V.R. Eaton FFA

Officer & Committee Chair Application & Code of Conduct Policy

Dates to Remember:

- **V.R. Eaton Officer application and guidelines due April 3rd by 4:00pm**
- **V.R. Eaton FFA Officer Test and Interview: April 11th – 4:15 -6:00pm Ag Office**
- **V.R. Eaton FFA Officer Elections, Speeches & meeting: April 18th 4:30-7:00pm**
- **Area V FFA Leadership Camp: June 12-14 ($100 Could change)paid by student by May 12th)**
- **V.R. Eaton Chapter FFA Officer Retreat: July 31st -August 2nd *Tentative***
- **FFA State Convention: July 9th -15th in Corpus Christi, Texas**
  (Individual student cost for trip see state convention itinerary)
  Must be approved to attend and fill out application/ Approximate cost $400.00 per student

Make sure to read every section of this contract because you will be held accountable for standards and duties!!

Adopted 2/2015

OFFICER CONTRACT

Signed Guidelines Due April 3rd, 2017

Contracts must be submitted by April 3rd to Mrs.Stockard, to be eligible to participate in any portion of running for Chapter FFA Officer or to be eligible for a committee chair position.

Please hand in application to Mrs. Stockard

Applicants Name:_____

Address:_____City:_____Zip:_____

Telephone:_____

Parents Name:_____Parents Cell #_____

Year in School:_____ Age:_____

Current Degree Held: Greenhand, Chapter FFA, State FFA Degree (Circle One)

Office applying for: Place number on line for order of preference (Example: if your first choice for office is Secretary, place a 1 next to Secretary)

Why did you choose your number one office?

_____President
_____Vice President
_____Secretary
_____Treasurer
_____Reporter
_____Sentinel

If not selected for the officer team, would you be willing to serve the chapter in another position?
_____YES_____NO

Have you been ineligible this school year in any of your classes?
_____YES_____NO
Explanation: _

_____

Has your grade EVER been below a "C" in ANY of your Ag Science classes?
_____YES_____NO _____

If Yes, please explain, class/year and justification:
_____
__

_____
__
What other activities do you plan on participating in next year other than FFA / Ag?

Future Plans (College, Career, etc.)

What LDE and/or CDE teams were you involved in last year, and how did your leadership skills affect the overall success of the team?

Approximately how many items did you sell in this past year's fruit, meat and dessert fundraiser? Why do you think, as an FFA officer, this fundraiser is important?

As an FFA officer, you will be required to attend the following: All FFA meetings, Officer Leadership Camp, FFA Officer Retreat and State FFA Convention; Will you be able to commit to the listed activities, if no please explain:

List your leadership qualities that would be a benefit to your chapter:

What have you contributed to Eaton FFA in the previous year(s)? (Committees, helped put, SAE, etc).

What improvement could you make in the Eaton Chapter and how?

What will be your number one goal as a Chapter Officer?

APPLICATION MUST BE PRINTED IN ITS ENTIRETY.

YOU AND YOUR PARENT MUST SIGN THE CODE OF CONDUCT

YOU MUST TURN THIS IN TO Mrs. Stockard by **April 3rd 2017**

V.R. Eaton FFA Chapter Officer Election Process

Candidate's will be elected according to the following process and scores:

- 25% based on the candidate's application (Due to Ag Teacher April 3rd 2017)
- 25% based on an interview with a select committee (April 11th 2017)
- 25% based on general knowledge exam (Taken on April 11, 2017)
- 25% based on the Eaton FFA Chapter member's votes (April 18th 2017)
    - Election speeches are limited to a maximum of 2 minutes.
    - Run off speeches are limited to 60 seconds maximum.

Grade Check Form (week of March 27th)

Name:_____ Grade:_____

Period	Teacher	Grade	Teacher Signature	Student Responsibility (Level)
1				
2				
3				
4				
5				
6				
7				
8				

(Rate student responsibility 1-10 scale, 1 being worst and 10 the best)

Parent Signature:

My son / daughter is eligible, currently has a 70 average or better in all of his / her classes.

