

*Wisconsin Association
of FFA*

**State FFA Officer
Candidate
Handbook**

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Revised Fall 2005

CONTENTS

• State Officer Job Description & Activities	2-6
• Expectations of the State FFA President	7-8
• State FFA Association Policies for State Officers and Acceptance of Responsibilities	9-12
• Guidelines for State Officer Official Dress and Anticipated Personal Expenses	13-14
• Duties of the State Officer Advisor	15
• Preparing Candidates for State FFA Officer	16
• State Officer Selection Process	17-21
• Judges' Interview Score Sheets	22-29
• Appendix – Topics for Delegate Session Speeches	30
Formal Application	
Policies and Statement of Responsibility	
Practice FFA Knowledge Test - Just a guide to help you study	

Introduction

Becoming a State FFA Officer is a challenging process, yet a very rewarding opportunity. Through this state 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 State 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 for future careers, opportunities in college, and leadership roles in other organizations. State officers serve the Wisconsin 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 State 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 State Officer Selection Process. **PHOTOCOPY ANY NECESSARY FORMS THAT NEED TO BE SENT TO THE WISCONSIN FFA CENTER.**

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 State Officers, or the Selection Process, please feel free to call the Wisconsin FFA Center.

Cheryl Zimmerman
State FFA Executive Director

State FFA Officer Job Description

The primary responsibility of a state FFA officer is to serve the Wisconsin Association of FFA in local, state and national activities in a way that will inform, motivate and inspire FFA members, advisors, state staff, teachers and others to achieve the mission, strategies and core goals of the organization.

State Officers serve under the supervision of the State FFA Executive Director and State FFA Board of Directors in accordance with official policy and budget limits. Where involved with student leadership activities, state officer efforts will be coordinate by the State FFA Executive Director. More specific responsibilities include:

- ** Adhere to the State FFA Officer Policies of the State FFA Association and follow through with those activities agreed to in the State FFA Officer Commitment Form.
- ** Participate in training, orientation, continual self-improvement and evaluation of activities as directed by the State FFA Staff.
- ** Maintain a positive attitude and enjoy your year of service with members, advisors, staff, sponsors and others.
- ** Represent the State FFA Association at local, state, and national activities as scheduled by the State Staff.
- ** Serve as a member of the State FFA Board of Directors at all meetings as required by the State Advisor, Executive Secretary and Executive Director.
- ** Develop positive relationships with FFA members, advisors, staff, sponsors and the public.
- ** Stay up to date on agriculture, agribusiness and agricultural education facts and issues.
- ** Plan, prepare, read, study, listen, and practice to continually improve public speaking skills.
- ** Communicate by a regularly scheduled newsletter to chapters within state officer's section.
- ** Plan, prepare and conduct Chapter Visits in each chapter within your designated section. Communicating with advisors about specific visit details.
- ** Participate in planning and conducting Sectional Leadership Workshops, Greenhand Conferences, and Half-Time Conference.
- ** Participate in making visits to business and industry as directed by the State Staff working in cooperation with the State FFA Foundation staff.
- ** Participate in local chapter banquets as invited by local chapter advisors.
- ** Participate in planning, preparing and conducting the State FFA Convention.
- ** Prepare and submit monthly expense vouchers and other reports as required by the State Executive Director.
- ** Keep up to date with all correspondence.
- ** Develop and exercise an awareness and sensitivity to diversity amongst FFA membership and the general student population.
- ** Perform other duties as instructed by the State Staff.

Specific Descriptions of State Officer Activities With Approximate Timetable

A MORE DETAILED CALENDAR WILL BE SENT TO EACH CANDIDATE.

State FFA Officers **must** participate in the activities listed below.

Summer months - June, July, August after election

BLAST OFF - Week after Convention- 3.5-day training focusing on the basics of being a state officer.

WAAE SUMMER CONFERENCE- Last week in June- Madison

NATIONAL LEADERSHIP CONFERENCE FOR STATE OFFICERS - 4-day conference in July in Springfield, Illinois focusing on team building, effective presentations, and other items important for state officers.

JULY MEETING (ONLY IF NEEDED) – first week in July - 3-day meeting in which officers begin to plan for Sectional Leadership Workshops and official state photo session of entire team.

WI FFA FOUNDATION GOLF OUTING- Fourth Monday in July - One in Eau Claire and one in Madison (only a few officers attend.)

CTSO LEADERSHIP TRAINING – Last week of July in Madison to work with other CTSO teams – 3 day training and work days.

STATE PRESIDENTS CONFERENCE - Fourth Week in July - A week-long seminar for the State President and one other state officer to represent the FFA Association in beginning the delegate process of the National FFA Convention.

NICE- NATIONAL INSTITUTE FOR COOPERATIVE EDUCATION/AMERICAN INSTITUTE OF COOPERATIVES CONFERENCE - Last Week in July - A 4-day conference sponsored by the Wisconsin Federation of Cooperatives for four state officers to learn about the cooperative system.

STATE FAIR - First 10 days in Aug – The entire team works during the 10-day fair. Flexibility given for those showing or having other commitments

GROWMARK CONFERENCE - End of August 2 days - A 2-day conference sponsored by GROWMARK. Three officers attend their annual meeting and participate in their program in Chicago.

JAG LAKE OFFICER TRAINING - Fourth Week in Aug - The State Officer team travels to Northern Wisconsin to the State FFA Camp at Jag Lake for 5 days of conference planning, goal setting and team building.

Fall months - September, October, November

SECTIONAL LEADERSHIP WORKSHOPS - Second Week in Sept., Last Week in Sept, First Week of Oct - The officer team will travel the state, conducting 10 workshops. The officers plan, prepare and conduct the workshops for chapter members. There will be approximately 200 FFA members in attendance at each leadership workshop. State Officers will also make Business and Industry Visits between schools promoting FFA to current and potential sponsors.

GREENHAND WORKSHOPS - Sept./Oct. - 3 Saturdays - The state FFA officer team works together to prepare and present three Greenhand workshops in the fall held at Appleton, UW-Madison and UW-River Falls. Each conference is attended by over 150 members.

WORLD DAIRY EXPO- First Week of Oct.- Madison

MADE FOR EXCELLENCE/ADVANCED LEADERSHIP DEVELOPMENT - Second Weekend Nov
Half of the State Officer Team attends the fall MFE & ALD. The officer's role is to help the conference participants and participate in the program.

NATIONAL FFA CONVENTION - Fourth Week of Oct.- Each state officer is a member of the Wisconsin Voting Delegates to the National Convention. As a delegate, each officer has the responsibility to represent Wisconsin on issues concerning FFA on a national level.

CHAPTER VISITS – October- December- Each officer is responsible for visiting every FFA chapter in his/her section - approx. 25-30 chapters. It's the responsibility of the officer to communicate with the instructor as to the topics to be covered, the objective of the visit and the length of the visit. Many chapter visits will be the whole day, providing the officer with the chance to speak to classes, as well as, meet with school administrators and counselors.

DISTRICT SPEAKING CONTESTS - State officers will assist host chapters in conducting the speaking contests and will give a welcome to the members present.

Winter months - December, January, February

DECEMBER MEETING - First Week in Dec- Another team photo, Half-Time planning, Convention preparation

FARM BUREAU ANNUAL MEETING – Immediately following Dec. meeting -Farm Bureau Annual meeting Officers will represent Wisconsin FFA at various agricultural conventions and annual meetings. Meet with FFA sponsors and agribusiness leaders. Assisting at the various conventions where needed.

HALF-TIME LEADERSHIP CONFERENCE - First Weekend in Jan – Board of Directors meeting before the conference- State officers are responsible for planning and conducting a two-day leadership conference for chapter FFA members. This is the "Half-Time" for the year and the major thrust is to motivate the FFA members to excel the last half of the year.

INTERNATIONAL LEADERSHIP SEMINAR FOR STATE OFFICERS –

This is an **OPTIONAL** activity that state FFA officers may participate in. Officers are responsible for funding this trip. Officers normally travel to Germany for a 12-day international experience with other state FFA officers. From this seminar, officers learn about international agriculture, learn about a new culture and open their eyes to a whole new world. Payment of the program is the total responsibility of each officer who wishes to attend. Cost - approximately \$3000 (this varies from year to year).

WI FFA ALUMNI CONVENTION- Third Weekend in Feb. Officers will represent Wisconsin FFA. They will assist at the convention where needed.

FARM BUREAU FARM FORUM- Weekend of FFA Week – There is a meeting of the FFA Board of Directors before the conference. The state officers assist with Farm Forum.

FFA WEEK CELEBRATION – Participate in a wide range of activities planned and implemented by area chapters for the Celebration of FFA Week in February.

Spring months - March, April, May

BOARD OF DIRECTORS MEETING- First week in March

CHAPTER BANQUETS – March-May- State officers receive requests to address FFA Banquets. The officer's duties may vary from bringing "Greetings" to being the keynote speaker. It's important officers meet parents, school officials, sponsors and FFA members.

SECTIONAL SPEAKING CONTESTS – March- The state officer and his/her advisor are responsible for organizing and conducting the sectional contests. They must line up the judges, timers, and facilities. The host officer will usually give a welcome and instructions to the contestants.

MADE FOR EXCELLENCE/EDGE - Fourth Weekend in March - Half of the State Officer Team attends the Spring MFE and EDGE Conferences. The officer's role is to help the conference participants and participate in the program.

REGIONAL CDE'S - March/April - Regional Career Development Events- Officers attend the event that is closest.

STATE CDE'S- Last Friday in April- State FFA Career Development Events & State FFA Board of Directors Meeting

CONVENTION PREPARATION - Late May- Convention Work Days - FFA Center - Spencer
The highlight of the year is the State FFA Convention held in Madison. It is the responsibility of the officers to organize their presentation, develop various convention audio visuals, etc...

June **STATE FFA CONVENTION** – second week in June- The state officers are a vital part of the State Convention as they assist in planning, preparing and conducting this highlight event of the year.

Other Responsibilities throughout the year for State Officers...

THANK YOU LETTERS - This is an absolute must. State Officers are given names and addresses of people and companies to thank throughout the year. Everyone does this!!

NEWSLETTERS - All State Officers are responsible for producing at least 4 newsletters to their chapters in their sections to communicate upcoming activities and accomplishments of chapters in their section. It is asked the State FFA Officers home high school provide printing and mailing of these newsletter if possible.

Remember... Being a state officer isn't all glamour. An officer travels approximately 7,000 miles during the year, representing the State FFA Association. They spend many hours preparing workshops, writing newsletters and corresponding with members and advisors. The officer receives training from the State and National FFA that helps develop their leadership and presentation skills and offers excellent hands-on education and training for young people.

