

THE JOY OF CORDUROY



WASHINGTON

FFA ASSOCIATION

STATE OFFICER CANDIDATE GUIDEBOOK

2022-2023

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TO: Potential Washington FFA State Officer Candidates

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education. Taking the initiative to apply for a State FFA Office is a commendable step toward embodying premier leadership and inspiring others to live up to the FFA Mission. I applaud you for taking this step, especially at such a busy and exciting time in your life. Serving as a Washington FFA State Officer is a challenging, yet rewarding experience. This guidebook is designed to give you critical information as you embark on your journey to potentially serve Washington FFA.

If elected, you will be serving nearly 14,000 members and the association in a year-long commitment. Your commitment comes with great responsibility, sometimes sacrifice, and the opportunity to leave a legacy for years to come. During this year of service there will be little time left to call your own. Midnight bedtimes and early mornings become part of your everyday life. It will be a challenging year full of joys and discomforts – with the joys far outweighing the discomforts. There is nothing like seeing a student's face light up when they learn from you and/or succeed, having them share with you because you “get it”, or when they tell you they took a positive risk because of your influence. Being elected to state FFA office is making a commitment to service that is unique to most student organizations.

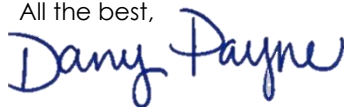
In addition to serving and representing more than half a million FFA members nationwide, state officers represent our association to school administrators, teachers, students, parents, alumni, community stakeholders, business and industry representatives; elected officials... the list goes on and on. They are truly advocates for agriculture education, FFA, and the agriculture industry to every person they meet. State officers provide leadership development opportunities through workshops and activities teaching others about the FFA, leadership, teamwork, personal growth, agriculture, and career success. They provide inspirational and informative speeches in a variety of settings. The state officers are above all, a TEAM that works together with state staff to set and accomplish the goals of the Washington FFA Association. This large task requires dedication, motivation, and some sacrifice, but it is a year of learning, reflection, and growth that few experiences can parallel. Knowing that, in the course of a single year, you made a positive difference in the lives of thousands of FFA members, advisors, partners, state leaders and others may be the greatest personal benefit of serving as a state officer. This year of state office is a year of service.

The support of those around you will be vital to your success throughout this process and your year of service. Prior to submitting your application, please have clear, honest, and open conversations with your family, friends, and your advisor(s) about your intention to run for state office and what a year of service means. This guidebook provides information to help answer questions they may have about your time commitment, schedule/calendar, what is/is not covered by the Association, expectations, and accountability standards. As a state officer, expectations of you are high and many people – including state staff and, most importantly, FFA members – will require your time, energy, and talents. The year of service will be filled with late nights, early mornings, challenges, successes, areas of opportunity, joys, and discomforts – and memories that will last a lifetime.

If after reviewing this guidebook, self-reflecting, speaking to current and/or past state officers, and communicating with your family and advisors you gain clarity about your “WHY” for running, then be sure to fill out the application and all its components and submit it on or before the deadline.

Congratulations on your decision to run for Washington FFA State Office. Navigating the process will be rewarding in itself and potentially grant you the opportunity to embark on an unforgettable year in the blue jacket.

All the best,



Dany Payne
Executive Director
Washington FFA Association

The First Step:

You are about to begin, or have already begun, studying for what may seem to be the most life changing week you have ever experienced. For some it may be something you decided on this year, and for others it may be a dream you've had for as long as you can remember. As you study, memorizing names and facts about agriculture and FFA, remember one very important thing...

Know why you desire to serve nearly 14,000 FFA members in Washington, not why you think your advisor(s), parents, or even the nominating committee wants you to serve. Know why you want to spend a year of your life traveling around the state, communicating a message of agriculture and youth leadership to thousands. It's not all about wearing a jacket that has "Association" printed on the back...it's much more. Search your heart, know its desires, and be passionate about your yearning to truly serve. Your life up to this point has been your true preparation for these few days at the State FFA Convention. And your life, what you do say and how you look, will be the message people hear following that week and throughout the rest of your life. Being a state officer means you are willing to put FFA first for a year. That means time away from your family and friends. It means not having other job demands or school obligations. It means driving, a lot, staying in different places – sometimes every night in a week, and always being "on" – even when you are tired. It also means you get to give back to an organization you are passionate about by meeting and encouraging members; it means you get to see and learn about agriculture around the Evergreen state – first hand; and it means you get to be on a team with 5 other incredible Washington FFA members. Know your why. So, are you in it for the right reasons? If so, we look forward to having you as a candidate!

Candidate Requirements:

Below are requirements as defined by the Washington State FFA Association Constitution and Bylaws.

Article VII. Washington FFA Association State Officers and Procedures for Election

Section C: *Successful State FFA Degree candidates who are juniors or seniors, or members who have been out of school one year or less who have previously received the State FFA Degree, and who have submitted a state officer application by March 1 will be considered for office in the state association*. The number of candidates selected to run for office will be determined by the number of applications received. Candidates will be selected from the top 30 applications if 46 or more are received. Candidates will be selected from the top 25 applications if 45 or less are received. Each chapter will be limited to a maximum of two candidates for state office.*

Section D: *Each officer candidate will undergo written examinations and interviews at the state convention. Written examinations are: knowledge of the FFA and knowledge of parliamentary law. Interviews are given by a Nominating Committee comprised of 7-9 individuals representing the following stakeholders: current FFA members, agricultural educators, FFA alumnus/past state officers, agricultural industry representatives.*

**Any officer candidate currently enrolled as a junior in high school will be allowed to participate in the state FFA officer election process but will be officially dropped from the election process prior to announcement of top 10 candidates.*

More Than A Title:

While State Office is not a “job” – it might feel that way and the Association hopes to equip you with professional skills and experiences that your peers won't receive until they are well into their careers. Each individual's experience as a state officer will vary, as each year there are different opportunities available, different goals set by the team, and different needs of the association. However, the primary responsibility of a state officer is to SERVE. All state officers can expect to travel many miles, and meet many people. While the schedule can be challenging, the experience is rewarding as you have the opportunity to be a positive difference in the lives of others every single day. You will be expected to give your time and effort towards accomplishing the goals of the organization on a daily basis. The “job” of the Washington State FFA Officer might best be described as someone who facilitates member success. What is that? The role of an officer is to help promote FFA on a state-wide basis and act on behalf of all members at FFA and other agriculture-related activities. State Officers can be found doing (but not limited to) the following:

- Provide a state officer team Program of Activities.
- Attend executive meetings and play a role in determining the current scope and advancement of the Washington FFA Association.
- Motivate members across the state through leadership workshops and events.
- Participate in Business and Industry tours and visits.
- Promote FFA, Agricultural Education and Agriculture whenever possible.
- Articulate the value of FFA, Agricultural Education and Agriculture in Washington and the United States.
- Plan and carry out activities for the state convention.
- Provide current information on agriculture, agriculture issues, state FFA activities to members and others via AgEd Update, WAFFA Facebook, WAFFA Instagram, WAFFA Twitter, WAFFA website blog, etc.
- Support state-wide contests and events.
- Provide workshops for other CTSOs and youth groups.

Maybe you've had the goal of running for state office in the Washington FFA Association since you were a freshman. Or maybe a current State Officer recently inspired you and that brought about a desire to take a chance and do something that will be a positive risk for you, no matter the outcome. Or maybe your ag teacher told you to run. At any rate, here you are, chasing a dream to serve with five other individuals for 365 days as a State Officer in the FFA. But do you really have a grasp of what State Office is really about? There is a lot more to the position of “State Officer” than meets the eye. You can expect late nights and early mornings – and not nearly as much personal time as you may be used to. The National FFA Organization asks their officer team to live up to 8 guiding principles, which are great guidelines for our association's team to follow as well. Those who commit their time, energy, and passions toward learning, living, and modeling these eight keys of success will not only successfully complete their term of service, they will move toward excellence professionally. Hopefully, this will enhance your understanding of what a State Officer actually does, and what a State Officer should do. Every year – every team – has a little different experience, but the fundamentals are always the same.

Roles & Responsibilities Agreement (Code of Ethics):

Those who commit their time, energy and passion toward learning, living and modeling these eight keys of success will not only have a successful term of office but will grow toward personal excellence. The following is a summary of each of the eight keys, along with already-established procedures that will help you achieve success.

BE THE BRAND

FFA State Officers are committed to representing and upholding the FFA brand. This includes communicating the FFA brand, vision, mission, and key organizational messages to others - whether it is the history of FFA, SAEs, agricultural education, or current issues facing agriculture. This requires the officer to be in their role 24 hours a day, seven days a week, for 365 days. As part of the FFA brand, there are general rules of behavior to follow, including projecting a professional image, using proper etiquette, interacting positively with all you encounter, and promoting diversity.

