

# KENTUCKY AGRICULTURAL LEADERSHIP PROGRAM

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## PARTICIPANT HANDBOOK



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# TO IDENTIFY, DEVELOP, AND MOTIVATE KENTUCKIANS FOR EFFECTIVE LEADERSHIP IN AGRICULTURE AND RURAL COMMUNITIES



MISSION OF  
THE KENTUCKY AGRICULTURAL  
LEADERSHIP PROGRAM





# PROGRAM OBJECTIVES



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Prepare participants to assume leadership roles in agriculture, agribusiness, and rural communities by developing self-awareness, confidence, and communication skills

Broaden participants' understanding of public policy issues at the local, state, and national, and global levels

Inspire intellectual ambition through diverse/authentic learning opportunities

Equip participants to examine issues from multiple viewpoints

Facilitate participants' collaboration and networking with other professionals including more than 300 program participants

Encourage lifelong learning and development as a leader, to share those skills with others, and to develop innovative for the future of agriculture and rural communities



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# PARTICIPANT EXPENSES



## TUITION / PARTICIPANT PROGRAM EXPENSES -

Participants in Class 13 will pay \$2,500 in tuition for the program. Payment plans can be arranged. Checks should be made payable to the University of Kentucky, with "KALP" in the memo line and mailed to the program address. Participants may pay the tuition fee personally or may solicit funding from local sponsors.

In addition to tuition expenses, participants will be responsible for in-state transportation costs to/from seminar locations, travel incidentals, and a few meals when a group activity is not planned.

The program will cover all lodging, in-program transportation, and many meals. The total cash contribution per participant is estimated at \$15,000, with approximately \$10,000 to \$15,000 of additional in-kind support.

Participants will be held liable for any program 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 participant fee refund.



# PARTICIPANT EXPECTATIONS

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It is an honor to be a part of this program and thus participants are expected to be responsible leaders who protect a positive image of themselves, KALP, their communities, and agriculture. All participants are expected to:

- 01 Agree to mandatory attendance for all seminars, trips, and program activities;
- 02 Be punctual for all seminars and activities;
- 03 Be committed to learning and personal growth;
- 04 Be courteous and respectful to class members, speakers, tour guides, vendors, donors, guests, alumni, and program staff;
- 05 Interact with all class members and participate in program activities such as assignments, presentations, and discussion sessions;
- 06 Respectfully listen to and interact with speakers or class members with differing ideas, beliefs, and value systems;
- 07 Actively participate in alumni activities following graduation;
- 08 Facilitate seminar sessions upon request by the program staff;
- 09 Grant permission for use of name, photo, and description of farming/business operation for press releases and other program promotional materials;
- 10 Adhere to any additional expectations dictated by program staff.





# CODE OF CONDUCT

The following items will be reviewed and discussed by the class during the first seminar. Facilitators are expected to assist KALP staff in addressing any issues that may affect the success/reputation of the program, including the following:

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## ATTENDANCE POLICY

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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 until adjournment. Participants are expected to stay overnight at the seminar hotel locations. We understand you have businesses and families, which we respect. Thankfully, you, your families, and your employers have made the commitment to the time and travel associated with participation in KALP. 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 will have to prioritize and balance your commitment to your families, your businesses, your fellow KALP class members, and our investors. Participants **WILL** be held liable for any expenses associated with their absence. Participants who do not adhere to this policy may forfeit travel seminar opportunities and may be dismissed from the program without a participant fee refund.

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## ALCOHOL POLICY

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As leaders and program participants you are representing your state, your industry, and the Kentucky Agricultural Leadership Program. Consequently, excessive consumption of alcohol during and scheduled KALP events is unacceptable (including after hours) 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 official seminar sessions. Socializing, with alcoholic beverages, in a responsible manner, is permitted after seminar sessions have concluded for the day.





# CODE OF CONDUCT

The following items will be reviewed and discussed by the class during the first seminar. Facilitators are expected to assist KALP staff in addressing any issues that may affect the success/reputation of the program, including the following:

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## ELECTRONIC DEVICES

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Phones/laptops/tablets may be used only for program activities during seminar sessions. Participants are welcome to use electronic devices during scheduled breaks and after seminar sessions have concluded. We encourage participants to communicate with one another, informally, outside of official KALP communication.

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## ASSUMPTION OF RISK

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Program participants acknowledge that their participation in the Kentucky Agricultural Leadership Program is voluntary and they do so of their own free will. Participation, by its very nature, includes certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. Program participants acknowledge the risks that are inherent in the Program and understand they are ultimately responsible for their own safety.

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## SEMINAR FACILITATION

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Each participant will serve on a rotating basis as a facilitator for a seminar session. Duties will include acting as moderator, introducing the speaker, assisting staff in regulating the day's activities (including monitoring adherence to participant expectation policies), taking photos for social media, writing a synopsis of seminar activities for the website/newsletter/social media, and facilitating questions/discussions.

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## ROOMING POLICY

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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. Rooming assignments will be provided by program staff.

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## SIGNIFICANT OTHERS / DOMESTIC PARTNERS

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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 will ideally benefit their relationship, their community, and agriculture. Building a cohort is important to the success of relationship development in each class, so we expect participants to attend seminar sessions independently. Domestic partners will be invited to participate in the second seminar and graduation, at the program's expenses.

