



WASHINGTON COUNTY LEADERSHIP INSTITUTE

2017 Application Instructions

COMPLETE THE APPLICATION COVER SHEET (ENCLOSED) AND ATTACH THE FOLLOWING MATERIALS:

- 1. A COVER LETTER which includes responses to the two questions below:
A) What do you want to know and be able to do as an outcome of your participation in the Washington County Leadership Institute?
B) What do you feel is the greatest challenge or opportunity facing Washington County in the next ten years?

Please be thorough but brief.

- 2. Your updated RESUME or the APPLICANT BACKGROUND sheet attached
3. The \$10 non-refundable APPLICATION FEE (payable to the Sunrise County Economic Council)

All application materials must be received by February 24, 2017.

TUITION

Tuition for the Washington County Leadership Institute is \$575 which covers all workshop materials, meals, and lodging for the two retreats. Participants are responsible for travel. Payment will be accepted in cash or check. Tuition must be paid in full on or before February 27, 2017. Tuition is non-refundable after March 1, 2017.

FINANCIAL ASSISTANCE

Limited scholarship assistance is available. Those interested should contact SCEC for application materials. No financial information will be shared with the selection committee.

HELPFUL HINTS

- A) Your application materials are the only information the selection committee will use in determining your eligibility (we will not conduct interviews).
B) The selection committee will use the following criteria in making its selections:
- Commitment to the future quality of life of Washington County measured by the applicant's degree of involvement with economic or other organizations or events and responses to the question on challenges and opportunities.
- Demonstrated capacity for leadership.
- Interest in developing skills measured by the response to the question on outcomes.

In addition, the selection committee seeks the most diverse group possible (by geographic representation, gender, sector, etc.).

QUESTIONS?

Call Jennifer Peters at Sunrise County Economic Council, 255-0983; email sceec@sunrisecounty.org; or FAX (207) 255-4987.



Checklist for Application:

- Cover letter including responses to Questions A&B
Resume or Applicant Background Sheet
Sponsor and Applicant Signatures
\$10 Application Fee payable to SCEC

# WASHINGTON COUNTY LEADERSHIP INSTITUTE

## 2017 Application Cover Sheet

Return to: **Washington County Leadership Institute**  
c/o Sunrise County Economic Council, 7 Ames Way, Machias ME 04654

*Application Deadline: February 8, 2017*

### I. APPLICANT DATA

Name \_\_\_\_\_ Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Present Employer (type N/A if none and skip section immediately below) \_\_\_\_\_

Type of Organization     business     government     education     non-profit

Position \_\_\_\_\_ Date Employment Began \_\_\_\_\_

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

Business Fax \_\_\_\_\_ Business e-mail address \_\_\_\_\_

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

Home Phone \_\_\_\_\_ Home e-mail address \_\_\_\_\_

Sponsored by:     employer     self     other person or organization (please specify) \_\_\_\_\_

Number of years in Washington County? \_\_\_\_\_

### II. REFERENCES

Please list your two references:

1. Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_ Phone \_\_\_\_\_

2. Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_ Phone \_\_\_\_\_

### III. SIGNATURES OF COMMITMENT

#### Sponsor

◆ *I have reviewed this application and fully support this individual's involvement in the Washington County Leadership Institute, and understand the time and financial commitment required.*

◆ *I understand that participants are expected to attend all sessions - January through April - and that certificates of completion will be awarded only to those who participate in all sessions. I support this participant in that commitment.*

\_\_\_\_\_  
Employer's Signature

\_\_\_\_\_  
Name & Position (print)

#### Applicant

◆ *If selected, I will participate fully and devote the time and resources required to complete the Washington County Leadership Institute. I am willing to commit my support, volunteer time, energy, and skills in future years.*

◆ *I understand that participants are expected to attend all sessions - January through April - and that certificates of completion will be awarded only to those who participate in all sessions. I am willing to make this commitment.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Name & Position (print)

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2017 Applicant Background Sheet for \_\_\_\_\_  
(Name)

Please provide a brief description for each category below, **or** enclose a resume.

**I. WORK EXPERIENCE:** *(include employer, dates, titles, responsibilities)*

**II. EDUCATIONAL EXPERIENCE:** *(include schools, graduation dates)*

**III. SPECIAL AWARDS OR HONORS:** *(include award(s) and/or honor(s) and date(s) received)*

**IV. COMMUNITY INVOLVEMENT:** *(include boards, committees, etc. and activities)*

**V. ADDITIONAL INFORMATION (OPTIONAL):** *(include special interests, family information, etc.)*