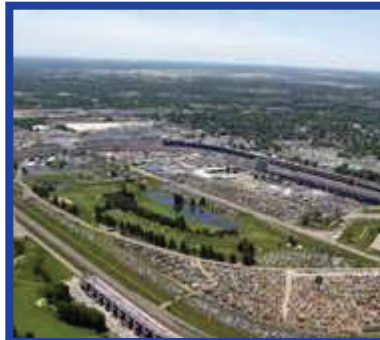


ZΦΒ

ZETA PHI BETA
Sorority, Incorporated

SUMMER LEADERSHIP TRAINING GUIDE INDIANAPOLIS 2013



ZOL · UNDERGRADUATE RETREAT · AMICAE TRAINING

July 17 - July 21, 2013

Marriott Downtown Indianapolis

Indianapolis, Indiana

MARY BREUX WRIGHT
INTERNATIONAL GRAND BASILEUS

THE GRAND'S INVITATION

My Dear Sorors and Amicae:

I am so excited to extend a personal invitation to join us in a summer of learning, engagement, and leadership training during the 2013 Summer Leadership Programming in Indianapolis, Indiana.

Led by our very capable team, you are in for a powerful experience that will truly elevate your knowledge base about the sorority, and help enhance your God-given talents to help take Zeta chapters, Amicae auxiliaries and Youth affiliates to the next level.

I am proud of the tailor-made leadership tracks that touch upon our diverse demographics and leadership needs - from our inaugural national undergraduate retreat, to modules specifically geared toward undergraduate advisors - there is truly something for everyone this year.

The Zeta Organizational Leadership (ZOL) program, however, is the anchor of this conference. I believe that trained leadership is fundamental to success in all areas of our lives. ZOL training extends beyond Zeta Phi Beta Sorority, Incorporated. This curriculum not only prepares our members for leadership roles within the sorority, but it trains and propels them for corporate and executive-level leadership in the public and private sectors. In addition to creating better Zetas and Amicae, we are creating better leaders for our communities and our world.

On behalf of the national leadership training and development teams, please join me, your sorors and our Amicae from across the country at this year's summer training program. I promise you will leave refreshed, renewed and ready to apply practical skills and resources for immediate use in your respective chapters, auxiliaries, states and regions.

I look forward to seeing you in Indianapolis!

Serving for the love of Zeta,

Mary Breaux Wright

Mary Breaux Wright
International Grand Basileus



TRAINING TRACKS

ZOL · UNDERGRADUATE RETREAT · AMICAE TRAINING

ZOL CERTIFICATION (July 19-21)

Registration: \$275

Times: Friday, 8:00 a.m. – Sunday, 1:00 p.m.

Certification is the major component of the Zeta Organizational Leadership Program. It is designed to prepare sorors for elected and appointed offices at all levels of the sorority. Sorors will complete a nationally-recognized leadership assessment, a personal profile and will receive instruction from a national trainer on how to interpret and build on the results. Sorors will receive training on balancing their family, career and Zeta lives while serving in leadership roles; specific instruction on handling financial and legal matters; the newly revised membership intake process; certification portfolio requirements; and follow-up training. ZOL certification training will be conducted in four phases: Phase 1, advanced study guide and a leadership assessment; Phase 2, on-site training; Phase 3, leadership portfolio; and Phase 4, follow-up training. All phases must be satisfactorily completed, within the time frames, to receive certification.

ZOL LEADERSHIP TRAINING (Training Only) (July 19-21)

Registration: \$275

Times: Friday, 8:00 a.m. – Sunday, 10:30 a.m.

Leadership Training is another component of the Zeta Organizational Leadership Program. Sorors complete the same two days of leadership training, including the assessment, as the certification cohort. Leadership participants will not participate in Phase 3, leadership portfolio and Phase 4, follow-up training. Leadership participants do not receive ZOL certification.

UNDERGRADUATE RETREAT (July 17-18)

Registration: \$75

Times: Wednesday, 5:00 p.m. – Thursday, 6:00 p.m.

