



# Leadership Lancaster

Developing Leaders for the Future

## 30<sup>th</sup> Anniversary Core Class of 2013

*Application*

**Due May 11, 2012, 4:00 p.m.**



100 South Queen Street  
PO Box 1558  
Lancaster, PA 17608-1558

(717) 394-9393 • [ll@leadershiplancaster.org](mailto:ll@leadershiplancaster.org) • [www.leadershiplancaster.org](http://www.leadershiplancaster.org)

## Application Instructions for the Class of 2012-2013:

- Applications may be submitted online at [www.leadershiplanaster.org](http://www.leadershiplanaster.org), by faxing to 394-1010 or mail or hand-deliver to Leadership Lancaster's office at 100 South Queen Street, PO Box 1558, Lancaster, PA 17608-1558.
- *Incomplete applications will not be accepted.* Please type or legibly print your application. Resumes and biographical information will not serve as applications. **Applications are also available online: [www.leadershiplanaster.org](http://www.leadershiplanaster.org)**
- Applications may be submitted anytime prior to the deadline.
- **The deadline for all completed applications for the 30<sup>th</sup> Anniversary Core Class of 2013 is Friday, May 11, 2012.**

## Leadership Lancaster Core Program

The **Core Program** is a challenging, nine-month leadership skills development course. Class members can expect an intensive hands-on curriculum including presentations from established leaders from all sectors of the community. Class members will participate in discussion of the unique opportunities and challenges facing Lancaster County including education, multiculturalism, health and human services, public policy and economic development, law and justice and the arts. While learning about their community, participants will explore their own values, philosophies, prejudices and beliefs while building trust, rapport and networks between people with different world views.

The approximately 45 participants of the **Core Program** represent our culturally, ethnically, socially, economically and geographically diverse community.

The **Core Program** is one of four programs offered by Leadership Lancaster. Each of the four programs is designed to reflect our mission statement, which is to develop outstanding community leadership to support the needs of Lancaster County. Leadership Lancaster is an affiliate program of the Lancaster Chamber of Commerce & Industry.

## Selection Process

The Selection Committee identifies those individuals who will use their leadership skills for the long-term benefit of the community, thus fulfilling Leadership Lancaster's purpose of broad participation that creates stewards of a dynamic community. Selection is based upon the information provided in the application.

The criteria for selection are:

- Potential for community leadership
- Achievement of goals
- Motivation for applying
- Commitment to the Lancaster community
- Contribution to the overall strength of the class

In order to be considered for the 30<sup>th</sup> Anniversary Core Class of 2013, a fully completed application (application, commitment form, two references and scholarship requests, if applicable) must be submitted to the Leadership Lancaster by the May 11th deadline. All applicants who represent organizations/businesses need the full support of their employers. Applicants will receive written notification from Leadership Lancaster about your candidacy for the program by mid to late June.

Leadership Lancaster does not discriminate on the basis of race, color, creed, sex, gender, sexual orientation, disability or national origin.

## Program Requirements /Attendance Policy

Course requirements: attendance at all scheduled classes, active participation within the Community Action Teams and CAT group presentation, community board observation, government observation and an arts & culture observation. The **Core Program** is an experiential learning environment. Class sessions may require physical activities including walking distances. If you have physical limitations that may be of concern to you, please contact the Leadership Lancaster office at 394-9393.

Leadership Lancaster Attendance Policy:

- Attendance at the opening retreat is mandatory. If you cannot commit to the 2 day retreat in its entirety, it is not in your best interest to apply at this time.
- No more than 2 days of excused absences are permitted. Late arrivals and/or early departures from program days could be considered half day absences.
- Any session absences must be approved by Leadership Lancaster.

## Community Action Teams

Community Action Teams offer opportunities to practice team building, team processing and leadership skills through the exploration of community topics. Class members will be divided into small groups to work in partnership with a local nonprofit organization to complete a project. Team building, delegation, conflict resolution and communication skills are exercised during this collaborative process. The process is the learning emphasis for this experience. There will be some time allotted during the class days, but there will be an additional time commitment needed outside the classroom to meet with individual small groups.



## Application for the 30<sup>th</sup> Anniversary Core Class of 2013

Please return by Friday, May 11, 2012

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ MI: \_\_\_\_\_

### Personal Information

#### Home Address:

Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_  Unlisted Email: \_\_\_\_\_

Lancaster County Township/Borough where you are living: \_\_\_\_\_

How many years have you lived or worked in Lancaster County? \_\_\_\_\_

Have you ever applied to Leadership Lancaster before?  Yes  No If Yes, when? \_\_\_\_\_

How did you learn about Leadership Lancaster?  Advertising  Word of mouth  Co-Worker

LL graduate: \_\_\_\_\_  Other: \_\_\_\_\_

### Professional / Educational Information

Business/Organization Name: \_\_\_\_\_

Title: \_\_\_\_\_ Number of years in position: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_

Office Email: \_\_\_\_\_

Educational Background (check all that apply):  High School  Some College  Trade School  Bachelor's Degree

Master's Degree  Doctorate  Other: \_\_\_\_\_

I prefer correspondence sent to:  Home  Business

### References

Please indicate below the **two** people you have asked to complete the **required** confidential references:

1. Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2. Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*References must be received no later than Friday, May 11, 2012. They may be handed in with the completed application or sent separately. That is the preference of the applicant.*

### Optional

Leadership Lancaster strives to build a diverse class based on age, gender, race/ethnicity and life experiences.

