**Manzanola FFA Chapter**

**2019- 2020 Officer Application**

1. Complete the attached officer application. It is highly suggested that you type your application. The form is available at: <https://beckyballmanzanola.weebly.com/ffa.html> and can be downloaded. The application is a word document.
2. Submit a completed application with all appropriate signatures to Ms. Ball by April 11, 2019.
3. A non-partisan nominating committee will select all officers. The committee will consist of retiring senior FFA officers, a school administrator, along with outside community members deemed qualified by the advisor. Outside members of this committee will be appointed by the advisors and their identity will not be released prior to the interviews.
4. The nominating committee shall interview each candidate. From the candidates interviewed, the committee will select and recommend a slate of officers to the membership of the Manzanola FFA. This slate of officers is a recommendation of the nominating committee and must be approved by the Chapter with a majority vote. In the event that the slate of officer candidates is not approved by the membership, the nominating committee will reconvene.
5. The new slate of officers will be installed, during the Chapter Banquet, using the officer installation ceremonies outlined in the Official FFA Manual. All new officers must be present for the installation ceremony.
6. All newly elected officers are required to attend the Manzanola FFA Officer Retreat which is scheduled for May 29 to June 1, 2019
7. All officers are required to attend all Chapter meetings and activities, unless prior arrangements have been made. Dates and times will be set prior to the start of the school year. Missing more than two meetings or activities without prior arrangements will result in immediate removal from the officer team.
8. Officers are expected to set up and clean up all activities and the meeting room.
9. It should be understood that Chapter officers are role models for other Chapter members – your participation in Chapter activities, community service, CDEs, and Proficiency Applications sets the tone for the rest of the Chapter. Positive behavior, both in and out of the classroom, is expected of Chapter Officers at all times.

**Full Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Home Phone:** (\_\_\_\_)-\_\_\_\_\_\_-\_\_\_\_\_\_ **Cell Phone:** (\_\_\_\_)-\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_

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

**City:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **State:**\_\_\_\_ **Zip:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Birthday:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Age:**\_\_\_\_\_\_\_ **Years in FFA:** \_\_\_\_\_\_\_\_\_

**Parent/Guardians:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FFA Degrees:**  Discovery  Greenhand  Chapter  State

**Do you have an official FFA Jacket?**  Yes  No

**What Class will you be in for the 2019-2020 School Year?**

Freshman

Sophomore

Junior

Senior

**Please select the office(s) which you are interesting in serving as:**

President

Vice President

Secretary

Treasurer

Sentinel

Reporter

Executive

Committee

**Have you read the responsibilities of being a Chapter Officer and understand the duties that you are expected to fulfill?**

Yes  No

**Are you willing to wear Official Dress, as outlined in the Official FFA Manual, as you are called upon to do so?**

Yes  No

**Are you willing to memorize the “opening/closing” ceremonies respective to your chosen office?**

Yes  No

**Are you willing to attend each Chapter meeting and activity as scheduled, unless appropriate arrangements have been made with the Advisor?**

Yes  No

**Are you prepared to act and perform duties that will enhance/improve not only yourself, but also the Chapter?**

Yes  No

**Will you conduct yourself personally to high ethical and moral standards?**

Yes  No

**Have you read and do you understand the Officer Discipline Policy?**

Yes  No

**If elected will you agree to and sign the Officer Commitment Form?**

Yes  No

**Do you hold a job? If the answer is yes where do you work?**

Yes  No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If given prior notice will you be able to attend all meetings and activities?**

Yes  No

**Are you planning on enrolling in an agriculture education course for the 2019-20 school year? If yes which course?**

Yes  No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**List three goals that you have for the Manzanola FFA Chapter**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Describe why you would like to be an FFA Officer. Describe your strengths and tell how the Manzanola FFA Chapter could benefit from you being an officer.** |
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| **Why should you be selected as an officer for the Manzanola FFA Chapter?** |
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**What (top 5) FFA activities have you participated in above the chapter level (section, district, state, and national)? *Examples: contests or C.D.E.s, conferences, conventions, county fair, etc.***

