



OREGON
FFA ASSOCIATION

108 Strand Ag Hall
Corvallis, OR 97331
(541) 737-2395
www.oregonffa.com

TO: Potential 2019 State Officer Candidates
FROM: Lee Letsch, FFA Executive Secretary
RE: Information and Application for State Office
DATE: October 1, 2018

On behalf of the Oregon FFA State Staff and current State Officers, I commend you all on your initiative to apply for State FFA Office during this very busy time in your high school careers. Serving as an officer can be a very rewarding experience, however; there are many things to take into consideration as you prepare to run for a state office. This letter is designed to give you some critical information to not only prepare you prior to convention, but to also prepare you in the case that you are elected as one of the six to serve the Oregon FFA Association. It is important that you realize that if you are elected, you will be serving the members and the association. With that commitment comes responsibility, sometimes sacrifice, and in the end a feeling of contributing to something bigger than yourself that cannot be fully explained.

Attached is a tentative State Officer Calendar for 2019-2020. Keep in mind that you will be expected to attend most of these events. Clearly communicate these dates to your family before you apply, so that they will be prepared. If you are elected you will need to share this information with your teachers and school administration as soon as you return to school, as sometimes your FFA commitments will interfere with your school responsibilities.

Also, look at the pages entitled "Everything You Wanted to Know About Being a State Officer." This information could answer some questions you or your family may have about your year as a state officer.

Lastly, if you haven't been swayed from your decision to run for a State Office, be sure to fill out the application and turn it in with the required information. Also fill out and return with your application the signature and information sheets.

Congratulations on your decision to run for an Oregon FFA State Office. It will be a unique and gratifying experience where you can develop new friendships, learn more about yourself, and potentially embark on a truly unforgettable year.

**Tentative 2019-2020
Oregon FFA Association
State Officer Calendar**

March 2019

State FFA Convention – Deschutes Fair & Expo Center
New Officer Training & Workshop Development – Corvallis

April

Board of Directors and State Executive Committee Meeting - TBA
District Officer Leadership Conference
Central Oregon District Leadership Camp

May

New State Officer Training – Oregon Coast
OSU CDE Days – Oregon State University

June

New State Officer Training Continued – Eagle Point
Southern Oregon District Leadership Camp

July

Classroom Presentation Training (DELTA) – Imbler
Oregon FFA Board of Directors & State Executive Committee Meetings
State Officer Business & Industry Training – Portland
Washington DC Experience

August

B & I Training with Foundation
State Fair – Salem

September

Leadership Tour Begins after state fair and goes until mid-December
Leadership Camps

October

Leadership Tour Begins after state fair and goes until mid-December
Leadership Camps
National FFA Convention – Indianapolis, IN

November

Leadership Tour Begins after state fair and goes until mid-December
State Ag Sales – TBA
State Vet Science – TBA

December

Leadership Tour Begins after state fair and goes until mid-December

January 2020

ILSSO

NW Ag Show – Portland

Board of Directors and State Executive Committee Meeting – Corvallis

February

WINTER TOUR

National FFA Week

March

CONVENTION PREP

State FFA Convention

EVERYTHING YOU WANTED TO KNOW ABOUT BEING A STATE OFFICER

Maybe you have had the goal of running for a State Office in the Oregon FFA Association since you were a freshman. Or maybe a current State Officer recently inspired something inside of you that brought about a desire to take a chance, and do something that will be positive for yourself and for the organization. Or maybe your Ag teacher told you to run. At any rate, here you are, with many other qualified candidates, vying to serve with five other individuals for 365 days as a State Officer in the FFA.

But do you really have a grasp of what a State Office is really about? You've seen and talked with many past State Officers, had them in your homes and "seen them in action" at the state fair or in your classroom on leadership tour. But there is a lot more to the job than meets the eye. Hopefully, this will enhance your understanding of what a State Officer actually does, and what a State Officer should do. It will be quite different than you expect.

Q: How much time does a State Officer spend "on the road"?

A: Officers can expect to spend about 200 plus days away from home. Here is a projected schedule of what State Officers can expect during their term as an officer.

| | |
|------------|--|
| April: | 1 Leadership Camp, State Executive Committee Meeting <i>Estimated Days: 5</i> |
| May: | CDE Days, Training <i>Estimated Days: 12</i> |
| June: | 1 Leadership Camp, Training <i>Estimated Days: 12</i> |
| July: | Training, 1 Leadership Camp, State Executive Committee Meeting, Business and Industry Tour, Washington DC Training <i>Estimated Days: 20</i> |
| August: | State Fair, Business and Industry Tour <i>Estimated Days: 25</i> |
| September: | Finish State Fair, 6 Leadership Camps, State Leadership Tour <i>Estimated Days: 30</i> |
| October: | Leadership Tour, 2 Leadership Camps, National Convention <i>Estimated Days: 31</i> |
| November: | Leadership Tour <i>Estimated Days: 30</i> |
| December: | Finish Leadership Tour, Convention Planning Meeting, State Ag Sales & Vet Science <i>Estimated Days: 15</i> |
| January: | Convention Planning Meeting, State Executive Committee Meeting, Winter Tour <i>Estimated Days: 20</i> |
| February: | Winter Tour, Convention Scripts Meeting <i>Estimated Days: 28</i> |
| March: | Convention Planning, State Convention <i>Estimated Days: 28</i> |

