



ALABAMA FFA ASSOCIATION

OFFICER CANDIDATE HANDBOOK

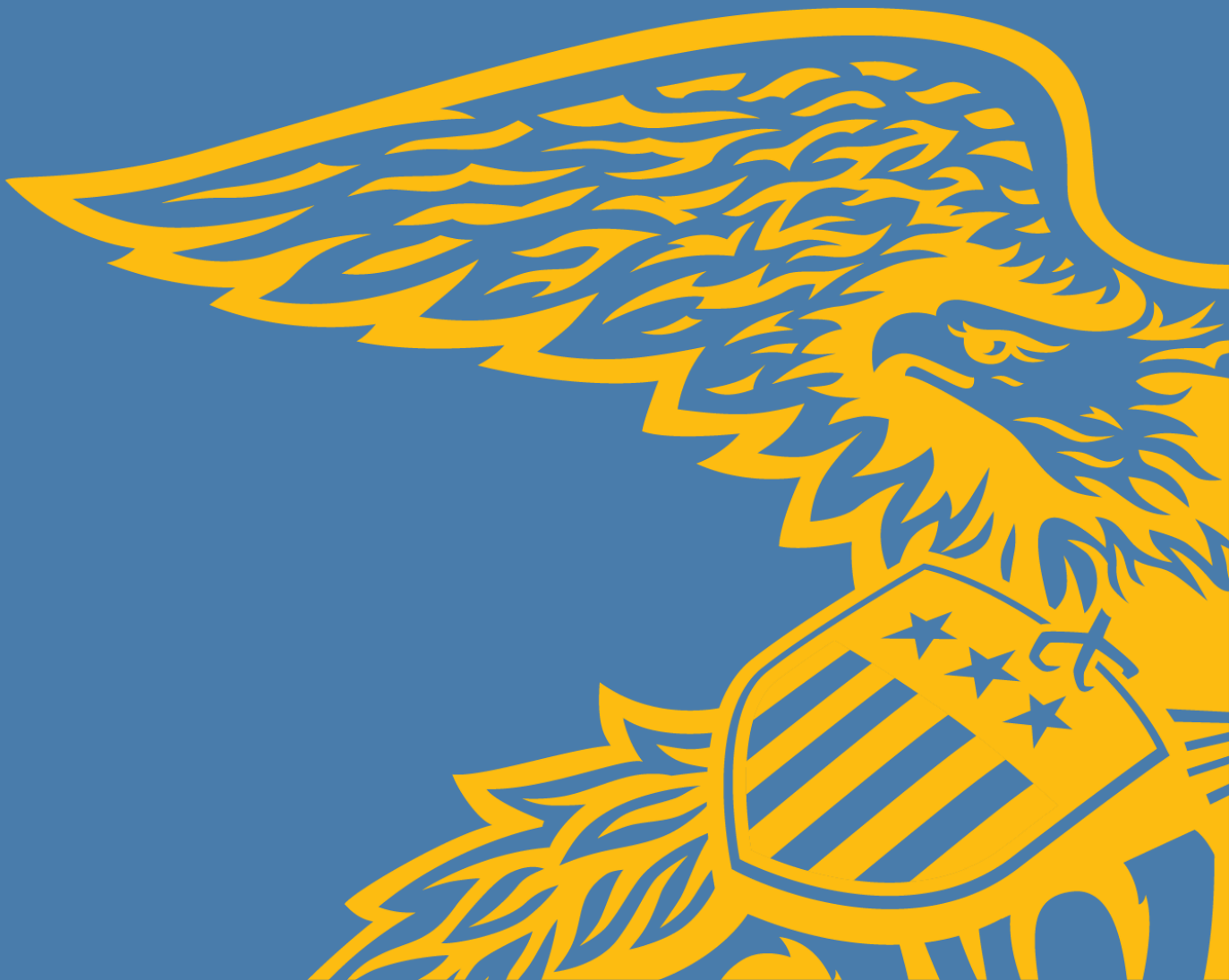


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PREREQUISITES AND QUALIFICATIONS

