



STATE OFFICER CANDIDATE

HANDBOOK



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BECOMING A STATE OFFICER

ROLES AND RESPONSIBILITIES

RESPONSIBILITIES

The primary responsibility of a state officer is to serve the Florida FFA Association, Agricultural Education and Agriculture as an ambassador in local, state and national activities in a way that will inform, motivate and inspire FFA members, advisors and others to embrace and uphold the FFA mission of making a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education. State FFA officers serve under the supervision of the Florida FFA Staff, which includes the State FFA Advisor, Executive Secretary and Program Coordinator, in accordance with official policy and budget limits. Officer travel will be coordinated by the Executive Secretary, unless otherwise directed. More specific responsibilities include:

Participate in orientation, training, and other self-improvement functions as directed.

1. Attend any and all meetings and functions as required by the state advisor, executive secretary and state staff.
2. Participate in making business and industry visits in cooperation with the state staff and foundations staff.
3. Plan, coordinate and implement the Florida FFA Convention, as assigned by the executive secretary.
4. Plan, coordinate and implement chapter programs to each chapter within your area.
5. Prepare and submit on the 15th of each month an expense voucher and other report required by the staff.
6. Keep up to date with all correspondence, including phone calls, letters, “thank-you” notes, etc.
7. Plan, prepare, read, study, listen, review and practice in order to continue improving public speaking skills.
8. Stay up to date on agriculture, agribusiness and agricultural education facts and issues.
9. Develop positive relationships with FFA members, advisors, staff, sponsors and general public.
10. Develop and exercise an awareness and sensitivity for the diverse geographic, ethnic and cultural groups represented in FFA membership and the general student population.
11. Follow the National FFA Code of Ethics and other policies as outlined in the Official FFA Manual.
12. Uphold the state officer Oath of Office.
13. Perform other duties as instructed by the state staff.
14. Maintain a positive attitude and enjoy your year of service with members, advisors, sponsors and others.

- Department of Agriculture Internship
- University of Florida College of Agriculture and Life Sciences Scholarship
- Bank of America Scholarship
- Travel reimbursement
- All expense paid trip to National Convention
- Opportunity to serve as a national delegate
- Opportunity to travel internationally on the International Leadership Seminar for State Officers (paid for by student)
- Business, industry and educational contacts
- The personal satisfaction of serving as a student leader and role model
- Real world experience in public relations
- Various opportunities to serve on statewide boards and committees (i.e. Florida FFA Foundation Board, Florida FFA Association Board, Agriscience Education Technical Committee)
- Four FFA Jackets and additional clothing allowance
- Travel throughout Florida
- Possible eligibility for UF College Credits

OFFICER EXPERIENCE AT-A-GLANCE

Being a State FFA Officer is a rewarding, but yet very serious job. The role of a state officer is considered to be a twenty-four (24) hour per day job, lasting one full year. This level of commitment should be thoroughly considered before deciding to run for office.

SAMPLE OFFICER SCHEDULE

February 1	Home
February 2	Travel to Tampa
February 3	State Fair
February 4	State Fair
February 5	State Fair
February 6	State Fair CDEs
February 7	State Fair
February 8	State Fair
February 9	State Fair
February 10	State Fair
February 11	State Fair
February 12	State Fair
February 13	State Fair CDEs
February 14	State Fair
February 15	Travel Home
February 16	Home
February 17	Travel to Haines City
February 18	Conference Preparation
February 19	State Officer Candidate Workshop/State Leadership Summit
February 20	State Leadership Summit
February 21	State Leadership Summit

BENEFITS OF SERVING AS A STATE OFFICER

Benefits of serving as a state officer include but are not limited to:

- Iowa Agricultural Experience

February 22	National FFA Week Activities
February 23	National FFA Week Activities
February 24	National FFA Week Activities
February 25	National FFA Week Activities
February 26	National FFA Week Activities
February 27	National FFA Week Activities Floriculture and Nursery CDEs
February 28	Travel Home

As you can see, the schedule of a state officer is a very busy, complex and demanding schedule. In addition to regularly scheduled statewide activities, state officers are responsible for visiting local chapters for chapter programs, workshops, banquets, etc., as requested and approved by the state office.