# DRESS CODE

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Attire will be indicated on the program/agenda for each seminar. Professional Attire can be broken down to 3 levels as follows:

## LEVEL 1: BUSINESS PROFESSIONAL

This level is conservative attire. Examples of venues: interviews, formal affairs such as banquets, awards programs, and fundraising events where high level executives/sponsors attend and dining and/or seating is formal. Appropriate choices include: business suit, pant suit, blazer/dress slacks, dress and/or jacket, tie and dress shoes.

## LEVEL 2: BUSINESS CASUAL

This level is semi-conservative and for a more relaxed professional setting, but not casual. Appropriate choices include: sweater or shirt with a collar, dress pants, khakis, or non-tattered Jeans, moderate length dress or Skirt, nice shoes. No tie is required.

## LEVEL 3: CASUAL

This level is very relaxed and not a typical, acceptable category of dress for the workplace. There are occasional Extension work environments that would find this dress acceptable such as 4-H Camp, Farm Visits, Field Days, Farmers Markets, and some networking events. Appropriate choices include: jeans, shorts (below thigh), capris, organizational/University t-shirts, athletic shoes, sandals.

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KALP participants need to be mindful that they are always a representation of their industry and state. Unacceptable attire includes: shirts that are cut-off or sleeveless; tee/sweat shirts with alcohol, drug or sexual innuendos; tops with spaghetti straps; or that show cleavage, are mid-drift or “see through”; shorts that are above the thigh or exposing hip area; jeans that are soiled, frayed, have holes or rips, baggy or exposing hip area; leggings in place of pants; beach style flip flops unless as a shower accessory; sweat suits or athletic gear unless teaching an exercise workshop or participating in an athletic event.

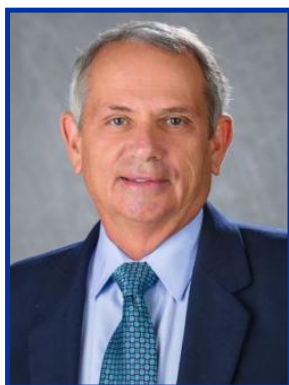
When in doubt always err on the side of caution and choose a more conservative level. It is better to be overdressed. Be sure that your clothes fit properly, your hair is neat, and your fragrance is at a minimum. All of these elements are a part of a professional presentation.

**AND, YOU'RE NEVER FULLY DRESSED WITHOUT... YOUR NAME TAG.**





# MEET THE KALP TEAM



**STEVE ISAACS, PhD**  
KALP Co-Director

An Extension Professor in the Agricultural Economics department, Dr. Isaacs has been at UK for over 20 years, as a farm management specialist with programs in farm financial management, human resources management, and the economics of injury prevention. Steve also facilitates workshops on transition and succession planning. Dr. Isaacs serves as the director of the UK Income Tax Seminar Program, which provides continuing education to tax preparation professionals in Kentucky.



**WILLIAM SNELL, PhD**  
KALP Co-Director

An Extension Professor in the Agricultural Economics department, Dr. Snell has been at UK since 1989. Dr. Snell's extension programming has focused on tobacco economics, agricultural policy, trade, and the macro ag economy. During his career at UK, Will has made presentations to local, regional state, national, and international audiences, including testimonies before various committees of the U.S. Senate and U.S. House of Representatives and the Kentucky General Assembly.



**EMILY ROE BROWN, MA**  
KALP Program Coordinator

Emily also teaches Human Resource Management in Agriculture and facilitates extension programming. She is currently pursuing an Ed.D. in Educational Leadership, focusing on workforce development.



**KATHY ROE, MA**  
UKITS Program Coordinator

Kathy has been coordinating the UK Income Tax Seminar Program since 2008. When she is not providing continuing education to Kentucky tax professionals, Kathy can be found assisting with KALP programming.

Date	Location	Session
February 16-18, 2022	Lexington	#1: Define "Leadership"
April 11-13, 2022 **	Lexington	#2: Knowing Self, Leading Others
May 18-20, 2022	Louisville	#3: Leadership and Civil Discourse
July 18-21, 2022	Eastern Kentucky	#4: Rural Resources and Issues
October 23-26, 2022	Hopkinsville / Murray	#5: Communication and Media
December 7-9, 2022	Owensboro	#6: Agricultural Policy and Trade
February 7-9, 2023	Frankfort	#7: State Leaders and Policy
March 13-17, 2023	Washington D.C.	#8: Federal Leaders and Policy
May 12-18, 2023	New England	#9: Domestic Learning Journey
July 10-21, 2023 *	TBA	#10: International Learning Journey
August 11, 2023 **	Lexington or Louisville	Graduation Celebration

\*8-12 days within this window

\*\*Domestic partners invited to participate

2021 - 2023

# Class 13

**KALP SEMINAR SCHEDULE**



THE KENTUCKY AGRICULTURAL  
LEADERSHIP PROGRAM

C L A S S



## CONTACT US

302 C.E. Barnhart Building  
Lexington, Kentucky 40546-0276

e.brown@uky.edu  
@kyagleadership

