

Dear Chapter FFA Officer Candidate,

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 Palmetto 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 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 FFA Officers, or the Selection Process, please contact your chapter advisors.

Congratulations on taking the next step in developing yourself as a leader! Good luck!

Parent Letter

Dear Parent/Guardian,

Congratulations on your student's interest in serving as a Chapter FFA Officer. Becoming a Chapter FFA Officer is a challenging process, yet a very rewarding opportunity. Through this chapter officer candidate process, your student will grow as a person and advance in leadership development and career preparation. You should be proud of your student's interest in leadership and service.

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 Palmetto FFA members and advisors. They make a positive difference in the lives of many people.

This handbook is to help your student prepare for candidacy of a Chapter FFA Office. In it, they will find everything they need to get ready. Please thoroughly review all of the enclosed information with your student as they prepare for the chapter officer selection process.

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

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

Congratulations again on your student's success in the FFA!

Overview

Organization

The Palmetto FFA Officers are overseen by two FFA advisors, who also serve as the agricultural teachers, with the support of the school administration.

Qualifications

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

- Have and maintain a 2.0 GPA or higher.
- Have and maintain a clean discipline and attendance record.
- Have been a previous officer if positions of President or Vice President are desired.
- Have a signed, completed application on file with the chapter advisors, including the Officer Contract.
- Be enrolled in an Agriculture course for the 2016-17 school year.
- Review the Chapter Officer Handbook.
- Go through the chapter selection process.
- Attend the April meeting for election by popular vote

Discipline

All Chapter FFA 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 meeting, convention, & other activity absences: Anything but an illness or family emergency.
- Aep
- 3 trips to ISS

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 school faculty and/or staff.
- Two grading periods below a 2.0 GPA.
- Fighting.

The parent and/or officer have 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, advisors, officer's counselor, and one other teacher. The officer and parent will be given the opportunity to present reasons for this action to be voided. The decision of the hearing panel will be final.

Chapter Officers and Responsibilities

There will be a minimum of seven chapter officers for the school and the possibility of three others, as decided upon by the Election committee and Advisors. Election results for the Palmetto FFA Chapter Officer team will be presented at the year-end banquet in May.

President

- President over meeting 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 (POA).
- Represent the chapter in public relations and official functions.
- Provide monthly reports of chapter activities and recognitions to the board of school directors.

Vice President

- Assume all duties of the president if necessary.

- Develop the Program of Activities (POA) and serve as an ex-officio (non-voting) member of the POA committees.
- Coordinate all committee work.
- Work closely with the president and advisors to assess progress towards meeting chapter goals.
- Establish and maintain a chapter resource file.

Secretary

- Prepare and post the agenda for each chapter meeting.
- Prepare and post the minutes of each chapter meeting.
- Place all committee reports in the designated area in the FFA chapter books.
- Be responsible for Chapter correspondence.
- Maintain attendance and activity records and issue membership cards.

Treasurer

- Receive, record and deposit FFA funds and issue receipts.
- Present monthly treasurer's reports at chapter officer meetings.
- Collect dues.
- Maintain a neat and accurate record of Chapter FFA accounts.
- Prepare and submit the membership roster and dues to the Pennsylvania FFA Association.

Reporter

- Release news and information to local and regional news media.
- Assist in the publication of a chapter newsletter and chapter scrapbook.
- Send local stories to area, district and state reporters.
- Serve as the chapter photographer.

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 candidates for degree ceremonies.

Other Elected Offices (if desired by the nominating committee)

Chaplain

- Present the invocation at banquets and other functions.
- Coordinate FFA participation at local area churches during National FFA Week.
- Conduct reflection services at chapter conferences and workshops.

Parliamentarian

- Be proficient with parliamentary procedure.

- Rule on all questions of parliamentary conduct at chapter and chapter officer meetings.
- Conduct parliamentary procedure workshops at the chapter level.

Historian

- Develop and maintain a scrapbook of memorabilia in which to record the chapter's history.
- Research and prepare items of significance of the chapter's history.
- Prepare displays of chapter activities and submit stories of former members to the media.
- Assist the reporter in providing photography for chapter needs.

