January 2016

Dear Community Leader:

Leadership Arlington invites you to apply to the Signature Program Class of 2017!

Leadership Arlington is looking for leaders who have a strong commitment to strengthening and building our community. This premier program provides you with an opportunity for personal and professional growth. Approximately fifty peers in the private, public and nonprofit sectors will join you in a nine-month leadership program designed to enhance your leadership skills, grow your network and broaden your knowledge of the issues and opportunities facing Arlington County.

Established in 1998, Leadership Arlington is a vibrant, growing organization that fosters a sense of community and motivates participants to become involved in the development of Arlington's future. Leadership Arlington creates an infrastructure that will ensure an ongoing source of trained leaders in our community by focusing on the application of leadership skills in a unique environment. Currently, our membership consists of **more than 1,200 key leaders representing over 600 regional organizations**, connecting the Arlington community across all sectors—public, private and nonprofit. For a list of organizations participating in Leadership Arlington, please visit the [community representation page](http://leadercenter.org/community-representation/) on our website: [**www.leadercenter.org**](file:///C:\Users\Kate\Desktop\www.leadercenter.org).

We take our role as a catalyst and community builder seriously, knowing it is critical to our community’s future. Over the past 18 years, Leadership Arlington has proven to be an instrumental convener in the community. Your commitment to this organization allows us to expand trained community leadership and increase the impact on all sectors of our community.

To download an application and find more information about Leadership Arlington may be found on our website: [**www.leadercenter.org**](file:///C:\Users\Kate\Desktop\www.leadercenter.org). The application deadline is 5:00pm Friday, **April 29, 2016.** The Early Bird deadline with a discounted application fee is 5:00pm Friday, **April 1, 2016**.

Our region will be focusing on the leaders chosen for this class. I feel certain that you will want to be part of this dynamic organization of leaders who are making a difference in the future of our community.

Sincerely,

# Betsy Frantz

President & CEO

**Signature Program Class of 2017**

**Application Packet**

Each year, approximately 50 leaders are selected to participate in the Leadership Arlington Signature Program. To apply, please email the application to Betsy Frantz, President & CEO at [bfrantz@leadercenter.org](mailto:bfrantz@leadercenter.org) or mail a hard copy to the Leadership Arlington office (4420 N. Fairfax Drive, Suite 102, Arlington, VA 22203)**.** A downloadable application may be found under the “Signature Program” tab under “Programs” on our website (www.leadercenter.org) – the document will download as a Microsoft Word document. Before applying, please learn about our Signature Program, including the required time commitment and tuition fee. The Class of 2017 program days will take place on the following dates:

**Opening Retreat September 29-30, 2016**

*Skill: Team Building* (*Attendance is mandatory*)

**Arlington County “The Sum of the Parts”**  **October 13, 2016**

*Skill: Communication*

**Economic Development** **November 10, 2016**

*Skill: Negotiation*

**Health and Human Services December 8, 2016**

*Skill: Collaboration*

**The Arts** **January 12, 2017**

*Skill: Facilitation*

**Trip to the Richmond General Assembly** **January 29-30, 2017**

*Skill: Enabling Change*

**Education**  **February 23, 2017**

*Skill: Mentoring*

**Crime, Justice and Public Safety** **March 16, 2017**

*Skill: Conflict Resolution*

**Neighborhoods April 6, 2017**

*Skill: Visioning*

**Closing Retreat** **May 11, 2017**

*Skill: Reflection*

**Graduation Dinner May 24, 2017**

**QUALIFICATIONS**  
All applicants must:

* Show evidence of leadership in the workplace, community or both.
* Be willing to commit the **required time** to Leadership Arlington (program day and study group).
* Be committed to using their leadership skills and knowledge for the long-term benefit of the Arlington community.
* Have a commitment to developing leaders in the Arlington community.

