

Free State FFA Chapter Officer Application 2019-2020



Check-off sheet

Candidates Name and Grade:

- Completed Application (Must be Typed) - and all appropriate signatures present. (PRINTED APPLICATION)
- Chapter Officer Contract* is checked-off and signed.
- Grade Check Form is 100% complete!

**Return all information to Mrs. Gilmore by September 4th
at 6:00 p.m.**

**Chapter Officer Interviews will be on Thursday, September 5th.
When you turn in your application you will sign up for a time slot.
We will start interviews at 5:30 pm to accommodate for sports practices and
interview committee travel.**

Free State FFA Chapter Officer Application 2019-2020



Applicant's Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Cell #: _____ Grade: _____ Age: _____

Is there any position that you would not willingly serve in? Please check accordingly

- President Vice President Secretary Treasurer Reporter
 Sentinel Parliamentarian Historian Chaplain Jr. Advisor
 Committee Head* Student Council Rep*

*These offices do not require an interview and will just go to chapter vote

1. Briefly state the qualities you possess that qualify you for a chapter office.

2. If you were elected to a chapter office, what would be your main goal for the chapter?

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3. Describe your experiences speaking in front of large groups of students/people?

4. List the Agriculture classes you took this year and have signed up for next year:

5. What other commitments do you have in the year that would compete for your time?

6. What do you believe the most important responsibilities of a chapter officer are?

7. Give an example of a time when you used your position as a leader to live out the morals and standards of an FFA member.

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I _____, hereby approve of my son/daughter,

_____, running/becoming a Free State FFA Chapter Officer for the 2019-2020 school year. I realize that s(he) is responsible for their officer duties and will uphold them to the best of their ability. I further understand my child is required to be at all required meetings, on time, or will fall subject to the penalties associated with absence and tardiness. I am aware that repeated absences (**no more than three unexcused**) from official officer functions will result in my student's **early dismissal** from the officer team.

Parent/Guardian Signature: _____

Date: _____

I understand I am responsible for my duties as a chapter officer and will uphold them to the best of my ability. I further understand I am required to be at all required meetings, on time, or will fall subject to the consequences associated with absence and tardiness. I am aware that repeated absences (**no more than three unexcused**) from required functions will result in my being **dismissed** from the officer team early.

Applicant Signature: _____

Date: _____

Chapter Officer Handbook

Becoming a Chapter FFA Officer is a challenging process, yet a very rewarding opportunity. Through this chapter officer candidate process, you will grow as a person and advance in leadership development and career preparation. Congratulations on deciding to run for office!

Although Chapter FFA Office takes a great deal of hard work and dedication, officers will gain experiences and contacts that will last a lifetime. The skills gained will help prepare them for future careers, opportunities in college, and leadership roles in other organizations. Chapter officers serve the **Free State FFA** members and advisors. They make a positive difference in the lives of many people.

This document is to help you prepare your candidacy for Chapter FFA Office. In it, you will find everything you need to get you on your way. Please thoroughly review all the enclosed information as you prepare for the chapter officer selection process.

Remember this is only the beginning!! As a candidate, you will need to study Agricultural Education and FFA information, practice interviewing and presenting yourself in front of people. It will take your personal commitment and dedication to truly prepare for this process. You know yourself best! You know what areas you need to work on. We wish you the very best.

If you have any further questions, regarding the responsibilities of Chapter Officers, or the Selection Process, please contact Mrs. Gilmore.

Organization

The Free State FFA Officers are overseen by the FFA advisor/ Agricultural Education teacher, with support by the school administrative office.

There will be six elected chapter officers for the school year **and** the possibility of addition appointed officers, as decided upon by the advisor. Results for the 2018-2019 FFA Chapter Officer Team will be presented before the Chapter during an FFA meeting.

Qualifications

To participate in the Free State FFA Chapter Officer program, officer candidates must meet all of the eligibility requirements:

- Have and maintain a 2.0 GPA or higher.
- Have a “C” or better in all Agriculture classes.
- Have and maintain a clean discipline and attendance record.
- Have a signed, completed application on file with the chapter advisor.
- Be a member of the local FFA chapter for the current school year.
- Have plans to be enrolled in an Agricultural Education class next year.
- Go through the chapter selection process (applying, interviewing, being elected).