A State Officer should consider taking the Fall Semester off from college or even the entire year since this can be a very hectic schedule to keep on top of all responsibilities. This is **not** a requirement but simply a recommendation. (Many officers take off the Fall Semester and return Second Semester.)

In addition to the scheduled events, State Officer candidates should be aware that extra events such as Parent's Nights, FFA Week Activities, etc. may arise from requests of chapters in your section. Also, State Officers spend many hours of their own time returning correspondence, writing thank yous, compiling sectional newsletters, and planning state events.

Wisconsin State FFA Officers

TENTATIVE SCHEDULE-THIS IS ONLY AN OUTLINE A MORE DETAILED CALENDAR
WILL BE SENT TO EACH CANDIDATE.

State FFA Officers **must** participate in the activities listed below.

Sat to Sat. after Convention	BLAST OFF and NLCSO-State Officer Training-Nebraska
Last week in June	WAVAI Summer Conference - Madison
First week in July	State Officer Meeting/Team Photos-Marshfield
Second Week In July	Farm Progress Days (Summer Shows Only)
Fourth Monday in July	Wisconsin FFA Foundation Golf Outing - Eau Claire
Fourth Week in July	State President's Conference - Washington D.C. (State President plus one other officer)
Last Week in July	NICE Conference - (2 officers to attend)
First 10 days in Aug.	Wisconsin State Fair - Officers will be assigned specific time to work.
Fourth Week in Aug.	Jag Lake Officer Training - Boulder Junction, Wis.
End of August 2 days	GROWMARK Conference - Chicago
Sept./Oct. - 3 Saturdays	Greenhand Workshops - Madison, River Falls, Appleton
Second Week in Sept.	Sectional Leadership Workshops
Last Week in Sept.	Sectional Leadership Workshops
First Week of Oct.	Sectional Leadership Workshops
First Week of Oct.	World Dairy Expo – Madison
October	Parliamentary Procedure Workshops
Fourth Week of Oct.	National FFA Convention
November	District Speaking Competitions
October - December	Chapter Visits - State Officers are expected to conduct a day long visit to EACH chapter in their section. This number will range from 20-30 visits per officer
Second Weekend Nov.	Made For Excellence/ALD - 6 officers nearest to location will attend
First Week in Dec.	December Meeting - Place to be Announced
First Weekend in Dec.	Farm Bureau Annual Meeting - Place to be Announced
First Weekend in Jan.	Half-Time & State FFA Board of Directors Meeting
January	International Leadership Seminar for State Officers (Optional)
Third Weekend in Feb.	Wisconsin FFA Alumni Convention -
Weekend of FFA Week	State FFA Board of Directors Meeting & Farm Bureau Farm Forum
March- May	Chapter FFA Banquets - an average each officer attends 15-25 banquets each
First week in March	State FFA Board of Directors Meeting - Madison
March	Sectional Speaking Contests - each officer will host the Sectional Contest at their school
Fourth Weekend in March	Made For Excellence - 6 officers nearest to location will attend
March/April	Regional Career Development Events (Appleton, River Falls, and Platteville)
Last Friday in April	State FFA Career Development Events & State FFA Board of Directors Meeting
Late May	Convention Work Days - FFA Center - Spencer
Second Week in June	State FFA Convention

In addition to the scheduled events, State Officer candidates should be aware that extra events such as Parent's Nights, FFA Week Activities, etc. may arise from requests of chapters in your section. Also, State Officers spend many hours of their own time returning correspondence, writing thank yous, compiling sectional newsletters, and planning state events.

Expectations for the State FFA President

The President of the Wisconsin Association of FFA does more than preside over meetings and the annual convention. More than any other officer, the president represents the ideals and image of the entire FFA. This document is to clearly inform you of the roles and expectations of the State FFA President before you announce your candidacy.

State Officer Team Leader

In many respects, the president "sets the tone" for the new team. The image, mannerisms and style you present will greatly impact the team members. This is not always an easy activity as some members will not agree with the direction you want the team to move. Start from the frame of mind that a leader "builds" a team; not "buys" one. Mrs. Zimmerman will assist you in building your team while meeting the expectations of the state staff, local advisors, sponsors, Alumni, and of course, the FFA members. You will also need to be sending frequent correspondence to your team members to keep them informed and on track with their specific duties and responsibilities.

Just as the other officers do, the State FFA President also follows the commitment and responsibilities laid out in writing and DPI policies which were agreed upon during their first year of service.

Public Relations

In many respects, this is your primary role. Not only do you speak on behalf of the FFA; but many times, about the relations of the FFA to SAE to the local agriculture classroom -- in fact, you may be questioned about agricultural education and NOT the FFA. You play a vital role in representing the agricultural industry, agricultural education, FFA, etc. to both those involved in agriculture and those with no understanding of agriculture -- both in and out of Wisconsin. A poor public image hurts local high school recruitment as well as university and technical college enrollments. Above all, a poor public image lessens the amount of financial contributions to the Wisconsin FFA, the Center, the Foundation, the Alumni. The media will play an important role in your public relations activities and Mrs. Zimmerman will work with you on developing excellent media relations skills.

State FFA Presidents need to be neat in their appearance at all times in official dress and in casual dress. They need to be knowledgeable about current agriculture issues. They need to feel comfortable starting conversations with people they meet and sharing the message about agriculture, agricultural education and FFA. Excellent communications skills and a willingness

FFA Liaison to Related Organizations

As the State FFA President, you represent the FFA on many related boards and committees. You are expected to attend all the meetings of each of the following organizations and be prepared to present reports and to discuss issues and their impact on the FFA. Your membership on Boards of other groups (Wisconsin Agri-Business Council, Foundation Sponsors Board, etc.) should receive prior approval by Mrs. Zimmerman

***FFA Foundation Board of Directors** -- The fund raising body for the FFA, the Foundation meets five times a year (typically September, December, February, May and State Convention) to establish policy and direction for the Foundation. You are a member of the Board as President. You are also invited to attend the FFA Sponsors Board meetings, however, you are not an official member of that Board.

***FFA Alumni Council** -- Another supporter of FFA activity, the Council establishes direction for FFA Alumni programming which must tie closely to the state and local FFA programming.

The Council typically meets four - five times per year (State Alumni Convention, State FFA Convention, September and January). You are a member of the Council as President of the FFA.

****FFA Center Board --** Formed in 1992, the purpose of the FFA Center Board is to govern the activities and direction of the FFA Center. The Board has three meetings per year with additional meetings as a result of committee activity. You are invited to attend these meetings to find out what is going on, however, many times when this Board meets you will be busy with an FFA activity.

Conduct Business of State FFA Association

In cooperation with Mrs. Zimmerman, you are to prepare and conduct the agendas for each meeting of the state FFA officer team and for the FFA Board meetings. It is important that you seek a thorough understanding of the background of each agenda item as it will impact the direction the meeting needs to take. Don't think that you can get sufficient background in five minutes; the FFA has been around for over 70 years and agricultural education in Wisconsin since 1902! Take the time to be prepared - You will look good and the FFA will look great! You will be the presiding officer at the State FFA Officer and Board of Directors meetings.

Assist in Planning State FFA Convention

The primary responsibilities of the State FFA President in planning the State FFA Convention is the writing of the convention script, convention program, inviting judges and following up on many other details -- most other duties can be assigned to other officers; such stage preparation, videos, etc., but the President may assume these duties as his/her schedule permits. The President will also be signing hundreds of award certificates!

Communicate State Officer Needs to State Staff

As the leader of the state FFA officer team, you are also the closest to your fellow officers and will best understand their feelings and their needs. It is your duty to communicate these needs to the state staff (especially Mrs. Zimmerman) so that the state staff may assist in meeting those needs. You will work closely with Mrs. Zimmerman to make sure that the officers have a successful year and that the goals that have been set are being accomplished.

The State FFA President will be expected to a variety of activities to represent the Wisconsin Association of FFA. Many times as president you will find yourself traveling all across the state to assist advisors and members and participate in a variety of activities.

Successful State FFA Presidents make the most out of their year of service to set high goals for their team and the FFA Association. It is the motivation and enthusiasm of the State FFA President that can lead the team of officers to accomplish wonderful things for the State Association. The State FFA President needs to be self-motivated and willing to put in the extra hours and time to take care details and coordinate activities so they come together.

The State FFA President will be asked to spend time working at the Wisconsin FFA Center, Department of Public Instruction and Wisconsin FFA Foundation offices. During the year, the State FFA President will be asked to attend a variety of functions. FFA will be the first priority for the person in this position during the year!!

State FFA President is a tremendous experience. The State President that served you can be an excellent role model for what a State President does during the year. Please feel free to ask any other questions or concerns you may have about the duties of a state president.

State FFA Officer/Candidate Policies

Several of the items below are taken from the Wisconsin FFA Constitution. For more specifics of the Constitution, please refer to the Chapter Management Guide Administration Tab. Other Policies and Procedures for State FFA Officers have been carried forth for many years in developing an effective state officer program, passed by former Boards of State Officers and their advisors.

1. A chapter may recommend two candidates for state FFA office each year. Official application, resumes and copies of the State FFA Degree must be submitted by April 27 to the Wisconsin FFA Center. State officer candidate information that arrives to the Wisconsin FFA Center beyond the date of May 10th will lose 5 points per day up to 5 business days. Once the 5 business day grace period expires, the candidacy for state FFA office will be denied.
2. All qualified applicants for state office shall appear before a nominating committee to review their qualifications. Only those who are recommended by the nominating committee shall then appear before the sectional delegate meeting and discuss their qualifications for office. State officers shall be elected from those candidates recommended by the nominating committee. Election of officers from each section shall be by ballot and require a majority vote of the section delegates present.
3. The practice of soliciting support for a candidate for state FFA office is not permitted.
4. State FFA officer candidates are assigned Courtesy Corps duty and required to fulfill those duties during the State FFA Convention in which they are running for office.
5. Each state officer candidate shall be an active FFA member from a chapter in good standing.
6. State officer candidates must have or will receive the State FFA Degree at time of election.
7. Officers of the State Association shall be President, five Vice Presidents, Secretary, Treasurer, Reporter, Sentinel, Parliamentarian, Executive Secretary, Executive Director and Advisor.
8. The student officers shall be elected annually at the state convention in accordance with Article X of the State FFA Constitution. The specific duties of each state FFA office are listed in the State FFA Constitution Article IX.
9. The State FFA President shall be elected by the outgoing state officer team at the state convention from among the qualified members of the officer team. Election shall be by ballot and shall require majority vote of the officers present.
10. The newly elected state officers shall meet at the state convention after the sectional election and shall elect from their body the five Vice President, Secretary, Treasurer, Reporter, Sentinel and Parliamentarian. Each member shall appear briefly before his fellow members. Election shall be by ballot and shall require a majority vote of the members of the state officer team.
11. New officers shall be inducted into office at the state convention and shall assume office at the close of the convention. Except for the president, who is elected from the officers of the previous year, officers shall not be re-elected nor eligible for election to another state office.
12. State FFA officers will forego all alcohol, tobacco and illegal substances while involved in official or unofficial FFA activities from the day the officer is elected until he/she installs a new state officer. This means 24 hours a day, 7 days a week for 365 days. This means anywhere within the United States and International travel. Officers must abide by all state officer policies set forth by the Wisconsin FFA Association and Department of Public Instruction.
13. In the event a state officer conducts himself/herself in a manner inconsistent with policies of the Wisconsin FFA Association or does not follow through with commitments agreed to before election, the State FFA Board of Directors shall have authority to remove the officer from office.