**REQUIRED TIME**   
The Leadership Arlington Signature Program includes a day of learning once a month. Program days typically take place on a weekday from 8:00am to 5:30pm. Participants are expected to attend all sessions, including the opening retreat, which is mandatory. No more than two full-day excused absences are permitted during the nine-month program. Any participant who has an unexcused absence, fails to attend the opening retreat or misses more than two monthly sessions will be asked to withdraw from the program.

**TUITION**  
**Tuition for the Leadership Arlington Signature Program is $4,950.** Limited scholarships are available where need is adequately demonstrated (see below). The total tuition includes the following expenses for the initial Leadership Arlington year:

* Class year program days (attendance is required).
* One ticket to the 2016 Homecoming Event (attendance is encouraged, but not required).
* One ticket to the 2017 Monte Carlo Night event (attendance is encouraged, but not required).
* Access to Leadership Arlington’s online membership directory.

Leadership Arlington accepts VISA, MasterCard and American Express. Payment plans may be arranged upon request to be completed by January 30, 2017.

**SCHOLARSHIP ASSISTANCE**

Leadership Arlington encourages qualified candidates to apply to the program regardless of financial status. A limited number of partial scholarships are available. Candidates interested in applying for financial assistance should submit a one-page document with the amount requested and rationale behind the request. Please attach your organization’s operational budget. Requests must be submitted with your application via e-mail to Betsy Frantz, President & CEO, at [bfrantz@leadercenter.org](mailto:bfrantz@leadercenter.org). **The selection process is “need-blind” and all scholarship requests will remain confidential.**

**FOR MORE INFORMATION**

Leadership Arlington will be hosting three informational sessions for the Class of 2017 this spring:

|  |  |  |
| --- | --- | --- |
| **Thursday, February 11, 2016**  6:00pm to 7:30pm | **Tuesday, February 23, 2016**  6:00pm to 7:30pm | **Tuesday, March 8, 2016**  8:00am to 9:00am |

*\*Locations may be found on our website,* [*www.leadercenter.org*](file:///C:\Users\Kate\Desktop\www.leadercenter.org)*.*

**RSVP:** If you would like to attend an information session to learn about the Leadership Arlington Signature Program, please register online at <https://leadershiparlington.ejoinme.org/SigProInfo>. Questions may be directed to **Liz Nohra, COO,** at **703-528-2522** or[**lnohra@leadercenter.org**](mailto:lnohra@leadercenter.org).

|  |  |
| --- | --- |
| LALogo | **Signature Program**  **Membership Application**  *CONFIDENTIAL* |

*(Please print)*

**Please note the application fees and deadlines below:**

**Early Bird:** Discounted $50 application fee due no later than 5:00pm on Friday, April 1, 2016

**Regular Deadline:** $100 application fee due no later than 5:00pm on Friday, April 29, 2016

[*Click here for a link to pay the application fee online.*](https://leadershiparlington.ejoinme.org/MyPages/SignatureProgramApplicationFee2017/tabid/529028/Default.aspx)

**All scholarship requests must be received with the submission of the application.**

* Applications may be submitted by email to [bfrantz@leadercenter.org](mailto:bfrantz@leadercenter.org)or mailed to 4420 N. Fairfax Drive, Suite 102, Arlington, VA 22203.
* Application fees may be paid online at [www.leadercenter.org](https://leadershiparlington.ejoinme.org/MyPages/SignatureProgramApplicationFee2017/tabid/529028/Default.aspx) or mailed with your hard copy. Checks may be made payable to Leadership Arlington.
* Application fees and scholarship application (if applicable) **MUST** be included when the application is submitted.

Last Name: First Name: MI:

Name you prefer to be called: Date of Birth: / /

Gender: ( ) Male ( ) Female Ethnicity: SEND **MAIL** TO: ( ) Home ( ) Office

SEND **EMAIL** TO: ( ) Home ( ) Office Preferred Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Back-up Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PREFERRED **PHONE** NUMBER: ( ) Home ( ) Office ( ) Cell

**HOME**

Street address (Do not give P.O. Box):

City: State: Zip:

Home Phone: Cell: Fax:

How long have you lived at this address?

