



WISCONSIN

ASSOCIATION OF FFA

STATE OFFICER CANDIDATE HANDBOOK



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INTRODUCTION

Becoming a State FFA Officer is a challenging process, yet a very rewarding opportunity. Through this state 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 State FFA Office takes a great deal of hard work and dedication, officers will gain experiences and connections that will last a lifetime. The skills gained will help prepare for future careers, opportunities in college, and leadership roles in other organizations. State officers serve the Wisconsin FFA members and advisors. They make a positive difference in the lives of many people.

This handbook is to help you prepare your candidacy for State FFA Office. In it, you will find everything you need to get you on your way. Please thoroughly review all the enclosed information as you prepare for the State Officer Selection Process.

Remember this handbook is only the beginning! As a candidate, you will need to study Agricultural Education and FFA information, practice interviewing and presenting yourself in front of people. It will take your personal commitment and dedication to truly prepare for this process. You know yourself best! You know what areas you need to work on.

We wish you the very best. If you have any further questions, regarding the responsibilities of State Officers, or the Selection Process, please feel free call the Wisconsin FFA Center.

STATE FFA OFFICER JOB DESCRIPTION

The primary responsibility of a State FFA Officer is to serve the Wisconsin Association of FFA in local, state, and national activities in a way that will inform, motivate, and inspire FFA members, advisors, state staff, teachers, and others to achieve the mission, strategies, and core goals of the organization.

State Officers serve under the supervision of the State FFA Executive Director and State FFA Board of Directors in accordance with official policy and budget limits. Where involved with student leadership activities, state officer efforts will be coordinated by the State FFA Executive Director. More specific responsibilities include:

- Adhere to the State FFA Officer Policies of the State FFA Association and follow through with those activities agreed to in the State FFA Officer Commitment Form.
- Participate in training, orientation, continual self-improvement, and evaluation of activities as directed by the State FFA Staff.
- Maintain a positive attitude and enjoy your year of service with members, advisors, staff, sponsors, and others.
- Represent the State FFA Association at local, state, and national activities as scheduled by the State Staff.
- Serve as a member of the State FFA Board of Directors at all meetings as required by the State Advisor and Executive Director.
- Develop positive relationships with FFA members, advisors, staff, sponsors, and the public.
- Stay up to date on agriculture, agribusiness, and agricultural education facts and issues.
- Plan, prepare, read, study, listen, and practice to continually improve public speaking skills.
- Communicate by a regularly scheduled newsletter to chapters within state officer's section.
- Plan, prepare, and conduct Chapter Visits in each chapter within your designated section. Communicating with advisors about specific visit details.
- Participate in making visits to business and industry as directed by the State Staff working in cooperation with the State FFA Foundation staff.
- Participate in local chapter banquets as invited by local chapter advisors.
- Participate in planning, preparing, and conduction the State FFA Convention.
- Prepare and submit monthly expense vouchers and other reports as required by the State Executive Director.
- Keep up to date with all correspondence.
- Develop and exercise an awareness and sensitivity to diversity amongst FFA membership and the general student population.
- Perform other duties as instructed by the State Staff.

SPECIFIC DESCRIPTIONS OF STATE OFFICER ACTIVITIES WITH APPROXIMATE TIMETABLE

*A MORE DETAILED CALENDAR POSTED ON THE WEBSITE *

State FFA Officers **must** participate in the activities in the activities below.

SUMMER MONTHS

BASE CAMP- Week after Convention- 4-day training provided by a National FFA Facilitator focusing on the basics of being a state officer.

WAAE PROFESSIONAL DEVELOPMENT CONFERENCE- Last week in June- Location Rotates.

CHECK POINT #1 TRAINING- 4-day training with National FFA Facilitator in July focused on communication skills and workshop development as well as other items important for state officers.

WI FFA FOUNDATION GOLF OUTINGS- Golf outings are scheduled by the Wisconsin FFA Foundation and the team divides up to send at least 2 to 3 representatives to each golf outing.

FARM TECHNOLOGY DAYS- When Available-State FFA Officers assist at the FFA Booth as well as assisting with the Safe Tractor Operators' Contest.

STATE OFFICER WASHINGTON D.C. SUMMIT- Fourth Week in July-A 5-day seminar for the entire state officer team to represent the FFA Association and learn about advocacy and begin the delegate process of the National FFA Convention.

STATE FAIR- Ten days in August- The entire team works during the 10-day fair. Flexibility given for those showing or having other commitments.

JAG LAKE OFFICER TRAINING- Fourth Week in August- The State Officer team travels to Northern Wisconsin to the State FFA Camp at Jag Lake for 5-days of conference planning, goal setting, and team building.

FALL MONTHS

FALL LEADERSHIP WORKSHOPS- Second Week in September, Last Week in September, First Week of October- The officer team will travel the state, conducting 10 workshops. The officers plan, prepare, and conduct the workshops for chapter members. There will be approximately 200 FFA members in attendance at each leadership workshop. State Officers will also make Business and Industry Visits between schools promoting FFA to current and potential sponsors.

FIRE CONFERENCES- September/October- at least two Saturdays-The State FFA Officer team works together to prepare and present multiple CONFERENCES in the fall held at locations across the state. Each conference is attended by over 150 members.

WORLD DAIRY EXPO- First Week of October -Madison

NATIONAL FFA MEMBER LEADERSHIP SERIES CONFERENCES-Second Weekend of November. The state officer's role is to help the conference participants and participate in the program.

NATIONAL FFA CONVENTION-Fourth Week of October- Each state officer is a member of the Wisconsin Voting Delegates to the National Convention. As a delegate, each officer has the responsibility to represent Wisconsin on issues concerning FFA on a national level.

CHAPTER VISITS-October-December-Each officer is responsible for visiting **every** FFA chapter in his/her section – approx. 25 chapters. It's the responsibility of the officer to communicate with the instructor as to the topics to be covered, the objective of the visit, and the length of the visit. Many chapter visits will be the whole day, providing the officer with the chance to speak to classes, as well as meet with school administrators and counselors.

WINTER MONTHS

FARM BUREAU ANNUAL MEETING-Immediately before December meeting - Officers will represent Wisconsin FFA at various agricultural conventions and annual meetings. Meet with FFA sponsors and agribusiness leaders- Assisting at the various conventions where needed.

CHECK POINT #2 TRAINING-First Week of December – Team Photos, Half-Time planning, Convention preparation. Work again with the National FFA Facilitator on giving speeches and team dynamics.

HALF-TIME LEADERSHIP CONFERENCE PREP DAY-In December or early January, before the Half Time Conference the team will spend about two days together building props, rehearsing, and preparing for the Half-Time Conference.

HALF-TIME LEADERSHIP CONFERENCE-First Weekend in January- Board of Directors meeting before the conference- State officers are responsible for planning and conducting a two-day leadership conference for chapter FFA members. This is the “Half-Time” for the year and the major thrust is to motivate the FFA members to excel the last half of the year.

DISTRICT LEADERSHIP DEVELOPMENT EVENTS-January/ February- State officer will assist host chapter in conducting the District Leadership Development Events and will give a welcome to the members present.

WI FFA ALUMNI CONVENTION-February- Officers will represent Wisconsin FFA. They will assist at the convention where needed.

FARM BUREAU FARM FORUM-February- There is a meeting of the FFA Board of Directors before the conference. The state officers assist with Farm Forum.

FFA WEEK CELEBRATION- Participate in a wide range of activities planned and implemented by area chapters for the Celebration of FFA Week in February.

