Uintah FFA
*Vernal, UT*

Chapter Officer Handbook
*2021-2022*



David Wilson, Sheri Rothlisberger Advisors

**Leadership is the capacity to translate vision into reality."
Warren G. Bennis**

**"Leadership is action, not a position."
Donald H. McGannon**

**“Act Today . . . Impact Tomorrow!”**

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**Candidate Letter**

Dear Chapter FFA Officer Candidate:

 Becoming a FFA Chapter Officer is a challenging process, yet a very rewarding opportunity. Through this 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 FFA Chapter Office takes a great deal of hard work and dedication, officers will gain experiences and contacts that will last their lifetimes. The skills gained will help prepare them for future careers, opportunities in college, and leadership roles in other organizations. Chapter officers serve the Uintah FFA members and advisors. They make a positive difference in the lives of many people.

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

 Remember, this handbook is only the beginning! As a candidate, you will need to study FFA information as well as practice interviewing and presenting yourself in front of people. It will take your personal commitment and dedication to prepare for this process. You know the areas where you need self-improvement. We wish you the very best.

 If you have any further questions, regarding the responsibilities of FFA Chapter Officers or the selection process, please contact the chapter advisors or current chapter officers. Congratulations on taking the next step in developing yourself as a leader! Good luck!

Uintah FFA Advisors

**Parent Letter**

Dear Parent/Guardian:

 Congratulations on your child’s interest in serving as an FFA Chapter Officer. Becoming a FFA Chapter Officer is a challenging process, yet a very rewarding opportunity. Through this officer candidate process, your child will grow as a person and advance in leadership development and career preparation. You should be proud of your child’s interest in leadership and service.

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

 This handbook is to help your FFA member prepare for candidacy for a FFA Chapter Office. In it, he/she will find everything they need to prepare for running. Please review all the enclosed information thoroughly with your child as they prepare for the officer selection process.

 Remember, this handbook is only the beginning. As a candidate, your child will need to study FFA information as well as practice interviewing and presenting themselves in front of people. It will take personal commitment and dedication to prepare for this process. Even though your child knows itself best, together you can recognize the areas where they need improvement.

 If you have any further questions, regarding the responsibilities of FFA Chapter Officers or the selection process, please contact the chapter advisors or current chapter officers. Congratulations again on your child’s success in the FFA!

Uintah FFA Advisors

**Chapter Officers and Responsibilities**

There will be a minimum of six-chapter officers and the possibility of one other. Selection results for the Uintah FFA Chapter Officer team will be announced at the Uintah FFA Chapter Banquet. The unique duties of each officer will be combined to make the most productive team. The following outline is the description of the major duties for each office.

**President** (Chapter FFA Degree Required)

* Preside over meeting, per accepted rules of parliamentary procedure.
* Appoint committees and serve on them as ex-officio (non-voting) member.
* Coordinate the activities of the chapter and evaluate the progress of each division of the Program of Activities (POA).
* Represent the chapter in public relations and official functions.
* Does not have supreme power over the chapter.

**Vice President** (Chapter FFA Degree Required)

* Assume all duties of the president, if necessary.
* Develop the Program of Activities (POA) and serve as ex-officio (non-voting) member of the POA committees.
* Coordinate all committee work.
* Work closely with the president and advisor to assess progress towards meeting chapter goals.
* Establish and maintain a chapter resource file.

**Secretary**

* Prepare and post the agenda for each chapter meeting.
* Prepare and post the minutes of each chapter meeting.
* Place all committee reports in the designated area in the FFA chapter books.
* Be responsible for Chapter correspondence.
* Maintain attendance and activity records and issue membership cards.

**Treasurer**

* Receive, record and deposit FFA funds and issue receipts in accordance to Finance Office procedures.
* Present monthly treasurer’s reports at chapter officer meetings.
* Maintain a neat and accurate record of Chapter FFA accounts.
* Prepare and submit the membership roster and dues to the Utah FFA Association.

**Reporter**

* Inform chapter members and community about FFA happenings in social media, Instagram, Facebook, Snap Chap, Webpage etc.
* Prepare (write) news and information articles for local and regional news media.
* Advertise chapter activities etc. on school announcements, bulletins flyers and social media.
* Assist in the publication of a chapter website and chapter scrapbook.
* Serve as the chapter photographer.

**Sentinel**

* Assist the president in maintaining order.
* Keep the meeting room, chapter equipment and supplies in proper condition.
* Welcome guests and visitors.
* Keep the meeting room comfortable, assist with refreshments and door prizes.
* Take charge of candidates for degree ceremonies.

