



City of Hopkinsville  
Diplomat Program Guide

## **I. GENERAL**

### **1. Duration of Program**

The City Diplomat Program is a six month program held on the first Wednesday of each month beginning at 6:00 p.m. Class times are further detailed on the program itinerary.

### **2. Program Requirements**

Participants are required to be at least 18 years of age and live or own a business within Christian County. To apply, an application form which is available on the City's website at [www.hopkinsvilleky.us/diplomat](http://www.hopkinsvilleky.us/diplomat) or at the Hopkinsville Municipal Center Complex must be completed and turned in by the deadline.

### **3. Selection of Participants**

Each program is limited to fifteen participants. Individuals living or owning a business within the City limits will be given preference. Those not selected will be placed on a waiting list for future classes. A letter notifying citizens of acceptance into the program will be mailed and those interested in accepting entrance into the program must complete the required form provided with the letter and return it by the noted deadline. If the form is not received by the deadline, an alternate participant will be selected.

### **4. Fees and Attendance**

The City Diplomat Program is offered free-of-charge. For this reason, the City has implemented an attendance requirement. Participants are allowed to miss a maximum of one of the six sessions in order to graduate.

## **5. Materials**

Participants will be provided a welcome folder containing the schedule and itinerary for the program. Light refreshments will be served at each session. Some departments may provide meals and/or give-away items.

## **II. SCHEDULE & ITINERARY**

A program schedule stating the dates and departments for each session is included in the registration letter which is mailed to each participant with his/her paperwork prior to the first session.

## **III. GRADUATION**

A graduation ceremony will take place in the Council Chamber of the Hopkinsville Municipal Center Complex. Graduates who have successfully completed the program will receive a #TeamHopkinsville shirt and City Diplomat pin. Each graduate is encouraged to bring one guest and each City department is invited to send a representative. Additionally, the Mayor and City Council members will be invited.

The ceremony will consist of dinner and a presentation of certificates and pins. Participants are encouraged to and will be provided a form to apply for various board appointments and lists of other opportunities to serve as a diplomat of the City.