



State Officer Request Planning Guide

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State Officer Request Planning Guide

Purpose

The Indiana FFA State Officers are available throughout the year to present to FFA chapters throughout the state. This can be in the form of chapter officer retreats, classroom/small group facilitation, keynote speeches and many other events. This guide was created to help FFA advisors plan their events with the State Officers and help provide clarity on what the State Officers are able to provide for the FFA chapters.

State Officer Requests

Thank you for your interest in requesting an Indiana FFA State Officer at your event! The State FFA Officers are excited to serve the organization this year and keep members, supporters and sponsors believing in FFA!

Travel costs for Indiana FFA State Officers is provided by the Indiana FFA Association for any FFA related event. The State Officers will put an average of 30,000 miles on their vehicles during their year in office travelling to chapter visits, district kick-offs, FFA Week events, convocations, chapter banquets, and other chapter events. Their mileage is budgeted by the Indiana FFA Association and most of the money for their mileage comes as part of the support given to the Indiana FFA Association by the Indiana FFA Foundation. Certain portions of the year are sponsored, like CountryMark's sponsorship of Banquet Season travel, but most is covered through the Indiana FFA Foundation's general fund.

Requests that are not affiliated with a local FFA chapter or who are requesting a State FFA Officer for a non-FFA event, will be asked to reimburse the Indiana FFA State Officer \$.40/mile for travel costs. These are requests that do not come from chartered FFA Chapters in the state of Indiana or potential programs that are asking for State Officer support to create a program at a local school. Examples of non-FFA events include: speaking at a County Farm Bureau meeting, facilitating a 4-H Junior Leaders group, presenting for an agriculture organization about Indiana FFA, etc.

The Indiana FFA State Officer Request will be completed through an online form. It can be found by clicking [here](#) or on the Indiana FFA website at www.inffa.org. The requests will be compiled and assigned to the State Officers on a first come, first serve basis.

If you have problems with your submission or any other questions, please contact Skylar Clingan and Erin Padgett at stateofficerprogram@inffa.org.

Classroom/Small Group Facilitation

The Indiana FFA State Officers present 'chapter visits' to classrooms and other small groups across the state throughout the entire year. The majority of their chapter visits happen during District Kick-Off Season, but they can be available to visit your FFA chapter anytime throughout the year if they are available.

Now you are able to request a specific chapter visit curriculum based on your needs. The descriptions and objectives of each of the chapter visits are below. You can still ask for your own specific topic, but these are provided to assist you and the officers in developing a dynamic experience for your classroom or small group.

Once you have selected the Chapter Visit curriculum you would like the State Officers to present, you can click [here](#) to fill out the State Officer Request Form. If you have any questions about requesting a State Officer for a Chapter Visit, you can contact Skylar Clingan and Erin Padgett at stateofficerprogram@inffa.org.

Chapter Visit Descriptions & Learning Objectives

FFA: Get Involved!

The quintessential middle school chapter visit! This curriculum gives students the opportunity to see what FFA can offer them if they just choose to 'Get Involved.' Students will learn about opportunities in FFA including: Career Development Events, conventions, conferences, scholarships and proficiency awards.

Overall Goal:

Develop a passion for FFA and what it provides its members.

Objectives:

1. Answer the question, What is FFA?
2. Discover what CDE's, Conventions and Conferences students can participate in during their FFA Career.
3. Learn about Awards and Scholarships available through the FFA.

The FFA Vision

Growing Leaders, Building Communities and Strengthening Agriculture: That's the FFA Vision! FFA members and non-members alike will learn how they can develop as leaders, serve their communities and learn more about the agriculture industry so that they can be successful and informed members of society. By using the FFA Vision, the State Officers will show your students that they can make a difference, in FFA or not, by mastering the three tenants of why FFA exists.

Overall Goal:

Show students how to grow as leaders, build their communities and strengthen agriculture.

Objectives:

1. Discover their potential as leaders by understanding what leadership is and how they can foster their continued growth.
2. Identify ways to build their communities by assessing their community's needs.
3. Strengthen agriculture by evaluating their role in the industry.

Determine your 'Why?

