

**Frisco Liberty FFA Chapter**  
TX1523 Officers and Procedures for Election  
2021-2022

The 2021-2022 Officer application is now available. Only a student who will be going into the 10th, 11th, or 12th grade for the upcoming school year may apply to be an officer. Potential incoming officers must have participated in a minimum of 60 percent of all activities for the FFA as well as at least 2 extracurricular events such as, but not limited to, Career Development Events, Speaking Events, AgriScience Fair, FISD Show Team, or competed in a Leadership Development Event for the current school year. This will be confirmed by the FFA Chapter Advisor of the Frisco Liberty FFA Chapter. To be eligible for office, the candidate must hold the minimum of the Greenhand degree. To be eligible to hold the office of the President, the candidate must hold the minimum of the Chapter degree prior to the application due date. This will be confirmed by the FFA Chapter Advisor of the Frisco Liberty FFA Chapter. Additionally, only incoming juniors or seniors will be eligible to fulfill the position of President. Therefore if you will be a sophomore for the upcoming school year, you are not eligible to serve as the chapter president; you are however, eligible for other officer positions.

The results of the officer application and election processes are an accumulation of scores earned by the candidate to fulfill the listed offices of the Frisco Liberty FFA Chapter. The candidate earning the highest cumulative score will serve as the President. The positions following the role of president will be filled from highest to lowest score in the following order; 1) President 2) Vice President 3) Secretary 4) Treasurer 5) Reporter 6) Sentinel 7) Student Advisor. If the candidate with the highest score is either a sophomore and/or does not maintain the Chapter degree or higher, they will be placed in the next highest office. Only a junior or senior holding the Chapter degree or higher is eligible to serve in the office of the President per the FFA constitution and bylaws.

All elected officers are expected to purchase official dress (including the official FFA jacket and scarf/tie from the National FFA) prior to the beginning of the upcoming school year. Officers will also be required to purchase the officer polo from the National FFA Organization.

The President and Vice President may choose to attend the Area Leadership Camp Area Leadership Conference. Details below:

Dates: Conference A: June 7-8, 2021 & Conference B: June 10-11, 2021

Time: Check in at 8:30 – 9:30 AM, Camp begins at 10 AM, Camp will end at 11 AM

Place: Texas A&M – Commerce

Cost: \$100 per person (includes teachers, teacher's children, spouses, etc.)

Registration: On [judgingcard.com](http://judgingcard.com) by Tuesday, May 25, 2021

Chapter Officers can attend either conference

Rules: Participants must be present for the total conference and abide by all camp rules

What to bring: personal toiletries, towel/washcloth, hand towel, sleeping bag or one set of twin sheets, blanket, pillow and pillow case.

## **Application Instructions and Process-**

Items to be completed and a digital copy turned in via email at rochaj@friscoisd.org. Please turn in all completed forms together (at one time). All of the paperwork listed below is DUE by 11:59 PM on May 2nd, 2021. Any items not turned in by the prescribed due date will result in the removal of the candidate from the election process for the current election cycle.

**All online documents are DUE by 11:59 PM on May 2nd, 2021.**

**Item 1-** Signed Officer Contract

**Item 2-** Copy of your report card

**Item 3-** Officer Biography (must use the template provided on the Frisco Liberty FFA)

The Officer Contract and Officer Biography Template can be found on Frisco Liberty Website.

### **The following items are to be completed online:**

#### **- Frisco Liberty FFA Officer Application:**

You must use your school email to access the google form and complete the officer application.

**- Teacher Recommendations:** This will be completed by the three teachers indicated by the student in their online application. The Frisco Liberty FFA Chapter Advisor(s) may not complete letters of recommendation for Frisco Liberty FFA Chapter elections. Candidates must choose a one teacher from each of the following categories for a total of three letters of recommendations. The letters of recommendation are solely used to determine if there are any concerns for the candidate serving as Chapter Officer and no points are awarded from the teacher recommendations. The FFA Advisor will send the link to the three teachers indicated by the candidate on their online application. 1) Core LHS teacher 2) LHS CTEC teacher 3) FISD CTEC teacher

### **The following items will need to be completed online via Google Forms and Zoom:**

**- Officer Candidate Exam (Google Forms):** The exam will contain 50 questions in a Multiple Choice format. 25 questions will test for the candidates understanding of Parliamentary Procedure (25% of the final score) and the second set of 25 questions will test the candidate's knowledge of FFA history and current issues of the organization and local Chapter (25% of the final score).

