



Commitment Form

This form provides the basis for a commonly held understanding between the applicant, the applicant's employer, and LeadingAge Michigan about eligibility criteria and Academy expectations.

For questions, please contact us at **517-323-3687** or via email at **Caitlin@leadingagemi.org**.

Applicant

If selected, the applicant agrees to:

- Attendance Expectations: Devote the time needed to complete all classes, webinars, site visits, conference calls, self-directed modules, required projects, assignments, and readings. Additionally, fellows will participate in the Annual Conference and Leadership Institute. We expect that participants will arrive on time and depart at the conclusion of each event.
- Attendance Notifications: Consistent attendance is encouraged. Communication with the facilitator is required if an absence is necessary. If a participant has more than two absences the sponsoring organization's representative may be notified.
- Regularly connect with Leadership Academy faculty and coaches to discuss assignments, ongoing growth, and additional professional development opportunities.
- Additionally, continued participation in the Leadership Academy is subject to review by LeadingAge Michigan if at any time during the program year the participant's employment changes, they are no longer employed by the sponsoring organization, or if any of the Academy's eligibility criteria has not been met.

Applicant Signature

Date

Sponsoring Organization

If selected, the employer agrees to:

- Cover the registration fee (\$3,200) in a timely manner. The fee is due upon the applicant's acceptance into the Leadership Academy.
- Allow the applicant time to actively participate in all classes, distance learning activities, group/individual projects, the Annual Conference, and the Leadership Institute.
- Pay or reimburse travel and lodging expenses associated with the Academy classes, the LeadingAge Michigan Annual Conference, and Annual Leadership Institute.
- Support the applicant, as necessary, with the completion of assignments that will enhance the understanding and application of the content areas of each session.

The sponsoring organization representative should be the CEO or other executive staff of the applicant.

Organizational Representative Signature

Date