



A program of the Kilgore Chamber of Commerce & Visitors Bureau

PURPOSE

The **E⁴** program is a revised and infused program formerly called Leadership Kilgore. The program team has worked diligently to breathe new life into this leadership training program.

The purpose of the **E⁴** program is provide more in-depth corporate leadership training; motivate and encourage community leadership; build confidence in self while building new business and personal relationships; and develop personal leadership characteristics and skills within the individual.

We invite you to *embark* on this exciting journey to be *enlightened* through education, *empowered* through experiences and building of relationships and ultimately become *engaged* as a leader at your business and in the community.

OUR MISSION

EMBARK ENLIGHTEN EMPOWER ENGAGE

- **EMBARK** participant on a new journey to grow professionally and personally through leadership skills training and relationship building.
- **ENLIGHTEN** participant by engaging them in an in-depth knowledge of issues and inner workings of all aspects of the community.
- **EMPOWER** participant through unique perspectives and experiences to strengthen their confidence and values.
- **ENGAGE** participant to become a knowledgeable and trained leader who can and will have a positive impact on their business community and workplace.

TIMELINE

Application Submission Deadline: Friday, August 2, 2019

Class Selection: Thursday, August 8, 2019

Acceptance Notification: Monday, August 12, 2019

E⁴ Program Timeline (with project): October, 2019 – May, 2020

CONTACT INFORMATION

Incomplete applications will not be considered. Limit your responses to the space available.
Letters of recommendation are encouraged, but not required.

Prior non-acceptance of an applicant does not affect future consideration of candidacy.

Name _____

Name you wish it to appear on name tag _____

CHECK PREFERRED MAILING ADDRESS and EMAIL ADDRESS

Company

Company Address _____

City _____ Zip _____

Business Phone (____) _____ Cell Phone (____) _____

Business Email _____

Home Address _____

City _____ Zip _____

Home Phone (____) _____ Cell Phone (____) _____

Home Email _____

How did you hear about E⁴? _____

CURRENT EMPLOYMENT

Company _____

Applicant's Title _____

Length of service with present company _____

Do you have the full support of your employer for the time required to participate effectively
in E⁴? _____

Name of Supervisor / Phone # _____

Do you want your firm to be identified in news releases? _____

EDUCATION

Include information (including dates attended/graduated) high school, college, business, trade school or other training, as well as, degrees and/or certifications. (Most recent first.)

ORGANIZATIONS/ACTIVITIES

Name of Organizations (Civic, Social, Professional, Business, non-profit, etc.) Dates & Positions Held (Include any honors and/or awards, if any)

APPLICANT INFORMATION

What do you consider your best skill, career or personal achievement to date? Be descriptive and don't be modest.

Describe what you believe to be your most significant contribution to the community. (You may consider former communities in which you have lived.)

In your opinion what are the three most important issues facing Kilgore today?

- (1) _____
- (2) _____
- (3) _____

What skills, gifts, and/or experiences do you have to contribute to this year's class?

If you are chosen as a class member, what do you expect to gain from your experience?

ATTENDANCE REQUIREMENTS

- Every participant is expected to attend every session in its entirety.
- Unusual circumstances may require an excused absence. No more than twelve (12) hours may be missed without possible dismissal from the program.
- Arriving 15 minutes late or leaving 15 minutes early constitutes missing a full hour.
- Absences will be recorded. The participant will be notified in writing of the total to date.
- Each participant will be expected to attend one or more designated board/council meetings (Chamber of Commerce, City Council, Gregg or Rusk County Commission, Independent School Districts, Kilgore College). Additionally, participants are encouraged to attend non-profit agency board meetings of their choice.
- A community service project shall be adopted by the class and responsibilities carried out to accomplish project.
- Participants are representing themselves, their business and the Chamber. Therefore participants will conduct themselves in a professional business-like manner at all times.

ELIGIBILITY

To be eligible, an applicant *must* fulfill at least one of the following categories.

Check all that apply.

