



Memorandum of Understanding

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 as well as the experience of the entire class, therefore 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.
 - Not use electronic devices during seminars unless use pertains directly to the seminar, including breaks and free time.
 - Wear my AgForestry name tag and use the provided table tent at each seminar.
- 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, particularly:
 - Development and completion of the public policy project
 - Public policy project written report and presentation
- I will be assigned reading assignments, instructional videos, journaling and forum discussion questions. I will complete all activities, as assigned, within the allotted timeframe.
- 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 will seek ways to become acquainted with my fellow participants including their skills and talents. I will take every opportunity to use my talents to serve others.
- I will prepare and schedule a public presentation regarding my AgForestry experience following the International Seminar, and prior to graduation.
- I understand my graduation certificate is contingent upon successfully meeting Standards of Conduct.

Other Expectations

- I understand that I will share a room with an assigned roommate(s) of the same gender during seminars with room assignments changing each seminar.
- I understand spouses/significant others are encouraged to attend three designated seminars to enhance their knowledge of the program and appreciation of its demands. Except for graduation, children are not allowed at official AgForestry functions, including seminar sessions and receptions.
- I understand that AgForestry has a strict dress code: business, business casual, or casual attire based on the seminar and safety considerations. I agree to dress appropriately.
- I understand that when classes fundraise, pre-approval is required. Any item with AgForestry branding must be approved, including proofs. Additionally, class events utilizing the AgForestry name must be approved.
- 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 will have a passport by the final seminar of the first program year (May 15, 2024) and submit copies to the Program Manager by that date. If I have a passport, it must be valid for six months following the end of the international trip (valid until at least September 2025).
- I understand AgForestry does not endorse or support campaigns for political candidates and does not lobby.
- I understand seminars are rigorous and may include daily activity for eight hours or more requiring the ability to see, talk and hear, and sit, stand and walk for extended periods noting that not all locations visited or program activities are ADA compliant.
- I understand AgForestry cannot foresee all potential circumstances and conditions participants will encounter during seminar activities. Common conditions include:
 - Walking up to several miles and standing for extended periods.
 - Remaining in inclement weather (such as rain and wind).
 - Encountering mud, dust and other potentially challenging conditions.
 - Navigating rough, uneven and steep terrain (found in forests and on farms); stairs, ladders, low ceilings, catwalks, and moving gears/mechanisms (found in production or processing lines); and heavy machinery (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 foreign travel and may include developing nations creating health risk beyond that generally encountered in the U.S.:
 - Varying sanitation and safety requirements and exposure to different strains of bacteria and viruses challenging those with weakened immune systems.
 - Quality and availability of medical care may not meet U.S. standards.

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 \$40,000 per person. My participation fee is \$6,000. I will pay in accordance with one of the following payment schedules:
 - Pay in Full
 - \$6,000 due August 15
 - Yearly Payments
 - Year 1: \$3,000 due August 15
 - Year 2: \$3,000 due August 15
 - Payment Plan
 - Available upon request
- **NOTE: Because costs are incurred on my behalf prior to the first seminar, I understand if I am accepted into the program--sign and submit all acceptance paperwork--that I forfeit the first-year tuition and if I withdraw after the first seminar, I agree to also pay \$3,000 for each additional seminar attended.**
- 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 Manager and verbal approval.
- I understand that if I require lodging outside of the standard seminar nights (e.g., arriving Tuesday evening), it is my responsibility to pay the hotel directly at the time of my stay. If requested, the Program Manager can arrange the reservation for the entire stay to receive AgForestry's room rate.
- I understand that I am 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.
- 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.
- **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.**

International Seminar

- **Cost of travel to/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:** AgForestry covers.
- **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. The need for, and costs of, visas and immunizations will also vary.

Photo Release

I consent and agree that the Agriculture and Forestry Education Foundation, its employees, or agents, have the right to take photographs, digital images, or video of me (and/or my property) and to use them for educational and promotional materials. I further consent that my name may be revealed therein or by descriptive text or commentary.

I release the Agriculture and Forestry Education Foundation, its agents and employees, all rights to exhibit this work publicly or privately, including postings to the Foundation web pages or social media outlets. I waive any rights, claims or interests I may have to control

the use of my identity or likeness in the photographs, digital images, or video and agree that any uses described herein may be made without compensation.

Certification

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

Signature: _____

Print Name: _____

Date Signed: _____

/As of 2022.12.30