Chapter Officer Process

1. Candidates **MUST** go through the outlined officer selection process.
 - a. Fill out required application, get proper signatures and submit all on time.(50%)
 - b. Essay (30%)
 - c. Presentation in class (20%)
2. Students will be judged on their application.
3. In the case of an election because of an officer resignation, the current Chapter FFA Officer team and the FFA advisors will nominate a candidate, except in the case of resignation of the president or vice president. In the event the president or vice president resigns, the vice president will assume the office of president, the secretary will assume the office of vice president and an appointment will be made to fill the office of secretary.

Officer Application Rubric

Criteria	Excellent (5)	Above Average (4-2)	Average (1-0)	Weight	Total
Grammar & Punctuation	Professionally written with black ink. All complete sentences with proper capitalization & punctuation. Legible cursive or print	Somewhat professionally written with blue or black ink. Most sentences are complete. Most capitalization & punctuation is correct. Handwriting is mostly legible.	Written with pencil or "colored" pen. Incomplete sentences. Improper capitalization and punctuation	X 2	_____
General Questions	All answers are completed with specifics	Most answers are completed with specifics	Not all questions were completed	X 1	_____
Experience Questions	~Answers were organized and easy to follow, language was appropriate, and had excellent closure.	~Answers appeared to be organized and easy to follow, language was appropriate, good closure.	~Answers were not very well organized or easy to follow.	X 2	_____
Leadership Questions	~Answers consisted of important and appropriate subject matter that related to the question asked.	~Answers were questionable and/or somewhat related to the question asked.	~Answers consisted of subject matter that did not relate to the question asked or were not appropriate.	X 2	_____
Statement of Intent	Minimum 250 words. Well organized. Answered question with depth and experience.	Minimum 250 words. Easy to follow. Question was answered brief and to the point.	Less than 250 words. Question was not answered appropriately.	X3	
General Effect	~This candidate would represent FFA extremely well.	~This candidate would represent FFA well.	~This candidate would not be a good representative of the FFA.	X 1	_____
			Total		_____ / 70

Officer Code of Conduct

It is both a privilege and responsibility to be elected an officer of the Palmetto FFA Chapter. The following guidelines are written to help you approach the year with a clear understanding of what is expected.

All Officers Are Expected to:

1. Observe both the FFA Code of Ethics, as printed in the Official FFA Manual and the Palmetto High School Student Handbook.
2. Strictly forego any use of alcohol, tobacco, drugs and profanity, on school property or at FFA events.
3. Maintain a professional relationship at all times with other officers, teacher and administrators.
4. Maintain high academic achievement by carrying a minimum 2.0 GPA at all times.
5. Follow instructions given by the FFA advisors and other high school faculty.
6. Be willing to make the Palmetto FFA chapter your first priority for the coming year.
7. Be punctual and prepared for all assignments and activities.
8. Avoid places and/or activities that, in any way, raise questions as to your moral character.
9. Accept suggestions, feedback, and criticism in a mature way.
10. Follow accepted standards of behavior and etiquette in public places.
11. Observe all of the above guidelines in all areas of life for the coming year. You represent this chapter 24 hours a day, 365 days a year.
12. Complete all assigned officer tasks by appropriate deadlines and make every effort to assist the other members of the team with their assignments.
13. Participate in two of the following: CDE's, LDE's, speaking events
14. Participate in all fundraising activities
15. Attend District, Area, and State Convention
16. Attend District Leadership camp
17. President, Vice, Treasurer, & Secretary will attend Area Leadership camp in June
18. A genuine desire to be part of a leadership team
19. A willingness to accept responsibility
20. A sincere desire to work with all chapter members in meeting their leadership, personal and chapter goals
21. A commitment to lead by example
22. Knowledge and understanding of the chapter, state and national FFA constitutions, bylaws and programs
23. A working knowledge of parliamentary procedure

24. The ability to memorize official ceremonies

25. Maintain an SAE and record in AET

Furthermore, it is Recommended that All Officers:

1. Refrain from speaking negatively about anyone.
2. Refrain from reckless operation of motor vehicles, including speeding.
3. Plan ahead to be in attendance at all chapter activities. Notify the advisors as soon as possible if you will not be able to attend.
4. Keep your advisors informed of any problems you encounter or mistakes you make.
5. Become knowledgeable about agriculture, agribusiness, agricultural education and the FFA.
6. Attempt, through preparation and practice, to develop yourself into an effective public speaker.
7. Be prompt and consistent in completing all assignments.
8. Periodically evaluate your personality and attitudes, making every effort to improve yourself.
9. Maintain and protect your health.
10. Treat **ALL** FFA members equally, not favoring one over another.
11. Behave in a manner that conveys and commands respect.
12. Maintain dignity while being personable, concerned and interested in the people around you.
13. Serve as a member of the team, always maintaining a cooperative attitude.

