



OREGON  
FFA ASSOCIATION

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TO: Potential 2021-22 State Officer Candidates

FROM: Lee Letsch, Executive Secretary & State Officer Manager  
Joenelle Futrell, Leadership Development Coordinator & State Officer Coach

RE: Information and Application for State Office

DATE: December 7, 2020

On behalf of the Oregon FFA State Staff and current State Officers, we 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 2021-2022. 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 2021-2022 Oregon FFA Association State Officer Calendar**

## **March 2021**

State FFA Convention – Deschutes Fair & Expo Center  
24-28: New Officer Training – Corvallis

## **April**

8-10: District Officer Leadership Conference & State Executive Committee Meeting – Valley  
23-24: Oregon Ag Fest – Salem  
29-May 2: New State Officer Training (Basecamp)

## **May**

12-16: OSU CDE Days – Oregon State University  
27-31: Workshop Facilitation Training – Valley

## **June**

1-3: Central Oregon District Leadership Camp  
16-18: Southern Oregon District Leadership Camp  
28-29: State Executive Committee Meeting

## **July**

5-9: Classroom Presentation Training (DELTA) – Imbler  
11-15: Business & Industry Training & Visits  
16-23: Advocacy Summit - Washington DC

## **August**

21– Sept 6: State Fair – Salem  
30 – Sept 3: Tour Prep Days – Surrounding Salem

## **September**

Leadership Tour Begins after state fair and goes until mid-December  
Aug 30-3: Tour Prep Days – Surrounding Salem  
7-9: Team Dynamics Training - Corvallis  
Leadership Camps

## **October**

Leadership Tour Begins after state fair and goes until mid-December  
Leadership Camps  
24 – 31: National FFA Convention – Indianapolis, IN

## **November**

Leadership Tour Begins after state fair and goes until mid-December  
20: State Ag Sales – Corvallis

## **December**

Leadership Tour Begins after state fair and goes until mid-December  
Date TBA: State Convention Planning & Reflections of Year Meetings

**January 2022**

ILSSO (optional)  
NW Ag Show – Salem  
State Executive Committee Meeting – Corvallis  
State Convention Prep Work - Corvallis

**February**

Winter Tour  
National FFA Week  
B & I Visits with the Foundation

**March**

Convention Prep  
State FFA Convention

**May 2022**

Exit Training

## 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 250 plus days away from home. Above is the projected schedule of the officer team. 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 2020-2021 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:
  - Training
  - Business & Industry Visits
  - Career Development Events
  - Leadership Camp
  - Leadership Tour
  - National Convention
  - Summit
  - 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/Duffle 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.

**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.

**2021 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 12, 2021:
  - 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.

**Mailing Address (via UPS or FedEx):**

**Oregon FFA Association  
SO Candidates  
108 Strand Ag Hall  
Corvallis, OR 97331**

3. Send a PDF version of your candidate letter to [lee@oregonffa.com](mailto:lee@oregonffa.com) by 5pm February 12, 2021. State officer candidate letters will be emailed to all chapter advisors by State Staff.
4. All prospective candidates will be required to consent to a social media screening and background check to be eligible for consideration
5. A nominating committee will interview all candidates who submit the required information as outlined above and pass the social media and background check. The committee will recommend a slate of officers to the State Convention delegates (10 candidates).
6. 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.
7. 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.
8. 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.
9. 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.
10. 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  
AGREEMENT & QUALIFICATIONS  
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 Association 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 Associations. In addition to serving and representing more than half a million FFA members, you will represent the image and direction of the Association 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 and 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 Associational 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. Be unwed, nor be the father or mother of a child at the time of serving as a state officer; further understood that I will resign my office if there are any changes in marital or parenthood status.
6. Use wholesome and appropriate language in all speeches and informal conversations.
7. Maintain proper dress and good grooming for all occasions.
8. 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 and not knowingly engage in conversations detrimental to other FFA members, officers, and adults..
4. Do not willingly engage in conversations detrimental to other FFA members, officers and adults.
5. Avoid expressing personal opinions regarding political or controversial subjects when representing the Oregon FFA Association.

## 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.
3. 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
4. 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 Board of Directors.

**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.