

Dear South Holt FFA Member:

You are about to embark on a very rewarding aspect of being a member of the South Holt FFA Chapter. Holding an office in the organization is an honor and a privilege. Please read the following application packet thoroughly and carefully. If you have any questions about any aspect of this application, please contact Ms. Reuter for more information.

Running for office is very much like applying for a job. Therefore remember to complete the application thoroughly and leave no question unanswered. Remember to complete it in a neat and professional manner. All applications are to be filled so that they may be easily interpreted by the nomination committee. Ms. Reuter will have copies of the application in the Ag room and they will also be posted on the website. Please return the application to Ms. Reuter in a timely manner.

Below is the information from the Chapter Constitution regarding how Chapter Officers are selected:

ARTICLE VI - Chapter Officers

- Section A: The officers of the chapter shall be as follows: President, Vice-President, Secretary, Treasurer, Reporter, and Sentinel. Second Vice-President, Historian, Parliamentarian, and Chaplin are optional. The local Advisors shall be the teachers of vocational agriculture in the school where the chapter is located. Officers shall perform the usual duties of their respective offices.
- Section B: Eligible members in good standing shall apply and be elected annually by and interviewing committee and approved by a majority vote of the members present at any FFA meeting. If the slate officers is not approved, the interviewing committee will meet again and select a new slate. If this is not possible then the South Holt FFA Advisor has the power to complete the necessary tasks to fill the positions.
- Section C: The interviewing committee, if available, may consist of advisors from the area, reputable community members, a senior officer, a faculty or administrator within the building.
- Section D: The interviewing committee will use the following scoring rubric as a guide for selecting officers. 30% FFA Participation, 20% Application, and 50% Interview.

Being elected as a South Holt FFA officer is a privilege. With this privilege comes many responsibilities and duties; please ensure that you are able to manage your time to effectively serve your chapter.

I'm excited to work with you for the betterment of the South Holt FFA Chapter.

- Ms. Reuter

Officer Election Process

1. Complete application and signed agreements and return to Ms. Reuter by July 10th at 3:00 pm. (Late or incomplete applications will not be accepted resulting in disqualification from office consideration)
2. Participate in the interview process on July 14th at 6:00 pm.
 - a. Candidates will draw for interview order
 - b. Candidates must be in full official dress (no exceptions)
3. All newly elected officers will be required to stay after interviews to be inducted and for a short officer meeting.
4. **OPTIONAL:** Have one South Holt faculty/staff or 1 community member fill out the Recommendation page of this application and return it to you in a signed sealed envelope.

Officer Expectations, Duties, and Responsibilities

President

- Preside over meetings according to accepted rules of parliamentary procedure.
- Appoint committees and serve on them as an ex-officio, non voting member.
- Coordinate the activities of the chapter and evaluate the progress of each division of the POA.
- Represent the chapter in public relations and official functions.

Vice President

- Assume all duties of the president, if necessary.
- Develop the POA and serve as an ex-officio, nonvoting member of the POA committees.
- Coordinate all committee work.
- Work closely with the president and advisor to assess progress toward meeting chapter goals.

Secretary

- Prepare and post the agenda for each chapter meeting.
- Prepare and present the minutes of each chapter meeting.
- Place all committee reports in the secretary's file.
- Be responsible for chapter correspondence.
- Maintain member attendance and activity records and issue membership cards.
- Have on hand for each meeting:
 - The secretary's file
 - Copy of the POA, including all standing and special committees.
 - Official FFA Manual and the Official FFA Student Handbook.
 - Copy of the chapter constitution and bylaws.

Treasurer

- Receive, record and deposit FFA funds and issue receipts.
- Present monthly treasurer reports at chapter meetings.
- Collect dues and special assessments.
- Maintain neat and accurate treasury records.
- Prepare and submit the membership roster and dues to the National FFA Organization through the state FFA association office in cooperation with the secretary.
- Serve as chairperson of the finance or related committee.

Reporter

- Serve as chair of the POA public relations or related committee.
- Plan public information programs with local radio, television, newspaper and service clubs and make use of other opportunities to tell the FFA story.
- Release news and information to local and regional news media.
- Publish a chapter newsletter or website.
- Prepare and maintain a chapter scrapbook.
- Send local stories to area, district and state reporters and to any school publications.
- Send articles and photographs to FFA New Horizons and other national and regional publications and websites. Work with local media on radio and television appearances and FFA news.
- 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.
- Take charge of candidates for degree ceremonies.
- Assist with special features and refreshments.

