

LNC Class XXIV Program Application

This blank application is provided for reference only.
Full application must be completed online and
submitted by the June 30, 2016, deadline.
Application can be found at [www.leadershipnc.org/
class/apply](http://www.leadershipnc.org/class/apply).

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Application Instructions

Thank you for your interest in Leadership North Carolina. Please complete all elements of the following application by June 30, 2016.

You may save your application in progress and return to it at any time before your final submission. **We highly recommend that you save your work frequently.** To save your work, select the "*Save my progress and resume later*" option at the top of each screen. You will be prompted to enter an email address and password each time you save. You may use the same email and password each time. When logging back into an application in progress, the system will recognize your most recently used email and password combination. Hitting "Next" at the bottom of each page does not save your work.

Your application is not considered complete until we have received your two letters of recommendation and the \$75 application fee. Payment instructions are included at the end of the application. Be sure to request recommendation letters from your references in advance. Letters must be submitted directly to LNC through the link on [this page](#) by June 30, 2016.

Please review the following schedule, program time commitment, selection criteria, program fee, and application deadline information carefully before proceeding with the application.

If you have any questions, contact Kelly Turner, LNC program director, at kelly@leadershipnc.org or (919) 803-5325.

Program Schedule for Class XXIV

2016 - 2017 Dates and Locations

- **Orientation** - Tuesday, Oct. 4, 2016 - Thursday, Oct. 6, 2016 - Boone
- **Government** - Tuesday, Nov. 1, 2016 - Thursday, Nov. 3, 2016 - Raleigh
- **Education** - Tuesday, Dec. 6, 2016 - Thursday, Dec. 8, 2016 - Winston-Salem
- **Health and Human Services** - Tuesday, Feb. 7, 2017 - Thursday, Feb. 9, 2017 - Charlotte
- **Economic Development** - Tuesday, March 7, 2017 - Thursday, March 9, 2017 - New Bern
- **Environment** - Tuesday, April 4, 2017 - Thursday, April 6, 2017 - Asheville
- **Planning Meeting/Graduation** - Thursday, May 11, 2017 - Raleigh

2016 - 2017 Schedule

Orientation

- Tuesday, October 4, 1:30 pm through Thursday, October 6, at 12:15 pm.
- An optional lunch is offered at 12:15 pm on Thursday.
- Attendance at the full Orientation session is mandatory. Failure to attend all of Orientation requires withdrawal from the program with no refund.

The five topic sessions follow this schedule:

- Tuesday tour or activity 2:00 - 4:00 pm (optional)
- Tuesday reception 5:30 - 7:00 pm (optional)
- Wednesday morning, lunch, and afternoon segments and class dinner
- Thursday morning, lunch, and afternoon segments, adjourning around 4 pm.
- All Wednesday and Thursday elements are mandatory. LNC attendance policy allows participants to miss a limited number of segments. See program protocols for more details.

Planning Meeting and Graduation and Awards Ceremony, Raleigh

- The required planning committee meeting runs 8:00 am - 2:30 pm on Thursday, May 11, 2017.
- The graduation and awards ceremony begins that afternoon at 4:00, with a reception immediately following.

Monthly Learning Team Phone Calls and Session Preparation

Each participant will be assigned to a Learning Team for the program year. Learning Teams schedule required 1-hour-long phone calls between each session (monthly from October through May). For some sessions, participants are asked to review materials in advance to enhance the session experience. There are no other requirements outside the session programming.

2017-2018 Commitment

Participation in Leadership North Carolina is a two-year commitment. The schedule for the first year is outlined above. Following graduation, each participant is required to serve on a planning committee for one of the five program sessions or play another predetermined role in preparing the program for the following class. There is one in-person meeting held the day of graduation (May 11, 2017). The remainder of the planning, research, and outreach to presenters is done by conference call (approximately one call per month) and email. Planning committee members are expected to attend the session they help plan.

Selection Criteria

The LNC Selection Committee seeks to identify individuals most likely to use their leadership abilities for the long-term benefit of the state of North Carolina. Class size is typically between 50 and 55. Space limitations will result in a number of highly qualified applicants not being selected for Class XXIV. Applicants who are not selected are encouraged to apply in subsequent years.

