



LEADERSHIP by DESIGN (LBD) PROGRAM (Offered by the Lifelong Leadership Institute)

Before completing your application form for the **Leadership by Design (LBD)** program, take a moment to read this **Guide**. It clarifies some of the questions in the application form.

THE APPLICATION FORM

For your convenience, the LBD application form is designed so you may complete it on your computer or print a blank form and complete it by hand. To enable parents or legal guardians to provide written authorization of your application, we decided not to provide online submission of the application form. Hence, the only way to submit your application is by mail (i.e. Canada Post) or personal delivery. The application form is a 'fillable PDF' form. Data typed into the form will not be saved. Hence, you must be prepared to print the application form immediately after you have typed in your answers. Thereafter, have your parent or legal guardian sign their authorization (Page 6) on the hardcopy document.

To view the PDF LBD Application Form: You will need Adobe Reader® software to view or print the form. Should you need to download this software for FREE, click here: <https://get.adobe.com/reader/>

Completing the PDF Application Form on your Computer: After opening the document using Adobe Reader®, type your information into the specified fields. Start by positioning your cursor on the first question, and press "TAB" to jump from field to field. To move backward from field to field, press "SHIFT", "TAB". To answer questions that require a "Yes", "No", or an "X", click on the desired answer. Make sure all the questions have been answered prior to printing the form. Please note that filled-out PDF forms cannot be saved. You must print the form in order to retain the information.

Completing the Application Form by Hand: Should you find it more convenient to complete the application form by hand, print the blank application form and hand write your answers. In this case, to answer questions that require a "Yes", "No", or an "X", print an 'X' on the desired answer.

Problems Viewing the PDF Document? You should either change your browser, or download the PDF document onto your hard drive and access it there. Here is a quick guide: *Internet Explorer (IE):* The application form should open easily in this browser. *Google Chrome:* The form may not open easily. Either change your browser to *IE* or download the PDF document onto your hard drive (see download arrow in upper right-hand of your screen). *Microsoft Edge:* The form may not open easily. Either change your browser to *IE*, or download the PDF document onto your hard drive (see disk icon in upper right-hand of your screen). *Apple Safari:* The form may not open easily. Either change your browser to *IE* or download the PDF file onto your hard drive.

DEADLINE TO APPLY

Your application must be received by **2:00 p.m., Thursday, July 5, 2018**. Submit **FOUR copies of your application** (i.e. the original signed copy **plus 3 photocopies**) by mail, or deliver them to: The Board of Directors, Lifelong Leadership Institute, 303 Eglinton Avenue East, Toronto, Ontario, M4P 1L3. We will be evaluating applications as we receive them and encourage you to apply quickly... preferably well before the deadline.

WHO SHOULD APPLY - CLARIFICATION OF THE FOUR CRITERIA Descent (Question 10):

We seek affirmation that you are of Jamaican, African-Caribbean or African-Canadian descent.

You are eligible to apply if you were (i) born in Jamaica or in another Caribbean country; or if born in Canada, that (ii) one of your parents or one of your grandparents was born in Jamaica or another Caribbean country. Your answer to **Question 10** will be sufficient and we will not require any supporting documentation.

Question 10 collects information in accordance with the Ontario Human Rights Code and its Regulations and Guidelines to support programs that promote equal opportunity for everyone to share in the social, cultural, and economic life of Canada.

Grade 10: To be considered for admission, you must be enrolled in Grade 10 in the school year starting September 2018. This means, you are applying while currently enrolled in Grade 9.

School (Questions 13 & 14): To be considered for admission you must be a student of a public, Catholic or independent school in the Greater Toronto Area (GTA). This includes schools under the following school boards:

- Halton District School Board (HDSB)
- Halton Catholic District School Board (HCDSB)
- Peel District School Board (PDSB)
- Dufferin-Peel Catholic District School Board (DPCDSB)
- Toronto District School Board (TDSB)
- Toronto Catholic District School Board (TCDSB)
- York Region District School Board (YRDSB)
- York Catholic District School Board (YCDSB)
- Durham District School Board (DDSB)
- Durham Catholic School Board (DCSB)

Academic Courses (Question 11): To be considered for admission you must be enrolled in academic-level courses in September 2018.

YOUR EMAIL ADDRESS

Email (Question 8): Provide a valid email address. We will only communicate with you via email.

YOUR GRADE 9 ACADEMIC RECORD

Grade 9 Record (Question 11): This question requires you to note the grades you achieved for four courses taken in the first semester/term of your Grade 9 academic year. Later, in the interview cycle, we will require your end-of-year (2017-18) academic transcript depicting your complete Grade 9 record. If you are enrolled in a full-year school program and started more than four courses in the fall term, select four courses and provide the interim grades for those...preferably English, Mathematics, Geography and Science. If in doubt regarding what other academic information is required, you may elect to add a copy of your grade report to your application.

SELECTION CRITERIA

Your candidacy will be assessed on (i) your academic achievement in Grade 9 (based on your academic transcript), and (ii) your potential to improve your leadership skills through the LBD program (based on your application information plus an interview). If admitted, you must be in a position to attend scheduled monthly meetings (approximately one Saturday per month) starting September 2018, likely at a Toronto university site.

TECHNOLOGY RESOURCES - COMPUTER

Computer (Question 15): Your answer to this question will not be used to determine your admission. Instead, your answer will enable us to determine the technology resources you have or may require.

Internet Access (Question 16): Your answer to this question will not be used to determine your admission. Instead, your answer will enable us to determine the technology resources you have or may require.

POST HIGH-SCHOOL PLAN

Post-High School Plan (Question 17): Your answer to this question will not be used to determine your admission. However, we are interested in what you plan to do after high school (if you know at this time), and we are interested in helping you achieve your objective.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular Activities: (Question 18): This question explores the extra-curricular activities you have pursued during the past 12 months. These may be activities conducted within or outside your school. You must check an answer for each activity. (Note: This question was adapted from the 2011-12 Student Census, Toronto District School Board.)

SELF EVALUATION

Rate Yourself (Question 19): This question requires you to evaluate your abilities. You must check an answer for each ability.

(Note: This question was adapted from the 2011-12 Student Census, Toronto District School Board.)

AUTHORIZATION BY PARENT OR LEGAL GUARDIAN

Your application for the Leadership by Design program must be authorized by your parent (one or both parents). Should you have a legal guardian, your legal guardian must authorize your application for admission. Your application will not be considered if it is submitted without written authorization by your parent or legal guardian.

PRIVACY STATEMENT

The personal information collected by the Leadership by Design application form is collected for the sole purpose of determining admission into the program, and for the effective administration of the program. The Lifelong Leadership Institute commits to respecting and protecting the privacy of all applicants. Our Privacy Code addresses issues relating to collecting, using and disclosing personal information. If you require more information about our privacy policies and procedures, or have privacy concerns, please contact: trevor.massey@lileaders.com

CONTACT

Should you require further clarification regarding the LBD application form or admissions process, contact: lead@lileaders.com

SUBMITTING YOUR APPLICATION

Before submitting your application, test for completeness using this checklist:

- a) Have you answered all questions?
- b) Have you provided academic information as requested by Question 11?
- c) Have your parent(s) or legal guardian signed the application?