

## THE ACADEMY FREQUENTLY ASKED QUESTIONS

The Academy is Alpha Sigma Alpha's regional leadership conference dedicated to providing collegiate members with opportunities for personal development and leadership training.

### REGISTRATION

#### **What is the cost to attend The Academy?**

The Academy is \$60 per member. A late registration fee applies if registered after the deadline. Chapters must pay the registration fee for the minimum attendance requirement.

#### **What is the minimum attendance requirement?**

Chapters are required to send 20 members. If there are concerns about meeting the chapter's minimum attendance requirement, contact [Hayley Rummel](#), event coordinator.

#### **Who is able to attend The Academy?**

All Alpha Sigma Alpha collegiate and new members in good standing are eligible to attend The Academy. New member fees must be sent and processed by national headquarters in order for new members to be registered.

Advisors and alumnae are welcome to attend The Academy but do not count toward a chapter's minimum attendance requirement.

#### **When is the registration deadline?**

Please reference the Academy [Registration Information](#) tab on the Alpha Sigma Alpha website for registration deadline dates.

#### **Is there a late fee for registering past the registration deadline?**

Registration received past the deadline will be subject to a late fee. Registration cost will increase to \$70 per member.

#### **Who is responsible for submitting the online registration form?**

The chapter president or treasurer is responsible for submitting the online registration form.

#### **When should the chapter register for The Academy?**

Chapters should register before the registration deadline to avoid late fees.

It is suggested to register as soon as the chapter's 20 members are confirmed. Before registering, collect the following information:

- ◆ Special accommodations
- ◆ Dietary restrictions and food allergies,
- ◆ T-shirt sizes from women wanting to purchase an Academy t-shirt

### **How do chapters pay the registration fee?**

Chapters will be invoiced when the online registration form is submitted. Payment should be made by sending a check to national headquarters within 30 days of registering.

The amount due can be found on the chapter statement on Officer Portal.

### **How do we use the chapter savings interest toward event registration?**

Chapter savings interest can be used toward national event registration fees. The chapter president or treasurer has the option to apply available chapter savings interest to the total amount due on the online registration form.

If the chapter wishes to use chapter savings interest, it needs to be applied on the online registration form at the time of registration. **Do not submit a Savings Withdraw Request for chapter savings interest used toward event registration fees.**

### **What if there are changes to the chapters registration form after it is submitted?**

If there are changes to a chapter's registration, **do not** fill out the online event registration form again. Please send all changes to [Hayley Remmel](#), event coordinator.

### **What do we do after the chapter has registered?**

After submitting the online registration form, chapters should make travel arrangements and hotel room reservations. Overnight stay is not required for The Academy. Alpha Sigma Alpha recommends chapters stay overnight if traveling further than 150 miles to the event.

See the Academy [Hotel Information](#) tab on the Alpha Sigma Alpha website for information about reserving hotel rooms.

### **What if an attendee has special accommodations, dietary restrictions or food allergies?**

The chapter president or treasurer is responsible for collecting this information prior to submitting the online event registration form. If the registration form has already been submitted, send information directly to [Hayley Remmel](#), event coordinator.

### **What if the chapter is having trouble registering?**

Contact [Hayley Remmel](#), event coordinator.

## **HOTEL AND TRAVEL**

### **Can the chapter pick which Academy event location to attend?**

No, chapters are preassigned to an Academy location.

### **How do chapters get to The Academy?**

Travel accommodations to The Academy are at the discretion of the chapter. Reference the Academy [Hotel Information](#) tab on the Alpha Sigma Alpha website for more information about Academy locations.

### **Are chapters responsible for making their own hotel reservations?**

Yes, chapters are responsible for reserving any hotel rooms for the event.

### **Are chapters required to stay overnight at the hotel?**

No chapters are not required to stay overnight at the hotel but it is recommended that if a chapter is traveling over 150 miles to their event location to reserve rooms at the hotel. When reserving rooms, please mention "Alpha Sigma Alpha" to receive a discounted room rate. More information about event specific hotels can be found on the Academy [Hotel Information](#) tab on the Alpha Sigma Alpha website.

### **Where do I park my car if my chapter drives to The Academy?**

Please reference the Academy [Hotel Information](#) tab on the Alpha Sigma Alpha website for more information about parking.

### **When should chapters arrive at The Academy?**

Chapters need to arrive between 8-8:45 a.m. to check in and receive event materials.

### **What happens if bad weather is predicted?**

Alpha Sigma Alpha encourages all registered attendees to make the safest decision when it comes to traveling to a national event. If a chapter does not have representation at the event due to severe weather, there will be no penalty.

## **GENERAL QUESTIONS**

### **What is the dress code for The Academy?**

The dress code for The Academy is pin or badge attire. Please reference Alpha Sigma Alpha's [Pinterest board](#) for proper attire ideas.

### **What should attendees bring to The Academy?**

- ◆ Water bottle
- ◆ Charitable giving items for the local domestic violence shelter,
- ◆ Credit or debit card if members want to purchase Alpha Sigma Alpha merchandise from Crimson Collections
- ◆ Sweater or jacket

### **What should attendees do prior to The Academy?**

Individuals attending The Academy should review sessions on the national website, collect items for the local domestic violence shelter and read all email communication sent to prepare for the event.

### **What should attendees expect from The Academy?**

Individuals attending The Academy should expect to meet new sisters, gain new ideas and to have fun.

### **What is the schedule for The Academy?**

The Academy schedule consists of a keynote speaker, educational sessions, and lunch. A detailed schedule can be found on the Academy [Schedule](#) tab on the Alpha Sigma Alpha website.

### **What meals are provided at The Academy?**

A three course plated lunch will be served to all attendees.

Breakfast is not served at The Academy, so be sure to plan accordingly.

### **How will special accommodations or dietary restrictions be handled?**

Attendees reporting dietary restrictions or food allergies will receive a meal card listing their dietary restriction. The hotel staff will take the meal card at lunch. **While hotels do their best to accommodate reported dietary restrictions, Alpha Sigma Alpha cannot guarantee what the hotel will be able to provide.**

Attendees reporting special accommodations on their registration forms will be contacted individually with national headquarters' plan for accommodations.

### **Will there be Alpha Sigma Alpha merchandise to purchase?**

Yes, Crimson Collections will have a store at The Academy. They will only accept debit or credit cards. No cash or checks.

### **What additional cost should members and the chapter budget for?**

- ◆ Travel to and from The Academy
- ◆ Additional meals or snacks (other than lunch)
- ◆ Hotel room(s) if the chapter chooses to stay overnight Friday

### **How will attendees receive information regarding The Academy?**

Event information will be provided through email, the Alpha Sigma Alpha website and Alpha Sigma Alpha social media platforms.

If an attendee has not received information after checking their inbox, spam and junk folders contact [Hayley Rimmel](#), event coordinator.

For questions not listed on this document please contact [Hayley Rimmel](#), event coordinator.