

# LEADERSHIP

# OWASSO



## 2011 APPLICATION CHECKLIST

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Please use this checklist to make sure you have provided the Selection Committee with all the required materials and information.

Remember, everything should be returned together—original application and two reference letters.

\_\_\_\_\_ Application typed or printed legibly. (Do not forget to attach separate sheet(s) with answers to questions from page 2. Please use only one or two 8½ x 11 size sheets of paper to answer all the questions.)

\_\_\_\_\_ Application signed by employer, unless self-employed or not employed.

\_\_\_\_\_ Application signed by applicant.

\_\_\_\_\_ Two original reference letters (of the two letters, only one may be obtained from your employer). Please staple letters to the back of the application.

\_\_\_\_\_ Application must be postmarked no later than August 7, 2010 and mailed to the Owasso Chamber of Commerce, 315 South Cedar, Owasso, OK 74055.

**Please do not send magazine or newspaper articles, brochures or pamphlets, or other un-requested items with your application. It is more important that you answer our questions thoughtfully and completely.**

**You do not need to return this checklist with your application.**

# LEADERSHIP

# OWASSO

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## APPLICATION FOR LEADERSHIP OWASSO CLASS 2011

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(Please type or print. Applications that are not legible will be returned.)

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### PERSONAL INFORMATION

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\_\_\_\_\_  
Last Name                      First                      Middle                      Preferred First Name

\_\_\_\_\_  
Employer    Position/Title

\_\_\_\_\_  
Employer's Address    City                      Zip

\_\_\_\_\_  
Work Phone                                      Work Fax                                      Work E-Mail

\_\_\_\_\_  
Home Address    City                      Zip

\_\_\_\_\_  
Home Phone                                      Mobile/Cell Phone                                      Home E-Mail

\_\_\_\_\_  
Spouse's Name    Spouse's Occupation

Date of Birth: \_\_\_\_\_

How long have you lived in the Owasso Area? \_\_\_\_\_

Have you previously applied for participation in Leadership Owasso? \_\_\_\_\_

Do you need special accommodations? Explain. \_\_\_\_\_

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Brief description of responsibilities in your current vocation (i.e. work, full-time volunteerism or at-home responsibilities):

Employed at current employer since (month/year) \_\_\_\_\_

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**EDUCATION**

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Summarize your educational background, including occupational, vocational and technical training, schools attended, degrees/certificates awarded, field of study and other training or skills you have.

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**LEADERSHIP QUESTIONS**

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Please answer the following questions on a separate sheet of paper. **Please reserve your answers to no more than two 8 ½ by 11 sheets of paper to answer all the questions.** Staple to your application.

1. Describe your activities that demonstrate your commitment to your community. Items might include work for schools, neighborhoods, political campaign, religious groups, athletic, professional/business, civic and community activities. Please do not simply list as bullet points; go into some depth about the types of activities you undertook and why they were important to you.
2. Describe your activities that demonstrate your ability as a leader. What do you consider your most important accomplishment?
3. Why are you interested in Leadership Owasso? What do you hope to gain? How will you make the required accommodations in your schedule to fully participate in the program?
4. Why should Leadership Owasso be interested in you? What will you as an individual bring to the class and the community?

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**REFERENCES**

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Two letters of reference should be provided describing why the applicant has potential as a future leader in Owasso and how this leadership will be applied. **Letters must be mailed along with this application to the Owasso Chamber of Commerce, 315 South Cedar, Owasso, OK 74055.** No more than (1) letter may be obtained from an applicant's employer. During the selection process, these references may be contacted for the purpose of clarification.

Tuition for Leadership Owasso 2011 is \$495. Class members are responsible for payment and will be invoiced for their tuition even though their tuition may be paid by their employer or a sponsor. Tuition is due by September 16, 2010, (orientation) and is not refundable. Arrangements may be made for a payment plan.

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**COMMITMENT**

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The program consists of seven sessions, an orientation, and a graduation celebration. As with all worthwhile endeavors, the program requires a definite commitment of time on the part of each participant.

Attendance is mandatory for the completion of the course, and an absence from more than one session will make the participant ineligible to graduate from the program. If you are unable to make such a commitment, it is not in your best interest to apply at this time.

Full support from participant's employer is required.

If selected, this employee will have my full support to participate in Leadership Owasso Class 2011.

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Employer's Name

Title

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Employer's Signature

Date

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**AGREEMENT**

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I understand that completion of this application does not ensure my acceptance in the class.

I understand that it is absolutely essential that I attend all Leadership Owasso sessions and that after more than one absence; I will be ineligible for graduation from the program.

I understand the purpose of the Leadership Owasso program and, if selected, will devote the time to complete the program.

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Applicant's Signature

Date

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**APPLICATION SUBMISSION INSTRUCTIONS**

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**Applications must be postmarked no later than August 20, 2010. Please mail application to:**

Leadership Owasso; c/o Owasso Chamber of Commerce; 315 S. Cedar; Owasso, OK 74055

Faxed applications will not be accepted. Please call the Owasso Chamber of Commerce office at 272-2141, before hand delivering applications (we prefer that you mail your application). We will send you confirmation that we have received your application via e-mail.

Each stapled application packet should include the 3-page application form, sheet(s) with answers to questions and two reference letters.