The selection committee will seek diversity in areas including, but not limited to, profession, geography, education, stage of career, ethnicity, and gender. LNC does not discriminate on the basis of age, sex, race, religion, sexual orientation, or national origin.

Successful candidates will be well-rounded and actively involved in many facets of their communities, such as business, education, the arts, religion, government, community-based organizations, and volunteer service, and will reflect the diversity of North Carolina's communities. Prior leadership program participation is not required but may be noted on your application.

Program Fee

The program fee for the 2016 - 2017 program year is \$5,250.00. It will be billed upon notification of acceptance and due by August 31, 2016, to ensure participation. The program fee must be paid in full prior to the Orientation session for accepted participants to remain in the program.

The program fee covers most meals during each session, but participants are responsible for travel and lodging costs. Staying at the group's designated hotel is required for the Orientation session and encouraged for all other sessions. LNC will provide a list of session hotels and the negotiated group rate to those accepted into the program.

Program Fee Assistance

A limited number of partial, need-based scholarships are available to help candidates for whom the program fee presents a barrier to participation. Scholarship applications should be submitted promptly upon completing this online application and can only be considered if received by the application deadline of June 30. The scholarship application can be found through [this link](#) (link opens in a separate tab) and is also available through the "Apply" tab under "LNC Program" on [the LNC website](#).

Please know that LNC may not be able to provide the full requested amount but will work diligently with you to support your participation. Scholarships generally fall between \$500 and \$2000, with the majority falling on the lower end of that range.

Application Deadline

Completed applications, two letters of recommendation, and the application fee, are due before midnight on June 30, 2015. Applications will be reviewed in July and notification will begin in early August.

Personal Data

Salutation

First

Middle

Last

Suffix

Preferred/Nickname

Gender

Ethnic Origin/Race

Birth Date

Current Employer

Current Title

Home Address

Home City

Home State

NC

Home County

Home ZIP Code

Mobile Phone

Home Phone

Business Phone

Preferred Contact Method

Preferred Email

Verify Preferred Email

Alternate Email

Verify Alternate Email

Preferred Email Same?

Alternate Email Same?

Other Information

Shirt Size

Do you have any food allergies or dietary restrictions?

Allergies and/or Dietary Restrictions

Please indicate any medical conditions we should be aware of in the event of an emergency.

North Carolina Residency

How many years have you lived in North Carolina?

State or Community Leadership Program Participation

How many programs have you participated in? (This is not a requirement for acceptance.)

Current Employment

Current Employment Status

What do you consider your highest career achievement to date?

List your professional affiliations.

Most Recent Past Employment

Most Recent Past Employment Status

Most Recent Past Employer

Most Recent Employment Title

Most Recent Employment Start Date:

Most Recent Employment End Date:

Briefly describe your responsibilities.

Describe how your most recent past position relates to your community and state.

Education

High School Education

State

Graduation Date:

Institution (select from list)

How many degrees have you earned?

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Narrative

All of the following questions must be answered for your application to be considered complete.

1. List present and past community, civic, religious, political, social, or other activities you are involved with, in order of their importance to you.
2. Describe a significant accomplishment in one of the areas mentioned above.
3. List three leadership traits that describe you and explain how you put them into practice.
4. What do you consider to be the three biggest challenges currently facing the state and why? What are some potential solutions?

5. What one aspect of North Carolina would you most like to have an impact on and why?

6. What do you expect to gain from your participation in Leadership North Carolina?

7. Share anything else you would like the Selection Committee to know about you. This can include awards or recognition, additional examples of your engagement and leadership, or any other elements not captured in your previous responses.

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Letters of Recommendation

Two (2) letters of recommendation are required and must be received by **June 30, 2016**, for you to be considered for acceptance. Letters of recommendation should speak to your leadership qualities, your personal and professional engagement with issues of importance to your community and your state, and any other information that addresses what you will bring to the LNC program, how you will benefit from the program, and how the program can help you contribute to North Carolina.

Please request these letters from your references well in advance to ensure receipt by June 30 deadline. It is the responsibility of the applicant to request these letters--completing the section below does not generate a request for letters from LNC.

Letters should be addressed to the LNC Selection Committee and submitted through the link on [this web page](#). **Letters must be sent directly to LNC and will not be shared with you.** Please complete the information below to let LNC know who will be serving as your references.