Birth date: \_\_\_/\_\_\_/\_\_\_ Gender:  Male  Female

Race/Ethnicity:  African American  Asian/Pacific Islander  
 Caucasian  Hispanic  Native American  Other: \_\_\_\_\_

Marital Status:  Single  Married  Divorced/Separated  Widowed  Partnership



## Achievement of Goals

3. What would you consider your highest achievements to date in the following areas:

**Career:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Education:** \_\_\_\_\_  
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**Community:** \_\_\_\_\_  
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**Volunteer:** \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_





## Contribution to the Strength of the Class

8. Leadership Lancaster classes are built of people with different backgrounds and cultures – what would you bring to the class? If selected, what would your class members learn from you? \_\_\_\_\_

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9. Tell us about a leader that has personally affected your growth as a leader. \_\_\_\_\_

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10. In order for us to get to know you, please write a short paragraph about yourself. This can include your work, family, volunteer experience, hobbies and any information that will help us get to know you.

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# Commitment Form

**Commitment must be completed by both the applicant AND the employer.  
You must have the full support of your employer to apply.**

**Name of Applicant:** \_\_\_\_\_

## Personal Commitment

I understand that Leadership Lancaster is a learning experience that requires attendance at all program sessions and completion of assignments. (The Fall two-day retreat on **September 13 & 14, 2012** is a mandatory portion of the program.) I also understand that attendance is mandatory and that tuition is not refundable upon withdrawal from the program.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Organization/Employer Commitment

Nominees for the Leadership Lancaster program **must have the commitment of their employer or organization.** The signature below indicates that the employer/organization is aware of the work-release time required and endorses the applicant. For applicants who answer directly to a board of directors, such as an executive director of a nonprofit organization, please have the board president or chair sign.

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

Company/Organization: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Tuition Commitment

Full tuition is \$1,950. Due to fixed costs, tuition is not refundable should a participant withdraw at any time during the course. Each participant is expected to pay at least \$150 of the tuition amount. The company/organization signature below indicates agreement to pay tuition in the amount of \$\_\_\_\_\_.

The employer's portion of the tuition will be paid by:

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

Company/Organization: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Confidential Reference Form

Completed reference forms must be submitted by May 11, 2012

*This is a very important tool used in selecting the Leadership Lancaster class.*

*We read your recommendations very carefully.*

I recommend \_\_\_\_\_ for participation in Leadership Lancaster.

Your Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Please indicate if you are alumni of Leadership Lancaster:  Yes  No If yes, which class: \_\_\_\_\_

## Selection Process

The Selection Committee tries to identify those individuals who will use their leadership for the long-term benefit of the community, thus fulfilling Leadership Lancaster's purpose of broad participation that creates stewards of a dynamic community.

The criteria for selection include:

- Potential for community leadership
- Achievement of goals
- Motivation for applying
- Commitment to the Lancaster community
- Contribution to the overall strength of the class

## Reference/Information

A. In what ways do you see the applicant meeting the criteria mentioned above? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

B. What three words best describe the applicant's leadership qualities?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

C. What would be a leadership challenge for the applicant? \_\_\_\_\_

D. How long have you known the applicant and in what capacity? \_\_\_\_\_

\_\_\_\_\_

E. On a scale of 1 to 5 (with 5 ranking the highest), how would you describe the applicant's:

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. ability to work cooperatively                | 1 | 2 | 3 | 4 | 5 |
| 2. ability to identify goals and set priorities | 1 | 2 | 3 | 4 | 5 |

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 3. communication skills                                       | 1 | 2 | 3 | 4 | 5 |
| 4. drive for success  | 1 | 2 | 3 | 4 | 5 |
| 5. ability to initiate ideas, actions, solutions & procedures | 1 | 2 | 3 | 4 | 5 |

**F. Why are you recommending this person?** \_\_\_\_\_

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**G. What are your expectations for the applicant by participating in Leadership Lancaster?** \_\_\_\_\_

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**H. Any additional comments:** \_\_\_\_\_

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please return completed confidential reference by Friday, May 11, 2012 to:**

**Leadership Lancaster  
PO Box 1558, Lancaster PA 17608-1558**

If you have questions, please contact the LL office at (717) 394-9393.



