

# CASCADE CENTER

Evans School of Public Affairs ▲ University of Washington

## Pacific Northwest Nonprofit Executive Leadership Institute

February 8-13, 2009

### Participant Information

Name (for certificate):

Name (for name tag):

Title:

Organization:

Mailing Address:

City/State/Zip:

Phone: ( )

Fax: ( )

Email:

Number of years that you have been at your current organization/agency:

Number of years that you have served in your current position:

Number of years that you have worked in the nonprofit sector:

Number of years, cumulatively, that you have held senior-level positions (ED, CEO, CFO, Deputy Director, or similar position):

**I. Please attach brief responses to the following statements/questions** (the total length of combined responses should not exceed two pages):

- A. Please describe your organization: its mission, functions or services provided, number of FTE employees, and annual operation budget.
- B. Please describe the primary responsibilities of your current position.
- C. What do you hope to gain from participation in the Institute? How will it be useful to you and your organization?
- D. What are the two most significant challenges you currently face (or will likely face in the near future) in your role as a leader in your organization?

**II. Please attach a resume or curriculum vitae.**

**III. Please attach a letter of recommendation from one of your current board members [recommended, but not required].**

Please check to indicate a need for disability accommodation. Cascade Center staff will contact you at least three weeks prior to the program to discuss special needs.

I understand that certification of completion is dependent upon full participation with all activities related to the Institute. I have read and agree to the terms of the payment policy and cancellation policy.

Participant Signature:

Date:

Submit All Applications to:

Cascade Center  
Evans School of Public Affairs, University of Washington  
Box 353055, Seattle, Washington 98195-3055  
Phone 206-685-0523 Fax 206-543-1096

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## Billing Information

All invoices should be sent to:

Name:

Organization:

Mailing Address:

City/State/Zip:

Phone: (    )

Fax: (    )

Email:

## Payment Policy

Participants will be sent an invoice for tuition after notification of admission. The tuition payment deadline is January 2, 2009. Acceptable forms of payment include check, credit card, and purchase order numbers. Please make checks payable to the University of Washington. Those wishing to pay by credit card should contact the Cascade Center to make appropriate arrangements.

## Cancellation Policy

A participant may withdraw or substitute a qualified applicant without penalty on or before Friday, January 2, 2009. Qualifications of substitute candidates must be reviewed by the Cascade Center. Full course tuition will be charged for participants who do not cancel by January 2, 2009 or who fail to attend the Institute. Cancellations must be received in writing and require a written response from the Cascade Center to take effect.