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| **logo** | **Rotary International District 6440****District Leadership Academy****http://www.academy6440.org** |  |

**CANDIDATE AGREEMENT – 2023-2024**

*The District 6440 Leadership Academy program is a seven-month series of courses and meetings designed to educate Rotarians to participate in leadership at the club or district level. Taking part in this program will require each participant to set aside the time each week of the course month to complete that course and to have the* ***dedication and commitment*** *to see the program through to completion in April.*

**BASIC REQUIREMENTS FOR ADMISSION**

Application Deadline August 31, 2023

Submit to PDG Lyle Staab at gov.lyle@rotary6440.org

*Prior to acceptance and admission to the Leadership Academy program, students are required to complete and submit the following:*

1. *Nomination/Application Form*
2. *Skills Survey: This is to determine the applicant's computer, Internet, and software capabilities.*
3. *Student Agreement for 2023-2024 – signed by the applicant.*

The Leadership Academy Technical Requirements for Students Include the Following

1. Own a personal computer *(or tablet with full key board)* AND have adequate computer skills and expertise.
2. Have either Google Chrome or Microsoft Edge installed on your computer for all Academy course work. *(There have been issues with Safari and Firefox when using the Canvas System, and we do not recommend them for Academy access.)*
3. Have a personal email address that will not block communications from the Academy. If there is difficulty with your regular email address blocking Academy email, we suggest you open a separate Gmail account for Academy use.
4. Check your Academy-registered email daily for communications from the Academy.
5. Be using Windows 11, 10, or 8.1, or the latest MAC OS or the latest version of Android.
6. Have access to and be able to successfully use Microsoft Word or the FREE Open Office Software, for all Academy assignments. *(All courses use “fillable” Word document templates for assignments that can only be completed using Word or the free OpenOffice program available for download online. Nothing else works consistently!!)*
7. Have "good working knowledge / expertise” in the use of web browsers, the Internet and search engines.
8. Be able to download, open, save, and print Adobe PDF files.
9. Be able to download, open, save, and print Microsoft Word Excel and PowerPoint files.
10. Be thoroughly familiar with and capable of opening, reading, and saving all files attached to email that you will be receiving from the Instructors using Canvas and other email.
11. Be capable of uploading files to the Internet. *(All assignments are uploaded electronically to the instructors using the Submission Page in Canvas in Word, PDF, or JPG format. Assignments may not be submitted via email.*
12. Have the latest version of the Adobe Acrobat Reader installed on your computer. This free software may be downloaded from [http://www.adobe.com/reader](http://www.adobe.com/reader%20)
13. Have access to HIGH SPEED INTERNET (either fiber optic, cable, DSL or wireless) for all Academy work on a regular (daily) basis.
14. Be willing to spend the equivalent of 2-3 hours per week *(depending on your reading speed, computer speed, and Internet capability)* working on Academy course work, including the final exam. (We strongly recommend multiple attendees from the same club; this will reduce the workload for each.)
15. Agree to complete all course work and exams during the period each course is taught, generally a calendar month.
16. Attend the following REQUIRED District events / meetings:
	1. Fall Training Day
	2. District Training Assembly
	3. DLA Graduation Ceremony at District Conference

VERY IMPORTANT: Students will need to perform all of their Academy course work on a computer with high-speed access to the Internetand which is **NOT based at a government, banking, brokerage house or other business office or non-profit organization with a secured firewall**. When using “public access” it is very important that when students have completed their work they completely shut down Canvas by closing the web browser prior to exiting the computer they are using. Students without access to a high-speed internet connection will not be admitted to the Academy.

**Student Agreement***I confirm that I have read the above District 6440 Leadership Academy requirements and fully understand what will be expected of me if I am selected to participate in the 2023-2024 Academy by checking all of the following boxes:*

[ ]  *I agree to attend all of the required events listed in Item #16.*

[ ]  *I agree to complete all courses by their individual DEADLINES as stated in Item #15.*

[ ]  *I understand that failure to complete Academy courses by the deadlines, as stated for each course (without approval for good and sufficient reason), may cause me to be dropped from the Academy program during the Academy year.*

[ ]  *I understand that Academy courses will only be available in the month stated and will* ***not*** *be available early.*

[ ]  *I understand that all of the Academy course reading materials will be made available in PDF format in Canvas for download.*

[ ]  *I understand that high speed Internet access is* ***required*** *to complete all Academy work online and hereby confirm that I have* ***unobstructed*** *high speed Internet access to complete all of the Academy work.*

Understanding and agreeing to all of the above requirements, I hereby submit this agreement along with the required Student Skills Survey and Nomination/Application form and ask that I be considered for acceptance into the 2023-2024 District 6440 Leadership Academy Program:

Your Name: Click Here Your Signature (enter name followed by “signed”: Click Here

Your Email Address: Click Here Rotary Club of: Click Here

Home Phone: Click Here Cell Phone: Click Here

Mailing Address: Click Here City: Click Here State: Click Here Zip: Click Here

Date: Click Here

Please read carefully, respond “Yes” to all of the statements, “sign” and email this Agreement along with the Academy Application and the Skills Survey for the 2023-2024 Academy year to
Academy Dean PDG Lyle Staab atgov.lyle@rotary6440.org