



The Leadership Institute Class of 2027 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: 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 check this box if you are **NOT** currently engaged in community service but are working toward involvement with an NFP and list the organizations.

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 someone (other than your current employer, spouse, or immediate family members) who is familiar with 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 **September 3 and September 4, 2026** and the monthly sessions will be held on following Fridays from 8 a.m. – 5 p.m.:

- **October 2, 2026**
- **November 6, 2026**
- **December 11, 2026**
- **January 8, 2027**
- **February 5, 2027**
- **March 5, 2027**

TUITION COST

Program tuition is \$2,750 for Chamber members and \$5,500 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 applicant will be considered from 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 13, 2026 by 5 p.m.**
- Notification of selection for Class of 2027 will be made by **June 10, 2026.**
- Tuition must be paid in full by **July 24, 2026.**
- Tuition is non-refundable after **August 21, 2026.**

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: Rensselaer County Regional Chamber
Attn: The Leadership Institute Class of 2027
333 Broadway Suite 204, Troy, New York 12180

By email: asaucedo@renscochamber.com

Applications for The Leadership Institute Class of 2027 must arrive at the Chamber office no later than:

WEDNESDAY, MAY 13, 2026 AT 5 P.M.

To ensure an environment where participants can explore their leadership potential, only one representative per member organization will be accepted into The Leadership Institute class each year.

The Leadership Institute is a program of

The program is kindly underwritten by:



Rensselaer County Regional Chamber | 333 Broadway, Troy, New York 12180 | P: 518.274.7020 | www.renscochamber.com

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