



Allen-Fairview Chamber of Commerce
Leadership Allen 2011-12
"Identifying tomorrow's leaders...today!"

Leadership Allen

Leadership Allen is a program offered by the Allen-Fairview Chamber of Commerce to any interested individual who works or lives in Allen or is a member of the Allen-Fairview Chamber of Commerce. The purpose of **Leadership Allen** is to provide corporate leadership training; to motivate and encourage civic leaders; and to develop personal leadership characteristics and skills. Participants are introduced to the leadership of our community and Collin County and the functions of our local governments. Participants are exposed to numerous activities, individuals and agencies that impact our community. Each participant is expected to become actively involved in the choosing and implementation of a class project that benefits the community. Graduates are encouraged to actively contribute to Allen's growth and future through personal service.

Corporate Leadership Training

Leadership Allen provides employers with a comprehensive program to identify and train potential leaders within their workplace. Small, medium and large companies alike benefit from the program. **Leadership Allen** assists, encourages and motivates employees to develop important leadership skills.

Civic Leadership Training

Leadership Allen strives to meet the following objectives:

1. To inform the participants about Allen's history, government, social needs, and opportunities for improvement.
2. To introduce the participants to and establish dialogue with each other and the current leaders of Allen.
3. To encourage active participation in future activities which contribute to the growth and betterment of Allen; and
4. To provide current and future employers with a source of knowledgeable and trained leaders who can and will have a positive impact on the business community.

Personal Development Training

Leadership Allen provides individuals with a program that assists in the development of leadership characteristics and skills. Individuals participate in various hands-on learning activities that will help identify personal values, visions and lifelong goals. In short, **Leadership Allen** not only produces leaders; it enriches the lives of all who actively participate in the **Leadership Allen** program.

APPLICATION

Application Fee - \$25

DEADLINE FOR APPLICATION – **August 12, 2011**

NAME _____
LAST FIRST MIDDLE NAME PREFERRED

BUSINESS _____ PHONE _____

BUSINESS ADDRESS _____
PHYSICAL ADDRESS CITY STATE ZIP

HOME ADDRESS _____
IF DIFFERENT FROM ABOVE CITY STATE ZIP

HOME PHONE _____ FAX _____ E-MAIL _____

DATE OF BIRTH (*Month and Day only*) _____

SEND MAIL TO: BUSINESS HOME ADDRESS

EDUCATION

Include high school, college, business or trade school or other training. List most recent first.

ARE YOU A GRADUATE OF ANOTHER LEADERSHIP PROGRAM? (If yes, which program and date of graduation)

EMPLOYMENT

Firm name _____ Length of employment _____

I do do not not applicable have the full support of my employer for the time required to participate.

Supervisor's Name _____ Phone _____

May we contact your supervisor for a reference or to verify firm commitment? Yes No

Do you want your employer identified in news release? Yes No

Employment History (in reverse chronological order) Title Dates Reason for leaving

What do you consider your best skill, career or personal achievement to date? Be descriptive and don't be modest.

PROFESSIONAL/BUSINESS INVOLVEMENT - List professional/business organizations in which you have been an active participant including the organization, dates of service and offices/positions held. (You may attach additional sheets.)

COMMUNITY / CIVIC INVOLVEMENT

LIST KEY COMMUNITY, CIVIC, RELIGIOUS BOARDS, TASK FORCES OR COMMISSIONS ON WHICH YOU HAVE BEEN AN *ACTIVE PARTICIPANT* IN YOUR COMMUNITY: _____

SPECIAL HONORS, AWARDS, ETC. _____

WHAT DO YOU CONSIDER YOUR GREATEST PERSONAL OR CAREER ACHIEVEMENT? _____

WHAT DO YOU HOPE TO GAIN FROM PARTICIPATION IN LEADERSHIP ALLEN?

PROGRAM COST IS \$650 FOR MEMBERS/EMPLOYEES AND \$750 NON MEMBERS

Who is responsible for paying your tuition cost? COMPANY APPLICANT

It is my understanding that **LEADERSHIP ALLEN** is to be a learning experience and requires attendance at all monthly meetings. The Orientation and subsequent meetings are mandatory. A calendar of meeting dates is attached so that your calendar can be cleared for each meeting.

I hereby give LEADERSHIP ALLEN the right to make inquiries regarding the information provided on this application.

Name of Applicant

Date

Signature

The make up of each LEADERSHIP ALLEN class is carefully considered to ensure that it is broad based, representing a variety of professional, economic, social and ethnic backgrounds. We encourage you to reapply should you not be accepted this year.

Provisions will be made, to the best of our ability, for any requirements necessary due to health-related or physical disabilities. Please let us know in advance of your special needs.

