

# 2010 Program Registration & Application



"Have the courage of your convictions, don't mind what the world says; don't try to be popular... do your duty"  
-Victoria Woodhull, 1871

## In this application brochure, you will find:

Information about the Woodhull Institute & 2010 Retreat Calendar  
Application Instructions & Checklist  
Tuition Payment Form & Financial Aid Application  
Letter of Recommendation Forms

## Our Mission

The Woodhull Institute for Ethical Leadership is a not-for-profit, non-partisan, non-sectarian educational organization that provides ethical leadership training and professional development for women. Too often, success has been measured in terms of the accumulation of power and wealth, with almost no consideration of how these accomplishments have been achieved. Ethical leadership is concerned with the means as well as the ends to personal and professional achievements. As such, Woodhull has developed a community that encourages women to lead with honesty, respect, courage and compassion; to strive for the common ground in decision-making; and to share in community service.

## Our Objectives

The Woodhull Institute offers a truly unique experience by providing a permanent space dedicated to the development of women leaders. Woodhull offers four distinct arenas for the development of ethical leadership:

### 1. LEADERSHIP TRAINING & DEVELOPMENT

The Woodhull Institute offers a forum for professional development and ethical leadership training for women. The Woodhull Institute empowers women to take the practical steps to implement their ideas and transform their visions into reality. Our core curriculum includes financial literacy and business skills, public speaking, negotiation and advocacy, fundraising and organization building, and writing and ethics in the workplace.

### 2. RETREAT CENTER FOR WOMEN

The Woodhull Institute provides year-round facilities for the professional and ethical enrichment of Woodhull alumnae and other women breaking ground in diverse fields. Woodhull offers programming designed to strengthen the personal development of these women and their commitment to themselves and to their professions.

### 3. PROGRAMS & SPECIAL EVENTS

The Woodhull Institute hosts special events such as conferences, lectures and cultural events and serves as a national showcase of women's achievements as well as offering continuing education through a monthly dinner seminar series, and online and in-person classes.

### 4. COMMUNITY NETWORK

The Woodhull Institute provides a national intellectual, professional, and spiritual community with the capacity to affect public policy, adjust corporate agendas, and promote community development. Through initiatives including our quarterly newsletter, weekly e-news bulletin, alumnae events, virtual community, Fellows Program, and program collaborations, Woodhull consolidates its community of leaders.

## The Woodhull Retreat Center



The Institute's New York retreat center is located approximately 2 hours north of New York City in Ancramdale. The center sits on almost 100 acres of land in a beautiful rural valley at the foothills of the Berkshire Mountains, with rolling hills, ridges, bluffs, hiking trails, wetlands, streams, and clearing for outdoor classrooms. Our retreats held on the west coast are graciously hosted at premier retreat facilities that offer equally breathtaking natural environments in the northern California Bay Area.



## Ethical Leadership Retreats 2009

*Young Women's Ethical Leadership Retreat*  
**March 12-14**  
Ancramdale, NY

*Ethical Leadership Retreat for College Women & Recent Graduates*  
**April 23-25**  
Ancramdale, NY

*Young Women's Ethical Leadership Retreat*  
**June 11-13**  
San Francisco, CA

*Young Women's Ethical Leadership Retreat*  
**June 18-20**  
Ancramdale, NY

*Young Women's Ethical Leadership Retreat*  
**October 22-24**  
Ancramdale, NY

The Woodhull Institute's core ethical leadership curriculum educates and empowers young women who exhibit leadership potential in their careers, community, and family life. At each three-day retreat, an expert team of Woodhull faculty and fellows present basic empowerment skills in experiential workshops that prepare young women for leadership roles in their communities and workplaces. These workshops include *Ethics and Leadership Development, Public Speaking & Advocacy, Negotiation & Conflict Resolution, Financial Literacy & Philanthropy* as well as explorations of other topics such as ethical and effective writing, mentoring and networking, and civic engagement. Meditation, hiking, journaling, and group discussions are encouraged.

## Raise Your Voices: An Intensive Non-Fiction Writing Retreat for Women

*Non-Fiction Writing Retreat for Women*  
**April 9-11**  
Ancramdale, NY

*Non-Fiction Writing Retreat for Women*  
**October 8-10**  
Ancramdale, NY

*Non-Fiction Writing Retreat for Women*  
**November 12-14**  
San Francisco, CA

Women are underrepresented as non-fiction authors and opinion writers. **In a long weekend of writing instruction and one-on-one critique, participants gain fundamental knowledge of *op-ed pieces, features, and book proposals*.** By the conclusion of this retreat, participants will have the skills and savvy necessary to successfully pitch and place pieces in all of these non-fiction genres in both alternative and mainstream publication venues. Meditation, hiking, journaling, and dedicated writing time are encouraged.

