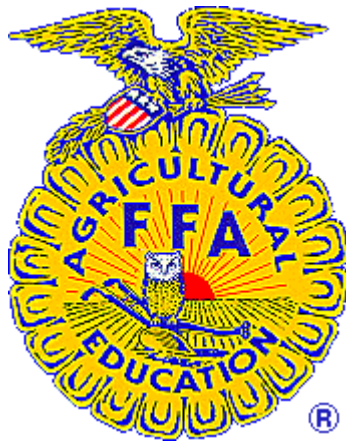


Spring Branch FFA Feeding Minds, Building Leaders

2023 - 2024 Chapter Officer Handbook



Becoming a Chapter FFA Officer is a challenging process, yet a very rewarding opportunity. Through this chapter officer candidate process, you will grow as a person and advance in leadership development and career preparation. Congratulations on deciding to run for office!

"A good leader inspires people to have confidence in the leader; a great leader inspires people to have confidence in themselves." Author unknown

Chapter Officer Handbook

Please review the enclosed Chapter Officer Handbook. It clarifies the expectations of chapter office including required activities. If you have any questions about any part of the process or the expectations of Chapter FFA Officers, please contact your Advisor

Selection Process

- Turn in a typed completed application & supporting documents
- Present a 1-3 minute Speech in front of the chapter at the April FFA meeting
 - o Answer a thought question – if you are running for president
- Take a Knowledge Test
- Complete an Interview by a Committee
- Be Installed at the end of the year Chapter Banquet
- Students may hang campaign posters in the Ag department. Posters may be no larger than 11x 14 (a half poster board) and may be hung after April 3rd. They must be approved by an AST before being hung.

Qualifications

To participate in the Spring Branch FFA Chapter Officer program, officer candidates must meet all of the eligibility requirements:

- Must be a current FFA member, and have met the requirements to hold a Greenhand degree and be working towards a chapter degree
- Be enrolled in an agriculture course for **both** semesters the year following the election.
- Be familiar with the current Chapter Constitution & FFA Code of Ethics
- Show a genuine interest in FFA and its activities.
- Have not received OSS or DAEP within the current semester
- Complete all of the chapter officer selection process

Scoring

4 Scoring Divisions:

- **Test**- in order from the highest test score to the lowest test score (20% of the total score)
- **Interview**- in order from most amount of points to least (50% of the total score)
 - o Questions, some of which will be created from your application answers
- **Chapter Vote** to be completed after presenting candidate speeches (30% of the total score)

Officer Placement

Students interested in running for the president position must indicate this on their application. Only a senior or a second year officer may become President, per our Constitution. The candidate with the highest score from those that indicated interest will become President. The remaining seniors and second year officer candidates will return to the general pool of names for the officer team. The remaining members with the highest overall scores from the remaining scoring divisions will serve as our 2022 - 2023 Spring Branch FFA Officer Team

Officers will be ranked highest to lowest based on their overall scores and the rank will determine their placement on the team from Vice President to Student Advisor.. Any ties will be broken with placing the student with the higher test score over the student(s) with a lower test score. If tie continues, then the tie breaker will go as follows: 1. Test score, 2. interview, 3. Application, 4. Popular vote

The 2022 - 2023 Officer Team will consist of than a:

- | | |
|-------------------|--------------------|
| 1. President | 5. Reporter |
| 2. Vice President | 6. Sentinel |
| 3. Secretary | 7. Parliamentarian |
| 4. Treasurer | |

Mandatory Summer Required Activities Calendar

Officers must attend all monthly scheduled FFA officer meetings, FFA meetings and chapter sponsored activities throughout the school year. If you are unable to participate in all summer activities, do not run to be an officer. Should you make the team and you fail to attend summer activities, the result will be your immediate removal from the team.

Activity

May Officer Meeting
Summer Officer Activity
State FFA Convention
District Camp
Officer Retreat
Officer Meetings

Date

May 17th - 4-5PM
June 6th - Day & Evening
July 10-14 - Overnight Trip
July 31 - Day Trip
Aug 1- 2 - Overnight
August 14 - 2:30- 5:30PM

Officer Expenses

These are the expected financial obligations that come with being on the officer team. Do NOT let this discourage you from participating. Where there is a will, there is a way! Please see your advisor to discuss fundraising and scholarship opportunities.

- **Officer Retreat**

Approximate cost \$50 per officer

- **State Convention** – Alumni Scholarships are available for students in need. Please see the AST for applications.
\$75 per person

- **State Convention Costs**

For a student to secure their spot they must submit a \$75 deposit by **May 17th**.