Duties

Chapter officers serve a vital function in the FFA organization. By taking a major leadership role, these students grow from the experience and benefit the chapter. It should be the officers' goal to lead by example and encourage other members to participate in chapter activities. The following are general duties expected of all officers.

- A commitment to a genuine desire to be a part of a leadership team.
- A willingness to accept responsibility.
- A sincere desire to work with all chapter members in meeting their leadership, personal and chapter goals.
- A commitment to lead by example.
- A knowledge and understanding of the chapter, state and national FFA constitutions and bylaws.
- A working knowledge of parliamentary procedure.
- An ability to memorize their parts in the official ceremonies.
- A positive attitude and open mind to new ideas.
- A willingness to participate in all activities at the chapter level.

Expectations

- You are expected to be at all functions unless previous notice was approved with Ms. Gilmore.
- Officer attendance will be checked and maintained at all officer and FFA meetings. It is **YOUR** responsibility to maintain a FFA calendar and know when meetings take place.
- It is **MANDATORY** that you attend the officer retreat over the summer. Dates will be scheduled around officers who provide their summer calendars to Mrs. Gilmore upon request.
- Meetings are a priority! You are expected to be there!
 - The following is an attendance policy:
 - An excused absence is one that Mr. Gilmore was given 24 hour notice prior to the meeting.
 - An unexcused absence is when no notice, or less than 24 hours notice is given prior to missing a meeting. (Emergency Illness- day of, will count once excused)
 - For an 18 week period, (Aug-Dec, Jan-May) you may miss one unexcused meeting OR 3 excused meeting, after this time if you miss another meeting you are put on probation for one month.
 - Probation is as follows- you may not participate in Opening and closing ceremonies but are expected to continue your other officer duties.
 - If you are 30 minutes late or leave 30 minutes early twice, it counts as an absence.
 - Reasonable excuses may be determined by a 2/3 vote of officers present.
- If anyone, while on probation misses another function they may be removed from office
- Exceptions such as serious illnesses or medical treatment will be considered.

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- If anyone is suspended from school for fighting, tobacco, drugs or alcohol, stolen goods, weapons, they will be removed from office. Other suspensions will be determined by the advisor for removal or probation.
- If an officer is found in breach of the FFA Code of Ethics, the officer could be removed from office based on the offense.
- If an officer's GPA drops below a 2.0, they will be on a 9-wk probation, if the GPA is not brought above a 2.0. They will be removed from office.
- If an officer fails a class required for graduation, they will be removed from office.

School is your top priority. HOWEVER, you must adjust your time as needed. Homework is not an excused absence from a meeting.

Parent and/or officer has the right to request a hearing regarding their student's removal from office. The hearing will be held as soon as possible with a panel consisting of an administrator, advisor, officer's counselor, and one teacher. The officer and parent will be given the opportunity to present reasons for this action to be voided. The decision of the panel will be final.

I have read and understand the "Chapter Officer Handbook" and the Chapter FFA Constitution regarding officer elections. I understand that they apply to me in my pursuit of a position on the Free State FFA Chapter Officer Team. I further understand that failure to comply to the expectations may result in my early dismissal from the application process and later from the Chapter Officer Team.

Student Signature

Date

I have read, and understand, that the "Chapter Officer Handbook" listed above and the Free State FFA Constitution applies to my child who is pursuing a position on the Free State FFA Chapter Officer Team. I further understand that failure of my student to comply to the expectations may result in their early dismissal from the application process and later from the Chapter Officer Team.

Parent Signature

Date

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This is a list of specific responsibilities associated with each office. These can be changed and added to but this a list of expectations. Be supportive of each other! Help out the treasurer during fundraisers. Lend a hand to the reporter in preparing a chapter press release. Everyone can help take pictures and help with signs, bulletin boards, etc. Remember that we can all make a positive difference. If we are united, that difference will be overwhelming.

The President:

- Preside over meetings according to accepted rules of parliamentary procedure.
- Appoint committees and serve on them as an ex-officio (non-voting) member.
- Coordinate the activities of the chapter and evaluate the progress of each division of the Program of Activities.
- Represent the chapter in public relations and official functions.
- Prepare agenda for officer meeting.
- Oversee National FFA Week activities with the help of the Vice President.

