

Application Checklist

- ☐ Application
- ☐ Narrative answering the listed questions at the end of the application
- ☐ A one-page description of your organization and its services
- ☐ A resume that covers, at minimum, the past ten years, and reflects your involvement in your field, including board or commission appointments, awards, etc.
- ☐ A list of three local references, with contact information, who can speak both about your organization and about your role as a leader in the sector
- ☐ A brief letter of endorsement, signed by the organization's board chair, which includes a plan for organizational management during your proposed absence and upon your return, as well as a guarantee of maintenance of regular health or other benefits during the sabbatical period
- ☐ A brief plan to establish a permanent, revolving professional development fund and leave policy for the organization's staff (up to \$5,000 of additional support if available). If the professional development funds are not being requested, please explain why.

Materials must be submitted by January 29, 2021. The application and supporting material may be sent via e-mail to Janine Mason at janinem@fieldstoneleadershipsd.org or mailed to: Janine Mason, Fieldstone Leadership Network San Diego, 5060 Shoreham Place, Suite 350, San Diego, CA 92122. All supplemental materials should be printed on standard 8 ½ x 11 paper. Please DO NOT use staples.

Mandatory Dates of Program

IMPORTANT: Please take note of the following meeting dates. These days cannot be changed; therefore, if you are not available on the days of the site visits, interviews, or orientation meeting you are not eligible to apply this year. Interviews will take place in person unless prohibited by public health guidelines.

Finalists will be contacted to schedule a visit to their work place by one or more members of the selection committee. The site visits (to include staff and board chair) will be held on:

- March 4 or March 5, 2021 in San Diego

Finalists will also be required to participate in the following meetings held in San Diego:

- An interview with the selection committee on March 25 or March 26, 2021
- A mandatory orientation meeting held on June 15, 2021

Notification of awards will be made on or before May 30, 2021.



2021 CLARE ROSE SABBATICAL PROGRAM Confidential Application

Name _____
Last First Middle Nickname

Title _____ Organization _____

Work Address _____

City State Zip

Business Phone _____ Fax _____ Cell Phone _____

Email Address _____ Web Address _____

Home Address _____

City State Zip

Projected sabbatical dates: _____

Organizational request for Professional Development Fund (dollar amount) _____

Organizational Information

Annual Operating Budget _____ Number of Staff: Full-time _____ Part-time _____

Are you responsible for fundraising? _____

Does your organization have an endowment? Yes ☐ No ☐ If yes, what is the size of the endowment? _____

Annual Vacation Policy _____

Personal Information

Annual Salary _____ Total Household Income _____

Do you derive income from any source other than your salary? If so, please describe?

Number of dependents, if any _____

Do you have extenuating financial circumstances for which Fieldstone Leadership Network San Diego should be aware? _____

If so, please describe

Have you participated in a Fieldstone Executive Learning Group? Yes ☐ No ☐ Year: _____

Have you participated in the Fieldstone Coaching Program? Yes ☐ No ☐ Year: _____

Sabbatical Budget

Salary and Benefits

- Monthly Salary	_____
- Monthly Benefits	_____
Subtotal	_____
- Number of Months	3
Subtotal Salary and Benefits	_____
(Salary + Benefits) x (Months)	_____

Approximate Expenses

_____	_____
_____	_____
_____	_____
_____	_____
Subtotal Expenses	_____

TOTAL PRELIMINARY BUDGET*

(not to exceed \$40,000)

Narrative

Please attach a letter of no more than five pages that addresses the following questions:

1. Why are you engaged in your current field of work?
2. What significant lessons have you learned along the way?
3. What do you see yourself doing five years from now?
4. What three things would make your job more manageable and less stressful, and why?
5. What is the projected length of your sabbatical? How would you like to use your time?
6. Why have you chosen this year to apply for a sabbatical?
7. How do you envision building in time for reflection during a sabbatical?

Photo Release

The work of Fieldstone Leadership Network San Diego includes the taking of pictures of our leadership programs and participants and our involvement with the community. As a partner with us and a participant in our various programs, you acknowledge that your image may appear in our photographs and videos. By completing and submitting this application, you agree to give permission to Fieldstone Leadership Network San Diego and Clare Rose Foundation to use these images in our publications and communication vehicles, including our website and social media platforms.