



**2023 – 2024**  
**JACKSONVILLE LEADERSHIP INSTITUTE APPLICATION**  
Chamber Member \$475 / Non-member \$550

**APPLICANT INFO**

Name:

First

Last

Middle

Name (as you would like it on a name tag):

Name of Spouse:

City of Birth:

Home Address:

Business Mailing Address:

Office Phone:

Cell Phone:

Email Address:

Polo-Shirt Size:

Number of Years Living in Cherokee County:

**PRESENT EMPLOYMENT INFO**

Name of Employer/Business:

Title:

Length of Service with Employer/Business:

Description of Primary Job Responsibilities:



**SUPPLEMENTAL INFO/ACKNOWLEDGMENTS**

Are you registered as a qualified voter in Cherokee County?: Yes                      No

Do you have the full support of your employer for the time required to participate in the Jacksonville Leadership Program?: Yes                      No

Contact to Verify Employer Support:

	Name	Phone Number
Does your work schedule permit time during “office hours” to attend all sessions of Jacksonville Leadership?:	Yes	No

Do you understand the Jacksonville Leadership Attendance Policy and that two absences will prevent from graduating, regardless of excuse?: Yes                      No

Would you be willing and able to attend additional civic meetings at noon or in the evening if you were so notified? Yes                      No

What led to your interest in participating in Jacksonville Leadership?:

Applicant Signature

Printed Name

## LEADERSHIP JACKSONVILLE ATTENDANCE POLICY

1. Leadership Jacksonville will do everything possible to abide by the tentative schedule presented to applicants. However, on occasion schedule changes may become necessary.
2. Any person missing two sessions of the Jacksonville Leadership Institute will not receive a certificate. No exceptions will be made and no excuses will be accepted, even if an absence is precipitated by a schedule change. A session may vary in length.
3. If, for attendance reasons, an enrollee does not graduate, he/she may “make-up” the sessions missed during the following year’s curriculum. Previous participants who have “made-up” classes will be eligible to receive a graduation certificate. “Made-up” classes will be participants own time and expense and must be completed during the next Leadership School.
4. Tuition is non-refundable after the first session of Institute.
5. An email from the Chamber will be sent to a student after one session is missed.

Applicant Signature

Applicant Name

Employer Representative Signature

Employer Representative Name

**EMPLOYER’S CERTIFICATION OF SUPPORT**

TO: Jacksonville Leadership & Education Advancement & Development (JLEAD) Board  
Jacksonville Chamber of Commerce

I, \_\_\_\_\_ (printed name of Employer representative), understand the Applicant’s attendance at the Jacksonville Leadership Institute sessions is essential to the success of the program. I understand the Applicant will not graduate from Jacksonville Leadership Institute if he/she misses two sessions. I have examined the tentative schedule of Jacksonville Leadership Institute sessions. On behalf of the Applicant’s Employer, I will do everything possible to ensure, if Applicant is accepted to the program, he/she will attend all sessions of Jacksonville Leadership Institute.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2023

Employer Representative Signature

Employer Representative Printed Name



**POLICIES**  
**JACKSONVILLE LEADERSHIP INSTITUTE**

**ARTICLE I - PURPOSE**

The purpose of the Jacksonville Leadership Institute (JLI) is to identify and develop future leadership in Jacksonville, and to prepare these potential leaders for positions of responsible public decision-making.

**ARTICLE II - JLI BOARD**

- Section 1. The JLI Board shall be the policy-making body of the school.
- Section 2. The Board shall be composed of the Education Development Division Chair of the Jacksonville Chamber of Commerce, the current Chairman of the JLI Alumni Association, the current Chairs of the JLI class, the current Chair of the Chamber of Commerce board, and the Chair-elect of the Chamber of Commerce board.
- Section 3. The Education Development Division Chair of the Jacksonville Chamber of Commerce shall serve as the Chairman of the JLI Board. The JLI Board shall meet at the discretion of the JLI Board Chairman.
- Section 4. Any policy changes in JLI must be referred to and approved by the Jacksonville Chamber of Commerce Board.
- Section 5. A majority of the JLI Board shall constitute a quorum.
- Section 6. Any vacancy occurring among the membership of the JLI Board shall be filled by appointment by the JLI Board Chairman.

