

**OREGON FFA  
STATE OFFICER  
CANDIDATE  
GUIDEBOOK**

**2023-2024**



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# WELCOME

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.

State Office is a worth and exciting goal for any FFA member, but State Office is not necessarily "right" for every member. Its demands are unique, but so are its rewards. Every potential candidate must carefully evaluate the sacrifices expected of a State Officer, as well as the advantages gained, in order to make a wise decision.

We encourage you to review all of the pieces in this guidebook. Its intent is to provide information to those members who are planning and/or interested in running for State FFA Office and to help acquaint you with the requirements and rewards of state office.

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 submit the signature and information sheets.

## INTRODUCTION

Every year the Oregon FFA Association elects six student members to serve as State FFA Officer, representing our association of approximately 15,000 members statewide. The year of state office is a **year of service**. Those who choose to run, are making the choice to dedicate a year of their lives serving the goals, mission, and vision of the state association.

State officers represent our association to school administrators, teachers, students, parents, alumni, community stakeholders, business and industry representatives, elected officials... the list goes on and on. They are truly advocating for agriculture education, FFA, and the agriculture industry to every person they meet. State officers provide leadership development opportunities through workshops and activities teaching others about the FFA, leadership, teamwork, personal growth, agriculture, and career success. They provide inspirational and informative speeches in a variety of settings. The state officers are above all, a TEAM that works together with state staff to accomplish the goals of the Oregon FFA Association.

This large task requires dedication, motivation, and some sacrifice, but it is a year of learning, reflection, and growth that few experiences can parallel. This guide serves as a resource for State Officer Candidates about what they can expect from the state officer selection process and their year of service.

# THE “JOB” OF A STATE FFA OFFICER

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 130 advisors and state FFA staff.

## REQUIREMENTS

1. 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
2. State officer candidates must be a senior in high school who will graduate in June of the year of application or apply the year following graduation.
3. 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.
4. State officers shall not attend college during Summer, Fall or Winter terms during their year of service, unless an exception is granted by the Executive Secretary.
5. State officers must turn 18 prior to September 1 during their year of service
6. Pass a background check through CrimCheck that reviews background and social media.

### Application Requirements:

1. Complete and Submit by 5pm on Feb 1 the following items:
  - a. Hard Copy of Completed Application (6 pages)
  - b. Hard Copy of Signature Pages (6 pages)
  - c. Hard Copy of Information Pages (2 pages)
  - d. Hard Copy of Participation Form Pages (4 pages)

- e. Hard Copy of an official transcript of grades from the high school last attended with a minimum of a 2.5 GPA
- f. 15 hard copies of your Candidate Letter
2. 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:
  - a. By a mail ballot from the district advisor to each chapter in the district.
  - b. By a secret ballot of two delegates from each chapter in a district meeting.
3. By Feb 1, the state officer candidate letter must be electronically emailed to the state office with only 15 hard copies (for use in nominating committee) being mailed to the state office. State staff will then create a PDF of all of the letters and email it to the advisors.
4. All elements of the candidate application packet must be received by the deadline. Incomplete state officer candidate packets will be disqualified.

## ROLES & RESPONSIBILITIES AGREEMENT (CODE OF ETHICS)

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

Part of the commitment to serve is to represent and uphold the FFA Brand. This includes communicating the FFA Brand to others, whether it is the history of FFA, SAEs, or current issues facing 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 are general rules of behavior to follow, including projecting a professional image, using proper etiquette, interacting positively with all you encounter, and promoting diversity.

1. Be dedicated and committed to FFA, Agricultural Education, and the Agricultural industry.
2. Forego all alcohol, tobacco, vaping, marijuana use 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. Forego dating (*perceived or real*) relationships with current FFA members.
4. Maintain girl/boyfriend relationships secondary to official duties.
5. Use appropriate language in all speeches and informal dialogue. (*No cursing or offensive language/jokes*)
6. Maintain proper dress and good grooming (*clean-shaven*) for all occasions. **If it is an FFA function, appropriate dress is OFFICIAL DRESS.**

7. 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.
8. Be willing to take and follow instructions as directed by those responsible for State FFA Officers and state FFA programs.

## THIS IS IT

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

- **Logistics Management** (*use of computer and technology, appropriate management of travel and budget, completing required paperwork properly and on time, and maintaining strong communication with state staff and teammates*)
- **Meeting Management** (*creating and following agendas, consensus building, bringing people back to task and keeping focus*)
- **Life Management** (*prioritizing and meeting deadlines and timelines*)
- **Financial Management** (*maintaining your personal finances, and understanding association 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 the state officer activities.
  2. Be willing and able to travel and serve the Oregon FFA Association.
  3. Consider FFA officer activities to be your primary responsibility.

## 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. It is appropriate to follow up chapter visits, business and industry tours, and meetings with thank-you cards.

## FUEL THE FIRE

This focuses on passion. To achieve this, the state officer will discover and build on their own personal interest and passions. The officer will use the team's passion to develop themes and will learn to share his or her passion by building individual and team

relationships with national staff, teachers and state staff through effective delivery of workshops and speeches.

## **STEP UP TO THE BLACKBOARD**

Training and experiences will help officers gain confidence in their abilities to take positive risks. Officers must be committed to try new things, take failure or misses as a learning experience, and build team trust through 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.

## **PAY IT FORWARD**

Service is an important component to an officer's year. The training and experiences in this area will help make service more realistic to you and it 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, meetings and chapter visits) building strategic 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 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 members, officers, and state staff.
4. Do not willingly engage in conversations detrimental to other FFA members, officers, and adults. This includes on social media networks.
5. Avoid expressing personal opinions regarding political or controversial subjects when representing the Oregon FFA Association.

## LEARNING FOR LIFE

This focuses on the importance of using this year as a year to learn! It is necessary to be able to communicate about agriculture education, the history and foundations of FFA, and the future direction of FFA, Oregon agricultural education, and the industry of agriculture. Growing your knowledge of yourself and your knowledge of your team members will allow you and your team to perform more efficiently and effectively.

1. Become knowledgeable of agriculture, education in agriculture, industry, and FFA.
2. Keep yourself up to date on current issues.

## DUTIES OF STATE FFA OFFICERS

The state officers work as a **TEAM** to accomplish goals, however there are specific duties outlined in the Constitution and Bylaws.

**The President:** It shall be the duty of the president to preside over the state convention of the Oregon FFA Association and over meetings of the State Executive Committee. The president shall appoint all committees and may serve as ex-officio member of these committees. The president shall perform such other duties as directed by the State Executive Secretary or State Advisor.

**Vice President:** It shall be the duty of the vice president, acting under the direction of the President, to care for the welfare of the Oregon FFA Association. In case the office of president becomes vacant by resignation or otherwise, the vice president shall assume duties of the president. The vice president shall perform such other duties as directed by the State Executive Secretary or State Advisor.

**Secretary:** The secretary shall perform duties such as keeping accurate records of state convention sessions and the State Executive Committee. The secretary shall perform such other duties as directed by the State Executive Secretary or State Advisor.

**Treasurer:** The treasurer shall present an annual budget and financial report to the Executive Committee. Treasurer shall perform such other duties as directed by the State Executive Secretary or State Advisor.

**Reporter:** The reporter shall be responsible for working with chapter and district reporters in securing items and pictures for the FFA publications and other news media. The Reporter shall perform such other duties as directed by the State Executive Secretary or State Advisor.

**Sentinel:** The sentinel shall be responsible for the meeting room, setting up paraphernalia and equipment for all state meetings, keeping the room comfortable and assisting the president in maintaining order. The sentinel will also serve as chairman of the welcoming

committee and see that guests are properly seated and recognized. The sentinel shall perform such other duties as directed by the State Executive Secretary or State Advisor.

The State Officer team will spend a large part of their facilitating leadership tour workshops in classrooms. Officers will be responsible for working with state staff on the creation of workshops and development of their facilitation skills.

The State Board of Directors shall have the power to appoint a qualified member to fill any state office which becomes vacant between state conventions. The vice president would always replace the president's office. Any office except the president vacated within two months of the next state convention will not be replaced other than by a temporary replacement for state convention ceremonies.

Replacement for state officers shall be based upon the following priority system:

- Non-elected nominating committee nominees in order of office nominated for the six offices.
- At-large candidates who were nominated by a voting delegate for the vacated office.
- At-large candidates who were not nominated for the vacated office.
- If none of the above criteria are met, the office will be left vacant.

