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| **logo** | **Rotary International District 6440**  **Leadership Academy**  **http://www. Academy6440.org** | **T1617EN_PMS-C** |

*The District 6440 Leadership Academy program is a six-and-a-half-month (one-month break in December) 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 15, 2016

Submit to PDG Sarah Oliver at [gov.sarah@rotary6440.org](mailto:gov.sarah@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 2016-2017 – 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 significant computer skills and expertise.
2. REQUIRED Have either *(or all of)* Microsoft Internet Explorer. Google Chrome or Safari installed on your computer for all Academy course work. *(There have been issues with Firefox when using the Canvas System, and we do not recommend that it be used 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, you will need to open a separate Gmail account for Academy use.
4. Check your Academy-registered email daily for communications from the Academy.
5. Be using Windows 8.1 or 10 operating system 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 uses “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!!) All written assignments must be submitted to the instructors in Word format only using only Word or OpenOffice or they will not be accepted and will be returned to the student for proper resubmission.)*
7. Have "extensive knowledge / expertise” in the use of web browsers, the Internet and search engines.
8. REQUIRED Have expertise in downloading, opening, saving and printing Adobe PDF files.
9. Have expertise in downloading, opening, saving and printing 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 email.
11. REQUIRED 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. They must be submitted using the Canvas submission process* ***only.***
12. REQUIRED 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. REQUIRED: Have access to HIGH SPEED INTERNET (either cabled, DSL or wireless) for all Academy work on a regular (daily) basis.
14. Be willing to spend the equivalent of 3-5 hours per week *(depending on your reading speed, computer speed, and Internet capability)* working on Academy course work, including the final exam.
15. Agree to complete all course work and exams during the 1-month period each course is taught (two successive 3-week modules in the case of the TRF course).
16. Attend all of the following REQUIRED meetings during the year by scheduling them on your calendar immediately upon acceptance of your participation in the Academy program or when notified by the District of the specific dates.
    1. **October 29, 2016** One Rotary Summit
    2. **April 28-30, 2017** District Conference
    3. **April 28, 2017** Final Seminar/Graduation Dinner *(mandatory for graduation)*
    4. **Date TBD** District Training Assembly
17. VERY IMPORTANT: Students will need to perform all of their Academy course work on a computer with high-speed access to the Internet **(NO EXCEPTIONS!)** and which is **NOT located behind a government, banking, brokerage house or other business office or non-profit organization with a secured firewall**. These firewalls prevent students from accessing the secured Canvas web platform that requires an individual ID and password and is the only location where all Academy curriculum and course work is posted. Eighteen years of DLA graduates can confirm that there is no way around this, so please don’t try to override this or have your IT professional try to configure it for you. It’s just not going to happen. Students without high speed access or who are behind the above-mentioned secured firewalls will need to find alternative Internet access such as home, a coffee shop, public library, etc. When using “public access” it is very important that when students have completed their work in Canvas that 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 2016-2017 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. If I decide I want to purchase these materials, I will be required to spend approximately $65.00 of my own funds to do so. I also understand that I am to provide my own transportation to any required meetings and that, if I choose to print on my own rather than purchase materials for the courses, there will be extensive printing of materials throughout the Academy year.*

*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 2016-2017 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 2016-2017 Academy year to   
Academy Dean PDG Sarah Oliver at[gov.sarah@rotary6440.org](mailto:gov.sarah@rotary6440.org)

Your registration check must be mailed separately to *District Treasurer Mort Wax* as noted on the Application.