APPLICATION INSTRUCTIONS

Deadline for applications is
July 31, 2025

APPLICATION INSTRUCTIONS

1. Completion of this application will require a google account.
2. If you do not have a Google Account, **you can create one with your current email address. You DO NOT NEED to create a new email address**.
3. Click the link on the website to open the application. Read and follow the instructions to complete and submit the application.
4. **You will be required to provide a Letter of Recommendation** with this online application process before moving to the next page to continue. So have your Letter of Recommendation already available to download before you begin filling out the online application.
5. The application MUST BE COMPLETED and submitted through the link on our website. No other version of the application will be accepted. This includes but is not limited to cell phone photos, pdf, work, email or excel versions.
6. The application cannot be downloaded and saved to your computer; however, you will be able to edit your application once it has been submitted with the instructions below.

HOW TO CREATE A GOOGLE ACCOUNT WITHOUT A GMAIL ADDRESS.

- Go to https://www.google.com
- Click SIGN IN
- Click More options/Create account
- In the short form box CLICK ON I prefer to use my current email address located under the CHOOSE YOUR USERNAME line.
- Complete the required fields and click Next Step
- In the PRIVACY & TERMS box. Click on I AGREE at the bottom.
- An email will be sent from account-verifcation-noreply@google.com

IMPORTANT: The email address you provide within the application is what we will use to communicate with you and where a confirmation email will be sent once the SUBMIT BUTTON has been clicked. Be sure to add the email address **susan@rrrcc.org** to your approved sender's list. ***

Can I edit my application?

ANSWER:
Yes, by carefully following the instructions within the next section.

PLEASE REVIEW THE FOLLOWING INSTRUCTIONS CAREFULLY.
This application is lengthy, and some questions take careful thought. If you find yourself unable to complete the entire application all at once, follow the instructions below to learn how to submit and edit your applications.

1. Answer **ALL REQUIRED QUESTIONS (indicated by an*)** and click the **"NEXT"** button all the way to the end of the application.

2. Click the **"SUBMIT"** button. By clicking the **SUBMIT** button, all your answers will be saved and will allow for future edits.

   # ****IMPORTANT****

   The **SUBMIT** button **MUST** be clicked in order for us to receive the application. If the **SUBMIT BUTTON IS NOT CLICKED, ALL WORK WILL BE LOST**.

3. Check your inbox for the automatic confirmation email. **Check JUNK, SPAM OR CLUTTER FOLDERS if not found in your inbox.**

4. **Confirmation email** will come from the sender: GOOGLE FORMS.

5. **Subject will read:** LEADERSHIP SANDOVAL CLASS 2025 APPLICATION

6. The body of the email will contain a colored box that says **EDIT RESPONSE**. *****Make changes and CLICK THE SUBMIT BUTTON at the end for the changes to be saved. *******

7. If your employer blocks this type of link a personal email should be used, and you will need to complete it at home.

8. **SAVE THE CONFIRMATION EMAIL**. Use the **EDIT RESPONSE** link each time changes need to be made.

9. **CLICK THE SUBMIT BUTTON at the end of the application each time changes have been made**.

10. **Once satisfied that no more changes will be made, CLICK THE SUBMIT BUTTON,** turn the application into a PDF or PRINT a hard copy. This will be your proof that the application was completed.