

2011 Texas FFA Officer “Arsenal”



**THE POWER
WITHIN**

Texas FFA State Leadership Conference
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Officer Responsibilities



Chapter Officer Responsibilities

Chapter officers serve a vital function in FFA. 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. The success of the chapter each year, in and out, depends on the quality of its leaders.

Clear Expectations

When you have clearly defined roles, each officer in your chapter will be sure to have an understanding of the responsibilities associated with their office.

The following are general duties expected of all officers:

- A genuine desire to be a part of a leadership team.
- A willingness to accept responsibility.
- A sincere desire to work with all chapter members in meeting their leadership, personal and chapter goals.
- A commitment to lead by example.
- A knowledge and understanding of the chapter, state and national FFA constitutions, bylaws and programs.
- An ability to memorize and recite their parts in the official ceremonies.

President: Stationed by the rising sun

“The rising sun is the token of a new era in agriculture. If we will follow the leadership of our president, we shall be led out of the darkness of selfishness and into the glorious sunlight of brotherhood and cooperation.”

Keeping the delicate balance between leading a chapter and encouraging other officers, members, and interested students to take on leadership responsibilities is the challenge facing the president.

- Preside over meetings according to accepted rules of parliamentary procedure.
 - Follow an accepted order of business
 - Coordinate debate over motions
 - Take the vote on motions
- Appoint committees and serve on them as an ex-officio (non-voting) member.
 - Every member should serve on a committee where they can be a viable part of the chapter.
- Coordinate the activities of the chapter and evaluate the progress of each division of the Program of Activities.
- Represent the chapter in public relations and official functions.

Vice President: Stationed by the plow

“The plow is the symbol of labor and tillage of the soil. Without labor, neither knowledge nor wisdom can accomplish much. My duties require me to assist at all times in directing the work of our organization. I preside over meetings in the absence of our president, whose place is beneath the rising sun.”

- Assume all duties of the president if necessary.
- Develop the Program of Activities (POA) and serve as an ex-officio (non-voting) member of the POA committees.
- Coordinate all committee work.
- Work closely with the president and advisor to assess progress toward meeting chapter goals.
- Establish and maintain a chapter resource file.

Secretary: Stationed by the ear of corn.

“I keep an accurate record of all meetings and correspond with other secretaries wherever corn is grown and FFA members meet.”

- Prepare and post the agenda for each chapter meeting (President should assist in creating agenda)
- Prepare and present the minutes of each chapter meeting.
 - Minutes can be typed and e-mailed to members for review
- Place all committee reports in the designated area in the FFA chapter books.
- Be responsible for chapter correspondence.
- Maintain member attendance and activity records and issue membership cards.
 - Keep track of what members participated in what activities
- Keep the Program of Activities wall chart up-to-date.
- Have on hand for each meeting: Chapter Secretary’s Book including minutes of the previous meeting; copy of the Program of Activities including all standing and special committees; Official FFA Manual and the National FFA Student Handbook; copies of the chapter constitution and bylaws.

Treasurer: Stationed at the emblem of Washington.

“I keep a record of receipts and disbursements just as Washington kept his farm accounts-carefully and accurately. I encourage thrift among the members and strive to build up our financial standing through savings and investments. George Washington was better able to serve his country because he was financially independent.”

- Receive, record and deposit FFA funds and issue receipts.
- Present monthly treasurer’s reports at chapter meetings.
 - Report on revenues and expenses of the chapter on a monthly and year to date basis.
- Collect dues and special assessments.
- Maintain a neat and accurate FFA Chapter Treasurer Book or software.
- Prepare and submit the membership roster and dues to the State and National FFA Organization in cooperation with the secretary.
- Serve as chairperson of the earnings and savings committee.

Reporter: Stationed by the Flag.

“As the flag covers the United States of America, so I strive to inform the people in order that every man, woman and child may know that the FFA is a national organization that reaches from the state of Alaska to Puerto Rico and from the state of Maine to Hawaii.”

- Plan public information programs with local radio, television, newspaper and service clubs and make use of other opportunities to tell the FFA story.
- Release news and information to local and regional news media.
 - Check with news media on what is acceptable news to be posted.
- Publish a chapter newsletter.
 - A monthly newsletter can help keep members and the community informed on what the chapter is doing and has planned.
- Publish a chapter web site.
- Prepare and maintain a chapter scrapbook.
- Send articles and photographs to FFA New Horizons and other national and/or regional publications.
- Work with local media on radio and television appearances and FFA news.
- Serve as the chapter photographer.

Sentinel: Stationed by the door.

“Through this door pass many friends of the FFA. It is my duty to see that the door is open to our friends at all times and that they are welcome. I care for the meeting room and paraphernalia. I strive to keep the room comfortable and assist the president in maintaining order.”

