



The Leadership Institute Class of 2025 Application Form

BACKGROUND INFORMATION

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

NAME

LAST FIRST PREFERRED FIRST NAME

EMPLOYER _____

JOB TITLE _____

EMAIL _____

SUPERVISOR NAME _____ EMAIL _____

WORK ADDRESS _____
STREET OR P.O. BOX CITY STATE ZIP

WORK PHONE _____

HOME ADDRESS _____
STREET OR P.O. BOX CITY STATE ZIP

CELL PHONE _____

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

How did you learn about The Leadership Institute? _____

EMPLOYMENT

Please list **current** job responsibilities and length of time in position:

Please list your **previous positions** starting with the most recent employer:

EMPLOYER	TITLE	DATES

EDUCATION

Begin with college(s), business or trade schools, specialized training and/or certifications.

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

COMMUNITY INVOLVEMENT/VOLUNTEER ACTIVITIES

Please list 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 INVOLVEMENT: _____

2. ORGANIZATION _____

ASSIGNMENT / POSITION _____ YEAR(S) INVOLVED _____

DESCRIBE INVOLVEMENT: _____

3. ORGANIZATION _____

ASSIGNMENT / POSITION _____ YEAR(S) INVOLVED _____

DESCRIBE INVOLVEMENT: _____

SPECIAL RECOGNITIONS

Please list any professional career or community service honors/awards earned and the date received.

THREE (3) SUPPLEMENTAL ESSAY QUESTIONS

Please answer the essay 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 expect to gain from The Leadership Institute and how will this assist in your career development?
3. What unique experience or contribution do you think you could bring to the class?

TWO (2) LETTERS OF RECOMMENDATION

Of the 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.**

ATTENDANCE AND COMMITMENT

The Leadership Institute requires a strong commitment as each participant is required to attend every session of the program to graduate from the program. The two-day retreat is **August 29 and August 30, 2024** and the monthly sessions will be held on following Fridays from 8 a.m. – 5 p.m.:

- **October 11, 2024**
- **November 8, 2024**
- **December 6, 2024**
- **January 10, 2025**
- **February 7, 2025**
- **March 7, 2025**

TUITION COST

Program tuition is \$2,600 for Chamber members and \$5,000 for non-Chamber members. The tuition covers costs for the monthly sessions, retreat, all program materials, meals and the graduation ceremony.

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 of the Greater Capital Region. These scholarships will be awarded by The Leadership Institute Selection Committee. The number of and amount of each scholarship is determined annually 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 check the box below and answer the following question on a separate sheet of paper. Please limit to no more than 250 words.*

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

What is your financial need for a scholarship and how would the scholarship impact your participation in the program?

SELECTION

The Selection Committee will select the individuals to participate in the program. Only one application will be considered for each organization. As part of the selection process, the committee has the right to schedule interviews with prospective candidates. Some candidates, including those with strong credentials, may not be chosen and are encouraged to reapply to the program in the following year.

- Applications are due by Wednesday, **May 15, 2024 by 5 p.m.**
- Notification of Selection for Class of 2024 will be made by **June 14, 2024.**
- Tuition must be paid in full by **July 12, 2024.**
- Tuition is non-refundable after **August 9, 2024.**

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: _____

I have included: Application Three Supplemental Essays Two Letters of Recommendation

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. I understand attendance at each session is required 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 2025
 c/o: Rensselaer County Regional Chamber of Commerce
 90 Fourth Street, Suite 200, Troy, New York 12180

By email: leadership@renschamber.com

Applications for The Leadership Institute Class of 2025 must arrive at the Chamber office no later than:

WEDNESDAY, MAY 15, 2024 AT 5 P.M.

The Leadership Institute is a program of:



The program is kindly underwritten by:



Rensselaer County Regional Chamber of Commerce | 90 Fourth Street, Suite 200, Troy, New York 12180 | P: 518.274.7020 | www.renschamber.com

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