SPRING MONTHS

BOARD OF DIRECTORS MEETING-One-day meeting in the middle of March.

CHAPTER BANQUETS- March-May- State officers receive requests to address FFA Banquets. The officer's duties may vary from bringing "Greetings" to being the keynote speaker. Its important officers meet parents, school officials, sponsors, and FFA members.

SECTIONAL LEADERSHIP DEVELOPMENT EVENTS- March/April-The state officer and their advisor(s) are responsible for organizing and conducting the sectional contests. They must line up the judges, timers, and facilities. The host officer will usually give a welcome and instructions to the contestants.

NATIONAL FFA MEMBER LEADERSHIP SERIES CONFERENCE AND EDGE CONFERENCE-Fourth Weekend in March-Half of the State Officer Team attends the National FFA Conference and EDGE Conferences. The officer's role is to help the conference participants and participate in the program.

REGIONAL/STATE CDE'S-March/April-Regional Career Development Events - Officers attend event that is closest. The last Friday in April-State FFA Career Development Events & State Officer Meeting.

CONVENTION PREPARATION-Late May- Convention Workdays-FFA Center-Spencer The highlight of the year is the State FFA Convention held in Madison. It is the responsibility of the officers to organize the presentation, develop various convention audio, visuals, etc.....

JUNE

STATE FFA CONVENTION-Second Week in June-The state officers are a vital part of the State Convention as they assist in planning, preparing, and conducting this highlight event of the year.

WAAE PROFESSIONAL DEVELOPMENT CONFERENCE-The past officer team is asked to attend the WAAE Professional Development Conference for an evening to meet with the new state officer team and give them advice and suggestions for the coming year.

OTHER RESPONSIBILITIES

THANK YOU LETTERS-This is an absolute must. State Officers are given names and addresses of people and companies to thank throughout the year. Everyone does this!

COMMITTEE WORK- You will be assigned to serve as the chair and co-chair of several committees for both the State Association and the State FFA Convention. Committee work is key to getting all projects accomplished. You will be required to follow through with your committee assignments and make a formal presentation to the Board of Directors at the March meeting.

NEWSLETTERS-All State Officers are responsible for producing at least 4 newsletters to their chapters in their sections to communicate upcoming activities and accomplishments of chapters in their section. Newsletters will be sent electronically for advisors to share with members.

REMEMBER

Being a state officer isn't all glamour. An officer travels approximately 8,000 miles during the year, representing the Wisconsin Association of FFA. They spend many hours preparing workshop, writing newsletters, and corresponding with members and advisors. The officer receives training from the State and National FFA that helps develop their leadership and presentation skills and offers excellent hands-on education and training for young people.

A state officer should consider taking the Fall Semester off from college or even the entire year since this can be a very hectic schedule to keep on top of all responsibilities. This is not a requirement, but a recommendation. We want you to get the most out of your year as an officer and enjoy your time planning, preparing, and participating in events. (Many officers take off the Fall Semester and a few return to school Second Semester, but the second half of the year is also very busy for officers with meetings, banquets, and state convention preparation.) The key is that the Wisconsin Association of FFA needs your full commitment for the entire year and you will find that you will also gain a more rewarding experience. Internship credits, independent study, and other options for getting credits for what you do as a state officer is very welcomed if your university is willing to work with you.

In addition to the scheduled events, state officer candidates should be aware that extra events such as Parent's Nights, FFA Week Activities, etc. may arise from requests of chapters in your section. Also, state officers spend many hours of their own time returning correspondence, writing thank you, compiling sectional newsletters, and planning state events.

EXPECTATIONS FOR THE STATE FFA PRESIDENT

The President of the Wisconsin Association of FFA does more than preside over meetings and the annual convention. More than any other officer, the president represents the ideals and image of the entire FFA. This document is to clearly inform you of the roles and expectations of the State FFA President before you announce your candidacy.

STATE OFFICER TEAM LEADER

In many respects, the president “sets the tone” for the new team. The image, mannerisms, and style you present will greatly impact the team members. This is not always an easy activity as some members will not agree with the direction you want the team to move. Start from the frame of mind that a leader “builds” a team; not “buys” one. State staff will assist you in building your team while meeting the expectations of the state staff, local advisors, sponsors, Alumni, and of course, the FFA members. You will also need to be sending frequent correspondence to your team members to keep them informed and on track with their specific duties and responsibilities.

Just as the other officers do, the State FFA President also follows the commitment and responsibilities laid out in writing and DPI policies which were agreed upon during their first year of service.

PUBLIC RELATIONS

In many respects, this is your primary role. Not only do you speak on behalf of the FFA; but many times, about the relations of the FFA to SAE to the local agriculture classroom – in fact, you may be questioned about agricultural education and not about the FFA. You play a vital role in representing the agricultural industry, agriculture education, FFA, etc. to both those involved in agriculture and those with no understanding of agriculture -both in and out of Wisconsin. A poor public image hurts local high school recruitment as well as university and technical college enrollments. Above all, a poor public image lessens the number of financial contributions to the Wisconsin FFA, the Center, the Foundation, and the Alumni. The media will play an important role in your public relations activities and state staff will work with you on developing excellent media relations skills.

State FFA Presidents need to be neat in their appearance at all times in official dress and in casual dress. They need to be knowledgeable about current agriculture issues. They need to feel comfortable starting conversations with people they meet and sharing the message about agriculture, agricultural education, and FFA. The State President must have excellent communication skills and a willingness to serve others.

FFA LIAISON TO RELATED ORGANIZATIONS

As the State FFA President, you represent the FFA on many related boards and committees. You are expected to attend all the meetings of each of the following organizations and be prepared to present reports and to discuss issues and their impact on the FFA. Your membership on Boards of other groups should receive prior approval by state staff.

FFA FOUNDATION BOARD OF DIRECTORS- The fundraising body for the FFA, the Foundation meets several times a year to establish policy and direction for the Foundation. You are a member of the Board as President.

FFA ALUMNI & SUPPORTERS COUNCIL- Another supporter of FFA activity, the Council direction for FFA Alumni & Supporters programming which must tie closely to the state and local FFA programming. The Council typically meets four-five times per year. You are a member of the Council as President of the FFA.

FFA CENTER BOARD- Formed in 1992, the purpose of the FFA Center Board is to govern the activities and direction of the FFA Center. The Board has three meetings per year with additional meetings as a result of committee activity. You are invited to attend these meetings to find out what is going on, however, many times when this Board meets you will be busy with an FFA activity.

CONDUCT BUSINESS OF STATE FFA ASSOCIATION

In cooperation with state staff, you are to prepare and conduct the agendas for each meeting of the state FFA officer team and for the FFA Board meetings. It is important that you seek a thorough understanding of the background of each agenda item as it will impact the direction the meeting needs to take. Don't think that you can get sufficient background in five minutes; the FFA has been around for over 90 years and agricultural education in Wisconsin since 1902! Take the time to be prepared – You will look good and the FFA will look great! You will be the presiding officer at the State FFA Officer and Board of Directors meetings.

ASSIST IN PLANNING STATE FFA CONVENTION

The primary responsibilities of the State FFA President in planning the State FFA Convention is the writing of the convention script, convention program, inviting judges, and following up on many other details – most other duties can be assigned to other officers, such as stage preparation, videos, etc., but the President may assume these duties as their schedule permits. The President will also be signing hundreds of award certificates!