Undergraduates will have the opportunity to be a part of the inaugural National Undergraduate Retreat. The retreat has been designed to create opportunities for learning, growth, and networking. The retreat will be a valuable investment for the future leaders of our beloved organization. During the activity packed day and a half, undergraduates will have the opportunity to learn more about our organization, share programmatic ideas, and enhance their leadership skills and abilities.

UNDERGRADUATE RETREAT AND ZOL

Registration: \$250

Times: Wednesday, 5:00 p.m. – Sunday, 1:00 p.m.

Undergraduates will experience the retreat opportunities and will complete Phases 1 and 2 of the ZOL certification track. Undergraduates seeking certification will complete all phases (see previous ZOL descriptions).

TRAINING TRACKS

UNDERGRADUATE ADVISOR/YOUTH ADVISOR/AMICAE SPONSOR (July 18)

Registration: \$50

Times: Thursday, 3:00 p.m. – 7:00 p.m.

These training sessions are designed with the youth advisors, undergraduate advisors, and Zeta Amicae Sponsors in mind as we “Build on the Principles of Zeta and Blaze New Paths.” The focus will be on the concepts of leadership as advisors and sponsors to inspire, motivate, direct and empower our youth, undergraduates and Amicae to handle the business of Zeta Phi Beta Sorority, Incorporated. Participants will review best practices about leadership and review the new direction of leadership for advisors and sponsors in our organization. These interactive trainings will focus on future plans as we develop a comprehensive program to be implemented at the national, regional, state, and local levels of our sorority.

REGISTRATION FOR ADVISORS/SPONSORS TRAINING AND ZOL

Registration: \$275

Times: Thursday, 3:00 p.m. – Sunday, 1:00 p.m.

Amicae sponsors will spend Thursday exploring the basic foundations for operating and managing a successful auxiliary and will complete Phases 1 and 2 of the ZOL certification track. Advisors/sponsors seeking certification will complete all phases.

AMICAE SPONSOR TRAINING AND AMICAE RETREAT (Zetas)

Registration: \$150

Thursday, 3:00 p.m. – 7:00 p.m.; Friday, 2:00 p.m. – Saturday, 5:00 p.m.

This interactive training is designed to train, enhance, and develop leadership skills for Zeta Amicae Sponsors. The participants will take an inventory of the roles and responsibilities of being a sponsor, understand core skills and competencies to ensure effective functioning and organizational continuity for the Amicae, and identify key tools of the trade for success as we make a positive change for the Amicae. Each participant will take a pledge “TO LEAD ...TO GIVE ...TO ACHIEVE TOGETHER as we “Build on the Principles of Zeta While Blazing New Paths.”

AMICAE RETREAT (Amicae) (July 19-20)

Registration: \$100

Friday, 2:00 p.m. – Saturday, 5:00 p.m.

Are you on track as an Auxiliary? Get first hand information at this interactive retreat for Zeta Amicae and Sponsors of the Amicae. Each participant will get a taste of Zeta Amicae heritage, understand the basic foundation for operating and managing a successful auxiliary, identify key elements of building positive relationships between the Amicae and Zeta Phi Beta Sorority, and explore the power of the big “C” – COMMUNICATION. Join us and get inspired as we take the pledge...TO LEAD ... TO GIVE ...TO ACHIEVE TOGETHER ... as we “Build on the Principles of Zeta While Blazing New Paths.”

ABOUT ZOL



ZETA ORGANIZATIONAL LEADERSHIP TRAINING & CERTIFICATION

July 19-21, 2013
Indianapolis, Indiana

Dr. Nell Ingram, Chairperson
Dr. Rosie L. T. Pridgen, Co-Chairperson

The Zeta Organizational Leadership (ZOL) program is a future-focused, nationally structured intensified leadership training program that serves as the blue print for the Sorority's leadership development and enhancement efforts. It was designed to ensure a future talent pool of leadership for Zeta on the national level of our Sorority by delivering consistent, high quality training. It was developed by a think tank of talented Sorors from diverse backgrounds who are experts in their respective fields and are serving and have served at the highest levels within Zeta and others organizations.

The overarching goal of the ZOL program is to provide Zetas with the essential knowledge and skills to be exceptional leaders within and as a natural result, outside of Zeta. It is wholly focused on training Zetas who are currently in leadership positions and who want to become leaders.

