**Young Professionals Program**

**Fall Class of 2016**

**ROLLING APPLICATION**

**until July 15, 2016**

The Leadership Center for Excellence (LCE), powered by Leadership Arlington, invites you to apply for the Young Professionals Program Fall Class of 2016! You may apply online through the LEC website ([www.leadercenter.org](http://www.leadercenter.org)) or complete the following, identical application. Please learn about the Young Professionals Program, including its required time and financial commitment, before applying. Due to program demand, it may take more than one application cycle to be selected.

**This application has a rolling deadline until July 15, 2016.** You will be notified of your acceptance 2-3 weeks after applying and no later than July 29, 2016.

**ATTENDANCE**

**Check your calendar prior to applying against the dates below to ensure no known conflicts exist.** Please reserve these dates until you are informed of your application status. Participants must be present at the Opening Retreat in order to graduate.

Young Professionals Program participants are expected to attend all sessions, including the mandatory Opening Retreat on Wednesday, September 14, 2016. No more than two excused session absences are permitted. Any participant who has an unexcused absence, misses the Opening Retreat or misses more than two sessions will be dropped from the program and will not graduate with their classmates.

Wednesday, September 14, 2016 **(Mandatory)** 1:00pm until 7:30pm

Wednesday, September 21, 2016 6:00pm until 8:30pm

Saturday, October 8, 2016 9:30am until 4:00pm

Wednesday, October 26, 2016 6:00pm until 8:30pm

Saturday, November 5, 2016 9:30am until 4:00pm

Wednesday, November 16, 2016 6:00pm until 8:30pm

Saturday, December 3, 2016 9:30am until 4:00pm

Wednesday, December 14, 2016 6:00pm until 8:30pm

Saturday, January 7, 2017 9:30am until 4:00pm

Tuesday, January 10, 2017 **(Graduation)** 6:00pm until 7:45pm

**QUALIFICATIONS**  
All applicants must:

* Be at least 21 years old.
* Commit the **required time** to the program.
* Use his or her leadership skills and knowledge for the long-term benefit of the community.

**CRITERIA**

The Leadership Center for Excellence’s Young Professionals Program is a leadership development program that provides up-and-coming leaders the opportunity to develop new skills and acquire the resources necessary to engage in their community. It is designed to inform, engage and increase awareness through interaction with community leaders. Members are selected based on the following criteria:

* High standards of personal integrity;
* Sincere and strong desire to increase community involvement;
* Commitment necessary of the time and effort to complete the program; and
* Representation from a cross-section of the population.

While applications are confidential, we may use the information submitted by class members in printed materials. To assist in selecting a class that reflects the diversity of the community, applicants are asked to specify their gender, race and/or ethnicity.

**TUITION**

**Tuition for the Young Professionals Program is $2,000**. The participant and/or employer/sponsor will be expected to pay tuition by **August 31, 2016**. Tuition covers all program costs, including food, transportation and staff time. Tuition is non-refundable in whole or part in the event that the participant fails to complete the program due to non-attendance or other circumstances. Payment plans are available upon request by contacting Liz Nohra, Chief Operating Officer (COO), at lnohra@leadercenter.org. Limited number of partial scholarships are available where need is adequately demonstrated (see below).

**SCHOLARSHIP ASSISTANCE**

Leadership Center for Excellence encourages qualified candidates to apply to the Young Professionals Program. 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 the reason for the request. Requests must be submitted with your application via e-mail to Liz Nohra, COO, at lnohra@leadercenter.org. Additionally, if the applicant’s organization is splitting the cost of tuition, submit an organizational budget with the scholarship request. Admission decisions are needs-blind. **All scholarship requests will remain confidential.**

**APPLICATION TIPS**

* Information contained in this application determines whether you will be selected for the program. Answer questions thoroughly, completely and sincerely.
* Take time to highlight what unique professional and personal experiences and perspectives you bring to the group.
* Past community service or volunteerism is considered, however, a desire to deepen involvement is very important.
* No acronyms, please.
* Type application answers, if at all possible.

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| --- | --- |
|  | **Young Professionals Program**  **Application**  *CONFIDENTIAL* |

*(Please print)*

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

$50 application fee due no later than Friday, July 15, 2016.

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

Applicants will be notified of selection status 2-3 weeks after submitting their complete application package.

* Applications may be emailed to [**lnohra@leadercenter.org**](mailto:lnohra@leadercenter.org) or mailed to: 4420 N. Fairfax Drive, Suite 102, Arlington, Virginia 22203.
* Application fees may be paid online at www.leadercenter.org, or a check may be mailed with the hard copy of your application.
* Application fees and scholarship application (if applicable) **MUST** be included when the application is submitted.

Name: Last: First: \_\_\_\_\_\_\_\_\_\_\_\_\_ MI: \_\_\_\_\_\_

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

Gender: Male Female Prefer not to respond Ethnicity:

SEND **MAIL** TO: Home Office SEND **EMAIL** TO: Home Office

**HOME**

Street Address (Do Not Give PO Box): \_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_ State: Zip:\_\_\_\_\_\_\_

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WORK**

Employer: Website:

Street address: \_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_ State: Zip:\_\_\_\_\_\_\_

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

Work E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long have you worked with this organization?