COMMUNICATE STATE OFFICER NEEDS TO STATE STAFF

As the leader of the State FFA Officer team, you are also the closest to your fellow officers and will best understand their feelings and their needs. It is your duty to communicate these needs to the state staff so they may assist in meeting those needs. You will work closely with state staff to make sure that the officers have a successful year and that the goals that have been set are being accomplished.

The State FFA President will be expected to a variety of activities to represent the Wisconsin Association of FFA. Many times, as president you will yourself traveling all across the state to assist advisors and members and participate in a variety of activities.

Successful State FFA Presidents make the most out of their year of service by setting high goals for their team and the FFA Association. It is the motivation and enthusiasm of the State FFA President that can lead the team of officers to accomplish wonderful things for the State Association. The State FFA President needs to be self-motivated and willing to put in the extra hours and time to take care of details and coordinate activities so they come together.

The State FFA President will be asked to spend time working at the Wisconsin FFA Center, Department of Public Instruction, and Wisconsin FFA Foundation offices. During the year, the State FFA President will be asked to attend a variety of functions. FFA will be the first priority for the person in this position during the year!

State FFA President is a tremendous experience. The State President that served you can be an excellent role model for what a State President does during the year. Please feel free to ask any other questions or concerns you may have about the duties of a state president.

STATE FFA OFFICER/CANDIDATE POLICIES

Several of the items below are taken from the Wisconsin Association of FFA Constitution. For more specifics of the Constitution, please refer to the Wisconsin FFA website. Other Policies and Procedures for State FFA Officers have been carried forth for many years in developing an effective state officer program, passed by former Boards of Directors.

1. A chapter may recommend two candidates for State FFA Office each year. Official application and resumes must be submitted electronically on the due date to the Wisconsin FFA Center. State officer candidate information submitted beyond the application due date will lose 5 points per day up to 5 business days. Once the 5-day grace period expires, the candidacy for state FFA office will be denied.
2. All qualified applicants for state office shall appear before a nominating committee to review their qualifications. Only those who are recommended by the nominating committee shall then appear before the sectional delegate meeting and discuss their qualifications for office. State officers shall be elected from those candidates recommended by the nominating committee. Election of officers from each section shall be by ballot and require a majority vote of the section delegates present.
3. The practice of soliciting support for a candidate for State FFA Office is not permitted.
4. State FFA Officer Candidates are assigned Courtesy Corps duty and required to fulfill those duties during the State FFA Convention in which they are running for office.
5. Each state officer candidate shall be an active FFA member from a chapter in good standing.
6. State officer candidates must have or will receive the State FFA Degree at time of election.
7. Officers of the State Association shall be President, five Vice Presidents, Secretary, Treasurer, Reporter, Sentinel, Parliamentarian, Executive Director, and Advisor.
8. The state officers shall be elected annually at the state convention in accordance with Article X of the State FFA Constitution. The specific duties of each state FFA office are listed in the State FFA Constitution Article IX.
9. The State FFA President shall be elected by the outgoing state officer team at the state convention from among the qualified members of the officer team. Election shall be by ballot and shall require majority vote of the officers present.
10. The newly elected state officers shall meet at the state convention after the sectional election and shall elect from their body the five Vice President, Secretary, Treasurer, Reporter, Sentinel, and Parliamentarian. Each member shall appear briefly before his/her fellow members. Election shall be by ballot and shall require a majority vote of the members of the state officer team.
11. New officers shall be inducted into office at the state convention and shall assume office at the close of the convention. Except for the president, who is elected from the officers of the previous year, officers shall not be re-elected nor eligible for election to another state office.
12. In the event a state officer conducts themselves in a manner inconsistent with the Wisconsin Association of FFA and the Department of Public Instruction Policy for State Officers, the State FFA Officer Candidate Statement of Commitment and Responsibilities, or does not follow through with commitments agreed to before election, the State FFA Board of Directors shall have authority to remove the officer from office.

WISCONSIN ASSOCIATION OF FFA AND THE DEPARTMENT OF PUBLIC INSTRUCTION POLICY FOR STATE OFFICERS

In order that there are no misunderstandings, the Wisconsin Association of FFA would like each state officer candidate and their parent(s) to read and agree to the following association policies. All policies will be strictly enforced.

THE FOLLOWING ARE OFFENSES THAT WILL CAUSE DISMISSAL FROM STATE FFA OFFICE:

- A) Any use of alcohol or look-alike, and/ or supply of alcohol or look-alike to members or others. State FFA officers will forego all alcohol while involved in official or unofficial FFA activities from the day the officer is elected until he/she installs a new state officer. This means 24 hours a day, 7 days a week, for 365 days. This means anywhere within the United States and any International travel.
- B) Any use and/or supply of controlled substances (drugs) or look-alike, not under direction of physician. In addition, any use of tobacco or tobacco related products or look-alike is prohibited.
- C) Participation in any illicit or promiscuous acts.
- D) Commission of any felony against the laws of State or Nation.
- E) Other violations of codes of ethics and responsible behavior so identified that may be acted upon by the State FFA Board of Directors.

The above violations apply to any FFA activity (official or unofficial) or membership involvement by the State FFA Officers, individually or as a group.

If any of the above violations occur, the state officer or officers will be asked to appear before the entire State FFA Board of Directors to give a complete explanation of the incident which occurred. The State FFA Board of Directors will then rule on a dismissal of the officer or officers involved.

I certify that I have reviewed and understand the Wisconsin FFA Policy concerning behavior of officers of the Wisconsin Association of FFA.

SIGNATURE OF STATE OFFICER CANDIDATE

SIGNATURE OF PARENT/GUARDIAN

Date

Date

STATE FFA OFFICER CANDIDATE STATEMENT OF COMMITMENT AND RESPONSIBILITIES

If elected as an officer of the Wisconsin Association of FFA, I promise to abide by the following:

I. PERSONAL RESPONSIBILITY AND CONDUCT

Please initial

- A) Accept personally the “FFA Code of Conduct and Ethics” and attempt at all time to reflect favorably upon the organization represented and the State FFA Officer team. _____
- B) Forego all alcohol, tobacco, and illegal substances at all times during my year of service to the FFA. _____
- C) Avoid places or activities that in any way would raise questions as to one’s moral character or conduct. _____
- D) Use wholesome and appropriate language in all speeches and informal conversations. _____
- E) Wear the FFA jacket as described in the Official FFA Manual- “The Proper Use of the Official FFA Jacket.” _____
- F) For all occasions both in official dress and in casual dress, observe standards of dress and total personal grooming, as well as standards of personal conduct, as established and demonstrated by the National FFA Officers. _____
- G) Conduct myself in a manner which commands respect without any display of superiority. _____
- H) Maintain and protect my health. _____
- I) Treat all FFA members equally by not favoring one over another. _____
- J) Accept the dismissal conduct policies of the Department of Public Instruction for CTSO (Career and Technical Student Organization) State Officers (Attached). _____

II. PERSONAL GROWTH

- A) Evaluate periodically my personality and attitudes making every effort to improve myself. _____
- B) Accept and seek out constructive criticism and evaluation of my total performance. _____
- C) Through preparation and practice, develop myself into an effective public speaker and display a desirable image of the FFA at all times. _____
- D) Regularly and promptly write ALL letters, thank-you notes, and other correspondence, which are necessary and desirable. _____
- E) Strive to improve my ability to carry on meaningful and enjoyable conversations with individuals of all ages and walks of life. _____
- F) Become knowledgeable of agriculture, agriculture education, and FFA. Keep myself up to date on current events and agricultural/education issues. _____

