



The ROWLAND Foundation

Investing in Vermont's Teachers

Rowland Women Leadership Retreat

Women leaders face challenges that men do not, and the field of education is no exception. The Rowland Women Leadership Retreat is an immersive, experiential gathering of Rowland Fellows who identify as women, intended to provide an affinity space for women leaders, where they can share experiences, tools, strategies, and mutual support. By providing expert facilitators, shared activities, and communal meals, this gathering is designed by women leaders to address the challenges and inequities they face in the workplace, in a restorative environment away from the demands of work and family.

In 2022, the Rowland Foundation's Board of Trustees voted to make this an annual event, designed and led by Fellows, supported in the Foundation's operating budget. We are now pleased to invite Rowland Women Fellows to submit group proposals for the 2027 Rowland Women Leadership Retreat.

Past Rowland Women's Leadership Retreat Planning Teams

2026

Samantha Mundt (RF21)
smundt@tvhs.k12.vt.us

Gretchen Muller (RF17)
gretchen.muller@mmuusd.org

2025

Samantha Mundt (RF21)
smundt@tvhs.k12.vt.us

Angela Bauer (RF15)
growlove269@gmail.com

2024

Angela Bauer (RF15)
growlove269@gmail.com

Ellen Berrings (RF13)
eberrings@huusd.org

Abbie Bowker (RF17)
abowker@cvsdvt.org

2023

Tara Cariano (RF18)
taracariano@gmail.com

Marsha Cassel (RF14)
casselmasha@gmail.com

Gretchen Muller (RF17)
gretchen.muller@mmuusd.org

Guidelines for Proposals

The Rowland Women Leadership Retreat (RWLR)

- ☐ Multi-day leadership retreat for Rowland Women organized by Rowland Women.
- ☐ Proposals due on or before November 15th. Retreat to take place each year before June 1st.
- ☐ 2-3 person Planning Team.
- ☐ \$15,000 annual support: \$10,500 event budget plus stipends of \$1,500 each for up to 3 Planning Team Members

In the spirit of shared leadership, the Retreat Planning Team will be composed of 2 to 3 women leaders who are beyond the 2-year cohort cycle and who will share responsibility for successfully organizing a meaningful and memorable gathering. The Planning Team's proposal should include an event site; a simple, preliminary agenda that describes the vision for the program; and an estimated budget using the template provided.

The Retreat is to take place over a minimum of 2 days with an overnight option in between, prior to June 1, 2027. (If interest and funds allow, the Retreat could last more than 2 days with a longer agenda, or have optional social gatherings that take place before or after the main activities of the agenda.)

The Planning Team's primary tasks will include: setting up a dedicated bank account for Retreat expenses and managing a budget of up to \$10,500 for the program; securing a suitable venue; planning meals and refreshments; developing a detailed agenda to be shared with participants ahead of time; advertising the Retreat to Rowland Women Fellows and registering participants; hiring external facilitators, presenters, or other contractors; preparing retreat materials and audio-visual equipment as needed; providing participants with certificates of participation after the fact; and reporting back to the Rowland Foundation on their work.

Each Planning Team member will receive a \$1,500 stipend for their work, to be paid after the Retreat takes place and the team has submitted its final budget with receipts for all expenses paid. If there are remaining funds in the expense account once the Retreat is complete, the Planning Team will submit an updated budget that shows how the funds will be spent or transferred to the following year's Planning Team to add to their budget.

In the event of multiple group proposals, the Executive Director will put applicants in contact with each other and ask that they merge ideas, nominate three Rowland Women as the event Planning Team, and resubmit a reformulated proposal.

Please submit your team proposal (*see below*) and supporting documents to Executive Director Michael Martin & Executive Assistant Abby Paige by November 15, 2026.

michael@therowlandfoundation.org

abby@therowlandfoundation.org



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Rowland Women Leadership Retreat Proposal Form

Application Deadline: November 15, 2026

Please make a new copy of this document to draft your proposal and submit your team's application.

October	November	December	January	By June 1	By July 1
Form a team of 2-3 Women Fellows and develop a Retreat theme and plan	Submit application to the Executive Director with your team by November 15	Learn if your proposal has been accepted or if you are invited to combine with another team; On-boarding meeting with RF staff	Set up bank account to receive disbursement of funds from the Rowland Foundation	Successfully plan and lead Rowland Women's Leadership Retreat	Submit report and final budget to the Executive Director; Wrap-up meeting with RF staff

Proposed Retreat Planning Team

Team Leader *(Primary point of contact; manages expense account)*

Name:

Cohort Year:

School/Organization:

Email:

Phone:

Team Member

Name:

Cohort Year:

School/Organization:

Email:

Phone:

Team Member

Name:

Cohort Year:

School/Organization:

Email:

Phone:

Location

Where do you propose to host the Rowland Women Leadership Retreat? Please provide a brief explanation of why it is a suitable site.

Agenda & Rationale

Please describe your vision for the event and a simple agenda, detailing how the retreat will be structured, and explain how the events will address the unique challenges of women leaders. Keep in mind that the gathering should take place over a minimum of 2 days with an overnight option in between. Late arrivals or early departures may be built into the agenda if appropriate. If participant interest and funds allow, the Retreat could last more than 2 days with a longer agenda, or have optional social gatherings taking place before or after the main activities.

Budget

Please make a copy of this budget template to include with your application as an initial, estimated budget for the Retreat. Please include cost estimates for all the anticipated resources required to fulfill your vision of a successful event. This initial budget is for planning purposes only and will be updated and revised over the course of your work.

The Rowland Foundation has allocated \$10,500 for the Rowland Women Leadership Retreat. If your team's proposal is approved, your Planning Team will be asked to create a separate bank account for Retreat expenses, and the Foundation will provide a disbursement of \$10,500 for event costs and related expenses, plus any funds remaining from the previous year's budget. (This year that amount is substantial, approximately \$9,500, which has accrued over several years of under-budget retreats.) The Retreat should take place before June 1, 2027. Your finalized budget, updated with actuals, should be submitted to the Rowland Foundation, with your receipts, by July 1, 2027. Each Planning Team Member will receive a \$1,500 stipend at the completion of their work, including submission of final financial reports.

Supporting Documents

This section is optional. Please insert here, as hyperlinks with a brief description, any relevant documentation that supports your proposal. Supporting documents may include information about your proposed site, potential presenters, agenda items, or retreat theme.

Submission Instructions

Please send an email on or before November 15, 2026 to Executive Assistant Abby Paige at abby@therowlandfoundation.org with your Retreat proposal attached or linked. Please ensure that all of your team members are copied on the message.