

WEBB ACADEMY

Director of Finance & Operations, President, Standards Board Chairman
Attendee Guidebook
January 8 - 9, 2022



WELCOME

Dear Brother,

I hope this message finds you healthy and well and I hope you are looking forward to a successful spring semester.

Whether this is your first – or third – Sig Tau leadership event, we hope you make the most of your time with one another and are ready to return to your chapter with overwhelming pride for Sigma Tau Gamma Fraternity!

At this year's Webb Academy, chapter leaders, alumni, Headquarters Staff, and friends of Sig Tau will gather to grow in leadership and education. As a leader, you play an essential role in the future of our Fraternity. Being elected to serve your chapter is an honor that should not be taken lightly. We will give you every necessary tool to succeed as the next generation of undergraduate leaders and as noble men.

Webb Academy is a central element of Sig Tau's leadership plan and offers unparalleled leadership and operational development opportunities. Oftentimes, members reflect back on their experience at Webb Academy and acknowledge that it fostered the spark that inspired years of dedicated service to our great Fraternity.

While attending Webb Academy, you will quickly form new and lasting connections with your brother officers from across the country. You have the opportunity to unite our brotherhood, and to gain the wisdom to fulfill your purpose as a noble gentleman and leader.

Together, we can apply our collective talents and abilities to the betterment of your chapters and continued success of our Fraternity. There has never been a better time to be a Sig Tau, and we are excited that you are part of this shared experience!

Faternally,

A handwritten signature in black ink that reads "Jim Johnston". The signature is fluid and cursive, with the first name "Jim" and last name "Johnston" clearly legible.

Jim Johnston, *Carnegie Mellon*
40th National President
Sigma Tau Gamma Fraternity





SCHEDULE OVERVIEW

Virtual Webb Academy is a two day part experience that is required and outlined in the schedule below.
All times below are listed as **Eastern Standard Time**.

SATURDAY, JANUARY 08

10:00 AM – 11:00 AM	Tracks (General Welcome Session)
11:00 AM – 12:00 PM	Tracks
12:00 PM – 12:30 PM	Lunch Break
12:30 PM – 3:45 PM	Tracks

SUNDAY, JANUARY 9

10:00 AM – 10:30 AM	Tracks (General Welcome Session)
10:30 AM – 12:00 PM	Tracks
12:00 PM – 12:30 PM	Lunch
12:30 PM – 3:45 PM	Tracks

Attendance and Cancellation

Every attendee who receives this confirmation is expected to participate in both days of required experiences of Virtual Webb Academy. Cancellation of registration or failure to participate in all required sessions of Webb Academy will result in a chapter assessment of \$200.00 per attendee. This fee will be due within 30 days of the program.



PREPARATION

Webb Academy, Sig Tau's annual officer training program, will take place virtually on Saturday, January 8 - Sunday, January 9, 2022. Required officer attendance from each chapter includes the president, director of finance & operations, and standards board chairman.

President

1. **Before January 1**: Schedule a 60-minute, post-Webb meeting with your HQ Staff Liaison using the embedded document.
2. Review the **Chapter Standards and Important Dates and Deadlines** and additional officer resources including the Standards Board Manual, CrowdChange, and Member Safety and Wellness Policy.
3. Confirm you have Vault Access via your **mySigTau** Account.
4. Review the **National Constitution & Laws** and related **Policies**.

Standards Board Chairman

1. Review the **Standards Board Manual** and other officer **resources**.

Director of Finance and Operations

1. Confirm you have Vault Access via your **mySigTau** Account.
2. Review the **Chapter Standards and Important Dates and Deadlines** and other officer **resources**.
3. Get familiar with **CrowdChange** and all of its **features**.

Questions? Contact your HQ Staff Liaison or noblemen@sigtau.org



We are excited to have you join us for leadership education and brotherhood!

