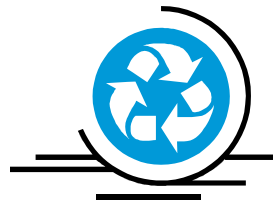


**100 Black Men of America, Inc.
Leadership Development Institute**



rganizational Manual

**100 Black Men of America, Inc.
Leadership Development Institute
Organizational Manual**

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BACKGROUND

The overall concept of “100” began in New York in 1963 when a group of concerned African American men began to meet to explore ways of improving conditions in their community. The group eventually adopted the name, “100 Black Men, Inc.” as a sign of solidarity. These men envisioned an organization that would implement programs designed to improve the quality of life for African Americans and other minorities. They also wished to ensure the future of their communities by aiming an intense number of resources toward youth development. These members were successful black men from various walks of life.

Today the organization has grown to over 105 chapters with more than 10,000 members who continue to strive to improve the quality of life in our communities and enhance the educational and economic opportunities for African Americans. 100 Black Men of America, Inc. has more than 100,000 youth participants annually in its mentoring and youth development programs.

With a mission to improve the quality of life and enhance educational opportunities for African Americans, members of the 100 continue to serve as a strong force in the world by overcoming the cultural and financial obstacles that have limited the achievements of some African Americans, particularly young African American males. Members of the 100 have made outstanding progress, proving that Blacks can, and do, excel as corporate leaders, community leaders and as independent business owners.

The 100 Black Men of America, Inc. is committed to the intellectual development of youth and the economic empowerment of the African American community based on the following precepts: respect for family, spirituality, justice, and integrity.

PREFACE

Are people of African decent strategically positioned to make a valuable collective contribution to the *New World Order*? The great African American leader Paul Robeson once said, "Our future lies chiefly in our own hands." Our most effective response to the aforementioned question is to develop effective leaders and institutions. In a world of rapid and constant change, we must develop a cadre of leaders who are committed to the notion of "continuous learning," and dedicated to the creation of "learning institutions."

Members of the 100 Black Men of America, Inc (100BMOA) have spent the past 40 years carefully laying the foundation for success. In 1994, 100BMOA installed our signature **Four For The Future™**, which focuses on **mentoring, education, health & wellness**, and **economic development**. We must continue to prepare individuals and institutions that can lead the way. The only way to keep pace with the current level of change is through constant learning and adapting. Leadership development is the best investment for our collective futures.

It is the intent of the 100 Black Men of America, Inc. to assure that people of African decent are strategically positioned to collectively make a valuable contribution to the "New World Order." In the spirit of Paul Robeson, the 100 Black Men of America are committed to firmly taking our future into our own hands.

The 100 Leadership Development Institute is more than a program, it's the *raison d'être* (reason for being) of the organization. The organization exists for the sole purpose of providing and preparing leaders for tomorrow. To this end, the 100 Black Men of America, Inc. has created the 100 Leadership Development Institute.

The 100 Leadership Institute is a balanced and comprehensive development of leadership skills for youth and adults designed to build their individual and collective capacities in an effort to strengthen community life. The 100 Leadership Development Institute (LDI) is designed to shift the "risk-oriented/detrimental behavior" exhibited in many communities of African descent both in America and abroad.

PURPOSE OF THE ORGANIZATIONAL MANUAL

This Organizational Manual will assist the 100 Black Men of America, Inc. with planning and implementing the 100 Leadership Development Institute (100 LDI). Understanding the mission and objectives of the 100 LDI will help the organization advance the attributes of leadership and character among their members. Moreover, it will ensure the development and organization of a structured well-run program.

Mission of the 100 Leadership Development Institute

To serve, support and improve. The 100 Black Men of America provides leadership in practice, education and research to enhance African/African American communities. We support professional development and comprehensive training for our members, youth and adults designed to build their capacity in order to strengthen community life worldwide. The purpose of the 100 Leadership Development Institute (100 LDI) is to develop a core of leaders throughout the United States and worldwide.

Objectives

The Objectives of the 100 Leadership Development Institute is to:

- Develop a core of African/African American male leadership worldwide.
- Stimulate an appreciation for African/African American male leadership worldwide.
- Expose leadership core to various leadership skills, opportunities and challenges.
- Inform leadership core on the current and emerging economic, social, political, communal and cultural issues affecting African/African Americans and people of color in America and the world.
- Nurture a network of positive leaders (youth and adults) by providing opportunities for them to interact on various social and cultural settings.
- Promote and encourage community and civic involvement.
- Link the Leadership Development Institute with various institutions (public and private) focused on the development of African/African American communities worldwide.

