

The Collaborative Leadership Institute
March – November 2010

Application Instructions

Submit the following information as a WORD document using a font point size of 10-12 to katy@wsaheadstarteceap.com. Number each response to coincide with the information request. Guidelines for length of responses are provided below. Applications must be received no later than 5:00 p.m. (PST) January 14, 2010. Applications will be reviewed by members of the program advisory committee and kept confidential. Applicants will be notified of their status by January 29, 2010.

1. Complete name, title, organization name, address, work phone and fax numbers, home phone number and email address.
2. List whether you are applying as an individual or as a team. If you are applying with others in your community as a team with the intent of working together on a project, please list the names of others on the team. *Please note that teams are to represent different organizations, and that individuals applying as a team will be considered for admission as a team and as individuals. When entire teams are not selected, individuals from teams may be selected for participation.*
3. Summary of current job description and responsibilities. [Length: quarter page]
4. Examples of activities during the past two years that indicate your interest, leadership and commitment regarding the future of Washington's children. [Length: half page]
5. A personal statement of what leadership means to you. [Length: quarter page]
6. Statement of a current opportunity or challenge that you would like to address with colleagues at the Institute. [Length: quarter page]
7. Responses to the following questions: [Length: half page total to include responses for the four following bullets]
 - What do you hope to gain from participating in the Institute?
 - What do you envision doing five years from now?
 - How would the Institute contribute to your progression?
 - How would you describe the potential longevity of your contribution to the field of Early Learning?
8. Statement of the unique perspective you would be able to share with other participants. [Length: quarter page]
9. List your immediate supervisor and one additional reference that we may contact regarding your candidacy. For each reference, please include his/her name, title, phone number and e-mail address. If you do not have a supervisor, please include information for a board member or significant reference (e.g., licensor).
10. State how you found out about the Institute. [Length: one line]
11. Provide the name and mailing address of the entity(ies) legally responsible for payment of your tuition fee. (Please see the fee schedule for details of what the tuition fee includes.)

12. Scan and include with your application, a copy of the Commitment to Fully Participate statement complete with your signature and the signature of your supervisor. Application will not be considered without receipt of this document.
13. Letter of reference (OPTIONAL). The letter is intended to provide an opportunity for the applicant to include another perspective on his/her leadership potential. The letter must accompany the application.