January 8 - 9, 2022



Dress Code

Business Casual (dress pants, button down/collared shirt)



Cost

The fee associated with Webb Academy has been assessed to the chapter in OmegaFi Vault.



Expectations

Webb Academy is a substance-free program. This approach provides an environment conducive to learning and allows us to program in accordance with our Principles.



Internet Connectivity

Virtual Webb Academy will be an educational experience taking place 100 percent online this year. Please ensure that you have steady Internet connection, and are in a place free of distractions for the entirety of Virtual Webb Academy. The ZOOM link to join your track will be provided to you in an additional email.



Audio and Video

Audio and Video are required for all sessions.



Do you require assistance or are you in need of any accommodations?

Email us at noblemen@sigttau.org



SIG TAU

HEADQUARTERS

Our Standard of Service

Every time we interact and communicate with our members and/or partners we have a choice as to how we handle that interaction. Accordingly, we will make every effort to:

Have a Positive Interaction with Each Individual, and;

- ⤴ Ensure that each interaction makes each person feel like he/she is valued and heard.
- ⤴ Keep the message respectful; delivery is equally important as the message itself.

Provide a Timely Response, Be Accurate, and;

- ⤴ All phone calls, emails, and letters will be acknowledged within a timely manner.
- ⤴ Our responses will be respectful and straightforward

Focus on what we CAN do, not what we CAN'T do, and;

- ⤴ Provide our members and/or partners with choices and solutions.
- ⤴ We will strive to be energetic, creative, and think “outside of the box”.

Our decisions will be member-centric. We exist because of our members. It is our privilege to serve and support every member. We will commit to this agreement. We will always provide personal and social excellence. We strive to ensure that every interaction with us is reflective of **our principles**.



HEADQUARTERS STAFF

The Headquarters Staff strives to fulfill the Fraternity's strategic plan as set forth by the Board of Directors, supporting the overall Vision and Purpose of Sigma Tau Gamma.

Executive

Vanessa Ryan, Alpha Gamma Delta
Chief Executive Officer
vryan@sigttau.org

Fraternity Operations

Adam Kowalski, Alpha Sigma Phi
Director of Fraternity Operations
akowalski@sigttau.org

Kassi Ward, Phi Mu
Associate Director of Collegiate Services
knward@sigttau.org

Madison Hobson, Alpha Delta Pi
Assistant Director of Chapter Services
mhobson@sigttau.org

Communications

Greg Ward, Alabama
Director of Communications & SAGA Editor
gward@sigttau.org

Jeremy Harrington, Central Missouri
Creative Director
jharrington@sigttau.org

Business Operations

Angie Sanders
Director of Finance & Human Resources
asanders@sigttau.org

Lindsay Berg
Administrative Assistant
lberg@sigttau.org

Foundation Operations

Ashley Robbins, Alpha Xi Delta
Director of Foundation Operations
arobbins@sigttau.org

WPN Housing Operations

Kayla Hagerty, Sigma Kappa
Director of WPN Housing Operations
khagerty@sigttau.org



MEMBER SAFETY AND WELLNESS POLICY

All college chapters are responsible for annually instructing their members and associate members about this Member Safety and Wellness Policy.

Alcohol and Drugs

1. The possession, use and/or consumption of alcoholic beverages, while on chapter premises, during an official Fraternity event, or in any situation or setting sponsored or endorsed by the chapter, must be in compliance with any and all applicable laws of your state, county, and city. No person under the legal drinking age may possess, consume, provide or be provided alcoholic beverages.
2. The sale of alcohol, by any chapter is prohibited. This prohibition includes any action that is a functional substitute for the sale of alcohol such as: charging for admission to parties, passing the hat, selling empty cups, or selling drink tickets.
3. Alcoholic beverages may not be purchased with chapter funds. Nor, may the purchase of alcoholic beverages be undertaken or coordinated by any member in the name of or on behalf of the chapter. Alcoholic beverages must not be purchased with chapter/organizational funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
4. Chapter events may not involve the use of bulk quantities of alcohol, kegs of beer or any common source container of alcohol. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).