# Confidential Reference Form

Completed reference forms must be submitted by **May 11, 2012**  
*This is a very important tool used in selecting the Leadership Lancaster class.*  
*We read your recommendations very carefully.*

I recommend \_\_\_\_\_ for participation in Leadership Lancaster.

Your Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Please indicate if you are alumni of Leadership Lancaster:  Yes  No If yes, which class: \_\_\_\_\_

## Selection Process

The Selection Committee tries to identify those individuals who will use their leadership for the long-term benefit of the community, thus fulfilling Leadership Lancaster's purpose of broad participation that creates stewards of a dynamic community.

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## Reference/Information

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\_\_\_\_\_  
\_\_\_\_\_

B. What three words best describe the applicant's leadership qualities?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

C. What would be a leadership challenge for the applicant? \_\_\_\_\_

D. How long have you known the applicant and in what capacity? \_\_\_\_\_

\_\_\_\_\_

E. On a scale of 1 to 5 (with 5 ranking the highest), how would you describe the applicant's:

1. ability to work cooperatively 1 2 3 4 5

2. ability to identify goals and set priorities 1 2 3 4 5

3. communication skills 1 2 3 4 5

4. drive for success 1 2 3 4 5
5. ability to initiate ideas, actions, solutions & procedures 1 2 3 4 5

F. Why are you recommending this person? \_\_\_\_\_

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G. What are your expectations for the applicant by participating in Leadership Lancaster? \_\_\_\_\_

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H. Any additional comments: \_\_\_\_\_

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**Please return completed confidential reference by Friday, May 11, 2012 to:**

**Leadership Lancaster  
PO Box 1558, Lancaster PA 17608-1558**

If you have questions, please contact the LL office at (717) 394-9393.

## Tuition

All inclusive tuition is \$1,950. However, Leadership Lancaster member program participation would not be possible without the support of our sponsors and fundraising efforts as tuition fees do not cover the full cost of the program. Each participant is expected to pay \$150 of the tuition amount. Full tuition is due prior to September 1, 2012. **No applicant accepted into the program will be turned away for financial reasons.** Payment plans may be arranged, and tuition assistance is available based upon need. Leadership Lancaster has scholarship funds available for individuals who demonstrate a need. Any applicant interested in pursuing a scholarship should complete a scholarship application by contacting the Leadership Lancaster office or going onto our website. **Scholarship requests are considered separately from applications and have no bearing on the Selection Committee's evaluation of applications.** All information will remain confidential.

## Financial Commitment/Assistance

Tuition amount is \$1,950. Effective participation requires the approval and full support of an applicant's organization including the time required to successfully complete the program. **Each participant is expected to pay at least \$150 of the tuition amount.**

Leadership Lancaster has a Scholarship Fund and can offer a limited number of **partial** scholarships for those participants who may require financial assistance. We also offer two full scholarships, the Nancy Neff and the John Synodinos Scholarships. For more information, please visit our website or contact our office. Tuition assistance will be considered only after the applicant is selected.

To apply for a scholarship, contact the Leadership Lancaster office to request a scholarship form by emailing [ll@leadershiplancaster.org](mailto:ll@leadershiplancaster.org), calling (717)394-9393, or visiting our website at [www.leadershiplancaster.org](http://www.leadershiplancaster.org). No scholarship/financial assistance will be provided without this completed form

**Your request for financial assistance in no way influences the selection process and is totally confidential.**

## 2012-2013 Dates (*Dates and times are tentative*)

**Unless otherwise stated, sessions are held from 7 :30am until 5 :00pm**

- Thursday, September 13, 2012: Opening Retreat (1/2 day) / Community Reception (evening)
- Friday, September 14, 2012: Opening Retreat
- Friday, October 5, 2012: County Tour
- Friday, October 19, 2012: Understanding Differences
- Friday, November 9, 2012: Health & Human Services
- Friday, December 7, 2012: Arts & Culture
- Friday, January 11, 2013: Public Policy & Economic Development
- Friday, February 8, 2013: Leadership Advantage
- Friday, March 8, 2013: Public Education
- Friday, April 5, 2013: Law & Justice
- Thursday, April 18, 2013: CAT Presentations (evening)
- Friday, May 10, 2013: Closing Retreat
- Thursday, May 16, 2013: Graduation (evening)

## Application Check List

- Completed, signed and dated application
- Signed Commitment Form
- Sponsoring organization/employer's signature
- Scholarship form (if applicable)
- Submit online, fax, mail, or hand deliver to LL office (100 South Queen Street, Lancaster) by: May 11, 2012

**Mission Statement:**

**To develop outstanding  
community leadership to  
support the needs of  
Lancaster County.**



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Lancaster, PA 17608-1558  
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