- Assist the president in maintaining order.
- Keep the meeting room, chapter equipment and supplies in proper condition.
- Welcome guests and visitors.
- Keep the meeting room comfortable.
- Take charge of candidates for degree ceremonies.
- Assist with special features and refreshments.

Parliamentarian

- Be proficient with parliamentary procedure.
- Rule on all questions of parliamentary conduct at chapter meetings.
- Conduct parliamentary procedure workshops at the chapter level.
- Chair or serve as ex-officio member on the conduct of meetings committee.

Historian

- Develop and maintain a scrapbook of memorabilia in which to record the chapter's history.
- Research and prepare items of significance of the chapter's history.
- Prepare displays of chapter activities and submit stories of former members to the media.
- Assist the reporter in providing photography for chapter needs.

Program of Activities Committee Chair

Every committee needs a leader, usually called the chair. The chair has the final responsibility for the success of the committee and must work with the members to decide WHAT has to be done, WHO will do it, WHERE it will be done, and WHEN it must be completed. The chair also needs to know and communicate how much authority the committee has.

To achieve this, the chair should:

- Have a clear understanding of the goal and authority of the committee.
- Communicate that goal to the members of the committee.
- Schedule meeting times and places, notify members and insist on attendance (a reminder phone call the night before can be valuable).
- Establish an agenda and procedures for the meetings to ensure effective communication.
- Appoint a committee secretary and ensure that a written record of each meeting is kept and final reports are done as needed.
- Delegate the work to committee members-appoint or elect a secretary or recorder, a treasurer if needed, and establish small groups for specific tasks (sub-committees).
- Set deadlines for completion of tasks.
- Follow up on progress of specific tasks.
- Participate in committee discussions and encourage others to do so; be diplomatic: the chairperson's role is to facilitate the group, not dominate it.
- Present reports to the general membership or executive committee.



Effective Meetings



Effective Meetings

Order of Business

Introduction: An organized meeting has a set order of business. To help your team keep the meeting organized, the following is the proper order of business according to Robert's Rules of Order.

Order of Business

1. Opening ceremony. **Special Note:** Helps to set a professional business tone to the meeting.
2. Minutes from the previous meeting.
3. Officers Reports. (Example: Treasurer's report)
4. Standing Committee Reports (Example: Program of Activity Committees – Student Development, Chapter Development, Community Development)
5. Special Committee Reports. (Example: Land laboratory committee, banquet committee, etc.)
6. Special Orders. (Example: Guest speaker, educational video, etc.)
7. Unfinished business. (Business left over from previous meeting)
8. New Business
9. Degree and Installation Ceremonies (Example: Greenhand & Chapter degrees)
10. Closing Ceremonies
11. Recreation

Note: Items 1, 9, 10 are special to FFA. Not every organization has opening and closing ceremonies or degree installation.

Executive Committee Meetings

Regularly held executive meetings are the means by which activities are planned at the officer level. Members of executive committees include the elected chapter officers and committee chairs.

Attendance at executive meetings must be required for all officers. Remember- pay now or pay later. An evening or after school meeting once or twice a month will prevent poor performance and save you time and headaches down the road.

Here are a few guidelines for executive meetings:

- Make them fun.
- Vary the time, location, agenda and other details to keep the meetings exciting.
- Make certain as many of the officers as possible have responsibilities for planning or conducting the meeting or making the meeting special. You may want to rotate responsibilities to give all officers leadership development opportunities.

Effective Meetings

Challenges of Chapter Meetings

Introduction: Even with the best goals, challenges with your chapter meetings will arise. Below is a list of challenges commonly faced and some suggestions on how to handle them.

1. Getting Members to Meetings

- ✓ Set up a point system that awards points for every meeting attended and give out High Point award at annual banquet.
- ✓ Set your meetings on the same day of every month. Example: First Tuesday of every month at 7:30 AM – This helps students to remember meetings.
- ✓ Place announcement in school bulletin two days in advance of meetings.
- ✓ Create a set of FFA meeting posters at the beginning of the year, take them to your school library to have them laminated so you can write on them with erasable marker. Have a place for meeting date, time and location. Place these around school two days in advance of the meeting. Place one on the outside of the Ag. Education Room door, above water fountains, wherever students congregate in the halls.
- ✓ Run meetings efficiently so they don't drag on and cause them to be an experience of "drudgery and boredom."
- ✓ Door prizes: Example: Draw for a box of donuts, a gift certificate to a local restaurant or store. Keep this simple and within your budget.
- ✓ Plan recreation activities after meetings (if they are held at a time when recreation is possible. Examples:
 - Volleyball or basketball
 - Movie and popcorn
 - Scavenger hunt

Special Note: If your meeting times will not allow for recreation, be sure to plan several fun, recreational activities during the year. Keeping it fun keeps them coming back.

