



**LEADERSHIP  
BROWARD  
FOUNDATION**  
A 501(c)(3) Nonprofit Organization

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# **Leadership Broward Class XXXVIII**

## **2019-2020 PROGRAM YEAR APPLICATION**

Welcome to Leadership Broward Foundation, Inc (LBF)! Completing this application demonstrates a proven initiative to invest not only in your future, but in the future of Broward County. We welcome your application to Leadership Broward (LB) Class XXXVIII, as it demonstrates your desire for personal and professional development, as well as your commitment to providing strong leadership for your community.

Leadership Broward, a program of LBF, is one of the premier leadership programs in the country. We educate aspiring leaders, engage our citizens in issues that affect our community, and connect people to the resources of our region. We ultimately facilitate transformation by creating more effective leaders, improving communication and maximizing our strengths.

Each year, LBF selects a diverse group of established community leaders for the LB program. The curriculum offers an intensive orientation to the issues facing Broward County and is designed to enhance participants' leadership skills, provide practical community service experience, and offer opportunities to interact with other community leaders. Upon completion of the LB program, participants will graduate into a thriving group of active LBF alumni.

Thank you for your interest in applying to LB Class XXXVIII. We look forward to helping you successfully navigate the application process. Please do not hesitate to contact us if you require further assistance.

**Leadership Broward Foundation, Inc.  
1421 SE 4<sup>th</sup> Ave, Suite D  
Fort Lauderdale, FL 33316**

**[www.leadershipbroward.org](http://www.leadershipbroward.org)  
Leadership Programs Coordinator | Thao Le  
Phone: 954.767.8866 ext. 103 | E-mail: [apply@leadershipbroward.org](mailto:apply@leadershipbroward.org)**

# Program Information and Application Instructions

Dear Applicant:

Congratulations on your decision to apply to Leadership Broward Class XXXVIII! Leadership Broward (LB) is designed to expand the skills and knowledge of individuals who have demonstrated leadership within their profession and their community. Through collaborative and interactive experiences, class members learn valuable skills, enhance their community awareness, and use their collective knowledge to engage in meaningful community service projects in Broward County.

Each year, Leadership Broward Foundation, Inc. (LBF) accepts applications for entry into the LB program from a diverse group of individuals, including business leaders, professionals and academics, directors and staff of community service organizations and civic associations, managers from government agencies and community activists. Up to 60 of these individuals will be selected this year to join LB Class XXXVIII.

Before beginning the application, **please read the entire application packet carefully** to ensure that you do not have any conflicts with the dates listed. **The cost of the LB program is \$2,700 (\$100 non-refundable processing fee and tuition of \$2,600). Payment must be received by August 23, 2019.**

## Applicants must:

- Hold current leadership position(s) in professional and/or civic organizations.
- Demonstrate a commitment to improving the community through active volunteerism and/or service.
- Have an interest in furthering their knowledge about Broward County and community leadership.
- Commit to FULL participation in the LB program – inclusive of the LB Overnight Retreat (**mandatory** – September 20 and 21, 2019), monthly full-day Program Days, Community Service Project, and Graduation (**mandatory** – June 5, 2020).
- Live and/or work in Broward County, FL.
- Must be at least 25 years of age by September 14, 2019

## Participant commitments:

- Participants are responsible for transportation to and from program day sites. Transportation will be provided by charter bus during the day.
- Monthly Program Days run from 7:30 a.m. to 5:30 p.m.
- Participants will take part in a mandatory on-going community service project (this will require time outside of the scheduled LB program dates).

## Application requirements:

- Fill out the application completely and submit it either via website, scan and e-mail or via U.S. Mail. All applications and supporting documentation must be received by the LBF office on or **before 5:00 p.m. on Friday, June 7, 2019.**
- **Submit two (2) references to [apply@leadershipbroward.org](mailto:apply@leadershipbroward.org).**
- **Signed Employer Consent Form.** If self-employed or you are the CEO/ED/President please note that on the consent form.
- **Submit a headshot to [apply@leadershipbroward.org](mailto:apply@leadershipbroward.org).**
- **The \$100 non-refundable processing fee must accompany this application.**

## Selection process:

- All applications will be reviewed by the LB Class XXXVIII Selection Committee and applicants will be notified of the status of their Class XXXVIII application by Wednesday, July 3, 2019.
- LBF is committed to cultural, geographical, racial, ethnic, professional and economic diversity and considers all applicants who have demonstrated leadership skills and talents.

