



We open eyes, minds, and doors.

Community Leadership Course for Veterans™ Application

Our Mission: Strengthening regional leadership through programs, partnerships, and connections.

Leadership Pittsburgh Inc. (LPInc.) is an independent nonprofit organization dedicated to developing a diverse group of leaders to serve Southwestern Pennsylvania. For individuals who are poised to advance to their next level of community impact, LPInc. amplifies leaders' unique potential through expert-level leadership tools, community connections, and an influential community of support.

To achieve our mission, LPInc. produces programming, partnerships, and connections through cohort-based programs, executive networking, nonprofit board matching, and a robust, cross-disciplinary, multi-generational alumni network. Selection-based programs include Leadership Pittsburgh, Leadership Development Initiative, and the Community Leadership Course for Veterans™. Programs address critical and timely regional topics, foster collaboration between the business and the civic sector, and position leaders as catalysts for positive change.



Eligibility

Participation in CLCV™ is based on a selection-process. Applicants must be current or former military service members who achieved a rank of at least E-3. Additionally, applicants must be separated or a current service member who is not within their PCS window. Successful applicants who get the most out of CLCV™ are typically military service members who have served after September 11, 2001. Applications are due Friday, February 14, 2025 for the cohort that begins in May 2025. No application fee is required.

Community Leadership Course for Veterans™ Timeline

Friday, February 14, 2025	Applications must be submitted by 5:00 PM Online: www.lpinc.org Email: info@lpinc.org
Late-March/Early-April	Letters of invitation emailed to accepted candidates
May 1, 2025	Welcome Orientation & Reception (Attendance Required)
May 9-10, 2025	CLCV™ Overnight Retreat (Attendance Required)

Community Leadership Course for Veterans™ Application Info

- The Community Leadership Course for Veterans™ Selection Committee considers letters of recommendation in the application process. We strongly encourage each applicant to submit at least two but no more than four letters of recommendation from individuals who can speak to the professional capacities of the applicant. Examples of potential sources of letters of recommendation include employers, supervisors, commanding officers, professors and/or alums of CLCV™ and/or other LPInc. programs. Alumni directories can be found on our website or requested by contacting Krissy DeShetler at Krissy@lpinc.org.
- All active service members are required to submit a letter of support from their commanding officer acknowledging the time commitment of the program.
- Due to the contributions of regional philanthropic organizations and Leadership Pittsburgh Inc. Alumni, this course is being made available for a nominal tuition fee of \$300. Tuition will be due upon acceptance. No application fee is required. **The Leadership Pittsburgh Inc. Board of Directors does not want tuition to be a barrier to your application, as such scholarships may be made available.** Please contact Krissy DeShetler (krissy@lpinc.org) for questions regarding tuition.

Community Leadership Course for Veterans™ Session Info

- CLCV XII sessions will take place primarily on two to four Tuesday evening(s) each month, May through September, generally from 4:30 – 8:30 PM.
- The calendar for the year can be found at the end of this application.
- Sessions focus on connecting and enhancing Veteran leadership skills within the context of community needs.
- Session locations may vary but all will be within 15-miles of downtown Pittsburgh (other than the initial retreat which will be within a 90-minute drive from downtown Pittsburgh).
- Credits are assigned to each session and graduation is dependent upon completion of a required number of credits (in addition to attendance at sessions indicated as ‘Must Attend’ on the schedule).
- In order to allow for busy professional schedules, a higher number of credits are offered than are required for graduation (e.g., 30 credits are offered with 25 required for graduation). In order to achieve the full benefit of the course, participants are strongly advised to attend all regularly scheduled sessions in their entirety.



Community Leadership Course For Veterans™ Application

Application Deadline – Friday, February 14, 2025

*Fields marked * are required.*

Please read the application in its entirety and follow all instructions contained within. A summary checklist of information required to complete the application is provided below.

