



The John and Nellie Wooden Institute for Men of Principle

Registrant Information Packet

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General Information and What to Expect

Overview of what to expect at The Wooden Institute:

Attending the Wooden Institute will broaden your horizons and challenge you to think “outside the box.” Visiting the Administrative Office will amaze and inspire you. Everything you learned in the “Son of the Stars” comes to life. There is no better location than the Fraternity’s founding place to recommit yourself to the principles and obligations of Beta Theta Pi.

The Wooden Institute is fast-paced. The programming begins early in the morning and goes into night-time. It is not a conference-style experience where you pick and choose what sessions you would like to attend – you are required to attend every session as the curriculum pieces build off the previous session to create a progressive learning experience.

The Wooden Institute schedule:

Every day of the Wooden Institute intertwines education and the cultivation and building of relationships across Beta’s Broad Domain. An overview schedule can be [found here](#). This schedule is subject to change.

Your registration includes:

The total cost of attendance is close to \$1000, but you are only responsible for a **\$125 non-refundable registration fee (\$99 if you registered at the early-bird rate!)**. The Beta Theta Pi Foundation will provide you with a sponsor who will cover \$650 of your costs, and the remainder is paid for by the fraternity. This covers all meals, lodging, transportation around Oxford (and to and from the airport if you’re flying), supplies for each session, Wooden Institute swag and every aspect of the four-day experience.

Dates to Know:

Date	Deadline
May 2, 2025	Final day to submit travel information for all students and facilitators.
May 9, 2025	Final day for changes to registration without incurring fees, including substitutions and switches between sessions. Last day to cancel registration without incurring the late-cancellation fee.
May 10, 2025	Change and late cancellation fees go into effect.
May 15, 2025	Deadline to request excuse letters.
May 31 – June 3, 2025	Wooden Institute Session 1
June 7 - 10, 2025	Wooden Institute Session 2
June 21 - 24, 2025	Wooden Institute Session 3

Please double-check your registration confirmation to ensure you are available to attend the full session as attendees are required to be in attendance for the entirety of the session. We are happy to provide excuse letters for classes, internships, or work as long as they are requested by May 15, 2025. The letter may be requested from events@beta.org.

If you can no longer attend:

If you can no longer attend the Wooden Institute session for which you have registered, you should first search for a substitute within your chapter to attend in your place, as chapters are billed for attendees. Once a

replacement is secured, reach out to events@beta.org to make the substitution. If you are unable to find a replacement, reach out to events@beta.org to work through another solution as soon as possible. Unexcused late cancellations and no shows will be assessed fees totaling the cost covered by the Foundation for the experience, \$650. Registration changes must occur on or before May 9, 2025.

Commitment Charter

[Linked here is the Commitment Charter](#) that you agreed to upon registering for the Wooden Institute. It is expected that all attendees will uphold this commitment charter during their time at the Wooden Institute. This includes attending all sessions, being on time for all sessions, staying for the entirety of your Wooden session, behaving appropriately, refraining from possessing and consuming alcohol or drugs and staying in your assigned living space at night.

Please note that the meals covered are listed below:

Saturday: Dinner, late night snack

Sunday: Breakfast, lunch, dinner, late night snack

Monday: Breakfast, lunch, dinner, late night snack

Tuesday: Breakfast

If you feel like you will need more snacks than described above, please plan on bringing your own to have on you.

What if I have dietary restrictions or accommodations?

The registration process includes questions about dietary restrictions and any accommodations needed – please make sure you included those in your registration form by logging back into the registration portal and looking at your saved answers. Our meals will be served in Miami University dining halls and catered meals at the Administrative Office. The Administrative Office team will make sure your dietary restrictions and accommodations are met based on the information provided on your registration form. If you have questions about whether you included this information in your registration form or your circumstances have changed, please contact events@beta.org. If you need specialized items, please bring those so your needs are met while onsite.

If I arrive early, are there food options nearby?

There are several restaurants in Uptown Oxford for those that arrive early.

Who will attend each session?

1. Up to 75 collegiate members from chapters across Beta's Broad Domain.
2. 8 Beta alumni serve as facilitators.
3. 8 Friends of Beta/FOB serve as facilitators.
4. Administrative Office Staff and Interns

What is a Friend of Beta/FOB?

Friend of Beta (or FOB) and is the title given to non-members who serve the Fraternity. These fraternity/sorority professionals and other volunteers lend their time and talent to the Wooden Institute. FOBs foster collaboration through interfraternalism, care deeply about Beta, and selflessly volunteer their time to benefit our organization. We are indebted to their service.

Travel and Transportation

General Travel Information for All

Who will make my travel arrangements?

You do! Each attendee is responsible for getting themselves to Oxford if you're driving or the Cincinnati/Northern Kentucky International Airport (CVG) if you're flying in. We encourage you to collaborate and plan with any other chapter members who are attending (and maybe even Betas from other chapters located near your chapter).

