

Leadership Clayton 2018 - 2019 Graduation Requirements

Leadership Clayton is a program designed to help participants become effective leaders and to facilitate increased involvement in the Clayton County community. Class participants develop an understanding of critical issues facing Clayton County, gain knowledge to enhance their leadership skills, and become actively involved in making a difference in the community.

The program is structured to provide class participants with a wide variety of experiences. The class as a whole meets once a month at various locations to learn about important community issues and to receive training. Class participants are also required to attend several external activities including school board meetings, county commission meetings, and city council meetings. These extra-curricular activities are meant to give participants a broader view of what is happening in Clayton County.

Class members also participate in selected community projects. Projects are selected early in the program and require class participants to work in teams to plan and execute actions that will achieve effective results. Time spent on class projects varies with the type of project.

The program allows class participants to learn about challenges facing Clayton County. The class participants will hear from experts regarding what is being done and can be done to improve the quality of life in our community. The class may use this information to decide what areas they will pursue upon graduation from Leadership Clayton. Areas include economic development, education, healthcare and social services, state and local government, criminal justice, law enforcement and public safety.

Leadership Clayton Graduation Requirements

Graduation from Leadership Clayton requires participants to meet the standards established below. Participation in the scheduled sessions, projects, and additional requirements including attending a County Board of Commissioners, City Council, Board of Education and Chamber Board of Directors meetings along with the Board Partnership and networking events **are required** and essential to receive maximum benefits of the program.

Leadership Clayton graduation criteria is based on a point system. The distribution of points is outlined on the next page.

The maximum number of required activity points is 100. **Ninety (90) points are required to graduate.**

Required Activities	Number of Points	Accumulation/Deduction of Points
Retreat Attendance	10	Late arrival and early departure, see page 3
Program Session Attendance (7) Sessions	35 (5 points per session)	Absence: (-) 10 points Late arrival and early departure, see page 3 Unable to graduate if you miss more than two class sessions
Project	25	Project: 15 points Individual Participation: 10 points
Meetings/Events **	5	*Clayton County Chamber Board Meeting
	5	*City Council Meeting / Town Hall Meeting
	5	*Clayton County Board of Commissioners Meeting
	5	*Clayton County Board of Education Meeting
	5	*Board Partnership
	5	*Attend 2 Networking Events
Total Points	100	

*An agenda from each meeting or event must be submitted and signed by a presenter for credit to be earned. This agenda must be submitted to the Leadership Clayton Advisory Board Graduation Coaches, **Natasha Hutson via email at natashahutson@clayton.edu and Angela Redding via email at aredding@forestparkga.org** within one (1) week of attending the event. Make sure your name is on all submitted paperwork.

An overall point status report will be given to each participant periodically. This status update is provided to keep participants on track to graduate.

****All meetings/events MUST be completed prior to Monday, April 29, 2019.**

If more than two class sessions are missed, you will be ineligible to graduate from the Leadership Clayton program.

Absences/Extra Credit

Because some situations may occur causing a class member to lose more than 10 points, extra credit opportunities exist. **However there will be no extra credit opportunities if you miss more than two class sessions.**

- If you know in advance that you are going to miss a class session contact **Natasha Hutson and Angela Redding Graduation Coaches, Leadership Clayton Advisory Board.**
- In order to pursue extra credit, a written request via email that includes the reason for missing the class session must be submitted to **Natasha Hutson and Angela Redding, Graduation Coaches, Leadership Clayton Advisory Board.**

Your extra credit event or service request will be submitted to the Advisory Board for consideration. Board approval must be received for your extra credit request(s). The decision of the Advisory Board is final.

Class members will earn one point for each hour of participation in an approved extra credit event or service. Approved extra credit events or services, include but are not limited to: Service organizations (Rotary and/or Kiwanis), Clayton County Chamber of Commerce events (Networking Events, Ribbon Cuttings, BASH, etc.), assisting charitable organizations during an event, and volunteering at a Clayton County school.

Once the approved extra credit has been completed, a signed program agenda by the organization's representative and a written summary of the work must be submitted to Natasha Hutson and Angela Redding.

Natasha Hutson and Angela Redding are the Advisory Board points of contact for session absences, Board Partnership selection and essay, meeting/event agenda submissions and extra credit authorization.

Tardiness/Disturbances

Attending Leadership Clayton sessions are critical to the success of your participation in the program. Every effort should be made to attend each session and to arrive on time. Class participants will be penalized for arriving late and leaving early from program sessions. Fines and point deductions are listed below:

Late Arrival or Early Departure (Each Session)	Points Awarded
On Time Arrival	Will receive 5 points for class session.
30 minutes or less	Will receive 4 points for class session. Will not count as an absence
31 minutes or more	Will receive 0 points for class session Will not count as an absence.

No more than 5 points deducted for late arrival/early departure from any given session.

Leadership Clayton is an intense program that provides a wealth of information from community and business leaders who donate their time and resources to the program. To be respectful of our speakers and your fellow class participants, we ask that your cell phones be placed on silent during every session. Breaks are scheduled throughout each session providing various opportunities for phone usage if needed.

Meetings/Events**

1. Attend a board meeting of the Clayton County Chamber of Commerce. Meetings held the first Monday of the month, 3:30pm at the chamber office. Meeting times and locations are subject to change. Visit the Chamber website calendar at www.claytonchamber.org or call the Chamber at

678-610-4021 to confirm the meeting.

2. Attend a city council meeting of a municipality in Clayton County. Schedules are listed below, visit their website or call to confirm dates and times, as they are subject to change.

- College Park: 1st and 3rd Monday, 7:30 p.m., City Hall, 3667 Main Street, 404-767-1537, www.collegeparkga.com
- Forest Park: 1st and 3rd Monday, 7:00 p.m., City Hall, 745 Forest Parkway, 404-366-4720, www.forestparkga.org
- Jonesboro: 2nd Monday, 7:00 p.m., Police Department, 170 S. Main Street, 770-478-3800, www.jonesboroga.com
- Lake City: 2nd Monday, 7:00 p.m., City Hall, 5455 Jonesboro Road, 404-366-8080, www.lakecityga.net
- Lovejoy: 3rd Monday, 7:00 p.m., City Hall, 2296 Talmadge Road, 770-471-2304, www.cityoflovejoy.com
- Morrow: 2nd and 4th Tuesday, 7:30 p.m., City Hall, 1500 Morrow Road, 770-961-4002, www.cityofmorrow.com
- Riverdale: 2nd and 4th Monday, 7:00 p.m., City Hall, 7200 Church Street, 770-997-8989, www.riverdalega.gov

3. Attend a Clayton County Board of Commissioners meeting. The meetings are held on the 1st and 3rd Tuesday's, 7:00 p.m., Clayton County Administration Building, 112 Smith Street, Jonesboro, 770-477-3208, www.claytoncountyga.gov.

4. Attend a Clayton County Board of Education meeting. Unless otherwise noted, all work sessions and meetings begin at 6:00 p.m. and are held at the Clayton County Public Schools Administrative Complex, 1058 Fifth Avenue, Jonesboro. To obtain the dates and times of the meetings, visit their website at www.clayton.k12.ga.us or call 770-473-2700.

5. Board Partnerships: Coordinate your Board Partnership selection with Angela Redding and Natasha Hutson. You must receive approval from Angela/Natasha for your selected non-profit before you proceed with your Board Partnership.

6. Project Presentations: At the May 7, 2019 class session, the groups will present their project to the Leadership Clayton Advisory Board and other invitees. **Each project group member must participate in the preparation for and presentation of their report.** Taking part in this presentation is a requirement for graduation.