2. Getting Members to Show Up on Time

- ✓ Door prizes again: Only members showing up on time are entered for door prizes.
- ✓ For morning meetings, provide brownies, donuts, etc. for the first 24 members to arrive.
- ✓ Award lesser points to those who come late.

3. Encouraging Members (other than officers) to Move Motions

- ✓ Bring a bag of candy and toss a piece of candy to those who move legitimate motions. (Legitimate motions are the key!!!)
- ✓ Enter names of chapter members moving motions for a drawing for a special prize at the annual banquet.

4. Maintaining Order

- ✓ Start with using parliamentary procedure and having organized meetings. This will take care of much of the problem
- ✓ Assign students who are not paying attention to cleanup detail after the meeting.

**Effective Meetings
Parliamentary Procedure**

Introduction: Running an effective meeting is about more than organization, proper procedure and covering items. It’s about image as well. As an officer team, it is your responsibility to develop an image of professionalism and productiveness at your meetings. Knowing basic parliamentary procedure is the first step.

I. Introducing Motions

- A. When introducing most motions, a member should follow these steps.
1. Rise and address the presiding officer by saying: “Mr./Mdm. President” or “Mr./Mdm. Chairperson.
 2. When recognized by presiding officer, the member begins with “I move that…” or “I move to…”

II. Basic Motions Every Officer Needs to Know:

Motion	Method of Presentation	2nd Req.	Debatable	Amendable	Type of Vote
<i>Main</i> <u>Purpose:</u> To introduce and item of business for discussion	“I move that our chapter conduct an awards banquet.”	Yes	Yes	Yes	Majority
Amendment (Note: An amendable motion can only carry two amendments.) <u>Purpose:</u> Modifies a motion by addition, substitution or deletion.	“I move to amend the motion by adding April 12 th at 7:00 PM.”	Yes	Yes	Yes	Majority
<i>Refer to Committee</i> <u>Purpose:</u> Takes an item of business from the floor and assigns it to a committee to gather further information and report back.	“I move to refer this item of business to a committee of three appointed by the president with instructions to report back at our next meeting.”	Yes	Yes	Yes	Majority
<i>Postpone Definitely</i> <u>Purpose:</u> Postpones item of business to a set time and /or date.	“I move to postpone this item until our January meeting.”	Yes	Yes	Yes	Majority
<i>Extend or Limit Debate</i> <u>Purpose:</u> To place controls on the amount of debate on a pending question.	“I move to limit debate to two more speakers, one pro and one con.” or I move to extend debate for 15 minutes.”	Yes	No	Yes	2/3

Motion	Method of Presentation	2nd Req.	Debatable	Amendable	Type of Vote
<i>Lay on the Table</i> <u>Purpose:</u> Lay pending question aside when something of immediate importance has arisen.	“I move to lay this motion on the table.”	Yes	No	No	Majority
<i>Take from the Table</i> <u>Purpose:</u> To bring back a motion that was previously tabled.	“I move to take from the table the motion to have fruit sales as a fundraiser.”	Yes	No	No	Majority
<i>Division of the Assembly</i> <u>Purpose:</u> To force a counted vote if result of a voice vote is in doubt.	“I call for division of the assembly.”	No	No	No	None
<i>Point of Order</i> <u>Purpose:</u> Used when a member believes there has been an error in procedure.	Member: “I rise to a point of order.” Chair responds: “State your point.” Member: “Discussion is out of order since there was no second on the motion.”	No	No	No	Chair Rules
<i>Recess</i> <u>Purpose:</u> To provide a short intermission in meeting.	“I move to recess for 10 minutes to allow for the counting of ballots.”	Yes	No	Yes	Majority
<i>Question of Privilege</i> <u>Purpose:</u> To raise question relating to rights or comfort of members and requires immediate attention.	Member: “I rise to a Question of Privilege” Chair responds: “State your question.” Member: It is very warm, may we turn up the air conditioning. Chair: Denies or approves request.	No	No	No	Chair Rules
<i>Adjourn</i> <u>Purpose:</u> To bring the meeting to a close.	“I move to adjourn the meeting.”	Yes	No	No	Majority

Note: These are basic parliamentary motions that will cover most meetings. However, there are more motions not listed here. For further information, consult Robert’s Rules of Order Newly Revised, 10th Edition.



Program of Activities





**National FFA Organization
National Chapter Awards
Chapter Quality Standards**

Program Contact:
nationalchapter@ffa.org
317-802-4402

The National Chapter Award program recognizes chapter's development and the use of a written Program of Activities (POA) that addresses quality standards in three divisions.

