2010-2011 CORE PROGRAM REGISTRATION:
All sections must be completed, signed, dated, and returned. THANK YOU.

TUITION:
$2300: Corporate, business, hospitals, colleges or universities

$1880: 501c3 organizations (with annual operating budgets under $250,000)-please attach budget

$1880: Self-Sponsored

Please note: the party paying tuition will be recognized as the registrant’s sponsor throughout the program, and in current and future publications.

Please return the enclosed original registration by August 1st to:
Leadership Berks, A Program of Alvernia University
540 Upland Avenue
Reading, PA 19611
PH (610) 790-1930 Fax 610-796-5190

Or scan and Email to: toni.eckert@alvernia.edu

Please retain a copy of this registration for your records.
Registrant Profile

NAME: _______________________________________________________________________________________

TITLE: _______________________________________________________________________________________ 

EMPLOYER: __________________________________________________________________________________

EMPLOYER ADDRESS: ___________________________________________________________________________

CITY: ______________________________________            STATE: ________________              ZIP: _________

SPONSOR (if different from employer): ______________________________________________________________

SPONOR ADDRESS (if different from employer):

RESIDENCE ADDRESS: ____________________________________________________________________________

HOME PHONE: _______________________________ OFFICE PHONE: _______________________________ EXT. _____

FAX: ___________________________________ CELL/MOBILE PHONE: _________________________________ 

E-mail: _________________________________ (Please Note: email is primary form of communication)

PROFESSIONAL RESPONSIBILITIES:

CIVIC ACTIVITIES (include present and former volunteer board or committee service):

PERSONAL HOBBIES/INTERESTS:

SOMETHING INTERESTING ABOUT YOURSELF:
Personal Data:

How did you hear about Leadership Berks?

- Alumni/Referral
- Website/Internet
- Greater Reading Young Professionals
- Self
- Employer
- Organization/Business
- Other

Sponsor CEO/Executive Director: _______________  Phone: ____________________

Completing the following questions is voluntary. The information will be helpful to ensure the diversity of the class:

Age Range:  
- Under 25
- 25-30
- 31-40
- 41-50
- 51+

Sex:  
- Male
- Female

Ethnicity:  
- African/American
- Asian/Pacific Islander
- Caucasian
- Latino
- Other

Circle One

Do you require special access or special accommodations, physical, dietary, etc?

- Yes
- No

Please explain: ________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

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__________________________________________________________________________

__________________________________________________________________________
Education

List high school, college(s), business or trade schools, and any other specialized programs. Begin with the most recent educational experience.

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<tr>
<th>Name</th>
<th>Degree</th>
<th>City, State</th>
<th>Dates Attended</th>
<th>Major</th>
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Employment

Present Employment

Date Began:   /   /

Name: 
Mailing Address:  
Street  City  State  Zip

Present Title: 

Briefly describe your present job responsibilities or activities.

Current Supervisor Name:  

Title:  Phone:  
Organization CEO or Board President Name:  

Title:  Phone:  

Past Employment

<table>
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<tr>
<th>Employer</th>
<th>Title</th>
<th>From</th>
<th>To</th>
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</table>
List any professional organization or professional affiliations.

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Professional and/or Personal Achievement

What do you consider your highest responsibility, skill or career achievement to date?
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

COMMUNITY INVOLVEMENT

Please list the community, civic, professional and other activities in which you are currently involved.

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<th>ORGANIZATION</th>
<th>POSITION HELD</th>
<th>DATES</th>
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Briefly state any contributions or achievements in any of the above which you consider significant, and explain your role in these accomplishments.
______________________________________________________________________
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How much time (estimate total hours) do you actually spend each month on community, civic, professional, or other organizations? ____________
Your answers will be summarized and provided to course presenters so they may adjust their course material to enrich your Leadership Berks Core Program experience.

These questions will begin to stimulate your thinking about the roles and responsibilities with which you will be equipped through the program so you are ready to assume on a nonprofit board or committee positions upon completion in June; how you can apply your skills and resources to serve the philanthropic and broader civic community; and begin to prepare you and our staff to maximize your experience at the Nonprofit Board and Committee Placement Fair in January.

