

CLASS XII

Application Packet

South Dakota Agricultural and Rural Leadership



Welcome Letter	2
What Is SDARL?	3
Vision	3
Mission.....	3
History.....	3
Background	3
Testimonials: Personal Gain Comments from SDARL Graduates	3
Frequently Asked Questions	4
Selection Criteria	4
Mandatory Attendance	4
Family and Employer Support	4
Additional Study	5
Participant Selection.....	5
Application Timetable.....	5
SDARL Class XII Seminar Schedule	6
Financial Commitment.....	6
Expectations & Requirements	7
Professional Attitude	7
Conduct	7
Attendance	7
Attire.....	7
Vaccination Status	8
Travel and Roommates.....	8
Fundraising Participation.....	8
Ready To Apply?	8
Instructions	8
Checklist.....	9
Application Portal	9
Appendix A: Application Questions	10
Appendix B: SDARL Recommendation Form	13
Appendix C: Family Support Form	15
Appendix D: Employer Support Form	16

Welcome Letter

Hello, and thank you for your interest in SDARL!

I am excited that you're considering taking the next step in developing your leadership potential through the SDARL program. On behalf of our Board of Directors, over 300 graduates and current class members, let me assure you that being selected for a SDARL class is a rewarding and life-changing experience. Our board is looking for Class XII to have a balance of its members actively working in agricultural production (farmer or rancher), and in ag-related industries and community development.

The application has several parts, and the items in this Application Packet should be thoroughly reviewed to help you understand the application process before you begin. Please review this information carefully, discuss the commitment with your family and your employer, and consider the impact of making such a significant investment in yourself. If SDARL is right for you, the experience will change your life!

I welcome your questions and am here as a resource for you throughout the application process. Please connect with me if I can assist you.

Sincerely,



Jennifer Henrie, MBA
SDARL Program Director
Jennifer.Henrie@sdstate.edu | (605) 441-4729

CEO

Janelle Booth, MPA

Board of Directors

Executive Committee

Todd Mortenson, Hayes – Chair
Krystil Smit, Huron – Vice-Chair
Terry Jaspers, Sisseton – Treasurer
Rebecca Rink, DVM, Huron – Secretary
Eric Jennings, Spearfish

Members

Matt Dybedahl, Pierre
Bill Even, Adel, IA
Dr. Joseph Cassidy, Brookings
John Melius, Brookings
Heather Niederwerder, New Underwood
Craig Schaunaman, Aberdeen
Sara Steever, Sioux Falls
Dr. Jonathan Kleinjan, Brookings
Ross Tschetter, Bridgewater
Daniel Warren, Hermosa

What Is SDARL?

Vision

Engaged Leadership for a Vibrant South Dakota!

Mission

Identify and develop leadership for agriculture and rural communities to enhance the quality of life in South Dakota.

History

Founded in 1998 by a group of forward-thinking educators and agricultural professionals, the South Dakota Agricultural and Rural Leadership Program (SDARL) was established to ensure that the South Dakota rural agricultural community continues to thrive! The SDARL leadership program is conducted under the auspices of a 15-member Board of Directors who oversee the SDARL Foundation, a 501 (c) 3 non-profit organization. There are approximately thirty such agricultural leadership programs across the United States and Canada, in addition to the international Nuffield Scholars program. Our flagship 18-month leadership program is the primary means of carrying out the mission of the SDARL Foundation, along with educational opportunities for alumni and other agricultural entities in the state.

Background

The SDARL program has 330 alumni from the first eleven classes. Class XII will be selected in early 2023 and will carry out its 18-month leadership development experience between November 2023 and April 2025. Every day, SDARL graduates make a positive and profound impact on agriculture and rural communities throughout the state. Our leaders serve on commodity boards and county commissions, in legislative chambers and chambers of commerce: building consensus, building teams, building South Dakota. You see the results of our leadership development program when our graduates serve as volunteers and leaders on school, city, church, healthcare, economic development, county, zoning, and industry boards. They are leading by example as members of commodity groups and ag lending institutions. They are leading by positive influence in our state’s legislature, in state agencies, and as governor appointees in various capacities. We are proud of what they have accomplished and of the positive results that will happen in the future. Much of that started when they made their decisions to take part in the SDARL program. A SDARL experience will prepare you for lifelong leadership opportunities.