## **SOCIAL MEDIA SCREENING & BACKGROUND CHECK**

Oregon FFA Officers are high-profile representatives of the Oregon FFA Association. They work through a rigorous and intensive selection process to ensure the six individuals selected to lead the Association exemplify the Oregon officer competencies, serve as a positive example and influence to all stakeholders, and uphold the codes of ethics and conduct of the Oregon FFA Association. All candidates will be required to consent to a social media screening and background check to be eligible for consideration.

During the past decade, the influence of social media has grown immensely. Both personal and professional brands are maintained through social media, and ones' conduct on various platforms is crucial information to their ability to positively influence the lives of students and other stakeholders. Understanding how a candidate conducts themselves on social media is a vital piece of evidence for the nominating committee. It provides the opportunity to discover major concerns with a candidate's social media conduct prior to the beginning of the process. Similar to employees, Oregon FFA Officers are trusted with responsibilities and resources of the Oregon FFA Association, including Association vehicles. Additionally, Oregon FFA Officers frequently visit high schools, conventions, and other events where student safety is a priority. To do our part in ensuring student safety, as well as our due diligence before giving officers high levels of responsibility, all candidates must also consent to a criminal background check prior to their participation in the selection process. This background check is like what one would expect to consent to in an employment process.

## **HOW WILL THESE BE CONDUCTED?**

We have contracted with a third-party company, CrimCheck, to conduct social media screenings and background checks. Once a candidate completes their Oregon office application, their name, e-mail address, and phone number will be provided to CrimCheck. From here, the company sends an authorization link to the candidate. This link collects the necessary information for the screening process and provides each candidate with all legal paperwork, consent forms, and notices.

## **HOW WILL THESE REPORTS BE REVIEWED? CAN AN INDIVIDUAL BE DISQUALIFIED?**

These reports will be reviewed by two Oregon FFA Staff members to identify any major concerns. Major concerns may include, but are not limited to, the following:

- Reported criminal activity
- Professional misconduct
- Discriminatory behavior
- Illegal behavior
- Violent behavior
- Sexual behavior
- Inappropriate behavior

If it is believed that the report contains concerning material and that the candidate violated the FFA Code of Ethics or acted in a manner unacceptable of an Oregon FFA Officer, the report will be escalated to be reviewed by the Oregon FFA Board of Directors. These individuals will review the concerning material and consult the chapter and district nominating the candidate for office. The Association Board of Directors and Executive Secretary may deem the candidate ineligible. Candidates can request a copy of the report from CrimCheck.

## **SCHEDULING OF STATE OFFICERS**

The Executive Secretary shall have the primary responsibility for arranging and coordinating the schedule of activities for the state FFA officers. In so doing, the Executive Secretary shall arrange for a maximum involvement of the six state officers in an exciting year of activities.

The overall objective of officer scheduling is to represent FFA at local, state, national and international activities. This will be done in a way that will inform, motivate and inspire FFA members, advisors, state staff, teacher educators, sponsors and others in government, business and industry to achieve the mission, strategies, values and core goals of FFA. In scheduling officers for events and activities, the Executive Secretary shall observe the following prioritized list in determining what potential activities should take precedence in scheduling state officers' time:

1. Orientation, training and experiences to prepare state officers for the demands of their year of service.
  - Provide adequate team time and preparation time to put on quality events
2. Schedule school visits, presentations and state event support.
3. Business and industry visits
4. Public relations activities for FFA
5. Official state and national FFA meetings, conferences and state convention.
  - Meetings including: FFA Board of Directors, Foundation Board, Base Camp, Check Points (1-3), State Officer Summit, National FFA Convention & Expo, Leadership Conferences, District Officer Training and other meetings mandated by the Oregon FFA Board of Directors, State Staff, or bylaws and constitution of the Oregon FFA Organization.
  - Attend western region state FFA conventions—one state officer may be selected to attend at least one day of a regional state convention, when officially invited.

Officers are assigned breaks for the Thanksgiving and Christmas holidays, as well as various other rotational rest periods throughout the year. Officers may also request occasional other days off, however these days must be requested to and approved by the Executive Secretary ahead of time (*just as in a work setting*) to ensure that all FFA duties can be completed/covered.

Google Calendar is used for the scheduling and coordination of the State Officers schedules. This calendar is linked to the email that is provided for the State Officer for their year of service.

*A tentative calendar of the 2023-2024 officer events is provided as an example:*

**March 2023**

State FFA Convention – Deschutes Fair & Expo Center  
22-26: New Officer Training (Onboarding) – Corvallis

**April**

13-15: District Officer Leadership Conference & State Executive Committee Meeting – Valley

29-30: Oregon Ag Fest – Salem

30 – May 5: New State Officer Training (Basecamp) – Location TBD

**May**

April 30 – 5: New State Officer Training (Basecamp) – Location TBD

7-9: OSU CDE Days – Oregon State University

26 – 29: Workshop Facilitation Training – Corvallis

**June**

14-15: Snake River District Leadership Camp

28-30: Southern Oregon District Leadership Camp

**July**

5-9: Classroom Presentation Training (DELTA) – Imbler

TBA: State Executive Committee Meeting

TBA: Business & Industry Training & Visits

15-21: Advocacy Summit - Washington DC

**August**

20– Sept 5: State Fair – Salem

29-31: Business & Industry Training & Visits

30 – Sept 1: Tour Prep Days – Surrounding Salem

**September**

August 30 – Sept 1: Tour Prep Days – Surrounding Salem

5-8: Leadership Camp & Tour Prep in Office

6-7: Team Dynamics Training – Corvallis

Leadership Camps

**October**

Leadership Tour Begins and goes until mid-February

Leadership Camps

28 – Nov 5: National FFA Convention – Indianapolis, IN

**November**

Leadership Tour goes until mid-February

Oct 28 – Nov 5: National FFA Convention – Indianapolis, IN

17: Denim & Diamonds

18: State Ag Sales & Food Science – Corvallis

19 – 25: Home for Thanksgiving

**December**

Leadership Tour goes until mid-February

14-20: State Convention Planning & Reflections of Year Meetings

17-19: Speaking & RA Prep

**January 2024**

Leadership Tour goes until mid-February

ILSSO (optional)

NW Ag Show – Salem

19-20: State Executive Committee Meeting – Corvallis

State Convention Prep Work - Corvallis

**February**

Leadership Tour until mid-February

National FFA Week

B & I Visits with the Foundation

**March**

Convention Prep

State FFA Convention

**May 2024**

Exit Training

## OFFICIAL DRESS

When representing the Oregon FFA Association, officers are always expected to be neat and reputable as to not discredit the Association. **Official FFA dress is required at all official FFA events**, unless specifically requested by the inviting party, and approved by state staff. When not in official dress, but at an official event, state officer dress should include jeans and an Oregon FFA polo with name tag. When in doubt, official dress should be worn.

## OFFICER CORRESPONDENCE

Officers are expected to respond to communication requests in a timely fashion, ideally within 48 hours after receiving any correspondence. This includes communication with the Executive Secretary, State Advisor, and Chapter Advisors that officers will be working with. Response to correspondence is expected via telephone, text, and/or email within the requested time. This includes confirmation of requests made by teachers, groups, businesses, and chapters for visits. A state calendar will be kept, and it is the duty of the Executive Secretary to work with the state officers to establish their schedule.

Follow-up notes including names of advisors and members, sponsors, or other individuals should be included in correspondence. Officers should be generous in this endeavor and send out thank you notes frequently. It is expected that officers check their voicemail and email **daily**.

## TEAM COMMUNICATION

State Officers are expected to check in with the Executive Secretary or Leadership Development Coordinator on a weekly basis as a minimum. This call is a good time for the officer to share highlights and concerns, receive coaching and obtain any appropriate information. Team calls will also be coordinated with the Executive Secretary on a monthly basis. Officers should expect open communication with **both**, the Executive Secretary and the Leadership Development Coordinator.

## SOCIAL MEDIA – TEAM/PERSONAL

Officers are expected to maintain communication via social media, including regular blogging on the website, and posts on the Association Instagram, Facebook and TikTok accounts. Updates should be made on Instagram and Facebook on a weekly basis and officers will submit a minimum of one blog per month. The goal of the social media posts is to keep members informed as to what Officers are doing, and where they are traveling, as well as to build excitement for FFA events and to share recognition for FFA members.

Officers should be aware of the importance of appropriate personal social media webpages and posts. This includes appropriate language and behavior reflected in all posts. The choice to become a State Officer is the choice to share your life with the

association and membership for an entire year, which should be kept in mind when posting on social media sites.

## **SELECTION OF AND ELECTION OF STATE OFFICERS**

All members of the Oregon FFA Association who wish to become a state officer candidate must appear before the nominating committee at the annual FFA convention. A qualified member may apply and appear before the nominating committee for a state office only two separate years. All prospective candidates are required to obtain and submit the following information.

