



## Participant/Employer Commitment Form

To: (Name of Reference)

From: (Name of Applicant)

RE: ImpACT! Leadership Program – Request for Reference & Employer Commitment

The continued development of strong leaders within the TDM profession is essential to achieving the goals of improving the quality of life of individuals, the livability of communities, and economic growth of businesses. The ImpACT! Leadership program recognizes and develops those practitioners who have shown an initial commitment to professional service at the start of their career in TDM. The program provides selected candidates with leadership training and ongoing mentorship by identifying needs for volunteer service within ACT that match with each participant's leadership goals

As part of the application process, a letter of recommendation is required and should meet the following criteria:

- The letter should provide evidence of leadership potential and how the applicant has contributed and participated as a leader over time.
- The reference letter should specifically address why the applicant is a good fit for the ImpACT! Leadership Program at this time as well as his/her ability to become a successful leader in ACT upon completion of the program.
- The reference letter **must** be signed and sent on official letterhead.

Please return this signed form and your reference letter to the applicant for electronic upload so he/she may complete the application process by September 20, 2019.

Participation in the ImpACT! Leadership Program will require the participant to participate in off-site events and engage in volunteer opportunities within ACT that may lead to performing additional work and tasks outside of the work setting. Target participants of the program are often described as self-directed, goal-oriented, and flexible in adapting to new roles and demands. They demonstrate strong communication and interpersonal skills, and exhibit a desire towards future leadership within the profession. We believe that the ImpACT! Leadership Program is a wonderful and unique leadership opportunity.

With your signature on this document, you are endorsing the applicant as a qualified individual who has shown consistent performance in the work setting and possesses the appropriate interpersonal



skills necessary for successfully completing the program. If accepted, the applicant is required to attend a 3-day retreat in Orlando, Florida from February 2-4, 2020, and to subsequently participate in a mentored relationship with an established ACT leader over the next 12 months.

ACT has focused on developing a high value program at an affordable cost. Tuition for the program is \$2,250 and includes 3 nights of hotel, 3 breakfasts, 3 lunches, and 1 reception (light apps) and transfers to/from hotel/airport in Orlando. Tuition will also provide complimentary registration in ACT's Public Policy Summit (\$75) and one Professional Development session at the International Conference (\$75). All program materials are also included in the tuition. Airfare and home city transportation costs are not included.

Thank you for helping to ensure we select candidates who have the capacity to be successful in this program.

Current Work Supervisor (Please Print): \_\_\_\_\_

Current Work Supervisor Title: \_\_\_\_\_

Signature/Date: \_\_\_\_\_ / \_\_\_\_\_

Applicant Name (Please Print): \_\_\_\_\_

Thank you.