

Oakleaf FFA



Chapter Officer Handbook
2014-2015

Oakleaf FFA Officer Application

Every successful organization has strong leadership. Therefore, it will be a goal of the Oakleaf FFA Chapter to develop student leaders in all aspects of the program. Even though there are limited positions available on the officer team, every student will have the opportunity to develop leadership skills throughout the year. FFA Officers are a very important part of any FFA chapter. They develop programs, implement activities, and serve as role models in our chapter, school, and community. Therefore, they must first and foremost be a good student both through academics and behavior. Additionally, as outlined in the Official FFA Student Handbook, students running for chapter office must:

- Have a genuine desire to be a part of a leadership team
- Have a willingness to accept responsibility
- Have a sincere desire to work with all chapter members in meeting their leadership, personal, and chapter goals
- Be committed to lead by example
- Have the willingness to gain knowledge and understanding of the chapter, state, and national FFA constitution, bylaws, and programs
- Have the willingness to gain a working knowledge of parliamentary procedure
- Have the willingness to memorize the official ceremonies

This Oakleaf FFA officer team will be chosen by committee. Parents must sign the Officer Application or it will not be accepted. The committee's decisions are final. The slate of officers will be announced on May 30th at 5pm on www.oakleafffa.weebly.com

FFA officers will be expected to have FFA OFFICIAL DRESS. In addition to the official jacket and tie/scarf, boys are required to have black dress shoes, black slacks, black socks, and white button-up shirt. Girls will have black closed-toed, closed-heeled shoes (no sandals, boots, etc.), off-black hosiery, black knee-length skirt, and a white button-up shirt. Slacks, shirts, and skirts can be purchased from FFA Unlimited for \$20 a piece. FFA Officers will not be required to attend every single function however, they must be able to attend FFA meetings and officer meetings. Officers are expected to participate in at least one Career Development Event and two community service projects during the year and at least one fundraiser.

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 Oakleaf FFA members and advisor. They make a positive difference in the lives of many people.

This handbook 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 handbook 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.

Qualifications

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

- Have and maintain a 2.5 GPA or higher. (I will be looking at your 3rd quarter grades.)
- Have and maintain a clean discipline and attendance record.
- Have a signed, completed application on file with the chapter advisor.
- Have a signed, completed chapter Code of Ethics on file with the chapter advisor.
- Have a signed, completed Chapter Officer Contract.
- Attend the mandatory parent meeting on Monday, June 2nd at 6pm.
- Be a member of FFA for the current school year.
- Review the Chapter Officer Handbook.
- Go through the chapter officer selection process. May 29th will be the interviews. Interviews will begin at 2:30 and go for 10 minutes. (jr high students interviews will begin at 4:30pm). A time slot will be assigned after May 26th. Please let me know if you have any time restraints
- Competed in at least one CDE during the 2013-2014 school year.

Important Dates

- Application Due = May 23rd (**by 2:30pm no exceptions**)
- Interviews = May 29th
- Officer Announcement = May 30th

Application Checklist-

please only turn in the following, you should keep the other pages for yourself.

1. Resmue
2. Application Questions typed (of course incomplete sentences)
3. Contract with applicant and parent signatures
4. Expectations of Officers with applicant and parent signatures
5. Copy of report card/ print out from Focus of 3rd quarter grades
6. 2 teacher recommendations given to teachers to turn in to Mrs. Sidle

Discipline

All FFA Chapter Officers will be placed on behavior contracts for any of the offenses listed below. The Chapter Officer is allowed two chances to improve their behavior, with the third offense resulting in removal from the team.

Offenses:

- Not abiding by the FFA Code of Ethics
- Unexcused absences: Anything but an illness or family emergency.

Offenses resulting in immediate removal from Chapter Officer Team:

- Use and/or possession of alcohol or drugs.
- Use and/or possession of tobacco.
- Stealing or possession of stolen goods.
- Use and/or possession of weapons.
- *Defiance of advisor, administrator or other teacher. (including substitutes)*
- Two consecutive grading periods or interims below 2.0 GPA.
- Fighting.