- State/District Officers must have served as a Chapter Officer for at least one year
- Only one candidate per chapter may be nominated for District Office
- Only one candidate per chapter may be nominated for State Office
- There will be no dual candidacy
- Officers cannot serve as District Officers and State Officers at same time
- Candidates must be in at least the 9th grade when applying for District Office. This would have them serve their 10th grade year. Candidates for State Office must be in at least the 10th grade when applying which would allow them to serve during their 11th grade year.
- District officers shall serve no more than two terms
- State officers shall serve no more than one term
- State Officers must hold the State FFA Degree or be on the list approved by Executive Committee for the upcoming year
- District officers must hold the Chapter FFA Degree by the start of their year of service in June
- District officers must be in high school during the year of their service
- State officers must be in high school or a freshman enrolled in an institution of higher learning within the State of Alabama and a full time resident of Alabama during their year of service
- State/District officer candidates must be in high school at the time of application and be an FFA member in good standing with their local chapter
- During the district level interviews, State/District candidates must appear before a nominating committee. The District Specialist will notify district candidates of the incoming district officer team, as well as, the four members advancing to the state level from each district
- The four state officer candidates representing each district, whom have advanced past the district interviews, will appear before a nominating committee. The six officers selected to serve as the state officer team will be announced at the annual state convention.
- Candidates, not graduated from high school, must be enrolled in Agriscience Education during the year of service or have taken all courses available at their school
- Applications must be completely filled out and must be received by the District Specialist by the due date which can be found on the calendar at www.alabamaffa.org. Beginning in 2020-2021 applications will be digital through the AET
- Candidates elected for District or State Office will serve a one year term which will begin and end on the last day of the state FFA convention each year
- Newly elected District Officers will assist with state convention prior to their year of service. Newly elected District Officers will also be required to attend other training meetings prior to their year of service
- All officers must maintain a “C” average or better and have adequate attendance in school.

OFFICER OVERVIEW

PURPOSE

The purpose of an FFA officer at any level is to serve the organization and its members. State FFA Officers are expected to serve the State Association as an ambassador for the three circle model of Agricultural Education on a local, state, and national stage. District officers serve a similar role in their respective districts, while chapter officers serve their local chapters. More specific responsibilities of an FFA officer include:

- Be totally dedicated and committed to the Career/Technical Education program in Agriculture/Agriscience and to the FFA, and consider FFA activities to be my primary responsibility for the entire year of service
- Attend all State/District officer functions and activities, unless District Specialist/State Executive Secretary provides prior approval
- Further my knowledge and understanding of all aspects of the three circle model of Agricultural Education
- Serve as a model agriculture education student and FFA member by conducting and valuing an SAE and participation in a variety of contest and award areas
- Through preparation and practice, develop oneself into an effective public speaker and project a desirable image of the FFA at all times
- Complete/return letters, thank-you notes, reports, and other correspondence, which are necessary and desirable in a regular and timely manner
- Utilize social media to positively represent agriculture education
- Accept and search out constructive criticism and evaluation of my total performance. Self-evaluate my personality and attitudes, making every effort to improve myself
- Treat all FFA members equally by not favoring one over another and conduct myself in a manner that commands respect without any display of superiority
- Serve as a member of the team, always maintaining a cooperative attitude. Work in harmony with fellow FFA officers, and not knowingly engage in conversations detrimental to other FFA members, officers, and adults
- Abide by all directives and requests from the state staff in relation to officer responsibilities and conduct
- Participate in making business and industry visits in cooperation with the state staff and foundation staff
- Plan, coordinate, and implement conventions and events of the state and district FFA associations
- Develop positive relationships with FFA members, advisors, staff, sponsors and general public
- Maintain a positive attitude and enjoy your year of service with members, advisors, sponsors and others
- Follow the National FFA Code of Ethics and other policies as outlined in the Official FFA Manual
 - Develop my potential for premier leadership, personal growth and career success
 - Make a positive difference in the lives of others
 - Dress neatly and appropriately for the occasion
 - Respect the rights of others and their property
 - Be courteous, honest and fair with others
 - Communicate in an appropriate, purposeful and positive manner
 - Demonstrate good sportsmanship by being modest in winning and generous in defeat
 - Make myself aware of FFA programs and activities and be an active participant
 - Conduct and value a supervised agricultural experience program
 - Strive to establish and enhance my skills through agricultural education in order to enter a successful career
 - Appreciate and promote diversity in our organization
- Perform other duties as instructed by the state staff.

OFFICER DRESS CODE

Both State and District FFA Officers are expected to adhere to the following dress code when conducting business of the Alabama FFA Association. Officers should also review the Expectation and Accountability on the following pages as a supplement to the dress code. When conducting official business as an officer, you will need to be in either Official Dress or Business Casual depending on the event.

