

Wheatland FFA Chapter Officer Application 2009-2010

Name: _____

Date: _____

Please PRINT clearly or type application:

1. **Please rank in order (1-7) the office(s) you are interested in applying for:**
You must have one year of experience as an FFA Officer to run for the office of President or Vice President
____ President ____ Vice President ____ Secretary
____ Reporter ____ Treasurer ____ Sentinel ____ Historian
2. **Current FFA degree held:** ____ Greenhand ____ Chapter Farmer ____ CA State
3. **Current grade level:** ____ Freshman ____ Sophomore ____ Junior
4. **Have you held an Wheatland FFA chapter office before?** ____ Yes ____ No
If YES, what office(s)? _____
5. **2008-2009 School Year GPA:** _____ **Current Ag Class(es) GPA:** _____
6. **Cumulative GPA (total GPA for all high school years):** _____
7. **List all the WHS agriculture classes you have had and/or are currently taking :**
 - a. _____ Year(s) Taken: _____
 - b. _____ Year(s) Taken: _____
 - c. _____ Year(s) Taken: _____
 - d. _____ Year(s) Taken: _____
 - e. _____ Year(s) Taken: _____
8. **List the 2009-2010 agriculture classes you are CURRENTLY registered for next year:**
 - a. _____
 - b. _____
 - c. _____

9. **List any school or community activities you are involved with and/or committed to for next year:**

a. _____

b. _____

c. _____

d. _____

e. _____

10. **Why do you want to be a FFA chapter officer?**

11. **What leadership qualities do you feel you can bring to the chapter and officer team?**

12. Place a “check” for each item you have participated in this past year:

FFA Activities You Participated (or Worked) In

- Welcome Back BBQ
- Chapter Officer Leadership Conference
- Greenhand Conference
- National FFA Convention
- Tri-Tip Fundraiser
- Dodge Truck Ticket Fundraiser @ Football Game
- Opening and Closing Ceremonies
- Crab Feed
- Colusa Farm Show
- Project Competition
- MFE / ALA Leadership Conferences - Sacramento
- 8th Grade Orientation
- February FFA Week – Teacher Luncheon
- February FFA Week – Hay Bucking Contest
- Sierra Buttes Section Meeting
- Project Competition Dinner
- State FFA Conference
- State FFA Conference- Delegate
- Regional FFA Meeting – CSU, Chico
- FFA State Degree Ceremony – CSU, Chico

Chapter FFA Meetings You Attended

- October Bishops Pumpkin Farm
- November -Lunch
- December Bowling Meeting
- January- Lunch
- February "FFA Week"
- March Pizza/Go-carts

Fundraisers You Participated In

- Dodge Truck Ticket Sales
- Crab Feed Ticket Sales
- Tri-Tip Sandwich

FFA Judging Teams You Are an Active Member Of

- Creed / Job Interview / Prepared
- B.I.G.
- Landscape / Nursery (OH) / Floriculture
- Small Engines
- Farm Power
- Ag Mechanics
- Horse
- Farm Records
- Dairy Products

FFA Field Days You Have Attended

- Arbuckle
- UC Davis
- Chico State
- Shasta College

SAE Projects Yuba-Sutter Fair

- Beef
- Goat
- Sheep
- Swine
- Ag Mechanics
- Rabbits
- Poultry

STATEMENT OF COMMITMENT

To be an officer in the Wheatland FFA you must be willing to make a true commitment. It will take many hours of your time, working in harmony with the chapter advisors and the rest of the officer team, to fulfill your responsibilities of service to the chapter. You must work as a member of a “**leadership team**” realizing that all officers are of equal importance and that each must fulfill his/her specific duties as spelled out in the Wheatland FFA Chapter Constitution. As an officer I realize that I will be responsible for establishing the Calendar of Activities for the year and will make the commitment to attend all functions set forth in that calendar. I realize I must attend the Chapter Officer Leadership Conferences. I also realize that on occasion things will be added to the calendar as the year progresses and I will also agree to participate in those activities as well.

If you cannot make a 100% commitment to the Chapter you should not consider applying for an officer position in the Wheatland FFA Chapter.