WHO SHOULD ATTEND ZOL?

- Sorors aspiring to be national elected officers
- Sorors interested in being appointed regional and/or state directors
- Sorors aspiring to be leaders
- Local chapter officers (graduate and undergraduate)
- Elected regional and state officers
- Advisors for Undergraduates, Amicae and Youth



ABOUT ZOL

METHOD OF ZOL CERTIFICATION

The ZOL certification program will consist of a series of training opportunities for a period of eight months that will include, but not limited to, the following:

- Pre-conference advanced studies guide that prepares the attendee with “start up” activities and information in preparation for the 2 ½ days of on-site experiences.
- Individual leadership assessment which is a scientific assessment of one’s leadership style and personality. This systematic self-reflection is part of quality training.
- Two and a half days of on-site training
- A book study that requires additional reading from experts on leadership and provides “how to” information.
- Webinars that provide interactive experiences as well as “how to” information.
- An electronic portfolio assignment that requires participants to conduct various leadership activities and/or address problem situations.
- Round table group discussions during on-site training.
- Daily summaries on-site.

Each of these approaches is intended to be a knowledge re-enforcement tool for understanding and internalizing what leadership is all about. Notification of certification will be sent when **ALL** requirements are met.

OBJECTIVES OF THE ZOL TRAINING

- To develop and conduct comprehensive leadership training experiences for current and aspiring leaders interested in developing, building and/or enhancing their leadership skills.
- To expose current and aspiring leaders to the leadership “tools of the trade” and the behavior modifications necessary to become effective leaders at all levels of the Sorority; within affiliate organizations; in their communities, and in their religious and professional organizations.
- To structure components and criteria for the implementation of a comprehensive leadership certification program.
- To monitor, assess, and evaluate the ZOL Program in an organized manner and to make modifications and/or changes as indicated and appropriate.

OBJECTIVES OF THE 2013 ZOL PROGRAM

- To apply Bloom’s Taxonomy to self-awareness and introspective through a leadership profile.
- To analyze and synthesize effective leadership qualities of a well-balanced leader.
- To discuss structure (how the sorority is organized), function (roles and responsibilities that support the structure), and process (how the sorority operates).
- To understand and apply at least five leadership tools.
- To demonstrate an understanding of and the ability to apply organizational efficiency through a variety of activities.

ABOUT ZOL

SAMPLE CONTENT OF THE ON-SITE TRAINING

- Extensive training based on the leadership assessment completed as one of the pre-conference activities
- Financial matters
- National Executive Board roles and responsibilities
- Legal matters
- Structure, function and process of the Sorority
- Organizational efficiency
- Risk management
- Image and Social Networking Protocol
- Official Style Guide for the Organization
- Lunch networking
- Motivational speaker
- Training for the Newly Revised Membership Intake Process



ADDITIONAL TRAINING OPPORTUNITIES DURING THE 2013 ZOL CONFERENCE

- Undergraduate Retreat
- Amicae Sponsor Training
- Youth Advisor Training
- Undergraduate Advisor Training
- State Directors' Training
- Amicae Retreat

ZOL COMMITTEE

Dr. Nell Ingram, Chair
Dr. Rosie Pridgen, Vice Chair
Donnie Faye Hull
Vicki Hammock
Dr. Denese Wolff
Anjylla Foster
Dr. Denisha Hendricks
Cheryl Brown

CONSULTANTS

Mary Breaux Wright, International Grand Basileus
(Ex-Officio)
Barbara Moore, 22nd International Grand Basileus
Dr. Elizabeth Johnson

POLICIES

Please review the following information to avoid delays in processing your registration.

REGISTRATION FEES

The registration fee is tiered to your specific track.

METHODS OF REGISTRATION

Fax: (202) 387-0220

(You must pay by credit card to use this option.)

By Mail

Send your completed materials to:
Zeta Phi Beta Sorority, Incorporated
Attn: ZOL Conference
1734 New Hampshire Ave., NW
Washington, DC 20009
Phone: (202) 387-3103

REGISTRATION QUESTIONS/INFO

(202) 387-3103, 9:00 a.m. – 5:00 p.m. Eastern Time

REGISTRATION DEADLINE - MAY 31, 2013

Your registration must be received by **MAY 31, 2013**. Registrations received via fax must be date and time stamped for no later 11:59 p.m. EST, May 31, 2013. Registration will close at 11:59 p.m. EST, **May 31 2013**. No registrations will be accepted on site.

