



2017-2018

Host City  
Application  
Class VI



Claremore



Ponca City



El Reno



Weatherford

# Greetings!

The Oklahoma Municipal League (OML) is seeking host cities for the Class VI Community Leadership Development program (formerly CALT). Host cities are vital to the success of this worthwhile program. Communities who host a session are not only providing participants with a location to meet, they're also providing them the opportunity to see what is successful in your town and how they can apply it to their community.

Community Leadership Development (CLD) preserves and enhances training and educational opportunities for municipal officials and community leaders. The focus of the program is to equip the participants with the skills and knowledge they need to make a positive impact on their local communities.

Participants in Community Leadership Development learn valuable skills in the areas of teamwork, community assessment and planning, economic development and tourism, leadership styles, community renewal as well as building partnerships with organizations and businesses in their communities. We are excited to begin Class VI and hope you will consider being a host.

## Responsibilities of a Host City:

### I. Logistics

The opening retreat will be a two day session beginning on Thursday, April 6th through Friday afternoon, April 7th. All other classes are scheduled on Friday from 8:30 a.m. to 4:30 p.m. We encourage the class members to arrive in your community the day/evening prior to their class session. While any activities scheduled the evening before are not mandatory, this is an excellent opportunity for you to "show off" your community with tours, dinner and meeting local and state leadership.

### A. Lodging

Lodging will be required by most class members for the evening prior to the sessions, so the host is asked to arrange for a block of up to 50 rooms. The host community is responsible for making these arrangements, but class members are responsible for making and paying for their own reservations.

### B. Meals/Entertainment

The host community is responsible for costs associated with providing:

- Thursday evening events and/or meal
- Breakfast, lunch and break snacks on the day of the session.

### C. Meeting Facilities

The host city will work with OML staff to identify and secure a meeting facility that meets the needs of the class session. This includes:

- A meeting room that accommodates up to 50 people at 8 ft or round tables.
- LCD projector and screen
- Catering service allowed
- Adequate parking with easy access to the meeting room

### D. Transportation

If the group is required to travel during the evening activities or the lunch session, the host community is encouraged to provide transportation.

# Responsibilities of a Host City continued

## II. Financial

The host community is responsible for underwriting the costs of all food, facilities, and special events associated with the session. Class members are responsible for their lodging costs and OML will be responsible for any programming costs associated with the session.

## III. Point of Contact

The host community will provide one point of contact to serve as liaison between the community and the Oklahoma Municipal League.

## SELECTION CRITERIA:

### I. Facilities/Logistics

- Meeting facilities available and appropriate to needs
- Lodging available and affordable
- Transportation possibilities

### II. Examples of Successful Host Cities

- The Community Leadership Development Committee wishes the class to experience successful community development as much as hear about it.
- Package the community in a way that is educational and enjoyable to the participant.

### III. Other

- Involvement of previous CLD/CALT Training graduates in the planning process.
- Invitations to local community leaders, city officials and state legislators to attend CLD events in your community.
- While the Committee might return to a previous host community, they will strive to include new communities whenever possible.

## BENEFITS OF HOSTING:

- A unique opportunity to showcase your community to your colleagues around the state.
- A press release provided by OML.
- An Executive Director's Update (EDU) article about the session in the following week's Update.
- Facebook posts during the entire event.
- Bragging rights!

## SESSION DATES AND TOPICS:

Session 1      April 6-7, 2017  
Foundation of Community Leadership

Session 2      June 2, 2017  
Community Assessment

Session 3      August 4, 2017  
Economic & Tourism Development

Session 4      October 6, 2017  
The Abilene Paradox & Conflict Resolution

Session 5      December 8, 2017  
Cultivating Your Community

Session 6      February 2018  
Graduation Day

## DEADLINE:

Communities interested in hosting a Community Leadership Development training class session for the 2017-2018 program year should complete all items in the proposal and submit no later than **Friday, January 20, 2017**. Proposals should be mailed to:

Cheryl Adams  
Program Manager  
Oklahoma Municipal League  
201 N.E. 23rd Street  
Oklahoma City, OK 73105  
(405) 528-7515  
[cadams@oml.org](mailto:cadams@oml.org)

# Hear it from those that have experienced it!

“Having had the opportunity to work with leaders in all types of organizations, I have realized that most leaders need—and want—additional tools to lead effectively. Often times, leaders have the “will” to lead although they may lack the “skill”. The Community Leadership Development (CLD) training is skill-based to equip community leaders with tools to lead in our ever-changing world and to create a more positive workplace. Through CLD the participants build a statewide network of friends and resources that are willing to assist in solving our community challenges.”

*~Karen Hill, President, Training Professionals, Inc.*

“I am not big on going to meetings but as the new city manager I felt it was important to attend these classes. There are many things I need to learn and this course has been very helpful in gaining knowledge to do this job. Like most who attend, the friendships that have developed from attending these classes have been wonderful. I have learned that other cities are facing the same challenges as mine and it nice to get input from those who have had to deal with the issues of overseeing a city. I am getting to travel to cities I wouldn’t otherwise visit. The citizens of those communities are wonderful and all of them have pride in their town, which makes this a great state. I will be recommending someone from Elk City on a yearly basis to attend the CALT training.”

*~Lee Litterell, City Manager, Elk City, OK. Class IV*

*“Do you want to learn first-hand from experts in the fields of Leadership, Economic Development, Strategic Planning, Consensus Building, and more? Would you like for city leaders from all corners of the state to literally walk you through their most successful projects? If so, join CLD. The knowledge you will acquire – and the friendships you will build along the way – will follow you for years to come.”*

*~Charles de Coune, Lending Manager, OWRB, Class IV*

“The CLD program was very informative and worthwhile. Through the program, I had the opportunity to network with other community officials, ask questions and get answers to common municipal issues. It also taught me that all Oklahoma communities—from Woodward to Marlow to Stillwater to McAlester—are worthy of our efforts to help grow and improve”.

*~Tom McCurdy, OG&E Regulatory Affairs & City of Purcell Councilman, Class IV*





# Community Leadership Development

## Host Application

### 2017-2018

1. Community: \_\_\_\_\_

2. Preferred session dates, in order:

(Session Dates: April 6-7 2017; June 2, 2017; August 4, 2017; October 6, 2017; December 8, 2017; February 2018)

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

3. Briefly describe local capabilities:

Lodging: \_\_\_\_\_

Meeting Facilities: \_\_\_\_\_

Transportation: \_\_\_\_\_

Other: \_\_\_\_\_

4. Briefly describe any special events or entertainment activities you would anticipate including as part of the visit to your community.

\_\_\_\_\_  
\_\_\_\_\_

5. Do you have the financial commitment to cover any costs associated with your community hosting this event?

Yes     No

If not, please describe your plans for securing the support.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Why do you think your community would be a good site for a Community Leadership Development Training session?

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7. Has your community hosted CLD/CALT Training before?  Yes  No  
If so, when?

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8. Please list the CLD/CALT graduates, if known, that will be involved in the local planning effort.

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9. Name, address, email and contact number for the liaison who will be working with OML staff to plan this event.

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10. Please list local papers and contact information (emails, addresses, phone numbers).

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11. I understand and agree to the responsibilities of hosting a Community Leadership Development session in our community. My community can mobilize the necessary resources to make this effort a success.

Signature of local contact: \_\_\_\_\_

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

Date: \_\_\_\_\_

Send to:  
Cheryl Adams, Program Manager, Oklahoma Municipal League  
201 N.E. 23rd Street, Oklahoma City, OK 73105  
(405) 528-7515; [cadams@oml.org](mailto:cadams@oml.org)