|  |  |  |
| --- | --- | --- |
|  | **Class of 2023 - Application Form** |  |

Application Deadline: August 15, 2022

*We strongly recommend that you team up with another Rotarian(s) in your club or geographic area and work as a team on the Academy program. You and your Rotary club will both benefit from this type of collaboration and it will ease the work load.*

Please download and complete this application then send it along with the Student Skills Survey and the Student Agreement to Academy Administrator via email at the following email addresses:

Academy Administrator – Harriett Schloer – [in2dtp@gmail.com](mailto:in2dtp@gmail.com)

Be sure to submit all three documents at the same time, not separately.

**NAME**: Last Click Here

First Click Here

Badge Name:Click Here

**MEMBER OF THE ROTARY CLUB OF**: Click Here

**YEAR SERVED AS CLUB PRESIDENT:** Click Here

**IF NOT PAST PRESIDENT, WHAT IS YOUR CURRENT OFFICE OR ROLE?** Click Here

**SPOUSE/PARTNER:** Last Click Here

First Click Here

Badge Name:Click Here

**ADDRESS:** Street Address: Click Here

City: Click Here State: Click Here Zip: Click Here

**CONTACT:** Home Phone: Click Here

Work Phone: Click Here

Cell: Click Here

Fax: Click Here

Regular Email: Click Here

*(Very Important! BEFORE you enter your email address, you must read the attached instructions  
regarding email and your required MyRotary account for the Academy program).*

*Have you club President approve this application by signing the printed application and keep a copy for yourself. Then enter his/her name below followed by “Signed” and submit this electronic application to the Academy Dean and the Academy Administrator along with the Student Survey and the Candidate Agreement*

I hereby approve the above Rotarian for admission to theLeadershipAcademy Program to graduate with the class of 2023.

**APPROVED BY (President):** Enter Name Here **CLUB:**  Click Here **DATE**: Click Here

**INSTRUCTIONS FOR SUBMITTING APPLICATION**

Once this application is completed, submit it   
a**long with the Candidate Agreement and the Skills Survey for Prospective Candidates to**:  
 Academy Administrator – Harriett Schloer – [in2dtp@gmail.com](mailto:in2dtp@gmail.com)

Submission Deadline is August 15, 2022   
*(no applications will be accepted after this date)*

***Your Email Address and your MyRotary Account***

As a participant in the Leadership Academy, you will make extensive use of the Rotary International web site. In order to have access to many areas of the RI web site which are secured and available only to Rotarians, you must set up a personal **MyRotary** account.

When you set up your MyRotary account, and in order for Rotary to identify you as a Rotarian you must use the exact same email address that is currently listed in the Rotary International Membership database which is only located on the Rotary web site (not the District 5130 web site!) To confirm that you will be using the correct email address BEFORE you set up your MyRotary account, please do the following:

1. Contact your club Secretary or your Club president. (*They are the only ones who have access to your Rotary club’s membership records on the RI web site. Once again, you cannot use your Districts online database you must use the RI Membership database on the Rotary website.)*
2. Ask one of them to access your personal membership record **on the RI Website only.** *Be sure they understand that they can only use the official RI membership database . . . NOTHING ELSE!!*
3. Once you find out what your email address is in the RI Membership Database, that is the email address you must use to set up your MyRotary account. *(NOTE: If your email address in the RI Membership Database is NOT the one you are currently using and you would like to change it before you set up your MyRotary account, just tell your Secretary or President to change the email address in the RI Membership Database to the one you want to use. Once they make the change, that email will then be the email address that you will use to setup your MyRotary account.)*
4. Once you have confirmed that you are using the correct email address as shown in the RI membership database on the RI web site, you can go ahead and set up your MyRotary account.
5. To ensure that you have been registered correctly, login to the RI Web Site using your Email and the password you set up. When the MyRotary page opens, check to make sure you can see the following on the page:
   1. My Club Snapshot in the left hand column
   2. My Profile in the left hand column
   3. Online Tools at the bottom of the center column.

If you can see the above sections of the page, you are successfully registered as a Rotarian and ready to use the web site for the Leadership Academy. If you don’t see the above, you have registered as a Non-Rotarian and will not be able to access major sections of the RI web site and you will be unable to complete significant sections of the Rotary website for your Academy work. This means you will need to work with your club Secretary or President to get it corrected so you are registered as a Rotarian.

1. Once you have confirmed that you have successfully setup your MyRotary account as a Rotarian, enter the correct email address on your Academy application as this will be the email that will be used to enroll you in each of your Academy courses.