



2024 Indiana FFA

State Officer

Application Guide

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State Officer Application

Overview

Congratulations on taking the first official step to becoming an Indiana FFA State Officer! By completing and submitting the state officer application, you will earn the title of State Officer Candidate (SOC). Utilize this guide to ensure successful completion of your application. Failure to follow the information and instructions provided could result in incomplete applications, missing components, frustration, and disqualification.

Staff Contact

All questions/information related to the application process, nominating committee, etc. should be directed to:

Erin Padgett
Assistant Director, Indiana FFA Association
stateofficerprogram@isda.in.gov
317-910-5111

Application Submission

Application components will be submitted via Google Forms. It is strongly encouraged that you have all components of the application saved and ready for submission when accessing the Google Form. You will have the ability to submit your application and return to edit until the application closes. There is no 'save and continue' option prior to submitting.

Application Access Link: <https://forms.gle/DLvgYtpNgudAJTMc9>

Submission Deadline: **March 15, 2024**

Application Components

Contact Information

- This will be a Google Form direct entry.
- Traditional information (ie. email, phone, chapter, birthday, etc.)

Essay Responses

- This will be a Google Form direct entry.
- We encourage writing in Microsoft Word or Google Docs and then copying/pasting into the form.
- There is no spelling or grammar check in Google Form.
- Character counts matter and will cut off responses.
- Prompts

- Briefly introduce and describe yourself to the committee. (800-character max)
- Describe your background, experience, and qualities that you believe qualifies you for the role of Indiana FFA State Officer. (800-character max)
- Why do you desire to serve as an Indiana FFA State Officer? (1000-character max)

Attachments

To preserve the intended display of attachments, it is strongly recommended that all are submitted as PDFs.

- SAE Scope and FFA Activities Page
 1. Google Form document upload.
 2. Download the “SOC App SAE Scope and FFA Activities” document.
 3. Complete the required information.
 4. Each candidate is allowed to submit 1 (one) SAE Scope and FFA Activities Page. Applicants with multiple or complex SAE's must combine all SAE related information onto the one document.
 5. Save the file using the name: LastnameFirstnameSAEScopeFFAActivities
- Candidate Biography
 1. Google Form document upload
 2. Download the “SOC App Bio Sample” document.
 3. Use the SOC App Bio Sample as a guide. Write your biography similar to the sample biography.
 4. Must not exceed 1 page in length.
 5. Use size 11, Times New Roman font.
 6. Margins of .5” on top and bottom; 1” on sides.
 7. Save the file using the name: LastnameFirstnameBiography
- Resume
 1. Google Form document upload
 2. Remember a resume is a document used to convey your most relevant experiences related to the particular position for which you are applying (Indiana FFA State Office). A resume is not a listing of all your awards, achievements, offices, and memberships. A successful resume will articulately convey your contributions as they relate to your involvement and experiences.
 3. Format should be a ‘traditional, professional’ resume.
 4. Must not exceed 1 page in length.
 5. Should include career objective, education, leadership experiences, professional/work experience, and relevant awards/recognitions/achievements.
 6. Should not be running list of FFA activities and honors.
 7. References should not be included on the resume.
 8. Save the file using the name: LastnameFirstnameResume
- Application Signature Page
 1. Google Form document upload.
 2. Download the “SOC App Signature Page” file.

3. Obtain all necessary signatures.
4. Expectations to be reviewed by candidate and parent/guardian can be found at the end of this guide and within the signature page document.
5. All individuals signing the document should have the opportunity to review your application. They must read and agree to the statement(s) accompanying their signature.
6. Scan the completed signature page.
7. Save the file using the name: LastnameFirstnameSignatures

Recommendations

- Google Form direct entry by recommender – this is different than a traditional letter of rec.
- Identify 4 people to serve as references/provide recommendation.
 - Please ask individuals who have known you for some time such as teachers, employers, state leaders, professors, religious leaders, etc. Reference must not be a relative of the applicant.
 - **1 reference must be your FFA advisor, 1 reference must be an administrator at your school corporation.**
 - 4 References = 1 FFA Advisor + 1 Administrator + 2 Personal References
- Enter the name, title, phone number and email of the 4 recommenders in your Google Form.
 - NOTE: for Title this can be the official job title of the recommender OR the title of the role which relates to the applicant (ie. 4-H Club Leader, Youth Group Leader, Mentor etc.).
- All recommenders will need to complete the recommendation form.
 - This form will be provided by state staff using the contact information you submit.
 - You should notify all recommenders that they will receive a message from stateofficerprogram@inffa.org with a link to the notification form.
 - All recommendations must be completed prior to the State Officer Candidate Open House.
 - You will not collect or see these recommendations (unless they share the information). They will directly submit via the Google Form. You should confirm completion status with your recommenders.

Additional Information

State Officer Candidate Open House

- Sunday April 21, 2024, at the Indiana FFA Leadership Center (6595 S 125 W Trafalgar, IN 46181).
- This event is required for **ALL** candidate and optional for parents to attend to learn more about state FFA office and the selection process. Applicants unable to attend in-person this day should contact Erin Padgett to set alternative arrangements.
- Advisors may be welcome to attend but are not required.
- Invitations for the open house with additional details will be sent after all applications are received.
- Official State Officer Candidate Headshots will be taken at this event.
- Attire for State Officers Candidates will be Official FFA Dress. All other guests are asked to dress in business casual.

Preliminary Selection Round

- ONLY REQUIRED in years where more than 25 individuals apply as candidates.
- Monday May 27, 2024 – location TBD.
- If needed, attendance is required, and specific details will be shared.

State Convention

- Attendance is expected starting Thursday, June 13, 2024 through Thursday, June 20, 2024.
- Selection process will be held the Thursday, June 13, 2024 through Saturday, June 16, 2024.
- All candidates will be assigned duties throughout the convention.
- Housing – all candidates are required to stay at the housing determined by Indiana FFA. You will share rooms with other candidates/executive committee members. Indiana FFA will coordinate housing and the cost will be the responsibility of the individual and/or FFA chapter.

Supplemental Training Opportunities

- Indiana Farm Bureau – Ag Issues Training
 - Hosted by Indiana Farm Bureau at the Headquarters office (225 S East St, Indianapolis, IN 46202)
 - Candidates will be contacted directly by Farm Bureau Staff with additional information.
 - Tuesday, May 21, 2024 from 4-6pm
 - No cost for participants
- State Officer Mock Selection Process
 - Coordinated by Past State Officers
 - Consistently a highly regarded opportunity to prepare candidates for the State Officer Candidate Selection Process.
 - More information will be shared at the State Officer Candidate Open House. Candidates will be contacted directly by coordinators with additional information.
- Indiana FFA Leadership Center Facilitation Training
 - Hosted at the Indiana FFA Leadership Center (6595 S 125 W Trafalgar, IN 46181)
 - Participants will be trained as facilitators on the low ropes course at the Leadership Center. This training is traditional only available for State Officers after election, however, is being offered to all State Officer Candidates.
 - Monday, June 3, 2024 – Wednesday, June 5, 2024
 - There will be no cost for training, however participants may be expected to cover housing and meal costs.
- Career & Technical Student Organizations Officer Training
 - Hosted in central Indiana; more details will be provided
 - Candidates will be contacted with additional information.
 - Thursday, June 6, 2024
 - There will be no cost for training.