



Georgia Organics Hands-On Program Manual

Beginning Farmer Rancher Development Program

Developing the Next Generation of Sustainable Farmers in Georgia Grant



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The terms and conditions set forth in this Manual are subject to and should be deemed to be consistent with the terms and conditions of that certain FDP Cost Reimbursement Research Subaward Agreement dated July 15, 2015 between the Pass Through Entity (University of Georgia and the Subrecipient (Georgia Organics), hereinafter the “Agreement.”

I. Introduction to the purpose of program

Georgia and the nation face several interrelated agricultural issues:

- The increasing average age of farmers with the loss of that experience base and ever fewer young people entering farming.
- The lack of economic opportunities in rural areas that negatively impacts schools, churches and other community institutions.
- The need to increase food production without negatively impacting the ecosystems on which we depend.

To help beginning farmers build stable foundations for their new businesses, the Journeyman Farmer Certificate Program (JFCP) has been developed to train and mentor beginning farmers to help them achieve success and sustainability.

After a Journeyman Farmer has completed the business and production courses he or she will be placed in either an internship, incubator farm or mentee position depending on his or her particular needs and situation. For example, if a woman is interested in sheep and has no experience and no land, JFCP will place her in an internship position at a working sheep farm to gain hands-on experience. If a man is growing vegetables on a small scale on his land and wants to become certified organic to capture the price premium in a wholesale market, he would be assigned a mentor to help him improve production. The internship and program will both last six months. The mentorship comprises up to 32 hours of on-farm consulting for the mentee.

To support the growth and long-term success of new farmers, hands-on, on-farm learning opportunities are critical. The hands-on component of the Journeyman Farmer Certificate Program aims to provide the foundational education to create thriving new farmers.

II. Introduction to the expectations of and resources necessary for managing a hands-on, on-farm learning experience.

Georgia Organics is expected to provide the staffing resources of its Farmer Services Coordinator (FSC) to manage the hands-on learning component of the JFCP. This involves:

- Project management
- Site selection
- Applicant selection
- Applicant placement coordination
- Participant and host communication facilitation
- Timely payment facilitation
- Pre- and post-program evaluation

Additional Georgia Organics staff will assist the project through promotion and outreach, administrative assistance, and other means of support as appropriate under the terms of the Agreement.

Lastly, the use of a *Knowledge Matrix* will allow Georgia Organics to measure the level of education the farm host provides in comparison to what the student learns. Georgia Organics will require the farm host for interns to use the Knowledge Matrix as a reference for ensuring she or he teaches each student all there is to know the needed skills about the respective farm operation.

Contrastingly, Georgia Organics will require the intern farm students to complete a Knowledge Matrix bi-monthly, starting on the first month of the hands-on learning period, to gauge the learning development. Additionally, incubator and mentee students will also complete a Knowledge Matrix, however, they will only do so at the beginning and end of the programs, respectively, as a measurement of potential weaknesses in their skill sets.

III. Introduction to the expectations of what host farmers and hands-on, Journeyman Farmer candidates will experience.

JFCP candidates can expect an opportunity to further develop their skills under the guidance of an experienced farmer through the educational benefits of working on a successful and established farm or through technical support offered by a seasoned farmer. Journeyman Farmers are expected to work for their host farmers, in exchange for the knowledge and experience the host farmer has to offer.

The JFCP is intended to enable aspiring new farmers to gain advanced farming experience, skill, and perspective in a relatively safe and supportive environment, buffered somewhat from the high risk of establishing a farm enterprise. Journeyman Farmers also benefit from participating in a supportive network of like-minded, motivated people.

Host farmers can expect the on-farm help of a motivated beginning farmer, who is seeking to learn how to be a successful and thriving farmer from the experience and the host farmer.

IV. Hands-On Module Options

After graduating from the Small Farm Business Planning and Small Fruit & Vegetable Production courses, Journeyman Farmers will learn additional skills through one of three hands-on learning experiences.

Internship (Option 1)

The internship pairs a student with a professional host site over the course of a growing season (typically six months). This option is designed for those just starting who do not have their own land available. He or she will learn about agricultural production and marketing, food and farm safety, and soil and water conservation. The internship provides the most secure method of farming while experiencing all of the variables that come with the profession.