## Democracy 911 Retreat

**February 18-21**  
Ancramdale, NY

Most U.S. citizens, even those with the most to offer as citizen leaders, know very little about how this country works and what they can do to make it better. In a long weekend, a team of professionals will lead a true non-partisan "Democracy 411". Retreatants will receive a core grounding in the principles of the Constitution and the Bill of Rights, as well as a refresher on the separation of powers.

## L'dor v dor Ethical Leadership Retreat

**February 26-28**  
Ancramdale, NY

**May 14-16**  
Ancramdale, NY

**July 16-18**  
Ancramdale, NY

Through a generous donor, the Woodhull Institute for Ethical Leadership is pleased to offer women who have been identified by their prospective organizations as having true leadership potential its proven ethical leadership and practical skills training program. This three day program will bring together 20 future leaders from the Jewish communal non-profit and educational world to connect, network, obtain the skills that they need to lead, and grow together from *strength to strength*. There will be dedicated times for non-mandatory Shabbat Services.

## Instructions

Registering and being accepted to attend a Woodhull program is a two-part process:

- **First, you should complete the registration portion of this form.** The demographic information, logistical information, and short essays that this registration form collects help us to prepare you to attend a Woodhull program, if you are admitted.
  - *Our writing programs, seminars, and courses are open to all registrants (as space allows).* **Individuals who would like to attend those programs only need to complete the registration and payment sections of this form.**
- **Additionally, there is an application supplement for individuals applying to participate in our Ethical Leadership Retreats.** This information assists our admissions committee in evaluating your candidacy.
  - **To be considered for admission to our Ethical Leadership Retreats, you must complete the registration and application sections in full.**
- **When this process is completed please email it to Program Coordinator, Laura Sinkman, at [Lsinkman@woodhull.org](mailto:Lsinkman@woodhull.org).**

Please feel free to contact Program Coordinator, Laura Sinkman, at [Lsinkman@woodhull.org](mailto:Lsinkman@woodhull.org) if you have any questions as you work on completing this form.





## ✓ Checklists

Based on the program you plan to attend, be sure that you include all of the following materials.

ETHICAL LEADERSHIP RETREAT	WRITERS' RETREATS	COURSES/SEMINARS
<input type="checkbox"/> Registration [Section 1]	<input type="checkbox"/> Registration [Section 1]	<input type="checkbox"/> Registration [Section 1]
<input type="checkbox"/> Application [Section 2]	<input type="checkbox"/> Tuition Payment [Section 3]	<input type="checkbox"/> Tuition Payment [Section 3]
<input type="checkbox"/> Tuition Payment [Section 3]	<input type="checkbox"/> Financial Aid Application [Section 4] <i>*If applicable.</i>	<input type="checkbox"/> Financial Aid Application [Section 4] <i>*If applicable.</i>
<input type="checkbox"/> Financial Aid Application [Section 4] <i>*If applicable.</i>		
<input type="checkbox"/> Letter of Recommendation [Section 5]		

## Registration [Section 1]

All applicants to Woodhull programs should provide the following demographic information unless otherwise noted in the instructions.

### Registration Type

*Instructions: Please indicate the type of program you are registering to attend by making it bold.*

I am applying to attend a:

**Young Women's Ethical Leadership Retreat**

DATE:

**Ethical Leadership Retreat for College Women & Recent Graduates**

DATE:

I am registering to attend a:

**Raise Your Voices: Non-Fiction Writers' Retreat**

DATE:

**Woodhull Seminar or Course**

COURSE TITLE:

DATE:

### Registration Information

*Instructions: All applicants must complete this section. Please note that the Woodhull Institute is committed to diversity. Your voluntary answers to the following questions marked "optional" will help us to ensure a diverse participant group for our programs.*

First Name:

Last Name:

Affiliation (organization or company, if applicable):

Title (if applicable):

Mailing Address:

City:

State:

Zip Code:



Telephone (primary):

Telephone (secondary):

Email Address:

Website:

Race/Ethnicity/Cultural Background (optional):

Date of Birth (optional):

Hometown (optional):

Have you participated in a Woodhull program in the past?

