



Rotary International District 5010 Leadership Academy

<http://www.district5010leadershipacademy.org>



CANDIDATE'S AGREEMENT 2011-2012

The District 5010 Leadership Academy program is an eight-month series of courses and meetings designed to increase the knowledge of past club presidents, presidents-elect, presidents-nominee and other qualified Rotarians to participate in leadership at the District and club levels. Taking part in this program requires a strong commitment to complete the program, especially through the dedication of the time required, on the part of the individuals nominated to participate.

BASIC REQUIREMENTS FOR ADMISSION

Prior to admission to the Leadership Academy program, students are required to complete the following:

1. Submission of a Nomination Form by an authorized individual
2. Completion of a skills survey to determine each applicant's computer, Internet, and software capabilities
3. Successful completion of the "Rotary Communications Course" including participation in the Google Group; all required assignments and a minimum score of 70% on the final exam. [Deadline for completion of this course is September 30](#) in order to continue on to the full Academy program for the 2011-2012 Academy year.
4. Submission of the signed Student Agreement for 2011-2012.

The Leadership Academy Technical Requirements for Participants Include the Following:

1. Own a personal computer (PC or Mac) AND have significant computer skills and expertise
 2. Have Microsoft Internet Explorer installed for use in all Academy course work. (If working on a Mac, Firefox or other non-Safari browser in addition to Safari.) **REQUIRED**
 3. Have a personal Gmail address to be used for Academy purposes (set up free on Google and forward to your regular email address if you wish). **REQUIRED**
 4. Check email daily for communications from the Academy.
 5. Be using Windows 2000, XP, Vista or Windows 7 operating system or Mac OS 10.6 or higher.
 6. Have access to and successfully use Microsoft Word (or Open Office) for all Academy assignments. **REQUIRED**
 7. Have extensive knowledge/expertise in the use of web browsers, the Internet and search engines.
 8. Have expertise in downloading, opening, saving and printing Adobe PDF files. **REQUIRED**
 9. Have expertise in downloading, opening, saving and printing Microsoft Word Excel and PowerPoint files.
 10. Be thoroughly familiar with and capable of opening, reading, and saving all files attached to email.
 11. Be thoroughly familiar with and capable of attaching files to an outgoing email message. **REQUIRED**
 12. Have the latest version of the Adobe Acrobat Reader (Version 10+) installed on computer (PC or Mac). This free software may be downloaded from <http://www.adobe.com/reader> **REQUIRED**
 13. Be willing to download, save and print between 200-300 pages of printed material during the year.
 14. Have access to HIGH SPEED INTERNET ACCESS for all Academy work on a daily basis. **REQUIRED**
 15. Be willing to spend 4+ days per month (depending on your reading speed, computer speed and Internet capability) working on Academy course work (including the reading of all course materials).
 16. Agree to complete all course work and exams during the 30-day period the course is taught.
 17. Attend the required meetings during the year as determined by scheduling them on your calendar immediately upon acceptance for participation in the Academy program. These are the District Planning and Leadership Seminar (February 2012), District Assembly/Conference (April 2012 in Fairbanks) and a mid-year conference call.
 18. **VERY IMPORTANT**: Students will need to perform *all of their Academy course work on a computer with high speed access to the Internet* which is NOT located behind a government, banking, brokerage house or other business office firewall. *These firewalls usually prevent students from accessing the secured area of the Academy web site where all course work is posted.* Ten years of DLA graduates can confirm that there is no work around. In addition, several of the courses require taking *online tutorials that can only be accessed with a high speed connection.* Students without high speed access or who are behind the above-mentioned firewalls will need to find alternative Internet access such as home or the public library or **should not** enroll in the Academy until they have regular unobstructed high speed Internet access.
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**Rotary District 5010
Leadership Academy 2011-2012**

CANDIDATE'S AGREEMENT

*Please read carefully, check/initial the boxes, sign and return this form along within 7 days of submitting your Academy application, along with the \$100 tuition fee made payable to Rotary District 5010. Mail to Gayle Knepper, Academy Dean, PO Box 101538, Anchorage, AK 99510. You may also email this form to Gayle at rotary5010@ak.net or fax to (919)714-0485. If you have questions, please contact Gayle at (907)351-8076. **Final deadline for receipt is August 20, 2011.***

I confirm that I have read the District 5010 Leadership Academy requirements and fully understand what will be expected of me if I am confirmed to participate in the 2011-2012 Academy.

Therefore . . .

I agree to participate in these meetings and events: District Planning and Leadership Seminar (February 2012), District Assembly/Conference (April 2012 in Fairbanks) and a mid-year conference call.

I agree to complete all courses by their individual DEADLINES as stated in Item #16.

I understand that failure to complete Academy courses by the deadlines, as stated for each course (without good and sufficient reason), may cause me to be dropped from the Academy program during the Academy year.

I understand that Academy courses will only be available in the month stated and will not be available early.

I understand I will be required to spend a approximately \$35.00. of my own funds to purchase various materials from Rotary International for the assigned course work, provide my own transportation to all Academy required meetings and that there will be extensive printing of materials throughout the Academy year. This is in addition to the \$100 tuition.

I understand that high speed Internet access is required to complete all Academy work online. I confirm that I have high speed Internet access to complete all of the Academy work.

Understanding and agreeing to all of the above requirements, I submit this agreement along with the required skills survey and application and request the following:

That I be enrolled in the "Communications Course" (including the Google Group participation, Web Challenge, Assignment and final exam).

I understand that my admission to the full 2011-2012 Academy Program will be based on the survey results to ensure ability to participate in the program, my performance in the Communications Course and the final exam results. I agree to complete all course work and the final exam for the Communications Course by the September 30, 2011 deadline.

Following completion of the above, I hereby request that I be considered for full acceptance into the 2011-2012 District 5010 Leadership Academy Program.

(please type or print)

Your Name: _____ Rotary Club of: _____

Your Gmail: _____ Regular Email: _____

(A Gmail address is mandatory for Leadership Academy work. Sign up free at Google.)

Home Phone: _____ Business Phone: _____ Fax: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Your Signature: _____ Date: _____