

Name\_\_\_\_\_



**LEADERSHIP  
CRAVEN**

## CONFIDENTIAL APPLICATION

### INSTRUCTIONS

Please complete **all** sections. When answering questions, either use information about your current involvement in Craven County **OR** applicable experience from your former community. Only **complete** applications will be reviewed. Do **NOT** leave any questions unanswered. Limit answers to the space available. Application must be signed by both applicant and employer (where appropriate) and returned no later than **March 12, 2025**. Applications will not be accepted after the deadline date above.

### SELECTION CRITERIA

Participation in LEADERSHIP CRAVEN is open to persons living or working in the New Bern/Craven County area. Participants will be chosen by the LEADERSHIP CRAVEN Steering Committee based upon the information provided in this application.

In order to reflect the diversity of the community

- 1) We will attempt to seek representation from a cross section of the community to include persons active in areas of business, education, the arts, religion, government, community-based organizations, and ethnic and minority groups.
- 2) will be mindful of multiple persons from one organization or business and within a given industry.

### ATTENDANCE POLICY

Applicants must have the full support of the organization or corporation they represent. Attendance at retreats and monthly sessions is **mandatory**. Please see page nine for further details.

**NEW BERN AREA CHAMBER OF COMMERCE**

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**LEADERSHIP CRAVEN  
CONFIDENTIAL APPLICATION**

(Please type)

**I. PERSONAL DATA (For Chamber of Commerce Use Only)**

Full Name \_\_\_\_\_

Name for Name Tag \_\_\_\_\_ Cell Phone \_\_\_\_\_

Home Address \_\_\_\_\_  
Street or PO Box City, State Zip

Employer \_\_\_\_\_

Business **MAILING** Address \_\_\_\_\_  
Street or PO Box City, State Zip

Business Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Birth Date (m/d/y) \_\_\_\_\_ Sex \_\_\_\_\_ Place of Birth \_\_\_\_\_

Length of Residence in New Bern/Craven County \_\_\_\_\_

Hobbies \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. EDUCATION (College and advanced degrees or specialized training)**

Name and Location of School	Dates	Degree	Major
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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Academic Awards or Special Recognition \_\_\_\_\_  
\_\_\_\_\_

### III. EMPLOYMENT

Present Employer \_\_\_\_\_ Since \_\_\_\_\_

Type of Organization \_\_\_\_\_

Title or responsibility \_\_\_\_\_

Briefly describe your responsibilities in your employment:

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List previous employment in reverse chronological order (include active military duty):

Employer	Title/Responsibility	From	To
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What do you consider your highest career achievement to date?

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(FOR SELECTION COMMITTEE)

APPLICANT # \_\_\_\_\_

**IV. GENERAL INFORMATION**

Why do you want to participate in Leadership Craven? What do you expect to gain from participation in the program?

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In your opinion, what are three major strengths that the New Bern area has to offer?

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What do you feel could be done to further develop one of these strengths?

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What do you feel are the three most significant challenges facing the New Bern/Craven County area?

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What do you feel could be done to address **one** of these challenges?

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#### V. PROFESSIONAL INVOLVEMENT

List current or former Business/Professional Affiliations  
(Do **NOT** include civic organizations, public office, or political activities).

Name of Group	Positions/Assignments	From	To
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#### IV. COMMUNITY INVOLVEMENT

List current of former community, civic, religious, political, government, social, athletic, or other activities.

(Do **NOT** include business/professional activities).

Organization -----

Assignment/Position -----

Responsibilities -----

Dates:-----

Organization \_\_\_\_\_

Assignment/Position \_\_\_\_\_

Responsibilities \_\_\_\_\_

Dates: \_\_\_\_\_

Organization \_\_\_\_\_

Assignment/Position \_\_\_\_\_

Responsibilities \_\_\_\_\_

Dates: \_\_\_\_\_

If you have additional significant areas of active community involvement, please list below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you consider your most important accomplishment in one of the above organizations?  
Why?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How much time each month do you spend collectively on the activities listed above?

\_\_\_\_\_  
\_\_\_\_\_

Feel free to attach an additional sheet with any information about yourself that might assist in the selection process.

