



**Leadership by Design Program
Application Guide
For fall 2024 LBD Admissions (LBD Cohort 2024)**

This Application Guide provides guidance to candidates for 2024 admission into the Leadership by Design program. Read this document before completing the application form.

Q1: APPLICATION: *How do I apply for admission into the Leadership by Design program?*

A1: First, take the time to read this Application Guide. If you meet the application criteria, complete the 2024 application form using this link: [LEADERSHIP BY DESIGN 2024 APPLICATION](#)

Q2: WHY BLACK YOUTH: *Why does the LBD program target Black youth?*

A2: The LBD program is based on the view that Black students can achieve at the highest levels if given an array of success-enhancing opportunities that are generally available to others. Hence, the LBD leadership-development program is an intervention intended to offset historical disadvantages, and enhance the personal, social, academic and career success of Black youth.

The LBD program will offer leadership skills, higher-order skills, and a platform of encouragement – all given to enabling promising Black youth to optimize their talents, fulfil their highest ambitions and become outstanding citizens.

Q3: WHO: *Who should apply for fall 2024 admission into the Leadership by Design program?*

A3: Only students who are enrolled in Grade 10 in September 2024 will be considered for admission into the Leadership by Design (LBD) program. Students may only enter LBD in their Grade 10 year.

You should apply for fall 2024 admission if you meet all the application criteria below.

1. You voluntarily self-identify as Black or Black African-Canadian, and you are discernibly of Black African ancestry. (*Your lived experience is that of a Black person.*)
2. You will be enrolled in Grade 10 during the academic year 2024-2025 (*i.e., the academic year which begins September 2024*).
3. You are academically promising and willing to pursue the learning opportunities LBD provides.
4. You are willing and able to attend Toronto-based in-person sessions on selected Saturdays. (*While this requirement is convenient for students who reside in the Greater Toronto Region (GTR), we will consider keen candidates residing beyond the GTR.*)
5. You are a Canadian Citizen or Permanent Resident of Canada.

Q4: CONFIRM WHO COMPLETES THE APPLICATION: *Should the prospective applicant and parent(s) share a full discussion about applying for the LBD program?*

A4: We recommend applicant-parent discussions. It's never good if the parent applies on behalf of the student...without the student's participation. The applying student must know that the LBD program is intense and challenging. Applying students must be:

- motivated to achieve personal, social, academic and career success,
- open to learning new things,

- interested in exploring new environments and collaborating with other students,
- committed to attending scheduled in-person and virtual events, and
- be willing to be held to a high standard.

The parents or guardians of applying students must be willing to be supportive of the student's participation in LBD. It takes motivated parents to transport students to LBD sessions on scheduled Saturdays and participate in parent-focused sessions. The LBD program works best with motivated students and parents.

Q5: STUDENT'S EMAIL ADDRESS & MOBILE NUMBER: *Why does LBD communicate directly with both students and parents?*

A5: Effective email communication with both students and parents is critical to the administration of the Leadership by Design program. Hence, we collect each applicant's email address and mobile number. We want students to be effective communicators, and this includes students regularly reading their emails and responding as required. Normally, most emails sent to LBD students are copied to parents.

Q6: AREA OF RESIDENCE: *Does it matter where I live?*

A6: Most in-person programming for LBD is held in Toronto – usually at university or corporate sites with ample parking and convenient access to public transit (TTC & GO Transit). Residents of the Greater Toronto and Hamilton Area (GTHA) will likely find these meeting locations convenient. While students residing beyond the GTHA will be able to participate in LBD virtual activities, they may find it inconvenient to travel to in-person Toronto-based meetings. We are prepared to accept eligible candidates who reside beyond the GTHA, providing they are willing to attend in-person activities.

Q7: DEADLINES: *Are there application deadlines?*

A7: Yes! The window for applying extends well into September 2024. This gives high school administrators and teachers a window during September to encourage their eligible Grade 10 students to apply. At the same time, we invite early applications...starting now in the summer. Applications will be considered on an on-going basis. The earlier students apply, the earlier they are evaluated and the earlier they are provided an admissions decision.

The final application deadline is Monday, September 23, 2024 (11.59 p.m.).

Rolling Admissions (throughout the summer)

Apply as quickly as possible. Do not delay applying since we will make admission decisions as applications are received (rolling admission) throughout August and into September 2024. The sooner you apply, the faster you will receive an admissions decision.

First/Early Application Deadline: Wednesday, September 4, 2024

This deadline allows candidates to apply early and to be considered for admission early, that is, before the September rush of applications. Here's the advantage of applying early:

- Applications from eligible candidates are received by Wednesday, September 4, 2024 (11.59 p.m.).
- Successful early applicants will be invited to the first in-person orientation session (Toronto location) scheduled for 1.30 p.m., Saturday, September 7, 2024. Invitations will be sent via email.

If unable to attend this orientation session, an alternative session will be scheduled at a later date.

