

RULES OF CONDUCT & COMMITMENT

1. ATTENDANCE

Attendance at the Opening Session and Closing Session are mandatory. Attendance at all Program Days is expected. Those who miss more than **one (1) program day** will be dropped without a refund of tuition and university program directors will be notified. Typical program days run from **8:00am – 5:00pm**. Missing any portion of a program day is considered a full day absence. All absences require notification prior to the program date (at least 24-hours if possible).

Punctuality is critical and expected as you will be required to utilize the transportation provided for each program day. The class will operate according to each day's agenda. Late arrival or early departures are not accepted but if there are extenuating circumstances, you must get approval from the Chamber's Leadership Programs Manager.

Virtual Kickoff (6-7:15PM)	8/18/2027
Opening Session	9/17/2027
Program Day 1	10/8/2027
Program Day 2	10/22/2027
Program Day 3	11/12/2027
Program Day 4	1/28/2028
Program Day 5	2/11/2028
Program Day 6	3/3/2028
Closing Session & Graduation	4/7/2028

Program days and Opening/Closing Session are from **8:00am – 5:00pm**. **Dates are subject to change.**

2. DRUG-FREE ENVIRONMENT

As a program of the Tampa Bay Chamber, Collegiate Leadership adheres to a drug and alcohol-free policy during working program hours. It is Collegiate Leadership's obligation to provide a drug-free, safe and secure work environment for program participants. Working program hours are noted on each program day agenda.

3. CELL PHONE USAGE

Please turn cell phones and other electronic devices OFF or on silent during working program hours.

Electronic devices may be used during scheduled breaks which are noted on the agenda for each program day. Facebook, Twitter and other social media rules will be communicated during the Opening Retreat.

4. RESPECT FOR GUESTS & CLASSMEMBERS

The Tampa Bay Chamber strives to foster an engaged and inclusive community, and that starts with respect for all. All participants must respect their classmates, volunteers, Chamber staff, speakers, and guests. We do not allow any kind of discriminatory behavior, inappropriate behavior or language, harassment or victimization. Please be considerate to all by being attentive, courteous, and engaged. Give grace and accept grace as the class discusses complex and difficult topics that may impact you and/or your classmates differently. Violating these terms will result in removal from the class.

5. SOCIAL MEDIA GUIDELINES

You are not authorized to speak or post on behalf of Collegiate Leadership without Chamber authorization. Once approved, you should work with the Tampa Bay Chamber to ensure consistency in messages and strategy. When posting remarks or comments, be respectful, constructive and add value to the conversation. If a conversation becomes adversarial or antagonistic, ask the Leadership Programs Manager for guidance. Remain respectful and polite. Do not make negative comments about other individuals, organizations or companies.

6. PROFESSIONALISM

You are expected to dress in business attire unless the day's tasks require otherwise. You should present a clean, professional appearance. See below for specific details regarding dress guidelines.

7. CONFIDENTIALITY

The class may discuss topics of a sensitive nature throughout the program year. Please respect your classmates and others by maintaining confidentiality within the class.

8. VOLUNTEER PROGRAM

I accept that the Collegiate Leadership Program is a volunteer program. Students do not receive academic credit, nor are they paid for their participation in Collegiate Leadership.

DRESS GUIDELINES

Collegiate Leadership Tampa Bay programming often includes top leaders from our community, including CEOs, government officials and other esteemed individuals, meaning that you should select your wardrobe thoughtfully and carefully. Each agenda will advise you of the attire for the day.

Business Professional Guidelines

A general guideline for Business Professional for Women

- A skirt suit or pant suit.
- Pants should be full length, avoid crops or capri pants, and skirts should hit at the knee.
- Flats or lower heels

A general guideline for Business Professional for Men

- A two-piece suit and tie are the expected business professional attire for men.
- Dark colored solid blazer and khaki slacks are acceptable as well.

Business Casual Guidelines

- Business casual is crisp, neat, and should look appropriate even for a chance meeting with a CEO. It should not look like cocktail or party or picnic attire. Avoid tight or baggy clothing; business casual is classic rather than trendy.



A general guideline for business casual attire for women includes:

- Skirts, slacks, dresses, neatly pressed
- Sweaters, cardigans, knit shirts, tailored blouses

A general guideline for business casual attire for men includes:

- Slacks, khaki pants, neatly pressed
- Long-sleeved button-down shirts, polo shirts, knit shirts with a collar, neatly pressed
- Sweaters

Inappropriate Attire

- Pants include cargo pants, jeans, sweatpants, exercise pants, shorts, leggings, and any spandex or other form-fitting pants such as bike clothing.
- Dress and skirt length should be no shorter than four inches above the knee, or a length at which you can sit comfortably in public.
- Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate.
- Tank tops, tops with bare shoulders, t-shirts or tops showing excessive skin
- Athletic shoes, flip-flops, casual sandals and any shoe that is not appropriate for business are not acceptable.
- Clothing should fit well (avoid tight clothing), be clean, and well pressed or ironed

I understand the commitment to the Collegiate Leadership Tampa Bay program and agree to abide by the Rules of Conduct & Commitment above, as well as the university's institutional code of conduct while participating in the program and all other program requirements. I also understand that violating these policies can result in my removal from the program. I agree to be bound by these commitments by signing this application.

Candidate's signature:

Date: