**Honey Grove FFA Chapter Officer Application**



**Check-off sheet**

Candidate Name and Grade:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Completed Application (in ink or typed) - and all appropriate signatures present.
* Signed “Expectations of the Chapter Officers.”
* **You have read and understand all contained in the *FFA Chapter Officer Handbook.***
* Grade Check Form is 100% complete!
* Teacher Recommendation Form (At least TWO!)

**Completed application is due to Mr. Tindel or Mrs. Naylor by 4/27/18 at 3:20PM**

 **– NO EXCEPTIONS...**

**Honey Grove FFA Chapter Officer Application**



Applicant's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_\_\_\_

Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade: \_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_

Agriculture classes planned for the coming year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Briefly state the qualities you possess that qualify you for a chapter office.

2. If you were elected to a chapter office, what would be your main goal for the chapter?

3. Describe your experiences speaking in front of large groups of students/people?

4. What other commitments do you have in the year that would compete for your time?

5. What do you believe the most important responsibilities of a chapter officer are?

6. What ideas or changes do you want to implement to the FFA chapter and what would be the result?

7. State in 30 words or less why you want to be a chapter officer. This statement will be placed on the official ballot!

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby approve of my son/daughter,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, running and possibly becoming a Honey Grove FFA Chapter Officer for the 2018 - 2019 school year. I realize that he/she is responsible for their officer duties and will uphold them to the best of their ability. I further understand my child is required to be at all executive committee meetings, on time, or will fall subject to the penalties associated with absence and tardiness. I am aware that repeated absences (no more than two, without prior written notice) from official officer functions will result in my student's early dismissal from the officer team. I am also aware that suspension results in immediate termination from office as we encourage our officers to be role models. I will work to support his/her officer team by helping with the Booster Club.

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

I understand I am responsible for my duties as a chapter officer and will uphold them to the best of my ability. I further understand I am required to be at all executive committee meetings, on time, or will fall subject to the fees associated with absence and tardiness. I am aware that repeated absences from required functions will result in my being dismissed from the officer team early.

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Honey Grove FFA Chapter Officer Contract

*As an officer of the Honey Grove FFA Chapter, I will: (initial each)*

# Area One: This is it!

\_\_\_\_\_ 1. Be on time for all meetings, activities, and departure times.

\_\_\_\_\_ 2. Help with the chili challenge.

\_\_\_\_\_ 3. Keep our team and my office as a priority.

\_\_\_\_\_ 4. Attend all officer meetings.

\_\_\_\_\_ 5. Attend all activities that I am able to. If I cannot attend, let other officers/advisors know ahead of time.

\_\_\_\_\_ 6. Be responsible by staying on task and sticking to the agenda at meetings.

\_\_\_\_\_ 7. Always support each other…look for ways to help lighten my fellow officer’s load.

\_\_\_\_\_9. Help with the Honey Grove FFA Labor Day Show.

 \_\_\_\_\_10. Sell at least 10 items for the meat and cookie dough fundraisers.

# Area Two: Living Above the Line

\_\_\_\_\_ 1. Be honest with each other and be open to others honesty.

\_\_\_\_\_ 2. If confrontations are necessary, do them away from school/FFA activities.

\_\_\_\_\_ 3. Do not talk behind the back of my fellow officers.

\_\_\_\_\_ 4. Communicate with advisors.

\_\_\_\_\_ 5. Keep my family informed of what I am/our team is doing.

\_\_\_\_\_ 6. Approach my teammates appropriately.

\_\_\_\_\_ 7. Encourage ALL members.

\_\_\_\_\_ 8. Take time to get to know ALL members.

\_\_\_\_\_ 9. Step away from cliques…meet and learn about new people.

\_\_\_\_\_ 10. Be a resource to members.

\_\_\_\_\_ 11. Force and maintain a positive attitude.

# Area Three: Pay it Forward

\_\_\_\_\_ 1. Help my fellow officers, the members, and our chapter.

\_\_\_\_\_ 2. Maintain a community focus with activities and/or community service.

\_\_\_\_\_ 3. Develop creative ideas to get members involved.

\_\_\_\_\_ 4. Be involved ourselves. Be an example.

\_\_\_\_\_ 5. Always wear proper official dress.

\_\_\_\_\_ 6. Communicate a positive attitude about wearing official dress.

\_\_\_\_\_ 7. Wear appropriate clothing to all events.

\_\_\_\_\_ 8. Conduct myself in an appropriate manner at FFA events and outside FFA.

\_\_\_\_\_ 9. Treat all members equally.

\_\_\_\_\_ 10. Step out of my comfort zone.

\_\_\_\_\_ 11. Provide constructive criticism for my teammates and fellow members.

\_\_\_\_\_ 12. Member focused attitude/actions.

\_\_\_\_\_ 13. Guaranteed incentives for member participation.

\_\_\_\_\_ 14. Get members to buy-in.

I have read, studied and understand the intent and the spirit of the 3 areas to our chapter officer team’s success. I will commit to modeling the 3 areas of success. I understand that failure to do so may result in limitations being set on my roles as a Honey Grove FFA officer and/or possible removal from office.

Student Signature: Date:

Honey Grove FFA Chapter Officer Application

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

1. I will enroll in at least one Agricultural class for at least sem. YES NO

2. I’m willing to change my personal schedule so that I can attend **ALL** YES NO

officer meetings, regularly scheduled meetings and planned activities

3. I am willing to miss work and other personal activities to ensure YES NO

quality leadership programs sponsored by the Honey Grove FFA Chapter

4. **I will have my officer part memorized by the first scheduled meeting!** YES NO

5. I will attend the Area Leadership Camp during the summer YES NO

6. I will maintain a minimum 2.0 GPA, will not be failing any class YES NO

If you answered ‘NO’ to any of the above questions, a detailed explanation will need to be submitted with this application.

 **If there is an office that you do not wish to accept, please provide a written explanation with this application**.

The spirit and enthusiasm is which an officer completes their duties require a yearlong commitment. In the same spirit in which a person makes this commitment, an officer that is not meeting his or her duties will be asked to resign from their office.

As an officer you will be representing the Honey Grove FFA Chapter and Honey Grove High School. Any incidents that violate the Honey Grove High School Code of Conduct will result in consequences outlined in the handbook.

I accept this responsibility. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

 Officer Signature

**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 strive aggressively to achieve and maintain academic success.
7. **NEVER**… tell members or friends how important **YOU** are!
8. **NEVER**… use the word "I" or allow your individual ego to interfere with the functioning of the team.
9. Conduct yourself in a dignified and professional manner at all times.
10. Always be courteous and respectful to all members and advisors 100% of the time.
11. Be discreet! Keep our business within the group. Communication is key… to air likes, dislikes, and other issues.
12. **DO NOT BE AFRAID OF THE POSSIBILITY OF FAILURE OR SUCCESS**!
13. When you need help… ask for it!
14. **NEVER** wait until the last minute to complete your assignments.
15. Give 100% effort!
16. Be enthusiastic at all times. (You never know who is watching!)
17. Learn how to be an effective leader and still have fun.
18. 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 to 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

Honey Grove FFA Chapter Officer Handbook

Becoming a Chapter FFA Officer is a challenging process, yet a very rewarding opportunity. Through this chapter officer candidate process, you will grow as a person and advance in leadership development and career preparation. Congratulations on deciding to run for office!

Although Chapter FFA Office takes a great deal of hard work and dedication, officers will gain experiences and contacts that will last a lifetime. The skills gained will help prepare them for future careers, opportunities in college, and leadership roles in other organizations. Chapter officers serve the **Honey Grove FFA** members and advisors. They make a positive difference in the lives of many people.

This handbook is to help you prepare your candidacy for Chapter FFA Office. In it, you will find everything you need to get you on your way. Please thoroughly review all the enclosed information as you prepare for the chapter officer selection process.

Remember this handbook is only the beginning!! As a candidate, you will need to study Agricultural Education and FFA information, practice interviewing and presenting yourself in front of people. It will take your personal commitment and dedication to truly prepare for this process. You know yourself best! You know what areas you need to work on. We wish you the very best.

If you have any further questions, regarding the responsibilities of Chapter Officers, or the Selection Process, please contact your chapter advisor.

Organization

The Honey Grove FFA Officers are overseen by the FFA advisor with support by the school administrative office.

