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**Program Attendance Policy**

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 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).

Protocol for absences:

* As soon as the need to be absent is identified, inform the Program Director. This will permit adjustment of catering numbers for the venue and informing the facilitator for the day in case he or she needs to adjust activities based on the number of participants.
* If the need to be absent comes up with little or no lead time, try to call the Program Director’s cell phone immediately (306-370-3704), or follow up as soon after the Challenge Day as possible.
* After any absence, follow up with the Program Director to receive handouts and discuss what has been missed. The Program Director can arrange a one-on-one meeting. Occasionally the facilitator for that day is also willing to follow up with the participant. Follow up with other participants, and particularly with other members of one’s learning team is important.

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