



2023–2024

Leadership Fairfield Application

Submit to the Fairfield Area Chamber of Commerce by:

Friday, August 4th at 5:00pm to receive the \$550 Early Bird Fee

Fee increases to \$600 if received between August 5th and

September 1st (Non-Member Application Fee is \$900)

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 2023-2024 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 Tuesday, September 5th, 2023.

☐ 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.

Signature: _____ Date: _____

A Note from the Chamber

Thank you for applying for Leadership Fairfield's 2023-2024 session! You will be notified of your acceptance within two business days of your application. If you have questions, please contact the Chamber.

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

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 behind-the-scene tours of Fairfield businesses. By the end of the program, each participant will not only have a well-rounded view of the various businesses in Fairfield but also have personally connected and networked with Fairfield's top business and community leaders.

Schedule—1st Tuesday of each month

Tuesday, September 5 — Opening Session

Tuesday, October 3

Tuesday, November 7

Tuesday, December 5

Tuesday, January 2

Tuesday, February 6

Tuesday, March 5

Tuesday, April 2

- Each day will open at 8:30am and conclude at 4:30pm
- All sessions begin & end at the Fairfield Arts & Convention Center
- Lunch is included at each session
- Light snacks are included at each session

Thursday, April 25th, 2024 — 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 is mandatory for all participants.

Cost

- ◇ If completed application is received by 5:00p.m. August 4th the participant receives the early bird registration fee.
- ◇ Registration fee increases to \$600 if received between August 5th and September 1st (Non-Member Fee is \$900)
- ◇ Program fee includes meals, bus transportation, expert presenters, materials and admission to the Chamber Annual Awards Banquet / Graduation.
- ◇ 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* with *closed toe shoes*. 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 turned off during the sessions. Disrespecting classmates and presenters with improper use of electronic devices will not be tolerated.

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, assisting in a food drive, or something else the class designs. A submitted report will be required.

Board Meeting: Each participant is required to attend a minimum of one board meeting (not a board they already serve on). A submitted report will be required.



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