



## APPLICATION

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### Instructions

- Application must be completed in full, must be signed by candidate, candidate's employer, and/or financial sponsor (or candidate himself/herself). It must include a Letter of Recommendation and \$100 deposit.
- Please **do not** handwrite applications, they will be sent back to you.
- **Incomplete or late applications will not be considered.**
- Application, letter of recommendation and \$100 **nonrefundable** deposit must be received by 5:00 p.m., Friday, May 18, 2018 to be considered for the Class of 2019.
- For deposit, make checks payable to: *Capital Region Chamber Foundation*, or arrange to pay by credit card.
- Please mail or hand-deliver application, letter of recommendation and deposit to:  
Leadership Tech Valley, 5 Computer Drive South, Colonie, NY 12205.
- For questions regarding the application contact: Karen Fox at (518) 431-1435 or [kfox@capitalregionchamber.com](mailto:kfox@capitalregionchamber.com)

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### Personal Data

Name \_\_\_\_\_

Last

First

Middle

Company/Organization \_\_\_\_\_

Your Position/Title \_\_\_\_\_

Business Street Address \_\_\_\_\_

Business City, State, Zip \_\_\_\_\_

Business Phone \_\_\_\_\_ Business Fax \_\_\_\_\_

E-Mail Address (Preferred) \_\_\_\_\_

Home Street Address \_\_\_\_\_

Home City, State, Zip \_\_\_\_\_

Home or Cell Phone \_\_\_\_\_ Years in the region \_\_\_\_\_

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How did you learn about Leadership Tech Valley?

\_\_\_\_\_

\_\_\_\_\_

Why are you interested in participating?

\_\_\_\_\_

\_\_\_\_\_

What do you hope to gain? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Employment

Briefly describe your current job responsibilities. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List previous positions held with your present employer and other employment in reverse chronological order.

Employer	Title/Responsibility	From	To
_____	_____	_____	_____
_____	_____	_____	_____

What do you consider your most significant contribution or achievement related to work? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Community Activity

If you are not currently involved in community service activities, volunteerism or board service, what types of community service organizations would you like to learn about, and why? \_\_\_\_\_  
\_\_\_\_\_

If you are involved in community service activities, please describe your level of community involvement and why it is important to you. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list, in order of importance to you, up to three other civic, professional or community organizations of which you are a present or past member. Please note any leadership positions held.

Organization	Title/Responsibility	From	To
_____	_____	_____	_____
_____	_____	_____	_____

## Special Honors or Awards

Please list any honors or awards (community, business or education) you have received.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## General Information

Chamber initiatives like Leadership Tech Valley are progressive and exciting models of taking a regional approach to living, working, playing and investing in the region. Given that this leadership program is on the cutting edge of this movement, please explain why you should be considered to be part of this program.

**Please limit your response to 250 words.**

## Letter of Recommendation Requirement

- A letter of recommendation is required as part of the application process.
- Please list below one (1) professional reference.
- Ask your reference to submit to you a recommendation letter limited to two pages that addresses
  - the relationship/affiliation of the person to you,
  - your community activities and/or professional accomplishments,
  - your leadership capabilities,
  - and why you would be an excellent candidate for the program.

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

Organization: \_\_\_\_\_ Relationship: \_\_\_\_\_

## Additional Information:

- Applicants will be interviewed by the program Co-chairs and Chamber staff between May 29 and June 15, 2018.
- Participants will be selected based on leadership, community involvement or desire to get involved and other relevant factors.
- Applicants should be aware that a diverse class composition, consisting of various backgrounds and industries will be an important consideration. All applicants will be notified by **June 29, 2018** of their acceptance status.

**FOR MORE INFORMATION**  
regarding Leadership Tech Valley and application process contact Karen Fox  
(518) 431-1435 | [kfox@capitalregionchamber.com](mailto:kfox@capitalregionchamber.com)

**Commitment**

**PARTICIPATION AGREEMENT / ATTENDANCE:** Full attendance at all nine full-day sessions, (one Friday a month from October – June), is **required**. Two emergency absences will be allowed. Attendance at the entire two-day, overnight, opening retreat and full-day closing session are **MANDATORY** for participation in the 2019 class. The mandatory two-day, overnight retreat will be held in September 2018. A class project and an experiential learning component of a total of 16 hours outside of the structured program are required.

**TUITION.** Full tuition for Chamber Members is \$2,450; \$2,850 for non-Chamber Members. There is a discounted rate for *small* community based non-profit organizations that are Chamber Members - \$2,200. **A \$100 nonrefundable deposit is required with the application**, which, if accepted, will be applied toward tuition. The remaining balance is to be paid by the employer, a financial sponsor, or by the participant himself/herself. Tuition is non-refundable. Candidates are expected to secure their own financial sponsors. Tuition must be paid in full by **Friday, August 3, 2018**.

**SCHOLARSHIPS:** Financial assistance maybe available on a limited basis. Awards range from \$250 - \$1000. They are based on need, the number of requested received, and the amount of funds available. If you wish to apply for tuition assistance, please state the amount requested (\$\_\_\_\_\_) and *attach a single sheet detailing your reason for the request*.

**Signatures**

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

**Candidate Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**EMPLOYER COMMITMENT:**

**Check one box:**

- I agree to allow my employee, if accepted, to devote the time necessary to be an active member of the Leadership Tech Valley class, and will financially sponsor them.
- I agree to allow my employee, if accepted, to devote the time necessary to be an active member of the Leadership Tech Valley class. The employee will be responsible for their own tuition.
- I agree, if accepted, to devote the time necessary to be an active member of the Leadership Tech Valley class. I am self-employed and will be responsible for tuition

**Check your company membership status:**

Capital Region Chamber  Non Chamber Member

**FINANCIAL AGREEMENT:**

**Full tuition is dependent upon membership status - Chamber Member \$2,450; Non-Chamber Members \$2,850 or the discounted rate for *small* community based Non-Profit organizations that are Chamber Members - \$2,200.**

I agree to pay \$\_\_\_\_\_ for Leadership Tech Valley tuition for the above applicant if he or she is accepted.

**I understand that tuition is due by Friday, August 3, 2018** and is non-refundable

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

**Print Name, Title, Organization** \_\_\_\_\_

Send your completed application with reference letter and \$100 **nonrefundable** deposit to Leadership Tech Valley, 5 Computer Drive South, Albany, NY 12205; **the application must be received by Friday, May 18, 2018 by 5:00 p.m.**

**MAKE CHECKS PAYABLE TO: Capital Region Chamber Foundation**