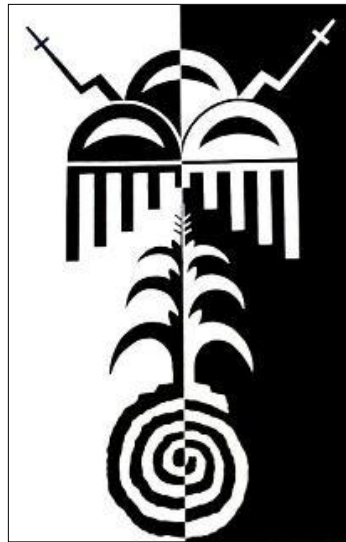


2012-2013 PROGRAM APPLICATION

HOPI LEADERSHIP PROGRAM

"Growing a New Generation of Hopi Leaders and Professionals"



PO Box 301
Kykotsmovi, AZ 86039
Phone: (928) 734-2380/ Fax: (928) 734-9520

Application Deadline: August 3, 2012



HLP is a project of

THE HOPI FOUNDATION
LOMASUMI'NANGWTUKWSIWMANI

Since 1987, The Hopi Foundation (HF) has been a focal point for the dissemination of information for the Hopi community. With over twenty-five years of experience working with outside philanthropists and partners to help develop self-sufficiency among the Hopi people, The HF has helped launch a number of non-profit and for-profit organizations.

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PROGRAM SUMMARY

The Hopi Leadership Program (HLP) was designed to grow strong, effective, and culturally-grounded professionals at Hopi by encouraging effective leadership skills among emerging Hopi leaders. The long-term goal is to nurture a community of professionals who can serve as effective leaders and successfully bridge the Hopi and non-native world in a way that is firmly grounded in the uniquely Hopi worldview.

This 15-month capacity building program will support future successors who will run organizations and perform grassroots community work at Hopi using a model based on the Hopi culture and western education.

Participants will undergo an initial skills and knowledge assessment and will also work to define their own personal goals and objectives as part of the program. Participants will gain experience in leadership and in professional management practices. They will engage in on-going dialogue about issues related to professional development at Hopi, the complexity of bridging the Hopi and non-native worlds, and the qualities required for effective leadership. Through this experience they themselves, their families and their place of employment will also benefit from their growing knowledge of leadership, along with other skills.

PROGRAM OBJECTIVES

The Hopi Foundation established the Hopi Leadership Program to:

- Support the growth and development of a new generation of Hopi leaders and professionals;
- Develop skills and practices that enable healthy, successful, and self-sufficient lives;
- Develop and encourage management habits and understanding of Western -style philanthropy;
- Develop models for balancing and enhancing traditional cultural wisdom in the context of modern day society; and

- Provide training in core management disciplines required to manage an organization.

PROGRAM CURRICULUM

Two full-day sessions from September 2012 to November 2013 will focus on Hopi bodies of knowledge as well as specific management disciplines. The curriculum provides a rigorous yet flexible educational experience enabling participants to combine theory and best practice of professional management within a uniquely Hopi context.

Session modules include:

- ❖ Getting To Know You & Mentoring
- ❖ Hopi Cultural Values
- ❖ Hopi Social Systems & Gender Roles
- ❖ Hopi Lavayi
- ❖ Tradition and Change at Hopi
- ❖ Hopi Governance
- ❖ Tour of Hopi Villages
- ❖ Hopi Environmental Field Trip
- ❖ Communication & Management Skills
- ❖ Community Organizing
- ❖ Introduction to Nonprofit Organizations
- ❖ Sustaining your Organization
- ❖ Organizational Marketing
- ❖ Vision for Hopi
- ❖ Midpoint & Final Reflection Sessions

MENTORSHIP

Program participants will be paired and each will serve as a mentor to the other during the monthly sessions and outside of the program. As mentors they will help guide one another in their learning and development both personally and professionally. Through mentoring, each individual will be able to understand that:

- **Deliberate learning is the cornerstone.** The mentor's task is to promote intentional learning, which includes capacity building

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through methods such as coaching, providing experiences, modeling & advising.

- **Leaders need to tell their stories.** Mentors who can talk about themselves and their experiences establish a rapport that makes them "learning leaders."
- **Development matures over time.** Mentoring taps into continuous learning that is not a mixture of ongoing events, experiences, observation, and thoughtful analyses.
- **Mentoring is a joint venture.** Successful mentoring means sharing responsibility for learning regardless of subject matter.

PARTICIPANT CRITERIA

For the 2012-2013 Program, 12 Hopi/Hopi-Tewa individuals will be selected along with 3 alternates. Applicants must meet the following criteria to be considered:

- Be a high school graduate or equivalent;
- Have two years work experience that includes management of people and/or projects;
- Demonstrate leadership potential as indicated by employment, experience, volunteerism, other activities, and through recommendations;
- Have career/personal goals & objectives and a desire to periodically self-reflect and assess progress and lessons learned;
- Have a commitment to their personal and professional growth and development in support of the broader Hopi community;
- Have a clear focus on community change through leadership development;
- Be motivated and willing to help create new partnerships and increase community participation; and
- Intend to participate fully in all activities during the program including active engagement with a mentor; and
- Have a commitment to continue to support The Hopi Foundation and the Hopi Leadership Program after completion.

PARTICIPANT COMMITMENT

Selected participants are individuals who have a strong personal motivation to receive formal training. It is imperative that they have full support from their families and employer and/or supervisor as they will be expected to do additional work outside the scheduled program session dates. If employed, it is also important that their place of employment and/or supervisor agrees to allow them to have time off for the monthly sessions.

Selected participants must attend all monthly sessions scheduled both on and off the Hopi reservation. Program sessions are participatory and collaborative in nature and participants are expected to take an active role in all discussions and activities. They will be expected to arrive on time and stay through the end of each session. Due to the amount and value of information that is provided, the commitment to the mentor/mentee relationship, program participants will not be allowed to miss more than 6 days combined throughout the duration of the program. **Missing more than 6 days, indicates that the participant voluntarily withdraws from the program.**

HLP ALUMNI

Individuals completing the Hopi Leadership Program are recognized as HLP alumni and become part of a powerful network of Hopi leaders across the reservation and beyond. The Hopi Foundation maintains a database of alumni, which serves as a network of support for the Foundation, its programs and the Hopi community. At large, alumni accomplishments and activities may be featured for future leadership programs, reporting and for recruitment. HLP alumni will gain access to a larger array of opportunities upon successful completion.

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PROGRAM FEE

A program fee of \$250 is required by selected participants and is due before the first day of the 2012-2013 Program. This worthwhile investment helps to offset the cost of books and materials provided directly to the participants throughout the Program.

This fee covers approximately 8% of the total costs associated with participant expenses. Remaining costs are paid by the generosity of grants, donations, sponsorships, and other sources of funding.

APPLICATION DEADLINE

Completed application forms and all required pieces are due no later **than 5:00 pm on August 3, 2012**. Mailed applications must be post marked August 3, 2012, to be accepted.

Program applications can be mailed, hand delivered, or emailed before the deadline to:

The Hopi Foundation

Hopi Leadership Program Coordinator
PO Box 301; Kykotsmovi, AZ 86039
or email to: sekakuku@hopifoundation.org

SELECTION & NOTIFICATION

An independent selection committee comprised of HLP alumni and other community members will review the application materials and make participant selections in August. Only those application packets which are complete will be forwarded to the selection committee.

All applicants will be notified by August 17, 2012 of their selection status via U.S. postal mail or by phone.

GOT QUESTIONS OR NEED MORE INFORMATION?

For more information regarding the Hopi Leadership Program, contact Laurel Sekakuku at The Hopi Foundation:

Office: (928) 734-2380 / Email: sekakuku@hopifoundation.org

The Hopi Foundation office is located in Kykotsmovi, near the village store.



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APPLICATION CHECKLIST

Applicants must submit all of the following items in order to complete their application packet. Incomplete application packets will not be forwarded to the selection committee.

Applicant Name: _____

Date Submitted: _____

- 2012-2013 Application Form** – Please complete in full
- Resume** – No more than three pages
- Essay Questions** – All essay questions must be answered
- Additional Questions** – All additional questions must be answered
- Written Recommendations** – Must provide two names from which written recommendations will be sought
- Recommendation Forms or Letters** – Two Recommendation Forms or Letters of Recommendation are required
- Supervisor Agreement** – Supervisor signature is required
- Applicant Certification & Acknowledgement** – Applicant acknowledgement and signature is required

Application and packet materials must be received prior to the deadline to be considered. Items may be mailed, hand delivered, or emailed to:

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Phone: (928) 734-2380

Email: sekakuku@hopifoundation.org

Deadline: August 3, 2012 at 5:00 pm



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Additional pages may be attached to the application to answer questions completely.

PERSONAL INFORMATION

Name (First, MI, Last): _____

Age: _____ Date of Birth: _____ Gender: _____

Note: Age and gender will be used for statistical purposes only and will not be used to determine eligibility for the program

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Other/Message Phone: _____ Email Address: _____

Village Affiliation: _____ Clan: _____

EMPLOYMENT INFORMATION

Current Employer: _____ Type of Business: _____

Current Title/Position: _____

Work Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____ Work Email: _____

Supervisor's Name & Title: _____

Supervisor Mailing Address: _____

Supervisor Phone: _____ Supervisor Email: _____

Number of years work experience: _____

EDUCATION & TRAINING *List valued education experiences (this includes traditional cultural learning)*

Institution/Name	Degree/Program/Type	Date(s)
High School _____		
College _____		
Graduate _____		
Technical/Field Experience _____		
Hopi Cultural Experience _____		
Other Cultural Experience _____		
Other _____		
Other _____		



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ADDITIONAL APPLICATION MATERIALS

The following items must be submitted to complete the application package.

RESUME

Please attach a resume no longer than three pages detailing your job experiences, dates of employment, responsibilities, accomplishments, and acquired knowledge & skills. Include a list of your educational background or training received including institute or program name, dates attended and highest level completed. List professional, community and village affiliations as well as honors, awards and/or recognitions received.

