

LEADERSHIP RICHARDSON APPLICATION
Class XXXII • 2016 - 2017

Leadership Richardson participants are selected by an anonymous admissions committee. To assist the admissions committee in giving you fair consideration, please complete the application as accurately as possible giving careful consideration to the questions asked of all applicants. Applicants must understand that submitting an application does not automatically guarantee selection for participation in this class of Leadership Richardson.

For an Admissions Committee decision by July 15, submit the application and recommendations by June 17, 2016. Applications received after the deadline will be considered by the Admissions Committee only if space is available in the class. Please contact the Leadership Richardson Executive Director if there are any questions about the process.

Applicants who cannot attend the leadership retreat on September 9, 2016, should defer application to 2017. Any participant who is absent from any portion of three meetings may be dropped from the class without refund of tuition paid. The absence policy for Leadership Richardson is on page 7 of the application. Applicants should review the calendar of sessions below for any conflicts that may prevent their full participation in the program.

INSTRUCTIONS FOR APPLICATIONS

Application requires Adobe Reader to complete. Download Adobe Reader for your computer's operating system. <http://get.adobe.com/reader/>.

- Only typed applications will be accepted.
- Download the application and recommendation. Save the forms with the applicant's name in the File Name.
- Limit your comments to the space provided.
- **Do not attach a resume.** Resumes will not be submitted to the Admissions Committee.
- Three recommendations are required. Forward the *Leadership Richardson Recommendation Form* to 3 (three) people who know you through your work, personal or community life. These people do not have to be graduates of Leadership Richardson. Instruct these people to return the recommendation to the email address on the form by the due date. *Recommendations received in any format other than the Leadership Richardson Recommendation Form will not be accepted.* Note: Non-Richardson/RISD applicants must submit at least one recommendation from a person who lives and/or works in Richardson or the RISD.
- Applicants who do not live and/or work in Richardson or the Richardson Independent School District must complete the *Non-Richardson/RISD Applicant* form.
- Applicants requesting tuition assistance from Richardson Chamber of Commerce funds must complete the *Leadership Richardson Tuition Assistance Request* form.
- **Email** applications or recommendations to lr@richardsonchamber.com. Select the read request option when submitting the application. Fax copies will not be accepted.

LEADERSHIP RICHARDSON SESSION DATES

September 1, 2016	Orientation/Road Rally & Welcome Dinner	1:30pm – 7:30pm
September 9, 2016	Leadership Retreat - Challenge Course	7:00am – 7:30pm
September 10, 2016	Leadership Retreat - Leadership Development	8:30am – 3:30pm
October 14, 2016	Leadership Development	8:15am – 5:15pm
October TBD	LRAA New Class Reception	5:30pm – 7:30pm
November 11, 2016	City Government	8:15am – 5:15pm
December 9, 2016	Santa's Village/ Healthcare	8:15am – 5:15pm
January 13, 2017	Arts and Culture	8:15am – 5:15pm
February 10, 2017	Public Education	8:15am – 5:15pm
March 10, 2017	Business/Economic Development	8:15am – 5:15pm
April 7, 2017	Social Services	8:15am – 5:15pm
May 5, 2017	Public Safety	8:15am – 5:15pm
May 12, 2017	Closing Session	12:30pm – 4:30pm
May 12, 2017	Graduation Dinner	6:45pm – 10:00pm

LEADERSHIP RICHARDSON 2016-2017

REQUIRED INFORMATION (APPLICATIONS MUST BE TYPED – HANDWRITTEN APPLICATIONS WILL NOT BE ACCEPTED)

GENERAL INFORMATION

Last Name	First Name	Middle Name or Initial	
_____	_____	_____	
Nickname (Name you preferred to be called. This name will be used for the class directory and participant name badge.)			

<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of Birth (mm/dd/yyyy)	City, State of Birth
		_____	_____

Do you live within Richardson or the RISD boundaries?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, how long? _____
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Do you work within Richardson or the RISD boundaries?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, how long? _____
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Have you discussed participation in Leadership Richardson with your employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you have the support of your employer to invest the time required to participate in Leadership Richardson?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Employment Information

Current Employer	Date of Employment
_____	_____
Job Title	How long in this position
_____	_____
Previous Employer	Date of Employment
_____	_____
Job Title	How long in this position
_____	_____

BUSINESS CONTACT INFORMATION

Business Address, Mail Stop	City	State	Zip
_____	_____	_____	_____
Cell Phone	Business Phone	Work Email	
_____	_____	_____	

