

Leadership Success Academy **PART ONE: Attendee Application**

To be completed by EACH ATTENDEE

Nonprofit executive directors/CEOs (or the person responsible for the day-to-day operations) may participate in all training sessions providing at least one board member participates for the entire program.

Please type or clearly print the following information:

Name of applicant: _____

Mailing address: _____
(Street) (City) (State) (Zip)

Telephone: _____ Fax: _____ Personal E-mail: _____

Years of residency in the Keys _____ Years of experience as a nonprofit board member/executive _____

Organizational Name (Please list the one you are representing):

Please briefly answer the following questions:

1. How long have you served on this board or with the current organization?
2. What do you perceive to be your board's greatest strengths and weaknesses and why?
3. What do you perceive to be your board's greatest challenges and/or opportunities and why?
4. Describe what you hope will be the outcome for your board as a result of this program.
5. Describe what you hope to gain from this program as an individual board member.

Leadership Success Academy
PART ONE: Attendee Application
(Continued)

Program Requirements

Note: It is highly advisable to discuss the following commitment requirements and questions that follow with your board and Board Chair prior to submitting application.

- If the CEO/ED is not a registered attendee for all sessions, he or she agrees to attend the Roles and Responsibilities session and the final session on Strategic Planning, as well as the graduation immediately following the final session.
- Optimum benefit is received from the Academy if a board member attends all sessions (see www.cffk.org for the list of all scheduled sessions).
- Participants agree to complete course readings (homework) as assigned.
- Board members agree to work with the CEO/ED to implement a leadership improvement project.
- Participants must complete evaluations of the training sessions and the overall program and the baseline and follow-up surveys.
- Participants and CEO/EDs are strongly encouraged to attend the graduation reception. Family members and guests are also welcome to attend.

Applicant: _____
(Please Print Name) (Signature)

Date: _____

Submit completed and signed application with all required documentation to the Community Foundation of the Florida Keys.

**Mail To: Community Foundation of Florida Keys
300 Southard Street, Suite 201
Key West, FL 33040**

Or Fax To: CFFK, 305.292.1598

If you have any questions, please contact CFFK, 305.292.1502 or cffk@cffk.org.

Leadership Success Academy
PART TWO: Organization Application
(Continued)

7. What do you perceive to be your board’s greatest challenges and/or opportunities and why?

Please submit the following documentation with your completed application:

- ____ 501 (c) 3 IRS determination letter
- ____ List of current Board of Directors
- ____ Completed questionnaires (responses required to all questions – Please include a completed PART ONE Application for each participant, and one PART TWO Application per organization)

Program Requirements

Note: It is highly advisable to discuss the following commitment requirements and questions that follow with your board and Board Chair prior to submitting application.

- If the CEO/ED is not a registered attendee for all sessions, he or she agrees to attend the Roles and Responsibilities session and the final session on Strategic Planning, as well as the graduation immediately following the final session.
- Optimum benefit is received from the Academy if a board member attends all sessions (see www.cffk.org for the list of all scheduled sessions).
- Participants agree to complete course readings (homework) as assigned.
- Board members agree to work with the CEO/ED to implement a leadership improvement project.
- Participants must complete evaluations of the training sessions and the overall program and the baseline and follow-up surveys.
- Participants and CEO/EDs are strongly encouraged to attend the graduation reception. Family members and guests are also welcome to attend.

Approval of Board Chair and CEO:

I have discussed this with and approve submission of applications for the following board members and CEO/ED:

1. _____ 2. _____ 3. _____
4. _____

I agree to all of the program requirements listed above and certify that the applicant organization does not discriminate on the basis of race, creed, color, gender, age, sexual orientation, national origin or disability.

Board Chair: _____
(Please Print Name) (Signature) (Date)

CEOED: _____
(Please Print Name) (Signature) (Date)

Submit completed and signed application with all required documentation to the Community Foundation of the Florida Keys.

Mail To: Community Foundation of Florida Keys
300 Southard Street, Suite 201
Key West, FL 33040
Or Fax To: CFFK, 305.292.1598

If you have any questions, please contact CFFK, 305.292.1502 or cffk@cffk.org.