



CITY OF PITTSBURGH

“America’s Most Livable City”

Office of Mayor Luke Ravenstahl

January 18, 2011

Dear Neighbors,

I am pleased to announce the second-ever Civic Leadership Academy in the City of Pittsburgh.

The Civic Leadership Academy is a free, 10-week course about local government in the City of Pittsburgh that has been created to foster more informed, effective, and inspired community and civic leadership. It includes tours, interactive demonstrations, and hands-on activities that give an up-close and personal view of how the City is operated and governed. In each class, participants learn about the services that a different City department provides, and ways in which communities can engage with that department to make for a safer, more livable City.

What do we want from you? Your time, an open mind and a commitment to use the knowledge that you gain to make a positive difference in our City. What will we provide to you? Access to all of the City’s Directors and a unique chance to learn about the inner workings of your local government.

Please take a few minutes and look over the Civic Leadership Academy application and Frequently Asked Questions; they have helpful information about how you can participate. A wealth of information about the program is also available at cla.pittsburghpa.gov. I hope that you choose to take advantage of this exciting opportunity!

Sincerely,

Luke Ravenstahl
Mayor, City of Pittsburgh



**City of Pittsburgh
Spring 2011 Civic Leadership Academy
Application**

Applications are due no later than 5:00 p.m. on February 8, 2011.
For additional space, attachments will be accepted.

Please print the following information:

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Neighborhood: _____ Occupation: _____

Home Phone: _____ Cell Phone: _____

E-Mail Address: _____

Preferred Method of Contact: _____

Personal Information

In case of emergency, please notify:

Name: _____

Phone: _____

Dietary Needs/Food allergies: _____

Physical limitations: _____

Why do you want to participate in the Civic Leadership Academy? _____

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What are you hoping to learn and/or gain from the Civic Leadership Academy?

How are you currently involved in making your neighborhood a better place to live?

How will you take the information that you learn at the Civic Leadership Academy back to your community and use it to make a positive difference?

How did you find out about the Civic Leadership Academy? (Newspaper, City website, word of mouth, etc.)

Civic Leadership Academy Expectations

1. Arrive on time for each session (6:00 p.m.).
2. Attend a minimum of 8 of the 10 sessions.
3. Sign and return release of liability (attached).
4. Participate in a group, participant-led service project at the conclusion of the class (more details in FAQ).
5. Interact with classmates, participate in activities, and have fun!

I have read and understand the “Frequently Asked Questions” (attached) and I agree to abide by the expectations set forth in this application.

Print name: _____

Signature: _____ Date: ____/____/____

Return to: Office of Mayor Luke Ravenstahl, c/o Civic Leadership Academy, 512 City-County Building, 414 Grant Street, Pittsburgh, PA 15219



**City of Pittsburgh
Spring 2011 Civic Leadership Academy
Release of Liability**

Release of Liability: I hereby request authorization to participate in the City of Pittsburgh's Civic Leadership Academy. I understand that tours and other Academy activities may include a risk of personal injury and/or personal property damage, and I make this request with full knowledge of these risks. I do hereby remise, release, and forever discharge the City of Pittsburgh, all participating City Departments, and all City agents, volunteers, and personnel of and agree to defend the same, of and from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature whatsoever, particularly on account of personal injury and property damage, known or unknown, arising from my participation in and attendance at the Academy. I have been provided with a copy of and have read and fully understand the activities I will participate in and have read and fully understand this release and indemnity and I sign freely and voluntarily.

Photographs: By registering for and/or participating in the Civic Leadership Academy, I understand that I am agreeing to allow publication of photos, video, or film taken during any program, class or event subject to the terms stated herein. Photography or filming may be performed by City employees or authorized agents of the City of Pittsburgh.

I hereby grant to the City the right and permission to use my photograph, video, or likeness in any and all of its publications, including the City of Pittsburgh's website, without payment or other consideration. I understand and agree that these videos, photographs, or films together with any plates, tapes, negatives, or other storage media from which they are made, are and shall remain the property of the City of Pittsburgh and will not be returned.

I further hereby authorize the City to publish or distribute this photograph/video/or likeness for purposes of publicizing the City of Pittsburgh and/or future Civic Leadership Academies programs. In addition, I hereby waive my right to inspect or approve the finished product in any media format wherein my photo or likeness appears. I also waive any right to royalties or other compensation relating in any way to the use or release of such photograph, video, or finished product.

Signature: _____ **Date:** _____



City of Pittsburgh Spring 2011 Civic Leadership Academy Frequently Asked Questions

#1: What is the Civic Leadership Academy?

A free program created and organized by Mayor Luke Ravenstahl to educate residents about City government.

#2: Why was the Civic Leadership Academy created?

To help make City functions more transparent and accessible to Pittsburgh residents. To provide information and insight about the City so that residents can become informed, effective and inspired community and municipal leaders.

#3: Who can participate in the program?

The program is open to residents who live within Pittsburgh City limits, and business owners who operate a business within Pittsburgh City limits. Participants must be at least 18 years old. Individuals who are actively involved in a neighborhood block watch, community group or business association are encouraged to apply.

#4: How will participants be selected?

Up to 20 applicants will be selected for the Civic Leadership Academy. Participants will be selected to represent different geographical areas of the City. Special consideration will be given to applicants who actively participate in City initiatives and who are already leading community revitalization efforts in their neighborhood. Applications are due and must be received no later than 5:00 p.m. on February 8, 2011; late applications will not be accepted. Applicants will be notified of their status by early March 2011.

#5: When is the Civic Leadership Academy scheduled?

The program consists of 10 consecutive sessions on Tuesday evenings from 6:00 p.m. to 8:30 p.m. beginning March 15, 2011 and ending May 17, 2011. Participants are encouraged to bring a brown bag dinner. Coffee and dessert will be served at each session.

#6: What do I do at the beginning of each class?

When you arrive at each class, be sure to sign in and pick up your evaluation form for that session. You will be asked to complete an evaluation form for each session and turn it in before you leave.

#7: What do I wear to class?

The sessions are informal. Participants are encouraged to wear comfortable shoes and pants, as there may be tours and interactive exercises.

#8: Where are the classes held?

The classes will be held at various City and non-City facilities. Information about the location of the classes will be provided with each participant's acceptance letter.

#9: What topics will be addressed in the classes?

City organization and vision; budgeting processes; city planning; redevelopment opportunities; public works and Citiparks services; protecting our rivers; public safety efforts; and more! Please check out cla.pittsburghpa.gov to get a better sense of the content and format of the course.

#10: May I bring a guest or relative to these sessions?

Because of space limitations, participants may not bring guests to the sessions. However, participants will be encouraged to bring 1-2 guests to their graduation ceremony.

#11: What do I do if I need to miss a class?

Participants are allowed to miss 2 of the 10 sessions; however, you are strongly encouraged not to miss the graduation ceremony. Handouts are generally available for missed classes.

#12: What do I do after I complete this class and graduate?

You are expected to participate in a group, participant-led service project at the conclusion of the course. This project should build on the knowledge gained in the Civic Leadership Academy sessions; address a need in the City of Pittsburgh; and be completed within 6 months of the Graduation Ceremony. It will be completed outside of scheduled course time. We encourage Civic Leadership Academy graduates to be creative in planning and implementing this project! City representatives will be available to assist throughout the process.

We also encourage you to take the knowledge gathered back to your community to make a positive difference. This course is only as powerful as what you choose to do with it!

#13: What if I still have more questions?

For more details, please contact the Mayor's Office of Neighborhood Initiatives at (412) 255-4765 or send an e-mail to civicleaders@city.pittsburgh.pa.us.