**Historian (if elected)**

* Inform chapter members and community about FFA happenings in social media, i.e. Instagram, Facebook, Snap Chap, Webpage etc.
* Develop and maintain a scrapbook of memorabilia to record the chapter’s history.
* Research and prepare items of significance of the chapter’s history.
* Prepare displays of chapter activities.
* Assist the reporter in providing photography for chapter needs.

**Officers’ Code of Conduct**

**Organization**The Uintah FFA Officers are overseen by the FFA Advisors, (who also serve as the agricultural education teachers) and with school administrators who provide support.

**Qualifications**To participate in the Uintah FFA Chapter Officer program, officer candidates must meet all eligibility requirements:

* Have and maintain at least a 2.0 GPA or higher with no F grades.
* Have and maintain a clean school discipline and attendance record.
* Have acquired the Greenhand FFA Degree and Chapter FFA Degree, (if positions of President or Vice President are desired.)
* Attend the summer Chapter Officer Retreat and officer training scheduled for **July ??, 2021**.
* Have a signed and completed application on file with the chapter advisors, including the Officer Contract.
* Have a signed and 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.
* It is a both a privilege and responsibility to be elected an officer of the Uintah FFA Chapter. The following guidelines are written to help you approach the year with a clear understanding of what is expected.

**All Officers Are Expected to:**

1. Observe both the FFA Code of Ethics, as printed in the *Official FFA Manual* and the *Uintah High School Student Handbook*.
2. Strictly forego any use of alcohol, tobacco, vape etc., drugs and profanity anytime anywhere, especially on school property or at FFA events.
3. Maintain a professional relationship always with other officers, teacher and administrators.
4. Maintain high academic achievement by carrying a minimum 2.0 GPA always, with no F grades.
5. Follow instructions given by the FFA advisor and others helping.
6. Be willing to make the Uintah FFA chapter your first priority for the coming year.
7. Be punctual and prepared for all assignments and activities.
8. Avoid places and/or activities that, in any way, raise questions as to your moral character including your posts on social media.
9. Accept suggestions, feedback, and criticism in a mature way.
10. Follow accepted standards of behavior and etiquette in public places.
11. Observe all these expectations for the coming year. You represent our chapter 24 hours a day, 365 days a year.
12. Complete all assigned officer tasks by appropriate deadlines and make every effort to assist the other members of the team with their assignments.

**Furthermore, it is recommended that all Officers:**

1. Be Humble!
2. Refrain from speaking negatively about anyone.
3. Attend all chapter activities as required by the Officer Point System. It is expected that officers will arrive early to assist in setting up and stay after to help clean up.
4. Be a full time Uintah High School student as required by school district policy.
5. Keep your advisors informed of any problems you encounter or mistakes you make.
6. Become knowledgeable about agriculture, agribusiness, agricultural education and the FFA.
7. Attempt, through preparation and practice, to develop yourself into an effective public speaker.
8. Periodically evaluate your personality and attitudes, making every effort to improve yourself.
9. Maintain and protect your health.
10. Treat **ALL** FFA members equally, not favoring one over another.
11. Behave in a manner that conveys and commands respect.
12. Maintain dignity while being personable, concerned and interested in the people around you.
13. Serve as a member of the team, always maintaining a cooperative attitude.

**In the event, an officer has a problem following these expectations:**

1. The advisors shall meet with the officer in question privately to discuss the situation.
2. If the officer continues to display problems meeting the requirements of this agreement, a written notice will be sent to the officer, the officer’s parents, and the high school administration. At that time, a meeting may be held between the advisors, officer and parents to resolve the situation.
3. If problems continue, the officer will be dismissed from office. If requested, a meeting with an administrator, advisors and parents can be arranged to discuss dismissal or the officer’s resignation.

**In the event an officer no longer wishes to serve as an officer:**

1. The officer shall submit an official letter of resignation, stating his/her reason for vacating their duties to the advisors or chapter president.
2. The officer team will review the resignation request and will decide as a team how to divide the remaining responsibilities from the vacated position.

**Discipline Guidelines**

All Chapter FFA Officers will be placed on behavior contracts for any offense listed. The chapter officer is allowed two chances to improve his behavior, with the third offense resulting in removal from the office.

Offenses:

* Not abiding by the FFA Code of Ethics or Code of Conduct.
* Receiving of discipline referrals from school administration or faculty/staff.

Offenses that result in the **immediate removal** from Chapter Officer Team:

* Use and/or possession of alcohol or drugs
* Use and/or possession of tobacco or other smoking or smokeless products. (Vape etc.)
* Stealing or possession of stolen goods
* Use and/or possession of weapons at school
* Defiance of school faculty and/or staff
* Two grading periods below a 2.0 GPA
* Failing grade
* Fighting
* Bullying

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

**This application is complete when accompanied by:**

1. One letter of recommendation from an **unrelated** person who have known you for at least one year. Not from a parent or relative. Include their phone number. Note: Mr. Wilson or Mrs. Rothlisberger or members of their families cannot write a letter for this.