Second/Early Application Deadline: Thursday, September 19, 2024

This second deadline of Thursday, September 19, 2024, allows Grade 10 students who are advised about the Leadership by Design program by high school sources, and other community sources, to apply for admission. Eligible students who apply by this deadline are assured of full consideration for admission into the LBD program.

Here's what happens when candidates apply by Thursday, September 19, 2024 (11.59 p.m.).

- Applications from eligible candidates are received by Thursday, September 19, 2024.
- Successful early applicants will be invited to the second in-person orientation session (Toronto location) that is scheduled for 10.30 a.m., Saturday, September 21, 2024. Invitations will be sent via email.

Third Application Deadline: Monday, September 23, 2024

This is the last day to apply for admission into the 2024 Leadership by Design program.

Students who apply after the second application deadline of September 17, 2024, and by this final deadline of September 23, will be considered for admission if seats remain available. We anticipate some eligible candidates will receive information about the LBD program at a late date, and we wish to give them an opportunity to enter the program.

Here's what happens when candidates apply between September 19 and September 23, 2024:

- Applications from eligible candidates are received by Monday, September 23, 2024 (11.59 p.m.).
- If seats remain available, these applicants will be invited to a yet-to-be-scheduled orientation session. Information will be sent via email.

Q8: APPLICATION PROCESS: What are the basic application steps?

A8: Step 1: Before completing the *Application Form*, carefully read this Application Guide.

Step 2: Discuss with your parent(s) or legal guardians your intent to apply for the Leadership by Design (LBD) program. Your parent(s) must be fully aware and supportive of your application.

Step 3: Complete and submit (online) your LBD Application. Ensure the data you provide is accurate and complete. Incomplete applications will not be considered.

We empower students to take ownership of their learning. As such, **students** (not parents) should complete the application, and must do so with the knowledge and support of a parent, guardian, or other adult advisor. Where indicated, the student's personal phone number and email address should be provided. Parent information will be collected separately on the application. Normally, the LBD team sends email communication to both student and parent(s).

Q9: APPLICANT SELECTION: What are the criteria for determining admissibility?

A9: While we recognize the Leadership by Design program is not suitable for everyone, we will make every effort to admit qualified candidates. There are three key steps for evaluating and admitting students into the Leadership by Design program.

i: Application Evaluation – Data provided in your application form will be evaluated. We will consider the grades you achieved for four key Grade 9 courses (English, mathematics, science and geography), plus other information that points to a good match between you and the LBD program.

ii: Mandatory Orientation Session - Candidates deemed eligible for admission after the evaluation described above will be invited (accompanied by a parent or legal guardian) to an in-person LBD orientation session. This mandatory orientation session will ensure both students and parents are informed about all aspects of the LBD program and are well positioned to decide whether or not to join the program.

iii: Conditional Admission Requirements - After the orientation session, eligible candidates will be provided conditional admission. At this stage, students and parents must take the following action in order to remove the 'conditional-admissions status':

- the parent or legal guardian must sign and submit a *Consent and Release Form*, and

-the student must complete a mandatory online workshop on *Goal Setting*. Once the parent submits the *Consent and Release Form*, and the student completes the *Goal Setting Workshop*, then the student becomes a registrant of the Leadership by Design program. Fully registered candidates and their parents will be notified by email.

Grade 10 applicants who are not eligible for 2024 admission into the LBD program may opt to participate as a Guest Student. Refer to *Questions 16 and 17* for more about the Guest Student opportunity.

Q10: NOTIFICATION OF DECISION: *How will I be informed about my admissions status?*

A10: The student applicant and parent(s) will be advised of our admissions decision via email. This takes place after completion of the orientation session. Candidates denied admission will also be advised via email. Please monitor your email.

Q11: GRADE 9 REPORT: *Are applicants required to provide academic records such as grade reports?*

A11: Students offered admission will be required to provide a photocopy of their Grade 9 grade report card.

Q12: SPECIALIZED HIGH SCHOOL PROGRAM: *The application form asks if the applicant is enrolled in, or plans to enroll in, a specialized high school program (e.g., IB, AP). Will this information be used to determine admission?*

A12: No. We only collect this data for research purposes.

Q13: SPECIAL LEARNING OPPORTUNITIES: *The application form invites candidates to reveal interest in 'special learning opportunities'. What's the process for enrolling in one of these activities?*

A13: We ask applicants to indicate interest in one or more 'special learning opportunities'. This provides us with early indication of interest and facilitates our planning. At a later date, admitted students will be provided with details about each 'special learning opportunity', and will be given a process for enrolling. Special learning opportunities include:

- Pursue STEM (offered in collaboration with University of Toronto) [Pursue STEM \(utoronto.ca\)](https://utoronto.ca)
- Pursue Coding
- Pursue Business
- French Language Enrichment

Q14: PARENT CONSENT AND RELEASE FORM: *Parents or guardians of admitted students are required to sign a Consent and Release Form. Can you provide more details about this?*

A14: Parents/guardians partner with the LBD program in working towards the personal, social, academic, and career success of students. Participating students who are under age 18 are deemed Vulnerable Persons *by law* and both the LBD program and parents share a duty to protect the well-being of students. Part of this involves up-front communication and understanding. The parent *Consent and Release Form* supports this as well as the effective administration of the LBD program.

