



**LEADERSHIP**  
HILTON HEAD ISLAND-BLUFFTON

**CONFIDENTIAL APPLICATION**

**GENERAL**

Applicants should be highly motivated. Their interest and concern for the community should be well demonstrated through roles in school, business or civic affairs. Selection will be based on the applicant's potential and willingness to assume leadership roles in the community.

**APPLICATION PROCESS**

The selection of the Leadership class is based on a competitive process composed of a written application, which must be completed in this format only, and a personal interview. Applicants must have lived in the area for a minimum of **one year** as of September 1. Written applications are due in the Chamber office **no later than 5:00 pm Friday, May 20, 2011**. You must have three references on file with the application. The reference forms below should be sent to the appropriate persons. The following individuals may not be used as a reference: ***Members of the Leadership Hilton Head Island-Bluffton Board of Regents, members of the Selection Committee, and Chamber of Commerce staff.*** Interviews will be conducted during the month of June. The Leadership Hilton Head Island-Bluffton Board of Regents will select a class of up to 24 members and will notify applicants of its decision no later than July 15, 2011. Your applications and letters of reference should be returned to:

Leadership Hilton Head Island-Bluffton Attn: Sandy McGuire  
Hilton Head Island-Bluffton Chamber of Commerce  
P.O. Box 5647  
Hilton Head Island, SC 29938  
Phone: 341-8374; FAX: 785-7110

**PARTICIPATION REQUIREMENTS**

Participants and their sponsoring organizations must be willing to commit the necessary time and fully participate in the program. Regular attendance is imperative. Class sessions are scheduled for one full day of each month. Class members are required to attend at least 80% of the scheduled class sessions. **IF YOU MISS ANY PORTION OF A CLASS PROGRAM IT WILL BE COUNTED AS MISSING AN ENTIRE DAY.** A tentative schedule is attached. The Class Orientation (August), Retreat Weekend (September), and Community Trusteeship (May) are **MANDATORY** classes. Class sessions are scheduled for one full day each month. The retreat weekend and State Government Day involve an overnight stay. A tuition fee of \$950 covers all program costs. This is payable by you, your company or, in a very limited number of cases, by need-based partial or 90% scholarships.

***IF YOU ARE UNABLE TO MAKE THE NECESSARY TIME COMMITMENT, YOU SHOULD NOT APPLY AT THIS TIME.***



**LEADERSHIP**  
HILTON HEAD ISLAND-BLUFFTON

**PERSONAL INFORMATION**

**PLEASE TYPE OR PRINT**

Name \_\_\_\_\_  
Last First Middle

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

How long have you been a legal resident of Southern Beaufort County/Jasper County? \_\_\_\_\_  
How long have you worked in the above area? \_\_\_\_\_. **If you have not lived or worked in the area defined for a minimum of one year by 09/01/11 you are not eligible for this year's class.**

**Have you ever been convicted of a felony? \_\_\_\_ NO \_\_\_\_ YES**

Home Address \_\_\_\_\_

Business Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

E-mail \_\_\_\_\_ FAX \_\_\_\_\_

Cell/Mobile Phone \_\_\_\_\_

Name of Employer \_\_\_\_\_

Have you spoken with your employer concerning applying for this program? \_\_\_\_\_

Spouse's Name \_\_\_\_\_

Names and Ages of Children \_\_\_\_\_

Do you expect to be living and or working in the Hilton Head Island/Bluffton/Okatie/Daufuskie Island area for the next three years? Yes \_\_\_\_ No \_\_\_\_

South Carolina Voter Registration Number \_\_\_\_\_

What was the last election you voted in? \_\_\_\_\_

***If you need additional space to answer any of the questions, please reference the question number when adding additional information.***

**I. EDUCATION**

Begin with high school; then college(s); business/trade/graduate/professional schools or other specialized training.

Name of School/City	Dates From/To	Major & Degree
_____	_____	_____
_____	_____	_____
_____	_____	_____

Special awards, honors, or other recognition for academic performance, leadership or other achievements during school. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. EMPLOYMENT** (please account for all periods including military).

Present Employer \_\_\_\_\_

Date started \_\_\_\_\_ Present Title \_\_\_\_\_

What are your major responsibilities? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are your career goals? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Previous Employment (last 5 years only). **If you have not changed employment in the past five years move to the next question.**

Employer	Title/Responsibility
_____	_____
_____	_____
_____	_____

**III. PROFESSIONAL MEMBERSHIPS/AWARDS**

A. List professional memberships. \_\_\_\_\_

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B. List significant awards or recognition you have received. \_\_\_\_\_

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**IV. COMMUNITY ORGANIZATIONS & ACTIVITIES**

List any community, civic, religious, social, and other organizations in which you have participated and any positions of responsibility you have held.

Organization	Dates of Participation	Official Position
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**V. ACCOMPLISHMENTS**

What have you accomplished in the activities under Section IV that you consider significant? List any community awards or recognition you have received.

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**VI. POTENTIAL RETURN TO COMMUNITY**

A. How would the community benefit from your participation in Leadership?

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B. What do you consider your personal community contributions? \_\_\_\_\_

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C. What are your Leadership program goals? \_\_\_\_\_

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D. How much time (outside of work time) are you willing to commit to community service on a monthly basis? \_\_\_\_\_

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**VII. COMMUNITY CONCERNS**

A. In your judgment, what are the three pressing "areas of concern" facing our community today? Please explain and make any recommendations for approaching and resolving these problems.

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. How did you learn about the Leadership Hilton Head Island-Bluffton program?

\_\_\_\_\_

**VIII. REFERENCES** - Only one reference may be from your place of employment. Members of the Chamber of Commerce staff and the Leadership Board of Regents **cannot** provide references. References from local residents are preferred. It is your responsibility to ensure the references are received in the chamber offices prior to the application deadline. You may contact Sandy McGuire at the Chamber to check on the status of the completeness of your application. ***Applications without 3 references will not be considered.***

1. \_\_\_\_\_  
Name Company

2. \_\_\_\_\_  
Name Company

3. \_\_\_\_\_  
Name Company

**Please forward an attached reference form to your above references. No more than one of your references can be a business associate. References from local residents are preferred.**

YOUR SIGNATURE AFFIRMS THAT ALL INFORMATION IN THIS APPLICATION IS ACCURATE AND CAN BE SUBMITTED TO THE LEADERSHIP HILTON HEAD ISLAND-BLUFFTON PROGRAM FOR CONFIDENTIAL EVALUATION. IT ALSO AFFIRMS YOUR AGREEMENT TO STATED CONDITIONS REGARDING ATTENDANCE REQUIREMENTS, COMMUNITY SERVICE, REQUIRED READING AND FINANCIAL OBLIGATIONS SHOULD YOU BE ACCEPTED.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**LEADERSHIP**  
HILTON HEAD ISLAND-BLUFFTON

**Program Schedule**  
(Tentative)  
**2011-2012**

August 10 <sup>th</sup>	<b>CLASS ORIENTATION – Chamber Headquarters MANDATORY</b>
September 9 <sup>th</sup> & 10 <sup>th</sup>	<b>RETREAT &amp; CHALLENGE COURSE – MANDATORY*</b>
October 12 <sup>th</sup>	<b>EDUCATION</b>
November 9 <sup>th</sup>	<b>DIVERSITY &amp; COMMUNICATION</b>
December 14 <sup>th</sup>	<b>COUNTY GOVERNMENT</b>
January 11 <sup>th</sup>	<b>TOWN GOVERNMENT</b>
February 8 <sup>th</sup>	<b>ECONOMICS/BUSINESS DEVELOPMENT</b>
March 14 <sup>th</sup> & 15 <sup>th</sup>	<b>STATE GOVERNMENT*</b>
April 11 <sup>th</sup>	<b>ARTS &amp; ENVIRONMENT (Based on Heritage Golf Date)</b>
May 9 <sup>th</sup>	<b>COMMUNITY TRUSTEESHIP – MANDATORY</b>
June 6 <sup>th</sup>	<b>GRADUATION</b>