More detailed information about plans and cost will be provided to you closer to May 17th

We may plan a fun outing for one day while we are there. If this requires additional cost, we will let you know before May 6th. Plan to bring \$20-\$25 per day for meals. Breakfast is provided, however when eating out we will be eating “good meals” not just fast food! The chapter and alumni will cover some of the meals. Spending money is up to you... there are all sorts of things at the convention that students find they “want”... typically students bring \$50 - \$150 for spending money... totally a personal choice

Selection Process Timeline

March 30th 5:00-6:00 pm – Parent and incoming officer meeting – Mandatory

This meeting will allow parents and students to make sure that everyone understands the full commitments of being a Spring Branch FFA Officer

April 3rd by 4:00pm

1. **Application:** The application is available online bit.ly/3LN5KMh
2. . Students should download the application to their computer, type the information into the document, print one copy and return the completed application to the Advisor. Applications will be utilized as part of the interview process
The application can also be found on the Springbranch.ffanow.org website under the chapter tab
3. **Handbook Acknowledgment Form:** This form must be signed by both the parent and the member and returned to the FFA Advisors. This is your formal acknowledgement of the commitment and responsibility of holding an office.
4. **FFA Code of Ethics Acknowledgement form:** This form must be signed by both the parent and the member and returned to the FFA Advisors. This is your formal acknowledgement of the ethical commitment and responsibility of holding an office.

****Submit the above documents back to an AST in order inside an envelope or folder with no staples**

- You can start hanging Promotional Posters at the Ag Department
- Last time to sign up for Practice Interview

April 4th starting at 3:30PM

- **Practice Interview:** We will also host a practice interview (not required). Please sign up with the link bit.ly/3H68XQT - No later than 4PM April 3rd

April 11th at 6:00PM

- **Chapter vote and Speech:** FFA Members must give a speech no more than 3 minutes declaring their intent to run for office. Candidates must be in FFA Official Dress and have already met the previous commitments. At the FFA Meeting the membership will vote.

*Students running for president will be asked a thought question

April 12th at 4:00PM

- **Test:** The test will be a 50-75 question test with multiple choice, true/false, and short answers covering FFA History, facts, and Parliamentary Procedure. Students should study the FFA Manual, SBFFA Ambassador Study Guide and the Parliamentary Procedure Guide. See the study guide posted on the chapter website. If you need a copy of the study material, you need to request this from the AST.
- **Interviews for all candidates**
Candidates will be interviewed by an *interview panel* of judges chosen by the advisors.
Candidates must wear FFA Official Dress.

April 14th - Officer team will be announced

May 4th

- **Officer Installation at Chapter Banquet**
Officers will be installed during the Chapter Banquet in May, at which their year of service will begin. New officers are responsible for helping to clean up and doing a dress rehearsal at 4:30PM

Spring Branch FFA Officer Demerit System

FFA Officers are the elite chosen few, therefore should be very aware of their choices and actions while in office. While in this leadership role, you will be watched by others, so to help maintain a dependable team with integrity, officers will be held accountable by this demerit system.

★ Officers are allowed 4 demerits, but once you have received your 5th demerit, you will be required to submit a resignation for the office that you hold.

★ ***Do not assume the Advisors know where you are. You must call as if you would be calling into work or make other arrangements. Text Messaging is acceptable, but make sure you receive a response, so you will know that we are acknowledging your request.***

Reason for Demerit	Number of Demerits
Up to 15 minutes late or not staying full duration Officer Meeting/Other Required Events *Missing over half of the event will constitute missing the event	1
*Missed Monthly Scheduled Officer Meeting	1
Disobeyed/Disrespect an Advisor/Chaperone	1
*Missed a Required Function/FFA Meeting	2
**Academically ineligible for a grading period	2
Not selling 10 fundraiser items	1
Not wearing designated attire to monthly meetings/events	1
Missing a deadline	1
Not having your opening/closing ceremonies memorized (1 st FFA Meeting & January) All other errors at meetings will require you to write them out 10 times.	1
Not Participating in a LDE and CDE/SDE	1
Improper use of social media or inappropriate behavior	3
Not participating in SBFFA Show & Sale	1
Placement in ISS	1 per day in ISS

*Refer to the SBFFA Constitution for a list of excused absences.

** During a time of ineligibility, you are required to participate in after school Ambassador activities apart from events that cause you to miss school or public representation

***Other reasons for demerits will be at the discretion of the advisors.

Reasons for Immediate Removal which may be a result of any of the following by level of severity as determined by the ASTs.