DO YOU AGREE TO RESIGN YOUR OFFICE IF YOU DO NOT FULFILL YOUR RESPONSIBILITIES?

YES

NO

If elected to chapter office I agree to fulfill all of my duties and responsibilities as described above.

APPLICANT’S SIGNATURE: _____

DATE: _____

As a parent of an Wheatland FFA Chapter Officer I understand that my/our son/daughter is taking on a commitment that requires much time and effort. He/She will need my/our support and understanding when it comes to spending a considerable amount of time involved with the chapter FFA activities. I realize that through his/her involvement my son/daughter will have the opportunity to gain valuable leadership skills that he/she will take with him/her through his/her entire life.

If my son/daughter is elected to chapter office I agree to support him/her in fulfilling all of his/her duties and responsibilities as described above.

PARENT SIGNATURE: _____

DATE: _____

Article IV: Officers

- Section A. The chapter officers for the Wheatland FFA shall be President, Vice President, Secretary, Treasurer, Reporter, Sentinel, and Historian.
- Section B. All elective chapter officers shall hold office for one year after election or until successors are selected as described in Article IV, Section G.
- Section C. All applications will be screened by the nominating committee.
- Section D. Members holding the FFA Greenhand Degree, or higher, are eligible to hold office. Members applying for the offices of President or Vice President must be previous chapter officer.
- Section E. All officers must be enrolled in the Agriculture class that meets daily during the term of their office.
- Section F. All officers must have all of their SAE projects in the FFA.
- Section G. Officers who cannot fulfill their duties or who are impeached will be replaced by the first alternate selected by the Nominating Committee.
- Section H. No officer may be impeached without due process as defined in Article VII.
- Section I. All FFA chapter officers who fall below a 2.0 grade average in the Agriculture class(es), or become academically ineligible or has an F in any class, will be put on probation for six week period. If by the end of the next six week period, the grade average has not improved to a 2.0 or above, or does not become academically eligible, or the F does not come to a passing grade, they will be replace by the manner described in Article IV, Section G.
- Section J. All newly elected officers are required to attend the Chapter Officer Leadership Retreat to be held the summer prior to the school year that they service as an officer as well as the fall Chapter Officer Leadership Conference (COLC). Officers which do not attend the conference, except for reasons beyond their control, i.e. sever illness, death in the family, will be replace in the manner described in Article IV, Section G.

Article V: Duties of Officers

- Section A. The duties and responsibilities of Chapter Officer shall be:
1. Attend all Chapter and Chapter Officer meetings.
 2. Attend Chapter and Regional Officer Leadership Training Conference
 3. Cooperate with advisors on all activities.

4. Be able to lead by example. Act and perform in a manner which is becoming of an FFA Chapter officer at all times.
5. Be willing to memorize their parts as prescribed in the Official FFA Manual for all official ceremonies.
6. Have a genuine interest in being part of a leadership **TEAM**.
7. Be familiar with the Chapter constitution and bylaws.
8. Be willing to accept responsibility.
9. Be familiar with parliamentary procedure.

Section B. The duties and responsibilities of the *President* shall be:

1. Preside over and conduct meetings according to accepted parliamentary procedure.
2. Call special meetings if needed.
3. Keep members on the subject and within time limits.
4. Appoint committees and serve as a non-voting member of them.
5. Call other officers to the chair as necessary or desirable.
6. Represent the Chapter and speak on occasions.
7. Coordinate Chapter efforts by keeping in close touch with the other Officers and members, and the advisors.
8. Follow up Chapter activities and check on progress being made.
9. Keep Chapter activities moving in a satisfactory manner.
10. Prepare agenda for Executive and Chapter meetings with the secretary.
11. Coordinate the activities of the Chapter and keep in touch with the progress of activities.

Section C. The duties of and responsibilities of the *Vice-President* shall be:

1. Assist the president.
2. Preside at meetings in absence of the president.
3. Be prepared to assume duties and responsibilities of the president.
4. In charge of insuring that all committee work of the Chapter is completed satisfactorily.
5. Responsible for completing the applications for the following awards; Chapter, Superintendent, Councilor, and Advisor and have them mailed before the deadline.

