

Ben Bolt – Palito Blanco

FFA

BB-PB ISD



Chapter Officer Application 2020-2021

Important Dates:

Application Packet Due – Tuesday, March 31st @ 3:50 PM

Due to Mrs. Soto

Test/Interview – Thursday, April 2nd @ 3:30 PM

***Required to wear Official Dress* (location: Ag building)**

Speech/General Election – Monday, April 13th @ 3:30 PM

Top three (3) candidates will give a speech, at April Chapter Meeting, no more than two (2) minutes in length to FFA members explaining why you would best represent BB-PB FFA

Required to wear Official Dress

Chapter Degree Application Due – Tuesday, March 31st @ 3:50PM

All Officers must have obtained Chapter Degree before the Officer Induction Ceremony at the Chapter Banquet. Due online in Recordbook (www.theaet.com) If you don't qualify until next year, still submit the application contingent on your degree.

Candidates will know if they are selected for the Officer Team before the FFA Banquet, but will not know which position they will serve. Final results, including officer positions, will be announced to the chapter at the FFA Banquet.

Dear Chapter FFA Officer Candidate and Parent/Guardian,

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

Although serving as a Chapter Officer takes a great deal of hard work and dedication, the team will gain experiences and contacts that will last a lifetime. The skills gained will help prepare them for future careers, opportunities in college, and leadership roles in other organizations. Chapter officers serve the Ben Bolt - Palito Blanco FFA members and advisor and represent the shared interests of the chapter. They are the *voice of our organization* and make a positive difference in the lives of many people.

Please thoroughly review all the enclosed information as you prepare for the chapter officer selection process. A large part of serving as a chapter officer is the ability to take initiative and be responsible.

As a candidate, you will need to study FFA information, practice interviewing and presenting yourself in front of people. My best advice is to keep the interests of the entire chapter in mind, as you are their voice when making decisions which will affect the future. It will take your personal commitment and dedication to truly prepare for this election process.

The Ben Bolt - Palito Blanco FFA Officers are overseen by the Ben Bolt - Palito Blanco FFA advisors, who also serve as the agricultural science teachers at Ben Bolt - Palito Blanco High School, with the support of the school administration. If you have any further questions regarding the responsibilities of Chapter FFA Officers or the Selection Process, please contact the chapter advisors.

Congratulations on taking the next step in developing yourself as a leader!

Audrey Soto

BB-PB FFA Advisor

Chapter Officer Election Process

This is a four (4) part process:

1. Application/Interview – 25%
2. Test – 25%
3. General Election (Vote) – 40%
4. Teacher Evaluations – 10%

Chapter Officers and Responsibilities

General Responsibilities:

The chapter officer team serves a vital function in the operations of the Ben Bolt - Palito Blanco FFA chapter. By taking a major leadership role, you will grow from the experience and benefit the chapter. *It should be your goal to lead by example and encourage other members to participate in chapter activities.* The following are general duties expected of all chapter officers:

- ✓ A genuine desire to be a part of a leadership team.
- ✓ A willingness to accept responsibility.
- ✓ A sincere desire to work with all chapter members in meeting their leadership, personal and chapter goals.
- ✓ A commitment to lead by example.

Position-Specific Responsibilities:

The following are primary duties of each unique officer position. Please understand that although this gives a good idea of what specific duties will be, it is not all-inclusive. Chapter officers take on many duties throughout the year and are not limited to those listed below.

President

- Preside over meetings according to accepted rules of parliamentary procedure.
- Appoint committees and serve on them as an ex-officio (non-voting) member.
- Coordinate the activities of the chapter and evaluate the progress of each division of the Program of Activities (POA).
- Represent the chapter in public relations and official functions.
- Provide monthly reports of chapter activities and recognitions to the school board.
- Work closely with the president and advisor to assess progress towards meeting chapter goals. (weekly advisory meetings)

1st Vice-President

- Assume all duties of the president if necessary.
- Develop the Program of Activities (POA) and serve as an ex-officio (non-voting) member of the POA committees.
- Coordinate all committee work.
- Establish and maintain a chapter resource file.
- Work closely with the president and advisor to assess progress towards meeting chapter goals. (weekly advisory meetings)

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Vice-Presidents: The Chapter will have five Vice-Presidents each choosing which of the following positions and duties they will be able to successfully carry out. All Officers will work closely with the president, 1st vice-president, and advisor and attend advisory meetings the week prior to monthly chapter meetings to discuss meeting goals.

