



## KEYSTONE CONFERENCE

# Frequently Asked Questions

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## What is the Keystone Regional Leadership Conference?

Keystone is a high quality, regional education experience focusing on chapter officer development, principled leadership and volunteer training. In 2004, all chapter presidents and volunteers overwhelmingly identified the need for this type of program. Although Beta has other popular values-based leadership opportunities, Keystone is the only program that teaches operational concepts to chapter officers and advisors.

## Who is the Keystone Regional Leadership Conference for?

Executive officers and chapter advisors are the main target audiences. Although other up-and-coming chapter leaders can attend, the focus will be on the executive committee. The following officer tracks will be offered:

Track Name	Executive Officer to Attend
Chapter Leadership	President
Brotherhood	Vice President, VP of Brotherhood, etc.
Financial Management	Treasurer, VP of Finance, etc.
Communication	Secretary, VP of Communication, etc.
Recruitment	Recruitment Chair, VP of Recruitment, etc.
Programming and Social	VP of Programming or Social Chair
Risk Management	Risk Manager
Education	Pledge Educator, VP of New Member Education, etc.
Advisor Training	Advisors, Chapter Counselors, General Fraternity Officers

## When and where are the six Keystone Regional Leadership Conferences?

### February 7-9, 2020

- Northwest - [Seattle Airport Marriott](#) (Seattle, Wash.)
- Southeast – [Jacksonville Marriott](#) (Jacksonville, Fla.)

### February 14-16, 2020

- North Central – [Westin Chicago Northwest](#) (Itasca, Ill.)
- Northeast – [Crowne Plaza Philadelphia-Cherry Hill](#) (Cherry Hill, N.J.)

### February 21-23, 2020

- South Central – [Hyatt Regency Tulsa](#) (Tulsa, Okla.)
- Southwest – [Wyndham Irvine-Orange County Airport](#) (Irvine, Calif.)

**All officers should arrive by 7:00 p.m. Friday.  
Advisors/GFO's should arrive by 10:00 a.m. Saturday.  
Departure time on Sunday for all participants is 11:00 a.m.**

## What chapters should attend?

There will be six **Keystones** across Beta's Broad Domain in 2020. The executive committees and advisors from the following chapters should attend these assigned Keystones:

<b>NORTHWEST</b>	<b>February 7-9, 2020</b>	<b>Seattle, Wash.</b>
British Columbia	Idaho	Washington
Colorado Mines	Oregon	Washington State
Colorado	Oregon State	Whitman
Denver	Puget Sound	Willamette
Eastern Washington	Utah	

<b>SOUTHEAST</b>	<b>February 7-9, 2020</b>	<b>Jacksonville, Fla.</b>
Alabama	Florida Gulf Coast	North Carolina
Auburn	Florida International	Nova Southeastern
Clemson	Florida State	South Carolina
East Carolina	Furman	South Florida
Elon	Georgia	Tennessee
Embry-Riddle	Georgia Tech	
Emory	High Point	
Florida	Miami (Fla.)	

<b>NORTH CENTRAL</b>	<b>February 14-16, 2020</b>	<b>Itasca, Ill.</b>
Bowling Green	Kenyon	Saint Louis
Butler	Kettering A & B	South Dakota
Case Western Reserve	Knox	Southern Illinois
Central Michigan	Lawrence	Toledo
Centre	Louisville	Truman State
Cincinnati	Loyola Chicago	Wabash
Dayton	Miami	Washington in St. Louis
DePauw	Michigan	Wisconsin
Eastern Kentucky	Michigan State	Wisconsin-Oshkosh
Indiana	Minnesota	Wittenberg
Iowa	North Dakota	
Iowa State	Ohio	
John Carroll	Ohio State	
Kentucky	Purdue	