Who pays for my travel?

Chapters should include travel for members as part of their chapter budgets; individuals will more than likely need to be reimbursed for their travel costs by the chapter. The General Fraternity has a limited amount of need-based travel funds available for members needing additional assistance – please contact your assigned Director of Fraternity Services if this is something your chapter may need to consider.

What if I can't afford the travel costs?

The Fraternity has a limited amount of need-based travel funds available to help members needing travel assistance to Oxford. If you need assistance, please contact your assigned Director of Fraternity Services.

When should I purchase my travel?

You should have your trip arranged no later than 3 weeks prior to your session. This will ensure you are getting the most cost-effective fares and setting yourself up for success in travelling to the Wooden Institute. The travel survey should be filled out by May 2, 2025. If you are eligible for need-based travel assistance and are awaiting a response, please wait until approval is confirmed. If you think you applied for travel assistance and have not received confirmation/booked travel at least 3 weeks before your session, please reach out to events@beta.org.

If we travel from far away, can we arrive one night early?

Members traveling to the Wooden Institute from far distances may arrive a night early if flight options do not allow for an on-time arrival on Day 1. An early arrival must be approved by reaching out to events@beta.org by May 2, 2025 to ensure our team knows to expect you. Arriving more than one night early is not permitted.

Do I need to submit my travel information?

Yes! Collegiate participants should submit their travel information through this survey by May 2, 2025. This is required regardless of whether you are driving, flying, or taking a different mode of transportation. Submitting this survey allows the Administrative Office staff to know when you plan to arrive, when you need lodging, and when you should be on a shuttle. Submission is crucial to you having a smooth experience traveling to the Wooden Institute. If your travel plan changes after you have submitted your survey, please resubmit the survey and email events@beta.org to let the Administrative Office team know.

What if something happens that causes me to arrive late or depart early?

- Because of the institute nature of our program, late arrivals and early departures are not permitted for participants.
- If travel issues arise, or something prevents a participant from arriving on time, please email events@beta.org as soon as the issue arises.

- Early departure from Wooden will result in the member not receiving credit for attending, and a \$650 fee per member that departs early without approval from the Administrative Office staff.
 - If emergency circumstances arise that necessitate you leaving early from Wooden, please alert the Administrative Office staff as soon as that is known at events@beta.org. Approved early departure is at the discretion of the Administrative Office staff.

What if my travel is cancelled by an airline or weather conditions prevent or delay my travel?

If you experience flight cancellations or travel delays leading up to your session, please reach out to the airline you are booked through, or the driver you are riding with, and have them present you with options that still get you to CVG Airport/Wooden on time. Once you have worked through a solution, please reach out to events@beta.org as soon as possible to make any changes to your travel submission. If you are having trouble coming up with a solution after reaching out to your airline/chapter brother, please reach out to events@beta.org and our team is happy to assist with that. This will allow our team to find a solution that gets you to your session on time and makes us aware of any delays that might occur due to weather, or other circumstances that may arise.

Drivers Information

When should drivers arrive?

If you are driving arrive at 219 E. Church Street Oxford, OH 45056 by 1:00 pm Eastern on the first day of your session. You will get checked in at that address, and the first session begins at 2:00pm.

When should drivers plan to depart?

The Wooden Institute officially ends at 12:00 p.m. Eastern on the final day of each session. You can plan to depart any time on Tuesday after 12:00 p.m. Eastern if you are driving.

I'm driving. Is there parking?

Yes. You should travel to 219 E. Church Street Oxford, OH 45056.

Parking options:

- There is limited parking behind 219 E. Church Street on the left.
 - Note: Do not park behind the buildings on the right or in the Alpha House lot.
- There is street parking available on University Avenue.
- *Note: Additional parking information will be sent closer to the start of your Wooden Institute session.*

When arranging your travel if you are driving...

Allow at least one hour of additional time to get settled and checked in after arriving. Make sure to consider stops for gas, food, and rests on your drive as well. Drivers should arrive **no later than 1pm Eastern on the Saturday of their session.**

Flyers Information

When should I arrive?

If you are flying flights should be scheduled to arrive at Cincinnati/Northern Kentucky Airport (CVG) by 11:00 a.m. on the first day of your session. Plan for at least an hour of travel between the airport and Oxford.

Airport Shuttles and Schedule: Shuttles to and from the Cincinnati airport (CVG) will be provided. Days and times of those shuttles, as well as instructions for getting on one of the shuttles will be sent out after the deadline to submit travel surveys (May 2, 2025). The Administrative Office staff will plan shuttles based on need, so submitting your travel survey is important so that we know you are coming and when. If you are travelling in a day early, the last shuttle will depart the airport by 9:00pm Eastern. If you are flying in on the Saturday, the

last shuttle will depart by 12:00pm Eastern. If you book a flight that does not get you to CVG in time to make a shuttle, you will be on your own to get to Oxford at your expense. Oxford is about 1 hour from CVG Airport. **Your flight should be scheduled to land an hour prior to the mentioned shuttle departure times above to allow time to taxi to the gate, deplane, and walk to the terminal.**

When should flyers plan to depart?