Parent and/or officer has the right to request a hearing regarding this action. 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.

Offices available: Choose based on the duties of that office, what are you best suited for??

President	<ol style="list-style-type: none"> 1.Run all chapter meetings, 2.Consult with all officers type and make copies of agenda for each meeting 3.Kickoff Dinner/ Banquet Committee Chair 4.Whatever the chapter needs you to do 5. Be involved in ALL events/projects in some form 	
Vice President	<ol style="list-style-type: none"> 1.Fill in for President when needed 2.Create and manage committees for all events 3.Member Spotlight Bulletin Board (and blog on website/ facebook)- monthly 4.Fair Committee Chair 	
Treasurer	<ol style="list-style-type: none"> 1.Assist advisor with financial matters, 2.Coordinate fundraisers, 3.locate sponsorships 4.Fundraising Committee Chair 5. Work with Alumni in planning Yard Sale event. 	
Secretary	<ol style="list-style-type: none"> 1.Manage Ag Career Network 2.Take Minutes of FFA Meetings and upload to website 3.Create a member points system and manage the system 4.Ag College and Career Fair Committee Chair 	
Historian	<ol style="list-style-type: none"> 1. Responsible for taking pictures at all events 2. Create slideshow for banquet and kickoff dinner 3. Create a scrapbook for the year. 4. Upload pictures to Facebook and chapter website 	
Sentinel	<ol style="list-style-type: none"> 1.Coordinate setup for chapter events/meetings 2. Coordinate refreshments for each meeting 3. Elementary Ag Club Committee Chair 	
Reporter	<ol style="list-style-type: none"> 1.<u>Write up all</u> Oakleaf FFA events for newspaper, newsletters within 2 days of event. 2.Assist in creating a chapter newsletter to be sent out monthly 3.Public Relations committee chair 4.Keep calendar outside of classroom on wall updated each month with upcoming events (work with the reporter to get information out to entire chapter-especially the freshman) 5.Create Announcements for school news and flyers. 	
Chaplain	<ol style="list-style-type: none"> 1.Present the invocation at banquets and other functions. 2.Bulletin Boards in Cafeteria- change once per 9 weeks 3.Community Service Committee Chair 	
Parliamentarian	<ol style="list-style-type: none"> 1.Keep order at events and other duties as assigned. 2. Teach workshops to officers and members on Parliamentary Procedure 4.Chapter Retreat Committee Chair 	
Freshman VP- must be a freshman	<ol style="list-style-type: none"> 1.Plan specific activities just for freshman, 2.Encourage freshman to get involved 3.Create announcements for school news and flyers 4. Coordinate Greenhand week activities. 	

Oakleaf FFA Chapter Officer Application Questions- type on separate sheet of paper

The following questions should be submitted on a separate sheet of paper.

- 1. As an officer describe how you would serve the chapter members?**
- 2. How can the concept of the FFA program be delivered to all students at Oakleaf High School?**
- 3. List one time, during the past school year, that you worked with someone outside of your usual group of friends within the FFA.**

Answer only the questions for the office which you are applying. You may choose up to two offices.

President Questions:

1. How visible do you think the President should be to FFA members?
2. What do you think is the most important role of the Chapter President?
3. How will you improve the Kickoff Dinner and Banquet?
4. Submit a member recruitment plan.

Vice President:

1. One of your duties is coordinating all committees in the chapter, describe how you would accomplish this task.
2. What has been your previous involvement with the Clay County Fair?
3. Submit a sample of a member spotlight story you would create if selected. (max 400 words)

Secretary:

1. What is the Ag Career Network?
2. Explain how you would accomplish task 2 and 3.
3. What would you do to make the Agriscience College and Career Fair even better?

Treasurer:

1. What are some fundraisers you would like to see Oakleaf FFA do and why?
2. How will you motivate FFA members to get involved in fundraisers?
3. What will your game plan be to locate sponsorships for our chapter?

Historian

1. What photography skills/training do you have?
2. Submit an example of a basic scrapbook page from an FFA event.
3. Why do you want to be Historian?