1. Be dedicated and committed to FFA, Agricultural Education, and the Agricultural industry.
2. Do not use alcohol, tobacco, and illegal substances at any time during your year of service to the FFA.
3. Avoid places or activities that in any way would raise questions as to one's moral character or conduct. Forego dating (perceived or real) relationships with current FFA members.
4. Use appropriate language in all speeches and informal dialogue. (No cursing, offensive language/jokes)
5. Maintain proper dress and good grooming for all occasions. If it is an FFA function, appropriate dress is **OFFICIAL DRESS**.
6. Be unwed, nor be the father or mother of a child at the time of serving as a state officer; further understood that any changes in marital or parenthood status will result in removal from office.
7. Be willing to take and follow instructions as directed by those responsible for State Officers and state FFA programs.

THIS IS IT

The training and experiences in this area center on life and time management. An officer should excel in these areas so that they will be able to give their full concentration to focus on the present. This includes:

- **Logistics Management:** use of computer and technology, appropriate management of travel and budget, completing required paperwork properly and on time, and maintaining strong communication with state staff and chapter advisors.
- **Meeting Management:** creating and following agendas, consensus building, bringing people back to task, and keeping focus.
- **Life Management:** prioritizing, meeting deadlines, and managing timelines.
- **Financial Management:** maintaining your personal finances, and understanding association/ foundation budgets.

- **Focus:** listening and bridging by connecting conversation topics to FFA key messages and programs.
- **Team:** understanding roles on team, following the team code of ethics, following the team mission and following the team vision.
 1. Be willing to commit the entire year to the state officer activities, including the creation of a State Officer Program of Activities.
 2. Be willing and able to travel and serve the Washington FFA Association.
 3. Consider FFA officer activities to be your primary responsibility.

BALANCING ACT

A State Officer must consider personal health, wellness and stress management as a key to success. Taking care of yourself will be important, as you have many early mornings, long nights, and potentially stressful situations. Included in this key commitment are flexibility/adaptability; personal reflection & growth; keeping a realistic view of self; and preparing to transition back after your year of service. It is important to maintain relationship with your friends and family, and not let your year of service be threatened by poor health as that limits your ability to fully serve FFA members and your teammates.

1. Maintain and protect your health.
2. Regularly, and on time, write all letters, thank-you notes, emails, and other correspondence, which are necessary and desirable. It is appropriate to follow up chapter visits, business and industry tours, and meetings with thank-you cards.

STEP UP TO THE BLACKBOARD

Training and experiences in this key will help officers gain confidence in their abilities to take positive risks. To achieve this, a state officer must be committed to trying new things, approaching failure & feedback as a learning experience, building team trust and resolving conflict.

1. Accept and search out constructive criticism and evaluation of your total performance.
2. Through preparation and practice, develop yourself into an effective public speaker and project a desirable image of FFA at all times.

PAY IT FORWARD

Service is an important component to an officer's year. The training and experiences in this area will help make service more realistic to you and it will help you approach the year of service with a plan. This includes: focusing on the future value of your current work (board work, business and industry tours, meetings and chapter visits, etc.) building strategic relationships/partnerships; treating everyone with respect; teaching workshops in an engaging manner and teaching to meet all learner needs (learning abilities, diversity, etc.).

1. Strive to improve your ability to carry on meaningful and enjoyable conversations with individuals of all ages and walks of life.
2. Treat all FFA members equally by not favoring one over another.
3. Conduct yourself in a manner that commands respect without any display of superiority.
4. Maintain your dignity while being personable, concerned, and interested in contacts with others.

LIVE ABOVE THE LINE

This key focuses on virtues and behavioral characteristics that should be associated with a state officer. These include responsibility, integrity, keeping promises, speaking with purpose (communicate in a positive, honest, and direct way), dealing in a constructive way with difficult people/teammates and seeking win-win solutions.

1. Evaluate, periodically, your personality and attitudes, making every effort to improve yourself.
2. Serve as a member of the team, always maintaining a cooperative attitude.
3. Work in harmony with fellow FFA members, officers, and state staff.
4. Do not willingly engage in conversations detrimental to other FFA members, officers, and adults. This includes social media posts.
5. Avoid expressing personal opinions regarding political or controversial subjects when representing the Washington FFA Association.

LEARNING FOR LIFE

This key focuses on the importance of learning throughout your officer year. Developmental topics will include but are not limited to communicating about agriculture education, the history and foundations of FFA, as well as its future direction, Washington agricultural education, and the industry of agriculture – both in our state

and nationwide. Officers will learn advanced workshop and speech design and delivery methods. Growing your knowledge of yourself and your knowledge of your team members will allow the officer to perform more efficiently and effectively.

1. Become knowledgeable of agriculture, education in agriculture, industry, and FFA.
2. Keep yourself up to date on current issues.

FUEL THE FIRE

This focuses on passion. To achieve this, the state officer will discover and build on their own personal interest and passions. The officer will use the team's passion to develop themes (for example – DOT, service, State Theme) and will learn to share their passion by building individual and team relationships with state staff and teachers through the effective delivery of workshops and speeches. State FFA Officers are required to perform on a very vigorous and continuous basis. Therefore, it is necessary that those who are elected are highly qualified, able, and willing to perform. While the eight keys to success support state officers, the State Officer Agreement clearly delineates the expectations, responsibilities, behaviors, and standards that State Officers are bound by during their year of service. The Agreement is found at the end of this handbook for reference. All state officer candidates, their parents, and advisors must sign a copy of the agreement as part of the candidate application.

State Officer Agreement

The following is a copy of the agreement that all state officer candidates, their advisors, and parents/guardians must sign as part of their application. Failure to uphold these commitments may result in removal from office.

WASHINGTON FFA STATE OFFICER AGREEMENT

The following items are commitments required of all Washington FFA state officers:

1. Be dedicated and committed to FFA and the total program of education in agriculture.
2. Willingly commit my entire year to state officer activities – FFA shall be my #1 priority – which will require a hiatus from academic and/or work endeavors.
3. Forego all alcohol, tobacco, marijuana, and illegal substances at all times during the year of service to FFA.
4. Avoid places or activities that in any way would raise questions regarding my morals, character or conduct.
5. Forego dating/physical relationships (real or perceived) with current FFA members/state officers.
6. Observe the FFA Code of Ethics found in the Official FFA Manual.
7. Wear the FFA jacket and official dress as described in the Official FFA Manual.
8. Maintain proper dress and good, professional grooming for all occasions.
9. Be willing to take and follow instructions as directed by those responsible for FFA.
10. Use wholesome and appropriate language in all speeches and informal conversations.
11. Regularly and on time write all thank you notes, emails, and other correspondence which are necessary and desirable.
12. Show caution and care when taking part in social media in order to portray a positive image of myself & FFA.
13. Maintain and protect my health.
14. Seek and accept constructive criticism and evaluation of my total performance.
15. Through preparation and practice, develop myself into an effective public speaker and project a desirable image of FFA at all times.
16. Strive to improve my ability to carry on meaningful and enjoyable conversations with individuals of all ages and walks of life.
17. Treat all FFA members equally by not favoring one over another.
18. Conduct myself in a manner that commands respect without any display of superiority.
19. Maintain my dignity while being personable, concerned, and interested in contacts with others. Periodically evaluate my personality and attitudes making every effort to improve myself.
20. Serve as a member of the team, always maintaining a cooperative attitude.
21. Work in harmony with fellow FFA officers, and not knowingly engage in conversations detrimental to other FFA members, officers, and adults.
22. Become knowledgeable of agriculture, FFA, industry and Ag education. Keep myself up to date on current events.
23. Avoid expressing personal opinions regarding political or controversial subjects when representing the Washington FFA Association.
24. Be punctual and prepared for all assignments and activities.
25. Be unwed, nor be the father or mother of a child at the time of serving as a state officer; further understood that I will resign my office if there are any changes in marital or parenthood status.

I have read and understand the intent and spirit of the State Officer Handbook and the items listed in the Agreement above. I have also read and understand the Washington FFA Constitution and Bylaws that guide our state association. I commit to the handbook, agreement and procedures outlined. I recognize that if I do not satisfactorily follow these established standards or that breaking the agreement/policies may result in limitations being set on my roles as an officer or the possible removal of office by the State Advisor and/or Board of Directors.

Signature

Date

Duties of State FFA Officers

As specified in WA FFA Constitution and Bylaws the state officers work as a **TEAM** to accomplish goals, however there are specific duties outlined in the Constitution and Bylaws, listed below. Officers will attend the Association and Foundation board meetings.

THE PRESIDENT

It shall be the duty of the president to preside over the State FFA Convention and over meetings of the Board of Washington State FFA Officers. The president shall call one state convention each year on such date and at such place as shall be fixed by the Washington State FFA Board of Directors. The president shall appoint all committees and may serve as an ex officio member of these committees. The President serves on either the Washington FFA Board of Directors or the Washington FFA Foundation Board of Directors, and on the Governing Committee.

