



*Sponsored by the Carmel Chamber of Commerce Foundation*

### Application Form - Program Year 2021-2022

The mission of the Leadership Carmel program is to help emerging leaders develop the leadership, capacity, skills, values, knowledge and community awareness necessary to serve as effective and visionary leaders in their workplaces and in our community.

Leadership Carmel is designed to identify emerging leaders in our community and to help them explore current issues facing our community, understand the dynamics of the issues, identify resources available to address the issues, and develop and fine tune their personal and leadership skills in order to be successful at making a difference in one or more areas of community need.

All applications will be handled in the strictest confidence. Applicants are encouraged to devote time and serious thought to the preparation of this application. Please attach extra sheets for the additional requested information.

### Personal Information

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

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

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

# of Years in Carmel: \_\_\_\_\_ # Years in Job \_\_\_\_\_

### Contact Information

Home \_\_\_\_\_

Work \_\_\_\_\_

Mailing Address

Mailing Address

\_\_\_\_\_

Cell Phone

\_\_\_\_\_

Work Phone

\_\_\_\_\_

Email

\_\_\_\_\_

Email

Which email do you prefer we use for program updates:

Home

Work

Both

Name & title of your work supervisor: \_\_\_\_\_

Email & phone # of your supervisor: \_\_\_\_\_

## Privacy Notice

A list of class participants will be provided to each class member, which includes personal phone number and email address. Personal information will never be made available to anyone outside of Leadership Carmel. Your business information will be provided to program sponsors, class facilitators, and speakers.

My personal contact information can be shared with the class members:  Yes  No

## Applicant Requirements

### APPLICANT QUESTIONNAIRE

Please use a separate document to answer the following questions and attach it to your application:

1. What or who has most influenced your current approach to leadership?
2. Who do you think is an exemplar leader? Why?
3. What is your greatest leadership accomplishment to date?
4. In your judgement, what are the three most pressing issues facing our community today?
  - a. Explain why and give specific recommendations for approaching and resolving these issues.
5. What does leadership mean to you?
6. What are the three most challenging issues you face as a leader today?
7. What specifically do you hope to gain from LEADERSHIP CARMEL and what do you hope to contribute?
8. What/Where do you aspire to be in 5 years? 10 yrs?

### GENERAL REQUIREMENTS/QUESTIONS

Minimum requirement for application: One year work experience in your current profession, and/or applicable certifications/degrees in your profession.

All applicants will be handled in the strictest confidence. Applicants are encouraged to devote time and serious thought to the preparation of this application. Please attach extra sheets for the additional information requested.

### RECOMMENDATION CONTACTS

Please fill out below three contacts of recommendation, business or personal. We prefer that one of the contacts be from the applicant's current employer.

Name of Contact	Relationship of Contact	Email	Phone #

## TUITION

**Tuition for each participant in LEADERSHIP CARMEL is \$995 for Chamber members and \$1,095 for non-members**, which includes all required materials. Tuition can be paid by the individual, by an employer, or by another third-party organization on behalf of the individual. In the event the individual is not paying the full tuition cost, **class members are expected to pay the first \$100 as an application fee**, as well as any out-of-pocket expenses for meals, transportation, etc. Payment may be made in installments, if approved by the Carmel Chamber of Commerce Foundation. Contact the Chamber Foundation for options.

**Please indicate how your tuition will be paid:**

Employer       Personally       Other: Please specify \_\_\_\_\_

## SCHOLARSHIPS

A limited number of partial scholarships may be available and are subject to committee review for approval. Consideration for a scholarship must be requested in writing when submitting this application to the Carmel Chamber of Commerce Foundation and will not affect the applicant's consideration for the program. Scholarships may be applied to tuition fees, not application fees.

**Please consider me for a scholarship. Separate letter of request is attached.**

## PARTICIPATION

Participation includes MANDATORY attendance at all scheduled sessions. LEADERSHIP CARMEL is an intensive 9-month program beginning in September. During the program, participants will generally meet as a full group once a month. Each meeting will be a full morning session focused on a key community issue or topic, and a full afternoon session focused on leadership skills and topics.

In addition to the full day curriculum sessions, the class member will be required to attend one Non-Profit Board meeting and one City Council or Planning Commission meeting. Please see the enclosed tentative calendar for *expected* program dates.

