12 p.m.	Council Trustee/Counterpart and BOT/Counterpart Meetings (staff & volunteer Director)
10 a.m.- 12 p.m.	Region 1 Meeting
10 a.m.- 12 p.m.	Region 2 Meeting
10 a.m.- 12 p.m.	Region 3 Meeting
10 a.m.- 12 p.m.	Region 4 Meeting
10 a.m.- 12 p.m.	Region 5 Meeting
10 a.m.- 12 p.m.	Region 6 Meeting
10 a.m.- 12 p.m.	Region 7 Meeting
10 a.m.- 12 p.m.	Region 8 Meeting
11:30 a.m.	Boxed Lunch Pickup
12-4 p.m.	Ribbon Cutting Ceremony/EO Tours
4 p.m.	Arrival to hotel from EO
4:30-8:30 p.m.	Region 1 Meeting
4:30-8:30 p.m.	Region 2 Meeting
4:30-8:30 p.m.	Region 3 Meeting
4:30-8:30 p.m.	Region 4 Meeting
4:30-8:30 p.m.	Region 5 Meeting
4:30-8:30 p.m.	Region 6 Meeting
4:30-8:30 p.m.	Region 7 Meeting
4:30-8:30 p.m.	Region 8 Meeting
4:30- 8:30 p.m.	Fraternity and Foundation Directors Meeting
6-7:30 p.m.	Working Dinner Buffet



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## Sunday

ALL DAY	Cream Rose Tribute Giving/Foundation Area
7:30-9 a.m.	Working Breakfast Buffet
8 a.m.-1 p.m.	RPRS/NCRC Meeting
8-10 a.m.	RD Meeting
8-9 a.m.	RFHS Meeting
8-9 a.m.	RCS/CAC/NCC Meeting
9-10 a.m.	Joint RFHS/RCS/CAC/NCC Meeting
8-10 a.m.	RAS/ADC Meeting
8-10 a.m.	BOT/Foundation Directors/RFNC Meeting
8-10 a.m.	CDC Training
10:30 a.m.	Departures
10:30 a.m.-5 p.m.	Nominating Committee



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