VICE PRESIDENT

It shall be the duty of the vice president to assist the president in all things, have charge of committee work in general; preside at conventions and meetings in the absence of the president, and to be prepared to assume the duties and responsibilities of the president. The Vice President serves on either the Washington FFA Board of Directors or the Washington FFA Foundation Board of Directors, and other boards as needed or directed by state staff.

SECRETARY

It shall be the duty of the secretary to perform all duties common to such an office, such as preparing and reading the minutes of the meetings and conventions; have available the list of business and agenda for each meeting; attend to official correspondence, and the like. The Secretary serves on either the Washington FFA Board of Directors or the Washington FFA Foundation Board of Directors, and other boards as needed or directed by state staff.

TREASURER

It shall be the duty of the treasurer to assist in preparing an annual budget of estimated receipts and expenditures, be aware of financial records of the state association, and make an annual report of the same to Washington State FFA Board of Directors and the delegates at the State FFA Convention. The State FFA Advisor shall act as the custodian of the state funds and assets of the association collect dues and assessments and send in national dues; and keep correct and complete books and records of accounts concerning all financial transaction of the association. The Treasurer serves on either the Washington FFA Board of Directors or the Washington FFA Foundation Board of Directors, and other boards as needed or directed by state staff.

REPORTER

It shall be the duty of the reporter to gather and classify news from the local chapters in the state; prepare news notes and articles for publication in the estate magazine; send news notes to different organization, news media, as well as the chapters. The Reporter serves on either the Washington FFA Board of Directors or the Washington FFA Foundation Board of Directors, and other boards as needed or directed by state staff.

SENTINEL

It shall be the duty of the sentinel to set up and prepare the meeting room for the convention; attend the door during meetings and convention, and welcome visitors; see that the meeting room is kept comfortable; take charge of candidates for degrees ceremonies; and to generally assist the president. The Sentinel serves on either the Washington FFA Board of Directors or the Washington FFA Foundation Board of Directors, and other boards as needed or directed by state staff.

GENERAL DUTIES

The duties of all Washington FFA Association State Officers are as follows:

1. The primary duty of State Officers shall be to promote and encourage participation by members and chapters in FFA activities.
2. Each State officer must be able to budget and devote time requested for carrying out the duties and responsibilities. Any State Officer who does not carry out their assigned duties and responsibilities can be removed by the governing body (Board of Directors).
3. Any state officer must follow through on assigned duties and travel obligations, with scheduled time to travel safely with extra time.
4. Any officer who has not fulfilled their duties and obligations or has violated the statutes within the state and/or national FFA constitutions and by-laws, policies will be subject to suspension or removal from office by the Washington FFA Board of Directors. When a violation occurs at an official FFA function, the State Advisor may request an officer's resignation immediately. When an officer has violated any local, state, or national public law, the State Advisor may request an officer's resignation immediately.
5. Follow the State Officer Agreement/Code of Ethics.
6. Prepare and submit a monthly mileage and reimbursement report of all official FFA expenditures. 7. Maintain a level of correspondence with FFA members, business and industry leaders, and others. Examples of correspondence include thank you notes to business and industry leaders, replies to FFA member e-mails, notes of encouragement to FFA members, etc.
7. Perform other duties as instructed by Washington State FFA staff.

These duties are in tandem with the State Officers Program of Activities and State FFA calendar.

Official Dress

When representing the Washington FFA Association, officers are always expected to be neat and reputable. **Official FFA dress is required at all official FFA events**, unless specifically requested by the inviting party, and approved by state staff. When not in official dress, but at an official event, state officer dress should include khakis/dress pants and a Washington FFA polo/button-down shirt. When in doubt, official dress should be worn.

Officers should be clean, neat, and keep themselves and official dress immaculate when representing the FFA. For those identifying male, this means being clean-shaven with hair that is groomed in a professional manner (trends aren't necessarily professional). For those identifying female this means conservative, professional hair and makeup and if choosing to wear the skirt for official dress, it must be at least kneecap length and not overly form-fitting. How you present yourself at the time of election is what needs to be maintained throughout the year.

OFFICIAL DRESS DO'S & DON'TS

DO follow all official dress guidelines in the current ONLINE official FFA Manual

- Black skirts should be at least knee length for WA FFA; conservative in appearance.
- Black jeans or Carhartt-type pants are not acceptable.

DO wear black closed-toe dress shoes

- If in black skirt, wear moderate heels (~1-1.5-inch heel) with black panty hose.
- If in black slacks, black socks must be worn.

DO wear hairstyles and/or make-up that compliments you, not detracts from your appearance

- For those identifying male, this means being clean-shaven with hair that is groomed in professional manner (trends aren't necessarily professional).
- For those identifying female this means conservative, professional hair and makeup (trends aren't necessarily professional) and if choosing to wear the skirt for official dress (team must be consistent in this) it must be at least kneecap length and not overly form-fitting.

DON'T overuse perfume/cologne/body spray/scented lotion

DO Strive to look professional and represent yourself and the FFA in the best light possible.

Scheduling

The Executive Director shall have the primary responsibility for arranging and coordinating the schedule of activities for the state FFA officers. In so doing, the Executive Director shall arrange for a maximum involvement of the six state officers in an exciting year of activities.

The overall objective of officer scheduling is to represent FFA at local, state, national, and international activities. This will be done in a way that will inform, motivate, and inspire FFA members, advisors, state staff, teacher educators, sponsors, and others in government, business and industry to achieve the mission, strategies, values, and core goals of FFA. In scheduling officers for events and activities, the Executive Director shall observe the following prioritized list in determining what potential activities should take precedence in scheduling state officers' time:

1. Orientation, training and experiences to prepare state officers for the demands of their year of service.
2. Provide adequate team time and preparation time to put on quality events
3. Official state and national FFA meetings, conferences and state convention.
4. Meetings including: FFA Board of Directors, Foundation Board, BaseCamp, CheckPoints (1-3), State Officer Summit, National FFA Convention & Expo, EMERGE Leadership Conferences, District Officer Training and other meetings mandated by the Washington FFA Board of Directors, State Staff, or bylaws and constitution of the Washington FFA Organization.
5. Attend western region state FFA conventions—one state officer shall be assigned to at least one day of a regional state convention, when officially invited.
6. Public relations activities for FFA:
7. Attend state and/or regional meetings that would be beneficial to the Washington FFA
8. Organization (e.g., WA-ACTE, WAVA, FBLA, 4H Conference, etc.).
9. Attend annual meetings and/or conventions of Washington FFA Foundation sponsors (e.g.,
10. Washington State Farm Bureau, Washington Cattleman's Annual Meeting, WAWG Annual Meeting,
11. etc.).
12. Participate in FFA Week.
13. Business and industry visits:
14. A minimum of two weeks annually for visits scheduled specifically for this purpose.
15. Schedule requests from chapters, districts, and other groups for school visits, presentations, and event support. These would be assigned after all the above have been completed, on a first-come, first-served basis.

The State Officer Schedule @ A Glance

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| State Officer Election Process | Early May (3 days)- @ State Convention |
| State Officer Team Training – BaseCamp..... | June – 3 days |
| State Officer Cornerstone Orientation (In-state) | June – 3 days (usually paired with BaseCamp) |
| District Officer Training (DOT) (Plan & Deliver) | July or August – 5 days (2 days prep, 3 days for event) |
| State Officer Checkpoints (1-3) | Typically July, Jan/Feb, May/June (2-4 days each) |
| State Officer Summit | Late July – 5-6 days |
| District Leadership Camps and Events | Various Summer/Fall Dates |
| State and County Fair Attendance | Various Summer/Fall Dates |
| Workshop Planning and Preparation | 1 week per quarter |
| Evergreen Leadership Tour – Planning & Visits | 2 weeks |
| Chapter Workshops/Activities..... | September/October, 2-3 weeks |
| National Convention | October – 7-10 days |
| Chapter Workshops/Activities..... | October-April, per requests (~3 weeks/month) |
| ILSSO– optional Jan – 3 weeks | |
| Legislative Advocacy | Jan/Feb – approx. 5-10 days |
| Community Service Projects | Quarterly, ~2 days/quarter |
| Board of Directors / Foundation Meetings | Quarterly, 1 day/quarter |
| Support at District CDE Events..... | 1-2 weeks |
| Support at Industry/Foundation Activities | Quarterly, 2-4 days /quarter |
| Team Meetings/Activities | Various – minimum of 1 per month |
| Business and Industry Tours | Approximately 2 weeks throughout the year |
| Chapter Banquet Speeches | Approximately 2 weeks – varies per request |
| State Convention Planning and Prep | Multiple dates Dec-May, ~2-3 weeks total |
| State Convention | Late April/May – 8-10 days |

There will be other events that you will attend, and often you will be asked to do so with very little notice. “Off time” is spent doing work and activities for the organization (press releases, expense reports, contact reports, etc.) or activities as deemed necessary by your fellow officers or by state staff. Officers will have block time for holidays (one week for Thanksgiving, three weeks for Christmas/New Year) and may request other time “off”, however it is not guaranteed these days must be requested to and approved by the Executive Director ahead of time (just as in a work setting) to ensure that all FFA duties can be completed/covered. They should not be counted on until the Executive Director has approved the request and put it on the official calendar. You and your parents should be prepared for the amount of time you will be away from home – similar to if you left for college – and if you haven’t discussed this with them, you need to immediately.