ORGANIZATIONAL STRUCTURE

The 100 LDI will have a program director and support staff. Oversight will be provided by an Organizational Management Committee. Supporting Committees for the various needs of the Institute will be established. All committees will be comprised of internal (100BMOA Executive Committee & Board members) and external (key partners, experts) representatives. Committee meetings will be held during the 100 BMOA National Conference, Fall Leadership and Leadership Summit. Additional meetings will be held as needed.

COMMITTEES

Organizational Management

The Organization Management Committee will serve as the overall steering mechanism for the 100 Leadership Development Institute (LDI). It will oversee planning, funding, governance, implementation and operation of the institute. Members of this committee will include the Chairs of each supporting committee with expertise in the areas of leadership training, curriculum development, organizational management, fund/in-kind resources, networking, technology and marketing.

Selection

The Selection Committee will review Fellow applications and make recommendations. Members of this Committee will serve as Coach/Mentors to Fellow. Coach/Mentors will use their vast experience and knowledge to assist Fellows in the development of Individual Leadership Development Plans and assisting them in making key Leadership decisions. They will also review and make recommendations for any changes in the Fellow Application Package. Committee members will represent a cross section of the private, public, and third sectors with expertise in leadership development.

Curriculum

The Curriculum Committee will review all curriculum, lesson plans and learning materials on a regular basis to assure a high standard of training. They will insure participants receive balanced theoretical and experiential learning materials. Members of the Curriculum Committee will have knowledge and expertise in the areas of curriculum development for higher education and leadership training.

Funding/In-kind Resources

The Funding and In-kind Resources Committee will secure monetary and human resources for the needs of the 100 Leadership Development Institute. The support may come through private, public, grants, foundations, donated time, materials and supplies. Members of the Funding In-kind Committee should have proven experience in fundraising and/or grantsmanship. This committee will also include members of 100BMOA Honorary Committee.

Technology

The Technology Committee will design all electronic communication/information systems required for the 100 LDI. The Virtual Think Tank will be developed and managed by this Committee. Themes, questions or problems that need to be addressed will be identified. Committee Members will have knowledge and expertise in the areas of Management, Education, Information Systems/Software and other areas as identified by the Chair of the Technology Committee.

CRITERIA FOR COMMITTEE AND STAFF SELECTION

Committee

Individuals will be recommended to the 100BMOA Board Chairman and Chair of the Leadership Development Committee. They will have knowledge and expertise in the areas of leadership, management, education, technology, and community mobilizing.

Staff

Employees for the 100 LDI will be selected based on requirements established by the Organizational Management Committee. All job descriptions are subject to review and approval of Personnel Committee. Selected employees are subject to review, background checks and approval of Personnel Committee.

TRAINING COMPONENTS

The 100 Leadership Development Institute will be comprised of the following training components:

- 100 Chapter Leadership Development Program (CLDP)
Focus: Chapter Executive Leadership
- 100 Youth Leadership Fellows (YLF)
Focus: Youth ages 16-20
- 100 Leadership Institute Fellows (LIF)
Focus: Young men ages 21 and over
- Leadership Summit/Virtual Think Tank
Focus: All LDI Participants & 100 BMOA Members

TRAINING PROCESS

Chapter Leadership Development Program (CLDP)

The CLDP process is follows:

1. The local chapter elective officers and staff are encouraged to apply to the CLDP program.
2. Applications are reviewed by 100 Leadership Development Institute (100 LDI) Selection Committee.
3. A list of CLDP participants is finalized by the committee.
4. Letters are sent to all applicants confirming their participation and requesting them to complete The Leadership Guide and a Chapter Operational Status Survey (COSS). These documents are returned to National Headquarters. The CLDP participants report to 100 National Conference on specified date to attend training.
5. Participants attend for Orientation in September at the Fall Leadership Conference. Additional training sessions are held at the Leadership Summit and the 100 National Conference in June.
6. Each participant works with his/her advisor to complete both an Individual Development Plan (IDP) and a Chapter Development Plan (CDP).

7. Participants complete two day CDLP workshop.
8. Graduation ceremony for CDLP participants is held during the the 100 National Conference.

