



BUILDING LEADERS · BUILDING COMMUNITY

## Application 2011-2012

### **Mission**

To develop, support, and celebrate leaders who are passionately engaged in building a vibrant community.

### **Selection**

All applicants are required to meet with Leadership Victoria for a 30 to 45 minute interview as the final step in the application process. Applicants will be contacted by Leadership Victoria to arrange a convenient time for an interview.

The class size is approximately 25 members.

### **Tuition Fee**

The tuition fee is \$3000 for the 9 month experiential learning program.

Employers/organizations pay all or most of the tuition fees for sponsored learners. Individuals who are not sponsored are required to pay all of the fees in full. All fees are required to be paid or arrangements to be made prior to September 1 yearly. Please connect with Jack Shore, Executive Director, for more details.

As a special incentive for employers, we offer two spots for a reduced total of \$5000. The second spot may be used in three ways:

- For a second learner from your organization
- For a bursary learner from a community organization of your choice
- For a bursary learner from a meritorious list we have compiled of learners

### **Financial Assistance**

Leadership Victoria has very limited bursary funding available. Those requesting financial assistance must complete the Financial Assistance portion of this application outlined in **STEP 2** of this application. **Applications for assistance remain confidential.**

### **Additional Information**

To learn more about any aspect of Leadership Victoria programming **or** to discuss the suitability of this program for you, please contact:

Jack Shore  
Executive Director, Leadership Victoria  
Telephone: 250.386.2269  
Email: [jack@leadershipvictoria.ca](mailto:jack@leadershipvictoria.ca)

### Application Instructions

Please provide all information requested on this application form. Applications must be signed by applicants and employers if appropriate. In lieu of signature, an email with this completed form as an attachment will serve as an indication of your commitment to apply to the program. Please send your completed form by **email to jack@leadershipvictoria.ca** or **by fax: 250-386-2279**

### STEP 1 | APPLICANT INFORMATION

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

First Name: \_\_\_\_\_ Initial: \_\_\_\_\_

Home Street Address: \_\_\_\_\_ City: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Employer (if applicable): \_\_\_\_\_

Position: \_\_\_\_\_

Work Address: \_\_\_\_\_ City: \_\_\_\_\_

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

Postal Code: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Preferred Email: \_\_\_\_\_

Please indicate which sector you represent, based on your overall employment history:

<input type="checkbox"/> Corporate/Business	<input type="checkbox"/> Government	<input type="checkbox"/> Not-for Profit
<input type="checkbox"/> Faith	<input type="checkbox"/> Community Association	<input type="checkbox"/> Community
<input type="checkbox"/> Labour	<input type="checkbox"/> Education	<input type="checkbox"/> Other: _____

Please indicate how you heard about the Leadership Victoria program:

<input type="checkbox"/> Employer	<input type="checkbox"/> LV Alumni	<input type="checkbox"/> Friend
<input type="checkbox"/> Online Advertisement	<input type="checkbox"/> Print Advertisement	<input type="checkbox"/> LV Alumni

Where? \_\_\_\_\_ Where? \_\_\_\_\_

Other / Please Specify: \_\_\_\_\_

Is there someone else who you think would be interested in the Leadership Victoria?

Name \_\_\_\_\_ Contact information (email or phone) \_\_\_\_\_

(Please note that this information will be used only to contact this individual about our program).

## **STEP 2 | PLEASE RESPOND TO THE FOLLOWING QUESTIONS**

**(Please limit your responses to 250 words per question.)**

1. How do you define community leadership? Why are you personally motivated to explore community leadership development?
2. Discuss one of the most pressing issues/opportunities facing the Greater Victoria region/your community today. How would you like to be involved in addressing this issue?
3. Describe one or two experiences in your employment or community career where you demonstrated leadership initiative. What was unique about these situations? What did you learn from them?
4. What skills or opportunities would you most like to gain from completing the program? What skills and attributes will you bring to the program?)

## **STEP 3 | PLEASE INCLUDE THE FOLLOWING DOCUMENTS WITH SUBMISSION OF THIS APPLICATION**

1. One letter of support (including contact information of the signatory) from a professional mentor, community volunteer or personal acquaintance, other than a family member, who is able to; a) speak to your professional and/or community initiative/leadership and b) attest to your suitability for the Leadership Victoria program. We may contact him/her for further information.
2. Your response to the questions from Step 2.
3. Your current résumé.
4. If applicable, please provide a brief statement outlining your need for financial assistance including the amount you are requesting, the amount your employer is able to contribute and the amount you are able to contribute.

## **STEP 4 | PERSONAL COMMITMENT STATEMENT**

Full participation is required by each member of the Leadership Victoria class. Participation includes:

1. Attendance at the Opening Retreat in September (Sept 9-11)
2. Attendance at the Community Learning Days (Oct 21&22, Dec 9, Feb 17&18, Apr 14)
3. Attendance at the final meeting and graduation in June (June 15)
4. Community Action Projects – full participation as a team member, usually requiring several hours per month

If selected, I will devote the time and resources necessary to complete the Leadership Victoria program. I understand that, should I be absent for any reason from the Opening Retreat, or for other than a serious unforeseen personal or career reason, I may be required to withdraw from the program and my tuition fee will not be refunded or transferred.

I also understand that in order to contribute meaningfully to the program, I will be expected to actively participate, contribute to a team project and complete pre-reading and experiential assignments associated with the Community Learning Days.

I agree to pay any balance of the Leadership Victoria tuition fee that is not being paid by my employer. I understand this fee is non-refundable and non-transferable.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 5: EMPLOYER COMMITMENT (If applicable)**

This applicant has the approval of this organization and our full support to devote the time required to participate in the Leadership Victoria program.

If this applicant is accepted, we agree to grant the applicant time off work to attend the Community Learning Days, held the second Wednesday of each month from October - June and the Friday prior to the Opening Retreat in September 2010.

**Please check  one:**

- We are not contributing to tuition but commit to allowing the applicant time off work to attend the Leadership Victoria Program.
  
- We commit to contributing \_\_\_\_\_ out of the \$3000 fee, or:
  
- We commit to purchasing two seats for \$5,000. We understand that, before accepting either candidate, Leadership Victoria will verify that each candidate meets the criteria for acceptance into the program. (Please choose one of the following options)
  - Both seats are for employees of our organization; or
  - The second seat is for a member of the following not-for-profit organization; or  
\_\_\_\_\_
  - The second seat is for a not-for-profit organization selected by Leadership Victoria

We understand this tuition is non-refundable and non-transferable.

Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Invoicing Information**

Contact: \_\_\_\_\_

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

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Please forward to: Jack Shore  
Executive Director, Leadership Victoria  
306 - 620 View Street Victoria, BC V8W 1J6  
[jack@leadershipvictoria.ca](mailto:jack@leadershipvictoria.ca)  
Phone: 250-386-2269/ Fax: 250-386-2279

Applicants will be notified personally regarding the status of their application.

**\*\*\*\*Please note: Personal information provided within this application will only be used by Leadership Victoria and will remain confidential. \*\*\***