**2015-16 INDEPENDENCE FFA**

**OFFICER APPLICATION & EXPECTATIONS CONTRACT**

**ATTENTION**: Thoroughly read and understand the high expectations that are asked of you before acknowledging your agreement by signing this contract, as you will be bound by the terms set here within.

**ADVISOR’S STATEMENT**: Being elected to an office means that others have put their trust into you to be part of the team and lead the Independence FFA Chapter in its activities throughout the year.

The Independence FFA Officer selection process has been put together to ensure that those FFA members who truly desire to develop premier leadership, personal growth & career success through agricultural education & the FFA will represent our chapter.

This responsibility often requires extra time on your part. This may be class time, study halls, homeroom, before school, after school, evenings, and weekends. To help eliminate any unforeseen problems, we are asking for knowledge of your commitment from you and your parents/guardians. This contract needs to be completed and turned in with the officer application. **This application and contract is written so you are aware of the expectations and time commitment. I strongly encourage you to talk to me if you have any questions regarding the expectations.**

**ABOUT THE SELECTION PROCESS:** The officer selection process will consist of 4 parts- nomination forms, application form, interview, and member voting.

 ***Nomination form*-** Officer expectations and commitments are clearly stated on the nomination form.

By signing this form, you are telling the advisor & chapter that you will accept **ALL** of the responsibilities and duties of an FFA officer, and understand the consequences of not meeting them

***Application form***- This gives you a chance to express your backgrounds, experiences, ideas and goals for the upcoming year. Many of your interview questions will come from your application form

***Interview­-***Every officer candidate will go through the interview process with a panel from that may include the Independence FFA Alumni, FFA Advisor, outgoing FFA Chapter President, And/or teachers or school administration. These members will choose the nominees for president & vice president, and present a possible slate of officers for the members to approve.

***Member Voting****-* The FFA chapter will vote for the president based on the results from the interviews. The members will also vote to approve the slate of officers developed from those same interviews

Serving your chapter is not a position to take lightly. It requires commitment and enthusiasm.

***Please be prepared to give it 100%***

Any questions? Please contact the FFA Advisor as soon as possible. Failure to complete all parts of the application process may result in not being elected to office.

***Nomination forms and application forms are due Monday, March 30th ,2015*** by 3:30 pm.

**Interviews** will take place the following week before school or after school. Sign up for a time.

**Independence FFA**

**Officer Application 2015-2016**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How many years in FFA? \_\_\_\_\_\_\_\_**

**Current Grade Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FFA Degree held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ What is your GPA? \_\_\_\_\_\_\_\_\_\_\_\_\_**

## **Agricultural Education Courses Taken: Grade Earned:**

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

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

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

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

Previous FFA Officer Position(s) Held, if applicable: (Please include Office and Year)

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

Next, secure a letter of recommendation from someone who knows you well. This cannot be a family member, but must be someone who knows you and can speak to your character.

Name of Reference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Length of Time Acquainted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please answer the following questions to the best of your ability. Please Type the questions on a separate paper, and staple to application.

1. **Why do you consider yourself to be qualified as a chapter officer? Why should someone vote for you over the rest of the other candidates?**
2. **What activities in school and the community have you participated in the past?**
3. **Give an example of a time when you had to take responsibility for someone else’s mistakes in order to keep a group together. Explain how this reflects your teamwork abilities in general. How will you work to make sure that the Leadership Team works as a team and not a group of individuals?**
4. **List the other things that you will be involved in during the upcoming school year (jobs, clubs, athletics, church groups, etc) so that the advisor has an idea of what conflicts to avoid when scheduling dates.**
5. **Often FFA Officers fail to realize the time commitment of being an officer. How do we know that you will attend all events without offering excuses such as work, sports or other activities, or personal obligations to get out of events and FFA activities? How will you fit the obligations of being an FFA Officer into your schedule?**
6. **Leadership requires priorities. What are three things the Independence FFA should emphasize more? What are three things that the Independence FFA should emphasize less? Explain**
7. **What are three goals you have from the Independence FFA? How will the membership benefit from these goals? How are you more of a team player for achieving these goals?**
8. **Of the positions available for the Leadership Team, which do you think you are most qualified for? Why? How would you respond of you were expected to take a different position.**

**Independence FFA**

**Officer Application 2015-2016**

#### Signature Page of Support for

Offices: Rank the offices in order from the office you would like to have the most (1) to the office you would like to have the least (6). There may be other officer positions at the Advisor’s discretion.