Testimonials: Personal Gain Comments from SDARL Graduates

- Self-confidence.
- Awareness of SD and world agricultural issues.
- The educational learning experiences have been an outstanding, mind-challenging experience.
- I believe SDARL is an extension of my college degree, an unofficial “Master’s.”
- My ability to think “out of the box” has been broadened.
- I’ve gained confidence in myself. It has changed me in so many positive ways.
- I can better express my thoughts and ideas to others.
- Deep and lifelong friendships with my classmates, and a connection to hundreds of SDARL alumni.

- I now have the tools to take on an agricultural or rural issue and make a difference.
- The ability to see both sides of an issue and respect the pros and cons presented.
- Broader base of knowledge among many issues.
- A more global perspective of agriculture and world issues.
- SDARL has made me more aware of how to handle situations in my everyday life.
- I have the confidence now to step forward and speak up on issues of agriculture and rural life.
- I gained personally from every seminar speaker who made us think from a different perspective. I also have greater knowledge about Agriculture across South Dakota.
- SDARL has given me a broader sense of awareness at the local, national, and international levels.
- An incredible network of resources and friends throughout many different industries and institutions all over the state.

Frequently Asked Questions

Selection Criteria

The South Dakota Agricultural and Rural Leadership program has seven basic qualifications:

1. Men and women approximately aged 25 – 55 years
2. Employment in production agriculture, agriculture-related occupations, or community/rural development
3. U.S. Citizen or permanent resident
4. Live in South Dakota or have demonstrated a sphere of influence that benefits South Dakota agriculture and rural communities
5. Demonstrated leadership experience
6. Potential for future leadership growth
7. Commitment by the individual, spouse/partner if applicable, and employer to attend all seminars, pay tuition, and abide by SDARL policies.

Mandatory Attendance

The ability to attend and participate in seminar learning experiences is a necessary part of the selection criteria. Because attendance is required, please check the dates of the Class XII seminars (listed at the end of the FAQ section) before you apply to ensure your availability to attend. In total, the SDARL commitment includes about 50 days away from home over 12 seminars in the 18-month program

Family and Employer Support

Applicants must document to the satisfaction of the selection committee that his/her full participation in the SDARL program is supported both at home and at work. A signed agreement is required stating that spouse/partner (if applicable) and employer (if not self-employed) understand the time requirements for participation, and support the applicant's candidacy.

Additional Study

Applicants must demonstrate during the interview process their ability to participate meaningfully in academic seminars, outside reading, seminar leadership duties, written assignments, and thorough self-expression. In addition, those selected must support and abide by all policies, rules, and regulations of the South Dakota Agricultural and Rural Leadership Board of Directors. There are no specific education prerequisites for selection.

Participant Selection

The application and accompanying forms are considered by a selection committee comprised of SDARL graduates, affiliates, and staff, which will interview eligible applicants and make a recommendation to the Board of Directors as to which applicants should be selected for a class. The SDARL Board of Directors votes to approve members of each class at its June meeting.

Each class typically has 28 participants. All applications will be considered, regardless of gender, race, religion, creed, disability, age, marital status, veteran's status, sexual orientation, or national origin. If applicants are not accepted, they may reapply for another class.

Almost all of the applicants who apply for a class are "qualified" to be in the class, but there is only room for 28 class members. SDARL is looking for applicants who are receptive to experiential learning, have shown some signs of accepting leadership positions, and are dedicated to a career that advances agriculture and rural community development.