Q15: PRIVACY OF PERSONAL INFORMATION: *Can you tell me what guides your collection of personal information via the LBD application form?*

A18: The information required by the LBD application form and by the parent *Consent and Release Form* is gathered for the purpose of administering admissions into the Leadership by Design program and its associated and affiliated programs. The information will also be used for the effective

administration of the Leadership by Design program, the [SummerUp Program](#), and other programs, courses, and activities which the Lifelong Leadership Institute offers in partnership or collaboration with other entities and organizations. Should you have questions about the privacy of student information, contact admissions@lileaders.com

Q16: GUEST STUDENT STATUS: *Can you provide more information about Guest Student Status?*

A16: We restrict LBD admission to only Grade 10 students because the LBD program works on a 'cohort system' – students in the same Grade cohort progress in lockstep through Grades 10, 11 and 12. While we wish we could admit students from any high school grade, our resources and program methodology do not allow for this. Nevertheless, there are certain LBD activities and services which can be extended to Black youth who are not formally enrolled in LBD. We are prepared to make these services available under an experimental program called *Guest Student*.

Guest Student status provides some LBD programming to Black students who are, for certain reasons, ineligible to formally enroll in the LBD program. These reasons include:

- the student is in Grade 10 in fall 2024 but is not offered admission into LBD,
- the student is in Grade 9 in fall 2024 and would like to experience some LBD programming in preparation for an LBD application in fall 2025, or
- the student is in Grade 11 or 12, has missed the admissions window for the LBD program, but would like to benefit from some LBD programming and services.

Many LBD programming and service opportunities will be made available to Guest Students. These include:

- a flow of information, via email to students and parents, regarding a wide array of opportunities (e.g. community events, bulletins, readings, theatre events, material that encourages intellectual curiosity; etc.),
- invitations to join some workshops, conferences, lectures, symposia, and free skill-building courses,
- invitations to sessions to do with transition to university/college (e.g. university applications, deadlines, etc.), applying for scholarships, etc.,
- early notice about summer jobs and learning opportunities (e.g. SummerUp), and
- invitations to participate in some LBD Saturday events.

Q17: APPLYING TO BE AN LBD GUEST STUDENT. *How do Black students in Grades 9, 11 and 12 apply for Guest Student status?*

A17: Are you in Grade 9, 11 or 12 and would like to associate with the LBD program as a Guest Student? If yes, apply for Guest Student status using this special application form:

[LBD GUEST STUDENT APPLICATION](#)

- All Black students who apply for LBD Guest Student standing will be admitted.
- All Black students who apply for Guest Student standing, and their parents, will be invited to an online orientation session. This will allow them to hear more about the Guest Student opportunity.

Q18: TIPS FOR COMPLETING THE LBD APPLICATION FORM. *Could you provide a quick guide for completing the LBD application form?*

A18: Here are some things to consider when completing the LBD application form.

-**Accuracy:** Take the time to be accurate. Be accurate about your postal address (e.g. include Apt. No. if applicable), your telephone number, your grade data, your email address and your parent's name and email address. Before starting, make sure you have ready access to your Grade 9 grade reports, plus your parent(s) country of birth, cell phone number and email address. Do not misrepresent your Grade 9 numerical grades.

Let's get started! This first section collects basic demographic information.

If you are unsure, confirm the response with your parent or adult advisor prior to proceeding.

To return to a previous question, use the red ^ arrow.

If you exit and return using the same browser, your responses will be saved until submitted.

Continue press Enter ↵

-**Application Completion Time:** The Leadership by Design application form may take up to 15 minutes to complete. It may take more. In most cases, your browser will save your responses until the form is submitted. However, we strongly encourage you to set aside time to complete the application in one sitting.

-**Back Button:** To return to a previous question, use the red ^ arrow.

-**Questions relating to leadership activities or extra-curricular activities:** Certain questions ask you to list responses. We suggest you keep your answers brief by using 'numbered lists'. Here's the method for answering these.

Sample Question: Please tell us about your leadership activity in your Grade 9 year.

Sample Answer/Format: 1. Member of DECA; 2. Logistics Manager, BSA; 3. Member of Student Council

-**Question about an issue you are keen to know more about:** We ask the following question: *Is there a specific subject, topic or issue about which you passionately seek more information or knowledge? We would like you to reveal one (1) item (a subject, an issue, a topic) about which you are keen to research and explore...meaning you are passionate about seeking more knowledge about this matter. Give this question some thought before answering.*

Guidance to the style/type of answers:

- Building the Egyptian pyramids
- Harriet Tubman, Underground Railroad
- Size of the universe
- Making film documentaries
- Viruses
- Architecture
- Coding (digital)
- Setting up a business

Q19: ADDITIONAL QUESTIONS: Do you have additional questions?

A19: Send additional questions to: admissions@lileaders.com

