



# CLASS OF 2023 APPLICATION

The future of the Jefferson County area is directly linked to the quality of its leadership. Dedicated, trained and motivated community leaders will shape and determine the future of our region. The Jefferson Leadership Institute is a leadership development program that immerses participants in community issues through twelve full day sessions, including an overnight leadership retreat. The curriculum enables participants to develop their leadership capabilities, build strong relationships and encourages involvement in effecting positive change in the community. Since the first class of 1993 the program has expanded to include over 580 alumni who are positively impacting our North Country Communities.

## **The Program**

From the overnight leadership retreat in September and throughout the bi-monthly full day sessions held through June, class members participate in discussions with community leaders, site visits, hands-on exercises and analysis on issues of community concern, such as education, human services, telecommunications, and economic development. Participants also learn critical skills, including collaboration, visioning, consensus building, and creative problem solving in addressing the needs of our community. The location and format of each session varies to give participants diverse experiences.

Participants learn valuable lessons in leadership to be utilized at the workplace and in the community. Within one year of graduation, it is the expectation that graduates will join an organization of their choosing as a board member. Throughout the program participants explore opportunities for board involvement across all sectors and areas of interest. The growing alumni network has a proud history of board involvement.

## **Benefits of the Jefferson Leadership Institute**

### ***For The Employer***

- Develops increased leadership skills that can be used for greater organizational effectiveness.
- Presents opportunities to form strategic alliances and develops a regional network to help with business solutions.
- Promotes greater understanding of diversity that can be applied at place of employment.

### ***For The Individual***

- Provides experience in group dynamics, team leadership, presentation skills, and critical thinking.
- Acquaints participants with the community's continuing needs, challenges and resources.
- Builds an informed network of diverse colleagues for individual, business and community problem solving.
- Offers opportunities for participants to explore and strengthen personal leadership competencies.
- Builds confidence and motivation to become actively involved in promoting positive change for Jefferson County.

## **Selection Criteria**

The selection process seeks to find individuals who show commitment and motivation to serve the Jefferson County area. Individuals should also show interest in seeking volunteer or appointed leadership roles, have the ability to set and achieve personal goals and have experience in community activities which indicate potential leadership.

Jefferson Leadership Institute proudly sponsored by



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**Application Deadline: Friday, August 19, 2022 | Send To: [kayla@watertownny.com](mailto:kayla@watertownny.com)**

**Selection Criteria continued**

Participants should show potential to shape policy and exert significant influence on critical issues facing the community. Participants are selected from written applications, on the basis of their past involvement in the community and/or leadership potential.

**The Participants**

The members of the Jefferson Leadership Institute program reflect the diversity of the North Country communities. They include small business owners, public servants, corporate executives, non-profit and social service agency professionals, the faith community, and the community-at-large. The breadth and relevancy of the curriculum provide a valuable experience for newcomers and long-time members of the community.

**APPLICATIONS MUST BE SUBMITTED BY FRIDAY, AUGUST 19, 2022**

Each applicant will be notified as to the status of his or her application by August 31, 2022.

Applications should be typed and completed in full. Send to [kayla@watertownny.com](mailto:kayla@watertownny.com)

**Personal Info**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: NY Zip: \_\_\_\_\_

How long have you lived in Jefferson County? \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Professional Info**

Current Employer: \_\_\_\_\_

Current Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: NY Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Would you prefer we send JLI to your personal or professional email address? \_\_\_\_\_

List the last 3 positions held during the past 10 years beginning with your most recent:

<u>Employer</u>	<u>Title/Responsibility</u>	<u>Dates</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Education**

Briefly describe your educational background. Be sure to include relevant career/continuing education training, extracurricular participation, honors and significant achievements.

**Accomplishment**

What do you consider to be your most significant professional accomplishment to date and why?

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**General Information**

1. How did you hear about the Jefferson Leadership Institute?

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2. List a significant issue facing Jefferson County and suggest specific recommendations to address this issue.

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3. What do you hope to gain from your participation in the Jefferson Leadership Institute?

**Community Activity**

1. Please list in order of importance to you, up to five (5) civic, professional, religious, community, athletic, social, or other organizations of which you are or have been a member. Please note any leadership roles held.

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2. What do you consider to be your most important community service accomplishment to date and why?

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3. What community service activities would you like to undertake in the future?

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**Special Honors, Awards or Recognition**

List any special honors or awards you have received and the year you received it.

**References**

Please list two (2) personal and/or professional references who the Jefferson Leadership Institute may contact.

Name: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_  
Organization/Employer: \_\_\_\_\_  
Position: \_\_\_\_\_

Name: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_  
Organization/Employer: \_\_\_\_\_  
Position: \_\_\_\_\_

**Requirements**

In addition to the mandatory 1½ day retreat (September 23-24), there is a time commitment of 12 full-day sessions. Participants are expected to attend all sessions, with a maximum absence of 2 sessions allowed. Attendance at the opening retreat is required, no exceptions. Participants who fail to fulfill their obligations will not be permitted to graduate. There will be no refund of tuition once the program has begun.

I understand the goals and commitments of the Jefferson Leadership Institute. If selected, I am willing to attend all required sessions/functions sponsored by the Jefferson Leadership Institute and devote the time necessary to be a contributing member of the Jefferson Leadership Institute class. I understand that if I fail to meet these obligations I will not be qualified to graduate.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Tuition**

Full tuition, \$1,250 for Chamber members, \$1,450 for non-members, is non-refundable. Tuition must be paid in full by the participant, his/her employer or financial sponsor upon acceptance into the program.

Payment will be made by: \_\_\_\_\_ Employer/Sponsor \_\_\_\_\_ Participant

**Scholarship Opportunity**

Women who either own a small business with 5 or fewer employees or who are employed by a non-profit organization with 5 or fewer employees are eligible to apply for full tuition assistance funded by the Maxine Quigg Women in Business Fund Scholarship through the Northern New York Community Foundation. If this is applicable to you, please complete pages 6 & 7.

**Employer/Sponsor Commitment**

This applicant has the approval of this organization and the applicant has our full support, if accepted, to devote the time required to participate in the program.

Full financial sponsorship of a candidate is \$1,250 (member) / \$1,450 (non-member). I agree to pay the tuition for the Jefferson Leadership Institute program for the above participant, if accepted. I understand tuition is non-refundable.

Employer/Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer/Sponsor Name (Print): \_\_\_\_\_ Phone: \_\_\_\_\_

## **Maxine Quigg Women in Business Fund Scholarship**

### **A fund through the Northern New York Community Foundation**

The Maxine Quigg Women in Business Fund supports the advancement, development, and betterment of women who are beginning or growing a business in Northern New York. In so doing, women may be better positioned and equipped to realize their full potential for themselves, their families, and their community. The Northern New York Community Foundation believes in helping to nurture and develop leaders in the community.

### **Eligibility**

Women who either own a small business with 5 or fewer employees or who are employed by a non-profit organization with 5 or fewer employees are eligible to apply for full tuition assistance.

### **Terms & Conditions**

If a non-profit organization is awarded a scholarship, the organization will be reimbursed at the time of graduation if the student is still employed by the organization. If an individual business is awarded a scholarship, half of the tuition will be paid at the start of the program, the other half of tuition will be reimbursed to the individual at the time of graduation.

### **Scholarship Application**

1. Provide a brief narrative of your personal journey to leadership.

2. Describe your definition of leadership.

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3. How do you envision the Jefferson Leadership Institute helping you accomplish your goals?

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4. Please detail your reasons for needing tuition assistance.