Wisconsin Association of FFA and the Department of Public Instruction Policy for State Officers

In order that there are no misunderstandings, the Wisconsin FFA Association would like each state officer candidate and his/her parents to read and agree to the following association policies. All policies will be strictly enforced.

The following are offenses that **will cause dismissal** from State FFA Office:

- A. **Any use of alcohol, and/or supply of alcohol to members or others. State FFA officers will forego all alcohol while involved in official or unofficial FFA activities from the day the officer is elected until he/she installs a new state officer. This means 24 hours a day, 7 days a week for 365 days. This means anywhere within the United States and any International travel.**
- B. Any use and/ or supply of controlled substances (drugs), not under direction of a physician. In addition, any use of tobacco or tobacco related products is prohibited.
- C. Participation in any illicit or promiscuous acts.
- D. Commission of any felony against the laws of State or Nation.
- E. Other violations of codes of ethics and responsible behavior so identified that may be acted upon by the State FFA Board of Directors.

The above apply to any FFA activity (official or unofficial) or membership involvement by the State FFA Officers, individually or as a group.

If any of the above violations occur, the state officer or officers will be asked to appear before the entire State FFA Board of Directors to give a complete explanation of the incident which occurred. The State FFA Board of Directors will then rule on a dismissal of the officer or officers involved.

I certify that I have reviewed and understand the Wisconsin FFA Policy concerning behavior of officers of the State FFA Student Organization.

Signature of State Officer Candidate

Signature of Parent/Guardian

Date

Date

State FFA Officer Candidate Statement of Commitment and Responsibilities

If elected as an officer of the Wisconsin Association FFA, I will:

- | | <u>Please Initial</u> |
|---|-----------------------|
| A. <u>Personal Responsibility and Conduct</u> | |
| 1. Accept personally the "FFA Code of Conduct and Ethics" and attempt at all times to reflect favorably upon the organization represented and the State FFA Officer team. | _____ |
| 2. Forego all alcohol, tobacco and illegal substances at all times during my year of service to the FFA | _____ |
| 3. Avoid places or activities that in any way would raise questions as to one's moral character or conduct. | _____ |
| 4. Use wholesome and appropriate language in all speeches and informal conversations. | _____ |
| 5. Wear the FFA jacket as described in the Official FFA Manual - "The Proper Use of the Official FFA Jacket." | _____ |
| 6. Observe standards of dress and total personal grooming, as well as standards of personal conduct, as established and demonstrated by the National FFA Officers. | _____ |
| 7. Maintain proper dress and good grooming for all occasions both in official dress and in casual dress. | _____ |
| 8. Conduct myself in a manner, which commands respect without any display of superiority. | _____ |
| 9. Maintain my dignity while being personable, concerned and interested in contacts with others. | _____ |
| 10. Avoid expressing personal opinions regarding political or controversial problems when representing the Wisconsin Association of FFA. | _____ |
| 11. Maintain and protect my health. | _____ |
| 12. Treat all FFA members equally by not favoring one over another. | _____ |
| 13. Accept the dismissal conduct policies of the Department of Public Instruction for CTSO (Career And Technical Student Organization) State Officers. (Attached) | _____ |
| B. <u>Personal Growth</u> | |
| 1. Evaluate, periodically, my personality and attitudes making every effort to improve myself. | _____ |
| 2. Accept and search out constructive criticism and evaluation of my total performance. | _____ |
| 3. Through preparation and practice, develop myself into an effective public speaker and project a desirable image of the FFA at all times. | _____ |
| 4. Regularly, and promptly write all letters, thank-you notes and other correspondence, which are necessary and desirable. | _____ |
| 5. Strive to improve my ability to carry on meaningful and enjoyable conversations with individuals of all ages and walks of life. | _____ |
| 6. Become knowledgeable of agriculture, education in agriculture/agribusiness and of FFA. | _____ |
| 7. Keep myself up to date on current events and agricultural and education issues. | _____ |
| C. <u>Service To FFA</u> | |
| 1. FFA will be a top priority during my year of service! | _____ |
| 2. Be willing to commit the entire year to state officer activities. | _____ |
| 3. Be willing and able to travel in serving the Wisconsin Association of FFA | _____ |
| 4. Consider FFA officer activities to be my primary responsibility. | _____ |
| 5. Become knowledgeable with the State FFA Program of Activities so as to be able to discuss it with chapter officers and others. | _____ |
| 6. Be dedicated and committed to FFA and the total program of education agriculture/agribusiness. | _____ |
| 7. Attendance and participation in the BLAST OFF Training the weekend following state convention and the National Leadership Training Workshop in Aurora, Nebraska for State FFA Officers for national training for my year as a state officer. | _____ |
| 8. Full attendance and participation in the meetings of the State FFA Officers and Board of Directors, and State and Sectional FFA Events for the Section I serve. | _____ |
| 9. Full attendance and participation in the all State FFA Leadership Conferences including Sectional Leadership Workshops, Greenhand Workshops, Made For Excellence, Half-Time Leadership Conference, etc. | _____ |
| 10. Leadership in arranging and conducting the sectional chapter leadership meetings with chapter officers in my area. | _____ |
| 11. Holding FFA leadership meetings with officers in local chapters and conducting a chapter visit in each chapter within my section. | _____ |
| 12. Speaking whenever available at FFA Banquets within the section upon invitation of the local chapter. | _____ |
| 13. Full attendance and participation in the annual Business-Industry Tour of State officers. (Held during Sectional Leadership Workshops) | _____ |
| 14. Full attendance and participation at the National FFA Convention. | _____ |
| 15. Full attendance and participation at the Annual State FFA Convention. | _____ |
| 16. Attendance at all activities deemed appropriate and assigned by the Wisconsin FFA Association and its state staff. | _____ |

- | | |
|---|--|
| <p>D. <u>Cooperation with Others</u></p> <ol style="list-style-type: none"> 1. Work in harmony with fellow FFA officers, and not knowingly engage in conversations detrimental to other FFA members, officers and adults. 2. Serve as a member of the team, always maintaining a cooperative attitude. 3. Be willing to take and follow instructions as directed by those responsible for State Officers and State and National FFA programs. 4. Notify State FFA Executive Director, Wisconsin Association of FFA, of all invitations other than those listed in Section C above, (to avoid duplication of representation or other difficult situations). 5. Communicate with state office regularly. 6. Careful memorization of the parts assigned in State Convention ceremonies and attention to other duties assigned. 7. Responsible and timely reporting of activities conducted as a representative of the State FFA Association. 8. Cooperation with chapter FFA advisor and school district in completing duties listed on the attached sheet "Duties of a State Officers' Advisor. Communicate often with chapter advisors | <p><u>Please Initial</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
|---|--|

I have read and understood the above points. I will carry out my responsibilities in accordance with these statements and understand that I can be removed from office by the Wisconsin FFA State Board of Directors if I do not satisfactorily follow these established standards and policies.

Required Signatures

All signatures listed below are REQUIRED to be eligible for State FFA Office.

I _____ have read the Wisconsin FFA Association/DPI Policies and the Statement of Commitment and Responsibility For State FFA Officer Candidates and verify that I will complete all of the expected activities and abide by the expected code of a State FFA Officer if elected.

Candidate Signature _____

I _____ have read the Wisconsin FFA Association/DPI Policies, Statement of Commitment and Responsibility For State FFA Officer Candidates, and the Expected Activities for the State FFA Officers and verify that my son/daughter is able to complete the expected activities and abide by the expected code of a State FFA Officer if elected.

Parent/Guardian Signature _____

I _____ have read the attached sheet, "Duties of a State FFA Officer's Advisor and verify that I will complete the expected activities if my candidate is elected. I have also reviewed with the State FFA Officer Candidate the Statement of Acceptance of Responsibility and Policies for State Officer and recommend the above candidate for the position as a State FFA Officer.

Advisor Signature _____

I _____ have read the information, "Duties of a State FFA Officer's Advisor and verify that my high school will cooperate in the completion of all the required activities that accompany having a State FFA Officer from our high school. I have also reviewed the information concerning the Activities of a State FFA Office and its policies and recommend the above candidate for the position as a State FFA Officer.

School Administrator's Signature _____

Official Dress Guidelines for Wisconsin State FFA Officers

1. Males need to be clean shaven and have an appropriate haircut that looks neat and professional.
 - No beards, mustaches, etc.
 - Sideburns should be neatly trimmed and may not extend below the bottom of the earlobe.
2. Females need to have an appropriate hair style that looks neat and professional.
 - Any barrettes or hair accessories need to complement official dress. Please be conservative with these accessories.
3. There should be no pins on the state FFA association jacket.
4. Black pants and skirts need to be **black** - not faded or gray in appearance.
 - Get pants and skirts that require little or no ironing.
5. Skirts need to be **at the knee or slightly below**. Make sure they fit properly.
6. Skirts must be straight and professional looking. -No ruffles. -No high-cut slits.
7. Nylons need to be black. (They should be a see through black color rather than a thicker black).
8. Males need to wear black socks.
9. Shoes:
 - Females should wear a solid black pump with a comfortable heel.
 - Males should wear a shiny, black leather shoe. Tie or loafer shoes acceptable.
 - Shoes need to be polished at all times.
10. White shirts need pointed collars.
 - Rounded collars are difficult to wear with the scarf or tie properly.
11. Use jewelry in moderation.
 - Males will **not** be allowed to wear earrings.
 - There should be no class rings other than your own worn.
 - Only one ring per hand should be worn at the maximum.
 - Females may wear earrings that complement the official dress, nothing too large or distracting.
12. Each state FFA officer will display their state FFA degree charm on a gold chain.
 - The State Association will provide state FFA officers with their first chain. After that, you will need to purchase any replacements. Be Careful! Chains catch on chairs and break easily.
13. Keep your clothes wrinkle free and lint free. Bring along an iron if necessary and a lint brush.
14. Please be aware of you appearance. Make sure shirts are tucked in, scarves and ties are in place, jackets are zipped, etc. You are representing the image of Wisconsin FFA! **Look Sharp!**

FFA OFFICIAL DRESS INCLUDES:

Females

Official FFA Association Jacket
 Black straight skirt (knee length)
 White shirt
 Official FFA scarf
 Light black nylons
 Black shoes – closed toe and heel

Males

Official FFA Association Jacket
 Black pants
 White shirt
 Official FFA tie
 Black socks
 Black shoes

Benefits and Expenses For State FFA Officers

State FFA Officers receive... An internship experience that will give them the cutting edge when it comes to jobs, school, scholarships, etc.

