



## Program Commitment and Attendance Policy

The success of Leadership Greensboro depends on the commitment of each participant to:

- Attend and be on time for all program days
- Complete required activities outside of scheduled program days
- Complete a group, action learning project outside of scheduled program days
- Volunteer time to plan and facilitate a program day for the next class year

Accordingly, recognition of the completion of the program, which includes a certificate and eligibility to ongoing membership in Leadership Greensboro, is contingent upon adherence to the above success components and acknowledgment and adherence to the full attendance policy contained on this page:

- i. Attendance is required at all program days and sessions in their entirety
- ii. Should an emergency arise, a participant may be allowed to miss up to two program days and receive his or her graduation certificate.
- iii. To prevent disruption of speakers and content presentation, participants should not attend late or leave program days early. Absence from any part of a program day is considered an absence of the day.
- iv. Attendance at all 3 onsite leadership development days at the Center for Creative Leadership is mandatory
- v. Attendance at networking socials at the conclusion of program days is strongly recommended for full benefit of the rich Leadership Greensboro experience, but is not considered a required part of the program day.
- vi. Completing an action learning project is required as well as participation in the action learning project presentation
- vii. Each class member will be required to complete community activities/events as assigned by the Leadership Greensboro Program Team. An activity log will be used to document completion of these activities/events.
- viii. Starting and ending times may occasionally vary according to the agenda for the session. In some instances there will be pre-work (readings, survey, videos, etc.) assigned prior to program days
- ix. Whenever possible, all absences are to be reported in advance and in writing to the program director of Leadership Greensboro at (336) 387-8325 or by email.
- x. If more than two program days are missed, the participant will be automatically withdrawn from the program. **No portion of the tuition will be refunded under any circumstances.**

Should an individual be withdrawn, the individual may appeal; in writing through the Chair of the Leadership Greensboro Advisory Board within two weeks of the notification of withdrawal. An appeal committee will be convened and will normally include the Leadership Greensboro Advisory Board Chair and a Leadership Greensboro Staff Member. The appeal committee will review the withdrawal and will support or reverse the request for withdrawal based on a review of information provided by the individual and the Class Co-Chairs. That ruling of the appeal committee will be binding.

I have read the above information and agree to fully abide by these expectations.

\_\_\_\_\_  
Sponsor's Printed Name (*required*)

\_\_\_\_\_  
Applicant's Printed Name (*required*)

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Sponsor's Signature (*required*)

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Applicant's Signature (*required*)

\_\_\_\_\_  
Date

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Date