

IX. Description of liabilities

Internship

- Program Agreement



Internship Agreement

Beginning Farmer Rancher Development Program

Developing the Next Generation of Sustainable Farmers in Georgia Grant



Internship Agreement
Georgia Organics & Farmer Host

Farmer Host's Responsibilities:

- Provide a learning experience with technical instruction, to Journeyman Farmer, using the *Knowledge Matrix*, between the date of this agreement and _____, 20_____.
- Proactively communicate with your Journeyman Farmer.
- Farmer Host is required to have an up-to-date farm liability insurance policy and Journeyman Farmer should be named as additional insured. Send a copy of the certificate of insurance to Farmer Services Coordinator.
- Subject to environmental conditions, Journeyman Farmers must work a minimum of 20 hours per week. The Farmer Host must establish an assigned schedule, agreed upon between you and your Journeyman Farmer, which should be submitted to the Farmer Services Coordinator by the Journeyman Farmer.
- Complete an evaluation at the end of your service with the intern.

Georgia Organics' Responsibilities:

- GO will cover the costs of your Intern's stipends to offset cost of living for six months
- Georgia Organics will remit copies of the following documents:
 - *Grievance Policy*
 - Knowledge Matrix

Please sign below to indicate you understand and accept the terms of this agreement. Scan and return by e-mail to tenisio@georgiaorganics.org, fax to 678-702-0401 or mail to 200-A Ottley Drive, Atlanta, GA 30324.

Farmer Host Signature

Date

The Journeyman Farmer Certificate Program is financially supported by USDA NIFA's Beginning Farmer and Rancher Development Program.

**Internship Agreement
Georgia Organics & Journeyman Farmer**

Journeyman Farmer's Responsibilities:

- Proactively communicate with your Farmer Host. They are contracted to work with you, so don't feel like you're imposing by communicating with them.
- Remit documentation of how time is spent with your Farmer Host via Time Card to Farmer Services Coordinator.
- Complete *Knowledge Matrix* bi-monthly beginning with the month you sign this agreement and submit it to Farmer Services Coordinator upon request.
- Subject to environmental conditions, Journeyman Farmers must work a minimum of 20 hours per week. You must follow an assigned schedule, agreed upon between you and your farm host, which should be submitted to the Farmer Services Coordinator.
 - Absenteeism & Tardiness
 - Missing more than two scheduled workdays without notification and/or more than three with notice, unless due to an emergency or force majeure, warrants discharge from JFCP. If you are late more than one hour without notice, the day will be counted as an absence. If you are late more than one hour with or without notice, more than three times, you will be discharged from JFCP.
 - Missing one evaluation with Georgia Organics Farmer Services Coordinator staff, without notice, or two evaluations with notice, warrants discharge from JFCP.
- Complete program evaluation after your participation in the program is complete.

Georgia Organics' Responsibilities:

- Journeyman Farmer will receive \$4000 total (\$400 bi-weekly) in stipends to offset cost of living for six months between the date of this agreement and _____, 20_____. Payments to Journeyman Farmers require a time card, signed by the Farmer Host, submitted to Georgia Organics, which should include name, mailing address, and number of hours worked for the pay period. Time cards may be submitted electronically to the Farmer Services Coordinator on a weekly basis. Georgia Organics will remit payment within five (5) business days of receipt of time card.
- Georgia Organics will remit copies of the following documents:
 - *Grievance Policy*
 - *Knowledge Matrix*

Please sign below to indicate you understand and accept the terms of this agreement. Scan and return by e-mail to tenisio@georgiaorganics.org, fax to 678-702-0401 or mail to 200-A Ottley Drive, Atlanta, GA 30324.

Journeyman Farmer Signature

Date

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Mentorship

- Program Agreement



Mentorship Agreement

Beginning Farmer Rancher Development Program

Developing the Next Generation of Sustainable Farmers in Georgia Grant



Mentorship Agreement
Georgia Organics & Farmer Mentor

Farmer Mentor's Responsibilities:

- Subject to environmental conditions, Farmer Mentor must provide up to 32 hours of technical instruction to Journeyman Farmer between the date of this agreement and _____, 20_____. Technical instruction includes site visits and telephone and e-mail assistance.
 - Send typed invoice containing dates, number of hours, and how the billed time was spent with the mentee to Georgia Organics within one month after service provided
- Proactively communicate with your Journeyman Farmer.
- Journeyman Farmer is required to have an up-to-date farm liability insurance policy and Farmer Mentor should be named as additional insured. Send a copy of the certificate of insurance to Farmer Services Coordinator.
- You must agree to an assigned schedule between you and your Journeyman Farmer, which should be submitted to the Farmer Services Coordinator by the Journeyman Farmer by the 5th of each month.
- Complete an evaluation at the end of your service with the intern.

Georgia Organics' (GO) Responsibilities:

- GO will cover the costs of your travel and consultation honorarium, totaling \$1000 between the date of this agreement and _____, 20_____. You will be allocated \$800 in compensation calculated at \$25/hour for 32 hours. Travel costs to mentee farms are estimated at \$200 for mileage (traveling no more than two hours one way, or 370 round-trip miles at \$0.54/mile). Georgia Organics is not responsible for your time spent above the allocation.
- GO will remit payment within five (5) business days of receipt of invoice logging time spent with mentee
- Georgia Organics will remit copies of the following documents:
 - *Grievance Policy*

Please sign below to indicate you understand and accept the terms of this agreement. Scan and return by e-mail to tenisio@georgiaorganics.org, fax to 678-702-0401 or mail to 200-A Ottley Drive, Atlanta, GA 30324.

Farmer Mentor Signature

Date

The Journeyman Farmer Certificate Program is financially supported by USDA NIFA's Beginning Farmer and Rancher Development Program.

Mentorship Agreement
Georgia Organics & Journeyman Farmer

Journeyman Farmer's Responsibilities:

- Proactively communicate with your mentors. They are contracted to work with you, so don't feel like you're imposing by communicating with them.
- Subject to environmental conditions, Journeyman Farmers may meet with mentors a maximum of 32 hours during the JFCP. You must follow an assigned schedule, agreed upon between you and your farmer mentor, which should be submitted to the Farmer Services Coordinator.
 - Absenteeism & Tardiness
 - Missing more than two scheduled meetings with or without notification, unless due to an emergency or force majeure, warrants discharge from JFCP.
 - Missing one evaluation with Georgia Organics Farmer Services Coordinator staff, without notice, or two evaluations with notice, warrants discharge from JFCP.
- Remit documentation of how time is spent with your mentor via Time Card to Farmer Services Coordinator.
 - Include details of what was done during that time
- Completion of mentor program evaluation after your participation in the program is complete

Georgia Organics' Responsibilities:

- Georgia Organics will ensure Journeyman Farmer receives up to 32 hours of support from mentor between the date of this agreement and _____, 20_____.
- GO will cover the costs of your Mentor's travel and consultation honorarium.
- Remit copies of the following documents:
 - *Grievance Policy*

Please sign below to indicate you understand and accept the terms of this agreement. Scan and return by e-mail to tenisio@georgiaorganics.org, fax to 678-702-0401 or mail to 200-A Ottley Drive, Atlanta, GA 30324.

Journeyman Farmer Signature

Date

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