



## The Leadership Institute Class of 2024 Application Form

### BACKGROUND INFORMATION

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

NAME

\_\_\_\_\_  
LAST FIRST PREFERRED FIRST NAME

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

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:

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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: \_\_\_\_\_

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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 31 and September 1, 2023** and the monthly sessions will be held on following Fridays from 8 a.m. – 5 p.m.:

- **October 14, 2023**
- **November 3, 2023**
- **December 8, 2023**
- **January 12, 2024**
- **February 9, 2024**
- **March 8, 2024**

## TUITION COST

Program tuition is \$2,500 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. 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 17, 2023 by 5 p.m.**
- Notification of Selection for Class of 2024 will be made by **June 16, 2023.**
- Tuition must be paid in full by **July 14, 2023**
- Tuition is non-refundable after **August 11, 2023.**

**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 2024  
 c/o: Rensselaer County Regional Chamber of Commerce  
 90 Fourth Street, Suite 200, Troy, New York 12180

By email: [leadership@renschamber.com](mailto:leadership@renschamber.com)

**Applications for The Leadership Institute Class of 2023 must arrive at the Chamber office no later than:**

**WEDNESDAY, MAY 17, 2023 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](http://www.renschamber.com)

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