



Missouri Academy for Leadership and Community Action

Participant Application

Purpose

The *Missouri Academy for Leadership and Community Action* is designed to provide you with the critical leadership and management skills you need now and for your future. A collaborative learning process that incorporates development, mentoring, networking opportunities and the creation of a portfolio will allow you to explore your leadership style, develop your leadership aptitude and empower yourself and others.

Curriculum

The Missouri Academy for Leadership and Community Action is a 5-month engagement designed to empower leaders through curriculum focused on cultivating individual's skills and empowering action. Classes are kept intentionally small to encourage self-exploration and networking.

Goals

- Identify individuals with potential to become leaders and invest in their growth and development
- Provide individuals with skills to step into leadership roles for community action
- Increase future leaders' knowledge of the Missouri Community Action Network¹

Participant benefits

Participants will improve leadership qualities by increasing their awareness, understanding, and knowledge in:

- COMMUNITY ACTION – Build from a strong understanding of a framework that includes development, sustainability and engagement
- PROFESSIONAL DEVELOPMENT – Be actively engaged in networks which provide ongoing support for personal and professional development
- COMMUNITY PROJECT PLAN – Work with an Academy mentor to develop a work portfolio which highlights a community project plan

Participants will develop their skills in the areas of:

- PLANNING – Be able to perform long term personal and professional planning through the completion of a personal development plan
- ADVOCACY – Be able to effectively advocate for low-income families
- CREATING LASTING CHANGE – Build personal and agency capacity leading to improved efficiency and efficacy in day to day activity

Benefits to MACA Network

- Stronger leaders within the network
- Shape the future of the network
- Increase passion for network's mission locally, regionally and nationally

¹ Missouri Community Action Network: all agencies, individual MACA members, associate MACA members, MACA staff, local Community Action staff, local and state volunteers, community partners, and participants. Any person or organization engaged with community action.

Candidate Application Instructions

Admission to the *Missouri Academy for Leadership and Community Action* will be through a competitive application process. It is important for each participant to embark on this process fully committed to the program and to his or her peers. Attendance at all Academy events is expected during the 6 months of, attending *Missouri Academy for Leadership and Community Action* sessions, participating in conference calls, and successfully completing the assigned activities.

I Eligible Candidates

A candidate must be an individual who is employed for a minimum of one year by or otherwise actively involved in an organization combating the causes and conditions of poverty. Individuals may self-nominate or be nominated by their agency's Executive Director or Program Director.

II Applications

In addition to completing the applicant information section, please complete and submit the remaining items listed below. Your application will be considered when all items have been submitted to the Missouri Community Action Network (MOCAN) office. Please do not submit any additional letters of recommendation or supplemental application materials other than those specifically requested. We strongly recommend that you keep a copy of all materials submitted.

- Completed application form with signature
- Resume or Curriculum Vitae
- Responses to the essay questions found on page 4 of the application
- Two Recommendation Forms (see attached form)

III Recommendation Forms

Candidates are required to have two (2) letters of recommendation submitted to the MOCAN office. One letter must come from the candidate's Executive Director and a second letter should come from an individual who holds a leadership role in their community, workplace, agency or other volunteer organization. Both letters should include the recommender's knowledge of your experience, strengths, weaknesses and potential as a leader. A standard recommendation form is included at the end of this application for you to copy and distribute.

IV Tuition

The total cost per person is \$1250 for participants from a MOCAN member agency and \$1550 for participants from a non-member agency. Continuing Education Units (CEUs) are available through Central Methodist University for a \$300 fee. This is not included in the tuition cost listed above and will be the responsibility of the participant if interested. Applications for CEUs will be distributed and explained during the first session. Tuition payment will be requested upon acceptance to the Leadership Academy through an online registration and payment link.

V Application Instructions

In order for candidate applications to be considered, the MOCAN office must receive all completed materials by the **application deadline of 4:30pm, Jan 19, 2018**. Incomplete applications or applications received after this date will not be considered. It is the responsibility of the candidate to ensure completion and electronic submission of the entire application packet by the due date. All application materials should be emailed to the MOCAN office at registrar@communityaction.org.

If you have any questions in the process, please contact the Missouri CAN Program Director, Brian Valentine, at bvalentine@communityaction.org. All applicants will be notified of their acceptance status no later than February 9, 2018.