100 Youth Leadership Fellows Program (100YLFP)

The 100 YLFP process is follows:

1. Applications for the 100 Youth Leadership Fellows program are reviewed and 15 participants are selected by August.
2. Letter is sent to applicant confirming their participation, specifying the program key dates, and requesting that each of the participants complete an assessment tool and return to National Headquarters by a specified date.
3. Participants arrive for Orientation during the Leadership Summit in December to begin training in the 100 YLFP.
4. Each participant works with his/her advisor to complete an Individual Development Plan (IDP).
5. Participants complete one week Orientation/100YLFP Youth Leadership Development workshops.
6. Each participant is assigned a personal Coach/Mentor.
7. Youth participants are provided a calendar of events for a period of six-months. The 100YLFP session is completed in June and a ceremony is held during the National Conference.

100 Leadership Institute Fellows Program (100LIFP)

The 100LIFP process is as follows:

1. Applications for the 100 Leadership Institute Fellows Program are reviewed and 10 participants are selected.
2. Letter is sent to applicants confirming their participation, specifying the program key dates, and requesting that each of the participants complete an assessment and return to national office by a specified date.
3. Participants arrive for Orientation during the Fall Leadership Conference in September to begin the 100LIFP training.
4. Each participant works with his/her Coach/Mentor to complete an Individual Development Plan (IDP).
5. Participants are provided a calendar of events for the 100 LIFP training.
6. Participants complete two day 100 LIFP Orientation during Fall Leadership Conference. Additional workshops are held during the Presidents Summit for two days and the National Conference for three days. Graduation is held at the 100 National Conference in June.

100 Virtual Think Tank

The Virtual Think Tank process is as follows:

1. LDI will identify themes, questions, or problems that need to be addressed.
2. LDI fellows will organize visionaries in teams related to themes.
3. Each participant will conduct preliminary research on emerging issues, prevailing trends, expert predictions, and possible scenarios.
4. Group facilitators will facilitate an online discussion on their subject area, recruiting academics and practitioners that can make a significant contribution to discovering the future of their subject area.
5. Group facilitators can solicit information and opinions from the general membership and community leaders outside the organization using the Virtual Focus Group module.
6. Using Internet-based web log technology group facilitators will send emerging issues out to the electronic focus group list using bisociation methodology to stimulate discussion to discovery opportunities, challenges, and new ideas.
7. The online brainstorming process will be continued after the initial session over a period of 2-3 months.
8. From the ideas generated from the Virtual Think Tank, collaborators and authors will develop a series of reports.

APPENDIX

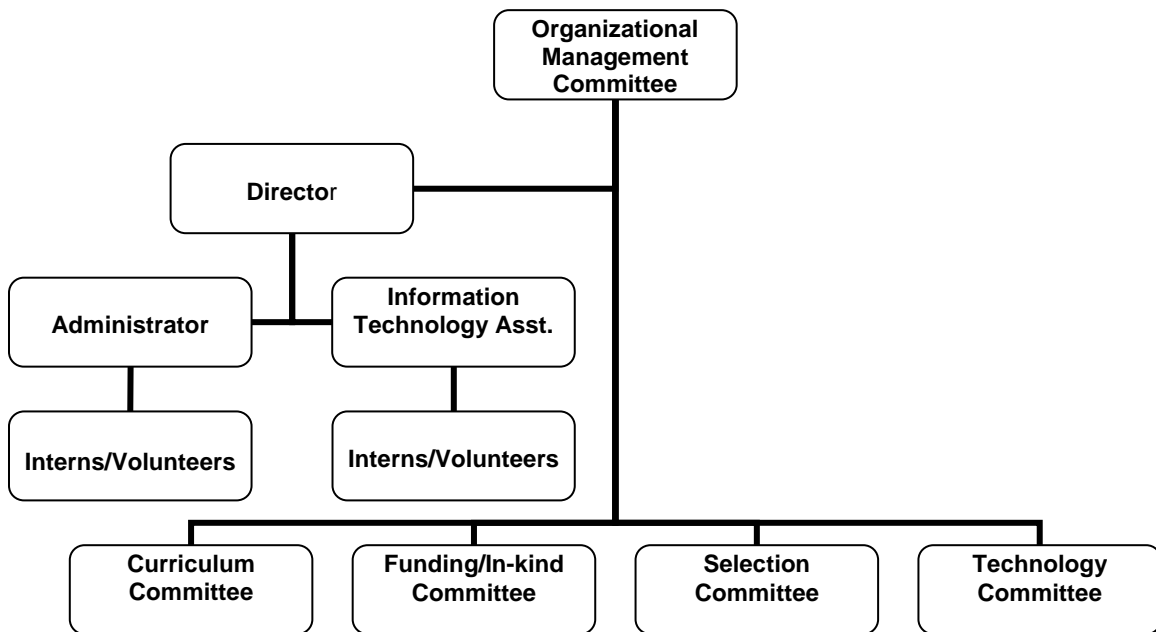
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100 LDI Committee Application