Many of us know what we do, but how many of us can truly say WHY we do it? By developing their Why, your students can discover the path they need to take to be successful. Based on the Simon Sinek book, *Start With Why*, the State Officers will show your students that when they determine their Why, they will have a more insight into the purpose, cause, or belief that inspires them to do what you do.

Overall Goal:

Discover their Why: the purpose, cause, or belief that inspires you to do what you do.

Objectives:

1. Understand the Golden Circle of WHAT, HOW and WHY we do what we do.
2. Determine your WHY.
3. Develop HOW you do WHAT you do so you can inspire others with your WHY.

Creating a Hunger for Service

One in six Americans struggle with food insecurity. The State Officers would like to recruit your students to become Hunger Heroes to help fight the outbreak of hunger in their own community. By the end of this chapter visit, your students will have a plan in place to combat hunger right where they live.

Overall Goal:

Recognize hunger as a need that students can address and have created a service project plan to take home and implement.

Objectives:

1. Recognize that hunger is a need that FFA can address through the FFA Hunger Heroes Challenge
2. Plan a service project that can be implemented in their local community

Be an AGvocate!

Students in high school agricultural education classes are often expected to know about the agriculture industry and promote it in their schools and communities. This chapter visit curriculum encourages students to stay informed on key agriculture topics so that they can properly promote the industry and educate the general public.

Overall Goal:

Students will recognize the need to be advocates, why they need to advocate and how they can effectively advocate.

Objectives:

1. Students will discover what it means to be an advocate.
2. Students will understand the importance of advocacy in agriculture.
3. Students will determine how they can advocate and use successful strategies to do so.
4. Students will discover how credibility affects the ability to advocate.

Life After High School

Primarily for juniors and seniors, this chapter visit dives into the opportunities available to them after they graduate from high school. It can be a daunting subject to tackle for some, but the State Officers will help students see what they can do to be successful after their time in your classroom is complete.

Overall Goal:

Create a plan of action to be successful after graduation.

Objectives:

1. Discover opportunities available to students after high school.
2. Create a cover letter and resume to help them successfully apply for a career.
3. Seek and utilize mentors who will assist them in their goals.

Chapter Officer Retreats

Many advisors hold chapter officer retreats at the beginning of the chapter officers' year to give them a head start on their year of service. The State Officers are available to assist advisors in developing and facilitating these chapter officer retreats.

Below are descriptions and objectives for advisors to use to plan the sessions of their chapter officer retreat that the State Officers will facilitate. We ask that you limit the number of sessions you have the State Officers facilitate. The State Officers will be prepared to facilitate each of the sessions below, but are not prepared to facilitate all of the sessions at one time for your chapter officers. When requesting the State Officers, please choose only the sessions you feel would be best for your chapter officer team to receive from the State Officers.

Exceptions to the number of sessions selected will be made to those who utilize the Indiana FFA Leadership Center for their chapter officer retreat.

To assist you in selecting sessions, please select sessions based on the following categories:

Standard Sessions: these sessions are included in any chapter officer retreat

General Sessions: these sessions can be selected based on need

General Session 1 – Leadership Development

General Session 2 – Ambassador Development

General Session 3 – Officer Team Development

General Session 4 – Chapter Success Development

Module Sessions: these sessions dive deeper into the topics covered in the General Sessions

Session Descriptions & Learning Objectives

Standard Session 1 – Opening/Welcome – 30 minutes

This session sets context for the retreat. The state officer will form a community or culture with the chapter officers and provide expected outcomes as they transition into the remainder of the conference.

Overall Goal:

To mentally prepare the students for what they are about to experience.

Objectives:

1. Define retreat culture and build community.
2. Define retreat expectations and outcomes.

Standard Session 2 – Reflection/Close – 30 minutes

The State Officers will complete their portion of the retreat with a review of the outcomes of their sessions.

Overall Goal:

Students evaluate their performance at the retreat.

