



## **Community Leadership Program**

*Serving the greater Allen/Fairview area*

*“Identifying tomorrow’s leaders...today!”*

### **Community Orientation & Leadership**

Leadership Allen Fairview (LAF) is a program of the Allen Fairview Chamber of Commerce and available to any interested individual who works or lives in Allen or Fairview or is a member of the Allen Fairview Chamber of Commerce. The purpose of the program is to motivate and encourage civic leadership; and to develop personal leadership skills. Participants are introduced to the leadership of our community and Collin County and are exposed to numerous activities, individuals and agencies that impact our community. Each participant is expected to become actively involved in the choosing and implementation of a class project that benefits the community. Graduates are encouraged to actively contribute to the growth and future of Allen and/or Fairview through personal service.

### **Leadership Training**

The leadership training component provides employers with a comprehensive program to identify and train potential leaders within their workplace. Small, medium and large companies alike benefit from the program. Our program assists, encourages and motivates employees to develop important leadership skills.

### **Civic Leadership Training**

**Leadership Allen Fairview** strives to meet the following objectives:

1. To inform the participants about the history, government, social needs, and opportunities for improvement in Allen & Fairview;
2. To introduce the participants to and establish dialogue with each other and the current leaders of both communities;
3. To encourage active participation in future activities which contribute to the growth and betterment of Allen & Fairview; and
4. To provide current and future employers with a source of knowledgeable and trained leaders who can and will have a positive impact on the business community.

### **Personal Development Training**

**Leadership Allen Fairview** also provides a curriculum that focuses on leadership development. Individuals participate in various learning activities including communication skills and emotional intelligence. In short, this program not only produces leaders; it enriches the lives of all who actively participate in the **LAF** program.

**PLEASE NOTE: CLASS SIZE IS LIMITED TO 25**

**APPLICATION – PLEASE COMPLETE ALL AREAS**  
REGISTER BY JUNE 15<sup>th</sup> | 5:00 PM

**Application Fee: \$50, Non-Refundable**

**Application deadline: June 15th**

NAME \_\_\_\_\_  
LAST FIRST MIDDLE NAME PREFERRED

BUSINESS \_\_\_\_\_ PHONE \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_  
PHYSICAL ADDRESS CITY STATE ZIP

HOME ADDRESS \_\_\_\_\_  
IF DIFFERENT FROM ABOVE CITY STATE ZIP

CELL PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

DATE OF BIRTH (*Month and Day only*) \_\_\_\_\_

SEND MAIL TO:  BUSINESS  HOME ADDRESS

**EDUCATION**

Include high school, college, business or trade school or other training. List most recent first.

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

ARE YOU A GRADUATE OF ANOTHER LEADERSHIP PROGRAM? (If yes, which program and date of graduation)

\_\_\_\_\_

**EMPLOYMENT**

Firm name \_\_\_\_\_ Length of employment \_\_\_\_\_

I do  do not  not applicable  have the full support of my employer for the time required to participate.

Supervisor's Name \_\_\_\_\_ E-mail \_\_\_\_\_

May we contact your supervisor for a reference or to verify firm commitment?  Yes  No

Employment History (in reverse chronological order)      Title                      Dates                      Reason for leaving

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What do you consider your best skill, career or personal achievement to date? Be descriptive and don't be modest.

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**PROFESSIONAL/BUSINESS INVOLVEMENT** - List professional/business organizations in which you have been an active participant including the organization, dates of service and offices/positions held. (You may attach additional sheets.)

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**COMMUNITY/CIVIC INVOLVEMENT**

LIST KEY COMMUNITY, CIVIC, RELIGIOUS BOARDS, TASK FORCES OR COMMISSIONS ON WHICH YOU HAVE BEEN AN *ACTIVE PARTICIPANT* IN YOUR COMMUNITY: \_\_\_\_\_

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SPECIAL HONORS, AWARDS, ETC. \_\_\_\_\_

WHAT DO YOU CONSIDER YOUR GREATEST CONTRIBUTION TO YOUR COMMUNITY? \_\_\_\_\_

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WHAT DO YOU HOPE TO GAIN FROM PARTICIPATION IN LEADERSHIP ALLEN FAIRVIEW?

WHAT SPECIFIC LEADERSHIP SKILLS DO YOU WANT TO IMPROVE?

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**PROGRAM TUITION IS \$850 \* Chamber Members/ \$950\* Non-Members  
\*Includes cost of LAF Class Polo Shirt | TUITION MUST BE RECEIVED BY SEPTEMBER 15<sup>th</sup>**

Who is responsible for paying your tuition cost?       COMPANY       APPLICANT

It is my understanding that **LEADERSHIP ALLEN FAIRVIEW PROGRAM** is to be a learning experience and requires attendance at all monthly meetings. New class reception, orientation and teambuilding meetings are mandatory. A calendar of meeting dates is attached so that your calendar can be cleared for each meeting. I hereby give the Allen Fairview Chamber of Commerce the right to make inquiries regarding the information provided on this application.

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

**PLEASE NOTE:** The make-up of each leadership class is carefully considered to ensure that it is broad based, representing a variety of professional, economic, social and ethnic backgrounds. This means that many highly qualified applicants may not be placed the first year they apply. We encourage you to reapply should you not be accepted this year.

Provisions will be made, to the best of our ability, for any requirements necessary due to health-related or physical disabilities. Please let us know in advance of your special needs.

**APPLICATION DEADLINE – JUNE 15<sup>H</sup> | 5:00 pm**

**Mail or deliver completed application, photo, signed calendar and application fee of \$50 to**

**ALLEN FAIRVIEW CHAMBER OF COMMERCE**

Attn: Leadership Allen Fairview  
210 W. McDermott Drive  
Allen, Texas 75013  
Office (972) 727-5585

[sharon@allenfairviewchamber.com](mailto:sharon@allenfairviewchamber.com)

For Chamber staff use only:

\_\_\_\_\_ Application fee paid via:                      Check # \_\_\_\_\_    Cash \_\_\_\_\_    Credit Card \_\_\_\_\_

\_\_\_\_\_ Tuition paid via:                                      MC    VISA    AMEX    CASH    Check # \_\_\_\_\_

\_\_\_\_\_ Photo              Recommendation form(s)    \_\_\_\_\_ 1    \_\_\_\_\_ 2    Interview \_\_\_\_\_

**LEADERSHIP ALLEN FAIRVIEW 2018-19  
CLASS SCHEDULE**

MONTH	EVENT
September 19, 2019	Welcome Reception (5:30 – 7:30 PM) - MANDATORY
September 20, 2019	Leadership Orientation – Team Dinner (2:30 – 8:30 PM) - MANDATORY
September 21, 2019	Teambuilding & Ropes Challenge Course (9:00 AM – 4:30 PM) - MANDATORY
October 17, 2019	Quality of Life
November 21, 2019	History, Government & City Services
December 12, 2019	Justice & Law Enforcement
January 16, 2020	Economic Development
February 20, 2020	New Session: To be determined
March 26, 2020	Education
April 16, 2020	SIMSOC (Simulated Society)
May 21, 2020	Health & Human Services & Program Wrap-Up - MANDATORY
May 28, 2020	Leadership Graduation Dinner

**\*LAF is generally held on the 3<sup>rd</sup> Thursday of each month; however, some adjustments are made annually. The topic assigned for each month may change as well. Classes meet from 8:00 a.m. until 5:00 p.m.**

**FINANCIAL OBLIGATION**

1. If admitted to the class, program tuition of **\$850 (Chamber Members) or \$950 (General Public) shall be paid no later than 5:00 p.m., September 15th**, unless other arrangements have been made. Requests for special processing and/or circumstances may result in additional fees. Checks should be made payable to ALLEN FAIRVIEW CHAMBER OF COMMERCE. Late payment of the enrollment fee forfeits your candidacy and your place will be offered to the first qualified alternate.

**TIME COMMITMENT**

1. Every participant shall attend every session in its entirety. Emergency absences shall be reported to the class coordinator as soon as possible.
2. Orientation, Team Building and final wrap-up session are mandatory
3. You are required to attend 2 City Council and/or Boards and Commissions meetings and have 5 hours of volunteer/community service with a service organization other than one with which you are currently associated.
4. Additional time will be required outside of class time for the chosen class project's implementation.
5. If a participant misses more than a total of more than 18 hours, he/she WILL NOT GRADUATE.
6. Attendance records for each participant are available for review by contacting program facilitator.

I have read, understand and agree to abide by these requirements if I am admitted to the Allen Fairview Chamber of Commerce Leadership Allen Fairview program. I furthermore understand that once the enrollment fee is paid, there is no refund, full or partial. My employer, if applicable, is aware of the commitment required and agrees to my participation. **I understand and agree to the time requirements.**

**Application, application fee of \$50 and photo must be received no later than 5:00 p.m., June 15th**

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date of Application*

\_\_\_\_\_  
*Employer Signature (if applicable)*

\_\_\_\_\_  
*Date*

**PLEASE SIGN AND RETURN WITH YOUR COMPLETED APPLICATION.**

## **LEADERSHIP ALLEN FAIRVIEW APPLICATION INSTRUCTIONS**

**LEADERSHIP ALLEN FAIRVIEW** typically has more applicants than can be accepted. To assist the selection committee in giving you fair consideration, complete this application as accurately and completely as possible.

The selection committee is looking for applicants who:

- a. Have a concern for their community demonstrated by active involvement.
- b. Have a record of achievement in community/civic activities, which indicates past and future leadership activity and ability. (Membership in professional organizations that are not involved in community service does not have major impact on selection. Membership in an organization whereby a fee is paid and no service is actually required has no impact).
- c. Possess high standards of personal quality and integrity.
- d. Are willing to commit the time required for the program.
- e. If employed, have the endorsement of their employers or some indication the employer would not object to their taking time from work to participate in the program.

Please follow these guidelines:

- a. DO NOT attach resumes or brochures.
- b. Have your application neatly printed or typed.
- c. Don't be modest -- list all activities, offices, etc. where requested.
- d. Enclose a photo with your application. DO NOT affix the photo to your application. A 3" x 5" or smaller black and white photo is preferred.
- e. You are requested to have two (2) recommendations to the program. Please ask your reference to mail form directly to the Chamber and not return it to you, the candidate.

*If you have questions, call Sharon Mayer at (972) 727-5585 or email [sharon@allenfairviewchamber.com](mailto:sharon@allenfairviewchamber.com).*

**Your application, application fee of \$50 and photo must be received no later than 5:00 p.m., June 15th. Please note: Tuition must be received by September 15th. There will be NO EXCEPTIONS. Incomplete applications will not be considered.**

**The LEADERSHIP ALLEN FAIRVIEW class will be announced and participants notified by no later than July 15th**

**LEADERSHIP ALLEN FAIRVIEW  
RECOMMENDATION FORM  
(Please type or print legibly)**

***This recommendation form must be returned no later than June 14th***

Information provided will be reviewed by the selection committee only and considered confidential.  
Recommendation form will not be reviewed by the applicant.

***To be completed by Individual Providing Reference and mailed to:***

**ALLEN FAIRVIEW CHAMBER  
Attn: Leadership Program  
210 W. McDermott  
Allen, TX 75013**

Date \_\_\_\_\_

*Recommendation forms may be emailed to [sharon@allenfairviewchamber.com](mailto:sharon@allenfairviewchamber.com)*

***Name of Class Applicant*** \_\_\_\_\_ ***Length of Acquaintance*** \_\_\_\_\_

**Type of Relationship**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Close Personal Relationship | <input type="checkbox"/> Occasional Social Contact  | <input type="checkbox"/> Occasional Business Contact |
| <input type="checkbox"/> Numerous Social Contacts    | <input type="checkbox"/> Numerous Business Contacts | <input type="checkbox"/> Principally by Reputation   |

In your opinion, has applicant demonstrated community responsibilities?  Yes  No

How would applicant accept responsibilities assigned? \_\_\_\_\_

Give details of your knowledge of applicant's participation in civic, community, and religious activities: \_\_\_\_\_

***(Please check one)*** Personally interested in applicant as a future leader?  Endorsed as a courtesy?

Other pertinent information \_\_\_\_\_

Reasons applicant is qualified to become a LEADERSHIP ALLEN FAIRVIEW participant \_\_\_\_\_

\_\_\_\_\_  
*Name of person making recommendation (please type or print)*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Company*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City/State/Zip*

\_\_\_\_\_  
*Signature*