 **2020-2021 Lakewood Ranch FFA Chapter Additional Officer Application**

Due on: August 20th, 2020

\*\*Due to COVID-19 applications will be reviewed by a panel of industry leaders virtually and officers will be slated accordingly.

Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birthdate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade (2020-2021) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Student email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/ Guardian #1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian #1 cell phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian #2 email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian #2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian #2 cell phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian #2 email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many years have you been in FFA? 1 2 3 4 5 6

What is the highest degree that you have applied for to date? Greenhand Chapter State

What (top 5) FFA activities have you participated in at the chapter level?

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| --- | --- |
| ACTIVITY | YEAR(S) |
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What (top 5) FFA activities have you participated in above the chapter level?

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| ACTIVITY | YEAR(S) |
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List any offices you have held in the FFA or any other organization and briefly list your duties.

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| OFFICE | YEAR(S) |
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List and briefly describe your (top 5) community service projects that you have participate in.

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| SERVICE PROJECTS | YEAR(S) |
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What Career Development Events have you participated/competed in?

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| Career Development Events | YEARS(S) |
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List any awards or recognition you have received related or not related to FFA.

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| --- | --- |
| AWARD/RECOGNITION | YEAR(S) |
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List 5 Goals that you have for our FFA Chapter this year.

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**Essay Question (50 points)**

In the space provided answer the following prompt: “ If elected as an LRHS FFA Officer, how do you plan to uphold the traditions of FFA in a digital/socially distant world?” It is important that we continue our program’s progress within the National Chapter Program and within our community. Please be specific and provide examples.

*Lakewood Ranch High School FFA*

**

*5500 Lakewood Ranch Blvd.*

*Bradenton FL 34211*

*Phone # 941.727.6100 ext 2064 or 2062*

*Fax # 941.727.6099*

**2020-2021 Officer Agreement**

*Please initial next to each statement showing your agreement.*

The duties of an FFA officer are time consuming and require some sacrifice of personal time on your part. The following guidelines have been developed as a **minimum** set of requirements for the task that you have been chosen to fulfill.

**If elected…**

1. I will perform the duties of my office to the best of my ability (see attached duties). \_\_\_\_\_\_\_\_
2. I will purchase or obtain a Lakewood Ranch FFA official jacket by December. \_\_\_\_\_\_\_\_\_
   1. Ladies: black skirts shall be loose fitting (no spandex type material) and within 2 inches of the top of your knees.\_\_\_\_\_\_
   2. Gentlemen: Black dress slacks and black dress shoes. \_\_\_\_
3. I will participate in the activities required of my officer team. \_\_\_\_\_\_\_\_
   1. LRHS FFA fundraisers, work days, school/community activities & annual banquet – possibly virtual
   2. **All** chapter and officer meetings- possibly virtual (if there is a legitimate absence—see your advisor **ahead** of time!)
   3. **Leadership Conferences/Schools** at the local and state level- possibly virtual.
4. I will always conduct myself in a manner becoming the image of the FFA. This includes but not limited to: Avoiding places or activities that in any way raise questions of my moral character or conduct, Avoid conversations that are detrimental to my chapter, other FFA members, officers, and/or advisors, and assure that the content and usage of my electronic communication and social networking is appropriate and in accordance with the FFA Code of ethics. **\*Adhere to the FFA Code of Conduct and LRHS Code of Conduct**. **(School suspension is unacceptable and could result in termination of office at the advisor’s discretion.)** \_\_\_\_\_\_\_\_
5. I will maintain a GPA of 2.5 or Higher. \_\_\_\_\_\_\_

\*\*Grades will be checked at progress reports and report cards

1. I agree that I will resign my office if my GPA drops below a 2.5 for two grading periods.\_\_\_\_\_\_\_\_
2. I understand that regular school attendance (in person or virtually is important and required to keep my office.\_\_\_\_\_\_\_
3. I understand that if I fail to fulfill the duties of my elected office I will be removed from office. \_\_\_\_\_\_\_\_
4. I have received a copy of the LRHS FFA Officer Team Demerits System and I understand that my negative actions will have consequences.

