

# **Allen FFA**

**Officer**

**Application**

**&**

**Contract**

# Qualifications for Becoming a Chapter Officer in the Allen FFA

Candidates must:

1. Have completed one year's membership in the Allen FFA,
2. Be passing all classes in which currently enrolled,
3. Have NO office referrals
4. Have acceptable school attendance record
5. Have an active SAE project with Allen FFA
6. Have participated in Allen FFA fundraisers and community service activities,
7. Have attended chapter meetings during the current school year,
8. Have competed in at least one LDE or CDE during the current school year,
9. Enroll in an ag class each semester for the upcoming year.
10. Complete and return the officer application by the specified date and time
11. Have been an officer in the current school year to run for the office of President unless no such candidate exists.

## Allen FFA Chapter Officer Election Process

**Candidates will be elected according to the following scores:**

- 20% FFA Knowledge Test: (Multiple Choice) **5/4/17** after school starting at 2:30pm
- 20% based on the candidates application **(Due Monday 5/1/17)** Teacher Evaluation (I will send a google form to your teachers to fill out)
- 20% based on the Allen FFA Chapter members' votes taken at the Chapter meeting on **5/10/17** where you will be giving a 2 minute speech in front of the voting members.
- 20% Interviews will take place on **Thursday May 4th starting at 2:30pm H Hall**
- 20% **\*\*New\*\* Facilitation Practicum**: Along with the interview you will deliver a 10 minute Junior FFA student learning workshop over any agriculture topic you choose. You will turn in your template for your workshop at that time. The template can be found on our Allen FFA Website. All materials that you will use for the presentation are your responsibility to bring to the interview on **5/4/17**

# Allen FFA OFFICER APPLICATION

***This Application is Due May 1, 2017***

**Please hand in application to an Ag Teacher**

Applicants Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Parents Name: \_\_\_\_\_

Year in School: \_\_\_\_\_ Age: \_\_\_\_\_

Highest Degree Held:      Greenhand      Chapter FFA      State FFA Degree (Circle One)

**By turning in this application you may not be awarded the position you most desire, will you be willing to serve in any officer position?**      YES      NO

**If you do not make the officer team, would you be willing to serve the chapter in another position?**      YES      NO

**Have you been ineligible this school year?**      YES      NO

**Has your grade EVER been below a "C" in ANY of your agriculture classes since being in high school?**      YES      NO

**Have you EVER failed a 9 week grading period?**      YES      NO

**Have you ever had an office referral?**      YES      NO

If yes, explain \_\_\_\_\_

**What other activities are you planning on being involved with next year other than FFA / Ag?**

\_\_\_\_\_  
\_\_\_\_\_

**Future Plans (College, Career, etc.)** \_\_\_\_\_

\_\_\_\_\_

**Why do you want to be an officer of the Allen FFA?**

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**What do you believe are the most important responsibilities of a Chapter Officer?**

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**Briefly state the qualities you possess that would qualify you for Chapter Office?**

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**What have you contributed to Allen FFA in the last year? (Committees, helped out, etc).**

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**What improvement and positive impact could you make in the Chapter and how?**

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**What will be your number one goal as a Chapter Officer? \_\_\_\_\_**

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- YOU MAY TYPE THIS APPLICATION, AS LONG AS ALL THE INFORMATION IS THE SAME
- YOU AND YOUR PARENT MUST SIGN THE FOLLOWING PAGES
- YOU MAY TURN THIS IN TO ONE OF THE AG TEACHERS BY May 5th by 4:00pm.

## The Allen FFA CHAPTER

### CODE OF ETHICS

***You will conduct yourself at all times in order to be a credit to our organization, Allen FFA chapter, school and community by:***

1. Dressing neatly and appropriately for the occasion.
2. Showing respect for the rights of others and being courteous at all times.
3. Being honest and not taking unfair advantage of others.
4. Respecting the property of others.
5. Refraining from loud, boisterous talk, swearing and other unbecoming conduct, such as drinking, illegal actions.
6. You will always address your teachers and other adults with respect and professionalism.
7. Demonstrating sportsmanship in the show ring, judging contests and meetings.
8. Being modest in winning and generous in defeat.
9. Attending meetings promptly and respecting the opinion of others in discussion.
10. Taking pride in our organization, activities, supervised experience program, exhibits, and the occupation of agriculture.
11. Sharing with others experiences and knowledge gained by attending national and state meetings.
12. Striving to establish and enhance my skills through agricultural education in order to enter a successful career.
13. Appreciating and promoting diversity in our organization.
14. We will express leadership qualities in all situations.
15. Strive to promote the FFA to all we meet and make all members feel welcome at all times.