100 Leadership Development Institute Organizational Chart



**100 Leadership Development Institute
LEARNING MODULES**

Chapter Leadership Development Learning Module

Program Description: The Chapter Leadership Development Program (CLDP) is a two day seminar designed to provide participants with a comprehensive in-depth learning experience. CLDP tackles the necessary topics that one needs to effectively operate a 100 Chapter.

Chapter board officers will be offered curriculums/learning modules that include the following categories: Leadership/Management, Mentoring, Education, Health and Wellness and Economic Development. This learning module will serve to both expand the capacity and certify chapter officers/leadership and Executive Director/staff of local chapters. The CLDP will be offered at the annual 100 BMOA National Conference.

Day One

Orientation

- Overview and purpose of the Chapter Leadership Development Program
- Review of Mission, Vision and Values Statements/Strategic Plan of 100BMOA
- Review of Individual and Community Development Plans

Leadership Management

- Team Building
- Environmental Scanning
- Being an effective Leader & Manager...What is it?
- Conflict Resolution
- Developing a strategic plan for your chapter
- Fundraising/Grantsmanship
- How to conduct Audits and Fiscal Reviews
- Forming a 501-(c)-3
- Conducting chapter evaluation

Mentoring the 100 Way

Day Two

Education The 100 Way

- Review of the 100BMOA Educational Program(s) (i.e. STEP, Wimberly Initiative, etc.)
- Understanding the 100 Education Philosophy & Methodology
- Improving educational standards for the chapter and community
- Preparing for the S.A.T.
- Identifying scholarship opportunities
- Selecting the right college or university
- Interfacing with job to work programs (i.e. Inroads Program)
- Service Learning
- Youth Entrepreneur Programs

Health & Wellness the 100 Way

- Understanding the status of health conditions in our communities
- Shifting the health culture...Life-styles & preventive health care
- Understanding both western and alternative medicines
- The power of exercise
- S.H.A.P.E. program and Young Men Behaving Responsibly (YMBR)
- How chapters can develop collaborative relationship with health agencies in their communities?
- How to conduct a health forum/fair

Economic Development the 100 Way

- What is Economic Development?
- Creating an investment club
- Basics of using money (opening an account, balancing your check book, etc.)
- Conducting a Dollars and \$ense Program
- How to become a Youth Entrepreneur
- Establishing a Junior Achievement program

100 Youth Leadership Fellows Learning Module

Program Description: The 100 Youth Leadership Fellows Program is a six-month leadership development program designed to prepare youth participants for future leadership responsibilities. The YLFP orientation and training is conducted during the Leadership Summit in December (2 days) and the National Conference in June (3 days) for a total of five days.

Day One

Orientation

- **Overview and purpose of the YLDP**
- **Participant Introductions**-Establishes the essential climate and ground rules for how participants will learn together, share resources and use each other for personal growth and development.
- **Review of Mission, vision and values of 100BMOA**
- **Review Individual Develop Plan (Goal Setting)**-Encourages participants to reflect on their individual goals and how these relate to the service in their respective communities. Reinforces the idea that the participants are working together in an effort to grow, develop and change as individuals in order to continue to be a community service leader for life.
- **Team Communications**-Explores a model of effective team communication to determine how leaders can improve the success of a team's work together. Utilizes feedback on interpersonal barriers to help participants explore what messages their behavior may communicate to others and how this can impact the climate of the team.

Day Two

- **Community Mapping**-Raises awareness of the amount and types of resources available in a community and teaches students a variety of processes to identify community needs.
- **Career Development**- Discuss the value of matching personal talents, skills and experiences with appropriate careers. Participants will learn to fill out job applications, develop resumes and interview for job.
- **Team Building Exercise**- These "life simulated" exercises are designed to solve "real life problems" working as a team.