Have you ever served on a nonprofit board before? Yes  No
If yes for how many years? _______ Please list the organizations here:

Have you ever served on nonprofit committee before? Yes  No
If yes for how many years? _______ Please list the organizations here:

My primary motivation for serving on a nonprofit board or committee is: ________________________________
My secondary motivation for serving on a nonprofit board or committee is: ________________________________
The single most important “cause” or mission for which I am most passionate is:

I am prepared to contribute the following time monthly to a nonprofit board or committee (circle one)

1-5 hours  5-10 hours  10-15 hours  15-20 hours

The following skills, viewpoints, and experiences make me unique as a nonprofit board or committee candidate for an organization that serves diverse populations:

I can speak the following languages fluently (other than English):
The skills I use every day but would prefer to avoid using in my volunteer life are: (i.e. CPA-serving as the Treasurer or on the Finance Committee)

The “level or type” of nonprofit board or committee I think I am ready to serve is:

| “governing board” (predominantly policy setting, decision making) |
| “working board” (hands-on volunteer tasks-often day-today operations tasks to support staff) |
| ad-hoc committee (specific task for specific time period or a one-time event) |
| operations committee-regular work year-round from brainstorming to implementation |
I would like to work with the following social groups: Categories provided courtesy of United Way of Berks County.

- Infants / Preschoolers (0-4)
- Children (5-12)
- Adolescents (13-17)
- Young Adults (18-25)
- Older Adults (55+)
- Abused / Battered
- Disabled / Ill
- Disaster Victims
- Families / Parents
- Homeless
- Law Offenders
- Low-income / Poverty
- Men
- Military
- Minorities
- Nursing Homes
- Religious Groups
- Students
- Women

I am interested in opportunities available to:

- Children (5-12)
- Adolescents (13-17)
- Young Adults (18-25)
- Adults (26-54)
- Adults (55+)
- Small Group (2-10)
- Large Group (11+)
- Individual
- Families
- Unpaid Interns
- Court-appointed
The following categories best describe my interests:

- Nonprofit Organizations
- Political
- Poverty
- Public Assistance
- Recreation
- Reproductive
- Rural
- Seniors
- Sexual Assault
- Substance Abuse
- Technology
- Teen Pregnancy
- Transportation
- Urban
- Women's
As a participant in the Core Program, the following questions are provided by Leadership Berks in conjunction with our Faculty of Advisors to help you maximize your experience throughout the program and pinpoint critical questions you ought to consider as we help prepare you for nonprofit board or committee service.

General Questions
- Am I passionate about the mission of the organization for which I would like to serve as a board or committee member?
- Do I understand my legal, fiduciary, oversight responsibilities of being a board member?
- Can I imagine making the organization one of my leading philanthropies to which I give of my time, energy, and financial resources? Am I expected to make a contribution of a specific amount?
- Will I raise money for the organization?
- How will I contribute skills, experience, or expertise to help advance the organization’s mission?
- Am I willing to introduce others to the work of the organization?
- Are my goals the same as those of the organization and its board?
- Do I have the time to make a meaningful contribution to the organization?

Self Defense Questions
- Is the organization incorporated?
- What is its tax status?
- Are the bylaws current? Are they Sarbox compliant?
- Is there D&O coverage?
- What is the relationship (if any) between this entity and any national/parent entity?
- Is there any pending litigation by or against the organization that could materially affect its fiscal health?
- Is there an audit?
- Are there written human resources policies and procedures for hiring?

Best Practice Questions

Governance
- Is there a power limit for the executive committee? If so, what is it?
- What is the size of the board and its composition? How is it selected?
- Is there a job description or written expectations for board members?
- What percentage of the board is independent? What is the nature of existing conflicts of interest?
- Are any board members compensated by the organization?
- What are the term limits?
- What has the board done about voluntary compliance with relevant Sarbox provisions?
- Does the organization seek to exist in perpetuity or for some other time horizon? Has that been articulated? Under what circumstances would the organization go out of business?

Finance and Risk
- Describe the audit process, auditor selection and the board review process of the audit?
- What known risk exposures have been identified and how are they managed?
- What is the composition of revenue? What risks may that pose?
- Who are our competitors? What is our competitive advantage, what is theirs?
- What is the status of our strategic plan?
- Are there succession plans in place for key staff and volunteers?