Division I - Student Development

Includes personal and group activities that improve life skills and address quality standards in:

- **Leadership** activities that help the individual develop technical, human relations and decision-making skills to enhance personal success
- **Healthy lifestyles** activities that promote the well-being and self-esteem of students, either mentally or physically
- **Supervised agricultural experience** activities that promote student involvement and growth through agriculture-related experience and/or Entrepreneurship
- **Scholarship** activities that develop a positive attitude toward lifelong learning experience
- **Agricultural career skills** activities that develop agricultural occupation and career skills through a progressive learning environment

Division II - Chapter Development

Includes activities that encourage students to work together and address quality standards in:

- **Chapter recruitment** activities conducted to increase agricultural education enrollment and/or FFA membership and encourage greater participation
- **Financial** activities conducted to encourage thrift and good financial management among members through earnings, savings and investments
- **Public relations** activities conducted to promote a positive image and inform students, parents, school officials and community about chapter members accomplishments
- **Leadership** activities conducted to develop teamwork and cooperative skills among chapter officers, committees and members
- **Support group** activities conducted to develop and maintain positive relations among the FFA, parents, community leaders and industry

Division III - Community Development

Includes cooperative activities with other groups that make the community a better place to live and work and address quality standards in:

- **Economic** activities conducted to improve the economic welfare of the community
- **Environmental** activities conducted to preserve the natural resources and develop more environmentally responsible individuals
- **Human resources** activities conducted to improve the welfare and well-being of members and citizens of the community
- **Citizenship** activities conducted to promote and encourage members to become active, involved citizens of their school, community and country

Agricultural awareness activities conducted to help the public become better informed about the food system and related agricultural issues

Program of Activities

Your Chapter's Roadmap to Success!

The POA is

- A document which defines the chapters goals.
- An outline of the steps needed to meet these goals.
- A written guide that allows FFA members, administrators, alumni, advisory committee members and others to know the course that the chapter plans to follow.

The POA will:

- Help ensure that individual member needs are met.
- Give ownership to the students.
- Provide continuity year to year.
- Assist in the development of a budget.

The POA will: (cont.)

- Provide planning experience.
- Develop leadership skills.
- Foster a sense of community involvement and pride.
- Encourage the development of problem-solving skills.

Simply stated the POA is:

- A record of **WHAT** is going to be done, **WHO** is going to do it, **WHEN** it is going to be done, **WHERE** it will happen, **WHY** it is happening, **HOW** it will be done, and **HOW MUCH** it is going to cost.

POA Organization

- Chapters build their Program of Activities around their committee structure.
- Committee structure will depend on:
 - ▣ size of chapter
 - ▣ involvement of members
 - ▣ number of activities to complete
 - ▣ school and community support
 - ▣ number of advisors

Committee Structure

- Standing committees
 - committees that serve a function from year to year
 - examples: SAEs, Leadership, Recreation
- Special committees
 - committees that may meet to plan only one event
 - examples: Safety Fair, Hayride, Auction

Committee Structure

- The Vice President has the responsibility of coordination all standing committee work.
- Chapter officers have the responsibility of coordinating chapter activities, but need not serve as committee chairs.
- Every chapter member should actively serve on at least one committee.

Committee Structure

- Number of committees
 - Three committees
 - Fifteen committees
- Names of committees
 - standards
 - tradition
 - function

Committee Structure

- Student participation in committees should be based on:
 - ▣ member interest
 - ▣ member abilities
 - ▣ member availability
 - ▣ desired representation of student diversity

POA Divisions

- Student Development Division
 - ▣ to promote personal and group activities that improve life skills
- Chapter Development Division
 - ▣ encourage students to work together
- Community Development Division
 - ▣ cooperate with other groups to make the community a better place to live and work

Student Development Division

- Leadership
- Healthy Lifestyles
- Supervised Agricultural Experience
- Scholarship
- Agricultural Career Skills

Chapter Development Division

- Chapter Recruitment
- Financial
- Public Relations
- Leadership
- Support Group

Community Development Division

- Economic
- Environmental
- Human Resources
- Citizenship
- Agricultural Awareness

Brainstorming

- Review last year's POA
- Review other chapters' POAs
- Model Innovators booklet
- Chapter needs
- Student interests

Writing SMART Goals

- Specific
- Measurable
- Attainable
- Realistic
- Timely

Plan of Action

- What is necessary to meet the goal?
 - ▣ Step by step processes
 - ▣ listed in order
 - ▣ clear and detailed
 - ▣ who, what, why, where, when, how, how much

Committee reports

- Inform chapter of progress made
- Provide a system of responsibility
- Allow for discussion and ideas
- Allow for feedback from members

Final Report

- Did the chapter meet all of the goals for the activity?
 - ▣ Why or why not
- Did the activity stay within budget?
- Recommendations for future activities

Completed POA

- Should be provided to all members.
- Should be approved by all members.
- Can be used as an informational tool to parents, administration, school board, advisory committee and others.