POLICIES AND PROCEDURES

DUTIES OF THE STATE OFFICERS

- The president. It shall be the duty of the president to preside over the State Convention of the Florida FFA, Inc., and over all meetings of the one state convention each year, on such date and at such place as shall be fixed by a majority vote of the State FFA Board of Directors. The president shall appoint all committees and may serve as an ex-officio member of these committees.
- Secretary-at-Large – It shall be the duty of the secretary-at-large to keep minutes of the meetings of the state FFA officers and the state convention, and perform other duties as directed by the Florida FFA, Inc. Board of Directors and/or the FFA Executive Secretary.
- Vice presidents. It shall be the duty of the six vice presidents, acting under the direction of the president, to look after the welfare of the Florida FFA, Inc. the State. In case the office of president becomes vacant by resignation or otherwise, the first vice president (who shall serve as the constitutional vice president) shall assume the president's duties, followed, in turn, as occasion demands by the second, third, fourth, fifth, and sixth vice presidents in the order named.
- Second vice president. The second vice president shall assume the duties of the student parliamentarian, and shall serve as a member of the State FFA Board of Directors, along with the other state officers. The second vice president shall fill the place of parliamentarian in the ceremonies of the Florida FFA, Inc.
- Third vice president. The third vice president shall assume the duties of student treasurer. The student treasurer shall present to the delegates at the annual State Convention the treasurer's report. The third vice president shall fill the place of treasurer in the ceremonies of the Florida FFA, Inc.
- Fourth vice president. The fourth vice president shall assume the duties of the student reporter, who shall be charged with the responsibility of supplying news

articles to various magazines, and otherwise publicize the activities of the Florida FFA, Inc. The fourth vice president shall fill the place of reporter in the ceremonies of the Florida FFA, Inc.

- Fifth vice president. The fifth vice president shall assume the duties of the student sentinel, who shall be charged with the responsibility of preparing the meeting places and taking care of the FFA paraphernalia. The fifth vice president shall fill the place of the sentinel in the ceremonies of the Florida FFA, Inc.
- Sixth vice president. The sixth vice president shall assume the duties of student chaplain and shall serve as a member of the State FFA Board of Directors, along with the other state officers. The sixth vice president shall fill the place of chaplain in the ceremonies of the Florida FFA, Inc.

STATE OFFICER OATH OF OFFICE

- Once elected, state officers will be expected to sign an oath of office. This oath signifies that the officer is committed to a one year term and is willing to uphold the vision, values and mission of the organization. Furthermore, this oath of office signifies that the officer WILL serve under strict character and moral standards throughout the year including, but not limited to those outlined in the National FFA Code of Ethics.
- Review the oath thoroughly. By signing the oath, you accept the points of understanding and conditions. Feel free to contact the state FFA staff should you have any questions regarding the expectations outlined.

PROCEDURE FOR ELECTING STATE OFFICERS

- The Screening Committee, shall study and review the qualifications of each student member who is eligible and whose application has been approved by their chapter advisor for consideration as a state officer. This committee shall report during the state convention. Election of officers shall require a majority vote.
- The president and secretary at-large shall be elected from the membership at large and shall serve statewide.
- The election of vice presidents shall follow a yearly rotational cycle. The area from which the second vice president comes during the current year, shall be entitled to a first vice president the succeeding year, and so on for the other areas.
- State officers shall be elected to serve from one state convention through the next succeeding state convention and state student officers shall not be re-elected, nor eligible for election to another student office. If, in the case of extreme emergency, a state convention is not held in any given year, the Board of Directors shall have the power to appoint temporary officers to fill any office. The Board of Directors will also have the power to fill vacancies which occur between state conventions.