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- Problems that arise throughout the school year will be addressed in a meeting with all Ag teachers to resolve the situation!!!!
  - If these rules and/or conduct are not followed the Ag teachers will have the discretion to remove you from office immediately.

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Applicant's Signature

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Date

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Parent's Signature

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Date

# Allen FFA Rules and Procedures

## PROCEDURE FOR DETERMINING STANDING OF OFFICERS

Officers shall be considered in good standing when they do the following:

1. Must attend mandatory meetings set forth by officers while enrolled in the school of this chapter.
2. Shows an interest in, and takes part in, the affairs of this chapter.
3. **Attend 100% of the chapter meetings** (any emergency must be discussed with the Ag Science Teachers beforehand)
4. Must attend mandatory officer meetings prior to chapter meeting for planning as determined by the advisors.
5. Must be enrolled in a Agricultural Science course with an Ag Science teacher the entire officer year.
6. Maintain an "A" grade in every agriculture class.
7. Maintain a passing grade in all other classes with a 70 or higher average.
8. Have NO office referrals
9. Have acceptable school attendance
10. Have an active SAE project with the Allen FFA

## DUTIES OF OFFICERS

**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.**

1. **A commitment to a genuine desire to be a part of a leadership team.**
2. **A willingness to accept responsibility.**
3. **A sincere desire to work with all chapter members in meeting their leadership, personal and chapter goals.**
4. **A commitment to lead by example.**
5. **A knowledge and understanding of the chapter, state and national FFA constitutions and bylaws.**
6. **A working knowledge of parliamentary procedure.**
7. **An ability to memorize their parts in the official ceremonies.**

## 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.

## 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.

Work closely with the president and advisor to assess progress toward meeting chapter goals.

Establish and maintain a chapter resource file.

## THE SECRETARY

Prepare and post the agenda for each chapter meeting.

Prepare and present the minutes of each chapter meeting.

Place all committee reports in the designated area in the Official FFA Chapter Secretary's Book.

Be responsible for chapter correspondence.

Maintain member attendance and activity records and issue membership cards.

Keep the Program of Activities wall chart up-to-date.

Have on hand for each meeting:

1. Official FFA Chapter Secretary's Book including minutes of the previous meeting.
2. Copy of the Program of Activities including all standing and special committees.
3. Official FFA Manual and Student Handbook.
4. Copies of the chapter constitution and bylaws.

## THE TREASURER

Present monthly treasurer's reports at chapter meetings.

Maintain a neat and accurate Official FFA Chapter Treasurer's Book.

Serve as chairperson of the earnings and savings committee.

Help advisors maintain accurate records of all FFA fundraisers

## 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.

Publish a chapter newsletter.

Send local stories to area, district and state reporters.

Send articles and photographs to FFA New Horizons and other publications.

Work with local media on radio and television appearances and FFA news.

Serve as the chapter photographer, and bring a camera to all FFA Events.

Establish and maintain a Chapter FFA website.

Parent's Initial: \_\_\_\_\_

Student Initial: \_\_\_\_\_

## **THE SENTINEL**

Assist the president in maintaining order.

Keep the meeting room, chapter equipment and supplies in proper condition.

Bring paraphernalia to all Chapter Meetings, Banquets, and the Opening and Closing Ceremonies Contest.

Welcome guests and visitors.

Keep the meeting room comfortable.

Take charge of candidates for degree ceremonies.

Assist with special features and refreshments.

