

Leadership ENGAGE

Each year LPBC invites community leaders to participate in the Leadership Engage Program and utilize their leadership abilities for the long-term benefit of Palm Beach County. The selection committee strives to balance the industries, geographic location, and other factors to create a class that is truly representative of the diversity throughout Palm Beach County. While the class members may not work in the same industries, the leaders share the following attributes:

- A **PASSION** and personal commitment to help shape the future of Palm Beach County
- Significant **ACHIEVEMENT** in career or community
- An **INTEREST** in enhancing personal leadership capabilities
- High standards of **PERSONAL INTEGRITY**
- Personal **COMMITMENT** to educate themselves on community issues and initiatives
- A **DESIRE** to support the continuation of leadership development in Palm Beach County

Engage class members aspire to improve our region because they have deepened their civic commitment and awareness of diverse issues and industries. Through the connections, education, and interests developed by our county's most promising leaders, LPBC creates a lasting impact in our community.

Leadership Palm Beach County (LPBC) is a nonprofit organization that brings together leaders from the public, private and nonprofit sectors to build and steward a vibrant, interconnected community.

Since 1983, our unique programs have prepared more than 2,000 adult and youth leaders for a lifetime commitment to doing public good in Palm Beach County.

LPBC's Engage Program is based on an interactive, 10-month curriculum that provides leadership capacity-building skills framed around countywide issues. Participants meet for one day each month, from September to May and explore program topics such as agriculture, public safety, and healthcare. In addition, each participant will take part in an Engage Forward project that will solve a challenge in our community while learning to collaborate in a group dynamic with fellow classmates and other leaders. For more information about the Engage Forward Projects, please review the request for proposal, specifically pages 2-3, on the LPBC website at www.LeadershipPBC.org/Engage-Forward.

Class of 2025 Application Deadline: March 29, 2024

For More Information, please contact Leadership Palm Beach County:
Office: (561) 833-4321 Email: Apply@LeadershipPBC.org

Benefits of the Leadership Engage Program

Participant Benefits

- > Grow in awareness and understanding of the challenges and issues facing our county
- > Develop valuable contacts and a communications network within the county
- > Strengthen personal leadership and strategic decision-making skills
- > Prepare for other leadership opportunities
- > Establish relationships built on mutual trust and respect among leaders from diverse constituencies
- > Gain experience in group dynamics, team leadership, ethics, critical thinking, and problem solving
- > Develop a shared vision to promote positive change

Employer Benefits

- > Expose company/organization name to the community and to other top community leaders
- > Attain access to key community, government and business leaders
- > Gain insights into community issues that impact your company/organization
- > Enhance the leadership and communications skills & natural strengths toward development of a more well-rounded employee
- > Gain access to networking and business development opportunities – even beyond participant's graduation from the program

Selection Criteria

LPBC seeks to identify individuals who are most likely to utilize their leadership abilities for the longterm benefit of Palm Beach County. Emphasis is given to those who have demonstrated leadership and community involvement outside of their career, which has long been consistent with graduates' likelihood to continue their involvement with LPBC beyond graduation. Participants will be selected by an anonymous Selection Committee comprised of LPBC alumni. Committee members will award points for each question, and maximum points are listed for each question. References may be checked. This application is only for the Class of 2025 program year. Applicants who wish to apply again are encouraged to do so, and will need to pay the then current application fee. Applicants must be 21 years of age or older.

Leadership Engage Program Time Commitment

Candidates should only submit an application if certain of their ability to meet the below time commitment.