Objectives:

1. Recognize value in humility and vulnerability.
2. Practice giving summative feedback.

General Session 1 – Summarizing Leadership – 1 hour

Leadership is influence! But what does that mean? This session explores the core tenants of leadership as it relates to the role of chapter office. Officers consider how they will practice leadership to meet needs at the local and state level within the FFA. This session culminates in officers drafting a philosophy of leadership statement describing their approach to practicing leadership.

Overall Goal:

Students draft a philosophy statement describing their approach to leadership that presents their perspective on concepts from the content of the session.

Objectives:

1. Describe core tenants of transformational leadership.
2. Identify roles of a chapter FFA officer in meeting leadership needs at the local and state levels.

Module Session 1a – Positive & Purposeful Influence – 45 minutes

Everyone has influence. However, it's how you influence that matters. Officers explore principles for creating and using an effective mission statement. The session culminates in chapter officers drafting a personal mission statement to guide their year of service.

Overall Goal:

Students draft a personal mission statement.

Objectives:

1. Generate relevant concepts to be included in a personal mission statement.

Module Session 1b – Developing Your Strengths – 1 hour

Everyone has unique talents that they bring to any team during their year of service. But these talents will not help the team be successful until they are developed into strengths. In this session, students will explore the core concepts involved in developing talents into strengths.

Overall Goal:

Students create an individualized action plan for developing talents into strengths that demonstrates an awareness of the core tenants of the strengths – positive psychology philosophy.

Objectives:

1. Identify the core tenants of the strengths movement philosophy.
2. Discover personal talent themes and teammates' talent themes.
3. Identify principles for developing talents into strengths.

Module Session 1c – Examining Service – 1 hour

This session provides a brief exploration of the concept of service and its different avenues. The atmosphere is geared to foster a sense of pride among the students for the role they have to serve others.

Overall Goal:

Create a letter to FFA members explaining the officers' commitment to service.

Objectives:

1. Students define service through the concept of "general reciprocity."
2. Students analyze what they have to give and the necessary sacrifices involved with service.
3. Students will collaborate on the rationale for an attitude of service.

General Session 2 – Modeling Expectations – 30 minutes

Modeling expectations is essential to influence. This session sets up the modeling of expectations and encompasses topics that will be essential to making a great first impression with audiences.

Overall Goal:

Students create a journal entry that demonstrates an awareness of the context for modeling expectations as a chapter officer.

Module Session 2a – Communicating the Brand – 1 hour

The FFA Code of Ethics becomes the vehicle for students to identify appropriate ways to model the FFA brand. Students will practice skills in areas such as – answering the question, "What is FFA?", dressing neatly and appropriately for any occasion, demonstrating sportsmanship as a school-wide ambassador, and demonstrating an awareness of programs and activities.

Overall Goal:

Students develop a presentation for use with first year FFA members that models mastery of guidelines for communicating the FFA brand.

Objectives:

1. Describe the FFA brand.
2. Describe actions consistent with the FFA brand.

Module Session 2b – Etiquette & Protocol – 1.5 hours

Etiquette goes way beyond posture and picking up a napkin. Students will use a peer-teaching approach to cover pertinent topics regarding table manners, travel tips, and even appropriate use of personal technology such as tablets and cell phones.

Overall Goal:

Students develop a mini-workshop to teach chapter FFA members about one area of etiquette that models awareness of the guidelines provided in the session.

Objectives:

1. Identify protocol for etiquette within the following areas:
 - a. Giving and receiving graciously
 - b. Table manners and restaurant etiquette
 - c. Being a gracious guest
 - d. Personal technology

Module Session 2c – Examining Responsibility – 1 hour

Leaders who understand responsibility know that everything speaks – the way you show up in your attitudes and interactions with others reveals both character and competence. This session explores how to model an attitude of responsibility.

Overall Goal:

Students synthesize a course of action that models living above the line, principle-centered actions, and transparent communication concepts.

Objectives:

1. Describe actions that demonstrate an attitude of responsibility.
2. Identify responsible actions on social networking sites such as Facebook, Twitter, and Instagram.

Module Session 2d – Time Management – 45 minutes

Effective time management makes an impression! Students with busy schedules learn and begin to practice modeling several principles for time management.

Overall Goal:

Students complete 100% of the items on a checklist for setting up their planning system.

