KENTUCKY AGRICULTURAL LEADERSHIP PROGRAM

Class XI Handbook for Applicants and Participants

To identify, develop and motivate Kentuckians for effective leadership in agriculture and rural communities —KALP Mission Statement

Program Goals

- To prepare participants to accept leadership responsibility in agriculture, agribusiness and rural communities
- To enhance participants ability to represent agriculture as effective communicators
- To broaden understanding of major policy issues, especially issues facing agriculture and rural communities
- To gain an understanding of the effects of globalization on agriculture and rural communities
- To develop participant self-awareness and confidence for being an effective leader
- To facilitate participant collaboration with other professionals serving agriculture and rural communities
- To foster an entrepreneurial culture in rural communities that will adapt to changing markets and changing policies
- To encourage lifelong learning and development as a leader and to share those leadership skills with others

KALP Staff

Will Snell: Co-Director
wsnell@uky.edu
859-257-7288

Steve Isaacs: Co-Director
sisaacs@uky.edu
859-257-7255

Phyllis Mattox: Staff Support
Phyllis.Mattox@uky.edu
859-257-7292

Kathy Roe: Staff Support
Kathy.Roe@uky.edu
859-252-3769
Application/Selection Process

- **Eligibility Criteria** – Applicants must be a U.S. citizen, a resident of Kentucky or Tennessee, be involved in some phase of agriculture, and be willing and able to commit around 50 days over the two-year period to participate in this premier leadership program.

- **Nomination Process** – Candidates may be nominated by county extension agents, farm organizations, trade associations, alumni of previous leadership programs, other interested individuals, or be self-nominated. All nominations should be submitted through the Program Directors’ office. Nomination forms are available online at www.uky.edu/Ag/KALP or upon request via email at KALP-L@LSV.UKY.EDU or phone (859) 257-7292.

- **Application Process** – All applicants must complete a packet which consists of the Program Application Form, a Spouse/Partner Supporting Application Form (if applicable), an Employer Supporting Application Form (if applicable), three Recommendation Forms from individuals (non-family members) who can attest to the applicant’s qualifications, and must sign a Participant Commitment Form. Application materials are available online at www.uky.edu/Ag/KALP or upon request via email at KALP-L@LSV.UKY.EDU or phone (859) 257-7292. Applicants are requested to send their completed application and other supporting forms by email to KALP-L@LSV.UKY.EDU or in U.S. mail to Kentucky Agricultural Leadership Program, 321 C.E. Barnhart Building, Lexington, KY 40546-0276.

- **Selection Committee/Process** – The participant selection committee consists of appointed members identified by the program advisory board, excluding program directors. The selection committee reviews all applications and selects a slate of candidates for a personal interview. Spouses/partners are strongly encouraged to participate in the interview.

- **Selection Criteria** – KALP Class XI is 22 individuals (20 from Kentucky, 2 from Tennessee) who are motivated to improve their leadership, management, and communication skills in order to elevate the image and profitability of agriculture and to enhance the quality of life in rural communities. The selection committee will assemble a class that is diversified in terms of race, gender, farm size, geographic region, farm enterprises, agribusinesses, and various levels of leadership experience. The program seeks individuals who possess:
  - A dedicated commitment to agriculture and to the success of KALP
  - A desire to learn, participate, get along with others, and attend all seminars
  - Demonstrated leadership qualities and a potential for leadership growth
  - Character, integrity, personality, and a solid reputation among family members, peers, and employers

  Normally, no more than one individual from a single entity (farm organization, agribusiness, university, government agency) or family will be selected for each class although other family members or coworkers may be selected for future classes. At least two-thirds of the class should be individuals directly involved in production agriculture either full or part-time.

