

# LEADERSHIP COLUMBUS

## Signature Program Class of 2024 Application Instructions & Materials

Updated 1/11/23: Adjusted Opening Retreat Dates

All application components must be received by April 28, 2023 to be considered for the Class of 2024.

For more information regarding Leadership Columbus or your application, contact Collin Ries, Program & Marketing Manager: [collinries@columbus.org](mailto:collinries@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 reflects a passion for community building and represents 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 in its various forms (community, workplace, and beyond) and future potential (25%)
- a commitment to community trusteeship and to the requirements of this program (25%)
- demonstrated desire for personal and professional development (30%)
- complete, thorough, and thoughtful responses overall (20%)

### APPLICATION INSTRUCTIONS/CHECKLIST

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

A complete application includes all the following items:

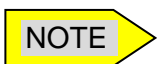
1. Two (2) letters of recommendation (uploaded via the online application)

If your organization is providing financial sponsorship, at least one letter should be from your supervisor or a senior manager in the organization and should address:

- how they know you and the length of your acquaintance
  - an assessment of your demonstrated leadership qualities
  - an assessment of your commitment to becoming involved in the civic agenda
  - the employer's commitment to support you (time and financial obligation)
2. A non-refundable \$75 application fee, payable to Leadership Columbus by either:
    - Credit card, online: <https://bit.ly/3mWLoji>
    - Check, made out to Leadership Columbus and mailed to:

Leadership Columbus  
37 W. Broad St., Suite 980  
Columbus, OH 43215

3. Responses to the essay questions included on page 5 of this document. We recommend you complete the responses and copy/paste them into the appropriate fields in the online application. You will not be able to save and return to the application at a later time.
4. Two (2) applicant/supervisor agreement signatures (scanned and uploaded via the online application). Please note the following:
  - Applicant and supervisor must complete and sign both the Attendance Agreement and Payment Agreement.
  - These agreements are on pages 6-8 of this document.
5. Professional resume (uploaded via the online application)
6. Finally, a completed and submitted online application:  
<http://www.leadershipcolumbus.org/signature-program-application/>



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 they can contribute to enrich the educational experience for all.

All program curriculum is reviewed annually (which includes past participant feedback) to ensure it is diverse, equitable, inclusive and anti-racist. Leadership Columbus strives to interrogate content and experiences so all who participate in Leadership Columbus feel included, celebrated and that they belong.

### PROGRAM CALENDAR

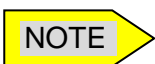
The Signature Program curriculum is designed to provide a holistic learning experience, with each program day carefully constructed to build on the previous session to create an optimal learning environment.

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 2024 events and program days are as follows:

Welcome Reception	September 12, 2023	5:30-7:30 p.m.
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Opening Retreat (MANDATORY)	September 18-20, 2023	1 p.m. Monday -1 p.m. Wednesday
Simulated Society (SIMSOC) Program Day (MANDATORY)	October 19, 2023	8 a.m.-5 p.m.
History of Columbus Program Day	November 16, 2023	8 a.m.-5 p.m.
Health & Human Services Program Day	December 14, 2023	8 a.m.-5 p.m.
Economic Development & Government Program Day	January 18, 2024	8 a.m.-5 p.m.
Education Program Day	February 22, 2024	8 a.m.-5 p.m.
Quality of Life Program Day	March 21, 2024	8 a.m.-5 p.m.
Public Safety & Justice Program Day	April 18, 2024	8 a.m.-5 p.m.
Community Trusteeship Program Day	May 23, 2024	8 a.m.-5 p.m.
Closing Retreat & Graduation (MANDATORY)	June 6, 2024	9 a.m.-9 p.m.
Nonprofit Board Governance Training (OPTIONAL)	June 20, 2024	8:30 a.m.-5:30 p.m.



Attendance is MANDATORY at the Opening Retreat on September 18-20, Simulated Society Program Day on October 19 and at the Closing Retreat & Graduation on June 6. You will not be eligible for acceptance into the Leadership Columbus program if you cannot fully participate in these sessions. Please note that work-sponsored travel, family vacations, etc. do not constitute an excused absence for these mandatory program days. Please communicate these dates with your supervisor prior to applying for the Signature Program to ensure you can meet these obligations.

#### PERSONAL ASSESSMENT SURVEYS

Upon acceptance into the program, participants are required to complete a set of personal assessment surveys 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 20, 2024 that is focused on nonprofit board governance training.