Objectives:

1. Set up a time management system.
2. Identify key time management practices.

General Session 3 – Building the Team – 1 hour

Once an officer has established positional influence, it's time for them to begin developing quality relationships with teammates. This session gives students strategies for creating strong teams who build on the strengths of each teammate.

Overall Goal:

Apply strategies for developing a strong team.

Objectives:

1. Recognize the stages of relationship building (forming, storming, norming, performing, and adjourning).
2. Identify conflict management procedures to keep their team performing (Open The Front Door).
3. Utilize team strengths to resolve conflict.

Module Session 3a – Developing Trust & Casting a Vision – 1 hour

No one will ever be able to reach their destination if they don't have a road map to get there. In this session, chapter officers will work together to develop their road map to success by working together and creating a vision for their year of service.

Overall Goal:

Students develop a set of team values as well as a vision for the chapter officer team's year of service.

Objectives:

1. Explore how individual strengths can work with each other effectively.
2. Explore opportunities available for service to others.
3. Utilize key components of team vision statements.

Module Session 3b – Commitment & Accountability – 1 hour

Being committed to a common goal results in increased value of a person within a team. A focus on commitment keeps one accountable to others in the organization. Helping each other stay accountable will ultimately bring success to the entire team.

Overall Goal:

Students apply commitment and accountability strategies.

Objectives:

1. Recognize the value in commitment and accountability.
2. Discuss consequences and ramifications of missing deadlines.
3. Identify benefits of an accountability partner.
4. Explore techniques to assist in time management and meeting deadlines.

Module Session 3c – Me-in-a-Box – 45 minutes (dependent on number of officers)

Students share items, which further define who they are, in an effort to develop community with other team members. Chapter advisors are also encouraged to participate in this activity. NOTE: This session requires preparation on behalf of students prior to the start of the retreat. Directions for this session will be provided to advisors well in advance of the retreat.

General Session 4 – Effective Chapter Management – 1 hour

Successful FFA chapters have a consistent plan in place to help guide their officer teams in the right direction from year to year. Developing a detailed Program of Activities (POA) ensures consistency in the success of a chapter while also giving the officer team a means of ownership in that success.

Overall Goal:

Chapter officers will develop a new POA or evaluate the existing POA to bring it in line with current activities and practices of the FFA chapter.

Objectives:

1. Students will create a system for creating and evaluating the chapter POA.
2. Students will share the work of managing activities of the FFA chapter to ensure that no one person feels overwhelmed.

Module Session 4a – Project Planning & Implementation – 1.5 hours

The chapter officer team is critical to planning and implementation of all of the projects and activities the chapter does. Developing a strong plan and working together to implement that plan will develop a strong team that can work together to make the entire FFA chapter a success.

Overall Goal:

Students develop a team project plan and utilize strategies for project implementation.

Objectives:

1. Determine project goals and expected results.
2. Utilize brainstorming techniques to create a project definition.
3. Identify tools for implementing a project.
4. Practice providing formative feedback.

Module Session 4b – Agriculture/Agricultural Education Advocacy – 1 hour

As ambassadors for agricultural education, chapter officers are often expected to know about the agriculture industry and promote it in their schools and communities. This session encourages students to stay informed on key agriculture topics so that they can properly promote the industry and educate the general public.

Overall Goal:

Students will recognize the need to be advocates, why they need to advocate, and how they can effectively advocate.

Objectives:

1. Students will discover what it means to be an advocate.
2. Students will understand the importance of advocacy in agriculture.
3. Students will determine how they can advocate and use successful strategies to do so.
4. Students will discover how credibility affects the ability to advocate.

Once you have selected which Sessions you would like the State Officers to present, you can click [here](#) to fill out the State Officer Request Form. If you have any questions about requesting an officer for your Chapter Officer Retreat, you can contact Skylar Clingan and Erin Padgett at stateofficerprogram@inffa.org.

