



impact responsibility  
community trusteeship

**Leadership Institute Application**

**CLASS XXX  
2008-2009**

## Valley Leadership Mission

Valley Leadership's commitment is "to enhance the abilities of individuals to serve and strengthen our communities."

## PROGRAM DESCRIPTION



Leadership Institute is the flagship program of Valley Leadership, which has helped develop leaders in the greater Phoenix community for more than 29 years. The nine-month program, from September through June, brings together a diverse mix of 50 emerging leaders each year. We help them connect with each other, our more than 1,600 alumni and the wider community; learn about issues facing the Valley and the organizations dealing with these issues; and further develop the skills and desire to lead the community in finding solutions.

### Program Objectives

- Enhance understanding of key issues impacting the community
- Further develop leadership skills
- Foster appreciation of diverse groups and their viewpoints
- Instill a passion to serve our community in various volunteer capacities

## PROGRAM COMMITMENT

A significant amount of time is involved to participate in the Leadership Institute. If you are unable to set aside this time, please consider applying another year, when your schedule permits. Mandatory participation includes:

- Orientation and Graduation (evenings)
- Two-day overnight Retreat (full days)
- Nine Program Days (the first Friday of each month, 8 a.m. to 5 p.m.)
- Selected tours (minimum of five) at various Valley locations (different lengths of time)
- Group project (estimated time commitment 30-40 hours)
- Principal For A Day (November, 2008)
- Book Reading

## PROGRAM SCHEDULE

Orientation	Thursday, September 4, 2008
Retreat	Friday & Saturday, September 12-13, 2008
Program Day 1	Friday, October 3, 2008
Program Day 2	Friday, November 7, 2008
Program Day 3	Friday, December 5, 2008
Program Day 4	Friday, January 9, 2009 *
Program Day 5	Friday, February 6, 2009
Program Day 6	Friday, March 6, 2009
Program Day 7	Friday, April 3, 2009
Program Day 8	Friday, May 1, 2009
Program Day 9	Friday, June 5, 2009
Graduation	Friday, June 5, 2009

\*Second Friday due to holiday

## CONTACT INFORMATION

### Valley Leadership

4020 North 20th Street  
Suite 202  
Phoenix, AZ 85016  
Telephone: 602.952.6760  
Fax: 602.952.6775  
E-mail: [vl@valleyleadership.org](mailto:vl@valleyleadership.org)  
Website: [www.valleyleadership.org](http://www.valleyleadership.org)

**LEADERSHIP INSTITUTE APPLICATION DEADLINE: April 25, 2008**

Please return to applicant in a sealed envelope prior to this time.

**APPLICANT NAME:** \_\_\_\_\_

The person listed above is an applicant for the Valley Leadership's 2008-2009 Leadership Institute, a nine-month program designed to educate and develop the skills of existing and emerging leaders so they can better serve our community.

Your perspective on the applicant's community involvement and/or professional background will provide the Selection Committee with important information on which to base its decision.

We truly appreciate your time and careful consideration of these questions. This form is also available on our web site, [www.valleyleadership.org](http://www.valleyleadership.org).

Name of Reference: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Preferred E-mail: \_\_\_\_\_

How long have you known the applicant and in what capacity?

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

Please describe how you believe the candidate has demonstrated the following:

- 1. Interest and participation in projects that impact the community

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2. Ability and desire to assume a leadership role in community projects

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3. Ability and desire to assume a leadership role in his/her professional life

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4. Ability to bring a unique perspective to Valley Leadership regarding certain aspects of our community

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5. Additional comments or information relevant to the application

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Signature of Reference: \_\_\_\_\_ Date: \_\_\_\_\_

# Leadership Institute Reference Form

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Position/Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Preferred E-mail: \_\_\_\_\_

How long have you known the applicant and in what capacity?

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4. Ability to bring a unique perspective to Valley Leadership regarding certain aspects of our community

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5. Additional comments or information relevant to the application

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Signature of Reference: \_\_\_\_\_ Date: \_\_\_\_\_

**LEADERSHIP INSTITUTE CLASS XXX (2008-2009)**

All applications, including two reference letters in sealed envelopes and the application fee of \$30, are due no later than April 25 at 5 p.m. at the Valley Leadership offices, 4020 N. 20th Street, Ste. 202, Phoenix, AZ 85016. We cannot consider late or incomplete applications.

