

Krum FFA Chapter Officer Application Check-Off Sheet



Name and Current Grade Level:

Completed Application (neatly in ink or typed) must be submitted on time.

Signed “Officer Responsibilities & Consequences Contract”

Signed “Expectations of the Chapter Officers.”

Signed “2022-2023 Grade Verification”

If any signatures are missing, applications will not be accepted.

I have read and understand the duties and responsibilities of each office.

Completed application is due April 11, 2023 no later than 4PM to Mr. Sloan, Ms. Spencer, or Mrs. Wallace

Dear Officer Candidate,

You should be commended on your desire to become an officer for the Krum FFA. So you understand the commitment that you are making, listed below are some things that you are expected to do and adhere to as an officer.

1. The officer election procedure is scoring process involving several areas and will consist of the following which will take place on April 17, 2023 (you must be present for all events to be considered for election), you should be in official dress for the test, interview and meeting:

- a. You will take a written test that will be graded and count for 30% of the total score, this will start at 4:30 PM April 17, 2023.
- b. An interview with a committee. The committee will ask you questions related to the FFA, parliamentary procedure, and general questions about our FFA chapter and agriculture. The committee will score the candidates and this will count for 40% of your total score. This will begin upon completion of the test portion.
- c. At the election meeting, starting at 6:00 PM, each candidate will be given the opportunity to present a speech and will be asked a thought question developed by the senior officers. The offices will then be voted upon. This will be worth 30% of the total score.
- d. The FFA members being elected to office will be announced once calculations are complete.

2. Officer commitment and dedication is very important to a successful FFA Chapter and Officer Team. It is necessary that you understand some standards and expectations that the advisors have of the officer team.

- a. You are an officer twenty four hours a day, seven days a week. From the time that your name is posted until the time you transfer your office at the next year's banquet or meeting, you are in office.
- b. You are expected to communicate on a daily basis with the advisors and the other officers. **Not knowing something is happening is NOT an excuse.**
- c. You are required to be at FFA functions from at least one hour prior to the event until all is clean and you are dismissed by an Ag Teacher.
- d. **Talking negatively about the FFA, advisors, and other members will not be tolerated.**
- e. You are expected to get along with **all** members in the chapter, especially with your fellow officers. If you have differences with them, you need to put those aside and achieve the goals that are set for the activity or year. If you encounter problems with someone you are expected to solve your differences in a mature, quiet, and discrete manner. Please do not expect the advisors to take sides or spend the chapter time on these issues.
- f. You are expected to wear your official dress to each and every meeting, unless instructed to do otherwise.
- g. Officer shirts will be worn on the day of an FFA activity, such as meetings, etc.

No exceptions to this will be considered.

- h. If you are selected as an officer you are expected to act in a professional manner working for the good of the chapter. If someone is acting inappropriately or defacing the Ag Department, you are expected to protect the integrity of our department by stepping up to try to prevent what is happening.
- i. You are expected to make every member feel welcome and offer them the opportunity to be a contributing member of our chapter – a true leader involves as many people as possible in the functions of our chapter.
- j. You are expected to do everything that you are given the responsibility for and make sure it is done with the highest degree of accuracy and diligence.
- k. Any decision the officer team makes, you are expected to **abide by it and support it** as if it were your own idea.
- l. Upon making your commitment to being an officer, you must understand that you have made it and are willing to fulfill it. **Work is not an acceptable excuse** – knowing that in most cases a calendar was given to you and dates are set months in advance so that you can plan. Excuses are just that; you must be willing to work out compromises with other activities so that you can fulfill your obligations.
- m. Being an officer is a challenge and a privilege. Expectations of you are high and you need to make sure that you are willing to step up and take on this challenge.
- n. You are expected to fulfill your listed officer duties of the office you are elected to. You should also understand that if you are not fulfilling them, you will be talked to and if necessary asked to relinquish your office so that someone who is willing can fulfill your officer duties.
- o. All elected officers are required to attend State FFA Convention in the summer (July 10-14, 2023), as well as officer planning (date TBD). Exceptions can be made but must be cleared and disclosed prior to running for office.
- p. All elected officers are expected to be enrolled in Agricultural Science Classes for the full year.
- q. In the event that you are not elected as an officer this year, you are welcomed to the opportunity to serve on committees and help assist with FFA functions.
- r. If you are willing to accept this challenge, please sign the attached sheet along with your parent/guardian.