1. Secretary

- Prepare and post the agenda for each chapter meeting.
- Prepare and post the minutes of each chapter meeting.
- Place all committee reports in the designated area in the FFA chapter books.
- Be responsible for Chapter correspondence.
- Maintain attendance and activity records.
- Have on hand for each meeting:
 - a. Official FFA Chapter Secretary's Book including minutes of the previous meeting.
 - b. Copy of the Program of Activities including all standing and special committees.
 - c. Official FFA Manual and the *National FFA Student Handbook*.
 - d. Copies of the chapter constitution and bylaws

2. Treasurer

- Receive, record, and deposit FFA funds and issue receipts.
- Present monthly treasurer's reports at chapter officer meetings.
- Collect dues and special assessments.
- Maintain a neat and accurate record of Chapter FFA accounts.

3. Reporter

- Release news and information to local and regional news media.
- Publish a chapter newsletter.
- Prepare and maintain a chapter scrapbook.
- Send local stories to area, district, and state reporters.
- Gather articles and photographs to publish the End of Year slideshow.
- Work with local media on radio and television appearances and FFA news.
- Serve as the chapter photographer.

4. Sentinel

- Assist the president in maintaining order during chapter meeting.
- Keep the meeting room, chapter equipment and supplies in proper condition.
- Welcome guests and visitors.
- Keep the meeting room comfortable.
- Take charge of candidates for degree ceremonies and at banquets.
- Assist with special features and refreshments.

5. Historian

- Document events to create a complete and accurate chapter history
- Maintain records of historically significant anniversaries, past degree and award recipients, officers and alumni of distinction and periodically create displays which foster pride among the members
- Assist the reporter in preparing the End of Year slideshow.
- Assist the Sentinel in maintaining order.
- Other duties as may be imposed upon him or her by the chapter

Ben Bolt - Palito Blanco FFA Chapter Officer

Expectations/Requirements

1. Importance of Chapter Officer Responsibilities

- a. FFA Meetings- Chapter officers will set all meetings during summer planning, will know the dates for the entire up-coming year, and therefore are expected to be present except in the event of an emergency. Prior notification is required to miss a meeting, an officer should not just “not show up.” Set the example.
- b. Officer Meetings- Officers will have regularly scheduled advisory meetings throughout the year. ALL officers are expected and required to attend these meetings. Again, prior notification is required to miss a scheduled meeting.
- c. Committee Member Meetings- Officers are appointed chairman of a specific standing committee within the FFA chapter and are expected to arrange, announce, and lead productive meetings throughout the school year. Committees are to be determined.
- d. Chapter Officer and District Camp- All officers are expected to attend the Chapter Officer Camp. District Camp is typically held in September. You will be notified of the specific dates as soon as they become available. If for some reason these events do not take place or the dates change, officers will be notified.
- e. State FFA Convention- All officers are expected to attend the State FFA Convention in the summer, typically during the third week of July. This is a time to observe how things work at the state level and should be used to help generate ideas on how to implement practices necessary for running a successful local chapter. (July 6th - 10th, 2020)
- f. All Other Events/Activities- Chapter officers are a cornerstone to the chapter. The chapter advisor, FFA members, and other FFA chapters expect to see chapter officer participation at various FFA functions throughout the year.

2. Promptness to Meetings and Events

- a. Chapter officers will be required to arrive at FFA functions in a timely manner. Being late delivers a disrespectful, careless message to the advisor, other officers, and FFA members.

3. Communication

- a. Communication is a key aspect to the success of the Chapter Officer Team.
- b. It is important that chapter officers keep up with their own calendar as well as times and dates of different FFA events.
- c. FFA advisor will keep important information posted in the classroom, on the chapter website, within Remind, and also verbally informing the officers.
- d. It is important that chapter officers DO NOT blame others for “not knowing!”

4. “TEAM”

- a. Each chapter officer is a vital part of the officer team. As we go through the year, it is important that each member of the team fulfill their own individual duties, yet still function as one complete team. Value the opinions of your fellow officers.

5. Consequences

- a. Officers and officer parents will be given a written notice of probation when an officer reaches 5 demerits.
- b. When an officer reaches 8 demerits or commits an offense that is grounds for immediate removal, that student will be removed from office.

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Ben Bolt-Palito Blanco FFA Officer Guidelines

It is both a privilege and responsibility to be elected an officer of the Ben Bolt-Palito Blanco FFA Chapter. The following guidelines are written to help you approach the year with a clear understanding of what is expected at the chapter level.