Keynote Speeches

The State Officers are available throughout the year to give Keynote Speeches for Chapter Banquets, Degree Banquets, Officer Installations, Community Dinners, or other events. Typically, most of the speeches a State Officer will give will be during Banquet Season (March through May) but State Officers can be requested to speak throughout the year. The State Officers will receive basic training on speech development and presentation at the beginning of their year in office, but their most intense training for giving Keynote Speeches happens in January before they prepare their speeches for the majority of chapter banquets in the spring.

The State Officers will plan and present a standard speech in January at keynote training that will be the speech they give at the majority of the chapter banquets they are requested for in the spring. Each officer will present to roughly 10-12 banquets each spring. Banquets are assigned to officers on a first come, first serve basis. Priority is given to each officer's home banquet. Otherwise, if an officer is not available to speak on the date requested, the Assistant Directors will contact you to ask for an alternative officer to be selected. If you select "No Preference" on the request form for an officer, one will be assigned to you by the Assistant Directors.

If you would like to have a specific theme to the speech the State Officers will present at your banquet, you may request it, but know that the State Officers will already have their speeches fine-tuned and ready to present and a speech that is developed specifically for your banquet might not be as polished as the speech they have already prepared at their Keynote training.

Banquet season travel is sponsored by CountryMark and the officers will present a short thank you to CountryMark for their sponsorship. CountryMark may also have a local representative attend your banquet. The representative will contact the advisor directly to let them know they will be attending.

To request a State Officer to give a speech at your event, please click [here](#) and fill out the State Officer Request Form. If you have any questions about the State Officers presenting speeches for your event, you can contact Skylar Clingan and Erin Padgett at stateofficerprogram@inffa.org.

Convocation/Large Group Facilitation

Similar to chapter visits, the Indiana FFA State Officers present all-school convocations and other large group facilitations all across the state throughout their year. School convocations can happen during FFA Week to promote the organization to the entire school or another specific event for the school or FFA chapter (ex. Crothersville FFA's Veteran's Day Convocation).

You will be able to request a specific convocation curriculum based on your needs. The descriptions and objectives of each of the convocations are below. You can still ask for your own specific topic, but these are provided to assist you and the officers in developing a dynamic experience for your convocation or large group facilitation.

Once you have selected the convocation curriculum you would like the State Officers to present, you can click [here](#) to fill out the State Officer Request Form. If you have any questions about requesting a State Officer for a Convocation or Large Group Facilitation, you can contact Skylar Clingan and Erin Padgett at stateofficerprogram@inffa.org.

Convocation Descriptions & Learning Objectives

FFA: Get Involved!

The quintessential middle school convocation! This curriculum gives students the opportunity to see what FFA can offer them if they just choose to 'Get Involved.' Students will learn about opportunities in FFA including: Career Development Events, conventions, conferences, scholarships and proficiency awards.

Overall Goal:

Develop a passion for FFA and what it provides its members.

Objectives:

1. Answer the question, What is FFA?
2. Discover what CDE's, Conventions and Conferences students can participate in during their FFA Career.
3. Learn about Awards and Scholarships available through the FFA.

The FFA Vision

Growing Leaders, Building Communities and Strengthening Agriculture: That's the FFA Vision! FFA members and non-members alike will learn how they can develop as leaders, serve their communities and learn more about the agriculture industry so that they can be successful and informed members of society. By using the FFA Vision, the State Officers will show your students that they can make a difference, in FFA or not, by mastering the three tenants of why FFA exists.

Overall Goal:

Show students how to grow as leaders, build their communities and strengthen agriculture.

Objectives:

1. Discover their potential as leaders by understanding what leadership is and how they can foster their continued growth.
2. Identify ways to build their communities by assessing their community's needs.
3. Strengthen agriculture by evaluating their role in the industry.

FFA Week Celebration!

Similar to 'FFA: Get Involved,' the FFA Week Celebration focuses more on the festive nature of FFA Week and celebrates FFA and agriculture education as a whole. Get a light introduction into agriculture education and FFA and excite students who are already involved and encourage those not involved to consider taking an ag class and joining FFA.

Overall Goal:

Celebrate one of the most important weeks of the year for an FFA chapter, National FFA Week!

Objectives:

1. Discover how an ag class can benefit a student's high school experience.
2. Understand the benefits of being a member of the FFA.

