

Leadership Plano

A Program of the Plano Chamber of Commerce

www.leadershipplano.org

Application Instructions and Selection Criteria

Please read and follow these instructions carefully.

Failure to follow instructions will prevent your application from being considered.

General Information

Leadership Plano seeks a diverse cross-section of men and women from the public, private, and nonprofit sector who are committed to the well-being of Plano and interested in assuming greater responsibility for future community leadership.

Candidates who meet any of the following criteria are eligible to apply:

- Live or work within the City of Plano or PISD boundaries
- Member of the Plano Chamber of Commerce
- Employee of a company having a significant impact on the Plano area

Applications for the Leadership Plano program are accepted from May 1 through June 15 each year. Applicants are notified by July 31 of acceptance into the class that begins the following September. Since class size is limited to 35 participants, applicants are encouraged to reapply if not selected.

Note: Applicants representing a corporation or organization must have the full support of their employer or sponsoring organization. Individuals, however, do not need to be associated with a business or organization to apply.

Application Instructions

Complete the four-page application form by using a typewriter or printing in black ink or complete the form electronically from the Leadership Plano web site. Hand printing must be clearly legible. Applications may be rejected if they cannot be easily copied and read by the Selection Committee or if the application has not been completed properly using the following instructions:

- Limit answers to the available space on each page. Additional pages will not be considered.
- Do not include other attachments such as resumes. Additional attachments will not be considered.
- Only one completed recommendation form or letter will be accepted. This recommendation may not be from your employer or a current Leadership Plano board member.
- The original application must be signed by the applicant and the applicant's employer or supervisor, if applicable. ***In addition, nine (9) copies of the application and letters of recommendation on three-hole punched paper must be included in one envelope.***
- Your completed application with all required signatures and recommendation letter, is due in the Chamber of Commerce office at 1200 East 15th Street, Plano, TX 75074 by ***5pm on June 15.*** Applicants may also use the drop box located at the Chamber of Commerce next to the front door.
- **Your application will be not be considered if the application is received late, if it is not complete, or if the recommendation form or letter is not enclosed.**

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Application From the Web Site and Electronic Completion by Computer

You may also obtain application and recommendation forms from the Leadership Plano web site at:

www.leadershipplano.org

You can then use a computer to enter the information directly onto the form by typing within a browser window and then printing the form. For more information, see the electronic instructions for completing the forms on the web site.

Note: You must have Adobe Acrobat in order to open and print the forms. If you do not have this program, you can download a free copy by clicking the Adobe download icon on the web site.

Selection Criteria

Leadership Plano participants are selected by members of the Leadership Plano Selection Committee, which is composed of program graduates and community representatives.

Criteria for selection includes:

- A history of involvement or a strong desire to become actively involved in the community
- An interest in personal development and community issues
- A willingness to serve the Plano community following graduation by assuming greater leadership responsibilities within civic, charitable, and community organizations
- A commitment to program attendance and participation requirements

Selection is based solely on an applicant's merit from the information provided in the application.

Tuition

Tuition for the program is \$950. If an applicant or their employer is a member in good standing of the Plano Chamber of Commerce that applicant is eligible for a \$100 discount. Tuition is payable by the individual, the employer, or the sponsoring organization and is due in full by August 15 after acceptance into the program and is non-refundable after September 1st.

Tuition, with additional funds provided by alumni and corporate contributions, covers meals, course materials, transportation, and retreat lodging.

Scholarships

Partial and Full Scholarships may be available for tuition. **Enclose a letter with your application stating the amount requested and an explanation of your financial need.** Awards are based on statement of need, the number of requests received, scholarship criteria, and the amount of funds available.

Fee Payment Plan

Tuition payment terms may be arranged. If approved, a minimum down payment of \$300 will be due upon acceptance. Monthly payments will be required with the balance to be fully paid by the December session. Enclose a letter with your application requesting a fee payment plan.

Attendance Requirements

Applicants must be able to fulfill program attendance requirements as follows:

- Attendance is required at the overnight opening retreat on the third full weekend in September. There are no exceptions to this mandatory requirement. ***Failure to attend is an automatic drop from the class.***
- Attendance is expected for each full day session during the months of October through May. This session is usually held on the third Thursday of each month from 8 a.m. to 5 p.m. A curriculum calendar is provided to each participant upon acceptance into the class to allow planning for the year.

Participants who are absent for more than the equivalent of two monthly class sessions will ***not*** graduate. There are no exceptions to this requirement.