** Each officer receives a scholarship from the Wisconsin FFA Foundation, Inc. based on available sponsorship at the end of their term: \$750.00 for sectional officers; \$1000 for President

** The Wisconsin FFA Alumni Association also awards each officer a \$200 scholarship at the end of their term

** Limited Insurance coverage for illness and accidents – approximately \$2,500 worth in coverage

** The Wisconsin State FFA Association will purchase the following items for State FFA Officers:

- Two FFA Association jacket
- Official stationery
- 500 business cards
- One scarf or tie
- One State degree chain
- Franklin Covey Management System

The State FFA Association will reimburse the State FFA Officers for expenses related to their duties including mileage, meals, lodging, phone, and other job related expenses. Officers will need to submit vouchers and proper receipts to get full reimbursement for their expenses.

State FFA Officers will need to provide the following:

A vehicle in good working condition! State FFA Officers put on many miles throughout their year of service. They travel many times by themselves to events such as chapter visits, banquets, contests and meetings. Many times carpooling will be done to save on mileage expenses where the entire team is attending an event. Officers will be reimbursed for mileage from their home town only, not from school (if they are in college during office).

The following are personal expenses State FFA Officers incur during the year. Plan accordingly.

Casual Official Dress (Possibly sponsored)	\$100 per officer
Clothing - Shirts, blouses, pants, skirts, nylons	\$200-\$300.00 (Varies per officer)
State and National FFA Alumni Life-Time Dues	\$200.00 per officer
State FFA Foundation Executive Sponsorship	\$10.00 per officer
Extra FFA Jacket (State Officer usually need one additional jacket)	Approx. \$70 if tailored
Team Photographs (Cost depends on amount purchased by officer)	\$25.00 per officer
**International State Officer Leadership Seminar	\$3,000 per officer

**(Completely optional. Some of this cost can be covered through sponsors.)

It is recommended that State FFA Officers have access to a credit card and phone card when traveling.

TRAVEL FOR STATE FFA OFFICERS

Below are policies regarding travel of State FFA Officers and should be known to FFA Chapters.

- A. State Officers are requested to limit their services within the state to their own FFA Section.
- B. State Officers are reimbursed by the Wisconsin Association of FFA for travel on a \$.32 per mile rate from the home school and return. Because officers away at school do not receive travel reimbursement from the campus to their home, it may result in some financial hardship to them if this distance is considerable and the requests are frequent. Schools may help the state officer financially to cover this expense, should they so desire. **FFA Chapters are required to pay the officers for their mileage to banquets and other special activities the chapter may invite them to participate in.**
- C. State officers are encouraged to participate in chapter leadership development activities. This includes meeting with chapter officers and members to discuss the local chapter program and to suggest activities which may be of interest to them -- in keeping with the Program of Activities. Attendance at Parent and Member Banquets are additional opportunities for services.
- D. The State President represents the State Association at statewide functions and is available on a limited basis for chapter events. **Because the President's travel budget allows only for State Association representation, expenses for individual chapter visits are the responsibility of the local chapter.**
- E. State Officers must receive approval from the state FFA staff to deviate from these policies.

Duties Of A State FFA Officer's Advisor

Not only do the State Officers have responsibilities once they are elected, but the advisors of the State Officers also have specific duties throughout the year. The advisors of State Officers are expected to complete the following activities:

- 1) Attend a State Officer and Advisor Meeting Thursday following the last session at the State FFA Convention.
- 2) Attend a State FFA Board of Directors Meeting at the WAAE Summer Conference to confirm dates of the Sectional Leadership Conferences.
- 3) Provide Printing and Mailing Capabilities for at least 4 sectional newsletters that your State Officer is required to send out. (Note - It is preferred that the schools assist the State Officer with cost of this duty, but if this is not possible it can be reimbursed by the Wisconsin FFA Association.)
- 4) Host the Sectional Leadership Workshop at your high school. You and your State Officer must coordinate to make all preparations for this event.
- 5) Attend a State FFA Board of Directors Meeting at the Half-Time Conference in Stevens Point during January.
- 6) Attend a State FFA Board of Directors Meeting in February. This will be an evening meeting. The process for reviewing State FFA Degrees and an inservice on conducting Sectional Speaking contests will be discussed.
- 7) Assist your State Officer in reviewing the State Degrees from your section for the minimum qualifications.
- 8) Host the Sectional Speaking Contest at your high school. You and your State Officer must coordinate to make all preparations for this event. Information is provided by the Wisconsin FFA Center.
- 9) Attend a State FFA Board of Directors Meeting in March. State Convention plans and delegate proposals will be discussed.
- 10) Assist with the State Officers and State Staff at the State FFA Convention.

In addition to these specific responsibilities, it is asked that the advisors of the State FFA Officers help to make sure that the State Officer is following through with all their responsibilities on the Sectional Level including completing chapter visits, sending out newsletters, sending out thank yous, etc. It is important that the State Officers advisors play an active role in working with the state officer so they can receive feedback and do the best job possible as a State Officer.

State Officer Advisors can be in direct contact with Cheryl Zimmerman, State FFA Executive Director with questions regarding State Officer responsibilities.

A Guide for Preparing State FFA Officer Candidates for the Wisconsin FFA Officer Selection Process

Interviews will be conducted using various formats.

Personal Interview - Judges may ask questions concerning FFA and personal background to learn more about the candidate. Interview questions will be asked to learn about the candidate's character, strengths, knowledge, and interests. Judges will find out how the candidates can think on their feet, communicate and express themselves.

Situation Interview - Judges will evaluate candidates in a situation to see how the candidate will respond and handle what is presented to them.

Resume and Interview - Judges will ask questions about activities and information found on the resume and application. This will allow the judges to better understand the candidates leadership and SAE background.

Group Interview - A group of state officer candidate will come together to conduct an activity and will be judged

The most important concept to remember is to simply "BE YOURSELF". Over the years, candidates who have tried to imitate past officers or who have "acted" like what they perceive the committee was looking for, have been unsuccessful. The committee wants to get to know the real you.

HOW TO PREPARE FOR STATE OFFICE AND THE INTERVIEW PROCESS:

It is important that you prepare yourself to serve as a state officer and not simply prepare for the interview process. Candidates that only prepare to out guess the interview process take a great risk. The questions asked change from year to year as the committee changes. To be successful in the interview process and be best prepared to serve your year as a state officer, you should prepare yourself for the type of activities that state officers do.

- 1) Take the time to think about why you are running for State Office. Know what you have to offer the Wisconsin FFA membership. Identify what your goals are for the FFA and for yourself as a State FFA Officer. Think about what qualities you have admired in state officers and what made them effective.
- 2) Develop adequate knowledge of Agricultural Issues, Agricultural Education and FFA. Be familiar with history, awards, degrees, personnel, FFA Alumni and parliamentary procedure. This knowledge is important for officers to be able to answer the questions posed to them by members and advisors. You will spend time reviewing information after election but a basic knowledge is very valuable.
- 3) Develop a working knowledge of the agriculture industry and current world events that impact on the industry. Be familiar with key personnel in agriculture leadership positions. State officers must be able to communicate with agriculture business and industry leaders as well as individuals involved in production agriculture. Candidates should be knowledgeable about their SAE and be able to discuss what they have learned.
- 4) Have your local advisor conduct practice interview sessions Use video taping if possible.
Some suggested activities are:
 - the candidate as a discussion leader for a group.
 - general interview situations with the candidate is interviewed by a committee
 - group activities such as opening ceremonies, committee meetings.
 - press conference or media interview activities.
 - question/answer session about agriculture and education
 - a situation where the candidate must work with other people or address a group.

Suggested references for study:

- Current FFA Manual
- FFA Student Handbook
- FFA state and national magazines
- Current agricultural magazines/publications
- Advisor's Chapter Management Guide
- State & National FFA Homepage - Internet
- State and National Convention Proceedings

State Office Election Process Time Table of Events

April 27 Submit the following information to the Wisconsin FFA Center
 3 Copies of State Officer Candidate Application
 3 Copies of Candidate's Resume
 Wisconsin FFA /DPI Policy Form and Statement of Acceptance with all
 required signatures.

** Resumes should be no longer than 1 page front and back
or 2 pages (one side only).

Late May Candidates will receive a complete packet of information from the Wisconsin FFA
 Center. This packet will include:
 1. A letter from the State FFA President
 2. Interview Schedule
 3. Courtesy Corps Information, Schedule and Letter from State Sentinel

State FFA Convention Activities - The state convention is typically end the second week of June.

MONDAY State Officer Candidate interviews.

Interviews will begin a 12:00 p.m. However, all candidates will receive a schedule
with their specific times indicated. All interviews will take place on this day. Each
candidate will go through **four (4)** interviews.

TUESDAY

9:00 a.m. Courtesy Corps meeting for all candidates.

**ALL OFFICER CANDIDATES ARE REQUIRED TO SERVE ON
COURTESY CORPS.**

12:00 p.m. Candidates introduce themselves during the First Convention Session

2:00 p.m. State FFA Officer Candidate Exam and Writing Activity
**ALL OFFICER CANDIDATES MUST REPORT AT THIS TIME TO
TAKE THE EXAM.**

WEDNESDAY

11:00 a.m. State Officer Candidate Finalists Announced - Delegate Election Process

7:30 p.m. Convention Session - Announcement of New State Officer Team

THURSDAY

7:30 a.m. New State Officer Team meets to decide specific offices.

9:00 a.m. During the end of the last session, the state FFA president is announced
to complete the team.

1:00 p.m. Board of Directors Meeting - New officers and advisors must attend.

Wisconsin State FFA Officer Election Procedures

The Wisconsin State FFA Officer Election process is as follows:

1. A chapter may recommend two candidates for state FFA office each year. Each candidate must submit a resume and a formal application along with the "State of Commitment and Responsibilities" and DPI policy form containing all necessary signatures. Candidates would no longer submit copies of their State Degree Application because the formal application will contain the necessary information about the members SAE, FFA leadership activities, etc. Materials are due postmarked May 10 to the Wisconsin FFA Center. State officer candidate information that arrives to the Wisconsin FFA Center postmarked beyond the date of May 10th will lose 5 points per day up to 5 business days. Once the 5 business day grace period expires, the candidacy for state FFA office will be denied.
2. At the state FFA convention there would be four interviews that each candidate would participate in:

Personal Interview	150 points
Resume/Application Interview	150 points
Impromptu Scenario Interview	150 points
Group Activity Interview	200 points
3. There would also be written test, a writing activity and resume that each candidate would receive scores.