Should you have any questions regarding the application process, please do not hesitate to contact me at (954) 767-8866 ext. 103 or via [apply@leadershipbroward.org](mailto:apply@leadershipbroward.org).

Warmest regards,

Thao Le  
Leadership Programs Coordinator

## Leadership Broward Class XXXVIII Program Overview

The **Opening Retreat in September** sets the tone for ownership and a personal commitment towards a meaningful LB experience. This two-day overnight retreat includes exercises in team-building and personal leadership development. The retreat process is designed to launch the class into a year of learning facilitative and leadership skills in order to enhance public awareness about Broward County's unique community issues and to cultivate professional relationships that will last for years to come.

Together, LB class members participate in **eight monthly program days from October through May**, which are planned and executed by past program graduates. Each program day is planned by a committee of dedicated LB alumni who have a professional background or personal interest in the day's theme. These program day committee members organize the day's tour schedule, recruit speakers and panelists, plan interactive activities, and facilitate engaging discussions about current issues. In essence, the program days provide participants with a backstage pass to Broward County. You can always count on days filled with educational, meaningful, and fun experiences!

Throughout the program year, class members are engaged in community service projects with local non-profit organizations. Class members have the opportunity to review the project proposals submitted by interested organizations at the **Community Project Placement Fair**. At the **Community Projects Kick-Off**, each group meets with the organization's project liaison to begin outlining project goals and objectives. During the course of the LB program, project groups meet independently to plan and implement their project. These projects are both challenging and rewarding. Group members learn to work together as a cohesive team and expand their leadership skills both individually and as a group. The community project process culminates with group presentations on Graduation Day.

*Over the past 37 years, LBF has assisted numerous community organizations in Broward County. Recent community projects were completed in conjunction with the following organizations: Arc of Broward County; The Covenant House; Dr. Martin Luther King Jr. Elementary School; Fort Lauderdale Historical Society; Lighthouse of Broward; Million Meals of Broward County; SOS Children's Villages; Stranahan House; Women In Distress of Broward County; Covenant House Florida; Broward Educational Foundation; Russell Life Skills and Reading Foundation; and New Visions Development Corporation.*

**Graduation in June** consists of a day and an evening program. During the day, community project teams present their accomplishments to their class members and a panel of community judges. During the evening celebration, one group will be recognized for "Best Overall Project". The "Best Overall Project" group receives the **Solutions for Communities Award**, and the corresponding organization is awarded \$1,000. The evening celebration is a formal event for class members, invited guests, and LBF Board of Directors. Class members are individually acknowledged and receive their graduation plaque and the distinguished LB lapel pin, which indicates their status as indoctrinated members into the acclaimed Leadership Broward Foundation, Inc.

# Leadership Broward Class XXXVII Calendar of Dates

## CALENDAR OF DATES LEADERSHIP BROWARD CLASS XXXVIII

**OPENING RETREAT (MANDATORY ATTENDANCE. NO EXCEPTIONS)**  
FRIDAY, SEPTEMBER 20, 2019 THROUGH SATURDAY, SEPTEMBER 21, 2019

### COMMUNITY PROJECTS

#### PLACEMENT FAIR

WEDNESDAY, SEPTEMBER 25, 2019

### COMMUNITY PROJECTS KICK-OFF

WEDNESDAY, OCTOBER 2, 2019

### PROGRAM DAYS

#### Government & Education Day

Thursday, October 24, 2019

#### Urban Development and Environment Day

Thursday, November 14, 2019

#### Media Day

Thursday, December 12, 2019

#### Culture, Arts and History

Thursday, January 23, 2020

#### Criminal Justice Day

Thursday, February 13, 2020

#### Business Day

Thursday, March 12, 2020

#### Transportation & Tourism Day

Thursday, April 9, 2020

#### Health and Human Services Day

Thursday, May 14, 2020

### GRADUATION (MANDATORY ATTENDANCE. NO EXCEPTIONS)

**FRIDAY, JUNE 5, 2020**

MORNING PORTION – PROJECT PRESENTATIONS (MANDATORY ATTENDANCE)

8:00 A.M. – 2:00 P.M.

EVENING PORTION – COMMENCEMENT CEREMONY (MANDATORY ATTENDANCE)

5:00 P.M. – 10:00 P.M.

