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| MOFGA use Paid: _____ Online: _____ Code #: _____ |
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MAINE ORGANIC FARMERS AND GARDENERS ASSOCIATION

Farm Apprentice Program

P.O. Box 170 Unity, ME 04988

(207) 568-4142

email: education@mofga.org web: www.mofga.org

FARMER APPLICATION

| | |
|---------------------------------|-------------------------------|
| Farm Name: | MOFGA Member? |
| Contact Person: | Certified Organic? |
| Mailing Address: | Phone: (best time to call) |
| Farm Address: (if different) | Farm County: |
| E-Mail: | Website: |
| Number of apprentices sought: | |

The host farm online searchable database helps prospective apprentices find farms that match their interests. The next two selections are an integral part to the database.

Please classify your farm for the online database:

Farm Type (select as many that apply)

- Vegetables/Fruit
- Dairy
- Other Livestock
- Value-added/Processing
- Diverse, integrated crop/livestock
- Nursery Stock
- Educational
- Homesteading

Marketing Strategy (select key marketing channels)

- Community Supported Agriculture
- Other direct-to-customer (Farm Stand, Farmers' Market, Restaurant etc.)
- Wholesale
- Other

What is the ideal time period for your apprenticeships? Do you have a minimum or maximum length required? Do you have year-round opportunities?

Describe the physical setting of your farm and the nature of the community in which you live (e.g., acreage, woods/fields, buildings, near town/remote area, recreation available, etc.):

Describe your farm operation (e.g., livestock, crops, bees, herbs, forestry work, greenhouse, orchards, building projects, haying, maple sugaring, meat processing, level of mechanization, livestock management system, products made, marketing, dairy, stock dogs, etc.). Please note any unique or special features, as well as any potential hazards:

Is your operation certified organic? If not, to what degree are organic methods used on your farm? Please describe any practices/materials that would not be certifiable.

Describe the work to be performed and the skills to be learned by an apprentice (e.g., care of livestock, planting, cultivation, harvesting, selling at market, use of equipment, carpentry, food preservation, woods-work, etc.). Please break the season (or months) into 4 major tasks to be performed during each.

List any requirements of employment (e.g. particular skills, certifications, ability to perform certain tasks, drivers license etc.):

What do you expect of an apprentice? (e.g., hours to be worked in a day, days to be worked in a week, heavy physical labor, time off, non-farm expectations (babysitting, errands, other work), etc.) What level of independence do you require of your apprentices?

Explain how you provide instruction, training and feedback to apprentices (e.g., work along with the apprentice, demonstration, apprentice working alone, training “classes,” reading to be done, extent of supervision by yourself or others, Farm Training Projects, other trainings, system and schedule for check ins, etc.):

Are you a full-time farmer? If not, describe what other occupation(s) you have:

Please describe your level of daily or weekly involvement of apprentices.

Describe compensation for apprentices including stipends, wages, piecework, room, board, produce from the farm etc. Are there special conditions for compensation (such as experience level, duration of commitment, probationary period, etc.)?

Do you provide housing? On-farm Off-farm Rental No housing

If no, please describe local housing options for apprentices

If yes, please describe the accommodations, facilities and explain any room and board arrangements (*e.g.*, would the apprentice live with the farmer, live apart but eat with the farmer, are there young children, what household duties would the apprentice share, how are dietary restrictions handled, rules about smoking/drinking/drugs, are there any other important considerations or rules?):

Do you require a prospective apprentice to visit your farm before a final arrangement is made?
Describe any trial period.

Do you have a written Farm Employees manual? What is your process for evaluating work and giving feedback? What is your process for disciplinary action if necessary

Describe yourself, your family, background, farming experience, philosophy, goals & interests:

Are you interested in participating as a mentor and/or host farmer in MOFGA's Journeyperson program for advanced training in organic farming? Yes No Not sure

In what area(s) of expertise do you feel most qualified/interested?

References

Former apprentice reference

Email

Phone

Former apprentice reference

Email

Phone

Personal reference

Relationship/Affiliation

Email

Phone

Please return your completed application (including Farm Synopsis Form and signed mentor agreement below) with the \$35 fee (\$45 for non-MOFGA members) to:

MOFGA Apprenticeship Program,
P.O. Box 170,
Unity, ME 04988

or email to education@mofga.org.

Thanks!

Farm Synopsis Form

This synopsis will be posted on MOFGA's website, and is an important way that you will "advertise" your farm to prospective apprentices.

Consider including information about the following when writing your synopsis:

1. Location of your farm,
2. Number of acres under cultivation,
3. Scale – farmstead, market garden, commercial production
4. Methods of marketing - farm stand, CSA, farmers' market,
5. Livestock - yes or no, Livestock – numbers, types
6. Major crops of particular interest - small fruits, herbs, orchard, grain,
7. Power used - tractor, draft, hand tools,
8. Alternative power on premises - solar, wind.

Please try to be as concise as possible, synopses much longer than 50 words may be edited.

Name, address and phone are for office use only.

Only the actual synopsis with a reference number and farm county will be posted on the web.

Farm Name:

Synopsis:

Please make sure that your synopsis is included when you send your application and payment.
Your application will not be processed without it. Thank you!

Mentor Farm Agreement

By signing below, I acknowledge and commit to the following terms of participation in the MOFGA Apprenticeship Program. MOFGA expects that participating farms will:

- Review and renew their application each year
- Pay fees associated with program participation
- Notify MOFGA staff promptly:
 - when apprentices are found,
 - when your farm is full; and
 - when an apprentice leaves your farm for any reason
- Set clear expectations for apprentices
- Commit to good communication
- Conduct regularly scheduled check-ins or meetings
- Provide on-farm learning in the form of:
 - allowance for attendance at the weekly Farm Training Project
 - hands-on demonstrations
 - work alongside apprentice
 - identify apprentice learning goals for the season
 - classes, resources or readings

Mentorship and employment relationships between Host Farmer and Apprentice must be carefully arranged, well-planned, and self-regulated. Any apprenticeship arrangement made is strictly between the Host Farmer and Apprentice. MOFGA does not have the authority, resources or expertise to police relationships or arbitrate disputes between parties connected through this Apprenticeship Program. For more information and guidance about managing apprentice-mentor relationships, please consult your On-Farm Mentor's Guide, visit [the program webpage](#), or contact MOFGA.

MOFGA reserves the right to refuse participation in the Apprenticeship Program to any farm or apprentice applicant, at any time, at our discretion, should we determine any pattern of or egregious impropriety, or the appearance of such impropriety. In such a case, the farm's enrollment fee will not be refunded.

Host Farmer: _____

Farm Name: _____

Date: _____

Signature: _____