

*This is an example apprenticeship contract from SOIL, feel free to use as an example as you create one that works for your farm and terms of apprenticeship.*

Welcome Apprentice,

We value your decision to explore farming and are looking forward to your learning with us. To ensure that your time on our farm is educational and rewarding, please review the terms of this agreement before we begin our season together. If you have any questions or concerns, please make them known before returning this form. The first two weeks will be considered a trial period giving both parties the opportunity to assess if we are a fit and discuss any concerns about the arrangement that arise. We will plan to conduct an orientation to the farm and our systems, and provide opportunities for questions and helping you settle in.

Your intern period will begin \_\_\_\_\_ and end \_\_\_\_\_.

### **Apprentice responsibilities:**

During these months, you will learn and be asked to take on a variety of tasks, expect the work to be physically and mentally demanding and the conditions to vary. Areas we will cover and you will become responsible for will include:

- care of livestock (collecting eggs, daily tasks associated with chickens etc.)
- cultivation
- daily chores (livestock, records etc.)
- harvesting
- irrigation
- marketing: either our box program, our farmer's market, or our restaurants sales
- overseeing all aspects of 1-3 field crops
- overseeing all aspects of 1-2 greenhouses
- preparation of a value added product: (dried, frozen, canned fruit or vegetables, teas, etc.)
- propagation: seeding/planting/transplanting/cuttings
- recordkeeping
- seed saving
- weed management

### **Schedule & Structure:**

- Our schedule is 40 hours per week on production-oriented projects. You will be asked to participate 5-6 days weekly with hours per day varying depending on season, weather, harvest urgency etc. The work day will usually begin around \_\_\_\_\_ am. Your hours include a 15-20 minute coffee break each day; lunch is usually an hour and is separate from the work day hours (non-paid).
- We do a Farmers' Market/CSA deliver every \_\_\_\_\_. You will be scheduled in to market/deliver rotation every \_\_\_\_\_ week, these will be counted towards your hours.
- Once a week we meet as a group (apprentices and staff) to review previous week's activities, plan for the week ahead and share feedback. We encourage your full participation in these meetings and know you'll have lots of questions in the beginning and also that it's a very important time for you to listen and observe the systems we have.
- Through the week you will spend much of your time working alongside us, particularly in the beginning, when the work/learning balance is shifted towards learning as we train you there will also be plenty of times you'll be asked to work alone. Once trained, be made responsible for an area of the farm/crop/etc. that will require approximately \_\_\_\_\_ hours of work each week. Most of those hours you'll eventually do by yourself. Questions are always encouraged.
- You are expected to take care of your own breakfasts and your dinners
- Weekdays we share lunch together. You will be asked to help out in various ways --either in meal prep or cleaning up afterwards. Having lunch together is a great daily opportunity to share updates, planning, dialogue and connect together.

### **Compensation:**

- Your pay rate is \$\_\_\_\_\_/hour. This will be done over the table, so expect minor deductions for CPP etc. like any other paycheck.
- You will receive a stipend of \_\_\_\_\_/month, increasing \$\_\_\_\_\_ per month to a maximum of \$\_\_\_\_\_ per month.
- You'll have the same access to farm-produced food (veggies, berries, tree fruit) that we do, which means: certain items are sometimes off-limits if we're facing a shortage for an order, but otherwise, you are welcome to it. Staple items we purchase in bulk are also available to you. You are responsible for your own off-farm food bills.

### **Feedback:**

- We believe in a sit-down check-in, once per month with just our apprentices to allow both parties an opportunity to share feedback about how the arrangement is going. It is \_\_\_\_\_ responsibility to schedule these meetings.
- There is much to learn; in hard and soft skills, technique, and work ethic, you can expect constructive feedback to be given throughout your apprenticeship and that it will always be done in a respectful approach.

### **Accommodations:**

- Housing available to you is \_\_\_\_\_ (trailer/cabin/room in house) with shared/exclusive access to kitchen, bathroom, sleeping and dining area. Linens and basic furnishings are/are not provided.
- Electricity, running water, shower facility, are all availability in your living quarters
- There is/is not cell reception/landline/internet
- There is/is not laundry facilities
- Expectation is to maintain your own living quarter and to leave in good shape.

### **Guests:**

- Occasional guests are welcome but they must fit in with our farm work schedule. As much notice as you can give us regarding visitors is appreciated to make sure the timing is good for their visit.

### **Time off:**

- One full day per week; up to 2 days, farm demands permitting
- Additional time off (vacation) is possible provided it does not conflict with the greater needs of the farm schedule. 15 days of advance notice are required.

### **Host Farm/Mentor Responsibilities:**

- We will provide you with a dynamic, hands-on experience that will allow you to explore farming as a profession and lifestyle.
- We plan to spend at least \_\_\_\_\_ hrs/week teaching the basic skills such as \_\_\_\_\_.
- Much of the learning and teaching will happen through hands-on approach, where in working together on tasks you will learn the “why” and “how” behind all aspects of our production.
- Additional projects and training are available for individuals that show a high degree of motivation, interest and commitment. This may include \_\_\_\_\_ (*research, writing, variety trial etc.*)
- Learning that will occur on a daily basis may include \_\_\_\_\_ (*direct skill training- seeding, transplanting, weed cultivation, compost building etc.*)
- Learning that occurs on a weekly basis may include \_\_\_\_\_ (*crop planning, planting, marketing and harvest plan for the week, etc.*)
- We will endeavor to enrich your learning experience through connecting you with other apprentices, agricultural workshops or events or tours of other farms where appropriate. In our larger farming community we will participate in Apprentice Enrichment Day \_\_\_\_\_ times/season where apprentices from other farms come together for a formal class teaching a skill related to our farming methods taught by one of the farm hosts. Please let us know your degree of interest in this type of enrichment and we can explore what that might look like through the season.

- Our extensive agricultural library available at anytime to further your learning.
- You have the right to raise any concerns you have as the season progresses, and we will do our best to create an environment in which you feel comfortable raising them. You have the right to refuse any work that you think compromises your safety.

**Outcomes:**

*you may want to consider having defined outcomes for the season. The ATTRA Farm Internship Curriculum & Handbook [here](#) has curriculum and outcomes you may want to review*

At the end of the season outcomes you can expect are as follows:

- € cultivation
- € harvesting
- € irrigation
- € marketing
- € greenhouses
- € livestock
- € plant biology
- € propagation: seeding/planting/transplanting/cuttings
- € soils
- € recordkeeping
- € seed saving
- € weed management

**Intern Agreement**

I, \_\_\_\_\_, have read and understand the terms of the above agreement. I am committed to staying for the duration of time stated above. If I feel there are conditions which will prevent this; I agree to meet with the farmers to discuss these immediately.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Farmer Agreement**

I, Farmer, have read the information provided. If either I or the intern feel the agreement is not being followed, we will sit down together and discuss the problems and consequent options.

Signature \_\_\_\_\_ Date \_\_\_\_\_