- **Monthly All-Day Leadership Engage Program Session Days**
 - Participants are permitted one excused absence; additional missed days must be made up the following year, through an approved Leadership Program day. Missing one hour of a program day counts as missing half a program day. Please communicate with the Day Chairs, Program Managers and Executive Director to avoid issues and confusion. If you know you will be missing a program day, please communicate this to the Programs Manager in advance. If your absence is last-minute, please communicate your absence to the Programs Manager as soon as you know.
- **Friday-Saturday Mandatory Overnight Opening Retreat** - All participants are required to attend the opening retreat in its entirety. This two-day session gives participants a full understanding of the responsibilities and requirements of the program and serves as an important connection to the cohesiveness of the class and the program as a whole. While we understand it can be difficult to carve out a full Friday and a half-day Saturday, we will firmly enforce this policy. If you cannot attend this session, your application and membership will be deferred to the next year's class, along with your tuition payment. This includes medical, work, and personal emergencies. This Friday-Saturday retreat includes a mandatory overnight stay.
- **Orientation** is a requirement of the program and will be scheduled prior to the retreat. If an emergency arises requiring you to miss part of the session, you must have approval from the Executive Director to participate in the Engage Retreat.
- **Closing Retreat** is a summary activity for the participants and helps to create a cohesive closure to the Engage year. It serves both as a means to collect data to improve the experience for the next year's class and provides a steppingstone for the new graduate's involvement as an active alumni member. It is considered a mandatory element of the program for graduation. In the event of an emergency, participants must contact the Executive Director to make arrangements to finalize their program participation and graduation.
- **Engage Forward participation and meetings as necessary** (Average 3-5 hours per month or about 25 hours total outside of class days, based on prior projects).

Leadership Engage Class of 2025 Schedule

Date	Time	Session
August 28, 2024	2:00pm - 6:00pm	Orientation
September 13-14, 2024	7:30am - 1:00pm (Next Day)	Mandatory Overnight Retreat
September 18, 2024	7:30am - 5:00pm	Civics & Government Day
October 9, 2024	7:30am - 5:00pm	Health & Human Services Day
November 13, 2024	7:30am - 5:00pm	Environment Day
December 11, 2024	7:30am - 5:00pm	Public Safety Day
January 8, 2025	7:30am - 5:00pm	Arts & Culture Day
February 12, 2025	7:30am - 5:00pm	Education Day
March 12, 2025	7:30am - 5:00pm	Agriculture Day
April 9, 2025	7:30am - 5:00pm	Business Day
May 14, 2025	7:30am - 5:00pm	Tourism & Transportation Day
May 21, 2025	1:00pm - 5:30pm	Closing Retreat
May 29, 2025	6:00pm - 9:00pm	Leadership Celebration (Graduation)

LPBC reserves the right to change any part of the above schedule.

Class of 2025 Application Deadline: March 29, 2024

Class of 2025 Leadership Engage Program Tuition

Tuition is \$2,600 if paid on time by credit card - or discounted to \$2,500 if paid on time by check.
If you are selected for the class, the full tuition amount is payable by June 28, 2024.

The tuition includes payment for your first year's dues (\$175) as a member of the Leadership Palm Beach County Alumni Association. You are encouraged to solicit financial backing from the employer or organization with whom you work or volunteer, and to pay some portion of the tuition yourself. As we do not believe that tuition should be a barrier to participation, a limited number of partial scholarships are available based on need. Please complete the financial aid section of the application if you are in need of this support.

Leadership Engage Program Application Checklist

Please follow these instructions carefully:

1. Obtain the electronic copy of the application.
 - a. Download from LeadershipPBC.org/Apply
 - b. Type all sections in the space provided
 - c. We DO NOT accept handwritten applications, unless pre-approved
 - d. Make sure ALL signatures have been completed before sending
 - e. Save final application as; LAST NAME_APPLICATION
2. Limit your answers to the requested word count.
 - a. DO NOT submit additional materials, such as resumes or examples of accomplishments
 - b. Only responses typed on the application are used in the selection process
3. Submit your completed application packet as 3 separate files attached to the email.
 - a. Application and 2 Letters of Recommendation, at least one being from an LPBC Alum
 - b. Letters of Recommendation should be no longer than one page each
 - c. Please create the email with the subject line: "CLASS OF 2025 APPLICATION - LAST NAME"
 - d. Email to: Apply@LeadershipPBC.org
4. Submit a non-refundable application fee as stipulated below, along with contact information.
 - a. Application Fee: \$100
 - b. Your application is not valid until the application fee is received
 - c. Payment can be processed online at LeadershipPBC.org/Apply
 - d. Please be sure to login/register with the email you plan to use in the future for LPBC
 - e. Checks can be made payable to Leadership Palm Beach County and mailed to: 2751 S. Dixie Highway, Suite 1A, West Palm Beach, FL 33405. THEY MUST BE RECEIVED BY MARCH 29, 2024.
5. The application deadline is March 29, 2024, at 5 pm
 - a. All applicants will be notified of their status no later than May 15, 2024
 - b. If accepted to the Engage Program, you will be required to provide a professional photo/headshot for our directory

Email your application and recommendation letters to Apply@LeadershipPBC.org and pay the application fee online no later than April 15, 2024, at 5:00pm.