Google Calendar is used for the scheduling and coordination of the state officers schedules. This calendar is linked to the email that is provided for the state officer for their year of service.

Communication

OFFICER CORRESPONDENCE

Officers are expected to respond to communication requests in a timely fashion. This includes communication with the Executive Director, State Advisor, and Chapter Advisors that officers will be working with. Response to correspondence is expected via telephone, text, and/or email within the requested time. This includes confirmation of requests made by teachers, groups, businesses, and chapters for visits. A state calendar will be kept, and it is the duty of the Executive Director to work with the state officers to establish their schedule. It is the officer's duty to contact requesting chapter advisors to confirm details prior to any activity or visitation. Follow-up notes including names of advisors and members, sponsors, or other individuals should be included in correspondence. Officers should be generous in this endeavor and send out thank you notes frequently. It is expected that officers check their voicemail and email daily.

TEAM COMMUNICATION

State officers are expected to check in with the Executive Director on a weekly basis as a minimum. This call is a good time for the officer to share highlights and concerns, receive coaching, and obtain any appropriate information. Team calls will also be coordinated with the executive director on a monthly basis. Officers should expect open communication with both, the executive director and the state advisor.

SOCIAL MEDIA – TEAM/PERSONAL/PROFESSIONAL

Officers are expected to maintain communication via social media, including regular blogging on the website, and posts on the Association Instagram, Snapchat, Twitter, and Facebook accounts. Updates should be made on Instagram, Twitter and Facebook on a weekly basis and officers should post a minimum of 1 blog per month. The goal of the social media posts is to keep members informed as to what officers are doing, and where they are traveling, as well as to build excitement for FFA events and to share recognition for FFA members. Each state officer will have a professional state officer account where they may post about their interactions with members and about FFA-related things. This account will be strictly professional and all personal posts must be kept on your personal social media.

Additional expectations for these accounts will be set at the first training. Officers should be aware of the importance of appropriate personal social media webpages and posts. This includes appropriate language and behavior reflected in all posts. The choice to become a state officer is the choice to share your life with the association and membership for an entire year, which should be kept in mind when posting on social media. All social media posts are reviewable by state staff.

Expenses and Reporting

During the year State Officers are reimbursed up to \$4,000 for meals, fuel and other pre-approved expenses. Reimbursement will only be made when receipts are provided and must be done monthly. In addition, state officers have the following either paid for or reimbursed by the Association:

- Official FFA Jacket
- Official dress components
- Business Professional attire
- Lodging and/or flights for:
 - Cornerstone/Basecamp
 - Business & Industry Tours
 - DOT
 - Evergreen Leadership Tour
 - National FFA Convention
 - State Convention

Officers will be traveling the vast majority of their year of service. Each officer is allocated \$4,000 for the year. This includes the cost of reimbursements for gas, meals, parking, transportation, and other miscellaneous costs associated with the year of service. While a cash advance is available for state officers, it will be the duty of the officer to manage their personal budget. **Reimbursement means that as a state officer you will be paying out of pocket first, then receiving the money back after completion of your expense report.**

There will be many miles put on your personal vehicle, and you will spend personal money. However, with proper planning and budgeting skills, you can make sure you are utilizing your resources wisely. Due to the number of hours you are traveling you will have little to no time to work a job so do not rely on that to make the money you will need to spend.

Reimbursement reports including miles/locations travel, purchases made, receipts, and reason for the purchase are expected at the end of each month. No item will be reimbursed if a receipt is not included in the report. The reimbursement log with all necessary receipts should be submitted to the Executive Director by the 10th of the following month. These reports will be submitted digitally. Once reviewed and approved, officers should expect reimbursement checks to be cut by the 15th of the following month. For example, an officer will incur expenses from March 1st to March 31st, submit their expense report by April 10th and can expect payment no later than April 15th.

The financial aspect of State Office is very important to understand and discuss ahead of time. Please review this information thoroughly with parents and guardians as well. State office is not intended to be a financial burden on any family and proactive and transparent communication before election is encouraged to everyone understands the process.

▼REIMBURSEMENT PARAMETERS:**Official Dress/Paraphernalia**

Officers will be provided with 3 sets of Official Dress (3 official jackets, 3 white button-down shirts & 3 black skirts/pants, 3 officer pins, 3 chains, 3 state degree charms, 3 ties/scarves and 2 options for business professional (BPro attire (one polo, one button-down, one pair khakis/dress pant. The Executive Director orders the team FFA jackets, white shirts and BPro shirts. The team may select the BPro shirt & pant style/colors within a provided price-point. The team will select a black male shoe/female heel and will be responsible for individual purchase, however those expenses are reimbursable from the officer's budget. Tailored jacket costs will be reimbursable from the officer's budget. State officer business cards will be provided by the Association.

Meals

No more than \$45 per day may be claimed for meals, however may not be claimed in entirety for one meal. Tips left for servers are to be included in the amount claimed for meals. This also includes any snacks.

Lodging

During chapter visits you will likely be staying with members. However, there may be times when you stay in a hotel. Hotel reservations will be coordinated by the Executive Director and will be made at the most cost-effective rate for the association while not risking your safety. When lodging is directly billed to the association, you will not need to include the hotel receipt on your reimbursement forms. Hotel stays not pre-approved/coordinated by the Executive Director will not be reimbursed.

Transportation

Officers are required to have insurance before driving any vehicles for FFA Business. Your gas used during official FFA business is reimbursable, but must be documented on your reimbursement form and must include proper receipts (pre-pay is not allowable. Some vehicle expenses are allowable for reimbursement (EX: oil change, oil for vehicle, washer fluid for vehicle however most are not (EX: snow tires, chains, towing, etc.. Best course of action is to check with the Executive Director BEFORE a transportation-related expense that you aren't sure is reimbursable.

Workshop and Program Materials

There is a stock of props, decorations, etc. available for state officer's use. If, however, the officer is required to purchase any of the above for a workshop or conference, the officer can submit purchase receipts for reimbursement. The officer will turn over the supplies to FFA by the end of his/her term of office. Officers should always consider the cost involved and ensure that they are making financially sound decisions. Officers should consider the following questions: If an item will only be used once, is the cost necessary or worth it? How can the item be used frequently? What items are being provided by the chapter/group hosting the event?

Personal Items

In preparation for conferences, workshops, and life on the road – typical hygienic items may be submitted for reimbursement (EX: deodorant, nylons, shampoo, etc.). Other personal items that are eligible for reimbursement include: haircuts, dry cleaning services, postcards/stationary/stamps for official use. These types of expenses add up quickly so be careful with your liberty in this expense area.

Entertainment

From time to time chapter activities may cost money (for example, a chapter may invite you bowling). In many cases the chapter will cover the cost for you to take part in the recreational event. If they do not offer to pay, the recreation is eligible for reimbursement. Recreation that occurs not with chapter activities, (i.e. 2 state officers go to the movies) is not eligible for reimbursement.

Items that cannot be expensed include FFA memorabilia, shoes (other than official dress), jewelry, watches, sunglasses, and other items which are not required. All clothing options not directly purchased by the association must have prior approval as to the need for the purchase in order to receive potential reimbursement.

Team Travel

From time to time, meals and expenses will be picked up directly by the association and will not count against each officer's allocation - examples include: Team dinners, hotel rooms for Evergreen Tour or National Convention. No more than \$1,000 per officer shall be spent in excess of the allocated \$4,000. It is important to keep in mind that the association has budgeted \$4,000 per state officer, and it is necessary for officers to be fiscally responsible in their planning and use of this money.

Cash Advances

The officer allotments are typically handled as reimbursement, but if necessary, to help with travel costs, each state officer may request an advance of up to \$500 for use during travel. The advance will be deducted from the officer's allocation.

Convention & Election

AN OVERVIEW

Leading up to convention you'll receive consistent communication from the State Officer Elections Coordinator and the Executive Director. Virtual meetings will likely be held to cover the election process and answer questions leading up to convention. Once candidates arrive at state convention, you basically "hit the ground running." Immediately you'll meet other candidates and begin making amazing friends. It's the beginning of a few days that will change your life, whether you receive an office or not.

THE SELECTION PROCESS

Read on for a more detailed view direct from the Washington FFA Constitution and Bylaws.

Section C: Successful State FFA Degree candidates who are juniors or seniors, or members who have been out of school one year or less who have previously received the State FFA Degree and who have submitted a state officer application by March 1 will be considered for office in the state association. The number of candidates selected to run for office will be determined by the number of applications received. Candidates will be selected from the top 30 applications if 46 or more are received. Candidates will be selected from the top 25 applications if 45 or less are received. Each chapter will be limited to a maximum of two candidates for state office.