There will be other events that you will attend, and often you will be asked to do so with very little notice. "Off times" are spent doing promotional work for the organization, speaking at functions, and other activities as deemed necessary by your fellow officers, or by the state staff. Officers will be able to go home for holidays, but the amount of time will be determined by the circumstances of leadership tour. You and your parents should be prepared for the amount of time you will be away from home. If you have not taken this issue up with them, then you should.

During the months before graduation, State Officers will be asked to miss quite a few days of school, **but it must be your priority to graduate high school**, so circumstances may permit some missed activities.

Q: When State Officers travel, where do they stay?

A: During Leadership and State Degree tours, chapters are expected to host officers by providing meals and housing with other FFA members. Officers stay at hotels during conventions, conferences, and State Executive meetings. When officers need to be in Corvallis, they may stay with another State Officer (if one lives close by), or with state staff.

Q: Do State Officers have an expense account?

A: During the 2018-19 year, State Officers were reimbursed \$0.535/mile, and \$25/day for meals (Reimbursement will only be made when receipts are provided and they must be done monthly). These amounts are subject to change. State Officers are reimbursed through a vouchering system, and **everything must be pre-approved with the state office first.** In addition, state officers will have the following either paid for or reimbursed by the Association:

- Official Jacket – 4 per year (bought in April, Sept, Dec, & March)
- \$500/officer of official dress (shirts, slacks/skirt, shoes)
- Flights and/or Travel as well as Supplies, Meals & Lodging for:
 - Blast Off
 - Business & Industry Visits
 - Career Development Events
 - Leadership Camp
 - Leadership Tour
 - National Convention
 - National Leadership Conferences for State Officers (NLCSO) (moves each year between WA, ID, AK, and OR)
 - State Convention
 - State Fair
 - Training with State Staff
- Business & Industry Casual Wear (3-5 polo's and jacket)
- Official Dress Accessories (Nylons and Socks) – \$500/girl & \$100/boy
- Yearly Stipend – (personal expenses (toiletries, haircuts, etc) and chapter events (bowling, movies, etc)) – \$200/officer
- Matching Suitcase/Duffel Bag/Garment Bag

Being a state officer is definitely not a moneymaker. State Officers must be frugal and show restraint when spending their money.

Q: Don't the State Officers dictate the policies of the FFA?

A: The organization is run according to the constitution, bylaws and policies set by the board of directors, state executive committee, state contest committee, and the state staff as necessary to accommodate the rules and regulations.

Q: Then what does a State Officer do?

A: State Officers serve several important functions, most of which involve serving as a role model for other members and students, carrying out the constitution, bylaws and rules set by the above agencies, representing FFA in both public and private forums, and being goodwill ambassadors. They provide leadership to the members, but have very little to do with the daily operations of the organization as their schedules don't permit it.

Q: What are the important qualities a State Officer should possess?

A: Officers should be clean, neat, and keep themselves and official dress immaculate when representing the FFA. We expect them not to use tobacco or alcohol during their term of office. Dating will be kept to a casual basis while serving, and we do not encourage officers to date FFA members that they meet during the year, until they are no longer in office. Officers are utilized for public speaking, and should be comfortable and capable in this capacity. They should also be willing to seek out students who are shy, and encourage them by expressing an interest in their activities and projects. They should be punctual, and always ready to work at the task at hand. They should be well organized, never "lose" papers or other important items, and always act in a courteous manner when dealing with members and adults. They should be objective, fair, honest, and helpful. Good health is imperative to a State Officer, as both leadership and state degree tours can be grueling, and sap you

of a lot of sleep and strength. If you do not have a background of good health, you may want to reconsider running as this is a big concern for the state staff. When an officer becomes ill and misses events, then the members miss out too.

Most of all, a State Officer is a member of a team. They should act as a team, with each leading in the area where he/she is the strongest and letting others take on that role when appropriate. The President and Secretary have special duties unique to their office, but for the most part, all team members are equal.

Q: Who do the State Officers work with?

A: It depends on the situation. In the state staff structure, most contact will occur with state staff, who are in charge of the daily operations and processes of the FFA, its activities, and who is assigned to carry out its constitution, bylaws and rules. State Staff sets up most of the officers' appointments, arranges the training, and assists the officers during their term of office.

