



# Program Application

---

**Please type your responses to the questions below and return this application to the Petoskey Regional Chamber of Commerce. Application Deadline: July 22, 2011, 5 p.m.**

## **PART I. PERSONAL INFORMATION**

Name (Last, First, MI):

Home Phone:

Home Address:

Employer:

Position/Job Title:

Work Address:

Work Phone:

E-mail Address:

Preferred Mailing Address:  Work or  Home (check one) Years lived in this area?

**TUITION:** Tuition for Leadership Little Traverse is \$625 (\$725 if employer/organization is not a member of the Petoskey Regional or Harbor Springs Area Chambers of Commerce). Financial assistance is available; if you need assistance, contact the Petoskey Regional Chamber of Commerce. Tuition includes the cost of materials, breakfasts, lunches, snacks and other program costs.

Tuition will be paid:

by applicant's employer

by a sponsor (an organization or entity other than applicant's employer)

Name of Sponsor:

by applicant

**PART II. EDUCATION AND EMPLOYMENT**

**EDUCATION:** Begin with most recent coursework/training completed; include relevant studies beyond highest degree received.

| Institution & Location | Dates | Degree/Area of Study |
|------------------------|-------|----------------------|
|                        |       |                      |
|                        |       |                      |
|                        |       |                      |
|                        |       |                      |
|                        |       |                      |

**EMPLOYMENT:** Begin with current/most recent position

Job Title:

Employer:

Dates:

Immediate Supervisor:

Phone Number:

Description of Responsibilities:

Job Title:

Employer:

Dates:

Immediate Supervisor:

Phone Number:

Description of Responsibilities:

Job Title:

Employer:

Dates:

Immediate Supervisor:

Phone Number:

Description of Responsibilities:

Job Title:

Employer:

Dates:

Immediate Supervisor:

Phone Number:

Description of Responsibilities:

**PART III. MEMBERSHIP/ACTIVITIES**

List current and/or past memberships in organizations (professional, civic, social, political, etc.) and any offices held, as well as any elected or appointed positions in public office. Begin with the most recent.

| Organization | Offices Held | Dates of Involvement |
|--------------|--------------|----------------------|
|              |              |                      |
|              |              |                      |
|              |              |                      |
|              |              |                      |

Have you been involved in activities other than those mentioned above which involved leadership talents (such as forming a new organization, chairing a project, developing a company, choreographing a stage performance, or writing a published article)? If so, briefly describe your role:

#### **PART IV. AWARDS/RECOGNITION/INTERESTS**

List any honors, awards, fellowships or special recognitions you have received (include description and dates):

What are your outside interests, hobbies and/or leisure activities?

List any special travel and/or study (include location and purpose):

#### **PART V. BRIEF ESSAY RESPONSES**

On a separate sheet, print or type responses to the following questions. Please limit your responses to no more than 200 words per question.

1. What do you consider to be the most significant contribution you have made to volunteerism in your community? What are your current and/or future interests in community service?
2. What do you consider to be the most significant contribution you have made to your professional field, company or organization? What are your professional goals?
3. What do you feel are the most important characteristics of good leaders? Why?
4. Given your response to question 3, what do you hope to gain from Leadership Little Traverse?

**PART VI. COMMITMENT AGREEMENT**

Attendance is critical to your success in Leadership Little Traverse. Your prompt and complete attendance at each monthly session is required. Full participation in Leadership Little Traverse will involve a time commitment beyond the day-long monthly sessions. Those requirements include regular sessions with a program mentor, participation in a class-wide community service project, attending a governmental meeting, and some limited reading and/or internet research. You will also be required to complete a Personal Leadership Plan as your exit assignment from the program.

**Participant statement of commitment:**

If I am selected as a participant in Leadership Little Traverse, I will devote the required time and energy to participate fully in the program.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

The signature of your employer is required as an indication of support for your participation in Leadership Little Traverse.

**Employer statement of support:**

I support this applicant to Leadership Little Traverse, and agree to provide him/her with the necessary release time to fully participate in all activities. I understand sessions that will require time away from work are scheduled for September 8, 2011; October 13, 2011; November 10, 2011; December 8, 2011; January 12, 2012; February 9, 2012; March 8, 2012; April 12, 2012; and May 17, 2012.

\_\_\_\_\_  
Signature of Employer  
(If self-employed or not employed, please indicate on line above)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

**APPLICATION DEADLINE AND NOTIFICATION**

Return your application to the Petoskey Regional Chamber of Commerce, 401 E Mitchell St, Petoskey, MI 49770. Applications must be received no later than 5:00 pm on July 22, 2011 to be considered for the program which begins September of the same year.

Applicants will be notified of their selection status no later than August 12, 2011. Tuition payment will be due in full prior to the first session unless other arrangements are made.