



LEADERSHIP
SPRINGFIELD
INSPIRE • DEVELOP • CONNECT

The mission of Leadership Springfield is to inspire, develop and connect leaders to serve the Springfield community.

Application
Signature Class 37 & 38

Applications Accepted:
January 14 - March 31, 2019

Leadership Springfield
Attn: Application Processing
1711 W Battlefield Road, Suite A
Springfield, MO 65807
info@leadershipspringfield.org

Application Instructions

Thank you for applying to the Leadership Springfield Signature Class! In order to process your application, we ask that you complete the application according to the specified instructions:

What You'll Need to Turn In:

Complete the Signature Class Application online:

www.leadershipspringfield.org - Please note that the online application takes approximately 30-40 minutes and must be completed in one session to submit. If you experience any difficulties in the online application, please contact us at 417-986-2884.

Provide a signed copy of the following documents to info@leadershipspringfield.org or mail to Leadership Springfield, Attn: Application Processing, 1711 W. Battlefield Road, Suite A, Springfield, MO 65807

Participant Agreement

Employee Agreement

(Optional) Scholarship Request

Application Fee – A non-refundable application fee must be received to process your application. The early bird application fee is \$35 if received before the close of business (5 pm) on March 8th, 2019. Application fees received after March 8th will be \$50. All application fees must be received by the April 1, 2019 deadline in order to be considered. A secure link to pay your application fee can be provided upon request from info@leadershipspringfield.org. You can also mail a check made out to Leadership Springfield, Attn: Application Processing 1711 W. Battlefield Road, Suite A, Springfield, MO 65807 if you'd prefer. *Please note that application fees are non-refundable.*

All applicants will be notified of their status after June 1, 2019.

Important Dates:

January 14, 2019	Applications Open
March 8, 2019	Early Bird Application Deadline (5 pm)
April 1, 2019	Applications Close (Complete application due)
June 1, 2019	Applicants will be notified of their status

Selection Considerations

Each Leadership Springfield class is carefully selected to achieve balance in terms of: professional backgrounds, leadership experience, time in the Springfield community, race, gender identity, and industry. In order to accommodate a greater pool of applicants, we offer two Signature Classes. Class 37 program days will meet on Thursdays and Class 38 will meet on Tuesdays. Classes are representative of our community and include participants who represent large and small businesses, the self-employed, non-profits and community volunteers. Applications will be thoroughly reviewed. Therefore, taking the application seriously and providing a strong application is critical.

Additional criteria:

- Participation is open to all individuals who live or work in the Springfield metropolitan area.
- Demonstrated commitment to personal and professional growth.
- Demonstrated commitment and motivation to serve the community by assuming leadership roles in the public and private sectors of our community.
- Demonstrated commitment to improving the community environment to favorably impact the economic development and quality of life in our community.
- Length of time in the community.

Based on the highly competitive nature of the program, applying to Leadership Springfield can be a multi-year process. A limited number of applicants are selected for each class (roughly 32 participants per class). Therefore, if your application is not accepted this program year, we encourage you to re-apply. We recommend that you update your application each year when you re-apply.

Program Tuition

In addition to time and dedication, Leadership Springfield requires a financial commitment. **Leadership Springfield tuition for Classes 37 & 38 is \$2,100 and is due by July 31, 2019.** In order to keep the cost to a minimum for the participants, the program obtains sponsorships from the business community for each of the program days, retreats, and graduation. Tuition and sponsorships cover program costs including two retreats, lodging for Fall retreat, facilitator costs, materials, meals and transportation provided during each program day, and graduation dinner. If the participant drops from the class before July 31, a refund will be provided less a \$150 administrative fee. There will be no refunds after July 31.

Scholarship Information: A limited number of full and/or partial scholarships are available on an as needed basis and can be requested by submitting a brief description of the scholarship need along with the application. The form to request a scholarship can be found at www.leadershipspringfield.org/signature/program-tuition. Submitting a request for scholarship assistance will not be considered a detriment when choosing participants for each class.

Program Participant Responsibilities

Leadership Springfield provides its participants with the opportunity to engage in an exciting year of personal, professional, and community exploration but it does require a time commitment.

The program begins with a two-day retreat in September/October. Classes meet for all-day “Program Days” one day each month from October through April. A second one-day retreat is held in May. Class members are allowed to miss a total of 8 hours per year (in case of an unplanned emergency) excluding the retreats which are **mandatory**. A special graduation event concludes the class in June.

Each class is divided into seven groups of four- to-six people to plan the program days. An additional time commitment is necessary for these groups to meet for planning purposes and these meetings are scheduled by members of each individual group. In addition to program planning, a class project or other extracurricular activities may be required. Participants who are unable to meet the requirements of the program will be dropped.

Following the completion of the program, participants are expected to stay involved in the organization, continually enhance their Leadership experience, and help strengthen the program for the future. Part of that continued involvement is a commitment to pay annual alumni dues, currently at \$100, which not only help cover the costs of alumni programming and activities, but also contribute to the health and growth of Leadership Springfield, ensuring that the programs can continue.