Class of 2025 Application Deadline: March 29, 2024

Program Application Commitment

☐ **I understand** that attendance at the Orientation Session, the overnight Opening Retreat, eight of the nine monthly Leadership Engage Program sessions, and Closing Retreat, as well as full Engage Forward project participation, is required in order to graduate. While attendance at the overnight retreat in its entirety is mandatory, our policies allow participants to have one excused absence (or portion thereof) from a session day and still graduate with their class. Two or more missed sessions require makeup in the following year to graduate. If participants miss more than four full sessions or the equivalent thereof, they will be dismissed from the class, forfeit all tuition, and reimburse LPBC for any tuition assistance they may have received.

☐ **I understand** and support all aspects of Leadership Palm Beach County's mandatory attendance policy as a condition of my acceptance into the program.

☐ **I understand** Engage Forward projects connect class members with local nonprofit organizations to collaboratively address issues facing the organizations and the communities they serve. These projects are an integral part of the LPBC Engage experience and active participation in an Engage Forward project team is required. I am willing to commit an average of 5 hours a month to my chosen Engage Forward project for the duration of the Engage program.

☐ **The information submitted with my application is true and correct to the best of my knowledge. Leadership Palm Beach County, Inc., shall in no way be liable for any damages I may incur or suffer in the event I am not selected to participate.**

Applicant Electronic Signature _____ **Date** _____

Employer Statement of Commitment

This application has the approval of this organization and the applicant has our full support, which includes the time required to fully participate in the program.

Employer Name _____ **Date** _____

Company/Organization Name _____ **Title** _____

☐ **I am self-employed and fully understand the time and financial commitment.**

Financial Aid

This information will not be used in the selection process. LPBC extends need-based tuition assistance to qualified individuals who may not otherwise be able to participate. A limited number of partial scholarships (up to \$500 per person) are available.

☐ **Check here if you are requesting financial aid and indicate the following**

Amount you will personally contribute toward tuition: \$ _____

Amount your company/organization/sponsor(s) will contribute: + \$ _____

Amount of Financial Aid requested from LPBC (up to \$500): + \$ _____

Total Tuition Amount: = **\$2,500.00**

Please describe additional information that should be considered in regards to your need for financial aid (optional, 750 character max):

Leadership Engage Class of 2025 Member Contract

If I am selected for Leadership Palm Beach County, Inc., then in consideration for permitting me to participate in its programs:

