



# **EMERGING LEADERS INSTITUTE (ELI) MANUAL FOR POLICY AND PROCEDURES**

2024

Louisiana Association of Student Assistance Program (LASAP)

# **LASAP Emerging Leadership Institute**

## **PURPOSE**

The purpose of the Emerging Leaders Institute is to identify, train and mentor LASAP members to participate in the leadership and responsibility roles of the Association. The roles include committee service as members and/or committee chairs as well as preparation to hold office at the state, regional and national levels. Our goal is to educate and build the skills of LASAP members for leadership opportunities at a state, regional, and national levels. The more informed and inspired state association members who are about the mission of TRIO, the more advocacy work can be done in the name TRIO. As a state association, it is important to obtain and retain our membership by providing resources such as Emerging Leaders Institute to our state association that will enhance their skills to better advocate for TRIO and the students on a state, regional, and national level.

## **EXPECTED OUTCOMES**

1. Participants who successfully complete the program will possess a greater understanding of LASAP's mission, objectives, and procedures.
2. Participants will gain knowledge of the history of TRIO.
3. Participants will become familiar with the state organization (LASAP), regional organization (SWASAP), and national organization (COE).
4. Participants will become more motivated and committed to their profession, the association, and the clientele who benefit from the association.
5. Participants will provide innovative ideas and objectives for the association and serve as mentors for new members with the association.
6. Participants who successfully complete the program will serve as ELI participant for regional organization (SWASAP).
7. Participants will actively hold committee chairs and offices vital to the success of the state and regional associations.
8. Each year at least 80% of the Emerging Leaders Institute participants who attend all training sessions will graduate from the ELI class.

## **GRADUATION REQUIREMENTS**

In order to graduate from the Emerging Leaders Institute, each participant must satisfy the following requirements:

1. Attend all required ELI trainings and activities unless an emergency (i.e., illness, weather, funeral, etc.) prevents attendance.
  - a. There will be three virtual or in-person trainings: Dates To Be Determined
  - b. The final presentation/ELI graduation will take place at LASAP Annual Conference – March 2024.

2. Actively chair or serve on a committee for the LASAP Annual Conference.
3. Complete an approved ELI project to present to LASAP Members at the completion of the training program.
4. Additional requirements may be determined and implemented by the ELI Chair(s).
5. Two or Four LASAP ELI graduates will be selected by LASAP President and ELI Chair(s) to serve as SWASAP ELI Participants.
  - **Dates subject to change.**

### **TRAINING TOPICS**

Training topics include, but are not limited to, presentation skills, team building, leadership styles and skills, group problem-solving, advocacy, parliamentary procedure, time and project management, SWASAP history and constitution, LASAP history and by-laws, TRIO history, Walter O. Mason Foundation, history of Council for Opportunity in Education (COE), US Department of Education advocacy efforts.

LASAP ELI Chair(s) shall be the Senior LASAP Board Representative and the Past President. The LASAP President will give assignment to the Chair(s).

### **ELI TRAINING DATES AND SITES (Date and Location Subject to Change)**

May 2024	Location-TBD or Virtual
August 2024	Location: TBD or Virtual
October 2024	Location-TBD or Virtual
January 2025	Location: TBD or Virtual
March or April 2025	Annual LASAP Conference- TBD

### **TRAINEE SELECTION CRITERIA**

Any regular member of the Association in good standing, institutional dues are current, has one year of TRIO experience and never served in a leadership capacity for LASAP is eligible for participation in the ELI Class.

1. Complete the ELI Application and Endorsement Form and submit all materials for consideration by given deadline decided by LASAP Board.
2. Submit a current professional resume with application materials.
3. Commit to the one-year ELI Process. This includes attendance at ALL training sessions.
4. Demonstrate an interest and willingness to assume leadership in the Association at the state and/or regional level(s).

5. Provide reasonable evidence of active involvement in the state and/or regional Association.
6. Demonstrate a need for training opportunities available through ELI.
7. Provide evidence of creativity, energy, and vision necessary to assist the Association's advancement of the mission and pursuit of it.
8. Provide reasonable evidence of your program and institutional support in this endeavor.
9. Have not previously served in a leadership capacity.

### **APPLICATION PROCEDURE**

Any member in good standing of LASAP and has not served in a leadership capacity may apply for ELI. All materials must be completed and submitted electronically to LASAP Past President by given deadline. All applicants will need a signature of approval from TRIO Program Director. Four Emerging Leaders will be selected and trained for the ELI Class of 2024. If chosen participant is not able to commit to ELI, LASAP President will select a replacement for ELI Class of 2024.

January 26, 2024	Announcing the LASAP ELI Application Opens
February 20, 2024	LASAP ELI Deadline
March 3, 2024	Electronic Announcement of LASAP 2024 ELI Class

Once LASAP President and Board have selected ELI candidates, ELI candidates and their TRIO Program Director, will receive electronic notification. ELI Candidate will be given 10 days to accept the LASAP ELI Class of 2024.

### **EXPENSES**

LASAP will cover the cost of room and tax for ELI participants' lodging expenses based on double occupancy rates, whenever appropriate during training period only. LASAP will also cover participants' dinner and training materials. **LASAP will not be responsible for participants' travel costs (mileage, etc.) and/or other incidental expenses. LASAP also will not be responsible for participants' travel cost, registration, lodging and/or other incidental expenses for or during the LASAP Annual Conference. In order to help offset expenses for LASAP, host programs have to commit to different level of resources for their selected ELI participant.**

**Email completed application to LASAP ELI Chairperson:**

**Past President Andre Varnado, Sr. ([avarnado@uno.edu](mailto:avarnado@uno.edu)) or SWASAP Board Representative Donnetta Flowers ([donnetta.flowers@sus.edu](mailto:donnetta.flowers@sus.edu)) by February 20, 2024.**

# LASAP Emerging Leaders Institute

## Application Form

**Deadline: February 20, 2024**

Applicant Name: \_\_\_\_\_

TRIO Program: \_\_\_\_\_ Position: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_

Office Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

LASAP Member Since: \_\_\_\_\_ Date Institutional Dues Paid \_\_\_\_\_

Years in TRIO: \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Program Director Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Please respond to the following questions:**

1. What are your primary reason(s) for seeking training through LASAP Emerging Leaders Institute?

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2. Provide at least one goal you would like to accomplish as an ELI member.

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3. What particular LASAP activities or leadership roles are you interested in pursuing (i.e., committees or office) following your ELI graduation/completion?

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4. List three things you are interested in learning as a result of your ELI experience.

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