

## LEAP Application Packet

### Mission

The mission of Leadership Pioneer Valley (LPV) is to identify, develop and connect diverse leaders to strengthen the region.

### Application Instructions

Provide all of the information requested on the application (see next page), relevant to your own experience and background. The Employer Form, which follows, must be signed and submitted by your \*employer, included with your application, and received no later than **5:00 p.m., July 2, 2021**. Candidates will not be considered unless a complete application with the required signatures is received.

### Selection Process and Criteria

Each class of Leadership Pioneer Valley is selected through a competitive process conducted by members of the Enrollment Committee. In any given year, there are more applicants than positions available. Interviews may be offered on a case-by-case basis. Approximately 30-40 individuals will be selected based on criteria including: commitment to civic involvement in the Pioneer Valley region, potential for community leadership, and professional, personal and community achievement. Class diversity is a key goal of Leadership Pioneer Valley. Factors used in determining the final make-up of the class include age, geographic location, employment sector, race, sexual orientation and gender.

### Tuition

Tuition for each participant in Leadership Pioneer Valley is \$3,950, which *includes* a suggested personal tuition of \$350. Tuition assistance is available to individuals who are self-employed, employed by a small business, unemployed, or employed by the non-profit or public sector, and would otherwise be unable to participate (see below). Tuition payment is required before the start of the program unless prearranged with the Director. *See tuition page for information about Refer-a-friend early discount.*

### Tuition Assistance

Leadership Pioneer Valley has a limited amount of financial assistance available. Those requesting assistance must complete the Tuition Assistance form included, and return it with their application to the program. Applications for assistance are confidential and have no bearing on the Enrollment Committee's decisions.

### Inclusiveness & Personal Information

Leadership Pioneer Valley maintains a policy of non-discrimination and is fully committed to these principals and opportunity for all. Applicants will not be discriminated against because of race, religion, national origin, gender, age, sexual orientation, gender identity, disability, veteran status, active military status, or any other protected class as established by law.

### Application Deadline

Your 1) Application, 2) signed Participant Commitment Form, 3) \*Sponsor Application, 4) requests for financial assistance, and 5) application fee of \$25 must be received by **5:00 p.m., July 2**. Apply online at [www.leadershippv.org](http://www.leadershippv.org) or mail or deliver to: Leadership Pioneer Valley, 1391 Main St, 9<sup>th</sup> floor, Springfield, MA 01103.

For further information, contact Rachel Cook, Program Manager, [rcook@leadershippv.org](mailto:rcook@leadershippv.org) or 413/737.3876.

## Candidate Application

Please provide your responses and answers to the following on a separate document, in the order listed below. If including a resume, answer all questions that cannot be found on your resume. You will be able to pay your application fee at the end of the form.

**Personal Information:** It is the policy of Leadership Pioneer Valley to recruit widely, without bias and from a variety of communities. Our goal is to select a class reflecting the rich diversity of the Pioneer Valley. Although the fields are optional, please help us by completing the questions below regarding your age, race, gender, and sexual orientation. This information will not be shared with your Employer.

### Personal Info:

First & Last Name	Age: (under 30, 31-40, 41-50, over 50),
Personal Email	Race
Work Email	Gender/Gender Identity
Home Address	Sexual Orientation
Cell Phone	

### How did you discover LPV?

**(Pick one)**

Someone outside my organization suggested I apply.  
 My supervisor/employer suggested I apply.  
 A colleague(s) suggested I apply.  
 An LPV Alumn suggested  
 Facebook  
 Other (please explain)

### Current Employment

Title	Business Phone,
Employer	Work E-Mail Address
Mailing Address,	Supervisor Name & Email

**Duties and responsibilities** (include any specific leadership positions, budgetary authority, supervisory responsibilities, numbers supervised). If self-employed, describe your work and your work environment.

### Previous Employment

(Begin with most recent. A resume may be submitted in place of these questions)

Title, employer, duties and responsibilities, dates employed (limit to past three positions)

### Education

School, city, dates enrolled, degree

### Special Recognition

Special awards, accomplishments, or recognition

### Community Involvement

Describe up to four (4) present or past volunteer community involvement experiences (for example: volunteering in your child's school or at church, municipal committees or non-profit boards, fundraising, political office, etc.). Include leadership positions, responsibilities, and dates of involvement.

Please note if you are an alumnae of Women's Fund's LIPPI Program.

## Short Essays

For questions one and two, please limit your response to one-half page per question. For question three, limit your response to no more than one page.

1. What are you seeking from your Leadership Pioneer Valley experience? What personal and professional qualities will you bring to a LEAP class?
2. Describe a specific situation where you have had to work with others from a different background than yours? What did you learn from that experience?
3. Briefly describe a specific situation where you faced a significant challenge personally or professionally and how you solved the problem. How did you feel about it? Describe how you've used what you learned from the experience.

## Commitments for Participation

*The form below must be filled out completely, signed by you and attached to the application to warrant consideration.*

### Financial Commitment

Tuition is \$3,950 including a suggested personal tuition of \$350. Tuition assistance is available for both employer tuition and personal tuition portions. For information on financial assistance refer to the Tuition Assistance Request form which must be submitted with this application.

Employer Tuition Portion: \$ \_\_\_\_\_

Applicant Tuition Portion: \$ \_\_\_\_\_

Total Financial Assistance Requested: \$ \_\_\_\_\_ (attach a completed scholarship request application)

**Total Tuition: should equal \$3,950**

### Time Commitment

Full participation by each participant of Leadership Pioneer Valley is critical. Minimum requirements for graduation include:

- **Opening Reception-** Sept. 16, 2021
- **Retreat-** Thurs/Friday, Sept. 23-24 (required attendance, no exceptions)
- **Program Sessions-** Fridays: Oct. 1, Oct. 22, Nov. 19, Dec. 17, Jan. 21, Feb. 25, March 25, and April 29. - 20% or 16 hours excused absences allowed. All sessions will be 8 am- 5 pm, (hybrid or in-person following COVID-19 protocol).
- **Optional Sessions:** Dec. 3 & Jan. 12 (9 am- 12 pm)
- **Commencement and team presentations-** Wed. May 25
- **Leadership Labs-** To be scheduled by groups (full participation expected, approx. 10 hr/month, **most meetings occur outside of office hours.**)

It is vital that you and your \*employer understand and honor these commitments. If you are unable to commit to this schedule, please do not apply at this time.

*I, as an applicant, understand and agree to these commitments.*

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

\_\_\_\_\_  
Date