STATE OFFICER OATH OF OFFICE

Having been duly elected and officially installed as a State Officer of the Florida FFA Association, Inc., I hereby agree to fulfill all the duties and responsibilities pertaining to the office to which I am elected as prescribed in the Official FFA Manual, or that are assigned to me. I promise to abide by the following:

1. Be totally dedicated and committed to the Career/Technical Education program in Agriculture/Agriscience and to the FFA, and consider FFA activities to be my primary responsibility for the entire year of service.
2. Live in the area that I represent.
3. Not date active FFA members (grades 6 – 12) during my year of service.
4. Be unwed, nor be the father or mother of a child at the time of serving as a State Officer. Further understood that I will resign my office if there are any changes in marital or parenthood status.
5. Attend all State officer functions and activities, unless State FFA Executive Secretary gives prior approval.
6. To further my knowledge of Agriculture, education in Agriculture/Agriscience, and FFA.
7. Through preparation and practice, develop myself into an effective public speaker and project a desirable image of the FFA at all times.
8. Regularly, and on time, write letters, thank-you notes, reports, and other correspondence, which are necessary and desirable.
9. Accept and search out constructive criticism and evaluation of my total performance. As well as self-evaluate my personality and attitudes, making every effort to improve myself.
10. Maintain and protect my health as well as forego all alcohol, tobacco and illegal substances, at all times, during my year of service.
11. Treat all FFA members equally by not favoring one over another and conduct myself in a manner that commands respect without any display of superiority.
12. Avoid places or activities that in any way raise questions as to one's moral character or conduct.
13. Serve as a member of the team, always maintaining a cooperative attitude. Work in harmony with fellow FFA officers, and not knowingly engage in conversations detrimental to other FFA members, officers and adults.
14. Assure that the content and usage of electronic communication is appropriate and in accordance with the FFA Code of Ethics.
15. Follow the FFA Code of Ethics, which includes:
 - A. Develop my potential for premier leadership, personal growth and career success.
 - B. Make a positive difference in the lives of others.
 - C. Dress neatly and appropriately for the occasion.
 - D. Respect the rights of others and their property.
 - E. Be courteous, honest and fair with others.
 - F. Communicate in an appropriate, purposeful and positive manner.
 - G. Demonstrate good sportsmanship by being modest in winning and generous in defeat.
 - H. Make myself aware of FFA programs and activities and be an active participant.
 - I. Conduct and value a supervised agricultural experience program.
 - J. Strive to establish and enhance my skills through agricultural education in order to enter a successful career.
 - K. Appreciate and promote diversity in our organization.

I realize that if at any time, in the judgment of the State FFA Association, specifically the Executive Secretary and the State Advisor, I am not performing the duties to which I have been elected, that I will resign from said office. I recognize that I am under the sole jurisdiction of the Florida FFA Association, Inc. and under the direct supervision of the State FFA Witness:

State Officer's Signature

Date

Office

Executive Secretary's Signature

Date

Witness

THE SCREENING PROCESS

APPLICATION PROCEDURES

STATE DEGREE APPLICATION

- The State FFA Degree Application provides the Screening committee with information concerning the candidate's Supervised Agricultural Experience program and Leadership activities. Furthermore, the State FFA degree is a requirement per the Florida FFA Constitution to be eligible for State FFA office. Application for the State FFA Degree should be completed on or before the year of candidacy. If the State FFA Degree was earned prior the year of candidacy, the application should be updated with the latest information and re-submitted.
- The State FFA Degree application shares information about the candidate's Supervised Agricultural Experience and Leadership Activities in addition to School and Community Activities, the candidate's story, and the statement of candidate and parents. The candidate's state degree application must use the most current form.

STATE OFFICER APPLICATION

- The State Officer Application provides the Florida FFA Staff with biographical information as well as Candidate, Parent, Advisor and School certification.
- Along with this application, three, sealed letters of recommendation should be submitted. One letter is required to be from the FFA advisor. Others may be from individuals involved with the community, church, school, industry, etc. Recommendation letters from family members will not be accepted. Each letter should be sealed in individual envelopes.
- No other pages, unless requested, should be attached to this application. Please note that the due date for this application is not a postmark date and must be received by the Florida FFA Staff by the selected date.

INTERVIEWS AND PRACTICUMS

BEHAVIORAL INTERVIEWING

Behavioral interviewing is a structured interviewing strategy based on past behaviors/actions of the candidate. Behavior is the best predictor of future performance in similar situations.

