



# ALABAMA FFA ASSOCIATION

## OFFICER CANDIDATE HANDBOOK



# TABLE OF CONTENTS

<b>Officer Qualifications.....</b>	<b>3</b>
<b>Officer Overview.....</b>	<b>4</b>
<b>Officer Dress Code.....</b>	<b>5</b>
<b>Officer Expectations and Accountability.....</b>	<b>7</b>
<b>Officer Disciplinary Actions.....</b>	<b>8</b>
<b>Officer Expense Policy.....</b>	<b>10</b>
<b>Officer Selection Process.....</b>	<b>11</b>
<b>Resources.....</b>	<b>13</b>
<b>Officer Agreements.....</b>	<b>23</b>

# PREREQUISITES AND QUALIFICATIONS

- State/District Officers must have served as a Chapter Officer or on a Chapter Leadership Team 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.
- Officers cannot serve as District Officers and State Officers at the same time.
- District candidates must be in grades 9-11 when applying. This would have them serve their 10<sup>th</sup> 12th-grade years.
- 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 the Executive Committee for the upcoming year.
- District officers must hold the Chapter FFA Degree by the start of their year of service in June.
- 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. (Article III Section B)
- 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, who 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 complete and must be received by the District Specialist by the due date which can be found on the calendar at [www.alabamaffa.org](http://www.alabamaffa.org). The officer 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 are encouraged to assist with the state convention prior to their year of service through Courtesy Corp participation and pre-session activities. Newly elected District Officers may be asked to attend other training meetings prior to their year of service.
- All officers must maintain a “C” average or better and will be verified by state staff.
- Officers are expected to 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 ambassadors 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 the District Specialist/State Executive Secretary provides prior approval for absence in case of death in the family, extreme illness, and certain school-related activities.
- 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 participating in a variety of contests 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, that are necessary and desirable in a regular and timely manner.
- Utilize social media to positively represent agriculture education, and the FFA, and to advertise and attract sponsorships.
- Accept and seek 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 do not knowingly engage in conversations detrimental to other FFA members, officers, and adults.
- Abide by all directives and requests from the state staff concerning 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 the 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 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 on behalf of the Alabama FFA Association. Officers should also review the Expectations 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 to the knees or black dress slacks. (No jeans - blue or black, leather, pleather, etc.)
- White-collared button-down blouse (cotton or polyester blend no silky or shiny material – Stiff collar looks best)
- Official FFA scarf
- Black dress shoes with a closed heel and toe (No sandals, tennis shoes, etc. Shoes may not have bows, buckles, sequins, sparkles, or any other accessories. Black dress boots may be worn with slacks only)
- Black nylon hosiery (not tights or leggings) with skirts or black socks with slacks
- An official FFA jacket zipped to the top.
- Hair should be neatly groomed.
- NO visible tattoos
- Excessive piercings when in OD/ on FFA business (females; one piercing with earrings smaller than quarter size are allowed)
- Hair, nails, and nail polish should be discreet in color.

\*Please note that official dress is NOT TO BE ACCESSORIZED

## **Official Dress for Male Members:**

- Black dress slacks (No jeans, leather, pleather, etc.)
- White-collared button-down shirt (cotton or polyester blend no silky or shiny material - Stiff Collar looks best)
- Official FFA tie
- Black dress shoes with closed heel and toe. Black dress boots are acceptable.
- Black socks
- An official FFA jacket zipped to the top. The collar should be turned down, and the cuffs buttoned.
- NO visible piercings when in OD/ on FFA business
- Hair should be neatly groomed.
- NO facial hair must remain clean-shaven.
- NO visible tattoos

\*Please note that official dress is NOT TO BE ACCESSORIZED.

FFA

OFFICIAL DRESS

for WOMEN



official FFA jacket zipped to the top



white collared blouse



official FFA blue scarf



black skirt (no more than 2 in. above the knee)



black nylon hosiery



black dress shoes (closed heel & toe)



FFA

OFFICIAL DRESS

for MEN



official FFA jacket zipped to the top



white collared shirt



official FFA necktie



black slacks



black socks



black dress shoes

# OFFICER DRESS CODE

Both State and District FFA Officers are expected to adhere to the following dress code when conducting business on behalf of the Alabama FFA Association. Officers should also review the Expectations 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.

## **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
- Hair, nails, and nail polish should be discreet in color.

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

## **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 the length of your fingertips when arms are extended by one's side.
- Shoes appropriate for activities.
- For any water activities, all participants should wear water-appropriate attire (bathing suits) that are modest and full-coverage.

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

# EXPECTATIONS & ACCOUNTABILITY

Being chosen to serve as an officer for the Alabama FFA Association, representing the entire state, or any of the three districts is a huge and prestigious honor. These honorable positions shall be treated as so. The following list of Expectations & Accountability is not all-inclusive but should all be prioritized throughout your year of service.