Other considerations for selection include:

- Except in rare cases, close relatives (spouse, brother/sister) will not be selected for the same class.
- The number of participants from the same organization or business entity in one class, or consecutive classes, may be limited.
- It is the goal of the SDARL Board of Directors to have 2/3 of each class "hands-on" in a production agriculture occupation, and each class should have diversity among the types of production.

Application Timetable

January 1, 2023	Applications open for Class XII
March 20, 2023	Completed applications (including Recommendations, Family and Employer Support Statements) due to SDARL
April 2023	Applicants notified of interview date/location
Mid-April to May 2023	Interviews with eligible applicants at various locations throughout the state
June 2023	Board of Directors selects Class XII, class members notified, public announcement of Class XII members
November 2023	First seminar meeting for Class XII

SDARL Class XII Seminar Schedule

(All dates are subject to weather adjustments)

1. **SDARL Legacy Leadership Orientation Seminar (spouses included)**
Mitchell, SD *Nov. 10-11, 2023*
2. **Communication Excellence**
Brookings, SD *Dec. 12-14, 2023*
3. **South Dakota State Government**
Pierre, SD *Jan. 23-25, 2024*
4. **Dacotah Bank Seminar on Environment, Biofuels, and Innovation**
Aberdeen, SD *Mar. 12-14, 2024*
5. **Edge, Agropur, and Valley Queen National Study Seminar**
Washington, D.C. *Apr. 1-7, 2024*
6. **Natural and Cooperative Resources**
Custer State Park / Rapid City, SD *Jun. 24-27, 2024*
7. **First Dakota National Bank Seminar on Agriculture, Finance & Economic Development**
Sioux Falls, SD *Jul. 23-25, 2024*
8. **Agtegra Seminar on Rural Vitality & Entrepreneurs**
Aberdeen, SD *Aug. 27-29, 2024*
9. **Rural Community Leadership**
Spearfish, SD *Nov. 12-14, 2024*
10. **Human Dimensions in Agriculture**
Chamberlain, SD *Dec. 10-12, 2024*
11. **International Study Seminar (approx. 2 weeks)**
International destination TBA *Jan. 5-18, 2025 OR Feb. 9-22, 2025*
12. **SDARL Commencement (spoused included)**
Winner, SD *Mar. 29-30, 2025*

Financial Commitment

There is no cost to apply to the program. If selected, there is a class member tuition fee of \$4,500 (plus tax, if applicable, for a total of \$4,793), which can be paid in four installments during the program. Payment is accepted by check or credit card.

- June 2023 \$1,200
- November 2023 \$1,200
- July 2024 \$1,200
- December 2024 \$1,000 and tax (total \$1,193)

Class member tuition covers approximately 20 to 25 percent of the total cost to provide the program, with the balance paid by corporations and associations who share our vision for strong leadership, and alumni and supporters of SDARL. Financial assistance may be available to help those selected offset their tuition.

SDARL pays for hotel rooms when part of a seminar, airfare to and from the National and International Seminars, bus transportation during a seminar, and most meals incurred during seminars.

The cost of getting to and from each seminar or a hub airport is not included in class member tuition. There may be some meals not paid by SDARL, transportation or other minor incidental costs, and gratuities for professional drivers and tour guides. Participants will be notified in advance of these occasions.

Expectations & Requirements

Each person selected for the program will be expected to adhere to the SDARL Policy Manual, which is based on a fundamental respect for each other, the advancement of each member's leadership education, and the reputation of the SDARL program. Major components of the Policy Manual are as follows. (If you wish to review the Policy Manual in its entirety, please contact the SDARL Program Director).

Professional Attitude

Participants are investing time and money in their participation, as is the SDARL Foundation and those who invest in the Foundation. Participants are expected to have an open mind, a willingness to learn and grow, to function as a team player, respect for opinions that may differ from their own, and a commitment to greater service to the betterment of agriculture and rural communities.