Fundraising
- Is there a gift acceptance policy in place?
- Is there a naming rights policy in place?
- Does the organization have written cultivation plans in place for its top 25 prospects?
- What percentage of contributions comes from special events? Planned giving? What is the long term strategy for private philanthropy?
- How are professional fundraising staff members compensated?
- What is the role/expectation of board members in fundraising?
- Is there an endowment, what is its purpose? Are there donor directed gifts as part of this endowment?
BERKS ISSUES

Please list and describe, in 200 words or less, the three most significant problems or challenges you see facing Berks County now and in the next 10 years. Explain your choices and offer any recommendation for action you may favor for each.
REFERENCES

Please list the name of two persons other than your sponsor who are knowledgeable about your leadership potential and performance, and who may be contacted regarding your qualifications as a participant.

1. Name ___________________________ Phone _______________________
   Address _______________________________________________________
   Relationship ____________________________________________________

2. Name ___________________________ Phone _______________________
   Address _______________________________________________________
   Relationship ____________________________________________________

Expectations

Please explain briefly what you hope to gain from, and how you would use, your Leadership Berks experience.

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Future Focus for Community Leadership

The purpose of Leadership Berks programs is to expand interest and involvement in community leadership in improving our community. In what agency or with what community issue would you like to become involved?

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Candidate and Sponsor/Employer Agreement

I have read the outlined requirement for successful participation in the Leadership Berks program and agree to meet all the requirements as stated.

_________________________________________________________________
_________ Date
Candidate’s Signature

I support our candidate’s participation in Leadership Berks and agree to assume the financial responsibility for tuition.

_________________________________________________________________
_________ Date
Immediate Supervisor’s Signature
### 2010-2011 Leadership Berks Calendar of Events

Participants cannot miss more than eight hours of total time over the course of the program. Please save the following dates and times on your calendar as attendance is required. Please note that all dates, times, and locations are subject to change with or without notice.

<table>
<thead>
<tr>
<th>Month</th>
<th>Date details</th>
<th>Location</th>
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<tbody>
<tr>
<td>September</td>
<td>7:45am-12pm, Thursday, September 16, 2010 (Mandatory) Leadership Berks Core Program Orientation</td>
<td>Alvernia University-Upland Center</td>
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<tr>
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<td>September/October 7:30am, Thursday, Sept. 30, 2010-4:30pm, Friday, Oct 1, 2010 (Mandatory)</td>
<td>South Mountain YMCA Camp Conrad Weiser (Mandatory)</td>
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<td>5:30pm, Friday, September 30, 2010 (Mandatory) Leadership Berks Class &amp; Alumni Dinner</td>
<td>South Mountain YMCA Camp Conrad Weiser</td>
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<tr>
<td>October</td>
<td>5-9pm, Saturday, October 23, 2010 (This is a ticketed event at your own expense. Class attendance is strongly encouraged). Leadership Berks 25th Anniversary Gala Crowne Plaza Reading</td>
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<tr>
<td>November</td>
<td>8am-5pm, Thursday, November 4, 2010 (Mandatory) Leadership Berks Core Program Session Location TBA</td>
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<td>5-7pm, Thursday, November 4, 2010 (Mandatory) Leadership Berks Class &amp; Alumni Mixer Location TBA</td>
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<tr>
<td>December</td>
<td>8am-5pm, Thursday, December 2, 2010 (Mandatory) Leadership Berks Core Program Session Location TBA</td>
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<td>5-7pm, Thursday, December 2, 2010 (Mandatory) Leadership Berks Class &amp; Alumni Mixer Location TBA</td>
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<tr>
<td>January</td>
<td>8am-4:30pm, Thurs, Jan 13, 2011 (weather backup Jan 20, 2011) (Mandatory) Leadership Berks Core Program Session Alvernia Student Center</td>
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<td>12pm-2pm, Thursday, Jan 13, 2011(Mandatory) Nonprofit Leadership &amp; Volunteer Service Fair Alvernia Student Center</td>
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<td>4:30-6pm, Thursday, Jan 13, 2011 (Mandatory) Leadership Berks Class &amp; Alumni Mixer Upland Café</td>
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February
8am-4:30pm, Thursday, Feb 3, 2011 (Mandatory)
(weather backup Feb 10, 2011)
Leadership Berks Core Program Session
Location TBA

4:30pm-7pm Thursday, Feb 3, 2011(Mandatory)
(weather backup Feb 10, 2011)
Leadership Berks Class & Alumni Mixer
Location TBA

March
8am-5pm, Thursday, Mar 3, 2011 (weather backup Mar 10, 2011) (Mandatory)
Leadership Berks Core Program Session
Location TBA