## CLASS PROJECT

Finally, each class is expected to identify and plan a community-benefit project by the end of the program for presentation at the graduation ceremony and implement the project within 6 months of program completion.

Additional meetings will be necessary to complete the class project, plan and carry out assigned tasks, etc. These meetings will be scheduled as needed **by the students themselves**. On average, LEADERSHIP CARMEL participants could spend roughly 8 hours each month in program activities outside of the scheduled full day of curriculum.

## COMMUNICATIONS

All student communications will be handled through the Program Director. They will be the student's main point of contact throughout the program.

## SIGNATURE & SUBMISSION OF APPLICATION

I understand the importance of participation as outlined above, and if selected to participate, will commit the time and meet all requirements. I further understand that LEADERSHIP CARMEL extends beyond the actual program to a lifetime of opportunity for involvement.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have reviewed this application and understand the expectations of the program. As the employer for this candidate, I commit that we will support him/her in meeting these expectations and in participating fully in the program. I further understand that I will receive periodic updates about the program as well as our employee's performance and I agree to discuss these items with him/her in a timely manner to ensure the maximum benefit is being achieved for the candidate, our company, and the program.

Employer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## DEADLINE

**Application deadline is close of business on August 31, 2021.** All applicants will be scheduled for an interview in the first week of September and notified of acceptance by September 10, 2021. If you have any questions, please contact Jenny MacMurdo at 831-624-3877 x 203.

Mail (or email or deliver) your completed application, application fee and additional materials to:

Carmel Chamber of Commerce Foundation

PO Box 4444

Carmel, CA 93921

(Email: [ceo@carmelchamber.org](mailto:ceo@carmelchamber.org))

(Physical office location: 3<sup>rd</sup> floor of Carmel Plaza)

\*\*\*\*Checks should be made out to **Carmel Chamber of Commerce Foundation**. If paying by credit card, please call 831-624-3877 x203. Applicants not selected to participate in the program will have their application fee returned.\*\*\*\*

## DOUBLE CHECK THAT YOU'VE ATTACHED THE FOLLOWING

1. **Applicant Questionnaire Answers**
2. **Resume**
3. **Application Fee (\$100)**
4. **(If applicable : Scholarship letter of Request)**

### TENTATIVE 2021-2022 Class Schedule

*(Dates/ Session Topics may be subject to change at the discretion of  
Program Director and/or Carmel Chamber Foundation)*

- Day Sessions will be first Friday of the month from 9:00AM – 5:00PM except for the October Orientation & Retreat which spans a Friday and Saturday.
- Evening meeting date and times (if any) to be determined by the class and Program Director.

<b>EVENT</b>	<b>DAY</b>	<b>DATE</b>	<b>TIME</b>	<b>TOPICS</b>
Orientation/Retreat	Friday & Saturday	October 1 & 2, 2021	9:00AM- 5:00PM	Program Orientation & Class Retreat
Session 1	Friday	November 5, 2021	9:00AM- 5:00PM	Local Government/Leadership, Self and Other Awareness
Session 2	Friday	December 3, 2021	9:00AM- 5:00PM	Local Government/Leading Change and Projects
Session 3	Friday	January 7, 2022	9:00AM- 5:00PM	Education Systems/Communication & Leading Teams
Session 4	Friday	February 4, 2022	9:00AM- 5:00PM	Healthcare Systems/Mental Health & Well-being
Session 5	Friday	March 4, 2022	9:00AM- 5:00PM	Destination Living & Working/ Presentation, Thinking and Influencing
Session 6	Friday	April 1, 2022	9:00AM- 5:00PM	Environment/Effective Networking & Trust
Session 7	Friday	May 6, 2022	9:00AM- 5:00PM	Non-Profits & Local Small Business Leaders/Leading Volunteers
Session 8	Friday	June 3, 2022	9:00AM- 5:00PM	What's next for you in the Community/Class Project Presentation and Delivery Practice
Graduation	Friday	June 17, 2022	4:00PM – 6:00PM	Project Presentation to the Community & Graduation Ceremony

I acknowledge that I have seen a copy of this draft schedule, understand the commitment being requested, and commit to full participation as outlined above.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_