Section D: Each officer candidate will undergo written examinations and interviews at the state convention. Written examinations are: knowledge of the FFA and knowledge of parliamentary law. Interviews are given by a Nominating Committee comprised of 7-9 individuals representing the following stakeholders: current FFA members, agricultural educators, FFA alumnus/past state officers, agricultural industry representatives. **Section E:** The state officer process shall be scored using the following guidelines:

Application: 100 points

Knowledge Exam: 100 points

Parliamentary Knowledge Exam: 100 points

Stand & Deliver: 250 points

Personal Interview: 250 points

Comprehensive Interview (Agricultural issues, FFA, CTE/Agricultural Education, Situational): 400 points

Committee's Choice (Call Back) – no points awarded

Top Ten Speech: 400 points

Total: 1,600 points

Section F: The top ten high-scoring candidates will be nominated as follows:

1. The top ten candidates will be named, in random order, to the delegate assembly at the evening session before the day of election.
2. Any officer candidate currently enrolled as a junior in high school will be allowed to participate in the state FFA officer election process but will be officially dropped from the election process prior to announcement of top 10 candidates.
3. A special drawing for speaking order and placement on the ballot will be done at the close of the evening session.
4. The Secretary, upon request of the President, shall place before the convention the names of the nominees. Following this, the President will give each candidate an opportunity to speak, based on the order of the drawing at the evening session.
5. Additional nominations are not permitted from the floor of the assembly.

Section G: There will be one vote by each official delegate for the full slate of state officers, with the person placed on the ballot as president to receive six points; vice president, five points; secretary, four points; treasurer, three points; reporter, two points; and sentinel, one point. Each top ten candidate's speech score will be totaled and divided by the total number of points available. The total number of points available for the top ten speech is calculated by multiplying the number of voting delegates by six. The resulting decimal will be multiplied by 400, the maximum number of points available for the top ten speech. This process normalizes the top ten speech score to no more than 400 points.

When the ballots are counted and top ten speech points normalized, the total points from the Top Ten speeches will be added to the 1,200 points from the election process. The six candidates with the highest total points are elected. The person receiving the most points will be named president; second, vice president; third, secretary; fourth, treasurer; fifth, reporter; and sixth place, sentinel. In case of a tie, the Board of Washington State FFA officers and the State Advisor shall vote to break the tie.

ELECTION PROCESS COMPONENTS

Learn more about each step of the state officer selection process.

EXAMS

Knowledge Exam

The exam will contain questions related to state and national:

- FFA History and Knowledge
- FFA Actual Workings
- Agricultural Issues and Knowledge

Be familiar with:

- Official FFA manual (online version)
- FFA Student Handbook
- FFA New Horizons
- American Farm Bureau Farm Facts
- Washington Farm Bureau Farm Facts

Know the basics. It's almost impossible to learn it all. Learn what was the most important to you first. Learn the history and the people first. Yes, the rules are important. So, know the basics that relate to typical FFA meetings. Put yourself in the place of an FFA member, agriculturist, or someone who has never heard of FFA asking a state officer a question.

By doing this, it's obvious that you need to focus most of your energy on the FFA timeline, current FFA events, and common knowledge of agriculture issues.

Parliamentary Knowledge Exam:

The exam will contain questions that could also be found on the Conduct of Chapter Meetings CDE exam. Robert's Rules of Order will be the governing resource.

INTERVIEWS

The rounds will vary in length and how many committee members you will be talking/presenting to. The areas listed below will most likely be included in some form at convention, so be prepared!

Personal Interview

The committee may ask a series of questions pertaining to your application, SAE, State FFA Degree application, and personal questions. Be sure that you can give information about yourself in short but informative answers, as the time limit does not allow time to ramble about your accomplishments.

Agriculture in Washington and the World Today

The nominating committee can ask about current agriculture issues. The situation may be one in which you have to give a small extemporaneous speech to an audience who knows little about agriculture, or they can ask you questions. There's no way to know everything. But here are a few examples of questions:

- What are two major agricultural issues facing the world globally? In Washington? • Why does the United States have the safest food in the world?
- What do you think, that is in existence today, will have the greatest influence on the future of agriculture?

In preparing for this interview area, keep up-to-date on current agriculture issues and be informed. There is no way you can know every fact about every agriculture issue. The nominating committee doesn't expect that either. Pick out a few ag issues and know them well. Write down facts on each issue and summarize what your feelings are on those topics, then seek out new information about those particular issues. It's better to know a lot about a few things than to know little or nothing about everything. They just want to see that you know about the industry of agriculture.

Agricultural Educational/FFA Issues

Once again, it's important to know a lot about a few issues. Pick a few issues in education that you feel are the most important and do the same thing with them that you did with the agriculture issues. These topics are affecting us as FFA members, and we need well-informed, concerned leaders. These are rounds to demonstrate your love for agriculture and education.

Example questions:

- Will there be a future for agricultural education?
- What is the Local Program of Success?
- Is there a place for home-schooled students in agricultural education?
- Will a voucher system work? How will it affect agricultural classes?
- How can an agriculture program remain viable in a school with blockscheduling?
- What are three top issues facing our education system and what can we do to combat these issues?
- How can a strong local program be built?
- How do you develop sound relationships with partners?
- Explain the Perkins Act is and how it affects Agriculture Education and FFA.

STAND AND DELIVER

You will have one Stand and Deliver round. The round will involve a theme such as agricultural issues or agricultural education/FFA.

Basically, this is a situation in which you'll plan and present an idea, comments, explanation or summary to the nominating committee who acts as your audience. It's important to know what you're talking about, present your idea clearly, and to insert facts to make yourself credible in your presentation, but that is not the most important issue here. This is a round where the nominating committee wants to see how well you do in an impromptu situation – something that state officers frequently encounter.

The round can be anything from planning a camp skit, bringing remarks on behalf of the Association, to preparing for a workshop.

Here are a few examples:

- You are given a box of props and can use what you want to present a workshop that explains the basics of FFA to people living on Mars.
- You have to present a state convention workshop on national and international FFA opportunities using one sheet of poster board.
 - Motivate a chapter officer team with a presentation including duties of officers and ways to become more involved.
 - Prepare a skit having to do with goal-setting for a leadership camp.
 - Informing the Washington Legislature about FFA and the National FFA Convention.
 - Convincing a school board to implement an agriculture education and FFA program in your local school system.
 - Explaining the benefits of FFA to a state government who wants to cut the funding for the program. It's important that you communicate the basics of FFA into your stand and deliver scenario. As a state officer, this will be a common duty.

COMMITTEE'S CHOICE (CALL BACK)

This round is completely open, usually done on an individual basis. However, it is up to the committee if they need this round and who they need to see. These are generally very open-ended questions asked to see more of you as an individual if that wasn't apparent in the previous interviews, remember this is the committee's choice so it may be done on an individual basis or with questions only. A few questions might be:

- Name the three things you value the most in order of importance, without an explanation. • How can you influence student's lives without youth organizations?
- What does FFA mean to you?

- Name each member of the nominating committee and one fact about each member.
- Who are you?
- You have 10 minutes to tell us whatever you want us to know. Go...

This is your last chance to tell them what you've wanted to tell them but haven't had the chance to yet. This is your final impression. Pour your heart out. Don't leave this round without laying it all on the line. Don't leave without the committee knowing exactly who you are and why you desire to serve. Let them see you...one last time. This round could be the deciding factor in your opportunity to serve thousands as a State FFA Officer. If you are in this interview, leave with no regrets! Know you gave it your all and if you fit the makeup of the team, great!

TOP TEN SPEECH

As specified in our constitution and bylaws, the top scoring candidates are provided an opportunity to address the delegate body. In response to a motion from the delegates to the 89th Washington FFA Convention, the Washington FFA Association Board of Directors voted to amend the constitution and bylaws to restrict the value of the Top Ten Speech to no more than 25% of a candidate's total score in the election process.

This was in an effort to ensure that the Association elects officers who have demonstrated their hard work and dedication to FFA in myriad ways, not only those who are able to deliver a flashy speech. So don't spend all your time preparing your top ten speech. Instead, focus on preparing for your interviews and tests. Meet with many people of different backgrounds to prepare you to work with fellow candidates. Brush up on FFA history and learn a wide range of information about agriculture.

Top ten speeches are for senior candidates only, and the order of speakers is scheduled by a random drawing. The top ten speeches will be presented during the morning Saturday session before the final session when officers are elected. Speeches are limited to two minutes and 30 seconds (2m 30sec). No props of any kind may be used.

State Office FAQs

When State Officers Travel Where do They Stay?

Most often, chapters are expected to host officers by providing housing with other FFA members. Officers stay at hotels during certain events as coordinated by the Executive Director. Officers also stay with state staff, at teammate's, or past state officer homes. At any point in time if an officer feels uncomfortable they may reach out to the executive director to discuss a plan to rectify the situation or get them moved from a homestay.