III. SERVICE TO FFA

- A) Be willing to commit the entire year to state officer activities. _____
- B) Be willing and able to travel in serving the Wisconsin Association of FFA. _____

- C) Consider FFA officer activities to be my primary responsibility. _____
- D) Become knowledgeable with the State FFA Program of Activities to be able to discuss it with chapter officers and others. _____
- E) Be dedicated and committed to FFA and the total program of agriculture education. _____
- F) Attendance and participation in the Base Camp Training, Check Point #1 Training, Officer D.C. Summit, and Checkpoint #2 Training for my year as a state officer. _____
- G) Full attendance and participation in the meetings of the State FFA Officers, Board of Directors, and State and Sectional FFA Events for the Section I serve. _____
- H) Full attendance and participation in all State FFA Leadership Conferences including Fall (Sectional) Leadership Workshops, FIRE Conferences, National FFA Leadership Conferences, EDGE, Half-Time Conference, etc. _____
- I) Leadership in arranging and conducting sectional chapter leadership meetings/activities with chapter officers in my area. _____
- J) Holding FFA leadership meetings with officers in local chapters in conducting a chapter visit at each chapter within my section. _____
- K) Speaking whenever available at FFA banquets within the section upon invitation by the local chapter. _____
- L) Full attendance and participation in the annual Business-Industry Tour of State Officers. (Held during Fall (Sectional) Leadership Workshops) _____
- M) Full attendance and participation at the National FFA Convention. _____
- N) Full attendance and participation at the Annual State FFA Convention. _____
- O) Attendance at all activities deemed appropriate an assigned by the Wisconsin Association of FFA and its state staff. _____
- P) Communicate on a daily basis with teammates and state staff through email. _____

IV. COOPERATION WITH OTHERS

- A) Work in harmony with fellow FFA officers, and not knowingly engage in conversations detrimental to other FFA members, officers, or adults. _____
- B) Serve as a member of the team always maintaining a cooperative attitude. _____
- C) Be willing to take and follow instructions as directed by those responsible for State Officers and State and National FFA programs. _____
- D) Notify State FFA Executive Director, Wisconsin Association, of FFA of all invitations other than those listed in section C above, (to avoid duplications of representation or other difficult situations). _____
- E) Communicate with the state office regularly. _____
- F) Careful memorization of parts assigned in state convention ceremonies and attention to other duties assigned. _____
- G) Responsible and timely reporting of activities conducted as a representative of the state FFA. _____

H) Cooperation with chapter FFA advisor and school district in completing duties listed on the attached sheet “Duties of a State Officer Advisor.” Communicate often with chapter _____ advisors.

I have read and understood the above points. I will carry out my responsibilities in accordance with these statements and understand that I can be removed from office by the Wisconsin Association of FFA State Board of Directors if I do not satisfactorily follow these established standards and policies.

REQUIRED SIGNATURES

ALL SIGNATURES LISTED BELOW ARE **REQUIRED** TO BE ELIGIBLE FOR THE STATE FFA OFFICE.

I _____ (print candidate name) have read the Wisconsin Association of FFA/ DPI Policies and the Statement of Commitment and Responsibility for State FFA Officer Candidates and verify that I will complete all the expected activities and abide by the expected code of a State FFA Officer if elected.

CANDIDATE SIGNATURE _____

I _____ (print parent/guardian name) have read the Wisconsin Association of FFA/ DPI Policies, Statement of Commitment and Responsibility for the State FFA Candidates, the Expected Activities for the State FFA Officers and Parent Information to verify that my son/daughter is able to complete the expected activities and abide by the expected code of a State FFA Officer if elected.

PARENT/GUARDIAN SIGNATURE _____

I _____ (print advisor name) have read the attached sheet, “Duties of a State FFA Officer’s Advisor” and verify that I will complete the expected activities if my candidate is elected. I have also reviewed with the State FFA Officer Candidate Statement of Commitment and Responsibility and Policies for State Officers and recommend the above candidate for the position as a State FFA Officer.

ADVISOR SIGNATURE _____

I _____ (print school administrator name) have read the information, “Duties of a State FFA Officer’s Advisor” and verify that my school district will cooperate in the completion of all the required activities that accompany having a State FFA Officer from our high school. I have also reviewed the information concerning the activities of a State FFA Officer and its policies and recommend the above candidate for the position as a State FFA Officer.

SCHOOL ADMINISTRATOR SIGNATURE _____

OFFICIAL DRESS GUIDELINES FOR WISCONSIN STATE FFA OFFICERS

1. Maintain a neat and professional appearance as well as an excellent personal hygiene at all times.
2. Hair styles must be appropriate, professional, and well maintained.
 - No unnatural coloring of the hair beyond blond, brown, black, or red natural highlights.
 - No beards, mustaches, etc.
 - Sideburns should be neatly trimmed and may not extend below the bottom of the earlobe.
 - Any hair accessories need to complement official dress. Please be conservative with these accessories.
3. There should be no pins on the State FFA Association jacket.
4. Black pants and skirts need to be black-not faded or gray in appearance.
 - Get pants and skirts that require little to no ironing.
5. Skirts need to be at the knee or slightly below. Make sure they fit properly.
6. Skirts must be straight and professional looking.
 - No ruffles or high-cut slits
7. Nylons need to be black. (They should be off-black color rather than jet black).
8. Solid black socks need to worn with black pants.
9. Shoes:
 - Males should wear a shiny, black leather shoe. Tie or loafer shoes acceptable.
 - Females should wear a solid black pump with a comfortable heel.
 - Shoes need to be polishes at all times.
10. White shirts need pointed collars.
 - Rounded collars are difficult to wear with the scarf or tie properly.
11. Use jewelry in moderation.
 - Males will not be allowed to wear earrings.
 - There should be no class rings other than your own worn.
 - Only one ring per hand should be worn at the maximum.
 - Females may wear earrings that complement the official dress, nothing too large or distracting.
12. Each state officer will display their state FFA degree charms on a gold chain.
 - Be Careful! Chains catch on chairs and break easily.
13. Keep your clothes wrinkle free and lint free.
14. Please be aware of your appearance. Make sure shirts are tucked in, scarves and ties are in place, jackets are zipped, etc. You are representing the image of Wisconsin FFA! Look Sharp!

FFA OFFICIAL DRESS INCLUDES:

- An official FFA jacket zipped to the top.
- Black slacks and black socks/nylons or black skirt and black nylons.
- White collared blouse or white collared shirt.
- Official FFA tie or official FFA scarf.
- Black dress shoes with closed heel and toe.

NOTE: Official garb of recognized religions may be work with Official Dress. Also, appropriate personal protective equipment may be used with Official Dress.

BENEFITS AND EXPENSES FOR STATE FFA OFFICERS

- State FFA Officers receive an internship experience that will give them the cutting edge when it comes to jobs, school, scholarship, etc.
- Each officer receives a scholarship from the Wisconsin FFA Foundation, Inc.
- The Wisconsin FFA Alumni & Supporters Association also awards each officer a lifetime membership.
- Limited Insurance coverage for illness and accidents – approximately \$2,500 worth in coverage.
- The Wisconsin State FFA Association will purchase the following items for State FFA Officers: Four FFA Association jackets, scarves or ties, official stationery, state degree chains, business cards, and a time management system.
- Based on the availability of sponsorship through the Wisconsin FFA Foundation, there may be a stipend available at the beginning of the state officer term to purchase needed dress for officers – Approximately \$300.