2. Signed Contract Sheets. (Turn in hard copies)

3. Please make a copy of your applications and letter.

**To complete the application process:**

1. Be interviewed several times by the nominating committee, which **could** include presenting a three-minute speech and/or demonstrating basic knowledge of parliamentary procedure.

2. Take a 25-question test about the National FFA Organization.

3. Attend officer/parent meeting.

**All listed above items are to be submitted with this application to** **David.Wilson@uintah.net** **on or before April 15, 2021.**

Late applications will not be accepted!

*ELIGIBILITY TO APPLY FOR*

*UINTAH FFA CHAPTER OFFICE*

*1. Must have at least a cumulative 2.0 GPA and at least a 2.0 GPA from the last trimester. This GPA must be at least maintained!*

*2. No Us or Fs from the last trimester. A U or F while being an officer will result in being put on probation, and if grades do not improve, the officer will need to resign.*

*3. No attendance problems. Excessive unexcused absences or Saturday schools can result in officer dismissal.*

*4. You must have an SAE program and a FFA record book that is regularly updated.*

*5. You must be an FFA member and full-time Uintah High School student. To do this, you must have paid your $20.00 dues and must have been enrolled in or will be enrolled in at least one agricultural science course during the 2021-2022 school year. In addition, you must be a full-time Uintah High School student the entire school year. Early graduation or withdrawal from school will automatically make you ineligible. School policy requires that you be enrolled in at least four classes per trimester at the high school.*

*6. You must be an active FFA member in good standing (dues paid, regular attendance at chapter functions, without any problems on previous trips.)*

*7. Follow all expectations/requirements outlined for chapter officers.*

***Proposed Schedule for Chapter Officers 2021-2022***

***Weekly officer meetings during the school year as needed after school (two hrs.)***

***During the summer months’ monthly officer meetings***

*March State Convention, chapter banquet planning, chapter meeting, and officer selections*

*April State CDEs, Chapter Banquet Prep, Farm Bureau Field Day*

*May Officer installation, chapter banquet, chapter meeting, officer training, plant sales fundraiser, closing social.*

*June Chapter planning meeting, Little Red Barn – at County Fair.*

*July Officer retreat, training, leadership conference and Summer Ag Field Trip,*

*August Chapter meeting, program of activities training, officer party, School Club Rush Week*

*September Chapter meeting, CDE training, opening social, Homecoming float, Food for America*

*October Chapter meeting, Snow College CDEs, National Convention (possibly)*

*November Chapter meeting, Chapter POA due, membership drive, fundraisers*

*December Utah Leadership Conference, chapter meeting, Christmas party, charity drive*

*January Chapter meeting, chapter award applications, service project, winter social*

*February FFA Week, recruitment, fundraiser, Area Contest, Proficiency Award applications due, State FFA Degree applications due.*

*The above activities are just a sample of what is planned for the coming year. There may be other activities come up and need to be planned and carried out.*

2021-2022

Uintah FFA Chapter Officers Attendance Guidelines

**Uintah FFA Officer Points System:**

The purpose of this point system to ensure all FFA officers are actively involved in our chapter as they committed to do when applying for office. It is to make very clear and transparent the requirements of being an Uintah FFA Officer and fulfilling officer expectations. Officers, who do not fulfill expectations by earning enough points at the end of summer, 1st trimester, and Christmas break and at the end of 2nd trimester, will automatically be released from office and the opportunity may be open to other chapter members to apply. There are no exceptions to this rule. Enough points will be considered as 90% of the total possible for each time. Less than 90% and the officer is released.

The officer team determines the value of points assigned to officer events. The value of points for CDE practices, competitions and tests are as follows: Each practice 50 points, state FFA sanctioned competitions 100 points, test scores up to 50 points, training time (make up for missing practice at school) 25 points per hour.

Excuses for missed meetings/activities/practices will not be considered. There are too many excuses and to decipher what is a legitimate excuse for a missed event is too subjective. We will have limited opportunities to earn extra points. These opportunities for officers may include things such as coming in to provide extra help on FFA projects/activities, working an extra Little Red Barn Shift, summer help with maintenance items and other needed work. Extra points for CDE teams can be earned by coming in after school to put in extra time practicing for the event. Extra points are earned at a value of .50 the original point values.

At each officer meeting, officers in attendance will update the tracking spreadsheet. Activities/obligations that were not fully attended or completed will not earn points and may result in a point loss.

The following meetings/activities are required. Officers **must** attend/participate.