\_\_\_\_\_ President

\_\_\_\_\_ Vice President

\_\_\_\_\_ Secretary

\_\_\_\_\_ Treasurer

\_\_\_\_\_ Reporter

\_\_\_\_\_ Sentinel

\_\_\_\_\_ Student Advisor (Organizes Middle School Activities)

|  |  |
| --- | --- |
| **Member Signatures***I support this candidate as one of the Independence FFA Officers of the 2015-2016 officer team****. This list should include at least one graduating senior.***1.2.3.4.5.6.7. | **IHS Faculty/Staff Signatures**I support this candidate as one of the Independence FFA Officers of the 2015-2016 school year.1.2.3.4. |

**FFA Mission Statement & Code of Ethics**

**Directions: Read & Understand**

**FFA Mission:**

*The National FFA Organization is dedicated to making a positive difference in the*

*lives of young people by developing their potential for premier leadership, personal*

*growth and career success through agricultural education.*

# Chapter Officers

Chapter officers serve a vital function in the FFA organization. By taking a major leadership role, these students grow from the experience and benefit the chapter. It should be the officers' goal to lead by example and encourage other members to participate in chapter activities. The

following are general duties expected of all officers.

 1. A commitment to a genuine desire to be a part of a leadership team.

 2. A willingness to accept responsibility.

 3. A sincere desire to work with all chapter members in meeting their leadership, personal and chapter goals.

 4. A commitment to lead by example.

 5. A knowledge and understanding of the chapter, state and national FFA constitutions and bylaws.

 6. A working knowledge of parliamentary procedure.

 7. An ability to memorize their parts in the official ceremonies.

# Code of Ethics

We will conduct ourselves at all times in order to be a credit to our organization, chapter, school and community by:

 1.Dressing neatly and appropriately for the occasion.

 2.Showing respect for the rights of others and being courteous at all times.

 3.Being honest and not taking unfair advantage of others.

 4.Respecting the property of others.

 5.Refraining from loud, boisterous talk, swearing and other unbecoming conduct.

 6.Demonstrating sportsmanship in the show ring, judging contests and meetings. Being modest in winning and generous in defeat.

 7.Attending meetings promptly and respecting the opinion of others in discussion.

 8.Taking pride in our organization, activities, supervised experience program, exhibits, and the occupation of agriculture.

 9.Sharing with others experiences and knowledge gained by attending national and state meetings.

 10.Striving to establish and enhance my skills through agricultural education in order to enter a successful career.

 11.Appreciating and promoting diversity in our organization.

# Official Dress

Female members are to wear a black skirt, white blouse with official FFA blue scarf,

black shoes and official jacket zipped to the top. Black slacks may be worn for traveling

and outdoor activities such as judging contests and camping. Male members are to wear black slacks, white shirt, official FFA tie, black shoes, black socks and official jacket zipped to the top.

## Proper Use of the FFA Jacket

The FFA jacket is the most recognizable symbol of the organization. As a member,

one of your responsibilities is to ensure its proper use. Specific guidelines are outlined below.

 1.The jacket is to be worn only by members.

 2.The jacket should be kept clean and neat.

 3.The jacket should have only a large emblem on the back and a small emblem on the front. It should carry the name of the State Association and the name of the local chapter, district or area on the back and the name of the individual and one office or honor on the front.

 4.The jacket should be worn on official occasions with the zipper fastened to the top. The collar should be turned down and the cuffs buttoned.

 5.The jacket should be worn by members and officers on all official FFA occasions, as well as other occasions where the chapter or state association is represented. It may be worn to school and other appropriate places.

 6.The jacket should only be worn to places that are appropriate for members to visit.

 7.School letters and insignia of other organizations should not be attached to or worn on the jacket.

 8.When the jacket becomes faded and worn, it should be discarded or the emblems and lettering removed.

 9.The emblems and lettering should be removed if the jacket is given or sold to a non-member.

 10.A member always acts like a lady or gentleman when wearing the jacket.

 11.Members should refrain from use of tobacco and alcohol while wearing the FFA jacket or officially representing the organization.

 12.All chapter degree, officer and award medals should be worn beneath the name on the right side of the jacket,

 with the exception that a single State FFA Degree charm or American FFA Degree key should be worn above the name or attached to a standard key chain. No more than three medals should be worn on the jacket. These should represent the highest degree earned, the highest office held and the highest award earned by the member.

**Failure to follow the Code of Ethics listed on the previous page may lead to the termination of your position in the Independence FFA Chapter. The decision will be made upon conferring with one or more of the following people: the Advisor, Principal, other school faculty, the Officer Team, the Officer in question and the parent(s). In certain circumstances, an officer will be removed at the discretion of the Advisor alone.**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ know and understand the expectations of being a FFA Officer. I will fulfill my duties to the best of my ability. I realize that I am a role model for others and I will portray a positive image for the Independence FFA at all times.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Member Signature Date**

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

 **Parent Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Principal’s Signature Date**

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

 **Advisor Signature** **Date**

I/we have read & discussed the obligations of serving as an FFA officer with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (candidate), and agree that we will work together to accommodate his/her FFA obligations as best as possible, with the understanding that we (candidate, employer, & FFA advisor) will communicate on a regular & timely basis regarding FFA events.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### Employer’s Approval Date

**Independence FFA**

Officer Nomination form

Name of Nominee/Candidate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Year in School:\_\_\_\_\_\_\_\_\_\_\_Years in FFA:\_\_\_\_\_\_\_ Preferred Office:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This Nomination Form is due to the FFA advisor by: ***Monday, March 30th ,2015*** by 3:30 pm

Parents and students- please initial each item after it is read. Your initial indicates that you are aware of the duties associated with being a chapter FFA officer.