**ARTICLE III - PARTICIPANTS**

- Section 1. There shall be no more than two participants from any one company/organization or subsidiary or affiliate thereof in any JLI classes.
- Section 2. All participants and their employers (when applicable) will be required to sign a commitment pledge regarding attendance regulations and financial obligations.
- Section 3. Participants will be determined by a selection process and upon completion of an enrollment form and completion of financial arrangements regarding the tuition.

- Section 4. Financial arrangements must be finalized at the time of application. All checks should be payable to the Jacksonville Chamber of Commerce and are to be considered tuition. Tuition fees are not refundable.
- Section 5. The JLI shall be non-partisan, non-sectional, and non-sectarian, and shall take no part or lend its influence to issues, election or appointment of any candidate for federal, state, county, city, or otherwise designated public office.
- Section 6. The JLI is open to any person over the age of eighteen and does not discriminate in its admissions on the basis of race, sex, religion, or national origin.
- Section 7. Junior Leadership student must be approved by the JLI board and recommended by JISD. Cost will be reflective of their participation for local sessions only.

#### ARTICLE IV - ATTENDANCE

- Section 1. Participants are expected to attend all scheduled meetings of the program.
- Section 2. Absence without reason may be considered as resignation from the program.
- Section 3. Attendance shall be taken at the beginning of every class meeting and again immediately following lunch. Absence from two days of class, in 1/2-day increments (3 hours constitutes a ½ day), shall constitute suspension of the JLI graduation certificate.
- Section 4. Attendance shall be taken by the JLI class Chairman and the JLI Board shall enforce the attendance requirements.
- Section 5. Participants shall be given a tentative schedule of sessions at the orientation meeting. A copy of this schedule will be sent to their employer.
- Section 6. Enrollment is limited to no more than fifteen participants, excluding two co-chairs.

#### ARTICLE V - PROGRAMS

- Section 1. JLI sessions will be conducted during the months of September through May.
- Section 2. Participants, JLI Board members, and staff are prohibited from using the name of the program directly in a political campaign or inferring endorsement of the group.

#### ARTICLE VI - FINANCES



- Section 1. Tuition for the JLI shall be evaluated annually by the JLI Board and is to be paid by the participant, employer, or other source. Operating expenses for the JLI are to be paid out of the tuition income received.
- Section 2. Personnel for administrative and clerical services for the JLI is to be provided by the Jacksonville Chamber of Commerce.

#### ARTICLE VII - CERTIFICATE OF GRADUATION

- Section 1. An appropriate certificate of graduation shall be presented to all participants who satisfactorily complete the JLI as determined by the JLI Board.
- Section 2. Those participants who have missed two or more days of class, and have “made-up” the classes missed on their own time and expense, at the discretion of the co-chairs, shall be eligible to receive a graduation certificate.
- Section 3. Prior to graduation, the class shall elect two representatives to serve on the JLI Alumni Association and one representative to serve as Chairman of the following years JLI class. This is subject to approval by the JLI Board Chairman.

#### ARTICLE VIII - ALUMNI ASSOCIATION

- Section 1. An Alumni Association of the JLI shall be established to maintain contact among JLI participants. Activities of this group shall be determined by the JLI Alumni Chairman and the JLI Board Chairman.

#### ARTICLE IX - ADOPTION AND AMENDMENTS

- Section 1. These policies are adopted effective June 23, 2011.
- Section 2. These policies may be amended at any time upon recommendation of the JLI Board and approval by the Jacksonville Chamber of Commerce Board of Directors.

**Please send application & payment to:**

**Jacksonville Chamber of Commerce**

**c/o Leadership Insitute  
307 E. Commerce St.  
Jacksonville, TX 75766  
Deadline: July 31, 2023**