FFA CHAPTER PROGRAM OF ACTIVITIES: FORM POA-1

DIVISION: (check one) Student Chapter Community

Name of committee: _____

Purpose of committee: _____

Committee members: _____

ACTIVITIES

GOAL(S)

Completion date: _____

Estimated income: _____

Estimated costs: _____

Chapter action taken: Approved Amended Rejected

Completion date: _____

Estimated income: _____

Estimated costs: _____

Chapter action taken: Approved Amended Rejected

Completion date: _____

Estimated income: _____

Estimated costs: _____

Chapter action taken: Approved Amended Rejected

Completion date: _____

Estimated income: _____

Estimated costs: _____

Chapter action taken: Approved Amended Rejected

FFA CHAPTER FINAL REPORT: FORM POA-4

Name of Committee: _____

Activity: _____

Budgeted \$: _____ Actual costs \$ _____ Actual receipts \$ _____

Date activity completed: _____

Accomplishments: (include dates)

Recommendations:

Submitted by: _____
(committee chair) *(date)*



Speech Development



Speech Development

3 Basic Types of Speeches Given by an FFA Officer

Banquet Speech

Election Speech

Retiring Address

Banquet Speech

These are usually the most common speeches given by an officer. They are often given during the spring by officers across Texas, and are considered the easiest of the speeches.

Quick facts about Banquet Speeches:

- Average Time – 7 to 15 minutes
- Average Tone – Humorous and Casual
- Attendance – Usually less than 500 but can vary

Tips for a successful Banquet Speech:

- 1) Always do a little research into the group or chapter you will be addressing. Are there any interesting facts about them that could make the speech interesting?
- 2) Create a humorous introduction to your speech. This should be something that will grab the audience. This intro should only last about 2 minutes. An example intro would be: "A lot of banquet speakers give speeches resembling cattle. A point here and a point here with a lot of bull in-between. I am going to give a speech like a nice skirt – short enough to draw attention, but long enough to cover the subject. "
- 3) Get the audience involved. They have recently finished a big plate of BBQ. Give them some activity to wake them up, but nothing that would require them to leap out of their chair. An example of this would be making them clap or say, "That's me!" to certain topics.
- 4) Make sure that you continually promote the organization. Usually, banquets have parents and administrators that do not know much about the FFA. You should be careful not to use too much FFA lingo. Keep it simple and to the point, and always leave the audience with a positive message about the FFA.
- 5) Banquet speeches will be a success if the following formula is followed: Funny intro, short story, FFA promotion, Short story/ funny story, something that relates specifically to the audience, short story, and close.
- 6) Always leave with a smile and in a positive manner. Don't try to draw tears at a chapter banquet as the banquet speaker. It is a time of celebration, not sorrow.

Election Speech

This speech will not be discussed much in this paper, but it is a common speech worried about by many officers. The speech can usually make you or break you, and you only have a short time to give it. The unique thing about FFA is that everyone runs for president, and a speech is almost always involved.

Quick facts about election speeches:

- Average Time – 3 to 5 minutes
- Average Tone – Positive and promising
- Attendance – Only voting delegates act on the speech

Tips for a successful election speech:

- 1) Always come prepared. DO NOT believe that you can wing this. Be diligent in your preparation.
- 2) Keep it clean, but keep it real. Be honest and open, but don't sell yourself through humor alone.
- 3) Remember your audience. What do they want in a President? How can you meet that need?
- 4) Practice many times so that you aren't disqualified for going over your time limit.
- 5) Appear and be comfortable on stage. If you look nervous, you will lose the audience.

Retiring Address

Your Retiring Address is often your last opportunity to make an impact. Many times officers are measured by their retiring address. A retiring address serves as the summation of a year's work and a final statement after a year of service. The address should never be deemed insignificant by any officer. It is RA, and it should be impact.

Quick facts about election speeches:

- Average Time – 8 to 10 minutes
- Average Tone – Motivational and Inspiring
- Attendance – Usually the largest of the three speeches

Tips for a successful Retiring Address:

- 1) Everything that you do as an officer should have a purpose. Your RA should definitely have a purpose. The purpose of a RA should not be confused with the message. The purpose is the goal and the resulting impact of the speech. The purpose of a RA should be tied to the betterment of the FFA and its members. The purpose should be specific in order to be fulfilled. The first step in creating a RA is to develop this purpose. This is an essential and fundamental part of creating a RA. If you don't have the purpose, you might as well start from scratch. Once you find a purpose for your RA, the other pieces of the puzzle will easily fit.
- 2) Select your audience. Identifying your target audience is a lot like sighting-in a gun. How can you hope to have influence and impact when your speech is broader than it is deep? Remember the

convention is filled with parents, teachers, administrators, young members, older members, graduating seniors, college students, and business people. Having a large audience doesn't mean that you have many people to target. To the contrary, it means that you have many to choose from. On another note, that doesn't mean that your speech should be boring and insignificant to the rest of the audience. It can be entertaining and still make an impact on the target audience.