Who do the State Officers Work With?

It depends on the situation. The majority of the interaction will be with the **State Executive Director**. The position is in charge of the daily operations and processes of Washington FFA, its activities – including state officer management and trainings, chapter visit assignments and schedule, personal & team development.

The **State FFA Advisor** is an employee of the Office of the Superintendent of Public Instruction and is the specialist in Agriculture Education. The primary function for this individual is the curriculum in ag education, including how/where FFA fits. The State Advisor primarily works with the agricultural instructors and CTE directors, but has contact with the State Officers on certain projects and is a valuable resource to the officers.

The **Foundation Director** oversees fundraising that benefits the Association and its members. The Foundation Director conducts some training with the officers on sponsor/supporter engagement. State Officers will travel with the Foundation Director to conduct business & industry tours and presentations.

FFA Advisors can be helpful to State Officers. Many have been around longer than you have been a member so have great perspective to share. Although they might sound critical at times, they are teachers who are trying to help you grow and make sure you are providing a good learning opportunity for their students. Don't hesitate to call upon a trusted advisor for help if you need it. State Officers will also coordinate all chapter visits directly with the advisors.

How State Officers Impact the Policies of FFA?

The Association is run according to the constitution, bylaws, and policies set by the board of directors and state staff as necessary to accommodate the rules and regulations. State Officers have voting positions on the board of directors and serve as a liaison between the student members and the actions of the board. The Washington FFA Association is governed by the Washington State FFA Board of Directors. Policies and procedures may change or be modified by the directors. If a policy or procedure does change, the officer team can expect full explanation and training regarding any changes that are made.

How do State Officers defer admissions and scholarships?

State staff will help officers work with scholarship committees, trade schools, two-year colleges and universities for deferment after they have been elected.

Advice For Parents/Guardians:

If your student is elected, the student's life will be changed dramatically, and do varying degrees, so will your own. Your son or daughter will embark on a life-changing experience. We think you will be astonished at the life-long skills, opportunities and education they will receive. While each past State Officer and their parents will readily admit the year brought many challenges we have all been grateful for the opportunity to serve and we hope you will feel the same.

To this end, past State Officer parents offer the following in hopes of making your year run more smoothly:

- Meet with your school Principal/Administrator. Tell them what this office represents; help them understand what an honor the position is and what the commitment entails. Inform individual teachers as well and enlist the help of your student's FFA Advisor.
- Insure your son/daughter understands that they will need to make extremely good use of their time.
- If your son/daughter does not yet have a cell phone they will need one. If elected, they will really benefit from a good plan with lots of minutes and texting and the best coverage possible. There will be times your state officer will be traveling in remote locations with very poor or no cell phone reception.
- Arrange for extremely reliable transportation. Your son or daughter if elected will be traveling extensively around the state and they will be using their own vehicles.
- A laptop will be very important to your state officer's success. Team members spend much of their time developing workshops, writing speeches, and creating handouts. As an added benefit, they can use this computer with ease for college the following year.
- Expenses: Your Officer needs access to funds. Whether this is their own or you will be providing funding, they must have it readily available. Reference the expenses category for further information.
- Housing: Providing housing for State Officers as they travel across the state. If your family is able, being a home for state officers other than your child is greatly appreciated and needed. These members are looking for a place to CRASH. They will be tired, they will be getting ready for the next leg of their journey and will likely need a place to work, plug in their computer, make posters, do their laundry, etc. They need a place where they can hang out and just act like kids, not necessarily State FFA Officers. You will have an opportunity to host several or all of the state officers when they pass through your area.
- Other ways to support your son/daughter include extra set of pants/skirts, low heels, especially during state fair or conventions when they are on their feet all day. Car space is always tight with all the workshop supplies but a case of water and snacks to replace skipped meals are a nice touch as well.

Study and Preparation Materials

Basic Information to be Familiar With

Know the meaning of the following Acronyms/Programs:

- **ACTE** Association for Career & Technical Education
- **ALD** Advanced Leadership Development Conference
- **AAAE** American Association for Agricultural Education
- **CDE** Career Development Event
- **CTE** Career and Technical Education
- **CTSO** Career and Technical Student Organization
- **DOT** District Officer Training (WA)
- **EDGE** Experiencing Discovery, Growth and Excellence
- **NASAE** National Association of Supervisors of Agricultural Education
- **The Council** National Council for Agricultural Education
- **PAS** National Postsecondary Agricultural Student Organization
- **NCF** New Century Farmers
- **NFA** New Farmers of America
- **PALS** Partners in Active Learning Support
- **SAE** Supervised Agricultural Experience Program
- **WAAE** Washington Association of Agricultural Educators
- **WA-ACTE** Washington Association for Career & Technical Educators
- **ILSSO** International Leadership Seminar for State Officers
- **LPS** Local Program Success
- **NAAE** National Association of Agricultural Educators
- **WLC** Washington Leadership Conference
- **WSU** Washington State University

Know who the following people are:

- Secretary of Agriculture, USDA
- National FFA Advisor
- National FFA Executive Secretary
- National FFA Treasurer
- Washington FFA State Advisor/Ag Education Supervisor (OSPI)
- Washington FFA Association Executive Director
- Washington FFA Foundation Executive Director
- National FFA Officer Team
- Director of the Washington State Department of Agriculture
- Washington Superintendent of Public Instruction
- Washington Farm Bureau State Officers
- Members of the Washington FFA Association Board of Directors
- Members of the Washington FFA Foundation Board of Directors

Questions for Preparation

Here are some questions to ask yourself along the journey of preparation for the candidate process. No, they will not all be asked. Perhaps some will, maybe some won't. But these will make you think. They'll make you evaluate who you are. And they'll give you a deeper understanding of yourself and why you are running to serve hundreds of Washington FFA members. Journal (write your thoughts) about them. Answer them in front of a mirror. Think about them. Question yourself and know yourself so that you can answer in clear concise answers, practice them with someone else. You will be more at ease in the interviews if you have practiced!

NOTE: These are sample questions that might represent questions you might encounter during the state officer selection process. These are in no way the only questions or situations that might be discussed.

FFA Knowledge & Fundamentals

- What is the place of FFA within the program of agricultural education?
- Why was the FFA organized?
- What are your responsibilities as a State FFA Officer?
- What is a POA and how is it developed?
- As you look back over your experiences in the FFA, why did you join the organization and how does this reason compare to what it has meant to you?
- If a sponsor of the FFA who was also a supporter of the 4-H asks you, "What is the difference between the FFA and the 4-H," how will you respond?
- What is the purpose of the National Chapter Award Program?
- Name one national scholarship sponsor? One state scholarship sponsor?
- What are the official colors?
- What is the FFA Motto?
- What is the mission of the FFA?
- When was the FFA founded?
- When was the Creed adopted?
- When was the National FFA Foundation started?
- In what year was the FFA granted a federal charter?
- When did the FFA, and NFA merge?
- When were females admitted to membership?
- When was the National FFA Alumni established?
- When did FFA change its name?
- When was the National Convention moved to Indianapolis?
- What is the web address of the National FFA?
- What is the web address of the Washington FFA?
- What are the parts of the FFA emblem?
- What is the official publication for FFA members?

Alumni

- When was the FFA alumni chartered?
- Why was the FFA alumni organized?

- How do you organize or charter a local FFA alumni affiliate?
- Do you have to be a former FFA member to be a member of the Alumni?

Issues that you may encounter as a State Officer:

- How can officers develop more interest and enthusiasm among members?
- In electing state officers, is it best to have a nominating committee or to run a campaign? • How can a member develop self-confidence?
- How can a chapter/state increase membership?
- How do you have an SAE in an urban area?
- What advice would you give a Greenhand who wants to become a state FFA officer? • What are chapters doing for fund-raising activities?
- How is the FFA financed?
- A member has just been defeated in running for chapter office; what advice would you give him/her? • What is the difference between the FFA & 4H?
- What is the FFA? FFA means, Future Farmers of America, right?
- FFA is just for someone who wants to be a farmer isn't it?
- What's in the FFA for me, I don't want to just learn about farming?

General Agricultural Education

- What benefits are there to being enrolled in agricultural education classes?
- Currently, what are some of the issues facing agricultural education in Washington? • Does agricultural literacy or illiteracy play a role in the perception of agricultural education? • Is there a future for agricultural education in Washington?
- What role do State Officers play in promoting agricultural education?
- What do you feel is the biggest challenge facing Washington agricultural education programs? • How can the State Officers better inform the public about agricultural education and what it has to offer?
- Why do you think agricultural education belongs in the public-school system?
- Aside from FFA, what was the best experience you have had in your agricultural education classes? • Where do you think agricultural education is headed in the future?
- What did the Smith-Hughes National Vocational Education Act first establish?
- What year did the Smith-Hughes Act come into existence?
- What are the 3 major components of Agricultural Education?
- What are the 4 areas that an SAE might cover?
- Name the CDE's for Judging and/or Leadership.
- Name all of the current State Officers and where they are from.

