LEAD INITIATIVE LEVEL OF PARTICIPATION DOCUMENT 2020-2021

General Overview of Responsibilities of LEAD Institutions
*Open to all Institutions*

Participation Guidelines
- Submit intention to participate in LEAD Initiative documentation, including an institutional narrative with goals, strategies, and academic year timeline
- Each institution should select at least one staff representative to be engaged with the program throughout the year. This person will serve as the primary contact for the following items:
  o Submit responses to LEAD Institutions Mid-Year Survey Report (February 2020), is applicable.
  o Submit end-of-academic-year LEAD Action Update Reports (end-of-academic-year).
  o Provide one (1) LEAD Community blog post over course of year; each institution will be assigned a week they are responsible for a community blog post and will work with NASPA staff on content development.
  o Participate in monthly conversations regardless of level of involvement.

Additional engagement opportunities
- Participating institutions in this program will be made aware of opportunities and events related to the scope of Civic Learning and Democratic Engagement in higher education. These endeavors will range in scope of work and level of involvement. As such, not all institutions will be required to take part in these initiatives. Examples include but are not limited to:
  o Voter Friendly Campus program
  o Serving on the programming committee for the annual Civic Learning and Democratic Engagement Meeting
  o Publication submissions by way of NASPA Journals and briefs
  o Town Hall session with the Public Policy Division
Events

- Participation in NASPA sponsored professional development opportunities to include:
  - Attend either the 2020 NASPA Annual Conference and participate in related pre-conference session; or
  - Attend the 2020 Civic Learning and Democratic Engagement Meeting.

Networking

- Support formal and informal gatherings of LEAD colleagues at Regional and NASPA Annual Conferences.
- Be open to peer-to-peer idea sharing and direct communication with other NASPA professionals working in the CLDE space.
- Participate in LEAD Initiative Monthly Cohort conference calls
- Engage in online learning opportunities provided by NASPA and partner organizations

LEAD Consulting Institutions

*Open to institutions who have participated in the LEAD Initiative for at least two years*

Participation Guidelines

- All items listed in General Overview of Responsibilities of LEAD Institutions
- Advise a LEAD Initiative cohort group in organizing monthly learning opportunities (presentations/conference calls/etcetera).
- Create/assist in the development of online learning opportunities through NASPA's Online Learning Community.
- Each LEAD Consulting Institution will be given an area of expertise to support the work of all of the LEAD institutions. This includes organizing resources, discussion forums, and networking opportunities around an assigned topic.

Events

- Participation in NASPA sponsored professional development opportunities to include:
  - All items listed in Events of LEAD Institutions.
  - Assist in the planning and implementation of LEAD sessions at all NASPA sponsored events and partner organizations when applicable.

Networking

- All items listed in Networking of LEAD Institutions.
• Be open to organizing LEAD Initiative Cohort meetings at NASPA sponsored programs.

**LEAD Initiative Advisory Institutions**  
*Open to institutions who have participated in the LEAD Initiative for at least four years*

*Participation Guidelines*

• Meet monthly with the Director of the LEAD Initiative program to fulfill tactics related to the NASPA strategic plan.

• Have the opportunity to write LEAD Community blog posts throughout the year over

• Advise all LEAD Initiative Institutions in areas which are noted as your strengths in regards to CLDE work

• Create/assist in the development of online learning opportunities through NASPA’s online learning platform

• Participate in an annual LEAD Advisory Board Live Briefings with the NASPA President and NASPA Vice President for Professional Development

• LEAD optional professional development opportunities for LEAD Initiative participants hosted by NASPA and partner organizations

*Events*

• Participation in NASPA sponsored professional development opportunities to include:
  
  o All items listed in Events of LEAD Institutions.
    
    ▪ Must attend 2020 Civic Learning and Democratic Engagement Meeting to participate in LEAD Advisory in-person meeting.
  
  o Participation and facilitation of additional CLDE events such as the Engaged Campus Institute, NASPA Hill Days program, etcetera.

*Networking*

• All items listed in Networking of LEAD Institutions

• Engage with NASPA members to support the Early Career Institute; a unique mentorship opportunity for professions with one to three years of experience with CLDE focused work.

**NASPA’s Commitments to the LEAD Initiative and participating institutions**
• Assist institutions in creating collaborative strategies by sharing information gleaned from involvement in Civic Learning and Democratic Engagement (CLDE) work.

• Assist institutions in providing resources, assessment tools, and materials to promote civic learning and democratic engagement in the division of student affairs.

• Create a professional network and community through phone calls, online learning opportunities, and the LEAD Initiative blog.

• Publicize your work through NASPA’s network for Civic Learning and Democratic Engagement through NASPA’s communication and media channels.

• Ensure high quality professional development opportunities at the NASPA Annual Conference and CLDE Meeting that will contain elements that reflect our commitment to civic learning and democratic engagement.