<b>NORTHEAST</b>	<b>February 14-16, 2020</b>	<b>Cherry Hill, N.J.</b>
American	James Madison	St. Lawrence
Bethany	Johns Hopkins	Stevens
Carleton	Maine	Toronto
Colgate	Maryland	Villanova
Columbia	MIT	Virginia
Connecticut	New Jersey	Virginia Tech
Cornell	Northeastern	Washington & Jefferson
Delaware	Pennsylvania	William & Mary
Denison	Pittsburgh	WPI
Drexel	Quinnipiac	
George Mason	Rochester	
George Washington	Sacred Heart	

<b>SOUTH CENTRAL</b>	<b>February 21-23, 2020</b>	<b>Tulsa, Okla.</b>
Arkansas	Nebraska	Texas Tech
Baylor	Oklahoma	Westminster
Creighton	Oklahoma State	Wichita State
Houston	Rockhurst	
Kansas	SMU	
Kansas State	TCU	
LSU	Texas	
Mississippi	Texas A&M	
Missouri	Texas at Arlington	

<b>SOUTHWEST</b>	<b>February 21-23, 2020</b>	<b>Irvine, Calif.</b>
Arizona	New Mexico	UC San Diego
Arizona State	Pacific	UCLA
Cal Poly	San Diego	
Chapman	San Jose State	
Loyola Marymount	UC Irvine	

### **What if I am not one of the eight required officers? Can I still attend?**

Yes. Emerging chapter leaders can attend with their executive teams; however, the entire executive board team must attend. Contact your chapter president if you wish to attend. Your registration fee will be added to the chapter's bill upon your registration.

### **What if I am an advisor who attended Keystone last year? Why should I attend again?**

New to 2020, Keystone will feature updated advisor curriculum focused on connecting the advisory team and building on position competency and relationships. The advisor experience at Keystone will involve real time application of advisor strategies aimed at addressing the current needs of the chapter. Because of the ongoing turnover in a chapter's executive committee, advisors that attend annually will be better equipped to ensure long-term progress.

### **Can I attend Keystone as an alumnus if I am not an advisor?**

Because the program is funded by the Beta Theta Pi Foundation and supplies are limited, we do not allow general alumni to attend Keystone.

### **Why is Keystone in February?**

Like the Chapter Presidents Leadership Academy held in January, Keystone is designed to take place at the beginning of the officer terms for most chapters (most chapters have elections around November-December). The Presidents Academy in January allows the chapter president a chance to rally his team to attend Keystone the following month.

### **Do undergraduates that live close to the Keystone site have to stay at the hotel?**

Yes. All undergraduates, regardless of where they live, are expected stay at the hotel on Friday and Saturday nights. The free time and interaction with other members will be an integral part of this brotherhood experience.

## How much does a Keystone Regional Leadership Conference cost?

Each chapter will be pre-billed \$215 for each of the eight executive officers listed above for a total of \$1,720. This charge will appear on the chapter's bill in eight monthly installments beginning with the September bill. Chapters are welcome to register additional participants at \$215 each. The cost includes all rooming and meals while on site, but **travel costs are not included**. Advisors will attend free of charge and can claim up to \$150 for travel expenses.

## Why are chapters being automatically billed \$215 for eight officers (\$1,720 total) instead of just being billed for who registers?

The curriculum is designed with the eight officers in mind and is only successful if each chapter commits to sending all eight. Additionally, Keystone is held at hotel properties which require guaranteed numbers for food and lodging. Meeting our guarantee numbers is essential when contracting with hotels. Keystone cannot exist with a financial model that allows chapters to only pay for those who register.

The focus of Keystone is chapter operations, which is not deemed educational by the IRS. Therefore, the Beta Theta Pi Foundation cannot provide full scholarships as with other programs. The Beta Theta Pi Foundation is prepared to cover expenses beyond the \$215 cost per officer to keep the cost as low as possible for the chapters. This year, the real cost per student for a fully self-funding program will be more than \$300, but thanks to the Beta Theta Pi Foundation, the cost to chapters is much lower.