Reporter:

1. Why is the reporter role important?
2. Submit an example of an FFA event write-up.
3. What types of things would have the Public Relations committee do to publicize Oakleaf FFA?

Chaplain

1. What are some community service projects you would like to see Oakleaf FFA complete?
2. How would you motivate members to become involved in community service?
3. Submit a bulletin board ideas for each 9 weeks of the school year. ☺

Parliamentarian:

1. How you rank your knowledge of parliamentary procedure?
2. How do you plan to improve your knowledge as well as the chapters?
3. What would you like to do to improve the Chapter Retreat?

Freshman VP-

1. How will you get the freshman excited for their first year in FFA at OHS?
2. What was your involvement in FFA in jr high?
3. Why would you are you the best candidate for Freshman VP?

Oakleaf FFA Chapter Officer Contract

As an officer of the Oakleaf FFA Chapter, I will: (initial each)

Area One: This is it!

- _____ 1. Be on time for all meetings, activities, and departure times.
- _____ 2. Write dates for activities down in a planner.
- _____ 3. Keep our team and my office as a priority.
- _____ 4. Attend all officer meetings, seminar, and night meetings.
- _____ 5. Attend all activities that I am able to. If I cannot attend, let other officers/advisors know ahead of time.
- _____ 6. Be responsible by staying on task and sticking to the agenda at meetings.
- _____ 7. Always support each other...look for ways to help lighten my fellow officer's load.

Area Two: Living Above the Line

- _____ 1. Be honest with each other and be open to others honesty.
- _____ 2. If confrontations are necessary, do them away from school/FFA activities.
- _____ 3. Do not talk behind the back of my fellow officers.
- _____ 4. Communicate with advisors.
- _____ 5. Keep my family informed of what I am/our team is doing.
- _____ 6. Choose a quote that best represents your view of leadership and write it along the bottom of this page.
- _____ 7. Encourage ALL members.
- _____ 8. Take time to get to know ALL members.
- _____ 9. ***Step away from cliques...meet and learn about new people.***
- _____ 10. Be a resource to members.
- _____ 11. Force and maintain a positive attitude.

Area Three: Pay it Forward

- _____ 1. Help my fellow officers, the members, and our chapter.
- _____ 2. Maintain a community focus with activities and/or community service.
- _____ 3. Develop creative ideas to get members involved.
- _____ 4. Be involved ourselves. Be an example.
- _____ 5. Always wear proper official dress.
- _____ 6. Communicate a positive attitude about wearing official dress.
- _____ 7. **Wear appropriate clothing to all events.**
- _____ 8. Conduct myself in an appropriate manner at FFA events and outside FFA.
- _____ 9. Treat all members equally.
- _____ 10. Step out of my comfort zone.
- _____ 11. Provide constructive criticism for my teammates and fellow members.
- _____ 12. ***Member focused attitude/actions.***
- _____ 13. Get members to buy-in.
- _____ 14. Draw s border around this page.

Area Four: Attendance Expectations- As an officer you are expected to be heavily involved in FFA. The following gives an idea of my attendance expectations for officers. As our chapter grows, it becomes a bigger honor to be selected as a chapter officer and so does the responsibility. Meetings and events are excused only for emergencies and illness. Know that the events listed on here are MANDANTORY and absence (unless emergency) will result in removal from officer team.

- _____ 1. Attend Officer Training Retreat July 28th-29th. (these dates are very tentative).

- _____ 2. Find two sponsors for the FFA chapter before August 15th.
- _____ 3. Attend Kickoff Dinner and Cake Auction on August 28th, 2014. (tentative)
- _____ 4. Plan, organize and conduct one chapter meeting during the year.
- _____ 5. Attend 80% of chapter meetings
- _____ 6. Attend 90% of officer meetings.
- _____ 7. Attend Agriscience College and Career Night on February 17th, 2014.
- _____ 8. Attend banquet and practice for banquet
- _____ 9. Attend at least 4 other FFA events outside of chapter meetings. (examples include, New Member Game Knight, Chapter Retreat, Toys for Tots Hoedown, High School Night of Competition at Fair, Pig Show, Livestock Sale, etc)
- _____ 10. Keep a log on the myaet.com of my activities in FFA to make sure I am fulfilling my duties.

