

**EDUCATION POLICY FELLOWSHIP PROGRAM
SPONSOR ENDORSEMENT 2017-18 PROGRAM YEAR**

NAME OF APPLICANT _____

THIS FORM MUST BE COMPLETED, SIGNED, AND UPLOADED TO YOUR ONLINE APPLICATION. YOUR APPLICATION WILL NOT BE CONSIDERED COMPLETE WITHOUT THIS DOCUMENT. APPLICATION DEADLINE: AUGUST 1, 2017.

ENDORSEMENT: TO THE SUPERVISOR/EMPLOYING AGENCY REPRESENTATIVE

Fellows are expected to participate in semi-monthly meetings conducted onsite at IEL; a Regional Leadership Forum; a national meeting for Fellows across all sites in Washington, DC; a state policy tour to Annapolis, MD; extended leadership sessions; and a leadership development assessment process. The **Regional Leadership Forum** brings Fellows together from several EPFP sites to spend a day at Gettysburg National Military Park and a day at the U.S. Army War College in Carlisle, PA, where instructors from the U.S. Army Department of Command, Leadership and Management share some of the strategic leadership concepts taught to military and government leaders at the War College. The **Washington Policy Seminar** increases Fellows' knowledge of national policy issues and processes and gives them a chance to explore the impact of national policy on their work. **The Annapolis Study Tour** provides Fellows with an opportunity to visit with legislators and key education policy officials and watch the legislative process in action. The **Executive Development Program** assesses the Fellows' leadership skills and potential and provides a thorough feedback mechanism for their professional growth. The EPFP program tuition of **\$2,950** (includes \$500 non-refundable registration deposit due after notification of acceptance into program), plus program-related expenses (see Appendix A), are paid by the employing agency and/or the Fellow. Your signature ensures (1) your employee's release time for full participation in the program, (2) your agreement to serve as a sponsor to the Fellow throughout the program year, and (3) payment of the tuition fee by September 30, 2016. (Please note that if the applicant is bearing the financial responsibility for the program, he/she is responsible for paying the tuition fee before September 30, 2016.) If you have any questions, please contact the DC EPFP Coordinators or call the EPFP national office at the Institute for Educational Leadership at (202) 822-8405 x135.

Name of Applicant (PRINT)

Applicant's Signature (DATE)

_____ (If you are self-employed or retired AND self-funded, initial here and skip the remaining portions of this form.)

Supervisor's/Sponsor's Name (PRINT)

Supervisor's/Sponsor's Signature (DATE)

Supervisor's Title _____

Supervisor's Division/Department _____

Supervisor's Organization/Institution _____

Supervisor's Office Address _____

Supervisor's Office Phone _____

Supervisor's Office Fax _____

Supervisor's E-mail Address _____

Appendix A: Additional Expenses

Date: March 2017
To: DC EPFP Potential Fellows and Sponsors
Subject: Additional Expenses for the 2017-18 Education Policy Fellowship Program Year

The items below are additional expenses to be incurred by Fellows for participation in EPFP during the 2017-18 program year. Fellows may be reimbursed by their sponsoring organizations for some or all of these expenses.

- Fellows are responsible for transportation to all Policy Discussion and Extended Sessions as well as the Washington Policy Seminar.
- Ground transportation and hotel accommodations for one night (approximately \$100 per night) in Carlisle, PA, for the Regional Leadership Forum (October 2017).
- Ground transportation and hotel accommodations for one night (approximately \$145 per night) in Annapolis, MD, for the Annapolis Study Tour (February 2018).
- Fellows are responsible for purchasing a book (to be determined), approximately \$25.