Krum FFA Chapter Officer 2023-2024 Consequences

I. Attendance at all FFA functions is mandatory unless permission is granted prior to the function by the advisors.

A. FFA Meetings

1. No FFA meetings may be missed unless approved beforehand by advisors for family emergency or other extenuating circumstances approved by advisors.
2. The consequence for missing a FFA meeting without approval results in a meeting with the advisors to discuss possible resignation of FFA office.

B. FFA Functions

1. No more than 2 FFA functions may be missed without the approval of Advisors prior to the absence.
 - a. The following are considered approved exceptions: stock shows, camps, family events, major tests, athletic games, funerals, and graduations.
 - b. The consequence for missing a function without prior approval is a meeting with advisors and officers to discuss possible resignation of the FFA office.
 - c. If more than 2 FFA functions are missed without approval, you will be removed from office.

II. All duties of office must be fulfilled.

A. Notification by the officer team and advisors for noncompliance of duties will occur.

B. The consequences for not fulfilling duties are as follows in order:

1. The first step is a meeting with officers and advisors to give encouragement.
2. The second step is written notification to the officer that is deemed to be not fulfilling officer duties and a reduction in officer duties.
3. The third step is a meeting with the advisors to discuss possible resignation.

III. Any violation of the Krum ISD Extracurricular Student Code of Conduct will be handled in accordance with the guidelines set forth in the KISD Extracurricular student code of Conduct.

This includes being suspended from participation in FFA Activities and/or removal from office.

IV. **Talking negatively about the FFA, members, or advisors will not be tolerated.**

A. The advisors will make the ultimate decision in determining whether what has been said speaks negatively of the FFA, members or advisors.

B. The consequences of speaking negatively of the FFA are as follows:

1. The first step is a meeting with the advisors and parents to give encouragement and written notification to the respective officer.
2. The second step is a meeting with the advisors to notify the student that they will be removed from office.

Krum FFA 2023-2024

Officer Responsibilities & Consequences Contract

I, _____, understand that being an officer is a challenge and a privilege. I am willing to make the commitment to being an officer and will fulfill all responsibilities of the office that I hold. I will attend all functions and arrive early to them and help clean up after. I will not complain when I am asked to do something that is not my duty. I, along with my parents, understand that attendance at functions is important and I will have adequate transportation to all events, even if it means arriving 1-2 hours early to prepare for the event. I will always be in my officer shirt on the day of an FFA activity and will wear official dress to the meetings unless instructed to do otherwise. I understand that there are several FFA members who desire to be an officer and I should make the best of my opportunity to serve as an officer. If I am not fulfilling my responsibilities, I understand that I will have a meeting with the advisors to discuss the options available to me, of which I might be stepping down from office so that another could finish out my term. I understand that I am representing the Krum FFA Chapter, and will present myself in a professional manner during the duration of my term.

Candidate's Signature

Date

PARENT/GUARDIAN CERTIFICATION

I, as the candidate's parent/legal guardian, have reviewed this application and certify that all information contained herein is completely accurate and free of any kind of misrepresentation.

Parent/Guardian Signature

Date

Krum FFA Chapter Officer Application



Applicant's Name: _____

Agriculture classes planned for the 2023-2024 School year:

1. Describe your 3 best leadership qualities and how they would help you in an officer position?
2. In your opinion, what are the most important responsibilities of a chapter officer?
3. Being a Krum FFA Officer takes a lot of time commitment... How do you plan on managing your time & responsibilities?
4. If elected, how do you plan on being a role model throughout the year?
5. How will you ensure that all members feel welcome in our FFA program and build a more inclusive atmosphere?

Expectations of the Chapter Officers

1. This is **YOUR** organization **NOT** the Ag Teachers'!
2. Your number one priority and focus, as a chapter officer, is to serve the needs of the members of your chapter.
3. The success of Chapter Officers is evaluated by team performance, not necessarily on individual performance. Learn how to help each other to become better leaders.
4. Learn how to effectively win friends and influence those with differing viewpoints.
5. It is expected that each Chapter Officer be a **positive role model** for the members of the chapter. (Suspensions, probations, and repetitious disciplinary action is unacceptable.)
6. It is expected that each Chapter Officer will strive aggressively to achieve and maintain academic success.
7. **NEVER**... use the word "I" or allow your individual ego to interfere with the functioning of the team.
8. Conduct yourself in a dignified and professional manner at all times.
9. Always be courteous and respectful to all members and advisors 100% of the time.
10. Be discreet! Keep our business within the group. Communication is key... to air likes, dislikes, and other issues.
11. **DO NOT BE AFRAID OF THE POSSIBILITY OF FAILURE OR SUCCESS!**
12. When you need help... ask for it!
13. **NEVER** wait until the last minute to complete your assignments.
14. Give 100% effort!
15. Be enthusiastic at all times. (You never know who is watching!)
16. Learn how to be an effective leader and still have fun.
17. **Remember:** "The task ahead of you is never as great as the power behind you!"