Conduct

As an ambassador for the agricultural industry of South Dakota and as a representative of the SDARL program, each member is expected to conduct oneself with integrity and in an appropriate manner befitting a leader. Behavior displayed during seminars, both during sessions and during unscheduled time, should be a positive reflection on the SDARL program. Alcoholic beverages will not be consumed during official seminar activities, and intoxication or tardiness due to alcohol are not accepted. The use of tobacco or vaping products during indoor meetings or class activities also is not permitted.

Attendance

Attendance at all seminars is a priority concern of the SDARL Board of Directors resulting in specific guidelines and disciplinary action in cases of unexcused absences. Obviously, some latitude is granted for personal or family emergencies or serious illness.

Attire

As with any business or distinguished program, participants should always present themselves in a professional manner. Participants are expected to dress in Business Formal or Business Casual attire as specified on the agenda for most seminar days, with less formal attire required for site tours or special weather conditions. Jeans are permitted only when specified on the agenda. Field or farm attire is not appropriate.

Vaccination Status

SDARL prioritizes the health and safety of our class while recognizing that health decisions are a personal matter. SDARL does not require COVID-19 vaccination for selection to the program. However, applicants should be aware that their vaccination status may affect their ability to participate in some educational and travel experiences. SDARL will respectfully abide by all masking requirements and guidelines of our seminar locations and the sites we visit. While some seminar activities may be available to excused class members via teleconference or videoconference, SDARL does not guarantee that these will be available. SDARL will not provide a make-up seminar or tuition refund to any class member for any seminar absences.

Travel and Roommates

To reduce program expenses and promote conversation and friendship between class members, SDARL will assign same-sex roommates for each hotel night provided by the program. Class members are expected to stay with the roommate assigned, and to stay at the hotel even if the seminar location is close to home. Lodging is provided for seminar nights; if class members wish to come early or stay late, that will be at his/her expense.

Fundraising Participation

Each SDARL class holds a fundraising auction at the end of the program to contribute toward the expenses for the next SDARL class. Each class member is expected to participate in the effort to produce the auction event as a gesture of support towards the future of the SDARL program, regardless of any other personal or professional fundraising obligations.

Ready To Apply?

Instructions

SDARL uses an online application portal for the demographic and essay portions of the application. You may wish to prepare your responses in advance, then copy and paste them into the electronic application portal. Please see the Appendix A of this Application Packet for the application questions.

The online application will ask you to upload your current résumé or information sheet as a pdf. The sheet must include items in these four basic sections, but you can format the document as you wish. If you have a résumé prepared that contains all of this information, you may upload that.

- Basic information, such as name, address, city, state, zip code, email, cell phone number, date of birth, state and national citizenship, driver's license #, and any felony convictions.
- Work experience since you turned 21 years of age, with the most recent job listed first.
- Education going back to high school, including colleges or institutes attended, dates, any degrees earned or technical training achieved.
- Membership and service, including military service, participation in agricultural organizations, church, civic, or government organizations. Be sure to indicate leadership responsibilities or board positions held, if any.

IMPORTANT: There are some items that cannot be completed within the online application portal. You must either complete the forms online, e-mail them to the SDARL Program director, or send them to the Program Director by mail. Responsibility to ensure submission of all forms rests with the applicant. Applications that are incomplete or lack a reference response from one of your references will not be considered.

SDARL Program Director – Jennifer Henrie

Jennifer.Henrie@sdstate.edu

PO Box 82
Philip, SD 57567

All applicants will receive acknowledgment of receipt of their application and recommendation forms from SDARL. The selection committee will screen all applications. SDARL will notify each applicant of his or her acceptance status after the selection committee has concluded its work.

Checklist

1. Complete the Application Form, which includes contact information for three people you have asked to complete a Recommendation for your application.
2. Provide the Recommendation Form (Appendix B) to the three people you have identified as references. They will be instructed to send the Recommendation Form directly to SDARL.
3. If you have a spouse or partner, he/she must complete the Family Support Form (Appendix C).
4. If you are not self-employed, your workplace supervisor must complete the Employer Support Form (Appendix D).

