

Sample Letter — Invitation to Nominate

Dear _____:

Building Connections: Community Leadership program — WHAT AN EXPERIENCE! Remember the people you met and the things you learned? Remember how much fun it was?

Applications for Class (number) will be available to the public (date). As a distinguished alumnus, you are receiving an advanced copy of the application. This class will run from (date) and includes some exciting changes from previous years.

To ensure that **Building Connections** continues to have strong representation from all areas of our community, we need your help. Do you know someone who might enjoy the experience of learning about our community and the leadership opportunities we have? Please take a moment to give the enclosed application and brochure to someone you think has potential to contribute leadership skills in our community, or to someone who is already active and would make a great class member.

Keep the tradition going strong by helping us recruit top quality leaders for this program. If you need additional information, please contact me.

Sincerely,

Name

Sample Worksheet for Identifying Leadership Program Participants to be Recruited

*Distribute this worksheet to community organizations
to ask for their assistance in generating names of potential participants.*

Identifying Potential Leadership Program Participants

As a respected local leader, you're in a position to identify other persons who make things happen in our community and county. Please help the Leadership Program identify key individuals in the different community sectors noted. The source of information will be kept confidential. List as many different names as possible, including locally recognized influential or potential leaders representing the various demographics of this geographic area. A person's name may appear in more than one area of expertise.

Business/
Industry

Education/Schools

Local Government

Banks/Finance

Medical/Health

Public Safety

Social Services

Utilities

Chamber
of Commerce

Faith Community

Civic Group/Club

Media

Local Officials

Recreation

Tourism

Appointed
Officials

Special Interests

Town A

Town B

Town C

II. Sample Worksheet for Identifying Influential Community-Based Groups

Distribute this worksheet to Advisory Committee members to help them generate names of groups that could nominate potential leadership program participants.

Identifying Influential Community Groups

Institutional sectors within the county can provide excellent candidates for participation in our local leadership program. The sectors include the following: Banks/Finance, Chamber of Commerce, major business, significant property owner(s), key politician(s) or elected official(s), the faith community, activist group, media, or other stakeholders. This is not an exhaustive list.

List in rank order the five most influential organizations and groups in the county.

1. _____

2. _____

3. _____

4. _____

5. _____

Honorable mention

6. _____

7. _____

Notes:

III. Sample Worksheet for Identifying Geographic Distribution of Potential Leadership Program Participants

Distribute this worksheet to Advisory Committee members to help them generate names of potential leadership program participants.

Identifying Geographic Distribution of Potential Leadership Program Participants

List emerging or potential leaders from all geographic areas to be reached by the Leadership Program. It is appropriate to list names appearing in an earlier list.

Community/Town/Village Area:

Community/Town/Village Area:

Name:

Name:

Community/Town/Village Area:

Community/Town/Village Area:

Name:

Name:

Community/Town/Village Area:

Community/Town/Village Area:

Name:

Name:

Community/Town/Village Area:

Community/Town/Village Area:

Name:

Name:

Sample Letter — You've Been Nominated

Dear Name:

Congratulations! You have been nominated for Building Connections: Community Leadership Class XII.

Please take a few minutes to review the enclosed material. You will find that the Building Connections leadership course is an intensive community leadership development program designed to prepare you for positions of community involvement and civic leadership. A brochure, application, and calendar of events for the upcoming class have been enclosed.

Please complete the application and return it no later than (date). If you will not be submitting an application for yourself, help us identify others who are also well suited for the program and encourage them to apply.

If you have questions or need further information, please call (phone). **Building Connections** is truly an experience you don't want to miss; submit your application today.

Sincerely,

Name

Title

Sample Letter of Congratulations to New Participants

(date)

(Inside Address)

Dear _____:

Congratulations!! You have been selected to participate in the **Building Connections: Community Leadership** program for (insert geographic area) for the class of (insert year). This is a special opportunity to enhance your leadership skills and help the citizens of your community achieve shared goals through community development.

You were selected by peers for (insert geographic area). This peer group recognizes the leadership qualities you have already demonstrated and your potential to make a sustainable contribution to the welfare of the area. You have an opportunity to assist in shaping the future development of (insert geographic area) with a cross-section of leaders. We are extremely proud to have you participate with us in this leadership and community development experience.

An outline of the program schedule is attached for your information. A registration fee of \$_____ and the completed commitment form should be signed and returned to the address below prior to (insert date). The registration fee is used to pay for materials, lunches, breaks, speakers, and any other costs incurred during the class. Please make checks payable to (insert name of payee).

(Local name) Fund
P.O. Box ()
(Town), OK (zip code)

We are proud and excited to have you participate in this outstanding program.

Sincerely,

(Coordinator's Name)
(Title)

Sample Letter — You've Been Selected

Dear Name:

Congratulations on your selection to Building Connections: Community Leadership Class XII!

You have already demonstrated the leadership qualities this program seeks to build in its participants; this is evident from your application. It is the hope of Texas Cooperative Extension that the Building Connections: Community Leadership class will help you further develop these skills and provide a unique learning experience through both the classroom and workshop environments.

Most of the sessions will be informal and are designed to encourage interaction among participants and faculty. We urge you to take full advantage of the frequent opportunities for discussion to explore the future of our community and your role in shaping that future.

Above all, we hope that Building Connections proves to be a meaningful and enjoyable experience for you.

Sincerely,

Name
Title

Sample Letter — Not Selected

Dear Name:

Thank you for applying for the **Building Connections: Community Leadership** program sponsored by Texas Cooperative Extension in (county name) County.

The record number of qualified applicants far exceeded the positions available this year. Therefore, the task of selecting participants for the program was not an easy matter for the selection committee. I regret to inform you that you were not selected for the **Building Connections: Community Leadership** program this year. At the same time, I want to express our appreciation for your interest and strongly urge you to consider applying for the next program. Many of the participants who were selected this year have applied more than once.

Again, thank you for your interest and we hope you will submit your application again for the next program. We encourage you to continue your support and leadership activities for the ongoing progress of the community.

Sincerely,

Name

Title

Sample Participant Commitment Form

I hereby commit to becoming a member of the **Building Connections: Community Leadership** course for (insert geographic area) Class of (insert year). I understand that the program begins with an all-day retreat on (date), continues for (number of months) from (starting date) to (ending date), and concludes with an all-day retreat on (date). The graduation ceremony is scheduled for (date) at (place). The program consists of (number) hours of instruction. I agree to attend at least (percent) of the class sessions in order to receive a certificate of graduation.

I have enclosed a check in the amount of \$_____ to cover the cost of registration.

I hereby submit biographical information that can be shared with other members of the Building Connections leadership class

Name: _____

Address: _____

Telephone: _____

FAX: _____

E-mail: _____

Race: _____

Gender: _____

Job title/Occupation: _____

Name of employer/Activity: _____

Other community activities: _____