The State FFA Association will reimburse the State FFA Officers for expenses related to their duties including mileage, meals, lodging, and other job-related expenses. Officers will need to submit expense reports and proper receipts to get full reimbursement for their expenses.

STATE FFA OFFICERS WILL NEED TO PROVIDE THE FOLLOWING:

A VEHICLE IN GOOD WORKING CONDITION-State FFA Officers put on many miles throughout their year of service. They travel many times by themselves to events such as chapter visits, banquets, contests, and meetings. Many times, carpooling will be done to save on mileage expenses where the entire team is attending an event. Officers will be reimbursed for mileage from their hometown, not from school (if they are in college during office) or whichever distance is closest to the event traveling to.

INTERNET CONNECTION & ACCESS TO COMPUTER- State Officers communicate everyday over e-mail. They need to have available access to e-mail and a computer every day whether at home or school.

The following are personal expenses State FFA Officers may incur during the year. Plan accordingly.

Casual Official Dress (Above what is by \$300 reimbursement)

Clothing-Shirts, blouses, pants, skirts, nylons (Above what is by \$300 reimbursement)

Laptop

Car repairs

It is recommended that State FFA Officers have access to a credit card and cell phone when traveling.

TRAVEL FOR STATE OFFICERS

Below are policies regarding travel of State FFA Officers and should be known to FFA Chapters.

- A) State Officers are requested to limit their services within the state to their own FFA Section.
- B) State Officers are reimbursed by the Wisconsin Association of FFA for travel at a rate \$0.15 less the current IRS mileage rate. Because officers away at school do not receive travel reimbursement from the campus to their home, it may result in some financial hardship to them if this distance and the requests are frequent. Schools may help the state officer financially to cover this expense, should they so desire. **FFA Chapters are required to pay the officers for their mileage to banquets and other special activities the chapter may invite them to participate in.**
- C) State officers are encouraged to participate in chapter leadership development activities. This includes meeting with chapter officers and members to discuss the local chapter program and to suggest activities which may be of interest to them – in keeping with the Program of Activities. Attendance at Parent and Member Banquets are additional opportunities for services.
- D) The State President represents the State Association at statewide functions and is available on a limited basis for chapter events. **Because the President's travel budget allows only for State Association representation, expenses for individual chapter visits are the responsibility of the local chapter.**
- E) State Officers must receive approval from the state FFA staff to deviate from these policies.

DUTIES OF A STATE FFA OFFICER'S ADVISOR

Not only do the State Officers have responsibilities once they are elected, but the advisors of the State Officers also have specific duties throughout the year. The advisors of State Officers are expected to complete the following activities:

- 1) Attend a State Officer and Advisor Meeting Thursday following the last session at the State FFA Convention.
- 2) Attend a State FFA Board of Directors Meeting at the WAAE Professional Development Conference.
- 3) Host the Fall Leadership Workshop at their high school. Advisor(s) and their State Officer must coordinate to make all preparations for this event.
- 4) Attend a State Board Meeting at the Half-Time Conference in Stevens Point during January.
- 5) Attend a State FFA Board of Directors Meeting in February.
- 6) Review the State Degrees from their section for the minimum qualifications.
- 7) Host the Sectional Leadership Development Event at their high school. Advisor(s) and their State Officer must coordinate to make all preparation for this event. Information is provided by the Wisconsin FFA Center.
- 8) Attend a State FFA Board of Directors Meeting in March. State Convention plans and delegate proposals will be discussed.
- 9) Assist with the State Officers and state staff at the State FFA Convention.
- 10) Attend any other meetings as requested by state staff.
- 11) Other duties as assigned by state staff.

In addition to these specific responsibilities, it is asked that the advisors of the State FFA Officers help to make sure that the State Officer is following through with all their responsibilities on the Sectional Level including completing chapter visits, newsletters, sending out thank you notes, etc. It is important that the State Officer Advisors play an active role in working with the state officer so they can receive feedback and do the best job possible as a state office.

State Officer Advisors can be in direct contact with the State FFA Executive Director with questions regarding state officer responsibilities.

STATE FFA OFFICER PARENT INFORMATION

During the year, State FFA Officers need the help and guidance of their parents in order to have a successful year and get the most out of the state officer experience. Here are some suggested responsibilities and activities recommended for parent:

- 1) Attend the annual State FFA Officer Parent's Picnic to get to know the officer team and the other parents. This makes for a great way to start networking with each other and understanding the busy schedule of a state officer.
- 2) Parents of the State FFA President serve as hosts of the annual State FFA Officer Picnic. All families are asked to bring a dish to pass. The president's family is in charge of location and hosting.
- 3) Assist with hosting the Fall Leadership Workshop. The chapter advisor(s) is in charge of this workshop but may need your assistance with refreshments and other assignments. You will also assist in finding or providing housing for more of the state officers depending on the day the team arrives for the Fall Leadership Workshop.
- 4) Attend the State FFA Convention in June during the Thursday morning session to be recognized on stage. Officer parents are welcome to attend any and all parts of the convention, however, Thursday morning of the convention all will be recognized on stage. State staff will assist in making hotel reservations if you would like, however the hotel expense is the responsibility of the parents.
- 5) Attend the Parent and Advisor Appreciation Luncheon, Thursday of Convention.

In addition to these activities, it is asked that the parents of the State FFA Officers help to make sure that the State Officer is following through with all their responsibilities including completing chapter visits, sending out newsletters, sending out thank you notes, etc. It is important that the state officer parents support their child with this opportunity to do the best job possible as a State Officer. State officers need a vehicle in good working condition for their safe travel. In addition, it is recommended that they have a cell phone and credit card for traveling purposes.

The Wisconsin Association of FFA will do its very best to support all the activities of the state officers and provide reimbursement of expenses of state sponsored activities. However, parents are asked to support their child in various ways to accommodate busy officer schedules and activities. There will be times that officers need to prepare presentations and workshops. As well as correspond with advisors, etc. State Officers communicate everyday over e-mail. They need to have available access to e-mail every day whether at home or school. Internet connection and a laptop computer are necessary.

Having the officers set up their own desk/office area in your home is a great idea to keep them organized and focused on the activities they need to accomplish. These are also professional skills that they will develop for their future careers.

Sometimes parents will feel like their house is a revolving door and in and out goes their child for FFA activities. You may feel like the local laundry service and the teller machine when a few extra dollars may be needed to support some of their activities. However, we guarantee that the year your child invests in serving as a state officer is an experience that will give them a cutting edge and is looked highly upon by employers, etc. State Officer parents can be in direct contact with the State FFA Executive Director with questions regarding State Officer responsibilities.

WISCONSIN STATE FFA OFFICER ELECTION PROCESS

Candidates will receive scores on both their Application and Resume in addition to the interviews below.

Application – 50 points

Resume – 50 points

100 points

CANDIDATE INTERVIEWS

Personal Interviews – 150 points - 15 minutes

This interview will give the judges the opportunity to get to know each of the candidates. During the interview, candidates will be asked a variety of questions by all judges. Questions could come from the candidate's application or resume. They could be related to FFA or SAE experiences. Basic personal interview questions may be asked related to a candidate's goals, experiences, skills and qualifications.

