

Leadership *Allegany!* Rising Memorandum of Agreement

(Please sign and include with application form)

Welcome to the **Leadership *Allegany!* Rising** Class of 2023, a program dedicated to providing positive change by creating a network of future leaders committed to impacting their community. We hope you find the program to be informative, rewarding as well as engaging. The **Leadership *Allegany!* Rising** program is administered by a volunteer Steering Committee who make a substantial investment in you and in return ask for your commitment. **Please review the following policies and procedures, sign and date the form to confirm both your understanding and acceptance of the agreement and return to your guidance counselor along with your application no later than September 2, 2022. Please keep a copy for yourself.**

Attendance

Leadership *Allegany!* Rising strives for full attendance from all class participants to ensure interaction among class members. Interaction cannot occur without class members being in class. Therefore, all participants are expected to commit the time and energy necessary to complete the program. Participants must commit to attend **ALL** sessions. **This policy is strictly enforced.** All session activities will occur within the scheduled school day. Dates are as follows:

Orientation – September 15, 2022

Healthcare/Social Services Day – October 13, 2022

Government Day – November 10, 2022 / Snow Date of November 17, 2022

Business/Economic Development Day – January 19, 2023/ Snow Date of January 26, 2023

Higher Education Day – February 9, 2023 / Snow Date of February 16, 2023

Graduation – March 9, 2023/Snow Date of March 16, 2023

Absences

The **Leadership *Allegany!* Rising** Committee understands that an absence for illness, family death, etc. can occur. Therefore, advanced notification of any absence is required and should be reported to **Peg McKenzie, Allegany County Chamber of Commerce**, as far in advance of the date of the absence as circumstances permit. All absences will be reviewed on a case-by-case basis. In the event of an emergency, please contact Peg by cell phone at 301-697-4130 or at the Chamber office at 301-722-2820.

Phone Calls, Cell Phones, Smartphones and Texting. Out of courtesy and respect to our speakers, presenters and other classmates we ask that you refrain from making calls during the sessions. **Answering calls on cell phones, answering or checking email on Smartphones and/or other electronic devices or texting during sessions is not permitted.** Please provide your family with the Chamber office phone number (301-722-2820) in case an emergency occurs. In the event that you use electronic devices during a class session you will be fined \$10.00 for each offense, payable that day.

Meals

Leadership *Allegany!* Rising covers all programming expenses including meals and transportation (where applicable).

Dietary Restrictions, Food Allergies and Special Needs

If you require any special dietary restrictions, please contact Peg McKenzie at the Allegany County Chamber of Commerce (301-722-2820) so that special arrangements can be made when planning menus. Also, if you require special needs, please notify Peg as soon as possible so that necessary arrangements can be accommodated.

Confidentiality

Open and candid discussion among **Leadership Allegany! Rising** class members and various guest speakers are an essential element to the success of the program and is strongly encouraged. This exchange of opinions and ideas is made possible by the expectation that all participants will treat written and oral comments made during any topic day as **confidential**. Information received during the program is for the sole use of **Leadership Allegany! Rising** participants and should not be disclosed without approval. Class members acknowledge that they have an obligation to **Leadership Allegany! Rising** and will not at any time during the program, either directly or indirectly, divulge, disclose or communicate to any other person, firm or organization, nor to any individual other than a **Leadership Allegany! Rising** participant, any confidential information.

Evaluations

At the conclusion of each topic day, you will be required to complete an evaluation form. Your cooperation in completing these evaluations is greatly appreciated and offers valuable feedback to improve future classes. The evaluations are reviewed by members of the **Leadership Allegany! Rising** Steering Committee.

Topic Day Agenda

A topic day agenda will be emailed to you prior to each program day outlining the details for that day including times, accommodations, meal selections (if applicable), attire for the day, etc. Reminders may also be sent by email.

If you have any questions or concerns, please contact Peg McKenzie at the Chamber office at 301-722-2820, fax: 301-722-5995, or e-mail: peg@alleganycountychamber.com.

(Signature - Class of 2023 Member)

(Date)

(Please print name)

(Signature of Parent/Guardian)