

**2009-2010  
TSAE Professional Association Leadership Program**

**TSAE is now accepting applications for the 2009-2010 Professional Association Leadership Program**

**Purpose:** The Professional Association Leadership (PAL) Program is designed to provide educational and networking opportunities to today's association leaders as well as future leaders in the association industry. PAL focuses on professional and personal development and incorporates much of the Certified Association Executive (CAE) criteria into its monthly sessions.

**Applicant Criteria:** All applicants must have been in association work for at least 3 years **and** their primary responsibilities should include administrating, overseeing or coordinating departmental work, such as membership, meetings, finance, special projects, etc. Direct supervision of employees is not required. The PAL program is ideal for Department Mangers, Directors and Coordinators who are ready to increase their knowledge of all aspects of executive-level association work.

Applicants are required to provide two letters of reference from colleagues in field ( at least one of which must be from someone in an executive level position); provide a letter of "support" from their employer acknowledging the attendance commitment required; and must agree to serve as a resource for TSAE on planning and conducting the following year's program. Class size is limited to 15 participants.

**Fee:** The fee for the PAL Program is \$275 and includes registration for the TSAE Power Luncheons held during the PAL Program. The fee includes a **\$60 discount for registration to TSAE Education Day**. PAL attendees are expected to register for and attend the TSAE Education Day held during the course of their PAL Program. The fee also includes books, handouts and other PAL materials. Once an applicant has been accepted into the PAL program and has paid their fee, the fee is non-refundable.

**Application Deadline:** The deadline to submit your application and other documents is July 17, 2009. Applications, documents and information can be found on the TSAE website at [www.tallysae.org](http://www.tallysae.org) or you can contact the TSAE office at [info@tallysae.org](mailto:info@tallysae.org), or 850-561-6124.

**Schedule:** Unless otherwise indicated, PAL Classes are held the third Wednesday of each month August-January. Applicants are expected to register for and attend Education Day. Classes begin at 8:00 am and conclude at 5:00 pm. Applicants are expected to attend the full day's session.

**The 2009-2010 PAL Schedule is:**

August 12, 2009 (this is the 2<sup>nd</sup> Wednesday)

September 16, 2009

October 21, 2009—Education Day

November 18, 2009

December 16, 2009

January 20, 2010

In order to successfully complete the PAL program and be recognized as a PAL Graduate, individuals must attend at least 5 of the 6 session including Education Day. PAL attendees who miss more than 1 session are encouraged to continue attending the sessions, but will not be considered an official graduate of the TSAE PAL program.

**Tallahassee Society of Association Executives  
Professional Association Leadership Program  
2009-20010 Application**

*Thank you for your interest in the TSAE Professional Association Leadership (PAL) Program. To assist us with the selection process, please complete the following:*

Your Name: \_\_\_\_\_ Preferred Nickname: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Work experience (title, responsibilities and length of service for past three employers):

Volunteer experience (list organizations you volunteer for and any office/positions held, if applicable):

Why would you like to participate in the PAL program?

Where do you see yourself in 5 years? In 20 years?

**2009-2010 PAL Application Check List**

- PAL Application
- 2 Letters of Reference from colleagues in field
- Letter of Support from employer acknowledging the attendance commitment required
- \$275 payment \_\_\_\_\_ Check Enclosed. Credit Card: \_\_\_\_\_ Visa \_\_\_\_\_ MC \_\_\_\_\_ AMEX

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

CVV (required) \_\_\_\_\_ (the 3-digit code on the back of Visa/MC; the 4-digit code on AMEX above account number)

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

Billing Address with zipcode: \_\_\_\_\_

\_\_\_\_\_

# Letter of Reference

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

The applicant named above has applied to participate in the TSAE Professional Association Leadership (PAL) Program. Each applicant is required to have two letters of reference on file. **The applicant has identified you as someone that they respect and want to hear from.** Please take a moment to complete this form.

The PAL Program is an interactive leadership and team-building experience. Participants will not only learn from the various speakers but from each other. Please identify any skills or traits that this individual possesses that we should make sure others know about. Also, identify possible areas in which the applicant would benefit from further development. Any other comments are welcome.

Your Name \_\_\_\_\_ Title \_\_\_\_\_

- It is okay to share this information with the applicant.
- Please do not share this information with the applicant.

**TSAE must receive this letter no later than July 17, 2009.**

# Letter of Reference

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

The applicant named above has applied to participate in the TSAE Professional Association Leadership (PAL) Program. Each applicant is required to have two letters of reference on file. **The applicant has identified you as someone that they respect and want to hear from.** Please take a moment to complete this form.

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Your Name \_\_\_\_\_ Title \_\_\_\_\_

- It is okay to share this information with the applicant.
- Please do not share this information with the applicant.

**TSAE must receive this letter no later than July 17, 2009**

# Employer's Letter of Support

Applicant's Name: \_\_\_\_\_

The individual named above has applied to participate in the 2007-2008 TSAE Program for Association Leadership (PAL). This program requires a 6-month commitment and your employee will be asked to participate in full-day training programs on the following days:

August 12, 2009  
September 16, 2009  
October 21, 2009—Education Day  
November 18, 2009  
December 16, 2009  
January 20, 2010

Please note, applicants are required to attend the annual TSAE Education Day, scheduled for Wednesday, **October 21, 2009**. Registration for the Education Day is not included in the PAL program registration fee, however PAL participants receive a \$60 discount on their Education Day registration.

We would like your acknowledgement of the time commitment required for this program. While we understand that situations may arise requiring the applicant to return to work on one of the scheduled meeting days, your commitment to assist this applicant in completing the program is important.

Thanks for your support of your staff and TSAE!

*I understand the time commitment involved in my employee participating in the TSAE PAL program. I will do my best to accommodate the scheduling needs of this individual so that they can participate in this training.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please return to: TSAE PAL Program • PO Box 1139 • Tallahassee, FL 32302**

**TSAE must receive this letter no later than July 17, 2009**