A. Written Test	100 points
B. Writing Activity	50 points
C. Resume	50 points
4. The scores from each judge in each interview will be averaged and added together for a total score. The total of the average scores will be used for the interviews. There will also be a score for the written test, writing activity and resume. The actual score for the test, writing activity and resume will be added to the four averaged interview scores.
5. The top two scores in each section will advance to the Sectional Delegate Round.
6. Candidates are all required to introduce themselves onstage during the First Convention Session of the State FFA Convention. This is the first formal appearance of the candidates in front of the convention delegates. No scoring is actually taking place at this time.
7. On Wednesday morning 10:30 a.m., the top two candidates in each section will be announced to the delegates. First the delegates will be dismissed to their respective rooms. The candidates will then be announced and escorted to their delegate meetings.
8. At the Delegate Session - **ROLL CALL** will be taken - (No one else in the room except 2 delegates per school, 2 selected election supervisors, candidates, State FFA Officer and their advisor(s). Possible exception is if the state officer's school has a finalist -- then one other advisor from a non-involved school should be present to count ballots.
9. **SELECTED ELECTION SUPERVISORS** - There will be two selected election supervisors used during the delegate session to make sure that all procedures are followed during the delegate session. They will make sure that students from the same school are separated and that no talking, campaigning or cheering for a particular candidate occurs. Delegates will be dismissed from the selection process if the judges decide that the delegate is disrupting the election process.
10. Each Delegate will be given score sheets for the candidates. As they listen to the candidate's presentation, they will score the candidates on each respective scorecard. In the end, the delegates will have a final score for each candidate. The delegate will then cast a ballot based on the scores of the two candidates. The candidate with the highest score will be the candidate that the delegate casts their ballot for.

11. At the beginning of the Delegate Meeting an **ORIENTATION** will be given by the State FFA Officer Importance, duties, etc., state officer role, qualities of a state FFA officer.
Delegates will be provided with a score sheet to score the candidates on each area of the delegate nominating process. The state officer will explain how the score sheet will be used and how a total score will help the delegates determine their vote.
12. The delegates will receive a copy of the Candidates' **RESUME** - The delegates will be allowed the opportunity to review the candidates credentials before continuing - 5 minutes. They will place a score on their score sheet for each candidate's resume.
13. First Speech Presentation "**MEET THE CANDIDATE**" Two minutes per candidate. The candidates can present a speech to the delegates of "Why I Desire to Be A State Officer."
14. Second and Third Speech Presentation
DRAWING FOR TOPICS - for three-minute speech on that program area.
 -Topic shall be drawn immediately preceding each candidate's presentation, other candidate not present.
 - Candidate shall draw three - select one to speak on.
 - Candidate shall have one minute to decide which of three topics to speak on.

Round 1 - Three minute speech using Ag Issue Topics: candidate 1 followed by candidate 2
Ag. Issues Topics
 Agricultural Literacy - Educating People about Agriculture
 Agriculture - The Science for the Future
 Agriculture and the Environment
 American Agriculture - Global Perspective
 Agriculture - Does America Really Need It?
 Opportunities and Challenges in International Agriculture
 Agriculture, Science and Technology
 What the Consumer Should Know about Modern Agriculture
 Government Programs for Agriculture
 Agriculture and Natural Resource Management

Round 2 - Three minute speech on FFA programs; candidate 2 followed by candidate 1.
Program Topics
 Proficiency Award Opportunities
 National Chapter Award Program
 Earning Degrees through the FFA
 Career Development Events
 FFA Stars (Star Farmer, Star in Agribusiness, Star in Placement, Star in Agriscience) Awards
 FFA Membership Recruitment
 PALS
 Agriscience Student Award Program
 FFA Safety Programs
 FFA Partners - Making A Difference
 Junior High/Middle School Contests and Opportunities
 FFA Leadership Conferences
 Agri-Entrepreneurship in the FFA
 FFA Scholarship Opportunities
 Food For America
15. Fourth Speech - **EXTEMPORANEOUS SPEECH** - topic announced at that time
 - Candidate shall have two minutes to prepare and two minutes to present.

16. **QUESTIONS** - Each delegate will be given an index card to write out one question they would like to ask of the candidate. All the questions will be placed in a hat and the room host will draw and select an appropriate question to be asked of both candidates. Delegates will score the candidate's quality of response on their scorecard. - one question (same for each candidate)
-Two minutes to answer.
17. Once all of the speeches and questions are answered the room host will one last time **PRESENT CANDIDATES** to the delegates
-Announce names once again, then escort both outside
18. **COMPLETION OF SCORE CARDS** - The delegates will complete their score sheets and the election supervisors and hosts will assist in tallying the total scores for each candidate.
19. **BALLOTING:** The delegates will cast a ballot for the candidate that received the highest score on their scorecard. The vote must be a majority vote by the delegates. The election supervisors will oversee the final ballot count. **DON'T DISMISS UNTIL THE FINAL DECISION HAS BEEN MADE!** There may be a tie and a revote may be necessary. All ballots and score sheets will be destroyed after the election process is complete.
20. The room host and the election supervisors will complete the final result sheet.

The interview committees will be composed of the following individuals:

Current and retired FFA advisors

Past FFA State Officers - those that have been retired at least 2 years out from the time they were officers.

Industry Representatives familiar with the roles and responsibilities of state officers

University Representatives, Technical College representatives and Media deemed qualified to evaluate potential state officers.

General Assurances

- Every reasonable effort will made to provide equal and fair representation on each committee
- Any individual with close personal or professional ties to any candidate will be excluded from the committee process.
- Individuals serving as a University, Community College, Corporate, Past Officer or Media shall not serve more often than one out of three years.

Candidate Selection Process

Components

General Interview (150 points) 10 minutes allowed Scored by Committee

Candidates may be allowed a few introductory remarks, but the bulk of the 10 minute interview is spent with the committee asking questions to better get to know the candidate along with a better understanding of their FFA experiences, leadership activities and other pertinent Agricultural Education and FFA activities. The judges will also ask questions related to current Agricultural Issues and FFA/Ag Education Issues. The judges will ask questions to evaluate the candidates abilities to serve as an officer and how they would serve as a positive role model for the FFA. Total time for this activity shall not exceed 10 minutes.

Resume/Application Interview (150 points) 10 minutes allowed Scored by Committee

Candidates will be interviewed about “Why I Want to be a State Officer”. The interview will be based on the formal application including the essay and resume submitted. Judges will ask questions to better understand the candidates SAE, FFA experiences, leadership activities and understanding of the FFA organization. Total time for this activity shall not exceed 10 minutes.

Impromptu Scenario (150 points) 10 minutes allowed Scored by Committee

Candidates will participate in a 10 minute impromptu situation they might experience as a State FFA Officer. The candidates will not be informed in advance of the specific scenario they will face. (Examples include: 1) Conversation with a teacher that is having trouble recruiting students. 2) Conversation with an administrator that doesn’t allow travel to FFA Activities. 3) Conversation with a community leader in an attempt to start an FFA Alumni Chapter. Total time for this activity shall not exceed 10 minutes.

Group Activity (200 points) 45 minutes allowed Scored by Committee

A group of 4-6 candidates will work together in planning and presenting a workshop. The workshop will be based on an event or activity a State FFA Officer will be expected to attend. (Examples: Greenhand Workshop, Chapter Visit workshop, Reflections, etc.) The group will be allowed 25 minutes for planning, 15 minutes to present and 5 minutes for questions. Each candidate will be scored individual for various traits and skills they exhibit during the group activity. Total time for this activity shall not exceed 45 minutes.

Test (100 points) 45 minutes allowed Scored by Staff

A 50 – 100 question test will be given to each candidate. The test will be composed of True-False, Multiple Choice, Short Answer and Fill-in the Blank questions and will be based on FFA programs and history information, the officers deal with on a regular basis, but will not dwell on FFA trivia.

Letter Writing Exercise (50 points) 45 minutes allowed Scored by Judge

Candidates will be allowed 15 minutes to write a letter of request, thank you or follow-up to an event. The candidates will be given the name and address of an individual that has assisted the FFA or the officer and they will write a letter to the individual. Writing materials and a dictionary will be provided. Total time for this activity shall not exceed 15 minutes.

Resume (50 points) Submitted with Application Scored by Committee

Candidates resumes will be evaluated by the Resume and Application judges and receive a score based on

Leadership Activities -

 FFA Leadership Activities (10 points)

 Recognition and Honors - (10 points)

 Non-FFA Activities (5 points)

Supervised Agricultural Experience - (10 points)

Statements -

 Advisor - (5 points)

 Candidate - (5 points)

Neatness and Completeness of Resume - (5 points)

State FFA Officer Interview #1 - General Interview

Candidate _____

Evaluat _____

Criteria	Excellent 10-8	Above Average 6-4	Average 2-0	Weight	Total
Official Dress and Grooming	Well-fitting black pants/skirt, shined black shoes, white shirt or blouse, official tie/scarf, black socks, nylons, and jacket zipped to the top. Business-like. No more than three medals. Makeup and other accessories are not excessive.	All of official dress in place with the exception of one or two items. Hair combed and well maintained. Applicant is neat and well groomed. More than three medals. Makeup and other accessories are not excessive.	All of official dress in place with the exception of two or more items. Hair combed and maintained. Excessive makeup and/or other accessories. More than three medals.	_____x1.5	
Poise	Candidate had excellent poise, body posture, sat in chair at attention, good attitude, confidence, and at ease before judges.	Candidate had good poise, body posture, attitude, confidence, and ease before judges. Candidate not sitting at attention.	Candidate lounged in chair and seemed too comfortable with the judges.	_____x1.5	
Ability to Communicate	Candidate did an excellent job and was able to put thoughts together in an organized manner and effectively communicate their message.	Candidate did a good job in putting thoughts together and effectively communicated their message.	Candidate had a difficult time trying to organize their thoughts and share pertinent points that help communicate their message.	_____x2.5	
FFA & Ag Ed Knowledge	The candidate was well informed of the important issues facing agriculture education and the FFA.	The candidate was aware of the important issues facing agriculture education and the FFA.	The candidate was uninformed of the important issues facing agriculture education and the FFA.	_____x1.5	
Current Ag Issues	The candidate was well informed of the important issues facing Wisconsin and U.S. agriculture.	The candidate was aware of the important issues facing Wisconsin and U.S. agriculture.	The candidate was uninformed of the important issues facing Wisconsin and U.S. agriculture.	_____x1	
Sense of Commitment and Responsibility	The candidate definitely shared their understanding of what it takes to be a state officer and understands the level of responsibility associated with the position.	The candidate some what questioned their understanding of the responsibilities associated with being a state officer. They showed commitment to doing a good job.	The candidate lacked an understanding of responsibility and did not share the understanding of the commitment involved in serving as a state officer.	_____x1	
Attitude and Enthusiasm	The candidate approached the interview with a positive and professional attitude and a level of enthusiasm needed by a state officer	.The candidate was positive but lacked some of the spark and professionalism needed as a state officer.	The candidate showed very little enthusiasm and lacked a professional attitude.	_____x1	
Content of Answers	The candidate provided direct and complete answers to the questions.	The candidate talked around the questions or provided incomplete answers to the questions.	The candidate could not provide answers to the questions or provided inaccurate answers.	_____x2.5	
Overall Impression	The candidate provided convincing evidence they were well informed and would serve as a positive role model for the FFA.	The candidate provided evidence they would be able to serve as a positive role model for the FFA without a large amount of additional training on issues.	The candidate did not provide evidence they would be able to serve as a positive role model for the FFA.	_____x2.5	
			Maximum Possible 150 points	TOTAL	

