

Conservation Agricultural Mentoring Program (CAMP)

Natural Resources Conservation Service

Program Guide for District Conservationists and Participating Employees

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Introduction

This document is the Conservation Agricultural Mentoring Program (CAMP) guide for supervisors/District Conservationists and participating employees. The purpose of this guide is to describe and explain all elements of CAMP to make implementation and participation as smooth and easy as possible.

Purpose

The Natural Resource Conservation Service (NRCS) created CAMP as an employee development tool to help us accomplish our mission of delivering conservation solutions to support producers as they protect natural resources and feed a growing world, and fulfill our vision of a world of clean and abundant water, healthy soils, resilient landscapes and thriving agricultural communities through voluntary conservation.

Our service model hinges upon field-based conservation experts who are highly knowledgeable about local production agriculture and natural resources and who work closely with myriad community stakeholders, including producers, conservation districts and others.

We believe CAMP will help our new and recently relocated employees strengthen their knowledge, skills and abilities by learning from producers in the community, which will help us enhance our customer service and grow our community relationships—key components of delivering on our mission and vision.

Due to the many challenges we face, including the dynamic and seasonal nature of our work and a constantly shifting human capital landscape (frequent staff relocation to address conservation priorities, unpredictable hiring cycles, etc.), as well as the many challenges producers face, including adapting to climate change and climate variability, navigating shifting markets and keeping up with rapidly advancing technology, we believe now is the perfect time to implement CAMP.

How It Works

Through this program, states or District Conservationists (DCs) match customer-facing professional and technical employees new to a local area or who have been working with NRCS for fewer than 36 months with experienced, producer volunteers who are passionate about conservation and teaching. These producers serve as mentors to participating NRCS employees, who focus on learning from their mentor(s) through conversation and observation. The target employees participate in the program for 1-1.5 years and go out on the land with their mentor producer(s) 6-12 times per year, based on their mentor's availability and at times that are convenient for them.

The primary goals of the program are for participating employees to grow their abilities and expand their knowledge of local production agriculture and natural resources, gain valuable additional experience engaging with producers, and strengthen their community relationships while enhancing their capacity to provide excellent customer service (see the "Program Goals and Learning Outcomes" section on p.6 for more information).

Overall, CAMP helps us develop our workforce and bolster our customer service capabilities through safe, low-risk, on-the-job learning opportunities.

Note: This program is designed for participating employees to safely and actively learn from producers through conversation and observation. To help ensure safety, participating employees should not actively operate or physically get on equipment or other heavy machinery in the course of their participation in the program. In addition, mentees should not perform physical labor or provide conservation planning services.

Design Note

All program components are based on the vision and requirements of Chief Matt Lohr, Associate Chief Kevin Norton, and recommendations from an 8-person design team composed of:

- 2 STCs: Xavier Montoya (NM) and Garry Lee (MI)
- 3 DCs: Emma Chow (CA), Taharga Hart (MS) and Scott Pace (OK)
- 1 Soil Conservationist: Wendy Ward (NH)

- 1 Management Analyst: Greg Shanahan (Office of the Regional Conservationists)
- 1 Partner: Mike Brown (Director of the National Association of State Conservation Agencies)

Program materials were developed by Greg Shanahan and workshopped with Myron Taylor (Office of the Regional Conservationists) and four STC-State Coordinator pairs:

- Delaware: Kasey Taylor and Dastina Wallace
- Tennessee: Sheldon Hightower and Matt Walker
- Oklahoma: Gary O’Neill and Josh Ketch
- Pacific Islands Area: Travis Thomason and Edgar Lopez

Producer-facing program materials were workshopped with producers in Hawai’i, New Hampshire, California, and Mississippi, thanks to help from Travis Thomason, Wendy Ward, Emma Chow and Taharga Hart, respectively.

Coordination with the National Association of Conservation Districts

We have communicated to and shared with the National Association of Conservation Districts (NACD) our plans for CAMP, the program design, and all program materials. Conservation districts are core partners—and states and DCs should consider leveraging district partnerships to identify potential producer mentors. We designed CAMP so that conservation districts can easily use the program for their employee development purposes. NRCS’s policy is that we (NRCS) will not orchestrate CAMP for conservation district employees—the conservation districts should operate the program for their own employees.

