



LEADERSHIP LIVINGSTON

CONFIDENTIAL APPLICATION

Attn: Selection Committee

Due Date: July 20, 2017

THANK YOU for your interest in LEADERSHIP LIVINGSTON,

a program of the Livingston Parish Chamber of Commerce. Leadership Livingston is a *community leadership program*, one of the newest in the state and country, which takes you on "field trips" throughout the parish, along with a relevant overnight retreat and team sessions, allowing for a different perspective than a classroom setting. The experience and value are priceless. Please read through the commitment, tuition and application to understand the commitment to the program **According to 100% of past participants**, the reward is worth the commitment. This program is designed to enhance Livingston Parish overall - what could be more valuable than informed people sharing what they have learned and leading the way!

Please complete the application, used by the Selection Committee, to be considered for Leadership Livingston. Before submitting, review your application to ensure it is complete and accurate. Your application **must include**:

- The completed application** with all sections filled
- One letter of recommendation** from a business, community or other person supporting your participation in the class and
- No other attachments** are considered.
- This application must be signed by both applicant and employer/sponsor** and be returned via email, personal delivery or mail no later than **July 20, 2017** to:

LEADERSHIP LIVINGSTON Selection Committee
Livingston Parish Chamber of Commerce
248 Veterans Blvd. | Denham Springs, LA 70726
Phone: 225.665.8155 | Email: staff@livingstonparishchamber.org

PERSONAL & BUSINESS INFORMATION

Name _____
Last First Middle

Preferred First Name (for nametag) _____

Home Address: _____
Number & Street City Zip

Home Phone () _____ Mobile Phone () _____

Preferred E-mail _____

EMPLOYMENT / SPONSORING ENTITY

Present
Employer _____

Mailing
Address _____

City _____ State _____ Zip _____

Business Phone () _____

Type of
Business _____

Present
Title _____

Since (Date) _____

Primary Supervisor & Title

Briefly describe your primary responsibilities in your employment:

SELECTION INFORMATION

The committee will be seeking a class that will reflect the diversity of the community. The following information is requested for that purpose only and will be confidential.

Male ___ Female ___ Race ___ Birth Date _____ Years in Livingston Parish ___
MM/DD/YEAR

EDUCATION

Briefly summarize your educational background. List degrees/certificates received, field of study, vocational training programs, professional institutes, diplomas, etc. Please note, ALL education backgrounds are considered and desired for acceptance in the class.

ORGANIZATIONS | ACTIVITIES | COMMUNITY INVOLVEMENT

List the business, community, civic, political, athletic, religious, cultural, job-related or other organizations, if any, of which you have been involved and that have been of significance to you. All levels of involvement are considered, even those who aspire to get started.

Organization	From - To	Responsibility Position Held (if any)
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LIVINGSTON PARISH OPPORTUNITIES & CHALLENGES - YOUR VIEWS

From your observations: What are the issues facing Livingston Parish? What are the opportunities for improvement or addressing issues? What about positive attributes Livingston Parish has to offer? What do you feel needs to be done to develop these opportunities?

What are the most positive attributes of Livingston Parish? (the Good) How should those positive attributes be showcased or best utilized?

1.

What do you see are the issues facing Livingston Parish?

2.

What do you feel needs to be done to improve or act on opportunities listed above?

3.

WHY LEADERSHIP LIVINGTON?

This section is for you to provide a personal write up in your own words indicating why you are interested in participating in the program. What do you hope to learn or develop? How will you apply the information, skills and knowledge up on graduation from the program? Etc.

Any other comments, notes or items you would like to share?

Do you require handicapped access or special accommodations (including dietary)?

Yes_____No_____ **Please note:** Most meals are sponsored throughout the program and special diet considerations may be a challenge. If you require a special diet, you may be asked to provide your own meals to assure compliance with your required diet.

COMMITMENT "the state or quality of being dedicated to a cause, activity, teammates, etc."

Read this and sign below indicating your understanding

To graduate from LEADERSHIP LIVINGSTON, participants are expected to fulfill the following:

MANDATORY : Required for Graduation

- **Check Calendar on the last page of this application for potential conflicts.**
- **Overnight Retreat (August)** is mandatory and overnight stay is required.
- **DISC - Team Assignment & Project Orientation Session** is also mandatory as project orientation and team building occurs. (October 2017 Class Session)
- **One additional event outside** of class, prompted by your participation in Leadership Livingston and report on your event. A list of appropriate events will be submitted. Social, government, art, history, civic or other event requirement on your own.
- **Project Group participation.** The entire class will also be divided into project groups, and complete a project, determined by the group, requiring at least 10-12 hours, depending on group, of outside scheduled meetings over the course of the program.
- **Attend at least 6** of the 8 other Monthly Sessions - See below
- Complete **Final Exam**

REQUIRED: but under extenuating circumstances can be reconsidered, **with prior approval:**

- Meet & Greet - Class orientation - August 7, 2017.
- Class introduction to Chamber Membership @ September 9, 2017 Luncheon
- Graduation - June 19, 2018. - Rarely are there misses here, for good reason.
- Utilize group transportation on days allotted. Car pool when required.

NECESSARY: Monthly Sessions **No more than 2 missed sessions allowed.** Partial days are added to absences. **Strictly enforced!** Every year attempts are made to push the limits on this compromising the integrity of the program and responsibility to their other class mates. Do NOT let this be you! You can make up sessions the **following year** and graduate with the next year's class.

- Sessions are September and November through May. Sessions require one full weekday per month from September through May, the third Tuesday of each month.
- Topics include: City & Parish Government Session | Commerce & Economic Development Session | Arts, Culture & History Session | Health Care & Social Concerns Session | State Government Session | Education Session | Criminal Justice Session | Outdoor Recreation , Villages & Towns Session
- You provide transportation to all events and locations throughout the parish.