All Officers Are Expected To:

1. Be a dues paying member in good standing and enrolled in an Agricultural Science Education class during the fall and spring semester.
2. Hold the Chapter FFA degree (must be applying for this degree – due by April 16, 2020).
3. Participate in FFA fundraising activities and have earned an FFA jacket (obtain Greenhand degree).
4. Observe both the FFA Code of Ethics, as printed in the Official FFA Manual and the Ben Bolt-Palito Blanco High School Student Handbook.
5. Strictly forego any use of alcohol, tobacco, drugs and profanity, on school property, at FFA events, or while wearing/displaying FFA paraphernalia.
6. Refrain from participating in PDA at school or at any FFA event or while representing FFA.
7. Maintain a professional relationship at all times with other officers, teachers, and administrators.
8. Maintain high academic achievement by sustaining passing grades in all classes throughout the year he/she holds office and hold a minimum 2.5 GPA at all times.
9. Not have any conduct infractions.
10. Follow instructions given by the FFA advisor and other high school faculty.
11. Be punctual and prepared for all assignments and activities.
12. Have NO unexcused absences from FFA meetings or officer responsibilities.
13. Accept suggestions, feedback, and criticism in a mature way.
14. Follow accepted standards of behavior and etiquette in public places.
15. Be a participating member of at least one LDE (leadership contest) in the fall and at least one CDE (judging contest) in the spring.
16. Observe all of the above guidelines in all areas of life for the coming year. You represent this chapter 24 hours a day, 365 days a year.
17. Complete all assigned officer tasks by appropriate deadlines and make every effort to assist the other members of the team with their assignments.

Furthermore, it is Recommended that All Officers:

1. Refrain from speaking negatively about anyone.
2. Refrain from reckless operation of motor vehicles, including speeding.
3. Plan ahead to be in attendance at all chapter activities. Notify the advisor as soon as possible if you will not be able to attend.
4. Keep your advisor informed of any problems you encounter or mistakes you make.
5. Become knowledgeable about agriculture, agribusiness, agricultural education, and FFA.
6. Attempt, through preparation and practice, to develop yourself into an effective public speaker.
7. Periodically evaluate your personality and attitudes, making every effort to improve yourself.
8. Maintain and protect your health.
9. Treat **ALL** FFA members equally, not favoring one over another.
10. Serve as a member of the team, always maintaining a cooperative attitude.

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Official Dress Requirement

Beyond its place in Official Dress, an FFA corduroy jacket is an article of faith, honor, and pride. The jacket unifies members in a long-standing tradition and reminds them that they are part of something larger than themselves.

As FFA members, we have the opportunity to impact many people who may or may not be familiar with the organization: Community residents, businessmen and women, FFA sponsors, guests, parents, etc. Therefore, first impressions are crucial, and that involves the way we dress. ALL FFA members are required to wear official dress while participating in official activities

All Officers are REQUIRED to own their own FFA Official Dress including the Official FFA Corduroy Jacket and Scarf or Tie.

Female Official Dress

- Black skirt (black slacks - for outdoor events only)
Skirt is to be at least knee length, hemmed evenly across the bottom, with a slit no longer than 2 inches above the knee, excluding the kick pleat.
- White collared blouse and official FFA blue scarf.
- Black dress shoes with a closed heel and toe (No boots, sandals, open-toed shoes, or tennis shoes.)
- Black nylon hosiery.
- Official FFA jacket zipped to the top.

Male Official Dress

- Black dress pants/slacks. (**No jeans** - blue or black, leather, pleather, etc.)
- White dress shirt and official FFA tie.
- Black dress shoes with a closed heel and toe. (No boots, sandals, open-toed shoes, tennis shoes.)
- Black socks.
- Official FFA jacket zipped to the top.

How to Wear Awards

- Chapter degree, officer and award medals should be worn beneath the name on the right side of the jacket.
- State FFA Degree or American Degree keys should be worn above the name on the right side of the jacket or attached to a standard key chain.
- No more than three medals should be worn on the jacket. These should represent highest degree earned, highest office held and the highest award earned.

*****If you cannot afford to purchase your own Official FFA Jacket and Scarf/Tie (Total of \$75)...**

Apply to Receive the "Gift of Blue" at: <https://www.ffa.org/giveblue/>

In your application essay please write why you are deserving of an Official Jacket. Detail any special circumstances that make it difficult for you to purchase your own FFA jacket (low-income school & community), or opportunities that you feel you would gain by having your own personal FFA jacket.