*The undersigned understands and agrees to the terms listed above in order to participate on the 2020-2021 Officer Team*

*Student Name Printed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Office I wish to run for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_­­­\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

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*Lakewood Ranch High School FFA*

*5500 Lakewood Ranch Blvd.*

*Bradenton FL 34211*

*Phone # 941.727.6100 ext 2064 & 2062*

*Fax # 941.727.6099*

**2020-2021 Officer Team**

**Demerits System**

**\*\* This applies to both in-person (socially distanced) and virtual events**

**Attendance** 5 Points/Meeting

(officer meetings and general meetings without 1 day prior notification)

**Conduct** 5 Points/Incident

(In school suspensions, Out of School suspensions, Actions unbecoming of an FFA Officer; disrespect, inappropriate use of social media, etc.)

**Work Ethic** 3 Points/Incident

(Leaving early or showing up late to FFA Events/Activities, setting bad examples, safety violations)

***Demerits will be given on the authority of LRHS FFA Officers reporting infractions to Ms. Farah and Mrs. Taylor***

**The undersigned understands that if he/she earns more than 15 Demerits they will be removed from the LRHS FFA Officer Team. He/She also understands that under certain circumstances (ie. Suspension from school) their office will be terminated immediately.**

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

**Lakewood Ranch FFA Additional Senior Officer Duties**

**President**

1. **Appoint committees**
2. **Preside over meetings**
3. **Coordinate and plant activites of the chapter**
4. **Represent the chapter in public relations and official functinos.**
5. **Responsible for oversight with secretary planning an agenda for all meetings or executive committee meetings**
6. **Must spearhead FFA involvement at school activities**
7. **Responsible for the organization and completion of national report or application for chapter recognition**

**Vice-President**

1. **Assume duties of the President if necessary**
2. **Assist in developing the Quality Chapter Plan & National Chapter Application**
3. **Work closely with the President in meeting chapter goals**
4. **Coordinate all committee work**
5. **In charge of the communication between the FFA Chapter and Alumni**
6. **Responsible for all joint activities and cooperative activities & events.**

**Secretary**

1. **Prepare and post the agendas for all meetings in a timely manner (3 days before meetings)**
2. **Prepare minutes of the meeting (in a timely fashion! These are due for the CTSO notebook)**
3. **Responsible for all chapter correspondence**
4. **Maintain Member attendance**
5. **Keep records on chapter point system**
6. **Responsible for invitations, programs, and thank you letters.**
7. **Maintain a secretary’s book of records**
8. **Responsible for submitting CTSO reports for CTSO notebook.**

**Treasurer**

1. **Present treasures report at meeting.**
2. **Organize dues for advisors**
3. **Prepare membership roster**
4. **Keep records on all fundraisers**
5. **Assist in creating shopping lists for chapter events**

**Reporter**

1. **Prepare, write, and submit articles to local newspapers on chapter activities**
2. **Send news releases to school news- Mustangs Ahead**
3. **Publish chapter newsletter**
4. **Take photographs at all events or arrange for someone to! (Think National Chapter! Horizontal)**
5. **Prepare displays for school/ Maintain trophy case**
6. **Assist in promotional material to pass out for recruitment purposes.**

**Sentinel**

1. **Assist the President in maintaining order**
2. **Keep the meeting room, chapter equipment, and supplies in proper condition**
3. **Welcome visitors and guests**
4. **Keep the meeting room comfortable- Assist in setting up rooms for meetings, snacks, etc.**
5. **Assist the Secretary in Thank you Cards**
6. **Create icebreakers for meetings (both in person & virtually)**

**Student Advisor**

1. **Assist the secretary in organizing and submitting the CTSO Notebook required by the school district.**
2. **Keep records of membership participation and the chapter point system**
3. **Keep records of community service events and log hours for members**
4. **Create contact information chart (phone, address, email, social media) and build phone tree for officers**
5. **Compile all senior questions and assist in creating a video/ recognition for graduating seniors for banquet.**

**Historian**

1. **Develop and maintain a scrapbook of memorabilia to record the chapter’s history.**
2. **Research and prepare items of significance of the chapter’s history.**
3. **Prepare displays of chapter activities and submit stories of former members to the media.**
4. **Assist the reporter in providing photography for chapter needs.**
5. **Chair & serve on committees.**
6. **Update and maintain promotional FFA Board**

**Parliamentarian**

1. **Be proficient with parliamentary procedure.**
2. **Rule on all questions of parliamentary conduct at chapter meetings.**
3. **Serve as a participant or an ex-officio member of the parliamentary procedure team.**
4. **Conduct parliamentary procedure workshops at the chapter level.**
5. **Chair & serve on committees.**

**Chaplain**

1. **Present the invocation at banquets and other functions.**
2. **Conduct reflections services at various events**
3. **Chair & serve on committees for National Chapter & execute activities**