Mentorship (Option 2)

The mentorship is designed for those who have begun farming and have their own land. There is a lot to learn when starting a farm, and one may have many questions beyond the information received in the preliminary training courses. For this reason, students can elect to receive individualized technical assistance in order to answer their questions and get advice. The Journeyman Farmer will meet with a mentor to receive support such as, but not limited to:

- Review crop plans or discuss seed sources.
- Guidance on setting up a seed propagation system.
- Guidance on efficient field techniques such as trellising tomatoes, or identifying and managing pests.
- Discuss marketing opportunities and techniques, such as USDA's *Organic Certification* program and the Georgia Department of Agriculture's *Georgia Grown* program.

Farmer mentors are expected to provide 32 hours of on-farm consulting over a maximum six month period. Mentorships provide the highest level of independence while allowing ones security to be fostered by an expert in the field.

Incubator (Option 3)

This option is designed for those who have some farming experience but do not have their own land. There are limited incubator farm opportunities available. Participants will develop their own crop plan while owning and marketing the harvest on a plot on the farm owner's land.

The farm owner will be available to help with questions about production, marketing, food safety, and more while the student enjoys the independence of managing one's own plot within a secure farm environment.

V. Hands-On Module Application

To enroll in JFCP each Journeyman Farmer must fill out a *Hands-On Module Application*.

The following page contains the *Hands-On Module Application*.

Please select one

Internship _____

Mentorship _____

Incubator _____



Hands-On Module Application

This material is based upon work that is supported by the National Institute of Food and Agriculture, U.S. Department of Agriculture, under award number 2015-70017-22861.

Beginning Farmer Rancher Development Program

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Name	
Address	
Contact	Phone: _____ E-mail: _____
Emergency Contact	Phone: _____ E-mail: _____
How much time can you commit to the Hands-On Module?	Part Time (20 hours +) _____ Full Time (30 hours +) _____
Can you commit to the following hours based upon your program interest?	Internship (20 hours weekly) _____ Incubator (30 hours weekly) _____
What is the current status of the business you want to develop with the Hands-On Module?	Planning stage _____ Start-up (in business less than a year) _____ Existing/Operating _____
How did you hear about this program?	_____ TV or Radio _____ Georgia Organics Conference _____ Newspaper Agency _____ Extension _____ Presentation _____ Internet – Where: _____ _____ Other: _____
Have you taken the business course taught by AgSouth or the Small Business Development Center (SBDC)?	_____ Yes _____ When _____ Check All That Apply (_____ AgSouth _____ SBDC) _____ No
What agricultural skills do you have?	Check all that apply: <input type="checkbox"/> Tractor operation <input type="checkbox"/> Equipment maintenance <input type="checkbox"/> Planting work <input type="checkbox"/> Harvest work <input type="checkbox"/> Packaging/Post-harvest Handling <input type="checkbox"/> Gardening <input type="checkbox"/> Paperwork <input type="checkbox"/> Professional driving <input type="checkbox"/> Inspection services or quality control <input type="checkbox"/> Foreman <input type="checkbox"/> Production manager <input type="checkbox"/> Construction <input type="checkbox"/> Welding <input type="checkbox"/> Electrical repair <input type="checkbox"/> Product sales <input type="checkbox"/> Grew up on a farm <input type="checkbox"/> Other: _____
Explain your interest in the Hands-On Module.	Start my own farm _____ Improve my own farm operation _____ Obtain a better job in agriculture _____ Obtain a better job outside of agriculture _____ Other reason – Specify: _____
Production interest (for placement purposes)	Conventional _____ Certified Organic _____

What is your ability/willingness to take on risk?	(Circle one) 1 2 3 4 5
Do you have access to working capital and/or credit?	Yes or No
Do you have access to farmland?	Yes or No
Do you have access to farm equipment?	Yes or No

Do you have any experience in agriculture? Please describe it.

Why are you interested in pursuing farming as a livelihood? How does running an agricultural operation fit in with your overall life goals?

What is your agricultural experience in terms of legal, business, marketing, and production?

Where would/do you market your produce?

What are you looking for in a hands-on experience?