- 3) Where the purpose is your final destination and your target audience identifies who you are bringing with to that destination, the message is the road that will lead you there. The message is the means by which you fulfill your purpose. Your message should identify with your target audience and should achieve your purpose. Once you find your message, you can then treat your RA like any speech that you do and use the Magic Formula or the formula that works best for you. You should always choose a message that fits your audience, but it must also fit you. If you do a speech about driving under the speed limit, but you speed all the time, you are a hypocrite. Audience members may not know this, but others will know this. People talk, and soon your speech will be of little value – defeating your purpose.
- 4) If your message is your road to success, then the means by which you convey that message is your vehicle. RAs typically consist of a speech involving a few props. Remember that the sky is the limit on RAs. Videos, pictures, power points, audience participation, member involvement, music, and many other creative activities can be used during an RA. This is not an election speech, and you can think outside of the box. In fact, there is no box. Always keep your purpose, audience, and message in mind when deciding upon a medium for your message. Also, remember that speeches can have several different voices: motivational, inspirational, instructive, informational, persuasive, formal, informal, and many other kinds of voices. Your speech can even have multiple voices. The voice(s) chosen for your speech should fit your audience and your message allowing you to accomplish your purpose.
- 5) The final part of your RA that needs attention is the actual mechanics/ physical act of speaking. The performance of your speech after purpose, audience, message, voice, and medium are decided depends upon your written speech, your memorization of the speech, and your speaking ability. There are very few tricks and shortcuts to maximizing your performance. It simply requires preparation and practice. Getting an early start on writing your speech helps a lot. There are also a few techniques that you can use to help you memorize your speech. Before you say your speech on stage, you should be reciting it in your sleep and again at the breakfast table. Excellence requires patience and persistence.



Etiquette



Clothing Etiquette

If you don't know the difference between 'Business Casual' and 'Semi-Formal', don't worry! Use this guide to see exactly what is appropriate for every occasion.

Formal

Occasions: Opera, Ballet, Charity Balls and Royal Events

	Men's	Women's
Hat:	Black Top Hat	Tiara for Married Women
Neck:	White Bow Tie or White Silk Scarf	A Shawl of Expensive Fabric
Jacket:	Black Swallow Tail Coat	Cape or Cloak
Vest:	White	—
Top:	White, Single-Cuffed and Winged	—
Bottom:	Black Satin Dress Pants	—
Footwear:	Black Silk Socks and Black Leather Shoes	Dress Pumps or Ballet Slippers
Gown:	—	Full Length Ball Gown
Accessories:	Black or Gold Cufflinks, White Boutonniere, Suspenders	Couture or Vintage jewelry, silk gloves, clutch bag

Semi-Formal

The dress code below is traditionally known as 'Semi-Formal' and is often known as 'Black Tie', however sometimes 'Semi-Formal' is used to request suits and dresses (which is traditionally known as 'Informal' dress)

	Men's	Women's
Hat:	None	None
Neck:	Black Bow Tie	A Shawl of Expensive Fabric
Jacket:	Ideally Black Tuxedo	Cape or Cloak
Vest:	Black with Black Cummerbund	—
Top:	Double Cuffed with Long Collar	Lace or Cashmere to compliment Skirt
Bottom:	Black Dress Pants	Full Skirt
Footwear:	Black Silk Socks and Black Leather Shoes	To Suit Gown or Dress
Gown:	—	Evening Gown or Cocktail Dress
Accessories:	Black or Gold Cufflinks, White Boutonniere, Suspenders	As much as you feel is appropriate

Informal

	Men's	Women's
Hat:	None	Yes
Neck:	Tie Required	—
Jacket:	Suit Jacket	Cape or Cloak
Top:	Dress Shirt	—
Bottom:	Suit Pants to match Jacket	—
Footwear:	Lace-Up Leather Shoes	Dress Pumps or Sandals
Gown:	—	Cocktail, Summer or Knee-Length Dress
Accessories:	Watch	As much as you feel is appropriate

Business Standard

	Men's	Women's
Neck:	Ties are Required	—
Jacket:	Plain Dark Suit Jacket	None Required, Suit Jackets are Popular
Top:	Dress Shirt; French Cuffed	Blouse
Bottom:	Suit Pants to Match Jacket	Suit Skirt or Dress Pants
Footwear:	Dark Socks, Leather Dress Shoes	Closed Toe Dress Pumps
Accessories:	Cufflinks, Leather Belt, Watch	Watch, Modest Jewelry in Silver or Gold

