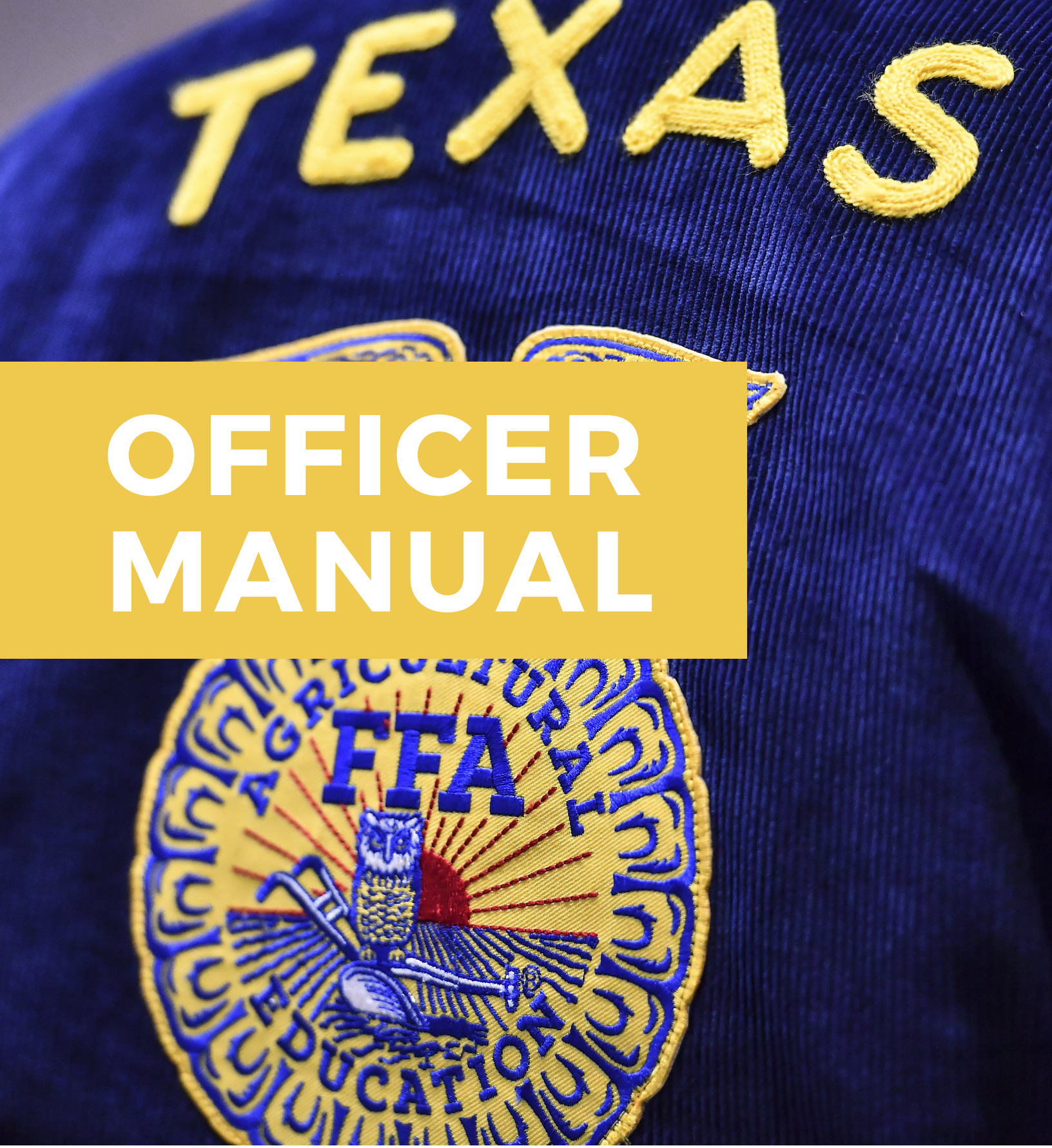

OFFICER MANUAL

2021 - 2022

WORD OF THE YEAR

My word for the year:

Why did you choose this word?

PERSONAL MISSION STATEMENT

A mission statement is "a personal credo or motto that states what our life is about: (Covey, *The Seven Habits of Highly Effective Teens*, 81). It is a map that helps us navigate the crossroads of our life or a filter to help us sort through life choices. Why is that important? It opens your "eyes to what's really important to you and helps you make decisions accordingly" (82).

A mission statement establishes what is important to each of us. It allows us to connect with our own unique purpose! It is a phrase that reminds us of our "why" and defines what success will look like to us.

STEP 1: IDENTIFY CORE VALUES

Let's get clear about our values. What matters most to you in life? Family, friends, faith? Brainstorm all the things that matter to you.