What crops or products do you have an interest in producing?

Are there specific farmers you would like to work with? Please name them.

Please explain the gaps and/or needs in your current resource and support network.

What challenges do you anticipate in taking the JFCP? Explain how you will overcome those challenges in the space provided below, such as managing time, goal planning, crop planning, farm planning, etc.

APPLICANT MUST SIGN AND DATE

I apply for participation in the Hands-On Module offered by the Journeyman Farmer Certificate Program (JFCP). I confirm that the information I have provided in this application is accurate and complete. If chosen as a JFCP participant, I will comply with all JFCP requirements, beyond enrollment, as specified by JFCP, including attendance and completing evaluations. I understand that JFCP regularly evaluates JFCP through reviewing student performance and asking students to complete surveys. I will participate in these surveys. I understand that JFCP will protect my information as required by applicable law. I understand and agree that survey and informational materials may be sent to the mailing address I have given above. I also understand that JFCP may film, photograph, and interview JFCP participants during the course of the Program. I will cooperate with these activities and I consent to the use of my image and voice by JFCP. I understand that all video, photographic, audio, written and other materials produced by JFCP will be the sole property of JFCP and may be made available by JFCP to third parties on its website, in its publications or through other media, as it may determine.

JFCP prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program.

Signature

Date

Upon notification of acceptance into the JFCP Program, participants will be required to sign a Release of Liability form.

VI. Overview of timelines

Site location selection

FSC will interview, evaluate, and select the host sites two months before the Hands-on course begins. To apply, each site will receive an evaluation survey as well as a set of expected guidelines to review as a part of the application process.

- Year 1 – February 2016
- Year 2 – February 2017
- Year 3 – October 2017

Student recruitment and program promotion

FSC will promote the upcoming Hands-on course one month before it begins.

- Year 1 – March 2016
- Year 2 – March 2017
- Year 3 – November 2017

Application deadlines

Applications are due no later than two weeks following the completion of the production course.

- Year 1 – April 2016
- Year 2 – April 2017
- Year 3 – December 2017

Intern selection

FSC will announce the selected applicants the week following the application deadline.

- Year 1 – April 2016
- Year 2 – April 2017
- Year 3 – December 2017

Mentee selection

FSC will announce the selected applicants the week following the application deadline.

- Year 1 – April 2016
- Year 2 – April 2017
- Year 3 – December 2017

Incubator selection

FSC will announce the selected applicants the week following the application deadline.

- Year 1 – N/A
- Year 2 – April 2017
- Year 3 – December 2017

Student evaluations

FSC will evaluate student performance bi-monthly using the Knowledge Matrix.

- Year 1 – April, June, August 2016
- Year 2 – April, June, August 2017
- Year 3 – December 2017 and February & April 2018

Estimated County locations of hands-on learning sites and placement schedules.

- Year 1 – Habersham, Oconee/Athens Clarke County – April 2016
- Year 2 – Carroll County; Screven County, Dougherty County, Fulton County – April 2017
- Year 3 – Peach County – December 2017

VII. Recruitment of Journeyman Farmers

Social media - Georgia Organics will announce the recruitment of JFCP candidates and announce the beginning of Small Farm Business Planning courses on its social media outlets at least three times, beginning one month before the start of the course.

Printed newsletter - When deadlines align, Georgia Organics will print the announcements of the dates and locations of upcoming courses in the printed newsletter, *The Dirt*, and its conference brochure, and conference program.

Electronic outreach - Near the end of each Small Farm Business Planning course, Georgia Organics will obtain the emails of the course participants and notify them of the hands-on program application process and deadlines.

Media outreach - When times and locations of the Small Farm Business Planning course are provided, with enough lead time, Georgia Organics will reach out to local media and agriculture outlets to promote the course and the hands-on component of the JFCP.

Partner outreach - When times and locations of the Small Farm Business Planning course are provided with enough lead time, Georgia Organics will reach out to partner outlets and enlist their assistance in promoting the course and the hands-on component of the JFCP. Partners include but are not limited to:

- *Ag Expo display*
- *County offices*
- *FVSU*
- *Market Bulletin*
- *Georgia Farm Bureau News*
- *Georgia Fruit and Vegetable Growers*

VIII. Overview of payment amounts and payment process

Journeyman Farmers

Intern farmers – Journeyman Farmers participating in internships will receive \$4,000 each in stipends to offset cost of living for six months.