The FFA State Advisor is an employee of the Department of Education, and is the specialist in the Natural Resource Systems endorsement area. The primary function is the curriculum in Ag education, including instances where the FFA fits in the curriculum. The FFA Advisor primarily works with the Agricultural instructors, but has contact with the State Officers on certain projects. The State Advisor is a valuable resource to the officers.

FFA Advisors can be helpful to State Officers. Many have been through this longer than you have memory, and although may sound critical at times, can also add important points for you to remember. Don't hesitate to call upon a trusted advisor for help if you need it.

The Oregon FFA Foundation staff is a valuable resource for our state officers. State Officers will travel with foundation staff to conduct business and industry visits and presentations.

Q: What happens at the Oregon State Fair?

A: This is the one and only time you will "paid" to be a state officer. Because of this, the Oregon FFA Association will not reimburse you for meals or mileage during the state fair.

During the state fair you will have various duties and you will work closely with the FFA state fair coordinator to complete your duties. Duties include, but are not limited to; master of ceremonies for all FFA shows and contests, maintaining the FFA desk and assisting the public and members with questions on projects or the FFA, completing the FFA awards program, and during 4-H week you will spend most of your time working on leadership tour workshops and getting ready for tour. You will also be staying in housing provided to you by the Oregon State Fair and/or the Oregon FFA Association.

Because of the amount of time that you are "working", FFA state officers are not permitted to show during their year of service at state fair, this does include 4-H, open class, and FFA. There are exceptions that can be made, please talk to the state fair coordinator, as soon as possible. Other issues can be discussed with the state fair coordinator and executive secretary on as needed basis. You should let the FFA state fair coordinator know as soon as possible if you have a conflict with an event held during the same time as the fair.

Hopefully this has been helpful, as well as informative about what you can expect. Best wishes in attaining your goal to become an officer in the greatest student organization in America.

2019 STATE FFA OFFICER APPLICATION
PROCEDURES FOR NOMINATION OF STATE FFA OFFICERS

1. All members of the Oregon FFA Association who wish to become a state officer candidate must appear before the nominating committee at the State FFA Convention.
2. All prospective candidates are required to obtain and submit the following documents (hardcopies only) to the Oregon FFA Association office (in office, not a postmark) by 5pm on February 15, 2019:
 - a. Application, Signature, and Information pages as found in this document
 - b. An official transcript of grades from the high school last attended with a minimum of a 2.5 GPA.
 - c. A statement signed by the District President and the District Advisor signifying that the candidate has the approval of two-thirds of the chapters in their district. Approval of two-thirds of the chapters in the district may be obtained by either of the following methods at the discretion of the district advisors:
 1. By a mail ballot from the district advisor to each chapter in the district.
 2. By a secret ballot of two delegates from each chapter in a district meeting.
 - d. 20 copies of state officer candidate letter.

Send Documents to:

Mailing Address:

**Oregon FFA Association
OSU – CAS – Ag Ed Dept
108 Strand Ag Hall
Corvallis, OR 97331**

3. Send a PDF version of your candidate letter to lee@oregonffa.com by 5pm February 15, 2019. State officer candidate letters will be emailed to all chapter advisors by State Staff.
4. A nominating committee will interview all candidates who submit the required information as outlined above. The committee will recommend a slate of officers to the State Convention delegates (10 candidates).
5. Candidates who are recommended by the nominating committee for a specific office will automatically be nominated for the next office following the initial election, beginning with president, vice president, etc. Candidates nominated from the floor must be re-nominated for each office.
6. No more than two state officers may be elected from any one district in the state, and not more than one officer from any one chapter.
7. State officer candidates must hold the State FFA Degree or be receiving the degree during the convention if he/she is to be a candidate.
8. State officer candidates must be a senior in high school who will graduate in June of the year of application or an enrolled college student.
9. Last but certainly not least, you should seriously contemplate the commitment that is required of a State FFA Officer. In Oregon, due to the rigorous schedule of service, state officers cannot attend college during Summer, Fall or Winter teams.

**OREGON FFA STATE OFFICER
QUALIFICATIONS AND PREREQUISITES
CODE OF ETHICS & DUE PROCESS
(For your records)**

The primary responsibility of a state officer is to serve. When you become a state officer, you agree to dedicate one year of your life to service with the association. Your year of service as a state officer is one of profound growth—you will change in ways you never imagined. This may be the greatest personal benefit of serving as a state officer, along with knowing that you alone make a positive difference in the lives of thousands of FFA members, advisors, partners, state leaders and others.

