

Application for Admission:

Thank you for your interest in the San Rafael Chamber Leadership Institute. Please observe the following guidelines carefully and note that class space is limited and fills up quickly!

Completed applications and tuition must be received by 3pm, September 13, 2019

lpiper@srchamber.com or Mail to: San Rafael Chamber Leadership Institute 817 Mission Avenue San Rafael, 94901

Tuition

San Rafael Chamber Members \$1,350 Non-Members \$1,650

Meeting Dates:

Regular sessions are 8:30am-5pm, October 2019 – June 2020. Orientation is an extra half-day on October 3, 2019. There are two additional optional days (San Quentin Tour – March/April and Tourism Day-May).

Name of Applicant _____

Company _____ Professional Title _____

Business Address _____ Phone _____

Home Address _____ Cell _____

Email Address _____

Best Times to Reach You Daytime Evening Hour/Hours _____

Emergency contact and phone number _____

Please list any food allergies (all sessions are catered) _____

Briefly describe your work responsibilities _____

Personal Objectives & Priorities: (Please attach a separate page if necessary)

1. Please list the issues you feel are most important to the future of San Rafael and Marin County.

2. Are there particular issues or topics you would like to see addressed in the Leadership Institute?

3. What do you hope to gain from your Leadership Institute experience?

Community Involvement:

Please list recent involvement in community, professional, service or nonprofit organizations.

Organization

Dates of Participation

Position/Role

Please list any awards or special recognition. _____

Please list two references, one business and one personal.

Name _____ Company _____ Phone _____

Name _____ Company _____ Phone _____

***SCHOLARSHIP REQUEST:** Please only fill-out this section if you intend to apply for a scholarship to cover part or all of your tuition. There are a limited number of scholarships available. Please be assured that your information will remain confidential and not shared with anyone.

The following criteria will be considered when choosing this year's Leadership Institute recipient:

- *Experience working on a San Rafael Chamber committee*
- *Volunteering for the San Rafael Chambers programs and events; investing time with the Chamber*
- *Community volunteer*
- *Small Business Champion*
- *Self-less attitude, going above and beyond to be of assistance in the community.*

1. Please let us know why you should qualify for a scholarship to the San Rafael Chamber Leadership Institute and how you would specifically use its training following graduation.

Participation Agreement:

The full participation of class members is expected in order to guarantee a successful program. Participant guidelines include but are not limited to:

- Attendance at all monthly sessions, October – June. All sessions are from approximately 8am – 5pm. (Breakfast and lunch are included. Please list any dietary restrictions.)
- Unexpected absences must be communicated to the Co-Chairs or Coordinator as far in advance as possible. Poor attendance may affect the ability to graduate.
- Participants are expected to arrive on time and stay for the entire day.
- Participants are expected to turn all cell/smart phones on silent or vibrate during the session and conduct any business (e.g. phone calls, voicemail, emails or texts) during breaks or lunchtime.
- Tablets and laptop computers can only be used for taking notes during the sessions.
- All class assignments and homework, if any, must be completed on time.
- Participation in the class project is mandatory and will require additional planning time outside of the monthly sessions.

Session Dates.

2019 – Orientation: Thursday, October 3 (half day): Sessions: October 10, November 7, and December 5.

2020 – Sessions: January 16, February 13, March 12, April 16, May 14, June 4 (Wrap up and Graduation).

There are 2 optional days – San Quentin Tour (March/April TBD) and Tourism Day (May TBD).

- I understand the requirements of the program and am aware that completion of this application does not ensure my acceptance into the San Rafael Leadership Institute.*
- I have read the Guidelines and agree to abide by the tuition and participation requirements.*
- My employer has been notified of my intent to participate in the program, endorses my involvement and agrees to allow me time off work to attend all sessions.*

Applicant Signature _____ Date _____

Supervisor Signature _____ Date _____

**Please mail application and full payment to:
San Rafael Chamber of Commerce, 817 Mission Avenue, San Rafael, CA 94901
Phone: 415 454-4163 Fax: 415 454-7039**