Using open-ended questions the interviewer asks candidates to give specific examples of when they demonstrated particular behaviors. The candidates use work experience, school projects and activities, hobbies, volunteer work, family life, etc. as examples of past behavior. Practicums that are considered behavioral interviews include:

- Individual Interview

- Agricultural Knowledge Interview
- Conversational Practicum

ADDITIONAL INFORMATION

- State Officer Screening is held in the spring at the Florida FFA Leadership Training Center. This phase should consist of the following rounds: Written Exam, Individual Interview, State Degree Interview, Agricultural Knowledge Interview, Group Problem Solving, Conversational Exercise, and Individual Problem Solving Exercise.
- The Screening Committee should select two (2) candidates to represent each area, and two (2) candidates for the office of President and Secretary. These candidates are required to score at least seven hundred (700) points to be selected for candidacy.

PRACTICUM OVERVIEWS

WRITTEN EXAM

The Written Exam quizzes the candidate on information that is appropriate knowledge of a State FFA Officer. The Written Exam covers four (4) topics which are FFA Programs and Events, FFA History, Agriculture, and Parliamentary Procedure.

INDIVIDUAL INTERVIEW

The Individual Interview allows the Screening Committee to evaluate a candidate's presentation skills as well as learn information about the candidate's history, beliefs, goals, and morals. The content of the Individual Interview should consist of the Candidate's Background, Knowledge of Agricultural Education, Knowledge of FFA, Motivation for Seeking Office, and other areas deemed appropriate.

A personal introduction is expected at the start of the interview. Students will be given up to one minute to deliver a personal introduction. The time will begin once the student has entered the room and no deduction will be made if the student does not use the whole minute. The student should begin their introduction automatically and should not expect a prompt from the committee.

STATE DEGREE INTERVIEW

The State Degree interview provides the Screening Committee a background of the candidate's Supervised Agricultural Experience program in addition to his/her community service and leadership experiences. This interview should focus on the knowledge, scope, and management of the candidate's complete program as well as highlight their leadership and community service experiences - all of which should be reported on the candidate's state degree application.

AGRICULTURAL KNOWLEDGE INTERVIEW

The Agricultural knowledge Interview evaluates the candidate's knowledge of common agricultural topics, with focuses including industry and issues.

ADVOCACY STAND AND DELIVER PRACTICUM

The Advocacy Stand and Deliver Practicum allows the Screening Committee to observe the candidate's ability to quickly develop and organize a prepared speech, deliver a spoken presentation, and respond accurately to questions regarding a topic or scenario. Candidates will have 10 minutes to prepare a 2-3 minute speech on a topic related to the identified topic area. Candidates will promptly move from the preparation room to the interview room to deliver their three minute speech. Regardless of where they are in their speech, time will be called at the end of three minutes. Candidates must stop their speech and wait for questions from the committee. Carefully constructed questions will be asked of the candidate regarding the speech topic. Candidates have a total of two minutes to respond to the questions asked. The number of questions the committee intends to ask will be clearly stated prior to the start of this two minute period. Time will be called at the end of two minutes regardless of where the candidate is in his/ her response. Should a candidate finish early he or she may leave the interview room.

Students will be presented with three scenarios. Each scenario will include the topic and information about the intended audience. Students will choose the topic that best suits them. Note cards will be provided for student use. Outside resources or materials will not be allowed in this event. Any resources approved for use will be provided during the preparation phase.

Topic areas will be as follows:

- 2015 - Agriculture Current Events and Issues
- 2016 - FFA Current Events and Issues
- 2017 - Education/Agricultural Education Current Events

CONVERSATIONAL PRACTICUM

The Conversation Practicum evaluates the candidate's conversational skills. The practicum is a one-on-one conversation, presented on a random scenario.

INDIVIDUAL PROBLEM SOLVING PRACTICUM

The Individual Problem Solving Practicum requires a written response on a randomly presented scenario. This practicum focuses on the candidate's writing and problem-solving abilities.

SCORING BREAKDOWN

Each round and procedure is allotted a certain amount of points in the total score a candidate may receive. A candidate must score a minimum of seven hundred (700) points to be considered. Below is a break down of the scoring process.