Incubator farmers – Journeyman Farmers participating in incubators will receive \$3,000 to offset operational and educational costs for six months, including supplies (\$500), rental fees and equipment depreciation (\$2000), and other costs (\$500).

Mentors and Incubator Hosts

Mentors – Mentor farmers participating providing technical support will receive \$800 in compensation calculated at \$25/hour for 32 hours. Travel costs to mentee farms are estimated at \$200 for mileage (370 round-trip miles at \$0.54/mile).

Incubator hosts - Incubator hosts will receive \$1,000 in educator honorariums.

Payment process

Payments to Journeyman Farmers, mentors, and farmer hosts require an invoice, submitted to Georgia Organics' Farmer Services Coordinator (FSC). Invoices may be submitted electronically to FSC no sooner than on a bi-weekly basis, along with a *Travel Reimbursement Form* (see attached on next page). FSC will pay the invoices within five business days subject to receipt of payments under the Agreement.

Travel Reimbursement Form

Purpose: _____

Mentor Information

Name _____

Phone _____

Address _____

Email _____

[illegible]

Notes (office use only)

IX. Description of liabilities

Internship

- Program Agreement



Internship Agreement

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**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

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

Mentorship

- Program Agreement



Mentorship Agreement

Beginning Farmer Rancher Development Program

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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

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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

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

Incubator

- Program Agreement



Incubator Agreement

Beginning Farmer Rancher Development Program

Developing the Next Generation of Sustainable Farmers in Georgia Grant



**Incubator Agreement
Georgia Organics & Farmer Host**

Farmer Host's Responsibilities:

- Provide a designated tract of land to Journeyman Farmer, with resource provisions detailed in a signed agreement between you and Journeyman Farmer, 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 30 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 educator honorarium (\$1,000).
- 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 Host's Signature

Date

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

**Incubator 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.
- Subject to environmental conditions, Journeyman Farmers must work a minimum of 30 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.
- Remit documentation of how time is spent with your Farmer Host via Time Card to Farmer Services Coordinator.
- Complete program evaluation after your participation in the program is complete.

Georgia Organics' Responsibilities:

- Journeyman Farmers participating in incubators will receive \$3,000 total to offset operational and educational costs for six months, including supplies (\$500), rental fees and equipment depreciation (\$2000), and other costs (\$500), between the date of this agreement and _____, 20_____. Payments to Journeyman Farmers require an invoice, signed by the Farmer Host, submitted to Georgia Organics, which should include name, mailing address, and a line item description. Invoices may be submitted electronically to the FSC on a weekly basis. Georgia Organics will remit payment within five (5) business days of receipt of invoice.
- 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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X. Monitoring host and student relationships

The FSC will call each student and each farm host monthly and inquire about the status of their working relationship. Topics of discussion will include the students' learning experience to date, the farm hosts' level of comfort, and general levels of satisfaction.

XI. Guidelines to prevent the taking advantage of Journeyman Farmers and on how disputes will be mediated.

If it is discovered during either the monthly check-in or via a student or farm host's own reporting that there is a need for addressing grievance(s), the FSC will require submittal of a complaint form, as outlined in the grievance policy.

The following pages contain the *Grievance Policy*.

JOURNEYMAN FARMER CERTIFICATE PROGRAM GRIEVANCE POLICY

THIS DOCUMENT IS NOT AN EMPLOYMENT CONTRACT AND DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS OR AFFECT JFCP'S RIGHTS UNDER FARM LEASES OR RELATED POLICIES. JFCP RESERVES THE RIGHT TO CHANGE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART, AT ANY TIME WITHOUT NOTICE.

Section 1. General

1.1 Policy. The Journeyman Farmer Certificate Program ("JFCP") aims to resolve problems and complaints in a prompt, orderly, and fair manner. To that end, this grievance policy establishes a series of steps, beginning with attempts to address problems as close to the source as possible and then involving higher levels of authority, including the JFCP directors, as necessary. This policy is designed to supplement—not to replace—other routine and informal methods of responding to problems and complaints.