Training

State offices will provide program materials, implementation guidance and ongoing support to supervisors/DCs and participating employees. The program materials are designed to be user friendly and to explain the purpose of CAMP, how it works, and the participation expectations.

Participant Roles and Responsibilities

There are five major groups of people who will participate in the CAMP. Here are the participant groups and descriptions of their roles:

Group	Description/Role
Target Employees (Mentees)	Customer-facing professional and technical employees new to a local area or who have been working with NRCS for fewer than 36 months.* The program is designed for these employees to develop relationships with and learn from mentor producers about local production agriculture and natural resources by spending time with them on their operations.
Producer Volunteers (Mentors)	Experienced producers who are passionate about conservation and teaching. States and DCs should identify appropriate producers to serve as mentors.
Supervisors/DCs	The participating employees’ supervisors who facilitate the program locally by matching mentors with mentees, ensuring mentees participate in the program, and reporting data to the state office. In small states, the State Coordinator may play this role.
State Coordinators	Serve as the primary program points of contact to NHQ and within their states; manage the program in their states, distribute program materials to supervisors/DCs and participating employees, provide ongoing support, and report state participation data to NHQ.
STCs	Orchestrate the program in their states and work with partners to gain support and encourage participation. Make decisions related to in-state program implementation and management and employee participation.

***Note:** CAMP is flexible: states may choose to have other employees participate in the program, as well. For example, a state may consider having new state or area/zone office employees participate; that’s fine—it’s up to each state to determine which personnel should participate.

Supervisor/District Conservationist Responsibilities

Supervisors/District Conservationists are responsible for implementing and managing CAMP in their field offices. Their specific responsibilities include:

- Familiarizing themselves with the program materials
- Identifying producers to serve as mentors*
- Identifying which employees are eligible for the program and determining which eligible employees should participate
- Providing participating employees with relevant program materials
- Suggesting learning goals for their participating employees
- Matching participating employees with producer volunteers
- Encouraging and ensuring employee participation
- Ensuring they and their participating employees complete the “Program Evaluation Form” when they begin the program, every 6 months during the program, and when they end the program
- Determining when an employee no longer benefits from and should conclude the program
- Reporting data to the state office
- Troubleshooting program issues within their field offices and elevating issues to the state office, when necessary
- Thanking and recognizing mentors

***Note:** NRCS cannot actively recruit producers—producers must come to us as volunteers. It is important that we are building relationships and not pressuring producers or partners to participate in CAMP. In addition, we should strive to be as inclusive as possible, recognizing that there are producers from historically underserved communities who have a lot to teach and share with our employees that would, in turn, help us provide better customer service. Please also be aware of optics—NRCS cannot and should not appear to favor unfairly any individual or group over another.

These responsibilities are also identified in a “Supervisor/District Conservationist Checklist” and “Program Lifecycle for Supervisors/District Conservationists” infographic in the appendix to this guide.

Participating Employee Responsibilities

Participating employees are responsible for actively participating in the program for 1-1.5 years. Their specific responsibilities include:

- Familiarizing themselves with the program materials
- Initiating and owning the relationship with their producer volunteer mentor(s)
- Identifying personal learning goals for the program in consultation with their supervisors
- Communicating effectively with their mentor(s)
- Scheduling times to meet with their mentor(s) on their operation(s)
- Maintaining a positive attitude and an openness to learning
- Ensuring they and their supervisor/DC complete the “Program Evaluation Form” when they begin the program, every 6 months during the program, and when they end the program
- Tracking and reporting data to the State Coordinator
- Thanking and recognizing mentors

These responsibilities are also identified in a “Participating Employee Checklist” and “Program Lifecycle for Participating Employees” infographic in the [appendix](#) to this guide.