Application Checklist

Section 1: Personal Data (p. 4)

Section 2: Student Information (p. 4)

- Skip Section 2 if you are not currently a full-time or part-time student

Section 3: Employment Information (p. 4)

- Skip Section 3 if you are a full-time student

Section 4: Employer Agreement (p. 5)

- Skip Section 4 if you are a full-time student

Section 5: Person who referred you to CLCV™ (p. 5)

- Skip Section 5 if you are self-nominating

Section 6: Civilian Professional/Educational Background (pp. 6-8)

- Answer Section 6 in the space provided or attach your resume to the application

Section 7: Military Professional/Educational Background (pp. 8-9)

- Attach a DD Form 214 or ERB/ORB with your application (please do not include SS#)

Section 8: Community Involvement (pp. 10-11)

Section 9: Personal Insights (p. 11)

- Answer each of the short essay questions (500-word limit per essay question)

Section 10: Short Bio (p. 11)

- Attach a short bio (150-word limit)

Section 11: Letters of Recommendation (p. 12)

- Each applicant is strongly encouraged to submit at least two letters of recommendation

Section 12: How did you learn about CLCV™? (p. 12)

- Include a brief description of how you learned about Leadership Pittsburgh Inc. and CLCV™

Section 13: References (p. 12-13)

- Provide two references who can attest to your leadership capabilities

Section 14: Acknowledgement of Program Schedule (p. 13)

Section 1: Personal Data

First Name*: _____ Last Name*: _____

Home Address*: _____

City*: _____ State*: _____ Zip*: _____

Cell Phone*: _____ Personal Email*: _____

The LPinc. Selection Committee strives to curate a diverse cohort based upon our applicant pool and information received. The following demographical information is not required.

Gender: _____

Age: _____

Race/Ethnic Identification:

- American Indian/Alaska Native Asian Black or African American Hispanic or Latino
 Native Hawaiian or Pacific Islander White Other _____

Section 2: Student Information

Skip this section if you are not currently a full-time or part-time student.

Name of School: _____

Name of Degree/Certification Program: _____

Area of Focus: _____

Number of Credits Remaining Until Completion: _____

Section 3: Employment Information

Skip this section if you are a full-time student.

Position/Job Title: _____

Employer: _____

Size of Organization/Total Number of Employees: _____

Work Address: _____

Work Phone: _____

Work Email: _____



Section 4: Employer Agreement (If Applicable)

Skip this section if you are a full-time student.

Because a portion of the CLCV™ sessions are held during normal business hours, the support of your employer/organization is imperative. The applicant is expected to obtain this support, and completion of this section indicates the applicant has done so. Your supervisor and/or head of your business or organization may be contacted. All active service members are required to submit a letter of support from their commanding officer acknowledging the time commitment of the program in addition to the Employer Agreement.

Supervisor/Head of Organization: _____

Name of Business/Organization: _____

Title: _____

Work Address: _____

Work Phone: _____ Work Email: _____

Section 5: Person who referred you to CLCV™ (If Different From Above)

Skip this section if you are self-nominating.

Please list the individual within your network (organization/professional/personal) who has been the most influential in your decision to apply to the Community Leadership Course for Veterans™ program. In the event of your acceptance into the program, this individual, along with the person listed in the Employer Agreement section above, will be extended an invitation to join you at the CLCV™ Graduation Reception at the end of the program.

Name of the Referrer: _____

Name of Business/Organization: _____

Title: _____

Work Address: _____

Work Phone: _____ Work Email: _____



Section 6: Civilian Professional/Educational Background

Please answer the professional/education background section OR attach your resume to the application.

Civilian Professional Experience: (If Applicable)

List past and present employment highlights including employer, job title, a brief job description, and dates of employment. Note: Should your employment status change after you have submitted your application, please call the Leadership Pittsburgh Inc. office at 412.392.4505 and email Krissy@lpinc.org so that this information can be presented to the CLCV™ Selection Committee.

Civilian Work Experience 1 (most recent)

Employer: _____

Job Title: _____

Dates of Employment: _____

Brief Job Description: _____

Civilian Work Experience 2

Employer: _____

Job Title: _____

Dates of Employment: _____

Brief Job Description: _____



Civilian Educational Experience: (If Applicable)

List civilian educational highlights and include dates, coursework completed, degrees or certificates obtained, fields of study, training programs, and awards. List any educational activities ongoing at the time of application.

Note: Should your education status change after you have submitted your application, please call the Leadership Pittsburgh Inc. office at 412.392.4505 and email Krissy@lpinc.org so that this information can be presented to the CLCV™ Selection Committee.

