

**Federal Affairs Trip**  
**Terms of Agreement**

This agreement is effective on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
between \_\_\_\_\_ (hereinafter, "Member") and Pennsylvania Farm  
Bureau (hereinafter, "PFB"). By signing this agreement, Member acknowledges they  
are representing PFB and will adhere to the following terms and conditions, while  
attending PFB's federal affairs trip. *If the terms and conditions are not followed,*  
*Member understands he or she will not be asked to attend another trip in the future.*

1. Member will refer ONLY to PFB and American Farm Bureau Federation policies and priorities.
2. Member will not divert from given agenda topics unless relevant to PFB policy.
3. Member will not discuss any campaign finances with legislators.
4. Member will not discuss partisan politics or make known his or her party affiliation as PFB's advocacy efforts are bipartisan.
5. Prior to attending the trip, Member will read through PFB's priorities to understand the issues.
6. Member will not hand out personal material to legislators without first clearing it by PFB staff, prior to the trip.
7. Member agrees to actively participate in the discussions, during meetings with legislators.
8. If a legislator has not historically agreed with PFB on a particular issue, Member agrees not to get in an aggressive dialogue.
9. Member will respect other attendees' time to talk.
10. Member will be respectful of legislator and staffer's time. Example: If the legislator has to leave for votes or the staffer has another meeting, then PFB staff will follow up with email and Member will thank the legislator and/or staffer for their time.
11. Member will not call or email Congressional offices to schedule meetings for the trip as PFB staff schedules everything for the trip.
12. If Member does not know the answer to a legislator or staffer's question, they or PFB staff will follow up rather than pretending to know the answer.

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Member Signature

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PFB Employee Signature