Section 2. Scope

2.1 Individuals Covered. This policy applies to any person currently enrolled in a JFCP program (a "Participant").

2.2 Applicability. This policy applies only to complaints concerning a decision or action, made by a person or group of persons acting in an official capacity on behalf of JFCP, that directly affects the Participant as an individual in her or his capacity as a Participant (a "Problem"). Problems do not include complaints about a JFCP policy of general applicability or an action taken by JFCP to enforce its rights under the *Hands On Module Overview*.

Section 3. Procedure

3.1 Step 1: Informal Resolution. JFCP encourages the use of informal methods to resolve Problems as early as possible. A Participant will begin the process as follows:

(a) Within 10 days after the Problem arises, the Participant will speak directly with the Farm Manager. If the Participant believes that the Farm Manager will be unable to make an unbiased decision, the Participant may instead speak directly with the JFCP Project Director.

(b) The Farm Manager or Project Director will consider the Problem. Within 10 days after discussing the Problem with the Participant, the manager or director will make a decision.

3.2 Step 2: Executive Director Review. A Participant who is unhappy with the resolution of the Problem under Step 1 may proceed under Step 2 as follows:

(a) Within 15 days after the Participant received a decision under Step 1, the Participant will file a written complaint with JFCP's Executive Director.

(b) In the written complaint, the Participant must specify the following:

☐ the name and contact information of the Participant;

☐ the names and titles of all JFCP staff members responsible for the decision giving rise to the Problem;

☐ the subject matter of and facts surrounding the problem;

- ☐the outcome of Step 1;
- ☐a description of the efforts taken under Step 1 to resolve the matter informally;
- ☐the reasons the Participant is unhappy with the outcome of Step 1; and
- ☐the outcome wanted by the Participant.

In order to help meet these requirements, the Participant is encouraged to use the "Complaint Form" attached to this document.

(c) The Executive Director will consider the Problem. She or he may consult with other people and seek their input and recommendations. She or he may also send the Problem back to a lower administrative level (including the original decision maker under Step 1) for further consideration. The Executive Director will make a decision and notify the Participant of that decision in writing within 15 days after the filing of the written complaint.

(d) The Executive Director's determination of the facts will be final.

Section 3. Other Provisions

3.1 Confidentiality. A Participant's use of or participation in the grievance policy will be kept confidential, except as appropriate to resolve the Problem. The Farm Manager may notify the Project Director of the Problem during Step 1.

3.2 Relationship to JFCP Hands-On Module Overview. Nothing in this grievance policy limits, qualifies, or otherwise affects JFCP's rights or Participant's obligations under the JFCP Hands-On Module Overview or any other policies issues by JFCP. Should there be any ambiguity or conflict between the JFCP **Hands-On Module Overview** and this grievance policy, the JFCP **Hands-On Module Overview** will control.

3.3 Translations Not Binding. JFCP may provide Participants with a Spanish translation of this document and related summaries or other explanatory materials. JFCP does so as a convenience for Participants. Should there be any ambiguity or conflict between the English and Spanish language versions of these documents, the English language versions will control. They, not the Spanish translations, are the official, legally-binding documents.

* * * * *

**COMPLAINT FORM
(CONFIDENTIAL)**

Participant's Information

Name:

Status in JFCP Program(s):

Address:

Telephone #:

E-mail:

Nature of Grievance

Names and titles of any JFCP staff members responsible for the decision or action giving rise to the problem:

Please describe the nature of the problem, stating all facts, including the time and place of the incident, the names of persons involved, etc. (Use the back of this form if more room is needed)

Outcome sought (Use the back of this form if more room is needed):

Resolution Process

Please describe any informal actions taken under Step 1 of this grievance policy to resolve this matter, the outcome of that process, and why you are unhappy with that decision. (Use the back of this form if more room is needed)

Other

Please attach any other information or evidence that you would like the decision maker to consider when responding to this problem.

I attest that the above is true and correct to the best of my knowledge.

