

**VERMONT ASSOCIATION OF FFA**  
A Chartered Organization of  
National FFA Organization  
Chartered May 20, 1931

Officer Application for Prospective State Officers

1. Officer Application
  - a. 1 page current resume
  - b. Prepared speech for an FFA Chapter Visit
  - c. 2 letters of recommendation from adults other than your advisor, family and state officers/state staff.
2. Qualifications and Prerequisites – requires signatures
3. Vermont FFA Association – State Officer Ethics and contract
4. Vermont FFA Association – Discipline Policy
5. Listing of Current Dates and Obligations (2/22/2019)
6. VT CTSO Overnight form complete

Please Mail applications to:  
Vermont FFA Association  
16 campground rd  
New Haven VT 05472

or email to [vtffaexecutive@gmail.com](mailto:vtffaexecutive@gmail.com)

**Vermont FFA Association**

**State FFA Officer Application**

Due in to State FFA Office on March 12<sup>th</sup>.

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Date of Graduation: \_\_\_\_\_ Years in FFA: \_\_\_\_\_

High School Ag. Education Major: \_\_\_\_\_

Date received chapter degree: \_\_\_\_\_ Date received or applied for state degree: \_\_\_\_\_

Career objective: \_\_\_\_\_

*If you are chosen as a state officer please state your jacket size and men's/women's: \_\_\_\_\_*

*<https://www.ffa.org/jacket-measuring-videos-calculator/>*

*If you are chosen as a state officer how would you like your name to appear on your jacket? \_\_\_\_\_*

Supervised Agricultural Experience Program or Work Experience:

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FFA Leadership Experience:

Office Held

Year:

_____	_____
_____	_____
_____	_____

Leadership Activities:

Year:

_____	_____
_____	_____
_____	_____

List special FFA achievements and awards you have received:

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Please explain why you want to become a State FFA Officer.

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List major achievements in or contributions to non FFA Activities:

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Do you own an automobile or have regular access to one?: \_\_\_\_\_ Do you possess a valid VT Driver's license\*? \_\_\_\_\_

*\*Per the VT FFA Constitution State Officers are required to possess a valid VT Drivers license.*

If you do not have access on a regular basis to an automobile or own one, please explain your ability to travel throughout the state:

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On a separate sheet of paper please type your current resume, including objectives, skills that are necessary for leadership.

Attach a copy of your Green Mountain Degree Application

Attach signed original State Officer Ethics/Responsibilities and Contract

Attach typed local advisor statement.

**TO PARENTS:**

If your son or daughter should become a State Officer, your cooperation will be needed in carrying out the responsibilities of the office. This will necessitate your son or daughter being absent from home at times.

The training and experience, he or she will receive, as an officer will warrant your cooperation. Please sign below indicating your approval of your son or daughter's candidacy.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent or Guardian)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent or Guardian)

**TO PRINCIPAL:**

It is essential that you be aware of the importance of the teacher of agriculture's part in helping a student to carry out his or her duties and responsibilities as a State Officer. The teacher of agriculture is expected to provide leadership throughout the year as needed.

*I recommend this student be considered a viable candidate for a VT FFA State Officer position based on his/her conduct while enrolled in school, Vermont state law and adherence to the FFA Code of Ethics.*

I certify that in my opinion (candidate) is qualified for a State Office and that I will assist this candidate in approved leave from school in order to accomplish the duties required.

Signed: \_\_\_\_\_  
(Superintendent)

Signed: \_\_\_\_\_  
(Director or Supervising Principal)

Signed: \_\_\_\_\_  
(Home School Principal or High School Principal)

**TO THE TEACHER OF AGRICULTURE:**

Please affix your signature below certifying that (candidate) is qualified for a calling as a state officer and that you recommend this individual without any reservations.