If elected to serve the organization as a state officer, a great deal will be expected of you. Many people—including state FFA staff and, most of all FFA members—will require your time and talents. There will be little time left to call your own. Midnight bedtimes and early mornings become a part of your everyday life. It will be a challenging year full of joys and discomforts—with the joys far outweighing the discomforts. Decide now if you are up for this challenge. If you would rather live the life of a college student— follow your own schedule, see your friends and watch television—state office is not going to be a good fit for you.

Being elected to state FFA office is making a commitment to service that is unique to most student organizations. In addition to serving and representing more than half a million FFA members, you will represent the image and direction of the organization to teachers, state staff, teacher educators, agriculture executives, government leaders, the media and the general public. You will also be a teammate to five other officers and a co-worker to more than 100 advisors state FFA staff.

There are eight key roles state officers play. Those who commit their time, energies and passions toward learning, living and modeling these eight keys of success will not only successfully complete their term of service, they will move toward excellence professionally. The following is a summary of each of the eight keys, along with already-established procedures that will help you achieve success.

BE THE BRAND

State FFA officers are committed to representing and upholding the FFA brand. This includes communicating the FFA brand, vision and strategic plan to others as well as communicating key organizational messages (agricultural education, supervised agricultural experiences (SAEs), FFA, youth issues and agriculture). This requires the officer to be in his or her role 24 hours a day, seven days a week for 365 days. As part of the FFA brand, there will be general rules of behavior to follow, including projecting a professional image, using proper etiquette, interacting positively with the media and promoting diversity.

1. Be dedicated and committed to FFA and the total program of education in agriculture/agribusiness.
2. Forego all alcohol, tobacco and illegal substances at all times during your year of service to FFA.
3. Avoid places or activities that in any way would raise questions as to one's moral character or conduct.
4. Maintain girl/boyfriend relationships secondary to official duties.
5. Use wholesome and appropriate language in all speeches and informal conversations.
6. Maintain proper dress and good grooming for all occasions.
7. Be willing to take and follow instructions as directed by those responsible for State FFA Officers and state FFA programs.

BALANCING ACT

A State FFA Officer must also include personal health, wellness and stress management as a key to success. A state officer committed to this will position themselves to fully serve FFA members. Included in this key

commitment are flexibility/adaptability; personal reflection and growth; maintaining relationships with family and friends; keeping a realistic view of self; and preparing to transition back after your year of service.

1. Maintain and protect your health.
2. Regularly, and on time, write all letters, thank-you notes, emails and other correspondence, which are necessary and desirable.

STEP UP TO THE BLACKBOARD

Training and experiences in this key will help officers gain confidence in their abilities and take measured risks. To achieve this, a state officer must be committed to trying new things, approaching failure as a learning experience, building team trust and resolving conflict.

1. Accept and search out constructive criticism and evaluation of your total performance.
2. Through preparation and practice, develop yourself into an effective public speaker and project a desirable image of FFA at all times.

THIS IS IT

The training and experiences in this area center around life- and time-management. An officer should excel in these areas, so that he or she will be better able to give his or her full concentration and focus to the present. This includes:

- Logistics Management (use of computer and technology, appropriate management of travel, appropriate use of FFA trucks, completing vouchers properly and submitting on time and excellent communication with teammates and state staff).
 - Meeting Management (creating and following agendas, consensus building, bringing people back to task and keeping focus).
 - Life Management (prioritizing, meeting deadlines and timeliness).
 - Financial Management (maintaining your personal finances, understanding and following program budgets).
 - Focus (listening and bridging — connecting conversation topics to FFA key messages/programs).
 - Team (understanding roles on team, following the team code of ethics, following the team mission and following the team vision).
1. Be willing to commit the entire year to state officer activities.
 2. Be willing and able to travel and serve the State FFA Association.
 3. Consider FFA officer activities to be your primary responsibility.

PAY IT FORWARD

Service is an important component to an officer's year. The training and experiences in this key will help make service more realistic to you, and will help you approach the year of service with a plan. This includes: focusing on the future value of your current work (board work, business and industry tour, tours and camps, etc.); building strategic relationships/partnerships; treating everyone with respect; teaching workshops in an engaging manner and teaching to meet all learner needs (learning abilities, diversity, etc.).

1. Strive to improve your ability to carry on meaningful and enjoyable conversations with individuals of all ages and walks of life.
2. Treat all FFA members equally by not favoring one over another.
3. Conduct yourself in a manner that commands respect without any display of superiority.
4. Maintain your dignity while being personable, concerned and interested in contacts with others.

LIVE ABOVE THE LINE

This key focuses on virtues and behavioral characteristics that should be associated with a state officer. These include responsibility, integrity, keeping promises, speaking with purpose (communicate in a positive, honest and direct way), dealing in a constructive way with difficult people/teammates and seeking win-win solutions.