If you need assistance determining your correct jacket size, see Mrs. Soto.

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**The following pages are the only ones that applicant
needs to TURN IN**

Due by: Tuesday, March 31st

@ 3:50 P.M.

Please retain all previous pages for your own records.

Ben Bolt - Palito Blanco FFA Chapter Officer Application

Use current information. For Example: Grade level as of date you fill out the application.

Applicant's Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Personal Cell #: _____ Grade: _____ Age: _____ # of years in FFA: _____

Personal Email: _____ FFA Chapter Degree? Yes or No

Best way to get a hold of you: _____

Have you ever been ineligible due to grades? (*circle one*) Yes or No

If yes, please explain: _____

Agriculture classes previously taken: _____

2020-2021 Agriculture classes: _____

2020-2021 SAE Project: _____

Previous year(s) SAE Project(s): _____

Which Leadership Development Event(s) have you successfully participated in?

Which Career Development Event(s) have you successfully participated in?

What FFA degrees have you obtained/applied for (label as such)? _____

Parent or Guardian's Name: _____ Cell # _____

Parent or Guardian's Email: _____

Best way to get a hold of your Parent/Guardian: (*circle one*) Email or Phone

What is your T-shirt size?

☐ X-Small ☐ Small ☐ Medium ☐ Large ☐ X-Large

What is your Polo/button up shirt size?

☐ X-Small ☐ Small ☐ Medium ☐ Large ☐ X-Large

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Have you ever been removed or placed on probation/suspension from a Student Leadership Organization?
(circle one) Yes or No

If yes, please explain in detail: _____

THOUGHT QUESTIONS

Directions: Answer the following questions using complete sentences (3-5 sentences).

1. What FFA Officer Position do you feel you can be the most successful in? Explain why.

2. Briefly state the qualities you possess that qualify you for an FFA chapter office. What are your strengths? Include why you want to be an FFA Officer.

continued on next page...

3. Describe 2-3 areas that you would like to see Ben Bolt - Palito Blanco FFA improve upon from this year. If selected as an officer, how would you implement change to make improvements in those areas?

4. What do you like about Ben Bolt - Palito Blanco FFA?

5. What other activities/clubs/organizations are you involved in besides FFA? How will they affect your ability to be an officer for Ben Bolt - Palito Blanco FFA?

6. List three chapter goals you would like to accomplish if elected as a Ben Bolt - Palito Blanco FFA Officer.

In the event an officer has a problem following the Officer Guidelines:

1. The advisors shall meet with the officer in question privately and discuss the situation.
2. If the officer continues to display problems meeting the requirements of this agreement, a written notice will be sent to the officer, and the officer's parents. At that time, a meeting will be held between the advisor, officer, and parents to resolve the situation.
3. If problems continue, a meeting, including an administrator, will be arranged to discuss dismissal, or the officer's resignation.

In the event an officer no longer wishes to serve as an officer:

1. The officer shall submit an official letter of resignation stating their reason for vacating their duties to the advisor and chapter president.
2. The advisor shall meet with the officer in question privately and discuss their intent and the situation.
3. The officer team will be presented with the request for resignation and will decide as a team how to divide the remaining responsibilities from the vacated position.
4. If the officer in question wishes to be reinstated to their office, they shall submit a letter of intent to the chapter president and the officer team will have full power to accept or deny reinstatement in a private meeting with the advisor.

In the event the President or 1st Vice-President resigns or is removed from office:

1. The 1st Vice-President will assume the office of President; the Vice President with the highest class standing (Sr, Jr, Soph.) will assume the office of 1st Vice President, and so on.

Candidate and Parent/Guardian Agreement of Officer Guidelines

I have read, studied, and understand the above Ben Bolt-Palito Blanco FFA Officer Guidelines. As an elected officer of Ben Bolt-Palito Blanco FFA, I will carry out my responsibilities in accordance with these statements and understand that I can be suspended or removed from office if I do not satisfactorily follow these established standards.

Candidate Signature **Date**

Parent/Guardian Signature **Date**

Ben Bolt-Palito Blanco FFA Officer Demerit System

The purpose of this demerit system is to keep our officer team functioning in a way that will allow our chapter to excel. Officers are placed on a higher standard and this is why this system must be followed. Each officer will be allowed to receive 5 demerits before being placed on probation. If 8 demerits are reached, they will be automatically removed from office. Excused absences will be permitted as the Ben Bolt-Palito Blanco ISD Handbook and the Agricultural Program Handbook allows.