1. An application for interview and signed Officer Code of Ethics, available upon request from the State FFA Office.
2. A copy of an official transcript of grades from the high school last attended. A minimum 2.5 GPA is required.
  - a. A statement signed by the District President and the District Advisor, signifying that the candidate has the approval to run by two-thirds of the chapters in the candidate's district. Approval of two-thirds of the chapter's in the district may be obtained by either of the following methods at the discretion of the District Advisor:
    - i. By a mail ballot from the District Advisor to each chapter in a district.
    - ii. By a secret ballot of two delegates from each chapter in a district meeting.
3. State Officers must turn 18 prior to September 1 of the year they are elected.

A nominating committee will interview all candidates who submit the required information as outlined above. The committee will recommend a list of ten nominations to the state convention delegates containing no more than two individuals from each district and one from each chapter.

1. The committee shall consist of one active FFA member representative from each FFA district, to be determined by the district, each with the power to vote.
  - a. Committee members may not be from the same chapter as a state officer candidate.
2. The committee will be facilitated by a past state officer coordinator from the previous year's state officer team. The coordinator will be selected by the FFA Executive Secretary.
3. The committee will be advised by a current or former agricultural educator, selected by the FFA Executive Secretary and confirmed by the state Executive Committee.
4. The agenda, all materials, and procedure for the nominating committee will be approved by the past state officer coordinator, the committee advisor, and the FFA Executive Secretary prior to the beginning of state convention. The nominating committee must submit ten candidates to the delegate body for election containing no more than two from a district and one from each chapter

Any candidate recommended by the Nominating Committee, slated for office or nominated at large, may be nominated by the delegation for any office.

No more than two state officers may be elected from any one district in the state, or more than one from a chapter, yearly.

The election of officers shall be by ballot with a majority vote of the delegates present for each office.

The order of election shall be president, vice president, secretary, treasurer, reporter, sentinel; the nominating committee to recommend two candidates for the office of president without indicating rank or preference, one candidate for secretary, treasurer, reporter, and sentinel, and four nominees at large.

Candidates who are recommended by the nominating committee 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.

State Officers shall be elected to serve from one state convention through the next succeeding state convention and shall not be re-elected but are eligible for any of the appointive offices.

If, in case of extreme emergency, a state convention is not held in a given year, the state officers already serving shall continue to hold office through the next state convention. (The Executive Committee shall have the power to appoint temporary officers to fill any office declared vacant between conventions, with the approval of the State Advisor.)

## **EXPENSES AND REPORTING**

Officers will be traveling on the road much of their year of service. While a cash advance is available for state officers, it will be the duty of the officer to manage their personal budget. However, with proper planning and budgeting skills, you can make sure you are utilizing your resources wisely.

**Reimbursement reports including miles/locations travel, purchases made, receipts, and reason for the purchase are expected at the end of each month. No item will be reimbursed if an itemized receipt is not included with the report.**

***The reimbursement form with all necessary receipts should be provided to the Executive Secretary by the 15<sup>th</sup> of each month for the prior month's expenses. The Executive Secretary and the Oregon FFA Financial Manager looks over expenditures, approves payment, and issues the check to the officer within 10 days of receiving the reimbursement.***

**Official Dress/Paraphernalia:** The following will be paid for/reimbursed by the Oregon FFA Association.

- Officers will be provided with 4 Official Dress Jackets bought in April, July, October, and February.
- Officers are allotted up to \$500 for official dress (shirts, slacks/skirts and shoes), the first three complete sets of official dress will be purchased for officers at the beginning of the year by state staff. If additional items are needed and there is space still in the allotted funds, additional sets can be purchased and reimbursed as approved by the Executive Secretary.
- State officers will receive an Official dress accessory stipend for nylons and/or socks. This is \$500/female officer and \$100/male officer.
- State Officers will be provided 5-6 polos and a casual embroidered jacket for business casual dress throughout the year. State officers will be required to have clean jeans and closed toes western style shoes (think HeyDues, Twisted X, Romeo's or boots)
- Other items that will be provided to state officers include: name tag, suitcases & garment bag, backpack, Bluetooth speakers, and business cards.

**Meals:** No more than \$25 per day may be claimed for meals, however may not be claimed in entirety for one meal. Tips left for servers are to be included in the amount claimed for meals. This also includes any snacks.

**Lodging:** Lodging during a State Officers year is schedule by the Executive Secretary at all times at no expense to the officers. If the need arises for an officer to pay for lodging, the Executive Secretary should be notified and will approve the reimbursement if necessary.

**Transportation:** Officers are required to have insurance before driving any vehicles for FFA business. Mileage is reimbursed, when officers must drive their personal vehicles. Your gas used during official FFA business in the FFA trucks is reimbursable, but must be documented on your reimbursement form and must include proper receipts.

**Workshop and Program Materials:** There is a stock of supplies, decorations and music available for the state officer's use. If, however, the officer needs to purchase materials for a workshop or conference, the officer can submit purchase receipts for reimbursement, only if approved by the Executive Secretary prior to purchase. Officers should *always* consider the cost involved and ensure that they are making financially sound decisions when creating workshops. Officers should consider the following questions: If an item will only be used once, is the cost necessary or worth it? How can the item be used frequently? What items are being provided by the chapter/group hosting the event?

**Personal items & Entertainment:** In preparation for conferences, workshops, and life on the road – typical hygienic items may be submitted for reimbursement. Other personal items that are eligible for reimbursement include: haircuts and dry-cleaning services.

From time to time chapter activities may cost money (*for example, a chapter may invite you bowling*). In many cases the chapter will cover the cost for you to take part in the recreational event. If they do not offer to pay, the recreation is eligible for reimbursement. Recreation that occurs not with chapter activities, (*i.e. 2 state officers go to the movies*) is not eligible for reimbursement.

Each officer is allotted up to \$200 during their year for personal expenses and/or entertainment as identified above. Items that cannot be expensed include: jewelry, watches, sunglasses, and other items which are not required.

**Team Travel:** From time to time, meals and expenses will be picked up directly by the Association and any additional meals purchased by officers during those times will not be reimbursed - examples include: team dinners, hotel rooms for National Convention, workshop materials.

**Cash Advances:** If necessary to help with travel costs, each state officer may request up to \$500 upon election for use during travel. The advance will be deducted from the officer's scholarship that they receive the fall after their year of service as a state officer.

## EXPECTATIONS AND DUE PROCESS

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, complete 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.

- Verbal Warning
- Written letter of Censure to State Officer (two letters will result in possible removal from office)
- No Retiring Address at State Convention
- 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, state officers can be removed from any activities or responsibility as recommended by the Executive Secretary and approved by the CEO.

## TRUCK POLICY

The operation of an Oregon FFA Association vehicle is both a privilege and a responsibility; not a right. State officers must acknowledge they are representing both the FFA Association, partners, and FFA Foundation Sponsors while driving a company vehicle. Drivers are responsible for operating, the company vehicle according to state and federal laws and this policy. Violation of these laws or this policy will result in, but are not limited to the removal of driving privileges and possible termination from office.

### Drivers of company-owned or leased vehicles

FFA State Officer driving records will be checked initially before being allowed to drive a vehicle and subject to periodic checks to make sure the employee has an acceptable record to operate a company vehicle. The following is the FFA's Driver Performance Rating.

Number of Citations	Number of Preventable Accidents			
	0	1	2	3
0	Clear	Under Review	Unacceptable	Unacceptable
1	Under Review	Under Review	Unacceptable	Unacceptable
2	Unacceptable	Unacceptable	Unacceptable	Unacceptable

3	Unacceptable	Unacceptable	Unacceptable	Unacceptable
4	Unacceptable	Unacceptable	Unacceptable	Unacceptable

Any major violation is automatically considered “Unacceptable.” “Clear” and “Acceptable” Motor Vehicle Records (MVRs) will be monitored at least annually. Drivers are required to immediately notify state staff of any known driving status changes. The “Under Review” category prohibits the driver from being able to continue as a driver until the Safety Committee can review the situation and determine appropriate action, which may include but not be limited to, permanent loss of driving privileges, or additional restrictions in addition to this policy.