Alcoholic beverages must either be:

- a. Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or
 - b. Brought by individual members and guests through a bring your own beverage ("BYOB") system.
- The presence of alcohol products above 15% alcohol by volume ("ABV") is prohibited on any chapter/organization premises or at any event, except when served by a licensed and insured third-party vendor.*
5. Any legal use of alcohol by members or guests should not permit, encourage, coerce, glorify or participate in the encouragement of rapid consumption, drinking games, or the direct or indirect pressuring of any person to consume alcohol.
 6. No chapter shall sponsor open parties, meaning those with unrestricted access and without specific invitation, where alcohol is present. Attendance by non-members at any event where alcohol is present must be by invitation only, and the chapter/organization must utilize a guest list system. Attendance at events with alcohol is limited to a 3:1 maximum guest-to-member ratio and must not exceed local fire or building code capacity of the chapter/organizational premises or host venue.
 7. Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to "bid night," "big/little" events or activities, "family" events or activities, and any ritual or ceremony.



MEMBER SAFETY AND WELLNESS POLICY

8. No chapter may co-sponsor, co-promote or co-finance an event with a bar, tavern, distributor of alcohol, charitable organization, or student organization where alcohol is sold, given away or otherwise provided. A chapter/organization must not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor; however, a chapter/organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter/organization event.
A chapter/organization must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol.
9. Members and their guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while on chapter/organizational premises or at any activity or event sponsored or endorsed by the chapter/organization.

Hazing

The term “hazing” means any intentional, knowing, or reckless act committed by a person, whether individually or in concert with other persons, against any individual or group of individuals, regardless of affiliation, whether or not committed on Sigma Tau Gamma property, for the purpose of recruiting, joining, pledging, initiating, admitting, affiliating, or for the purpose of retaining membership in an organization that causes an individual or group of individuals to do any of the following, regardless of a person’s willingness to participate:

1. Be coerced to violate federal, state, provincial, local law, or Sigma Tau Gamma policy.
2. Be coerced to consume any food, liquid, alcoholic liquid, drug, or other substance in any non-customary manner which subjects the individual or group of individuals to a substantial risk of emotional or physical harm which includes but not limited to sickness, vomiting, intoxication, or unconsciousness.
3. Endure brutality of a physical nature, including but not limited to whipping, beating, paddling, branding, dangerous physical activity, or exposure to elements or endure threats of such conduct that results in mental or physical harm.
4. Endure brutality of a mental nature, including but not limited to activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment or endure threats of such conduct that results in mental or physical harm.
5. Endure any other activity which adversely affects the health and safety of an individual, including but not limited to the disruption of academic performance or class attendance, required designated driving programs, line ups, calisthenics, or personal, physical, or financial servitude.

Sexual Misconduct

Sigma Tau Gamma Fraternity and its members must comply with all federal, state, provincial, and local laws related to sexual misconduct. This is including, but not limited to, definitions around consent, sexual violence, sexual harassment, domestic violence, dating violence, stalking, and sexual exploitation.

The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at any fraternity activity or event as defined in this policy is prohibited.



MEMBER SAFETY AND WELLNESS POLICY

Assault & Battery

In any activity or event sponsored or endorsed by Sigma Tau Gamma, including those that occur on or off Sigma Tau Gamma premises, no chapter, member or guest shall engage in assault and battery, as defined in the state statutes in which the activity or event occurs.

Firearms, Explosive or Incendiary Devices

Sigma Tau Gamma and its members must comply with all federal, state, provincial, local laws and campus policy as it relates to firearms or explosive or incendiary devices.

Firearms or explosive or incendiary devices are prohibited from the chapter facility and at all fraternity activities or events.



