



2023 CLARE ROSE SABBATICAL PROGRAM

Application Instructions

E-Mail / Postmark Deadline: January 31, 2023

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 \$3,500 of additional support if requested). If the professional development funds are not being requested, please explain why.

Materials must be submitted by January 31, 2023. 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. For mailed applications, all supplemental materials should be printed on standard 8½ x 11 paper. Please DO NOT use staples.

Mandatory Program Dates

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

Semi-finalists will be contacted to schedule a visit at their organization by one or more members of the selection committee. The site visits (to include staff and board chair) will be held on:

- **March 15 or March 16, 2023**

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

- An interview with the selection committee on **April 19 or April 20, 2023**
- A mandatory orientation meeting held on **June 7, 2023**

Notification of awards will be made on or before May 20, 2023.



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Confidential Application

Name Last First Nickname

Title Organization

Work Address

City State Zip

Business Phone Cell Phone

Email Address Website

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

Does your organization have an endowment? If yes, what is the size of the endowment?

Are you responsible for fundraising?

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 of which Fieldstone Leadership Network San Diego should be aware?

If so, please describe:

Have you participated in a Fieldstone Executive Learning Group? If yes, what year?

Have you participated in the Fieldstone Coaching Program? If yes, what year?

Sabbatical Budget

<i>Salary and Benefits</i>	_____
Monthly Salary	_____
Monthly Benefits	_____
<i>Subtotal</i>	_____
Number of Months (at least 3)	_____
<i>Subtotal Salary and Benefits</i> (Salary + Benefits) x (Months)	_____
 <i>Approximate Expenses</i>	
_____	_____
_____	_____
_____	_____
_____	_____
<i>Subtotal Expenses</i>	_____
 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?

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 the Clare Rose Foundation to use these images in our publications and communication vehicles, including our website and social media platforms.