Official Dress for Female Members:

- Black skirt or black dress slacks.(No jeans - blue or black, leather, pleather, etc.)
- White collared blouse
- Official FFA blue scarf
- Black dress shoes with a closed heel and toe (No sandals, tennis shoes, etc. Shoes may not have sequins, sparkles, or any other accessories. Black dress boots may be worn with slacks only)
- Black nylon hosiery with skirts or black socks with slacks
- An official FFA jacket zipped to the top

Official Dress for Male Members:

- Black dress slacks (No jeans, leather, pleather, etc)
- White dress shirt
- Official FFA necktie.
- Black dress shoes with closed heel and toe. Dress boots are acceptable.
- Black socks
- An official FFA jacket zipped to the top. The collar should be turned down, and the cuffs buttoned.

OFFICER DRESS CODE

Business Casual:

- FFA Polo, Button up, or FFA outerwear
- Khaki pants or another matching color slack. No Jeans.
- Closed toe, closed heel dress shoe, sneaker, or boot (check for cleanliness)
- Matching belt

Casual dress will be allowed during events that span multiple days when hotel stays are required. This will apply for free time or recreational opportunities that occur as part of training.

Casual Dress:

- T-shirt or sweatshirt that covers the midriff. No tank tops or sleeveless shirts.
- Jeans, sweatpants, or shorts. Shorts must be no shorter than 4" above the knee. If your shorts do not meet this standard, leggings should be worn underneath that does meet this requirement. Shorts must be worn over any leggings.
- Shoes appropriate for activities.
- For any water activities, all participants should wear shorts and a dark colored t-shirt.

If exceptions to the dress code are warranted for an event, please communicate with either the district specialist or Executive Secretary.

OFFICER EXPECTATIONS AND ACCOUNTABILITY

*Note: This document may not be all-inclusive of every potential violation of the FFA Code of Ethics and State FFA Officer Commitment Form. The Executive Secretary and Executive Committee reserve the right to handle all situations on a case-by-case basis as they arise.

Minor Offenses:

- Maximum of **3** minor offenses will be tolerated
- The officer, his/her parent(s), and his/her advisor(s) will be notified by email from the Executive Secretary/ District Specialist that a minor offense has been committed
- For any offense after the second minor offense, the Executive Secretary will recommend to the Executive Committee that the officer be removed from office

List of Potential Minor Offenses:

- Inappropriate social media such as:
 - Pictures that imply the use or partaking of alcohol, or other illegal substances
 - Suggestive photos (including inappropriate poses/camera angles)
 - Profanity
 - Non-modest clothing (school dress code— proper coverage, no swimsuits, etc.)
 - Being tagged by friends with inappropriate content
- Any violation of Official Dress guidelines or failure to respect and care for your Official Dress and other State Officer clothing and items
- Unnatural or extreme hair styles and colors
- Failure to remain neatly groomed
- Visible tattoos (males and females)
- Visible piercings when in OD/ on FFA business (males)
- Excessive piercings when in OD/ on FFA business (females; one piercing with earrings smaller than quarter size are allowed)
- Public displays of affection
- Crude jokes or coarse language with adults or members
- Tardiness for events/meetings
- Failure to perform required tasks of a State Officer that places an unfair burden on other officers or State Staff to fulfill those tasks, such as the absence from a scheduled event or meeting

Major Offenses:

- Removal proceedings will be initiated immediately upon the **first** major offense
- The officer, his/her parent(s), and his/her advisor(s) will be notified by email from the Executive Secretary/District Specialist that a major offense has been committed and will be notified of the date, time, and location of the Executive Committee meeting to decide upon the officer's future with the Alabama FFA Association

List of Potential Major Offenses:

- Use of alcohol
- Use of tobacco or tobacco products (including e-cigarettes)
- Use of any illegal substance
- Fighting or provoking a fight under any circumstances
- Blatant disrespect towards any authority figure, including , but not limited to, insubordination, defiance of authority, etc.
- Immoral acts that bring dishonor to the reputation of the FFA and the Alabama FFA Association
- Taking part in an inappropriate relationship
- Becoming wed, or becoming or having become the father or mother of a child prior to or during the year of service as a State/District Officer
- Attending places and participating in activities that in any way raise questions as to one's moral character or conduct:
 - Places- establishments not appropriate for the age of the officer. Examples include: bars, adult entertainment establishments, etc.
- Extremely inappropriate social media or social interactions
 - Strong profanity
 - Profanity directed towards a person
 - Sexual content (words, pictures, gestures, or public actions)
 - Content or speech that is offensive regarding race, religion, sexual orientation, or political persuasion
 - Bullying of any type
 - Failure to reveal social media to adult State Staff when requested
- Dereliction of duties
 - Failure to attend required events outlined on the Calendar of Events or officially directed through email by the Executive Secretary/ District Specialist where applicable
 - *Note: An email or phone call should be placed in advance to the Executive Secretary/District Specialist in the case of death in the family, extreme illness, and certain school-related activities
 - *High Point Conference, COLW, and District Eliminations is mandatory for all officers. Failure to attend any of these events will result in removal from office.
- Removal from the local agriscience program or FFA chapter for any reason
- Suspensions and/or expulsions from high school or university disciplinary actions
- Being charged with a crime
- Taking part in a chapter visit or other FFA activity that has not been approved by state staff
- Failure to maintain proper grades and attendance standard in school. A "C" average is required.

