

**Leadership Institute Application**

***(To be completed by nonprofit organization’s***

***board chair or board representative.)***

**Application Deadline: January 15, 2018**

The Nonprofit Leadership Initiative thoughtfully considers information submitted on this application, and carefully selects participants to create a class representing a variety of nonprofit organizations.

Organizations should submit an application on behalf of an executive director/staff leader. Those nominated for participation must have the full support of the organization they represent.

Because of the cohort-based learning design of the Institute, attendance at all sessions is mandatory. Those who fail to attend may be asked to withdraw, with the potential of partial or no refund of tuition.

**INSTRUCTIONS**

Please complete each section fully. Application must be signed by both the organization’s board chair and the candidate and returned to the Nonprofit Leadership Initiative office no later than the due date listed above. Applications received after the deadline will be put on a waitlist for the next Leadership Institute program.

Please type in the grey boxes and text boxes on the application. They will automatically expand to fit your responses.

Name of board chair completing application for candidate:

Board Role:

Board Chair Email:

Board Chair Phone:

Name and title of candidate you wish to complete the course:

Organization:

Organization Mailing Address:

City:      State:       Zip Code:

County:

Organization Website Address:

Candidate Email:

Candidate Phone:

Nonprofit Organization Operating Budget:

\_\_\_\_\_ <= $200,000

\_\_\_\_\_ $200,000-$500,000

\_\_\_\_\_ $500,000-$1,000,000

\_\_\_\_\_ $1,000,000-$2,000,000

\_\_\_\_\_ $2,000,000-$5,000,000

\_\_\_\_\_ >$5,000,000

Mission Statement:

Taking into account both soft (leadership) and hard (technical) skills, what is the candidate’s greatest strength right now?

What is the candidate’s greatest challenge?

What kind of difference do you think this program could make for your organization? For the community?

**If selected, the candidate commits to attend all sessions:**

* Thursday, May 17 and Friday May 18, 2018 8:00 AM-12:00
  + Orientation& Personal Leadership
* Thursday, June 14 and Friday June 15, 2018 8:00 AM-12:00
  + Board/Organizational Leadership
* Thursday, July 12 and Friday July 13, 2018 8:00 AM-12:00
  + Finances/Financial Management
* Thursday, September 20and Friday September 21, 2018 8:00 AM-12:00
  + Resourcing the Mission
* Thursday, October 18 and Friday October 19, 2018 8:00 AM-12:00
  + Process Improvement/Operations
* Thursday, November 15 and Friday November 16, 2018 8:00 AM-12:00
  + Human Resources
* Thursday, January 24 and Friday January 25, 2019 8:00 AM-12:00
  + Marketing/Communications
  + Thursday, January 24, 2019 noon – 4:00 PM, project simulation
* Thursday, March 14 and Friday March 15, 2019 8:00 AM-12:00
  + Ethical/Legal Issues
* Thursday, April 25 and Friday April 26, 2019 8:00 AM-12:00
  + Capstone Course & Wrap Up

**All coursework will take place at the Fox Valley Technical College, Appleton location.**

**Program participation**

Attendance at all sessions is **mandatory**. The Steering Council of the NPLI recognizes that circumstances beyond an individual's control may result in the individual needing to leave or discontinue participation in the program. At the discretion of the Steering Council, the following refund policy will apply.

*Refund policy:*

If the student leaves within the first three modules the refund is 50% of the program cost; if the student leaves between the third through sixth modules the refund is 25% of the program cost; and if the student leaves after module six the refund is 0%.

I understand the purposes of the Leadership Institute program and if I am selected I agree to commit the time and energy necessary to complete the program and abide by policies stated in the policy and procedures document. I understand that, barring an emergency, my attendance is required and failure to comply will result in my dismissal from the class with a potential of partial or no tuition refund.

*All information on the application is accurate to the best of my knowledge*. **Please also include the resume of your candidate.**

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CandidateSignature and Date

*This application has the approval of this organization and the candidate has our support, including the time required to participate in the program.*

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Board Chair Signature and Date

\*Nonprofit Leadership Initiative is not responsible for, nor does it endorse, any site to which training materials provide links. The materials provided in our programs are for informational purposes only and do not constitute legal or financial advice. Materials are the property of the Nonprofit Leadership Initiative and the individual trainer.

***Cost is $1,500 for 9 modules. Payment of $1,000 is due March 1, 2018 to secure a spot. Remaining amount may be paid by January 31, 2019.***

**Applications should be submitted by January 15, 2018 via email to kobrien@cffoxvalley.org.**

Board Chair will receive a confirmation email once the application has been received. Final determination will be made by February 1, 2018.

If you do not receive a confirmation, or have questions, contact Kim O’Brien (920-702-7614, kobrien@cffoxvalley.org).