Day Three

- **Soaring with your strengths**- Explain the importance of identifying your personal talents and less emphasizes on non-talents. Identify personal strengths of each participant.
- **Decision Making**- This module examines both the professional and personal decision making. Questions of sexuality and drug-usage oftentimes pre-occupy youth during their adolescents and teen years. Moreover this module examines the role of decision making in planning and organizing an endeavor. Explains the decision making process and investigates the questions of who, how and when with regard to the involvement of others in the decision making process
- **Diversity**-Discusses how individuals' different experiences influence the way they see the world. Participants examine their own identities, ways in which others may incorrectly stereotype them, and various sources of diversity, including, but not limited to, gender and ethnicity.
- **Team Building Exercise**- These "life simulated" exercises are designed to solve "real life problems" working as a team.

Day Four

- **Leadership...What is it?** - Conversation about the meaning of leadership. Discussion of different leadership styles. Participants will identify their personal leadership style.
- **Creative Leadership Process**-Introduces the process that effective leaders utilize to solve problems and bring about positive change. Refutes the many myths about leadership.
- **Leaders Understanding of Future Trends** – Emphasize the critical importance of seeing the "big picture" of community needs and wants. Further identifies participants' areas of concern and capacity to serve in their community.

- **Forming a Problem Statement-** Guides participants through a specific process for formulating a problem statement which will be used later for the service project design.
- **Conflict Resolution-** Explore techniques for effectively resolving conflicts.

Day Five

- **Introduction to Community Service-**Addresses the meaning of service and the importance of young people's contributions to their community through service. Focuses on the meaning of service to the individual, the community and the nation. Provides a framework for how young people will put their leadership skills into action.
- **Fact-Finding Field Trip-**Offers the opportunity for small groups to go out into the community and seek firsthand knowledge of issues and challenges the community is facing.
- **Community Project Goal Setting-**Coaches the participants to critically examine the desired goals and impact of their service project.
- **Community Project Planning-**Draws upon earlier lessons to help participants plan the details of their graduation community service project.
- **Ensuring Community Project Success-**Facilitates a discussion for setting criteria to measuring the progress, outcomes and impact of the graduation service project, and helps participants anticipate possible problems they might encounter.

100 Leadership Institute Fellows Learning Module

PROGRAM DESCRIPTION: The 100 Leadership Institute Fellows Program (100LIFP) is a one year training program designed to strengthen leadership skills. The 10 participants will meet three times a year, during the Fall Leadership Conference in September (2 day), the Leadership Summit in December (1 day), and the National Conference (2 day) for a total of five days.

Day One

Orientation

- **Overview and purpose of the 100LIFP**
- **Team Building Exercise-** Participants engage in a Team Building exercise designed to acquaint participants to one another.
- **360 Degree Profile Review and Development of Individual Develop Plan-** Participants will review the results of their 360 Degree profile to determine appropriate strengths and weaknesses. This information is used to complete the Individual Development Plans.
- **Review of Mission, vision and values of 100BMOA**

Day Two

- **Defining Leadership-** Participants will define the word leadership and discuss the difference between leadership and management.
- **Community Mapping-**Raises awareness of the amount and types of resources available in a community and teaches students a variety of processes to identify community needs.
- **Career Development-** Discuss the value of matching personal talents, skills and experiences with appropriate careers. Participants will learn to fill out job applications, develop resumes and interview for job.
- **Team Building Exercise**

Day Three

- **Soaring with your strengths-** Explain the importance of identifying your personal talents and less emphasizes on non-talents. Identify personal strengths of each participant.
- **Decision Making-**Examines the role of decision making in planning and organizing an endeavor. Explains the decision making process and investigates the questions of who, how and when with regard to the involvement of others in the decision making process
- **Diversity-**Discusses how individuals' different experiences influence the way they see the world. Participants examine their own identities, ways in which others may incorrectly stereotype them, and various sources of diversity, including, but not limited to, gender and ethnicity.

Day Four

- **Creative Leadership Process-**Introduces the process that effective leaders utilize to solve problems and bring about positive change. Refutes the many myths about leadership
- **Leadership 101-**Emphasizes the critical importance of seeing the "big picture" of community needs and wants. Further identifies participants' areas of concern and capacity to serve in their community.
- **Forming a Problem Statement-** Guides participants through a specific process for formulating a problem statement which will be used later for the service project design.
- **Conflict Resolution-** Explore techniques for conflict resolutions.

