



Welcome to **Downtown Academy** *Class VIII*

Syllabus & Agreement

I. Class Organizer Information

Downtown Fresno Partnership

Daniel Griffith, Program Manager

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Bianca Camara, Events & Promotions Coordinator

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Fresno's Leading Young Professionals

Nina Waste, Chair

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II. General Information

A. Class Description

Fresno's Leading Young Professionals established Downtown Academy in 2010 to answer the question: *how do we make downtown Fresno a vibrant place to live and work?* In 2016, the Downtown Fresno Partnership and Fresno's Leading Young Professionals joined forces to make the program even bigger and better. This year, the program enters its 8th cohort with well over 100 graduating members.

So, what is Downtown Academy? Downtown Academy is a 10-month award-winning collaborative program designed to connect key business, government, and community leaders with forward-thinking young professionals to explore downtown Fresno, how we got here and where we're headed. Downtown Academy is exclusively offered to members of Fresno's Leading Young Professionals.

Downtown Academy received the 2016 Leadership & Management Excellence Award from the International Downtown Association and has been referred to by former Fresno mayor, Ashley Swearengin, as "one of the best programs to come out of the revitalization movement".

B. Program Goals

- A class **curriculum** that explores the complexities of urban renewal
- An overnight **field trip** to other cities to help visualize successful revitalization strategies
- Completion of **volunteer hours and a group project** that directly advance revitalization efforts
- Become a downtown **champion**, and member of a tight-knit group that supports vibrancy, innovation, advocacy, and partnerships in our downtown!

C. Program Requirements

- **FLYP Member.** Students must be members of Fresno’s Leading Young Professionals. You may sign up for members on their website at www.flypinfo.com.
- **Completion of Volunteer Hours and Group Project.** Students will be required to complete 8 individual volunteer hours in downtown Fresno as well as a group project.
- **Program Rules & Regulations.** Students are expected to follow all rules and expectations as outlined in the syllabus received and signed by Class 1 on September 5.

D. Program Timeline and Schedule

Timeline

- April 24th, 2019 – July 31st, 2019: Application Cycle Open
- Week of August 5th, 2019: Class VII List Announced
- August 21st, 2019 – May 6th, 2020: Program
- May 20th, 2020: Graduation

Schedule

Classes take place on the first Wednesday of each month from 5:30 – 9:00 pm, or as otherwise noted.

Class	Topic	Date(s)	Time
Mixer	Class VIII Mixer – Location TBD	Wednesday, August 21st	5:30 – 7:00 pm
Class 1	City of Fresno/Warehouse Row	Wednesday, September 4th	5:30 – 9:00 pm
Class 2	Art Hop	Thursday, October 2nd	5:30 – 9:00 pm
Class 3	Overnight Field Trip – Location TBD	Saturday – Sunday, Nov 2 nd -3 rd	ALL DAY
Class 4	Fulton District	Wednesday, December 4th	5:30 – 9:00 pm
Class 5	Brewery District	Thursday, January 8th	5:30 – 9:00 pm
Class 6	South Stadium	Wednesday, February 5th	5:30 – 9:00 pm
Class 7	Cultural Arts District	Wednesday, March 4th	5:30 – 9:00 pm
Class 8	Chinatown	Wednesday, April 1st	5:30 – 9:00 pm
Class 9	Lowell District	Wednesday, May 6th	5:30 – 9:00 pm
Graduation	Location TBD	Wednesday, May 20th	5:30 – 9:00 pm

E. Course Format

Classes take place on the first Wednesday of each month from 5:30 – 9:00 pm, or as otherwise noted above. Below is the general format of each class (subject to change). In some cases, dinner and the tour(s) will be swapped, depending on sunlight and guide schedules.