I have read, studied and understand the intent and the spirit of the 3 areas to our chapter officer team's success. I will commit to modeling the 3 areas of success. I understand that failure to do so may result in limitations being set on my roles as a Oakleaf FFA officer and/or possible removal from office. 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 executive committee meetings, on time, or will fall subject to the fees associated with absence and tardiness. I am aware that repeated absences from required functions will result in my being dismissed from the officer team early.

Applicant Signature: _____ Date: _____

Parent Signature

I _____, hereby approve of my son/daughter, _____, running/becoming a Oakleaf FFA Chapter Officer for the 2014-2015 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 executive committee meetings, on time, or will fall subject to the fees associated with absence and tardiness. I am aware that repeated absences (no more than three) from official officer functions will result in my student's early dismissal from the officer team.

Parent/Guardian Signature: _____ Date: _____

Expectations of the Chapter Officers

1. This is **YOUR** organization **NOT** the Ag Teachers'!
2. Your number one priority and focus as a chapter officer is to serve the needs of the members of your chapter.
3. The success of Chapter Officers is evaluated by team performance, not necessarily on individual performance. Learn how to help each other to become better leaders.
4. Learn how to effectively win friends and influence those with differing viewpoints.
5. It is expected that each Chapter Officer be a positive role model for the members of the chapter. (Suspensions, probations, and repetitive disciplinary action is unacceptable.)
6. It is expected that each Chapter Officer strive aggressively to achieve and maintain academic success.
7. **NEVER**... tell members or friends how important **YOU** are!
8. **NEVER**... use the word "I" or allow your individual ego to interfere with the functioning of the team.
9. Conduct yourself in a dignified and professional manner at all times.
10. At the bottom of this page please answer the question, which Oakleaf FFA event is your favorite and explain why.
11. Always be courteous and respectful to all members and advisors 100% of the time.
12. Be discreet! Keep our business within the group. Communication is key... to air likes, dislikes, and other issues.
13. **DO NOT BE AFRAID OF THE POSSIBILITY OF FAILURE OR SUCCESS!**
14. When you need help... ask for it!
15. **NEVER** wait until the last minute to complete your assignments.
16. Give 100% effort!
17. Be enthusiastic at all times. (You never know who is watching!)
18. Learn how to be an effective leader and still have fun.
19. **Remember:** "The task ahead of you is never as great as the power behind you!"

I have read and understand the "Expectations of the Chapter Officers." I understand they apply to me in my pursuit of a position on the Chapter Officer Team. I further understand that failure to comply to the expectations may result in my early dismissal from the team.

Student Signature

Date

I have read, and understand, that the "Expectations of the Chapter Officers" listed above apply to my child who is pursuing a position on the Chapter Officer Team.

Parent/Guardian Signature

Date

Oakleaf FFA

TEACHER RECOMMENDATION

Please rate this student in each of the following areas. Please be completely honest in your evaluation. This will not be seen by the student or parent. Please complete and turn in to Mrs. Sidle's box by May 27t. (If its easier just me and email and I will send an electronic version you can email me.)

Student's Name: _____ Teacher's Name: _____

<u>Category</u>	<u>Outstanding</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
Responsibility				
Respect for Authority				
On Time to Class				
Cooperative				
Attitude				
Gets Along With Others				

Comments: Please justify the above ratings (especially outstanding and poor ratings).

Place this recommendation in Mrs.Sidle's box by May 27th.
DO NOT GIVE IT BACK TO THE STUDENT. These are confidential.
Thank you for your time!

Oakleaf FFA

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Please rate this student in each of the following areas. Please be completely honest in your evaluation. This will not be seen by the student or parent. Please complete and turn in to Mrs. Sidle's box by May 27th (If its easier just me and email and I will send an electronic version you can email me.).

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Respect for Authority				
On Time to Class				
Cooperative				
Attitude				
Gets Along With Others				

Comments: Please justify the above ratings (especially outstanding and poor ratings).

Place this recommendation in Mrs.Sidle's box by May 27th.
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Thank you for your time!