Program Principles and Parameters

CAMP is designed to be flexible for states. Here are the program’s core principles and parameters, as well as an explanation for each:

Principle or Parameter	Explanation
Participating employees should meet with their mentors on their operations 6-12 times per year (depending on their availability), and at least once every two months	We want participating employees to have meaningful experiences out on the land with their producer mentors. At the same time, we don't want to overburden busy producers—and we recognize that our employees have a lot of work to keep up with. Therefore, we suggest 6-12 participating employee-mentor engagements per year. Participating employees should respect mentors' time and prioritize engaging them at times that are convenient for both parties.
Employees should participate in the program for 1.5 years	We want target employees to participate long enough to develop their knowledge and confidence and to build meaningful relationships with their mentors. At the same time, we recognize that not all target employees will need to participate for a full 1.5 years. STCs should determine how long each individual employee should participate.
Participation is within the scope of field employees' job descriptions	Participation in the program—going out on the land with producers—is within the scope of field employees' job descriptions, so this program is not an additional duty, but rather something all eligible employees should participate in as part of their regular duties. Supervisors should handle any sensitive conflict and harassment situations that may occur during the program according to existing NRCS policies and the USDA Anti-Harassment Policy.
States and DCs should identify appropriate producer mentors	Producers must actively volunteer to be mentors. Once producers have expressed interest in volunteering, states and DCs should consider appropriate producer mentors and invite them to participate in the program. Please see the note about identifying mentors in the "Supervisor/District Conservationist Responsibilities" section above for more information.
States/supervisors/DCs can match target employees with more than one mentor; mentors can be matched with more than one target employee	We want to make sure every participating employee has one mentor at the very least. At the same time, we recognize that participating employees may benefit from having multiple mentors for a variety of reasons, and mentors may benefit from having multiple mentees for a variety of reasons. We leave participating employee-mentor matching up to each state to provide added flexibility.
Participating employees should focus their learning around the program goals	We suggest learning objectives and topics that align with the major goals of the program. We suggest these items to help each state understand the types of things they can have their participating employees and mentors focus on.
The program learning objectives and topics are suggestions and not prescriptive nor exhaustive	We suggest learning objectives and topics but do not require every participating employee to demonstrate advanced knowledge of each one. In addition, we recognize that some states may want to focus more on some learning objectives and topics than others, and that there may be other things that states want their participating employees to focus on during the program. We leave this flexibility to each state.
Participating employees drive the mentoring relationship	Participating employees should drive the relationship with their mentors, as the mentors are busy producers who are generously contributing time and energy to the program. Driving the relationship means initiating the relationship, sharing goals, organizing meetings, etc.
Participating employees should focus through observing, listening to and talking with mentors	We recognize that the producers who volunteer as mentors are busy people, so we emphasize that participating employees should focus their learning around observing, listening and asking questions, to minimize the burden on mentors.
NRCS-wide standards, local flexibility	We designed the program to have a standard national framework and be flexible for each state to implement and manage according to its expertise and needs.

Principle or Parameter	Explanation
States can use the program framework and materials for other employees	While we define “Target Employees (Mentees)” for this program, we understand that other employees may benefit from the program or materials. We acknowledge STCs’ discretion to use the program/materials for other employees.

Program Goals and Learning Outcomes

The core goals for this program are that participating employees—

- Advance their professional expertise related to:
 - a. Production agriculture in their local areas
 - b. Local resource concerns
 - c. How NRCS and producers address local resource concerns
- Deepen their awareness of the types of challenges and decisions producers face each day
- Enhance their local community relationships and capacity to provide excellent customer service

To accomplish these goals, we suggest employees focus on three overarching knowledge categories and topics that align with each category. The categories and topics are listed in the following table:

Category	Topics*
Production agriculture in their local areas, which can include and may not be limited to...	<ul style="list-style-type: none"> • Crops and why they’re grown there • Seasonality of crop and livestock production cycles and forest management cycles (e.g., planting, harvesting, etc.) • Equipment and machinery • Cultural factors and influences • Inputs (e.g., chemicals, fertilizers, seed, irrigation, etc.) • Labor and labor issues • Cost considerations (e.g., inputs, leases, loans, equipment, contractors, etc.) • Customer markets and price trends • Risks (e.g., weather, financial, etc.) • Environmental policies and regulations • Stakeholders (e.g., NRCS, FSA, districts, insurance companies, landlords, etc.)
Local resource concerns	<ul style="list-style-type: none"> • Producers’ on-land soil, water, air, plant, animal, human and energy problems (SWAPA+HE) • Causes of producers’ on-land problems (resource concerns) • Emerging trends and resource issues
How NRCS and producers address local resource concerns	<ul style="list-style-type: none"> • Appropriate practices for the local area and why those practices are used • Basic costs and benefits of conservation practices • See existing conservation practices on the land and understand the “story” of the practices • Ways NRCS employees can help producers overcome barriers to participating in NRCS conservation programs

***Note:** These topics are suggestions to help each state understand the types of things they may want their participating employees and mentors focus on. We recognize some states may want to focus more on some topics than others, and that there may be other things states want their employees to learn through the program.

We have designed this program to be based around relationships between NRCS employee participants and producer mentors. For that reason, it is important to state clearly that we did not design this program to serve as a:

- Technical training program
- District Conservationist development pipeline
- Venue for active conservation planning and implementation
- Tool for employees to perform physical labor for producers

Suggested List of Activities for Participating Employees

We suggest a list of activities you can do with your mentor to get you started with CAMP. While these activities are basic, we hope they are helpful. Participating employees should also take the time to identify their goals for the program, discuss their goals with their supervisor, and ask their supervisor if there are particular things they should focus on through the program. Identifying their personal goals and learning objectives for the program will help participating employees more intentionally engage with their mentors.

Tell your mentor about...	<ul style="list-style-type: none"> • Where you're from • How long you've been working with NRCS • Where else you have worked • What you studied in college, if applicable • What your goals are for the program • Specific things you'd like to learn about • What questions you have for them
Ask your mentor about...	<ul style="list-style-type: none"> • What they produce on their operation and why • How long they've been operating their business • Their current and future goals for their operation • How their work changes from season to season • Production practices they use and why they use some practices instead of others • Equipment they use, why they use it and when they use it • How they've adapted to changing technologies and tools • Conservation practices they use and have used in the past • Conservation practices they have planned • Some challenges they're currently facing • Some challenges they anticipate facing in the future • Some challenges they've overcome in the past and how they overcame them • Conservation programs they've participated in, if any • Any barriers they've encountered in trying to participate in NRCS programs

Review the program learning goals on the previous page for additional ideas for what you could talk about and do with your mentor.

Participating Employee Conduct and Safety

When working with their mentors, participating employees should exercise good judgment and always conduct themselves in a professional manner. Employees should avoid acting or behaving in a way that discredits themselves, NRCS or the federal government. Employees should specifically avoid talking with their mentors about politics and should recognize that things like identity, family, finances, risk and others may be sensitive subjects.

If, in the course of participating in CAMP, any employee feels unsafe working with their mentor, the employee should communicate their concerns immediately to their supervisor. In addition, employees should always advocate for themselves while out on the land with their mentors and avoid putting themselves in unsafe environments. Remember that CAMP is designed for participating employees to safely and actively learn from producers through conversation and observation, and that employees should not actively operate or physically get on equipment or other heavy machinery, nor perform physical labor or provide conservation planning services for their mentors.

Supervisors of participating employees should deal with any mentor conduct issues according to NRCS and USDA policies. Supervisors of participating employees should also elevate to their direct supervisors issues that need to be addressed at a higher level.

Mentor Incentives and Recognition

Participating volunteer producer mentors will have the opportunity to teach, help develop, and build relationships with NRCS employees in their local communities. In addition, volunteer mentors are able to give back to their communities by sharing their passion for conservation and showing off what they have done on their operations.

We will recognize all mentors with a certificate signed by the Chief and the STC and a “farm sign” mentors can display on their operation/property. In addition, some mentors may be recognized through state and national feature articles or success stories. Any other forms of recognition states want to provide to non-NRCS employees should follow agency recognition and award policy in the General Manual, Title 360 – Human Resources, [Part 414 – Awards and Recognition](#).

Assessment and Evaluation

The primary way we will assess CAMP’s impact is by measuring perceptions of participating employees’ growth and development throughout the course of the program. The tool we are using to gather data related to participating employees’ growth and development is the “Program Evaluation Form,” which is a Microsoft Forms, web-based survey, a copy of which is included in the [appendix](#) to this guide.

Supervisors/District Conservationists and participating employees will receive the form via email from their State Coordinator and must complete it on up to four occasions—specifically:

Occasion #	When	Purpose
1	At the start of the program, before the participating employee’s first meeting with their mentor	Collect baseline data
2	6 months after starting the program	Collect data that allows the agency to measure average growth after 6 months
3	1 year after starting the program	Collect data that allows the agency to measure average growth after 1 year, and from the 6-month to the 1-year mark
4	At the end of the program (1.5 years / 18 months after starting the program)	Collect data that allows the agency to measure average growth over the course of the 1.5-year program, and from the 1-year to the 1.5-year mark.

