TEXAS CITY FFA ASSOCIATION



**2024 - 2025 Chapter Officer Application**

# Check-off Sheet

Candidates Name and Grade:

* Completed Application (in ink or typed) - with all appropriate signatures.
* Signed “Role of Chapter FFA Officers”, “Officer Contract”, “Duties of Texas City FFA Officers”, and “Signature Page”
* T3 Report Card Copy is attached
* Teacher Recommendation Forms

**DUE to MISS GRIFFIS by Friday, March 8th at 2 PM**

**Instructions**

1. The application must be written out clearly and legibly in blue or black ink, NOT IN PENCIL. **DO NOT ALTER THE FORMAT OF THIS APPLICATION IN ANY WAY.**
2. The following additional documentation must accompany the application:
	1. T3 Report Card Copy – **Print the copy from SKYWARD.**
	2. 3 (non-AG) teacher evaluation letters. **Letters to be dropped off in the mailroom for GRIFFIS.**
		1. **\*\* Collegiate Students may use previous year teachers or their current collegiate teachers.\*\***
	3. ***NO ADDITIONAL SUPPORTING INFORMATION IS TO BE INCLUDED***
3. The application should be stapled on the top left corner with support material clipped to the back (your report card).
4. The application must be fully certified with all signatures.
5. The application is due to MISS GRIFFIS by Friday, March 8th at 2 PM.

# Section I: Personal Information

|  |  |
| --- | --- |
| **Name:**  | **Gender:**  |
| **Email Address:**  | **Phone: ( ) -**  |
| **Street Address:**  | **Date of Birth: / /**  |
| **City & Zip Code:**  | **Age:**  |
| **Parent/Guardian Name:**  | **Years of Jr. FFA Completed:**  |
| **Years of FFA (High School) Completed:**  | **Graduation Year:**  |

**What career objectives do you have?** (Limit response to space given)

# Section II: Participation in Agricultural Science Instruction

**Instructions:** In the space provided, list each Agricultural Science course successfully completed. For Freshman, the current course you are enrolled in.

|  |
| --- |
| **Year 1** |
| **Year 2** |
| **Year 3** |
| **Year 4** |

# Section III: Supervised Agricultural Experience Program

1. **Briefly describe your SAE in the space below. What interested you and motivated you to begin?**
2. **When you were planning your supervised agriculture experience, what three goals did you have for the future years? How far have you come in accomplishing those goals that you set? How have those goals changed?**
3. **In the space provided below, indicate your SAE for the time that you have been a member of FFA (Jr.FFA and FFA).**

|  |  |  |
| --- | --- | --- |
| **Start Date** | **Description of Enterprise or Placement** | **Scope** |
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# Section IV: Involvement in FFA & School Activities

1. **FFA Activities**

**Instructions: List participation in FFA sponsored or sanctioned activities. Indicate the level of participation by placing an X in the column of level. Mark an X in the column that corresponds to the area of program development that the activity applies to according to the FFA Manual and chapter rating scale. Activities include, but are not limited to, participation in leadership development events, career development events, agriscience fair, star awards, proficiency awards, project shows, and FFA conventions. Do not list offices held, committees chaired, or other leadership roles as these are listed in a later section.**

|  |  |  |  |
| --- | --- | --- | --- |
| **YEAR** | **ACTIVITY** | **LEVEL** | **AREA OF DEVELOPMENT** |
| **21/22** |  | **Chapter** | **District** | **Area** | **State** | **National** | **Student** | **Chapter** | **Community** |
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1. **School & Community Activities**

**Instructions:** In this section, list other school activities, participation in livestock and breed associations, civic organizations, church youth groups, etc. **Do not duplicate entries in other sections.** Indicate the level of participation by placing an X in the corresponding column.

|  |  |  |  |
| --- | --- | --- | --- |
| **YEAR** | **ACTIVITY** | **LEVEL** | **ACHIEVEMENTS****ATTAINED** |
|  |  | **Local** | **District** | **Area** | **State** | **National** |  |
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# Section V: Leadership Activities