## Penalties

Any driver falling into the “Unacceptable” category will immediately be relieved of his/her company vehicle driving privileges and could be subject to additional actions up to but not limited to termination from office. In addition to the MVR criteria outlined in the above Driver Performance Rating, the following will automatically place that individual in the “Unacceptable” category:

1. Any major violation. The following are defined as major violations:
  - DWI in past three years
  - Failure to stop/report an accident
  - Reckless driving/speed contest
  - Driving while impaired
  - Making a false accident report
  - Driving while using a cell phone by talking, texting, or browsing without proper Bluetooth or other approved hand free devices
  - Homicide, manslaughter or assault arising from the use of a vehicle
  - Driving while license is suspended/revoked
  - Careless driving
  - Attempting to elude a police officer
  - Leaving the scene of an accident
2. Any FFA state officer permitting fellow members, other state FFA officers not listed as an approved driver, dependents or any other person not listed on the approved driver list to operate vehicles under their control or assigned to them
3. Any state officer with an FFA member, student, family member, or anyone else as a passenger in an FFA vehicle, or personal vehicle used for official FFA business, unless expressly permitted by FFA Association state staff or Foundation state staff.
4. Having unauthorized passengers such as other FFA members or students in the vehicle
5. Suspension of driver’s license
6. Failure to consistently drive in a safe manner as determined by state staff
7. Failure to notify appropriate state staff within one business day of any moving

violation and/or accident

8. Failure to behave in a manner becoming of an FFA State Officer as deemed by either state staff, the FFA Managing Board or the FFA Board of Directors.
9. Failure to keep the vehicle clean and orderly.
10. Be under any level of disciplinary action as decided upon by managing state staff, managing board or the FFA board of directors.
11. Not meeting deadlines for assignments as provided by state staff

## Safety Review Committee

A driver will be reviewed by the internal Safety Review Committee if the driver drops from a "Clear" rating to an "Under Review" or "Unacceptable" rating due to a single incident. The Safety Review Committee will review all accidents to determine if they were preventable or non-preventable. The Safety Review Committee will be made up of one member of the FFA Association state staff, one member of the FFA Foundation state staff and one member of the FFA Association Board of Directors.

## Scope of Use

1. **Assigned Driver** – No person other than the officer(s) assigned to the vehicle shall operate the vehicle unless that person is approved by the State Executive Secretary, and is listed on the approved driver list and has permission from state staff or state foundation staff.
2. Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed and subject to immediate loss of privileges.
3. Driver and all passengers must wear available personal restraints.
4. Report any accident immediately to police and appropriate state staff.
5. **Personal Use of Company Vehicles** – Company-owned vehicles are to be used for official FFA business only.

Personal use of a company vehicle is absolutely prohibited. Personal trailers, including boat and recreational vehicles, are not to be pulled. Company vehicles may be driven home and used as transportation to and from FFA business only if approved by state staff.

6. The FFA State Officer who drives or takes home a vehicle as approved by state staff is responsible for all fines and parking expenses. The driver must make sure that the truck and tool boxes remain locked and equipment in the bed is reasonably stored or secured as to prevent theft.
7. When the vehicles are not being used for official FFA business, and it is not reasonable to return the vehicle to main FFA Association designated parking facility, vehicles are to be parked at approved sites throughout the state as provided by state staff.
8. At no time is an FFA member, student, family member, or anyone else to be a passenger in an FFA vehicle, or personal vehicle that is used for official FFA business, unless expressly permitted by FFA Association state staff or Foundation state staff.

## Use of Personal Vehicle for Company Business

1. Anyone that uses their personal vehicle for any company business must be on the approved driver list.
2. All those who use their personal vehicle for company use must observe the same policies governing the use of company owned vehicles.
3. In addition to those policies, the driver must provide a certificate of insurance showing liability limits of at least \$100,000/\$300,000/\$50,000.
4. The vehicle must pass periodic inspection from state staff.

## Driver Qualifications

1. Must be at least 18 years of age
2. Have a valid Oregon Driver's License
3. Must be on the approved driver list
4. Must be an officer in good standing as deemed by state staff

## Maintenance and Upkeep

Drivers are responsible for ensuring the vehicle is well maintained. The assigned driver is responsible for taking the vehicle to approved service stations for scheduled fluid changes, brake jobs, tire changes, or other repairs and maintenance. Drivers must turn in all associated receipts and maintenance records for filing in the vehicle's maintenance file. Drivers are responsible for reporting any and all damage, faulty equipment, or other needed repairs to state staff. The driver is also responsible for making sure the equipment is safe to operate on the road. Including replacing all burned out bulbs and fuses for lights, turn signals, headlights, and horn immediately. The driver is also responsible for keeping the vehicle clean and orderly and will be subject to periodic checks from state staff or the Safety Review Committee.

## Vehicle Inspections

The driver is responsible for completing a written vehicle inspection checklist at the end of each month. Any faulty equipment should be noted on the report. The check list is to be turned in to the Executive Secretary of the FFA Association. Vehicles are also subject to spot checks by state staff and Foundation staff.

Company vehicles must have the following items at all times:

1. Current insurance verification card
2. Safety belt in operating condition for each passenger
3. Fire extinguisher
4. First aid kit
5. Flashlight
6. Usable spare tire, jack and lug wrench
7. Reflector kit, and or safety flares
8. Binder with the following:
  - Vehicle mileage forms
  - Vehicle inspection forms
  - Emergency phone numbers

- Copy of vehicle inventory form
- Accident investigation form
- Operators manual

## Vehicle Mileage Forms

Drivers must maintain a vehicle mileage log and turn it in monthly. The form is to keep accurate records of the mileage driven daily and locations visited. It will also record all fuel usage and maintenance performed.

## At Fault Accidents

If a driver is involved in an at-faulty accident, as determined by the Safety Review Committee, the driver may be responsible for paying the insurance deductible and any other costs not covered by insurance.

## STATE STAFF

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.

Primarily, State Officers will work with two state staff members. Lee Letsch serves as the Executive Secretary & State Officer Manager and Catelyn Sanders serves as the Leadership Development Coordinator & State Officer Coach.

The FFA State Advisor is an employee of the Department of Education, and is the specialist in the Natural Resource Systems endorsement area. 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.

State Officers will also work with additional state staff from both the Foundation and Association as throughout their year of service. This includes consistent interactions with the Oregon FFA CEO throughout a State Officers year of service.

FFA Advisors can be helpful to State Officers. Many have been teaching 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.

### OVERVIEW

State Officer Coach and manager will work closely together to ensure that state officers are prepared for and effective throughout their year. Onboarding and Exit Training will be provided together as defined below. Specific items will be individually overseen, but staff will openly and consistently communicate with each other.

## TOGETHER

- Onboarding—Includes Team Building, Expectations (Team, Staff, Stakeholders), Inclusivity, Administrative Items
- National FFA Training Experiences – Includes Basecamp, Summit, Checkpoints, & National Convention
- Speaking Training
- Exit Training—Reflections & Takeaways, Life after office
- Ongoing Check-Ins

## STATE OFFICER COACH WILL:

- Provide Coaching & Training through the following:
  - State Convention Development and Delivery of:
    - Retiring Addresses
    - Session Scripts
    - Staging/Stage Flow
  - Speech Development and Delivery
  - Workshop Development and Delivery
    - Leadership Tour Prep
    - District Camps Prep
  - Business & Industry Training and Development (Partnering with Foundation)
    - Etiquette (Meals, greetings, etc.)
    - Conversation Skills and Key Messages
- Mentor/Coach relationship

## STATE OFFICER MANAGER WILL:

- Manage State Officer Schedule and Arrange Visits
- Communication with State Officer Parents
- Oversee Nominating Committee
- Oversee State Fair
- Oversee Administrative Items:
  - Reimbursements
  - Documents
  - Academics
  - Applications
  - Jackets
  - Emails, Business Cards
  - Supply Needs
- Mentor/Mom relationship

## Q & A

Do you really have a grasp of what a State Office is really about? Maybe you've seen and talked with many past State Officers, "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: What are the COVID requirements for a state officer?**

A: Elected State Officers that are not vaccinated, may have different experiences based on their vaccination status based on current Association Board Policies. Policies are updated as deemed appropriate by the Oregon FFA Association Board of Directors.

Currently, State Officer visits with students will follow local COVID requirements unless there is a statewide mandate. If a statewide mandate is put forth, the Oregon FFA will follow it.

During Leadership Tour & Camp Season (September - February) State Officers will test weekly regardless of vaccination status and will submit the test results back to Lee Letsch by text message each Saturday AM.

If a State Officer receives a positive COVID test, they will be sent home to quarantine as of the date of the test. State Officers can return to in person duties, based on the CDC & OHA guidelines AND having no COVID symptoms.

If a State Officer is sent home on quarantine and we schedule virtual visits they will still be able to participate in those events and will be asked to do so as long as they are able to do so.