Tardiness to an officer meeting	½ demerit
Missing an officer meeting	1 demerits
Tardiness to an FFA meeting	1 demerits
Missing an FFA meeting/Required FFA Event	2 demerits
Tardiness to an FFA event	1 demerits
Missing a community service activity without a replacement	2 demerits
Not having Opening Ceremony parts memorized	2 demerits
Kissing/PDA on school property or at an FFA event	4 demerits
Using inappropriate* language	4 demerits
Not wearing Official Dress (or correct attire)	3 demerits
Not completing an officer duty as instructed by advisor	3 demerits
Being out of dress code on school property or at an FFA event	3 demerits
Not being an LDE or CDE team member	4 demerits
Office Referral	4 demerits
Failing classes (below 70) – per class, per six weeks	3 demerits per class
Dropping below a 2.5 GPA	Automatic Removal
Loss of credit on report card	Automatic Removal
ISS or DAEP	Automatic Removal
Ticketed for Tobacco or Alcohol Use Inside or Outside of School	Automatic Removal
Inappropriate* Social Media Activity	Automatic Removal

(Use of profanity, pictures with alcohol/tobacco, etc.)

Discipline problems (through Administration or FFA advisors) Demerits determined by Advisors as they deem appropriate

“Inappropriate” is under the Ag Teachers’ discretion

Candidate and Parent/Guardian Agreement of Officer Demerit System

As a Ben Bolt-Palito Blanco FFA Officer, I realize that I am representing the Ben Bolt-Palito Blanco Independent School District, Ben Bolt-Palito Blanco High School, the National FFA Organization, and myself. I understand the demerit system, and agree to comply with all rules and regulations as set by the Ben Bolt-Palito Blanco FFA Chapter. If I do not fulfill my obligation as an officer of the Ben Bolt-Palito Blanco FFA, I could lose my right to be an officer. I know that my officer position does not guarantee my participation in any chapter activities. I also realize that my Ag Teachers can and will make the final decision in all circumstances. I understand that the Ag Teachers reserve the right to deny participation on the Ben Bolt-Palito Blanco FFA Officer Team at any time. By signing this document, I understand and agree to abide by the above rules and Ben Bolt-Palito Blanco ISD Guidelines.

Candidate Signature

Date

Parent/Guardian Signature

Date

CANDIDATE'S AGREEMENT

I, _____, understand I am responsible for my duties as a chapter officer and will uphold them to the best of my ability. I have read and understand the information presented in the Ben Bolt - Palito Blanco FFA Chapter Officer Application. I have completed the application honestly and accurately to the best of my ability. I have completed the application questions and signed all appropriate documents. Upon my election, I understand I am required to be at all officer team meetings, on time, or will fall subject to the consequences associated with absence and tardiness. I am aware that repeated absences from required functions will result in my being dismissed from the officer team.

Applicant Signature: _____ Date: _____

PARENT/GUARDIAN AGREEMENT

I, _____, hereby approve of my son/daughter, _____, running/becoming a Ben Bolt - Palito Blanco FFA Chapter Officer for the 2020-2021 school year. I realize that he/she is responsible for their officer duties and will uphold them to the best of their ability. I have read and understand the information presented in the Ben Bolt - Palito Blanco FFA Chapter Officer Handbook. I further understand my child is required to be at all officer team meetings, on time, or will fall subject to the consequences associated with absence and tardiness. I am aware that repeated absences from required functions will result in my child's early dismissal from the officer team.

Parent/Guardian Signature: _____ Date: _____

Upcoming Officer Dates & Events:

All elected officers will be REQUIRED to attend the following events. Please mark your calendar.

****If you know you have a conflict with one of the dates listed below, do not let that prevent you from running for officer. Please see an Advisor immediately to discuss options.****

5/18/2020: Ben Bolt - Palito Blanco FFA Banquet @ 6:30PM (Installation of Officers)

7/6-10/2020: Texas FFA State Convention @ Dallas, TX

8/3-7/2020: Officer Work Days @ Ben Bolt HS Ag Room

9/TBA/2020: Mesquite District Camp @TBA (not sure where or what days yet)

10/TBA/2020: Jim Wells County Rising Star Goat Show @ Alice, TX

2/22-28/21: National FFA Week Activities (specific days TBA)

5/TBA/2021: Ben Bolt-Palito Blanco FFA Banquet

****Additional dates will be announced; all dates are subject to change. ****

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