Date Submitted

Signature

Printed Name

XII. Criteria that will be used to select successful applicants.

Grading Scale

- Business Course (20%)
- Production Course (20%)
- Completed Business Description (30%)
- Survey (30%)
 - *Do you have any experience in agriculture? Please describe it.*
 - *Why are you interested in pursuing farming as a livelihood?*
 - *How does running an agricultural operation fit in with your overall life goals?*
 - *Do you have access to farm land?*
 - *Do you have access to farm equipment?*
 - *What is your relative experience: legal, business, marketing, production?*
 - *On a scale of 1 to 5, what is your ability/willingness to take on risk?*
 - *Do you have access to working capital and/or credit? How much?*
 - *After you've begun your farm, where would you first market your produce?*
 - *What are you looking for in a hands-on experience?*
 - *Are there specific farmers you would like to work with? Please name them.*
 - *Please explain the gaps and/or needs in your current resource and support network.*
 - *Please list any examples of community service, such as volunteerism, community involvement, and any other type project you've involved yourself in over the last two years.*
 - *How does agriculture serve the health of communities?*

XIII. Introduction to the methods used to select host farmers.

Grading Scale

- Land Availability (Intern & Incubator) (10%)
- Available Equipment Inventory (20%)
- Irrigation Capabilities (20%)
- Wash, Pack, and Cooling Facility(s) (20%)
- Survey (30%)
- Proof of farm liability insurance

XIV. More details on the learning goals for hands-on experience and methods by which GO will monitor the Journeyman Farmer progress and experience.

The FSC will call each student and each farm host bi-monthly to inquire about what has been taught and learned so far. Each student is required to complete a Knowledge Matrix per inquiry, which the FSC will use to inform the farm host about each students progress and what skills are yet to be learned.

The following pages contain the Knowledge Matrix



Knowledge Matrix

This material is based upon work that is supported by the National Institute of Food and Agriculture, U.S. Department of Agriculture, under award number 2015-70017-22861.

Beginning Farmer Rancher Development Program




Developing the Next Generation of Sustainable Farmers in Georgia Grant



Instructions

The *Knowledge Matrix* serves as a tool to ensure (a) the Journeyman Farmer knows what information he or she is expected to learn, and contrastingly (b) the farmer host knows what information to teach each student.

Using levels from the following key, answer each question by highlighting your answer in yellow with your computer or a highlighter pen (ex. **1**). Highlight only one response per question and do not leave any answer blank. For questions that you do not have an answer, due to lack of experience or non-relation to your experience, please use the “N/A” response.

LEVEL	RESPONSE
1	I can do this by myself. 
2	I can do it with a little bit of help. 
3	I can do it with a lot of help. 
N/A	Not applicable

QUESTIONS

1. I can make professional receipts and sales orders – 1 2 3 NA
2. I can use a scale – 1 2 3 NA
3. I can keep track of my sales at market – 1 2 3 NA
4. I know when my vegetables are in need of watering – 1 2 3 NA
5. I know when my vegetables are ready to harvest – 1 2 3 NA
6. I know when my vegetables are too old or taste too bad to harvest – 1 2 3 NA
7. I keep my vegetables as cool and protected after I harvest them – 1 2 3 NA
8. I throw vegetables that did not sell at market into the compost bin – 1 2 3 NA
9. I use hand tools well – 1 2 3 NA
10. I use a mechanical tools well – 1 2 3 NA
11. I know how to obtain a soil sample that represents my field or fields – 1 2 3 NA
12. I know how to read soil test results – 1 2 3 NA
13. I know how to follow the recommendations of a soil test – 1 2 3 NA
14. I know how to develop a crop rotation plan - 1 2 3 NA
15. I know the right time to start my market crops – 1 2 3 NA
16. I know the right time to start and kill my cover crops – 1 2 3 NA
17. I know the seedling trays, pots, needed for starting particular vegetable and create my soil mixture for starting seedlings – 1 2 3 NA
18. I make sure that my seedlings get the right amounts of water – 1 2 3 NA
19. I know the procedure for keeping the greenhouse or hoop house warm – 1 2 3 NA
20. I know how to prevent pests from getting out of control in the greenhouse – 1 2 3 NA

