



LEADERSHIP COLUMBUS

Signature Program Class of 2021 Application Instructions and Materials

All applications must be received by April 10, 2020 to be considered for the Class of 2021.
(The original deadline was April 3.)

For more information regarding Leadership Columbus or your application, contact Lora Fish,
Interim Program & Marketing Manager: lorafish@columbus.org or 614.225.6094.

CRITERIA FOR SELECTION

The Selection Committee selects participants for Leadership Columbus, based on the application responses and the broader goal of assembling a cohort of leaders that reflect a passion for community building and represent the diversity of our community. Diversity includes many forms, and we encourage people from all backgrounds/experiences to apply.

Application responses are evaluated and scored by:

- demonstrated leadership and future potential (30%)
- a commitment to community leadership and trusteeship (30%)
- education/leadership experience (25%)
- and demonstrated drive for personal and professional development (15%)

Leadership Columbus cannot accept more than one employee from any company, organization or entity.

APPLICATION INSTRUCTIONS/CHECK LIST

Admission to the Leadership Columbus Signature Program is a competitive application process. Incomplete applications will not be considered.

A complete application includes all of the following items:

1. Two (2) sealed letters of recommendation.

If you are applying from a sponsoring organization, at least **one** letter should be from your supervisor or a senior manager in the organization and should address:

- how the letter writer knows the applicant and the length of their acquaintance
- an assessment of the applicant's demonstrated leadership qualities
- an assessment of the applicant's commitment to becoming involved in the civic agenda
- the employer's commitment to support the applicant (time and financial obligation)

Letters should be addressed to:

Leadership Columbus
Attn: Selection Committee
37 W. Broad St., Suite 980
Columbus, OH 43215

2. A non-refundable \$75 application fee, payable to Leadership Columbus by either:

- Credit card, online at: <http://bit.ly/LCBUS2021>
- Check, made out to Leadership Columbus, and mailed to the address above.

3. Two (2) applicant/supervisor agreement signatures (scanned and uploaded via the online application)

- Applicant and supervisor must complete and sign both the Attendance Agreement and Payment Agreement.
- These agreements are on pages 6-7 of this document.

4. Responses to the essay questions included on page 8 of this document (uploaded via the online application)

5. Professional resume and/or employment history (uploaded via the online application)

6. Finally, a completed and submitted online application:

<http://www.leadershipcolumbus.org/signature-program-application/>

NOTE!

You should complete the final step, the online application, last – after you have written your essay responses and have all other materials ready for upload. You will not be able to save the online application and complete at a later time.

SIGNATURE PROGRAM ESSENTIALS

PROGRAM CURRICULUM

Leadership Columbus' curriculum is designed to foster teamwork both within the class community (Program Days) and through participation in a Community Impact Project. The curriculum is built on opportunities for class participants to stretch outside their comfort zones and leverage diverse points of view.

Furthermore, the entire experience is based on adult learning models that are proven most effective-including seminars, skill and team-building exercises, experiential activities, facilitated role-playing modules and interaction with community leaders.

Therefore, individuals are accepted into the program based not only on their individual potential to develop leadership skills, but also what he/she can contribute to enrich the educational experience for all.

PROGRAM CALENDAR

The Signature Program curriculum is designed to provide a holistic learning experience, with each program day carefully constructed to build on the previous session to create an optimal learning environment.

As stated in the Attendance Agreement on page 6, completion of the program depends on attendance and active participation in **all facets of the 10-month program. Please consider and review your availability and commitment to these dates when you apply.**

All program days, except for the Opening and Closing Retreat, are one full day per month (generally the third Thursday) from 8 a.m. - 5 p.m. Dates for the Class of 2021 events and program days are as follows:

Welcome Reception	September 9, 2020	5:30 to 7:30 p.m.
Opening Retreat (MANDATORY)	September 15-17, 2020	1 p.m. to 1 p.m. (Tuesday-Thursday)
History of Columbus Program Day	October 15, 2020	8 a.m. to 5 p.m.
Simulated Society Program Day (MANDATORY)	November 19, 2020	8 a.m. to 5 p.m.
Health & Human Services Program Day	December 10, 2020	8 a.m. to 5 p.m.
Economic Development & Government Program Day	January 21, 2021	8 a.m. to 5 p.m.
Education Program Day	February 18, 2021	8 a.m. to 5 p.m.
Quality of Life Program Day	March 18, 2021	8 a.m. to 5 p.m.
Public Safety & Justice Program Day	April 15, 2021	8 a.m. to 5 p.m.
Community Trusteeship Program Day	May 20, 2021	8 a.m. to 5 p.m.
Closing Retreat & Graduation (MANDATORY)	June 10, 2021	9 a.m. to 9 p.m.
Nonprofit Board Governance Training (OPTIONAL)	June 24, 2021	8:30 a.m. to 5:30 p.m.



Attendance is MANDATORY at the Opening Retreat on September 15-17, Simulated Society Program Day on November 19 and at the Closing Retreat & Graduation on June 10. You will not be eligible for acceptance into the Leadership Columbus program if you cannot fully participate in these sessions.

PERSONAL ASSESSMENT SURVEYS

Upon acceptance into the program, participants are required to complete a set of peer and supervisor review and personal assessment surveys through the Center for Creative Leadership and in advance of the Opening

Retreat. These surveys are completed online, and participants are provided with instructions for accessing and completing the tests.

COMMUNITY IMPACT PROJECT

In addition to attending the monthly program days, class participants also commit to participate in a group project in conjunction with a local nonprofit organization. The project's subject and scope is determined by the team and the nonprofit organization, and its purpose is two-fold: to serve as a laboratory to utilize and further develop one's leadership capacities and to provide a solution/benefit to the partnering organization.

NONPROFIT BOARD GOVERNANCE TRAINING

Leadership Columbus is offering an additional optional Program Day on June 24, 2021 that is focused on nonprofit board governance training.

Our Nonprofit Board Governance Training is designed to ensure aspiring and existing community trustees and nonprofit board members have the knowledge required to handle the challenges and rewards of nonprofit leadership. Formatted into a one-day workshop, the comprehensive session conducted by a board governance certified trainer will cover current best practices in nonprofit leadership and includes but is not limited to the following:

- Why serve on a nonprofit board?
- Roles of board members vs. staff members
- Fiduciary duties of board members
- Legal responsibilities of a nonprofit board member
- Fundraising and fundraising roles

The cost for Nonprofit Board Governance Training is \$500/person. You can indicate your interest in participating in the training on the online application form.

TUITION

Tuition for the Class of 2021 is \$4,975. Accepted participants have the option of adding Nonprofit Board Governance Training for an additional \$500.

EARLY APPLICATION DISCOUNT: Applications received on or prior to February 14, 2020 will qualify for discounted tuition of \$4,725.

All tuition must be received by August 28, 2020. Payment plans are available, and tuition can be paid by check or credit card.

SCHOLARSHIPS

We encourage all applicants to seek tuition payment/reimbursement from their employer. In cases where the full cost of tuition is a burden for either the employer or the individual, a limited number of scholarships are available. Award of scholarships is based upon demonstrated need and is limited to no more than 50% of the tuition cost.

Upon acceptance into the program, participants seeking financial assistance will be asked to submit additional documentation, which may include a copy of their most recent federal tax return.

To be considered for a scholarship, please check the box and provide the necessary information under 'Scholarships' on the APPLICANT/SPONSOR PAYMENT AGREEMENT form on page 7.

Eligibility for scholarship includes, but is not limited to, self-paying individuals or individuals sponsored by a nonprofit organization.

FOLLOW-UP

Once your application is completed and submitted online, you will receive an email within seven business days confirming receipt.

