



Supporting the greater Franklin County business community by promoting leadership, citizenship, and workforce development.

Leadership Franklin County Community

Mission Statement

"Developing an inclusive continuum of civic leaders engaged in the advancement of the quality of life in Franklin County"

Student Participation Policy

Our goal is to provide a quality learning experience for students and ensure our graduates learn in a professional environment. Full attendance and strong participation are expected and directly relate to the value of the overall experience and the legacy of this program. This policy is written to that end.

Participation is comprised of three parts: 1) Attendance, 2) Session Assignments, and 3) Group Project. An "occurrence" is given for missing a session, not completing homework, repeatedly showing up late or leaving early, or receiving a poor rating from teammates on the group project. The student can remove some occurrences by completing make-up assignments.

It is the responsibility of the Leadership Franklin County Program Coordinator (PC) to document occurrences and communicate any issues with the student and the Leadership Franklin County Steering Committee (SC). It is the student's responsibility to request make-up assignments when permissible. The SC makes the decision regarding all occurrences, make-up work, and graduation requirements. All SC decisions are final.

Any student accumulating more than five (5) occurrences will be dismissed from the program and cannot graduate. Tuition will not be reimbursed or pro-rated. Students will be encouraged to apply for another class at their own expense.

Attendance

1. Attendance at the Fall Retreat and Spring Graduation is mandatory.
2. Attendance at all program sessions is expected.
 - a. Each program day has two (2) sessions: morning and afternoon. Each missed session counts as one (1) occurrence. If a student misses a full day that counts as two (2) occurrences. A student may complete a make-up assignment for a missed session for the occurrence to be removed from the record. Students are responsible for requesting make-up instructions for missed sessions from the PC. Make-up assignments are due by the next program session and will not be accepted after that date. **Only three (3) make-up assignments are allowed per student.** After that all absences will be counted as occurrences.
 - b. Students are expected to arrive and be ready at the designed start time for each session. A student arriving 10 minutes after the session start time will be marked as tardy. Three (3) occurrences of tardiness will count as one (1) occurrence. There is no make-up assignment to remove this occurrence from the record.
 - c. Students are expected to stay until the end of each session to receive full credit for attendance. Leaving more than 10 minutes prior to the session dismissal time will count as an early departure. Three (3) early departures will count as an occurrence. There is no make-up assignment to remove this occurrence from the record.

100 Lincoln Way East Chambersburg, PA 717-264-7101, ext. 205
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3. Session participation expectation

- a. Students are expected to be engaged in each session. Computers and phones are not used except for emergencies and with permission from the PC. There are breaks throughout the day to check your phone and email.
- b. Session dress is business casual unless otherwise stated. Business casual is defined as khaki pants, slacks, and skirts as well as short-sleeved polo shirts and long-sleeved shirts. Loafers and sandals are acceptable. Exclusions are jeans, shorts, tight or short skirts, tight leggings, T-shirts, sweatshirts, sneakers, and flip flops. Be comfortable but presentable for business.

Session Assignments

1. Assignments may be given prior to some program sessions.
 - a. Assignments must be completed by the due date. Assignments turned in after the due date will not count as participation and will count as one (1) occurrence. There is no make-up assignment to remove this occurrence from the record.
 - b. Session surveys are considered part of participation. Session surveys turned in after the due date will not count as participation and will count as one (1) occurrence. There is no make-up assignment to remove this occurrence from the record.

Group Project

1. All students must participate in the completion of a group project.
 - a. Each student is required to contribute to the group project in a manner agreeable to the entire team.
 - b. Every student will be evaluated by teammates, mentors, and program leadership regarding active participation in the group process. Students will receive an overall team performance rating of Excellent, Very Good, Good, Fair, or Poor from the grading system explained in the group project handout.
 - c. A final rating of Poor could jeopardize graduation.

I acknowledge that The Chamber Foundation shall be paid in full for the program according to the terms on the invoice and the burden of program completion is placed upon me, the student.

If I withdraw from the course for any reason 15 days or more prior to the September retreat date, an 85% tuition refund will be issued assuming no other candidate is recommended. I also acknowledge that my company can replace my position, based on a committee interview, up to 15 days prior to the retreat date.

No tuition will be reimbursed (full or partial) for the failure of my completion of the course for any reason, after the 15 days prior to the September retreat date has passed.

LFCC Student Signature

Date

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