**Chief Administrative Officer Letter of Commitment**

**E-mail this form to T.J. White (**[**TWhite@C4LG.org**](mailto: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 20
* Wednesday April 24 OR Thursday May 2 (8am – 4pm)
* Wednesday May 15
* Wednesday June 12
* Wednesday July 17
* Wednesday August 21

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Signature of Chief Administrative Officer Date

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