



LEADERSHIP SCOTTS BLUFF

FREQUENTLY ASKED QUESTIONS / PROGRAM GUIDELINES

Q: Is it Leadership Scottsbluff or Leadership Scotts Bluff?

A: It is Leadership Scotts Bluff for Scotts Bluff County.

Q: Do I have to wear my nametag?

A: Yes. Nametags are required at each session. If you forget your nametag, you will be charged a fine of \$1.00. The money collected from nametag fines is used for future scholarships. Board members are also required to pay fines.

Q: How is attendance tracked?

A: During each half-day, the Board members in charge will pass around a sign-up sheet. Make sure that you sign in and out during the morning and afternoon. Please refer to the LSB Attendance Policy at the end of this document for further explanation of attendance procedures.

Q: Do I have to attend all sessions?

A: You are allowed to miss one (1) day – one (1) full day or two (2) – half (1/2) days. Sessions are tracked in half (1/2) day increments. For example – if you leave at 3:30 p.m. it will count as half (1/2) day. Please refer to the LSB Attendance Policy at the end of this document for further explanation.

Q: If I miss more than 1 day do I quit attending sessions?

A: No. You won't be able to graduate and get your certificate in May – but next year you will be able to make up the session(s) you missed and get your certificate.

Q: What should I do if I am unable to attend a half or full session?

A: If you are unable to attend a half or full session, you must call (308-632-2133) or email Melissa at the Chamber of Commerce as soon as possible. chamber@scottsbluffgering.net

Q: Where do I find the session agendas and other class information?

A: *Information needed by class members will be posted on the LSB website, www.leadershipscottsbuff.net/sessions. You will find the session agendas, instructions and directions posted here prior to every session and/or event. Additional class information that will be useful throughout the year will be posted at [www.leadershipscottsbuff.net/about us](http://www.leadershipscottsbuff.net/about_us).*

Any additional information needed that can't be found on the website, please contact a board member or Melissa at the Chamber of Commerce. The board member contact information is posted at [www.leadershipscottsbuff.net/about us](http://www.leadershipscottsbuff.net/about_us).

Q: Do I have to stay over the lunch hour?

A: *Yes. Attendance at lunch is part of each session. Lunch counts are calculated and paid based on your attendance. Please notify us if you have any special dietary needs.*

Q: What is the Legislative Lincoln Trip?

A: *This is an overnight trip to Lincoln. A chartered bus will leave early on January 31st. The first evening, the class generally attends a reception at the Governor's Mansion hosted by the Governor and his wife. The LSB Board and the Chamber are working with the Governor's staff to make sure the Governor will be in Lincoln while we are there. Dinner is on your own. The hotel is near the Haymarket District which is within walking distance to many restaurants. On the second morning we plan to meet with the Governor and other state officials.*

Q: Is there an additional fee for the Legislative Lincoln Trip?

A: *No, the cost of transportation (via chartered bus) to Lincoln and back as well as the charge for your motel room and most meals in Lincoln are both included in your tuition.*

Q: If I miss the Legislative trip does that count as two days?

A: *We hope you won't have to miss this trip! But if your schedule won't allow, this session will count as one (1) day of absence.*

Q: Can I bring my cell phone to Leadership Scotts Bluff?

A: *You may bring your cell phone – but we ask that in respect to our speakers and your fellow class members that they are shut off (silent mode, not vibrate) during the sessions. Calls may be made during break time, but please remember that our speakers are giving of their time, so be prompt in returning from breaks. We will try extremely hard to stay on time for each session.*

If your phone rings during a session, you will be charged a fine of \$5.00. The money collected from cell phone fines will be used for future scholarships. Board members are also required to pay fines.

Q: Can I bring my laptop to Leadership Scotts Bluff?

A: Each session will be full of activities, speakers, assignments and various other learning opportunities. We ask that you please do not bring any outside work with you to a session. Please also note that we would ask that you refrain from emailing and texting via your blackberry or hand held device during sessions. You can check in at work and check email during scheduled breaks from the session.

Q: What is the dress code?

A: Unless otherwise specified, the dress code for all sessions and activities will be professional business casual. Please do not wear jeans, shorts, flip flops, tank tops, spaghetti strap sundresses, cutoffs etc.

Q: Is there any outside of class homework required?

*A: Yes, each class member will be asked to participate in various community activities as well as participate in the **Hoops 4 Hero's** fundraising event in March. These activities are outside class hours and the time required depends on which activity and/or committee you select. A **Ride-Along** with either the Gering or Scottsbluff Police Department or Scotts Bluff County Sheriff is mandatory in order to graduate. The ride is on a Friday night of your choice, generally from 9:00 PM – Midnight. You will be provided with more instructions during Orientation.*

Leadership Scotts Bluff Attendance Policy

Attendance of Leadership Scotts Bluff is a requirement for graduation. There are eight (8) sessions. Class sessions typically are scheduled from 8:00 a.m. to 5:00 p.m. but times may vary slightly depending on activities scheduled.

Attendance for the Orientation Session is mandatory. Hours are 7:30 a.m. to 5:00 p.m.

Attendance is calculated in ½ day increments. Members are allowed to miss one full session or 2 half-day sessions. If a member misses more than one day, they can make up the missed time during the next years Leadership Scotts Bluff class.

Please also note that it is expected that you will arrive on time to each session and stay for the full length of the session. A half session absence will be counted if your arrival at a session is after the scheduled start time or if you leave the session before the day is complete.