



WASHINGTON FFA ASSOCIATION

Chapter Visits INFORMATION & EXPECTATIONS

TO: Washington FFA Advisors
FROM: Dany Cavadini, Washington FFA Executive Director
RE: 2022-2023 State Officer Chapter Visits/Sweeps

Below you will find the Fall Chapter Visit Sweeps schedule for the Washington State Officers. For those of you who are new to teaching in Washington, this is the time when the six state officers visit every district, touring the majority of chapters and even some potential new chapters throughout our state. It is considered a prime opportunity to recruit new members, equip and energize current members and provide a tangible link to the state Association. Please take advantage of this opportunity when the state officers are in your district – they have a great deal to share with your students and school!

Please understand that it takes a great deal of coordination to create the chapter visit schedules. We appreciate the efforts at the local level to maintain the schedule and work with the officers. I realize there may be unforeseen changes, if so – please contact me to make adjustments. If changes are made, it is extremely important that the state officers and Executive Director are provided with the updated information.

Please note that as a host chapter, you are responsible for the following:

HOME STAYS

Travel distances/schedule will determine if the stay is the night before or night of the chapter visit. All officers have been told and are expected to contact you in advance of their arrival, however, please plan at least two weeks in advance so you can provide them with specifics, particularly the contact information of the host family parent.

Advisors are responsible for ensuring the homestay meets the following requirements:

- Securing a safe and suitable home for officers to stay. Ask yourself, would you be comfortable staying there? Please ensure you know the students and their family prior to placing an officer in their home.
- Providing host families with details as to requirements and expectations. Please don't put the state officers in an awkward situation by not letting the host families know what is expected.
- Ensuring a parent and/or guardian will be present through the entire duration of the home stay.
- *If possible*, female officers stay with a female members' family and male officers stay with a male members' family.
- It is appreciated if the officers can be fed dinner that evening and breakfast in the morning of their stays, but *it is not required* – it just needs to be communicated in advance so the officers can plan accordingly.

DO NOT ASK STATE OFFICERS TO DRIVE FFA MEMBERS.

State officers are not allowed to drive students to/from events or homestay locations.

NOTIFYING SCHOOL OFFICIALS THAT OFFICERS WILL BE IN YOUR SCHOOL.

We would like to have the state officers visit with your counselors, CTE Directors, principals or superintendents when possible. They are prepared to promote the FFA and your program so please take this opportunity by scheduling a brief appointment for them with the school officials. Please don't assume that your administration is not interested in talking with the state officers.

PROVIDE LUNCH TO THE STATE OFFICERS ON THE DAY THEY VISIT.

State officers are often only at a chapter for a few hours and may have never been to the community before. Don't assume they know where to get food, or that they have the chance to pack it before their arrival. Please help their limited travel stipend by providing a lunch for them.

LET THE OFFICERS KNOW WHAT TO EXPECT FROM YOUR CLASSES.

The state officers will call/email to gather specific information about the classes that you plan for them to facilitate. You know your students best, so please give the state officers enough information so they can plan ahead and do their best for your students. Remember that they are 18-19 year-olds, not trained teachers/substitutes.

Be prepared to share with them:

- How many classes? Class period length?
- General behavior for each class
- Specific safety/engagement scenarios they need to be prepared for
- Other special information regarding your program that you would like them to know.

A CHAPTER ADVISOR MUST BE PRESENT DURING THE ENTIRETY OF THE CLASSES AND CHAPTER VISIT!

PROVIDE CONSTRUCTIVE FEEDBACK USING THE VISIT REVIEW FORM (*online*).

Feedback will assist them along the way and help me coach them to grow and improve. The VISIT REVIEW form is [available here](#).

2022 District Sweep Weeks for Fall Chapter Visits

Sept. 26 – 30	D1 chapter visits
Oct. 10 – 14	D8 chapter visits <i>*none on Tuesday, Oct. 11 due to Board of Directors meeting*</i>
Oct. 17 – 21	D3 chapter visits
Oct. 31 – Nov. 4	D4 chapter visits
Nov. 7- 11	D9 chapter visits
Nov. 14 – 18	D7 chapter visits
Nov. 28 – Dec. 2	D5 chapter visits
Dec. 5 – 9	D6 chapter visits
Dec. 12 – 16	D2 chapter visits

Please return all emails & phone calls made to you by the state officers as they are probably reaching out about your visit so your attention to this will alleviate stress for all involved.

If you have any questions about a state officer visit/presentation – please don't hesitate to contact me.

Washington FFA Association reserves the right to cancel pre-arranged visits/presentations if health, weather, or safety concerns warrant the cancellation. I will do my best to work with you to reschedule a cancelled event.

Thanks in advance for your support!

Dany