



EVANS SCHOOL OF PUBLIC AFFAIRS

UNIVERSITY *of* WASHINGTON

Cascade Executive Programs

Nonprofit Executive Leadership Institute

March 18-23, 2012

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



EVANS SCHOOL OF PUBLIC AFFAIRS

UNIVERSITY *of* WASHINGTON

Cascade Executive Programs

Billing Information

All invoices should be sent to:

Name:

Organization:

Mailing Address:

City/State/Zip:

Phone: ()

Fax: ()

Email:

Payment Policy

After your acceptance into the Nonprofit Executive Leadership Institute, you will receive an invoice from Cascade Executive Programs that **must be paid by March 1, 2012**. If you are unable to pay by the deadline, please contact us at cascade@u.washington.edu.

Acceptable forms of payment include:

- Check: Make checks payable to the University of Washington and mail to Cascade Executive Programs, University of Washington, Parrington Hall, Box 353055, Seattle, WA 98195-3055. Please include the names of the participant and course on the check.
- Credit Card: We accept Visa and MasterCard over the phone only. Please call 206.685.0523 after receiving your invoice to pay for the program. A receipt will be mailed to the cardholder within a month of payment.
- Purchase Order Number: If your agency is unable to submit payment until after a service is rendered, we accept purchase order numbers (PO#) as payment. The PO# may be included at the time of your registration, or emailed to cascade@u.washington.edu with the name of the participant, the course name, and the PO# as soon as possible following a registration.

Cancellation Policy

A participant may withdraw or substitute a qualified applicant without penalty on or before February 15, 2012. Qualifications of substitute candidates must be confirmed by Cascade Executive Programs. Full course tuition will be charged for participants who do not cancel in time and who fail to show on the first day of the session for which they are registered. Cancellations must be received in writing and require a written response from Cascade Executive Programs to be in effect. If a registrant fails to attend without notification, full tuition is required. Please note that **failure to submit payment does not cancel you from the course**.

If the cancellation or course-transfer deadline falls on a holiday or weekend, you should send cancellation requests via email. If this is not possible, be sure to email your cancellation request on the business day prior to the holiday.