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## A COMMUNITY LEADERSHIP DEVELOPMENT PROGRAM

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### MISSION STATEMENT

**Leadership Lawton Fort Sill** has been established to promote individual leadership skills that will better serve our community.

### COMMITMENT

Attendance at orientation, retreat and the graduation is mandatory. Class members are expected to attend every session in its entirety. Absence from more than two (2) sessions, by any class member during the class session year could result in dismissal from the program without refund of tuition. The dismissed individual may reapply for a future class.

**Tuition is \$695.00. A \$25.00 (non-refundable) application fee is due with your application.** Upon receipt of your acceptance letter, you are committed to the full tuition payment, which is due before Orientation. After Orientation, no tuition will be refunded. Tuition assistance is available and will be considered on the basis of demonstrated need. If you need tuition assistance, please include a written letter with your application describing your financial need. *An installment plan of up to 3 payments will be considered for class members not sponsored by a business with full payment due by November 26<sup>th</sup>.* Pay \$25 with PayPal account: [llfsok@gmail.com](mailto:llfsok@gmail.com)

Class sessions are usually one full day (8 am to 5 pm); however, some exceptions may occur. Regardless of the number of class hours per session, all class members are expected to attend the full session.

### Program Schedule for Class XXXIV

(Schedule subject to change)

<b>Orientation (Evening)</b>	Thursday, August 8, 2024
<b>Retreat</b>	Thursday, September 12, 2024
Economic Development	Thursday, October 17, 2024
Health and Human Services	Thursday, November 14, 2024
Education	Thursday, December 5, 2024
Media	Thursday, January 16, 2025
Mentorship Day with Jr. LLFS	Wednesday, January 22, 2025
City Government/Arts	Thursday, February 13, 2025
Fort Sill	Thursday, March 6, 2025
State Government	Tuesday, April 8, 2025
Criminal Justice	Thursday, May 8, 2025
Leadership	Thursday, June 5, 2025
Graduation (lunch)	Thursday, June 12, 2025
<b>Additional 1-hour Mentor Sessions</b>	<b>Scheduled at Mentors' Orientation</b>
<b>Bold= mandatory requirement</b>	



### **Application Process:**

Leadership Lawton Fort Sill is open to all adult applicants who reside in Southwest Oklahoma. Complete the application in its entirety. Please have all information, including reference letters, together in one email as attachments or a mailed complete packet. Please mail a \$25 (non-refundable) application fee made payable to *Leadership Lawton Fort Sill* with the mailed application packet. If the application packet is emailed, mail the check USPS. Applications must be emailed or postmarked by **July 31st**. See page 9 for "Application Submission Instructions" which include detailed check lists for submission.

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## CRITERIA FOR PARTICIPANT SELECTION

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**SELECTION CRITERIA** -The most important factor in Leadership Lawton Fort Sill's (LLFS) selection process is the identification of those individuals most likely to use their leadership for the long-term benefit of the community. LLFS selects individuals who possess a desire for a deeper understanding of the Lawton Fort Sill area and who have a sincere commitment to serve in this community. In addition, participants are selected to represent the diversity of the community. Factors considered in the selection process include:

- **Organizational Leadership** – Past, present and potential leadership roles in organizations and business activities.
- **Community Involvement**- Past, present or desired future involvement in elective or volunteer capacities.
- **Motivation** – How motivated is the individual to take full advantage of the opportunity offered by LLFS, and stay active as a LLFS member?
- **Time Commitment** – Ability and interest to complete the LLFS program and to contribute to the Lawton Fort Sill community in the future.

Our selection committee reviews your application against these criteria as demonstrated by your essay responses and your letters of recommendation; take your time when completing the application. Incomplete applications will not be considered. The selection committee considers only those items included in your application, so there is no benefit to having additional calls of support placed to the office. Because of the large number of quality applicants and the limitation in class size, many LLFS members are not selected for their classes on their initial applications. That is NOT necessarily a reflection of your application quality. In order to achieve a well-balanced class, sometimes many truly wonderful applicants are not selected the first time they apply. Applicants are strongly encouraged to re-apply the following year.



**APPLICATION FOR LEADERSHIP LAWTON FORT SILL CLASS XXXIV**

**PERSONAL INFORMATION**

Last Name	First	Middle	Preferred First Name
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Employer	Position
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Employer's Address	City	Zip
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Work Phone	Work Fax	Work Email
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Home Address	City	Zip
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Home Phone	Mobile Phone	Home Email
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How long have you lived in the Lawton Fort Sill area? \_\_\_\_\_

Have you previously applied for participation in Leadership Lawton? \_\_\_\_\_

*Each class is formulated to include a variety of career, economic, geographic, racial, and religious backgrounds as well as a balance of age and gender. The following information is necessary to assure a diverse class.*

Date of Birth \_\_\_\_\_ Female  Male

Race/Ethnicity: (Mark as many as apply)

African American  
 Caucasian

Asian American  
 Hispanic/Latino

Native American  
 Other\_\_



Do you need special accommodations? No  Yes

If yes, please explain. \_\_\_\_\_

Have you ever been convicted of a felony? No  Yes

If yes, please explain. \_\_\_\_\_

If you would like to be considered for the Barbara Curry Memorial Tuition Waiver, in the paragraph box below, please indicate why you should be considered.