1. Evaluate, periodically, your personality and attitudes, making every effort to improve yourself.

2. Serve as a member of the team, always maintaining a cooperative attitude.
3. Work in harmony with fellow FFA officers and state staff.
4. Do not willingly engage in conversations detrimental to other FFA members, officers and adults.

LEARNING FOR LIFE

This key focuses on the importance of learning throughout the officer year in several subjects. Developmental topics will include communicating about agricultural education, the history and foundations of FFA and the future directions of FFA, the Department of Agriculture, Department of Education, etc. In addition, State FFA Officers will learn advanced workshop and speech design and delivery methods. Also, growing your knowledge of yourself and growing your knowledge of team members will allow the officer to perform more efficiently and effectively.

1. Become knowledgeable of agriculture, of education in agriculture/ agribusiness and of FFA.
2. Keep yourself up-to-date on current events.

FUEL THE FIRE

This key focuses on passion. To achieve this, a state officer will discover and build on his or her personal interests and passions. The officer will use the team's passions to develop themes (State Convention) and will learn to share his or her passion by building individual and team relationships with state staff and teachers and through effective delivery speeches and keynote/retiring addresses.

State FFA officers are required to perform on a very vigorous and continuous basis. Therefore, it is necessary that those who aspire to become officers are highly qualified, able and willing to perform. Please read and study the major qualifications and prerequisites very closely. *When you are fully convinced that if elected, you will, without any reservations, be fully able to carry out the role and responsibility of a State FFA Officer, then sign and return this form with your application for state office.*

I have read, studied and understand the before mentioned points. If elected I will carry out my responsibilities as a State FFA Officer in accordance with these statements and understand that the State FFA Board of Directors will hold a meeting of the State FFA Advisor, Executive FFA Secretary, three members of the State Board of Directors and one District President to determine the consequences of my actions if I do not completely adhere to these established standards for State Officers. The consequences may include verbal reprimand, written apology to the association, removal from activities or removal from elected office.

Expectations & Due Process:

1. When the conduct/actions of an elected State Officer breaks any of the qualifications and prerequisites of their office, the reported conduct/actions must be submitted in writing to the State FFA Executive Secretary along with any supporting materials that will uphold the accusation.
2. When a State FFA Officer has been reported to have broken the written agreement that they signed after election to State FFA Office, the State Executive FFA Secretary will notify the State FFA Advisor and the FFA State Board of Directors of the report. The State Officer will also be notified of the report by the Executive FFA Secretary. The State FFA Executive Secretary will talk with the State Officer and investigate the report to determine the validity of the report. If the accusation is found to be a valid report the FFA Board will be asked to select three members (with one District President) to serve on a committee with the State FFA Advisor and State FFA Executive Secretary to meet with the State Officer to determine if there is action to be taken and, if so, what it should be.

The committee of six will be in contact with the State Officer to discuss the breach of conduct/actions. The State Officer will have the opportunity at this time to explain their actions/conduct. The Committee will recommend any consequences to be taken as the result of the report and inform the

State Officer with a written notification. A written report will be also sent to the full FFA Board of Directors.

Consequences that the Investigative Committee may impose can be, but not limited to, any of the following.

- a. Verbal Warning
- b. Written letter of Censure to State Officer (two letters will result in possible removal from office)
- c. No Retiring Address at State Convention
- d. Removal from office-Requires full vote of Board of Directors

3. In order to hold state officers accountable, the state staff has the following authority:
If any state officer is delinquent in responsibilities, those state officers can be removed from any activities or responsibility as recommended by the Executive Secretary and approved by the Operations Board.

NOTE: It is recommended that you keep the first three pages for your records as a reminder of what you are committing to, should you be elected to serve as a state officer.

STATE FFA OFFICER CANDIDATE CHECKLIST

PLEASE CHECK OFF ITEMS AND ATTACH THIS SHEET
TO THE FRONT OF YOUR STATE FFA OFFICER APPLICATION

Candidate's Name

DID YOU REMEMBER TO:

- Read the "Qualifications and Prerequisites and Code of Ethic & Due Process" for State FFA Office?
- Read the Procedures for Nomination of State FFA Officers?
- Check to make sure you have the **SIGNATURE AND APPROVAL OF:**
 - Your Parents
 - Your Principal
 - Your Advisor
 - Your District Advisor
 - Your District FFA President
- State office will receive by 5pm on Feb 15, 2019 the following at the address below:
 - Completed Application (3 pages)
 - Signature Pages (5 pages)
 - Information Pages (2 pages)
 - Official copy of your transcripts
 - 20 hard copies of your Candidate Letter
- Send a your candidate letter to lee@oregonffa.com by 5pm Feb 15, 2019

Oregon FFA Association

Mailing Address:

