

# Leadership Monroe County

## Class XXXII Application



### Instructions for Application

Application Deadline: August 12, 2024. Incomplete or late applications will not be considered.

Application should consist of:

1. Cover Letter
2. Fully completed and signed application (including employer signature and waiver form).
3. Resumé or CV.
4. Letters of recommendation (suggested minimum of three).
5. Tuition payment check for \$2000.00 made payable to Leadership Monroe County (check is held until program acceptance; it is returned to applicants who are not accepted).
  - OR: Tuition payment by credit card for \$2000.00 to Leadership Monroe County and is likewise not processed until acceptance.

If you are applying for the Leadership Monroe Henry Rosenthal non-profit applicant scholarship, please send in these additional items with your application:

1. Scholarship application
2. The 501c(3) IRS letter from the non-profit which you are affiliated.

Submit application and support materials (items 1-4) to [apply@leadershipmonroecounty.org](mailto:apply@leadershipmonroecounty.org)  
Mail tuition payment (item 5) to: Leadership Monroe County, PO Box 1364, Key West FL 33041 or  
Credit Card payment via email to [apply@leadershipmonroecounty.org](mailto:apply@leadershipmonroecounty.org).

Contact the Program Coordinator Michael Shields at 305-394-3804 with questions.

### Selection Criteria

- Full-time Monroe County resident for at least one year
- Registered to vote in Monroe County
- Significant commitment to remain in Monroe County with no anticipated relocation
- Achievement of top leadership position(s) in a company, organization, and/or in the community
- A demonstrated history of commitment to volunteer service in community organizations outside of your job description
- A demonstrated interest in seeking key volunteer positions, public office, or other leadership roles in Monroe County
- The ability to make the time commitment to the program—attending and actively participating in all sessions

## FAQs:



1. What and when are the Class XXXII – 2024-25 sessions?
  - 1) *Tourism/Economy (Key West): 9/13-14 - One hotel overnight*
  - 2) *Environment (Upper Keys/Everglades): 10/18-20 - Two hotel overnights*
  - 3) *Health Care (Key West): 11/8*
  - 4) *Education/Government (Middle Keys): 12/6*
  - 5) *Military (Key West): 1/9-10 - One hotel overnight*
  - 6) *Law & the Judiciary (Key West): 2/7*
  - 7) *Human Services (Key West): 3/7*
  - 8) *Arts/Culture (Key West): 4/4*
  - 9) *Emergency Management (Marathon): 5/2 - One hotel overnight*
  - 10) *Closing/Graduation (Marathon): 5/3*
  
2. Do I have to attend all sessions? *Yes. Attendance is mandatory, and absence will indicate a withdrawal from the program. Extenuating circumstances may be considered and should be discussed with the Program Coordinator.*
  
3. If I am unable to make a session due to an extenuating circumstance, or if I have to withdraw from the program, can I receive a refund? *No. Refunds will not be considered after the participant has confirmed acceptance into the program.*
  
4. What does tuition payment cover? *Tuition covers meals, snacks, lodging, transportation during most sessions, session materials, entrance fees to session events, and graduation. NOTE: For overnight accommodations, double occupancy prevails. A private, single room may be requested (except #2) and then you will be personally charged at the market (and non-profit, tax-exempt) rate available. LMC makes all hotel reservations*
  
5. Are there additional expenses not covered by tuition? *Tuition does not cover participant transportation to/from each session, gratuities at meal or other services, alcoholic beverages, souvenirs or any personal expenses.*
  
6. Can dietary restrictions be accommodated? *Generally, yes. Vegetarian and gluten-free options are often available. If you have dietary restrictions, please let the Program Coordinator know in advance.*
  
7. Who is eligible for the Leadership Monroe Henry Rosenthal Scholarship? *Applicants from IRS-classified nonprofits are eligible. One \$2000 scholarship may be offered to a qualified participant. The individual should still send in the tuition check (or credit card authorization) for \$2000; this will be returned if the applicant receives the scholarship. If a scholarship recipient moves out of Monroe County within three years of graduation, the recipient agrees to refund the cost of tuition (\$2000) to Leadership Monroe County. Eligible applicants must fill out the Scholarship Application form.*
  
8. Who should I ask for letters of recommendation? *Recommenders should be individuals that know you well and can speak to your contributions within the community. They should represent the range of your involvement and activities (for example: your employment, your volunteer interests, your fundraising, your character). Leadership Monroe County alumni can be recommenders, but members of the Board of Directors cannot.*
  
9. Can my application be reviewed before I submit it? *We recommend having a Leadership Monroe County alumnus review your application to identify strengths and areas for improvement that will highlight your qualifications. Applications submitted are reviewed by the Program Coordinator for completeness and is available to assist you as needed.*
  
10. If I am not selected, can I apply again in the future? *Yes! Re-application is strongly encouraged as your experience and position in the community continues to evolve. Many Leadership Monroe County alums were not accepted on their first application, for there are limited positions open, usually 20-22, maximum. Also, LMC aims to ensure equal number of class participants from Upper, Middle, and Lower Keys.*