- Have lived in the Kilgore area for one (1) year
- Have worked in the Kilgore area for one (1) year
- Member Investor or employee of a member investor in the Kilgore Chamber of Commerce

TIME REQUIREMENTS

Topics are for illustration purposes and are subject to change

TBA	5:00-6:30 pm	E ⁴ Reception & Orientation
October 17-18	Overnight Retreat 1:00 pm Thursday – 5:00 pm Friday	TEAM BUILDING RETREAT – Camp Gilmont, Gilmer, Texas (Leadership skills, team building exercises, networking and more)
November 19	8:00 am-5:00 pm	LEADERSHIP SKILLS TRAINING/CIVIC ORGANIZATIONS
December 17	8:00 am-5:00 pm	CITY GOVERNMENT
January 21,	8:00 am-5:00 pm	EDUCATION
February 18	8:00 am-5:00 pm	CREATING A FAVORABLE BUSINESS ENVIRONMENT (Economic Development/Chamber/Tourism)
March 17	8:00 am-5:00 pm	COUNTY/STATE GOVERNMENT
April 21	8:00 am-5:00 pm	SOCIAL SERVICES/HEALTHCARE
May 19, 2020	CLASS TIME – TBA Dinner – 6 - 8 pm	GRADUATION – CLASS & CLASS PROJECT GRADUATION CEREMONY & DINNER

All sessions begin with networking, coffee and breakfast snacks at 8:00AM

A more detailed agenda will be provided after participant selection is completed;
however, the schedule above is set in regard to program dates and times.

The Team Building Retreat is a mandatory class.

FINANCIAL

The tuition fee of \$450 is nonrefundable and payable upon acceptance to the class. Upon acceptance to the program, selected participants will be invoiced. Tuition payment or arrangements (payment installments) must be submitted by 5 pm on August 30, 2019.

Tuition: \$450 Invoice for Full Amount Interested in Payment Installment

Responsible Billing Party: Employer Self Other _____

Person/Company responsible for payment _____

Billing Contact _____

Billing Address _____

City _____ State _____ Zip _____

Credit Card Info # _____ Exp Date _____

Name on Card _____ CSC Code _____

FINANCIAL ASSISTANCE

Financial assistance through a partial scholarship may be available to participants. Scholarships, if available, will be awarded on the basis of documented need. Please mark here if interested in obtaining more information on scholarship information.

Yes, I am interested in receiving scholarship information.

SELECTION PROCESS

The E⁴ Selection Team reviews every submitted application packet, so make sure you take the proper time to provide a completed application. The Selection Team will seek to identify participants who are most likely to utilize their leadership abilities for the long-term benefit of the Kilgore area. The Selection Team seeks diversity in the class makeup (age, ethnicity, gender, and socioeconomic factors are all considered.) Announcement of class member selection will take place in August.

It is an honor to be selected for this program. With qualified candidates from which to select based on the selection criteria and a limited class size of 20, it is possible that all applicants will not be accepted for this first year. Candidates who are not chosen this year are encouraged to apply again in the future.

COMMITMENT

I have read, understand and agree to abide by the information contained in this application.

I furthermore understand that once tuition is paid, there is no refund, full or partial.

If your Employer is paying your tuition in E⁴ Leadership Program, their signature is also required.

Applicant's Signature _____ Date _____

Applicant's Employer Signature _____ Date _____

Application Deadline: Friday, August 2, 2019

Submit E⁴ application via mail or email to:

**Kilgore Chamber of Commerce & Visitor Bureau
813 N. Kilgore Street
Kilgore, TX 75622**

Email to: jmccartney@KilgoreChamber.com

Questions: Email or call 903-984-5022

** Clarification on Class and Project timeline – Classes are listed above in the schedule. Graduation is May, 2020. Depending on the project agreed upon by the class the time commitment with meetings, development, and work, the project timeline extends the process to May of 2021.

Office:

Application Received _____ Tuition Invoiced _____ Tuition Paid _____