



APPLICATION FORM – CLASS 8

2011-2013

Please print or type

Date: _____

1. Full name: _____
Last name First name Middle name

Complete home address: _____

2. Business name (If other): _____
Address: _____

3. Telephone #: _____ (Home) _____ (Office) _____ (Cell)
Fax#: _____

4. E-Mail: _____

5. Primary Occupation: a) Farming: _____ b) Other: _____
(Circle only 1)

6. Secondary Occupation (If applicable): _____

7. Please give details of **primary** occupation; if farming, describe your operation including crops/livestock produced, size of operation, etc. If not farming, please indicate employment details as well as employer, type of business as well your job description.

8. Please give details of **secondary** occupation, if one exists. If farming, describe your operation including crops/livestock produced, size of operation, etc. If not farming, please indicate employment details as well as employer, type of business as well your job description.

9. Other agricultural production/farming experience.

10. Other agri-business/non-production work experience (i.e. ag-chemical, ag-education, food processing, distribution or marketing, ag-associations, etc.)

11. Education, including high school, college/university and short courses.

Name of school	Date of completion	Highest level	Field of study
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other education: _____

12. Indicate your past and current involvement in organizations, including high school college/university, civic, government etc.

Organisation	Dates of membership	Office held
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

13. Of the community organisations mentioned above, name one specific program you personally initiated, or played a leadership role.

14. Identify any honours, awards, or recognitions that you have received for your work or community involvement, briefly explain who granted the recognition.

15. Indicate any foreign travel experience noting if pleasure or business. Please indicate countries and dates.

Please provide an answer to the following questions on a separate sheet of paper.

16. List and discuss briefly what you consider to be **3** most important issues facing society, in order of priority. How to these relate to problems in your own community and nation?

17. Why do you want to be a participant in the Atlantic Agricultural Leadership Program?

18. How do you plan to use the knowledge/ skills /experience you will gain if you are selected?

19. Evaluate your potential as a leader. Please be specific.

20. List four references (two personal, two businesses) that we may contact to assess your potential for the program.

Business

Name: _____

Title: _____

Telephone #: _____

E-mail: _____

Name: _____

Title: _____

Telephone #: _____

E-Mail: _____

Personal

Name: _____

Title: _____

Telephone#: _____

E-mail: _____

Name: _____

Title: _____

Telephone #: _____

Title: _____

21. Personal Commitment

I have read the AALP Fact Sheet, Selection Criteria and Personal Commitment form. I understand that participants are expected, and must make a commitment, to participate fully in all seminars, travel study and funds raising activities. I give AALP permission to contact the references supplied. I understand that selection of applicants is the sole responsibility of the AALP Selection Committee. I hereby certify that all statements made in this application are true and complete.

Signature: _____ Date: _____

IMPORTANT

If other than self-employed, please attach employer's commitment form.
If you have a business partner, please attach business partner's commitment form.

Mail complete application along with employer/business commitment form and a non-refundable deposit of \$100.00 to:

AALP
925 Coverdale Road
Riverview, NB
E1B 5E6
Or E-mail to aalp@rogers.com

For more info please call Monique McTiernan, Executive Director @: 506-204-5976.

Please find attach for your information the Policy Manual for Atlantic Agricultural Leadership Program.

Atlantic Agriculture Leadership Program Inc.

Policy Manual

Responsibilities of an AALP Participant

I will conduct myself at all times, both during seminars/tours and during “unscheduled time”, in a manner that positively reflects the reputation of the Program, other people, and myself, as I acknowledge that I am an ambassador for the program.

I understand that the Executive Director has the responsibility of administering the Program as well as the management decision-making processes related to this two-year experience, subject to review by the AALP Board of Directors.

Concerns that arise should be communicated to the Executive Director at the discretion of the AALP Participant.

I understand that suggestions for speakers are encouraged from participants but final decisions on speakers are left to the discretion of the Executive Director. The Executive Director coordinates speakers for the Program and all contacts are to be made by the Executive Director unless otherwise directed.

I agree to serve as a meeting chair after the initial seminar and to assist with speaker thank you notes.

I agree to prepare and give presentations, as required.

I agree to complete all assignments in a timely manner.

I agree to participate in fund-raising activities.

I agree to the use of my name, city/town, photograph, publicity statements that I may make about the program, and other reasonable information as may be needed to publicize my participation in this program.

I understand that I am responsible for arranging and paying the costs of all ground transportation to and from seminars and to (from) study tour start (end) points.

I understand that spouses, other family members, and other persons are not permitted to attend seminars and tours unless specified in the program for the event. Case-by-case exceptions may be made by the Executive Director.