General Agriculture

- What are some of the topics covered in the current Farm Bill?
- What are Genetically Modified Organisms?
- Do cloning and genetic engineering benefit agriculture?
- Are diseases such as Foot and Mouth, Bovine Spongiform Encephalopathy, and Chronic-Wasting Disease a concern to agriculturists? Why?
- What impact do the prices of crops or livestock have on the agricultural economy?
- What is food safety? Is the US food supply safe?
- What does PETA stand for? How does PETA impact the agricultural industry?

Washington Agriculture

- How do the new regulations in regards to farm workers' overtime pay affect the ag industry in Washington?
- Many people are moving to Washington from non-rural or non-agricultural lifestyles, does this affect Washington agriculture? Why?
- Which industry is more important to Washington, agriculture or tourism?
- How will forest fires, lack of moisture, and other environmental factors affect Washington agriculture?
- What are some of Washington's top commodities? Where are they produced?
- What agriculture industries can be found where you live?
- How are you involved in Washington agriculture?

Personal FFA

- How did you become involved in the FFA?
- Who has been your biggest inspiration as an FFA member?
- What is the hardest challenge you face as an FFA member at your high school?
- Have you ever thought about not being an FFA member? Why or why not?
- What is your biggest personal achievement in the FFA?

What Would You Do? and What Do You Think?

- If you were to have a song written about your FFA career, what would the title be?
- What do you feel is the most important attribute a State Officer can possess?
- If you had the opportunity to create a new CDE, what would it be and why?
- National FFA wants State Officers to come up with the criteria for a new award for members. What would you suggest and why?
- If you could come up with a new program that would address an issue facing agricultural education in Washington what would it be and why?

- During a chapter visit, a couple of students help themselves to all of the candy that you have brought for prizes and rewards. How do you handle this situation?
- While flying to National Convention your luggage is lost, what do you do?
- You are on your way to speak at a chapter banquet when your car breaks down and there is no way that you will make it on time, what do you do?
- Before you get to your first chapter visit, while dressing that morning you find that your tie/scarf is missing, what do you do?
- You arrive at a chapter visit, however the FFA advisor forgot that today was a teacher in-service day so there are no students at school. What do you do?
- An FFA member asks you to attend prom with them. How would you handle this?
- You haven't been home in a week, your laundry is piled up, and you get a phone call asking you to come to a FFA function for a chapter that is across the state. What do you do?
- At a local fair you are working in the animal barn when you notice a group of fair-goers making a loud scene near one of the animals. They are claiming FFA is cruel to animals. How will you engage in the situation?
- During the EMERGE conference, you notice several members using tobacco products. What can/should you do about this?
- A blind person approaches you to give a description of a CDE at State Convention. They have never seen any of it before, which contest do you tell them about, and what do you say?
- Wildland and forest fires have become a common occurrence - do you think that Federal and State governments should be responsible for helping those who have lost homes/ranches/animals in such fires rebuild?
- If you had the choice to live one day as a. A) National Officer, B) a Chapter Advisor, or C) a Greenhand member... which would you choose and why?
- What is your biggest FFA related pet peeve, and why?
- Describe the perfect:
 - Saturday
 - CDE
 - Ag teacher
- Who is your biggest role model and why?
- If you could be anyone for a day - who would you be and why?
- Who has been the most influential person in your FFA career?
- Do you think a state officer should have boyfriend or girlfriend during their term in office? • What is your best/worst quality?
- Who is a State Officer's biggest fan?
- What do you hope to accomplish as State Officer if you are elected?
- How will you spend your free time while you are a State Officer?
- What roles do State Officers play in the eyes of members?

Behavioral Questions

- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
- Describe a time when you were faced with a stressful situation and how you dealt with that. • Give me a specific example of a time when you used good judgment and logic in solving a problem. • Give me an example of a time when you set a goal and were able to achieve it.
- Give me a specific example of a time when you had to conform to a policy with which you did not agree. • Tell me about a time in which you had to go above and beyond the call of duty in order to get a job done.
- Tell me about a time when you had too many things to do and you were required to prioritize your tasks. • What is your typical way of dealing with conflict? Give me an example.
- Tell me about a time you were able to successfully deal with another person even when that individual may not have personally liked you.
- Give me an example of a time when you had to make a split second decision.
- Tell me about a difficult person you've met in the last year.
- Give me an example of a time when you tried to accomplish something and failed. • Give me an example of when you showed initiative and took the lead.
- Give me an example of a time when you motivated other people
- Tell me about a time in which you were forced to make an unpopular decision.
- Describe a time when you set your sights too high or too low.
- Describe a time in which you felt it was necessary to modify or change your actions in order to respond to the needs of another person.
- Describe a situation in which you were able to positively influence the actions of others in a desired direction.
- Tell me about a time when you took a public stance on an issue and then had to change your position. • Describe a really tough time and how you dealt with the situation.
- Relate a personal story in which you persuaded someone to do something that initially did not appeal to them.
- Tell me about a time when, if it hadn't been for teamwork, your goal might not have been achieved. • Describe a time in which you took initiative rather than waiting to be told what to do. • Describe a project or goal that has caused you frustration.

Other possible questions

- Who are you? (Your likes/dislikes, morals/values, faith)
- What do you stand for? (How do you feel about alcohol, sex, drugs, abortion, death penalty, education, the future, diversity, etc.)
- Where did you come from? (Family, community, farm/non-farm, college, high school, friends, activities)
- What makes you happy?
- What makes you sad?
- What do you enjoy?
- What are your strengths and talents?
- What are your weaknesses?
- What has been your most traumatic and/or sad and/or worst experience and how did you react? • What has been your happiest and/or best experience and how did you react?
- What is your favorite quote and why?
- How would you describe yourself?
- If you could describe yourself in only 3 words, what would they be?
- What do you want to accomplish in your life?
- Where are you headed in life?
- Who and/or what do you credit for your success?
- Why do you want to run for state office?
- Who is your biggest role model and why?
- What is your best and worst memory in FFA?
- Why do you deserve to be a state officer over the other candidates?
- Describe your SAE.
- How has your SAE helped you in your life?
- What is the one thing you would change about Washington FFA?
- How can you help members?
- What will you be remembered for?
- What is your purpose in life?
- What concerns you most about this world?
- What is the most pressing problem with youth today? What is the solution?
- Where do you see yourself in 5 years?
- What is your passion?
- What will you do if you are elected?
- What will you do if you aren't elected?
- Why did you join FFA?
- Name two things you consider your passions.
- If you were going to be on the television show "Survivor", what one item would be your luxury item? • Which of your strengths do you think will help you the most this year?
- What are your hopes for the year?

List of Sources

These are provided for your benefit; they are not comprehensive nor all-inclusive and may not be current links.

- Washington FFA: www.washingtonffa.org
- Northern Ag Network: <http://www.northernag.net/AGNews.aspx>
- Agrigator Index of Agricultural & Related Information:
<http://gnv.ifas.ufl.edu/www/agator/htm/ag.htm> • American Farm Bureau: www.fb.org
- Washington State Farm Bureau: www.wsfb.org
- National Cattlemen's Beef Association: www.cowtown.org
- National Corn Growers Association: www.ncga.com
- United States Department of Agriculture: www.usda.gov
- United States Department of Education: www.usde.gov
- Chicago Board of Trade: www.cbot.com
- Today's Market Prices: www.todaymarket.com
- Food Safety Consortium: www.uark.edu/depts/fsc
- Institute for Agriculture and Trade Policy: www.iatp.org/iatp
- Center for Ag & Rural Development: www.ag.iastate.edu/card
- National Agriculture Statistics Service: www.usda.gov/nass
- Foreign Agriculture Service: www.usda.fas.gov/
- Ag Youth Magazine: www.agyouth.com
- Beef Today: www.farmjournal.com/beeftoday/
- Farm Journal: www.farmjournal.com
- List of Electronic Magazines: www.agpr.com/consulting/zines.html
- The Old Farmers Almanac: www.almanac.com
- Successful Farming: www.agriculture.com
- Progressive Farmer: www.progressivefarmer.com
- Profarmer: www.profarmer.com
- The Western Producer: www.producer.com
- USA Today Education: www.usatoday.com/educate/home.htm
- CNN Interactive: www.cnn.com
- U.S. House of Representatives: www.house.gov
- U.S. Senate: www.senate.gov
- National FFA: www.ffa.org
- WSU-CAHNRS: www.cahnrs.wsu.edu

Other Things to Keep In Mind

The key to a successful personal interview is to pretend that you are at a job interview. The members of the nominating committee are basically “screening” you for the position a State Officer which **IS** comparable to a full time job. The following are the most important tips to remember when preparing for an interview:

Repeat the question in some form, this way you are giving more of a complete and grammatically correct answer. For example: If your question is “Who is your biggest role model and why?” Your answer should sound something like this: “My biggest role model is my grandmother, because she taught me the importance of high morals, strong family ties, and to always believe in yourself.”

