Town Administration invites you to participate in the first-ever Citizens Leadership Academy! This academy will allow the citizens of Auburn to learn more about their Town Government through a variety of classes and interactive activities.

**HOW DO I APPLY?**

Residents are welcome to apply for the academy by filling out an application online or in-person at the Town Manager's Office. Anyone interested in attending the Citizens Leadership Academy may call 508-832-7720 and request an application or go to Auburnguide.com under “Town Manager- Citizens Leadership Academy”.

Applications due by February 23rd

**10 WEEKS**

Thursdays from 6:00-8:30pm
March 22nd-May 24th

**LEARN ABOUT ALL TOWN DEPARTMENTS**

Town Manager  Finance  Police
Fire  Inspectional Services  DPW
Public Services  and more!

**INTERACTIVE TOURS**

**REQUIREMENTS**

- Resident of Auburn for at least one year.
- Consideration will be given to applicants who work in Auburn but do not live in Auburn.
- Must be 18 years of age by July 1, 2017.
- Registered Voter
- Must be able to pass a background check and willing to sign a waiver
Town of Auburn, Massachusetts

Julie A. Jacobson
Town Manager

Town Announces First Citizens Leadership Academy

The Town of Auburn is pleased to announce its first Citizens Leadership Academy to inform and educate residents on the operations of Town government in order to provide a greater understanding of their local government and to stimulate future interest in serving on boards and commissions.

The Citizens Leadership Academy is a ten-week series of informative, educational and interactive sessions to inform participants of the intricacies of Auburn’s municipal government through presentations, documents, tours, demonstrations and activities to help develop an understanding of various town operations, programs and services. Our goal is to infuse an interest in and deeper understanding of local government and to hopefully aid in the development of a future pool of informed residents who are willing to serve as local leaders on boards, committees and commissions within the Auburn community.

The first Citizens Leadership Academy is scheduled to run on Thursdays beginning March 22, 2018 through May 24, 2018 from 6:00-8:30 PM.

<table>
<thead>
<tr>
<th>Session</th>
<th>Class Dates</th>
<th>Time</th>
<th>Topic/Department</th>
<th>Location</th>
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<tbody>
<tr>
<td>1</td>
<td>3/22/2018</td>
<td>6:00 p.m. to 8:30 p.m.</td>
<td>Town Government Overview; Finance and Budgeting (Accounting, Assessing, Treasurer/Collector)</td>
<td>Town Hall</td>
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<td>2</td>
<td>3/29/2018</td>
<td>6:00 p.m. to 8:30 p.m.</td>
<td>Fire Rescue Department</td>
<td>Fire Station Headquarters</td>
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<td>3</td>
<td>4/5/2018</td>
<td>6:00 p.m. to 8:30 p.m.</td>
<td>Police Department</td>
<td>Police Station</td>
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<td>4</td>
<td>4/12/2018</td>
<td>6:00 p.m. to 8:30 p.m.</td>
<td>School Department</td>
<td>Auburn Middle School, High School*</td>
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<tr>
<td>5</td>
<td>4/19/2018</td>
<td>6:00 p.m. to 8:30 p.m.</td>
<td>Information Technology, Communications, Emergency Management, Town Clerk, Boards and Commissions</td>
<td>Town Hall*</td>
</tr>
<tr>
<td>6</td>
<td>4/26/2018</td>
<td>6:00 p.m. to 8:30 p.m.</td>
<td>Department of Development and Inspectonal Services (Planning, Energy, Economic Development, Building/Code, Health, Animal Control)</td>
<td>Town Hall</td>
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</table>
Interested applicants must meet the following qualifications:

- Must be a resident of Auburn for at least the preceding 12 months (1 year)
- Must be a Registered Voter in Auburn
- Must be 18 years of age by July 1, 2018
- Willing to go through a background check and sign a liability waiver
- Space permitting, consideration will be given to applicants who work in Auburn but do not live in Auburn