  **Participant Outcomes**
  - More informed on local, state, national, and global agricultural issues and the political process
  - Equipped to assume leadership roles in the workplace or community
  - Connections to policymakers, farm group leaders, educators and government officials
  - Active in national, state, and local leadership positions
  - Comfortable in educating media, urban audiences, decision-makers and others on issues affecting agriculture and rural communities
  - Networking with more than 250 alumni who care about their farms, families, businesses, communities, and quality of life

  **Participant Expectations**
  It is an honor to be a part of this program and thus participants are expected to be responsible leaders who project a positive image of themselves, KALP, their communities, and agriculture. All participants are expected to:
  - Attend all seminars, study tours, and program activities
  - Be punctual for all seminars and activities
  - Be committed for learning and personal growth
  - Be courteous and respectful to class members, speakers, hosts, tour guides, staff, donors, guests, alumni, and program directors
  - Interact with class members and participate in program activities such as assignments, presentations, and discussion sessions
  - Moderate seminar sessions upon request by the directors
  - Be willing to listen respectfully to speakers or class members with differing ideas, beliefs, and value systems
  - Complete seminar/program evaluations
  - Send thank-you notes to speakers and tour guides
  - Grant permission for use of one’s name, photo, and a description of farming/business operation for press releases and other program promotional materials
  - Share confidential personal information such as social security number and passport information that might be needed for flights to other countries and/or to meet security requirements at some locations.
  - Actively participate in alumni activities following graduation
Code of Conduct

The following items will be reviewed and discussed by the class during the first seminar. At the second seminar the class will select a three member panel to assist the directors in addressing any of the following issues or other issues that affect the success/reputation of the program.

Attendance Policy – Attendance is mandatory for all seminars and study tours. This is a commitment of approximately 50 days over a 24 month period. Participants agree to arrive on time and stay till the end. Participants are expected to stay overnight at the seminar hotel locations. All of you have businesses and families that are important. You, your families, and your employers have agreed to the sacrifices of time and travel associated with KALP. In turn, the donors, investors, speakers, and hosts of the seminars have invested in providing you high quality leadership development opportunities. While circumstances may arise that prevent your attendance, there are no excused absences. As developing leaders, you are the ones who will have to prioritize and balance your commitments to your families, your businesses, your KALP peers, and our investors. Participants are expected to notify the directors prior to the seminar of any anticipated absences, late arrivals or early departures. Participants may be held liable for any hotel/food expenses associated with their absence. Participants who miss more than one seminar may forfeit travel seminar opportunities and may be dismissed from the program without a participant fee refund.

Alcohol Policy - As leaders and program participants you are representing your state, your industry, and the Kentucky Agricultural Leadership Program. Consequently, excessive consumption of alcohol during any scheduled KALP event is unacceptable and grounds for dismissal from the program without participant fee refund. No KALP program funds can be used to purchase alcohol and participants are prohibited from consuming alcohol during formal seminar sessions. A hospitality room may be available after formal seminar sessions for participants who want to consume alcohol and socialize in a responsible manner.

Tobacco Products Policy – Tobacco use during any indoor seminar session is prohibited. Participants are expected to abide by any and all local regulations.

Electronic Devices - All electronic communication devices are to be stowed out of sight and out of hearing during formal seminar sessions and study tour presentations. Laptops/tablets may be used only for program activities during seminar sessions. Participants are free to use their electronics during breaks.

Dress Code - Dress and appearance are part of professionalism thus KALP participants are expected to abide by the following dress codes. Generally, business casual is required for most domestic seminar sessions. Business attire will be required for the Washington D.C. and Frankfort travel seminars, while business casual will be appropriate for study tours and international travel. Jeans, tennis shoes, shorts, and caps are strictly prohibited.

Business Attire:  
Men - coat, tie, dress shirt/pants and dress shoes  
Women - dress or business suit, dress shoes

Business Casual:  
Men - casual slacks, khakis, collared shirts, casual shoes  
Women - casual slacks, skirts, blouses, polos, casual shoes

Funding/Participant Expenses

- Tuition/Participant Expenses/Program Expenses – Participants in Class XI will pay $2,500 tuition for the program, payable in two $1,250 installments. The first installment will be due by October 15, 2015 prior to the start of the first seminar. The second installment will be due one year later. Checks should be payable to the University of Kentucky, with KALP in the memo line and mailed to the Program Directors’ office. Participants may pay the tuition fee personally or may solicit funding from local sponsors. Directors will assist any qualified candidate to find local sponsors or in some extreme cases the program may provide scholarship funds to any deserving participant.

In addition to tuition expenses, participants will be responsible for in-state transportation costs to each seminar, hotel/traveling incidentals (telephone, room service, snacks, bar, TV movies, internet use, laundry, taxis, etc.) and a few meals when a group activity is not planned. Participants will also be responsible for obtaining a passport required for international travel.