Removal from Office:

Upon committing **3** minor offenses or upon committing **1** major offense the following actions will take place:

- All claims will be investigated thoroughly
- Information will be presented to the Executive Committee for a vote (if member of Executive Committee is being reviewed, they will not be present for the discussion or vote)
- A two-thirds vote by the Executive Committee to remove an officer will then go before the FFA Board of Directors for a final decision

Officer Selection Process

In order to be considered for a state or district office, members must first submit their application electronically to their district specialist by the application due date which can be found on the calendar at www.alabamaffa.org. Applications should be submitted online utilizing the Alabama FFA Officer Application found through the application center at www.theaet.com or www.ffa.org.

Application Overview

- **Cover**– This page will allow the candidate to provide general information such as contact, demographics, school information, etc.
- **Membership Check**– This page is linked to the National FFA roster and will confirm years of active membership.
- **Supporting Records**– This page provides a direct link to the applicants AET profile to provide accurate SAE records.
- **SAE**– This page will provide a basic overview of the applicants SAE records from AET.
- **Essay Questions**– Four essay questions are provided for applicants to answer regarding their qualifications for office.
- **Resume**– This page provides a resume template to be filled out by the applicant. TheAET can also be used to fill in this part of the application.
- **Photo/Biography**– Please upload a high quality, professional headshot of yourself in official dress and provide a biography of your time in FFA.
- **Electronic Signatures**– This page should be signed electronically by all required parties and the checkbox for agreement of the candidate selection process must be checked.
- **Print Application**– Once the application is completed make sure to click the “Complete/Print Your App” button. This ensures your application is ready to be submitted electronically.

As the application is linked to theAET, it is critical that applicants keep accurate records of their SAE and FFA experiences in their AET account profile. Once an application has been completed, there is no need to mail a hard copy to the state association. Teachers will submit student applications using the “State Submission Lists & Feedback” button on the Degree/Application Manager page. Applications will be visible to state staff through the application center.

Supplemental paperwork must also be submitted to the district specialist on the day of District Interviews. This document packet can be found at the end of this handbook on pages 21-24.

District Officer Selection Overview

District officer interviews will be conducted to select six officers to represent each district. This elimination will also serve as a means of selecting four state officer candidates from each district. Candidates at this level will be scored on the following phases:

- **Application (100 points)**– The written application is to be completed online as outlined above and will be scored by all judges. An average of the judges scores will be recorded.
- **Written Exam (100 points)**– A written exam will be given that focuses on all aspects of the three circle model of Agricultural Education including, but not limited to, FFA history and programs, SAE knowledge, and industry facts.
- **Public Relations (100 points)**– A prompt will be presented to the candidates that they are required to reply to. This could be in the form of an essay, a letter, an email, social media activity, etc.
- **Interview (300 points)**– Each candidate will undergo a professional interview with a panel of judges to be selected by the District Specialist.. Each panel will be comprised of a minimum of three judges.

*Each District reserves the right to make adjustments to this as needed.

State Officer Selection Overview

The state FFA officer selection process will take place over a two day period prior to the final session of the Alabama FFA State Convention. Four candidates from each of the three districts will be eligible to participate in this process annually. The Nominating Committee tasked with selecting the six member officer team will be composed of the nine individuals (three current members, three past state officers, and three current/past teachers equally representing each district), as well as, a committee chair who will serve as a non-voting member. Each round will be worth a total of 900 points (100 points per judge). The committees report will then need approval of the voting convention delegates of the State FFA Convention. Candidates at this level will be scored on the following phases:

- Application (100 points)- The written application is to be completed online as outlined above and will be scored by all judges.
- Written Exam (100 points)- A written exam will be given that focuses on all aspects of the three circle model of Agricultural Education including, but not limited to, FFA history and programs, SAE knowledge, and industry facts.
- Public Relations Exercise (100 points)- A prompt will be presented to the candidates that they are required to reply to. This could be in the form of an essay, a letter, an email, social media post, etc.
- On Stage Introduction (100 points)- Candidates will be scored on their verbal introduction to the nominating committee. If interviews are held in conjunction with the state FFA convention, introductions will be done on stage during the first general session.
- Personal Interview (100 points)- Candidates will interview one on one with each of the 9 nominating committee members.
- At Large Interview #1 (100 points)
- At Large Interview #2 (100 points)
- At Large Interview #3 (100 points)
- Committee's Choice Interview (100 points)- Candidates will interview with the entire committee regarding any topic of the committee's choosing. This round is held at the discretion of the committee.
- At Large Interview rounds may consist of either an interview with the entire committee or group activities. Topics that may be covered in these would include FFA history, FFA operations and ceremonies, parliamentary procedure, agricultural issues, personal questions, agricultural literacy and advocacy, and agricultural/ career technical education.

Relevant Officer Information

The following information pertains to candidates who are selected as District or State Officers:

- Email will serve as the official correspondence between state staff and officers. Text message is also used regularly.
- Travel reimbursement forms will be submitted no later than the 10th of each month. Any travel not claimed within this timeline will **NOT** be reimbursed.
- State FFA Officers will be provided a minimum of (2) FFA jackets, (2) FFA polos, (1) FFA bag, and (2) FFA Degree chains and charms. All other official dress items will be provided by the candidate.
- District FFA Officers will be provided a minimum of (1) FFA jacket, (2) FFA polos, and (1) FFA bag. All other official dress items will be provided by the candidate.

APPENDIX

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.

To accomplish its mission, FFA:

- Develops competent and assertive agricultural leadership.**
- Increases awareness of the global and technological importance of agriculture and its contribution to our well-being.**
- Strengthens the confidence of agriculture students in themselves and their work.**
- Promotes the intelligent choice and establishment of an agricultural career.**
- Encourages achievement in supervised agricultural experience programs.**
- Encourages wise management of economic, environmental and human resources of the community.**
- Develops interpersonal skills in teamwork, communications, human relations and social interaction.**
- Builds character and promotes citizenship, volunteerism and patriotism.**
- Promotes cooperation and cooperative attitudes among all people.**
- Promotes healthy lifestyles.**
- Encourages excellence in scholarship.**

FFA Motto

The FFA motto gives members 12 short words to live by as they experience the opportunities in the organization.

Learning to Do, Doing to Learn, Earning to Live, Living to Serve.

Additional Resources

www.ffa.org

www.alabamaffa.org

www.saeforall.org

www.theaet.com

www.naae.org

The FFA Creed

I believe in the future of agriculture, with a faith born not of words but of deeds – achievements won by the present and past generations of agriculturists; in the promise of better days through better ways, even as the better things we now enjoy have come to us from the struggles of former years.

I believe that to live and work on a good farm, or to be engaged in other agricultural pursuits, is pleasant as well as challenging; for I know the joys and discomforts of agricultural life and hold an inborn fondness for those associations which, even in hours of discouragement, I cannot deny.

I believe in leadership from ourselves and respect from others. I believe in my own ability to work efficiently and think clearly, with such knowledge and skill as I can secure, and in the ability of progressive agriculturists to serve our own and the public interest in producing and marketing the product of our toil.

I believe in less dependence on begging and more power in bargaining; in the life abundant and enough honest wealth to help make it so—for others as well as myself; in less need for charity and more of it when needed; in being happy myself and playing square with those whose happiness depends upon me.

I believe that American agriculture can and will hold true to the best traditions of our national life and that I can exert an influence in my home and community which will stand solid for my part in that inspiring task.

The creed was written by E.M. Tiffany and adopted at the Third National FFA Convention. It was revised at the 38th and 63rd Conventions.

Sample State Officer Calendar

June:

- State FFA Convention
- State Officer Leadership Training Seminar (SOLTS)
- Base Camp (NFFA Training)

July:

- High Point Conference (MANDATORY)
- Chapter Officer Leadership Workshop (COLW) (MANDATORY)
- State Officer Summit (NFFA– Washington DC)

August:

- Summer Newsletter Due
- Checkpoint #1 (NFFA Training)
- Executive Committee Meeting

September:

- Workforce Development Month
- Fall District Eliminations

October:

- Fall District Eliminations
- Alabama National Fair
- National FFA Convention and Expo

November:

- Fall Newsletter Due
- Alabama Winter Alumni Conference

December:

- Joint Leadership Development Conference (JLDC)
- Checkpoint #2 (NFFA Training)
- Executive Committee Meeting

January:

- District Mid-Winter Conference
- District Agriculture Teacher Meetings

February:

- Winter Newsletter Due
- National FFA Week
- Mock Interviews
- CTE Month Activities
- FFA Alumni Chapter Leadership Workshop

March:

- Alabama Junior Beef Expo
- Southeastern Livestock Exposition
- District Officer Interviews
- FFA Day on the Hill

April:

- Spring District Eliminations (MANDATORY)
- Joint District Officer Training
- State Officer Candidate Training

May:

- State Convention Prep
- Convention Newsletter Due

*** This is a tentative calendar. Events and dates are subject to change.**

Sample District Officer Calendar

June:

- State FFA Convention

July:

- High Point Conference (MANDATORY)
- Chapter Officer Leadership Workshop (MANDATORY)

August:

- Meeting (virtual)
- Summer Newsletter Due

September:

- Fall District Eliminations
- Meeting (virtual)

October:

- National FFA Convention and Expo (presidents)

November:

- Meeting (virtual)
- Fall Newsletter Due

December:

- Meeting (In person)

January:

- District Mid-Winter Conference

February:

- National FFA Week
- Winter Newsletter Due
- Mock Interviews

March:

- District Officer Interviews
- Meeting (In person)

April:

- Spring District Eliminations (MANDATORY)

May:

- Meeting (If needed)
- Spring Newsletter Due

* This is a tentative calendar. Events and dates are subject to change.

State Officer Interview Scorecards

SCORECARD "A" INTERVIEW NUMBER I: PERSONAL INTERVIEW

CANDIDATE: _____

NOM COM MEMBER: _____

CRITERIA AND POINTS

Ease before interviewer – attitude, poise, personality, appearance, self-confidence, and posture	20	
Response to questions – including the candidate's SAE knowledge and experience	30	
Power of expression – Forcefulness, pronunciation, English & grammar usage	20	
Clarity of thinking – Fluency, emphasis, conciseness & structure of answers	20	
General effect – Extent to which the candidate was convincing & understandable	10	
Total	100	

SCORECARD "C" AT LARGE INTERVIEW GROUP DISCUSSION & INTERACTION ROUND # _____

CANDIDATE: _____

NOM COM MEMBER: _____

CRITERIA AND POINTS

Appropriateness of discussion topics	15	
Contribution to topics being discussed	20	
Suggestions and/or solutions offered	15	
Communicative ability	20	
Group courtesy & cooperativeness	20	
Overall effect	10	
Total	100	

SCORECARD "B" AT LARGE INTERVIEW ROUND # _____

CANDIDATE: _____

NOM COM MEMBER: _____

CRITERIA AND POINTS

Appropriateness of & response to situation	35	
Creativity & accuracy of the response	25	
Verbal ability, vocabulary, grammar, articulation	20	
Mental alertness & poise	10	
Overall effect	10	
Total	100	

SCORECARD "D" INTERVIEW NUMBER IV: COMMITTEE'S CHOICE

CANDIDATE: _____

NOM COM MEMBER: _____

CRITERIA AND POINTS

Appropriateness of & response to situation	35	
Creativity & accuracy of the response	25	
Verbal ability, vocabulary, grammar, articulation	20	
Mental alertness & poise	10	
Overall effect	10	
Total	100	

SCORECARD "E"
ON STAGE INTRODUCTIONS

CANDIDATE: _____

NOM COM MEMBER: _____

CRITERIA AND POINTS

Motivation expressed in front of the crowd and stage voice	35	
Creativity & originality of the response	25	
Verbal ability, vocabulary, grammar, articulation	20	
Mental alertness & poise	10	
Overall effect	10	
Total	100	

SCORECARD "F"
APPLICATION

CANDIDATE: _____

NOM COM MEMBER: _____

CRITERIA AND POINTS

SAE	20	
Essay Question 1	5	
Essay Question 2	5	
Essay Question 3	5	
Essay Question 4	5	
Resume: FFA Leadership	20	
Resume: FFA Activities	20	
Resume: Community Service	10	
Resume: School/ Extracurricular Involvement	5	
Biography	5	
Total Points Possible	100	

Officer Writing Prompt Rubric

This will be used when the Publicity Activity requires a letter. Email. Or other written aspect. Other rubrics may be used for additional activities. One judge will score all publicity activities.

