

Etna FFA Chapter Officer Application 2011-12



Check-off sheet

Applicants Name and Grade:

- Completed Application (in ink or typed) - and all appropriate signatures present.
- Chapter Officer Contract* is checked-off and signed.
- Signed "Expectations of the Chapter Officers."
- You have read and understand all contained in the *Chapter Officer Handbook*.
- Grade Check Form is 100% complete!

Etna FFA Chapter Officer Application 2011-12



Applicant's Name: _____

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

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

Agriculture classes planned for the coming year: _____

Number 1 - 6 by preference, the offices you want to be considered for, if you are elected.
(One is your most desired spot and six is your least desired spot.)

President Vice President Secretary Treasurer
 Sentinel Reporter Historian ASB/Fundraiser Chair

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?

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

Chapter Officer Application

Etna FFA Chapter Officer Contract

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

Area One: This is it!

- _____ 1. Be on time for all meetings, activities, and departure times.
(Be able to commit to lunch meetings every Wednesday- Subject to change)
- _____ 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. Approach my teammates appropriately.
- _____ 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.

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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. **(Officer shirts &/or Sweatshirts to Meetings)**
- _____ 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. Guaranteed incentives for member participation.
- _____ 14. Get members to buy-in.

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 Etna FFA officer and/or possible removal from office.

Applicant Signature: _____

Date: _____

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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. Always be courteous and respectful to all members and advisors 100% of the time.
11. Be discreet! Keep our business within the group. Communication is key... to air likes, dislikes, and other issues.
12. **DO NOT BE AFRAID OF THE POSSIBILITY OF FAILURE OR SUCCESS!**
13. When you need help... ask for it!
14. **NEVER** wait until the last minute to complete your assignments.
15. Give 100% effort!
16. Be enthusiastic at all times. (You never know who is watching!)
17. Learn how to be an effective leader and still have fun.
18. **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.

Applicant Signature

Date

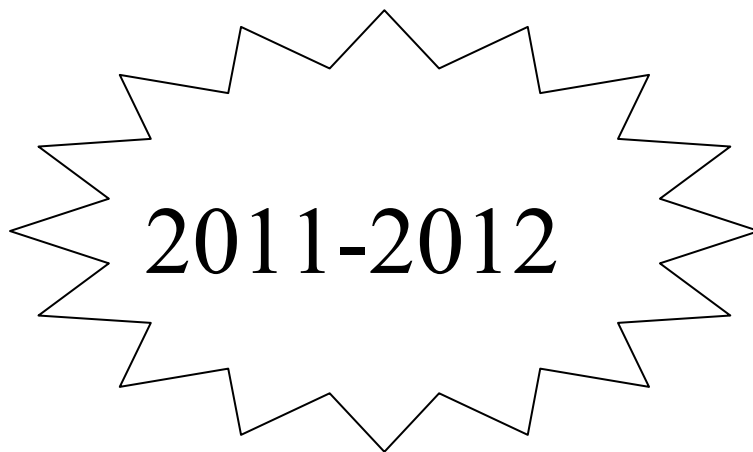
I have read, and understand, that the "Expectations of the Chapter Officers" listed above apply to my child who is pursuing a position on the Chapter Officer Team.

Parent/Guardian Signature

Date



Chapter Officer Handbook



Chapter Officer Application

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 **Etna FFA** members and advisors. 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.

If you have any further questions, regarding the responsibilities of Chapter Officers, or the Selection Process, please contact your chapter advisor.

Organization

The Etna FFA Officers are overseen by the FFA advisor and the other agriculture teachers, 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 2011 FFA Chapter Officer Team will be presented at the Spring Awards Banquet.

Qualifications

To participate in the Etna 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.
- Attend the summer Chapter Officer Retreat scheduled for the summer of 2011.
- 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.
- Be a member of the local FFA chapter for the current school year.
- Review the Chapter Officer Handbook.
- Go through the chapter selection process (applying, screening, being elected).
- Will be enrolled in an Ag Class.

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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.
- Two consecutive grading periods 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.

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Requirements

WHAT TO EXPECT WHEN INTERVIEWING

1. The candidate **must** bring 5 completed copies of the application with him/her to the screening.
2. The interviews will be held after school, on May 9th and 10th. More details to follow.
3. The committee will consist of the current senior officers &/or senior members, Etna FFA Advisors, Ag advisory members, principal, and counselor. Subject to change if needed.
4. It is expected that you will be on time and in official Dress Uniform as indicated below.

| <u>Female</u> | <u>Male</u> |
|---|---------------------------------|
| Black skirt at knee length | Black dress slacks |
| White collar blouse with FFA scarf | White collar shirt with FFA tie |
| Neutral color nylons | Black socks |
| Black professional closed toe heel or flat shoe | Black dress shoes |
| FFA Jacket | FFA Jacket |
5. The candidate will participate in a:
 - Interview
 - Hands-on Activity (subject to change)

****Mandatory Officer Retreat will be held in the summer****
We can decide dates later!

Candidates, we cannot express the importance to attend all officer candidate functions as well as have all your materials prepared and ready before and the day of your interview.
Applications are due Friday, April 29th!

Good Luck

Chapter Officer Application

GRADE CHECK FORM

Name: _____ Grade: _____

Home School: **Etna**

| Period | Teacher | Grade | Signature | Comments |
|--------|---------|-------|-----------|----------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |

DO NOT TURN IN THIS APPLICATION WITHOUT ALL OF YOUR GRADES

FILLED IN AND SIGNED BY YOUR REAL TEACHER!

DO THIS IN ADVANCE IN CASE YOUR TEACHER IS ABSENT!

Parent Signature:

My son / daughter is eligible, currently has a 2.0 or higher GPA & a “C” or better in every and all of his / her agriculture classes.

Signed: _____ Date _____

Applicant/student Signature:

The information given is true and correct, and I am eligible and currently have a 2.0 or higher GPA & a “C” or better in every and all agriculture classes.

Signed: _____ Date _____