I have read and understand the "Expectations of the Chapter Officers." I understand they apply to me in my pursuit of a position on the Chapter Officer Team. I further understand that failure to comply with the expectations may result in my early dismissal from the team.

Student Signature

Date

I have read, and understand, that the "Expectations of the Chapter Officers" listed above apply to my child who is pursuing a position on the Chapter Officer Team.

Parent/Guardian Signature

Date

Officer Duties

President:

- Must have an accurate and thorough knowledge of Parliamentary Procedure
- Must conduct all meetings
- Serve as a liaison between advisors and officer team
- Must make sure that all tasks and duties are being performed by each officer
- Oversee activities and ensure that all details are covered
- Serves as ex-officio (non-voting) member of all committees
- Give weekly updates to advisors on the status of current FFA activities
- Assists the advisors in developing the POA (Program of Activities) for the upcoming school year
- Maintain a chapter notebook complete with pertinent information relating to FFA activities.
- The chapter notebook will include the following sections.
 - Current members
 - Attendance records of activities
 - Program of Activities – include detail plans of each activity
 - Copy of monthly newsletter
 - Copy of chapter meeting minutes
 - Copy of chapter constitution
 - Copy of current SAEs and members with those SAEs

Vice President:

- In charge of all committees; Serves as ex-officio (non-voting) member of all committees
- Assists the advisors in developing the POA (Program of Activities) for the upcoming school year
- Presides over meetings in the absence of the President
- Submit website submissions to advisors
- Maintain and update bulletin boards
- Assist president in maintaining updated chapter notebook

Secretary:

- Prepare an agenda for each meeting and provide copies for members in attendance
- Maintain attendance records of members present at each meeting and activity and submit to the president to be included in the current chapter notebook.
- Prepare and present minutes of meetings. Minutes will be included in the chapter notebook.
- Assist with all chapter correspondence

Treasurer:

- Work with advisors to maintain the financial records of the chapter
- Assist in collection of dues
- Assist with completion of FFA roster
- Serve as the chairman of all fundraising activities
- Will be in charge of preparing spreadsheets of orders from fundraisers.

Reporter:

- Collaborate with advisors to publish a monthly chapter newsletter
- Prepare news articles to submit for advisor approval
- Direct all public relations activities
- Serve as the chapter photographer and take pictures at all events including but not limited to FFA contests, livestock shows, banquets, and meetings.
- Assist in preparing the slide show banquet

Sentinel:

- Prepare the meeting room. Make sure the meeting room is clean at the end of the meeting.
- Welcome all members and guests
- Provide an activity at each meeting (ice breaker, leadership activity, etc.)
- Assist with special equipment, refreshments, guests

Student Advisor:

- Act as liaison to middle school members.
- Will ensure information is posted for middle school members to be informed of activities.
- Actively seek ways to recruit FFA members
- Track member participation and seek ways to increase this participation
- Build school and community support

Parliamentarian:

- Assist Vice President in updating bulletin boards
- Be proficient with Parliamentary Procedure
- Assist Sentinel in room and activity preparation
- Ensure dress code is implemented

Historian:

- Create a chapter scrapbook
- Assist reporter in all duties including collecting information and pictures for monthly newsletter
- Assist the reporter in preparing the slide show for the banquet.

Chaplain

- Present invocation at banquets and other functions
- Conduct reflection services at summer camps and conferences

2022-2023 School Year Grade Check Sheet

Class Period	Class Name	1st 9 Week Grade	2nd 9 Week Grade	3rd 9 Week Grade
1st Period				
2nd Period				
3rd Period				
4th Period				
5th Period				
6th Period				
7th Period				
8th Period				

I assure that these are the grades that I have earned during the current 2022-2023 school year.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____