



# APPLICATION

## Instructions

- Application must be completed in full, be signed by candidate, candidate's employer, and/or financial sponsor (or candidate himself/herself). It must include a Letter of Recommendation and a \$100 nonrefundable 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 deposit must be received by 5:00 pm, Friday, May 10, 2019 to be considered for the Class of 2020.
- 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:  
Capital Region Chamber, C/O Leadership Tech Valley, 5 Computer Drive South, Colonie, NY 12205.  
For questions regarding the application contact Sharon Cutler at (518) 431-1436 or [scutler@capitalregionchamber.com](mailto:scutler@capitalregionchamber.com)

## Personal Information

Name \_\_\_\_\_

Last

First

Middle Initial

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

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

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

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

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

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

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

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

Home or Cell Phone \_\_\_\_\_ Number of 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 Information

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

List previous positions held with your present employer and other employment in reverse chronological order. Attach additional sheet, if necessary.

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, which 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
_____	_____	_____	_____
_____	_____	_____	_____

### General Information

Leadership Tech Valley is a transformational program for existing and emerging regional leaders. This program provides the foundation for a lifelong commitment to leadership and community engagement by creating awareness of key issues and opportunities that affect the Capital Region. Please explain why you should be considered to be a 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
  - 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 20 and June 14, 2019.
- Participants will be selected based on leadership, community involvement or desire to get involved, and other relevant factors.
- The Capital Region Chamber recognizes the value to learning and growth that comes with having a diverse and inclusive class. We strive to increase the diversity of participants including: age, race, color, national and ethnic origin, religion, gender, gender identity and/or expression, sexual orientation, military or veteran status, marital status, disability, socio-economic status and work experience. Our goal is to create a program that is representative of the diversity in our region, and to co-create with each class an environment that is equitable, respectful and appreciative of difference.
- All applicants will be notified by June 28, 2019 of their acceptance status.

FOR MORE INFORMATION  
regarding Leadership Tech Valley and application process, contact Sharon Cutler  
(518) 431-1436 | [scutler@capitalregionchamber.com](mailto:scutler@capitalregionchamber.com)

### Commitment

**PARTICIPATION AGREEMENT / ATTENDANCE:** Full attendance at all eight full-day sessions, (one Friday a month from October – May), 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 2020 class. The mandatory two-day, overnight retreat will be held in September 2019. A class project and an experiential learning component outside of the structured program are required.

**TUITION.** Full tuition for Chamber Members is \$2,700; \$3,100 for non-Chamber Members. There is a discounted rate for small community based non-profit organizations that are Chamber Members, \$2,300. 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 2, 2019.

**SCHOLARSHIPS:** Financial assistance may be available on a limited basis. Awards range from \$250 - \$1000. They are based on need, the number of requests 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 his/her 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 Member     Non-Chamber Member

### FINANCIAL AGREEMENT:

Full tuition is dependent upon membership status - Chamber Member \$2,700; Non-Chamber Members \$3,100 or the discounted rate for *small* community based Non-Profit organizations that are Chamber Members - \$2,300.

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 2, 2019 and is non-refundable.

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

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

Send your completed application with reference letter and \$100 nonrefundable deposit to Capital Region Chamber, C/O Leadership Tech Valley, 5 Computer Drive South, Colonie, NY 12205; the application must be received by Friday, May 10, 2019 by 5:00 p.m. **MAKE CHECKS PAYABLE TO: Capital Region Chamber Foundation**