Tomball FFA Officer Check List/Info Sheet

**\*\*Application should be typed, it can be found at tomball.ffanow.org under the “Officer” tab\*\***

**All Officer Paperwork Due: Friday, March 22nd by 2:40 pm to Mrs. Moriarty or Mrs. Jenschke**

**\*\*Must be printed! LATE PAPERWORK WILL NOT BE TAKEN\*\***

**Tryout Test/Interview: Monday, April 8th**

Immediately after school, must be in **full** official dress. We will record a short introduction video of you to play at the FFA meeting.

**Voting: Tuesday, April 9th at FFA Meeting**

You must attend FFA meeting.

You will give a brief introduction of yourself.

All of the following things should be included when you turn in your paperwork:

* Completed Officer Application
* Signed Officer Requirement Sheet
* Signed Officer Demerit Agreement
* Most Current Report Card or Progress Report

The officer positions for this year will be:

* President
* Vice President
* Secretary
* Treasurer
* Reporter
* Sentinel
* Chaplain
* Student Advisor

\*\* There will only be one person for each of these positions. \*\*

**Tomball FFA Officer Application**

(Please type, you can access this application on [www.tomball.ffanow.org](http://www.tomball.ffanow.org), under “officer” tab.)

OFFICER APPLICATION DUE: Friday, March 22nd by 2:40 pm to Mrs. Moriarty or Mrs. Jenschke

Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­\_\_\_\_

# Grade: \_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What FFA Career Development Events have you been involved with at Tomball FFA this school year?

|  |  |
| --- | --- |
|  CDE |  Award or Honor |
|  |  |
|  |  |
|  |  |

1. What FFA Leadership Development Events have you been involved with at Tomball FFA this school year?

|  |  |
| --- | --- |
| LDE | Award or Honor |
|  |  |
|  |  |
|  |  |

1. What other activities have you been involved in with Tomball FFA this school year?

|  |  |
| --- | --- |
| Activity | Award or Honor |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

4. What do you think are the characteristics of a qualified chapter officer? ***(Do Not Replicate Parliamentary Guide.)***

5. If you are elected a chapter officer at Tomball, what would you do to make our chapter better?

6. What does FFA mean to you?

7. How would you increase chapter member involvement?

8. How would you keep chapter members up to date with chapter activities and events?

9. Please list any other extra-curricular activities you are involved with at Tomball High School and off campus. **(*i.e. Horse Riding, Church Youth Organization, Sports, Stand Leader, NHS or Student Council*)**

10. What are three words that would best describe you as a person and officer?

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tomball FFA Officer Requirements**

As an officer of Tomball FFA you accept all responsibilities of a chapter officer. You will be required to follow all chapter rules including the chapter bylaws and constitution. In addition, you must meet the following criteria.

* No pass, no play rules affect all chapter activities including chapter officers.
	+ Any chapter officer that fails any class during the nine weeks will receive 1 demerit per class. They have until the next nine weeks to bring all grades to passing.
	+ If for any reason the officer is not passing at the end of the next nine weeks, they will be relinquished of their duties as an officer.
	+ All report cards and progress reports will be checked at the end of the day that they are released to the students. It is the officers’ responsibility to provide the advisors with the information.
* All officers are required to attend all chapter meetings. They will not be allowed to miss any unless there is an extenuating circumstance in the family or school activity upon Ag teacher’s discretion.
	+ In the event of a death in the family, severe illness or car accident, we must have a parent contact the advisors by phone in order to relieve the officer their duties.
	+ If an officer is sick, they must get a doctor’s note and notify advisors ahead of time of the event.
	+ If conflicting school activity, Ag teachers must be notified 1 week in advance.
	+ All meetings are the second Monday of each month, unless specified otherwise on the calendar.
	+ All officers will be at all meetings and in official dress, or other specified clothing 30 minutes before meeting is scheduled to start or at time given to you by an Ag Teacher.
* All officers are required to attend the State FFA Convention, the district leadership camp and other scheduled camps per calendar. The dates will be announced at the first officer meeting after banquet.
* Each officer will serve as a chairperson for at least one meeting.
* Every officer is required to know his or her part of opening ceremonies by the start of school in August.
* Officers are required to attend all officers meetings that are scheduled. Officer meetings will occur every week. These meeting times will be set at the first officer meeting of the year.
* Officers will participate in all fundraiser activities sponsored by Tomball FFA. They must meet required quota of 20 items on the Seitz meat & fruit fundraiser or do the buyout.
* All officers will attend the district and area meetings designated for officers.
* All officers will try out and participate on a LDE and CDE team.
* All officers will attend any chapter activity scheduled by the officer team or advisors.
* Each officer will be responsible for planning 1 community service project for the year.
* Officers will follow the FFA code of ethics.
	+ Any officer violating school rules, which could result in disciplinary action will be subject to demerits or may be removed from officer team (Subject to Ag teacher’s discretion).
* Officers will maintain appropriate conduct on ALL social media accounts. Inappropriate posts, comments, etc. will not be tolerated and will be subject to demerits or removal from office (Subject to Ag teacher’s discretion).
	+ This includes but is not limited to: text messages, Facebook, Twitter, Instagram, Snap Chat, or any other means of social media.
* Officers involved in any illegal conduct, inside or outside of school, will be automatically removed from office (Subject to Ag teacher’s discretion).
	+ Illegal conduct includes but is not limited to: alcohol, drugs, tobacco, and theft.
	+ This could include it being seen in person, on social media, or otherwise reported whether you are convicted or not.
* Officers that receive AEP placement during officer term will be automatically removed from office.
* Officers will give 110% to the improvement of Tomball FFA!
	+ Any misconduct, etc. will result in officer being subject to the demerit system, or removal. (Subject to Ag teacher’s discretion)
* Officers will agree to follow these rules and the demerit system set forth by the advisors.