- **Two or more unexcused absences** from required Events
- Loss of use of AG Facility
- Proof or documentation of a MIP or Criminal offenses provided by an official, to the advisors.
- Ineligible for two grading periods.
- Excessive verbal and/or any amount of physical fighting.
- OSS or DAEP
- Failure to attend mandatory summer activities.

FFA Code of Ethics

FFA members conduct themselves at all times to be a credit to their organization, chapter, school, community and family.

As an FFA member and officer, I pledge to:

1. Develop my potential for premier leadership, personal growth, and career success.
2. Make a positive difference in the lives of others.
3. Dress neatly and appropriately for the occasion, whether official dress or officer attire.
4. Respect the rights of others and their property as well as use appropriate verbal and non-verbal behavior indicative of the leadership role you agreed to.
5. Be courteous, honest and fair with others.
6. Communicate in an appropriate, purposeful, and positive manner.
7. Demonstrate good sportsmanship by being modest in winning and gracious in defeat at all events whether FFA related or not.
8. Make myself present at all FFA programs and activities and be an active participant in all events including LDE's, CDE's, and sell a minimum of 10 items of fundraiser product.
9. Conduct and value a supervised agricultural experience program.
10. Strive to establish and enhance my skills through agricultural education in order to enter a successful career.
11. Appreciate and promote diversity in our organization.
12. Refrain from the use of alcohol, drugs, or other illegal substances.
13. I will show respect and obey Chapter advisor, and/or chaperone or adult who is involved with the Spring Branch FFA in some way or another.
14. I will show respect to my officer team as well as the members that I have been elected to represent.

This copy is for your records

FFA Code of Ethics

FFA members conduct themselves at all times to be a credit to their organization, chapter, school, community and family.

As an FFA member and officer, I pledge to:

1. Develop my potential for premier leadership, personal growth, and career success.
2. Make a positive difference in the lives of others.
3. Dress neatly and appropriately for the occasion, whether official dress or officer attire.
4. Respect the rights of others and their property as well as use appropriate verbal and non-verbal behavior indicative of the leadership role you agreed to.
5. Be courteous, honest and fair with others.
6. Communicate in an appropriate, purposeful, and positive manner.
7. Demonstrate good sportsmanship by being modest in winning and gracious in defeat at all events whether FFA related or not.
8. Make myself present at all FFA programs and activities and be an active participant in all events including LDE's, CDE's, and sell a minimum of 10 items of fundraiser product.
9. Conduct and value a supervised agricultural experience program.
10. Strive to establish and enhance my skills through agricultural education in order to enter a successful career.
11. Appreciate and promote diversity in our organization.
12. Refrain from the use of alcohol, drugs, or other illegal substances.
13. I will show respect and obey Chapter advisor, and/or chaperone or adult who is involved with the Spring Branch FFA in some way or another.
14. I will show respect to my officer team as well as the members that I have been elected to represent.

I _____ understand that as an officer, I represent the Spring Branch FFA Chapter. I will follow the above code of ethics. I further understand that by not upholding or following this code of ethics at any time that I shall face any consequence which is deemed necessary and may also include the termination of myself as a chapter officer.

Candidate Signature

Date

As a parent or guardian of a Spring Branch FFA Chapter Officer, I also agree to the above statement and will clearly and completely stand by any decision that is made if the code of ethics is broken or violated.

Parent or Guardian Signature

Date

Complete and return this acknowledgement form and all other parts of the application to an FFA Advisor on or before the application due date



SBFFA Officer Handbook Acknowledgement Form

We have read the Spring Branch FFA Chapter Officer Handbook and understand the requirements for becoming an officer of the Spring Branch FFA Chapter.

I _____, hereby approve of my
(Parent/Guardian)

son/daughter, running/becoming a Spring Branch FFA Officer for the next school year. I realize that he/she is responsible for his/her officer duties and upholding them. I further understand that my student is required to be at **all** scheduled FFA monthly officer meetings, FFA monthly meetings, FFA week and summer officer activities. I am aware that two or more unexcused absences or five demerits will result in my student's early dismissal from the officer team.

I _____, understand I am responsible
(Student)

for my duties as a chapter officer and will uphold them. I further understand that I am required to be at **all** FFA monthly officer meetings, FFA monthly meetings, FFA week and summer officer activities. I am aware that two or more unexcused absences or five demerits will result in by being dismissed from the officer team early.

Student Signature

Date

Parent Signature

Date

Complete and return this acknowledgement form and all other parts of the application to an FFA Advisor on or before the application due date