Applications are available on the Town’s website at www.auburnguide.com or by calling the Town Manager’s Office at 508.832.7720.
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<th>Meeting Topic</th>
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<td>Overview of Senior Center/Elder Services</td>
<td>Senior Center</td>
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<tr>
<td>5/17/2018</td>
<td>Overview of DPW operations and divisions, Recreation/Culture events</td>
<td>DPW Garage</td>
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<tr>
<td>5/13/2018</td>
<td>Overview of DDIS operations and divisions, Economic Development marketing</td>
<td>Town Hall - Planning Board Room</td>
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**Examples of Hand-Outs**

- Examples of Hand-Outs: Interactive Location
- Description: Topic
- Time: Session
- Class Dates: Thrusdays
TOWN OF AUBURN
CITIZENS LEADERSHIP ACADEMY - SPRING 2018

Application for Participation

The Town of Auburn newly established Citizens Leadership Academy is a series of interactive sessions designed to provide insight into Town government and to develop future leaders through well informed and civically engaged residents. To be considered for the Spring 2018 session, please fill in the information requested below and return it by 12:00 Noon on Friday, February 23, 2018. For more information about the academy, contact the Town Manager’s Office at 508-832-7720.

Class size generally limited to 12 participants. Program may be cancelled if registration is low.

Requirements for Participation:

- Must be a current resident of Auburn for at least one year.
- Must be 18 years of age by July 1, 2018.
- Must be a registered voter
- Consideration will be given to applicants who work in Auburn but do not live in Auburn.
- Must be able to pass a background check and willing to sign a liability waiver

Name: _____________________________ Email Address: _____________________________

Mailing Address: ________________________________________________________________

Length of Time Living in Auburn: ________________

Occupation: ___________________________ Employer: _________________________________

Community/Civic Group Affiliations (if any): _______________________________________

Home Phone: ___________________________ Alt. Phone: _____________________________
Please tell us why you are interested in the Citizens Leadership Academy:

_________________________________________________________________________________________________________

_________________________________________________________________________________________________________

How did you hear about the Citizens Leadership Academy?

_________________________________________________________________________________________________________

Class Dates: (All classes on Thursdays)
March 22\textsuperscript{nd} – 6:00 pm. to 8:30 PM | Town Government and Finance Overview
March 29\textsuperscript{th} – 6:00 pm. to 8:30 PM | Fire Rescue Department
April 5\textsuperscript{th} – 6:00 pm. to 8:30 PM | Police Department
April 12\textsuperscript{th} – 6:00 pm. to 8:30 PM | School Department
April 19\textsuperscript{th} – 6:00 pm. to 8:30 PM | Information Technology, Communications, Emergency Management and Town Clerk
April 26\textsuperscript{th} – 6:00 pm. to 8:30 PM | Department of Inspectional Services: Planning, Energy Management, Economic Development, Building/Code and Board of Health
May 3\textsuperscript{rd} – 6:00 pm. to 8:30 PM | Department of Inspectional Services: Animal Control and Trash/Recycling.
Department of Public Works: Engineering, Sewer Department, Fleet Maintenance, Facility Management and Highway Department
May 10\textsuperscript{th} – 6:00 pm. to 8:30 PM | Department of Public Works: Parks & Cemetery, Golf Course and Recreation and Culture
May 17\textsuperscript{th} – 6:00 pm. to 8:30 PM | Public Services: Library and Cable Television
May 24\textsuperscript{th} – 6:00 pm. to 7:30 PM | Senior Center, Veterans Services and Graduation

Classes will take place at various Town buildings throughout the Citizens Leadership Academy program. Check the schedule for locations of each session. Classes may be rescheduled at the request of departments or due to emergencies with advance notice provided to applicants. There will be site tours during some of the sessions. Please note that while all class locations are handicapped accessible, not all building tours are completely handicapped accessible as tours may include areas not open to the public. Town
Administration will notify applicants of handicap access and any other requirements prior to the site tour.

Attendance at the majority of sessions is highly expected.* Are there any dates that you will not be attending? If so, please list those dates.

* We understand that family or emergency circumstances may require an absence however missing excessive classes may result in dismissal.

Return this form by February 23, 2018 to: Julie A. Jacobson, Town Manager, 102 Central Street, Auburn, MA 01501. Electronic submittals welcome; please email to townmgr@town.auburn.ma.us. All selected participants will be notified no later than March 2nd.