Civilian Educational Activity 1 (most recent)

School/Institution: _____

Degree/Certification: _____

Field of Study: _____

Graduation Date: _____

Awards/Recognitions: _____

Civilian Educational Activity 2

School/Institution: _____

Degree/Certification: _____

Field of Study: _____

Graduation Date: _____

Awards/Recognitions: _____



Professional Activities

List, in order of importance, the employer-related or professionally based activities in which you participate or have participated. For each activity, state the nature of your participation including leadership positions held, special recognition received, and the date(s) of your involvement.

Professional Activity 1

Activity Name: _____

Role in Activity: _____

Activity Date: _____

Awards/Recognitions: _____

Professional Activity 2

Activity Name: _____

Role in Activity: _____

Activity Date: _____

Awards/Recognitions: _____



Section 7: Military Professional/Educational Background

Please include a DD Form 214 (Member-1 copy) with your application as proof of your military service. If a DD Form 214 cannot be obtained, please submit a current ERB or ORB instead. *PLEASE BLACK OUT YOUR SOCIAL SECURITY NUMBER – we do not want/need/require this information.* Only applicants without a dishonorable discharge will be considered for CLCV™. If you received a discharge from the military that was less than honorable, please include a brief description of the reason for your discharge. Application materials are confidential and will be shared only with the small group comprising the CLCV™ Selection Committee.

Military Professional Experience

List past and present military employment highlights including employer, job title, a brief job description, and dates of employment. Note: Should your employment status change after you have submitted your application, please call the Leadership Pittsburgh Inc. office at 412.392.4505 and email Krissy@lpinc.org so that this information can be presented to the CLCV™ Selection Committee.

Military Work Experience 1 (most recent)

Unit*: _____

Title of Position Held*: _____

Dates Assigned*: _____

Brief Summary of Duties*: _____

Military Work Experience 2

Unit: _____

Title of Position Held: _____

Dates Assigned: _____

Brief Summary of Duties: _____



Military Educational Experience

List civilian educational highlights and include dates, coursework completed, degrees or certificates obtained, fields of study, training programs, and awards. List any educational activities ongoing at the time of application. Any changes to this post submission of application should be reported to LPInc. per above.

Military Educational Activity 1 (most recent)

Degree/Certificate: _____

Graduation Date: _____

Awards/Recognitions: _____

Military Educational Activity 2

Degree/Certificate: _____

Graduation Date: _____

Awards/Recognitions: _____

Section 8: Community Involvement

List, in order of importance, the community and civic (including faith-based) service activities in which you participate or have participated. For each activity, state the nature of your participation, including leadership positions held or special recognition received.

Community Activity 1

Activity Name: _____

Role in Activity: _____

Activity Date: _____

Awards/ Recognitions: _____



Community Activity 2

Activity Name: _____

Role in Activity: _____

Activity Date: _____

Awards/ Recognitions: _____

Community Activity 3

Activity Name: _____

Role in Activity: _____

Activity Date: _____

Awards/ Recognitions: _____

Section 9: Personal Insights*

In a separate document/attachment, please answer each of the following questions within the requested word limits:

1. How do you anticipate being able to (or how have you been able to) use your military experience and skills in civilian leadership roles? (500-word limit)
2. In what ways has military training and/or service changed you? Please elaborate on this in regards to how you see yourself serving the community in the future. (500-word limit)
3. Describe one major issue facing the Pittsburgh region that you would like to impact. (500-word limit)

Section 10: Personal Bio*

Please attach a personal bio that provides a brief narrative description of your military, work, and educational experiences. Bios should be fewer than 150 words.



Section 11: Letters of Recommendation

The Community Leadership Course for Veterans™ Selection Committee considers letters of recommendation in the application process. We strongly encourage each applicant to submit at least two but no more than four letters of recommendation from individuals who can speak to the professional capacities of the applicant. Examples of potential sources of letters of recommendation include employers, supervisors, commanding officers, professors and/or alums of CLCV™ and/or other LPInc. programs. Alumni directories can be found [on our website](#) or requested by contacting Krissy DeShetler at Krissy@lpinc.org.