It is important that participating employees and their supervisors complete the form according to this schedule to allow for the agency to measure and report on program-wide outcomes and impacts. It is also important to note that the agency will only use the data from the Program Evaluation Form to report on aggregate outcomes, as the form is designed to collect anonymous data that is useful in the aggregate at the national level.

Data Tracking and Reporting

In addition to completing the Program Evaluation Form at the regular intervals described above, Supervisors/DCs and participating employees are responsible for tracking and reporting basic data to their State Coordinator on a quarterly basis, including:

Data Element	Description
Participating Employee’s Name	The participating employee’s first and last name
Date Employee Started Participation in CAMP	The date the participating employee first completes the Program Evaluation Form
Number of CAMP Mentors Participating Employee Has	The count of mentors with whom the participating employee has engaged with through CAMP
Count of Instances Participating Employee Met with Mentor(s)	The count of instances the participating employee met with mentor(s) in the field
Count of Hours Participating Employee Spent with Mentor(s) in the Field	The count of hours the participating employee spent with mentor(s) in the field

Data Element	Description
Name(s) of Mentor(s)*	The first and last name of all mentors a participating employee has

***Note:** Participating employees are only required to have one mentor. However, if a participating employee has multiple mentors, we want to know all mentors' names for national tracking and recognition purposes.

In addition to submitting the data in the table above, supervisors/DCs and participating employees should submit the following to their State Coordinator for **each producer mentor**:

- Whether the producer is designated as a historically underserved producer.
- Whether the producer is a veteran (military) producer.
- Whether the producer is currently a member of a conservation district board.

These basic data enable the agency to—

- report on metrics related the magnitude and range of program participation
- track employees' participation
- track mentor names for the purposes of recognizing mentors nationally
- report on some basic mentor demographics

Program Resources

Supervisors/DCs and participating employees should receive all relevant program materials from their State Coordinator. The goal is to provide supervisors/DCs and participating employees with all the materials they need to smoothly and easily implement and engage in CAMP. These materials include the following:

Index	Resource	Description
1	Program Guide for District Conservationists and Participating Employees (<i>this document</i>)	A brief but detailed guide for participating employees and their supervisors that describes the components and mechanics of the program. Includes checklists, lifecycle graphics and list of suggested activities to make implementing the program as easy as possible.
2	CAMP Fact Sheet	A one-page handout that summarizes CAMP for an internal or public audience.
3	Talking Points for DCs – Partner Audience	Talking points for DCs to use in explaining the program to partners in their local areas.
4	Producer Volunteer Mentor Guide	A brief guide for mentors to facilitate their participation in the program and help them understand the primary purpose and goals of the program. Includes a list of suggested activities, a personal conduct agreement and a lifecycle graphic to make understanding the program as easy as possible.
5	Frequently Asked Questions (FAQ) Sheet	A list of FAQs for program stakeholders to refer to for information. The RCs' Office will regularly maintain and update the list.
6	Program Evaluation Form	The tool for assessing participating employees' growth from the start to the end of their participation in the program. Both supervisors/DCs and participating employees will complete the form at the beginning, every 6 months during, and at the end of the program.
7	Recognition Certificate for Mentors	A certificate signed by the Chief and STC to recognize mentors for their contributions to the program and NRCS.
8	"Farm Sign" for Mentors	A "farm sign" to recognize mentors for their contributions to the program and NRCS; mentors can display the sign on their operation(s).

States may create additional materials for use in their states, so your State Coordinator may provide you with other materials that are not identified in this table.

Appendix

Program Evaluation Form



Conservation Agricultural Mentoring Program (CAMP) Program Evaluation Form

The purpose of this form is to collect data related to perceptions of participating employees' growth as a result of CAMP.

NRCS participating employees/mentees and their supervisors should receive and complete this form:

- at the beginning of the program
- every 6 months during the program
- at the end of the program

For Question 1, identify whether you are a participating employee, or the supervisor of a participating employee.

For Question 2, identify the program milestone at which you are completing this form.

For Questions 3-10, select the degree to which you agree with each statement.