**- Officer Candidate Interview (Zoom):** Interviews will be conducted TBA at an assigned time. Interviews will be conducted by 2-4 FISD teachers or administrators. The interview panel will use

the officer candidate's application to tailor questions so please take the application serious and present yourself to your fullest potential showcasing your abilities and passion for the FFA. The average of the judge's scores will be given as the final interview score of the candidate comprising 35% of the final score of the candidate.

If you will be running for an office position, please email Mrs. Rocha by May 7th, 2021 so that an interview time can be scheduled. Email Mrs. Rocha if you have any questions ([rochaj@friscoisd.org](mailto:rochaj@friscoisd.org)). You will be assigned an interview time by the Chapter Advisor. Officer exams MUST BE taken before your interview.

Students are expected to dress professionally for their interview. Official dress is the expectation. The Chapter does have scarves/ties and official dress jackets available for students to borrow for their interviews if the student does not currently have these items.

Interview Slots TBD: Look for an email from Ms. Rocha

**-Chapter Voting:** Potential chapter officers must post a poster on a Google Docs informing the Chapter why they believe they would serve the Chapter as a positive and energetic leader. Any candidate, who fails to post, will no longer be eligible to run in this election cycle. During the voting period conducted via Online Poling at the end of May (Look for Link under Canvas Chapter Voting Discussion page, all eligible voters (current seniors may not vote in the election for next school year's officers) will vote for their top three candidate choices. The votes will be counted and the top three candidates from the vote will be announced within the next week. The candidate that receives the most votes will be awarded 30 points, second highest number of votes will be awarded 20 points, and the third highest number of votes will be awarded 10 points. Candidates, who are not selected through the Chapter voting, will receive zero points in the Chapter voting category. To clarify; the vote is NOT the sole determination on which candidate will fill the role of President. The vote is merely a portion of the overall scoring.

**-Ties:** In the event of a tie, we will go to the Exam Score for the Parliamentary Procedure portion. Should that not break the tie, we will then go to the Exam Score for the second portion of the exam followed by the Interview Score.

### **Frisco Liberty FFA Chapter Officer Expectations**

The Frisco Liberty FFA Chapter Officers are selected to represent the Chapter throughout the school year. It is your responsibility to set the example, take the lead and motivate others. The following is a list of requirements for Chapter Officers. As a Chapter Officer, you must meet or exceed these expectations. Please make sure that you can commit to them all for the entire school year.

1. Frisco Liberty FFA Chapter Officers encouraged to attend the following summer activities:

a. The President and Vice President may choose to attend the Area Leadership Camp Area Leadership Conference. Details below:

Dates: Conference A: June 7-8, 2021 & Conference B: June 10-11, 2021

Time: Check in at 8:30 – 9:30 AM, Camp begins at 10 AM, Camp will end at 11 AM

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2. Must participate in all school-year fundraising activities to raise chapter funds if applicable.

3. You must maintain passing grades throughout the school year. If you should fail a six-weeks grading period, you must regain your eligibility by the next progress report. You will not be able to participate in any FFA activities during an ineligible period (including FFA meetings and officer meetings). If you lose eligibility for any two grading periods, you will be removed from office.

4. Officer meetings will be scheduled during the advisory period or before/after school with the FFA Advisor. We understand that there will be conflicts from time to time but please do your best to be present at each meeting. This means giving written notice via email TO THE ADVISOR & PRESIDENT at least 48 hours in advance. You must email Jessica Rocha at [rochaj@friscoisd.org](mailto:rochaj@friscoisd.org) in order for your notice to be counted. Emailing or texting other officers will not count towards an excused absence. You will be granted **two excused absences** for any officer meetings each semester. Once you have exhausted excused absences, you will begin receiving penalties with the third penalty resulting in removal from office.

5. Officers must have their official dress purchased prior to the beginning of the school year. This includes FFA jacket, closed-toed black dress shoes, black slacks or black skirt of appropriate length (including the slit), a white collared button-up shirt, black socks or black tights/panty hose, and an official FFA scarf or tie. Jackets and ties must be purchased from the National FFA website. Instructions can be found on the Frisco Liberty FFA website. Additionally, officers will be required to purchase the Officer Polo from the National FFA.

6. Officers must know their portion of the opening and closing ceremonies by the first day of school as well as the FFA Creed and the following response by the first day of school. When asked, "FFA Members, Why are we here?" You should respond as follows: "To practice brotherhood, honor agricultural opportunities and responsibilities and develop those qualities of leadership which an FFA member should possess."