Round or Procedure	Points
State Degree Application	Required
Written Exam	150
Individual Interview	150
Total	1000

Round or Procedure	Points
State Degree Interview	150
Agricultural Knowledge Interview	150
Advocacy Stand and Deliver	150
Conversational Exercise	125
Individual Problem Solving Exercise	125
Total	1000

STATE DEGREE INTERVIEW RUBRIC

PRESENTATION - 50 POINTS

(3-5 mins, visual aids required & should accompany presentation)

- Mechanics (grammatical, spelling) – 10 points
- Visual Aids (min. of five photos, PowerPoint, posters, albums, no videos) – 10 points
- Organization (logical sequence) – 10 points
- General effect (pertinent to SAE, reinforce knowledge) – 10 points
- Stage presence (poise, voice, personality) – 10 points
- Power of expression (tone, emphasis) – 10 points

SUBJECT KNOWLEDGE - 50 POINTS

- Substance (sustainability, scope, purpose, relevant, completeness) – 30 points
- General knowledge (factual, clear, evidence of skill, industry related, integrity of ownership) – 10 points
- Visuals (shows growth, scope, safe practices, knowledge) – 10 points

QUESTION & ANSWER - 50 POINTS

- Presentation (flow, ease, relevant to presentation) – 10 points
- Evidence of knowledge (accurate and factual) – 10 points
- Evidence of personal involvement (student ownership or participation) – 10 points
- Assimilate Solutions (shows evidence of problem solving) – 10 points
- Answered and addressed questions – 10 points

ADVOCACY STAND AND DELIVER RUBRIC

ORAL COMMUNICATION - 100 POINTS

- Examples - 15 points
- Speaking without hesitation - 10 points
- Tone - 10 points
- Being Detailed-Oriented - 10 points
- Connecting and articulating facts and issues - 20 points
- Speaking Unrehearsed (questions and answers) - 15 points
- Connecting to target audience - 20 points

NON-VERBAL COMMUNICATION - 50 POINTS

- Attention (eye contact) - 15 points
- Mannerisms - 15 points
- Gestures - 10 points

- Well-poised - 10 points

TARGET BEHAVIORS

■ ADAPTABILITY

Performing effectively in varying environments by assimilating and applying information regarding new and different tasks, responsibilities and people.

■ COMMITMENT TO EXCELLENCE

Setting high goals or performance standards for self, others and the organization; maintaining a high standard of performance while pursuing personal and organizational goals; taking personal accountability for the outcomes of issues, problems and tasks that arise before, during and after goal achievement.

■ ENTRUSTING OTHERS

Creates a climate that fosters personal investment and excellence; nurtures commitment to a common vision and shared values; gives people opportunity and latitude to grow and achieve; promotes collaboration and teamwork.

■ INITIATIVE

Making active attempts to influence events to achieve goals; self-starting rather than passively accepting. Is proactive-takes action to achieve goals beyond what is required.

■ INTEGRITY

Maintaining and promoting social, ethical, and organizational standards in conducting all personal and organizational activities.

■ LEADERSHIP VERSATILITY

Plays a variety of leadership roles as appropriate; adapts style and approach to match the needs of different individuals and teams.

■ MATURE CONFIDENCE

Realistically appraises own strengths and weaknesses; shares credit and visibility; maintains and projects confidence, even when not supported by others.

■ ORAL COMMUNICATION AND PRESENTATION

Expressing ideas effectively in individual and group situations (including non-verbal communication); adjusting language and terminology to the characteristics and needs of the audience in both oral communication and presentations.

■ TENACITY

Staying with a position or plan of action until the desired objective is achieved or is no longer reasonably attainable.

■ TOLERANCE FOR STRESS

Maintaining stable performance under pressure and/or opposition (such as time pressures); relieving stress in a manner that is acceptable to the person and the organization.

The target behaviors listed above are those that are commonly

observed. Other traits may be observed at the discretion of the screening committee.

THE SCREENING COMMITTEE

COMMITTEE RESPONSIBILITIES

The Screening Committee should select two (2) candidates to represent each area, and two (2) candidates for the office of President and Secretary.

COMMITTEE MEMBERS

The Screening committee should consist of the following:

- Two Past State Officers or one Past State Officer and one Past National FFA Officer, or National Officer Candidate
- One State Alumni Board Member
- One Industry Representative
- State FFA Advisor
- Two Current State FFA Officers
- One Agricultural Teacher Educator
- One FFAE Board Member
- One Florida FFA Association Board of Directors Member
- One Florida FFA Foundation Representative
- Remainder of the Current State FFA Officer Team

The Screening Committee will be appointed by the State FFA Executive Secretary and must include at least eight (8) of the above positions.