1. I understand my application is only for the Class of 2025 program year. After I apply, if I am unable to participate, no deferral will be granted. If I wish to participate in another year, I must apply again and pay the then current application fee.
2. I will arrive on time for the Overnight Retreat, Orientation, and each session and be in attendance for the full day. I understand that an hour or more counts as a half-day absence, and I can only miss one session day in order to graduate with my class.
3. I will devote the time and necessary resources to complete the Leadership Engage Program and my chosen Engage Forward Project.
4. I acknowledge that all tuition fees are due by July 14, 2024, and are NON-REFUNDABLE.
5. I have read and understand the class program schedule and my required commitments. I am aware that attendance at the overnight Friday-Saturday Opening Retreat is mandatory.
6. I have the authorization of the management of my company/organization for full participation in the Leadership Engage Program.
7. I understand that if I attend 8 of the 9 monthly Leadership Engage Program sessions, Orientation, Opening Retreat, and Closing Retreat with my class, or equivalent, I will be eligible to graduate with my class.
8. I understand that if I attend 7 of the 9 monthly Leadership Engage Program sessions, Orientation, Opening Retreat, and Closing Retreat, I am still eligible to graduate with my class in June if I participate in a pre-approved and determined Leadership Session day; Not doing so means I may graduate the following year only after making up missed session(s).
9. I recognize that if I miss more than four (4) full sessions or the equivalent thereof, I will be dismissed from the class and forfeit the full tuition fee, and reimburse LPBC for any tuition assistance I received.
10. I understand and support all aspects of Leadership Palm Beach County's mandatory attendance policy as a condition of my acceptance into the program. Leadership Palm Beach County, Inc., shall in no way be liable for any damages I may incur or suffer in the event I am not selected to participate.
11. I understand my full participation and evaluation of each session day is vital to the planning process of the program and commit to completing an evaluation for each session I attend.
12. I recognize that Leadership Palm Beach County's programs at times involve adventurous, strenuous, and mentally and physically demanding activities (which in past years have included, and in the future may include, but not be limited to activities such as climbing, running, boating, canoeing, and hiking; close-up witnessing of burning and harvesting operations in the sugar cane industry; touring occupied areas of the Palm Beach County corrections facility; and participating in law enforcement and fire-rescue demonstrations). I will refrain from performing or participating in any activity which I should reasonably believe may cause injury, death, damages, loss or expense to me and/or my property. If I perform or participate in any activity, then, on behalf of myself, my family, successors, assigns, heirs, personal representatives, agents, and representatives:
 - a. I assume the risk of injury, death, damages, loss, liability or expense of any kind and nature to me and/ or my property which may occur, result from, or is in any way connected to Leadership Palm Beach County, Inc., and its programs;
 - b. I release and agree to hold harmless Leadership Palm Beach County, Inc., its successors, assigns, officers, directors, agents, attorneys, and representatives from any and all manner of actions, causes of actions, suits, debts, claims, or demands for injury, death, damages, loss, liability or expense of any kind and nature to me and/or my property which may occur, result from, or is in any way connected to Leadership Palm Beach County, Inc. and its programs;
 - c. I will defend and indemnify Leadership Palm Beach County, Inc., its successors, assigns, officers, directors, agents, attorneys, and representatives against any and all manner of actions, causes of actions, suits, debts, claims, or demands for injury, death, damages, loss, liability or expense of any kind and nature to other persons and property which may occur, result from, or is in any way connected to any negligent or wrongful act or omission by me while participating in Leadership Palm Beach County, Inc. and its programs.
13. I realize that my application and all materials and other information submitted to Leadership Palm Beach County, Inc., shall become the exclusive property of Leadership Palm Beach County, Inc.
14. I understand that I may be discharged from the Leadership Palm Beach County program at any time should I engage in any conduct determined by Leadership Palm Beach County, Inc. to be detrimental to the program. In the event of discharge, all tuition shall be forfeited.

My signature below indicates that I have read, understood, and accepted the foregoing terms and conditions of the Leadership Palm Beach County Program and Leadership Palm Beach County, Inc.

Applicant Electronic Signature _____ **Date** _____

Print Name _____

Section 1. Contact & Personal Information

Applicant Name (Last, First) _____

Preferred Name _____

Company/Organization Name _____

Position/Title _____

Job Summary _____

Length of time with this company/organization _____

Business Address _____

City, State, Zip _____

Business Phone _____ Business Email _____

Home Address _____

City, State, Zip _____

Cell Phone _____ Personal Email _____

Preferred Phone: ☐ Business ☐ Cell Preferred Email: ☐ Business ☐ Home

Food Allergies _____

Section 2. Industry Data

In what sector do you work?

☐ Public ☐ Private ☐ Nonprofit

What industry do you work in?

- | | |
|---|---|
| <input type="checkbox"/> Agribusiness | <input type="checkbox"/> Aviation/Aerospace/Engineering |
| <input type="checkbox"/> Advertising/Marketing/PR | <input type="checkbox"/> Business/Financial Services |
| <input type="checkbox"/> Construction/Development | <input type="checkbox"/> Consulting/Coaching |
| <input type="checkbox"/> Education | <input type="checkbox"/> Energy |
| <input type="checkbox"/> Equestrian | <input type="checkbox"/> Government |
| <input type="checkbox"/> Healthcare | <input type="checkbox"/> Hospitality/Tourism |
| <input type="checkbox"/> I.T. | <input type="checkbox"/> Life Sciences |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Marine Industry |
| <input type="checkbox"/> Public Safety | <input type="checkbox"/> Other (specify) |
| <input type="checkbox"/> Real Estate | |

Section 3. References

Please list your references by name, including class year for the LPBC Alum. DO NOT forget to submit their one page recommendation letters in .PDF format with your completed application.

Engage Alumni Reference Name _____ Class Year _____

Additional Reference Name _____

Applicant Name (Last, First) _____

Information

The second part of the Leadership Engage Application gives judges insight to the applicant and his/her education, employment, and community involvement.