CHAPTER STANDARDS

Academics

1. Chapter recruits potential new members who have at or above a 2.5 cumulative high school GPA, or, if established, collegiate GPA.
2. Chapter achieves a minimum, semesterly, chapter GPA at or above the campus all men's average GPA or achieves a 2.7 semesterly GPA for campuses who do not provide an all-men's average GPA.

Education and Programming

3. Chapter sends the required officers - no substitute officers - to attend Webb Academy in its entirety
4. Chapter sends 50% of associate members in each associate member class to attend Noble Man Institute in its entirety.
5. Chapter sends required delegates to attend Grand Conclave in its entirety.
6. Chapter executes Path of Principles in its entirety with associate members.

Finance & Administration

7. Chapter meets all administrative and financial deadlines each semester as outlined in the Important Dates and Deadlines Document.
8. Chapter is current on all academic year finances, having a \$0 balance in their National Dues and Fees, Conferences, Member Safety Fee*, and housing registers by December 31 and May 31.
9. Chapter elects new officers in November and updates the contact information for all officers in Vault by December 1.

Member Safety & Wellness

10. Chapter abides by the Fraternity's Member Safety and Wellness Policy.
11. All member education, recruitment, and ritual events are alcohol-free.

Recruitment & Retention

12. Chapter size is equal to or greater than the IFC average chapter size or 28 members – whichever is higher.
13. Chapter retains 85% of total associate members from association to initiation.
14. Chapter supports "student choice" or 365 recruitment.

Ritual

15. Chapter performs association and initiation ceremonies, as instructed by the Sigma Tau Gamma ritual book, for every academic semester in which a chapter extends bids to potential new members.
16. Initiation of associate members takes place in the same semester in which bids are extended.

Service & Philanthropy

17. Chapter averages at least 12 hours of service per member per semester.
18. Chapter hosts at least one fundraiser a year through CrowdChange to raise funds for Special Olympics.

*Member Safety Fee is due, in full, by October 1



SAVING YOU TIME & MONEY!

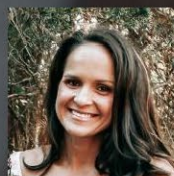
Why HB?

- Reduce time & stress of searching for hotels for your special events
- Become your single point of contact, bringing available options to you & reducing unnecessary phone calls
- Volume buying discounts & concessions
- Extra eyes to review contracts to maximize your benefits & reduce liabilities

I look forward to the opportunity to partner with your chapter!



LeAnn Bylo
Manager, Global Accounts
660.563.0401
lbylo@helmsbriscoe.com





**JOIN TODAY AND RECEIVE
THE AZURE AND WHITE
TIE FOR 2021!**



The Azure and White Club is Sigma Tau Gamma Foundation's annual giving program exclusively for associate and initiated undergraduates of the fraternity. This club allows undergraduates to learn and be a part of the Foundation in a unique way while providing charitable gifts to the Foundation. The funds generated work directly towards leadership programs and other resources that are solely for the use of our undergraduate members. The deadline to join The Azure and White Club is June 30 of each year.

How Do I Join The Azure and White Club?

Any undergraduate who gives a gift of \$19.20 or more to the Sigma Tau Gamma Foundation is a member of the Club for the year. Gifts can be made today, online at SigTau.org, or through the mail at the Sigma Tau Gamma Foundation, Gift Processing Center at P.O. Box 2187 Columbus, GA 31902-2187.

Why Does the Azure and White Club Exist?

The Azure and White Club directly benefits today's undergraduate members since the gifts generated fund the unmatched leadership opportunities that our undergraduates receive each year. The Azure and White Club creates a unique way for undergraduate Sig Taus to begin building their path into the House of Trotter Lifetime Giving Society. The House of Trotter Giving Society is made up of donors of alumni, family and friends.



1980's - Webb Academy in

2014 - Webb Academy in



1980's - Webb Academy in



2016 - Webb Academy in Kansas City,



2017 - Webb Academy in Kansas City,



1980's - Webb Academy in