5-7pm Thursday, Mar 3, 2011 (weather backup Mar 10, 2011) (Mandatory)
Leadership Berks Class & Alumni Mixer
Location TBA

April
8am-5pm Thurs, April 14th, 2011 (Mandatory)
Leadership Berks Core Program Session
Reading Hospital and Medical Center

5pm-8pm, April 14th, 2011 (Mandatory)
Leadership Berks Alumni Social & Recruitment Event
Reading Public Museum

May
8am-5pm, Thursday, May 5, 2011 (Mandatory)
Leadership Berks Core Program Session
Alvernia University-Shander Room, Gym, Main Campus

9am-11am, Thursday, May 5, 2011 (Mandatory)
Service Learning Project Presentations
Alvernia University-Shander Room, Gym, Main Campus

5-7pm, Thursday, May 5, 2011
Leadership Berks Class & Alumni Mixer
Upland Café

June
11:30am-2pm, Thursday, June 9th, 2011 (Mandatory)
Leadership Berks Graduation & Awards Ceremony
Crowne Plaza Reading

4-6pm, Thursday, June 9th, 2011 (Attendance strongly encouraged.)
Leadership Berks Class & Alumni Mixer
Beverly Hills Tavern
Photo Release

I, (please print your name) ________________________________________________________ give the Leadership Berks Program and Alvernia University absolute right and permission to use my photograph in its promotional materials and publicity efforts. I understand that the photographs may be used in publications, print ads, direct-mail pieces, electronic media (e.g. video, CD-ROM, internet/WWW), or other forms of promotions. I release the University, Leadership Berks, the photographer, their offices, employees, agents, and designees from liability for any violations of any personal or proprietary right I may have in connection with such use.

Signature _______________________________________________________________
Name (please print) _______________________________________________________
Date: __________________________________________________________________

Program Requirements and Expectations:

The following is a list of requirements and expectations for graduation from the Core Program. Please note participants cannot miss more than eight hours of time over the course of the program.

- Attend and actively participate in the Core Program two-hour orientation
- Attend and actively participate in the full, two-day overnight retreat (mandatory-no exceptions)
- Attend and actively participate in all full-day, monthly sessions
- Actively work with a class team throughout the program with completion and deliverables by May 1st
- Attend and actively participate in meetings for fieldwork projects throughout the program
- Actively work on a class committee during the course of the program
- Attend and actively participate class committee meetings during the course of the program
- Attend and actively participate in post-session evening receptions during the course of the program
- Attend and actively participate in held plan Alumni Council events
- Identify and confirm a minimum one year post program committee or board position by April 1st
- Work with Leadership Berks representatives and classmates to troubleshoot placement identification
- Secure written confirmation of committee or board placement to Leadership Berks Director
- Work with Leadership Berks to identify incoming class participants and invite them to the Spring Social
- By graduation, determine with classmates an individual/class financial donation back to Leadership Berks

By signing below, I agree to fully meet all program requirements and program expectations to allow myself the time necessary (including daytime and evening hours when necessary) to fully meet all program requirements and expectations.

Participant Name: _________________________________________________ Date: _________________

By signing below, my sponsor/employer agrees to allow me the time necessary (including daytime and evening hours when necessary) to fully meet all program requirements and expectations.

Sponsor Signature: ________________________________________________ Date: _________________
PARTICIPANT’S NAME: ________________________________________________________________

1. Party responsible for tuition payment (check one):
   _____ Sponsoring Company or Nonprofit Organization
   _____ Individual Participant

   *If “Sponsoring Organization” is responsible for payment:

   ORGANIZATION’S NAME: ________________________________________________________
   CONTACT PERSON/TITLE: ________________________________________________________
   PHONE: ______________________________EMAIL: ___________________________________
   PHONE: ______________________________

2. Amount Due (check one):
   _____ $2300: Corporate, business, hospitals, colleges or universities
   _____ $1880: 501c3 organizations (with annual operating budgets under $250,000)
         (please attach budget)
   _____ $1880: Self-Sponsored

   Please make check payable to: Leadership Berks, A Program of Alvernia University

The original of this invoice must be returned with your payment unless other arrangements
are made with the office in advance. Please make photocopies of this and any other forms
for your records.

OFFICE USE ONLY

Date Application Received: ___________________________Payment Received: Yes ___ No __
Amount Received: _______________ Check Number: ______