



## AGFORESTRY LEADERSHIP PROGRAM MEMORANDUM OF UNDERSTANDING

The Agriculture and Forestry Education Foundation (AgForestry) provides a world-class leadership development program. Candidates for the AgForestry Leadership Program are required to sign and return this Memorandum of Understanding (MOU) as a condition of application to the program. The terms outlined in this MOU are binding upon program enrollment.

### Financial Commitments

I am personally responsible to meet financial obligations associated with my participation in AgForestry. The following outlines costs I will incur while participating in the Program.

- I understand the cost of the AgForestry Leadership Program to the Foundation is approximately \$20,000 per person. My participation fee is \$3,000 per program year. I will pay in accordance with one of the following payment schedules:
  - Pay in Full
    - \$6,000 due August 15, 2020
  - Yearly Payments
    - \$3,000 due August 15, 2020 – 1st Year
    - \$3,000 due August 15, 2021 – 2nd Year
  - Payment Plan #1
    - \$1,000 August 15, 2020, \$1,000 September 15, 2020 and \$1,000 by October 15, 2020 – 1st Year
    - \$1,000 August 15, 2021, \$1,000 September 15, 2021 and \$1,000 by October 15, 2021 – 2nd Year
  - Payment Plan #2
    - \$1,500 by August 15, 2020, \$1,000 by November 15, 2020 and \$500 by February 15, 2021 – 1st Year
    - \$1,500 by August 15, 2021, \$1,000 by November 15, 2021 and \$500 by February 15, 2022 – 2nd Year
- I will incur costs not covered by AgForestry, including travel to and from seminars, meals, a passport and other expenses. The addendum to this document provides budgeting recommendations. AgForestry cannot foresee all potential out-of-pocket expenses.
- AgForestry incurs substantial costs to arrange lodging, meals, transportation, and other goods and services for each seminar. I agree to pay a pro-rata share of these costs if I am late, leave early, or am unable to attend a seminar without 48 hours' notice to the Program Director and verbal approval.
- I understand that if I am accepted into the program and submit my acceptance paperwork, I agree to pay a pro-rata share of these costs if I withdraw from the program at any point in time.

I agree to the Financial Commitments. Initial: \_\_\_\_\_

## Standards of Conduct and Graduation Requirements

As an AgForestry Leadership Program participant, I realize I will be held to a high standard of conduct. I will hold myself and fellow participants accountable to these expectations:

- I am an ambassador of the AgForestry Leadership Program. During all AgForestry seminars, including free time, I will conduct myself in a manner that reflects positively on the reputation of AgForestry, other participants, my employer and myself.
- I will arrive on time and fully participate to the conclusion of all seminars. Each participant brings as much to the Leadership Program as he/she takes away. Inattention, tardiness, and absenteeism are detrimental to my development and the experience of the entire class. Accordingly, I will:
  - Provide value to seminars by asking pertinent questions, sharing my perspectives and engaging in dialogue with speakers and class members.
  - Prepare for each seminar by reviewing the objectives, agenda, memo and completing accompanying pre-read materials and assignments. Throughout the course of the program, I will be assigned public speaking exercises; roles in helping to conduct seminars; and various evaluations, projects and reports. I will complete all activities, as assigned, within the allotted timeframe.
  - Refrain from working on electronic devices while seminars are in session unless their use pertains directly to the seminar. I will conduct outside business at breaks and during free time.
  - Wear my AgForestry name tag and use the provided table tent at each seminar.
- I understand that points of view, value systems and individual beliefs shared during seminars may not align with my own perspectives. I will respect others and seek to understand differing viewpoints in an open-minded and constructive manner. I accept AgForestry's Diversity, Equity and Inclusion Statement.
- I will seek ways to get to know my fellow participants including their skills and talents. I will take every opportunity to use my talents to serve others.
- I will participate in the development and completion of the public policy project, including the project written report and presentation, as outlined in the Class Notebook.

I agree to the Standards of Conduct and Graduation Requirements. Initial: \_\_\_\_\_

## Other Expectations

- I understand AgForestry class members will share a room with an assigned roommate(s) of the same gender during seminars, and that room assignments will change with each seminar.
- I understand spouses/significant others are invited and encouraged to attend three designated seminars to enhance their knowledge of the program and to increase their support of the participants. Except for the graduation celebration dinner, children are not allowed at any official AgForestry functions, including seminar sessions and receptions.
- I understand the program has a strict dress code with a mix of business, business casual, and casual attire based on the nature of the seminar and safety considerations. I agree to dress appropriately for every seminar.
- I understand that all participant/class fund raising efforts will be coordinated with AgForestry to avoid conflicts with the organization's fundraising, provide for appropriate giving partner recognition, and adherence to AgForestry standards.
- I authorize the release of personal information, including but not limited to my Social Security number and scanned images of my passport/driver's license, to obtain security clearances for air travel, tours of secure locations (e.g. U.S. State Department), etc.
- I am required to maintain a current passport for both the National and International Seminars.
  - I realize the Washington State Driver's License does not meet the standards for the REAL ID Act, and therefore is not recognized as a valid form of ID by the federal government. A passport is needed to enter secure areas in airports and federal facilities.
  - I recognize my need for a passport to enter a foreign nation. My passport must be valid for six months following the end of the international trip.
- I will sign and submit the Photo Release provided to me to authorize the use of my image in educational and promotional materials.
- I understand that AgForestry neither endorses, nor supports, campaigns for political candidates and does not lobby for legislation.
- I will prepare and give at least two public presentations regarding my AgForestry experience following the International Seminar.
- I will continue to remain a Giving Partner and participate in AgForestry activities and functions to the best of my ability after graduation.
- I acknowledge that I am expected to utilize my training to increase my involvement and effectiveness in providing leadership to the natural resources industries and my community.