ESSAY QUESTIONS

Please submit your answers to the following questions on a separate sheet(s) of paper.

1. Why you would like to participate in the Hopi Leadership Program and what do you hope to achieve from your participation?
2. How will your participation in the HLP enhance your personal and professional aspirations?
3. Give an example of a project you initiated either at work or in the community, why you did it, and what were the results.
4. How do you define leadership? What do you consider to be the five most important qualities or characteristics of a leader?
5. What kind of leadership roles would you like to carry out in the community in the next five to ten years? Please be as specific as possible.
6. If selected for the Hopi Leadership Program, what unique contributions, skills and abilities would you bring with you to the Program?

ADDITIONAL QUESTIONS

Please submit your answers to the following questions on a separate sheet(s) of paper.

- What challenges have you faced in trying to define your role in the local community?
- Given what you know about yourself and what you would like to accomplish during the Hopi Leadership Program, what support would be helpful to you from your mentor? What support would you be able to offer your mentor in reaching their goal(s)?
- How did you hear about the Hopi Leadership Program and what prompted you to apply?



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WRITTEN RECOMMENDATIONS

Applicants are required to obtain two recommendations. Recommendations can be made by, but not limited to supervisors, colleagues, tribal council members, teachers, village/community leaders or members.

Following are two recommendation forms which can be provided to your references for completion. Please ensure that all questions are answered and that the recommendation form is included with the letter of recommendation if prepared separately.

Please provide the name, title, and phone numbers of two individuals who will provide a written recommendation on your behalf:

1. _____
2. _____

Recommendation Forms and/or Letters of Recommendation must be received by **August 3, 2012 at 5:00 pm**. Emailed letters of recommendations must be sent directly to sekakuku@hopifoundation.org from the individual providing the reference on your behalf.



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RECOMMENDATION FORM

Applicant Name: _____

Your Name: _____ **Title:** _____

Organization Name: _____

Address: _____

Phone: _____ **Email:** _____

The Hopi Leadership Program is interested in your overall impression of the applicant's suitability for this program. Please provide your answers to the following questions. You may provide your answers below or type your recommendation addressing the following:

1. In what capacity are you acquainted with the applicant and how long have you known them?
2. Please describe the applicant's leadership potential.
3. If the applicant already serves in a leadership capacity, please give examples of the applicant's leadership, community involvement and commitment in serving the Hopi community.
4. Please address the applicant's personal character and how it will contribute to their success in the Hopi Leadership Program.

Recommendations must be mailed, hand delivered, or emailed prior to the deadline to be considered.

The Hopi Foundation

Hopi Leadership Program Coordinator

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Deadline: August 3, 2012 at 5:00 pm



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RECOMMENDATION FORM

Applicant Name: _____

Your Name: _____ **Title:** _____

Organization Name: _____

Address: _____

Phone: _____ **Email:** _____

The Hopi Leadership Program is interested in your overall impression of the applicant's suitability for this program. Please provide your answers to the following questions. You may provide your answers below or type your recommendation addressing the following:

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SUPERVISOR AGREEMENT

This form is to be completed and signed by the applicant's immediate supervisor

Applicant Name: _____

- As the immediate supervisor of the applicant above, I agree to allow him/her time off from regular assigned duties to attend all sessions and events of the 15-month long Hopi Leadership Program.
- I understand that it is the responsibility of both the supervisor and applicant to agree on how to account for the time (i.e., educational/professional development leave, administrative leave, annual leave, etc.).
- I agree to participate in a pre-conference call to learn more about the program and how I can better support my employee's participation.

Supervisor Name: _____

Supervisor Signature: _____ **Date:** _____

Title: _____

Organization Name: _____

Organization Address: _____

Work Phone: _____ **Other Phone:** _____

E-Mail Address: _____

Agreement must be mailed, hand delivered, or emailed prior to the deadline to be considered.

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APPLICANT CERTIFICATION & ACKNOWLEDGEMENT

By checking the boxes below, I acknowledge and agree to the following if selected to participate in the 2012-2013 Hopi Leadership Program:

- I will seek approval from my supervisor to participate in the Hopi Leadership Program.
- I will commit the time necessary to attend all Hopi Leadership Program sessions and events.
- I will be an active contributor to the Hopi Leadership Program and agree to participate in all group learning activities and discussions.
- I will participate in the evaluation activities for each session and after the Program.
- I will contribute to the best of my ability to be a good mentor throughout the Program.
- I acknowledge that missing more than six days combined will indicate that I have voluntarily withdrawn from the program.
- I understand that a program fee of \$250.00 is due before the first program session.
- I will continue to support the Hopi Foundation and the Program after graduation as a part of my commitment to the Hopi Leadership Program.

By signing this form, I certify that all information and statements in this application and attached materials are true and correct to the best of my knowledge. I understand that the information submitted may be verified by The Hopi Foundation/Hopi Leadership Program staff.

Applicant Name: _____

Signature: _____

Date: _____