**2017-2018 Lamar FFA Officer Packet**

**Process of Officer Election:**

1. Officer Application, Cover Letter, Resume, and Contract- 25%

* Due to Ms. Krause by April 21st at 4:00 PM

2. Officer Referral Letters-25%

* 3 Letters due to Ms. Krause by April 21st at 4:00 inside Application

3. FFA Knowledge Test-25%

* Due to Ms. Krause by April 21st at 4:00 PM

4. FFA Interviews- 25%

* Will be conducted on May 2nd at 4:00 PM. Must be present in Full Official Dress order to run for office.

**\*\*You will find out the results on May 8th at the Lamar FFA Banquet\*\***

\*\*\*Officer Requirements:

* Earned Greenhand degree (by May 2016)
* Be willing to dedicate up to 5 hours a week to officer duties
* Sign & uphold the Lamar FFA Constitution & Officer contract
* Enrolled in an AG. Class for the 2017-2018 School year (Both semesters)
* Will maintain accurate records of SAE’s & FFA Experiences

**2017-2018 Lamar FFA Officer Application**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone Number: (\_\_\_) \_\_\_\_-\_\_\_\_\_\_\_

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

Classification/Grade as of the 2017-2018 year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Phone Number(s): (\_\_\_\_) \_\_\_\_-\_\_\_\_\_ (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

Parent’s Email(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*PLEASE BE SURE TO INCLUDE YOUR COVER LETTER & RESUME\*\***

**\*OFFICER CONTRACT MUST BE SIGNED & RETURNED\***

Questions:

1. List the agriculture classes that you have taken.

2. Describe activities, and involvement that you have in FFA.

3. Describe your 3 best leadership qualities and how they would help you in an officer position.

4. What would be your number one goal as an officer?

5. On the Lamar officer team, there are multiple personalities that must mold together. How will you aid in the molding of all these personalities into one complete team?

6. Explain what SAE projects you have been involved in.

7. Being a Lamar FFA Officer takes a lot of time commitment…. How do you plan on managing your time & responsibilities?

8. What are your personal goals while in FFA and how do you plan on accomplishing them?

9. If elected, how do you plan on being a role model throughout the year?

10. How will you ensure that all members feel welcome in our FFA program and build a more inclusive atmosphere?

11. How will you handle negativity and problems that arise among the officer team and/or the chapter?

12. How would you advocate for agriculture & the FFA in our school?

13. What are 6 things you cannot live without?

14. If you could change 3 things about Lamar FFA, what would they be?

**Lamar FFA Officer Contract**

*(This Contract is subject to change per Advisor’s discretion)*

1. A Lamar FFA Officer must be enrolled in at least one Agriculture Science course per semester during the 2017-2018 school year, and be a dues paying FFA member IN GOOD STANDING.

2. As a Lamar FFA Officer you must fulfill duties as assigned to you, including position & committee responsibilities. All officers will be assigned a primary responsibility that they will be required to live up to as set by the Chapter Advisors.

3. All officers are responsible for knowing their lines for opening and closing ceremonies during all meetings. Officers must know their lines by the 1st fall semester student meeting. Officers not able to perform their lines at the time may be removed from their chapter post.

4. As a Lamar FFA Officer you must own and wear official dress, as stated by the Official FFA Manual, to all activities unless otherwise stated by advisors. Officers MUST be present at all official chapter functions unless prior approval has been given. This applies to UIL/School Activities.

5. Lamar FFA officers are responsible for knowing and obeying the FFA Code of Ethics, found in both the Official FFA Manual and the Lamar FFA Constitution.

6. Lamar FFA officers MUST attend all Chapter and Officer Meetings, as well as other duties and activities assigned to ensure the success of the chapter. Not more than one (1) activity can be missed due to an unexcused absence or the officer will receive one demerit. Officer meetings are to be held on set dates to insure the success of the chapter.

7. Excused absences are defined as school related events, death in the family or life threatening issues, church related activity, and/or community service which has been approved, IN ADVANCE, by all of the Lamar FFA advisors. Attendance of each Lamar FFA Officer to chapter-sponsored activities is critical to the development of the program; excused absences are limited to two per semester. \*When planning absences, realize the chapter members are looking to you as an example and your choice of priorities.

8. Officers must respectfully represent the Lamar FFA at all times and serve the organization in a manner that is acceptable. Disrespect shown by Lamar FFA officers to each other and/or others will not be tolerated and could result in an automatic demerit or dismissal. Disrespect is defined as the lack of respect and not being a team player when decisions are made by the officer team/advisors. Respect is defined as esteem; regard; honor; courtesy. This applies to all aspects of social media as well as text messages.

