



The Leadership Institute Class of 2021 Application Form

BACKGROUND INFORMATION

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

NAME

LAST	FIRST	PREFERRED FIRST NAME	MIDDLE INITIAL
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COMPANY/ORGANIZATION _____

JOB TITLE _____

EMAIL _____

BUSINESS ADDRESS _____

STREET OR P.O. BOX

CITY

STATE

ZIP

BUSINESS 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 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 college(s), business or trade schools and/or specialized training.

NAME & CITY OF INSTITUTION	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) INVOLVE _____

DESCRIBE RESPONSIBILITIES: _____

3. ORGANIZATION _____

ASSIGNMENT / POSITION _____ YEAR(S) INVOLVE _____

DESCRIBE RESPONSIBILITIES: _____

SPECIAL RECOGNITIONS

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

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 hope to gain from The Leadership Institute and how will this assist in your career development?

TWO LETTERS OF REFERENCE

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.**

ATTENDANCE

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 3 - 4, 2020 and the monthly sessions will be held on Fridays from 8 a.m. – 5 p.m. on October 9, 2020; November 13, 2020; December 11, 2020; January 8, 2021; February 12, 2021; and March 12, 2021.

TUITION

Program tuition is \$2,400 for Chamber members and \$2,900 for non-Chamber members. The tuition covers costs for the monthly sessions, retreat, all program materials, meals and the graduation ceremony. **Tuition must be paid in full by June 26, 2020 and is non-refundable after August 14, 2020.**

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) with your application. Please indicate need and how the scholarship would impact your participation in the program.

SELECTION

The Selection Committee will choose the individuals to participate in the program. 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 selected and are encouraged to reapply to the program in the following year. **Notification of selection to The Leadership Institute Class of 2021 will be made by Friday, June 19, 2020.**

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 Supplemental Essays 2 Letters of Reference

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, supplemental essays & letters of recommendation to:

By mail: Rensselaer County Regional Chamber of Commerce
 Attn: The Leadership Institute Class of 2021
 90 Fourth Street, Suite 200, Troy, New York 12180

By email: Executive Assistant & Office Manager, Rachael Lorimer, rlorimer@renscochamber.com

For further information about The Leadership Institute, available scholarships or questions regarding the program or application, please contact the Chamber at 518.274.7020.

Applications for The Leadership Institute Class of 2021 must arrive at the Chamber office no later than:

WEDNESDAY, MAY 20, 2020 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:*



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