Student Name: _____

CATEGORY	4	3	2	1
Salutation and Closing	Salutation and closing have no errors in capitalization and punctuation.	Salutation and closing have 1-2 errors in capitalization and punctuation.	Salutation and closing have 3 or more errors in capitalization and punctuation.	Salutation and/or closing are missing.
Grammar & spelling (conventions)	Writer makes no errors in grammar or spelling.	Writer makes 1-2 errors in grammar and/or spelling.	Writer makes 3-4 errors in grammar and/or spelling	Writer makes more than 4 errors in grammar and/or spelling.
Capitalization and Punctuation	Writer makes no errors in capitalization and punctuation.	Writer makes 1-2 errors in capitalization and punctuation.	Writer makes 3-4 errors in capitalization and punctuation.	Writer makes more than 4 errors in capitalization and punctuation.
Sentences & Paragraphs	Sentences and paragraphs are complete, well-constructed and of varied structure.	All sentences are complete and well-constructed (no fragments, no run-ons). Paragraphing is generally done well.	Most sentences are complete and well-constructed. Paragraphing needs some work.	Many sentence fragments or run-on sentences OR paragraphing needs lots of work.
Content Accuracy	The letter contains at least 5 accurate facts about the topic.	The letter contains 3-4 accurate facts about the topic.	The letter contains 1-2 accurate facts about the topic.	The letter contains no accurate facts about the topic.

Officer Writing Prompt Rubric

This will be used when the Publicity Activity is something other than a written prompt. One judge will score all publicity activities.

SCORECARD "G" *PUBLICITY ACTIVITY*

CANDIDATE: _____

CRITERIA AND POINTS

Appropriateness of Content	25	
Visual Appeal of Content	25	
Creativity & originality of Activity	25	
Verbal ability, vocabulary, grammar, articulation	25	
Total	100	

Sample Travel Reimbursement Form

Alabama FFA Association

3410 Skyway Drive

Auburn, AL 36830-6444

State Officer Expense Reimbursement

Date	Destination	Purpose of Trip	Start Time	End Time	Breakfast	Lunch	Dinner	Total Meal Expenses	Total Miles Driven
								\$0.00	
								\$0.00	
								\$0.00	
								\$0.00	
								\$0.00	
								\$0.00	
								\$0.00	
								\$0.00	
								\$0.00	
								\$0.00	
								\$0.00	
								\$0.00	
								\$0.00	
			Totals Row:		\$0.00	\$0.00	\$0.00	\$0.00	
Officer Information for Claim:								*Total Cost of Supplies = \$	
Name:								Total Miles x \$.45/mile = \$ 0.00	
Address:								**Total Cost of Meals = \$ 0.00	
City:								Total Amount Claimed = \$ 0.00	
Zip Code:									
						Signature:			
State Staff Use Only: Check No. _____ Date Pd _____									
_____ Approved _____ Not Approved						Date Submitted:			

* You must have a legible receipt for all meals/purchases with amount and date included.

*Tape receipts to 8-1/2" x 11" copy paper.

Officer Agreements



Alabama
FFA Association

Agriscience Education
3410 Skyway Drive
Auburn, AL 36863

P 334-844-5595
F 334-844-5593
alabamaffa.org

Alabama FFA Association Waiver, Release of Liability, Consent to Medical Attention, Authorizations and Promotional Release

In exchange for my being allowed to participate in this activity of the Alabama FFA Association (the "Process"), a process administered by the Alabama FFA Association, I, and if I am not 21 years old, my parent or legal guardian agree to be bound by the following:

1. **Voluntary Participation.** I understand and confirm that my participation in this process is voluntary.
2. **Release and Waiver.** I release the Alabama FFA Association, FFA Foundation, Alabama State Department of Education, and its directors, officers, employees, agents, volunteers, successors, and assigns ("Alabama FFA") from any and all liability for and waive any and all claims for injury, illness, loss, or damage, including attorneys' fees, in any way connected with my participation in the Process (a "Claim"), whether or not caused in the whole or part by the negligence of FFA or any of the individuals mentioned above.
3. **Identification of Risk.** I understand that Alabama FFA and its representatives may not be present during my participation in the Process. I understand that my participation in the Process may involve risk of injury and loss, both to personal and to property. I also understand that the risk of injury may include the possibility of permanent disability and death.
4. **Assumption of Risk.** I assume all risks, known and unknown, foreseeable and unforeseeable, in any way connected with my participation in the Process. I accept personal responsibility for any liability, injury, loss or damage in any way connected with my participation in the Process.
5. **Consent to Medical Treatment.** I authorize Alabama FFA to provide to me, through medical personnel of its choice, customary medical assistance, transportation, and emergency medical services. This consent does not impose a duty upon FFA to provide such assistance, transportation, or services.
6. **Publication and Promotional Release.** I grant Alabama FFA permission to photograph and/or videotape me for possible appearance and inclusion in any of the FFA publications, promotional materials, on-air broadcasts or website or used in any other way that is deemed appropriate by Alabama FFA for education or for promotion of Alabama FFA. I release Alabama FFA of any liability, claims, demands, damages, actions and causes of actions arising from or connected in any way with the use of the photographs and/or videotapes. I understand that I will receive no compensation for participation and that all photography and videotape resulting from participation will become the sole property of FFA. I authorize FFA to use my name, photo, materials produced for the program, or presentation in program for FFA materials, including, but not limited to, educational resources, press releases, web-based publicity, and other publicity materials.
7. **Severability.** Each term and provision of the instrument will be valid and enforced separately to the fullest extent permitted by law.
8. **Applicable Law.** This instrument shall be governed, construed, and enforced in accordance with the laws of the State of Alabama.

