



Illinois Association of School Business Officials

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**LEADERSHIP INSTITUTE**

**APPLICATION FOR ADMISSION**

# ILLINOIS ASBO LEADERSHIP INSTITUTE

## APPLICATION FOR ADMISSION



Illinois ASBO has created a unique opportunity for members and their districts to invest in professional growth. The Leadership Institute is a year-long program that will produce lasting results for both the individual and the district through an intensive program of leadership development. For a detailed description, please visit [www.iasbo.org/institute](http://www.iasbo.org/institute).

Participants in the Leadership Institute cohort must be Illinois ASBO Active School District members or Service Associate members.

### **Joining a cohort involves a two-step process:**

1. Complete and submit the application.
2. Take online assessments.

Due to the selection and assessment process, please apply two to three months before the next cohort. For specific deadline dates, please visit [www.iasbo.org/institute](http://www.iasbo.org/institute).

The typical schedule includes two multi-day leadership immersion events in both the Spring and the Fall. **Overnight stays may be required so it is important that members have the support of their school district to attend.** For detailed schedule information, please visit [www.iasbo.org/institute](http://www.iasbo.org/institute).

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### **TO COMPLETE THE APPLICATION FILE, SUBMIT THE FOLLOWING:**

**1 – Complete admissions application in full.**

**2 – Provide letter of recommendation.** Include one reference letter, which speaks to character and professional ability. This reference should be from the Superintendent (preferred) or immediate supervisor. Please complete the Illinois ASBO Leadership Institute Letter of Recommendation form when submitting.

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### **PERSONAL INFORMATION**

<b>First</b>	<b>Middle</b>	
<hr/>		
<b>Last</b>		
<hr/>		
<b>IEIN (REQUIRED FOR ACADEMY CREDIT)</b>		
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<b>Date of Birth</b>	<b>Gender – Male</b>	<b>Female</b>
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<b>Position</b>	<b>Length of Time in Position</b>	
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<b>Superintendent / Immediate Supervisor (FOR SERVICE ASSOCIATE – COMPANY EXECUTIVE)</b>		
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<b>Company / District Name</b>		
<hr/>		
<b>Mailing Address</b>	<b>State</b>	<b>Zip</b>
<hr/>		
<b>Work Phone</b>	<b>Email</b>	
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## PREVIOUS EMPLOYMENT HISTORY – PROVIDE 10 YEARS OF HISTORY

Please enclose additional history on a separate sheet, if needed.

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Position

Length of Time in Position

Company / District Name

Mailing Address

State

Zip

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Position

Length of Time in Position

Company / District Name

Mailing Address

State

Zip

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Position

Length of Time in Position

Company / District Name

Mailing Address

State

Zip

## EDUCATION HISTORY

List all Junior or Community Colleges, Universities, Graduate and Professional Schools attended or attending. The section must be completed fully.

Dates	Institution + Location	Degree
Dates	Institution + Location	Degree
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## PROFESSIONAL ACTIVITIES, AWARDS + HONORS

Cite, on a separate sheet, professional organizations of which the candidate is a member, with years of membership and offices held. Cite service on professional committees, commissions, task forces, etc.; presentations at conventions, conferences etc.; and other leadership activities. Give names and dates of special awards and honors. Please include Illinois ASBO committees, presentations and all Illinois ASBO related activities.

## **PERSONAL NARRATIVE**

Please answer the following questions and enclose on a separate sheet, if needed.

**What are your career goals?**

**Where do you want to be in five years?**

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## **REFERENCE**

Include one reference letter, which speaks to your character and professional ability. This reference should be from the Superintendent (preferred) or immediate supervisor. To obtain a letter of recommendation form, please visit [www.iasbo.org/institute](http://www.iasbo.org/institute).

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## **LEADERSHIP INSTITUTE SCHOLARSHIPS**

There are scholarships are available, both for school district and Service Associate members. Scholarships will be granted based on the number of qualified applicants.

School District Applicants:

- Must be an active member for three years.
- Must have proven dedication to the field and be currently employed in an education position within an Illinois School District.

Service Associate Applicants:

- Must be an active member for three years.
- Have demonstrated involvement through PDC participation, seminar presentation and/or Annual Conference exhibiting.

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## **CERTIFICATION**

I understand that failure to submit all required materials, withholding information required on this form or submitting false information, whether on this form or otherwise, may make me ineligible for admission to the Illinois ASBO Leadership Institute. I certify that the information I have provided on this form is correct and complete.

Applicant Signature

Date

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**For questions or to submit your completed form, please contact:**

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