The Wooden Institute officially ends at 12:00 p.m. Eastern on the final day of each session. If you are traveling by plane: **departing travel** should be booked for any time after 2:30 p.m. Eastern on Tuesday. Plan for an hour of travel time between Oxford and the airport plus check-in time at the airport. We recommend not booking a departing flight earlier than 2:30 p.m. Eastern. A shuttle will depart Oxford at 12:00pm Eastern on the last day of your session to take you to CVG Airport.

What if the flight I booked does not align with the instructions given on this document?

The Wooden Institute policy is that you are present for the entirety of the program. Arriving late or leaving early is not allowed and will result in you being billed the full cost of attendance. If you need help changing your travel plans, please reach out to events@beta.org as soon as possible.

Sleeping Accommodations

Where will we sleep?

All attendees will stay at the Alpha Chapter House or another Beta-owned facility in Oxford. Pillows, linens and towels are provided (but if you're particular about your comfort, we recommend packing your own).

Who is my roommate?

Collegians will be paired with at least one roommate in a room with a twin bed (1 bed per person). Beta's Administrative Office Staff will assign roommates to ensure you're sharing with someone who fits one of these criteria:

- Of the same gender
- From a different chapter
- *Note: Switching roommates without the approval of Administrative Office staff is prohibited.*

Anyone who needs special accommodation for their sleeping rooms should have indicated that when they registered. If special accommodations have become necessary since you registered, please contact events@beta.org.

What to Pack and Other Helpful Info to Get Ready

What is the attire for Wooden Institute?

The attire for the Wooden Institute is casual - jeans, shorts and respectable T-shirts are normal attire. There will be activities that take place outdoors and will require physical movement – you should bring shorts and closed-toed shoes for Day 1's team challenge course.

What should I bring?

- Closed-toed shoes
- Toiletries including shampoo, soap, shower shoes, deodorant, toothpaste, toothbrush, etc.
- Credit/debit card in case of emergencies and for purchases needed while traveling
- Reusable water bottle
- Snacks

What is the weather like in Oxford?

Temperatures in Oxford can range from the 60s to the mid-90s in the summer!

Safety Protocols

The Fraternity is monitoring safety protocols across North America and in the Oxford area. In all cases, we will follow recommendations from federal, state and local experts and hotel policies.

COVID Vaccination Requirements

Beta is not requiring proof of COVID vaccination to attend the Wooden Institute. Guests should take precautions to protect their health and the safety of other Wooden Institute guests.

Cancellations, Changes and Other Fees

Below is a table of different changes and charges associated with anything related to registration and your attendance at The Wooden Institute. If you become aware of a change in your registration that needs to occur, please reach out to events@beta.org as soon as that information becomes known. The Administrative Office team is willing to work through solutions and try to help you avoid fees, but communication needs to happen sooner than later.

Type of Change	Fees and Information
Substitutions, switching sessions	<p>Before May 9: Accepted with no fees After May 9: Change fee assessed at \$50 per change (subject to approval) <i>Changes after May 9 are subject to approval.</i></p> <p>To substitute someone, the original registrant must cancel their registration by emailing events@beta.org. Please include as much detail as possible (name, chapter, cell number, and reason for cancellation.)</p> <p>The replacement should register themselves on Beta’s Wooden website if the change occurs before April 15. If it is after April 15, the new registrant must email events@beta.org with all information including their preferred first name, any dietary restrictions, accommodations needed, t-shirt size, plans for getting to Oxford, and indicate their agreement to the Commitment Charter.</p>

	A change fee will be assessed if someone needs to switch sessions after May 9 (subject to approval).
Cancellations	<p>Until May 9: Accepted with no fees From May 10 forward: \$650 late cancellation fee</p> <p>Guests cannot cancel their registration on the website. Cancellations must be made by emailing events@beta.org or calling the Administrative Office at 800.800.2382 (M-F, 8:30am-5:00pm Eastern) Late cancellation fees will be charged to the chapter on a chapter statement after Wooden ends.</p>
No Shows	<p>\$650 no show fee charged per no show</p> <p>No show fees will be charged to the chapter after Wooden ends.</p>
Sent home	If you are sent home from The Wooden Institute due to violations of the Commitment Charter, a \$650 fee will be assessed and travel home will be at your expense.

Help! I Still Have Questions!

If you have read this entire information packet and still have questions, please reach out to the staff at Beta’s Administrative Office in one of the following ways:

- Email: events@beta.org
- Phone: 800.800.2382 (8:30 a.m. – 5:00 p.m. Eastern Monday through Friday)
- This packet provides information on how to prepare for the Wooden Institute. The [Wooden Institute site](http://beta.org) on beta.org is also updated frequently and is another source for details.