Agriculture: The Science of Your Life

The average American is at least three generations removed from the family farm. It is important now more than ever to educate the youth of the United States about the agriculture industry and how it affects everyone's lives every day.

Overall Goal:

Students will have a better understanding of where their food, clothing, and other resources come from and how to better educate themselves.

Objectives:

1. Students will discover the important of the agriculture industry on their daily lives.
2. Students will explore the 300 careers they can pursue within the agriculture industry.
3. Students will determine the differences between fact and fiction as it relates to what they see about the agriculture industry.

A Salute to America

Shorter than other convocations, but just as impactful, the state officers will present what is commonly referred to in the FFA as a 'flag raising ceremony' to the entire student body. Mainly used during special occasions such as Memorial Day, Veteran's Day, or Patriot's Day, this convocation will help create a pride in students for their country and the ideals that make it great!

Overall Goal:

Create an atmosphere of patriotism and pride for country.

Sponsor Meeting/B&I Tour

Many chapters have those in the community who support their program that they would like to share their significance to us at the state level. Having a State Officer or two come to speak with local sponsors with chapter members helps local sponsors understand that FFA is a State and National organization that helps mold today's youth into tomorrow's leaders all across the country. Many businesses also provide tours to FFA members in the local community where the FFA advisor would like to invite State Officers along so the Officers have a better understanding of the unique opportunities offered in their community.

Requesting the State Officers to come along with chapter members to a sponsor visit or Business and Industry tour is now easier than ever with the online State Officer Request Form. Click [here](#) to request the State Officers to visit with your local sponsors and business and industry leaders. If you have any questions about the State Officers presenting speeches for your event, you can contact Skylar Clingan and Erin Padgett at stateofficerprogram@inffa.org.

District Kick-Off Season & FFA Week Events

Because of the large number of requests that come in and the increase in mileage travelled during District Kick-Off Season and FFA Week, the State Officers will be assigned to certain areas of the state and given responsibility over building their own schedule. For this reason, it is unnecessary to submit State Officer Requests through the online request form for chapter visits and other events during these times. Once the State Officers are assigned to their specific areas of the State, they will contact you directly to build their schedules for those times.

During District Kick-Off Season, three to four weeks in September, the State Officers will be in small groups of two or three and assigned to certain schools in the district where the District Kick-Off will be held that evening. They will have a set curriculum determined for the visits they will be making during those times. They will contact all advisors in their assigned area and take visits on a first come, first serve basis or until their schedule is full for the day. You may also be asked to help the State Officers find home stays with students if you are the first visit of the day or close to the next district the officers will be travelling to the next day.

FFA Week is always the week that surrounds George Washington's birthday (February 22nd) of each year. The State Officers will each be assigned to an area of the state and will individually be in charge of building their schedule. Note that Monday of FFA Week is designated as Page Day at the Indiana State House and the State Officers will not be available that day as they will be promoting FFA Week to media and the State Legislature that day. Tuesday through Saturday, the State Officers will be working directly with the advisors in their assigned locations to fill their schedules. The State Officers' schedules are filled on a first come, first serve basis and there may need to be flexibility with schedules for the Officers to be able to fit everyone in during the week. The State Officers will be available for any event that your chapter will be doing to celebrate FFA Week including, but not limited to: Chapter Visits, Ag Olympics, Game Nights, Elementary Tour Days, Teacher/Member/Community Breakfasts or Dinners, Ski Trips, etc. You may also be asked to help the State Officers find home stays with students if you are the first or last visit of the day.

To ensure that you receive the state officers' emails during District Kick-Off Season and the months leading up to FFA Week, please make sure the following emails are in your email address book.

President - president@inffa.org

Northern Region Vice President - nrvp@inffa.org

Southern Region Vice President - svvp@inffa.org

Secretary - secretary@inffa.org

Treasurer - treasurer@inffa.org

Reporter - reporter@inffa.org

Sentinel - sentinel@inffa.org

If you have any questions about District Kick-Off or FFA Week officer requests, email Skylar Clingan and Erin Padgett at stateofficerprogram@inffa.org.