21. I know when and how to transplant my seedlings outside – 1 2 3 NA
22. I know when to direct seed outside – 1 2 3 NA
23. I know the correct spacing for all of my crops – 1 2 3 NA
24. I know when and how to thin direct seeded crops – 1 2 3 NA
25. I have a map or records of where I plant all of my crops every year – 1 2 3 NA
26. I can decide how much of each crop to plant based on sales projections – 1 2 3 NA
27. I can order enough seeds and/or transplants to fulfill my sales projections – 1 2 3 NA
28. I can identify at least three pests and their control methods – 1 2 3 NA
29. I know which vegetables are in the same family – 1 2 3 NA
30. I know and can follow basic food safety practices – 1 2 3 NA

XV. Hands-On Module Overview

The FSC will provide each student and each farm host a program guideline known as the *Hands-On Module Overview*.

The following pages contain the *Hands-On Module Overview*.



Hands-On Module Overview



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Purpose of the Hands-On Module

The purpose of the Hands-On module of the *Journeyman Farmer Certificate Program* (JFCP) is to provide you with...

- Access to on-farm education
- Technical assistance so you can get started on a farm the right way.
- Experience authentic on-farm workloads and gain growing experience.

There are many topics reviewed in this module, which foster the steps you can take to become a successful farmer, doing so safely, legally, and responsibly.

Many of the practices and guidelines you'll experience in this module come from the land-owning farmers while others come from the experience the JFCP partners who support the program. All of the guidelines are important for you to know so that you can be successful on the farm you train at.

Please read the remaining application carefully to understand what we expect from you and what you can expect from us. If you have any questions, please talk to JFCP staff.

JFCP Program Tracks

- **Internship (No on-farm experience and no land - Track 1)**

The internship pairs you with a professional host site over the course of a growing season (six months). You will learn about agricultural production and marketing, food and farm safety, and soil and water conservation. The internship provides the most secure method of learning farming while experiencing all of the variables that come with the profession.

- **Mentorship (Some on-farm experience and land - Track 2)**

You may be ready to begin running your own farm and questions may surface, which go beyond the information you received in the preliminary training modules. For this reason, you can elect to receive individualized technical assistance by a mentor (32 hours) to offer support in areas such as the following and more:

- How to become certified organic
- How to set up deer fencing, drip irrigation or other unique farm enhancements
- In the field (how to trellis crops efficiently or identify and manage pests)
- How to become food safety certified

- **Incubator (Some on-farm experience and no land - Track 3)**

The Incubator combines the best of tracks 1 & 2, providing both a secure yet comprehensive experience. Learn directly from a professional farmer about production, marketing, food safety, and more while enjoying the independence of managing your own site within a secure farm environment. Additionally, take advantage of the opportunity of pre-established sales channels provided by your host farm, creating the perfect balance between risk and reward. There are limited spaces available.

Program Expectations

What we provide for you

- *Internship* - Intern trainees will receive a stipend to offset cost of living for six months.
- *Mentorship* – JFCP will cover the costs of your Mentor's travel and consultation honorarium.
- *Incubator* - Incubator trainees will receive a stipend to offset operational and educational costs for six months, including supplies, rental fees, equipment depreciation, and other costs. JFCP will cover the costs of the incubator's consultation honorarium.

What we require from you

- You must follow an assigned schedule, agreed upon between you and your farm host.
- You will be required to communicate any issues to your host or mentor, which may prevent you from either attending a work session at your designated farm site or meeting with a mentor at your own farm site.
- For interns and incubator farms, you will follow the rules and guidance of your host farmer.
- You will be required to treat both your host or mentor and other fellow JFCP students with respect and courtesy.
- You will be expected to participate in regular evaluations so JFCP staff can assess your learning development.

Training Topics

A variation of these training topics will be provided depending on the host farm, farmer expertise, and season of participation. In general, we expect you to gain experience in most of the topics below.