Business Casual

	Men's	Women's
Neck:	Optional; Only if worn very causally	—
Jacket:	Optional; Sport/Suit Jacket, Blazer, etc.	Optional: Sport Jacket, Blazer, etc.
Top:	Collared; Dress Shirts or Polo's	Blouse, Sweater, Conservative Fashion Top
Bottom:	Slacks, Khakis, or Dockers	Knee-length Skirt or Dress, Slacks, Khakis
Footwear:	Dark Socks, Professional Dressy Shoes	Closed Toe Pumps, Boots, Leather Dress Shoes
Accessories:	Leather Belt, Watch	As much as you want, without being distracting or overdone

Smart Casual

	Men's	Women's
Jacket:	Optional	Optional
Top:	Collared Dress Shirt or Polo	Collared Dress Shirt or Polo, Fashion Top
Bottom:	Pants or Nice Jeans (no holes)	Pants or Nice Jeans (no holes)
Footwear:	Dress Loafers, Deck Shoes, Boots	Heels, Deck Shoes, Boots
Accessories:	Leather Belt, Watch	Conservative

Casual/Summer Casual

Men's	Women's
Subject to 'good taste.' Know your audience and make a good impression. What you wear says a lot about you. Clothing should be conservative and inoffensive. No questionable logos or brands.	Subject to 'good taste.' Know you audience and make a good impression. What you wear says a lot about you. Clothing should be conservative and inoffensive. Cleavage, midsection, and back should be covered. Shorts should be finger-tip length.

FFA Official Dress

	Men's	Women's
Neck:	Official FFA Tie	Official FFA Scarf
Jacket:	Official FFA Jacket	Official FFA Jacket
Top:	White, Long--Sleeve Collared Shirt	White, Long-Sleeve Collared Shirt
Bottom:	Black Slacks	Knee-Length Black Skirt
Footwear:	Black Socks, Black Dress Shoes or Boots	Black Closed-Toe, Closed-Heel Shoes
Accessories:	Black Leather Belt, Watch	Conservative

Adapted from www.dresscodeguide.com and the Official FFA Manual.

Travel Etiquette

Take a look at the following 26 tips to travel in style!

- Create a packing list prior to leaving.
- Double check the weather for the location you are traveling to for the period you will be there.
- Rolling your clothing will save room.
- Be selective when determining what to take with you. Remember, you will be responsible for carrying all of it at some point!
- Check with the hotel website to see what is available in the room (i.e., if they have a hair-dryer or laundry machines.
- Keep in mind the purpose of your trip when determining to travel with a laptop.
- Always double check the airline to learn their baggage policies.
- Purchase travel size personal items and toiletries.
- Always carry a small amount of emergency money in a safe location.
- Have a small pouch of tissues, aspirin, an a sewing kit for emergencies.
- Pack with the heaviest items on the bottom and the lightest on the top.
- Airlines now require the ability to search your luggage. Do not lock your luggage.
- Always travel with your driver's license. It is required at all airports.
- If you run or exercise in the morning at a hotel make sure to have a room key. If you forget, it's always a good idea to carry identification so that you may get another.
- Never leave valuables out in your room.
- Keep your room clean and tidy - hotel staff is not paid to clean up your items.
- Take business cards with you everywhere. They can be useful for conversations that you may not even expect to have.
- If you are traveling with your official dress on; don't wear your jacket until you arrive.
- Fold your jacket inside out to prevent it from getting dirty or hang it on a hanger.
- Plan ahead for tipping along the way.
 - At a restaurant: 10% for fair service, 15% for good service, 18% for exceptional service.
 - Hotel staff: \$1 per day (leave at checkout)
 - Hotel Concierge or Bellman: \$1 per bag for storage; \$1-2 for advice or hailing a cab
 - Skycaps at the airport: \$1-2 per bag.
- Plan ahead for your luggage:
 - On road trips - Be aware that everyone will need different levels of amenities to feel comfortable. Try to limit yourself to one large bag and one small handbag or backpack for all your needs.
- Leave your family an itinerary of your travels with phone numbers to call and an address.
- If you are stuck in severe weather on the way to the event, call and let them know of your situation and possible late arrival.
- Invest in a good travel iron or portable steamer. If you do not have one, hang your items on the towel rack in the bathroom, turn the shower on fully hot water and shut the door for 15-20 minutes. The steam will release some wrinkles.

Thank You Notes & E-mails

A thank you note can say a lot about you as a person. Hand written thank you notes are meaningful and unique. Use this form of written communication to take you influence from positional and to developing a relationship.

Tips for writing effective thank you notes:

Be brief - this can help you avoid sounding insincere or obliged to write the note.

Be sincere - avoid showing the person with adulations. Choose one or two things to praise them for and be sincere in saying it. Sending handwritten notes will make it more personal as well - just be sure to write neatly!

Be timely - this means sending the note within two weeks after the meeting or function.

Include the date and nature of the vent for more formal business thank you notes.

for example - instead of, "We learned a great deal from our visit," try, "Our visit with you pointed to the important relationship that international marketing has to our nation's balance of trade.