Time Commitment

Participation in Leadership Springfield programs requires a significant time commitment. Participants are expected to attend ALL sessions. Emergency absences are not permitted for the retreats. Hours for each program day are approximately from 7:30 a.m. to 4:30 p.m. with a happy hour debrief commonly added by the program day planning teams. Your application will be considered for both Class 37 and Class 38 unless otherwise indicated in the online application. The dates for both programs are listed on the following page.

Class 37 Schedule

New Class Reception	August 28, 2019
Launch Retreat (Mandatory)	September 24-25, 2019
Springfield, Our Community	October 24, 2019
Criminal Justice and Public Safety	November 14, 2019
Civic Awareness	December 12, 2019
Communications & Technology	January 23, 2020
Education & Life Long Learning	February 20, 2020
Health & Medical Services	March 26, 2020
Arts & Quality of Life	April 16, 2020
Impact Retreat (Mandatory)	May 7, 2020
Graduation	June 9, 2020

Class 38 Schedule

New Class Reception	August 28, 2019
Launch Retreat (Mandatory)	October 1-2, 2019
Communications & Technology	October 29, 2019
Education & Life Long Learning	November 19, 2019
Health & Medical Services	December 17, 2019
Arts & Quality of Life	January 28, 2020
Springfield, Our Community	February 25, 2020
Criminal Justice and Public Safety	March 31, 2020
Civic Awareness	April 28, 2020
Impact Retreat (Mandatory)	May 12, 2020
Graduation	June 9, 2020

Online Application Instructions

The link to the online application can be found at www.leadershipspringfield.org.

Please anticipate taking 30-45 minutes to complete the online portion of the application. Once you begin you will need to complete the entire application in one session. If you have to close out of the browser or interrupt your session, you will have to begin again.

To prepare for submitting your application, here is a brief list of information you should have ready to complete the application:

- Contact Information
- Educational Background
- Employment History
- Honors / Awards / Achievements
- Organizations / Activities

There are several response questions at the end of the application:

- Why did you move/stay in the Springfield Area?
- Why did you decide to apply for Leadership Springfield, and what do you hope to gain from the experience?
- What leadership skills do you currently have to offer the Springfield Community?
- In what ways do you plan to serve the community in the future?
- If you are selected for Leadership Springfield, what unique characteristics will you bring to the class?
- What do you consider your most important leadership accomplishment? Why? What leadership role did you play personally?

If you have any questions about the application process or any difficulties submitting your application, please contact us at info@leadershipspringfield.org or 417-986-2884.



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Participant Commitment Signature Class 37 & 38

By my signature below, I agree that should I be selected to participate in Leadership Springfield, I will attend the retreats, all program days and the graduation. I understand that attendance at both retreats is mandatory, and that if I miss more than eight hours of the program days (due to an unplanned emergency), I will be dropped from the program. No portion of my tuition will be refunded if I am dropped. I also give permission to be photographed/filmed while participating in the activities and allow use of the photographs/videos for Leadership Springfield purposes.

I acknowledge I have thoroughly reviewed the Leadership Springfield application packet including the Selection Considerations, Program Tuition, Program Participant Responsibilities, and Time Commitment.

I hereby certify that the information in this application is complete and accurate to the best of my knowledge. I hereby give Leadership Springfield permission to share information in this application with the Selection Committee.

SIGNATURE _____

PRINTED NAME: _____

DATE _____

Please send a signed copy of this signature page to info@leadershipspringfield.org, or mail to Leadership Springfield, Attn: Application Processing, 1711 W. Battlefield Road, Suite A, Springfield, MO 65807.



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Employer Commitment Signature Class 37 & 38

We wish to support the candidate listed below for participation in the Leadership Springfield program. It is also our understanding that, if accepted, our candidate will be in attendance at both fall and spring retreats which are mandatory, and that if they miss more than eight hours of the program days (due to an unplanned emergency), they will be dropped from Leadership Springfield. No portion of their tuition will be refunded if they are dropped from the program.

On behalf of (Company Name) _____ I hereby certify that the applicant, (Applicant Name) _____, has been approved to participate, if chosen, in the Leadership Springfield program for the 2019-2020 program year.

EMPLOYER SIGNATURE _____

PRINTED NAME: _____

TITLE: _____

DATE _____

Please send a signed copy of this signature page to info@leadershipspringfield.org, or mail to Leadership Springfield, Attn: Application Processing, 1711 W. Battlefield Road, Suite A, Springfield, MO 65807.



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Scholarship Request (Optional)

Leadership Springfield has a limited number of partial and/or full scholarships available each year for our programs. If you would like to request a scholarship, please complete the information below. Scholarship requests will not be shared with the selection committee. Scholarships will be awarded based on need demonstrated and will be awarded after the class is selected.

SCHOLARSHIP AMOUNT REQUESTED:

Full Partial Other

If Other, please specify amount: _____

Scholarship Statement of Need:

Please attach a statement of your scholarship need and how a scholarship award would impact your ability to participate in Leadership Springfield.

SIGNATURE _____

PRINTED NAME: _____

DATE _____

A scanned copy of this form and your scholarship statement of need may be emailed to info@leadershipspringfield.org, or mailed to Leadership Springfield, Attn: Application Processing, 1711 W. Battlefield Road, Suite A, Springfield, MO 65807.