PREPARING FOR SCREENING

STUDYING FOR THE WRITTEN EXAM

The Written Exam is created each year to incorporate the latest statistical information, important historical events and basic structural knowledge. The Written Exam is based on the following:

- FFA Programs and Events - 35%
- FFA History - 20%
- Leadership - 20%
- Agriculture - 20%
- Parliamentary Procedure, 5%

The following resources should be considered when preparing for the Written Exam:

- Official FFA Student Handbook
- Current Official FFA Manual
- "Agriscience Fundamentals and Applications" Delmar/Cengage Learning
- "Exploring Agriscience" Delmar/Cengage Learning
- "Leadership: Personal Development and Career Success" Delmar/Cengage Learning
- Florida Department of Agriculture Website: www.freshfromflorida.com
- National FFA Website: www.ffa.org
- Florida FFA Association Website: www.flaffa.org
- Florida FFA Foundation Website: www.floridaffafoundation.org

- Florida FFA Alumni Website: www.floridaffaalumni.org
- Roberts Rules of Order, Newest Edition
- National FFA Chapter Brand Manual

When preparing for the Written Exam, “common sense” studying techniques are encouraged. Applicants are also encouraged to begin studying early and to enlist help. Applicants should also accommodate their own strengths and weaknesses.

PREPARING FOR INTERVIEWS AND PRACTICUMS

Preparing for Interviews and Practicums simply requires one strategy - practice. When preparing for interviews, applicants and candidates are encouraged to set up mock interviews, write and answer practice questions, get to know themselves, journal, consider different audiences, and enlist help.

CAMPAIGN GUIDELINES

PRE-CONVENTION

TRAVEL

As a state officer candidate, you may attend banquets/functions in your area only. (This rule applies to presidential candidates as well.) The Florida FFA Association is not responsible or liable for your travels during the campaign process. As with any other FFA related trip, you should make the proper arrangements with your chapter and school officials. The Florida FFA Association is not responsible for any costs incurred in this process.

CAMPAIGN PARAPHERNALIA

All candidates are permitted to send a professional-style cover letter and resume to FFA chapters.

- A “professional style” cover letter includes a one-page (front-only) letter to accompany your resume. Remember that this letter is your first introduction to the members. This letter should be printed on 8 ½ “X 11” letterhead of your design and may include the FFA emblem, your campaign logo and your campaign theme if desired. This letter should be free of pictures or graphics not outlined above.
- A “professional style” resume includes a one-page (front-only) resume outlining your past experiences. This resume should be printed on 8 ½ “X 11” paper of your design and may include the FFA emblem, your campaign logo and your campaign theme if desired. This resume should be free of pictures or graphics not outlined above.
- The Chapter Brand Manual should be consulted to ensure proper use of the FFA Emblem.
- Resume Format should include the following:
 - Name
 - Chapter
 - Career Objective
 - FFA Experiences
 - SAE/Work Experiences
 - School/Community Activities
 - Grade Point Average
- Any campaign materials mailed directly from you to an FFA member or chapter must be submitted to and approved by the Florida FFA Association.
- The Florida FFA Association reserves the right to reproduce your resume to be included in the delegate packets at convention. Resumes are to be submitted to the Association office for reproduction by a specified date. A digital copy is recommended for highest quality.
- If you have questions regarding the appropriateness of any pre-convention materials, please call the Florida FFA office for clarification.

AT CONVENTION

CAMPAIGN PARAPHERNALIA

- Each candidate is allowed to personally distribute resumes and business cards at convention. These items should follow the “professional-style” criteria specified in Pre-Convention Campaign Guidelines. These items can be displayed within an assigned area in business card and/or paper holders. No other paraphernalia can be distributed at the convention.
- Candidate business cards should be of “professional-style” of your design. Standard-sized business cards can include your personal contact information, the FFA Emblem, your campaign logo and your campaign theme if desired.
- Distribution of these items is permitted by the candidate ONLY. This excludes family members, chapter members, advisors or others from distributing campaign material.
- Candidates are also required to submit a digital color, portrait photograph of the candidate in Official Dress (at least 300 dpi). This photograph along with vital statistics from the resume will be used in the Hall of Candidates.
- Convention campaign guidelines also prohibit the wearing or display of campaign paraphernalia by anyone at anytime. This includes t-shirts, buttons, ribbons, pins, signs, flags, etc.