1. **FFA Leadership Roles**

**Instructions:** In this section, list leadership roles you have fulfilled in the FFA. This includes elected offices, committees, committee chairmanships, or any leadership roles fulfilled in activities. **Do not duplicate entries listed in other sections. (If you have not held an office, this will be blank)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **YEAR** | **LEADERSHIP ROLE** |  |  |  |  |  | **MAJOR RESPONSIBILITY** |
|  |  | **Chapter** | **District** | **Area** | **State** | **National** |  |
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1. **School and Community Leadership Roles**

**Instructions:** In this section, list leadership roles completed in **other school and community organizations**. Include elected offices, committees, committee chairmanships, or any leadership role successfully fulfilled.

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| **YEAR** | **LEADERSHIP ROLE** |  |  |  |  |  | **MAJOR RESPONSIBILITY** |
|  |  | **Chapter** | **District** | **Area** | **State** | **National** |  |
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# Section VII: Jacket & Shirt Sizing

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| --- | --- |
| Name as it appears on jacket:  | Check if student already owns FFA Jacket  |
| Indicate your jacket size: Use the charts below  |  |
| T-Shirt size: XS Sm Md Lg XL 2XL 3XL based on unisex sizing | Gender for Jacket: Male or Female |

**MALE:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Jacket Order Size** | **28** | **30** | **32** | **34** | **36** | **38** | **40** | **42** | **44** | **46** | **48** | **50** | **52** | **54** | **56** |
| Chest | 28 | 30 | 32 | 34 | 36 | 38 | 40 | 42 | 44 | 46 | 48 | 50 | 52 | 54 | 56 |
| Seat 6” (belowwaist) | 29 | 31 | 33 | 35 | 37 | 38 | 39 | 41 | 43 | 45 | 47 | 49 | 51 | 53 | 55 |
| Shoulder | 13.75 | 14.75 | 15.75 | 16.5 | 17 | 17.5 | 18 | 18.5 | 19 | 19.5 | 20 | 20.5 | 20.875 | 21.25 | 21.62 |
| Back waist length | 15.75 | 15.75 | 16.75 | 16.75 | 17.75 | 17.75 | 17.75 | 18.75 | 18.75 | 18.75 | 18.75 | 18.75 | 19.75 | 19.75 | 19.75 |
| Arm length | 28 | 29 | 29.75 | 30.5 | 31 | 31.5 | 32 | 32.5 | 33 | 33.5 | 33.875 | 34.25 | 34.625 | 35 | 35.375 |

**FEMALE:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Jacket Order Size** | **28** | **30** | **32** | **34** | **36** | **38** | **40** | **42** | **44** | **46** | **48** | **50** |
| Bust | 28 | 30 | 32 | 34 | 34 | 38 | 40 | 42 | 44 | 46 | 48 | 50 |
| High hip (4” below waist) | 29.5 | 31.5 | 33.5 | 35.5 | 37.5 | 39.5 | 41.5 | 43.5 | 45.5 | 47.5 | 49.5 | 51.5 |
| Shoulder | 13.875 | 14.375 | 14.875 | 15.375 | 15.875 | 16.375 | 16.875 | 17.375 | 17.875 | 18.375 | 18.875 | 19.375 |
| Back waist length | 15.625 | 15.625 | 16.625 | 16.625 | 17.625 | 17.625 | 17.625 | 18.625 | 18.625 | 18.625 | 18.625 | 19.625 |
| Arm length | 27.5 | 28.25 | 29 | 29.5 | 30 | 30.5 | 31 | 31.5 | 31.875 | 32.25 | 32.625 | 33 |

**Please visit** [**www.ffa.org**](http://www.ffa.org/) **for measuring instructions.**

**Students may also try on jackets in storage with Ag. Department – need to schedule with Griffis.**

# Section VI: Candidate Teacher Evaluation

**Instructions: Print out this page for your teacher evaluations, you need 3 MAX. The evaluations may be turned into the teacher mailroom to Miss Griffis, you, the candidate, DO NOT receive these back once handed to your teacher for evaluation.**

Thank you for your support in providing feedback to give insight to the 2024-2025 officer candidates for the Texas City FFA chapter. Being an officer within this organization demands a lot of the individual applying, so they must demonstrate character traits reflective of future leaders.