The Vice President:

- Assume all duties of the president if necessary.
- Develop the Program of Activities and serve as an ex-officio (non-voting) member of the POA committees.
- Coordinate all committee work.
- Complete and Delegate the National Chapter Application.
- Work closely with the president and advisor to assess progress toward meeting chapter goals.
- Establish and maintain a chapter resource file.
- Oversee National FFA Week activities with the help of the President.

The Secretary:

- Prepare and post the agenda for each chapter meeting.
- Prepare and present the minutes of each chapter meeting.
- Keep record of all Committee Reports.
- Be responsible for chapter correspondence.
- Maintain member attendance and activity records and issue membership cards.
- Keep the Program of Activities Information Up to Date
- Keep record of attendance at FFA activities

The Treasurer:

- Help the Advisor receive, record and deposit FFA funds and issue receipts.
- Present monthly treasurer's reports at chapter meetings.
- Collect dues and special assessments.
- Be responsible for coordinating all chapter fundraisers alongside Fundraising Chair.
- Inform members and officers of all Alumni fundraisers.
- Prepare and submit the membership roster and dues to the National FFA Organization in cooperation with the secretary.

The Reporter:

- Plan public information programs with local radio, television, newspaper and service clubs and make use of other opportunities to tell the FFA story.
- Release news and information to local and regional news media.
- Interview SAE Spotlight and Greenhand Spotlight Nominees.
- Prepare the scrapbook for State Convention with the Historian.
- Handle all outgoing Press Releases in a timely manner.
- Maintain the Twitter Page, Facebook Page, and the Website.

The Sentinel:

- Assist the president in maintaining order.
- Keep the meeting room, chapter equipment and supplies in proper condition.
- Welcome guests and visitors.
- Keep the meeting room comfortable.
- Take charge of honorees at banquet.
- Assist with special features and refreshments.
- Set up and clean up meeting room for each meeting.
- Act as the Chapter Liason between the FFA and the SHHS Student Council

The Junior Advisor:

- Help in the development of the Greenhand Officer Team
- Inform prospective students and parents about the FFA
- Encourage students to participate in leadership and personal development activities
- Encourage involvement of all chapter members in activities.
- Serve as role model and counselor for members as well as officers.
- Work as the Chapter Liason between the FFA and the Alumni

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The Historian:

- Prepare the Chapter Scrapbook for State Convention
- Run the chapter Instagram Account
- Take pictures at all FFA events
- Prepare videos for Chapter Banquet
- Prepare presentations within the community with help from the President and Reporter
- Help the Advisor and Reporter prepare the Chapter Monthly Newsletter
- Collect pictures from other FFA members of FFA events.

The Parliamentarian:

- Assist the President in maintaining proper parliamentary law
- Ensure that Parliamentary Procedure resources are well-kept and available at all times
- Planning Chapter FFA meetings alongside the Chapter President
- Prepare a parliamentary procedure workshop for Greenhand Parliamentary Procedure Team

Committee Chairs:

- Be the chair of the Finance, Student Development, Chapter Development, or Community Development Committees.
- Schedule regular meetings with your committee members with the help of the President, Vice-President and Advisor
- Plan all events related to your committee responsibilities
- Prepare regular reports to present to the other officers at officer meetings
- Participate in all events planned by your committee.

Student Council Representative:

- Be the representative of FFA in the Free State High School Student Council
- Attend all Student Council Meetings
- Report back to FFA about Student Council at **ALL** monthly meetings

Chapter Officer Application

GRADE CHECK FORM

Name: _____ Grade: _____

School: **Lawrence Free State High School**

Period	Teacher	Grade	Signature	Comments
1				
2				
3				
4				
5				
6				
7				

DO NOT TURN IN THIS APPLICATION WITHOUT ALL OF YOUR GRADES

FILLED IN AND SIGNED BY YOUR TEACHER!

DO THIS IN ADVANCE IN CASE YOUR TEACHER IS ABSENT!

Parent Signature:

My son / daughter is eligible, currently has a “C” or better in all classes.

Signed: _____ Date _____

Student Signature:

The information given is true and correct, and I am eligible and have at least a “C” in all classes.

Signed: _____ Date _____