CANDIDATE SPEECHES

Each candidate is permitted to deliver a campaign speech to the entire convention body, during a designated convention session. Campaign speeches will be limited to two (2) minutes in length. This time limit will be strictly enforced. During candidate speeches, props will be limited to items that can be carried on and off the stage by the candidate (without assistance). Any props requiring the use of electricity, fire, smoke, etc. are strictly prohibited. Once the props have been removed from the stage, no residue may remain. All props used must be approved by the Florida FFA Association.

POST-CONVENTION

OFFICER EXPECTATIONS

- Immediately following the convention, the newly-elected officers and their parent(s) and/or guardians will attend a mandatory orientation meeting at the convention.
- Once elected, state officers will be expected to sign an oath of office. This oath signifies that the officer is committed to a one year term and is willing to uphold the vision, values and mission of the organization. Furthermore, this oath of office signifies that the officer WILL serve under strict character and moral standards throughout the year including, but not limited to those outlined in the National FFA Code of Ethics.
- State officer requirements and responsibilities will be discussed in more detail at the orientation luncheon immediately following convention.

BECOMING A DISTRICT OFFICER

GUIDELINES AND REQUIREMENTS

PRESIDENT

The twelve district presidents shall be elected each year at the annual State Convention. The district presidents shall hold the rank of Chapter FFA Degree. The district presidents shall assume the responsibilities of their office as outlined by the Florida FFA Association under the supervision of their advisor or appointed district advisor.

SECRETARY

The twelve district secretaries will be elected each year at the annual State Convention. The district secretaries shall hold the rank of Chapter FFA Degree. The district secretaries shall assume the responsibilities of their office as outlined by the Florida FFA Association under the supervision of their advisor or appointed district advisor.

CAMPAIGN GUIDELINES

PRE-CONVENTION

TRAVEL

- As a district officer candidate, you may attend banquets/ functions in your district only.
- The Florida FFA Association is not responsible or liable for your travels during the campaign process. As with any other FFA related trip, you should make the proper arrangements with your chapter and school officials for approval.
- The Florida FFA Association is not responsible for any costs incurred in this process.

CAMPAIGN PARAPHERNALIA

- All candidates are permitted to send a professional-style cover letter and resume to FFA chapters in their district.
- A “professional style” cover letter includes a one-page (front-only) letter to accompany your resume. Remember that this letter is your first introduction to the members. This letter should be printed on 8 ½ “X 11” letterhead of your design and may include the FFA emblem, your campaign logo and your campaign theme if desired. This letter should be free of pictures or graphics not outlined above.
- A “professional style” resume includes a one-page (front-only) resume outlining your past experiences. This resume should be printed on 8 ½ “X 11” paper of your design and may include the FFA emblem, your campaign logo and your campaign theme if desired. This resume should be free of pictures or graphics not outlined above.
- Resume Format should include the following:

- Name
- Chapter
- Career Objective
- FFA Experiences
- SAE/Work Experiences
- School/Community Activities
- Grade Point Average

AT CONVENTION

CAMPAIGN PARAPHERNALIA

- Each candidate is allowed to personally distribute resumes and business cards at convention. These items should follow the “professional-style” criteria specified in the previous section. No other paraphernalia can be distributed at the convention.
- Candidate business cards should be of “professional-style” of your design. Standard-sized business cards can include your personal contact information, the FFA Emblem, your campaign logo and your campaign theme if desired.
- Distribution of these items is permitted by the candidate ONLY.
- This excludes family members, chapter members, advisors or others from distributing campaign material.
- Convention campaign guidelines also prohibit the wearing or display of campaign paraphernalia by anyone outside the campaign area. This includes t-shirts, buttons, ribbons, pins, signs, flags, etc.
- Candidate sponsored activities are not permitted (meal function, gifts, etc.)

CANDIDATE SPEECHES

- Each candidate is permitted to deliver a campaign speech to his/her district delegation at a designated time.
- Campaign speeches will be limited to two (2) minutes in length.
- This time limit will be strictly enforced. During candidate speeches, props will be limited to items that can be carried to and from the podium without assistance.
- Any props requiring the use of electricity, fire, smoke, etc. are strictly prohibited.
- Once the props have been removed from the podium, no residue may remain.
- All props used must be approved by the Florida FFA Association.