## **REMOVAL OF OFFICERS**

The removal of officers will be by the advisor for the following:

1. Not attending all officer, chapter, and executive meetings.
2. Not participating in 100% of chapter activities as assigned by the advisors.
3. Inappropriate behavior (setting a poor example to other students i.e. chewing, smoking, drugs, consuming alcohol etc).
4. Failure to carry out assigned responsibilities.
5. Having a failing grade in any class below a 70 average, for more than one grading period.
6. Not maintaining at least an "B" in all agriculture classes.
7. Breaking the Code Of Ethics

**In summary, the duties of the Chapter Officers are to promote leadership, personal growth, and success among its members. Being a Chapter Officer is a great privilege, and failure to do the assigned duties, show up for meetings, or violate the Allen FFA Code of Ethics in any way will result from the officer being immediately removed from office.**

**In addition, the Chapter Officers must also comply with the following:**

1. Plan and facilitate a chapter Program of Activities (POA).
2. Attend ALL Scheduled Chapter Officer Meetings.
3. Participate in at least one LDE and one CDE contest.
4. Any officer who becomes ineligible during more than one grading period shall be asked to resign. A new officer shall be elected at that time to replace this officer.
5. Must attend all FFA Meetings, Officer Leadership Camps, Retreats, and State FFA Convention.
6. Be enrolled in an Ag class both semesters.
7. Plan ahead and NOT schedule other activities on an FFA event. (Zero Tolerance)
8. Have your officer part (opening and closing ceremonies) memorized by the first scheduled FFA meeting.
9. Attend ALL FFA functions as assigned by the advisors. (Including but not limited to: Community Service, Fundraisers, Junior FFA Meetings)
10. Participate in all FFA Fundraisers and abided by standards and selling goals set by the advisors.

**Not complying with these items will result in the officer being removed.**

Parent's Initial: \_\_\_\_\_

Student Initial: \_\_\_\_\_

**A Note from the FFA Advisors:**

**Parents and Applicants** please realize that the Chapter FFA Officers are an elite group of students who are responsible for coordinating and promoting an FFA Program of over 250 members! This is a great opportunity for young students to develop leadership skills, and really enjoy their high school and FFA experience. These rules are set forth to insure that the students running for office are truly interested and dedicated to making this the best chapter ever! We work so hard as a team that it requires every officer to be there, and to do his or her job. If one officer doesn't, and is not removed from office, then the whole team falls apart. I strongly encourage all serious FFA members to run, as I believe it is the best part about the FFA, what it can do for you, and the Chapter!

In addition if elected to chapter FFA office I will carry out my responsibilities in accordance with all of the following statements. I understand that I may be removed from office by the FFA advisors if I do not adhere to these established standards.

I will:

1. Be totally dedicated to the program of Agricultural Education, SAE and the FFA.
2. Be willing to commit the necessary time to chapter officer activities, realizing that your FFA duties will come before any other personal activities. This will include a great deal of time away from employment and other school activities.
3. Be willing and able to travel in serving the chapter.
4. Become knowledgeable of the SAE program, the FFA and the many opportunities available in the field of Agriculture as well as keeping up to date on current local and national events.
5. Work diligently through preparation and practice to develop effective public speaking skills and project a desirable image of FFA at all times.
6. Seek constructive criticism and evaluation of my performance. Constantly evaluate my personality and attitude, making every effort to improve myself.
7. Serve as a member of a TEAM, always maintaining a cooperative attitude.
8. Take and follow instructions from those responsible for me.
9. Complete the goals of the FFA Officer Team.
10. Realize you represent the Allen FFA Chapter at all times not just on official business.
11. I will plan ahead and **NOT** schedule other activities on an FFA event. (Zero Tolerance)
12. I will have my officer part (opening and closing ceremonies) memorized by the first scheduled FFA meeting.

**Parent:** I have read this application and support my child in running for office. I also agree with and support the rules set forth by the FFA Advisor and the Allen FFA Code of Ethics for Chapter Officers. I also understand that my child may be removed from office without notice if my child is found to be in violation with any said rule.

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Parent Signature

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Date

**Applicant:** I have read this application and I agree with and support the rules set forth by the FFA Advisor and the Allen FFA Code of Ethics for Chapter Officers. I also understand that I may be removed from office without notice if I am found to be in violation with any said rule.

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Applicant's Signature

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Date