At the end of your entire interview, please make sure to say thank you.

If you do not know the answer or don't have one that's ready to give yet - ask them to please repeat the question - this gives your brain a few more seconds to formulate an appropriate answer.

You can always take a guess at the question - but don't make it seem that way. If they ask you a question, and you give an answer you are not certain is correct - make it correct in your mind. The more you believe your answer is correct, even if it isn't - will score you higher in personality points.

Never say anything offensive in your answers. For example – If you cannot think of an answer and feel that you need to say something DO NOT say that you are “...having a huge brain fart,” – the Nom Com might laugh for a minute, but after a while they will see the inappropriateness of your answer. This shows absolute immaturity and detracts from the qualities you have.

ALWAYS be yourself! This is the most important part of the interview - even more so than the knowledge portion itself. The members of the committee are looking for someone who is at ease under pressure and can make others laugh and carry on a conversation. If you are nervous because you don't know the answers to the question - ignore that feeling and make them like you for who you are.

When you prepare your Official Dress - remember to have your jacket dry-cleaned if it needs it, have your blouse/shirt, skirt/slacks pressed, shoes polished, and the correct number of pins on your jacket, and black hose or socks. This is a time when you are extremely close to the committee. They will notice if your skirt is too short, if your jacket is dirty, or if you are violating the rules of proper Official Dress.

When you enter the room - SMILE! Let them see that although you may be nervous, you are friendly and excited to share your personality with them. Greet the committee by introducing yourself to them or saying “Good Morning/Afternoon/Evening.” Remember, this is a job interview - would you shake your prospective boss' hand? If so, then shake their hands and then sit - when THEY tell you to have a seat. If you know the

Advisor's name - say hello to them by last name while shaking their hand. For instance if your judge is named Joe Agteacher - shake his hand and say “

Nice to see you Mr. Agteacher" or "Nice to meet you Mr. Agteacher." Also, greet the members by their names. This shows your attention to detail and dedication to remembering their names.

When you sit down - try not to fidget. It is best if you sit somewhat at an angle, and cross your feet at your ankles. It is a more comfortable position than keeping your feet directly in front of you. Place your hands in your lap palms upward, cradling each other to aid in fluid gestures. Remember to sit up straight and keep eye contact with the committee to show interest.

During the questioning session - remember to answer truthfully and completely. If they ask "What do you think is the most important leadership quality you possess?" answer them in a way that makes a complete sentence. For example: "I think that my most important leadership quality is honesty, because no matter the situation, I can walk away feeling good about myself." Have a sense of humor, but remember to not go overboard.

Never leave your chair until they tell you to - remember that they are in charge. Also remember - that even though they are in charge - members of the committee are regular people just like you, and most often are just as nervous as you. Their job is to make you feel a bit of pressure - but if you just relax and talk to them you can find out more information often about them - which is great to assist you in the rest of the process.

Think like the committee when preparing. Ask yourself:

- If I were one of the Nom Com members - would I have answered the questions correctly and kept an easy conversation going?
- Was I confident in my answers even if they weren't correct?
- Did I sit properly and keep good eye contact?
- Did I sound responsible enough to carry out my duties if I am elected to State Office? Did I show that I am knowledgeable of FFA, Agriculture Education and Washington?
- Was my official dress in order? Did I pay attention to detail?
- Did I make myself stand out?

Realize that the committee wants to see the REAL you. The person you always are, and make sure to show those qualities during this time. If you are funny, then use that, but don't stress if you don't always have a joke. Being your true self, and showing that person to the Nom Com, is 100-times more important.

10 Tips for Preparation and Practice = Strong Performance

1. Check your motive
 - Ask yourself, "What is my motive for saying or writing this?" If your motive isn't positive or productive, you cannot expect any other response.
2. Get to the point
 - If you cannot summarize your message in 60 seconds, you may not understand it well enough to communicate it in more detail.
3. Stick to the point
 - Make it clear where you are going with your communication and stay with it. People do not like to be kept in the dark unless it's a mystery movie.
4. Remember that your body speaks volumes
 - The majority of communication is visual. When you speak, your listeners are watching to be sure that your facial and body clues match what you are saying.
5. Check your tone
 - The written word, in particular, is often much more harsh than intended. Let important written messages sit for a day before you send them and read them for tone as well as content.
 - 6. Say what you mean and mean what you say
 - People, while trusting by nature, are very perceptive and can find any hint of insincerity or lack of credibility.
7. Listen first for understanding. To listen effectively you must CARE for those you're listening to:
 - Concentrate - focus on the speaker
 - Acknowledge - through body language - nod your head
 - Respond - ask questions for clarification and interest
 - Empathize - share in their emotions and feelings.
8. Practice, practice; practice
 - Writing and speaking, as arts, improve with study and practice.
9. Get help with tough communications.
 - Bounce your ideas off your advisor, friends and/ or family. They can provide a clarifying perspective for you.
10. Speak from the Heart
 - Along with being yourself and showing that to the members of Nom Com, also give answers that have meaning, and show your passions and character.

Managing Your Nerves

Like competing in the Olympics, facing the Nom Com whose scores on your “performance” could change the course of your life is an understandably nerve-wracking experience. It's a one-shot deal and you've got minutes to win the panel over. Indeed, NOT being nervous would be the real surprise.

The pressures of being a state officer candidate, possibly in competing in state CDE's, and just being at State Convention can be especially tough on your confidence and ability to concentrate. The most effective way to conquer such point-losing jitters is to prepare beforehand.

Keep in mind that members of the committee are real people. Like anyone, they work long hours with SAEs, get the flu during judging season, and have car trouble. So, when you are hit with the shakes, sweaty palms, and rapid breathing, remember to relax and treat them as regular folks. It is a matter of keeping the experience in perspective. It is just a conversation with people - they mess up and make mistakes, they are not perfect, and they know that you are not. This will be your time in the spotlight. Why be nervous? Let it be fun! If you have your mental attitude right, it's usually not too stressful.

Keep Your Composure

In any competitive situation the unexpected can occur: a candidate trips walking into the room, knocks over the table as they sit down, or calls a Nom Com member by the wrong name. Because mishaps do happen on any level of competition, remember that no disaster is so calamitous that you can't handle it with poise. Always keep your composure. When the unexpected occurs, turn it to your advantage with honesty, humor, or wit.

Should the unexpected occur, turn the incident to your advantage by keeping your composure and handling it in a relaxed, down-to-earth manner.

Indeed, while the prospect of being grilled by a panel of judges can be unnerving, the actual experience of meeting with the Nom Com should be an enjoyable opportunity to let them to see your finest qualities.

Important Qualities of a State Officer

Officers are utilized frequently for public speaking so should be comfortable and capable in this capacity. They should also be willing to seek out students who aren't readily engages and encourage them by expressing interest in their activities and projects.

State Officers should be punctual and always ready to work on the task at hand. They should be well organized and always act in a courteous manner. They should be objective, fair, honest, helpful, and never exaggerate.

Good health is imperative to a State Officer as the year and all the travel can be grueling - little sleep and exposure to a lot of unfamiliar environments. If you do not have a background of good health, you may want to consult your medical professional as well as discuss with your family the potential implications that may arise. When an officer becomes ill and misses events, then the members miss out too.

After the Fact

Wow, preparing for state FFA office is an incredible journey in which you really get to know who you are, what you believe in, and what's really important to you. It's a time of preparation that goes far beyond studying facts. It's a reflection of your life.

While it's easy to get caught up in the "right things to say" and the "best way to dress/appear", it's not about that. Don't smile and be positive because you think you have to. Do it all because you want to. There's only one you, and it's not worth it to try to be a carbon-copy of someone else, because you never will be.

The selection process is a time of emotional interviews, thoughts, and questions about yourself. It doesn't matter if you answer the questions perfectly or if your shirt is without a wrinkle at all times. What matters is that you are yourself... a person defined not by a state officer jacket but by a heart full of love and a desire to help others.

It's a stressful time. It's something you've worked extremely hard for. It is a time in which you have to put forth your very all in order to hopefully achieve a goal. You're there with many other amazing people who are there to achieve the same goal. Get to know them. Get to know people at convention, just as you would any other year.

Through interviews, tests, and observation, the nominating committee will nominate a team to dedicate a year of their life to FFA. Many more than those six are well qualified. All you can do is your very best. It may be your purpose to spend a year meeting with FFA members across the state, sharing hopes, dreams, passions, and growth. On the other hand, you may be needed elsewhere to share that same love for life and people. There are people everywhere that need help, and if that's your reason for running, then no matter what the results are, you're in the right place upon the announcement.

You won't leave from convention the same person. It's a week of incredible growth. There will be great times and there will be a few disappointments along the way, but whatever happens, happens for a reason. Remember that.

You'll meet friends to last a lifetime. You'll learn more about yourself than you ever thought possible. And you'll risk so much, with so much gained in return. Live it up and be content knowing the best is yet to be. **Good luck!**