BECOMING A SUB-DISTRICT OFFICER

GUIDELINES AND REQUIREMENTS

CHAIR AND CO-CHAIR

A sub-district chairperson shall be elected each year at the Sub-District Contest. The sub-district chairperson shall hold the rank of Chapter FFA Degree, except in a sub-district where all chapters are junior chapters. The sub-district chairperson shall assume the duties of sub-district activities. A sub-district chairperson alternate shall be elected separately and is not to be the runner-up in the chairmanship voting. The sub-district chairperson and alternate chairperson shall be a junior or less and have one remaining year of eligibility in the sub-district the member is elected to represent.

The chairperson and alternate chairperson will be elected at the Sub-District Contest and shall serve as the sub-district chairperson-elect (alternate chairperson-elect) until the following state convention where they will then assume the responsibility of their elected office. They will serve for the length of one year from the time they assume the duties of their office.

CAMPAIGN GUIDELINES

PRE-SUB-DISTRICT CDES

TRAVEL

- As a sub-district officer candidate, you may attend banquets/functions in your sub-district only.
- The Florida FFA Association is not responsible or liable for your travels during the campaign process. As with any other FFA related trip, you should make the proper arrangements with your chapter and school officials for approval.
- The Florida FFA Association is not responsible for any costs incurred in this process.

CAMPAIGN PARAPHERNALIA

- All candidates are permitted to send a professional-style cover letter and resume to FFA chapters in their sub-district.
- A “professional style” cover letter includes a one-page (front-only) letter to accompany your resume. Remember that this letter is your first introduction to the members. This letter should be printed on 8 ½ “X 11” letterhead of your design and may include the FFA emblem, your campaign logo and your campaign theme if desired. This letter should be free of pictures or graphics not outlined above.
- A “professional style” resume includes a one-page (front-only) resume outlining your past experiences. This resume

should be printed on 8 ½ “ X 11” paper of your design and may include the FFA emblem, your campaign logo and your campaign theme if desired. This resume should be free of pictures or graphics not outlined above.

- Resume Format should include the following:
 - Name
 - Chapter
 - Career Objective
 - FFA Experiences
 - SAE/Work Experiences
 - School/Community Activities
 - Grade Point Average

AT SUB-DISTRICT CDES

CAMPAIGN PARAPHERNALIA

- Each candidate is allowed to personally distribute resumes and business cards at the event. These items should follow the “professional-style” criteria specified in the previous section. No other paraphernalia can be distributed at the event.
- Candidate business cards should be of “professional-style” of your design. Standard-sized business cards can include your personal contact information, the FFA Emblem, your campaign logo and your campaign theme if desired.
- Distribution of these items is permitted by the candidate ONLY.
- This excludes family members, chapter members, advisors or others from distributing campaign material.
- Sub-district campaign guidelines also prohibit the wearing or display of campaign paraphernalia by anyone outside the campaign area. This includes t-shirts, buttons, ribbons, pins, signs, flags, etc.
- Candidate sponsored activities are not permitted (meal function, gifts, etc.)

CANDIDATE SPEECHES

- Each candidate is permitted to deliver a campaign speech to his/her sub-district delegation at a designated time.
- Campaign speeches will be limited to two (2) minutes in length.
- This time limit will be strictly enforced. During candidate speeches, props will be limited to items that can be carried to and from the podium without assistance.
- Any props requiring the use of electricity, fire, smoke, etc. are strictly prohibited.
- Once the props have been removed from the podium, no residue may remain.



THE FFA MISSION

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

THE AGRICULTURAL EDUCATION MISSION

Agricultural education prepares students for successful careers and a lifetime of informed choices in the global agriculture, food, fiber and natural resource systems.

The Florida FFA Association is a resource and support organization that does not select, control, supervise or approve local chapter or individual member activities except as expressly provided for in the Florida FFA Constitution and Bylaws.

The Florida FFA Association affirms its belief in the value of all human beings and seeks diversity in its membership, leadership and staff as an equal opportunity employer.