Now narrow your list to the FIVE most important values.

_____

_____

_____

_____

_____

STEP 2: VALUES IN ACTION

Actions speak louder than words! Review your five values and list at least TWO actions you currently do or want to do in order to live out your values. How will you put your values into action?

Example: If we value kindness, these are a few ways we can put that into practice: smiling at others, writing a note of encouragement to someone each week, or helping someone in need.

STEP 3: IDENTIFY CONTRIBUTIONS

How will you make a difference in your family, work, community, school and world?

STEP 4: IDENTIFY GOALS

What are your priorities and goals? Brainstorm what your short-term and long-term goals are.

STEP 5: WRITE MISSION STATEMENT

Write your personal mission statement based on your values, plan to make a difference, and goals.

THINGS TO KEEP IN MIND

- **Keep it simple, brief, and clear.** Most effective mission statements tend to be 3-5 sentences long.
- **Keep it positive.** Focus on what you want to accomplish, achieve, and become instead of what you don't want to do or become.
- **Keep it action-oriented.** Your mission statement should be applicable every day in our actions and decisions.
- **Keep it real.** Be true to yourself -- make sure your mission statement accurately reflects your biggest passion and what you truly believe your long-term purpose to be.

MISSION STATEMENT STARTERS

Stuck? Try some of these starters to get you writing.

- To (what you want to achieve/do) so that (why it's important), I will (specific behaviors, attitudes and actions).
- To live each day (list value) so that (what living by these values will give you). I will (specific behaviors, attitudes and actions).
- To be known as someone who (qualities/values you have or want to have). I will (specific behaviors, attitudes and actions).
- To use my (skills or expertise) to inspire/lead (group of people) so that (ultimate goal).
- To develop and cultivate the qualities of (2-3 values or character traits) that I admire in (an influential person in your life) so that (why you want to develop these qualities).
- To appreciate and enjoy (things you want to appreciate and enjoy more) by (what you can do to appreciate/enjoy these things).

MY SMART GOALS

Personal goals are important because you have dreams of what you would like to achieve within your FFA chapter. Now that you have committed to one word and a personal mission statement, create two goals, detailing how you are going to work towards these goals and when you wont to achieve them by.

GOAL 1

GOAL 2

MID-YEAR REFLECTION

Circle one: MET IN PROGRESS NOT MET

MID-YEAR REFLECTION

Circle one: MET IN PROGRESS NOT MET

OUR TEAM CONTRACT

Write in your agreed expectations of your team members throughout the year.
What standards will you use to keep each other accountable?

SIGNATURES

CHAPTER SMART GOALS

Goals can be the foundation to help guide yourselves as a team toward what you want to achieve this year. SMART stands for Specific, Measurable, Attainable, Realistic, Timely. Your goals should be something that challenges you, but also something that is realistic for you to achieve. Remember to also set a timeline (due date) that you want to achieve it by! Not all goals are going to be met, but all goals should have the potential to be met.

When making your SMART goals for this year, make sure to follow the format below:

WHO is this goal benefitting?
WHY do we want to accomplish this goal?
WHAT is our overall vision for this goal?
WHEN do we want to complete this goal?
HOW will we accomplish this goal?

GOAL 1

MID-YEAR REFLECTION

Circle one: MET IN PROGRESS NOT MET

_____

_____

_____

_____

_____

GOAL 2

MID-YEAR REFLECTION

Circle one: MET IN PROGRESS NOT MET

GOAL 3

MID-YEAR REFLECTION

Circle one: MET IN PROGRESS NOT MET

PROGRAM OF ACTIVITIES

LIST ALL CHAPTER ACTIVITIES FROM LAST YEAR

WHAT ACTIVITIES DID WE LIKE?

WHAT ACTIVITIES DID WE NOT LIKE?

WHAT ACTIVITIES COULD BE IMPROVED?

WHAT NEW ACTVITIES DO WE WANT TO IMPLEMENT?

PROGRAM OF ACTIVITIES

GROWING LEADERS

LEADERSHIP:
Activities that help the individual develop technical, human relations and decision-making skills to grow leaders.

SCHOLARSHIP:
Activities that develop a positive attitude toward lifelong learning experiences.

PERSONAL GROWTH:
Activities conducted that improve the identity and self-awareness of members. These activities should reflect members' unique talents and potential by reinforcing their human and employability skills. The activities should strive to enhance the quality of life and contribute to members' life goals and development.

HEALTHY LIFESTYLE:
Activities that promote the well-being of students mentally or physically, in achieving the positive evolution of the whole person.

CAREER SUCCESS:
Activities that promote student involvement and growth through agriculture related experiences and/or entrepreneurship and promote career readiness.