(Both Day and Evening Programs are MANDATORY - NO EXCEPTIONS)

*\*All Locations (TBD). Dates and times can be subject to change. Please note that participation in the Opening Retreat, Graduation and a minimum of six of the eight monthly Program Days is MANDATORY in order to graduate and receive recognition as an LB alumnus. Active participation in a community group project is also required throughout the program year.*

# Leadership Broward Class XXXVII Application Timeline

<p style="text-align: center;"><b>June 7, 2019</b> <b>5:00 p.m.</b></p>	<p style="text-align: center;">Before you submit your application, please make sure all of the following forms are complete:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Complete Application Pages</b></li> <li><input type="checkbox"/> <b>Reference Form x 2</b></li> <li><input type="checkbox"/> <b>Consent Form</b></li> <li><input type="checkbox"/> <b>Picture of Applicant</b> <b>(Professional head shot is preferred) in JPEG format</b></li> <li><input type="checkbox"/> <b>\$100 Processing Fee</b></li> </ul> <p style="text-align: center;">All completed applications should be submitted with a non-refundable \$100 through the LBF Website. If paying by check please mail to:</p> <p style="text-align: center;"><b>Leadership Broward Foundation, Inc.</b> <b>Attention: Thao LE</b> <b>1421 SE 4<sup>th</sup> Ave, Suite D</b> <b>Fort Lauderdale, FL 33316</b> <b>thao@leadershipbroward.org</b></p>
<p style="text-align: center;"><b>By</b> <b>July 3, 2019</b></p>	<p style="text-align: center;">All applicants will be notified of the status of their LB Class XXXVIII application.</p>

# Leadership Broward Class XXXVII Application

**IT IS HIGHLY RECOMMENDED THAT THE APPLICANT SAVE THEIR APPLICATION PAGE BY PAGE IN A WORD DOCUMENT FOR THEIR OWN RECORDS.**

**Application deadline is 5:00 p.m., June 7, 2019.** The processing fee must accompany this application. Please make checks payable to Leadership Broward Foundation. Payment may be made by credit card at [www.leadershipbroward.org](http://www.leadershipbroward.org), by clicking the Pay Application Fee link on the Application Process page.

**GENERAL INFORMATION:**

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs.	<input type="checkbox"/> Ms. <input type="checkbox"/> ___	First Name:	Middle Initial	Last Name:	First & Last Name for Name tag:
Home Address:					Length of Residence in South Florida area:
City:		State:		Zip:	Home Phone:
E-mail:			Mobile Phone:		
Date of Birth:		<input type="checkbox"/> Male <input type="checkbox"/> Female		Person with Disability: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Ethnic Background: <input type="checkbox"/> African American <input type="checkbox"/> American Indian <input type="checkbox"/> Anglo <input type="checkbox"/> Asian American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Other (please specify):					
Previous Applicant? <input type="checkbox"/> No <input type="checkbox"/> Yes, when?			Preferred Mailing Address: <input type="checkbox"/> Business <input type="checkbox"/> Home		

**EMPLOYMENT:**

Present Employer:			
Title :			Length of Time with Employer:
Business Address:		City:	State: Zip:
Business Phone		Ext.	Business E-mail
Number of Employees: <input type="checkbox"/> More than 250 employees <input type="checkbox"/> 50 – 250 employees <input type="checkbox"/> Less than 50 employees			

Previous Employer:			
Title :			Length of Time with Employer:
Business Address:		City:	State: Zip:
Number of Employees: <input type="checkbox"/> More than 250 employees <input type="checkbox"/> 50 – 250 employees <input type="checkbox"/> Less than 50 employees			

Previous Employer:			
Title :			Length of Time with Employer:
Business Address:		City:	State: Zip:
Number of Employees: <input type="checkbox"/> More than 250 employees <input type="checkbox"/> 50 – 250 employees <input type="checkbox"/> Less than 50 employees			

**EDUCATIONAL BACKGROUND:**

School/University:	City, State:	Dates (from-to):	Degree:	Major:

**PROFESSIONAL AND OCCUPATIONAL ACTIVITIES:**

1. Organization:	Dates of Participation:	Position Held:
Responsibility:		
2. Organization:	Dates of Participation:	Position Held:
Responsibility:		

**VOLUNTARY COMMUNITY ACTIVITIES:**

List the key non-professional activities (charity, religious, school involvement, task forces or commissions) in which you have been an active participant in Broward County or other areas in which you have lived.