CONFIRMATIONS

All registrants will receive a written confirmation of registration once your registration has been processed.

BADGE/REGISTRATION MATERIAL PICK-UP

Your badge and registration materials will be held for you in the registration area. As registration is non-transferable, please be prepared to show a government-issued photo identification (driver's license, state ID card, passport, etc.) to receive your materials. Only individuals who are registered and have a badge for the ZOL Leadership Certification Course or the ZOL Leadership Training Program may attend the activities associated with this conference.

CANCELLATIONS/REFUNDS

Written requests for registration refunds or cancellations must be received (not postmarked) by National Headquarters before the close of business (5:00 p.m.) on or before **MAY 31, 2013**. All requests for refunds or cancellations must be sent to:

Zeta Phi Beta Sorority, Incorporated
Attn: ZOL Conference
1734 New Hampshire Ave, N.W.
Washington, DC 20009
or via fax at (202) 387-0220

You must ensure that the National Headquarters received your refund or cancellation request by calling (202) 387-3103. Individual registrations are non-transferable and no substitutes will be allowed should you not be able to attend. Refunds will not be given for no-shows.

A \$100 administrative fee will be deducted from all refund requests regardless of when it is received. Please allow 6-8 weeks after the conference for your refund to be processed.

HOTEL INFO

INDIANAPOLIS MARRIOTT DOWNTOWN 350 West Maryland Street Indianapolis, IN, 46225	Winner of the 2012 Certificate of Excellence, Indianapolis Marriott Downtown brings the best rooms, suites and amenities to the heart of Downtown Indy. Indulge in delicious dining at one of our on site restaurants, stay productive with elite business travel amenities, or stay comfortable during your vacation to our Indianapolis convention center hotel.
GROUP RATES	Rooms are \$125 per night. Rooms are available for your leisure travel July 17-21, 2013.
CUT-OFF DATE	The deadline for making your hotel reservation and receiving the group discount is JUNE 15, 2013 .
HOTEL RESERVATIONS	Hotel Reservations will be made through National Headquarters by submitting the attached hotel registration form.
DEPOSITS	You will be billed immediately for the first night. The deposit is refundable if cancelled by WEDNESDAY, JUNE 14, 2013 .
CHECK-IN/CHECK-OUT	Hotel check-in is 4 p.m.; check-out is 11 a.m. Please schedule your travel time accordingly.

RESERVATION POLICIES

- No individual is allowed to reserve more than 3 rooms.
- For each room reserved, a deposit equal to one night's room and tax is required to guarantee the reservation.
- You must use a major credit card to reserve your room. Your deposit will be charged to your credit card within 48 hours of your request for a reservation.
- Your deposit is non-refundable if you do not cancel your reservation before the cut off date.
- You are subject to a charge of 50 percent of the guest room rate as an early departure fee if you check out earlier than expected.
- You will be billed for one night's room and tax if you fail to show on your scheduled arrival date and do not call to cancel your reservation prior to the cut off date.
- By making a reservation under the housing block, you agree to all policies established by Zeta Phi Beta Sorority, Incorporated.

Please be considerate of all conference attendees requiring accommodations by not reserving more rooms than you need.

SUMMER LEADERSHIP TRAINING REGISTRATION FORM

STEP 1 – REGISTRATION INFORMATION

FIRST NAME _____ LAST NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

TELEPHONE _____ EMAIL _____

Please check this box for special accommodations and describe your needs.

EMERGENCY CONTACT _____ TELEPHONE _____

STEP 2 – YOUR PERSONAL INVESTMENT

Your registration fee includes all course materials, courses presented by professionals with expertise in their respective fields, meal functions, and social and networking activities. The registration deadline in **MAY 31, 2013**.

PLEASE MARK ONLY ONE.