I understand that I am expected to room with someone of my own gender, as assigned by the Executive Director. Exceptions are seminars/tours specifically noting the involvement of significant others, or documented medical needs. For those individuals requiring a single room, all cost for that room will be assessed, and payable at the beginning of each seminar/tour by the participant.

I understand that I am expected to arrive on time and to participate fully to the end in all seminars and tours. Exceptions are to be reviewed with the Executive Director.

I understand that should an emergency prevent me from arriving on time, or requiring me to leave early, it is my responsibility to inform the Executive Director immediately.

I understand that if at the end of a session the weather is too hazardous for driving until the following day, I will be given the option to stay over, and the Program will cover associated costs to include: sleeping accommodation charges and standard meals.

I understand that meals will be “group” whenever possible.

I understand that for most meals not organized by the Program, I will be given a meal allowance.

I am responsible for entertainment costs, incidental costs, or any other additional expenses I incur. (E.g. phone calls from hotel room, room service, or other personal expenses I incur.) These charges must be settled upon check-out at each seminar or during tours.

I am responsible for the total tuition fee and the purchase of a passport.

- The first year’s fee is to be paid on or before the first day of the first seminar of the first year.

- The second year’s fee is to be paid on or before the first day of the first seminar of the second year of the program.

- Cheques should be made out to “Atlantic Agricultural Leadership Program Inc.”

- If payment arrangements are made (submitted in writing), I agree to abide by set arrangements. My signature is a contractual agreement.

I agree that failure to provide for the tuition or payment arrangements will result in the withdrawal from the program.

I understand and agree that the Program reserves the right to remove anyone from the Program who does not meet these responsibilities.

Attendance/Participation Policy

Full attendance and strong participation at every seminar and tour are directly related to the value of the experience for the entire class, as well as individual participants. Meeting one’s commitments is a matter of personal integrity.

AALP participants are expected to make a commitment to attend all seminars and tours, without exceptions. Participants are expected to arrange their schedules so that they can meet their commitment. Failure to meet this commitment may lead to termination from the program.

Notification of Absence

Any absences require prior notification to the Executive Director.

Excused Absence

1. Absence can be for unavoidable work-related emergencies, which necessitate missing all or part of a seminar/tour.
2. Absence can be for illness or injury.
3. Absence can be for a family, business, or personal emergency.

Requests for excused absences under extenuating circumstances not listed above must be provided within three (3) days of the conclusion of Seminar/Tour. Unless impossible, call the AALP office several days in advance of seminar/Tour so lodging and meals adjustments can be made.

Termination Procedure

Reasons for Termination

The following circumstances are considered just cause for termination:

1. Absent at the first Seminar.
2. More than one unexcused absence in either year of the program.
3. Cumulative absences, excused and unexcused, totalling more than two seminars/tours in a year.
4. Disregard for instruction, neglect of individual responsibilities, or demonstrated lack of support of program goals.

Termination Procedures

1. Absence will be documented by the Executive Director.
2. After one unexcused absence, or after cumulative excused absences equivalent to one full seminar, a letter requesting an explanation in writing and a copy of the Attendance and Participation Policy will be mailed or personally delivered to the program participant.
3. Failure to comply with policy requirement will result in a formal review by the Executive Director and AALP Board.
4. The AALP Board will consider all information available and any extenuating circumstances prior to making a recommendation regarding termination.

5. Final decision to terminate will be made by the Executive Director in consultation with the Chair of the AALP Board of Directors.
6. If a decision to terminate is challenged, the case will be brought to the Committee of the Board of Directors for resolution.

Notification of Termination

The Executive Director shall provide notification of termination with copies distributed to the AALP Board for informational purposes only. The AAP Board shall review terminations at meetings to ensure they follow policy.

Code of Ethics

The Atlantic Agricultural Leadership Program believes that program participants are committed to a program of Leadership development and will conduct themselves with integrity in a manner befitting a leader.

As a participant in the AALP program, I will be exposed to points of view, value systems, allegiances, and individual beliefs, which may or may not agree with my own perspectives. I will operate in an environment of mutual respect and tolerance of others and their viewpoints.

I will honour the reputation of the Program, my fellow class members, AALP staff, guests and myself, by always conducting myself in an appropriate manner.

I will treat fellow participants, the AALP staff and alumni, speakers and guests with respect and dignity.

Certification

I certify that I have read the AALP Policy Manual, comprising the Responsibilities of an AALP participant, Attendance/Participation Policy, Termination Procedure, and the Code of Ethics. The Executive Director of AALP has reviewed this document with me and I have been provided with a copy.

I AGREE TO uphold and follow these conditions and responsibilities and realize that failure to do so could result in the withdrawal of an offer to participate, removal from the program once the class is started, and/or denial of a certificate of completion.

Program Participant

Date

Witness

Date