Day Five

- **Introduction to Community Service**-Addresses the meaning of service and the importance of young people's contributions to their community through service. Focuses on the meaning of service to the individual, the community and the nation. Provides a framework for how young people will put their leadership skills into action.
- **Fact-Finding Field Trip**-Offers the opportunity for small groups to go out into the community and seek firsthand knowledge of issues and challenges the community is facing.
- **Community Project Goal Setting**-Coaches the participants to critically examine the desired goals and impact of their service project.
- **Community Project Planning**-Draws upon earlier lessons to help participants plan the details of their graduation community service project.
- **Ensuring Community Project Success**-Facilitates a discussion for setting criteria to measuring the progress, outcomes and impact of the graduation service project, and helps participants anticipate possible problems they might encounter.

100 Virtual Think Tank

Program Description. In order to provide a forum and a systematic approach to generating a futuristic agenda the Institute for Innovation proposes a collaborative effort with 100 Black Men to establish a virtual online think tank that can harness the collective brainpower of our best and brightest.

We propose to address themes related to the mission of the 100 in a forum concurrent with 100 events such as the December Leadership conference. A panel of our top experts and leaders in this area will be invited to initiate the discussion by delivering a plenary session address on key topic areas, presenting emerging issues, prevailing trends, and expert predictions, as well as driving forces, countervailing forces in the environment, and expected paradigm shifts, new scenarios, and future implications for the society in general and the African American community, in particular.

This unique collaborative intellectual effort will be based on a series of online brainstorming experiences, engaging some of the best minds around the country, to explore new ideas, opportunities and challenges for the future of African descendants, particularly in North America. Invited emerging leaders will participate in breakout session to brainstorm opportunities and challenges using the bisociation brainstorming techniques presented by the workshop facilitator. From this effort a series of essays that explore issues and problems from a futuristic perspective in variety of subject areas: economics and commerce; health and human services; politics; technology; workforce development; and education.

The Internet-based Virtual Think Tank will be facilitated using newly released software called Strategic Visioning System offered by Institute for Innovation, Inc. This group decision support system presents a new approach to stimulating creativity and innovation for futuristic insights. Using theories of analogical bisociative thinking, participants will learn a systematic approach to clarifying the “fuzzy front end” of idea and knowledge creation. Participants actively engage in higher-order brainstorming exercises that explore interactions of emerging trends in macro-environments and industrial and social sectors to discover opportunities and challenges. Participants will use this unique methodology to explore new techniques for trend analysis, knowledge creation, and opportunity recognition.

The Leadership Summit/Virtual Think Tank is a means of keeping all of the 100BMOA Leadership Development Institute Fellows actively engaged in real life issues affecting their communities.

100 Black Men of America, Inc.
Leadership Development Institute Fellowship
Application Package

100 Black Men of America, Inc.
Leadership Development Institute Fellowship
Application Package

Completed applications must include the original and five (5) copies of the following:

- Application
- Agreement Form
- Letter of Intent
- One Page Resume
- One page Statement
- Two letters of recommendation – one sent from your Chapter President or Mentor (if you are a 100 Member or Mentee) and one from an employer, instructor or religious leader. Each recommendation should be included in your application package. The recommendation letter should include appropriate contact information for the recommender. They should sign their name across the envelope closing once it is sealed. Unsealed or broken sealed envelopes will not be accepted.
Subject line for the recommendation letter should indicate 100 Black Men of America Leadership Recommendation for “Applicant’s Name). Letters from personal friends and family will not be accepted.

The Application package should be mailed and received by August 1, 5:00 pm EST at the 100 Black Men of America office.

Faxed or e-mailed applications will not be accepted.