- | | |
|--|---|
| <input type="checkbox"/> \$275 ZOL Certification | <input type="checkbox"/> \$100 Amicae Retreat |
| <input type="checkbox"/> \$275 ZOL Leadership Training | <input type="checkbox"/> \$75 Undergraduate Retreat ONLY |
| <input type="checkbox"/> \$250 Undergraduate Retreat/ZOL Certification | <input type="checkbox"/> \$50 Undergraduate Advisor Training ONLY |
| <input type="checkbox"/> \$250 Undergraduate Retreat/ZOL Leadership Training | <input type="checkbox"/> \$50 Amicae Sponsor Training ONLY |
| <input type="checkbox"/> \$150 Amicae Sponsor Training/Amicae Retreat | <input type="checkbox"/> \$50 Youth Advisor Training ONLY |

STEP 3 – PAYMENT METHOD

We accept the following forms of payment in U.S. Dollars: Money Order, Cashier's Check or Certified Check made payable to Zeta Phi Beta Sorority, Inc. Credit cards listed below are also accepted. Your signature authorizes Zeta Phi Beta Sorority, Inc. to charge your credit card for total payment required and acknowledges you understand the Registration Policies and Procedures. Zeta Phi Beta Sorority, Inc. reserves the right to charge the correct amount, if different from the total amount due. **PLEASE NOTE THAT REGISTRATIONS WILL NOT BE PROCESSED WITHOUT ACCOMPANYING PAYMENT.**

- MasterCard Visa Discover Money Order/Cashier Check/Certified Check

Credit Card # _____ Expiration Date _____ Billing Zip Code _____

Name on card (Please print) _____ Cardholder's Signature _____

STEP 4 – LIABILITY WAIVER AND TERMS

THIS MUST BE SIGNED IN ORDER FOR YOUR REGISTRATION FORM TO BE PROCESSED.

By registering and attending, you agree and acknowledge that you are participating in the events and activities on your own free and intentional will. You acknowledge this freely and knowingly and that you are, as a result, able to participate in said events and hereby assume responsibility for your own well-being. I have read and accepted the registration policies and procedures including the conditions for refunds and cancellations.

SIGNATURE _____

DATE _____

FOR NATIONAL HEADQUARTERS USE ONLY

Date Rec'd _____ Date Reg. Was Received _____ Amount Rec'd _____

Recorded By _____ Date Badge Processed _____

Refund Request Date _____ Date Refund Authorized _____ Date Refund Sent _____ Amt of Refund _____

Quality Check Performed By _____

SUMMER LEADERSHIP TRAINING HOTEL RESERVATION FORM

Rooms are \$125 per night. Rooms are available for your leisure travel July 17-21, 2013. The deadline for making your hotel reservation and receiving the group discount is **JUNE 15, 2013**.

Hotel Reservations **MUST** be made through National Headquarters by submitting this hotel registration form.

STEP 1 – CONTACT INFORMATION

FIRST NAME _____ LAST NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

TELEPHONE _____ EMAIL _____

EMERGENCY CONTACT _____ TELEPHONE _____

STEP 2 – ROOM TYPE AND ARRIVAL

Please mark choice of room type.

Two Double Beds

King Bed

Handicap Accessible

Number of Rooms Needed _____
(A maximum of **THREE (3)** rooms may be reserved)

NOTE: You will be charged for the first night for each room.

Arrival Date _____ Departure Date _____

STEP 3 – PAYMENT METHOD AND TERMS

All reservations require a credit card guarantee to reserve a room. Acceptable credit cards include MasterCard, Visa and Discover.

NOTE: You will be billed immediately for the first night per room reserved. The deposit is refundable if cancelled by WEDNESDAY, **JUNE 14, 2013**.

MasterCard

Visa

Discover

Credit Card # _____ Expiration Date _____ Billing Zip Code _____

Name on card (Please print) _____ Cardholder's Signature _____

FOR NATIONAL HEADQUARTERS USE ONLY

Date Rec'd _____ Date Reg. Was Received _____ Amount Rec'd _____

Recorded By _____ Date Badge Processed _____

Refund Request Date _____ Date Refund Authorized _____ Date Refund Sent _____ Amt of Refund _____

Quality Check Performed By _____