



# Leadership Allegany Rising Memorandum of Agreement

(Please sign and include with application form)

Welcome to the Leadership Allegany Rising Class of 2025, 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 6, 2024. 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 12, 2024

Healthcare/Social Services Day – October 10, 2024

Government Day – November 7, 2024 / Snow Date: November 14, 2024

Business/Economic Development Day – January 9, 2025/ Snow Date: January 16, 2025

Higher Education Day – February 13, 2025 / Snow Date: February 20, 2025

Graduation – March 13, 2025/Snow Date: March 20, 2025

## **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 Juli McCoy, *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 Juli by cell phone at 301-697-5417 or at the Chamber office at 301-722-2820.

## **Cell Phone Use**

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, answering or checking email, 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.

## **Meals**

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

## **Dietary Restrictions, Food Allergies and Special Accommodations**

If you require any special dietary restrictions, have a food allergy or require special physical accommodations, these should be noted on your application with appropriate detail to aid in meeting needs.

**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 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 Juli McCoy at 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 Parent/Guardian)**

**Photo Release**

I grant permission to the Allegany County Chamber of Commerce Leadership Allegany Rising program and authorize the reproduction, copyright, exhibition, and/or distribution of any photographs taken of me throughout the course of the program without limitation for the purpose of marketing the program.

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

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**(Signature of Parent/Guardian)**