**APPLICANT DATA**

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

Preferred first name: \_\_\_\_\_

Home address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell/Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Home E-mail: \_\_\_\_\_

Spouse/Partner: \_\_\_\_\_ Children and ages: \_\_\_\_\_

Race/Ethnicity: (optional- this helps us maintain our goal of a diverse class)

\_\_\_\_\_

Any special accommodations (i.e. wheelchair accessibility, hearing impaired, etc.)?

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

Have you applied to the Leadership Institute before? \_\_\_\_\_ Year \_\_\_\_\_

Are you registered to vote? \_\_\_\_\_

How did you learn about Valley Leadership?

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

Have you participated in other leadership programs and, if so, which ones?

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

Return the application to:

**Valley Leadership**  
4020 North 20th Street, Suite 202  
Phoenix, AZ 85016



## EMPLOYMENT

Present employer: \_\_\_\_\_

Length of time with employer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Title: \_\_\_\_\_

Previous employment in last three years (with dates):

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Current supervisor: \_\_\_\_\_

I approve of the applicant's participation in the Leadership Institute and understand the time commitment necessary to fulfill graduation requirements.

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(Supervisors Signature)

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(Date)

Please type the following responses on a separate 8-1/2 x 11 sheet of paper in a 12-point font size, single-spaced, not to exceed two pages. Include the heading and Roman numeral with each response.

### I. EDUCATION

Formal and informal, including any community service /work-related trainings

### II. BUSINESS AND PROFESSIONAL ACTIVITIES

Activities over the past five years, including a description of the organization, dates of involvement and your level of participation (i.e. member, volunteer, board member)

### III. VOLUNTEER COMMUNITY ACTIVITIES

Non-professional activities (non-profit, religious, school) you have participated in during the past five years. Include dates and level at which you participated.

### IV. ESSAY QUESTIONS *(Please answer all three briefly)*

1. What community activities have been most meaningful to you and why?
2. What is one significant issue facing the Valley and how would you address it?
3. Why would you like to be selected for the Leadership Institute and what strengths and/or unique perspectives would you bring to the class?

## cost

### PROGRAM COST

Tuition is \$2,750 for the Leadership Institute, all or a portion of which may be paid by your employer. Payment plans are available and credit card payments may be made in installments. In addition, some financial assistance, based on need, is available since Valley Leadership does not want the cost of the program to prohibit anyone from participating. Tuition covers only a small percentage of our costs. We are a non-profit, 501 c(3) organization dependent on volunteer service and contributions from the community to support our programs.

Tuition is due on August 29, 2008 in the Valley Leadership office, 4020 N. 20th Street, Ste. 202, Phoenix, Arizona 85016.

## application

### APPLICATION PROCESS

Applications are available through the Valley Leadership office, 602-952-6760, or can be downloaded from our web site at [www.valleyleadership.org](http://www.valleyleadership.org).

There is a \$30 processing fee for all applications, made payable to Valley Leadership.

All applications, including two reference letters, the application fee and the completed application form with attached essays, must be received before 5:00 p.m. April 25, 2008 at the Valley Leadership offices. No faxed copies will be accepted.

## selection

### SELECTION PROCESS

Any established or aspiring leaders who live or work in Maricopa County are encouraged to apply. Ideal candidates should meet the following qualifications:

- Volunteer service and/or leadership in one or more community organizations
- Unique perspectives about different aspects of issues facing our community
- A desire to commit time, talent or resources to improving the Valley's quality of life

Each year we receive far more qualified applicants than the 50 spots we have allotted. The Selection Committee seeks diversity in the class on the basis of age, race, gender, socio-economic factors and employment sectors.

Strong emphasis is given to the written applications. Qualified applicants are then interviewed by the Selection Committee during the month of May. Announcement of the next year's Leadership Institute class will be made at the beginning of June. Applicants who were not selected are invited to apply for future classes.

## checklist

### APPLICATION CHECKLIST

- Completed application, signed by supervisor, and attachments
- \$30 application fee, payable to Valley Leadership
- Two reference letters in sealed envelopes
- Application must be received no later than 5:00 p.m. April 25, 2008.

experience  
awareness



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