Discussion Topic Interview – 150 points - 10 minutes

For the Discussion Interview, the candidate will be presented with a topic related to current issues facing agricultural education and FFA. This is a discussion with one of the judges to evaluate the candidate's knowledge, ability to think on their feet, and deliver accurate information while having a meaningful conversation. **This interview should be a conversation between an elevated leader with the FFA organization and a judge. The candidate should work to drive the conversation by asking meaningful questions of the judge and discussing meaningful content related to the topic, but does not need to assume any role other than themselves.** An example may include discussing with the judge why it is important to encourage local school districts to continue to support agricultural education and FFA. The judge the candidate is interacting with will start the round by introducing the topic, then the conversation surrounding it will begin.

Knowledge Interview – 150 points - 15 minutes

This interview will be a combination of specific questions to understand the candidate's knowledge of ag education and FFA. While this interview will replace the test, the questions will still evaluate the level of knowledge the candidate has about FFA programs, history, people, and events. One example question follows: Explain the structure of the National Chapter Award Program. The questions will be designed to test the knowledge of the candidates if they were asked about specific information related to FFA.

STAND AND DELIVER ROUND – 150 points - 10 minutes

This round will model the speech delivery found in the delegate round. Thirty minutes before their assigned time for this round, candidates will be provided a topic.

Candidates will prepare a 5-minute speech on the topic and be ready to answer judges' questions after the speech.

GROUP ACTIVITY – 150 points - 45 minutes

A group of 4-7 candidates (depending on number of candidates and break down by section) will work together in planning and presenting a workshop or some type of presentation. The activity will be based on an event or activity a State FFA Officer will be expected to attend. (Examples may include: FIRE Conference Workshop, Chapter Visit workshop, New Member Workshop, Sponsor Visit Presentation, FFA Alumni Workshop, etc.) The group will be allowed 25 minutes for planning, 15 minutes to present and 5 minutes for questions. Each candidate will be scored individually for various traits and skills they exhibit during the group activity. Total time for this activity shall not exceed 45 minutes.

****CANDIDATE MUST RECEIVE 510 POINTS (60%) AND BE IN THE TOP TWO SCORES WITHIN THE SECTION TO MOVE ON TO THE DELEGATE ROUND.**

DELEGATE ROUND INTERVIEW – 1275 points based on the FFA Member Delegate Vote 15 minutes per candidate

During this round, chapters in each section will be allowed to have 2 FFA member delegates participate with each state officer candidate in their section. This will take place in-person at the State Convention as well as connect with chapters virtually if they are unable to attend. Judges may also be present to observe. This round will be based on the votes from the FFA member delegates present as they view the candidate presenting. The resume of each candidate will be emailed to the chapter advisor of the member delegates attending this interview round.

The state officer candidate will do the following:

"MEET THE CANDIDATE": Each candidate will have one minute to introduce themselves to the members present. Introductions can include the candidate's SAE, future plans, FFA activities as well as school and community activities. The candidate will then have up to two minutes to present a speech to the delegates of "Why I Desire to Be A State Officer."

QUESTION AND ANSWER – Pre-approved questions will be provided to each of the candidates. Each candidate will be asked 3 questions with a maximum of 2 minute of time to answer each question.

Scoring: Following all candidate presentations in this round, the FFA member delegates will cast a ballot for the candidate that they would select as their state officer from their section. Candidates will receive a score based on the percent of votes they received from the delegates. For example- if a candidate received 70% of the votes, they would receive 892.5 points.

STATE OFFICE ELECTION PROCESS TIMETABLE OF EVENTS

DUE DATE Submit the following items online:

- State Officer Candidate Application
- Candidate Resume
- Wisconsin Association of FFA and DPI Policy for State Officers
- State FFA Officer Statement of Commitment and Responsibilities

Late May

Candidates will receive the following information:

1. A letter from the State FFA President
2. Interview Schedule
3. Courtesy Corps Information, Schedule, and Letter from State Sentinel
4. Criminal Background Check Information from DPI

STATE FFA CONVENTION ACTIVITIES -The state convention is typically the second week of June.

STATE OFFICER CANDIDATE ELECTION PROCESS IS SUBJECT TO CHANGE

MONDAY

STATE OFFICER CANDIDATE INTERVIEWS

All candidates will receive a schedule with their specific times indicated. All interviews will take place on Monday.

TUESDAY	9:00 a.m.	Courtesy Corps meeting for all candidates
	11:45 a.m.	Candidates introduce themselves during the Opening Convention Session ALL OFFICER CANDIDATES ARE REQUIRED TO SERVE ON COURTESY CORPS.
WEDNESDAY	10:00 a.m.	State Officer Candidates Finalists Announced – Delegate Election Process
	7:30 p.m.	Convention Session - Announcement of New State Officer Team
THURSDAY	7:30 a.m.	New State Officer Team meets to decide specific officers.
	9:00 a.m.	During the end of the last session, the State FFA President is announced to complete the team.
	1:30 p.m.	Board of Directors Meeting – New officers and advisors must attend.

STATE OFFICER SELECTION PROCESS PREPARATION GUIDE

It is important that you prepare yourself to serve as a state officer and not simply prepare for the interview process. Candidates that only prepare to outguess the interview process take a great risk. The questions asked change from year to year as the committee changes. To be successful in the interview process and be best prepared to serve your year as a state officer, you should prepare yourself for the type of activities that state officers do.

- 1) Take the time to think about why you are running for State Officer. Know what you have to offer the Wisconsin FFA membership. Identify what your goals are for the FFA and for yourself as a State FFA Officer. Think about what qualities you have admired in state officers and what made them effective.
- 2) Develop adequate knowledge of Agricultural Issues, Agricultural Education, and FFA. Be familiar with history, awards, degrees, personnel, FFA Alumni, and parliamentary procedure. This knowledge is important for officers to be able to answer the questions posed to them by members and advisors. You will spend time reviewing information after election, but a basic knowledge is very valuable.
- 3) Develop a working knowledge of the agriculture industry and current world events that impact the industry. Be familiar with key personnel in agriculture leadership positions. State officers must be able to communicate with agriculture business and industry leaders, as well as individuals involved in production agriculture. Candidates should be knowledgeable about their SAE and be able to discuss what they have learned.
- 4) Have your local advisor conduct practice interview sessions. Use videotaping if possible. Some suggested activities are:
 - The candidate as a discussion leader for a group.
 - General interview situations with the candidate are interviewed by a committee.
 - Group activities such as opening ceremonies, committee meetings.
 - Press conference or media interview activities.
 - Question/ Answer session about agriculture and education
 - A situation where the candidate must work with other people or address a group.

SUGGESTED REFERENCES FOR STUDY:

Current FFA Manual	State & National FFA Websites
FFA Student Handbook	State FFA Annual Report
FFA State and National Magazines	National Convention Proceedings
Current agricultural magazines/publications	Current Agricultural Magazines/Publications

GENERAL ASSURANCES

- Every reasonable effort will be made to provide equal and fair representation on each committee.
- Any individual with close personal or professional ties to any candidate will be excluded from the committee process.
- The interview committees will be composed of the following individuals:
 - Current and retired FFA advisors
 - Past FFA State Officers-those that have retired at least 2 years out from the time they were officers.
 - Industry Representatives familiar with the roles and responsibilities of state officers
 - University Representatives, Technical College representatives and Media deemed qualified to evaluate potential state officers.