South Holt FFA Chapter

FFA Code of Conduct

If elected to serve as an officer of the South Holt FFA Chapter I agree to:

1. **As an officer of the South Holt FFA Chapter I will honor and abide by the FFA Code of Ethics.**
2. **I will be at all FFA functions** and do my fair share of helping to plan, organize, implement, and clean up at all FFA functions. If I am unable to attend an FFA function, I will notify the advisor prior to the event and provide an explanation for my absence, as well as write a letter to my team explaining my absence.
3. **I will step up and take extra responsibility when necessary as an officer.**
4. **I will encourage** other members to attend and take part in all FFA functions and actively promote them.
5. **I will be an active member** of the officer team; attending all officer meetings and helping with the direction and future of this organization.
6. **I will memorize** my parts for all official FFA ceremonies and dress appropriately at all functions, including wearing full official dress when required.
7. **I will perform the specific duties and responsibilities** that relate to my office as outlined in the Official FFA Manual and the Officer Expectations, Duties, and Responsibilities Page of this contract.
8. **Take pride** in our organization and the Agriculture Industry.
9. **I will NOT take part in ANY illegal activity.** This includes, but is NOT limited to: underage drinking, smoking, use and/or possession of illegal drugs, vandalism, theft, physical abuse, or any other matter deemed lawfully illegal or wrong in the South Holt R-1 High School Student Handbook. If legal action is taken against me I understand that I will no longer be allowed to be a member of the South Holt FFA Officer Team and will be asked to submit a letter of resignation to my chapter immediately.
10. **I will NOT be disrespectful to the faculty, staff, administration, and community members.**
11. I will resign from my office immediately if at any point my decisions, actions, or attitude is unbecoming of an FFA officer.
12. I agree to attend and participate in the following activities above and beyond the regularly scheduled activities as a South Holt FFA Officer:
 - 2021 FFA Banquet
 - Annual Autumn Festival
 - Monthly Officer and Chapter Meetings
 - Summer Meeting(s)
 - Other duties as assigned
13. **If at ANY time I am asked to resign from my position I understand that I will be ineligible to apply to be a South Holt FFA Officer again.**

I hereby certify that I have read the above agreement and that I will do my best as an FFA Officer to abide by the agreement. I understand that if I do not fulfill the obligations of the elected office, I may be asked to submit a letter of resignation by the next regularly scheduled meeting. I further understand that any incident involving an out of school suspension will result in an automatic loss of the elected office.

Signature of Candidate

Date

Parent/ Guardian Approval

_____ has our complete approval and encouragement to run for a FFA office. We have read the above agreement and feel that they are reasonable expectations for chapter offices. We fully realize the additional time and work required by officers.

Parent/Guardian(s) signature

Date

Chapter Officer Application

Name:

Current Grade Level:

Previous Offices Held:

Office(s) Applying For:

First Choice:

Second Choice:

1. Why do you want to be a South Holt FFA officer?

2. List three Chapter goals that you would like achieved next year if you are elected to office.

3. What do you believe are the strengths and weaknesses of the South Holt FFA Chapter?
Why?

4. Why are you a part of the South Holt FFA?

5. Why do you feel that you should be a South Holt FFA officer?

Accumulative GPA-

Are you interested in running for an Area office?

Are you interested in running for a State office?

Are you willing to accept any office if it isn't your first or second choice?

Leadership Activities:

List 10 National, State, Area, and Local FFA activities you have attended.

Please Check Level

| | Name of Activity | National | State | Area | Local |
|-----|-------------------------|-----------------|--------------|-------------|--------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |

Please list any FFA offices, degrees earned, and any other special FFA recognition.

| Year | Degree/Office/Recognition |
|-------------|----------------------------------|
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Use additional pages if necessary for any part of the application.

South Holt FFA Chapter

Recommendation Form

To be completed by 1 South Holt faculty/staff or community member. Not to be completed by a parent/ guardian or other family member.

Directions to applicant: Provide the individual giving you a recommendation with this form.

Directions to the person completing this form: Complete recommendation and return to student. Please place it in a signed, sealed envelope and have the student attach the envelope to application.

Name :

Relationship to applicant:

Phone Number:

Email Address:

Please honestly rate the above student on the following characteristics:
Circle the appropriate rating- 1 poor 5 exceptional.

| | | | | | |
|------------------|---|---|---|---|---|
| Responsible | 1 | 2 | 3 | 4 | 5 |
| Team Player | 1 | 2 | 3 | 4 | 5 |
| Critical Thinker | 1 | 2 | 3 | 4 | 5 |
| Listener | 1 | 2 | 3 | 4 | 5 |
| Follow Through | 1 | 2 | 3 | 4 | 5 |
| Assertiveness | 1 | 2 | 3 | 4 | 5 |

Please write a brief statement explaining your rankings above:

Signature:

Date: