**Application due Wednesday, April 19nd**







Learning to Do,

Doing to Learn,

Earning to Live,

Living to Serve.

Applicant Name:

Date of Application:

**<<<NOTE: For best results, your application should be typewritten or computer generated.>>>**

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**CHAPTER OFFICER DESCRIPTIONS**

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All officer applicants should be able to meet or willing to learn the following qualifications in order to perform their duties as an officer of the Fergus of Lewistown FFA Chapter.

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1. A genuine desire to be part of a leadership team.
2. A willingness to accept responsibility.
3. A sincere desire to work with all chapter members in meeting their leadership, personal and chapter goals.
4. A commitment to lead by example.
5. A knowledge and understanding of the chapter, state and national FFA constitution and bylaws.
6. A working knowledge of parliamentary procedure.
7. An ability to memorize and recite their parts in the official ceremonies of the National FFA Organization.
8. A willingness to follow the policies and procedures set forth by the National FFA Organization as well as local policies set forth by the Fergus of Lewistown chapter.
9. All officers should be wholly dedicated to the Fergus of Lewistown chapter and its goals and directions.

**Duties of the President:**

1. Preside over meetings according to accepted rules of parliamentary procedure.
2. Appoint committees and serve on them as an ex-officio, non-voting member.
3. Coordinate chapter activities and evaluate progress toward the goals of each Program of Activities division.
4. Represent the chapter in public relations and official functions.
5. Exhibit a willingness to follow the guidance and direction of the Advisor.

**Duties of the Vice Presidents (2):**

1. Assume all duties of the president if necessary.
2. Develop the Program of Activities and serve as an ex-officio, non-voting member of the POA committees.
3. Coordinate all committee work.
4. Work closely with the president and advisor to assess progress toward meeting chapter goals.
5. Establish and maintain chapter resource file.

**Duties of the Secretary:**

1. Prepare and post agenda for each chapter meeting.
2. Prepare and present the minutes of each chapter meeting.
3. Be responsible for chapter correspondence.
4. Maintain member attendance and activity records and issue membership cards.
5. Keep the Program of Activities wall chart up to date.

**Duties of the Treasurer:**

1. Receive, record and deposit FFA funds and issue receipts.
2. Present monthly treasurer reports at chapter meetings.
3. Collect dues and special assessments.
4. Prepare and submit the membership roster and dues to the National FFA Organization in cooperation with the secretary and advisor.
5. Serve as chairperson of the finance committee.

**Duties of the Reporter:**

1. Release news and information to local and regional news media.
2. Publish a chapter newsletter.
3. Prepare and maintain a chapter scrapbook in cooperation with the Historian.
4. Send local stories to area, district and state reporters.
5. Send articles and photographs to FFA New Horizons and other national and regional publications.
6. Work with local media on radio and television appearances and FFA news.
7. Serve as the chapter photographer.

**Duties of the Sentinel:**

1. Prepare the meeting room and care for equipment and chapter supplies.
2. Attend the door and welcome visitors.
3. Keep the meeting room, chapter equipment and supplies in proper condition.
4. Welcome guests and visitors to all FFA sanctioned events.
5. Keep the meeting room comfortable.
6. Assist with special features and refreshments.

**Duties of the Parliamentarian:**

1. Assist president in conducting an orderly meeting
2. To inform the members so that the meeting may be run with the bounds of Parliamentary Procedure

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Officer candidates or their parents/guardians should feel free to contact Mr. Long anytime that questions arise, regarding this application or the specific duties of an officer.

Mr. Long

(406) 535-2321 ext. 152

[jlong@lewistown.k12.mt.us](mailto:jlong@lewistown.k12.mt.us)

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| **Name of Applicant:** | **Date of Birth:** |
| **Home Address:** | **Home Phone:** |
| **Email:** | **Other Phone:** |
| **Parent / Legal Guardian(s) Name(s):** | **Relationship to Parent(s) / Guardian(s):** |
| **Years of FFA Membership:** | **Year in School (Fr, So, Jr, Sr)** |
| In your own words describe what the National FFA Organization and the Fergus FFA Chapter, means to you. | |
| List the three (3) offices that you would most like to hold. Place them in order from 1 to 3, 1 being the office you most want to hold. Please explain why you feel the way you do.  #1:  *#2:*  *#3:* | |
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| What FFA Office do you desire to hold the least? Why? | |
| What special qualities, talents and/or strengths would you bring to a Fergus FFA Chapter Office? | |
| What is your greatest weakness? Why do you think that it is such a weakness for you? | |
| List the school and community leadership activities you have participated in: | |
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| Describe five rewarding FFA/Ag. Ed. Experiences. Why was each meaningful to you? | |
| Describe the five most important qualities that a Fergus of Lewistown FFA Chapter Officer should possess. | |
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| Are you willing to put the activities and responsibilities of being a Chapter Officer as your top priority for the next year? Why or why not? | |
| Why do you want to serve the students of Fergus High School and the community of Lewistown for a year as a Chapter Officer? | |
| If you were elected to serve as a Chapter Officer, what message would you want to share with the members of the Fergus Chapter and the community of Lewistown? Why? | |
| If you were a farm tractor, what type of farm tractor would you be? Why? | |
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| It is expensive to run an active high-quality FFA Chapter. What are some fundraising ideas or ideas for current fundraisers that you have, that would be efficient and worthwhile ($1,000 or more per event) for our chapter? List at least three and explain why you think that they will work. | |
| As an Officer, you will be responsible for the direction and guidance of our Chapter. What are some ideas or goals that you have for the upcoming school year? | |
| List at least three of your Hobbies. | |
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| In your opinion, what is your greatest strength? Why? | |
| In your parent’s opinion, what is your greatest strength? Why? | |
| In your teacher’s opinion, what is your greatest strength? Why? Please specify which teacher you are quoting. | |
| What makes you different from the other officers? What unique traits do you have that makes you different from the rest of the world around you? | |
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| **TEACHER ENDORSEMENT PAGE** | |
| Student Name: | |
| The above named student has applied for the position of Chapter Officer in the Fergus of Lewistown FFA Chapter. You have been chosen by the student to fill out this endorsement of their skills and abilities. I would appreciate your honesty with regard to this document. It is very important to me to have an insight into the work habits, behavior and academic performance as well as any information that you feel are relevant to this student’s abilities to carry out this position. Please do not allow the student to view this form, when you are finished please return it to Mr. Long’s box. Thank you. | |
| **BEHAVIOR CLASSIFICATION (Please circle)**  BC #1 – The applicant consistently maintains a wonderful attitude in my classroom.  Strongly Agree Somewhat Agree Somewhat Disagree Strongly Disagree  BC #2 – The applicant never gives me problems that require stern discipline.  Strongly Agree Somewhat Agree Somewhat Disagree Strongly Disagree  BC #3 – The applicant sets a wonderful example for other students to follow.  Strongly Agree Somewhat Agree Somewhat Disagree Strongly Disagree  BC #4 – The applicant doesn’t get into trouble frequently in other classes.  Strongly Agree Somewhat Agree Somewhat Disagree Strongly Disagree | |
| **ACADEMIC CLASSIFICATION (Please circle)**  AC #1 – The applicant has no problems turning in their assignments on time and sometimes even early.  Strongly Agree Somewhat Agree Somewhat Disagree Strongly Disagree  AC #2 – The applicant has maintained excellent grades throughout the year without even struggling.  Strongly Agree Somewhat Agree Somewhat Disagree Strongly Disagree  AC #3 – The applicant is intelligent and has no problems working independently.  Strongly Agree Somewhat Agree Somewhat Disagree Strongly Disagree | |
| **TEACHER COMMENTS (Please circle)**  TC #1 – I would consider this applicant to be a strong leader that other student’s follow.  Strongly Agree Somewhat Agree Somewhat Disagree Strongly Disagree  TC #2 – I feel that this applicant would make a great officer!  Strongly Agree Somewhat Agree Somewhat Disagree Strongly Disagree | |
| **<<<Please DO NOT ALLOW the applicant to view this form!!!>>>**  **<<<Please use the envelope provided and place it in Mr. Long’s teacher mailbox>>>** | |
| **TEACHER SIGNATURE:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| **TEACHER ENDORSEMENT PAGE** |
| Student Name: |
| The above named student has applied for the position of Chapter Officer in the Fergus of Lewistown FFA Chapter. YOU have been chosen by the student to fill out this endorsement of their skills and abilities. I would appreciate your **COMPLETE HONESTY** with regard to this document. It is VERY important to me to have an insight into the work habits, behavior and academic performance as well as any information that you feel are relevant to this student’s abilities to carry out this position. You should find an envelope enclosed with this document. Please do not allow the student to view this form, when you are finished please return it to Mr. Long’s box. Thank you. |
| **BEHAVIOR CLASSIFICATION (Please circle)**  BC #1 – The applicant consistently maintains a wonderful attitude in my classroom.  Strongly Agree Somewhat Agree Somewhat Disagree Strongly Disagree  BC #2 – The applicant never gives me problems that require stern discipline.  Strongly Agree Somewhat Agree Somewhat Disagree Strongly Disagree  BC #3 – The applicant sets a wonderful example for other students to follow.  Strongly Agree Somewhat Agree Somewhat Disagree Strongly Disagree  BC #4 – The applicant doesn’t get into trouble frequently in other classes.  Strongly Agree Somewhat Agree Somewhat Disagree Strongly Disagree |
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| **<<<Please DO NOT ALLOW the applicant to view this form!!!>>>**  **<<<Please use the envelope provided and place it in Mr. Long’s teacher mailbox>>>** |
| **TEACHER SIGNATURE:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **SIGNATURE PAGE** |
| **This page must be completed with all signatures needed, in order for this applicant to be considered for this office!** |
| **STUDENT AGREEMENT SECTION:**  I am fully aware of my responsibilities to the office held as well as to the Fergus of Lewistown FFA Chapter. I agree to be a positive, productive and beneficial part of this organization. I agree to abide by the policies and procedures set forth by the Fergus of Lewistown Chapter of the National FFA Organization.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Applicant Signature Date |
| **PARENT/GUARDIAN AGREEMENT SECTION:**  I am fully aware that my son/daughter/student is applying for an office in the Fergus of Lewistown Chapter of the National FFA Organization. I am also fully aware that as the Parent/Guardian of an Officer, I will be called upon as the need arises to aide and support both them and the Chapter and I readily agree to do so. I agree that I will be a positive and helpful influence on my student as well as other students in the Chapter and help them achieve their goals and aspirations.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Parent Signature Date |
| ***We Personally Endorse This Applicant For Fergus of Lewistown Chapter Officer:***  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Administrator Signature Teacher Sponsor |
| ***We Personally Endorse This Applicant For Fergus of Lewistown Chapter Officer:***  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Administrator Signature Teacher Sponsor |