The review and selection process will begin shortly after the April 10 application deadline. It is anticipated that acceptance letters will be mailed out by June 1. In the interim, you may direct any questions regarding your application status to Lora Fish, Interim Program & Marketing Manager: lorafish@columbus.org or 614.225.6094.

APPLICANT/SUPERVISOR ATTENDANCE AGREEMENT

In addition to the above cited criteria, participant selection is also based not only the strength of individual applications, but also the potential for their unique contributions to the collective learning experience.

Therefore, a commitment to attendance is critical. As a result, successful completion of the program stipulates that participants miss no more than one program day. The absence can take the form of one non-mandatory program day or two half days. Late arrivals and early departures are considered half-day absences. There is no opportunity for make-up sessions or extra credit to allow for missed absences.

NOTE!

Attendance is **MANDATORY** at the 48-hour Opening Retreat on September 17-19, Simulated Society (SIMSOC) Program Day on November 19 and the Closing Retreat on June 10, 2021.

A participant who fails to meet any of the above requirements will be asked to withdraw from the program and is not eligible for Graduation. We realize that circumstances arise that can impact even the best of intentions. We will evaluate these situations on a case-by-case basis, and disposition of the individual's participation will be determined by the Leadership Columbus Board of Trustees, the Executive Director and the Program Director. If dismissal occurs, there will be no refund of any portion of tuition money.

APPLICANT SIGNATURE AND COMMITMENT

I hereby submit my application for the Leadership Columbus Class of 2021. I understand the time commitment involved and the program goals. If selected, I plan to attend each function in its entirety and devote the time and effort necessary to be a contributing member of the Leadership Columbus program. I understand that if I fail to meet these obligations, I will be asked to withdraw from the program.

Applicant Name: _____

Applicant Signature: _____ **Date:** _____

SUPERVISOR SIGNATURE

I, the undersigned, approve this applicant for participation in the Leadership Columbus program. I understand he/she will devote one full weekday per month to the Signature Program as well as all referenced above mandatory sessions and fully support their involvement.

Supervisor Name (Print): _____

Supervisor Email: _____

Supervisor Title: _____

Supervisor Signature: _____ **Date:** _____

APPLICANT/SPONSOR PAYMENT AGREEMENT

If accepted into the Signature Program, I/my financial sponsor agree to pay the determined amount of my tuition. I/we understand that full payment of tuition is due by August 28, 2020.

I/we understand that if I do not adhere to the terms of this agreement, I may be asked to withdraw from the program prior to the Opening Retreat, and any tuition paid will not be refunded.

Applicant Signature: _____ **Date:** _____

To be completed in the event tuition, or a portion thereof, will be paid by applicant's employer/financial sponsor:

Financial Sponsor Name: _____

Relationship to Applicant: _____

Financial Sponsor Signature: _____ **Date:** _____

SCHOLARSHIPS

To be considered for a scholarship, please check the box below and provide the necessary information.

I am interested in applying for a partial tuition scholarship. I understand that to determine my eligibility, Leadership Columbus may request personal financial information including my federal tax returns.

Expected portion of tuition from employer: \$ _____

Expected portion of tuition from applicant: \$ _____

Scholarship Amount Requested: \$ _____

ESSAY QUESTIONS

Please thoughtfully and concisely answer the following questions in a separate document, and upload your responses as part of the online application.

1. Leadership Columbus will help you focus, connect and grow. In order for us to better meet your objectives in these areas, please thoughtfully respond the following three-part question:
 - a. Explain how you would like to grow professionally and personally and apply your newfound knowledge.
 - b. How will your personal background/experience/upbringing contribute to the overall learning experience of the class?
 - c. Explain how you would like to connect and be involved in the community five years from now.
2. What are two significant challenges/problems facing the Columbus region that you would like to address? Then, please choose one, explain why it is so significant and provide your recommendations for resolving this challenge/problem and being part of the solution.

OPTIONAL QUESTION:

3. Is there anything else you would like the Selection Committee to know about you that you believe would assist in the selection process?