The Ag teachers / FFA Advisors hold this group of officers to a high standard, as they set the example and are the role models looked up to by our membership. They represent not only Texas City FFA, but Texas City High School, the Texas City community, and the State of Texas when they participate in events ranging from livestock shows, conventions, shooting sports, community service, and public speaking events. These students interact and network with many influential people within the community and state, and therefore must present themselves effectively when communicating and being a good citizen.

**Please return to the box of *Cassandra Griffis* by Friday, March 8th. Please do not return them to a student!**

*This information will be kept confidential, no student will view it at any time.*

Student Name: Grade Level:

Teacher Name: Subject:

Please use the rating scale below to complete the form:

0 = never; 1= rarely; 2 = occasionally; 3 = sometimes; 4 = usually; 5 = always

1. Classroom Behavior and Attitude – 1 2 3 4 5

Is the student cooperative? Is he/she attentive in class? Does he/she follow class guidelines?

1. Attendance/Punctuality – 1 2 3 4 5

Does this student attend class regularly? Is this student punctual?

1. Dependability – 1 2 3 4 5

Does this student turn work in on time? Does this student have self-discipline? Does this student make up work from an absence in a timely manner?

1. Maturity – 1 2 3 4 5

Does this student accept constructive criticism? Has this student exhibited integrity? Does this student accept responsibility for his/her words and actions?

1. Character – 1 2 3 4 5

Has this student shown respect to you, other students, and other staff members? Is this student willing to listen to the opinions of other people?

Additional Comments:

# Section VIII: Role of Chapter FFA Officers

Chapter officers serve a vital function in FFA. Therefore, it is necessary that those who aspire to become officers are highly qualified, motivated, and able and willing to perform. By taking a major leadership role, these students grow from the experience and benefit the chapter. It should be the officers' goal to lead by example and encourage other members to participate in chapter activities. Please read and study the major qualifications and prerequisites very closely.

For present and future members of the Texas City FFA Officer Team, as well as Texas City FFA Advisors and members-at- large, to understand the Texas City FFA Officers’ role, the following major areas of responsibility are assumed by all elected Chapter Officers:

The Texas City FFA Officer should have a genuine desire to be a part of a leadership team. The Texas City FFA Officer should have a willingness to accept responsibility.

The Texas City FFA Officer should have a sincere desire to work with all chapter members in meeting their leadership, personal, and chapter goals.

The Texas City FFA Officer should have knowledge and understanding of the chapter, state, and national FFA constitutions, bylaws, and programs.

The Texas City FFA Officer should have a working knowledge of parliamentary procedures, Opening, and Closing Ceremonies.

The Texas City FFA Officer should be a disseminator of specific agricultural education and FFA information to the membership.

The Texas City FFA Officer should motivate, inspire, and encourage FFA members to participate in agricultural education and FFA programs.

The Texas City FFA Officer shall maintain positive relationships with members, agribusiness organizations, educational organizations, the public, and others interested in agricultural education.

The Texas City FFA Officer shall project a positive image as a leader among American youth.

**I, as the candidate, have reviewed The Role of Chapter Officers and understand what is required of me as a chapter officer.**

**Candidate’s Signature Date**

# Section IX: TEXAS CITY FFA Officer Contract

As a Texas City FFA Officer, I will:

