

## Application Instructions

Thank you for your interest in Leadership Saskatoon. Please review this information before completing your application. **Tuition for the 2025-26 Leadership Saskatoon Program is \$4,750. THE SUBMISSION DEADLINE FOR APPLICATIONS IS June 2<sup>nd</sup>, 2025.**

### 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. One of Leadership Saskatoon's core values is 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; 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 of and prepared to support the time commitment required. **The Leadership Saskatoon Program Attendance Policy is below.**

### Program Dates:

Please review the following program dates to ensure your availability. Dates are subject to change.

<b>September 10, 2025</b>	Orientation	<b>3:00 p.m. - 7:30 p.m.</b>
<b>September 19-20, 2025 (Overnight at Hotel)</b>	Opening Retreat	<b>9:00 a.m. on September 19 (start) – 5:30 p.m. September 20 (end)</b>
<b>October 20, 2025</b>	Challenge Day	<b>9:00 a.m. - 5:00 p.m.</b>
<b>November 17, 2025</b>	Challenge Day	<b>9:00 a.m. - 5:00 p.m.</b>
<b>December 8, 2025</b>	Challenge Day / Meet Your Mentor Event	<b>9:00 a.m. - 5:00 p.m.</b>
<b>January 19, 2026</b>	Challenge Day	<b>9:00 a.m. - 5:00 p.m.</b>
<b>February 9, 2026</b>	Challenge Day	<b>9:00 a.m. - 5:00 p.m.</b>
<b>March 9, 2026</b>	Challenge Day	<b>9:00 a.m. - 5:00 p.m.</b>
<b>April 13, 2026</b>	Challenge Day	<b>9:00 a.m. - 5:00 p.m.</b>
<b>May 11, 2026</b>	Challenge Day	<b>9:00 a.m. - 5:00 p.m.</b>
<b>June 1, 2026</b>	Challenge Day/ Graduation	<b>9:00 a.m. - 5:00 p.m., 5:00 p.m. - 7:30 p.m.</b>

## Tuition

**Tuition for the 2025-26 Leadership Saskatoon Program is \$4,750. Tuition payment is required by August 15, 2025 unless other arrangements have been made.** The tuition fee covers the cost of all program materials for the duration of the program. **Please note that we are unable to process refunds after the program orientation has taken place.**

### External Grants:

The Government of Saskatchewan and the Muttart Foundation both offer grants for leadership training. The Canada-Saskatchewan Job Grant is intended for employers from the private or not-for-profit sectors. The Muttart Leadership Bursary Program is for individuals from registered charities working primarily in the field of **social services** or **early childhood education and care**.

For information on the Can-Sask Job Grant please visit: <https://www.saskatchewan.ca/business/hire-train-and-manage-employees/apply-for-the-canada-saskatchewan-job-grant#apply>

For information on the Muttart Leadership Bursary please visit: <https://muttart.org/training-and-funding/bursaries/>

If you are applying for funding through one of these external agencies, please complete this section on your Leadership Saskatoon application form. These agencies may require an official letter from our office in support of your grant application. Please contact [info@leadershipsaskatoon.com](mailto:info@leadershipsaskatoon.com) if you require assistance.

**PLEASE NOTE: Applicants who are dependant on funding from an external granting program to cover all or a portion of their Leadership Saskatoon tuition fees must be able to demonstrate that their funding has been approved before they will be accepted into our program. \*HINT: If this is you, apply for your external funding ASAP\***

## Submission Checklist

There are two ways to apply for the program: by submitting the following forms below in Word or PDF format.

### Option 1:

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 separate reference form

#### **2. Please include your name in the document titles.**

Please forward all completed documents (in either Word or PDF format) electronically to Leadership Saskatoon at: [info@leadershipsaskatoon.com](mailto:info@leadershipsaskatoon.com). If you have questions, please refer to <https://leadershipsaskatoon.com/frequently-asked/> or don't hesitate to reach out by email.

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**THE SUBMISSION DEADLINE FOR APPLICATIONS IS JUNE 2<sup>nd</sup>, 2025.**

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 in June 2025.



## 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.

