



Cultivate, Communicate, Collaborate, Inspire, Serve

## **AGFORESTRY LEADERSHIP PROGRAM PARTICIPANT COMMITMENT MEMORANDUM OF UNDERSTANDING**

The Washington Agriculture and Forestry Education Foundation (AgForestry) provides a world-class leadership development program. Candidates 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 hard cost of the AgForestry Leadership Program to the Foundation is \$26,000 per person. The value is significantly higher. My participation fee is \$3,000 per program year, of which \$500 is designated as a tax-deductible contribution. I will pay this cost in accordance with the agreed to payment schedule. Payment plans are subject to a \$30 processing fee per payment. Payment options are:
  - Pay in Full
    - \$6,000 due August 15, 2019 - First and Second Year Fees
  - Yearly Payments
    - \$3,000 due August 15, 2019 - First Year / \$3,030 due Sept 15, 2020 – Second Year
  - Extended Payment Plan
    - \$1,500 August 15, 2019, \$1,030 November 15, 2019 and \$530 by February 15, 2020 – First Year
    - \$1,530 August 15, 2020, \$1,030 November 15, 2020 and \$530 by February 15, 2021 – Second Year
- I will incur costs not covered by the Foundation including travel to and from seminars, meals, a passport and other expenses. The addendum to this document provides high level budgeting recommendations. AgForestry cannot foresee all potential out-of-pocket expenses.
- The AgForestry Foundation 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 offered acceptance 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 & 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 Development 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 points of view, value systems, allegiances, 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 the Foundation'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.
- Participate in the development and completion of the public policy project and participate in the project written report and presentation as outlined in the Class Notebooks.

I agree to the Standards of Conduct & 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 increase their support of the participants. With the exception of graduation, 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 the Foundation to avoid conflicts with Foundation’s fundraising, provide for appropriate giving partner recognition, and adherence to the Foundation’s 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 and travel with a current passport for both the National and International Seminars.
  - I realize the standard 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 the AgForestry Education Foundation 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: \_\_\_\_\_

### **CERTIFICATION**

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

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

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

**ADDENDUM TO AGFORESTRY LEADERSHIP PROGRAM PARTICIPANT COMMITMENT  
MEMORANDUM OF UNDERSTANDING**

***Recommendations for Budgeting Additional Expenses***

This info is for the benefit of the participant, pages 4 & 5 do not need to be signed or submitted to AgForestry.

AgForestry participants are financially responsible for:

**In-State Seminars**

- ***The cost of travel to and from in-state seminars*** (e.g. 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 travel.
- ***Lodging costs outside of in-state seminar days.*** The Foundation 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*** (e.g. laundry, pay per view movies, etc.).
- ***Some meals***, including the majority of dinners on Wednesday and Thursday nights and occasional breakfasts on Thursday and Friday mornings. (Most hotels include a free continental breakfast.) Consider budgeting \$60 per seminar for meals
- ***Optional***, Leadership Practices Inventory assessment, approximately \$40.
- ***Optional***, additional name tags (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 the Foundation. Consider budgeting \$300 for meals.
- ***Transportation between sessions*** on the Metro or by Uber/Taxi (\$75 to \$100).
- ***Tours and museum entrance fees not included as a part of the seminar.*** For example, the Class may participate in the optional Monuments by Moonlight Tour at a cost of \$35 per person.
- ***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 standards 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.
- ***The cost of a passport.***
- ***All necessary visas and processing fees (\$150).***
- ***All necessary immunizations and travel medications (\$250).***
- ***Required travel/medevac insurance (\$175).***
- ***All snacks, waters, 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.

You do not need to submit the 'Recommendations for Budgeting Additional Expenses' portion of the MOU to the foundation office, it is provided to assist you in your financial planning.