No.

Yes, I am an alumna of an Ethical Leadership Retreat.

CLASS:

Yes, I am an alumna of a Non-Fiction Writers' Retreat.

CLASS:

Yes, I took a Woodhull seminar or course.

TITLE/DATE:

How did you find out about the Woodhull Institute?

Woodhull Alumna

NAME:

Friend or Relative

NAME:

Employer or Colleague

NAME:

Website

PLEASE SPECIFY:

Email Listserv or Online Forum

PLEASE SPECIFY:

Internet Search

Other

PLEASE SPECIFY:

## Emergency Contact Person

*Instructions: All applicants must provide an emergency contact.*

Emergency Contact Name:

Relationship:

Telephone (primary):

Telephone (secondary):

Telephone (mobile):

## Additional Information

*Instructions: All applicants must provide this information to ensure an optimal experience.*

Best Way to Reach You (please include a mobile telephone number or another way to reach you when you are mobile or in transit):

Dietary Restrictions:

Requests for Accommodations (ADA or other issues our staff should be aware of to ensure that you have the best experience possible):

## Transportation

*Instructions: For NY retreat applicants only. Participants are responsible for their own transportation for programs not taking place at the Woodhull Retreat Center in Ancramdale, NY.*

Please select your planned method of transportation to the Woodhull Retreat Center in Ancramdale, NY.

I will be traveling independently to the retreat center.

I would like to participate in Woodhull's roundtrip train and shuttle service from Grand Central Station, NYC for the additional fee of \$60.00.



## Application for Ethical Leadership Retreats [Section 2]

Only applicants to Woodhull's Ethical Leadership Retreats should complete the following short essays based on the retreat in which they intend to participate. Further, only applicants applying to retreats that require supplementary materials should complete the "Retreat-Specific Supplement Materials" section.

### Short Essay Section

*Instructions: All ethical leadership retreat applicants should respond to the following questions in 150 words or less.*

1. How do you define ethical leadership? How have your personal experiences, culture, and background contributed to this definition?
  
  
  
  
  
  
  
  
  
  
2. What one skill do you want to take away from this retreat? As a leader in your professional and personal life, why is this skill important for you to develop?

### Retreat-Specific Supplement Materials

*Instructions: Please respond to the questions that are required for the retreat to which you are applying.*

FOR APPLICANTS TO THE COLLEGE WOMEN'S & RECENT GRADUATES' RETREAT: What is your greatest fear or hope for life after graduation? (If you have been out of school for a while, please tell us one challenge you faced.) How will participating in this retreat help you to face this fear or challenge? Please respond in 150 words or less.

FOR APPLICANTS TO THE YOUNG WOMEN'S ETHICAL LEADERSHIP RETREAT: Please include a letter of recommendation with your application. Please provide the following information about your recommender and then submit your letter of recommendation with the form at the end of this application. *Note: It is the applicant's responsibility to ensure that letters of recommendation are received by the Woodhull office.*

My letter of recommendation is:

Included here.

Being sent under separate cover.

Name of Recommender:

Title:

Relationship to Applicant:



## Tuition Payment Information [Section 3]

**A full tuition payment should accompany all registrations; this payment will serve to hold your spot officially for the program you plan to attend.**

Please note that if you are not accepted to an ethical leadership retreat, your tuition will be returned to you.

- Applicants to ethical leadership retreats requesting financial aid should submit a \$50.00 tuition deposit with their application. Tuition for financial aid recipients is due in full before the start of the retreat.

Further, no transportation reservations with other parties, such as airlines or bus companies, should be made before confirmation of your acceptance or registration is received.

### Tuition Payment

*Instructions: Please provide the following payment information.*

*The "Payment Calculator Worksheet" has been added to assist you in payment calculations.*

I have submitted my payment:

My payment is in the amount of:

- As a credit card payment using the form provided in this application
- As a payment by a check made out to "Woodhull Institute" accompanying this application
- Using the online registration form on [www.woodhull.org](http://www.woodhull.org)
- Via PayPal

### Payment Calculator Worksheet

Type of Payment

Amount:

Full Tuition Payment or Deposit

- \$395-Ethical Leadership Retreats as well as the Democracy 411 Retreat
- \$495-Writers' Retreats
- \$325-Courses/Seminars
- \$50-Deposit for Ethical Leadership Financial Aid Applicants

