

Delavan-Darien FFA CHAPTER

Chapter Officer Application and Nomination Form

Name _____ Year in School _____ Years in FFA _____

Nomination Form: You will be required to get the signatures below in order to be considered for a chapter officer position.

(Active Member Name) _____
(Signature) _____
(Date)

(Active Member Name) _____
(Signature) _____
(Date)

(Alumni Member Name) _____
(Signature) _____
(Date)

(Faculty Member Name) _____
(Signature) _____
(Date)

(Parent/Guardian Name) _____
(Signature) _____
(Date)

Application Number: _____

Application Questions: Please respond to all of the questions below to the best of your ability.

1) Have you ever been a chapter officer for the Delavan-Darien FFA Chapter????

Yes

No

2) If so, when and what office did you hold????_____

3) Please list as many of the FFA and FFA Alumni Activities as possible that you have been involved in over your years of membership:

4) Please list any and all activities that you have been involved with inside or outside of school that have lead to your development into a responsible young adult other than FFA and FFA Alumni Activities:

5) What has been the single most important and meaningful experience you have had while being a member of the Delavan-Darien FFA Chapter????

6) **What leadership qualities do you believe you have that would make you a good chapter officer????**

7) **What are some specific things that you see as important to be accomplished for the Delavan-Darein FFA Chapter if you are selected to be an officer????**

8) **What would be your first choice for an officer position if selected to be an officer and why????** *Your response to this question in no way guarantees your selection to be this officer, but is designed to get you thinking about positions of interest.*

9) **What would be your second choice for an officer position if selected to be an officer and why????**

Please indicate the offices that you would be interested in holding in a ranking order of 1,2,3.

_____ President
_____ V.P. of Student Development
_____ V.P. of Chapter Development
_____ V.P. of Community Development
_____ Treasurer
_____ Secretary
_____ Reporter
_____ Sentinel

_____ Youth Advisor
_____ Chaplain
_____ Historian
_____ Parliamentarian

Delavan-Darien FFA Officer Intentions

Name _____

Address _____

Phone number _____

Parent's Name _____

I, _____, wish to be an officer candidate for the Delavan-Darien FFA Chapter. I understand that to be an officer I must meet certain responsibilities and agree to the following criteria.

1. I will have an SAE (Supervised Agricultural Experience Program) in place prior to applying for office.
2. I will maintain at least a "C" average in my Agri-Science classes and strive to achieve honor roll status in school and will not flunk classes.
3. I will attend the Section 10 Leadership workshop in the fall.
4. I will attend the Officer training, planning getaway in the summer.
5. I will learn all parts of the official ceremonies if elected
6. The President will be a senior, who preferably has held office before.
7. I will be enrolled in at least one agri-science class.
8. I will attend all classes and will not have cuts this year.
9. I know that my behavior is a reflection on the FFA and will attempt to conduct myself with maturity and courtesy at all times.
10. I can and will devote time, as needed, to accomplishing the various tasks and work needed to prepare to the many activities of this chapter.
11. I will attend all FFA meetings.
12. I will work to make this FFA one of the best in the state.

I realize that there is many expectations with the decision to be a leader in my chapter. People will depend on me to prepare and complete activities for this FFA. It will require time, both during the school day, as well as after school and at nights.

The FFA Mission

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

Code of Ethics

We will conduct ourselves at all times in order to be a credit to our organization, chapter, school and community by:

1. Dressing neatly and appropriately for the occasion.
2. Showing respect for the rights of others and being courteous at all times.
3. Being honest and not taking unfair advantage of others.
4. Respecting the property of others.
5. Refraining from loud, boisterous talk, swearing and other unbecoming conduct.
6. Demonstrating sportsmanship in the show ring, judging contests and meetings.
7. Being modest in winning and generous in defeat.
8. Attending meetings promptly and respecting the opinion of others in discussion.
9. Taking pride in our organization, activities, supervised experience program, exhibit, and the occupation of agriculture.
10. Sharing with others experiences and knowledge gained by attending national and state meetings.
11. Striving to establish and enhance my skills through agricultural education in order to enter a successful career.
12. Appreciating and promoting diversity in our organization.

I have read the above as well as the attached material and acknowledge the expectations with my signature.

Candidate signature

date

Parent signature

date

Advisor signature

date

Duties of Officers

As an addition to the application, here is an information sheet about the specific duties of each officer.

- President:** Must be motivated to lead other people in doing things and be willing to do things him/herself when no-one wants to help. The President should want people to help and should be willing to help others. Must be an officer for one year prior to running for president.
- 1) Preside over meetings according to accepted rules of parliamentary procedure.
 - 2) Appoint committees and chairpersons and serve as a non-voting member on them.
 - 3) Coordinate the activities of the chapter and evaluate the progress of each division of the Program of Activities.
 - 4) Put together the chapter's Program of Activities with the assistance of other officers.
 - 5) Represent the chapter in public relations and official functions.

V.P. of Student Development:

- Assume all duties of the President if necessary.
 - Coordinate activities in the Program of Activities relating to providing opportunities for individual and team leadership, personal growth and SAE experiences.
 - Maintain the chapter's merit point system.
 - Oversee the chapter's annual Work Auction.
 - Oversee the chapter's annual Banquet.
- Organize any chapter recreational activities.

V.P. of Chapter Development:

- Assume all duties of the President if necessary.
- Coordinate activities in the Program of Activities focusing on recruitment, finance, public relations, support groups, participation in state and national FFA and other organizational activities.
- Update chapter message board.
- Attain and report financial information to the chapter at meetings.
- Oversee the chapter's annual Fruit Sale.
- Collect dues and issue receipts to members.

V.P. of Community Development:

Assume all duties of the President if necessary.

Coordinate activities in the Program of Activities relating to developing economic, environmental and human resources; citizenship; agricultural awareness and literacy; and safety.

Oversee the chapter's annual Food For America program and other agricultural awareness programs.

Oversee the chapter's annual FFA Week activities.

Treasurer: Keeps track of the finances, makes out bills, and has a financial report ready at every meeting.
Will keep track of apparel orders and FFA members paying for and picking the clothes.
Will be involved with the fruit sale totals and payments.

Secretary: Prepares an agenda along with the president and advisor for each meeting. Also keeps track of attendance and writes correspondence.
Prepare and post the agenda for each chapter meeting.
Prepare and present the minutes of each chapter meeting.
Place all committee reports in meeting minutes.
Be responsible for chapter correspondence.
Maintain membership records, meeting attendance, and issue membership cards.
Maintain the chapter's constitution.
Place announcements regarding FFA activities in the school announcements.

- Reporter:** Writes up articles for the paper and makes sure that the community and school know how active the chapter is.
Release news and information to local and regional news media.
Publish a chapter newsletter.
Prepare and maintain a chapter scrapbook.
Prepare a slide show for annual banquet.
Take pictures of all chapter activities.
Send articles and photographs to FFA New Horizons and other national and/or regional publications.
Maintain a chapter website. Keep it up to date on a timely fashion with appropriate information and pictures, etc.
- Sentinel:** Helps set up the room for meetings and takes part in all office activities. Also helps maintain order at meetings and events.
- Youth Advisor:** Keeps track of all contests, dates, entries, and deadlines. Help the advisor make sure we have all our dates and teams organized.
- Chaplain:** Is responsible for the prayer at the Banquet as well as other regular officer duties.
- Historian:** This office keeps record of any articles in the paper and assembles them into a scrapbook, as well as other officer responsibilities.
- Parliamentarian:** This office has knowledge of Parliamentary Procedure as well as other officer responsibilities.