



2012 Application Form

Leadership West Yellowhead offers a 7-month community leadership program designed to develop the leadership skills and community awareness of the West Yellowhead region's next generation of leaders. The ideal participant possesses basic leadership abilities and some leadership experience along with:

- A personal desire to take part in the program
- A basic appreciation and understanding of leadership
- An openness to the ideas and opinions of others
- An awareness of issues facing the community
- A desire for self-transformation and learning
- An ability to contribute toward program evaluation
- A commitment to contribute as an alumni member

Through this program, the participant will

- Develop and improve current leadership skills
- Create networking opportunities
- Increase their leadership capacity within organizations
- Gain experience with project management
- Learn how to implement organizational development and community change
- Increase their interpersonal and communication skills

Applications must be submitted no later than 4:30 pm on March 1, 2012. Applications should be submitted by mail, by email to nancy.robbs@cfwestyellowhead.com or by fax (780-865-1227)

Leadership West Yellowhead
c/o Community Futures West Yellowhead
221 Pembina Avenue
Hinton, Alberta
T7V 2B3



Diversity

This leadership program aims to reflect the diversity of people and viewpoints that make up the West Yellowhead region. Participants selected for the 2012 program will represent the six participating communities and the business, government and not-for-profit sectors and achieve a balance between cultural and life experiences.

Selection Criteria

- Interest and motivation
- Openness to new ways of thinking and learning, and to the ideas and opinions of others
- Leadership capacity (proven or potential)
- Commitment to community
- Overall class composition and representation of the overall region
- A commitment to attending the FULL program of retreats and learning days

Program Dates for 2012

Opening Retreat	April 12-14
Learning Days	May 3, May 24, June 21, July 19, August 16, September 13
Closing Retreat & Graduation	October 18-20

Program Location

Leadership West Yellowhead is a regional initiative. Residents of Edson, Grande Cache, Hinton, Jasper, Woodlands County and Yellowhead County are encouraged to apply. The Retreats and Learning Days will be held in a variety of locations around the region. As such, some travel will be required of participants. Travel costs are not included in the course fees; participants are encouraged to seek support from their employers to defray these costs, as well as to car-pool whenever possible.

Time Commitment

Please be aware that full attendance during the entire program is required. This means that all participants must attend and fully participate in the Opening and Closing Retreats and the Learning Days in order to graduate from the program. It is anticipated that at least 10 days of your time will be required to complete the Leadership West Yellowhead program (see schedule above). It is vital that both you and your employer understand and honour this commitment.

Any additional time by the program or any revisions to dates will be scheduled as far in advance as possible.

In addition, each participant must commit time to the program including:

- Pre-reading and assignments associated with Retreats and Learning Days
- Community Action Projects

Applicants should expect to commit approximately 20 hours per month to the program.

Program Fees

The 2012 fee of \$1,950 +GST covers food and lodging for the retreats, all materials and all costs (excluding travel) for the monthly learning days. This fee is due no later than April 1, 2012. The program fee is non-transferable and non-refundable after this date. Upon notification of acceptance to the 2012 program, participants will be required to pay a non-refundable deposit of \$195 + GST. This represents the minimum contribution required to be paid from the participant's personal funds, in order to ensure personal commitment to the program.

Please note that payment plans are available and are at the discretion of Leadership West Yellowhead.

Tuition Assistance

A lack of funding should not deter anyone from making an application to the program, nor will a request for assistance affect the selection process. Some limited funding for tuition assistance is available. All applicants requesting tuition assistance from Leadership West Yellowhead will be asked to provide additional information to support their request.

Technical Requirements

Because of the scope of the region and the program, participants are required to have access to the Internet and an email address.

Selection and Notification

All applicants will be notified personally regarding the status of the application by email.

Confidentiality

All applications will be kept confidential.

Application Process**Part A: Reference Letters**

Each applicant must provide two letters of endorsement completed by individuals who are knowledgeable about their leadership performance and potential.

You may wish to consider a personal or professional mentor, fellow community volunteer or a personal acquaintance. Only one letter can be from your place of work. References may be contacted.

Please ask your reference/supporter to use the following format to write a one page letter in support of your application.

1. Briefly describe how long you have known the applicant, and the nature of your relationship.
2. Based on your knowledge of the applicant, provide examples of how he or she has demonstrated leadership qualities in their professional and/or community involvement.
3. Describe why you believe this person is an excellent candidate for Leadership West Yellowhead.
4. Provide details as to how we might contact you should we require additional information.

Part B: Work, Volunteer and Leadership Experience

We would like to know more about you. Please include a resume or formal document that includes information about your education, work and community-based experience.

Part C: Questions on Leadership

On a separate sheet of paper, please write your response to each of the following questions, and include your responses with your application (Maximum 250 words per answer).

1. Why are you applying to Leadership West Yellowhead? What do you hope to gain by participating in the Leadership West Yellowhead program?
2. What will you bring to Leadership West Yellowhead's Class of 2012? How will your own qualities, perspectives and life/work experiences contribute to the group's dynamic and learning?
3. What are your leadership goals and plans following graduation from Leadership West Yellowhead?
4. What three issues affecting our region are of particular interest to you?

Part D: Completed Application Form

Before completing this form, please read the accompanying information and ensure that all criteria for the application are completed.

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Step 1: Applicant Information

Last Name: _____ First Name: _____

Home address: _____

Which sector do you feel you best represent? (Please circle)

Private sector

Public sector

Non-profit sector

How did you hear about Leadership West Yellowhead? (Please circle)

Colleague / Friend

Workplace

Newspaper

Alumni of LWY

Website

Presentation

Other: _____

Employer / Agency (if applicable): _____

Position: _____

Business address: _____

Preferred phone: _____ Preferred Email: _____

Step 4: Statement of Commitment by Employer/Supervisor

I am in full support of _____ (applicant's name) participation in the Leadership West Yellowhead program. I am aware that, if selected, the applicant will be engaged in the next seven months in intensive learning sessions. These sessions are scheduled to take place on 8 weekdays and 2 weekend days.

I confirm that our organization will contribute \$ _____ toward the above applicant's tuition.

Employer's/Supervisor's Name: _____

Position / Title: _____

Office Address (for invoicing): _____

Office Phone: _____ Email: _____

Employer's / Supervisor's Signature: _____

Date: _____

Application process checklist

- ✓ *Completed Application form (pages 5-7 of this package)*
 - ✓ *Two (2) reference letters*
- ✓ *Resume or formal document including education, work and community-based experience*
- ✓ *Responses to questions outlined in application form*