PROGRAM OF ACTIVITIES

STRENGTHENING AGRICULTURE

SUPPORT GROUP:
Activities conducted to develop and maintain positive relations among FFA, parents and community leaders interested in supporting agricultural education.

CHAPTER RECRUITMENT:
Activities conducted to increase agricultural education enrollment and/or FFA membership and encourage greater participation.

SAFETY:
Activities that enhance safety in the community.

AGRICULTURAL ADVOCACY:
Activities conducted to articulate and promote agricultural programs, practices, policies and/or education to elicit action.

AGRICULTURAL LITERACY:
Activities that help consumers become better informed about the production, distribution and daily impact of food, fiber and fuel.

PROGRAM OF ACTIVITIES

PLANNING SHEET

DIVISION:

QUALITY STANDARD:

COMMITTEE:

ACTIVITY:

COMMITTEE MEMBERS:

GOALS

INCOME	EXPENSES

STEPS AND DATES

RESULTS/NOTES

PROGRAM OF ACTIVITIES

PLANNING SHEET

DIVISION:

QUALITY STANDARD:

COMMITTEE:

ACTIVITY:

COMMITTEE MEMBERS:

GOALS

STEPS AND DATES

INCOME	EXPENSES

RESULTS/NOTES

PROGRAM OF ACTIVITIES

PLANNING SHEET

DIVISION:

QUALITY STANDARD:

COMMITTEE:

ACTIVITY:

COMMITTEE MEMBERS:

GOALS

INCOME	EXPENSES

STEPS AND DATES

RESULTS/NOTES

AUGUST BRAINSTORMING

CHAPTER EVENTS THIS MONTH

AREA + STATE EVENTS THIS MONTH

WHAT WE WANT TO ACCOMPLISH

MONTHLY MEETING

THINGS TO COVER (AGENDA ITEMS)

THINGS TO CONSIDER

ELEVATE YOUR CHAPTER MEETINGS

But... How?

- Plan meeting date/times for optimal attendance
- Plan ahead! Post agenda items early and stay on task
- Don't waste time, a short meeting is okay!
- Serve snacks and drinks
- Plan an activity or game to make it exciting
- Include younger members or host additional events for them...they are the future of your chapter

CHAPTER MEETING IDEAS

- Kickball, dodgeball, or other outdoor activity
- Movie Night
- Holiday Party
- Attend a school event as a chapter
- Learn something new (Self Defense, Cooking, Hunter Ed, ect)
- Host a guest speaker
- Lip Sync Challenge or Karaoke
- Potluck
- Pie or hotdog eating contest
- State Fair Theme
- Atttend a progessional sporting event
- Plan a service activity (Holiday cards for the children's hospital or nursing home, pick up trash, plant flowers, etc)
- Ag Olympics

AUGUST CHAPTER MEETING

TIME:

PLACE:

MEETING GOALS:

FOOD!

ACTIVITY

AGENDA ITEMS

OFFICER RESPONSIBILITIES AND DUE DATES

SEPTEMBER BRAINSTORMING

CHAPTER EVENTS THIS MONTH

AREA + STATE EVENTS THIS MONTH

WHAT WE WANT TO ACCOMPLISH

MONTHLY MEETING

THINGS TO COVER (AGENDA ITEMS)

SEPTEMBER CHAPTER MEETING

TIME:

PLACE:

MEETING GOALS:

FOOD!

ACTIVITY

AGENDA ITEMS

OFFICER RESPONSIBILITIES AND DUE DATES

OCTOBER BRAINSTORMING

CHAPTER EVENTS THIS MONTH

AREA + STATE EVENTS THIS MONTH

WHAT WE WANT TO ACCOMPLISH

MONTHLY MEETING

THINGS TO COVER (AGENDA ITEMS)

OCTOBER CHAPTER MEETING

TIME:

PLACE:

MEETING GOALS:

FOOD!

ACTIVITY

AGENDA ITEMS

OFFICER RESPONSIBILITIES AND DUE DATES

NOVEMBER BRAINSTORMING

CHAPTER EVENTS THIS MONTH

AREA + STATE EVENTS THIS MONTH

WHAT WE WANT TO ACCOMPLISH

MONTHLY MEETING

THINGS TO COVER (AGENDA ITEMS)

NOVEMBER CHAPTER MEETING

TIME:

PLACE:

MEETING GOALS:

FOOD!

ACTIVITY

AGENDA ITEMS

OFFICER RESPONSIBILITIES AND DUE DATES

DECEMBER BRAINSTORMING

CHAPTER EVENTS THIS MONTH

AREA + STATE EVENTS THIS MONTH

WHAT WE WANT TO ACCOMPLISH

MONTHLY MEETING

THINGS TO COVER (AGENDA ITEMS)

DECEMBER CHAPTER MEETING

TIME:

PLACE:

MEETING GOALS:

FOOD!

