

Circle of Leadership Academy

Application Instructions

Thank you for your interest in applying to the Circle of Leadership Academy. Native Americans in Philanthropy (NAP) and The Center for Leadership Innovation (TCLI) have designed the Circle of Leadership Academy (CoLA) to enhance and empower Native American leadership in the philanthropic and nonprofit sectors. CoLA engages emerging and mid-career Native American leaders to educate them in the field of philanthropy and nonprofits through professional development, networking and mentorship opportunities. The empowerment of Native American leadership is an essential factor toward building healthy and sustainable communities enhanced by the Native spirit of generosity.

The commitment we will ask CoLA Leaders to make is significant. We suggest you review the program description in the Circle of Leadership Academy section of www.nativephilanthropy.org before beginning your application to ensure you are able to participate in all activities described.

The Application Contents

This application consists of the following parts, all of which must be included in your submission to Native Americans in Philanthropy for your application to be considered complete:

1. Application form
2. Professional Resume
3. Attached responses to the short-answer questions
4. Application checklist
5. Two letters of reference (as references are confidential, they must be submitted directly by the recommender)

All application materials listed above must arrive at Native Americans in Philanthropy **on or before 5:00 p.m. (CST) on Friday, February 17, 2012**. Applications will not be accepted after this deadline.

How to Submit

Submit by one of these methods:

- Email – to Daniel Lemm at dlemm@nativephilanthropy.org
- Mail or In-person – Needs to be received by 5:00pm CST on Friday, February 17, 2012
Native Americans in Philanthropy
2801 21st Avenue South, Suite 132D
Minneapolis, MN 55407

Questions or Assistance?

Please contact Daniel Lemm by e-mail at dlemm@nativephilanthropy.org or by phone at (612) 724-8798 ext 4#.

Complete details of the Circle of Leadership Academy are available at www.nativephilanthropy.org.



Native Americans
in Philanthropy



The Center for
Leadership Innovation

On the Leading Edge of Social Change

Circle of Leadership Academy

Application Form

Please provide the following information in the shaded box to the right of the question; if information does not apply, leave the box blank. Also, please attach your professional resume in your application.

BACKGROUND INFORMATION

Name:			
Tribal Affiliation:			
Home Address City, State Zip:			
Home Telephone:		Home fax:	
Home E-mail:			
Position Title:			
Organization/Employer:			
Work Address:			
Work Telephone:		Work fax:	
Work E-mail:			
Gender (optional):			
To which address should we send mailings (enter Work or Home in box at right)?			
To which address should we send e-mail (enter Work, Home or Both in the box at right)?			

EDUCATION

Name of high school		Location	
Did you graduate?		Year	

Name of college		Location	
Degree granted		Year	
Major field			

Name of college		Location	
Degree granted		Year	
Major field			

EMPLOYMENT

Position title:			
Employer:			
Employer's address:			
Supervisor's name and title:			
Is this a full-time position?		How long in this position?	
Major responsibilities:			
Do you supervise employees?		If so, how many?	
Types of employees you supervise:			

4. Why do you want to be a CoLA Leader? What do you hope to gain from your participation in the CIRCLE OF LEADERSHIP ACADEMY? (200 words maximum)

5. What specific types of professional skills are you seeking to be developed in each of the following areas? Please be specific in terms of the types of training and assistance that you are interested in. (400 words maximum)

- Leadership/Management
- Financial Management
- Resource Development
- Program Development & Evaluation
- Organizational Development
- Communications

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The CoLA Leaders' Commitment

Native Americans in Philanthropy desires to maintain a productive relationship with each participant over the course of their involvement in the eighteen month Circle of Leadership Academy beginning April 24, 2012 and ending October 31, 2013. In consideration of participation in the program, the undersigned agrees:

1. To carry out an individual leadership development program consistent with objectives and plans described in the CoLA application.
2. To participate in all activities of CoLA held during 2012- 2013: I recognize that missing any of the following activities will indicate that I have voluntarily withdrawn from the program:

Activity

Date(s)

(2) 4 days National Summits	April 24-27, 2012 and April 2013
(2) 2.5 days Regional Convenings	September/October 2012 and September/October 2013
(6) 2 hour Skill Enhancement Webinars	May, July, September & November 2012 and June & September 2013
(1) Career Action Plan	October 2013
(1) Graduation Celebration	October 2013

3. That by signing this agreement I agree that Native Americans in Philanthropy may film, record, or photograph events where I participate and that NAP may use the resulting video, audio, or photographic record to further its mission to advance philanthropic practices grounded in Native values and traditions.
4. To submit an interim report containing a written summary of results and activities during the first year of the program by March 31, 2013. Reports should include any lessons learned during your time in the program to date, and any recommendations for improvements in CoLA for future cohorts.
5. To submit a final written summary of results and activities December 13, 2013. Reports should discuss the implementation of your Career Action Plan, any lessons learned during your time in the program, and any recommendations for improvements in CoLA for future cohorts.
6. To submit true and accurate travel and expense reimbursement requests supported by receipts using the guidelines and forms provided and to abide by NAP rules for reimbursement of meeting costs.
7. To provide NAP with adequate notice of not less than seven days if unable to participate in an activity (the April 2012 session excepted), or, upon failure to deliver such notice, to reimburse NAP for any costs incurred.
8. That NAP is not required to, and does not, report travel or expense reimbursements to the Internal Revenue Service. You are encouraged to keep accurate personal records of your expenses and to consult your tax advisors about any tax liabilities of CoLA benefits.
9. That if, for any reason, your participation in CoLA terminates prior to the end of the program, NAP will immediately stop making payments of any kind to you, and will have no remaining obligations, financial or otherwise, to you or your heirs or assigns.

Signed: _____ Dated: _____

Name (please print): _____

Return one signed copy to:
Native Americans in Philanthropy
Circle of Leadership Academy
2801 21st Avenue South, Suite 132D
Minneapolis, MN 55407

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Application Checklist

Completed (mark with an X)	Checklist items (Requests for additional information)	Enter additional information in this column
	I have completed the application form.	
	I have attached my professional resume.	
	I have agreed to the CoLA Leaders' Commitment.	
	I have answered the short-answer questions and they are attached.	
	I have two letters of reference (see additional information below).	
	Additional information: One <u>reference</u> letter is from (enter name at right):	
	Additional information: The other <u>reference</u> letter is from (enter name at right):	
	I have made a copy of all application materials for my records.	
	My reference writers understand their letters must arrive at Native Americans in Philanthropy by 5:00 p.m. (CST) on Friday, February 17, 2012, for my application to be considered.	
	I understand that all materials on this checklist must arrive at Native Americans in Philanthropy by 5:00 p.m. (CST) on Friday, February 17, 2012, for my application to be considered.	
	If selected, I will make arrangements to attend all sessions of CoLA in 2012-13.	