



Are you interested in the work that goes into managing and running non-profits? Are you interested in using your voice to help advocate for the needs of your local community? Then, the Get-On-Board (GOB) program may be right for you! As a potential participant in GOB, you will be trained as a part of a small group to learn the skills and strategies required to be on a non-profit board of directors. GOB is not just a training program; it also equips you to put those skills to use! By the end of the program, you will be guided in a placement process to join the board of a non-profit organization whose cause you are passionate about. Applying to GOB means you are making a commitment today to start serving your local community in a new and important way.

This application will be used by the GOB Advisory Council as a tool and in the selection process to learn about you as a potential GOB participant. Your information may be shared with non-profit agencies looking for individuals with your skill set and diversity for board placement purposes.

**Please return a COMPLETED application to:**

**Email (preferred):** [getonboard@plantory.org](mailto:getonboard@plantory.org)

**Address:**           **Get On Board – The Plantory**  
                              **501 W. Sixth Street Suite 250**  
                              **Lexington, KY 40508**

### **APPLICATION DEADLINE IS DECEMBER 20<sup>TH</sup>**

The selection committee carefully reviews each application. Applications and questions should be thoughtfully and thoroughly completed. If you do not have an answer for a question, please answer with N/A. Selection is based on background, work / life experience, completed application, required documents, self-interview, community/civic involvement and telephone interview. Additionally, because the goal of this program is to increase representation and inclusion of diverse voices in the non-profit sector, the selection committee will work to balance group composition from the applicants to represent as many perspectives as possible.

### **FOLLOWING DOCUMENTS SHOULD BE INCLUDED WITH APPLICATION:**

- **A resume or one-page biography**
- **A letter of recommendation written by an employer, supervisor, minister, teacher, group leader, etc. focusing on your character, strengths for board membership, volunteer/community service, skills and abilities. Letter may be emailed to [getonboard@plantory.org](mailto:getonboard@plantory.org)**

### **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

If selected, you **must commit** to attending the 8 weeks of training. Refer to attached schedule for meeting dates and times. The accepted candidate is also expected to complete the required board/council term when placed with a non-profit agency.

## Schedule – Spring 2020

Sessions will be held on Monday evenings for the 8-week course and will be held at The Plantory – 501 W.Sixth Street, Suite 250, Lexington, KY, unless otherwise indicated. This sequence of classes is tentative, and may be adjusted as necessary.

Dinner will be served prior to each session starting at 5:30PM.

Monday, February 3 <sup>rd</sup>	6pm – 8pm
Monday, February 10 <sup>th</sup>	6pm – 8pm
Monday, February 17 <sup>th</sup>	6pm – 8pm
Monday, February 24 <sup>th</sup>	6pm – 8pm
Monday, March 2 <sup>nd</sup>	6pm – 8pm
Monday, March 9 <sup>th</sup>	6pm – 8pm
Monday, March 16 <sup>th</sup>	6pm – 8pm
Monday, March 23 <sup>rd</sup>	6pm – 8pm

\*\* In addition to mandatory attendance at all sessions (see attached attendance policy), there is an experiential activity which involves attending a board meeting or interviewing an executive director.

**Please Print or Type All Information**

**I. Applicant Information**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Main Contact Phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

What is your preferred method of contact: ☐ Mail ☐ Contact Phone ☐ Work Phone ☐ Email

Total years lived in Kentucky: \_\_\_\_\_

Total years lived in Bluegrass Region: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Position: \_\_\_\_\_

Work Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

How did you find out about Get-On-Board?

☐ Flyer ☐ Facebook ☐ Twitter ☐ Website ☐ Newspaper ☐ TV ☐ Workplace ☐ Radio

☐ Referral (please name who referred you): \_\_\_\_\_

☐ Other \_\_\_\_\_

Letter of Reference Contact Information *(Please have letter of reference emailed to [getonboard@plantory.org](mailto:getonboard@plantory.org) or sent to our mailing address on Page 1).*

Name: \_\_\_\_\_ Relation to Applicant: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**II. Personal Demographic Information:** *(Diversity is a high priority for selection, but disclose all information only as you are personally comfortable. If there is a category you do not want to answer, please mark as "prefer not to disclose")*

A. Age: ☐ 16-21 ☐ 22-30 ☐ 30-39 ☐ 40-49 ☐ 50-59 ☐ 60-69 ☐ 70-79 ☐ 80-89 ☐ 90+

B. **Gender:** ☐ Male ☐ Female ☐ Transgender ☐ Nonbinary ☐ Other \_\_\_\_\_

C. **Disability Status** *(Any traits or conditions that present a significant challenge. If you possess multiple types of disability, please mark multiple categories.)*

☐ Physical Disability ☐ Mental Disability ☐ Developmental Disability

☐ Other (identify as comfortable) \_\_\_\_\_

If you would like to further specify the nature of your disability, please use this space:

---

---

D. **National Origin** *Please list the country in which you were born:* \_\_\_\_\_

E. **Race & Ethnicity** *Please list your race and/or ethnicity. If you are biracial or multiracial, please list each individually*

---

---

F. **Sexual Orientation**

☐ Heterosexual ☐ Homosexual ☐ Bisexual ☐ Pansexual ☐ Asexual

☐ Prefer not to answer

### III. **Areas of Interest**

Please select the areas of interest in order of priority (#1 being most interested). Information here will be used in board placement considerations.