**WORK**

Employer: Website:

Street address:

City: State: Zip:

Work Phone: Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long have you worked with this organization?

Current position:

Describe the work of your organization:

What type of organization is your employer? (Circle one)

Business

Nonprofit

Government

Other

How did you hear about Leadership Arlington?

Have you previously applied to the Leadership Arlington Signature Program? ( ) Yes ( ) No

**NOTE:** If neither your home nor office is located in Arlington County, please attach a separate signed statement of why your participation in Leadership Arlington will benefit both you and the Arlington community (Statement of Relevance). Your application will not be processed without this statement.

Education and Training (begin with most recent):

1.

2.

3.

4.

Past Employment Experience (begin with most recent):

1.

2.

3.

Community Commitment Outside of Your Work

(List your community involvement. This does not need to be limited to Arlington.):

Other Activities and Accomplishments:

Please list other relevant accomplishments, honors, offices held and activities (including work-related).

**Narrative** (All questions must be answered)

Please give an example of a situation when you felt your leadership made a difference:

(100 words)

What have you found to be your most challenging community involvement to date and why?

(100 words)

What do you believe you can offer to enhance your Leadership Arlington Class?

(100 words)

What do you hope to gain from your Leadership Arlington experience? (100 words)

Is there anything else you’d like to share about yourself that you feel would be important for the selection committee to know during their decision-making process?

Please list **two** pressing issues facing Arlington County. Explain why they are of concern and give any ideas and suggestions that you may have for approaching and resolving these issues. (100 words each)

**NOTE:** This question is not used for selection. The issues identified are used to formulate the class program.

Please limit your answers to the space provided.







**STATEMENT OF COMMITMENT:**

I understand the mission of Leadership Arlington. If selected, I will devote the required time and pay my tuition by July 15, 2016. If I am unable to comply with the requirements, I will voluntarily withdraw from the program. I understand that in the interest of the class experience for all participants, any participant may be removed from the class if, in the opinion of Leadership Arlington, that participant’s conduct is not conducive to the work of the group. I further understand that tuition is not refundable in whole or in part. **I have enclosed my $50 application fee made payable to Leadership Arlington ($100 after April 1, 2016) or paid my application fee online at** [**www.leadercenter.org**](https://leadershiparlington.ejoinme.org/MyPages/SignatureProgramApplicationFee2017/tabid/529028/Default.aspx)**.**

Signed (applicant): Date:

**EMPLOYER STATEMENT OF SUPPORT:**

As the applicant’s work supervisor, I certify that this candidate has my full support to participate in Leadership Arlington.

I am aware of the time commitment necessary and the financial obligation. I recommend this candidate because:

Print: Signed:

Title: Date:

**NOTE: “Scholarship Requests” & “Statement of Relevance” forms must accompany the application.**

**APPLICATION CHECKLIST:**

* Application meets the application criteria (found on the second and third pages of the application packet).
* [Application fee has been paid online](https://leadershiparlington.ejoinme.org/MyPages/SignatureProgramApplicationFee2017/tabid/529028/Default.aspx) or remitted via check (payable to Leadership Arlington).
* “Statement of Support,” found on page 7 of this application, has been signed and submitted by the applicant’s supervisor.
* “Statement of Commitment,” found on page 7 of this application, has been signed by the applicant.
* “Scholarship Request Form” has been submitted by the applicant (if applicable).
* “Statement of Relevance” has been submitted by the applicant (only if the applicant does not live or work within Arlington County).
* Applicant has submitted the application in one of the following ways:
* Emailed to [bfrantz@leadercenter.org](mailto:bfrantz@leadercenter.org).
* Mailed to 4420 N. Fairfax Drive, Suite 102, Arlington, VA 22203.
* If accepted, tuition of $4,950 will be due July 15, 2016 unless other arrangements have been made with the President & CEO.
* If accepted, attendance is mandatory at the Opening Retreat, September 29 & 30, 2016.

**Leadership Arlington will notify all applicants by June 1, 2016.**