Signed: \_\_\_\_\_  
(Teacher of Agriculture)

**CERTIFICATION BY CANDIDATE:**

I hereby agree to conduct myself at all times in a manner befitting an officer of the FFA, to perform the duties and responsibilities of my office to the best of my ability, and to work for the good of the State Association. I have read the attached, A Guide for Prospective Officers publication and understand my responsibilities.

Signed: \_\_\_\_\_  
(Candidate)

**Vermont FFA Association**  
**State FFA Officer Ethics/Responsibilities and Contract**

**National FFA Code of Ethics**

FFA Members conduct themselves at all times to be a credit to their organization, chapter, school, community and family. As an FFA member, I pledge to:

1. Develop my potential for premier leadership, personal growth and career success.
2. Make a positive difference in the lives of others.
3. Dress neatly and appropriately for the occasion.
4. Respecting the rights of others and their property.
5. Be courteous, honest and fair with others.
6. Communicate in an appropriate, purposeful and positive manner.
7. Demonstrating good sportsmanship by being modest in winning and generous in defeat.
8. Make myself aware of FFA programs and activities to be an active participant.
9. Conduct and value a supervised agricultural experience program.
10. Strive to establish and enhance my skills through agricultural education in order to enter a successful career.
11. Appreciate and promote diversity in our organization.

**State Officer Code of Ethics**

1. To refrain from all illegal activity.
2. To forgo all tobacco while involved in official and unofficial FFA activities and at all times refrain from consumption or possession of alcohol or any substance, which is not legal for me to consume or possess.
3. To exhibit respect for others and professionalism always by abstaining from foul or rough language inappropriate stories and racial slurs while a State FFA officer.
4. To work in harmony with fellow FFA officers and not knowingly engage in any conversations detrimental to other FFA members, officers, advisors and other adults.
5. To refrain from posting inappropriate comments, conduct and photographs on social networking websites, instant messaging forums, chat rooms, etc.
6. To treat all FFA members equally by not favoring one over the other.
7. To conduct myself in a manner that earns respect without display of superiority.

8. To maintain dignity while being personable, concerned and interested in my contacts with others.
9. To avoid places or activities which in any way would raise questions as to my moral character or conduct.
10. To consider family, FFA officer activities and school work as my primary responsibilities.
11. To maintain proper dress (business casual) and good grooming for all occasions when representing FFA.
12. To commit to becoming thoroughly knowledgeable of the agricultural industry, agricultural education and the FFA.
13. To be professional and on time for all duties, assignments and responsibilities.
14. To refrain from a dating relationship with current FFA members or members of the State FFA Officer team during my year of service.

## **Vermont State FFA Association State FFA Officer Contract**

The State FFA Officer team is required to perform a multitude of tasks at a very rigorous pace. It is essential that anyone pursuing an interest in State Office be aware of the responsibilities and the necessary qualifications required to be a state officer. Please read the following carefully and sign indicating that you have read and accept. (A list of required activities is included for you to see a typical schedule).

If elected to state office I will:

1. Be totally dedicated and committed to the total program of agricultural education and FFA.
2. Be willing to commit the entire year and the time necessary to serve as a state FFA officer and activities.
3. Be willing and able to travel within and outside the state as required to complete officer duties (FFA activities in the calendar must take priority over sports and other events).
4. Become thoroughly knowledgeable of agriculture and agricultural education and the FFA. Keep myself up to date on current events.

5. Always work untiringly through preparation and practice to develop myself into an effective public speaker and project a desirable image of FFA
6. Correspond regularly and in a timely manner write all letters, thank you notes, reports and other correspondence, which are necessary.
7. Work constantly to improve my ability to carry on meaningful and enjoyable conversations with individuals of all ages and walks of life.
8. Perform self-evaluations on myself and accept and search out constructive criticism and evaluation of my total performance, in order to make me a stronger individual. Evaluate constantly my personality and attitudes making every effort to improve myself.
9. Maintain and protect my health.
10. Attend all state officer meetings
11. Attend all events which are deemed necessary, by the State FFA Executive Director to fulfill the duties of my office (i.e, Base Camp, NE State Officer Training, Big E, VT Foundation meetings, Leadership Camp, Industry tours, etc.)
12. Work with other state officers to prepare and present at chapter visits.
13. Memorize my parts of the ceremonies as required each year. This could include: Honorary Degree, State Degree and Installation of Officers)

