

KENTUCKY AGRICULTURAL LEADERSHIP PROGRAM



KALP Handbook for Applicants and Participants

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

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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 internationalization (globalization) on agriculture and rural communities.
- Develop participant “self awareness” and confidence for being an effective leader.
- To facilitate participant collaboration with others, including establishing mentoring relationships with professionals serving agriculture and rural communities.
- To foster an “entrepreneurial spirit” leading to an entrepreneurial culture in Kentucky’s rural communities which will help leaders and agricultural organizations adjust to changing markets and changing policies at the local, state, national and international levels.
- To encourage “lifelong” learning and development as a leader and to share those leadership skills with others.

Program Timeline for Class IX

Summer 2009 – Recruitment begins for Class IX

September 1, 2009 – Nomination Deadline

October 15, 2009 – Application Deadline

November 16-20, 2009 – Personal Interviews

December 1, 2009 -- Final Selections

January 6-8, 2010 – First seminar for Class IX

Application/Selection Process

- **Eligibility Criteria** – Applicants must be a U.S. citizen, a resident of Kentucky, and be involved in some phase of agriculture. At least 25 percent of the participants must be tobacco-dependent (received a Phase II or a tobacco buyout check) as required by the Kentucky Ag Development Board. There are no specific educational requirements.
- **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 Director's office. Nomination forms are available online at http://www.uky.edu/ag/kalp/application/online_noms.php or upon request at 859-257-7292. Nominees will be informed of the application process. Applicants and their spouses (where applicable) will have a personal interview as part of the final selection process.
- **Application Process** – All applicants must complete a packet which consists of the *Program Application Form*, a *Spouse Supporting Application Form* (if applicable), an *Employer Supporting Application Form* (if applicable), three individuals (non-family members) to complete the *Recommendation Form*, and sign a *Participant Commitment Form*. Application materials are available online at <http://www.uky.edu/ag/kalp/application.php>. Applicants are strongly encouraged to submit applications electronically. Hard copy applications are available upon request.
- **Selection Committee/Process** – The participant selection committee will consist of appointed members from the program advisory board, excluding program directors. The selection committee will review all applications and select a slate of candidates for a personal interview. Spouses are strongly encouraged to participate in the interview.
- **Selection Criteria** -- The program consists of a class of 20 individuals who are motivated to improve their leadership, management, and communication skills in order to elevate the image and profitability of Kentucky 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 Kentucky agriculture and to the success of the KALP
 - A willingness 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 employee, government agency) or from a family will be selected for each class. At least two-thirds of the class should be comprised of individuals (either full or part-time) directly involved in production agriculture.

Participant Outcomes

- More informed on ag 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 participants 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 200 alumni with impacts on farm profits, careers, and quality of life for participant families and rural communities

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, and Kentucky agriculture. All participants are expected to:

- attend all seminars, trips, 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, 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
- actively participate in alumni activities following graduation

Code of Conduct

The following items relating to how participants will conduct themselves while participating in the program 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 which will consist of approximately 50 days over a 15-18 month period. Participants agree to arrive on time and not to leave early. Allowances will be made for family/business emergencies, natural disasters, and other extreme situations that are deemed acceptable by the program directors. Participants are expected to notify the directors prior to the seminar (if possible) of any anticipated absences, late arrivals or early departures which may result in additional participant fees to cover committed hotel/dining expenses. Participants who miss more than one seminar without an approved absence will 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 the State of Kentucky, the Kentucky Agricultural Leadership Program and the agricultural industry. 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 local smoking/tobacco product regulations.
- **Cell Phones/Blackberries/iPhone/Laptops Policy** -- All cell phones, blackberries, iPhones, etc are to be turned off during formal seminar sessions. Laptops may only be used for program activities during formal seminars sessions. Participants are free to use their cell phones/blackberries/iPhones/laptops during breaks and after formal seminar sessions.
- **Dress Code** – Dress and appearance is part of professionalism so KALP participants are required to abide by the following dress codes which will be announced prior to each seminar. Generally, business casual is required for most domestic formal seminar sessions. Business attire will be required for the Washington D.C. and Frankfort travel seminars, while business casual will be appropriate for field trips and international travel. Jeans, tennis shoes, shorts, and hats are strictly prohibited.

