



# Chapter Officer Workshop (COW)

## *Officer Instructions*

We're excited to provide you with chapter officer training this fall! In order to ensure a successful connection, please read this document thoroughly to ensure you're fully prepared to make the most of this opportunity.

### *Preparation*

We'll be hosting this training on your high school's preferred video conferencing platform. Before you hop on to join us, please make sure you complete the following tasks in chronological order:

1. Print off the Chapter Officer Workshop Workbook or if you are unable to print it off, save it to your Google Drive. [Click here](#) to watch this video for instruction on how to use the online interactive workbook!
2. Watch your COW Officer Video! Each of the state officers have created a video specifically for you to learn more about your duties within your position. Using the COW Workbook, watch your Officer Video before the workshop with your section's State FFA Officer.

**Officer Videos**

[\*Click to Watch\*](#)

### *Etiquette*

Please have the following items for the workshop:

- COW Workbook (online or printed).
- Earbuds with a microphone.
- Integrated or external webcam installed on computer and ready to go.
- Scrap paper & a writing utensil.

Additionally, it is the expectation that this experience is just as engaging as it would be if we were with you in person. With that in mind, please be prepared to do the following:

- Actively participate in conversation, both verbally or through the chat.
- Take notes on the experience, either through the online interactive workbook or on a printed copy of the workbook.
- Ask questions and fully engage. You will never get this exact opportunity again throughout your entire year of service.

### *Question*

If you have any questions, reach out to your Sectional State FFA Officer, who will be more than happy to help you. We are here to serve you and make this upcoming year amazing!