

Fresno-Central FFA Chapter Officer Candidate Handbook

This Handbook contains supplemental information and forms that need to be completed as part of the Chapter Officer Application Process.

Introduction:

Running for Chapter FFA Office is an exciting opportunity that will allow you to develop your leadership skills, gain confidence, and challenge yourself to grow.

Chapter officers serve a vital function in our FFA Chapter by planning, coordinating, and carrying out all our Chapter level activities. Serving as a Chapter Officer is a position of great responsibility and servant leadership. Officer candidates should have a genuine desire to serve our members selflessly and the ability to work with teammates and Ag Advisors in a positive manner.

Organization:

The Fresno-Central FFA Chapter Officers are overseen by the FFA advisor and the other agriculture teachers, with support by the Administrative Office. There will be seven elected chapter officers for the school year and the possibility of additional appointed officers, as decided upon by the advisor.

Minimum Qualifications for Candidates:

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

- Currently be an actively enrolled FFA Member and planning to enroll in Ag Education for the upcoming school year.
- Have and maintain a 2.0 cumulative GPA or higher.
- Have and maintain a clean discipline and attendance record as defined by CUSD policy.
- Complete and submit a signed Chapter Officer Application by the due date.
- Complete and submit signed copies of all required forms that are a part of this handbook on time.
- Go through the chapter interview and voting process.
- If elected, you are required to be enrolled in the Ag Leadership class for the year you serve as an Officer.
- If elected, you are required to participate on a CDE or speaking team of your choice.
- If elected, you are required to have an active SAE project of your choice.
- If elected, you are required to attend the mandatory summer Chapter Officer Retreat, Officer Bootcamp Training, COLC, winter Chapter Officer Retreat, Fall and Spring Regional Meetings, Fall and Spring Banquets and banquet practices the days prior to banquet. Addentional events may be added.

Election Process:

All Required Forms must be turned in by the due date in order to schedule an interview. Candidates who do not complete the entire process (paperwork & Interview) will not be considered for an office.

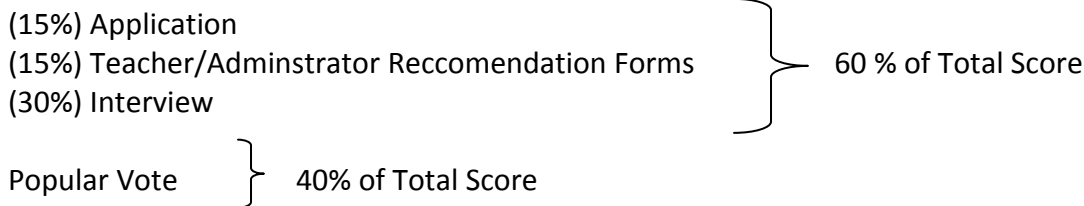
The process of election is outlined below

Candidates will have their application, and teacher recommendation forms scored. They will also complete an interview and compete for popular votes. The candidates with the highest point total will be elected into office and fill the 7 offices. There will **not** be slating of candidates for particular offices, as all candidates are competing for office in general and not for any one particular office. Candidates will indicate their office preferences in order (ex. 1st choice President, 2nd choice Secretary) on their application. The candidate with the highest score will be considered for the office they indicated as their first choice. The candidate with the second highest score will be considered for their first choice if their first choice was not already filled by the high point winner.

Example:

If Member A has 92 Points and put President as their first choice for office. Member B has 90 Points and has put President for their first choice and Secretary as their second choice for office, then Member A as having the higher point total would be elected President and Member B would be elected as Secretary.

How Points are Earned



How Applications are Scored

- The Following Rubric will be used and applications will be blind scored (Name Removed) by two people. Scores are averaged.
 - **Typed Vs. Handwritten:** Typed= 5 Points, Neatly Handwritten = 3-4 Points, Sloppy Handwritten= 2
 - **Questions:** For each question 5 Points is Possible, 5=Excellent, 4= Good, 3=Average, 2=Poor, 1= very Poor.
 - **Overall Impression and Sincerity of Thought:** 5 Points Possible, 5=Excellent, 4= Good, 3=Average, 2=Poor, 1= Very Poor.

How Teacher Recommendations are Scored

- Forms are scored using a point scale, 5=Excellent Ratings, 4= Good Ratings, 3=Average Ratings, 2=Poor Ratings, 1= Very Poor Ratings.
 - Scores are raw and not averaged
- Additional comments made on recommendation forms may be used as questions during the interview.

Interview

- Each candidate will sign up for an interview time when they submit all required forms from the handbook along with their application.
- Candidates are required to wear official FFA dress for their interview
- The interview panel can consist of any combination of the following people:
 - FFA Advisor
 - Agriculture Teachers
 - School Administrators
 - Community Members
 - Past Chapter President (only if not eligible to run the following year)
- All applicants will be asked a set of the same questions, with the exception of a few clarification questions related to responses on their application or teacher recommendation forms.
- Interview Scores will be averaged to make the total score for the candidate.

Things considered in evaluation of interview responses:

- Amount of thought and reflection in answering questions
- Sincerity and Honesty in answers to questions
- Genuine desire to serve our Chapter and its members
- Depth of ideas and explanations given when answering questions
- Professionalism, Poise, and Confidence in front of the interview panel
- Indicators of Leadership and positive core values shared during interview

Popular Vote

Campaigning for Votes

Candidates will have the opportunity to film a 1-2 minute video which will be shown to all FFA members in their Ag classes prior to voting. Video segments will be filmed the day of the candidates interview.

Recommenations for Video content

- Introduce yourself- Name, grade, year in Ag
- Top 5 FFA/SAE accomplishments or activities
- Personal or Professional traits you possess
- Goals or Ideas you have for the Chapter if elected

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One campaign poster will be allowed for each candidate, no larger than 18x24 (Standard Poster Board). Posters must be submitted to the FFA Advisor who will approve them and hang them in a designated poster display area. Designated area will be on the window of room 41.

Voting

Voting will be made available to students in Ag classes after viewing the video segments from each candidate. Each member may vote for 7 different candidates that they would like to see serving as their Chapter FFA Officer Team.

Vote counts will be verified by campus administration and added to the candidates score at a weight of 40% of their total points.

Discipline

All Fresno-Central FFA Chapter Officers will be placed on contracts in accordance with the Fresno-Central FFA Officer Policy Form. The policy form is attached in this handbook.

Each Officer is required to sign the above stated policy form with required signatures and submit with application package.

Please carefully read all materials and sign accordingly.





FORMS

✓ **Chapter FFA Officer Policy**

Obtain Signatures- Turn In

✓ **Teacher/ Principal Recommendation Forms**

Ask three teachers to complete (1 must be an Ag Teacher, the other 2 non Ag Teachers)
Teachers turn into FFA Advisors directly; you do not collect them

✓ **GPA and Grade Check Form**

Complete and Turn In

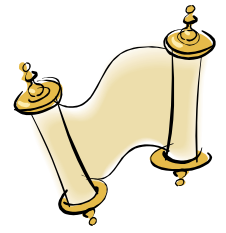
✓ **Schedule and Important Dates**

For Your Reference

✓ **Officer Duties and Descriptions**

For your Reference





Fresno-Central FFA Chapter Officer Policy

Discipline and Evaluation

Chapter Officers should have a genuine desire to be part of a team, and should always lead by positive example. They should work with all chapter members and Advisors in a professional manner to complete their duties. The following policy addresses the consequences for not complying with the high standards that come with holding a chapter FFA office.

Expectations

- Participate in all MANDATORY FFA Activities as listed on the Chapter Officer Calendar.
- Participate actively in other FFA activities such as meetings, events and CDE Teams.
- Complete specific Chapter Officer duties as assigned.
- Represent Fresno-Central FFA and the Agriculture Program in a positive and professional manner at all times.
- Communicate with advisors and fellow officers in regards to individual and team business.
- Willingly participate in self and team reflection for the purpose of personal and Chapter improvement.

Discipline

- A comprehensive discipline program has been established for officer conduct

Excused Actions

Each officer will receive three “free passes” which can be used to excuse them from an absence or a missed duty that would generally constitute a strike. They DO NOT apply to MANDATORY FFA EVENT attendance or Central Unified Student conduct violations. Use of free passes should be cleared by the advisor in advance.

Strikes

Strikes can be issued for officer absences, not completing assigned duties, and unprofessional conduct. Three strikes will be allowed, with the fourth constituting removal from the Officer Team.

Actions that constitute receiving 1 strike:

- Arriving late to 3 Meetings without an excuse cleared by an advisor.
- Missing a meeting. Meetings include those set by an advisor, monthly meetings, morning/lunch meetings and planning meetings. You may only miss a meeting if you talk to an advisor in advance of the meeting date(s).
- Misconduct at a FFA activity or event. Misconduct includes any action that may constitute a school referral.
- Failure to appropriately maintain project conditions or meet the responsibilities of an SAE as determined by the project advisor.
- Talking negatively about members and/or advisors, using profanity, and performing obscene gestures.
- Inappropriate public display of affection on school campus and at FFA events.
- Leaving campus during school hours without being checked out by a parent.



Fresno-Central FFA

PRINCIPAL OR TEACHER RECOMMENDATION

This Student is running for Fresno-Central FFA Chapter Office. This position is one of service and dedication to FFA and all of its members. 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 remit in a sealed envelope to Mrs. Fahey in Ag 2 or her box in the front office mailroom, or Mrs. Bettencourt in room 41.

This will help us determine if this student is a good candidate for a leadership position.

Student's Name: _____

Teacher's Name: _____

Category	Outstanding	Good	Fair	Poor
Responsibility				
Respect for Authority				
On Time to Class				
Cooperative				
Attitude				
Gets Along with Others				

Recommendation	Yes	No
Would you Recommend this Student for a Leadership Position?		

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

DO NOT GIVE IT BACK TO THE STUDENT

These are confidential. Thank you for your time!

Due By Wednesday May 10th, 2017



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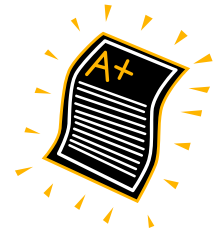
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Fresno-Central FFA
GPA Check Form

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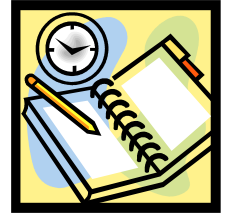
Student Name: _____

In order to be eligible for chapter office a student must have a 2.0 GPA.

GPA: _____ Date: _____

Signature of School Registrar (Ms. Labbee): _____

GRADE CLEARANCE				
Block	Subject & Teacher	Teacher Signature	Current Grade	Comments
1				
2				
3				
4				
5				
6				
7				
8				



Schedule and Important Dates

Applications & Officer Handbook Forms Due:

Wednesday, May 10th 2016

To: Mrs. Fahey in Ag 2

Chapter Officer Interviews

Friday, May 12th 2017 After School in room 41

✓ Be in Official Dress Uniform, Campaign Video will be recorded after your interview

Voting in Ag Classes

Monday, May 15th & Tuesday May 16th 2017

Spring Banquet- Announcement of Chapter Officer Team

6 PM Thursday, May 18th 2017

Newly Elected Officers Meeting (MANDATORY!)

Tuesday, May 23rd 2017, 3:00 PM room 41

Summer Chapter Officers Retreat (MANDATORY!)

Shaver Lake

June 13th, 14th, 15th & 16th 2017

FFA Officers Summer Work Day(s)

Scheduled at retreat

August...2016

San Joaquin Regional Boot Camp (MANDATORY!)