In the event an officer has a problem following these guidelines:

1. The advisors shall meet with the officer in question privately and discuss the situation.
2. If the officer continues to display problems meeting the requirements of this agreement, a written notice will be sent to the officer, the officer's parents, and the high school administration. At that time, a meeting will be held between the advisors, officer and parents to resolve the situation.
3. If problems continue, a meeting, including an administrator, will be arranged to discuss dismissal, or the officer's resignation.

In the event an officer no longer wishes to serve as an officer:

1. The officer shall submit an official letter of resignation stating their reason for vacating their duties to the advisors or Chapter President.
2. The advisors shall meet with the officer in question privately and discuss their intent and the situation.
3. The officer team will be presented with the request for resignation and will decide as a team how to divide the remaining responsibilities from the vacated position.
4. If the officer in question wishes to be reinstated to their office, they shall submit a letter of intent to the Chapter President and the officer team will have full power to accept or deny reinstatement in a private meeting with the advisors.

Discipline Guidelines

All Chapter FFA 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 or Code of Conduct.
- Unexcused absences: Anything but an illness or family emergency.
- Receiving of discipline referrals from school administration or faculty/staff.

Offenses could result in the 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 school faculty and/or staff.
- Two grading periods below a 2.0 GPA.
- Fighting.
- Receiving school discipline referrals.

The parent and/or officer have 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, advisors, officer's counselor, and one other teacher. The officer and parent will be given the opportunity to present reasons for this action to be voided. The decision of the hearing panel will be final.

Officer Code of Conduct Agreement Candidate and Parent/Guardian Agreement

I have read, studied, and understand the above points. As an elected officer of the Palmetto FFA, I will carry out my responsibilities in accordance with these statements and understand that I can be suspended or removed from office if I do not satisfactorily follow these established standards.

Candidate Signature	Date	Parent/Guardian Signature	Date
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Chapter Officer Application ~ Palmetto FFA

Applicant's Name: _____

Phone #: _____ Grade(2021-2022): _____ Age: _____

GENERAL QUESTIONS

Agriculture classes planned for the coming year: _____

Number the offices you want to be considered for, if you are elected, in order of preference

President _____

Vice _____

Pres. _____

Secretary _____

Treasurer _____

Reporter _____

3. Current GPA: _____ Counselor Initials: _____

EXPERIENCE QUESTIONS

List all FFA leadership roles you have experienced. (Officer, committees, etc.)

List all FFA activities you have participated in.

List any FFA awards or honors you have received.

List involvement in school/community activities outside the FFA.

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

LEADERSHIP THOUGHT QUESTIONS

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

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

2. Select one of your personal qualities and explain how it will be of value to the chapter officer team.

4. What other commitments do you have in the year that would compete for your time?
5. What do you believe are the most important responsibilities of a chapter officer?
6. List at least three ideas for new chapter activities for the upcoming year.

STATEMENT OF INTENT

Explain why you desire to serve as an officer. This should be minimum 250 words.

CANDIDATE'S AGREEMENT

I understand I am responsible for my duties as a chapter officer and will uphold them to the best of my ability. I have read and understand the information presented in the Palmetto FFA Chapter Officer Handbook. I have completed the officer application to the best of my ability. Upon my election, I understand I am required to be at all officer team meetings, on time, and will be subject to the consequences associated with absence and tardiness. I am aware that repeated absences from required functions will result in my dismissal from the officer team early.

Applicant Signature: _____ Date: _____

PARENT/GUARDIAN AGREEMENT

I _____, hereby approve of my son/daughter, _____ as Chapter Officer for the 2021-2022 school year. I realize that s(he) is responsible for their officer duties to the best of their ability. I have read and understand the information presented in the Palmetto FFA Chapter Officer Handbook. I understand I am required to be at all officer team meetings, on time, or will fall subject to the consequences associated with repeated absences (no more than three) from required functions will result in my student's early dismissal from the officer team.

Parent/Guardian Signature: _____ Date: _____