Note: This form is intentionally brief. The data are anonymous and enable NRCS to report aggregate/nationwide CAMP outcomes.

1. Identify whether you are an employee who is participating in the program, or the supervisor of an employee who is participating in the program:

- I am an employee who is participating in the program
- I am the supervisor of an employee who is participating in the program

2. Identify the program milestone at which you are completing this form:

- Start of the program
- 6 months into the program
- 1 year into the program
- End of the program

3. I am/The employee I supervise is ... familiar with production agriculture in my local area.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

4. I am/The employee I supervise is ... familiar with resource concerns in my local area.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

5. I am/The employee I supervise is ... familiar with how NRCS addresses resource concerns in my local area.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

6. I am/The employee I supervise is ... familiar with how producers address resource concerns in my local area.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

7. I am/The employee I supervise is ... confident discussing agricultural resource concerns with producers in my local area.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

8. I am/The employee I supervise is ... connected to my local agricultural community.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

9. I am/The employee I supervise is ... aware of the types of challenges producers face in my local area.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

10. I am/The employee I supervise is ... confident on the job.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

Checklist for Supervisors/District Conservationists

This checklist is designed to be a resource for supervisors/DCs to use to keep track of the activities they need to complete during the program life cycle.

Supervisor/District Conservationist Checklist	
Activity	Complete
Review program materials from your State Coordinator, including guidance for identifying suitable producer mentors	
Engage with local producers who are interested in volunteering as mentors; provide them with a program fact sheet	
Determine which employees should participate in the program	
Provide participating employees with the relevant program materials	
Match participating employees with producer volunteers	
Report initial program data to your State Coordinator	
Notify producer volunteers that they have been matched with a participating employee and provide producer volunteers with mentor program guide	
Receive the "Program Evaluation Form" from your State Coordinator; ensure you and your participating employees complete it at the beginning of the program	
Support and ensure participating employees' participation in the program; remember that employees should be driving the relationship with their mentor(s), not the other way around	
Report program data to your State Coordinator on a quarterly basis	
Receive the "Program Evaluation Form" from your State Coordinator every 6 months during the program; ensure you and your participating employees complete it	
Receive the "Program Evaluation Form" from your State Coordinator at the end of the program; ensure you and your participating employees complete it	
Recognize/thank volunteer producers: <ul style="list-style-type: none"> • Receive from your State Coordinator the recognition certificates for producer volunteers signed by the Chief and State Conservationist • Receive from your State Coordinator the "farm signs" to recognize producer volunteers (signs they can display on their operations) • Present certificates and "farm signs" to participating producer volunteers 	
Ensure your participating employees conclude their mentoring relationships with their producer volunteer mentors	