There will be eight elected chapter officers for the school year and the possibility of addition appointed officers, as decided upon by the advisor. Results for the 2018- 2019 FFA Chapter Officer Team will be posted after school on the Ag Shop door on May 11, 2018.

Qualifications

To participate in the Honey Grove FFA Chapter Officer program, officer candidates must meet all of the eligibility requirements:

* Have and maintain a 2.0 GPA or higher, cannot be failing any class.
* Have a “B” or better in all Agriculture classes.
* Have and maintain a clean discipline and attendance record.
* Attend the summer FFA State Convention and Area Leadership Camp.
* Have a signed, completed application on file with the chapter advisor.
* Have a signed, completed chapter Code of Ethics on file with the chapter advisor.
* Be a member of the local FFA chapter for the current school year.
* Review the Chapter Officer Handbook.
* Go through the chapter selection process (applying, quiz, interview, being elected)
* Have Completed a Greenhand Degree.
* Participate in a LDE and CDE contest for the 2018-2019 school year.
* Participate in fundraising events through the FFA and Booster Club. (meat and cookie dough sales, Honey Grove FFA Labor Day Show, Chili Challenge,

Discipline

All FFA Chapter Officers will be placed on behavior contracts for any of the offenses listed below. The Chapter Officer is allowed two chances to improve their behavior, with the third offense resulting in removal from the team.

*Offenses:*

* Not abiding by the FFA Code of Ethics
* Unexcused absences: Anything but an illness or family emergency.

*Offenses resulting in immediate removal from Chapter Officer Team:*

* Use and/or possession of alcohol or drugs.
* Use and/or possession of tobacco.
* Stealing or possession of stolen goods.
* Use and/or possession of weapons on school grounds.
* Defiance of advisor, administrator or other teacher.
* Two consecutive grading periods below 2.0 GPA.
* Fighting.

Parent and/or officer has the right to request a hearing regarding this action. The hearing will be held as soon as possible with a panel consisting of an administrator, advisor, officer's counselor, and one teacher. The officer and parent will be given the opportunity to present reasons for this action to be voided. The decision of the panel will be final.

**Honey Grove FFA**

**GRADE CHECK FORM**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Period | Teacher | Grade | Signature | Comments |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |

**DO NOT TURN IN THIS APPLICATION WITHOUT ALL OF YOUR GRADES FILLED IN AND SIGNED BY YOUR REAL TEACHER!**

***DO THIS IN ADVANCE IN CASE YOUR TEACHER IS ABSENT!***

**Parent Signature:**

My son / daughter is eligible, currently has a “B” or better in every and all of his / her agriculture classes.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_

**Student Signature:**

The information given is true and correct, and I am eligible and have at least a “B” or better in every and all agriculture classes.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_

**\*\*CONFIDENTIAL\*\***

Student Evaluation

For

Honey Grove FFA Officer Application

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has made application for election to an officer position in the Honey Grove FFA. Your evaluation of this student in relation to the following characteristics will be greatly appreciated. Please check the appropriate square, sign and return to Mrs. Naylor’s box in the office by May 1, 2018 by 3 PM

Thank you for your cooperation,

Honey Grove FFA Members and Advisors

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Honesty |  |  |  |  |
| Dependability |  |  |  |  |
| Willingness to Work |  |  |  |  |
| Capacity to Do Work |  |  |  |  |
| Quality of Work |  |  |  |  |
| Attitude Toward School |  |  |  |  |
| Personal Appearance |  |  |  |  |
| Attendance |  |  |  |  |
| Ability to Work with Others (Teachers and Peers) |  |  |  |  |

Rating: E = Excellent G = Good F = Fair P = Poor

Characteristics E G F P

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher / Staff Signature

Additional Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Would you allow this student to be an officer in an organization you may sponsor?

Yes ☐ No

**Important Dates:**

Application Due May 2, 2018 at 3 PM

Officer Interviews will take place May 9th after school in the Ag Shop. Students will draw numbers for interview spots. Students that need to leave early will be able to.

Voting will take place during Ag classes on May 10, 2018

Results will be announced during the FFA Banquet on May 14, 2018

**Percentages**

Interview 30%

Application 30%

Vote 20%

Teacher Recommendation 20%