Section D. Duties and responsibilities of the *Secretary* shall be:

1. Prepare and read the minutes of the past meetings.
2. Have available for the President the list of business for each meeting.
3. Attend to official correspondence of the Chapter.
4. Prepare Chapter reports.

5. Keep the permanent records of the Chapter in the agriculture office.
6. Cooperate with the treasure in keeping an accurate membership role and issue membership cards.
7. Call meetings to order in the absent of a presiding officer.
8. Read communication at meetings.
9. Have on hand for each meeting the following:
 - a. Minutes of previous meeting.
 - b. Lists of committee and committee reports.
 - c. Copy of the Program of Activities.
 - d. The Official FFA Manual.
 - e. Copies of the Chapter Constitution and Bylaws.
10. Prepare, post and distribute motions.
11. Prepare Point Award lists and distribute to advisors by the 27th of the presiding month.

Section E. Duties and Responsibilities of the Reporter shall be:

1. Gather and classify Chapter news.
2. Prepare news notes and articles for publication or broadcast.
3. Send news notes to the state reporter and to the FFA New Horizons.
4. Arrange for FFA participation in local radio and/or TV Programs.
5. Work closely with the advisors to maintain a log of FFAer's of the month for monthly publication.
6. Prepare a quarterly Chapter newsletter to be sent to members and alumni.
7. All news releases and articles must be approved by the Chapter Advisors prior to being released.
8. Prepare Monthly Newsletter for Chapter members.

Section F. Duties and responsibilities of the Treasure shall be:

1. Receive and act as custodian of Chapter funds.
2. Assist in preparing an annual budget of estimated receipts and expenditures.
3. Keep the financial records of the Chapter.
4. Devise appropriate ways and means of financing chapter activities.
5. Pay out Chapter funds as authorized by the student body.
6. Prepare financial statements and reports by requesting them from Mrs. Embree.
7. Requests a cash box for any activity that it is needed, make deposits, count out cash box and return to Mrs. Embree when finished with it.

8. Build up chapter's financial standing.
9. Required to prepare a written report monthly.

Section G. Duties and responsibilities of a *Sentinel* shall be:

1. Set-up the meeting room and care for chapter paraphernalia and equipment.
2. Attend to the door during meetings and welcome visitors.
3. See that the meeting room is kept comfortable.
4. Take charge of candidates for degree ceremonies.
5. Assist with entertainment features and refreshments.
6. Obtain roll sheets from secretary and make them available at the door for members to sign.
7. Make arrangements with the custodial staff for microphones, audio equipment, tables, chairs, and any other equipment for an activity prior to their need.

Section H. Duties and responsibilities of the Historian shall be:

1. Keep and maintain the Chapter scrapbook.
2. Be in charge of the Chapter camera and make certain it is available for use at each and every FFA activity during the year.
3. Take pictures of contest winners for the newspaper and make them available to the Chapter reporter as soon as possible after the contest.

Article VI: Impeachment

Section A. Immediate Impeachment

The FFA advisors may at any time at their own discretion remove an officer who has repeatedly disregarded his/her duties by not fulfilling them to his/her best ability.

Section B. Steps of Impeachment

Step 1. Any FFA Chapter officer not fulfilling the duties as described by this constitution will be required to meet with fellow officers and two Advisors to discuss a plan for improvement.

Step 2. A written plan of improvement will be drawn by the advisor based on the conversation of the meeting in Step 1, and will be confirmed and signed by the FFA President, Vice-President, and by the Officer in question.

Step 3. If the Officer in question still does not fulfill his/her duties, then a 2/3 vote of the Chapter officers and advisors will remove that Officer from office.

Teacher Recommendation
Wheatland FFA Chapter Officer Candidate Application

Please rate this student in each of the following areas. Please completely honest in your evaluation. This will not be seen by the student or parent. Please complete and turn in to Mrs. Alice Munger or Mrs. Melissa Taylor's box by May 1, 2009. Fold and put in envelope. Please seal and sign your name on the seal.

Student's Name: _____

Teacher's Name: _____

Category	Outstanding	Good	Fair	Poor
Responsibility				
Respect for Authority				
On time to Class				
Cooperative				
Attitude				
Gets along well with others				
Accepts constructive Criticism				

Comments: Please justify the above ratings, especially outstanding and poor eating