Oregon FFA Assoc.
OSU – CAS – Ag Ed Dept
108 Strand Ag Hall
Corvallis, OR 97331

**OREGON FFA ASSOCIATION
STATE FFA OFFICER CANDIDATE APPLICATION**

This application is to be completed by all candidates applying for state office in the Oregon FFA Association, and submitted to the Oregon FFA Association office. **AN OFFICIAL TRANSCRIPT FROM THE HIGH SCHOOL LAST ATTENDED, AND SIGNATURE PAGES MUST ALSO BE ATTACHED TO THIS APPLICATION.** Electronic PDF version of candidates' letter must be received by 5pm on Friday, Feb 15, 2018. 20 copies of the candidates' letter as well as candidate application, signature pages, information pages and transcript(s), must be received in the office by 5pm on Feb 15, 2019.

Candidate's Name _____ Birth Date _____

Home Address _____
 _____ Phone _____

Email Address _____

FFA Chapter _____ FFA District _____

Senior in high school? Yes ___ No ___ If no, give date graduated _____

of Years paid FFA membership _____ # of Years in Secondary Ag. Ed. _____

Parent(s) or Guardian Name(s) _____

Parent(s) or Guardian Emails(s) _____

SUMMARY OF SUPERVISED AGRICULTURAL EXPERIENCE
(completed years only)

| School Year | Enterprise and/or Place of Experience | Scope Work Experience Hours/ Acres/Head/etc. |
|-----------------------------|--|--|
| First year ____ to ____ | | |
| Second year ____ to ____ | | |
| Third year ____ to ____ | | |
| Fourth year ____ to ____ | | |

Preference for Office: (1) _____ (2) _____

Additional Comments Regarding Qualifications: _____

3. ACTIVITIES SPONSORED BY THE FFA

List only those activities in which you actively participated that involved group planning, group financing and group participation such as: FFA Calendar Program, Livestock Chain, Food For America, Cooperative Buying and Selling, Chapter Farm, Educational Tours, Chapter Exhibits, Chapter Sales, Project PALS, etc.

| School Year | Leadership Activity | Local | Dist | State | Nat'l | Level of Responsibility |
|-------------|---------------------|-------|------|-------|-------|-------------------------|
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4. FFA ACTIVITIES FOR AWARDS AND RECOGNITION

(If more space is needed, add another page.)

List all FFA activities in which you were involved where an award and/or recognition were provided. Examples of activities are: Judging Contests (if you participated in the same contest more than one year indicate the years in the SCHOOL YEAR column). Competitive Public Speaking or Parliamentary Procedure Contests, Proficiency Awards, Star Greenhand, Fairs, etc.

| School Year | Leadership Activity | Local | Dist | State | Nat'l | Level of Responsibility |
|-------------|---------------------|-------|------|-------|-------|-------------------------|
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5. LEADERSHIP IN SCHOOL AND COMMUNITY ACTIVITIES OTHER THAN FFA

List those activities in which you were actively involved that provided leadership participation, but were sponsored by some organization other than the FFA. Example: Class Officers, Sports Activity, Church Activities, Farm Organization, Breed Organization, etc.

| School Year | Leadership Activity | Local | Dist | State | Nat'l | Level of Responsibility |
|-------------|---------------------|-------|------|-------|-------|-------------------------|
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SIGN AND RETURN WITH YOUR APPLICATION

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There are eight key roles state officers play. Those who commit their time, energies and passions toward learning, living and modeling these eight keys of success will not only successfully complete their term of service, they will move toward excellence professionally. The following is a summary of each of the eight keys, along with already-established procedures that will help you achieve success.

BE THE BRAND

State FFA officers are committed to representing and upholding the FFA brand. This includes communicating the FFA brand, vision and strategic plan to others as well as communicating key organizational messages (agricultural education, supervised agricultural experiences (SAEs), FFA, youth issues and agriculture). This requires the officer to be in his or her role 24 hours a day, seven days a week for 365 days. As part of the FFA brand, there will be general rules of behavior to follow, including projecting a professional image, using proper etiquette, interacting positively with the media and promoting diversity.

1. Be dedicated and committed to FFA and the total program of education in agriculture/agribusiness.
2. Forego all alcohol, tobacco and illegal substances at all times during your year of service to FFA.
3. Avoid places or activities that in any way would raise questions as to one's moral character or conduct.
4. Maintain girl/boyfriend relationships secondary to official duties.
5. Use wholesome and appropriate language in all speeches and informal conversations.
6. Maintain proper dress and good grooming for all occasions.
7. Be willing to take and follow instructions as directed by those responsible for State FFA Officers and state FFA programs.

