

## 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 to 25 participants. This is a popular program and fills up quickly!

- The completed application must be returned to the San Rafael Chamber by Friday, September 15, 2017 along with a non-refundable 50% deposit.
- The balance is due by the beginning of the first session on Tuesday, October 10, 2017.
- Applicants will be notified of their acceptance no later than September 29, 2017.

### **Tuition:**

San Rafael Chamber Members \$1,200      Non-Members \$1,500

### **Meeting Dates:**

Most regular sessions are one full day per month on the 2<sup>nd</sup> Thursday from October 2017 – June 2018. Orientation is an extra half-day on Tuesday, October 10, 2017.

**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.

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

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

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**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 \_\_\_\_\_

**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 8:00am – 5pm. (Breakfast and lunch are included. Please list any dietary restrictions.)
- Unexpected absences must be communicated to the Co-Chair 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.** Most sessions are on Thursdays and are full days except for Orientation.

**2017** – Orientation: Tuesday, October 10 (half day): Sessions: October 12, November 9, And December 7.

**2018** – Sessions: January 18 (third Thursday), February 8, March 8, April 10, May 10, June 7 (Wrap up and Graduation).

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 50% deposit or full payment to:  
San Rafael Chamber of Commerce, 817 Mission Avenue, San Rafael, CA 94901  
Phone: 415 454-4163 Fax: 415 454-7039**