



Mid-America Association of Educational Opportunity Program Personnel

INSTITUTE

**FOR ADVANCEMENT OF
LEADERSHIP
AND
PROGRAM MANAGEMENT**

MAEOPP INSTITUTE FOR ADVANCEMENT OF LEADERSHIP AND PROGRAM MANAGEMENT

The MAEOPP Institute for the Advancement of Leadership and Program Management is designed to improve the specific project of the participant; increase knowledge of TRIO legislation, federal regulations and CAS standards; and improve the management skills of the project director. Also, the Institute is designed to increase the credibility of educational opportunity programs to their institutions.

Requirements to participate in the training are:

- ⇒ Minimum of three years as TRIO/EOP Project Director/or Coordinator
- ⇒ Paid MAEOPP member
- ⇒ Commitment to continue in the role of TRIO manager for 2-3 years
- ⇒ Must participate in all training and related activities at the Fall MAEOPP conference
- ⇒ Project Director/Coordinator must have his/her supervisor's signature giving them permission to participate

Curriculum

- ⇒ CAS standards and how they can be related to legs and regs
- ⇒ Mission
- ⇒ Program
- ⇒ Leadership
- ⇒ Organization and Management
- ⇒ Human Resources
- ⇒ Financial Resources
- ⇒ Facilities, Technology and Equipment
- ⇒ Legal
- ⇒ Responsibility
- ⇒ Equal Opportunity, Access and Affirmative Action
- ⇒ Campus and Community Relations
- ⇒ Diversity
- ⇒ Ethics
- ⇒ Assessment and Evaluation

Application Procedures: The following materials are required when applying for the MAEOPP Institute for Advancement of Leadership and Program Management.

- ⇒ Application Form
- ⇒ Immediate Supervisor's Endorsement
- ⇒ Letter of Interest
- ⇒ Statement of Agreement
- ⇒ Resume

The questions on the following page are designed to assist the faculty with your training. Please answer each question completely.

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Applicant Information (Please type or print in ink)

Circle one: Mr. Mrs. Ms. Dr.

Name: _____
(Last) (First) (Initial)

Permanent address: _____

City: _____ State: _____ Zip Code: _____

Daytime phone: ____/____ Evening phone: ____/____

E-Mail: _____

Name of Institution/Agency: _____

Institution/Agency address: _____

City: _____ State: _____ Zip Code: _____

TRIO Program Name (Title): _____

TRIO Program: EOC McNair Student Support Services Talent Search
Upward Bound Upward Bound Math Science Veterans Upward Bound

Program Type: Rural Urban

Years of TRIO Experience: 2-3 4-5 6-10 10-15 over 15

Tenure in Current Position: Years: _____ Months: _____

Chapter Affiliation: _____

Signature: _____ Date: _____



Immediate Supervisor's Endorsement

As the participant's immediate supervisor I understand that my signature gives the above name project Director/Coordinator permission to participate in the MAEOPP Training Institute For Advancement of Leadership and Program Management.

Name of immediate supervisor: _____

Signature of immediate supervisor: _____ Date: _____

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LETTER OF INTEREST

In 200 words or less please explain why you want to participate in the MAEOPP Institute for Advancement of Leadership and Program Management. Attach a separate sheet for your answer.



STATEMENT OF AGREEMENT

As a participant in the MAEOPP INSTITUTE FOR ADVANCEMENT OF LEADERSHIP AND PROGRAM MANAGEMENT I agree to the following:

- **I will attend all scheduled training sessions**
- **I will complete all assignments on time**
- **I will begin to incorporate CAS standards into my TRIO project(s)**
- **I will serve as a trainer on CAS standards for my Chapter**
- **I will not use any materials or skills gained as a result of my participation in the Institute for financial gain within the MAEOPP region**

Print Name _____

Signature _____

Date _____



Resume: Please send a copy of your resume

Timeline: All applications are due by September 30, 2007

Return complete application to:
Dr. Celerstine B. Johnson
Assistant Provost
Saint Louis University
3840 Lindell
St. Louis, MO 63108