Your application is not complete until the SDARL Program Director has all application components in hand. Please allow your references, spouse/partner, and employer plenty of time to complete their forms in advance of the application deadline of March 20, 2023.

Thank you again for your interest in the SDARL program! Please feel free to contact Jennifer Henrie, Program Director, with any questions.

Application Portal

Please visit sdagleadership.com/apply or <https://form.iotform.com/223056511176147> for the online application portal.

If you would prefer to complete the application completely on paper instead of the online application, please contact the Program Director.

Appendix A: Application Questions

* Indicates an answer is required

Contact Information

Your full legal name *

Nickname/first name you normally use *

Nickname/First Name

Preferred email address to receive communication from SDARL *

example@example.com

Preferred contact number

 -

Area Code

Phone Number

Home address

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Part 1 - Personal Information

Please upload your current resume OR information sheet or in a pdf format. Your resume or information sheet must include the following:

1. Basic information, such as full legal name, residential and mailing address, city, state, zip code, email, cell phone number, gender, date of birth, citizenship.
2. Work experience since you turned 21 years of age, with the most recent job listed first.
3. Education from high school forward, including colleges or institutes attended, dates, any degrees earned or technical training achieved.
4. Membership and Service including military service, and memberships in agricultural organizations, church, civic, or government organizations. Be sure to indicate leadership responsibilities or board positions held if any.

Please upload your resume or information sheet in pdf format *

Browse Files

Describe 2-3 people, events, experiences, or readings that have influenced you or given you useful insight. *

Briefly describe your foreign travel, if any. Indicate countries visited, travel dates and purpose of travel. *

Share a few of your interests and hobbies. *

How did you learn about SDARL? *

Part 2 - Employer and Family Support

Due to the time away from your family and work, we need to know that both your immediate family and those you work with are supportive of your participation in the SDARL program. Your spouse/partner and employer will receive an email from SDARL to complete a Support Form.

Regarding your employment

Check the box that describes your main employment. *

- Farm or ranch owner/operator
- Farm or ranch employee
- Agricultural commodity processing
- Agribusiness - direct service to agricultural producers
- Other business where ag is a part of client/service
- Not-for-profit organization, commodity group, government agency, educational institution
- Rural community development
- Other

If applicable, please list any agricultural products you raise in order of predominance.

If you have secondary employment or ownership in an ag-related or community development field, please describe.

Briefly describe the future plans you have for your business/employment. *

Are you self-employed?

- Yes
- No

Name of the business that is your main employer *

Current workplace supervisor *

<input type="text"/>	<input type="text"/>
First Name	Last Name

Current workplace supervisor's email *

example@example.com

I understand that I am required to have my workplace supervisor complete an Employer Support Form as a part of my application to SDARL. *

- Yes

Regarding your spouse or partner

Do you have a spouse or partner? *

- Yes
- No

Spouse/partner's name *

Spouse/partner's email *

example@example.com

Number of children, if any

ex: 23

I understand that I am required to have my spouse/partner complete a Family Support Form as part of my application to SDARL. *

- Yes

Part 3 - References

Please provide information for three people (not close relatives) who you have contacted to write a recommendation for SDARL participation on your behalf. You should consider providing at least one personal reference (a friend, pastor, or person who knows you outside a work environment) and at least one professional reference (someone for whom or with whom you worked.) They will be asked about your abilities, character and reputation.

You are responsible to contact the references you provide and send them the link found in the application materials to complete the SDARL Candidate Recommendation Form. You should contact these individuals BEFORE you put their names on this form so that they will be expecting to hear from you.

PROVIDE THE FOLLOWING FOR 3 REFERENCES:

Name *

<input type="text"/>	<input type="text"/>
First Name	Last Name

Email *

example@example.com

Company and position *

Preferred contact number *

<input type="text"/>	-	<input type="text"/>
Area Code		Phone Number

Please describe how you know this person.