If State Officers are symptomatic, State Staff will require them to immediately test. The results of the test will determine next steps.

We know that in some cases this is more stringent than what some regulations require, but we also have to be very careful as we have you traveling the road throughout the state and visiting with schools, students, and teachers on a daily basis.

Please note that this is ever changing and we will keep you updated as best we can if things change.

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. The draft schedule of the year was included earlier in this guidebook. 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 camps, districts are expected to host officers by providing meals and housing with other FFA members. Lodging during leadership tour, trainings and additional events will be scheduled and determined by association staff.

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. 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.

Q: **How do State Officers defer after High Schooling & Scholarships?**

A: State staff will help state officers work with trade schools, two-year college, and university deferment after they have been elected. They will also assist with the deferment of scholarships and insurance if needed.

## **ADVICE FOR PARENTS/GUARDIANS**

If elected, the world of your son or daughter will change dramatically, and, to varying degrees, so will your own. Your son or daughter will embark on a life changing experience. While the year does not provide your offspring with a diploma, we think you will be astonished at the life-long skills, opportunities and education they will receive. While each past State Officer and their parents will readily admit the year brought many challenges we have all been grateful for the opportunity to serve and we hope you will feel the same. We trust the following will be beneficial. To this end, past State Officer parents offer the following in hopes of making your year run more smoothly:

- Meet with your school Principal/Administrator. Tell them what this office represents; help them understand what an honor the position is and what the

commitment entails. Inform individual teachers as well and enlist the help of your student's FFA Advisor.

- Hopefully, your student has good enough grades and his school is able to recognize that the experience your student is gaining outweighs the time he is going to be absent from class.
  - Insure your son/daughter understands that they will need to make extremely good use of their time. They have many new responsibilities and it is vital that they graduate from high school!
1. Establish a network of communication – State Staff will help with this.
    - If your son/daughter does not yet have a cell phone they will need one. If elected, they will really benefit from a good plan with lots of minutes and texting and the best coverage possible.
    - Most FFA district leadership camps take place in remote locations with very poor or no cell phone reception.
  2. Arrange for **extremely reliable transportation**. Yes, there are FFA trucks and as shared above there are a significant number of rules and requirements that accompany these trucks. Your son or daughter if elected will be traveling extensively around the state, and in the beginning it is very likely they will be using their own vehicles. Another good investment is AAA. Team members usually travel in pairs but reaching meeting points is an individual responsibility.
  3. A laptop will be very important to your state officer's success. Team members spend much of their time developing workshops, writing speeches, and creating handouts. As an added benefit, they can use this computer with ease for college the following year.
  4. Expenses:
    - Your Officer needs access to funds. An ATM or debit card and possibly a checking account are all very helpful. Parents may need to monitor these funds so your youth do not end up stranded in some remote location.
  5. State Officer Parent Responsibilities:
    - **State Fair Meals** - The State Officer team will work during the entire Oregon State Fair, approximately 17 days. This is the one event that state officers will be paid for (approximately \$1,000). Lodging is provided (dorms or trailers) and parents are responsible for food and meals during this time.
    - **State Convention Meals** – The officers will need to have access to food and snack items throughout convention. State Officer parents are also responsible for the final luncheon as well – where the meal is served immediately following the final session.
    - **Housing** – Providing housing for State Officers as they travel across the state. If your family lives close to Corvallis or Salem, you will likely host the team frequently. These members are looking for a place to CRASH. They will be tired, they will be getting ready for the next leg of their journey and will likely need a place to work, plug in their computer, make posters, do their laundry, etc. They need a place where they can hang out and just act like kids, not necessarily State FFA Officers. Even if you don't live near Salem, you will still have an opportunity to host several or all of the state officers when they pass through your area.

- Other ways to support your son/daughter include extra set of pants/skirts, low heels, especially during state fair or conventions when they are on their feet all day. Car space is always tight with all the workshop supplies but a case of water and snacks to replace skipped meals are a nice touch as well.
- In past years, some parents of the retiring State Officers have created a quilt and sold raffle tickets for the quilt during state convention to provide some additional financial support for the incoming team.

# APPLICATION PROCESS

Below you will find a condensed version of the application that will allow you to collect the pieces needed to submit your 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 1, 2023. 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 1, 2023.

Candidate's Full Name (as it appears on your license): \_\_\_\_\_

Candidate's Preferred First Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

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.: \_\_\_\_\_

Mother's or Guardian Name: \_\_\_\_\_

Mother's or Guardian Email: \_\_\_\_\_

Mother's or Guardian Cell Phone: \_\_\_\_\_

Father's or Guardian Name: \_\_\_\_\_

Father's or Guardian Email: \_\_\_\_\_

Father's or Guardian Cell Phone: \_\_\_\_\_

You will be asked to share the following:

1. Career Interest & Aspirations
2. Describe your SAE
3. Favorite parts of your High School FFA Experience
4. Why do you want to Serve as an FFA Officer?
5. What Qualities do you have that you Believe Make you a Good State Officer Candidate?

You will be asked to list the following:

1. Summary of SAE Experiences
2. Offices Held & Committee Responsibilities
3. Leadership Activities
4. Activities sponsored by FFA that you have Participated in
5. FFA Activities for Awards Recognition
6. Leadership in School and Community Activities other than FFA

The following signature pages will be required:

1. Consent to perform Social Media & Background Check
2. Agreement to follow the State Officer Agreement, Qualifications, and Code of Conduct
3. Approval from your Parents, your School, your District, and your Local Advisors
4. Participation Form & Release of Liability

# 2023-2024 STATE OFFICER CANDIDATE INFORMATION SHEET

PLEASE COMPLETE AND TURN WITH YOUR APPLICATION

NAME \_\_\_\_\_

Legal Name (As it appears on your driver's License)

NAME \_\_\_\_\_

Name as it should appear on your FFA jacket

CHAPTER \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

PO Box, Street, Rt. City State Zip

HOME PHONE # \_\_\_\_\_ CELL PHONE # \_\_\_\_\_

NON SCHOOL EMAIL ADDRESS \_\_\_\_\_

BIRTH DATE: \_\_\_\_\_

DRIVERS LICENSE # & EXPIRATION DATE \_\_\_\_\_

GRADUATION DATE: \_\_\_\_\_

ARE YOU PLANNING ON SHOWING AT YOUR COUNTY FAIR SUMMER OF 2023? \_\_\_\_\_

<p><u>Father's Name:</u></p> <p>Address: _____</p> <p>_____</p> <p>Work Phone: _____</p> <p>Home Phone: _____</p>	<p><u>Mother's Name:</u></p> <p>Address: _____</p> <p>_____</p> <p>Work Phone: _____</p> <p>Home Phone: _____</p>
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Emergency Contact Person \_\_\_\_\_

Name Phone Relationship

Address (if different from above) \_\_\_\_\_

Person responsible for your medical bills \_\_\_\_\_

Name Relationship

### 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:

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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.

# 2023-2024 INDIVIDUAL PARTICIPATION FORM

## Participant Release, Consent, and Agreement

### Required for all FFA members participating in any State FFA sponsored event/activity

This form must be fully completed and submitted to State FFA Staff prior to the member's participation at any given activity. You may mail them prior to a scheduled Event or hand-deliver to registration at the event. **(Only 1 form needs to be completed per participating FFA**

NAME \_\_\_\_\_ CHAPTER \_\_\_\_\_

Parent/Guardian Name: _____ Address: _____ _____ Work Phone: _____ Home Phone: _____	Parent/Guardian Name: _____ Address: _____ _____ Work Phone: _____ Home Phone: _____
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Emergency Contact Person \_\_\_\_\_  
Name Phone Relationship

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 \_\_\_\_\_ Epileptic \_\_\_\_\_ Deaf \_\_\_\_\_ Other \_\_\_\_\_

Self-Administration of Medications (please list medications the above child can self-administrate): \_\_\_\_\_

I do voluntarily **authorize** the Oregon FFA Association State Staff, FFA Chapter Advisor, and/or chaperones to provide, through any available medical or professional personnel of its choice, any necessary or customary medical treatment or services or other assistance, including but not limited to transportation, emergency medical services, or life preservation or support. This consent does not impose any duty upon Oregon FFA or its representatives to provide any medical treatment or services or other assistance.

**Please note:** Oregon FFA Staff is NOT authorized to provide student members access to Over-the-County (OTC) medication to address headaches, fever, nausea, cough/cold symptoms, etc. That being said, please pack accordingly. If your child is currently taking any prescription medication, please remember to pack it. If your child is an asthma sufferer and requires the use of an inhaler, please remember to pack it.