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| **PERSONAL CONDUCT AGREEMENT** |
| **NAME:** |
| **IF ELECTED TO A CHAPTER OFFICE, I AGREE TO:**  1. Conscientiously serve the chapter and assist FFA members.  2. Set a positive example for members of the Fergus of Lewistown FFA Chapter as a good  student, a good speaker, a responsible and courteous person, and a good citizen.  3. Be neat in dress and personal appearance, wearing full FFA official dress on proper occasions.  4. Refrain from use of tobacco, alcohol, drugs, profanity and other lewd conduct.  5. Not be involved in unsafe, irresponsible, and/or illegal conduct.  6. Memorize my part for the Opening and Closing Ceremonies, FFA Degree Ceremonies,  Honorary FFA Degree Ceremony, and Installation of Officers Ceremony.  7. Represent the Fergus of Lewistown FFA Chapter creditably at chapter banquets, meetings and  other gatherings whenever asked to do so.  8. Speak on behalf of the FFA as required.  9. Keep in contact with other chapters, members and friends of the FFA, and strive to know as  many members as possible.  10. Thoroughly familiarize myself with the Official FFA Manual, State and National Constitutions,  Parliamentary Procedure, the Montana FFA Association Program of Activities, Association  Policies and Procedures, and the total agricultural education program.  11. Encourage FFA members to take an active part in FFA, school and community affairs.  12. Strive to maintain a good working relationship between FFA and the public.  13. Strive to improve my leadership ability and give as much time as required to carry out my  duties as a chapter officer during the year. |
| **By signature below, I acknowledge that I have read this Personal Conduct Agreement, understand the behavioral expectations of the office, agree to these behavioral expectations, and pledge to abide by them. Any infractions of this conduct agreement will be dealt with as described in the State Officer Discipline Policy.**  **Signature of Applicant** Date |
| **CERTIFICATION OF PARENT(S)/GUARDIAN(S)**  As custodial parent(s) or legal guardian(s) of the above-named individual, I/we verify that I/we fully understand, agree to, and accept all provisions and obligation set forth in this Personal Conduct Agreement.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed Name (Parent or Legal Guardian) Signature Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed Name (Parent or Legal Guardian) Signature Date |