 Summer Ag Science Program – must earn the credit

All Chapter officer meetings

 All Chapter meetings

 All Chapter Socials/Activities

Service Projects

 COLT (Chapter Officer Leadership Training) July Dates TBD

 Utah Leadership Conference: If not taking ACT, and if there is enough room

 State Convention

 Committee meetings that the officer is assigned to

 FFA Week Participation – coming to activities and helping the committee.

 Chapter Banquet

 Chapter Speaking Contests

 Area Contests

 Any other activity deemed critical by the Executive Committee

\*Executive Committee consists of the Chapter Officers and Advisors.

***Please read and acquire all signatures and submit before application deadline.***

**CANDIDATE’S AGREEMENT**

I understand I am responsible for my duties as a chapter officer and will uphold them to the best of my ability. I have read and understand the information presented in the Uintah FFA Chapter Officer Handbook. I have completed the officer application honestly and accurately to the best of my ability, and I secured one letter of recommendation and completed the Officer’s Contract and Code of Contact. If I am selected to serve, I understand I am required to be at all officer team meetings **on time.** My failure to abide by the attendance requirements will result in me being dismissed from the officer team. **My presence at the Chapter Officer Training/retreat is mandatory**! **This will take place in July.**

Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**PARENT’S/GUARDIAN’S AGREEMENT**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby approve of my son/daughter, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, running/becoming an Uintah FFA Chapter Officer for the 2021-2022 school year. I realize that he or she is responsible for their officer duties and will uphold them to the best of their ability. I have read and understand the information presented in the Uintah FFA Chapter Officer Handbook. I further understand my child is required to be at all officer team meetings on time. I am aware of the point system used and that repeated absences from required functions would result in my child’s early dismissal from the officer team. **His/her presence at the Chapter Officer Training/officer retreat is mandatory! This will take place in July.**

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

**Uintah FFA Chapter**

**Officer Selection Scorecard**

**The determination of Uintah FFA Chapter Officers will be based on each candidate’s total point score. No one part of the process will outweigh the total points earned.**

 **Candidate Name: Office choice:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Item** | **Criteria** | **Points Possible** | **Points Earned** |
| **Written Application** | GPA | Full points for 4.0 – 3.7 GPA, 7 pts for GPA from 3.7-3.5, 5 pts for GPA 3.0-3.5, 3 pts for GPA 3.0-3.5,1 pt for GPA under 3.0, 0 points if GPA and/or signature is missing | 10 |  |
|  | Parli Pro experience | Full points for being on a Parli Team3 points for completing AET Parli pro test | 5 |  |
|  | Why & Ideas for improving chapter | Full points for a good explanation of why applying and demonstration of understanding and ideas for helping the chapter improve as explained in essay. | 20 |  |
|  | Leadership Activities | Full points for a member that demonstrates at least five leadership experiences. | 20 |  |
|  | SAE | Full Points for a quality SAE program. | 5 |  |
|  | Candidate Availability | Full points for a candidate that works less than 12 hrs/week weekdays, and candidates without other obligations such as other school activities, clubs, sports etc. | 20 |  |
|  | FFA CDEs/LDEs | Full points for a member who has participated in at least two CDEs/LDEs. | 20 |  |
| **Essay Question** | Clarity of Thought | Full points for an essay that is well thought-out, addresses the question completely and gives a leadership-based response. Correct spelling, grammar, punctuation.  | 30 |  |
|  | Complete App. | Full points for an application that is signed, including commitment form (with initials) | 5 |  |
|  |  | **Application Total** | 135 | 28% |
| FFA Involvement | Commitment | See point chart. | 110 | 23% |
| **FFA Knowledge Test** | Scores will be provided | **Quiz Total** | **60** | 13% |
| **Letter of recommendation** | One quality letter | **Full Points for one quality letter from one person not related to candidate. Letter should describe qualities of candidate.** | **10** | 2% |
| **Interview Activity** | Team Activity | All candidates will be assigned a scenario to plan as a team. See rubric.  | 30 |  |
| **Interview** | Ability to Lead | Full points for a candidate that demonstrates an ability to lead a group of students. Intelligence, clear thinking, and maturity. | 25 |  |
|  | Communication | Full points for demonstrating ability to communicate ideas and work with others. | 25 |  |
|  | Confidence | Full points to a candidate that demonstrates a belief in their own abilities and a willingness to serve others. | 15 |  |
|  | Motivation | Shows ability to be motivated and motivate those around them. | 30 |  |
|  |  | **Interview & Activity Total** | **125** | 26% |
| **SAE Program** | Record Keeping | **Having an up-to-date SAE record book** | **40** | 8% |
|  | **Total Score** | **480** | 100% |