- 5:30 – 7 pm | Dinner & Discussion
- 7 – 9 pm | Tour(s), Presentations, Speakers

III. Program Rules and Expectations

A. General Expectations

- Arrive on time to class (5:30 pm or as otherwise noted)
- Be respectful to Downtown Fresno Partnership staff, partners, and class speakers
- Represent the program as you would your workplace or educational institution

B. Attendance and Tardiness

- **Absences.** Two (2) excused absences will be granted for each student – you must notify the class organizer no later than end of day on the Monday before class. If a student misses more than two (2) classes, they may be dismissed from the program at the organizers discretion. Lastly, missing either the introductory mixer, or class field trip will count for (2) absences.
- **Leaving Early.** If a student needs to leave early, you must notify the class organizer no later than end of day on the Monday before class. Approval will be granted on a case-by-case basis.
- **Tardiness.** Students must sign-in within the first 20 minutes of each class; arriving after this time will result in an unexcused absence. It is the responsibility of a student to sign in; if a student fails to sign in (even if present), they will be considered absent.

C. Volunteer Involvement (8 Hours)

Students are required to complete 8 hours of volunteer service in the downtown Fresno area through events, nonprofit organizations, faith-based groups, or businesses. Students must document all hours on the ***Volunteer Hour Log Sheet*** and obtain necessary signatures. The deadline to complete volunteer hours is Class 9. If hours are not completed by Class 9, the student will not be eligible to graduate.

D. Group Project

Students are required to work together on a group project in the downtown Fresno area. The type of group project will be decided during the class mixer on August 21st, 2019. To help facilitate the class project, students will select a class leader during the class field trip on November 9th - 10th.

E. Completion of Program

In order to complete the class, students must complete their 8 volunteer hours and have the signed volunteer sheet turned into a class organizer no later than May 6th 2020. Additionally, students are required to attend at least 8 of the class meetings (including the field trip and introductory mixer). Missing either the class field trip or introductory mixer will count as 2 absences. Students who go over their allotted amount of absences may be able to complete additional volunteer hours to make up for absences. Eligibility to make up classes will be at the discretion of class organizers.

IV. Payment

A. Class Payment

Participation in the program requires a non-refundable fee of \$400 by **check or cash ONLY**. This fee covers your dinner at each class, as well as travel and lodging for the overnight field trip. There are no refunds under any circumstances. We kindly ask that you submit payment by check or cash ONLY so that we avoid any fees associated with PayPal or Square (i.e., all the money you put into the program comes back to your time in the program).

B. Payment Plan

You may pay in full \$400 (preferred) by Class 1, September 5, or in two (2) installments of \$200 by Class 4, December 5. Please make checks payable to Downtown Fresno Foundation.

C. Refunds

There are no refunds for any reason. Your class fee goes toward food, travel, admissions, and lodging throughout the entire 10-month program. Downtown Fresno Foundation pays for many of these expenses upfront, and we are charged whether or not you are there.

Downtown Academy Volunteer Hour Log Sheet

Name: _____ Class #: _____

Date	Event/Location/ Organization	Task(s) Completed	Total Time	Approved By (Print Name/Organization)

* Students must get all hours approved and signed by volunteer site leader. You may also submit email correspondence with the volunteer sites.

AGREEMENT: DOWNTOWN ACADEMY CLASS VII

Please review the program syllabus, the following notes below, and then sign the document. The agreement is due to the Class Organizer by the end of Class 1 (September 5).

- By agreeing to participate, we expect that you will be present for all 9 classes
- Arrive on time to class (5:30 pm)
- Be respectful to Downtown Fresno Partnership staff, partners, and class speakers
- Represent the program as you would your workplace or educational institution
- Two (2) excused absences allowed per student; late arrival may be approved on a case-by-case basis by the class organizer; overnight field trip attendance is mandatory
- Absences and tardiness may result in dismissal/removal from the program
- The fee is \$400; you may pay in full by Class 1, or in two (2) installments by Class 4
- There are no refunds, no exceptions
- You must complete 8 hours of volunteer service in downtown Fresno
- Have fun!

I have read the Downtown Academy Class VII Program Syllabus and Agreement, and understand all the rules of this program.

STUDENT'S NAME (PRINTED): _____

STUDENT'S SIGNATURE: _____

DATE: _____

COPIES OF THIS DOCUMENT CAN BE PROVIDED BY REQUEST