Camp San Luis

August 11th & 12th 2017

COLC (MANDATORY!)

Kingsburg

August 23 2017???

Fall Banquet Practices & Banquet (MANDATORY!)

November 13th, 14th, 15th, 16th 2017

Winter Chapter Officers Retreat (MANDATORY!)

TBD

Date to be determined at Summer Officers Retreat

Spring Regional Meeting (MANDATORY!)

Tulare

March 24, 2018???

Spring Banquet Practices & Banquet (MANDATORY!)

May 14th, 15th, 16th, 17th 2018

Attentional mandatory events possibly could be added. Dates are subject to change. Advisor will make best effort to let officers know of date changes ahead of time.

FFA Office Descriptions and Duties

***President:** Shall reside over the executive committee, conduct meetings, appoint standing and special committees, correlate function of the committees, and see to it that they function properly and smoothly, and work closely with the advisor. Executive Committee Chair.

Typical Tasks:

- Lead FFA Meetings
- Delegate tasks among officers
- Manage Meeting Schedules and Rotations
- Develop topics for meeting agendas
- Apply for Awards

***Vice-President(s):** Shall assist the President in the duties of coordinating FFA activities, act as President in the absence of the President or at such time as the President directs, and chair respective committees (Student, Chapter & Community).

Typical Tasks:

- Encourage involvement in SAE's
- Manage Games and Activities at Meetings
- Update and Complete Program of Activities document
- Monitor Recruitment of members
- Promote a Positive Chapter Image
- Manage the FFA Calendar
- Conduct activities that will help improve the community

***Secretary:** Shall coordinate agendas, keep an accurate record of all chapter meetings, and handle all corresponding matters. Community Committee Co-Chair.

Typical Tasks:

- Taking Minutes of Meetings
- Typing and posting meeting Agendas
- Communications, phone calls, and E-Mail
- Invitations, Thank You Cards, Programs
- Making Copies
- Keeping activity/meeting attendance records

***Treasurer:** Shall handle the funds of the chapter, keep an accurate record of receipts and disbursements, and approve all of the financial spending of the chapter. Chapter Committee Co-Chair.

Typical Tasks:

- Handle Funds
- Coordinate Fundraising Activities
- Maintain Receipts
- Maintain FFA Account Binder
- Coordinate and monitor raffle at FFA Meetings

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***Reporter:** Shall be in charge of informing the membership, community, and fellow chapter of activities and events. Communication Committee Chair.

Typical Tasks:

- Writing Articles
- Provide Public Relations
- Submit Information for daily announcements
- Take chapter photographs and organize photos of events

***Sentinel:** Shall be in charge of assisting the President in keeping order of the meeting and will be responsible for setting up the meeting room. Student Committee Co-Chair.

Typical Tasks:

- Set up and Clean Up of FFA Activities
- Manage and maintain Official FFA Equipment
- Manage and maintain Music and Video Coordination for FFA Activities
- Coordinate Decorations for events
- Fill out and submit Facility Requests

***Historian:** Shall be in charge of keeping an accurate and up to date history of the chapter and its members. Communication Committee Co-Chair.

Typical Tasks:

- Collect and submit photos for the school yearbook
- Record Results from all Contests and Events and keep on file
- Keep track of degrees earned by members and file certificates

***Parliamentarian:** Shall be in charge of keeping order at chapter events. Community Committee Co-Chair.

Typical Tasks:

- Be proficient with parliamentary procedure.
- Rule on all questions of parliamentary conduct at chapter meetings.
- Conduct parliamentary procedure workshops at the chapter level.
- Prepare visual presentations (slide show, video) for monthly FFA meetings.

***Editor:** Shall be in charge of keeping an updated and accurate chapter web page. Communication Committee Co-Chair.

Typical Tasks:

- Maintain accuracy of Chapter Web Page and keep up to date
- Serve as the chapter photographer
- Assist in organizing scrapbook