Applications are being accepted for the Spring Session until February 23, 2018.
Town of Auburn
Citizens Leadership Academy
Course Evaluation

Please check the answer that best reflects your feelings on the courses presented. This feedback will be helpful to Town Administration in developing future Citizen Leadership Academy programs. Thank you.

1. Do you feel that the presenters were well organized and professional?
Yes ____ No ____ Some were not __________________ (specific if possible)

2. Do you feel that the presenters were knowledgeable in the subject areas?
Yes ____ No ____ Some were not __________________ (specific if possible)

3. Do you feel that the sessions covered the material you expected?
Yes ____ No ____ Some did not __________________ (specific if possible)

4. The presenters motivated the class to listen and to respond to the information being delivered.
   ( ) Strongly Agree ( ) Agree ( ) Disagree ( ) Strongly Disagree ( ) Unsure

5. Did you feel that the presentations covered too much information?
Yes____ No____ Some did __________________________ (specific if possible)

6. Do you feel that there should have been more classroom presentation and less interactive activities?
Yes____ No____ Suggestions: ____________________________________________

7. Did you feel that the interactive tours and activities were beneficial?
Yes____ No____
8. Do you feel that there should have been more interactive activities?
   Yes____ No___ Suggestions: __________________________________________

9. In terms of expectations, did the Leadership Academy:
   ( ) Exceed your expectations ( ) Meet your expectations ( ) Not live up to your expectations

10. Did you gain a better understanding of Town Government?
    Yes____ No____

11. Is there something that you would have liked to have learned about but did not in this program?
    ________________________________________________________________
    ________________________________________________________________

12. Is there something that you could recommend that would improve the program?
    ________________________________________________________________
    ________________________________________________________________

13. What did you like the best about the program?
    ________________________________________________________________
    ________________________________________________________________

14. What is something that surprised you most about Town Government?
    ________________________________________________________________
    ________________________________________________________________

15. Did the time of the classes in the evenings work well?
    Yes____ No___ Suggestion __________________________________________

16. Would you recommend this program to a friend?
    Yes____ No____ Maybe____
May 29, 2018

Members of the Citizens Leadership Academy:

Town Administration would like to sincerely thank you for participating in the inaugural Citizens Leadership Academy. We understand how much of a commitment these ten weeks have been and we truly appreciate your time and dedication. Our hope was to create a group of informed and passionate citizens to represent Auburn and hopefully serve on Boards and Committees in the future. Your participation and thoughtful comments and questions helped guide discussion and made this academy a success.

As you know, this is the First Leadership Academy so we are eager to review all the evaluations and implement your suggestions for the next academy. Thank you for filling out the evaluation forms at graduation; if you still need to submit an evaluation you can email, mail or drop off the forms to the Town Manager’s Office.

Town Administration could not have asked for a more engaged class. Thank you for playing an active role to learn more about your local government; we hope that the Leadership Academy exceeded your expectations. You all made the first Citizen Leadership Academy a pleasure for everyone involved. Please do not hesitate to reach out to Town Administration for any questions or concerns you have moving forward.

Again, thank you for your time and thoughtful participation.

Warm Regards,
Congratulations to the graduates of the Town’s first Citizens Leadership Academy! The ten-week program, held Thursdays from 6:00 PM to 8:30 PM, began March 22\textsuperscript{nd} and concluded May 24\textsuperscript{th}. The goal of the Citizens Leadership Academy is to inform and educate residents on the operations of Town government in order to provide a greater understanding of their local government and to stimulate future interest in serving on boards and commissions. Fifteen participants in the Academy learned about the operations, roles and responsibilities of each Town and School department, toured town-owned buildings and participated in various interactive activities.

The Town plans to run the Citizens Leadership Academy annually.

Congratulations to the graduates of the inaugural Academy!

Rambod Adelinia
Kenneth Austin
Heather Baker
Mark Binnall
Doreen Goodrich
David Legg
Chris McCoy
Kimberley Moran
David Saltz
Joseph Shenette
Steve Consilvio (Missing from photo)
Linda Moulin (Missing from photo)
Laura Richards (Missing from photo)
Joseph Richards (Missing from photo)
Sharlene Ryan (Missing from photo)