Program Lifecycle for Supervisors/District Conservationists

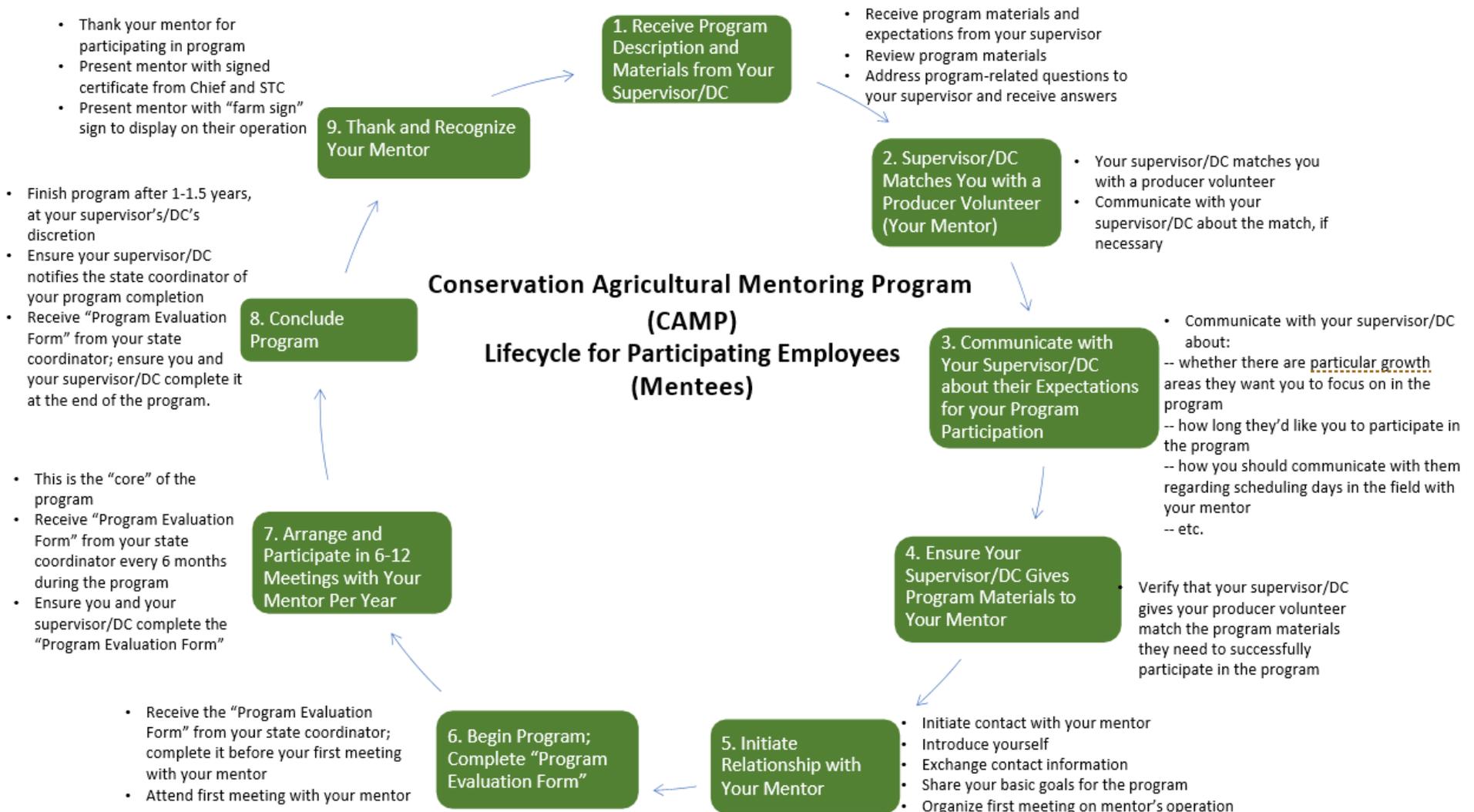


Checklist for Participating Employees/Mentees

This checklist is designed to be a resource for participating employees/mentees to use to keep track of the activities they need to complete during the program life cycle.

Participating Employee/Mentee Checklist	
Activity	Complete
Review program materials from your supervisor	
Receive notification from your supervisor/DC that they have matched you with a producer volunteer	
Communicate with your supervisor/DC about their expectations for your program participation: <ul style="list-style-type: none"> • Are there particular growth areas they want you to focus on? • How long do they want you to participate in the program? • How do they want you to communicate with them about scheduling days in the field with your mentor? • Etc. 	
Initiate communications with your mentor(s): <ul style="list-style-type: none"> • introduce yourself • exchange contact information • share your basic goals for the program • organize and schedule your first meeting on your mentor's operation 	
Receive the "Program Evaluation Form" from your State Coordinator at the beginning of the program; ensure you and your supervisor/DC complete it	
Identify questions you may want to ask your mentor during your first meeting	
Meet with your mentor(s) on their operation(s) between 6-12 times per year	
Ensure you and your supervisor report data to your State Coordinator on a quarterly basis	
Receive the "Program Evaluation Form" from your State Coordinator every 6 months during the program; ensure you and your supervisor/DC complete it	
Receive the "Program Evaluation Form" from your State Coordinator at the end of the program; ensure you and your supervisor/DC complete it	
Recognize/thank your mentor(s): <ul style="list-style-type: none"> • Receive from your State Coordinator the recognition certificates for producer volunteers signed by the Chief and State Conservationist • Receive from your State Coordinator the "farm signs" to recognize producer volunteers (signs they can display on their operations) • Present certificates and "farm signs" to participating producer volunteers 	
Conclude mentoring relationship	

Program Lifecycle for Participating Employees/Mentees



Program Lifecycle for Producer Volunteer Mentors

Conservation Agricultural Mentoring Program (CAMP) Lifecycle for Producer Volunteer Mentors

