



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 SLLI Application**. For example, if your name is Jane Doe, you should enter **Jane Doe SLLI Application**.



- 2) Address your email to SLLI@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**.

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