



Rotary International District 5000
Rotary Leadership Academy
<http://www.district5000leadershipacademy.org>
PDG Jim Varner, Academy Dean



2010-2011 STUDENT AGREEMENT OF UNDERSTANDING

The District 5000 Rotary Leadership Academy program is a nine-month series of courses and meetings designed to increase the knowledge of past club presidents to participate in leadership at the District level. Taking part in this program requires a strong commitment on the part of the individuals nominated and selected to participate. In past years, during the concluding seminar at previously established Leadership Academies, participants have stated that it would have been helpful to be fully aware of all the Leadership Academy requirements prior to agreeing to participate. Therefore, to assist the potential nominee in deciding whether to participate or not, this Contract & Agreement of Understanding was developed.

The Leadership Academy requirements for Students are as follows:

1. Have access to a personal computer on a regular basis and be “computer literate”. **NOTE:** No “special” equipment is required, but as with all things in the area of Technology, the newer, the faster the better!
2. May use either a PC or a Mac.
3. For Windows users, you should be using Windows 2000 or XP or Vista.
4. Microsoft Word is **not** required, but is **strongly** recommended!
5. Know how to use the Internet.
6. Know how to open / download Adobe PDF and/or Microsoft Word files.
NOTE: All course material (other than printed material from Rotary International) is available **only** on the Leadership Academy Website and it is the responsibility of each student to obtain the material from the website in a timely manner.
7. Have a personal email address and check his/her email on a daily basis. **Note to AOL users:** *Because our final examinations will be taken using the online Hosted Test service, it is recommended that you acquire an additional email address with Gmail to be used during the Leadership Academy year. Previous participants who use AOL for email have had problems on an ongoing basis in receiving testing material from the Hosted Test Service.*
8. Know how to open and read email file attachments.
9. Know how to attach files to outgoing email. Participants will need to do this for each course in the Academy. Course assignments may not be “embedded” in email messages, rather, they must be “attached” to the email so they may be opened separately by the instructors.
10. Have the latest version of the Adobe Acrobat Reader (Version 8.0) installed on his/her computer and must understand how to download, open, read, print, and use Adobe PDF files. **NOTE:** (Version 8.0 is available for free download from the Adobe web site.)
11. Each Academy course will be posted on the Leadership Academy Website. The Academy Webmaster will notify students of the posting via a Broadcast Email. This may require downloading and printing of various course materials. Students can expect to print approximately 150 pages +/- of material during the year.
12. A survey of students over the years indicates that most students spend three or four days (or more) on each course, each month. The amount of time spent on each course will depend on the individual student’s knowledge of the specific course material as well as his/her knowledge of the Internet (and how to use it) and the speed of his/her personal Internet connection. In the case of Course #3, students are given two months in which to complete the course due to the amount of reading and work required.
13. Attendance at specific meetings / events is **mandatory** of all students **in order to graduate.** If you cannot attend all of these required meetings/events because you have a conflict, you may wish to review the Candidate’s Agreement of Understanding and express your concern with the Rotarian who is nominating you and/or discuss it with the Academy Dean, or **you may choose to participate in the Leadership Academy program at some time in the future when you can positively commit to attending all of these meetings:**
 1. March 2011 - District Assembly on your Island
 2. July 2011 - District Conference / Graduation

14. All Leadership Academy Courses are to be completed within the 30-day period for each course and submitted by the deadline for each course. It is important that students stay current with each course as it is posted, however, students **may not** proceed to the next course until the previous course has been completed and the final exam has been passed. Course work for Lessons #1 through #3 must be completed no later than January 1, 2011 or the student may be dropped from the program. Course work for lessons #4 through #6 must be completed by April 15, 2011 or the student may not be allowed to graduate.
15. Students are strongly urged to perform all of their Academy course work on a computer with high speed access to the Internet and NOT located behind a government, banking, brokerage house or other business office firewall. These firewalls prevent students from accessing the secured area of the Academy web site where all of the course work is posted. Seven years of LA graduates from various districts can confirm that there is no work around for this. In addition, several of the courses require the taking of online tutorials that a dialup connection will not support. Students without access to high speed Internet or who are behind the above-mentioned firewalls will need to find alternate Internet access such as home or the public library. Academy materials can be provided on a CD-ROM for home use for those students that do not have high speed access, however, Course #1 will require extensive use of the RI web site and therefore a dial up connection will create problems navigating that site.

STUDENT AGREEMENT

I confirm that I have read the above District 5000 Leadership Academy requirements and fully understand what will be expected of me if I am selected to participate in the 2010-2011 Academy. Therefore . .

- *I hereby agree that I will attend all four of the required events as listed in Item #13.*
- *I hereby agree that I will complete all lessons on time as stated in #14*
- *I hereby state that I understand that failure to complete Academy courses on time, as stated above (without good reason), may cause me to be dropped from the Academy program.*
- *I agree that my written essay will be made available for public view on the Leadership Academy web site.*
- *I hereby affirm that by signing this agreement I am signing a “contract” with the District 5000 Leadership Academy.*
- *Understanding and agreeing to all of the above requirements, I am willing to make the commitment to spend the time necessary to complete the courses on time and attend the required events. Therefore, I hereby request that my name be placed in nomination for the 2010-2011 Academy year.*

PLEASE Type inside the Gray Boxes to Complete this agreement (EXCEPT YOUR SIGNATURE)

Your Name: _____ _____
Your Signature

Your Email Address: _____ Your Rotary Club: _____

Home Phone: _____ Work Phone: _____ Fax Number: _____

Your Mailing Address: _____

City: _____ State: _____ Zip: _____

Date: _____

Note to Prospective Nominee: Please read, sign and return this form along with the nomination form to the Rotarian placing your name in nomination for the 2010-2011 Academy year. If you have any questions regarding the Leadership Academy, please contact the Academy Dean, PDG Vim Varner at PHONE or via email at jim.varner@dalecarnegie.com