We, the undersigned, have reviewed and we understand this document regarding State/District Officer duties and responsibilities. We hereby grant permission for our son/daughter to submit this application for a State/District Officer position. We agree to provide adequate medical insurance coverage, as well as any other insurance, which we deem appropriate and necessary for the applicant. We hereby release, discharge and agree to hold harmless Alabama FFA from all claims, damages, demands, actions, judgments, and executions which the undersigned ever had or now have or may have or which the undersigned's heirs, executors, administrators or assigns may have or claim to have against Alabama FFA for personal injuries, known or unknown, illness or death and injuries to personal property caused by or arising out of FFA activities. We, the undersigned, have read this release and understand all of its terms. We execute it voluntarily and with full knowledge of its significance.

IN WITNESS WHEREOF, We have executed this Release at _____, Alabama,

on this the _____ day of _____, 20____.

Parent/Guardian Signature (1): _____

Parent/Guardian Signature (2): _____

Address: _____

PO Box or Street City State Zip

Witness Signature: _____

Principal: The candidate is a student that is of high moral character, in good academic standing, and that I feel is well qualified to be a District/State FFA Officer. I agree to support this candidate in meeting the requirements, duties, and responsibilities of office, if elected, and will communicate any concerns to the district and/or state staff. I further understand that this is a leadership position and will support the candidate in attending school related events pertaining to the duties of a district and/or state FFA officer during the hours of secondary instruction and will work with the student to maintain good academic standing throughout their year of service.

Principal Signature: _____

Advisor: The candidate meets all of the qualifications to be an officer as outlined by the Alabama FFA Association and in my opinion is of high moral character and well suited to hold the position of a State/District FFA Officer. I agree to support this candidate in meeting the requirements, duties, and responsibilities of office, if elected, and will communicate any concerns to the district and/or state staff.

Advisor Signature: _____

Candidate: I have thoroughly read, studied and agreed with the content of this application, the qualification statements and the FFA officer code of conduct. I have discussed my potential responsibilities with my parents, advisor, and principal. I wish to be considered a candidate for a State/District officer position and if elected, will do my best in representing the Alabama FFA Association. I further understand that the State Agriscience Staff may remove me from office at any time, if I do not completely adhere to these established standards set forth in the FFA Officer Code of Conduct.

Candidate Signature: _____

This form will be used in granting permission for students to attend the Alabama FFA Association events throughout their year of service as District/State Officer. In case of emergency, we encourage students to carry a copy of this form with them at all times during their travels.

Medical Release / Proof of Insurance Form

I, _____ of _____, _____, _____, _____
(name of parent/guardian) address city state zip

hereby authorize in advance any necessary medical treatment required by _____ while he/she is
(student's name)

participating in FFA events, functions, etc. Date of Birth (Officer) _____

Health Insurance Information	Auto Insurance (If applicable)
Company _____	Company _____
Policy Number _____	Policy Number _____

List all current medical conditions, allergies including food allergies.

Parent/Guardian's Signature: _____

In emergency contact: _____
(name-please print)

(phone number)

Below to be completed by Notary Public:

Sworn to and subscribed before me this the _____ day of _____, _____.

Notary Public

My Commission expires: _____.



ALABAMA FFA ASSOCIATION

STATE OF ALABAMA

DEPARTMENT OF EDUCATION

I agree that I have read and understand all policies outlined in this manual in regard to serving the Alabama FFA Association as an officer. I understand that my participation in this process is voluntary and I agree to uphold all standards as previously outlined.

Candidate Printed Name

Candidate Signature

Date

Guardian Printed Name

Guardian Signature

Date

Advisor Printed Name

Advisor Signature

Date

State Staff Printed Name

State Staff Signature

Date