



2012 LEADERSHIP BUFFALO – CLASS EXPERIENCE APPLICATION

Please complete all **5 pages** of this application limiting your answers to the available space. **NO ATTACHMENTS** other than **one** letter of recommendation will be considered.

Applications must be TYPED or PRINTED in legible handwriting with black ink, and suitable for photocopying. **This 5-page form MAY be scanned or photocopied.** Answers must **fit into the space allocated on the original form in font no less than 10 point.** Applications must be SIGNED by the candidate, candidate's employer, and financial sponsor (a representative of the organization paying tuition OR candidate himself/herself). FAXED applications will NOT be accepted.

Applications must be accompanied by a **\$30.00 non-refundable PROCESSING FEE.** Check or money order should be made payable to "Leadership Buffalo".

Applications must be **RECEIVED by 5:00 pm on THURSDAY, October 20th, 2011.** Incomplete or late applications will not be considered. Applicants will be notified of their status by **December 1, 2011.**

PLEASE NOTE: Applicants should be aware that all applications are reviewed carefully and thoroughly by a selection committee representing a cross section of our community. In addition to the application, 20 minute personal interviews will be conducted with all applicants. Committee members recognize that the strength of the Leadership Buffalo experience is the caliber of the participating members; and the diversity, talent and passion that they bring to the experience.

The selection process is highly competitive; it is not unusual for qualified candidates to apply more than once before being selected for a Leadership Buffalo class.

I. PERSONAL DATA

Name: _____ Date of Birth: _____

Title: _____

Place of Employment: _____

Business Address: _____

Business Phone: _____ E-Mail: _____

Home Address: _____

Home Phone: _____

Cell Phone: _____ E-Mail: _____

Please circle one or more (optional): African-American / Asian / Caucasian / Latino / Native American / Other:

Have you applied to Leadership Buffalo in the past? _____ If yes, when? _____

How did you learn about Leadership Buffalo (please be as specific as possible)?

II. PROFESSIONAL ACTIVITIES

EMPLOYMENT

If presently employed:

Title: _____

Employer: _____

Describe your three major responsibilities in your job (or if not presently employed your civic or volunteer work):

List up to 3 previous positions of employment:

<u>Employer</u>	<u>Title/Responsibility</u>	<u>From</u>	<u>To</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

List up to 3 professional or job-related organizations of which you are currently a member:

<u>Organization</u>	<u>Title</u>	<u>From</u>	<u>To</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

REFERENCES

List two professional or personal references. It is **suggested, but not required**, that you secure **ONE letter** of reference to be included with your application or sent under separate cover. **No more than ONE reference letter will be reviewed.** Reference letters must be **received by October 20th, 2011**. Your references *may* be contacted by the Selection Committee.

<u>Name</u>	<u>Title/Organization</u>	<u>Phone</u>
1. _____	_____	_____

What is your relationship to this individual? _____

How long have you known this individual? _____

2. _____

What is your relationship to this individual? _____

How long have you known this individual? _____

III. COMMUNITY INVOLVEMENT

Please list **in order of importance to you** up to **FOUR (4)** civic, religious, or community organizations in which you are **CURRENTLY** an active volunteer. Please note your position in each organization.

<u>Organization</u>	<u>Responsibility/Position held</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Please answer the following:

1. Often times the success of a leader in a business or charitable endeavor is measured by the effectiveness of his/her ability to build team cohesion and personal management skills. Describe a situation where you led others, at work or in civic life, by building team cohesion and utilizing personal management skills on an important issue. How did you accomplish this task?

2. Through your Leadership Buffalo experience you will be exposed to many opportunities and challenges that face our community in such areas as education, health care, human services, economic development, diversity & Inclusion, arts and culture, etc. Describe one civic action that you have undertaken or might be willing to undertake in one of these areas and how your LB experience might assist you.

3. Leadership Buffalo is a values based organization that actively promotes the following **VALUES** for community leadership: **Service, Diversity, Inclusion, and Openness to Change**. Please ***describe how you exemplify one of these values in your daily life***. Be specific.

IV. GENERAL INFORMATION

4. Leaders often manage in workplaces where inclusion of diverse individuals and their perspectives are needed when addressing difficult issues. Describe an experience you've had in your life where the involvement of diverse individuals and their perspectives effected the outcome.

5. What personal achievement are you most proud of and why? Please use an example from your professional or volunteer life.

6. Please share something personal about you that would help us better understand who you are.

IV. COMMITMENT

ATTENDANCE/PARTICIPATION: Full attendance at all day sessions (8:00 am - 5:30 pm), the Opening & Closing Retreats (two full days plus overnight) is required. Only two absences will be allowed for personal emergencies. Attendance at the entire opening retreat is mandatory for participation in the 2012 Leadership Buffalo Class Experience class. Please note day sessions will be Wednesdays in 2012 with the exception of July. The schedule for 2012 is attached.

TUITION: Tuition for the 2012 Class Experience class will be \$3,750. Upon acceptance, each participant must pay the additional \$130 LB annual membership dues to secure his or her position in the Class. **Dues and tuition are non-refundable.** Unless special arrangements have been made with the Executive Director, tuition must be received **in full** prior to the opening retreat. Candidates are expected to secure their own financial sponsors.

SCHOLARSHIPS: A limited number of **PARTIAL tuition SCHOLARSHIPS** are available and are determined by need. Candidates wishing to apply for tuition assistance must complete the **separate Application for Financial Assistance form**, available from the Leadership Buffalo office (849-2626 ext. 14 / lb@leadershipbuffalo.org) or on the LB website, www.leadershipbuffalo.org and submit it *with* their application.

PLEASE NOTE: The Selection Committee selects the LB Class **without knowing who has requested** financial aid. The number and amount of scholarships awarded are determined by the Leadership Buffalo Board of Directors.

SIGNATURES

[Applications submitted without all three signatures will NOT be reviewed]:

CANDIDATE: I understand the goals and commitments of the Leadership Buffalo program. If selected, I am willing to devote the time necessary to be a contributing member of the Leadership Buffalo Class. I understand that I am personally responsible for any tuition not paid by my financial sponsor(s) or by scholarship assistance. I further understand that if I fail to meet these obligations, I will be asked to withdraw from the program.

Candidate Signature _____

EMPLOYER: I agree to allow my employee to devote the time necessary to be an active, contributing member of the Leadership Buffalo Class. (Candidates who are self employed should sign at the employer signature).

Employer Signature _____

Employer Name (please print) _____

FINANCIAL RESPONSIBILITY: I agree to pay \$ _____ of the Leadership Buffalo tuition for the applicant listed above, if he or she is accepted. I understand that tuition is non-refundable and is due prior to the opening retreat.

Financial Sponsor Signature _____

Please PRINT Name/Organization _____

Completed **application and \$30.00 processing fee** payable to Leadership Buffalo, Inc. must be received at the Leadership Buffalo office at the Main-Seneca Building,
237 Main Street – Suite 1500, Buffalo, NY 14203
no later than **5:00 pm, Thursday, October 20th, 2011.**