



LEADERSHIP PENSACOLA

A PROGRAM OF THE GREATER PENSACOLA CHAMBER

Class Project(s) Purpose & Guidelines

Aim:

To make it possible for every Leadership Pensacola (LeaP) class member to understand, support and help community not-for-profit organization(s) meet their mission within the greater Pensacola area.

Purpose:

- To provide opportunity to sharpen leadership skills such as consensus building, putting vision into practice, creativity and team-building in a manageable group setting
- To implement a service project to address a community issue
- To foster collaborative relationships with community leaders while focusing on service and advocacy
- To provide an introduction to active organizations within the community
- To network within the community and fill future volunteer leadership roles
- To gain satisfaction and to have some fun

Guidelines:

- The community not-for-profit organization is a Chamber Member and hereinafter referred to as "Organization."
- Organization should be non-partisan and independent of any specific religious denomination.
- Organization will submit an application proposing ideas that allow teams to experience problem-solving along with a representative to help guide the project.
- Projects should be organized around the following kinds of formats:
 - Implement/coordinate a physical or service project
 - Create and/or implement research or promotional campaign project
 - Any combination of the above
- Organization proposals directly serve the community, and supports services already in place or new initiatives proposed by the Organization. The goal is NOT a complex, lengthy project. Project should not require more than \$15k in fundraising efforts. The project must have a clear outcome, result or end product.
- Project themes are limited to: arts and culture, economic development, education, environment, health and wellness, poverty and quality of life.
- The LeaP class of 50 will serve a single community project (CP) team that consists of at least 16 members.
- It is vital that the team plans from the beginning a project that must begin by December 1 and can be easily completed by April 30 without undue stress.

Process:

1. The class reviews Organization project applications submitted by the deadline and that meet the project purpose and guidelines.
2. Select between one and three project idea(s) by Organization(s). Class members will join one of up to three CP teams.
3. Collaborate and discuss the project in more detail with entire CP team and the Organization's representative to brainstorm possible approaches.
4. Develop a CP team action plan in collaboration with the Organization:
 - a. Describe the project
 - b. Indicate approval of plan from the Organization representative
 - c. Identify specific goals and objectives
 - d. Develop a timeline
 - e. Create CP team charter
 - f. Assign responsibilities; including, an agreement on individual service hours, a rotation in leading CP team meetings and commitment for all team members to be involved in the project execution
5. Select a communication representative for each team that will update and keep the class project facilitators aware of issues, progress, activities, etc.
6. The Organization must approve the CP team's plans and assure that the project is viable.
7. In preparation for graduation, CP teams will develop a written summary report on the project. These should be suitable for inclusion in the Chamber Annual Report.
 - a. Submit 1 page at the retreat with oral presentation
8. At Graduation, all CP teams will present a report on their projects:
 - a. 15 minutes
 - b. All team members must have a role in the presentation. Make it interesting!
 - c. Invite representatives of the Organization with which the team worked to hear and respond to the team's final report.