- You now represent Alabama FFA, as a state officer, you should not show bias towards any specific district or chapter. As a district officer, you should not show any bias toward any specific chapter.
- Current state officers are not allowed to help prepare state officer candidates.
- Officers will be expected to conduct a reflective session after any major events.
- No cliques, drama, or whining will be tolerated.
- If anything changes, or issues arise, immediate communication is expected to State Staff.
- All officers are required to know proper parliamentary procedure, and all official meetings should be conducted this way.
- No officer shall visit the same school more than one time per semester unless an exception is made for a special event. This exception can only be made by the district specialist or Executive Secretary.
- After the 1<sup>st</sup> semester, officers will be expected to do chapter visits alone, rather than in pairs, unless the District Specialist or Executive Secretary has made an exception.
- Officers should dress and conduct themselves appropriately, in all situations.
- Officers are expected to follow all guidelines and policies outlined in this handbook.



# OFFENSES & DISCIPLINARY ACTIONS

\*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:

- A 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
  - Being tagged by friends with inappropriate content
- Any violation of Official Dress guidelines as outlined in this handbook or failure to respect and care for your Official Dress and other State Officer clothing and items.
- Unnatural or extreme hairstyles 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
- Failure to perform required tasks of an 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 such as relations with people in a position of authority, etc.
- Becoming wed, or becoming or having become the father or mother of a child before 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 State Staff when requested.
- Dereliction of duties
  - Failure to attend required events outlined on the Calendar of Events or officially directed 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
    - \*Any leadership development training such as, LEAD, COLW, and District Eliminations is mandatory for all officers.
- 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.

### **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 a member of the 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 EXPENSE POLICY

Meal expenses for state officers should be paid for by the officer and then submitted **individually** by the officer for reimbursement.

Standard reimbursement meal allowance for state and district officers is as follows:

- Breakfast will be reimbursed up to \$10 per day.
  - Lunch will be reimbursed up to \$15 per day.
  - Dinner will be reimbursed up to \$25 per day.
- The amounts above are to be used if travel is not overnight and only one or 2 meals are needed.
  - If traveling overnight, daily meal total is capped at \$45 daily, with exception of National FFA Convention and State Officer Summit- amounts will be updated to reflect increased costs of these cities and communicated to the officers at least 15 days prior to trip.
  - Tips are to be included with allotted amounts listed and should not exceed 18%.
  - Snacks/coffee will not be reimbursed unless purchased in place of a meal.
  - Itemized receipts are required for all expenses to be reimbursed.
  - Reasonable amounts for supplies for workshops will be reimbursed- state staff will help monitor and provide feedback to officers if needed. Candy will not be reimbursed.
  - Any flights for state or district officers should be booked by State Staff a minimum of 60 days prior to departure.
  - No room or flight upgrades will be approved.
  - Mileage will be reimbursed at .45 per mile.
  - Expense forms are due to state staff by the 5<sup>th</sup> of each month. Expenses will be paid no later than the 15<sup>th</sup> each month via direct deposit. Expenses received after the 5<sup>th</sup> of the month will be processed the following month.

*Note:*

*\*The goal is to encourage “thrift among members” – if we don’t always use every penny allotted to us, this will allow us to have special meals and events in addition to the provisions listed above. We want to be good stewards as we **serve** the organization.*

*\*This is the policy from the Alabama FFA Foundation.*

# OFFICER SELECTION PROCESS

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. Applications should be submitted online utilizing the Alabama FFA Officer Application found through the application center at [www.theaet.com](http://www.theaet.com).

## 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. The AET 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 the AET, 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 adjust this as needed.

# State Officer Selection Overview

The nominating committee will be made up of 3 FFA advisors (at least one from each district), 3 active FFA members (at least one from each district), and three Past State Officers (at least one from each district) and will be selected from chapters that do not have a state officer candidate. An advisor will serve as chair of the committee but will not vote in the selection process. Candidates will introduce themselves to the Nomination Committee at the very beginning of the process. Candidates at this level will be scored on the following phases:

1. Publicity Exercise-This activity will test the candidate's communication skills through an activity such as a written letter, email, social media activity, etc. This is worth 100 points.
2. On Stage Introductions – worth 100 points.
3. The officer application will be graded, and it will count 100 points. (The same as an interview.)

## Interviews conducted by the committee will be as follows:

### Interview I - Personal Interview

5 minutes per candidate. The nominating committee will include an evaluation of the candidate's SAE knowledge and experiences as well as personal questions. Each candidate will be interviewed by each member of the nominating committee. (9 interviews x 5 minutes each= roughly 70 minutes)

### Interview II: Prepared Chapter Visit Presentation

The candidate shall come prepared to give a six-to-eight-minute chapter visit or workshop. Candidates will have access to a computer and screen if needed. Additional supplies, if needed should be brought by the candidate. If the candidate chooses to use the computer, the presentation must be presented from the candidates jump drive. Do not assume access to the internet.