HOME CONTACT INFORMATION

Address	City	State	Zip
_____	_____	_____	_____
Home Phone	Home/Personal Email		
_____	_____		
Preferred Email: <input type="checkbox"/> Work <input type="checkbox"/> Home	Preferred Mailing Address: <input type="checkbox"/> Work <input type="checkbox"/> Home		

HOBBIES, SPECIAL INTERESTS, SPECIAL SKILLS, TALENTS (Please consider listing at least one in each category)

Hobbies	Special Interests
_____	_____
Special Skills	Talents
_____	_____

OPTIONAL PERSONAL INFORMATION

Spouse's Name (if applicable) – Optional	Children's names/ages (if applicable) - Optional
_____	_____

EDUCATIONAL INFORMATION

High School	City, ST	Year Graduated

<i>List colleges/universities, degree, major and year graduated in order of first to latest attended</i>		
College/University (1)		

Degree	Major	Year Graduated
_____	_____	_____
College/University (2)		

Degree	Major	Year Graduated
_____	_____	_____
College/University (3)		

Degree	Major	Year Graduated
_____	_____	_____

CURRENT COMMUNITY & PROFESSIONAL INVOLVEMENT		
List, in order of importance to you, up to five community, civic, religious, social and/or professional organizations in which you are currently actively involved. Indicate current position with asterisk*		
Organization (1)	Dates (yy-yy)	

Positions held.		

Current position is (select one) <input type="checkbox"/> Elected <input type="checkbox"/> Appointed <input type="checkbox"/> Volunteer/Member		
Organization (2)	Dates (yy-yy)	

Positions held.		

Current position is (select one) <input type="checkbox"/> Elected <input type="checkbox"/> Appointed <input type="checkbox"/> Volunteer/Member		
Organization (3)	Dates (yy-yy)	

Positions held.		

Current position is (select one) <input type="checkbox"/> Elected <input type="checkbox"/> Appointed <input type="checkbox"/> Volunteer/Member		
Organization (4)	Dates (yy-yy)	

Positions held.		

Current position is (select one) <input type="checkbox"/> Elected <input type="checkbox"/> Appointed <input type="checkbox"/> Volunteer/Member		
Organization (5)	Dates (yy-yy)	

Positions held.		

Current position is (select one) <input type="checkbox"/> Elected <input type="checkbox"/> Appointed <input type="checkbox"/> Volunteer/Member		

PAST COMMUNITY AND PROFESSIONAL INVOLVEMENT

List, up to three **community, civic, religious, social, and/or professional** organizations of which you have been a member but are not currently and/or actively involved.

Organization (1)	Dates (yy-yy)
_____	_____
Highest level position held	Position was: <input type="checkbox"/> Elected <input type="checkbox"/> Appointed <input type="checkbox"/> Volunteer/Member

Organization (2)	Dates (yy-yy)
_____	_____
Highest level position held	Position was: <input type="checkbox"/> Elected <input type="checkbox"/> Appointed <input type="checkbox"/> Volunteer/Member

Organization (3)	Dates (yy-yy)
_____	_____
Highest level position held	Position was: <input type="checkbox"/> Elected <input type="checkbox"/> Appointed <input type="checkbox"/> Volunteer/Member

AWARDS AND HONORS

List up to three awards, honors or special recognitions you have received, the organization bestowing the award and the year(s) it was received.

Organization (1)	Award	Year (yyyy)
_____	_____	_____
Organization (2)	Award	Year (yyyy)
_____	_____	_____
Organization (3)	Award	Year (yyyy)
_____	_____	_____

Answer the following questions limiting your answers to the space provided. Please give serious consideration to your answers. The Admissions Committee places high importance on how these questions are answered.

What do you consider to be your most significant personal achievement?

What do you consider your most significant career achievement?

What is your vision for the Richardson community?

What would you like to contribute to the community as a leader?

What do you hope to gain from participation in Leadership Richardson?

FINANCIAL INFORMATION

The tuition for Leadership Richardson is \$1350 for Richardson Chamber members and \$1500 for nonmembers. Please contact the Leadership Richardson Executive Director if there is any question on your Chamber membership.

Tuition is payable by August 26, 2016.

Do not send payment with your application. An invoice will be sent if you are accepted to Leadership Richardson Class XXXII.

TUITION PAYMENT RESPONSIBILITY

Provide the name of the company/organization and individual responsible for payment of the Leadership Richardson tuition.