1. Organization:	Dates of Participation:	Position:
Responsibility:		
2. Organization:	Dates of Participation:	Position:
Responsibility:		
3. Organization:	Dates of Participation:	Position:
Responsibility:		
4. Organization:	Dates of Participation:	Position:
Responsibility:		
5. Organization:	Dates of Participation:	Position:
Responsibility:		

In an average month, approximately how many hours do you spend on voluntary community activities? \_\_\_\_\_ hours

**SPECIAL HONORS/AWARDS:**

List any professional or community honors or awards you have received.

**ESSAYS:**

Please answer in the space provided limiting each response to **100** words or less. **No attachments please.**

I. What do you consider to be your most significant professional or community contribution?



II. What do you consider the most significant issue facing the Broward County today?

III. Why should you be selected for Leadership Broward?

**Upon selection and as part of your tuition fee, LBF provides a Leadership Broward shirt for class members. Please indicate which size shirt you would like. Shirts run a little smaller than average.**

- Men's shirt                       Women's shirt  
 Small    Medium    Large    X-Large    2XL    3XL

**REFERENCES:**

The applicant must include with their application **two** completed Reference Forms from different people. These forms are available on the LBF website in Microsoft Word. Please have these forms returned to you upon completion and submit them with your application.

**TUITION:**

If accepted into the Leadership Broward Class **XXXVIII**, you and/or your employer will be invoiced for a tuition fee of \$2,600. In order to hold your seat in the class, you and/or your employer must submit payment no later than 5:00 p.m., Friday, August 23, 2019. Please make checks payable to Leadership Broward Foundation. Payment may be made by credit card at **www.leadershipbroward.org**, by clicking the PAY INVOICE Link.

Will your employer be responsible for your tuition?     Yes                     No  
Will a sponsor be responsible for your tuition?        Yes                     No

If yes, both signatures are required. If you alone are responsible for your tuition, only you are required to sign.

By signing below, you acknowledge that the applicant's/your tuition must be paid by August 23, 2019, and that the signed parties below are responsible for payment to Leadership Broward Foundation, Inc.

Applicant's Signature:	Date:
Employer's Name (please type/print):	Employer's Title:
Sponsor/Company Name:	
Sponsor/Employer's Signature:	Date:

**EMPLOYER CONSENT:**

Applicants for Leadership Broward Class XXXVIII must have the support of their employer. The **employer must sign this form to indicate their support of the nominee's participation in the program.**

This application has the approval of this organization and the applicant has our full support, which includes the time necessary to fulfill the program requirements and the financial commitment listed above.

Employer's Name (please type/print):	Employer's Title:
Sponsor/Company Name:	
Sponsor/Employer's Signature:	Date:

## APPLICANT ACKNOWLEDGMENT OF COMMITMENTS:

Please read the following, check boxes to signify understanding and compliance, and sign below.

- The date for the Retreat is September 20-21, 2019. **Full participation at the retreat is mandatory, no exceptions.**
- Class members must participate in one full-day session per month from October to May, preliminary assignments for each of the sessions, and a group community project **No class member may miss more than two program days and still be able to graduate.**
- LBF will provide transportation **during** each program day. Class members are **required** to utilize provided transportation during all program events. Class members are responsible for transportation to and from the pick-up/drop off location.
- Throughout the LB program year, photographs will be taken to document the class. Participants must consent to the use of these photographs in any literature or videos involved with the Leadership Broward Foundation, Inc. for the purposes of marketing the organization.
- Tuition must be paid by August 23, 2019, and that the signed parties above are responsible for payment to the Leadership Broward Foundation, Inc.
- Participants will be bound to the Leadership Broward Foundation Code of Conduct policy, as amended from time to time. Failure to adhere to this Code of Conduct may result in your removal from the Leadership Broward Program.

I understand the goals and commitment of the Leadership Broward program and the attendance requirements. If selected, I will fulfill all obligations outlined in this application and will see to payment of my tuition upon acceptance. I acknowledge that I have completed the application and that all the information contained herein is true and correct. I hereby give the Leadership Broward Foundation, Inc. the right to make inquiries regarding the information provided on this application form.

Applicant's Signature:	Date:
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