



## Application Instructions

Thank you for your interest in Leadership Saskatoon. Please review this information before completing your application. **Tuition for the 2019-2020 Leadership Saskatoon Program is \$4,150. THE FINAL SUBMISSION DEADLINE FOR APPLICATIONS IS MAY 31, 2019.**

### Documents Required:

The following completed documents should be **submitted electronically** as part of your application to Leadership Saskatoon:

1. Application Form
2. Personal Biography
3. Two references, each submitted on a Reference Form

### Selection Procedure:

Leadership Saskatoon accepts up to 30 candidates per year. Candidates are selected based on the information provided in their application documents and by their two references. Leadership Saskatoon values diversity. As such, consideration is given to ensure the chosen candidates represent a variety of sectors, experiences, and backgrounds.

### Attendance:

The program is highly experiential, as such full attendance and participation is expected. The majority of the program takes place during regular work hours, so it is important that supervisors/managers of program applicants are fully aware and prepared to support the time commitment required. **The Leadership Saskatoon attendance policy is attached.**

### Program Dates:

Please review the following program dates to ensure your availability.

|  |                                       |  |
|--|---------------------------------------|--|
| <b>September 12, 2019</b>                | Orientation                           | <b>4:00 p.m. - 6:00 p.m.</b>   |
| <b>September 27 – September 28, 2019</b> | Opening Retreat                       | <b>Starts 8:00 a.m. on September 27. Ends September 28 at 6:00 p.m. This includes an overnight stay on September 27.</b> |
| <b>October 21, 2019</b>                  | Challenge Day                         | <b>9:00 a.m. - 5:00 p.m.</b>   |
| <b>November 18, 2019</b>                 | Challenge Day                         | <b>9:00 a.m. - 5:00 p.m.</b>   |
| <b>December 9, 2019</b>                  | Challenge Day                         | <b>9:00 a.m. - 5:00 p.m.</b>   |
| <b>January 13, 2020</b>                  | Challenge Day/Meet Your Mentor Event  | <b>9:00 a.m. - 5:00 p.m.</b>   |
| <b>February 10, 2020</b>                 | Challenge Day                         | <b>9:00 a.m. - 5:00 p.m.</b>   |
| <b>March 9, 2020</b>                     | Challenge Day                         | <b>9:00 a.m. - 5:00 p.m.</b>   |
| <b>April 6, 2020</b>                     | Challenge Day                         | <b>9:00 a.m. - 5:00 p.m.</b>   |
| <b>May 4, 2020</b>                       | Challenge Day                         | <b>9:00 a.m. - 5:00 p.m.</b>   |
| <b>June 1, 2020</b>                      | Challenge Day<br>Graduation           | <b>9:00 a.m. - 5:00 p.m.<br/>5:00 p.m. - 7:00 p.m.</b>   |
| <b>SAVE THE DATE!<br/>June 11, 2020</b>  | Leadership Saskatoon<br>Alumni Social | <b>5:30 p.m. - 7:00 p.m.</b>   |

## Tuition

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**Tuition for the 2019-2020 Leadership Saskatoon Program is \$4,150. Tuition payment is required by August 15, 2019 unless other arrangements have been made.**

The tuition fee covers the cost of lodging for opening retreat, food and venue costs for challenge days, and program materials. **Please note that we are unable to process refunds after the program orientation has taken place.**

### **Tuition Assistance:**

A lack of funding should not deter anyone from applying to the program. Some funding for tuition assistance may be available through Leadership Saskatoon. Please see the application form. **Please note that tuition assistance provided by Leadership Saskatoon may be considered a taxable benefit by the Canada Revenue Agency.**

### **External Grants:**

The Government of Saskatchewan and the Muttart Foundation both offer grants for leadership training. The CanSask Job Grant is intended for employers from the private or not-for-profit sectors. The Muttart Leadership Bursary is for individuals from registered charities working in the field of social services or early childhood education and care. For information on the CanSask Job Grant please visit: <http://economy.gov.sk.ca/job-grant>. For information on the Muttart Leadership Bursary please visit: <http://www.muttart.org>.

If you are applying for funding through one of these external agencies, please indicate this on your Leadership Saskatoon application form. These agencies may require an official letter from our office in support of your grant application. **Please contact us if you require assistance.**

## Submission Checklist

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Prior to submitting your application to us please verify the following:

### **1. Have you completed the following documents in full?**

- Application Form
- Personal Biography
- Two references, each submitted on a Reference Form

### **2. Is your NAME included on each document?**

Please forward all completed documents (in either word or pdf format) electronically to Leadership Saskatoon at: [info@leadershipsaskatoon.com](mailto:info@leadershipsaskatoon.com)

**THE FINAL SUBMISSION DEADLINE FOR APPLICATIONS IS MAY 31, 2019.**

We are looking forward to reviewing your application and will contact you by email to confirm its receipt. All applicants will be notified once the selection decisions have been made (July 2019).

**Thank you for your interest in our program!**



## Program Attendance Policy

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At the end of the program, graduates receive a certificate of participation awarded by Leadership Saskatoon and the University of Saskatchewan. In order to uphold the integrity of the certificate, participation requirements must be met.

Leadership Saskatoon offers a team learning environment and a significant portion of the learning is done in small working groups. Absences will affect a participant's learning and impact the opportunity for shared learning.

It is an expectation that participants attend the Orientation, full Opening Retreat and all of the Challenge Days. Recognizing that on occasion there may be unforeseen conflicts, two (2) absences will be allowed. **Please note that attendance at opening retreat is mandatory, as it lays the foundation for the entire program.**

Should more than two (2) absences be recorded, the Program Director will contact the participant to discuss the possibility of continuing the program, but not receiving the certificate of participation, or possibly withdrawing from the program. If such a decision is made, Leadership Saskatoon will inform the participant's sponsor/funder (where applicable).

Due to the amount of advance preparation required when a candidate enters the program, no refunds will be issued after Orientation.