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

**CANDIDATE APPLICATION AND 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 October 15, 2023

Submit to PDG Lyle Staab at [gov.lyle@rotary6440.org](mailto:gov.lyle@rotary6440.org)

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

1. *This Application and Agreement, signed by the applicant.*
2. *Skills Survey: This is to determine the applicant's computer, Internet, and software skills and resources.*

**District Leadership Academy Technology Requirements**

1. Adequate computer skills, with "good working knowledge / expertise” in the use of web browsers, the Internet and search engines.
2. A personal computer *(or tablet with full keyboard)* with Windows 11, 10, or 8.1, or the latest MAC OS, or the latest version of Android.
3. Google Chrome or Microsoft Edge. *(There have been issues with Safari and Firefox when using the Canvas System, and we do not recommend them for Academy access.)*
4. Access to and competence with a recent version of Microsoft Office (including Microsoft Word, Excel, and Powerpoint), 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!!)*
5. The latest version of Adobe Acrobat Reader. This free software may be downloaded from [http://www.adobe.com/reader](http://www.adobe.com/reader%20)
6. A personal email address that will not block communications from the Academy. If there is difficulty with your regular email address, we suggest you open a dedicated Gmail account.
7. Access to HIGH SPEED INTERNET (either fiber optic, cable, DSL or wireless) on a regular basis. Your connection cannot be based at a government, banking, brokerage house or other business office or non-profit organization with a secured firewall.
8. Be capable of opening, reading, and saving all files attachments that you will be receiving from the Instructors using Canvas and email.
9. 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.)*

**District Leadership Academy Participation Requirements**

1. Willingness to spend 1.5 to 3 hours per week *(depending on your reading speed, computer, and Internet capability)* on Academy work, including the final exam. (We strongly suggest that you enroll with other Rotarians in your club and work as a team on the Academy program, as it will reduce the workload and time invested for each of you. You and your club both will benefit from this collaboration.)
2. Commitment by the President and members of your club to participate in surveys of your club’s operations, and to review and strongly consider your recommendations to make your club better.
3. Commitment to complete all course work and exams during the period each course is taught, generally a calendar month.
4. Check your Academy-registered email daily for communications from the Academy.
5. Attend the following events / meetings:
   1. Introductory Zoom session
   2. District Spring Training Assembly
   3. DLA Graduation Ceremony (usually at the District Conference)

**Student Agreement***I confirm that I have read the above District 6440 Leadership Academy requirements and fully understand what will be expected of me by checking all of the following boxes:*

*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.*

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

*I understand that high speed Internet is* ***required*** *to complete all Academy work online and confirm that I have* ***unobstructed*** *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 Student Skills Survey and Nomination/Application form and ask that I be admitted into the 2023-2024 District 6440 Leadership Academy Program:

Your Name: Click Here Your Email Address: Click Here

Member of the Rotary Club of: Click Here

Current Club or District office/role (if applicable):Click Here

Mailing Address: Street: Click Here

City: Click Here State: Click Here Zip: Click Here

Cell Phone: Click Here Home Phone: Click Here

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

Date: Click Here

Please read carefully, respond “Yes” to all of the statements, “sign” and email this Agreement along with the Skills Survey to   
Academy Dean PDG Lyle Staab at[gov.lyle@rotary6440.org](mailto:gov.lyle@rotary6440.org)