



Accelerate individual, organizational and community impact.

Young Professionals Program Spring Class of 2017

Final Application Deadline: Wednesday, January 4, 5:00pm

The Leadership Center for Excellence (LCE), formerly Leadership Arlington, invites you to apply for the Young Professionals Program Spring Class of 2017! You may apply online through the LCE website (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. You will be notified of your acceptance 2-3 weeks after applying.

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, January 25, 2017. 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, January 25, 2017 (Mandatory) | 1:00pm until 7:30pm |
| Wednesday, February 8, 2017 | 6:00pm until 8:30pm |
| Saturday, February 25, 2017 | 9:30am until 4:00pm |
| Wednesday, March 8, 2017 | 6:00pm until 8:30pm |
| Saturday, March 18, 2017 | 9:30am until 4:00pm |
| Wednesday, April 19, 2017 | 6:00pm until 8:30pm |
| Saturday, April 29, 2017 | 9:30am until 4:00pm |
| Wednesday, May 17, 2017 | 6:00pm until 8:30pm |
| Saturday, June 3, 2017 | 9:30am until 4:00pm |
| Wednesday, June 6, 2017(Graduation) | 6:00pm until 7:45pm |



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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 **January 25, 2017**. 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 Inohra@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 Inohra@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



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(Please print)

Please note the application fees and deadlines below:

\$50 application fee (payable through leadercenter.org)

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 Inohra@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: _____



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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?



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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?



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EMPLOYER STATEMENT OF SUPPORT

SUPERVISOR CONTACT INFORMATION

Name: _____ Title: _____

Organization Name: _____

E-Mail: _____ Phone: _____

APPLICANT NAME: _____

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

Print: _____

Signed: _____

Title: _____

Date: _____



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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 Inohra@leadercenter.org.
- Mailed to Leadership Center for Excellence, 4420 N. Fairfax Drive, Suite 102, Arlington, VA 22203.

Please submit this form to contact Liz Nohra, COO, at 703-528-2522 or Inohra@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: _____



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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 January 25, 2017, unless other arrangements have been made with the COO.
- If accepted, attendance is mandatory at the Opening Retreat on Wednesday, January 25 from 1:00pm-7:30pm.

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

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Premier Sponsors

