



Agricultural Leadership Program

Class XVI Application

Instructions for Using Fill-able PDFs

To aid in filling out as well as reviewing applications, we have created fill-able pdfs. We strongly encourage you to complete all application forms on a computer. However, you may also simply print out these forms and use a typewriter, or if absolutely necessary, legible handwriting.

- 1) Please be sure that you have the Adobe Reader program on your computer. Here is a link to get a free download of the software: <http://get.adobe.com/reader/>
- 2) Download each form onto your computer. Please Save the file on your computer before you start to fill it out. This will ensure that what you type will be saved.
- 3) When you open a form, you have the option of toggling the “Highlight Fields” button. This will help you see what fields you need to enter information into. Hit the tab key to advance through the fields.
- 4) You may cut and paste content from a Word or other text document into the form. Please note the few places where there is a word limit. If you need more space, you may add an additional separate page-please make a note to us that you are doing so.
- 5) When you have completed filling out a form you may save it (and, if needed, return to it later to edit or complete). Please add your last name and first initial to the beginning of the file name when you save it. Example: Kalama_L.Application.ClassXVI.pdf
- 6) Please sign your forms using the Adobe software. The dropdown menu is at the top of the page under Sign. Follow the instructions to create a signature.
- 7) To submit your forms, please send via email to: Director@agleaderhi.org. Make sure your name is in the file name of each saved form and attachment. Please add a short note in the body of your email referencing the application.
- 8) If you are unable to email your forms, you may print them, sign/date, and mail them to the address listed below.
- 9) Please follow up with your recommenders to ensure they have sent the recommendation form directly to ALFH.
- 10) All application materials **must be received no later than January 29, 2018**

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