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| --- | --- |
| **Activity** | **Year(s)** |
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**What (top 7) FFA activities have you participated in at the chapter level?**

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| --- | --- |
| **Activity** | **Year(s)** |
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| **Briefly describe your SAE project and your future plans and goals for your project.** |
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**List any offices you have held in the FFA or any other organization and briefly outline your responsibility.**

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| --- | --- |
| **Office** | **Year(s)** |
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**What other clubs/organizations are you involved in?**

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| --- | --- |
| **Club/Organization** | **Year(s)** |
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**What leadership positions have you held in these other organizations?**

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| --- | --- | --- |
| **Club/Organization** | **Office** | **Year** |
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**What athletics are you involved in?**

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| --- | --- |
| **Sport** | **Year(s)** |
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# Officer Candidates Academic Record

**The form must be completed and signed by a counselor or administrator at the high school.**

**To be completed by school counselor or administrator:**

1. **Name of officer candidate:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Name and title of individual completing this form:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Please record the candidate's overall cumulative grade point average for one of the following:**
4. **Cumulative GPA Overall** \_\_\_\_\_\_\_

**(b) Cumulative GPA at conclusion of most recent grade period:** \_\_\_\_\_\_\_

**I hereby certify that the GPA recorded above is accurate for the student named on this form.**

**Signature of School Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**You need to secure signature of ten (10) other FFA members:**

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

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**You also need the signature of your Class Sponsor and one (1) other teacher:**

**Class Sponsor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Other Teacher:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(student name) understand that serving as an officer in the Manzanola FFA Chapter is a privilege and not a right.**

* **I agree to complete the duties of the office to which I am elected to the fullest of my abilities.**
* **I will work with my fellow officers to develop activities and projects to better the Manzanola FFA Chapter.**
* **I agree that if I am elected as an officer of the Manzanola FFA Chapter that I will sign and follow the Officer Commitment Form and read, sign and understand the Officer Discipline Policy.**

**Student Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_

**I fully understand the commitment and responsibility which my son/daughter is undertaking as a Chapter FFA Officer and agree to support the efforts and decisions of the advisor to the officer team in the event my son/daughter fails to meet the commitment he/she is hereby agreeing to undertake.**

**Parent/Guardian Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_

**All of the information contained in this application is complete and accurate to the best of my knowledge.**

**Advisor’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_

Manzanola FFA Chapter Officer Commitment Form

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

# Area One: This is it!

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

\_\_\_\_\_ 2. Write dates for activities down in a planner.

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

\_\_\_\_\_ 4. Attend all officer meetings, seminars, and night meetings.

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

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

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

# Area Two: Living Above the Line

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

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

\_\_\_\_\_ 3. Do not talk behind the back of my fellow officers, members or classmates.

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

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

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

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

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

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

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

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

\_\_\_\_\_ 12. Follow the FFA Code of Conduct and refrain from any behaviors unbecoming

of an FFA member

# Area Three: Pay it Forward

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

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

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

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

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

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

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

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

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

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

\_\_\_\_\_ 11. Provide and accept constructive criticism for and from my teammates and

fellow members.

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

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

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

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

Officer Signature: Date:

Officer Discipline Policy

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

*Offenses:*

* Not abiding by the FFA Code of Ethics
* Not abiding by the Officer Commitment form
* Unexcused absenses: Anything but an illness or family emergency.

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

* Use and/or posession of alcohol or drugs.
* Use and/or posession of tobacco.
* Stealing or posession of stolen goods.
* Use and/or posession of weapons.
* Defiance of advisor, administrator or other teacher.
* Two consecutive grading periods below 2.0 GPA.
* Fighting.
* Being Issued ISS or OSS by the administration

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

I fully understand the commitment and responsibility which I am undertaking as a Chapter FFA Officer and have read, understand and agree to the terms of the Officer Discipline Policy

Officer Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

I fully understand the commitment and responsibility which my son/daughter is undertaking as a Chapter FFA Officer and have read, understand and agree to the terms of the Officer Discipline Policy.

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