I have read and understand the officer responsibilities. I realize that serving as a state officer is a commitment, which requires not only some financial resources but a large investment in time and effort. I will carry out the responsibilities and duties of the office if I am elected in accordance with the above statements. Any infractions will be dealt with as described in the State FFA Officer Attendance and Discipline Policy.

\_\_\_\_\_  
Signature student

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

\_\_\_\_\_  
Signature of Parent/Guardian

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

Pleased complete and return the attached VT CTSO Overnight form in its entirety. Using the activities listing as a guide for dates. This must be filled out including medical and emergency contacts.

***PRELIMINARY RESPONSIBILITIES  
VERMONT STATE FFA OFFICERS***

Each Month	State Officer Meetings (1 or 2 per month)
July 16-17th	Base Camp (Mandatory)
August 20-22	Check Point 1 (Mandatory)
July and August	Serve at local Chapter booths at their County Fairs
September	Eastern State Exposition (NOT attending for 2021 year)
September 27 - 29	State Officer Training and Local Chapter training
October	Soils & Land Judging
October 27 – 31	National Convention Delegates – Indianapolis, IN
November	VT Farm Bureau Meeting (1 day), Chapter Visits begin
December 3-5	Check Point 2 (mandatory)

January	Farm Show (1 day) and FFA Booth at Farm Show
February 13 (?)	Legislative Breakfast Day (1 day)
February	VT FFA Week Activities
March	Preparing for Convention (during breaks)
March and April	Industry Tours and Chapter Visits
April	Visit Green Mtn Degree Candidates
May	State Convention (3 days)

## Vermont FFA Association

### State FFA Officer Attendance and Discipline Policy

#### **Attendance:**

Attendance at all events and activities of the State FFA Executive Board is required by the State FFA Executive Director is mandatory. State FFA Officers are allowed three (3) absences from meetings. An excused absence will be granted in the death of the officer's immediate family\*, hospitalization of the officer or immediate family member. The State FFA Executive Director will decide additional exceptions on a case by case basis.

\*Parents/guardian, siblings, grandparents, aunt or uncle.

#### **Discipline:**

Infractions of the Vermont State FFA Officer Contract or Attendance Policy will be handled as follows:

#### **Suspension:**

A suspension will prohibit the officer from attendance and/or participation in State FFA Executive Board activities. In addition, the suspended state officer is not allowed to represent FFA at local, state, regional and national FFA activities during the length of the suspension. Meetings and events missed will be considered as unexcused absences.

A suspension will occur for:

1. Failure to perform your duties or to live up to your responsibilities/obligations – State FFA Officer Contract.

**Dismissal:**

A State FFA Officer will face immediate dismissal for:

1. Violation of State Officer Code of Ethics
2. The third suspension of the State FFA Officer and/or
3. The fourth absence from a State FFA Executive Board meeting or activity.

A combination of the following people can temporarily suspend a student officer with notification of the student’s advisor: Executive Director of the Vermont FFA Association, Chairperson or Vice Chairperson of the Board of Trustees, with review to be set up by the Board of Trustees Executive Committee within 30 days.

Suspensions are a month (30 days) in length and at the end of the suspension the officer will either be reinstated or removed.

**Procedure as follows:**

Obtain facts

Meet with Executive Director, President or Vice President of the Board of Trustees

Inform student’s advisor, parents and administrator

Review by executive committee.

**Sign and Return:**

I have read, studied and understand the above points. If elected to State Office, I will carry out my responsibilities in accordance with these statements and understand that the VT FFA Foundation will remove me from office at any time if I do not completely adhere to these established standards for State Officers.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