  **Parent**   **Student**

I will conduct myself at all times in order to be a credit to

myself, my family, the school and the FFA organization. \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

I will place FFA activity participation a priority in my life. \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

I understand and accept that my involvement in drugs, alcohol, or

tobacco will be grounds for immediate dismissal from my office. \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

I will attend, and participate in running the FFA meetings during homeroom. \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

I will attend and be on time for weekly officer meetings. \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

I will have an SAE (Supervised Agricultural Experience Program) \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

 in place prior to taking office June 1st.

I will maintain at least a “C” average in my classes and \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

strive to achieve honor roll status in school.

I will have my own Official Dress prior to the Sectional Leadership Workshop. \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

I will attend the Fall Sectional Leadership Workshop, an after-school activity, that \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

may coincide with other activities and sports I am involved in.

I will participate in either a public speaking contest or a Career Development \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Event Activity, and be prepared for the activity.

I will learn all of the parts of the ceremonies for my elected office by Oct. 1. \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

& be able to recite at each chapter meeting unassisted.

I will attend a conference such as MFE, ALD, or Halftime, if not attended \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

in the past, which will require a Friday and Saturday commitment.

I will help plan and implement FFA Week activities & the Spring FFA Banquet \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

I will help attend the Summer Leadership Retreat **(July 7th-9th, 2015)** \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Plan FFA Week activities & the Spring FFA Banquet \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

I will abide by and follow the FFA Code of Ethics. \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

(Included with this form.)

I will dress neatly and appropriately for the occasion. \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

 -Official dress when required, Officer polo or jacket when requested.

I will raise a “*significant”* amount of money for the Fruit & Peanut Sale. \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

A specific dollar amount is not set, but $300 is obtainable and realistic,

to offset costs associated with being an active member and officer.

I will enroll in at least one agriculture course within the school year

AND/OR have contact with Mr. Hovell at least twice a week regarding

FFA activities, duties, and responsibilities, and check my Officer Mailbox \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

on a regular basis..

I will participate in all FFA meeting & activities and be on time for \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

them. I will notify the Advisor **AND** Chapter President of lateness or not

being able to attend an activity at least two (2) days prior to an event and

will find a replacement to fill my spot.

I will not be convicted of any law violations (i.e. theft, \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

suspension of license, drugs, drinking, etc,)

I will fulfill all responsibilities of the office if elected. \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

I also understand that if I fail to do certain items I will receive points

listed and when the point total equals 10 I will likely be removed from office. \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

**I understand that I will accumulate “points” for violations of this contract, and that when the point total equals “10”, I will likely be removed from office.**

a. Failure to attend the Summer Officer Training & Planning Retreat(July 7-9, 2015) 10

 b. Failure to attend the Spring Annual FFA Banquet, while an officer (4/11/15; 4/9/16) 10

 c. Consequence of alcohol, drugs, or tobacco violation 10

 d. Violation of Independence High School Student Activity Code 5-10 (advisor’s discretion)

 e. Failure to Leadership Conference, Speaking Obligation, or a Regional CDE Activity 3

 f. Failure to completely learn my parts for the official FFA Opening Ceremony by Oct. 1 3

 g. Failure to attend FFA meeting (per meeting) 2

 h. Negligently skip FFA Officer Planning meetings (per meeting) 2

 i. Failure to fulfill other duties of my office position 1-4 (advisor’s discretion)

**Violations of these rules will be reviewed by the current officer team and the advisor.**

***If you have any questions, comments, or concerns about the application process or the commitment required, please see me, as I want you to know what you are committing yourself to for the next year.***

**Advisor’s Final Statement:**

“*I encourage you to submit an application, as it is the first step for many high school students to be involved in a leadership position…this can seriously be one of the greatest things you will ever do if you do it with the proper mindset of giving it your 100% best.*

*It is an honor to be an officer of the Independence FFA Chapter. From time to time during the school year, you will encounter difficult problems, but through cooperation, hard work, and dedication the FFA will prosper if you maintain a positive attitude, and work together as a team. May this journey we take together as a team be beneficial to you, as well as the chapter, student body, and community.”*

This application process is meant to make you realize that there is a commitment involved, and scare away the people that probably shouldn’t be in the position of an FFA Officer. If you are unsure, or having any questions, please see me. Thank you for your understanding and full cooperation.

Sincerely,

Jason Hovell

FFA Advisor

Independence High School