



## The Leadership Institute Class of 2022 Application

### BACKGROUND INFORMATION

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

NAME

\_\_\_\_\_

LAST	FIRST	PREFERRED FIRST NAME
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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 and length of time in your 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 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 INVOLVEMENT: \_\_\_\_\_

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2. ORGANIZATION: \_\_\_\_\_

ASSIGNMENT / POSITION: \_\_\_\_\_ YEAR(S) INVOLVED: \_\_\_\_\_

DESCRIBE INVOLVEMENT: \_\_\_\_\_

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3. ORGANIZATION: \_\_\_\_\_

ASSIGNMENT / POSITION: \_\_\_\_\_ YEAR(S) INVOLVED: \_\_\_\_\_

DESCRIBE INVOLVEMENT: \_\_\_\_\_

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## SPECIAL RECOGNITIONS

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

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## THREE 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 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 retreat to the monthly class sessions in order to graduate from the program. The retreat is Thursday, September 2 and Friday, September 3, and the monthly sessions will be held on Fridays from 8 a.m. – 5 p.m. on October 8, 2021; November 12, 2021; December 10, 2021; January 14, 2022; February 11, 2022; and March 11, 2022.

## 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 July 23, 2021 and is non-refundable after August 20, 2021.**

## 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 2022 will be made by Friday, July 2, 2021.**

**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 2022  
 90 Fourth Street, Suite 200, Troy, New York 12180

By email: [Leadership@renscochamber.com](mailto:Leadership@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 2022 must arrive at the Chamber office no later than:**  
**WEDNESDAY, JUNE 9, 2021 AT 5:00 P.M.**

*The Leadership Institute is a program of the Rensselaer County Regional Chamber of Commerce.  
 The program is sponsored by:*



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