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**EMPLOYMENT**

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Brief descriptions of responsibilities in your current vocation (i.e. work, volunteerism, or at-home responsibilities):

Employed at current employer since (month/ year) \_\_\_\_\_



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## EDUCATION

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Summarize your educational background, including occupational, vocational and technical training, schools attended, degrees/certificates awarded and field of study and any other training or skills you have.

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## REFERENCES

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Two letters of reference should be written describing why the applicant has potential as a future leader in Lawton and how this leadership will be applied. **Letters must be mailed together with this application to Leadership Lawton Fort Sill.** Not more than one (1) letter is to be from the applicant's employer. You can use two community references if you wish. During the selection process, these references may be contacted for purposes of clarification. **Current Leadership Lawton Fort Sill board members are prohibited from writing a letter of reference.**

**LEADERSHIP QUESTIONS**

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Please answer the following questions in the space provided below.

1. Describe your activities that demonstrate your commitment to the community. Items might include work for schools, neighborhoods, political campaigns, religious groups, athletic, professional/business, civic and community activities. Please do not simply list as bullet points; go into some depth about the type of activities you undertook and why they were important to you.

2. Describe your activities that demonstrate your ability as a leader. What do you consider your most important accomplishment?



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**LEADERSHIP QUESTIONS CONTINUED**

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3. Why are you interested in Leadership Lawton Fort Sill? What do you hope to gain? How will you make the required accommodations in your schedule to fully participate in the program?

4. Why should Leadership Lawton Fort Sill be interested in you? What will you as an individual bring to the class and the community?



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**TUITION**

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Tuition for Leadership Lawton Fort Sill is \$695. Class members are responsible for and will be billed for their tuition even though their tuition may be paid by an employer or sponsor.

**Tuition is payable by August 30, 2024, and is non-refundable.** Tuition assistance is available and will be considered on the basis of demonstrated need. If you need tuition assistance, please include a written letter with your application describing your financial need. Only fully completed applications will be considered.

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**COMMITMENT**

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Candidates for Leadership Lawton Fort Sill must have the time and desire to participate in the program and be committed to becoming leaders in the community. Successful completion of the Leadership Lawton Fort Sill program and induction into full Leadership Lawton Fort Sill membership requires:

- Full attendance at the evening orientation
- Full attendance at the retreat
- Full attendance at the monthly seminars
- Full attendance at the mentor sessions (Minimum of Four)
- Full payment of tuition

Full support from participant's employer is required for time needed to participate effectively in Leadership Lawton Fort Sill. If selected, this employee will have my full support to participate in the Leadership Lawton Fort Sill program.

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<b>Employer's Name</b>	<b>Title</b>
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<b>Employer's Signature</b>	<b>Date</b>
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<b>Applicant's Signature</b>	<b>Date</b>
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**APPLICATION SUBMISSION INSTRUCTIONS**

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Applications must be emailed or postmarked by the U.S. Post Office **no later than July 31, 2024** to:

**llfsok@gmail.com**

**or**

**Leadership Lawton Fort Sill  
P.O. Box 6754  
Lawton, OK 73506**

Please email the completed form electronically to **llfsok@gmail.com**. If you cannot email the application, please mail it. Please include only 1 copy of the tuition assistance letter, if applicable. Please either mail your check for the \$25 application fee or you can drop it off at the Chamber of Commerce. Please do not include additional inserts in your application. We do not want a resume, newspaper articles or any other information not specifically requested in the application materials.

**Emailed Submission Check list:**

- Completed, saved and attached Application PDF
- Two Letters of Reference (Not more than one letter can be from the applicant's employer)
- Tuition assistance letter (if applicable)
- Mail or drop of to the Chamber of Commerce a check in the amount of \$25.00 for the application fee.

**Mailed Submission Check list:**

- Completed and printed PDF Application
- Two Letters of Reference (Not more than one letter can be from the applicant's employer)
- Tuition assistance letter, include one copy (if applicable)
- Include a check in the amount of \$25.00 for the application fee.

Application deadline is **July 31, 2024**. Personal interviews may be conducted at the discretion of the LLFS Selection Committee. Candidates selected will be notified by **August 2, 2024**.