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**LEADERSHIP**  


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 INSTITUTE

**The Leadership Institute Class of 2018**  
*Program Application Form*

**BACKGROUND INFORMATION**

PLEASE TYPE OR PRINT NEATLY. USE ADDITIONAL PAPER IF NECESSARY.

NAME \_\_\_\_\_

**LAST**

**FIRST**

**PREFERRED FIRST NAME**

**MIDDLE INITIAL**

EMPLOYER \_\_\_\_\_

JOB TITLE \_\_\_\_\_

EMAIL \_\_\_\_\_

WORK ADDRESS \_\_\_\_\_

**STREET OR P.O. BOX**

**CITY**

**STATE**

**ZIP**

WORK PHONE \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

**STREET OR P.O. BOX**

**CITY**

**STATE**

**ZIP**

HOME PHONE \_\_\_\_\_

CELL PHONE \_\_\_\_\_

Current Member of the Rensselaer County Regional Chamber of Commerce: Yes \_\_\_\_ No \_\_\_\_  
 (Applicant is considered a member if current employer is a member in good standing)

How did you learn about The Leadership Institute? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT**

Please list current job responsibilities

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list your previous positions starting with the most recent employer

EMPLOYER	TITLE	DATES

**EDUCATION**

Begin with high school, then college(s), business or trade schools and/or specialized training

NAME & CITY OF SCHOOL	DATES (FROM-TO)	DEGREE	MAJOR

**COMMUNITY INVOLVEMENT**

Please list notable community, civic, charitable, religious, political, government, social, athletic or other activities (include all communities, not just the Rensselaer County area).

1. ORGANIZATION \_\_\_\_\_  
 ASSIGNMENT / POSITION \_\_\_\_\_ YEAR(S) INVOLVED \_\_\_\_\_  
 DESCRIBE RESPONSIBILITIES \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. ORGANIZATION \_\_\_\_\_  
 ASSIGNMENT / POSITION \_\_\_\_\_ YEAR(S) INVOLVED \_\_\_\_\_  
 DESCRIBE RESPONSIBILITIES \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. ORGANIZATION \_\_\_\_\_  
 ASSIGNMENT / POSITION \_\_\_\_\_ YEAR(S) INVOLVED \_\_\_\_\_  
 DESCRIBE RESPONSIBILITIES \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## SPECIAL HONORS AND AWARDS

Please list any honors or awards from your professional career or community service efforts and the date received.

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## SUPPLEMENTAL ESSAY QUESTIONS

Please answer the following questions on a separate sheet of paper. *Please limit responses to 250 words each.*

1. What do you consider your most important career achievement to date?
2. What do you hope to gain from The Leadership Institute and how will this assist in your career development?

## REFERENCES (TWO)

Submit two letters of recommendation. The first should be from a manager who has knowledge of your qualifications as a Leadership Institute applicant. The second recommendation letter should be from an individual (*other than an employer or spouse*) who has knowledge of your personal and professional accomplishments. **Please include contact information for both references and attach the letters to this application.**

## COMMITMENT

The Leadership Institute requires a strong commitment as each participant is required to attend every session of the program, from the overnight retreat to the monthly class sessions in order to graduate from the program. The overnight retreat is September 7 and 8, 2017 and the monthly sessions will be held Fridays from 8 a.m. – 5 p.m. on October 13, 2017; November 17, 2017; December 8, 2017; January 12, 2018; February 9, 2018; and March 9, 2018.

## COST

Program tuition is \$2,300 for Chamber members and \$2,800 for non-Chamber members. The tuition covers costs for the monthly sessions, retreat, all program materials, meals and the graduation ceremony. A \$100 deposit is required upon acceptance into the program. Tuition must be paid in full by July 7, 2017 and is non-refundable after August 18, 2017.

## SCHOLARSHIPS

The Chamber offers partial scholarships based on financial need. They are funded through the “Van Rensselaer Fund – Rensselaer County Regional Chamber of Commerce” through The Community Foundation. These scholarships will be awarded by The Leadership Institute Selection Committee. The amount of each scholarship is determined each year by the availability of funding. Recipients of the scholarships will be notified along with their acceptance to The Leadership Institute. Requests for financial assistance will not affect consideration for participation in the program.

***To be considered for a partial scholarship, please include a brief description (no more than 250 words) indicating need and how the scholarship would impact your participation in the program.***

\_\_\_\_ *I wish to be considered for a partial scholarship for The Leadership Institute. My brief description of need is included with my application.*

**SELECTION**

The Selection Committee will choose the individuals to participate in the program. Notification of selection to The Leadership Institute Class of 2018 will be made by **Wednesday, June 14, 2017**. Applicants not selected are encouraged to reapply to the program in the following year.

**SIGNATURES**

**Applicant:** I understand the objectives and commitment necessary to participate in The Leadership Institute. In addition, I understand the program schedule and time required to successfully complete The Leadership Institute. If selected, I am responsible for all tuition costs not paid by my employer or scholarships.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Employer:** If accepted, I agree to allow the applicant to participate in The Leadership Institute and dedicate the necessary time to successfully complete the program requirements. In addition, I understand attendance at each session is required in order for the participant to graduate.

Employer's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Employer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please send your completed application to:***

By mail: The Leadership Institute Class of 2018  
c/o: Rensselaer County Regional Chamber of Commerce  
90 Fourth Street, Suite 200 | Troy, New York 12180

By email: Events Manager, Gabrielle Polce, [gpolce@renscochamber.com](mailto:gpolce@renscochamber.com)

*For further information about The Leadership Institute, available scholarships or questions regarding the program or application, please contact the Chamber's Events Manager Gabrielle Polce at 518.687.1238 or [gpolce@renscochamber.com](mailto:gpolce@renscochamber.com)*

**Applications for The Leadership Institute Class of 2018 must arrive at the Chamber office no later than:**  
**WEDNESDAY, MAY 17, 2017 AT 5:00 P.M.**

*The Leadership Institute is a program of the Rensselaer County Regional Chamber of Commerce.  
The program is kindly underwritten by: \_\_\_\_\_ With media sponsorship provided by: \_\_\_\_\_*