VI Participant Commitment

It is important for each participant to embark on this process fully committed to the program and to his or her peers. Attendance at all Academy events is expected and required during the 6 months of engagement.

Missouri Academy for Leadership and Community Action 2018 Application Form

Missouri Academy for Leadership and Community Action welcomes your application. Please complete all sections of this form as applicable and enclose your resume and the required responses to essay questions. *Recommendation forms are to be submitted to the MOCAN office by the person making the recommendation.*

Please type or print. **Applications are due by 4:30pm on January 19, 2018.** Email application form, resume, and essay questions to the MOCAN office at registrar@communityaction.org.

Participant Name: _____

Participant Agency/Organization: _____

Position/Role: _____

Number of Years in Position: _____

E-mail Address: _____

Employment/Volunteer Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Home Phone: _____ Cell Phone: _____

Preferred Method of Contact: Home Work Cell Email

Emergency Contact Name and Number: _____

It is important for each participant to embark on this process fully committed to the program and to his or her peers. Attendance at all Academy events is expected during the 6 months of engagement. Please review the program dates below and return with your signature formally affirming your commitment to participate in this process.

March 7-8, 2018 April 4-5, 2018 June 6-7, 2018 July 25-26, 2018 August 15-16, 2018

In order to accomplish the objectives of the *Missouri Academy of Leadership and Community Action*, the full commitment and participation of each selected candidate is necessary. Participants are expected to attend all sessions. Individuals who do not comply with the stated program requirements will be dismissed from the Academy.

If selected, I am fully prepared to be an active participant and devote the time and effort required to complete the program. My signature below indicates that I understand the requirements for participation in the *Missouri Academy of Leadership and Community Action* and have completed this form to the best of my knowledge.

Candidate's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Essay Questions

Please respond to each question listed below. In order to ensure consistency between applications, please observe the following guidelines in preparing your essays.

- Answer questions on a separate sheet of paper other than the application.
- Limit responses to no more than 300 words per question.
- Restate the essay question at the beginning of each essay
- Your full name and the title of the section should appear on the upper right hand corner of each page.
- The page number should appear on the bottom right corner of each page.

1. Why are you interested in this academy at this point in your career?
2. When have you had a leadership opportunity? What did you learn from that opportunity?
3. Describe two areas of leadership that you want to improve.
4. Academy participants will benefit from exposure to a wide-range of perspectives. What contribution, either in terms of unique experiences or special skills, would you bring to the Academy that would enrich and inform others?
5. How may you use the experience and knowledge gained from participating in this program?
6. Think of a current or past leader in any field of endeavor whom you admire. What leadership qualities or characteristics of theirs have influenced you?
7. Please describe ways that you have personally been involved in your community (church, school, community service, civic organization etc.)



**Missouri Academy for
Leadership & Community Action**

Recommendation Form

The *Missouri Academy of Leadership and Community Action* is designed to prepare individuals for current and future leadership roles by providing a program of study centered on critical leadership skills and topics. The program goals are:

1. Identify individuals with potential to become leaders and invest in their growth and development.
2. Provide individuals with skills required to step into leadership roles for community action.
3. Increase future leaders' knowledge of the Missouri Community Action Network.

Your recommendation is an important part of the candidate's application. The *Missouri Academy for Leadership and Community Action* Planning Committee/Advisory Council is interested in your assessment of the applicant's past achievements as well as future potential.

Applicant's Name: _____

Recommender's Name: _____

Recommender's Signature: _____

Date: _____

SECTION I: Please rate the candidate on the following dimensions:

Dimension	Below Average	Average	Above Average	Outstanding	Unable to Judge
Leadership Ability					
Leadership Potential					
Interpersonal Skills					
Intellect					
Maturity					
Initiative/Motivation					
Level of Commitment					

SECTION II: Please attach a letter of recommendation for the candidate.

Please consider the following components within your comments.

1. State specific examples/observations that demonstrate the candidate's potential for leadership.
1. Attest to the candidate's commitment to the vision of community action².
2. Address the candidate's demonstrated strengths and successes.
3. Share your beliefs as to why the candidate is well-suited for the *Missouri Academy for Leadership and Community Action*.

Thank you for your input in this application process. Please return the completed form and recommendation letter to the MOCAN Office at registrar@communityaction.org. This form must be submitted by 4:30pm, January 19, 2018.

2 A state where all people and communities thrive.