STATE OFFICE CANDIDATE SCORING RUBRICS

State FFA Officer Interview #1 - Personal Interview

Section _____

Name _____ **Judge** _____

Criteria	Excellent 30-21	Above Average 20-11	Average 10-0	Total
Official Dress and Grooming	Well-fitting black pants/skirt, shined black shoes, white shirt or blouse, official tie/scarf, black socks, nylons, and jacket zipped to the top. Business-like. No more than three medals. Makeup and other accessories are not excessive.	All of official dress in place with the exception of one or two items. Hair combed and well maintained. Applicant is neat and well groomed. More than three medals. Makeup and other accessories are not excessive.	All of official dress in place with the exception of two or more items. Hair combed and maintained. Excessive makeup and/or other accessories. More than three medals.	
Sense of Commitment and Responsibility	The candidate definitely shared their understanding of what it takes to be a state officer and understands the level of responsibility associated with the position.	The candidate somewhat questioned their understanding of the responsibilities associated with being a state officer. They showed commitment to doing a good job.	The candidate lacked an understanding of responsibility and did not share the understanding of the commitment involved in serving as a state officer.	
Attitude and Enthusiasm	The candidate approached the interview with a positive and professional attitude and a level of enthusiasm needed by a state officer	The candidate was positive but lacked some of the spark and professionalism needed as a state officer.	The candidate showed very little enthusiasm and lacked a professional attitude.	
Content of Answers	The candidate provided direct and complete answers to the questions.	The candidate talked around the questions or provided incomplete answers to the questions.	The candidate could not provide answers to the questions or provided inaccurate answers.	
Overall Impression	The candidate provided convincing evidence they were well informed and would serve as a positive role model for the FFA.	The candidate provided evidence they would be able to serve as a positive role model for the FFA without a large amount of additional training on issues.	The candidate did not provide evidence they would be able to serve as a positive role model for the FFA.	
			Maximum Possible 150 points	

State FFA Officer Interview #2 - FFA Knowledge Interview

Section _____

Name _____ Judge _____

Criteria	Excellent 30-21	Above Average 20-11	Average 10-0	Total
Poise	Candidate had excellent poise, body posture, sat in chair at attention, good attitude, confidence, and at ease before judges.	Candidate had good poise, body posture, attitude, confidence, and ease before judges. Candidate not sitting at attention.	Candidate lounged in chair and seemed too comfortable with the judges.	
Ability to Communicate	Candidate did an excellent job and was able to put thoughts together in an organized manner and effectively communicate their message.	Candidate did a good job in putting thoughts together and effectively communicated their message.	Candidate had a difficult time trying to organize their thoughts and share pertinent points that help communicate their message.	
FFA & Ag Ed Knowledge	The candidate was well informed of the the relationship of Ag Education and FFA. Excellent understanding of FFA opportunities and the Mission of the organization.	The candidate was aware of FFA opportunities and understood the organization.	The candidate was uninformed of about FFA opportunities.	
Ag Issues	The candidate was well informed of the important issues facing Wisconsin and U.S. agriculture.	The candidate was aware of the important issues facing Wisconsin and U.S. agriculture.	The candidate was uninformed of the important issues facing Wisconsin and U.S. agriculture.	
Content of Answers	The candidate provided direct and complete answers to the questions.	The candidate talked around the questions or provided incomplete answers to the questions.	The candidate could not provide answers to the questions or provided inaccurate answers.	
			Maximum Possible 150 points	

State FFA Officer Interview #3 – Discussion Interview

Section _____

Name _____ Judge _____

Criteria	Excellent 30-21	Above Average 20-11	Average 10-0	Total
Presence	Candidate had excellent poise, body posture, attitude, confidence, and ease before judges. Candidate can initiate the conversation with ease.	Candidate had above average poise, body posture, attitude, confidence, and ease before judges. Candidate can initiate the conversation without ease.	Candidate had average poise, body posture, attitude, confidence, and ease before judges. Candidate did not initiate any conversation.	
Problem Solver	Candidate did an excellent job showcasing their ability to think outside the box and bring new solutions to the role, while staying fully engaged in conversation.	Candidate did an average job bringing new solutions to their role, while staying somewhat engaged in conversation.	Candidate did not showcase ability to think outside the box and bring new solutions to their role. Lacked engagement in conversation.	
Voice	Candidate had excellent quality, pitch, force, articulation and pronunciation.	Candidate had above average quality, pitch, force, articulation and pronunciation.	Candidate had average quality, pitch, force, articulation and pronunciation.	
Quality of questions asked	Candidate asked quality and relevant questions.	Candidate asked a majority of quality and relevant questions.	Candidate asked few relevant questions and/or asked yes/no questions.	
Ability to sustain questions with accurate information	Candidate kept the conversation flowing smoothly and provided accurate and relevant information.	Candidate kept the conversation flowing smoothly but needed some help in maintaining the conversation. Provided information with some inaccuracies or that lacked relevance.	Candidate needed assistance in keeping and/or maintaining the conversation. Candidate did not provide accurate or relevant information.	
			Maximum Possible 150 points	

State Officer Interview #4-Stand and Deliver Scorecard

Name _____

Section _____

Criteria	Excellent 30-21	Above Average 20-11	Average 10-0	Total
Content of Speeches	Speech consisted of important and appropriate subject matter.	Speech content was questionable and accuracy somewhat questionable.	Speeches consisted of an inappropriate or unrelated subject matter.	Content of Speeches
Presentation of Speech	Content was organized and easy to follow, language was appropriate, excellent closure.	Content appeared to be organized and easy to follow, language was appropriate, good closure.	Content was not very well organized or easy to follow.	Presentation of Speech
Presence	Candidate had excellent poise, body posture, attitude, confidence, and ease before judges.	Candidate had good poise, body posture, attitude, confidence, and ease before judges.	Candidate had average poise, body posture, attitude, confidence, and ease before judges.	Presence
Power of expression	Candidate did an excellent job with fluency, emphasis, direction, sincerity, and conveyance of thought and meaning.	Candidate did a good job with fluency, emphasis, direction, sincerity, and conveyance of thought and meaning.	Candidate did an average job with fluency, emphasis, direction, sincerity, and conveyance of thought and meaning.	Power of expression
Response to question	Candidate answered the question directly and sincerely.	Candidate answered the question, but failed to convince.	Candidate failed to provide answers and/or talked around the question.	Response to question
			Maximum Possible 150 points	

State Officer Interview #5-Group Activity

Name _____

Section _____

Criteria	Excellent 30-21	Above Average 20-11	Average 10-0	Total
Collaboration	Candidate contributes to the group effort, includes all group members, provides suggestions and solutions, and demonstrates excellent cooperation with the group.	Candidate offers some contributions to the group effort, shows some attempts to include all members, provides some suggestions and solutions, and demonstrates some cooperation with the group.	Candidate provides little contribution to the group effort, shows little attempt to include members, does not provide suggestions and solutions, and demonstrates little cooperation with the group.	
Attitude and Enthusiasm	The candidate approached the group with a positive and professional attitude and a level of enthusiasm needed by a state officer.	The candidate was positive but lacked some of the spark and professionalism needed as a state officer.	The candidate showed very little enthusiasm and lacked a professional attitude.	
Presence	Candidate had excellent poise, body posture, attitude, confidence, and ease before judges and group members.	Candidate had good poise, body posture, attitude, confidence, and ease before judges and group members.	Candidate had average poise, body posture, attitude, confidence, and ease before judges and group members.	
Work ethic	Candidate was task oriented and dependable when working to plan and present the activity. Candidate completed necessary tasks. Candidate jumped into work without waiting to be assigned tasks.	Candidate completed necessary tasks, but sometimes needed others to provide direction. Candidate was dependable with few reminders needed.	Candidate required significant direction and prompting to start and complete tasks.	
Content of Answers	The candidate provided direct and complete answers to the questions.	The candidate talked around the questions or provided incomplete answers to the questions.	The candidate could not provide answers to the questions or provided inaccurate answers.	
			Maximum Possible 150 points	

