



## Memorandum of Agreement

Welcome to the Leadership Allegany Class of 2025, a program designed to identify regional issues and provide participants with a deeper understanding of the workings of the county and state systems. We hope you find the program to be informative, rewarding as well as entertaining. The Leadership Allegany program is administered by a volunteer Steering Committee of alumni 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 the Chamber office either by email ([info@alleganycountychamber.com](mailto:info@alleganycountychamber.com)) or fax (301-722-5995) no later than August 23rd. Please keep a copy for yourself.**

### Attendance

Leadership Allegany 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 attending all sessions. One **excused** absence (*defined as one full day or a total of 9 hours*) is permitted. A regular session day is 9 hours (usually 8:00 am to 5:00 pm). Attendance at the Orientation Retreat and State Government Day are both **mandatory**. **This policy is strictly enforced.**

Leadership Allegany is aware of the variety of demands placed upon individuals of the class, and every effort will be afforded to class participants in accomplishing their graduation requirements. If circumstances beyond your control cause you to miss more than the total of one monthly session you will be afforded the opportunity to make up the missed class session the following year. If Leadership Allegany has incurred a cost due to an absence or late cancellation, a fee to cover the cost of the makeup day may be assessed.

Advanced notification of any absence including late arrival and early departure is required and should be reported to **Juli McCoy at the Chamber**, as far in advance of the date of the absence as circumstances permit. In the event of an emergency, please contact Juli by cell phone at 301-697-5417 or at the Chamber office at 301-722-2820.

### Cell Phones

Please limit accepting or making phone calls, checking or answering emails, texting and use of social media to allotted break times during the program days. Cell phones should be silenced and/or out of sight when the class is in session. Give your classmates and the invited presenters your uncompromised attention.

### Tuition

Once selected, if a participant withdraws or is dismissed from the program at any time and for whatever reason, that participant shall not be entitled to have any portion of their tuition refunded. Withdrawal or dismissal from the program will also preclude a participant from becoming a graduate of the Leadership Allegany program at the conclusion of the program.

**Meals and Accommodations**

Leadership Allegany tuition covers all programming expenses including meals and any overnight accommodations. The name and phone number of the hotel where participants will be staying will be provided in advance. Bus transportation to Annapolis, Maryland for State Government Day is also included as part of your tuition.

**Dietary Restrictions and Food Allergies**

Dietary restrictions and food allergies are reported on the application. If there are changes to this, please contact Juli McCoy at the Allegany County Chamber of Commerce (301-722-2820) so that special arrangements can be made when planning menus. If you require special needs throughout the program, please notify Juli as soon as possible so that necessary arrangements can be accommodated.

**Confidentiality**

Open and candid discussion among Leadership Allegany class members and various guest speakers are an essential element to the success of the program and is strongly encouraged. Information received during the program is assumed not to be of strict confidence and is for Leadership Allegany participants to use in a positive way. From time to time, participants will have opportunities to share personal information and details, at their choice, and class members should acknowledge that they have an obligation to their fellow Leadership Allegany classmates not to - either directly or indirectly - divulge, disclose or communicate to any other person, firm or organization, confidential or personal information.

**Photo Release**

Photos are taken throughout the course of the Leadership Allegany experience. By way of signature below, you provide permission to use these photos in press releases, social media posts, and on the Allegany County Chamber of Commerce website.

**Evaluations**

At the conclusion of each topic day, you will be asked 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 Steering Committee.

**Topic Day Agenda**

A topic day agenda will be e-mailed to you prior to each program day outlining the details for that day including times, accommodations, meal selections, attire for the day, etc.

If you have any questions or concerns, please contact the Chamber office at 301-722-2820, or e-mail: [info@alleganycountychamber.com](mailto:info@alleganycountychamber.com).

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**(Signature - Class of 2025 Member)**

**(Date)**

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**(Please print name)**

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**(Signature of Supervisor/Employer – if applicable)**