## 2021-2022 Frisco Liberty FFA Chapter Officer Contract

AS A FFA OFFICER, I, \_\_\_\_\_, WILL:

(1) Be dedicated and committed to FFA and the total agricultural education program and be willing to commit the entire year to FFA activities.

(2) Through preparation and practice, develop myself into an effective public speaker and project a desirable image of FFA at all times and become knowledgeable of agriculture, agricultural education and the FFA.

(3) Regularly and on time write all letters, thank-you notes, reports and other correspondence, which are necessary and desirable.

(4) Accept and search out constructive criticism and evaluation of my total performance and be willing to take and follow instructions as directed by those responsible for me.

(5) Use the Frisco Liberty FFA Chapter resources and assets responsibly and only to the benefit of the Frisco Liberty FFA Chapter.

(6) Promote the Frisco Liberty FFA Chapter and agriculture in a positive manner.

(7) As a representative of the Frisco Liberty FFA Chapter, not publicly take positions, which compromise the FFA's position of neutrality in local issues or in state or national political affairs.

(8) Comply entirely with the National FFA Code of Ethics.

(9) Be mindful of the impact that I will have during my year as an officer and always act or behave accordingly and treat all students, teachers and state staff with proper deference.

(10) I understand the potential consequences, including removal from the officer team, if I do not uphold the Frisco Liberty FFA Officer Contract and/or Frisco Liberty FFA Chapter Officer Expectations and will abide by this contract and expectations.

(11) I will not post, like, share, ect words, pictures, posts ect. that promote drugs, alcohol, E-cigarettes, violence, cussing, or inappropriate behavior on any social media outlet(s).

(12) Placement in ISS, OSS, DEAP, or JJ will result dismissal from the Officer Team. Consideration of removal from office may include inappropriate behavior (foul language, fighting, missed curfews, ect) conducted at contests or livestock shows. Additionally, any issue at the FISD Project Facility such as write ups, failure to maintain livestock projects to the satisfaction of the species sponsors, drinking/smoking or vandalism may result in the removal from office.

STUDENT CERTIFICATION I have read, studied, understand and accept the above provisions. As a Frisco Liberty FFA Officer, I will carry out my responsibilities in accordance with these statements and understand that I will be warned, suspended or discharged from office by the Frisco Liberty FFA Advisor and Administration in accordance to Frisco Liberty FFA Policy if I do not satisfactorily follow these established standards for the Frisco Liberty FFA chapter officers. Furthermore, I have read and understand the provisions of the student officer job description, and the student officer discipline policy and commit myself to full compliance to these provisions.

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**Student Signature**

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**Date**

PARENTAL CERTIFICATION I have reviewed this pledge with my son or daughter, understand all policy provisions, support the Frisco Liberty FFA Chapter in the enforcement and fulfillment of these policies and all other relevant policies and have witnessed his/her signature.

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**Parent/Legal Guardian Signature**

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**Date**

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**Frisco Liberty FFA Advisor Signature**

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**Date**

Candidate Name: \_\_\_\_\_

**Requirements Checklist**

Yes	No	Application
Yes	No	4th Six Weeks Report Card
Yes	No	Signed Officer Contract
Yes	No	Officer Biography
Yes	No	Teacher Letter of Recommendations
Yes	No	Candidate has obtained the Greenhand Degree (all candidates must possess this degree level)
Yes	No	Candidate has obtained the Chapter Degree or above (all candidates for the position of President must possess this degree level or above)
Yes	No	Has the candidate participated in 60% of Chapter Activities AND participated in at least 2 teams or events

**Scoring Rubric**

Points Earned	Possible Points	Category
	50	Parliamentary Procedure Exam 25%
	50	FFA History & Knowledge Exam 25%
	70	Interview 35%
		Preliminary Voting (does not result in points awarded but does determine the top three voted candidates to move to the Runoff Vote). Number of votes earned by this candidate in the preliminary vote for record purposes only: _____
	30	Chapter Vote Runoff Vote 15% (1st 30 points, 2nd 20 points, and 3rd 10 points) Zero points are awarded to candidates that do not move past the preliminary voting round.
	200	Total Score Rank _____/_____

Highlight Position Earned: 1) President 2) Vice President 3) Secretary 4) Treasurer 5) Reporter 6) Sentinel 7) Student Advisor