Part 4 - Leadership Statements

In a paragraph or two (250 words or less for each answer), please answer the following statements:

Why would you like to participate in the SDARL program? *

Discuss an important issue facing agriculture in South Dakota. Describe one specific idea that you have in addressing this issue. *

Describe a major challenge facing rural communities in our state. Present a possible solution to to address this challenge. *

If selected for the SDARL program, how would you utilize the leadership knowledge and experience you will gain? *

Part 5 - Certifications

By submitting this application, you are asking to be a part of a nationally-renowned leadership program. Acceptance into the program will come with responsibilities and obligations for each program participant. In order to be certain that applicants are committed to following through on their commitment to the program, SDARL requires acknowledgement of the following Certification Statements from the applicant:

Certification Statements

1. I agree to attend all scheduled seminars and sessions and complete on-time any and all assignments, projects, readings, assessments, team projects, seminar evaluations and other activities that may be part of the educational experience.
2. I certify that my spouse/partner (if applicable) and employer are aware of the requirements of the SDARL program and support my attendance at mandatory scheduled seminars and events.
3. I agree to pay the program tuition of \$4,500 (plus tax, if applicable, for a total of \$4,793). I also agree to be responsible for incidental expenses incurred for transportation, incidentals, gratuities, and meals not provided by the SDARL.
4. I agree to actively participate in a class fundraising project regardless of any other personal or professional fundraising responsibilities I may have.
5. I understand the SDARL Travel Health Policy and that contagious illness or vaccination status may affect my ability to participate in certain program activities. Further, I understand that SDARL will not provide a make-up seminar or tuition refund for any program absences.
6. I understand that if I have a felony or misdemeanor conviction on my record, it may affect my eligibility to obtain a passport or travel internationally.

7. I agree to have my photo taken during seminars and will allow SDARL to utilize those photos for promotional and other purposes in keeping with the mission of the organization.

8. I understand that the selection of class members is the sole responsibility of the Selection Team and Board of Directors of the South Dakota Agricultural and Rural Leadership Foundation.

By clicking Yes, I agree to the above Certification Statements. *

Yes

Part 6 - Submit

Only one submission is allowed.

Please carefully edit and review your application before clicking the submit button below. Once your application is submitted, you won't be able to return to edit, nor enter a second application.

Appendix B: SDARL Recommendation Form

SDARL applicant: Please provide a digital copy, paper copy, or the online link of this form at <https://form.jotform.com/223618357009053> to each of the three persons you named in the References section of the program application.

Instructions for person providing reference: Please complete this form either electronically using the link given above, or printed out on paper. Save/scan/email or mail to **SDARL Program Director – Jennifer Henrie.**

Jennifer.Henrie@sdstate.edu

PO Box 82
Philip, SD 57567

This form must be in hand at SDARL no later than March 20, 2023.

The South Dakota Agricultural and Rural Leadership Program is intended for persons who have demonstrated leadership potential in an agricultural or community development field. May we please have your assistance in evaluating this applicant through your frank assessment of his/her abilities and attitudes?

This recommendation will be held in confidence and must be returned directly to the SDARL Program Director – not the applicant – in order for the applicant to be considered.

SDARL Applicant’s Name: [Click here to enter text.](#)

- How well do you know the applicant?
 Very well Fairly well Superficially
- Describe the nature and duration of your knowledge of the applicant.
[Click here to enter text.](#)
- Please rate the applicant on the following criteria. Superior should be used sparingly; Excellent is a strong rating!

	Superior	Excellent	Good	Fair	Acceptable
Esteem in which he/she is held in the community	<input type="checkbox"/>				
Communication skills	<input type="checkbox"/>				
Demonstrated leadership	<input type="checkbox"/>				
Potential for personal growth	<input type="checkbox"/>				
Ability to work with others	<input type="checkbox"/>				
Overall assessment of	<input type="checkbox"/>				

leadership potential					
----------------------	--	--	--	--	--

4. SDARL would like your frank, confidential opinion based on your knowledge of the applicant. Please consider the applicant’s interpersonal skills, ability to work in teams, ability to work with people having differing perspectives, and openness to personal growth and change.