BALANCING ACT

A State FFA Officer must also include personal health, wellness and stress management as a key to success. A state officer committed to this will position themselves to fully serve FFA members. Included in this key commitment are flexibility/adaptability; personal reflection and growth; maintaining relationships with family and friends; keeping a realistic view of self; and preparing to transition back after your year of service.

1. Maintain and protect your health.
2. Regularly, and on time, write all letters, thank-you notes, emails and other correspondence, which are necessary and desirable.

STEP UP TO THE BLACKBOARD

Training and experiences in this key will help officers gain confidence in their abilities and take measured risks. To achieve this, a state officer must be committed to trying new things, approaching failure as a learning experience, building team trust and resolving conflict.

1. Accept and search out constructive criticism and evaluation of your total performance.
2. Through preparation and practice, develop yourself into an effective public speaker and project a desirable image of FFA at all times.

THIS IS IT

The training and experiences in this area center around life- and time-management. An officer should excel in these areas, so that he or she will be better able to give his or her full concentration and focus to the present. This includes:

- Logistics Management (use of computer and technology, appropriate management of travel, appropriate use of FFA trucks, completing vouchers properly and submitting on time and excellent communication with teammates and state staff).
 - Meeting Management (creating and following agendas, consensus building, bringing people back to task and keeping focus).
 - Life Management (prioritizing, meeting deadlines and timeliness).
 - Financial Management (maintaining your personal finances, understanding and following program budgets).
 - Focus (listening and bridging — connecting conversation topics to FFA key messages/programs).
 - Team (understanding roles on team, following the team code of ethics, following the team mission and following the team vision).
1. Be willing to commit the entire year to state officer activities.
 2. Be willing and able to travel and serve the State FFA Association.
 3. Consider FFA officer activities to be your primary responsibility.

PAY IT FORWARD

Service is an important component to an officer's year. The training and experiences in this key will help make service more realistic to you, and will help you approach the year of service with a plan. This includes: focusing on the future value of your current work (board work, business and industry tour, tours and camps, etc.); building strategic relationships/partnerships; treating everyone with respect; teaching workshops in an engaging manner and teaching to meet all learner needs (learning abilities, diversity, etc.).

1. Strive to improve your ability to carry on meaningful and enjoyable conversations with individuals of all ages and walks of life.
2. Treat all FFA members equally by not favoring one over another.
3. Conduct yourself in a manner that commands respect without any display of superiority.
4. Maintain your dignity while being personable, concerned and interested in contacts with others.

LIVE ABOVE THE LINE

This key focuses on virtues and behavioral characteristics that should be associated with a state officer. These include responsibility, integrity, keeping promises, speaking with purpose (communicate in a positive, honest and direct way), dealing in a constructive way with difficult people/teammates and seeking win-win solutions.

1. Evaluate, periodically, your personality and attitudes, making every effort to improve yourself.
2. Serve as a member of the team, always maintaining a cooperative attitude.
3. Work in harmony with fellow FFA officers and state staff.
4. Do not willingly engage in conversations detrimental to other FFA members, officers and adults.

LEARNING FOR LIFE

This key focuses on the importance of learning throughout the officer year in several subjects. Developmental topics will include communicating about agricultural education, the history and foundations of FFA and the future directions of FFA, the Department of Agriculture, Department of Education, etc. In addition, State FFA Officers will learn advanced workshop and speech design and delivery methods. Also, growing your knowledge of yourself and growing your knowledge of team members will allow the officer to perform more efficiently and effectively.

1. Become knowledgeable of agriculture, of education in agriculture/ agribusiness and of FFA.
2. Keep yourself up-to-date on current events.

FUEL THE FIRE

This key focuses on passion. To achieve this, a state officer will discover and build on his or her personal interests and passions. The officer will use the team's passions to develop themes (State Convention) and will learn to share his or her passion by building individual and team relationships with state staff and teachers and through effective delivery speeches and keynote/retiring addresses.

State FFA officers are required to perform on a very vigorous and continuous basis. Therefore, it is necessary that those who aspire to become officers are highly qualified, able and willing to perform. Please read and study the major qualifications and prerequisites very closely. *When you are fully convinced that if elected, you will, without any reservations, be fully able to carry out the role and responsibility of a State FFA Officer, then sign and return this form with your application for state office.*

Expectations & Due Process:

1. When the conduct/actions of an elected State Officer breaks any of the qualifications and prerequisites as outlined above of their office, the reported conduct/actions must be submitted in writing to the State FFA Executive Secretary along with any supporting materials that will uphold the accusation.
2. When a State FFA Officer has been reported to have broken the written agreement that they signed after election to State FFA Office, the State Executive FFA Secretary will notify the State FFA Advisor and the FFA State Board of Directors of the report. The State Officer will also be notified of the report by the Executive FFA Secretary. The State FFA Executive Secretary will talk with the State Officer and investigate the report to determine the validity of the report. If the accusation is found to be a valid report the FFA Board will be asked to select three members (with one District President) to serve on a committee with the State FFA Advisor and State FFA Executive Secretary to meet with the State Officer to determine if there is action to be taken and, if so, what it should be.