Please mail your completed application package and copies to:

100 Black Men of America, Inc.
Attention: 100 Leadership Development Institute
141 Auburn Avenue
Atlanta, Georgia 30303
(404)688-5100

100 Black Men of America, Inc.
Leadership Development Institute Fellowship
Application Guidelines

Applicants must submit the following items that make up the complete application package:

1. Application
2. Agreement Form
3. Letter of Intent
4. One Page Resume
5. One page Statement

6. Two letters of recommendation – one sent from your Chapter President or Mentor (if you are a 100 Member or Mentee) and one from an employer, instructor or religious leader. Each recommendation should be included in your application package. **Recommenders should respond to questions provided in this application package.** The recommendation letter should include appropriate contact information for the recommender. They should sign their name across the envelope closing once it is sealed. Unsealed or broken sealed envelopes will not be accepted. **Subject line for the recommendation letter should indicate 100 Black Men of America Leadership Recommendation for “Applicant’s Name). Letters from personal friends and family will not be accepted.**

All components of the application must be submitted and mailed together. Do not send additional documents or other supporting materials.

The Application package should be mailed and received by August 1, 5:00 pm EST at the 100 Black Men of America office.

Faxed or e-mailed applications will not be accepted.

Please mail your completed application package and copies to:

100 Black Men of America, Inc.
Attention: 100 Leadership Development Institute
141 Auburn Avenue
Atlanta, Georgia 30303
(404)688-5100

<p>Please check one: <input type="checkbox"/> Chapter Leadership <input type="checkbox"/> Youth Leadership <input type="checkbox"/> 100 LDI Fellows</p>
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100 Black Men of America, Inc.
Leadership Development Institute Fellowship
Application
Deadline: August 1

(Please type the following).

Name: _____

Chapter/Institution: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail: _____

Signature: _____ Date: _____

Names of Recommender/Mentors (if applicable)

1. Recommender/Mentor: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail: _____

2. Recommender/Mentor: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail: _____

Note

Each recommendation should be included in your application package. The recommender should sign their name across the envelope closing once it is sealed. Unsealed or broken sealed envelopes will not be accepted. **Subject line for the recommendation letter should indicate 100 Black Men of America Leadership Recommendation for "Applicant's Name"**

100 Black Men of America, Inc.
Leadership Development Institute Fellowship
Questions for Recommenders/Mentors

Note to Recommenders/Mentors:

The recommendation letter should include your contact information. Please sign your name across the envelope closing once it is sealed. **Subject line for the recommendation letter should indicate 100 Black Men of America Leadership Recommendation for “Applicant’s Name”**

Please provide responses to the following questions in your letter of recommendation:

1. For how long and in what capacity have you known the applicant?
2. How would you describe the applicant’s competencies/talents and potential for leadership?
3. Why do you believe the applicant should be a 100 Black Men of America Leadership Fellow?
4. What do you believe is the applicant’s potential for assuming a leadership position in their respective community?
5. What types of leadership positions do you envision the applicant assuming during the next five years?

100 Black Men of America, Inc.
Leadership Development Institute Fellowship
Agreement Form

To be completed by the Applicant:

(Please type the following).

Name: _____

Chapter/Institution: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail: _____

I understand that if I am selected to be a 100 Black Men of America Leadership Fellow, I will attend all sessions and participate in all required activities and assignments that relate to the program. I also understand that absence from any program element and/or failure to complete any required assignment or activity may result in dismissal/the loss of monetary support.

Note: Due to the intensive training and team-building focus of the 100 Leadership Development Institute, family members/guests are excluded.

Signature: _____ Date: _____

100 Black Men of America, Inc.
Leadership Development Institute Fellowship
Letter of Intent

To be completed by the Applicant

Please attach a letter of intent, limited to 1000 words that address the following:

1. Briefly describe any history of leadership experiences. The letter should identify any history of leadership activities such as chairing committees, mentoring; advising members; developing community/institutional programs; or supervising an activity or community program.
2. Address your future career goals.
3. What is your assessment of your strengths and areas needing improvement as a leader?
4. What do you hope to learn through the 100 Leadership Development Institute Fellows Program?
5. How would you like to make a difference through your leadership in your respective chapter, community or organization?

Please provide a one page resume.

100 Black Men of America, Inc.
Leadership Development Institute
Fellow Applicant Evaluation Form

Packet Presentation

- Received all documents
- Recommendations provided in sealed envelopes
- Typed responses

Eligibility

Cover Letter for Application

Greetings:

We are

100 Black Men of America, Inc.
Leadership Development Institute
Committee Application

100 Black Men of America, Inc.
Leadership Development Institute
Committee Application

(Please type the following).

Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail: _____

Signature: _____ Date: _____

Committee Interest: (please check one)

Curriculum _____ Resource-InKind _____ Selection _____ Technology _____

Recommended by: _____

***Please attach resume.**