If your child has a severe allergy (food or bee sting related) that could require the use of an auto-injectable epinephrine device (Epi-Pen), please remember to pack it. All medication to be carried and self-administered by the student must be in the original container, labeled with the student's name, name of the medication, dosage, mode of administration, and the name of the health care provider.

I certify that I am the parent/legal guardian of the above-named student member. I authorize my child to carry and self-administer medication as specified above. I shall hold harmless and indemnify the Oregon FFA Staff, officers, agents, and chaperones against any and all claims, judgments or liabilities arising out of the self-administration of medication as described.

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Participation in Events:** The Oregon FFA Association ("Oregon FFA") is a not for profit organization whose mission is to make a positive difference in the lives of young people by developing their potential for premier leadership, personal growth, and career success through agricultural education. Oregon FFA invites participation of individuals in support of its work. As a part of fulfilling its mission, the Oregon FFA sponsors, hosts and offers events, programs and activities (collectively "Event or Events") by itself and in conjunction with other organizations. Participation in Events is a privilege and a personal choice.

Individuals who choose to participate in Oregon FFA Events (referred to in this document as "Participant") are expected to demonstrate role model behaviors and personal conduct described below to clearly support the mission and values of the Oregon FFA. Any FFA Member Participant, who chooses to participate in an Oregon FFA Event must have this Release of Liability, Waiver, and Indemnity signed by an authorized parent or legal guardian.

**Behavior & Conduct Requirements:** Participants in an Oregon FFA Event must conduct themselves in an ethical and moral manner at all times consistent with the FFA Code of Ethics, as stated in the Official FFA Manual, and any oral or written, guidelines, or instruction for each specific Event. Participants are expected to take every precaution necessary to ensure his/her own safety while participating in any Event. Participants are prohibited from involvement in any unsafe, irresponsible, and/or illegal conduct. Participants are strictly prohibited from consuming any alcoholic beverages or using any illegal drugs or tobacco while participating in any Event or on the premises of any Event.

**Personal Conduct Agreement:** While participating in the Event, managed by the Oregon FFA Association, we have established certain behavioral expectations that must be observed by all participants to maintain good standing with FFA and the participation at Events. You must abide by all rules and regulations established by FFA for participation in the Event.

1. As a representative of over 12,000 FFA members, I will dress appropriately during the Event
2. I promise my attitude, conduct, and appearance will be such to reflect credit on my FFA chapter and the State Association.
3. I promise to abide by the National FFA Code of Ethics and the FFA Dress Code.
4. I will not possess or use drugs, alcohol or tobacco at any time during the Event. I understand if I violate this rule, I will be sent home immediately at my own expense and my parent (s)/guardian (s) will be notified.

Oregon FFA reserves the right to immediately terminate anyone from the Event who is found to have violated these behavioral expectations. In exchange for my being allowed to participate in an Event organized by FFA, I, and, my parent (s) or legal guardians (s) (individually and collectively referred to below in the first person singular) agree to be bound by the behavioral expectations set forth above and each of the following:

- I agree to participate in the Event according to the expectations set forth in this Personal Conduct Agreement and other applicable FFA publications.
- I understand that FFA reserves the right and I agree that FFA has the right to immediately terminate my participation in the Event at the sole discretion of FFA through its representatives, if I (a) engage in behavior that is unsafe, irresponsible, illegal or otherwise contrary to FFA policy as expressed above or (b) possess, consume, drugs, alcohol, or tobacco.
- I further understand and agree that if my participation in the Event is terminated pursuant to the preceding paragraph, (a) I will be solely responsible for all costs associated with my early termination, including my travel expenses, and (b) I will not be entitled to any refund money I have paid to FFA for my participation in the Event.

**Scope of Release, Waiver, & Indemnity:** This release, waiver, and indemnity governs and shall apply to any and all Oregon FFA Events within twelve (12) months from September to August following the date of execution of this document. The Release, Waiver, and Indemnity is in favor of, and shall insure to benefit the Oregon FFA and each of its directors, officers, employees, (paid or volunteer) representatives, agents, insurers, successors, assigns and any and all other persons or entities on the Oregon FFA's behalf who may be liable (collectively "Representatives") and shall be binding upon the Participant's parents or legal guardian, heirs, personal representatives, agents, and assigns and any other person claiming by, through, or on behalf of the Participant.

**Voluntary Participation:** The Participant understands and confirms that his/her participation in any Oregon FFA Event is completely voluntary and that the participant is not mandated by Oregon FFA to participate in any Event.

**Health and Safety Measures:** The Oregon FFA will continue to monitor the state and local health and safety measures required to host Events. All attendees of Events will be required to follow all health and safety Event Protocols. Failure to follow these protocols, which will be sent to you prior to the Event, may result in removal from the Event at the expense of the participant.

**Acknowledgement and Assumption of Risks:** By attending the Event, you voluntarily assume all risks, hazards and dangers arising from or relating in any way to the event, including, without limitation, the risk of contracting a communicable disease or illness (including exposure to a bacteria, virus, or other pathogen capable of causing a communicable disease or illness), and the risk of lost, stolen or damaged property or personal injury of any kind (including death), whether occurring before, during, or after the Event, however caused, and hereby waives all claims and potential claims relating to such risks, hazards and dangers. You acknowledge an inherent risk of exposure to COVID-19 exists in any public place where people are present, including those with or without masks and additional personal protective equipment ("PPE") or improperly using masks or PPE. COVID-19 is an extremely contagious virus that can lead to severe illness and death. By attending the Event, you voluntarily assume all risks related to exposure to COVID-19, including but not limited to exposure to carriers of the virus who do not have symptoms of COVID-19 and/or holder transmitting the COVID-19 virus to others during or after the event.

The Participant understands and acknowledges that Oregon FFA adult leaders and representatives may not be present during all portions of the Event. The Participant further understands and acknowledges and his/her participation in the Event may involve known or unknown risks of injury or loss due to such things as slips, trips, falls, or other accidental or intentional acts arising from the nature of the Event, the condition of the premises, weather or other force of nature, conduct of other individuals or animals, or other expected or unexpected conditions or acts. The risk of injury or loss could be minor, but could also be severe, resulting in prolonged medical treatment, permanent disability, or even death. The Participant assumes all risks, known and unknown, foreseeable and unforeseeable, in any way connected with participant in any Oregon FFA Event.

**Release of Liability, Waiver & Indemnity:** Participant RELEASES, DISCHARGES, INDEMNIFIES AND HOLDS HARMLESS

Oregon FFA and its Representatives and external site locations where Events are held from any kind and all liability, claims, losses, suits, damages and demands of any kind or nature, including without limitation, costs, reasonable attorney's and expert's fees, any other expenses of any kind that may be claimed, due, incurred, or paid in connection with or arising out of any property damage, bodily or personal injury, death or other loss, injury or damage that were suffered by or associated with Participant in any way connected with any Oregon FFA Event or location of any Oregon FFA Event, or transportation to or from any Oregon FFA Event, and whether caused by the negligent, gross negligent or intentional acts of any person or entity, including but not limited to Oregon FFA's own negligence.

**Publication, Promotional Release and Use of Images and Materials:** Participant understands and acknowledges that, in conjunction with his/her participation in any Oregon FFA Event, Participant's still, digital or video images ("Images") may be taken, captured, recorded, stored, or preserved in photographs, video's, libraries and databases on FFA servers, mobile devices, the cloud or other media. Participant also may be producing original content in the form of oral or written expression ("Materials") for use in an Oregon FFA Event. Participant certifies that any such Materials submitted will be the result of Participant's own effort and ability and that any direct quotes or phrases, specific dates, figures or other non-original materials, must be marked in "quotes" in manuscripts and identified in a bibliography at the end of the manuscript. Failure to do so represents plagiarism and will automatically disqualify a contestant. Participant expressly authorizes Oregon FFA and grants to Oregon FFA an irrevocable license to the unrestricted use of Participant's Images and materials, and to use Participant's name in conjunction with any such Images and Materials at any time, including but not limited to, the use of such Images and Materials in any promotional publication, photograph, video, film, audio-recording, website, social media, or other media associated with Oregon FFA, all without any fee or remuneration, notification, acknowledgement, or additional consent. Oregon FFA shall maintain all ownership rights in and to the Images and Materials.

Participant RELEASES, DISCHARGES, INDEMNIFIES AND HOLDS HARMLESS Oregon FFA and its Representatives from any and all liabilities or damages, including in without limitation, costs, reasonable attorney's and expert's fees, any other expenses of any kind, that could ever be caused by any use of the Images and Materials or in the event that any person or entity challenges this the use of the Images and Materials.