9. All Lamar FFA officers must meet the NO PASS NO PLAY requirements for eligibility. Eligibility grades are those at the end of each grading period. If a student receives a grade below 70% in a regular academic/elective class or below a 60% in an Advanced Placement (AP) class at the end of a/any grading period (Six Weeks) they will receive one demerit.

10. All officer candidates must be passing throughout the entire time of the election process.

11. Lamar FFA officers cannot use, posses, or be under the influence of any illegal drugs, alcohol or tobacco either on or off campus. Violation of this rule will constitute removal from office.

12. Lamar FFA Officers must maintain their personal appearance and hygiene in a professional manner. Lamar FFA Officers will be prohibited from wearing articles of clothing that advertise alcohol, tobacco, drug use or sexual connotations.

13. Lamar FFA Officers will be removed from office if he/she receives one (1) or more LSC Assignment(s) or gets sent to alternative school in the year of service.

14. Lamar FFA Officers will be removed from office if he/she receives a “U” in conduct in any class (Academic, Elective, AP, etc.). During the year of service if the officer receives two (2) “P’s” in conduct that will equal a “U” and the officer will receive one demerit.

15. The Lamar FFA Officer team will consist of no less than six (6) chapter officers. The officer positions are as follows: President, Vice- President, Secretary, Treasurer, Reporter, and Sentinel. Additional officer positions may be added on any given year. **Advisors have the right to amend this rule on a yearly basis.**

16. All officers must compete in one (1) Leadership Development Event in the fall AND one (1) Career Development Event in the spring of the academic year that they are an officer.

17. Lamar FFA Officers must participate in ALL Chapter Fundraising activities.

18. If for any reason an officer is removed from or forfeits his or her position, the replacement officer will be assigned by the Chapter Advisors, except in the case of the President where the Vice-President will assume the duties of the chair.

19. If any of the above rules are broken, the Lamar FFA Officer will receive one demerit, unless otherwise noted.

20. A Lamar FFA Officer must have met the requirements for the Lamar FFA Chapter degree.

**Lamar FFA Demerit System**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for demerit

\_\_\_\_\_\_ Late to an Officer Meeting

\_\_\_\_\_\_ Missed an Officer Meeting

\_\_\_\_\_\_ 1st meeting: will not participate in the following FFA meeting

\_\_\_\_\_\_ 2nd meeting: suspension from FFA activities for 1 month or complete removal from the Officer team

\_\_\_\_\_\_ 3rd meeting: Complete removal from the team

\_\_\_\_\_\_ Disobeyed an Advisor/Chaperone

\_\_\_\_\_\_ Disrespect to an Advisor/Chaperone

\_\_\_\_\_\_ Missed an FFA meeting

\_\_\_\_\_\_ Missed a required function

\_\_\_\_\_\_ Tobacco/Alcohol Use

\_\_\_\_\_\_ Failed a class for the 6 weeks

\_\_\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\* You will be allowed 3 demerits, but once you have received your 4th demerit, you will be required to submit a letter of resignation for the office that you hold.

\*\* Do not assume that Ms. Infante, Ms. Ellis, or Ms. Krause knows where you are. You MUST call or text ALL 3!!

**Agreement to the Lamar FFA Officer Team Requirements**

I have read, studied and understood the above points. If elected to a Lamar FFA office position, I will carry out my responsibilities in accordance with these statements and understand that I can be removed from office by the Lamar FFA Officer team and/or Advisor if I do not satisfactorily follow these established standards. I also understand that if I become an Officer and I am not compliant with the rules that have been set forth, I will receive demerits, unless otherwise noted. If I receive 4 demerits, I understand that I will be removed from the Lamar FFA Officer Team.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of the Officer Applicant

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Officer Applicant Date

As the parent/guardian of the above named officer, I understand and support the above mentioned duties and responsibilities of being an officer in Lamar FFA.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Applicant’s Parent/Guardian

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant’s Parent/Guardian Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FFA Advisor

**2017-2018 Lamar FFA Officer Recommendations**

* Letters must be from your teachers, and/or job supervisors/boss/manager. No parents, No friends. Must be an adult that has witnessed your work ethic, leadership capabilities, and/or performance with responsibility.
* Must be submitted through paper, or via email to Ms. Krause (kkrause1@houstonisd.org)

* Must submit by 4pm on April 21st, with Application or received via email.

For example, Recommendation Letters should be able to describe any combination of the following:

* Your ability to lead
* Your ability to manage your time
* Your ability to up hold your responsibilities
* Your work ethic
* Your social skills
* Your ability to be depended on

Etc. etc…