\_\_\_\_\_ **EDUCATION** (i.e. improving access, mentoring at-risk youth, improve graduation rates)

\_\_\_\_\_ **ECONOMIC DEVELOPMENT** (i.e. affordable housing, financial training, job training)

\_\_\_\_\_ **HEALTH** (i.e. increase access to mental health service, reducing substance abuse, preventative care)

\_\_\_\_\_ **ENVIRONMENT** (i.e. energy conservation, helping communities have access to healthy foods, conserving green space and water sources from pollution)

\_\_\_\_\_ **SOCIOECONOMICAL ISSUES** (i.e. fairness and equality rights)

\_\_\_\_\_ **ADDITIONAL INTEREST NOT LISTED** (as it relates to your skills and community service:

---

**IV. Community / Civic Involvement**

**Please list all the experiences with civic/volunteer associations such as school, church, work, neighborhood, fraternal organizations, etc.**

Organization	Role/Position	Duration

## **PARTICIPANT COMMITMENT AGREEMENT**

Requirements of this program demand a strict time commitment. Should you be selected, your signature confirms that you agree to be in attendance for classes and to comply with all other requirements.

**Can you commit to eight (8) weeks of training on the dates / times listed on page 2?**

☐ YES      ☐ NO

**If no, please explain:** \_\_\_\_\_

Upon graduation from GET ON BOARD, graduates will make a commitment to serve with an agency/organization in a volunteer capacity for the elected or appointed term.

**Can you commit time to serving on a board?**

☐ YES      ☐ NO

**The undersigned certifies that the above information is accurate to the best of his/her knowledge.**

**I recognize that I am expected to attend all scheduled classes and activities of GET ON BOARD. I also understand that missing any class may jeopardize my successful completion of the program and that missing two classes may result in my dismissal from the program.**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

# Attendance Policy

## Participants must attend the orientation course for the current Get on Board Session

Attendance each week and at each session is required of all GOB participants (*i.e. Board Roles & Responsibilities, Parliamentary Procedure, Fundraising*). However, the following extenuating circumstances will be accepted if the participant misses 1 session. The participant will be expected to make-up the missed session in the following class but will be allowed to graduate from the Get On Board program with the current class.

- 1) Medical excuse: Participant must submit a note from his/her physician.
- 2) Death in the immediate family: Immediate family members strictly refer to parents, spouse, children, siblings and corresponding in-laws; participant's nieces, nephews, grandparents and grandchildren.
- 3) Legitimate work: Participant must present a note from his/her supervisor.

Participant must present excuse upon return to the next session.

If the participant misses 1 session (*invalid circumstances*) or 2 sessions (*for any reason*), he or she will be permitted to make-up both missed sessions with the following GOB class and graduate. The participant will be allowed to attend graduation ceremony but **will not** receive the certificate and **will not** be placed on a board until the completion of the missed sessions with the following GOB class.

If a participant misses 3 sessions in the current class, he or she will be permitted to reapply for admittance to the Get On board program. Upon acceptance to the program, all sessions will have to be taken, including those taken in a previous class.

In the application process an applicant will be accepted into the program if he/she confirms that 2 or fewer sessions will be missed, however the individual will not graduate with the current class.

An applicant will not be accepted if the individual confirms that he/she will miss 3 or more sessions. The applicant will be required to reapply for the program to participate.

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

(An electronic signature is acceptable)

## Values Statement

The members of the Plantory's community are committed to using fairness, transparency, respect, and flexibility to guide our work and interaction. The Plantory network seeks to go beyond cooperation to a place of true collaboration and innovation in our joint pursuit of our social missions. Everyone needs to feel welcome, comfortable and empowered while we work together to improve ourselves, our organizations, and our communities.

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

(An electronic signature is acceptable)

## Community Agreement

1. We agree to actively maintain and contribute to a safe, positive, welcoming, and inclusive environment, recognizing that safety and inclusion take different forms for different people. We agree to be considerate as possible to others' experiences.
2. We agree to respect and actively listen to others, openly and honestly engage with the Plantory community, and consider views that are different from ours, even if it is difficult to do so. While representing the Plantory, we will not proselytize our views through words or actions but will engage in an authentic exchange with everyone.
3. When we disagree with a person or an idea, we will respectfully do so. Disagreements will be approached with the appropriate people in the proper time and place. We agree to be solutions- focused, and to recognize that discomfort and disagreement help us learn and grow together.
4. We agree that equity pertains to all people with NO exceptions. We will respect and welcome everyone.

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

(An electronic signature is acceptable)



## **Completed Application Checklist:**

**\_\_\_\_\_ *I have received the Class Schedule.***

**\_\_\_\_\_ *I have received the Attendance Policy.***

**\_\_\_\_\_ *I have attached and/or sent a Resume or Biography.***

**\_\_\_\_\_ *I have requested a Letter Of Recommendation from someone and provided contact info for that person.***

**\_\_\_\_\_ *I have completed all required sections of the Application***

**\_\_\_\_\_ *I have signed the Participation Commitment***

**\_\_\_\_\_ *I have signed the Community Agreement***

**\_\_\_\_\_ *I have signed the Values Statement***