Our Nonprofit Board Governance Training is designed to provide participants with the essential education and training needed to support, develop and hone board governance skills that are critical to the success of nonprofits in our region. By ensuring individuals have the tools and insights they need to be effective and impactful board members, both the individual and the organization they serve benefit. Whether you are looking to get involved in a nonprofit board or are already serving on a board and want to enhance your expertise, this training will help you get the most out of nonprofit board service.

Formatted into a one-day training, the session combines information on board governance standards and best practices with first-hand experiences from people actively serving in the field to create a unique and enriching educational opportunity.

Participants will learn about:

- Roles and responsibilities of nonprofit boards and board members
- Board governance models, modes and techniques for generative governance

- Financial literacy and fiduciary responsibilities of board members
- Ethics and conflicts of interest
- Fundraising and more

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 2024 is \$5,225. 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 17, 2023 will qualify for discounted tuition of \$4,975.

All tuition must be received by August 4, 2023. Payment plans are available, and tuition can be paid by check or credit card.

#### TUITION ASSISTANCE AND 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 amount of tuition assistance is available. Tuition assistance is based upon demonstrated need and is limited to no more than 50% of the tuition cost. Leadership Columbus also offers a limited number of Diversity Scholarships, which are awarded by the Selection Committee based on completion of an additional application.

If you apply for Tuition Assistance, Leadership Columbus will ask for some additional information from your employer to aid the Selection Committee in awarding Tuition Assistance dollars.

To be considered for a Tuition Assistance or a Diversity Scholarship, please check the box and provide the necessary information under "Tuition Assistance and Scholarships" on the APPLICANT/SPONSOR PAYMENT AGREEMENT form on pages 7-8.

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

#### FOLLOW-UP

Once your application is completed and successfully submitted online, you will receive a confirmation page. In addition, you will receive an email within seven business days confirming receipt.

The review and selection process will begin shortly after the April 28 application deadline. It is anticipated that acceptance letters will be mailed by June 1. In the interim, you may direct any questions regarding your application status to Collin Ries, Program & Marketing Manager: [collinries@columbus.org](mailto:collinries@columbus.org) or (614) 225-6094.

## SIGNATURE PROGRAM APPLICATION 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. Please answer the following questions:
  - 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 is 'leadership' to you and how have you demonstrated this in your own life? Include ways you may not have lived up to your own definition and what you have learned from those experiences.
3. 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:

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

**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 18-20, 2023, Simulated Society (SIMSOC) Program Day on October 19, 2023 and the Closing Retreat on June 6, 2024. Please note that work-sponsored travel, family vacations, etc. do not constitute an excused absence for these mandatory program days. Please communicate these dates with your supervisor prior to applying for the Signature Program to ensure you can meet these obligations.

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 & Marketing Manager. 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 2024. 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 they 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 4, 2023. If a participant withdraws from

the program before August 4, 2023, a refund of any tuition paid minus a \$500 administrative fee will be made. No refunds will be issued if a participant withdraws after August 4, 2023.

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: \_\_\_\_\_

## TUITION ASSISTANCE AND SCHOLARSHIPS

Please check the box next to the opportunity for which you would like to be considered and provide the necessary information.

### Partial Tuition Assistance

I am interested in applying for partial tuition assistance. I understand that to determine my eligibility, Leadership Columbus will contact my employer for additional information to accompany my request. I understand that tuition assistance is based upon demonstrated need and is limited to no more than 50% of the tuition cost.

Expected portion of tuition from employer: \$ \_\_\_\_\_

Expected portion of tuition from applicant: \$ \_\_\_\_\_

Tuition Assistance Amount Requested: \$ \_\_\_\_\_

Please describe in 100 words or less the circumstances prompting your request for tuition assistance:

### Leadership Columbus Diversity Scholarship

Purpose Statement: "The Leadership Columbus Diversity Scholarship Fund makes it possible for us to increase access to professional development and leadership opportunities for all. Scholarships awarded will lower the financial barrier of entry to programming for populations historically underrepresented in leadership and change the landscape of leadership to be reflective of the greater community. Together, we can equip Columbus

residents of all diversity dimensions to lead with confidence and courage and foster connections that strengthen the social fabric of our community.”

I am interested in applying for a Leadership Columbus Diversity Scholarship. I understand that there is an additional application process for this scholarship and that more information will be provided after submission of my Signature Program application.

Expected portion of tuition from employer: \$\_\_\_\_\_

Expected portion of tuition from applicant: \$\_\_\_\_\_

Scholarship Amount Requested: \$\_\_\_\_\_

Please describe in 100 words or less the circumstances prompting your request for this scholarship: