

## LEADERSHIP DUNCAN CLASS 29

**Program Summary:** Leadership Duncan is a community leadership development program of the Duncan Chamber of Commerce. It has been established to promote individual leadership skills that will better serve our community and surrounding area. Residents and people employed in Stephens County are encouraged to apply.

**Program Objective:** Graduates from this nine-month program enter the community equipped with the leadership skills necessary to work effectively toward the growth and development of Duncan.

### EXPECTED OUTCOMES OF CLASS GRADUATES

Class Members will:

1. Improve their overall understanding of:
  - Duncan and the city’s processes, inter-relationships, strengths and needs
  - How state legislation and state departments impact Duncan services
  - Duncan Leadership’s history including who the current leaders are and how they assumed a position of leadership in the community
  
2. Increase their awareness of:
  - Leadership opportunities in Duncan
  - The variety of leadership styles and levels
  - How to become part of a Leadership network
  
3. Learn or enhance their leadership skills by:
  - Applying those skills throughout the course
  - Attending and participating in skills development exercises, lectures, and presentations
  - Consciously noting where the skills are used, how they are used or misused, and when the presence of skills enhances communication, learning, and effectiveness
  
4. Apply skills and information gained during Leadership Duncan to the community following graduation by:
  - Increasing level of volunteerism
  - Increasing level of advocacy
  - Increasing level of community involvement and service
  - Actively seeking out positions of leadership to fill within the community
  - Completing a class project

### CLASS 29 SCHEDULE

<b>August 13, 2024</b>	<b>Class / Alumni Mixer (After Hours Event)</b>
<b>August 16 &amp; 17, 2024</b>	<b>Class Retreat (Two Day Event)</b>
<b>September 10, 2024</b>	<b>Culture &amp; Quality of Life</b>
<b>October 8, 2024</b>	<b>Politics</b>
<b>November 12, 2024</b>	<b>Local Government</b>
<b>December 3, 2024</b>	<b>Social Services</b>
<b>January 14, 2025</b>	<b>Economic Development</b>
<b>February 11, 2025</b>	<b>Education</b>
<b>March 11, 2025</b>	<b>State Government &amp; State Capitol Tour</b>
<b>April 8, 2025</b>	<b>Health Services</b>
<b>May 13, 2025</b>	<b>Graduation (Reserve Entire Day)</b>

## LEADERSHIP DUNCAN CLASS 29

### LEADERSHIP DUNCAN

### CONFIDENTIAL APPLICATION For Class 29 Membership

Please complete this form application **on your computer** with the information requested. Please return completed application via email to [ccpres@duncanchamber.com](mailto:ccpres@duncanchamber.com). Alternatively, a printed copy of the **completed** form can also be sent or delivered to Duncan Chamber of Commerce, P.O. Box 699 (1600 S. 81 Highway, 2<sup>nd</sup> Floor), Duncan, OK 73534.

#### BIOGRAPHICAL INFORMATION

NAME:	Preferred first name:
Home Address:	Home Phone:
Cell Phone:	Email:
Employer (if applicable):	Employer address:
Present position:	Since:
Work Phone:	Name of Immediate Supervisor:

#### EDUCATION

Name, City and State of School	Dates Attended	Degree Earned

#### EMPLOYMENT

Company/City/State	Dates Employed	Position/Title

**COMMUNITY INVOLVEMENT / VOLUNTEERISM:** Describe volunteer roles you've taken (current or past participation in organizations, how you served, how your influence was felt, etc.) *An example is provided in the first row.*

Name of Organization	Position / Role	Description of your involvement	Dates of service
<i>Leadership Duncan</i>	<i>Steering Committee Member</i>	<i>Attend monthly meetings, review upcoming day chair agendas, brainstorm ideas</i>	<i>2020 - Present</i>



## LEADERSHIP DUNCAN CLASS 29

**REFERENCES:** Please list three personal and/or business references with their contact information.

Reference Name	Personal/Business	Contact Phone Number	Contact Email

### PERSONAL INFORMATION

Please complete this form using your computer.

1. What do you hope to gain from the Leadership Duncan experience, if selected?
  
  
  
  
  
  
  
  
  
  
2. What specific skills / knowledge do you currently possess that could be beneficial to the Leadership Duncan program, your potential classmates, and the Duncan Community overall?
  
  
  
  
  
  
  
  
  
  
3. What do you see as the most significant challenge facing the Duncan area?  
  

Why?

What are your recommendations for approaching and resolving this challenge?
  
  
  
  
  
  
  
  
  
  
4. Please supply any other information about yourself that you would like to provide to help us know you better.



## LEADERSHIP DUNCAN CLASS 29

### LEADERSHIP DUNCAN CLASS 29 PARTICIPANT COMMITMENT

#### Tuition Information / Program Cost:

Duncan Chamber of Commerce Members - \$300 (non-refundable)

Non- Chamber Members - \$400 (non-refundable)

Tuition covers all program costs, materials, meals, and on-site transportation

Tuition is due within one week of being notified of acceptance

Tuition is payable to Leadership Duncan, c/o The Duncan Chamber of Commerce, P.O. Box 699 (1600 S. 81 Highway, 2<sup>nd</sup> Floor), Duncan, OK 73534.

Tuition assistance may be available in certain instances. Is tuition assistance mandatory in order for you to participate in Leadership Duncan? yes no

#### Attendance / Expected Behavior Policy:

To successfully complete the Leadership Duncan program and participate in graduation, class members MUST:

- Attend the opening retreat - mandatory
- Attend all classes
- Complete any required homework assignments by the deadline assigned
- Remain on site for the duration of each class
- Adhere to the program's business / business casual dress code (no jeans) unless instructed otherwise
- Limit cell phone usage to designated break times
- Adhere to the tobacco usage policy for each class location
- Refrain from the use of profanity during class sessions

**Please Note: Absence for more than one session will make the participant ineligible to graduate from the program.**

If you are unable to make such a commitment, it is not in your best interest to apply at this time.

**I will be able to fulfill the time commitment and will adhere to class policies:**

Applicant's signature:

Date:

***Additionally: A letter of commitment from your employer indicating support for program participation and time commitment must be submitted with your application.***

Deadline for applications to be received by the Chamber is **Friday, May 17, 2024**

You will be notified of acceptance or non-acceptance no later than June 10, 2024.

Due to size restrictions for each year's class and the need to select applicants who represent a cross-section of the county, many qualified candidates may not be chosen for membership in Leadership Duncan Class 29. However, individuals not selected are strongly encouraged to reapply and to maintain a strong presence in the community through volunteerism and community involvement.