\*indicates program includes an overnight stay

**CLASS MEMBERS WILL BE GIVEN A LIST OF COMMUNITY, CIVIC AND SERVICE INFORMATIONAL ACTIVITIES IN WHICH THEY ARE REQUIRED TO PARTICIPATE/ATTEND.** THESE ACTIVITIES WILL MAKE THE LEADERSHIP HILTON HEAD ISLAND-BLUFFTON PROGRAM SESSIONS MORE MEANINGFUL (I.E. BEACHWALK, ATTEND TOWN COUNCIL/COUNTY COUNCIL MEETING, ATTEND SCHOOL BOARD MEETING, ETC.) There is also a Class Project and mandatory Book Reports.

**PLEASE NOTE THAT THIS IS A TENTATIVE SCHEDULE. CLASS DATES ARE GENERALLY PLANNED THE SECOND WEDNESDAY OF EACH MONTH, HOWEVER, THE DATES ARE SUBJECT TO CHANGE BASED ON THE AVAILABILITY OF SPEAKERS AND FACILITIES.**



**LEADERSHIP**  
HILTON HEAD ISLAND-BLUFFTON

**REFERENCE FORM**

\_\_\_\_\_ has applied to be a member of the 2012 Leadership Hilton Head Island-Bluffton class and has given your name as a reference. Please be specific and candid in your remarks. Your opinions will be treated **CONFIDENTIALLY**. We appreciate your prompt reply so that we may proceed with the application process. **THIS FORM MUST BE RECEIVED BY NO LATER THAN 5:00 P.M. FRIDAY, MAY 20, 2011**, to the following address:

Leadership Hilton Head Island-Bluffton Attn: Sandy McGuire  
Hilton Head Island-Bluffton Chamber of Commerce  
P.O. Box 5647  
Hilton Head Island, SC 29938  
Phone: 341-8374 Fax: 785-7110

The application will not be considered complete without this form. If you are unable to meet the deadline of **May 20, 2011**, for the receipt of this form, please contact the applicant so he/she may secure a reference from someone else.

Thank you for your prompt consideration.

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1. Please rank the candidate based on these items using the following scoring system:  
(1) poor, (2) good, (3) above average, and (4) outstanding.

Leadership Potential	_____
Community Leadership & Participation	_____
Ability to Plan and Organize	_____
Dependability	_____
Adaptability	_____
Initiative	_____
Creativity	_____
Enthusiasm	_____

2. In what capacity do you know the candidate? \_\_\_\_\_  
\_\_\_\_\_

3. How long have you known the candidate? \_\_\_\_\_

4. If this person participates in the Leadership program, do you feel they will provide a meaningful contribution to the community? How?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. What qualities do you feel the candidate will bring to the program?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Other general comments.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for your cooperation and assistance.

Name (PLEASE PRINT) \_\_\_\_\_ Signature \_\_\_\_\_

\_\_\_\_\_ Preferred Telephone Number \_\_\_\_\_

E-Mail address \_\_\_\_\_



LEADERSHIP  
HILTON HEAD ISLAND-BLUFFTON

**LEADERSHIP HILTON HEAD ISLAND-BLUFFTON  
TUITION AGREEMENT  
CLASS OF 2012**

A tuition fee of \$950 covers all program costs. This is payable by you, your company or, in a limited number of cases, by need-based partial or 90% scholarships. A limited number of these scholarships are available. **EACH APPLICANT, HOWEVER, IS RESPONSIBLE FOR PAYING AT LEAST 10% (\$95) FROM HIS/HER OWN PERSONAL FUNDS PRIOR TO THE AUGUST 10<sup>th</sup> ORIENTATION.**

A Scholarship Application Form is available upon request for completion by applicants requesting financial assistance. **Please contact Sandy McGuire at 843-341-8374 if you wish to apply for a scholarship.** Scholarship applicants are asked to document the need for financial assistance. **Scholarship requests will not affect the selection process, as they are not part of the selection files.**

(Please sign this form whether or not you plan to request scholarship funds.)

\_\_\_\_\_  
Please print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Revised September 13, 2010