1. Be dedicated and committed to FFA and the total agriculture education program.
2. Be willing to commit the entire year to Texas City FFA Officer activities.
	1. I am agreeing to my punctual attendance at all monthly meetings unless attending a UIL function that I am participating in.
3. Become knowledgeable of agriculture, agricultural education, and the FFA.
4. Through preparation and practice, develop myself into an effective public speaker, and project a desirable image of the FFA at all times.
5. Regularly, and on time, write all letters, thank you notes, reports, and other correspondence, which are necessary and desirable.
6. Accept and search out constructive criticism and evaluation of my total performance.
7. Be willing to take and follow instructions as directed by those responsible for me.
8. Follow the State Officer code of ethics (as adopted by the 1990-1991 State Officer Team):
	1. To forgo all alcohol and tobacco while involved in official and unofficial FFA activities.
	2. To treat all FFA members equally by not favoring one over another.
	3. To conduct myself in a manner that commands respect without display of superiority.
	4. To maintain dignity while being personable, concerned, and interested in my contacts with others.
	5. To avoid places or activities that in any way would raise questions as to my moral character or conduct.
	6. To consider FFA officer activities and school as my primary responsibility.
	7. To use wholesome language in all speeches and informal conversations.
	8. To maintain proper dress and good grooming for all occasions.
	9. Work in harmony with fellow FFA officers, and not knowingly engage in conversations detrimental to other FFA members, officers, and adults.
	10. To serve as a member of the Texas City FFA Officer team, always maintaining a cooperative attitude.
	11. To keep myself up to date on current events.
	12. Maintain and protect my health.
	13. To be a professional and be on time.

**I, as the candidate, have reviewed The Texas City FFA Officer contract and understand what is required of me as a chapter officer.**

**Candidate’s Signature Date**

# Section X: Duties of Texas City FFA Officers

**The Texas City FFA Officer will:**

1. Be required to attend the following meetings, or any other meetings, that may be set by Texas City FFA Advisors.
	1. The monthly FFA meetings
	2. Texas FFA Convention
	3. Officer Retreat
	4. TCFFA Alumni Events
	5. TCFFA End of the Year Banquet
2. Follow any and all rules and guidelines as set forth in the Texas City FFA Constitution.
3. Texas City FFA Officers not meeting all set out criteria above or found in violation of any item in the officer contract will be removed from office by the FFA Advisors.

**I, as the candidate, have reviewed the Duties of Texas city FFA Officers and understand what is required of me as a chapter officer.**

**Candidate’s Signature Date**

***By completing the following signature page, you are accepting the terms of this document and agreeing to fulfill all duties required of you.***

# Section XI: Signature Page

**Initial all if you, the candidate, agree:**

I will enroll in an Ag Class for at least one semester.

I will make FFA a priority.

I will attend all scheduled FFA meetings during the school year.

I will have my officer position memorized by 1st meeting.

I will attend the FFA Convention & Officer Retreat during the summer.

I will maintain a 2.0 GPA in all classes.

I will participate on an LDE & a CDE team.

I will purchase official dress & officer shirts by July 1, 2022.

**I understand this position is a year-long commitment. I agree to fulfill my officer duties to the best of my ability. I agree to communicate with Ag Teachers and my fellow officer team to ensure we are properly prepared for all events. In the event something last minute comes up that is beyond my control, I will contact all FFA Advisors and the Chapter President immediately. I understand that if I do not fulfill my obligations as stated I can be removed from the officer team.**

**Candidate Certification**

I, as the candidate, have reviewed this application and certify that all information contained herein is completely accurate, free of any kind of misrepresentation. Furthermore, I understand the chapter officer job description and commitment pledge according to the constitution and certify that I, the candidate, possess the knowledge, skill, and character to fulfill the duties of the office with a high degree of excellence.

**Candidate’s Signature Date**

**Parent/Guardian Certification**

I, as the candidate’s parent/legal guardian, have reviewed this application and certify that all information contained herein is completely accurate and free of any kind of misrepresentation. I understand the duties of a chapter officer require family support. I completely understand the candidate’s responsibility to the chapter and the time required for being a chapter officer.

**Parent/Guardian Signature Date**

Sample Interview Questions = change to adding into the officer application

1. What do you think are the characteristics of a qualified chapter officer? (Do Not Replicate Parliamentary Guide.)
2. If you were elected to a chapter office, what would be your main goal for the chapter?
3. Describe your experiences speaking in front of large groups of students/people?
4. What other commitments do you have in the year that would compete for your time?
5. What do you believe the most important responsibilities of a chapter officer are?
6. What ideas or changes do you want to implement to the FFA chapter and what would be the result?
7. State why you want to be a chapter officer.
8. How would you increase chapter member involvement?
9. How would you keep chapter members up to date with chapter activities and events?
10. What are three words that would best describe you as a person and officer?

a.

b.

c.