Signed: _____ Date _____

Student Signature:

The information given is true and correct, and I am eligible and have at least 75 average or better in all of my classes

Signed: _____ Date _____

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, LDE and CDE contest, and meetings.
7. Being modest in winning and generous in defeat.
8. Attending meetings promptly and respecting the opinion of others in discussion.
9. Taking pride in our organization, activities, supervised experience program, exhibits, and the occupation of agriculture.
10. Sharing with others experiences and knowledge gained by attending national and state meetings.
11. Striving to establish and enhance my skills through agricultural education in order to enter a successful career.
12. Appreciating and promoting diversity in our organization.

Source: Official FFA Manual, 2012-2013 (p. 20, The FFA Code of Ethics)

_____ _____

Applicant's Signature Date

_____ _____

Parent/Guardian Signature Date

Adopted 2/2015

FFA Rules and Procedures

DUTIES OF 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.**

Parents Signature **Date:** **Applicants Signature** **Date:**

THE 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 Program of Activities or (POA).
-Represent the chapter in public relations and official functions.
-Plans one FFA meeting, one chapter activity, and the annual banquet.
-Coordinate officer meetings.

THE VICE PRESIDENT

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

THE 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 designated area in the Official FFA Chapter Secretary's Book.
-Be responsible for chapter correspondence.
-Maintain member attendance and activity records and issue membership cards.
-Have on hand for each meeting:

1. Official FFA Chapter Secretary's Book including minutes of the previous meeting.
2. Copy of the Program of Activities including all standing and special committees.
3. Official FFA Manual and Student Handbook.
4. Copies of the chapter constitution and bylaws.

-Plans one FFA meeting and one chapter activity.

THE TREASURER
-Present monthly treasurer's reports at chapter meetings.
-Maintain a neat and accurate Official FFA Chapter Treasurer's Book.
-Help advisors maintain accurate records of all FFA fundraisers.
-Plans one FFA meeting and one chapter activity.

THE REPORTER
-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.
-Send articles and photographs to FFA New Horizons and other publications.
-Work with local media on radio and television appearances and FFA news.
-Serve as the chapter photographer, and bring a camera to all FFA Events.
-Establish and maintain a Chapter FFA website.
-Plans one FFA meeting and one chapter activity.

THE SENTINEL
-Assist the president in maintaining order.
-Keep the meeting room, chapter equipment and supplies in proper condition.
-Bring paraphernalia to all Chapter Meetings, Banquets, and the Opening and Closing Ceremonies Contest.
-Welcome guests and visitors.
-Keep the meeting room comfortable.
-Take charge of candidates for degree ceremonies.
-Assist with special features and refreshments.
-Plans one FFA meeting and one chapter activity.

The Historian
-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 and submit stories of former members to the media.
-Assist the reporter in providing photography for chapter needs.

The Parliamentarian
-Be proficient with parliamentary procedure.
-Rule on all questions of parliamentary conduct at the chapter meetings.
-Serve as a participant or an ex-officio member of the parliamentary procedure team.
-Conduct parliamentary procedure workshops at the chapter level.
-Chair or serve as ex-officio member on the conduct of meeting committee.

REMOVAL OF OFFICER/ COMMITTEE CHAIR CONSEQUENCES

The following will be enforced!!!

The officer team will have a ten strike rule. Once ten strikes have been accumulated, the officer will be removed from office by an FFA advisor.

Strikes consist of the following:

1. Being late or missing an officer, chapter, and executive meetings.
2. Being late or missing any other FFA Function (Ex. Contest, Barn Clean Ups, Work Days- Etc.)
3. Inappropriate behavior **(setting a poor example to other students i.e. chewing, smoking, drugs, consuming alcohol, etc. or talking about it and any inappropriate behavior on any social media sites)**.
4. Failure to carry out assigned responsibilities per officer position.
5. Failure to meet deadlines.(ex: paperwork not turned in on time)
6. Having a failing grade in any class on a report card.
7. Not maintaining at least a "B" in all agriculture classes.
8. Breaking the Code Of Ethics.

