**Please read and initial the following:**

 I understand Leadership Spokane is a learning experience and requires a time commitment from me and my employer.

 I understand attendance at both days of the opening retreat is a requirement. The retreat sets the tone for the program and is the best opportunity for the class to form important bonds and connections. If I am not able to attend, I cannot continue with the program and tuition will be forfeited.

 I will clear my calendar in order to attend sessions to ensure development of the cohort experience. Sessions begin at 7:30 a.m. and conclude by 4:30 p.m. Attendance is mandatory because each class member gains much from the experience as well as contributes to the experience as a whole.

 In the event a critical personal or business conflict arises, I understand I can make up the session the following year at no additional charge. However, if I miss more than one session, I will not be able to officially graduate with my class.

 Upon graduation, I pledge ongoing financial and/or volunteer support of the Leadership Spokane programs as a member of the Alumni Association.

I understand the goals and commitments of the Leadership Spokane program. If selected, I will devote the required time and ensure tuition payment by July 1, 2020, unless I have made other arrangements with the Executive Director via payment plan process.

Printed Name Signature Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TO BE COMPLETED BY EMPLOYER**

I understand the attendance policy and will allow this applicant, if selected, to devote the time necessary to complete the program (a two-day overnight retreat in September and one full day per month thereafter through June, as well as occasional class preparation activities and tours during the workday). I confirm that our organization will contribute the following nonrefundable amount of $ toward the above applicant’s tuition.

Printed Name, Title Signature Date