Company/Organization Name _____

Name of Person responsible for payment of tuition _____

Address, Mail Stop _____

State _____

Zip _____

Business Phone _____

Work Email _____

TUITION ASSISTANCE REQUEST

Applicants requesting tuition assistance from Richardson Chamber of Commerce tuition assistance funds must complete the Tuition Assistance Request Form. Applicants applying for tuition assistance are responsible for not less than 50% of the tuition. This may be paid by the employer/sponsor, applicant or any other source, but the applicant must make arrangements.

Are you requesting tuition assistance? Yes No

Amount of tuition assistance requested: \$ _____

STATEMENT OF UNDERSTANDING

I understand that: (check box to acknowledge that you have read & understand)

- Leadership Richardson is a learning experience and requires attendance at the full day monthly sessions. Any participant who is absent from any portion of three meetings will be dropped from the class without refund of tuition paid.
- The Class XXXII orientation is a two-day retreat to be held September 9-10, 2016. I understand I will be dropped from the Leadership Richardson program without refund of tuition for failure to attend the leadership retreat on Friday, September 9 and a full absence will be counted for failure to attend on September 10.
- The half-day session on May 12, 2017 requires my attendance.
- I have read and understand the Attendance Policy of Leadership Richardson on page 7 of the application.
- Each class participant is assigned to a session planning committee that requires participation in committee meetings in addition to the regularly scheduled monthly session. These 1-2 hour meetings are scheduled at a time mutually acceptable to the committee, between the hours of 7:30 a.m. and 6:30 p.m. Monday through Thursday and 7:30 a.m. and 5:00 p.m. on Fridays. In the course of the Leadership Richardson year, there may be as many as twelve of these committee meetings. *Note: Candidates are advised to discuss this with their employer and get permission to meet during working hours is desirable.*
- Participants will be assigned a 1-2 hour homework assignment in preparation for each session.
- Participants are expected to attend a City Council and School Board of Trustees meeting.
- Participants will be responsible for two 1-2 hour bridge activities or a 6-8 hour day of service during the class year.
- If accepted as a participant in Class XXXII of Leadership Richardson, I will be asked to sign a statement of commitment to participate in Leadership Richardson.

*Name _____

Date _____

I hereby give Leadership Richardson the right to make inquiries regarding the information provided on this application form.

*Name _____

Date _____

*** For the purposes of this application, typing your name will constitute your signature.**

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ATTENDANCE POLICY OF LEADERSHIP RICHARDSON

Leadership Richardson participants have made the commitment to attend the monthly sessions of the program. The scheduled time of the monthly sessions is from 8:15 a.m. to 5:15 p.m. This is the equivalent of an eight-hour workday. Participants are expected to be on time for sessions and to stay through the conclusion of the session day. The absence policy does not apply to special or optional events or to session committee meetings.

1. Participants are required to attend seven of the nine full day monthly class sessions. In the event a participant misses any portion of three sessions, the participant and his/her sponsor will be notified by mail or email that they are dropped from the program. A participant who has been dropped may appeal the decision to the Advisory Board within 15 days of receiving written notice of removal from the program. (Bylaws, Article III, Section 2.) In the event a participant misses two sessions, the Director of Leadership Richardson will notify the participant to discuss the absences. The Director reserves the right to excuse an absence for unusual circumstances such as death of an immediate family member, hospitalization of the participant or religious observances.
2. Absences of more than one-half of the scheduled session time will count as a full-day absence. Absences of less than one-half of the scheduled session time will count as a half absence. Participants are expected to arrive at sessions on time and stay for the entire session. A half absence will be charged for arriving more than 30 minutes late or leaving a session early. A half absence will be charged every two times a participant is more than 15 minutes but less than 30 minutes late to a session.
3. September Leadership Retreat. For acceptance to the Leadership Richardson program, participants must commit to attend the leadership retreat. Participants who do not attend the Friday portion of the orientation retreat will be dropped from the program. A request for refund of tuition must be made in writing and approved by the Leadership Richardson Director and Richardson Chamber of Commerce President. Participants who attend the Friday portion of the retreat and not the Saturday portion will be charged a full day absence.
4. Attendance at the half-day orientation in September and closing session in May is expected.
5. Participants must notify the Director by phone, or email if they know they are going to be absent from any portion of a session. On session days, if the participant is unexpectedly unable to attend the session, the participant should contact the Director by phone.
6. In the event of absence from a Leadership Richardson session, it is the participant's responsibility to arrange with another class member for the collection of agenda packets, session handouts, homework assignments, announcements, etc.