



Application Instructions

Thank you for your interest in Leadership Saskatoon. Please review this information before completing your application. **Tuition for the 2018-2019 Leadership Saskatoon Program is \$4,150. THE FINAL SUBMISSION DEADLINE FOR ALL APPLICATIONS IS MAY 31, 2018.**

NEW THIS YEAR! Fully complete applications (including references) received prior to April 30, 2018 will be eligible for an early bird tuition rate of \$3,950.

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.

September 13, 2018	Orientation	4:00 p.m. - 6:00 p.m.
September 28 – September 29, 2018	Opening Retreat	Starts 8:00 a.m. on September 28. Ends September 29 at 6:00 p.m. This includes an overnight stay on September 28.
October 22, 2018	Challenge Day	9:00 a.m. - 5:00 p.m.
November 19, 2018	Challenge Day	9:00 a.m. - 5:00 p.m.
December 3, 2018	Challenge Day	9:00 a.m. - 5:00 p.m.
January 7, 2019	Challenge Day/Meet Your Mentor Event	9:00 a.m. - 5:00 p.m.
February 4, 2019	Challenge Day	9:00 a.m. - 5:00 p.m.
March 11, 2019	Challenge Day	9:00 a.m. - 5:00 p.m.
April 8, 2019	Challenge Day	9:00 a.m. - 5:00 p.m.
May 13, 2019	Challenge Day	9:00 a.m. - 5:00 p.m.
June 3, 2019	Challenge Day Graduation	9:00 a.m. - 5:00 p.m. 5:00 p.m. - 7:00 p.m.

Tuition

Tuition for the 2018-2019 Leadership Saskatoon Program is \$4,150. **THE FINAL SUBMISSION DEADLINE FOR ALL APPLICATIONS IS MAY 31, 2018.**

NEW THIS YEAR! Fully complete applications (including references) received prior to April 30, 2018 will be eligible for an early bird tuition rate of \$3,950.

The tuition fee covers the cost of lodging for opening retreat, food and venue costs for challenge days, and program materials. Tuition payment is required by **August 20, 2018** unless other arrangements have been made. **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 is 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

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

THE FINAL SUBMISSION DEADLINE FOR ALL APPLICATIONS IS MAY 31, 2018. *To be eligible for the early bird tuition rate you must submit a fully complete application prior to APRIL 30, 2018.

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 2018).

Thank you for your interest in our program!



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 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.