



# Exchange Leadership Initiative Application Guidelines

*Thank you for your interest in applying to be selected as an Exchange Leader.  
Please review the following guidelines before beginning your application.*

Please note that the application must be completed by the applicant. There is no nomination process, but we encourage you to submit recommendations of individuals who you believe fit the criteria. Visit [www.exchangepress.com/leadership/](http://www.exchangepress.com/leadership/) to submit a recommendation.

## **STEP ONE**

The first step is to submit your email address. Upon clicking "Begin Application", **you will receive an email with a link specifically for your application**. You may use this link to complete your application any time until the application deadline on March 26, 2021.

## **STEP TWO**

Applicants must submit the following: *(please include your first and last name in your file names. (i.e. - Smith, John)*  
*Please note that incomplete applications will not be considered.*

- Contact information provided should be as you would like it to appear if you are selected as an Exchange Leader.
- Application Questions (see separate listing)
  - ▶ Four Required
  - ▶ Short Answer (minimum two required)
- Professional Vitae or Resume
  - ▶ PDF format preferred. Other accepted formats are .doc, .docx, .txt, and .rtf.
- Photograph
  - ▶ Accepted formats for photos are .jpg, .jpeg, .png, and .gif.
  - ▶ Your photo must be at least 600x600 pixels.
- Two Required Letters of Recommendation (a third letter is optional)
  - ▶ Recommendation Letters should be written specifically for the Exchange Leaders application. Please do not submit generic letters of recommendation.
  - ▶ PDF format preferred. Other accepted formats are .doc, .docx, .txt, and .rtf.

If you are selected as an Exchange Leader, your application materials may be used in the print version of the magazine and/or on our website. Please keep this in mind and do not include any information you do not want shared publicly (i.e., home address, cell phone number). You will be given the option to opt out at the end of the application.

## **STEP THREE**

Upon submission, you will be provided with a **new link** to your completed application form. You can use this link to edit your application any time until the application deadline on March 26, 2021. *This includes adding or changing your Application Questions, Resume, Photo, and Recommendation Letters.*

***Applications must be submitted no later than Friday, March 26, 2021.***

[www.exchangepress.com/leadership](http://www.exchangepress.com/leadership)

Questions? Email us at [leadership@exchangepress.com](mailto:leadership@exchangepress.com)



# Exchange Leadership Initiative Application Questions

## **LEADERSHIP**

Exchange Leaders are well-grounded in their own work and are using their strengths and advocacy skills to make a difference for children, families, and their communities. They demonstrate leadership in strengthening their program or organization, and go beyond their position through building the profession, and advocating for children and families at community, state, and/or national levels.

- How have you used your leadership to make a difference for children and families beyond your program or position?

## **ROLES**

Exchange Leaders engage in work that addresses issues around young children and families and early care and education — program managers, classroom teachers, organization leaders, home care providers, home visitors, trainers, advocates, professors, researchers, counselors, policy makers.

- What role(s) do you and have you held in Early Care and Education?

## **KNOWLEDGE BASE**

Exchange Leaders understand strong early care and education principles and practices, address diversity and equity, and are engaged in life-long learning.

- What is your personal plan for your continued growth in leadership and in Early Care and Education?

## **SPIRIT**

Exchange Leaders work collaboratively and with personal initiative to build networks around key issues and demonstrate perseverance in pursuing difficult objectives.

- As a leader, how have you worked to build networks and to work collaboratively around key issues in Early Care and Education?



## Exchange Leadership Initiative Application Questions

### **SHORT ANSWER (minimum two required)**

The following questions are to be answered in 2-3 sentences. You must select at least one question from each group.

If you are chosen to be an Exchange Leader, one of these answers will accompany your information in the July/August issue of Exchange Magazine. *You do not need to answer all of them – choose at least two that you feel most strongly about.*

#### **GROUP ONE:**

- What is your personal “mantra” that is important to your leadership?
- What is your passion in the field of Early Care and Education? Why?
- What is your vision for what needs to happen in Early Care and Education? What needs to change to achieve the vision?
- Determination and persistence are important in leadership. Tell us about a time when your own determination and persistence made a difference in your leadership.
- When did you realize that you were a leader? How did you embrace the pride and the willingness to self-identify as a leader?

#### **GROUP TWO:**

- Tell us about a “key moment” that influenced your leadership.
- Tell us a story about yourself that makes you especially proud.
- As a leader, it is important to access a “seat at the table.” At what “tables” have you claimed a seat? How did you achieve your seat? Who offered to help you?
- Tell us a story about a child; a teacher or staff member; or a family that had a major influence on you.
- Tell us a story about a person (or group) that made a key difference for you in your decision to be a leader.