The demerit system will be in effect to deal with any violations of the above mentioned requirements.

**Tomball FFA Officer Requirements**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand the qualifications of a Tomball FFA Chapter Officer. I can and will abide by the officer guidelines. By signing this form I agree with the officer requirements, and will be relinquished of my office in the event that I cannot uphold my duties as an officer. I understand that this is only a guideline for what is expected of me. I understand that failure to uphold these requirements can and will be subject to the demerit system or can directly remove me from office.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 Officer Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 Parent Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 Advisor Signature Date

**Tomball FFA**

**OFFICER DEMERIT INFORMATION**

The demerit plan is designed to remind officers of their commitment and remove officers who are a detriment to the chapter. Any officer who accumulates seven demerits will be removed from office on the 7th demerit. The FFA advisors will meet with any officer who receives a demerit first and then a parent will be contacted afterwards. If any officer receives four demerits, they will be placed on probation. Officers will NOT be allowed to earn demerits back. A record of demerits will be kept by the Advisor and is available to the officers at any time.

**OFFENSE DEMERITS**

1. Absent from officer meetings, FFA meetings, committee meetings,

 or any other FFA related activities. 3

•If sick, must have doctors note & notify Ag Teacher ahead of time.

•If conflicting school activity, Ag Teacher’s must have at least 1 week notice.

* Case by case basis for extenuating circumstances when Ag teacher is notified

2. Late arrival to FFA meetings or event, officer meetings, chapter activities. 1

3. Leaving early from FFA meetings, officer meetings, or chapters activities. 1

4. Refusing to complete ANY task asked of by Ag teachers. 3

5. Failure to wear officer shirt or official dress on assigned days. 1

6. Not participating on an LDE or CDE team. 3

 (MUST make an outstanding effort to make the team.)

7. Not knowing officer part at meeting or activity. 1

8. Failure to complete any assigned activity – Calendar,

 Announcements, Reports, Minutes, etc. 1

9. ISS assigned by school official. 1 (per day)

10. Failure of class or not turning in progress report or report card. 1 (per class)

11. Not meeting requirements set for Fundraisers. Must sell 20 items 3

consisting of Seitz meat & fruit fundraiser or buyout.

12. Social Media See back #16

**Causes for automatic removal from the officer team are listed below:**

**Every situation below will be investigated by the Ag Science Teachers and campus administrator before actions are taken. After investigating, the FFA advisors and administration will meet with any officer who is being removed due to a reason below and then a parent will be contacted afterwards. The campus administrator and Ag Science Teachers will make the final decision if the officer will be removed.**

13. Any illegal conduct, inside or outside of school.

* Illegal conduct includes but is not limited to any type of: alcohol, drugs, tobacco, theft, etc.
* This could include it being seen in person, on social media, or otherwise reported whether you are convicted or not.

14. AEP placement during officer term

15. Not following the FFA code of ethics (could include violating school policies).

16. Not maintaining appropriate conduct on ALL social media accounts. Inappropriate posts, comments, etc. This includes but is not limited to: text messages, Facebook, Twitter, Instagram, Snap Chat, or any other means of social media.

* If Ag Teachers/Administrators decide that the offense is not cause for automatic removal, demerits will be as follows:
* 1st offense - 3 demerits
* 2nd offense - Removal

**\* Remember being an officer is a privilege and a responsibility. You are the leaders of this chapter, and as leaders, you must behave as leaders should\***

**\*\*The advisors reserve the right to remove you from office no matter how many demerits are earned if they feel you have misrepresented the chapter in any way\*\***

**Tomball FFA Officer Demerit Agreement**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand the demerit system for a Tomball FFA Chapter Officer. I can and will abide by the officer guidelines that uphold this demerit system. By signing this form I agree to the terms of the demerits, and understand that I can and will be relinquished of my office in the event that I receive 7 demerits or the Ag Teachers feel I have not upheld my office or misrepresented the chapter. I understand that being an officer is a privilege and I need to exhibit leadership and good behavior at all times.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Officer Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent Signature Date

Parent Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Advisor Signature Date