

Schulenburg FFA



Chapter Officer Handbook

Schulenburg FFA Chapter Officer Application 2020-2021

Below you will find dates of importance that you need to be aware of:

- **Teacher Evaluation Request Deadline – April 20, 2020**
 - Requests must be turned in by 3:30 pm.
- **Application Deadline – May 1, 2020**
 - Applications must be turned in by 3:30 pm.
- **Signature Pages Deadline – May 1, 2020**
 - Signature Pages must be turned in by 3:30 pm
- **Voting – TBA**
 - Voting will take place in class.
- **Interviews – TBA**
 - Officer candidates will need to be in Official Dress.
- **Announcement of Positions – TBA**
 - At the FFA banquet, we will announce positions; all officer candidates are required to be present.
- **Officer Meeting – TBA**
 - We will hold our first officer meeting at lunch.
- **Horizon District Officer Camp – TBA**
 - This camp will allow you to meet other officers from our district and gain ideas on chapter activities.
- **Chapter Officer Retreat – TBA**
 - We will plan our year and build our team to accomplish goals that we set for our chapter and ourselves.
- **State FFA Convention – July 5-10, 2019**
 - Convention will be held this year in Dallas, TX. You will need to pay your deposit by TBA

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 **Schulenburg 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 Schulenburg FFA Officers are overseen by the FFA advisor and the other agriculture teachers, with support by the school administrative office.

Qualifications

To participate in the Schulenburg 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 Summer of 2020.
- 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 Science Class for the 2020-2021 school year.

Process of Elections

Chapter officer elections will have a three-part process:

- Interview by Committee, made up of any combination of the following: outgoing Sr. Officers, School Administrators, Ag Science Teachers, Student Teachers, Past State Officers or Area Officers, Other persons deemed qualified by Ag Science Teachers.
- Chapter voting will take place during the school day, and
- Teacher evaluations from **four** of your teachers (**two of which must be current**).
 - These will be emailed to the teachers.

Officer Information

There will be six - eight elected chapter officers for the school year. We will elect a President, 1st Vice President and 4-6 Vice Presidents. Results for the 2020-2021 FFA Chapter Officer Team will be presented at the Spring Awards Banquet.

In order to hold the position of President, you must have held an office for at least one year **or** be an incoming senior.

Chapter Vice Presidents will be assigned duties of office based on desire, skills and interest. This decision will be made by officer team and chapter advisors. Listed below are general duties of all officers.

Officer Responsibilities

****These may be changed or modified as needed****

President: – Coordination of all chapter activities, represent chapter in community, motivator!

1st Vice President: – Coordination of chapter website, supervise committees, Calendar of Events

Vice President (Secretary): – Keep record of meeting attendance, FFA Roster, Member Address & Phone list, chapter correspondence, thank you notes

Vice President (Treasurer): – Keep record of sales and money owed to the chapter; organize delivery of fundraising material, BBQ Chicken Dinner Chairman

Vice President (Reporter): – Announcements at school, Newspaper articles – EVERY WEEK!
Take pictures at all events, Bulletin boards

Vice President (Sentinel): – Set up and clean-up of meeting room and paraphernalia, keep records of concession stand hours, recreational activities

Vice President (Jr. Advisor): – Greenhand Officers, Greenhand Week, Jr. FFA Activities

Vice President (Historian): – Assist reporter with taking pictures at chapter events, Chapter Newsletter, Jr. FFA Activities