Reference #1

First

MI

Last

Reference #1 Title

Reference #1 Employer

Reference #1 Email

Reference #1 Phone

Reference #2

First

MI

Last

Reference #2 Title

Reference #2 Employer

Reference #2 Email

Reference #2 Phone

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Program Protocols

By submission of this form, you confirm that you have carefully read and agree to all requirements and instructions contained herein and that you will commit the necessary time and resources to complete the program.

1. Attendance: To graduate from Leadership North Carolina, a participant is expected to attend all sessions in their entirety. Attendance at the Orientation session is mandatory. Failure to attend Orientation in full (including the Tuesday evening reception and the Wednesday evening class dinner) requires withdrawal from the program. Absences at the five remaining sessions are counted in segments. There are 25 segments during the program year (five sessions with five segments each: each morning or afternoon counts as one segment, as does the class dinner). If more than six segments are missed, the participant is automatically withdrawn from the program.

There are no "excused absences." The Board of Directors' policy since LNC's inception has been that missing more than the number of segments outlined here results in an unrecoverable loss of content and class interaction, even if due to work, illness, or emergency.

2. Non-Refundable Program Fee: If a participant withdraws or is dismissed from the program at any time for any reason, that participant shall not be entitled to have any portion of his or her program fee refunded. The

program fee is not transferable from one year to the next.

3. Schedule for 2016-2017 for Class XXIV

- Orientation runs Tuesday, October 4, at 1:30 pm through Thursday, October 6, at 12:15 pm. An optional lunch is offered at 12:15 pm on Thursday. Attendance at the full Orientation session is mandatory. Missing any element of Orientation requires withdrawal with no refund.
- The five topic-specific sessions follow this schedule: Tuesday optional activity 2:00 - 4:00 pm and optional evening reception 5:30 - 7:00 pm; Wednesday mandatory morning, lunch, and afternoon segments and class dinner; Thursday mandatory morning, lunch, and afternoon segments, adjourning around 4 pm.
- The required planning committee meeting runs 8:00 am - 2:30 pm on Thursday, May 11. The graduation ceremony begins that afternoon at 4:00, with a reception immediately following.
 - Orientation - Tuesday, Oct. 4, 2016 - Thursday, Oct. 6, 2016 - Boone
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Each participant will be assigned to a Learning Team for the program year. Learning Teams schedule required 1-hour-long phone calls between each session (monthly from October through May). For some sessions, participants are asked to review materials in advance to enhance the session experience. There are no other requirements outside the scheduled session programming.

4. Program Planning Committee: Participation in Leadership North Carolina is a two-year commitment. The schedule for the first year is outlined above. Following graduation, each participant is required to serve on a planning committee for one of the five program sessions or play another role in preparing the program for the following class. There is one in-person meeting held the day of graduation (May 11, 2017). The remainder of the planning, research, and outreach to presenters is done by conference call (approximately one call per month) and email. Planning committee members are expected to attend the session they help plan.

5. Conduct: Participants are neither employees nor agents of LNC, but are expected to conform with basic standards of conduct as a condition of their affiliation with LNC. Any conduct that discriminates, threatens, intimidates, or coerces on any basis a fellow participant, LNC employee, Board member, volunteer, visitor, or a member of the public involved in LNC activities at any time, including not only LNC sessions as described above, but also non-business and/or purely social functions associated with the LNC program, will not be tolerated and will result in immediate dismissal from the program. This prohibition includes, but is not limited to, all acts of inappropriate conduct as described above or discrimination, including harassment or discrimination that is based on an individual's gender, race, age, disability, religion, national origin, sexual orientation, or any characteristic protected by federal, state, or local law. Any individual who believes he or she has been subject to conduct in violation of this policy should immediately report his or her concern to the LNC president, or alternatively, if the complaint involves the LNC president, to the LNC Board Chair. The organization will follow the process outlined in the whistleblower policy.

6. Overnight Accommodations: As outlined in the application information, the program fee covers all expenses *except* your individual travel to and from each session and overnight accommodations. With the exception of the Orientation session, you will be responsible for making your own reservations at the identified base hotel for each session (lodging form will be available prior to Orientation).