### Interview III: Role Play / Social

Candidates will participate in a social setting with judges who will have assumed specific roles that state officers will speak with in their role as an ambassador of Alabama FFA. Candidates will need to display their knowledge and understanding of FFA and current agriculture and career technical education topics.

### Interview IV: Opening Ceremony and Parliamentary Procedure

Candidates will work as part of a team to successfully complete the FFA Opening Ceremony. Specific roles will be determined just prior to the interview. Teamwork is essential to successful completion. Candidates will then work together to demonstrate their knowledge of parliamentary procedure by working through a meeting agenda item.

### Interview V: Extemporaneous Speaking

Candidates will prepare a four-to-six-minute speech on a topic related to the agriculture industry. Ten topics will be provided one week prior to the interview. Candidates will follow the preparation procedure from the Extemporaneous Public Speaking Leadership Development Event competition handbook.

### Interview VI: Committee's Choice Interview

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.

Each interview will count 100 points and each candidate can accumulate up to 900 points per judge (100 for publicity exercise, 600 for interviews, 100 for on-stage introductions and 100 for officer application).

8. References to be used in preparing candidates are as follows:

- A. *Official FFA Manual*
- B. *Student Handbook*
- C. *FFA New Horizons (Past Year-Since Last June)*
- D. *Robert's Rules of Order*
- E. *FFA Advisors - Making A Difference (Past Year-Since Last June)*
- F. *Current Agricultural Issues (News Papers, Magazines, etc.)*
- G. *Alabama FFA Contests and Awards Booklet, as well as all Alabama CDE/LDE Booklets*

## 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.
- 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.

DRAFT

# RESOURCES

# 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](http://www.ffa.org)

[www.alabamaffa.org](http://www.alabamaffa.org)

[www.saeforall.org](http://www.saeforall.org)

[www.theaet.com](http://www.theaet.com) [www.naae.org](http://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
- CTSO Summit Training
- Base Camp (NFFA Training)
- Tomato Sandwich Luncheon

## July:

- LEAD Conference (MANDATORY)
- Chapter Officer Leadership Workshop (MANDATORY)
- State Officer Summit (NFFA - Washington DC)

## August:

- Checkpoint #1 (NFFA)
- Executive Committee Meeting

## September:

- Workforce Development Month
- Academy For Chapter Excellence (ACE)
- Fall District Eliminations – S
- Greenhand Conference

## October:

- Joint Leadership Development Conference (JLDC)
- Fall District Eliminations
- Alabama National Fair
- National FFA Convention & Expo

## November:

- Fall District Eliminations

## December:

- Christmas Party

## January:

- Checkpoint #2 (NFFA)
- Executive Committee Meeting

## February:

- CTE Month
- Mock Interviews
- National FFA Week
- CTSO Proclamation

## March:

- District Officer Interviews
- FFA Day on the Hill

## April:

- Spring District Eliminations (MANDATORY)

## May:

- State Convention Rehearsals

## June:

- State FFA Convention

# Sample District Officer Calendar

## June:

- State FFA Convention
- Jackson County Outdoor Seminar (North District Only)

## July:

- LEAD Conference (MANDATORY)
- Chapter Officer Leadership Workshop (MANDATORY)

## August:

- Post Officer Introductions
- Virtual Meeting

## September:

- Workforce Development Month
- In-person meeting
- Fall District Eliminations

## October:

- Virtual Delegate Meeting
- Fall District Eliminations
- National FFA Convention & Expo (Delegates Only)
- Fall District Eliminations

## November:

- Virtual Meeting

## December:

- In-person meeting

## January:

- Virtual Meeting

## February:

- CTE Month
- Mock Interviews
- National FFA Week

## March:

- District Officer Interviews

## April:

- Spring District Eliminations (MANDATORY)

## May:

## June:

- State FFA Convention

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

# State Officer Interview Scorecards

DRAFT

# Officer Writing Prompt Rubric

Student Name: \_\_\_\_\_

CATEGORY	4	3	2	1
<b>Salutation and Closing</b>	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.
<b>Grammar &amp; spelling (conventions)</b>	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.
<b>Capitalization and Punctuation</b>	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.
<b>Sentences &amp; Paragraphs</b>	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.
<b>Content Accuracy</b>	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	

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

Address: \_\_\_\_\_

State, Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

[illegible]

Net Payable	\$ 0.00
-------------	---------

Page 22

# OFFICER AGREEMENTS

DRAFT





Alabama  
FFA Association

Agriscience Education  
3410 Skyway Drive  
Auburn, AL 36863

P 334-844-5595  
F 334-844-5593  
[alabamaffa.org](http://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 event, 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 regarding 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