I have read and understand the Mandatory, Required and Necessary commitments in order to graduate and complete the program listed on this page.

IN addition to the previous page, plus to reinforce, participants also agree to:

- **Commit** to the entire program with the understanding that there are **no refunds and** those not completing the attendance requirements will not graduate with your class.
- No more than **two sessions can be missed** to graduate.
- Opening retreat with an overnight stay is required. **NO EXCEPTIONS!** See calendar.
- Be attentive to presenters. **NO smart phone device** when presenters are presenting.
- Provide your own **transportation** at your expense and **agree carpool when necessary**. **Use class provided transportation on special days.**
- Block time from **8 a.m. to 5 p.m.** on session days. The **third Tuesday** of each month.
- Participate in the group project addressing a project of your group's choosing. (Meeting dates, times, etc. set by your group with your input outside of class time.)
- **No refunds, partial or otherwise, no exceptions.**
- Should **you leave your sponsoring place of employment before completion**, your employer/ sponsor has the right to terminate your participation in the program. No refunds. Should you ask to continue under a new employer, they must comply with requirements.
- Be attentive to the program and use break times to contact their offices.
- **Cell phones will be silenced and no texting, conference calls, emailing, social media, videoing, etc, please during presentations.**
- Attend **one additional activity**, on your own, in Livingston Parish, prompted by the program. Something you have never done.
- Complete a recap session and / or survey and feedback of the day's events.

Have you read, understand and agree to the guidelines? Yes _____ No _____

ABSENSES Should you need to miss class time it does not matter **WHY you** are not there. This is an adult program, and you decide if you need to miss and be some other place.

Tuition includes: Meet & Greet event. Opening retreat including meals, materials and overnight stay in a private room. One meal per session & snacks throughout the program. Access to Chamber luncheon. Health assessment opportunity. SIMSOC experience, DISC assessment. Graduation program. Experience of a lifetime. **Additional costs** include group project fees and support for the group project, if this route is decided by group.

TUITION for each participant is - check your preference:

- \$ 850.00 - Chamber Investor.** Dues current to graduate. 2 years minimum.
- \$1,250.00 - Non-Chamber Investor:** as this program is subsidized by members.
- \$1,650.00 - Program Sponsor with no class participant.**
- \$2,500.00 - Program Sponsor with class participant.** See info on last page.

Will you be able to **fulfill this financial commitment?** AND do you agree to remit full price of the program **within ONE WEEK of acceptance** in the program?

Yes _____ No _____

AUTHORITY & PERMISSION

Sponsoring Organization | Business | Other | Supervisor’s signature

This candidate, _____, has my full support to participate in LEADERSHIP LIVINGSTON and all requirements of the program, including regular class time, outside activity and project group participation. I am aware of the time commitment involved for effective participation, as well as the financial obligation. By signing, I acknowledge I am the correct contact point to authorize this support.

Supervisor name Signature

Corporation/Business Title

() _____
Phone E-mail Address

APPLICANT’S COMMITMENT

I understand and acknowledge the purpose and commitment of the LEADERSHIP LIVINGSTON Program; and if I become a participant, I will devote the required time and effort to graduate from the program. I will be an engaged member of my assigned project team.

Signature Date

Application Requirement Checklist:

- Completed application ***signed by you and your employer/ supervisor.***
- Outside letter of reference** endorsing your participation in the program.
- Keep a copy of this application for future reference.
- Agree to remit price of program within ONE WEEK of acceptance in the program.
- Agree to attendance requirements to qualify for graduation.
- Signed all areas in application requiring additional signature of understanding. Initial will filled pdf is fine.

OPPORTUNITIES

Program sponsorships for Leadership Livingston are available and include an opportunity for those who wish to further their support of this quality program. Program sponsors are recognized for their support of the full program by:

- \$2500 cost for program sponsorship
- Priority consideration of application.
- Logo placement on select correspondence
- Recognition and opportunity to address class and sponsors at meet & greet, programs and graduation.
- Graduation event
- One applicant for the program included (proper paperwork and acceptance required)
- Logo on chamber emails in regards to Leadership
- Investment in a quality Leadership Program
- Additional recognition opportunities

Sponsor/business name: _____

Contact name: _____

Contact phone: _____

Contact email: _____

CALENDAR of IMPORTANT DATES

July 20, 2017

Application deadline

August 7, 2017

Meet & Greet/Orientation:

5:00 p.m. -6:30p.m

Required

August 9, 2017

Class Introduced | Noon

Chamber meeting

August 20 & 21, 2017

Opening retreat

Mandatory

September 19, 2017

Class session | 8a.m.-5 p.m.

Necessary 6 of 8

October 17, 2017

DISC - Project & Group Assignment

Mandatory

November 21, 2017

Class Session | 8a.m.-5 p.m.

Necessary 6 of 8

December 15, 2017

Deadline for Group Submittal

Project Proposal

December 19, 2017

Class Session 8a.m.-5 p.m.

Necessary 6 of 8

January 16, 2018

Class Session 8a.m.-5 p.m. - 6 of 8

February 20, 2018

Class Session | 8a.m.-5 p.m.

Necessary 6 of 8

March 20, 2018

Class Session | 8 a.m.-5 p.m.

Necessary 6 of 8

April 17, 2018

Class Session | 8a.m.-5 p.m.

Necessary 6 of 8

May 15, 2018

Class Session

8a.m.-5 p.m.

Necessary 6 of 8

June 8, 2018

Final Exam Due

Mandatory

June 13, 2018

Project Presentation- review

Required

June 19, 2018

Graduation

Project Presentations

Required

Group meeting dates

Group work dates

Determined by Group

Outside Activity Date

Due by June 8th to

be included on Final Exam