7. Meals and Special Needs: Your program fee includes the following meals: Tuesday evening's optional reception (heavy hors d'oeuvres); breakfast, lunch, and dinner on Wednesday; and breakfast and lunch on Thursday. Snacks are provided each morning and afternoon. If you have dietary restrictions or any other special needs, please let us know so that we may make necessary arrangements.

8. Phone Calls: As a courtesy to speakers and fellow participants, mobile devices should be in silent mode during session and their use limited.

9. Guests: The program year is designed for you and your classmates. Participants are notified when there is an opportunity for guests to attend. Otherwise, please do not invite guests to attend LNC activities. Occasionally, LNC Board members and alumni attend a session.

10. Participation: You are strongly encouraged to participate and share your thoughts and views during each session. Remember, speakers often need to be challenged to get to the "meat of the issues." To maximize class participation, please allow others to speak if you have already spoken.

11. Special Interest Affiliation and Individual Views: LNC is a non-partisan and non-sectarian organization and will not engage in any activities favoring or opposing the election, platform, or views of any political or special interest party, group, or faction, nor will it attempt to develop or promote any policies or positions. However, we do expect individual participants to be free to share their views with our speakers and with each other, recognizing that our objective is to inform and understand and not to condemn any views, coerce others to a particular viewpoint, or reach consensus as a group.

12. Confidentiality: Candid discussions and exchange of opinions and ideas are made possible by the expectation that participants will treat all comments made during any program session as confidential. Participants agree to treat the comments of session speakers, presenters, and participants as confidential. While participants are free to share ideas they learn with non-participants, participants agree that they will not attribute to any speaker the substance of any such comments from a program session to non-participants.

13. Evaluations: To continuously improve the LNC program, you will be asked to complete an

evaluation form at the conclusion of each session. Your cooperation in these evaluations is most appreciated and will help to serve future classes

14. Attire: Dress for LNC sessions is generally business casual attire. Individual segments of some session agendas may call for either business attire (receptions, etc.) or casual/outdoor attire (field trips, outdoor activities, etc.). Your session agendas will be distributed in advance with recommendations for appropriate attire.

15. Class Materials: All class information will be posted under the "Class XXIV Materials" tab of the LNC website (www.leadershipnc.org).

16. Inclement Weather: We will still meet if there is inclement weather. In the event of snow or ice, call the Leadership North Carolina office at (919) 803-5324 for a recorded message.

17. Emergency Contact: If, after close of business on the day before the beginning of session, you wish to contact or leave a message with LNC regarding your participation in that week's activities, contact Kelly Turner via email at kelly@leadershipnc.org or by text at (919)523-4336.

I have reviewed, understand, and agree to the program protocols.

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How did you hear about Leadership North Carolina?

Check all that apply.

Scholarship Application

I plan to apply for a partial, need-based scholarship. I understand that scholarship funds are limited and that I must complete the separate scholarship application available through this link or on the "Apply" page of the LNC website by the June 30, 2016, deadline to be considered for a scholarship.

Sharing of Data With LNC Alumni

Upon acceptance into the LNC program, I give my permission to share my contact, education, and professional information with LNC alumni and participants.

Verification

I have reviewed my application and attest to its accuracy.

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Headshot Upload

Please upload a high resolution photo in JPG, JPEG, GIF, or PDF format to be used in the Class XXIV Directory. If you do not have a photo readily available, you may proceed with this application and submit a photo upon acceptance.

Personal Bio Upload

Please upload a brief personal biography in paragraph form.

Application Fee Payment

Your application is not considered complete until we have received payment of the \$75 application fee as well as your two letters of recommendation.

After confirming final submission of your application per the instructions below, you will be directed to a new page to make your payment by credit/debit/e-check. If you would like to pay the application fee by check, please make your check out to Leadership North Carolina and mail to 2700 Wycliff Road, Suite 402, Raleigh, NC 27607. Please include "Class XXIV Application Fee" and your name as it appears on your application in the memo line.

Application Submission

When you have completed all elements of your application, hit the "Submit" button below. After hitting "submit" you will have an opportunity to review and print your entire application before confirming that your submission is final.

After reviewing and/or printing your application, you must select the "confirm" button. Your application will not be transmitted until you select "confirm."

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