State FFA Officer - Application Scorecard

Section _____

Name _____ Judge _____

Criteria	Excellent 50-34	Above Average 34-18	Average 17-0	Total
Grammar Spelling	Application is free of spelling, capitalization, punctuation, and/or grammar errors	Application has 1-3 uncorrected errors	Application has more than 3 uncorrected errors	
Reasons for running for office-essay	Candidate clearly defines their reasons for running for state FFA officer and is clear and concise.	Candidate defines reasons for running for state FFA office.	Candidate does not define their reasons for running for office.	
Content	Application has a clear message that shows overall qualifications for State Office.	Content does not share an overall impression of the qualifications for State Office.	Limited content.	
			Maximum Possible 50 points	

State FFA Officer - Resume Scorecard

Section _____

Name _____ Judge _____

Criteria	Excellent 50-34	Above Average 34-18	Average 17-0	Total
FFA Leadership Activities, Recognitions, and Honors	Resume was well put together and listed numerous FFA leadership activities that demonstrated outstanding leadership development and an excellent level of achievement.	Resume listed important leadership activities that indicated leadership development, participation, recognition, and awards..	Resume lacked leadership activities, quality of experiences for leadership development, and recognition and honors.	
Non-FFA Activities	Candidate listed numerous activities beyond FFA that indicates their commitment to community service and involvement in other areas of their life.	Candidate listed activities that went beyond just FFA and indicated interest in community service.	Candidate lacked other activities of involvement.	
Supervised Agricultural Experience	Candidate has worked to develop a solid SAE program that has grown over the years and shown progress and achievement.	Candidate has a satisfactory SAE program.	Candidate is lacking in the scope and quality of an SAE program.	
			Maximum Possible 50 points	

APPENDIX

INCLUDED IN THIS SECTION:

FFA Knowledge Study Guide

FFA KNOWLEDGE STUDY GUIDE

1. Name the organizations that make up Wisconsin Team Ag Ed.
2. Who is your current State FFA Staff? – Names and their titles
 Wisconsin FFA Center
 Department of Public Instruction
 Wisconsin FFA Foundation
3. Name the following National Leadership:
 - a. Advisor _____
 - b. Treasurer _____
 - c. National President _____
 - d. Central Region Vice President _____
4.
 - a. Who is the President of the WI FFA Foundation? _____
 - i. From what company/organization is this person from? _____
 - b. Who is the State FFA Alumni & Supporters Executive Director? _____
 - c. Who is the State FFA Alumni & Supporters President? _____
 - d. Who is the State FFA Alumni & Supporters President-Elect? _____
 - e. Who is the State FFA Alumni & Supporters Vice President? _____
 - f. Who is the WAAE State President? _____
 - g. Who is the WAAE Executive Director? _____
 - h. Who is the Wisconsin FFA Center Board Chair? _____
 - i. Who is the Superintendent of Public Instruction? _____
5. Where are the following officers located?
 - a. DPI _____
 - b. WI FFA Center _____
 - c. National FFA Foundation _____
 - d. National FFA Center _____
 - e. Wisconsin FFA Foundation _____
6. List the National FFA Office Team. Name their region and home state.
7. What act allowed vocational agriculture courses to be taught in high schools?
8.
 - a. What law allowed FFA to have a federal charter? _____
 - b. When was this this federal charter update? _____
 - c. What is the title of the new Public Law? _____
9. Who wrote the FFA Creed? _____
 - a. Where was he from? _____
10. Who designed the FFA jacket? _____
11. What year was the National FFA Organization started? _____
12. Who is known as the father of FFA? _____
13. What is the National FFA Membership to nearest thousand? _____
 - a. What is the State FFA Membership? _____

14. Other than the 50 states name the two other associations that are part of the National FFA Organization?
15. What are the official colors of the FFA organization?
16. What is the name of the student organization that merged with the FFA in 1965?
17. What year were girls allowed in FFA?
18. What year was the National FFA Alumni Association formed? _____
19. What year was the Wisconsin FFA Alumni formed? _____
20. What year did FFA change its name? _____
21. What do the following stand for?

WLC: _____

CDE: _____

POA: _____

WAAE: _____

NAAE: _____

PAS: _____

SAE: _____

EDGE: _____

22. What will the State and National Dues be for the organization?
23. Describe the National FFA Affiliation Fee Program.
24. What are the five symbols of the FFA emblem and what do they represent?
25. What is the FFA Motto?
26. What is the official salute of the FFA? _____
27. When was the creed last revised? _____
 - a. What was changed in the creed? _____
28. When was the Wisconsin FFA Code of Ethics passed by the delegates? _____
29. How should officer be officially placed around a room at a meeting? Draw a diagram.
30. Where is each officer stationed?
31. Using the gavel – What do the following indicate?

One Tap-

Two Taps-

Three Taps-

32. What is the difference between an entrepreneurship proficiency and a placement proficiency?
Name ten proficiency award areas.
33. Name the seven leadership development events on the state level?
 - a. Which ones advance to National Competition?
34. What are the three types of membership in the FFA organization?
35. What are the five degrees you can earn in the FFA?
36. In what federal agency is agricultural education now housed? _____
37. How long can you be an FFA member?
38. How long can an FFA chapter exist without an agricultural education program in the school?

39. Who can be a member of the FFA Alumni & Supporters?
40. How many regions make up the National FFA Organization? _____
 - a. Name those regions.
41. What are the three major components of agricultural education?
42. What are the financial and hours worked minimum requirements to receive the Wisconsin FFA State Degree?
43. What are the community service requirements for the State and American FFA Degree?
44. When was the Wisconsin FFA Association officially organized? _____
45. Who was the founder of the Wisconsin FFA Foundation? _____
46. What are the financial and hours minimum requirements to receive the American FFA Degree?
47. What are the American Degree requirements regarding the years of membership and years of agricultural education required?
48. What is the name of the FFA camp located in Northern Wisconsin that DDA rents from the DNR?
49. What are the important due dates (postmark dates) of the following?
 - a. State FFA Initial Membership Rosters _____
 - b. Final Supplemental Membership Rosters _____
 - c. State FFA Degrees _____
 - d. American FFA Degrees _____
 - e. State FFA Proficiency Awards _____
 - f. National Chapter Award Applications _____
 - g. State FFA Band and Chorus Applications _____
 - h. National FFA Scholarship Applications _____
 - i. State FFA Scholarship Applications _____
50. How do constitutional changes come about in the Wisconsin FFA Association?
51. What year did the National FFA Center move to Indianapolis, Indiana? _____
52. What are the four-Star areas on the state and national levels for recognition with the state and American degrees?
53. Name three activities that are specifically designed for middle school members.
54. How many times can a member compete in the FFA Creed Contest?

THIS IS ONLY A SAMPLING OF INFORMATION THAT STATE FFA OFFICER CANDIDATES SHOULD KNOW.

The Wisconsin Department of Public Instruction, Wisconsin Association of FFA, and the Wisconsin FFA Center do not discriminate on the basis of sex, race, color, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or disability.