Parent's Initial:_____

Applicant's Initial:_____

9. Not Attending Officer Leadership Camp @ TAMU-Commerce, Texas in June.
10. Not planning and facilitating a chapter Program of Activities (POA).
11. Not participating in at least one LDE and one CDE contest.
12. Not completing and turning in grade and citizenship report to an Ag teacher at the end of each six weeks grading period.
13. Not owning his/her own official dress.
14. Not being enrolled in an Ag Science class BOTH SEMESTERS.
15. Not giving at least one day prior notice to an AG teacher (IN PERSON) when missing ANY event.
16. It is suggested to sell a min. of 15 items in fund raiser.
17. Not planning one FFA meeting and one FFA activity.

Immediate Removal from office:

Participation in any illegal activity, such as theft, alcohol, tobacco products, and any substance which is not legal to consume or possess this includes on or off school trips, or violate the FFA Code of Ethics in any way, may result in the officer being immediately removed from office.

A Note from the FFA Advisor:

Parents and Applicants *please realize that the Chapter FFA Officers are group of students who are responsible for coordinating and promoting an FFA Program! This is a great opportunity for young people to develop leadership skills and enjoy their high school and FFA experience. These rules are set forth to insure that the students running for office are truly interested and dedicated to making this the best chapter ever! We work so hard as a team that it requires every officer to be there and to do his or her job. If an officer does not fulfill their office then he or she will be warned, suspended and or discharged from office by the FFA advisors. We strongly encourage all serious FFA members to run, and being elected an FFA Officer is committing to a year of service and leadership within the V.R. Eaton FFA chapter. - Mrs. Stockard and Mr. Ruscher*

Parent: I have read this application and support my child in running for office. I also agree with and support the rules set forth by the FFA Advisors and the FFA Code of Ethics. I also understand that my child may be removed from office if my child is found to be in violation of any rules or requirements for chapter officers.

Parent(s) Signature Date Applicant's Signature Date

Adopted 2/2015

Acceptable process to use if missing an FFA event:

There are no exceptions to this process, we as advisors understand there are times that you may have to be absent from a FFA function:

- **Reasons for missing an officer meeting, FFA meeting or other FFA function are:**
  - Tutorials, with a note from the teacher whose tutorials you are attending.
  - Other school sponsored activities, with a note from the activity sponsor.
  - Sickness with either a doctor's note or absence from school. Parent's notes will not count.

The only way for these exceptions to count, will be you coming to an Ag teacher and telling them the situation a day before any meeting or FFA Event. Word of mouth, phone calls, text messages or email will not justify the reason for missing.

_____ _____

Parent Signature: Date: Student Signature: Date:

Applicant: I have read this application and I agree with and support the rules set forth by the FFA Advisors and the FFA Code of Ethics for Chapter Officers. I also understand that I may be removed from office if I am found to be in violation of any rules or requirements for chapter officers.
In addition, if elected to a chapter FFA office, I will carry out my responsibilities in accordance with all of the following statements. I understand that I may be removed from office by the FFA advisors if I do not adhere to these established standards.
I will:

1. Be totally dedicated to the program of Agricultural Education, SAE and the FFA.
2. Be willing to commit the necessary time to chapter officer activities, realizing that your FFA duties are an integral part on the success of the program. This will include a great deal of time away from employment and other school activities. (We will be accommodating as we encourage our members to be involved in multiple extra-curricular activities at EHS)
3. Be willing and able to travel in serving the chapter.
4. Become knowledgeable of the SAE program, the FFA and the many opportunities available in the field of agriculture as well as, keeping up to date on current local and national events.
5. Work diligently through preparation and practice to develop effective public speaking skills and project a desirable image of FFA at all times.
6. Seek constructive criticism and evaluation of my performance. Constantly evaluate my personality and attitude, making every effort to improve myself.
7. Serve as a member of a TEAM, always maintaining a cooperative attitude.
8. Take and follow instructions from those responsible for me.
9. Complete the goals of the FFA Officer Team.
10. Realize you represent the Eaton FFA Chapter at all times not just on official business.

_____ _____

Applicant's Signature Date

Adopted 2/2015