**Chief Administrative Officer Letter of Commitment**

**E-mail this form to T.J. White (****TWhite@C4LG.org****) once it is completed.**

All Leadership Academy participants are required to have the authorization of their jurisdiction’s Chief Administrative Officer to attend. (With the exception of County employees, who may seek the approval of their Department Head or an Assistant County Administrator)

By signing below you are authorizing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to participate in the Center for Local Government Leadership Academy. Furthermore, you acknowledge that the employee must be given the scheduling flexibility to attend all academy classes, which will be held from 9am – 3pm monthly from March to August on the following dates:

* Wednesday March 22
* Tuesday April 25th OR Thursday April 26th (8am – 4pm)
* Wednesday May 10
* Wednesday June 14
* Wednesday July 19
* Wednesday August 9

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

Signature of Chief Administrative Officer Date

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

Typewritten Name and Title