State FFA Officer Interview #2 - Resume/Application Interview

Candidate _____ Evaluator _____

Criteria	Excellent 10-8	Above Average 6-4	Average 2-0	Weight	Total
Official Dress and Grooming	Well-fitting black pants/skirt, shined black shoes, white shirt or blouse, official tie/scarf, black socks, nylons, and jacket zipped to the top. Business-like. No more than three medals. Makeup and other accessories are not excessive.	All of official dress in place with the exception of one or two items. Hair combed and well maintained. Applicant is neat and well groomed. More than three medals. Makeup and other accessories are not excessive.	All of official dress in place with the exception of two or more items. Hair combed and maintained. Excessive makeup and/or other accessories. More than three medals.	_____x1.5	
Poise	Candidate had excellent poise, body posture, sat in chair at attention, good attitude, confidence, and at ease before judges.	Candidate had good poise, body posture, attitude, confidence, and ease before judges. Candidate not sitting at attention.	Candidate lounged in chair and seemed too comfortable with the judges.	_____x1.5	
Ability to Communicate	Candidate did an excellent job and was able to put thoughts together in an organized manner and effectively communicate their message.	Candidate did a good job in putting thoughts together and effectively communicated their message.	Candidate had a difficult time trying to organize their thoughts and share pertinent points that help communicate their message.	_____x2.5	
FFA & Ag Ed Knowledge	The candidate was well informed of the the relationship of Ag Education and FFA. Excellent understanding of FFA opportunities and the Mission of the organization.	The candidate was aware of FFA opportunities and understood the organization.	The candidate was uninformed of about FFA opportunities.	_____x1.5	
Application and Essays	Application was neat, typed, complete and represented the candidate's FFA career and their desire to serve as a state officer.	Application was somewhat incomplete and/or did not fully represent he candidate's FFA career. Application was not typed.	Application was incomplete, difficult to read and did not accurately represent the candidate's FFA career and desire to serve as an officer.	_____x2	
Attitude and Enthusiasm	The candidate approached the interview with a positive and professional attitude and a level of enthusiasm needed by a state officer	The candidate was positive but lacked some of the spark and professionalism needed as a state officer	The candidate showed very little enthusiasm and lacked a professional attitude.	_____x1	
Content of Answers	The candidate provided direct and complete answers to the questions.	The candidate talked around the questions or provided incomplete answers to the questions.	The candidate could not provide answers to the questions or provided inaccurate answers.	_____x2.5	
Overall Impression	The candidate provided convincing evidence they were well informed and would serve as a positive role model for the FFA.	The candidate provided evidence they would be able to serve as a positive role model for the FFA without a large amount of additional training on issues.	The candidate did not provide evidence they would be able to serve as a positive role model for the FFA.	_____x2.5	
			Maximum Possible 150 points	TOTAL	

State FFA Officer Interview #3 – Impromptu Scenario Interview

Candidate _____ Evaluat

Criteria	Excellent 10-8	Above Average 6-4	Average 2-0	Weight	Total
Presence	Candidate had excellent poise, body posture, attitude, confidence, and ease before judges.	Candidate had above average poise, body posture, attitude, confidence, and ease before judges.	Candidate had average poise, body posture, attitude, confidence, and ease before judges.	_____x2.5	
Power of Expression	Candidate did an excellent job with fluency, emphasis, direction, sincerity, and conveyance of thought and meaning.	Candidate did an above average job with fluency, emphasis, direction, sincerity, and conveyance of thought and meaning.	Candidate did an average job with fluency, emphasis, direction, sincerity, and conveyance of thought and meaning.	_____x2	
Voice	Candidate had excellent quality, pitch, force, articulation and pronunciation.	Candidate had above average quality, pitch, force, articulation and pronunciation.	Candidate had average quality, pitch, force, articulation and pronunciation.	_____x2	
Self-introduction	Candidate introduced them self and initiated the conversation.	Candidate introduced self but didn't initiate the conversation.	Candidate did not introduced self and/or initiate the conversation.	_____x1.5	
Quality of questions asked	Candidate asked quality and relevant questions.	Candidate asked a majority of quality and relevant questions.	Candidate asked few relevant questions and/or asked yes/no questions.	_____x3.5	
Ability to sustain questions	Candidate kept the conversation flowing smoothly.	Candidate kept the conversation flowing smoothly but needed some help in maintaining the conversation.	Candidate needed assistance in keeping and/or maintaining the conversation.	_____x3.5	
			Maximum Possible 150 points	TOTAL	

GROUP ACTIVITY SCORE SHEET

-----PRIMARY SKILLS-----	Individual Skills										Name _____	
	SINCERE	1	2	3	4	5	6	7	8	9		10
	ENTHUSIASTIC	1	2	3	4	5	6	7	8	9	10	Evaluator _____
	GOOD HABITS	1	2	3	4	5	6	7	8	9	10	
	TASK ORIENTED	1	2	3	4	5	6	7	8	9	10	Total Score _____
	PERSONABLE	1	2	3	4	5	6	7	8	9	10	
	CREATIVITY	1	2	3	4	5	6	7	8	9	10	
	PROFESSIONAL	1	2	3	4	5	6	7	8	9	10	
	GENUINE	1	2	3	4	5	6	7	8	9	10	
	Group Skills											
	CONTRIBUTION TO EFFORT	1	2	3	4	5	6	7	8	9	10	
	COURTESY	1	2	3	4	5	6	7	8	9	10	
	COOPERATION	1	2	3	4	5	6	7	8	9	10	
	INCLUSION OF OTHERS	1	2	3	4	5	6	7	8	9	10	
	POISE	1	2	3	4	5	6	7	8	9	10	
	SUGGESTIONS & SOLUTIONS	1	2	3	4	5	6	7	8	9	10	
	FLEXIBLE	1	2	3	4	5	6	7	8	9	10	
DEPENDABLE	1	2	3	4	5	6	7	8	9	10		
INVOLVED	1	2	3	4	5	6	7	8	9	10		
Knowledge Base												
LOGICAL THOUGHT PROCESS	1	2	3	4	5	6	7	8	9	10		
ACCURACY OF RESPONSES	1	2	3	4	5	6	7	8	9	10		
APPROPRIATENESS OF RESPONSE	1	2	3	4	5	6	7	8	9	10		

Scoring Guide

2= “No, this candidate did not demonstrate possession of this behavior or skill.”

4= “Yes, there was some evidence of this behavior or skill.”

6= “The candidate demonstrated an adequate level of this behavior or skill.”

8= “This candidate demonstrated a high level of this behavior or skill.”

State FFA Officer Interview - Letter writing exercise

Candidate _____ Evaluat

Criteria	Excellent 5-4	Above Average 3-2	Average 1-0	Weight	Total
Structure of Letter	Letter is laid out correctly including date, address, and salutation.	Letter is laid out correctly including date, address, and salutation with 1-3 mistakes	Letter is laid out correctly including date, address, and salutation with more than 3 mistakes.	_____x1	
Grammar Spelling	Paper is free of spelling, capitalization, punctuation, and/or grammar errors	Paper has 1-3 uncorrected errors	Paper has more than 3 uncorrected errors	_____x2	
Language	Words are descriptive, creative, appealing, vivid, and interesting	Some descriptive language	Language may be dull and ordinary	_____x3	
Content	Paper has a clear message that shows overall impression of subject.	Content does not share an overall impression of the subject.	Limited content	_____x4	
			Maximum Possible 50 points	TOTAL	

State FFA Officer Interview - Resume

Candidate _____ Evaluat _____

Criteria	Excellent 5-4	Above Average 3-2	Average 1-0	Weight	Total
FFA Leadership Activities	Resume was well put together and listed numerous FFA leadership activities that demonstrated outstanding leadership development.	Resume listed important leadership activities that indicated leadership development and participation.	Resume lacked leadership activities and quality of experiences for leadership development	_____x2	
Recognition and Honors	Candidate's resume indicated an excellent level of achievement	Candidate's resume provided information about awards and recognition received	Candidate's resume lacked recognition and honors.	_____x2	
Non-FFA Activities	Candidate listed numerous activities beyond FFA that indicates their commitment to community service and involvement in other areas of their life.	Candidate listed activities that went beyond just FFA and indicated interest in community service.	Candidate lacked other activities of involvement.	_____x1	
Supervised Agricultural Experience	Candidate has worked to develop a solid SAE program that has grown over the years and shown progress and achievement.	Candidate has a satisfactory SAE program.	Candidate is lacking in the scope and quality of an SAE program.	_____x2	
Statements Advisor	Advisor highly recommends the candidate and supports that in their statement.	Advisor recommends the candidate and indicates positive points about the candidate.	Advisor statement lacks strong support for the candidate.	_____x1	
Statement Candidate	Candidate clearly defines their reasons for running for state FFA officer and is clear and concise in their grammar.	Candidate defines reasons for running for state FFA office.	Candidate does not clearly define the reasons for running for office. Some grammatical problems.		
Neatness and Completeness of Resume	Resume is extremely well organized and put together. It includes required information, no spelling or grammatical errors.	Resume is put together in a readable format with all required parts of the resume included.	Resume lacks organization and is missing information that needs to be included.	_____x1	
			Maximum Possible 50 points	TOTAL	

