



Sunshine State Library Leadership Institute Year 17 Application Directions

Leadership Institute Application Checklist

A completed Sunshine State Library Leadership Institute application includes:

- Supervisor's Letter of Support
- Resume
- Sunshine State Library Leadership Institute Application
- Director/Dean/Principal Approval Form

Step One: Supervisor's Letter of Support

Each applicant is required to submit a **Letter of Support** from their current library supervisor. This letter should describe ways in which the individual has:

- 1) Demonstrated leadership potential or expressed an interest in assuming more leadership responsibilities.
- 2) Exhibited exceptional and consistent performance in current management or supervision roles.
- 3) Been flexible and receptive to coaching and mentoring.
- 4) Engaged with others in professional and interpersonal relationships.

The letter of support should be 300-500 words and can be a .doc, .docx or .pdf file.

Your supervisor's letter of support must be submitted as an email attachment with your application. Acquire your supervisor's letter of support and save it in a location you can access electronically as you complete and submit the application.

Step Two: Resume

Each applicant is required to submit a **Resume** that is a two-page outline of work history, education, professional memberships and offices held, not-for-profit volunteer/board activities, awards and certificates.

The resume can be a .doc, .docx or .pdf file.

Your resume must be submitted as an email attachment with your application. Create your resume and save it in a location you can access electronically as you complete and submit the application.

Step Three: Director/Dean/Principal Approval Form

Each applicant's library director is required to submit the **Director Approval Form**, available for download on the Sunshine State Library Leadership Institute website at:

info.florida.gov/ssli/apply

Your **Director/Dean/Principal Approval Form** must be submitted as an email attachment with your application. Acquire a completed Director/Dean/Principal Approval Form and save it in a location you can access electronically as you complete and submit the application.

Step Four: Sunshine State Library Leadership Institute Application

1) Download the application to your computer by right-clicking on the link and choosing the option "Save link as" or "Save target as" (see Figure 1).

Figure 1



2) Rename the file with your name and the default file name, which is `ssliapp17.pdf`. For example, Jane Doe should rename the file **Jane-Doe-ssliapp17.pdf**.

3) Open the file by using a PDF viewing application, such as Adobe Acrobat Professional, Adobe Reader, or CutePDF Writer. [Get a free copy of Adobe Acrobat Reader](#) if you need a PDF viewer.

4) Enter all information in the form fields provided. All form fields except for **Personal Pronouns, Ethnicity** and **Gender** require a response.

Checklist and Locations

- Check the boxes as you fulfill each requirement.
- Select the location where you prefer to attend the sessions.

Section One: Personal Information

- All fields are required except **Personal Pronouns, Ethnicity** and **Gender**.
- Enter your library street address, not your home address.

Section Two: Professional Information

- Answers to all five narrative questions are required.
- Your response to each question should be 200-250 words within the text field provided in the form.

Section Three: Commitment

- To sign the form, you must type your name in the field provided and select the check box next to the statement “I understand that by typing my name here I am signing this document.”
- **We will not review your application unless it is signed.**

5) Save the application to retain the information you entered.

Step Five: Submitting All Forms by Email

Send the following items as attachments to one email:

Supervisor’s Letter of Support

Resume

Sunshine State Library Leadership Institute Application

Director/Dean/Principal Approval Form

- 1) In the Subject of the email, enter **Your Name SSLLI Application**. For example, if your name is Jane Doe, you should enter **Jane Doe SSLLI Application**.



- 2) Address your email to SSLLI@dos.myflorida.com.
- 3) Ensure you have the four required items attached to the email before you send it.
- 4) Send **on or before May 13, 2022**.

This application and the Sunshine State Library Leadership Institute are funded under the provisions of the Library Services and Technology Act from the Institute of Museum and Library Services. Florida’s LSTA program is administered by the Department of State’s Division of Library and Information Services.