## How can we fund this program as a chapter?

Many campuses offer funding for students to attend leadership development conferences such as Keystone (examples could include: your student government, Greek life office, or vice president for student affairs office). We encourage you to seek out and apply for this funding as soon as possible. Feel free to contact your local house corporation or chapter alumni for financial support as well. Many chapters have conducted alumni or parents' weekend fundraisers to raise money to offset the costs; however, in the end it is up to each chapter to plan and budget for the expenses associated with Keystone.

## What if I have a conflict with work or school?

We have been very successful in working with faculty and employers on excusing students to attend Keystone. We can craft a letter outlining the purpose of the program, confirming your officer role and need for attendance and can email it to you easily. **Please contact us as soon as possible (do not wait until the week before) if you need assistance in clearing Keystone as an excused absence.** We will not be excusing participants from Keystone early. It is your responsibility to plan accordingly for any additional school work or studying you may need to do during this time. If there is an emergency and you absolutely cannot make it, please contact the staff member in charge of your Keystone as soon as possible:

<b>North Central   Southwest</b>	Chris Mueller	<a href="mailto:chris.mueller@beta.org">chris.mueller@beta.org</a> 616.644.0263
<b>Northeast</b>	Claire Dixon	<a href="mailto:claire.dixon@beta.org">claire.dixon@beta.org</a> 419.344.5570
<b>South Central   Southeast</b>	Cody Hike	<a href="mailto:cody.hike@beta.org">cody.hike@beta.org</a> 260.633.8469
<b>Northwest</b>	Craig Boehm	<a href="mailto:craig.boehm@beta.org">craig.boehm@beta.org</a> 513.593.6008

## How do we register?

Registration is open and each officer and advisor will need to:

1. Log in to the "MyBeta" system (first time users will need to create a username and password).
2. Complete the registration process for the appropriate session of Keystone.

The link to register can be found on the [Keystone page of the Beta website](#). The deadline to register (and cancel) is January 20. Please be sure to complete your own registration and no one else's.

## How do I get to the Keystone Hotels?

If you are driving, visit [maps.google.com](https://maps.google.com) for driving directions or click on the hotel links below for more information. If you are flying, airport and transportation details can be found below.

### North Central – [Westin Chicago Northwest \(Itasca, Ill. – Chicago Western Suburbs\)](#)

- **Airports:** *Chicago O'Hare (ORD) and Chicago Midway (MDW)*
- **Transportation to the Hotel:** *The hotel is located between Chicago O'Hare International Airport and Chicago Midway Airport. Visit [ohare.com](https://ohare.com) or [chicago-mdw.com](https://chicago-mdw.com) for shuttle or taxi.*

### Northeast – [Crowne Plaza Philadelphia-Cherry Hill \(Cherry Hill, N.J. – Philadelphia Area\)](#)

- **Airport:** *Philadelphia International Airport (PHL)*
- **Transportation to the Hotel:** *The hotel does not offer a shuttle; cab rides are approximately \$50. Visit [phl.org](https://phl.org) for more information.*

### Northwest – [Seattle Airport Marriott \(Seattle, Wash.\)](#)

- **Airport:** *Seattle-Tacoma International Airport (SEA)*
- **Transportation to the Hotel:** *The hotel offers a free shuttle from the airport.*

### South Central – [Hyatt Regency Tulsa \(Tulsa, Okla.\)](#)

- **Airport:** *Tulsa International Airport (TUL)*
- **Transportation to the Hotel:** *The hotel does not offer a shuttle; cab rides are approximately \$20.*

### Southeast – [Jacksonville Marriott \(Jacksonville, Fla.\)](#)

- **Airport:** *Jacksonville International Airport (JAX)*
- **Transportation to the Hotel:** *The hotel does not offer a shuttle; cab rides are approximately \$65.*