Delegate Session Scorecard

Candidate _____

Evaluate _____

Criteria	Excellent 10-8	Above Average 6-4	Average 2-0	Weight	Total
Resume	Resume was well put together and listed numerous FFA leadership activities and other activities that would provide outstanding leadership development.	Resume listed important activities that showed leadership development and participation.	Resume lacked leadership activities and quality of experiences for leadership development	_____x2	
Content of Speeches	Speech consisted of important and appropriate subject matter.	Speech content was questionable and accuracy somewhat questionable.	Speeches consisted of an inappropriate or unrelated subject matter.	_____x1 _____x1 _____x1 _____x1	
Presentation of Speech	Content was organized and easy to follow, language was appropriate, excellent closure.	Content appeared to be organized and easy to follow, language was appropriate, good closure.	Content was not very well organized or easy to follow.	_____x2	
Voice	Candidate had excellent quality, pitch, force, articulation and pronunciation.	Candidate had good quality, pitch, force, articulation and pronunciation.	Candidate had average quality, pitch, force, articulation and pronunciation.	_____x2	
Stage presence	Candidate had excellent poise, body posture, attitude, confidence, and ease before judges.	Candidate had good poise, body posture, attitude, confidence, and ease before judges.	Candidate had average poise, body posture, attitude, confidence, and ease before judges.	_____x2	
Power of expression	Candidate did an excellent job with fluency, emphasis, direction, sincerity, and conveyance of thought and meaning.	Candidate did a good job with fluency, emphasis, direction, sincerity, and conveyance of thought and meaning.	Candidate did an average job with fluency, emphasis, direction, sincerity, and conveyance of thought and meaning.	_____x2	
General effect	The speeches were interesting, understandable, convincing, and held attention. Candidate did not use notes	The speeches were interesting and held attention. Candidate used notes on a limited basis.	The speeches were somewhat interesting, barely holding attention. Candidate relied upon notes	_____x2	
Overall Impression	The candidate provided convincing evidence they were well informed and would serve as a positive role model for the FFA.	The candidate provided evidence they would be able to serve as a positive role model for the FFA without a large amount of additional training,	The candidate did not provide evidence they would be able to serve as a positive role model for the FFA.	_____x2	
Response to question	Candidate answered the question directly and sincerely.	Candidate answered the question, but failed to convince.	Candidate failed to provide answers and/or talked around the question.	_____x2	
			Maximum Possible 200 points	TOTAL	

APPENDIX

Included in this section:

Speech Topics for Delegate Meeting/Elections

Application - Including all necessary forms for signatures

FFA Knowledge Test - Just a sampling of questions that might be asked

State Officer Candidate Speaking Topics

The following topics may be used at the Sectional meetings on Wednesday morning for the election of the State FFA Officers. AN UPDATED LIST WILL BE SENT TO EACH CANDIDATE BEFORE THE ELECTION.

The following FFA theme topics will be the list that you give your first speech from. You will be allowed to draw three topics, have one minute to decide which topic to address, and then present your speech to the delegates. This speech will be timed and be held to a maximum of three minutes.

Agriculture Issues Topics

Agricultural Literacy - Educating People about Agriculture
Agriculture - The Science for the Future
Agriculture and the Environment
American Agriculture - Global Perspective
Agriculture - Does America Really Need It?
Opportunities and Challenges in International Agriculture
Agriculture, Science and Technology
What the Consumer Should Know about Modern Agriculture
Government Programs for Agriculture
Agriculture and Natural Resource Management

The following FFA program topics will be the list that you give your second speech from. You will be allowed to draw three topics, have one minute to decide which topic to address, and then present your speech to the delegates. Once again this speech will be timed and be held to a maximum of three minutes.

Program Topics

Proficiency Award Opportunities
National Chapter Award Program
Earning Degrees through the FFA
Career Development Events
Wisconsin FFA Stars (State Star Farmer, Star in Agribusiness,
Star in Agriscience, Star in Placement) Awards
FFA Membership Recruitment
PALS
Agriscience Opportunities for FFA Members
FFA Safety Programs
FFA Partners - Making a Difference
Junior High/Middle School Contests
FFA Leadership Conferences
Agri-Entrepreneurship in the FFA
FFA International Opportunities
FFA Scholarship Opportunities
Food For America

State FFA Officer Candidate Application

Due April 27

NOTE: A chapter may recommend two candidates for state FFA office each year. Official application, resumes and copies of the state degree must be submitted by April 27 to the Wisconsin FFA Center. State Officer Candidate information that arrives to the Wisconsin FFA Center beyond the date of April 27 will lose 5 points per day up to 5 business days. Once the 5 business day grace period expires, the candidacy for state office will be denied.

Process To Officially Apply for State FFA Office:

- 1) Fill out the State FFA Officer Application with the proper mailing information so you will receive your State FFA Officer Candidate Packet at the correct address.
- 2) Read through the Wisconsin FFA Association and Department of Public Instruction Policy for State Officers. Both the candidate and their parent(s) need to agree with these policies and sign this statement.
- 3) Read through all of the Statement of Responsibility, including the duties of the State Officer Advisor and get all necessary signatures. It is important that advisors and administrators fully understand their role with a State FFA Officer. Their signatures indicate their agreement to support the candidate.
- 4) (All the of these items **MUST** be attached in order to officially declare your candidacy.)
 - Wisconsin FFA/DPI Policy Form and Statement of Acceptance with signatures.
 - 3** copies of your State FFA Officer Candidate application
 - 3** copies of your State FFA Officer Candidate resume

Upon the return of the completed forms to the Wisconsin FFA Center, you will be sent further information regarding interviews and courtesy corps schedule. Applications should be sent to:

Wisconsin FFA Center
Attn: Cheryl Zimmerman
P.O. Box 110
Spencer, WI 54479

Election Materials Checklist

Application

- Blank Application included
- Postmarked to the Wisconsin FFA Center on or before **April 27**.
- Send three copies.

Commitment Form

- Blank Commitment Form included.
- Postmarked to the Wisconsin FFA Center on or before **April 27**.

Media Form

- Blank Media Form included.
- Postmarked to the Wisconsin FFA Center on or before **April 27**.

Resume'

- Postmarked to the Wisconsin FFA Center on or before **April 27**
- Send three copies.
- Resumes should be no longer than 1 page front and back or 2 pages (one side only). Resumes should include an advisors statement and a candidate statement on the second page. Candidates may not make any corrections to the resume after May 10. The FFA staff will make no additions or corrections to any resume at any time.

You should bring the following materials to the selection interviews.

Copies of Resume -

(approximately 50 -60 copies depending on the number of chapters in your section times 2)

- You will be asked to provide copies of your resume to the delegates of your section if you are selected as one of the top two candidates in your section.

Candidate Interviews

- Will be held the Monday of State FFA Convention, at the Sheraton Hotel in Madison

Written Test and Writing Activity

- Will be held the Tuesday of State FFA Convention at the Clarion Suites Hotel in Madison at 2:00 p.m.

STATE FFA OFFICER CANDIDATE APPLICATION

(To be filled out by the Candidate)

IMPORTANT:

Include with the three copies of this application; one signed copy of the "State FFA Officer Candidate Statement of Commitment and Responsibilities", DPI Policy Form and three copies of your resume.

Name: _____ Male: Female: Phone: () _____

Home Address: _____ State: _____ Zip Code: _____

Parents or Guardian Name: _____

Date of Birth: _____ Age: _____ Year FFA Membership Began: _____

FFA Chapter: _____

Name of High School Attended: _____

Years in Agricultural Education Completed: _____ Year Received State FFA Degree: _____

Agricultural Education Instructor(s) in High School: _____

Date Graduated from High School: _____ E-mail Address (If Applicable) _____

Future Plans:

I. Current SUPERVISED AGRICULTURAL EXPERIENCE PROGRAM

Kind of Enterprise	Scope	Percent Owned or Major Responsibilities in SAE

Briefly highlight your SAE program from what you started with to where you are today?

II. FFA Involvement

List your involvement in FFA-related leadership activities. *Please include three leadership positions held, three conferences or events attended and three awards or achievements.*

LEADERSHIP POSITION, ACTIVITY, or ACHIEVEMENT (Please list only one event per line and do not duplicate items)	YEAR(S) INVOLVED or HIGHEST LEVEL OF PARTICIPATION

How have these experiences mentioned above helped you to grow, and how will they benefit you if you are elected to a State FFA office?

What is a MAJOR contribution you have made in your local chapter?

III. Non-FFA Involvement

Please list non-FFA school and community activities you've been involved in and the level at which you participated in them.

ACTIVITY	YEAR(S) INVOLVED or HIGHEST LEVEL OF PARTICIPATION

How has being involved in these activities impacted you?

Wisconsin Association of FFA and the Department of Public Instruction Policy for State Officers

In order that there are no misunderstandings, the Wisconsin FFA Association would like each state officer candidate and his/her parents to read and agree to the following association policies. All policies will be strictly enforced.

The following are offenses that **will cause dismissal** from State FFA Office:

- A. **Any use of alcohol, and/or supply of alcohol to members or others. State FFA officers will forego all alcohol while involved in official or unofficial FFA activities from the day the officer is elected until he/she installs a new state officer. This means 24 hours a day, 7 days a week for 365 days. This means anywhere within the United States and any International travel.**
- B. Any use and/ or supply of controlled substances (drugs), not under direction of a physician. In addition, any use of tobacco or tobacco related products is prohibited.
- C. Participation in any illicit or promiscuous acts.
- D. Commission of any felony against the laws of State or Nation.
- E. Other violations of codes of ethics and responsible behavior so identified that may be acted upon by the State FFA Board of Directors.

The above apply to any FFA activity (official or unofficial) or membership involvement by the State FFA Officers, individually or as a group.

If any of the above violations occur, the state officer or officers will be asked to appear before the entire State FFA Board of Directors to give a complete explanation of the incident which occurred. The State FFA Board of Directors will then rule on a dismissal of the officer or officers involved.

I certify that I have reviewed and understand the Wisconsin FFA Policy concerning behavior of officers of the State FFA Student Organization.