TUITION AND APPLICATION DEADLINE – AUGUST 12, 2011

Mail or deliver completed application, photo, signed calendar and application fee of \$25 to:

LEADERSHIP ALLEN
Allen-Fairview Chamber of Commerce
210 W. McDermott Drive
Allen, Texas 75013

Telephone (972) 727-5585
Fax (972) 727-9000
Email: sharon@allenchamber.com

For Chamber staff use only:	_____ Application fee:	Check # _____	Cash _____
	_____ Tuition – MC VISA AMEX CASH	Check # _____	
	_____ Photo _____	Recommendation form(s) _____ 1 _____ 2	Interview _____
	_____ Camp release _____	Special dietary needs (see attached)	NONE

LEADERSHIP ALLEN CLASS XXIII SCHEDULE

MONTH (Actual dates: TBD)

TOPIC

September	Welcome Reception, Orientation & Teambuilding
October	History & City Services
November	Government
December	Business & Economic Development
January	SIMSOC (Simulated Society)
February	Quality of Life
March	Justice & Law Enforcement
April	Education
May	Health & Human Services
June	Class Project Presentation/Graduation Luncheon

***LA is generally held on the 2nd Friday of each month; however some adjustments are made annually. The topic assigned for each month may change as well. Classes generally meet from 8:00 a.m. until 5:00 p.m.**

FINANCIAL OBLIGATION

1. If admitted to the class, an enrollment fee of **\$650 (\$750 Non members) shall be paid no later than 3:00 p.m., Friday, September 23, 2011**, unless other arrangements have been made. Checks should be made payable to Leadership Allen.
2. Late payment of the enrollment fee forfeits your candidacy and your place will be offered to the first qualified alternate.

TIME COMMITMENTS

1. Every participant shall attend every session in its entirety. Emergency absences shall be reported to the class coordinator as soon as possible. The Board will review the circumstances and determine if the absence is warranted.
2. Prior to graduation, you are required to attend 2 Boards and Commissions meetings and have 5 hours of volunteer/community service with a service organization other than one with which you are currently associated.
3. A minimum of 2 hours per month will be required outside of class time for the chosen class project's implementation.
4. Arriving late by more than 30 minutes or leaving 30 minutes early constitutes missing a full session; however, we are aware that unusual circumstances may require an excused absence.
5. If a participant misses more than two scheduled class sessions (excused or not), he/she WILL NOT GRADUATE.
6. Orientation and Ropes Course are mandatory.
7. Attendance records for each participant are available for review at a reasonable time and agreeable location.

I have read, understand and agree to abide by these requirements if I am admitted to the Allen Chamber of Commerce Leadership Allen program. I furthermore understand that once the enrollment fee is paid, there is no refund, full or partial. My employer, if applicable, is aware of the commitment required and agrees to my participation. **I understand and agree to the time requirements.**

Application, application fee of \$25 and photo must be received no later than 3:00 p.m., Friday, August 12, 2011.

Applicant Signature

Date of Application

Employer Signature (if applicable)

Date

PLEASE SIGN AND RETURN WITH YOUR COMPLETED APPLICATION.
LEADERSHIP ALLEN
APPLICATION INSTRUCTIONS

LEADERSHIP ALLEN typically has more applicants than can be accepted. To assist the selection committee in giving you fair consideration, complete this application as accurately and completely as possible.

The selection committee is looking for applicants who:

- a. Have a concern for their community demonstrated by active involvement.
- b. Have a record of achievement in community/civic activities, which indicates past and future leadership activity and ability. (Membership in professional organizations that are not involved in community service does not have major impact on selection. Membership in an organization whereby a fee is paid and no service is actually required has no impact).
- c. Possess high standards of personal quality and integrity.
- d. Are willing to commit the time required for the program.
- e. If employed, have the endorsement of their employers or some indication the employer would not object to their taking time from work to participate in the program.

Please follow these guidelines:

- a. DO NOT attach resumes or brochures.
- b. Have your application neatly printed or typed.
- c. Don't be modest -- list all activities, offices, etc. where requested.
- d. Enclose a photo with your application. DO NOT affix the photo to your application. A 3" x 5" or smaller black and white photo is preferred.
- e. You are requested to have two (2) recommendations to the program. Please ask your reference to mail form directly to the Chamber and not return it to you, the candidate.

If you have questions, call Sharon Mayer at (972) 727-5585 or email sharon@allenchamber.com.

Your application, application fee of \$25 and photo must be received no later than 5:00 p.m., Friday, August 12, 2011. Please note: tuition must be received by September 23, 2011. There will be NO EXCEPTIONS. Incomplete applications will not be considered.

The LEADERSHIP ALLEN class will be announced and participants notified by the first week in September.

LEADERSHIP ALLEN
RECOMMENDATION FORM
(Please type or print legibly)

This recommendation form must be returned no later than August 19, 2011.

Information provided will be reviewed by the selection committee only and considered confidential.
Recommendation form will not be reviewed by the applicant.

To be completed by Individual Providing Reference and mailed to:

LEADERSHIP ALLEN
Allen-Fairview Chamber of Commerce
210 W. McDermott
Allen, TX 75013

OR FAXED TO (972) 727-9000

Date _____

Name of Applicant

Length of Acquaintance

Type of Relationship

Close Personal Relationship
 Numerous Social Contacts

Occasional Social Contact
 Numerous Business Contacts

Occasional Business Contact
 Principally by Reputation

In your opinion, has applicant demonstrated community responsibilities? Yes No

How would applicant accept responsibilities assigned? _____

Give details of your knowledge of applicant=s participation in civic, community, and religious activities: _____

(Please check one) Personally interested in applicant as a future leader? Endorsed as a courtesy?

Other pertinent information _____

Reasons applicant is qualified to become a LEADERSHIP ALLEN participant _____

Name of person making recommendation (please type or print)

Title

Company

Address

City/State/Zip

Signature