Current position:

Describe the work of your organization:

What type of organization is your employer?

Business Nonprofit Government

How did you learn about the Young Professionals Program?

**EMPLOYMENT**

Briefly describe your responsibilities in your employment:

List previous employment in the last several years in reverse chronological order (include active military duty):

**EDUCATION**

(INCLUDE HIGH SCHOOL, COLLEGES, ADVANCED DEGREES, SPECIALIZED TRAINING & PROFESSIONAL CERTIFICATIONS)

**Name of School City/State Degree/Certification Year**

**COMMUNITY INVOLVEMENT**

What kind of volunteer activities would you like to become involved with in the future? Why?

List community, civic, religious, governmental, social, athletic or other areas of involvement over the past several years:

\_\_\_\_\_\_

If you are not currently active in the community, what conditions have changed that now enable you to seek involvement in the community?

Is there anything else you would like to share with us?

**PLEASE ANSWER THE FOLLOWING IN NO MORE THAN 100 WORDS EACH:**

1. What would you like to get out of the Leadership Center for Excellence Young Professionals Program?
2. What unique perspective or experience can you contribute to the Leadership Center for Excellence Young Professionals Program?
3. If you had one week to devote entirely to community service, what would you do and why?

**STATEMENT OF COMMITMENT:**

I understand the mission of the Leadership Center for Excellence. If selected, I will devote the required time and pay my tuition by August 31, 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 the Leadership Center for Excellence, 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 or paid my application fee online at www.leadercenter.org.**

Signed (applicant): Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMPLOYER STATEMENT OF SUPPORT**

**SUPERVISOR CONTACT INFORMATION**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FINANCIAL OBLIGATION**

☐ My organization **WILL** be paying the tuition of $2,000 for this applicant, should he or she be accepted.

☐ My organization **WILL NOT** be paying the tuition of $2,000 for this applicant; upon acceptance, the applicant will be responsible for his or her own tuition.

☐ My organization and the applicant will be **SPLITTING** the cost of tuition. My organization will be   
responsible for $\_\_\_\_\_\_\_\_\_\_ and the applicant will be responsible for $\_\_\_\_\_\_\_\_\_\_\_.

**SUPERVISOR STATEMENT OF COMMITMENT**

As the applicant’s work supervisor, I certify that this candidate has my full support to participate in the Leadership Center for Excellence Young Professionals Program bn. I am aware of the time commitment necessary and the financial obligation. I recommend this candidate because:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print: Signed: \_\_\_\_\_\_\_

Title: Date:

**CHARACTER REFERENCE FORM**

*CONFIDENTIAL*

**APPLICANT’S NAME: ORGANIZATION:**

The above applicant has requested your evaluation be included as part of the application used to select members of the Leadership Center for Excellence’s Young Professional Program. Your perspective of the applicant’s past, current or potential for community involvement and/or professional background will provide the selection committee information on which to base its decision.

After completing this form, please return it to the applicant for submission with the application package or return it directly to the Leadership Center for Excellence (please choose **one** of the following ways to submit):

* Completed the online application form at www.leadercenter.org.
* Emailed to lnohra@leadercenter.org.
* Mailed to Leadership Center for Excellence, 4420 N. Fairfax Drive, Suite 102, Arlington, VA 22203.

Please submit this form by July 15, 2016. Contact Liz Nohra, COO, at 703-528-2522 or lnohra@leadercenter.org with any questions.

How long have you known the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

In what capacity do you know the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please tell us why this candidate has potential to influence change as a leader.

Please give an example of a leadership role in which you have seen this candidate perform.

Please share with us any unique aspects of this candidate's background that would contribute to membership in the Young Professionals Program.

**NAME OF REFERENCE (please print):**

**ORGANIZATION: TITLE:**

**SIGNATURE: DATE:**

**APPLICATION CHECKLIST:**

* Applicant meets the criteria and qualifications (found at the beginning of this packet).
* $50 application fee is paid online or remitted via check payable to Leadership Arlington.
* “Statement of Commitment” has been signed by the applicant.
* “Employer Statement of Support” has been signed by the applicant’s supervisor.
* “Character Reference Form” has been submitted by a professional or personal reference.
* Applicant has submitted a “Scholarship Request Form” (if applicable).
* Applicant has submitted the application to Liz Nohra, COO.   
  Please **choose** **one** of the following ways to submit:
  + Completed the online application form at www.leadercenter.org.
  + Emailed to lnohra@leadercenter.org.
  + Mailed to 4420 N. Fairfax Drive, Suite 102, Arlington, Virginia 22203.
* If accepted, tuition of $2,000 will be due August 31, 2016, unless other arrangements have been made with the COO.
* If accepted, attendance is mandatory at the Opening Retreat on September 14, 2016.

**Applicants will be notified of a decision on a rolling basis, typically 2-3 weeks**

**after applying. All decisions will be sent by July 29, 2016 at the latest.**

**Premier Sponsors**

 