**Participant's Certification of Eligibility:** Participant certifies that he/she meets all eligibility requirements for participation in Oregon FFA Events.

THIS IS A RELEASE OF LIABILITY AND WAIVER. THE UNDERSIGNED FFA MEMBER INDIVIDUAL AND AUTHORIZED PARENT OR LEGAL GUARDIAN HAS READ AND UNDERSTANDS THIS RELEASE, WAIVER AND INDEMNITY. THE UNDERSIGNED UNDERSTANDS THAT THIS RELEASE, WAIVER AND INDEMNITY CHANGES AND GIVES UP SUBSTANTIAL LEGAL RIGHTS BY SIGNING IT. THE UNDERSIGNED IS SIGNING THIS RELEASE, WAIVER AND INDEMNITY VOLUNTARILY AND WITHOUT ANY CORCION OR UNDUE INFLUENCE AND WITHOUT ANY EXPECTATION OR PROMISE BY OREGON FFA OR ITS REPRESENTATIVES. PARTICIPANT UNDERSTANDS THAT IF ANY CHANGES ARE MADE TO THIS RELEASE, WAIVER AND INDEMNITY, PARTICIPANT WILL NOT BE ABEL TO PARTICIPATION IN THE STATE EVENT.

FFA Member (Participant) Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

FFA Advisor Signature: \_\_\_\_\_ Date \_\_\_\_\_

# NOMINATING COMMITTEE POLICY

A nominating committee will interview all candidates who submit the required information as required in the bylaws. The committee will recommend slate of six officers and four at large candidates to the state convention delegates.

1. The committee shall consist of one active FFA member representative from each FFA district, to be determined by the district, each with the power to vote.
  - a. Committee members may not be from the same chapter as a state officer candidate.
  - b. Committee members are ineligible for any other state convention activities with the exception of scholarship interviews.
2. The committee will be facilitated by a Past State Officer coordinator from the previous year's state officer team. The coordinator will be selected by the FFA Executive Secretary.
3. The committee will be advised by a current or former agricultural educator, selected by the FFA Executive Secretary and confirmed by the state Executive Committee.
4. The agenda, all materials, and procedure for the nominating committee will be approved by the Past State Officer coordinator, the committee advisor, and the FFA Executive Secretary prior to the beginning of State Convention.
5. The committee will not start committee work prior to 4pm on Thursday of State Convention. The committee coordinator will make every effort to not start committee work prior to 6am and have work completed each day by 10pm.
6. State Officer candidates are evaluated based upon many criteria, and those criteria are fleshed out through a number of interviews, tests, speeches, and opportunities. They are:

## **Written Test:**

State Officer candidates will take a written test to kick off their bid for a state office. Knowledge is key, and the written test portion of the Nominating Committee process will give the committee a good indication as to how much each candidate has put into developing a sound knowledge and background of the FFA organization, the purposes of Agricultural Education and the many facets of the Agricultural industry. In addition, knowledge of educational issues is included on the test. The test will consist of 25 questions. The written test is broken down as follows:

1. FFA
  - Knowledge of the FFA is key. Some sources to study would be the *National FFA Manual*, the National FFA website, the Oregon FFA website, the Oregon FFA Constitution and By-laws, and *FFA New Horizons*.
2. Agricultural Issues

- FFA exists as the future of agriculture. The opening line of the FFA Creed says, "I believe in the future of agriculture," and that belief is imperative for a State Officer in the Oregon FFA. Candidates should have a very sound knowledge of agriculture in general and Oregon agriculture in particular. Much of that knowledge will revolve around issues that face the industry.
  - Good resources to study would be the USDA's website, the Oregon Department of Agriculture website, the Oregon Farm Bureau website, the American Farm Bureau website, *The Capital Press*, textbooks, your agricultural instructor, and many other sources.
3. Educational Issues
- A significant portion of the Oregon State Officers' role is tied to education in Oregon. Whether that has to do with State Officers going to the Capitol to tell legislators Ag Ed's story, or simply sharing how FFA is intra-curricular, a knowledge of educational issues in the state and nation is critical.
  - A few good resources to study would be found at the Oregon Department of Education's website, a candidate's ESD, the National FFA website, and the candidate's FFA Advisor.
4. Parliamentary Procedure
- In the real world of meetings and organizations, it is easy to spot former FFA members. They know how to run a meeting quickly and efficiently while attending to business effectively. An Oregon FFA State Officer should have a sound knowledge of parliamentary procedure. For one reason, the State President is charged with running State Executive Committee meetings and is therefore required to know parliamentary procedure very well. The test will assess the candidate's basic knowledge of rules of order. A good resource would indeed be *Roberts' Rules of Order*.

### **Round Robin Interview**

The Round Robin Interview is the first interview conducted by the Nominating Committee. The Round Robin is scored by the Nominating Committee members who conduct the interviews. In actuality, the Round Robin is a series of interviews of the candidates for state office.

- During the Round Robin interview the Nominating Committee interviewers are seated at numbered tables. When the candidates in each flight enter the room, they seat themselves at a table across from an interviewer. Depending on the number of candidates, there will be some sitting out at any given time. When time begins, two hours are allotted to complete the series of interviews. At seven-minute intervals, candidates will be asked to rotate to the next number. Speaking will not be allowed until time is called to start.

## **Behavioral Traits Interview**

The Behavioral Traits Interview analyzes a candidate's skills and competencies in several areas of behavior. Those traits to be analyzed will be: analytical skills; adaptability; the ability to build relationships; communication skills; interpersonal skills; integrity; problem solving abilities; teamwork skills; ability to command a room, team or organization; responsibility; service; and belief.

- As the Nominating Committee interviews each candidate, they will score each on the various traits. Each candidate will be asked and have the opportunity to answer six questions from the committee. The candidate will have seven minutes with the committee, and after leaving the room, he or she will be scored. The candidates will be scheduled for an interview every ten minutes. Staying within the time frame is critical, so preparation from the committee is key.
- When deciding upon six candidates for a State Officer team, the Nominating Committee must take these behavioral traits into consideration very seriously. Although some candidates will be stronger in some areas, each candidate must show some strength in every area.

## **Member Scenario Interview**

The Member Scenario Interview places a candidate into a simulated real-life situation that a State Officer is bound to face in his or her year of service. The candidate will be given a scenario and will be given four minutes to complete the interview. A 30 second warning will be given prior to the four-minute mark.

- Many State Officers find themselves in situations where they are able to leave a mark upon a member in a very short amount of time. The deeper and more impactful that mark is, the better the State Officer will have performed his or her duty to the organization. Candidates should perform in an impactful fashion in this interview.

## **Stakeholder Interview**

The purpose of the Stakeholder interview is to determine if the candidate is able to professionally interact with a group of Business and Industry persons. Each candidate will have five minutes to engage the persons in an intriguing conversation in which they are able to clearly convey information about the agricultural industry. When the candidate initiates the conversation with the Stakeholder(s), time will begin. During that time the candidate will have five minutes to engage and interact with the Stakeholder(s) in a conversation about the Agricultural Industry.

## **Extemporaneous Speaking**

Oregon FFA State Officers are expected to speak in front of many audiences. There are times when those speeches will be given with little time for preparation. In order to effectively represent the Oregon FFA, Oregon Agriculture, and Oregon Agriculture Education, the State Officer must have the ability to speak nearly flawlessly, knowledgably, and in an engaging fashion. The Extemporaneous

Speaking portion of the Nominating Committee process will analyze each candidate's ability to speak well in an Extemporaneous situation.

- Each candidate will have ten minutes to prepare a speech on the topic they are handed. The speech must be three to four minutes in length. At the three-minute mark, a one-minute warning will be given to the candidate. At the four-minute mark, the speech shall end whether it is finished or not. The speech shall be geared toward a particular audience, and it must address them in a way that is appropriate for that particular audience.

### **Impromptu Script Reading**

The State Officer's year is filled with opportunities for him or her to step behind a podium and speak. Several of those opportunities are presented in situations where a script is provided and the speech or introduction is given all in the matter of minutes. Therefore, it is critical that a State Officer is able to quickly read and deliver a script—with no prior preparation—in a professional, engaging manner.

- In the Impromptu Script Reading portion of the process, candidates will be handed a script and asked to read it flawlessly and professionally.

### **Group Activity**

The Nominating Committee is selecting a *team* of officers, not six individuals. Therefore, a candidate's ability to work effectively in a group is imperative. The Group Activity portion of the Nominating Committee process will show a candidate's ability to work in a group scenario with other team members.