**VII. COMMITMENT: Participant and Employer**

To graduate from LEADERSHIP CRAVEN, attendance at the retreats and issue sessions are **MANDATORY** (please refer to attendance policy on page 9 of the application). The program consists of 9 full-day issue sessions, opening and closing (\*overnight) retreats at Camp Sea Gull and Camp Seafarer, meetings and/or activities (accumulating 100 points) designed to “Broaden Your Horizons.” plus four (4) hours of Community Volunteer work (does not include current nonprofit organizations you are already affiliated with) Volunteer hours must be contained to Craven County ONLY. Volunteer hours are separate and apart from Broaden Your Horizon points. The two may NOT be combined.

The following dates have been scheduled for the 2025 program:

April 6 & 7	Opening Retreat*	August 28	Health Services
April 24	Judicial & Law Enforcement	September 11	Human Services
April 25 or May 2	New Bern at Night**	October 2	Education
May 15	Gov’t, Politics & Media	Oct. 16	Cultural Heritage History & Tourism
May 29	Environment	October 26 & 27	Closing Retreat*
June 26	Business & Economic Development	October 27	Graduation*
July 22	Military Affairs (subject to change)		

\*Denotes Mandatory (No Exceptions)

\*\* Denotes Choice of either date – Mandatory (MUST choose one date)–(7 pm. Until...)

I understand the purpose of the Leadership Craven program and, if I am selected, will devote the time and resources necessary to complete the program. Even though emergencies do arise, ***I understand that if I must be withdrawn from the program due to failure to meet attendance requirements (refer to cover page), no portion of the tuition will be refunded.***

I understand the above commitments and agree to be bound by them in signing this application.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**TO BE COMPLETED BY EMPLOYER:**

Company/Organization\_\_\_\_\_

**Person authorizing participation:**

Printed Name\_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

## TUITION

The cost of participation in Leadership Craven is **\$700**, which covers all program costs, including some meals, materials and accommodations at the retreats. Upon acceptance into the program, either you or your employer will be billed for the tuition.

For additional information, call Teresa Suhrie at 637-3111 or email [tsuhrie@newbernchamber.com](mailto:tsuhrie@newbernchamber.com)

Please send tuition bill to:	<input type="checkbox"/> Applicant	<input type="checkbox"/> Employer
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**Mail completed application to:** Leadership Craven  
New Bern Area Chamber of Commerce  
Attention: Teresa Suhrie  
P.O. Drawer C  
New Bern, NC28563

***DEADLINE FOR COMPLETED APPLICATIONS - March 12, 2025***



## Leadership Craven Attendance Policy

The success of this program depends, among other things, on the full commitment of each participant to punctuality and attendance at every scheduled program.

Tardiness, early departure, or interruption of the program for business or personal matters, including telephone calls (especially ringing cell phones) is disrespectful to the other participants and the speakers who are giving freely and willingly of their time. Cell phones may be used during breaks or lunch, at times when the presentations or programs have ceased. Each participant must recognize that every other participant has equally pressing business and personal responsibilities, making it necessary for every participant to plan carefully in advance in order to fulfill his/her obligations.

**Late arrival, early departure, or lack of attendance during any part of a program will be considered an absence from that Leadership Craven session. There are NO exceptions!**

Under extenuating circumstances (i.e. sickness, death in the family, etc.) **ONE** session may be missed with prior approval. Participants that miss **ONE** session will be required to complete **20** extra 'Broaden Your Horizon' points prior to the last session (**October 16, 2025**). If more than one session is missed (absence, late arrival, or early departure), participants must withdraw from the program. If an absence, early departure, or late departure is necessary, please notify Teresa Suhrie, Director of Membership Development & Special Events at (637-3111).

Additionally, attendance at the Opening Retreat and Closing Retreat are **MANDATORY**. **There are NO exceptions!** Participants must withdraw from the Leadership Craven program if they miss any part (or all) of the Opening Retreat or Closing Retreat. Any participant that withdraws from the program is encouraged to reapply for consideration for the next year; however, there will be no refunds.

Accordingly, recognition as a successful participant of the Leadership Craven program, which includes a certificate of completion is contingent on compliance with the above attendance policy and completion of a minimum of 100 Broaden Your Horizon points and four (4) hours of Community Volunteer work.

Tuition must be paid in full prior to the Opening Retreat and a signed copy of this policy must be returned to the Chamber prior to the opening retreat.

Employer Signature \_\_\_\_\_

Leadership Craven Participant Signature \_\_\_\_\_