The program will cover all lodging, break, dining and other costs associated with each seminar and transportation costs for each seminar and study tour. The total cash cost per participant is estimated at $15,000, with approximately $10,000 to $15,000 of additional in-kind support.

- Program Funding – Funding for the program is provided by Kentucky Agricultural Development Board, participant tuition fees and contributions from the University of Kentucky College of Agriculture, Food, and Environment, agribusinesses, farm organizations, program alumni, directors, and others supporting the program. For a list of program sponsors, details on program funding, and ways to contribute go to “Sponsorship” at www.uky.edu/Ag/KALP. All donations will be recognized by the program in various ways and are tax deductible.
Other Seminar Information

- **Moderator** - Each participant will serve on a rotating basis as a moderator for a seminar session. Duties will include introducing the speaker, preparing the room (setting up audio-visuals used by the speaker, adjusting lights, and room temperature), taking photos, and facilitating questions/discussion.

- **Rooming Assignments** - Participants agree to share a room with a class member of the same sex on a rotating schedule with the exception of the seminars involving spouses.

- **Spouses/Partners** - Spouses and domestic partners are an important part of this program and thus need to be knowledgeable about the program and supportive of their partner. By agreeing to their partner’s participation in this program, they are making a sacrifice which ideally will benefit their relationship, their community, and agriculture. Spouses/partners are asked to submit a commitment form as part of the participant’s application. Spouses/partners (but no other family members) will be invited to participate in the second seminar and graduation at the program’s expense. However, spouses, partners, or other family members are not allowed to attend other seminars.

Miscellaneous Info

- **Program History** - The Kentucky Agricultural Leadership Program and its predecessor, the Philip Morris Agricultural Leadership Program has been in existence since 1985. The program has graduated 267 participants from ten classes. A list of program alumni can be accessed online by clicking on “Alumni” at [www.uky.edu/Ag/KALP](http://www.uky.edu/Ag/KALP).

- **Advisory Board** - An Advisory Board of representatives from regional universities, the KY Agricultural Development Board, the Governor’s Office of Agricultural Policy, KY Farm Bureau, and program alumni provides input to the KALP directors on the participant selection process/criteria, curriculum, seminar locations, financial oversight and evaluation of the program.

**KALP Mailing Address** - Kentucky Agricultural Leadership Program 321 C.E. Barnhart Building Lexington, KY 40546-0276

### Program Timeline and Topics for Class XI
(subject to change)

<table>
<thead>
<tr>
<th>Seminar</th>
<th>Dates</th>
<th>Topic</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>November 4-6, 2015</td>
<td>Developing a Leader/Teamwork</td>
<td>Lexington</td>
</tr>
<tr>
<td>2</td>
<td>December 14-16, 2015</td>
<td>Understanding Self/Serving Community</td>
<td>Lexington</td>
</tr>
<tr>
<td>3</td>
<td>February 3-5, 2016</td>
<td>State Government</td>
<td>Frankfort</td>
</tr>
<tr>
<td>4</td>
<td>March 15-17, 2016</td>
<td>HR/Business/Financial Management</td>
<td>Owensboro</td>
</tr>
<tr>
<td>5</td>
<td>July 11-14, 2016</td>
<td>Ag, Forestry, Energy, Tourism in East KY</td>
<td>Eastern KY</td>
</tr>
<tr>
<td>6</td>
<td>October 26-28, 2016</td>
<td>Media Training/West KY Agriculture</td>
<td>Murray / Hopkinsville</td>
</tr>
<tr>
<td>7</td>
<td>December 12-14, 2016</td>
<td>Policy and Trade Issues</td>
<td>Louisville</td>
</tr>
<tr>
<td>8</td>
<td>January 3-8, 2017</td>
<td>Domestic Learning Journey</td>
<td>Out of State (TBD)</td>
</tr>
<tr>
<td>9</td>
<td>March 13-17, 2017</td>
<td>Federal Policy/Agencies</td>
<td>Washington DC</td>
</tr>
<tr>
<td>Int'l Trip</td>
<td>July 9-22, 2017</td>
<td>International Learning Journey</td>
<td>Out of Country (TBD)</td>
</tr>
<tr>
<td>10</td>
<td>September 14-16, 2017</td>
<td>Reflections/Central KY Agr/Graduation</td>
<td>Lexington</td>
</tr>
</tbody>
</table>