

*Leadership Berks strengthens future nonprofit boards by developing volunteer leaders who will focus on creating a vibrant, safe and inclusive community.*

### PROGRAM REQUIREMENTS

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The course meets monthly from September, 2024 thru May, 2025.

#### Participant Requirements include:

- **Mandatory** attendance at 2-day opening retreat September 26-27, 2024.
- Regular (75% or better) and attentive presence at monthly sessions
- Active engagement in group project work, including out-of-session time research and meetings
- Compliance with other participant guidelines
- Commitment to serve on a nonprofit board or committee upon program completion

### APPLICATION GUIDELINES

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#### Application Requirements:

- Applications may be submitted beginning April 1, 2024 throughout the year but should be received by **July 31, 2024**.
- Resume must accompany completed application.
- Acceptance letters and invoices will be sent out following the application review process. Tuition due by August 31, 2024.

#### Selection Criteria:

- Selection is based upon information in the application and supplemental documents. Interviews may be requested. The following will be evaluated in selecting participants:
  - *Resourcefulness and innovation*
  - *Evidence of effective interpersonal skills*
  - *Inclusive attitude*
  - *Good citizenship*
  - *Demonstrated commitment to life-long learning and community involvement*
  - *Recognition of the value of servant leadership*

### SCHOLARSHIPS

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A limited number of partial scholarships are available for representatives of nonprofits or self-supported individuals. Scholarships are issued in accordance with funds available and there are no guarantees. If you would like to apply for a partial scholarship, please indicate the dollar amount needed (up to \$1,500) and explanation for the need. Scholarship recipients will be notified in writing along with full payment details.

Amount Requested: \_\_\_\_\_

Please explain the need for the scholarship in 250 words or less.

### CURRICULUM

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Program sessions include deep-dives into a wide variety of topics related to:

- Nonprofit governance
- Berks County community issues
- Leadership development

### TUITION

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**Payment of Non-refundable tuition: \$3,000**

Please see "scholarship" section.

## Application Information

## Application for Enrollment

Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

Formal Name: \_\_\_\_\_ (Preferred appearance in listings and official documents.)

Organization/Employer: \_\_\_\_\_

Business Address: \_\_\_\_\_ Suite # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_

Business Email Address: \_\_\_\_\_  Preferred

Personal Email Address: \_\_\_\_\_  Preferred

Telephone: Home: \_\_\_\_\_  Preferred Cell: \_\_\_\_\_  Preferred Office: \_\_\_\_\_  Preferred Ext: \_\_\_\_\_

Home Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_

## Personal Information

Leadership Berks strives to build a diverse class based on age, gender, race/ethnicity.

Age Range: \_\_\_\_\_ Optional Birthdate: \_\_\_\_\_

Ethnicity: \_\_\_\_\_

Preferred Pronouns: \_\_\_\_\_

Do you have any special physical needs for which you are requesting accommodation? If yes, please describe:

Do you have any dietary restrictions? If Yes, please list them here:

## Sponsoring Organization

Executive Contact to Acknowledge for Sponsorship: \_\_\_\_\_

Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Business Address: \_\_\_\_\_ Suite # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Tuition Invoice to be sent to:** (if different from executive contact)

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Referral Source:** I learned about this program from: \_\_\_\_\_

## Community Service

Areas of service of primary interest to you:

Education  Health  Financial Stability  Safety Net Services  Arts/Culture/Environment

What personal and professional goals do you expect to achieve through Leadership Berks?

What attributes, skills and experience would you bring to a nonprofit board or committee?

**Nonprofit Board and/or Committee Experience**

Name of Nonprofit Agency	Focus of Agency	Years Served	Position(s) Held
		_____ to _____ (year) (year) <input type="checkbox"/> Current	
		_____ to _____ (year) (year) <input type="checkbox"/> Current	
		_____ to _____ (year) (year) <input type="checkbox"/> Current	

**Participant’s Commitment Form & Media Release**

If accepted into the program, I understand the commitment I am making to the Leadership Berks program.

- Attendance at the mandatory 2-day opening retreat and all scheduled monthly sessions is important. I understand the time commitment required of me as a participant. If selected, I commit to attend all monthly sessions and I fully understand that should I miss more than two sessions, for whatever reason, I may be dismissed from the program with no portion of my tuition refunded. I will make necessary arrangements to be at sessions on time and remain all day at the sessions.
- I will attend Graduation (June).
- I understand that I am required to work on and complete a group project. I will fully participate in this project.
- I am willing to devote my time and energy to the sessions, my project and the program, as a whole.
- I will serve in a community leadership role/position with a Berks County nonprofit.
- I understand that successful follow-through of these commitments is dependent upon completion of the program.
- I, the undersigned, grant Leadership Berks/United Way of Berks County permission to use my story/ interview and/or my photographs, video recordings, digital images, and the like, to use, but not limited to, print, digital and promotional materials and/or advertising materials. I acknowledge I will not receive any compensation for the use of my story/interview, pictures, images or recordings. Further, I grant all rights, title and interest to the finished pictures, negatives, reproductions and copies of the original prints and negatives and videos, including the right to transfer and exhibit the negatives, original prints, or copies and facsimiles thereof.

*I understand the value of my acceptance and why my commitment, as well as that of my fellow classmates, is of great significance. My signature indicates I understand the above commitments and agree to uphold them to the best of my ability.*

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

### Employer/Sponsor’s Commitment

A participant for the Leadership Berks program must have the support and commitment of their employer/ sponsoring organization. The signature of the employer/sponsoring organization is required to indicate the employer/sponsoring organization is in complete support of the nominee’s participation. Support includes:

- Financial support by paying non-refundable tuition
- Time support including time-off from work and responsibilities to attend and fully participate in the mandatory two-day opening retreat on September 26-27 and full-day monthly sessions from October 2024-May 2025.

#### EMPLOYER commits to: Financial Support and Time Support

Employer: \_\_\_\_\_

Approving Officer Name and Title (PLEASE PRINT): \_\_\_\_\_

Approving Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OR**

#### SPONSORING ORGANIZATION commits to: Financial Support and Time Support

Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Suite # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Approving Officer Name and Title (PLEASE PRINT): \_\_\_\_\_

Approving Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Supplemental Information

*Please attach to this application your résumé or summary of professional and life experience.*

### Submitting Your Application

Please forward this form and supplemental documents to:

Jean Morrow  
Sr. Vice President, Leadership United  
United Way of Berks County  
25 North 2nd Street, Suite 101  
Reading, PA 19601-4007  
jeanmor@uwberks.org

**Questions?** Please call Jean Morrow at 610-685-4587 with any questions as you complete this applicaiton.