Lodging Fee

- \$200-Room, Board, & Accommodations for 2 nights
- \$100-Room, Board, & Accommodations for 2 nights (STUDENT RATE FOR COLLEGE WOMEN'S RETREAT ONLY)

Transportation Fee-For NY Retreats Only

- \$60-Roundtrip
- \$30-One way (Arrival)
- \$30-One way (Departure)

SUBTOTAL

Less Discount

I am eligible for the following discounts:

- 60-Day Early Registration Discount (10% of tuition)  
Available only for registrations received 90 days prior to event. Not applicable to all retreats or seminars/courses.
- 30-Day Early Registration Discount (5% of tuition)  
Available only for registrations received 30 days prior to event. Not applicable to all retreats or seminars/courses.
- Alumna Discount (\$25 discount)  
CLASS:  
Member Discount (\$50 discount)  
Available only to current members.

Note: Limit one discount per person.

TOTAL PAYMENT

### For Payments By Credit Card

Please Charge My:

Account Number:

- Mastercard
- Visa

Expiration Date:

Payment Amount:

Name As it Appears on Credit Card:

Billing Address (if different from mailing address):

### Cancellation Policy

An individual's tuition shall be refundable at a 50% rate if the individual's cancellation is made 30 days prior to date of the event the individual planned to attend. Registrations cancelled less than 30 days before the event shall not be eligible for refunds.



## Financial Aid Application for Ethical Leadership Retreat Applicants [Section 4]

### Our Dream

The Woodhull Institute dreams of making it possible for all women to be able to participate in our powerful leadership trainings. Because of this commitment, limited scholarships and need-based financial aid are available. Additionally, we offer an informative fundraising guide on our website to assist our applicants in making their dream of attending an ethical leadership come true.

### Financial Aid

*Instructions: If you are requesting financial aid to attend an ethical leadership retreat, please answer the following questions and write a brief paragraph describing your need.*

*Please note the Institute does not award full scholarships or assist with transportation costs. A payment plan may be arranged upon request in certain cases. We encourage you to enquire about professional development funding from your place of employment or school before requesting assistance from the Institute.*

Current Employer or School(if applicable):

Position or Student Status (if applicable):

Please select the category that best describes your yearly income.

- \$20,000 or less
- \$20,001 - \$50,000
- \$50,001 – \$75,000
- \$75,001 - \$100,000
- \$100,001 or more

Are you the sole financial supporter in your household?

- Yes
- No

Please list any dependents for whom you are financially responsible here:

Do you have any unusual financial obligations that we should be aware of? Please describe these circumstances in 150 words or less.

Please describe the financial aid arrangement that you are requesting in detail. How much financial assistance do you need to make your participation in a Woodhull program a reality?

Are you requesting a payment plan or scholarship from the Institute?

### Make a Difference...Make a Donation Today

The Woodhull Institute is seeking additional funds to expand its programs and to add additional components. Further, we are committed to offering need-based scholarships and financial aid.

If you are interested in helping to fund the Woodhull Institute, please contact Executive Director Wende Jager Hyman at [wjagerhyman@woodhull.org](mailto:wjagerhyman@woodhull.org) or 646-435-0837.



## Letter of Recommendation [Section 5]

Please include this form as a cover for all letters of recommendation to ensure timely processing.

### To Be Completed by Applicant

*Instructions: Please submit this form with your letter of recommendation. Your recommender may appreciate receiving a copy of your application to assist her/him in completing your recommendation. All letters of recommendation should be sent to [skirby@woodhull.org](mailto:skirby@woodhull.org) (email), 646-435-0837 (fax), or Woodhull Institute, 32 Broadway, New York, NY 10004 (mail).*

**Name of Applicant:**

**Date of Retreat Applying To:**

**Applicant's Email Address:**

### To Be Completed by Recommender

*Instructions: This applicant is applying to attend an ethical leadership retreat presented by the Woodhull Institute for Ethical leadership ([woodhull.org](http://woodhull.org)). Our applicant pool is competitive – please tell us why you think this candidate should be selected.*

**Name of Recommender:**

**Relationship to Applicant:**

**Recommender's Email Address:**

**My letter of recommendation is:**

- Attached to this email.
- Enclosed in this letter.
- Included on this form (below).

*Thank you for providing a letter of recommendation for this applicant!*