



Preparing your Leadership Louisville Application

To complete the Leadership Louisville application, you should be prepared to supply the information listed below.

- Contact information
- Prior Leadership Louisville Center program participation (e.g., Focus Louisville, Ignite Louisville, etc.)
- Years in Louisville
- Employment history (employer names, position titles and dates of employment for your last three employers)
- Education background (institution names, degrees earned and dates of enrollment for up to three schools)
- Community service participation (organization names, roles and dates of involvement for up to five organizations)
- Essay questions including:
 - What do you consider to be your most important community service accomplishment to date?
 - What do you hope to gain from your participation in Leadership Louisville, and how would you plan to utilize this experience?
 - Participation in the Leadership Louisville program requires a commitment from you to attend each monthly session, including the mandatory overnight retreat in August. This level of commitment may require support from your employer, family or other obligations. The program is only successful when participants are committed to its completion. How are you prepared to ensure your commitment to this program?
- Names of persons who will submit your recommendations (names, titles and company names)

NOTE: Once you begin your application online, it must be completed in one session. Only online applications will be accepted. Please be prepared with the time and information you need to complete the application in one sitting. The application will time out after approximately 60 minutes. We recommend that you prepare your answers to the three essay questions in advance. You may compose your responses in Microsoft Word or another word processor and copy and paste your responses into the online application.

Photo Upload

You may upload a photograph of yourself (JPEG format) as part of the application process. The image you upload must be a JPEG file. The maximum allowable file size is 200Kb.

If possible, please crop the photo to a headshot before uploading. Black and white photographs are preferred.

Scholarship Requests

If you are in need of financial assistance to participate in the Leadership Louisville program, please complete the scholarship application within the program application. Be prepared to provide the following information. **This information must be provided completely and accurately for your scholarship request to be considered.**

- Amount of scholarship requested*
- Reason you need a scholarship

Financial aid requests are considered only after the class selection process is complete and will in no way impact consideration of your Leadership Louisville application.

*The Leadership Louisville Center does not award full scholarships. Scholarships awarded are based on need.

Supporting documentation

Applications are not considered complete until we receive the following items:

- Three recommendations. Please instruct those submitting recommendations on your behalf to use our online Recommendation Form (link is available on the Leadership Louisville Center homepage, www.leadershiplouisville.org). References may also submit written letters of recommendation addressed to the Leadership Louisville Selection Committee and mailed to the Leadership Louisville Center, 732 West Main Street, Louisville, Kentucky, 40202.
- A photograph suitable for print and online use. If you do not upload your photo with your application, please e-mail it to Jackie Hornstein at jhornstein@leadershiplouisville.org.

No other documents will be considered. **All materials must be submitted to the Leadership Louisville Center no later than Monday, April 19 at midnight.**