[Click here to enter text.](#)

5. Please provide your overall recommendation for this applicant:

- Recommend wholeheartedly Recommend with reservations Do not recommend

6. May SDARL contact you to follow up?

- Yes No

Name: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

For any questions regarding the SDARL program or this form, please contact Jennifer Henrie, SDARL Program Director. Thank you for your time!

Appendix C: Family Support Form

SDARL applicant: Please provide your spouse/partner, if applicable, a digital or paper copy of this form or the link to complete online at <https://form.jotform.com/223618201803144>.

Instructions for applicant's spouse/partner: Please complete this form either electronically using the link given above, or printed out on paper. Save/scan/email or mail to **SDARL Program Director – Jennifer Henrie**.

Jennifer.Henrie@sdstate.edu

PO Box 82
Philip, SD 57567

This form must be in hand at SDARL no later than March 20, 2023.

The SDARL leadership program requires approximately 50 days away from home over 18 months. It's important that the spouse/partner of the applicant supports the applicant in leadership development, and is able to manage affairs of the home or home/business during the applicants's absence.

SDARL Applicant's Name: [Click here to enter text.](#)

Name of spouse/partner: [Click here to enter text.](#)

How long have you known the applicant?: [Click here to enter text.](#)

Names and ages of children (if applicable): [Click here to enter text.](#)

How do you help your spouse/partner in his or her work and family life? [Click here to enter text.](#)

Why would you like to see your spouse/partner selected to the SDARL program? [Click here to enter text.](#)

Signature of spouse/partner: [Click here to enter text.](#)

Name: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

For any questions regarding the SDARL program or this form, please contact Jennifer Henrie, SDARL Program Director. Thank you for your time!

Appendix D: Employer Support Form

SDARL applicant: If you are not self-employed, please provide your workplace supervisor a digital or paper copy of this form or the link to complete online at <https://form.jotform.com/223618041959158>. Your employer must authorize your absence from employment to participate in the SDARL program.

Instructions for applicant's workplace supervisor: Please complete this form either electronically using the link given above, or printed out on paper. Save/scan/email or mail to **SDARL Program Director – Jennifer Henrie**.

Jennifer.Henrie@sdstate.edu

PO Box 82
Philip, SD 57567

This form must be in hand at SDARL no later than March 20, 2023.

Please complete the following information to confirm your organization's willingness to grant the applicant time away from work for attendance at the seminars of the SDARL Program.

The applicant's commitment encompasses approximately 50 days between November 2023 and April 2025. Seminars are generally 3 weekdays approximately every 4-6 weeks and travel time to and from these seminars is additional. In April of 2024, the class will participate in a National Study Seminar in Washington, D.C. of approximately seven days. The International Study Seminar will take place in January or February 2025 and will be 10-14 days in length to a country that will be announced later.

In order to benefit fully from this leadership education opportunity, and to use funding prudently, the Board of Directors is firm about participants not missing any seminars or portions thereof.

Please contact SDARL if you need additional information regarding the program and its value to your organization and employee.

SDARL Applicant's Name: [Click here to enter text.](#)

It is agreed that if the above-named applicant is accepted into Class XII of SDARL, his/her absence from work will be arranged at the times seminars are scheduled.

Name of workplace supervisor: [Click here to enter text.](#)

Company and Position [Click here to enter text.](#)

Email Address [Click here to enter text.](#)

Phone Number [Click here to enter text.](#)

Signature of workplace supervisor: [Click here to enter text.](#)

Date: [Click here to enter text.](#)

For any questions regarding the SDARL program or this form, please contact Jennifer Henrie, SDARL Program Director. Thank you for your time!