ACTIVITY

AGENDA ITEMS

OFFICER RESPONSIBILITIES AND DUE DATES

JANUARY BRAINSTORMING

CHAPTER EVENTS THIS MONTH

AREA + STATE EVENTS THIS MONTH

WHAT WE WANT TO ACCOMPLISH

MONTHLY MEETING

THINGS TO COVER (AGENDA ITEMS)

JANUARY CHAPTER MEETING

TIME:

PLACE:

MEETING GOALS:

FOOD!

ACTIVITY

AGENDA ITEMS

OFFICER RESPONSIBILITIES AND DUE DATES

FEBRUARY BRAINSTORMING

CHAPTER EVENTS THIS MONTH

AREA + STATE EVENTS THIS MONTH

WHAT WE WANT TO ACCOMPLISH

MONTHLY MEETING

THINGS TO COVER (AGENDA ITEMS)

FEBRUARY CHAPTER MEETING

TIME:

PLACE:

MEETING GOALS:

FOOD!

ACTIVITY

AGENDA ITEMS

OFFICER RESPONSIBILITIES AND DUE DATES

FFA WEEK PLANNING

WEEK AT A GLANCE

PROMOTION BEFORE FFA WEEK:

FFA WEEK GOAL:

MONDAY:

TUESDAY:

WEDNESDAY:

THURSDAY:

FRIDAY:

WEEKEND:

MARCH BRAINSTORMING

CHAPTER EVENTS THIS MONTH

AREA+ STATE EVENTS THIS MONTH

WHAT WE WANT TO ACCOMPLISH

MONTHLY MEETING

THINGS TO COVER (AGENDA ITEMS)

MARCH CHAPTER MEETING

TIME:

PLACE:

MEETING GOALS:

FOOD!

ACTIVITY

AGENDA ITEMS

OFFICER RESPONSIBILITIES AND DUE DATES

APRIL BRAINSTORMING

CHAPTER EVENTS THIS MONTH

AREA + STATE EVENTS THIS MONTH

WHAT WE WANT TO ACCOMPLISH

MONTHLY MEETING

THINGS TO COVER (AGENDA ITEMS)

APRIL CHAPTER MEETING

TIME:

PLACE:

MEETING GOALS:

FOOD!

ACTIVITY

AGENDA ITEMS

OFFICER RESPONSIBILITIES AND DUE DATES

MAY BRAINSTORMING

CHAPTER EVENTS THIS MONTH

AREA + STATE EVENTS THIS MONTH

WHAT WE WANT TO ACCOMPLISH

MONTHLY MEETING

THINGS TO COVER (AGENDA ITEMS)

MAY CHAPTER MEETING

TIME:

PLACE:

MEETING GOALS:

FOOD!

ACTIVITY

AGENDA ITEMS

OFFICER RESPONSIBILITIES AND DUE DATES

JUNE BRAINSTORMING

CHAPTER EVENTS THIS MONTH

AREA + STATE EVENTS THIS MONTH

WHAT WE WANT TO ACCOMPLISH

MONTHLY MEETING

THINGS TO COVER (AGENDA ITEMS)

JUNE CHAPTER MEETING

TIME:

PLACE:

MEETING GOALS:

FOOD!

ACTIVITY

AGENDA ITEMS

OFFICER RESPONSIBILITIES AND DUE DATES

THANK YOU NOTE RESOURCES

- The letter(s) will be in your own handwriting or typed with a nice, legible font using a computer
- The date must be spelled out - example August 2, 2020
- The first sentence of the first paragraph begins with a word other than "I".
- A paragraph must be at least three sentences long
- The first paragraph must include some for of thanks (see suggestions below)
- A paragraph must relate a personal experience you had with the event/sponsorship
- A paragraph must state what you are going to do with your life and the knowledge you gained for the support.
- The closing sentence can be one sentence (see suggested closing statements below)

Suggested opening lines

- You have made a difference in my life. Thank you for supporting me by sponsoring my (FFA Jacket) at the (2020 Chapter Banquet)....
- Thank you for your sponsorship of the (FFA Chapter) for our (chapter event)...
- ** Appreciate, admire, be grateful for what they did for you***

Suggested Closing lines:

- I will remember your generosity with appreciation and hope to be in a financial situation someday so that I too can support an FFA member by....
- Again, thank you for your generosity and willingness to help young people. You are the kind of role model we need.
- America needs more _____. Thank you for investing in my life and the future of the FFA.