

Leadership Institute

2017 – 2019 Class

Memorandum of Understanding

The Memorandum of Understanding provides the basis for a commonly held understanding between the applicant, applicant's employer, and LeadingAge Texas regarding participant eligibility and expectations.

The Program's Commitment:

The LeadingAge Texas Leadership Institute will provide meeting space and faculty, as well as program materials and specified meals. The Leadership Institute will be administered and fully coordinated by LeadingAge Texas.

The Applicant's Commitment:

If selected, the applicant agrees to:

- Devote the time needed to complete required projects, assignments, and/or readings, as well as attend the in-person class meetings.
- Participate actively in all individual and group assignments.
- Provide an email from a supervisor to Institute staff if unable to attend any of the eight on-site meetings.

Additionally, I understand that if at any time during the program year my employment status changes, I am no longer employed by my supporting organization, or I fail to meet any of the program's eligibility criteria, my continued participation in the Leadership Institute is subject to review by LeadingAge Texas.

Applicant's Signature: _____ Date: _____

The Sponsoring Organization's Commitment:

If selected, the applicant's sponsoring organization (employer) agrees to:

- Cover the \$2195 tuition in a timely manner upon applicant's acceptance into the program.
- Absorb travel and lodging expenses associated with the on-site classes.
- Support and encourage the applicant as necessary with the completion of assignments
- Allow the applicant time to actively participate in all in-person classes, distance learning activities, and/or group/individual projects.

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

Representative's Signature: _____ Date: _____

Printed Name & Title of Representative: _____