

Farm to Farm Staff Exchange Scholarship

Application and Guidelines

(staff swap, externships, internship, etc)

Value Proposition

NAFDMA values connections and life-long relationships which can guide a farm on its agritourism journey. To that end, NAFDMA supports staff/internship exchanges between member farms both conceptually and financially. The individual who experiences the new environment of the farm and the farm who accepts a staff person from another farm both have valuable take-aways from the experience.

- The individual is able to experience operations and develop ideas from their extended time on the host farm.
- The individual experiences a variety of management styles.
- The host farm has a short-term employee who understands the farm experience.
- The host farm is able to consider new business case ideas.
- Both entities have a transfer of good ideas and the foundation for starting or continuing a relationship.

Farm to Farm Staff Exchange Guidelines

If the individual(s) and farm(s) involved in the exchange wish to receive NAFDMA scholarship funds, the exchange must follow these guidelines. (Please note: it is recommended that all staff exchanges or internships follow these guidelines.)

- The individual serving in the employee capacity needs to go through the farm's application, interview, and onboarding process. This not only facilitates the farm understanding the individual's skill sets and strengths, but it also ensures the individual is not placed into a position on the farm where he/she cannot excel. The individual learns the hiring process of the host farm and it provides all parties with an official "get-to-know-you" process.
- A scope of work must be developed in advance, detailing work hours, department or position preferences, employment expectations, and any preferences for the individual's off-hours activities.

- Advance determination of lodging, transportation, food, and personal needs must be made to the satisfaction of all parties.
- Ensure any payroll issues for an out-of-state/province and/or employee from another country are researched and resolved in advance.
- An after-experience report should be exchanged between the two parties to provide feedback, new ideas, identify learnings from the experience, etc.
- If a minor is involved in the exchange, any adults who will be managing, providing housing, or otherwise directly interacting with the minor should obtain a background check, which is provided to the parents of the minor.

Scholarship Compensation Details

NAFDMA will provide a stipend to both parties in the exchange to assist with various costs. The experience must last a minimum of two weeks to be eligible for stipend and cost reimbursement.

To the farm: \$250 USD will be provided for each 2 weeks of the experience, up to a total of 6 months. This funding can be used to cover housing, living expenses, and individual expenses. NOTE: If the individual employee is required to pay for their own housing and living expenses, these funds may be provided to the individual. Please note this arrangement on the application.

To the individual: Up to \$1000 USD will be provided to cover transportation costs to the host farm. Airline receipts will be used for reimbursement; or if driving to the location, mileage will be paid at the US government standard rate.

The final stipend will be withheld until receipt by NAFDMA of the after-experience report.

APPLICATION

Individual/Employee

NAME:

AGE:

HOME ADDRESS:

MOBILE NUMBER:

FLYING OR DRIVING TO FARM:

IF FLYING, ATTACH EXPECTED FLIGHT COSTS FROM AIRLINE.

IF DRIVING, PROVIDE DETAIL OF THE EXPECTED MILEAGE.

PAST EXPERIENCE (IF ANY):

Host Farm

FARM NAME:

MEMBER OF NAFDMA SINCE:

ADDRESS:

PRIMARY EXCHANGE CONTACT NAME:

MOBILE NUMBER:

PAST EXPERIENCE HOSTING (IF ANY):

Job Description/Duties

If developed, job description and duties may be attached as a separate document. If not, please describe below.

POSITION TITLE:

EXPECTED NUMBER OF HOURS PER WEEK:

COMPENSATION:

DATES OF EXCHANGE/POSITION:

NAME OF PRIMARY MANAGER:

DESCRIPTION OF DUTIES:

Other Arrangements

HOUSING:

TO BE PROVIDED BY FARM OR PAID BY EMPLOYEE?

EXPECTED FOOD ARRANGEMENTS AND LIVING EXPENSES:

TO BE PROVIDED BY FARM OR PAID BY EMPLOYEE?

VEHICLE PROVIDED FOR EMPLOYEE USE?:

WILL EMPLOYEE BE INCLUDED IN FAMILY/FARM ACTIVITIES? IF YES, PLEASE DESCRIBE:

ANY OTHER OUT-OF-POCKET EXPENSES TO BE PAID BY EMPLOYEE?

WILL ANY HOTEL ACCOMODATIONS BE NEEDED DURING TRAVEL TO THE FARM:

WILL THE EMPLOYEE COMPLETE AN APPLICATION?

WILL THE EMPLOYEE BE INTERVIEWED PRIOR TO THE EXPERIENCE?

WILL THE EMPLOYEE GO THROUGH A STANDARD ON-BOARDING PROCESS?

ARE THERE ANY TOOLS OR PERSONAL ITEMS THE EMPLOYEE SHOULD BRING TO THE POSTING?

HAVE ALL POTENTIAL PAYROLL ISSUES BEEN RESEARCHED? (OUT OF COUNTRY, DIFFERENT STATE/PROVINCE)

IF THE EMPLOYEE IS UNDER 18, HAVE THE FOLLOWING BEEN OBTAINED:

HOST FARM REFERENCES?

GOVERNMENTAL SECURITY PROCEDURES FOR NON-FAMILY MEMBERS?

HEALTH CARE PROCEDURES FOR POTENTIAL EMERGENCIES?

BACKGROUND CHECKS FOR ALL INDIVIDUALS WHO WILL BE MANAGING, PROVIDING HOUSING, OR OTHERWISE DIRECTLY INTERACTING WITH THE MINOR?

DOES THE EMPLOYEE HAVE ANY MEDICAL RESTRICTIONS OR DIETARY RESTRICTIONS? IF YES, HAS THE FARM BEEN INFORMED OF THESE RESTRICTIONS?