Signature of State Officer Candidate

Signature of Parent/Guardian

Date

Date

State FFA Officer Candidate Statement of Commitment and Responsibilities

If elected as an officer of the Wisconsin Association FFA, I will:

- | | <u>Please Initial</u> |
|--|-----------------------|
| A. <u>Personal Responsibility and Conduct</u> | |
| 3. Accept personally the "FFA Code of Conduct and Ethics" and attempt at all times to reflect favorably upon the organization represented and the State FFA Officer team. | _____ |
| 4. Forego all alcohol, tobacco and illegal substances at all times during my year of service to the FFA | _____ |
| 3. Avoid places or activities that in any way would raise questions as to one's moral character or conduct. | _____ |
| 4. Use wholesome and appropriate language in all speeches and informal conversations. | _____ |
| 7. Wear the FFA jacket as described in the Official FFA Manual - "The Proper Use of the Official FFA Jacket." | _____ |
| 8. Observe standards of dress and total personal grooming, as well as standards of personal conduct, as established and demonstrated by the National FFA Officers. | _____ |
| 7. Maintain proper dress and good grooming for all occasions both in official dress and in casual dress. | _____ |
| 8. Conduct myself in a manner, which commands respect without any display of superiority. | _____ |
| 9. Maintain my dignity while being personable, concerned and interested in contacts with others. | _____ |
| 10. Avoid expressing personal opinions regarding political or controversial problems when representing the Wisconsin Association of FFA. | _____ |
| 11. Maintain and protect my health. | _____ |
| 14. Treat all FFA members equally by not favoring one over another. | _____ |
| 15. Accept the dismissal conduct policies of the Department of Public Instruction for CTSO (Career And Technical Student Organization) State Officers. (Attached) | _____ |
| B. <u>Personal Growth</u> | |
| 1. Evaluate, periodically, my personality and attitudes making every effort to improve myself. | _____ |
| 2. Accept and search out constructive criticism and evaluation of my total performance. | _____ |
| 3. Through preparation and practice, develop myself into an effective public speaker and project a desirable image of the FFA at all times. | _____ |
| 4. Regularly, and promptly write all letters, thank-you notes and other correspondence, which are necessary and desirable. | _____ |
| 9. Strive to improve my ability to carry on meaningful and enjoyable conversations with individuals of all ages and walks of life. | _____ |
| 6. Become knowledgeable of agriculture, education in agriculture/agribusiness and of FFA. | _____ |
| 7. Keep myself up to date on current events and agricultural and education issues. | _____ |
| C. <u>Service To FFA</u> | |
| 14. FFA will be a top priority during my year of service! | _____ |
| 15. Be willing to commit the entire year to state officer activities. | _____ |
| 16. Be willing and able to travel in serving the Wisconsin Association of FFA | _____ |
| 17. Consider FFA officer activities to be my primary responsibility. | _____ |
| 18. Become knowledgeable with the State FFA Program of Activities so as to be able to discuss it with chapter officers and others. | _____ |
| 19. Be dedicated and committed to FFA and the total program of education agriculture/agribusiness. | _____ |
| 20. Attendance and participation in the BLAST OFF Training the weekend following state convention and the National Leadership Training Workshop in Aurora, Nebraska for State FFA Officers for national training for my year as a state officer. | _____ |
| 21. Full attendance and participation in the meetings of the State FFA Officers and Board of Directors, and State and Sectional FFA Events for the Section I serve. | _____ |
| 22. Full attendance and participation in the all State FFA Leadership Conferences including Sectional Leadership Workshops, Greenhand Workshops, Made For Excellence, Half-Time Leadership Conference, etc. | _____ |
| 23. Leadership in arranging and conducting the sectional chapter leadership meetings with chapter officers in my area. | _____ |
| 24. Holding FFA leadership meetings with officers in local chapters and conducting a chapter visit in each chapter within my section. | _____ |
| 25. Speaking whenever available at FFA Banquets within the section upon invitation of the local chapter. | _____ |
| 26. Full attendance and participation in the annual Business-Industry Tour of State officers. (Held during Sectional Leadership Workshops) | _____ |
| 14. Full attendance and participation at the National FFA Convention. | _____ |
| 15. Full attendance and participation at the Annual State FFA Convention. | _____ |
| 16. Attendance at all activities deemed appropriate and assigned by the Wisconsin FFA Association and its state staff. | _____ |

- | | |
|---|--|
| <p>D. <u>Cooperation with Others</u></p> <ol style="list-style-type: none"> 2. Work in harmony with fellow FFA officers, and not knowingly engage in conversations detrimental to other FFA members, officers and adults. 2. Serve as a member of the team, always maintaining a cooperative attitude. 3. Be willing to take and follow instructions as directed by those responsible for State Officers and State and National FFA programs. 4. Notify State FFA Executive Director, Wisconsin Association of FFA, of all invitations other than those listed in Section C above, (to avoid duplication of representation or other difficult situations). 5. Communicate with state office regularly. 10. Careful memorization of the parts assigned in State Convention ceremonies and attention to other duties assigned. 11. Responsible and timely reporting of activities conducted as a representative of the State FFA Association. 12. Cooperation with chapter FFA advisor and school district in completing duties listed on the attached sheet "Duties of a State Officers' Advisor. Communicate often with chapter advisors | <p><u>Please Initial</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
|---|--|

I have read and understood the above points. I will carry out my responsibilities in accordance with these statements and understand that I can be removed from office by the Wisconsin FFA State Board of Directors if I do not satisfactorily follow these established standards and policies.

Required Signatures

All signatures listed below are REQUIRED to be eligible for State FFA Office.

I _____ have read the Wisconsin FFA Association/DPI Policies and the Statement of Commitment and Responsibility For State FFA Officer Candidates and verify that I will complete all of the expected activities and abide by the expected code of a State FFA Officer if elected.

Candidate Signature _____

I _____ have read the Wisconsin FFA Association/DPI Policies, Statement of Commitment and Responsibility For State FFA Officer Candidates, and the Expected Activities for the State FFA Officers and verify that my son/daughter is able to complete the expected activities and abide by the expected code of a State FFA Officer if elected.

Parent/Guardian Signature _____

I _____ have read the attached sheet, "Duties of a State FFA Officer's Advisor and verify that I will complete the expected activities if my candidate is elected. I have also reviewed with the State FFA Officer Candidate the Statement of Acceptance of Responsibility and Policies for State Officer and recommend the above candidate for the position as a State FFA Officer.

Advisor Signature _____

I _____ have read the information, "Duties of a State FFA Officer's Advisor and verify that my high school will cooperate in the completion of all the required activities that accompany having a State FFA Officer from our high school. I have also reviewed the information concerning the Activities of a State FFA Office and its policies and recommend the above candidate for the position as a State FFA Officer.

School Administrator's Signature _____



Media Contacts

Dear State Officer Candidate:

Your accomplishments in the Wisconsin Association FFA deserve publicity. Please fill out this form and return it with your application. Choose publications or stations that are most likely to use this information. Please remember that all publicity generated will greatly benefit agriculture education and FFA at the local, state and national levels. Thank you!

Personal Information

Your name: _____ Chapter: _____

Address: _____ City/State/Zip: _____

Local Newspapers

Name: _____ Name: _____

Address: _____ Address: _____

City/State/Zip: _____ City/State/Zip: _____

News Director (if known): _____ News Director (if known): _____

Local Radio Stations

Name: _____ Name: _____

Address: _____ Address: _____

City/State/Zip: _____ City/State/Zip: _____

News Director (if known): _____ News Director (if known): _____

School Superintendent

Name: _____

School Name: _____

Address: _____

City/State/Zip: _____

School Principal

Name: _____

School Name: _____

Address: _____

City/State/Zip: _____

PRACTICE FFA Knowledge Test

1. Who was the first FFA advisor in Wisconsin? _____
2. Who are your current State FFA Staff?
3. What act allowed vocational agriculture courses to be taught in high schools?

4. What law allowed FFA to have a federal charter? _____
5. Who wrote the FFA Creed? _____
6. Who designed the FFA jacket? _____
7. What year was the FFA Organization started? _____
8. Who is known as the father of FFA? _____
9. Where are the following offices located?
 1. DPI _____
 2. WI FFA Center _____
 3. National FFA Foundation _____
 4. National FFA Center _____
 5. National Headquarters for Agricultural Education _____
10. Name the following National Leadership:
 1. Advisor _____
 2. Executive Secretary _____
 3. Chief Operating Officer _____
 4. Treasurer _____
 5. National President _____
 6. FFA Alumni Executive Director: _____
11. List the National FFA Officer Team. Name their region and home state.
12. What is the FFA Mission?
13. What is the Mission of Agricultural Education?
14. What is the National FFA Membership? _____
What is the State FFA Membership? _____
15. Other than the 50 states name two other associations that are part of the National FFA Organization?
16. What are the official colors of the FFA organization?

17. What was the name of the black student organization that merged with the FFA in 1965?

18. What year were girls allowed in FFA? _____

19. What year was the National FFA Alumni Association formed? _____

20. What year was the Wisconsin FFA Alumni formed? _____

21. What year did FFA change its name? _____

22. What do the following stand for?

- WLC: _____
- MFE: _____
- CDE: _____
- POA: _____
- WAVAI: _____
- NAAE: _____
- WEA: _____
- PAS: _____
- SAE: _____
- PALS: _____
- ALD: _____
- EDGE: _____

23. What will the State and National Dues be for the organization?

24. What are the five symbols of the FFA emblem and what do they represent?

25. What is the FFA Motto?

26. What is the official salute of the FFA? _____

27. When was the creed last revised? _____

What was changed in the creed? _____

28. When was the Wisconsin FFA Code of Ethics passed by the delegates? _____

29. How should officers be officially placed around a room at a meeting? Draw a diagram.

30. Where is each officer stationed?

31. Using the gavel - What do the following indicate?

- One Tap -
- Two Taps -
- Three Taps -

32. a. What is the difference between an entrepreneurship proficiency and a placement proficiency?
 b. Which three proficiency awards are only awarded up to the state level?
33. Name the seven speaking contests on the state level?
 Which ones advance to National Competition?
34. Who is the Executive Director of the Wisconsin FFA Foundation: _____
 Who is the Chair of the WI FFA Foundation Sponsors Board: _____
 From what company? _____
 Who is the State FFA Alumni President: _____
 Who is the State FFA Alumni President-Elect: _____
 Who is the State FFA Alumni Vice President: _____
 Who is the WAVA I State President: _____
 Who is the WAVA I Executive Director: _____
 Who is the State FFA Alumni Executive Director: _____
35. What are the four types of membership in the FFA organization?
36. What are the five degrees you can earn in the FFA?
37. In what federal agency is agricultural education now housed? _____
38. How long can you be an FFA member?
39. Who can be alumni members?
40. How many regions make up the National FFA Organization? _____
 Name those regions
41. What are the three major components of agricultural education?
42. What are the financial and hours worked minimum requirements to receive the Wisconsin FFA State Degree?
43. When was the Wisconsin FFA Association officially organized? _____
44. Who was the founder of the Wisconsin FFA Foundation? _____
45. What are the financial and hours minimum requirements to receive the American FFA Degree?
46. What was the newest change to the American Degree requirements regarding the years of agricultural education required?
47. What is the name of the FFA camp located in Northern Wisconsin that FFA rents from the DNR?

48. What are the important due dates (postmark dates) of the following:

State FFA Initial Membership Rosters _____
Final Supplemental Membership Rosters _____
State FFA Degrees _____
American FFA Degrees _____
State FFA Proficiency Awards _____
National Chapter Award Applications _____

49. What two Boards make up the Wisconsin FFA Foundation?
50. How do constitutional changes come about in the Wisconsin FFA Association?
51. What year did the National FFA Center move to Indianapolis, Indiana? _____

This is only a sampling of questions. **THIS IS NOT THE ACTUAL EXAM WHICH WILL BE GIVEN.** There are many other possibilities for questions.