The committee of six will be in contact with the State Officer to discuss the breach of conduct/actions. The State Officer will have the opportunity at this time to explain their actions/conduct. The Committee will recommend any consequences to be taken as the result of the report and inform the State Officer with a written notification. A written report will be also sent to the full FFA Board of Directors.

Consequences that the Investigative Committee may impose can be, but not limited to, any of the following.

- a. Verbal Warning
- b. Written letter of Censure to State Officer (two letters will result in possible removal from office)
- c. No Retiring Address at State Convention
- d. Removal from office - Requires full vote of Board of Directors

3. In order to hold state officers accountable, the state staff has the following authority:
If any state officer is delinquent in responsibilities, those state officers can be removed from any activities or responsibility as recommended by the Executive Secretary and approved by the Operations Board.

I have read, studied and understand the before mentioned points. If elected I will carry out my roles and responsibilities as a State FFA Officer in accordance with these statements and understand that the State FFA Board of Directors will hold a meeting of the State FFA Advisor, Executive FFA Secretary, three members of the State Board of Directors and one District President to determine the consequences of my actions if I do not completely adhere to these established standards for State Officers. The consequences may include verbal reprimand, written apology to the association, removal from activities or removal from elected office.

I have read and understand this agreement.

Date

State Officer Candidate

Date

State Officer Candidate Parent/Guardian

_____ meets the qualifications and has my approval to be a candidate for a State FFA Office.

Approved by: _____ Date _____
Parent

_____ Date _____
High School Principal

_____ Date _____
Agricultural Science/Technology Instructor

The above named FFA member has two-thirds approval from the district to be a candidate for a State FFA office with the Oregon FFA Association.

Approved by: _____ Date _____
District FFA President

_____ Date _____
District FFA Advisor

2019 STATE OFFICER CANDIDATE INFORMATION SHEET

PLEASE COMPLETE AND TURN WITH YOUR APPLICATION

NAME _____ NAME _____
Legal Name Name as it should appear on your jacket

CHAPTER _____

HOME ADDRESS _____
PO Box, Street, Rt. City State Zip

HOME PHONE # _____ CELL PHONE # _____

EMAIL ADDRESS _____

BIRTH DATE: _____

DRIVERS LICENSE # & EXPIRATION DATE _____

SCHOOL PHONE # _____

ADVISOR _____ ADVISOR CELL PHONE _____

ADVISOR _____ ADVISOR CELL PHONE _____

| | |
|---|---|
| <u>Father's Name:</u> Address: _____ _____ Work Phone: _____ Home Phone: _____ Cell Phone: _____ | <u>Mother's Name:</u> Address: _____ _____ Work Phone: _____ Home Phone: _____ Cell Phone: _____ |
|---|---|

Emergency Contact Person _____
Name Phone Relationship

Address (if different from above) _____

Person responsible for your medical bills _____
Name Relationship

Medical Ins. Co. _____ Policy/Group# _____

Family Doctor _____ Doctor's Phone # _____

Under doctor's care? _____ (If yes, explain) _____

Are you currently taking any prescription medication? _____ If yes, what kind? _____

Allergies to medications? _____ What? _____ Other allergies? _____

Chronic conditions? Diabetic _____ Blind _____ Sleepwalker _____ Epileptic _____

Deaf _____ Heart Condition _____ Ulcers _____ Hay Fever _____ Other _____

JACKET INFORMATION

Jacket (Official FFA) Size You Have Now _____

Does it fit the way that you want it to? Yes ___ No ___ If No, Please Explain:

Do you currently have a Boys or Girls Jacket? _____ Which do you prefer? _____

Height: _____

Weight: _____

Bust/Chest: _____ Measure the distance around the fullest part of the bust/chest.

Waist: _____ Measure the distance around the body at the navel, making sure the tape is level.

High Hip/Seat: _____ Measure the distance around the hip at either 4" or 6" down from the waistline depending on the sex of the student. The hem is the high hip measurement for females, which is 4" below the waistline and the seat measurement for males, which is 6" below the waistline.

Shoulder: _____ Measure the distance from the bony end of one shoulder straight across to the bony end of the other shoulder.

Back Waist Length: _____ Measure the distance from the bone at the base of the neck to the waistline.
THIS IS NOT THE BACK LENGTH OF THE JACKET.

Arm Length: _____ Measure the distance from the prominent bone at the base of the neck out to the end of the shoulder and down the arm, going around the prominent bone at the elbow and ending at the prominent bone at the outside of the wrist.