Section 4. Employment Experience

Describe your employment experience and professional background. Please list up to five previous positions that have provided relevant leadership experience. Points will not be awarded based on number or duration of jobs held but rather on leadership experience and achievements. (Maximum of 3 points, Please list in reverse chronological order.)

Organization	Position(s)	Accomplishments	Dates (To/From)

Section 5. Education

Describe your educational background. Include relevant career, specialized, or continuing education training certifications, as well as college and advanced degrees. (Not scored)

Degree/Certification, School	Major/Subject Area	Honors

Section 6. Community Involvement

Please list up to five civic, governmental, political, religious, or other activities in which you have played an active role and clearly define your duties in the last 10 years only. Do not include memberships or anything listed in other sections. (Maximum of 10 points, Not limited to Palm Beach County.)

Organization	Position(s)	Accomplishments	Dates (To/From)

Section 7. Short Essay Questions

7.1 Leadership in Business

During the past five years, what role did you play in your business or work where you used your leadership skills to accomplish significant results? Please identify the specific skills you used and identify the results you accomplished. If you are a full-time volunteer, a homemaker, or are self-employed, answer as applicable to your current role. Be specific in defining the value and significance of your leadership. Not restricted to Palm Beach County. (Maximum of 5 points, 1,000 character max)

7.2 Leadership in Collaboration

Describe a specific time in your community work or at your place of employment when your actions fostered collaboration or helped to achieve consensus where it did not exist. How did your actions affect the outcome of the situation? What changed because of your actions? Not restricted to Palm Beach County affiliations. (Maximum of 5 points, 1,000 character max)

7.3 Community Issues

Part I: Tell us what you believe is a specific issue that must be addressed to improve the quality of life in Palm Beach County today.
Part II: Describe what you would do to address and resolve this issue to build a better community. Outline why this issue is so important and the value of the changes you suggest. Please add statistics and facts where you can. (Maximum of 10 points, 1,000 character max)

7.4 Leadership Development

Describe what steps you have taken to develop your leadership abilities. Briefly tell us how your leadership skills have evolved and cite some examples, such as certification programs, classes, mentor programs, coaching, etc. (Maximum of 5 points, 1,000 character max)

7.5 Visionary Leadership

Describe a circumstance in which you have taken a risk and/or been visionary as a leader. Please be specific in describing the results. Use an example that is different than those used previously in the application.. (Maximum of 5 points, 1,000 character max)

7.6 Contribution to the Leadership Class

What unique achievements, qualities, or characteristics not described in the above would you bring to the class? Please describe strengths, experiences, and perspectives that would make you a "unique contributor" as the class grows as leaders in the coming year. (Maximum of 5 points, 1,000 character max)



Demographic Survey

The following information will be used to help Leadership Palm Beach County improve its recruitment and selection process.

Applicant's Name _____

Ethnicity: (Please check all that apply) - **Optional**

☐ American Indian or Alaskan Native

☐ Asian

☐ Black or African American

☐ Hispanic or Latino

☐ Native Hawaiian or Pacific Islander

☐ White/Caucasian

☐ How do you identify _____

Personal Data - **Optional**

I identify my gender as _____

Date of Birth (Month/Date/Year) - **Optional** _____

Are you disabled (as defined by the Americans with Disabilities Act of 1990)

or, Are there any state accommodations you will require to participate in the class?

☐ Yes

☐ No

How did you become aware of the Leadership Palm Beach County program?

☐ Leadership Alumni

☐ Media (specify) _____

☐ Focus Program

☐ Aspire Program/Lunch & Learn

☐ Grow Program

☐ Attended LPBC Event (specify) _____

☐ LPBC Newsletter

☐ Chamber (specify) _____

☐ LPBC Website

☐ Community Service Club (specify) _____

☐ LPBC Social Media

☐ Friend/Business Contact (specify) _____

☐ Other (specify) _____

Did you participate in Leadership Focus?

☐ Yes

☐ No

If yes, what year? _____

Have you applied to Leadership Palm Beach County in the past?

☐ Yes

☐ No

Did you attend a Leadership Palm Beach County Information Session this year?

☐ Yes

☐ No

Thank you for your help with this survey. All information will be kept confidential.

For More Information, please contact Leadership Palm Beach County:

Office: (561) 833-4321

Email: Apply@LeadershipPBC.org