- **Seasonality, Crop Selection, and Propagation Management**
Learn how to make your own potting mix, how to make a sanitary environment for propagation, and how to start and manage your own seedlings.
- **Small Farm Equipment**
Learn about basic repairs and maintenance, and an emphasis will be put on the safe operation of rototillers, attachments (sickle bar, mowers, cultivators, hillers) and other small farm equipment and tools.
- **Irrigation and Water**
Learn how to install systems such as drip irrigation and others. Additionally, learn about water conservation, water requirements for certain vegetable crops, and basic installation, maintenance, and teardown of a system.
- **Field/Bed Preparation**
Learn how to best prepare your field, lay out your fields, and make rows/beds with small and large farm equipment. There will be an appropriate scale of tools and machinery. Depending on farm size you may be working with hand tools, walk behind tractors and full size farm equipment. Emphasis will be placed on soil/water conservation and bed orientation.

- **Amendments & Fertilizers**

Learn about taking soil samples for a soil test, interpreting soil test results, and how to apply the test recommendations through appropriate nutrient management. Additionally, learn how to manage nutrients using cover crops, soil amendments, and foliar applications.

- **Pest Management**

Learn about identifying and managing common insect pests in the southeast, including prevention, cultural controls, and the appropriate application of organic (OMRI listed) pesticides or other pesticides depending on farm.

- **Food Safety and Good Agricultural Practices**

Learn about appropriate harvest times and techniques with a focus on sanitation, good worker training, and the proper handling, washing, cooling and storage of many different crops.

- **Weed Management**

Learn how to identify the most common weeds that may be taking up residence in your fields. Learn how to effectively manage weeds, whether you have a large farm or a smaller market garden.

- **Disease Management**

Learn about how you can prevent, identify, and sustainably treat common (and not so common!) plant diseases in your fields.

- **Cover Cropping**

Learn about the importance of cover crops, how to select the covers that are right for you, and practice seeding a field of your own.

- **Composting**

Learn the beneficial role of compost in your soil, how compost is formed in a healthy compost pile, and some basic composting systems that are ideal for small farms. Also, learn the basic science of composting as well as the thought process behind designing your own system.

Consequences and Probation

You must agree to follow both the aforementioned and following expectations or you may be asked to leave the program. Resulting consequences include:

- **Probation**

- Miss more than two (2) scheduled workdays without notification and/or more than three (3) with notice, unless due to an emergency or force majeure (internship and incubator).
- Miss more than 2 scheduled meetings with or without notification, unless due to an emergency or force majeure (mentorship).
- Miss one (1) evaluation with JFCP staff.
- Do not follow all the guidelines as documented in this Agreement.

If you are put on probation, the FSC will meet with you to discuss the reasons and will state the terms of your probation. To continue in the program you will have to acknowledge and sign a statement regarding the terms of your probation.

- **Removal from JFCP**

- If you have one further violation of the rules and guidelines of the program
- Do not meet the terms of your probation.
- Disrespect the property of a host farm.
- Miss more than one (1) evaluation with JFCP staff.
- Use alcohol, illegal drugs, or firearms on a host-farm property.
- Steal from farm sites or other JFCP farmers.
- Are violent or aggressive towards others.

Complaints and Appeals (Grievances)

STEP 1) You can file a complaint against another farmer, host site, or JFCP itself. Your complaint should be in writing using the documents and steps outlined in the “Grievance Policy” (materials provided separately). Submit complaint as soon as possible after an occurrence happens.

STEP 2): The FSC will try to fix the problem directly with you, and/or seek other staff help to resolve the situation.

Agreement to Participate in JFCP

Enrolling in the JFCP: After finishing both the *Small Farm Business Planning* and *Small Fruit and Vegetable Production* modules you can participate in the *Hands-On* module.

Agreement to farm: This document contains all the agreements and guidelines that are part of the JFCP. Please review this manual and talk about it with staff if there's any information you do not understand. When you sign your name below, it means you understand and agree with all the rules in the Hands-on Module Overview.

I _____-have reviewed this document, understand it and agree to participate in the 2016 JFCP.

Farmer print name

Farmer signature

JFCP print name

JFCP sign name

XVI. Credits

This program manual contains materials derived, by permission, from the following original sources:

- New Entry Sustainable Farming Project's *2012 Farmer Manual*
- Georgia Organics' *Georgia Organics Expense Report*
- Georgia Organics' *Georgia Organics Mentor Agreement*
- Agriculture and Land-Based Training Association's (ALBA) *Grievance Policy*
- New American Sustainable Agriculture Program (NASAP) *Annual Assessment For Farmer and Staff*