

SALE-LE XVI Expectations

1. **Narratives** - Two three-page comprehensive narrative reports will be required by each participant. Each narrative will be bound into a SALE-LE Class XVI book to be distributed to the SALE-LE Class, SALE Executive Board, Texas A&M AgriLife Extension Administrators and Texas A&M System Administrators. The narrative should report on the following: 1) What was learned? 2) What change has taken place in your attitude concerning yourself, your life, your job, your career, your family or any other changes? 3) What was different about your expectations of this program? 4) What did you bring back to share with your family, Extension programs, communities, and co-workers? 5) How has this program enhanced your leadership skills?
 - Louisiana seminar narrative will be due December 9, 2024
 - Overall two-year program narrative will be due August 11, 2025
2. **Evaluations** - An evaluation will be required after each seminar, due the last day of the seminar. The evaluation form will be provided by the SALE-LE office.
3. **SALE-LE briefcases, name badges and notebooks** - The SALE-LE briefcases, name badges and notebooks will be provided to you, courtesy of the SALE-LE Program. You are required to wear your name badge at each session and if you lose your name badge you will incur the cost of a new one.
4. **Punctuality** - Being on time is of utmost importance; each participant is expected to be on time if not early for each planned session or activity.
5. **Dress code** - A dress code will be assigned to each planned session and it will be noted on the draft agenda sent to you prior to the program. As with any business or distinguished program, participants should always present themselves in a professional manner. Following are the SALE-LE dress codes and their definitions:
 - **Business Attire:** **Men** - coat and tie, either suit or sport coat & slacks
 Women - Dress or business suit
 - **Business Casual:** **Men** - casual slacks or dress jeans and collared shirt
 No Tee Shirts
 Women - casual slacks, skirts or dress
 - **Leisure:** On your own
 - *Seldom are shorts appropriate for men or women. However, if those occasions arise, participants will be notified.*
6. **Presiding participants** - For each session, two SALE-LE participants will be assigned to oversee that part or segment of the program. Responsibilities will include:
1) Introduction of speakers, 2) Take photos during a session, 3) Thank each speaker, 4) Check classroom for seating, lighting, and setting up of audio-video equipment
7. **Rooming assignments** - A roommate will be assigned before each seminar.
8. **Starting times** - The starting time for each instate seminar will begin at 1:00 p.m. on Tuesday.

9. **Address or e-mail changes** - Each SALE-LE participant is responsible for updating their address and/or e-mail with the TALL/SALE-LE office in a timely manner.
10. **Mobile phones** - All mobile phones will be required to be turned off during any SALE-LE session. They may be used during breaks or after seminar sessions.
11. **Tobacco use** - Any tobacco product will not be allowed during any SALE-LE session. A participant may use tobacco during his/her free time.
12. **Incidentals** - All SALE-LE participants will be required to pay for any incidentals incurred at the hotel such as phone calls, movies, room service, valet parking, laundry etc. SALE-LE will pay for the lodging.
13. **Conduct** - The values of the SALE-LE program are respected statewide, and each participant is expected to uphold those values. Each is expected to conduct himself/herself as a responsible leader.
14. **Attendance** - You are expected to attend all four seminars to be eligible to graduate. In the event a participant fails to attend a session, he/she will not graduate until the next SALE-LE Class holds the same seminar that he/she missed. **To graduate, you must complete the sessions missed.** Missing two sessions will require reapplying to the San Antonio Livestock Exposition-Leadership Extension Program.

Dates and Location for Cohort XVI:

- May 7-10, 2024: College Station
- November 19-22, 2024: Louisiana
- May 6-10, 2025: Austin
- November 18-21, 2025: San Antonio GRADUATION