I agree to the Other Expectations. Initial: \_\_\_\_\_

## Physical Requirements

AgForestry Program participants must be in good health and physical condition.

- I understand AgForestry seminars are rigorous and may include daily activity for eight hours or more.
  - Participants are required to see, talk and hear; and sit, stand and walk for extended periods.
  - Not all locations visited in the course of AgForestry program activities are ADA compliant.
  
- I understand AgForestry cannot foresee all potential circumstances and conditions participants will encounter in the course of seminar activities. The following are common conditions participants experience:
  - Walking for up to several miles and standing for extended periods.
  - Remaining outside in inclement weather (such as rain and wind).
  - Encountering mud, dust and other potentially challenging conditions.
  - Navigating rough, uneven and steep terrain (as may be found in forests and farms); stairs, ladders, low ceilings, catwalks, and moving gears/mechanisms (as may be found in production lines); and heavy machinery (as may be found in agriculture, forestry, and processing/manufacturing operations).
  - Encountering wild animals and livestock.
  - Exposure to loud noises and flashing lights.
  
- I understand the AgForestry Program includes travel to a foreign country or countries, including developing nations. This creates additional health risk beyond what is generally encountered in the U.S.
  - Sanitation and safety requirements in these locations may be dramatically different than those in the U.S. You will be exposed to different strains of bacteria and viruses. These conditions may challenge persons with weakened immune systems.
  - The quality and availability of medical care may not meet U.S. standards.

I understand and meet the physical requirements. Initial: \_\_\_\_\_

## CERTIFICATION

I certify that I have read, and agree to abide by, this Memorandum of Understanding.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

**Recommendations for Budgeting Additional Expenses**

These guidelines are for the benefit of the participant. This document does not need to be returned.

AgForestry participants are financially responsible for:

**In-State Seminars**

- **The cost of travel to and from in-state seminars.** This includes flight, car rental, personal vehicle, etc. The cost of this travel will vary significantly depending on the location of the seminar, your location of origin, and mode of transportation.
- **Lodging costs outside of seminar schedule.** AgForestry covers lodging nights when seminars are in session. If you arrive a day early or stay after the seminar adjourns, the cost is your responsibility.
- **Incidental expenses.** Items such as laundry, room charges, toiletries, etc.
- **Some meals.** Including most dinners on Wednesday and Thursday nights and occasional breakfasts on Thursday and Friday mornings, although most hotels include a free continental breakfast. Consider budgeting \$60 per seminar for meals.
- **Optional.** Leadership Practices Inventory assessment: \$40.
- **Optional.** Additional name tag for back up and/or replacement: \$20.

**National Seminar**

- **The cost of travel to and from Sea-Tac International Airport.** Depending on flight times and personal preference, this may include the need for connecting flights, and/or lodging and meals the day before departure and/or the day of arrival.
- **Most meals.** Generally, breakfast is included with your hotel. Two lunches and two dinners and/or receptions will be covered by AgForestry. Consider budgeting \$300 for meals.
- **Transportation between sessions** on public transportation, ride share service or taxi: \$75 to \$100.
- **Tours and museum entrance fees not included as a part of the seminar.**
- **The cost of a passport or enhanced Washington Driver's License** to access Federal buildings. The standard Washington State Driver's License does not meet the requirements for the REAL ID Act, and therefore is not recognized as a valid form of ID.
- **Consider budgeting \$450 for overall trip costs** not including the costs of travel to and from Sea-Tac, or passport/enhanced license cost.

## International Seminar

- **The cost of travel to and from Sea-Tac International Airport.** Depending on flight times and personal preference, this may include the need for connecting flights, and/or lodging and meals the day before departure and/or the day of arrival.
- **Acquiring a passport:** \$110-\$205.
- **All necessary visas and processing fees:** \$150.
- **All necessary immunizations and travel medications:** \$250.
- **Required travel/medevac insurance:** \$175.
- **Snacks, beverages, and some or most meals:** \$500.
- **Laundry and other necessary services:** \$50.
- **Telecommunications such as Wi-Fi and international cellular service:** \$75.

\*Costs associated with the International Seminar will vary significantly depending on destination(s). For instance, all meals were covered when Class 38 traveled to India and Nepal. Only breakfasts were covered when Class 36 traveled to Vietnam and Cambodia. An outstanding dinner in Cambodia costs as little as \$5.00. If traveling in Europe, an average dinner will be \$20. The need for, and costs of, visas and immunizations will also vary. **Consider budgeting \$1,200 for overall trip costs**, not including the costs of travel to and from Sea-Tac, or passport.