Letters of recommendations are due in to the Leadership Pittsburgh Inc. office by February 14, 2025 at 5:00 pm. These can be submitted along with your application or sent separately by e-mail to Krissy@lpinc.org.

Please list the individuals whom you have asked to submit a letter of recommendation on your behalf.

Section 12: How did you learn of Leadership Pittsburgh Inc.? Please select one or more.*

- | | |
|--|--|
| <input type="checkbox"/> Brochure or marketing materials | <input type="checkbox"/> News story (TV, newspaper, etc.) |
| <input type="checkbox"/> Community event | <input type="checkbox"/> Online or social media (Instagram, Facebook, Twitter, LinkedIn) |
| <input type="checkbox"/> Email from Leadership Pittsburgh Inc. | <input type="checkbox"/> Referred by family, friend, or program graduate |
| <input type="checkbox"/> Leadership Pittsburgh Inc. team | <input type="checkbox"/> Suggested by employer/colleague |
| <input type="checkbox"/> Leadership Pittsburgh Inc. program or event | <input type="checkbox"/> Other |
| <input type="checkbox"/> Leadership Pittsburgh Inc. website | |

Section 13: References

Please list the names, phone numbers and email addresses of two individuals who could attest to your leadership capabilities.

Reference #1 Name: _____

Phone: _____ Email: _____

Reference #2 Name: _____

Phone: _____ Email: _____



Additionally, please list the names of any alumni of Leadership Pittsburgh Inc. programs who you know. Our alumni directory can be accessed online at www.lpinc.org. Any of these individuals may be contacted.

Section 14: Acknowledgment of Program Schedule*

The tentative schedule for the 2025 CLCV™ program can be found at the end of this application. Prior to submitting your application, please review this schedule and ensure that you are currently able to attend the **2 required** sessions (Welcome Orientation and Reception on May 1st and Retreat May 9th-10th) as well as the majority of the sessions listed on the schedule (so that you can earn 25 of the 30 credits offered).

Please **initial in the box** below to indicate that you have reviewed the schedule and can (as of now) actively participate in the CLCV XII program – including the indicated required dates.



2025 Tentative Schedule

Session	Date Time	Credits
Welcome Orientation & Reception	Thursday, May 1, 2025 5:30pm - 8:00pm	Mandatory
CLCV™ Retreat	Friday, May 9, 2025 1:00pm through Saturday, May 10, 2025 3:00pm	Mandatory
Session 1	Wednesday, May 21, 2025 4:30pm - 8:30pm	4
Session 2	Wednesday, June 4, 2025 4:30pm - 8:30pm	4
Session 3	Week of June 9, 2025	2
Session 4	Tuesday, June 17, 2025 4:30pm - 8:30pm	4
Session 5	Tuesday, July 1, 2025 4:30pm - 8:30pm	3
Session 6	Tuesday, July 15, 2025 4:30pm - 8:30pm	3
Session 7	Tuesday, July 29, 2025 4:30pm - 8:30pm	3
Session 8	Tuesday, August 12, 2025 4:30pm - 8:30pm	3
Session 9	Tuesday, August 26, 2025 4:30pm - 8:30pm	4
Commencement & Celebration	Wednesday, September 3, 2025 4:30pm - 8:30pm	Important

To successfully graduate from CLCV™ Participants must:

- Attend the Welcome Orientation & Reception on Thursday, May 1, 2025
- Attend the CLCV™ Retreat on Friday, May 9 through Saturday, May 10, 2025
- Accumulate 25 of the 30 possible credits offered through attendance and participation in the 9 sessions (in order to earn the full credit for each session, participants must complete the post session survey)
- Engage fully in the CLCV™ impact project
- Engage fully with Community Connector

Important: Throughout the program, opportunities to earn a finite number of extra credits will be offered that can be applied to the total number required for graduation from CLCV XII.

*Schedule is current as of November 2024 and is expected to stand. Session locations will be provided with ample notification. We will be visiting many diverse venues and will adhere to our host venue’s health/public safety policies. Adherence to any LPInc. safety guidelines for all sessions is expected.

If you have any questions regarding the CLCV XII program schedule and course requirements, please contact Krissy DeShetler, Senior Manager of Programs and Strategic Initiatives, at Krissy@lpinc.org or 412-392-2248.