



Rotary International District 5110 Leadership Academy

<http://www.district5110leadershipacademy.org>
PDG Will Snyder, Academy Dean



STUDENT CONTRACT (Agreement of Understanding)

The District 5110 Leadership Academy program is a nine-month series of courses and meetings designed to increase the knowledge of past club presidents to participate in leadership at the District level. Taking part in this program requires a strong commitment on the part of the individuals nominated and selected to participate. In past years, during the concluding seminar, participants have stated that it would have been helpful to be fully aware of all the Leadership Academy requirements prior to agreeing to participate, therefore, to assist the potential nominee in deciding whether to participate or not, this Contract & Agreement of Understanding was developed.

The Leadership Academy requirements for Students are as follows:

1. Have access to a personal computer on a regular basis and be "computer literate". **NOTE:** No "special" equipment is required, but as with all things in the area of Technology, the newer, the faster the better!
2. May use either a PC or a Mac.
3. For Windows users, you should be using Windows 2000, XP, or Vista.
4. Microsoft Word is **not** required, but is **strongly** recommended!
5. Know how to use the Internet and be able to access it without any difficulty.
6. Know how to open / download Adobe PDF and/or Microsoft Word files.
*NOTE: All course material is available **only** on the Leadership Academy Website and it is the responsibility of each student to obtain the material from the website in a timely manner. Course material is not available in any other format for students to work "off-line" as extensive use of the Internet is required for all courses.*
7. Have a personal email address and check his/her email on a daily basis.
8. Know how to open and read email file attachments.
9. Know how to attach files to outgoing email. You will need to do this for each course in the Academy.
10. Have the latest version of the Adobe Acrobat Reader (Version 8.0) installed on his/her computer and must understand how to download, open, read, print, and use Adobe PDF files. **NOTE:** (Version 8.0 is available for free download.).
11. Each Academy course will be posted on the Leadership Academy Website. The Academy Webmaster will notify students of the posting via a Broadcast Email. This may require downloading and printing of various course materials. Students can expect to print approximately 200+ pages of material during the year.
12. A survey of students over the years indicates that **most students a minimum of 2-3 days on each course, each month**. The amount of time spent on each course will depend on the individual student's knowledge of the specific course as well as his/her knowledge of the Internet (and how to use it) and the speed of his/her personal Internet connection and their personal computer.
13. Attendance at the following meetings / events is **required** of all students **in order to graduate**. If you cannot attend all of these required meetings/events because you have a conflict, you may wish to review the Candidate's Agreement of Understanding and express your concern with the Rotarian who is nominating you and/or discuss it with the Academy Dean, or **you may choose to participate in the Leadership Academy program at some time in the future when you can positively commit to attending all of these meetings:**
 1. **October 25, 2008:** District 5110 TRF Seminar & WCS Meeting (Cottage Grove) (**tentative**)
 2. **February 7, 2009:** Leadership Academy Workshop (Cottage Grove)
 3. **Date TBD:** District Training Assembly (Cottage Grove)
 4. **May 30, 2009:** Final Seminar/Graduation (to be announced) day prior to District Conference

14. All Leadership Academy Courses are to be completed **within the 30-day period for each course and submitted by the deadline for each course**. It is important that students stay current with each course as it is posted, however, students **may not** proceed to the next course until the previous course has been completed and the final exam has been passed. **Course work for Lessons #1 through #3 must be completed no later than January 1, 2009 or the student may be dropped from the program. Course work for lessons #4 through #6 must be completed by April 10, 2009 or the student may not be allowed to graduate.**
15. Students will need to perform all of their Academy course work on a computer with high speed access to the Internet and NOT located behind a government, banking, brokerage house or other business office firewall. These firewalls prevent students from accessing the secured area of the Academy web site where all of the course work is posted. Seven years of DLA graduates can confirm that there is **no way around this**. In addition, several of the courses require the taking of online tutorials that can only be accessed with a high speed connection. Students without access to high speed Internet or who are behind the above-mentioned firewalls will need to find alternate Internet access such as home or the public library or **should not** enroll in the Academy **until** they do have access to high speed Internet.

STUDENT CONTRACT

I confirm that I have read the above District 5110 Leadership Academy requirements and fully understand what will be expected of me if I am selected to participate in the 2008-2009 Academy. Therefore . . .

- I hereby agree that I will attend all four of the required events as listed in Item #13.*
- I hereby agree that I will complete all lessons on time as stated in #14*
- I hereby state that I understand that failure to complete Academy courses on time, as stated above (without good reason), may cause me to be dropped from the Academy program.*
- I agree that my written essay will be made available for public view on the Leadership Academy web site.*
- I hereby understand that the District will provide materials such as an Academy Notebook, Notebook inserts, etc. and that I will need to spend a total of approximately \$30.00 of my own funds to purchase various RI resources for the assigned course work and provide my own transportation to each of the 4 Academy Attendance meetings/workshops.*
- I hereby affirm that high speed Internet access will be necessary to complete all Academy work online.*
- I hereby affirm that by signing this agreement I am signing a "contract" with the District 5110 Leadership Academy.*

Understanding and agreeing to all of the above requirements, I am willing to make the commitment to spend the time necessary to complete the courses on time and attend the required events. Therefore, I hereby request that my name be placed in nomination for the 2008-2009 Academy year.

PLEASE **TYPE** OR **PRINT** (EXCEPT YOUR SIGNATURE) THE FOLLOWING.

Please Print Your Name	Your Signature		
Your Email Address	Your Rotary Club		
Home Phone	Business Phone	Fax Number	
Your Mailing Address	City	State	Zip

Date _____

Note to Prospective Nominee: *Please read, check all of the boxes, sign and return this form along with the **nomination form** to the Rotarian placing your name in nomination for the 2008-2009 Academy year. If you have any questions regarding the Leadership Academy, please contact the Academy Dean, PDG Will Snyder at 1-541-779-3744 or via email at willsnyder007@msn.com*