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

Business Casual: **Men** – casual slacks, such as khakis, and collared shirts, such as polos, casual shoes
Woman – casual slacks, skirts, blouses, polos, casual shoes

Funding/Participant Expenses

- **Program Expenses/Tuition** – Participants will pay \$2000 for the program payable in two \$1000 installments. The first installment will be due by December 15 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. The total cash cost of a participant is an estimated \$15,000, with approximately \$10,000 of additional in-kind support. The remaining participant costs are funded by program alumni, agribusinesses, farm organizations, and others supporting the program. 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 all transportation costs for each seminar trip.

- **Program Funding** – Funding for the program is provided by Kentucky Agricultural Development Board, participant tuition fees and contributions from agribusinesses, farm organizations, program alumni, and others supporting the program. For a list of program sponsors and more details on program funding and ways to contribute go to <http://www.uky.edu/ag/kalp/sponsors/sponsors.php>. All donations will be recognized by the program in various ways and are tax deductible.

Seminar Information

- **Seminars** – The program consist of ten seminars, including trips to Frankfort, Washington D.C, Kentucky agribusinesses, and to visit agriculture in another state, along with an international trip which is selected with input by the participants. Kentucky based seminars will be conducted at various locations across the state. Educational (non-travel) seminars generally will be 2-3 days in duration. Seminars generally occur once a month in January, February, March, July, October, November, and December. Seminar topics focus on:
 - Leadership, Communication, and Management Skills including:
 - What it takes to be a leader?
 - Making presentations
 - Working with the media
 - Etiquette and business protocol
 - Teamwork
 - Working with different personalities
 - Decision-making
 - Conflict resolution
 - Understanding the Political Process at the National, State, and Local Levels
 - Agricultural Issues and Policies including:
 - Agricultural commodity policy
 - Environment policy
 - Food safety policy and regulations
 - Macroeconomic policy
 - International trade policy and globalization
 - Current food and ag issues affecting farmers, agribusinesses, consumers and rural communities
- **Travel Seminars**
 - A five day domestic travel seminar to Washington D.C. to learn about the federal public policy process and to interact with national leaders and government agencies.
 - A five day domestic travel seminar to another state to visit with farmers and ag leaders to better understand their agricultural economy, issues and challenges (budget permitting) Previous classes have visited the central valley in California and North Carolina.
 - A 12-14 day international travel seminar to visit a major agricultural producing region of the world that is a competitor of Kentucky and U.S. agriculture. In addition to observing agriculture in another country, the international seminar exposes participants to differing cultures and customs and allows class members to grasp a better understanding of the effect that globalization is having on the U.S. agricultural and overall economies. Previous classes have traveled to Brazil, Argentina, Chile, and Mexico.

Other Seminar Information

- **Moderator** -- Each participant will serve on a rotating basis as a moderator for a seminar session which will include introducing the speaker, preparing the room (setting up audio-visuals used by the speaker, adjusting lights, 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 basis (as determined by the program directors) with the exception of the seminars involving spouses.
- **Spouses** – Spouses are an important part of this program and thus need to be knowledgeable about the program and supportive of their husband/wife. By agreeing to their spouse's participation in this program, they are making a great sacrifice which ideally will benefit their marriage, their community, and Kentucky agriculture. Spouses are asked to submit a spousal commitment form as part of the participant's application. Spouses (but no other family members) will be invited to participate in the second seminar, a summer outing, and graduation at the program's expense. However, spouses or other family members will not be allowed to attend other seminars.

Miscellaneous Info

- **Advisory Board** – An Advisory Board, consisting of representatives from regional universities, the Kentucky Agricultural Development Board, the Governor's Office of Agricultural Policy, 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.
- **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 222 participants covering eight different classes. A list of program alumni can be accessed at <http://www.uky.edu/ag/kalp/about/alumni.pdf>