### Southwest – [Wyndham Irvine-Orange County Airport \(Irvine, Calif.\)](#)

- **Airport:** *John Wayne Airport, Orange County (SNA)*
- **Transportation to the Hotel:** *This hotel offers a shuttle within a 7-mile radius. Call 949-345-1856 to dispatch the hotel shuttle.*

**NOTE: You if you are coming from Canada, you must have a passport to enter the United States.**

## Will credit cards be required?

**Undergraduates:** The hotel will require a credit card upon check-in to cover any incidental expenses.

**Advisors:** You will only need to supply a credit card if you have requested a single room upgrade during the registration process. Cost for the room upgrade is \$125.00.

## What time do I need to arrive?

**Undergraduates:** If you are driving, you should arrive by 7:00 p.m. on Friday. We cannot emphasize strongly enough how important it is to plan ahead for drivers and departure times. Begin planning now to ensure the entire officer delegation arrives on time. If you are flying, you should schedule your flight to arrive at the local airport by 5:00 p.m. on Friday. You are responsible for arranging transportation to the hotel from the airport. Visit the hotel's website for more information about ground transportation options. **Dinner WILL NOT be provided to presidents on Friday night. Plan accordingly to eat dinner BEFORE you arrive on site.**

**Advisors/GFOs:** If you are driving, you should arrive by 10:00 a.m. on Saturday. If you are flying, you should schedule your flight to arrive at the local airport by 9:30 a.m. on Saturday. You are responsible for arranging transportation to the hotel from the airport. Visit the hotel’s website for more information about ground transportation options.

### What do I wear?

The attire for the weekend is casual (jeans, slacks, campus shirts, recruitment shirts, etc.). If a participant is wearing anything inappropriate, they will be asked to return to their room and change.

### Who will I be rooming with?

There will be four undergraduates per room. All rooms will be assigned upon registration. We will try to place you with your chapter brothers. Advisors/GFOs will be rooming with one other advisor, unless a single room upgrade is requested at the time of registration. The cost of the upgrade is the responsibility of the attendee.

### What if I register, but don’t show up at Keystone and don’t find anyone in the chapter to replace me?

Failure to show up will result in the chapter being billed a no-show fee of \$99. This fee is the approximate amount subsidized by the Beta Foundation for your experience. Example: If a chapter registers 10 officers, but only seven officers attend, then the chapter will be responsible for three \$99 charges for a total of \$297. These charges will be placed on the chapter’s March bill. Advisors and General Fraternity Officers are also subject to the \$99 no-show fee.

### If I register for Keystone, but find out later that I can’t attend, how do I have someone from my chapter replace me?

It is critical that a chapter’s entire executive committee attend Keystone rather than send multiple officer replacements. **Conflicts with work, class, etc., should be taken care of well in advance**, and the General Fraternity can provide documentation to professors or employers to assist in excusing you to attend Keystone.

However, there are rare circumstances that may arise which cause you to miss Keystone. If this occurs, you should first find a replacement from your chapter and have him register for Keystone online. Then, you should *email the staff contact for your Keystone* explaining that you won’t be attending and provide the name of your replacement.

**Changes made to your chapter’s registered roster after January 20 are subject to a \$50 penalty that will be charged directly to the chapter.**

<b>North Central   Southwest</b>	Chris Mueller	<a href="mailto:chris.mueller@beta.org">chris.mueller@beta.org</a> 616.644.0263
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<b>South Central   Southeast</b>	Cody Hike	<a href="mailto:cody.hike@beta.org">cody.hike@beta.org</a> 260.633.8469
<b>Northwest</b>	Craig Boehm	<a href="mailto:craig.boehm@beta.org">craig.boehm@beta.org</a> 513.593.6008

### What about bad weather?

The Leadership and Education team actively follows the weather while the program is occurring and will make adjustments to the schedule in the best interest of our participants’ safety. This may include speeding the program along to finish early or individual dismissals for special circumstances.