



## ***Leadership Pipeline Application***

***Learn.***

***Grow.***

***Lead.***

**Due June 30, 2017**

Leadership Pipeline represents an exceptional professional development opportunity for those seeking advancement and leadership training in the financial aid profession. Application to the RMAFSA Leadership Pipeline is open to individuals from RMAFSA member institutions. The Leadership Pipeline Committee seeks representation from a cross-section of the Association with diversity and balance in areas such as institution type and individual attributes. Participants will be selected by the Leadership Pipeline Committee based upon the following considerations:

- Applicant's own merits as presented in the application materials and supporting documents
- Evidence of commitment to the profession of financial aid
- Expressed desire to pursue involvement in professional development activities
- Evidence of full support and recommendation to the program from the applicant's supervisor
- Ability to make the time commitment (including regular conference calls, scheduled meeting times between mentors and participants, attendance at RMAFSA Fall Conferences in both 2017 and 2018 as noted below)

Those selected to participate as participants are required to attend the Leadership Pipeline Seminar, held in conjunction with the RMAFSA Fall Conference. Attendance is expected for all phone meetings and conference calls. Participants and their mentors will arrange additional conversations during mutually agreeable times. These one-on-one conversations are critical to the success of this program.

Class size will be limited to 10 mentoring pairs.

Selection of mentees will be based on criteria specified on the application form. Application is due June 30, 2017. Notification will be made by July 17, 2017.

Completed applications may be submitted via email, regular mail, or FAX to:

Janet Riis  
Carroll College  
1601 N Benton AVE  
Helena, MT 59625-0002  
Phone: 406-447-5423

Email: [jriis@carroll.edu](mailto:jriis@carroll.edu)  
FAX: 406-447-5187



## Personal Data (please type or print)

1. Name: \_\_\_\_\_
2. Occupation/Title: \_\_\_\_\_
3. Organization: \_\_\_\_\_
4. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
5. Home/Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_
6. Email Address: \_\_\_\_\_
7. FAX: \_\_\_\_\_
8. Do you require any special accommodations? \_\_\_\_\_

## Professional History

1. Years in a professional position: \_\_\_\_\_
2. Years in Financial Aid: \_\_\_\_\_
3. Years as a member of RMASFAA: \_\_\_\_\_

## Leadership

Answer the following questions using no more than two 8 ½" X 11" typewritten sheets. Please number and restate each question on your answer sheet. Use as much space for each question as needed, but do not exceed the total of two pages. Please put your name at the top of each page. *Please do not submit a standard resume.*

1. Please explain your interest in RMASFAA Leadership Pipeline and detail your expectations of the program. Please also tell us why you should be selected as a participant for Leadership Pipeline.
2. Describe your current position and provide specific job responsibilities. Discuss your current skill set and indicate how you wish to learn and grow either within your current position or beyond. What aspects of professional development most interest you?
3. Please describe your ideal Mentor.



## Statement of Commitment

1. **Employer:** This candidate has my full support to participate as a mentee in the RMASFAA Leadership Pipeline. I am aware of the time commitment involved in his/her effective participation and I agree to support him/her in work release time and with financial resources. *Please include a letter of recommendation for the applicant.*

**Institution Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_

**Supervisor Title:** \_\_\_\_\_

\_\_\_\_\_  
**Supervisor Signature and Authorization to Participate**

2. **Applicant:** I understand the participation requirements and commitment required for RMASFAA Leadership Pipeline. If selected, I will devote the time and work necessary to meet my leadership goals and the goals of the program.

**Institution Name:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Applicant Title:** \_\_\_\_\_

\_\_\_\_\_  
**Applicant Signature**

## Letters of Recommendation

Applicants are required to attach a signed letter of recommendation from his or her direct supervisor.

Please attach the letter to the application packet and submit per instructions on page one.



## Leadership Pipeline Scholarship Application

The RMASFAA Board feels so strongly in Leadership Pipeline that they have dedicated a scholarship towards assisting a mentee who may not otherwise be able to participate in the program. The scholarship will cover

- The registration fee of \$275 for the RMASFAA Fall conference
- Up to \$500 for travel expenses.

Expenses will only be reimbursed up to the RMASFAA maximum.

The recipient will need to be prepared to cover the additional meals not associated with the conference or seminar and the additional lodging.

Please attach a statement explaining why you are requesting the scholarship.