- Each group will consist of at least three State Officer candidates. They will have seven minutes to read the scenario and plan their activity. A two-minute warning will be given and the group must wrap up and set up the room. At seven minutes, the timer will be stopped and the group will be ready to begin their presentation. They will get another seven minutes to present with a two-minute warning. At seven minutes, time will be called whether the presentation is complete or not. At that time the group will leave and the next group will enter the room.
- Each group will be provided the following materials: flip chart, markers, note cards, and their own knowledge with which to develop their presentation.

7. Scoring for the above items are as follows with twelve committee members present at all interviews:

Written Test –200 Points  
Round Robin Interview – 1080 Points  
Behavioral Traits Interview – 1080 Points  
Member Scenario Interview – 480 Points  
Stakeholder Interview – 1050 Points  
Extemporaneous Speaking – 600 Points  
Impromptu Script Reading – 360 Points  
Group Activity – 840 Points

## ROUND ROBIN INTERVIEW

Candidate: \_\_\_\_\_ NOM COM # \_\_\_\_\_

*\*\*5 = Perfect! 1 = Not as strong. Everything else in between is at your discretion.*

### QUESTION #1

Relatability:	1	2	3	4	5
Presence:	1	2	3	4	5
Response:	1	2	3	4	5

### QUESTION #2

Relatability:	1	2	3	4	5
Presence:	1	2	3	4	5
Response:	1	2	3	4	5

### QUESTION #3

Relatability:	1	2	3	4	5
Presence:	1	2	3	4	5
Response:	1	2	3	4	5

### QUESTION #4

Relatability:	1	2	3	4	5
Presence:	1	2	3	4	5
Response:	1	2	3	4	5

**Relatability:** Did you feel that the person could relate to members through their answers?

**Presence:** Was the presence of the person humbling command attention?

**Response:** Did the answer represent what we are looking for in that particular area?

## BEHAVIORAL INTERVIEW

Candidate: \_\_\_\_\_ NOM COM # \_\_\_\_\_

*\*\*5 = Perfect! 1 = Not as strong. Everything else in between is at your discretion.*

### QUESTION #1

Relatability:	1	2	3	4	5
Presence:	1	2	3	4	5
Response:	1	2	3	4	5

### QUESTION #2

Relatability:	1	2	3	4	5
Presence:	1	2	3	4	5
Response:	1	2	3	4	5

### QUESTION #3

Relatability:	1	2	3	4	5
Presence:	1	2	3	4	5
Response:	1	2	3	4	5

### QUESTION #4

Relatability:	1	2	3	4	5
Presence:	1	2	3	4	5
Response:	1	2	3	4	5

**Relatability:** Did you feel that the person could relate to members through their answers?

**Presence:** Was the presence of the person humbling command attention?

**Response:** Did the answer represent what we are looking for in that particular area?

## MEMBER INTERVIEW

Candidate: \_\_\_\_\_ NOM COM # \_\_\_\_\_

*\*\*5 = Perfect! 1 = Not as strong. Everything else in between is at your discretion.*

### QUESTION #1

<b>Sincerity:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Presence:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Approach:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Effectiveness:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**Sincerity:** Did you feel that the person was sincere and honest?

**Presence:** Was the presence of the person humbling command attention?

**Approach:** How good was the approach taken?

**Effectiveness:** How effective was the overall interview? If this was a real-life scenario, do you believe the member would have been more motivated through FFA?

## STAKEHOLDER INTERVIEW

Candidate: \_\_\_\_\_ NOM COM # \_\_\_\_\_

*\*\*5 = Perfect! 1 = Not as strong. Everything else in between is at your discretion.*

### QUESTION #1

<b>Audience-gearred:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Professionalism:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Clarity:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Effectiveness:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Interesting:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**Audience-gearred:** Is it appropriately addressed for the right audience?

**Professionalism:** Does the candidate hold themselves to a standard worthy of any real-world business position?

**Clarity:** Were the goals of the presentation clearly understood and conveyed?

**Effectiveness:** How effective was the overall interview? Did the stakeholder walk away feeling more knowledgeable about agriculture and confident about leaders in the FFA?

**Interesting:** Is the presentation engaging?

## EXTEMPORANEOUS PUBLIC SPEAKING

Candidate: \_\_\_\_\_ NOM COM # \_\_\_\_\_

*\*\*5 = Perfect! 1 = Not as strong. Everything else in between is at your discretion.*

### QUESTION #1

<b>Audience-gearred:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Professionalism:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Clarity:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Effectiveness:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Interesting:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**Audience-gearred:** Is it appropriately addressed for the right audience?

**Professionalism:** Does the candidate hold themselves to a standard worthy of any real-world business environment?

**Clarity:** Was the objective (information) of the speech clearly understood and conveyed?

**Effectiveness:** How effective was the overall speech? Would "said audience" walk away feeling more knowledgeable about the given topic?

**Interesting:** Is the speech engaging?

## IMPROMPTU SCRIPT READING

Candidate: \_\_\_\_\_ NOM COM # \_\_\_\_\_

*\*\*5 = Perfect! 1 = Not as strong. Everything else in between is at your discretion.*

### QUESTION #1

<b>Flexibility:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Presence:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Pleasant:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**Flexibility:** Was the person able to respond confidently and calmly to the unknown situation?

**Presence:** Was the presence of the person humbling command attention?

**Pleasant:** Did the candidate promote the event or just read the script?

## GROUP ACTIVITY

Candidate: \_\_\_\_\_ NOM COM # \_\_\_\_\_

*\*\*5 = Perfect! 1 = Not as strong. Everything else in between is at your discretion.*

### QUESTION #1

<b>Audience-gearred:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Effectiveness:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Interesting:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Teamwork:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**Audience-gearred:** Is it appropriately addressed for the right audience?

**Effectiveness:** How effective was the overall presentation? Would "said audience" walk away feeling more knowledgeable about the given topic?

**Interesting:** Is the presentation engaging?

**Teamwork:** Was the candidate willing to lead as well as be led? Did they encourage new ideas from others and put their team's goals ahead of their own self-interest? Were they a contributor to a team rather than an individual working with others?

# ELECTION POLICY

The election of the six Oregon FFA State Officers will use the following guidelines:

1. Each chapter may have up to two official delegates that must check-in with the State FFA Secretary (or their designated representative) on the morning of the election process. If at any time during the election process a delegate needs to leave the floor they must check out at the secretary's station. They will need to check back in at the Secretary's Station upon their return to the delegate floor.
2. The Secretary will maintain the roll of delegates so that the total number of voting delegates is known for voting purposes during each balloting.
3. Candidate names for each office and those candidates named at large will be announced by the Chairman of the Nominating committee to the delegate body at the beginning of the voting process.
4. Each candidate (starting with candidates nominated for president and proceeding down the list until all candidates have spoken) will then be given 2 minutes to present an election speech (No props will be allowed). Their microphone will be shut off at 2 minutes.
5. The current State FFA President will announce the names of the candidates nominated by the Nominating Committee for the Office of President then open the floor for nominations from the floor. Any Official Delegate may nominate any of the top 10 candidates for the office of President. Each candidate so nominated will be asked if they accept the nomination. Each Official Delegate may nominate more than one candidate but must be recognized by the Chair for each nomination as a separate nomination.
6. Voting will be by use of electronic "Clickers" or by paper ballot. If Clickers are used the Chair will have the Delegates vote on 1 to 3 different questions so that the technical advisors can calibrate the equipment at the beginning of the election process. (this calibration will only need to be done once) If using paper ballots then the first ballots will be handed out to the delegates at the start of the voting process and then new ballots handed out after the collection of the current vote. (This will insure that the voting time runs quickly)
7. To determine the outcome of the voting a candidate must have at least one vote more than 50% of the total number of delegates voting (total number is stated by the secretary before each balloting) to be elected on the first balloting if more than two candidates are nominated. If there are more than two candidates nominated and there is no one candidate with more than the 50% then there will be a run-off announced between those top candidates whose combined votes equals 50% of the votes. There must be a state staff person (or designated State Staff representative) present during the counting of the ballots.

8. If the total number of votes counted is less than the number of delegates present, then the number of votes not present are considered to be abstentions.
9. Candidates slated by the Nominating Committee for an office and not elected to that office will automatically be nominated for the next position to be voted on. (Example: Candidate slated at president by nominating committee and if not elected will automatically be put on the ballot for the office of Vice President. If not elected as Vice President, will automatically put on the ballot for the office of Secretary and so on until all offices have been filled).
10. The results of the last balloting for each office must be kept for one year by the State FFA Office. These results are to be used in the unfortunate situation in which a state officer can no longer fulfill the duties of office and must be replaced by the FFA Board of Directors.