



SISTERS of CHARITY
FOUNDATION
OF SOUTH CAROLINA

Learning Academy

Nonprofit Leadership Training Certificate Program

In partnership with Columbia College, the Sisters of Charity Foundation of South Carolina offers a Nonprofit Leadership Training Certificate Program.

This program is designed for those nonprofit leaders who are recognized as having great potential and are ready to take their nonprofit leadership to the next level. The purpose of this program is to provide nonprofit leaders the opportunity to enhance knowledge, skills and frameworks to lead nonprofit organizations in an ever-changing diverse society.

The certificate program will run three consecutive semesters, beginning August 2010 through August 2011. Please refer to the program calendar on the Foundation's Web site, sistersofcharitysc.com, for specific meeting dates.

This is a college course and, upon completion, participants will receive nine accredited college hours and a certificate in Nonprofit Leadership and Innovation.

The Sisters of Charity Foundation of South Carolina will pay participant's tuition. Any other costs incurred will be considered on an as needed basis.

Who Should Apply?

South Carolina nonprofit leaders, preferably executive directors, with an undergraduate degree from an accredited college or university.

About the Program

August 2010-August 2011

Columbia College Campus and the

Sisters of Charity Foundation of South Carolina Office

This program is specifically designed to build upon an executive leader's previous learning. The program consists of three courses that will challenge leaders to extend their learning in various themes of executive leadership designed around patterns of thought and practices of effective leadership. These courses are Critical Issues of Leadership (Fall), Leadership Strategies (Spring) and Leadership Capstone (Summer).

The program will offer theory, knowledge and discussions that are intended to help nonprofit leaders grow in their understanding of effective leadership in our society on a personal and professional level. The intention is that the leader's growth in understanding will increase sensitivity, thus enabling the participant to be proactive leader in the nonprofit sector.

At the conclusion of the certificate program, through the accomplishment of specific assignments, reading requirements, class lectures and discussions, students should be able to:

1. Apply critical thinking skills within the context of professional leadership of nonprofit organizations
2. Understand the value base of executive leadership and its ethical standards and principles, and practice accordingly
3. Define, design and implement strategies for effective leadership with boards, staff and other constituencies
4. Apply the knowledge and skills of leadership with systems of all sizes
5. Use skills differently across client populations, colleagues and communities

Instructions for applying:

1. Submit attached typed application and other required application materials to Katrina Spigner, faculty liaison, at the Sisters of Charity Foundation of South Carolina.
2. Request an official college transcript (in a sealed envelope) and have it mailed to Katrina Spigner.
3. Once the Foundation has received your application and official transcript, Columbia College Office of Admissions will process your paperwork.

Application deadline is May 31, 2010.

2711 Middleburg Drive | Suite 115 | Columbia, SC 29204
o: 803.254.0230 | f: 803.748.0444 | kspigner@sistersofcharitysc.com





**SISTERS of CHARITY
FOUNDATION
OF SOUTH CAROLINA**



**Sisters of Charity Foundation of South Carolina and Columbia College
Non-Degree Student Application**

APPLICATION FOR ADMISSION (Please type)

**Certificate Program:
Nonprofit Leadership Training**

**Dates Offered:
August 2010-August 2011**

GENERAL INFORMATION

Name: _____
Last First Middle/Maiden

Date of Birth: _____
Month/Day/Year

Title/Position or Board Role: _____

Name of Nonprofit Organization: _____

Nonprofit Address: _____
Street City State Zip Code

Email: _____
(To be used for admissions correspondence)

Nonprofit Telephone: _____ Fax: _____

Nonprofit Organization Web site: _____

National/Parent Organization (if applicable): _____

Your Home Address: _____
Street City State Zip Code

Home Telephone: _____

Preferred Mailing Address: _____ Nonprofit Address _____ Home Address

Term of Admission: Fall 2010

Race (optional): _____

SSN: _____ - _____ - _____



ORGANIZATION INFORMATION

Current Position/Title: _____ Years with Organization: _____

Founding Date: _____

Does your organization have a 501(c)3 nonprofit status? ___ Yes ___ No

Organization's Annual Budget (in U.S. dollars): _____

Number of Paid Employees: _____ Approximate Number of Volunteer Employees: _____

Total Membership (if applicable): _____

Size of Board: _____ Size of Executive Committee (or similar): _____

Employees Reporting to You: _____

Number of Affiliates/Chapters (if applicable): _____

Please indicate the approximate percentage of your organization's funding from the following sources:

(If you represent an affiliate or chapter, please give your affiliate or chapter information)

___% Individual Donors	___% Fees for Services/Products	___% Foundations
___% Government (all levels)	___% Corporate Funding	___% Endowment Income
___% Events	___% Other (please specify) _____	

Please describe the nonprofit organization you will be representing. Include a brief description of its mission, organizational objectives and activities.

Organizational structure, including your responsibilities and reporting relationships.



Geographical Spread. (The counties in which the organization is active, the presence of regional offices, the number of staff employed and the headquarters location.)

How does your organization (through mission or project) support South Carolina families so they have the resources to live out of poverty?

What do you consider to be the most critical issue(s) facing the nonprofit organization with which you are involved?

What are your overall goals in attending this course? You may consider both your organization's goals and your own professional development goals as they relate to the program for which you are applying.



WORK EXPERIENCE

Please list your positions in reverse chronological order, starting with your current one. If all positions are in the same company, please give the major promotional sequence.

Name of Company	Title or Position	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please estimate your total years of professional experience: _____

OTHER ACTIVITIES

Please indicate any major current and past professional activities (e.g. board membership, leadership of professional organizations, etc.)

Activities	Dates
_____	_____
_____	_____
_____	_____
_____	_____

EDUCATION

Degree (check highest level attained):

- BS/BA
- MBA
- MD
- JD/Law
- PhD
- Other

Have you attended other Sisters of Charity Foundation of South Carolina or Columbia College programs?

Program Name	Dates
_____	_____
_____	_____
_____	_____
_____	_____

How did you hear about this program? _____



Signature of Applicant: _____

Date: _____

ADDITIONAL MATERIALS FOR CONSIDERATION

For consideration in the Nonprofit Leadership Training Certificate Program, the following items must be submitted in addition to the application:

- An official college transcript sent directly to the Foundation in a sealed envelope
- A letter of recommendation from your board chair
- An essay (approximately 500 words) answering the question:

How do you as a nonprofit leader hope to grow in your understanding of effective leadership in our society, on both a personal and professional level?

PLEASE RETURN THIS APPLICATION

By Mail: Katrina Spigner, Faculty Liaison
Sisters of Charity Foundation of South Carolina
2711 Middleburg Drive, Suite 115
Columbia, SC 29204

If you have any questions, please contact Ms. Spigner at 803.254.0230, ext. 15 or by email at kspigner@sistersofcharitysc.com.

APPLICATION DEADLINE

The application deadline is **May 31, 2010**. Applications will be notified of final decisions by June 30, 2010.

