



2024–2025

## Leadership Fairfield Application

Submit to the Fairfield Area Chamber of Commerce by:

Friday, August 2nd at 3:00pm to receive the \$600 Early Bird Fee

Fee increases to \$650 if received between August 2nd and

August 30th (Non-Member Application Fee is \$1,000)

### Applicant Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Company: \_\_\_\_\_ Position: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Personal Mailing Address: \_\_\_\_\_

Dietary Restrictions: \_\_\_\_\_

Daytime Emergency Contact

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

### Company Support

On behalf of our organization I support this applicant's participation in the Leadership Fairfield 2024-2025 session. I have read the Program Guidelines and will support our employee in fulfilling all necessary components, including assurance the participant's workload and/or duties will be covered on days spent at Leadership Fairfield.

☐ The applicant is head of company

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Email: \_\_\_\_\_

### Payment Options

Once accepted, the Chamber will invoice the course fee which is due BEFORE Tuesday, September 3rd, 2024.

☐ Invoice me: I, as the applicant, am responsible for the course fee.

☐ Email Invoice: Applicant's employer will sponsor the course fee. Email the invoice to:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

### Applicant's Agreement and Signature

*By submitting this signed application, I affirm that the facts set forth in it are true and complete. I also affirm that I have read the Leadership Fairfield Program Guidelines and agree to abide by them if accepted into the program. I further understand that photos and videos of myself participating in the program will be taken and potentially used on social media or media releases.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### A Note from the Chamber

Thank you for applying for Leadership Fairfield's 2024-2025 session! You will be notified of your acceptance after review by the committee. Space is limited to 25 participants.

If you have questions, please contact the Chamber at 472-2111.

#### For Office Use Only

Date Received: \_\_\_\_\_

Email Confirmation: \_\_\_\_\_

Staff: \_\_\_\_\_

Fairfield Area Chamber of Commerce

204 West Broadway Ave—Fairfield, IA 52556

Info@FairfieldIowa.com

(641) 472-2111



## Leadership Fairfield Program Guidelines

The Next Level Leader (Leadership Fairfield) is the premier networking & professional development program for our area. This class includes eight monthly sessions each centered around a unique theme. Every session includes expert presenters, panels of community leaders, and will improve members leadership skills. By the end of the program, each participant will have personally connected and networked with Fairfield's top business and community leaders. New this year, participants will help solve some needs/issues in our community through civic projects.

### *Schedule—1st Tuesday of each month*

Tuesday, September 3— Opening Session	• Each day will open at 8:30am and conclude at 4:30pm
Tuesday, October 1	• Lunch is included at each session
Tuesday, November 5	• Light snacks are included at each session
Tuesday, December 3	• Most classes start and end at the Arts and Convention Center
Tuesday, January 7	
Tuesday, February 4—Day at the Capital	
Tuesday, March 4	
Tuesday, April 1	

*Thursday, April 24th, 2025 — Graduation / Annual Awards Banquet 5:00pm—9:00pm*

### *Expectations*

#### *Attendance*

- ◇ Participants are expected to be present throughout the session. If a participant misses more than 15 minutes of the session, it counts as an absence.
- ◇ If a participant has more than one unexcused absence, they will not graduate from the program.
- ◇ The opening session and graduation are mandatory for all participants.

#### *Cost*

- ◇ If completed application is received by 3:00p.m. August 2nd the participant receives the early bird registration fee.
- ◇ Registration fee increases to \$650 if received between August 2nd and August 30th. (Non-Member Fee is \$1,000)
- ◇ Program fee includes meals, bus transportation, expert presenters, materials and admission to the Chamber Annual Awards Banquet where the graduation will occur.
- ◇ Participants dismissed for failing to fulfill program requirements, including attendance policy, will *not* receive a refund.

#### *Dress Code and Rules*

- ◇ Dress Code is *business casual* for most days and will be announced by the instructor. Participants should be mindful of the weather and program agenda when selecting footwear and outerwear since walking tours include multiple facilities, both indoors and outdoors.
- ◇ All electronic devices must be muted during the sessions. Disrespecting classmates and presenters with improper use of electronic devices will not be tolerated. Class rules will be created in the opening session.

### *Additional Program Requirements (More information will be given at the Opening Session)*

**Community Service:** Six volunteer (outside of class) hours are required for all participants. Organized community service days will be held for the entire class or participants may serve on their own. Activities may include working with the Greater Habitat for Humanity, Maasdam Barns, the library, Carnegie Museum, assisting in a food drive, or something else the class designs. A submitted report will be required.

**Civic Project:** Participants will work in teams with local organizations who have provided an application to the Fairfield Area Chamber of Commerce suggesting an idea or issue that a team can work on and help provide a solution. Groups are expected to work outside of the scheduled monthly sessions on their projects.

## Leadership Fairfield Program Guidelines

The Next Level Leader (Leadership Fairfield) is the premier networking & professional development program for our area. This class includes eight monthly sessions each centered around a unique theme. Every session includes expert presenters, panels of community leaders, and will improve members leadership skills. By the end of the program, each participant will have personally connected and networked with Fairfield's top business and community leaders. New this year, participants will help solve some needs/issues in our community through civic projects.

### Essay Questions

*(In answering the following questions, limit **total attachments** to two, single-spaced typed pages)*

1. What do you hope to gain from the Next Level Leader experience? How do you expect to utilize this experience? What initiatives/organizations might you want to invest time in?
2. What have you found to be your most challenging community involvement? And why?
3. What do you feel are the two most pressing problems facing Fairfield (and Jefferson County) today?
4. Leadership styles vary in different situations. In your opinion, what common traits do all leaders exhibit?
5. Assess your current leadership skills. What are your strengths? What areas you would like to improve? Please provide personal examples of each.
6. What was your favorite part of Leadership Fairfield? What was your least favorite part? Did you write a personal mission statement?

### Community Leadership

*(Describe present or past volunteer community leadership positions you have held)*

Organization	Date(s) Involved	Position/Responsibility
_____	_____	_____
_____	_____	_____

### Personal References

*(Describe present or past volunteer community leadership positions you have held)*

Name and Organization	Phone	Email
_____	_____	_____
_____	_____	_____

### Other Activities and Accomplishments

*(List any other honors, offices held, activities, etc.)*

Fairfield Area Chamber of Commerce

204 West Broadway Ave. Fairfield, Iowa 52556

Info@FairfieldIowa.com (641) 472-2111