General Outline of a thank you note:

Thank you for the _____.

Cite a specific benefit or value gained.

Pay a compliment.

Convey best wishes for the future.

Thank you notes via e-mail:

Ask yourself the following questions to determine if it is ok to send the thank you via email:

- How much did you value the event or action you are writing to thank you for?
- Which will make the best impression?
- How significant is this thank you?

E-mail is an effective form of communication when used properly. Take a look at the following reminders to use the when you consider sending an e-mail to communicate with others.

When to use email:

- To stay in touch with friends and family.
- For business that is too urgent to wait for mail.
- To communicate with colleagues with whom we work
- To send a note of thanks

Tips for using e-mail effectively

- Use full sentences and paragraphs as if you were writing a letter.
- Remember that other people's time counts - get to the point and be specific!
- NEVER USE ALL CAPS!
- Do not expect and immediate response - use the telephone for urgent and important situations.
- Set a specific time for a reply back to you by.
- Always spell check and proof your work before sending

Introductions

Personal Introductions

When meeting new people, take your time and focus on the new person/people and make note of their names and other important information. Being rushed through introductions is impolite and can lead to embarrassment when you cannot remember their names later.

Rule #1:

ALWAYS make an introduction. Not providing an introduction is like ignoring someone.

Rule #2:

Introduce the person of 'greater' position to those of 'lesser' position. Say the name of the 'greater' first. Customers and guests are always 'greater' than a member of your business, organization, or family.

Rule #3:

Provide relevant details. Do not, however give too much information. Only what is appropriate. (Examples: relationship, employment, elected title, items in common, etc.)

Rule #4:

If you aren't introduced, introduce yourself. Give your first and last name along with something about yourself.

Rule #5:

Be Pleasant. Smile when you are introduced or introducing

Introducing Speakers

It is always important to properly introduce any guests and especially someone who is presenting or speaking for a group. A good introduction should help your guest speaker engage the audience and build rapport with them.

Rule #1: Prepare

Correspond or speak with the presenter or guest beforehand to find out what their speech will cover. You don't want to give the speech before your guest steps up to the microphone or say something about them that is not accurate.

Rule #2: Keep it Short

Make sure you only highlight the key things on their resume, the things that will really build their rapport with their audience.

Rule #3: "Pay it Forward"

In other words, build the speaker up so they feel confident and want to speak to the group. If you aren't excited and don't think they are credible it will show. A good introduction should only climb in enthusiasm and in energy, not dwindle toward the end.

Rule #4: Build Interest

Don't say the name of the person you are introducing until the conclusion of your introduction. This builds anticipation. You should say, "Our next speaker has traveled to fifty states..." or, "He is an avid hunter". In other words, keep your audience guessing until the last line, "Please help me welcome our guest speaker, Mr. George Washburn."

Dining Etiquette

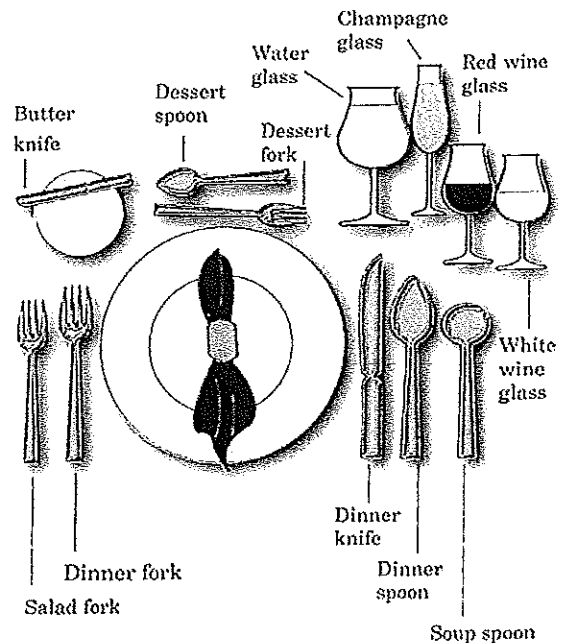
Here are some tips on correct use of utensils; how to maintain conversation; dining at restaurants, and more!

Remember: Above all else, watch the host — mirror their behaviors and all will be fine.

General Dining Rules

- Pass food from left to right.
- Always pass salt & pepper together.
- Butters, dips or spreads should be transferred to your plate before spreading or eating.
- Taste your food before seasoning it.
- Try a little of everything that is served.
- Don't blow on your food to cool it.
- Elbows off the table.
- If possible, do not blow your nose, sneeze or cough at the dinner table. Excuse yourself to the restroom to do so.
- Turn off your cell phone.
- Don't use a toothpick or apply makeup at the dinner table.
- Do not eat too fast or too slow.
- Eat bread by breaking off a small portion, buttering it, then eating it.
- Cut only the bite of meat that you will be immediately eating.
- If you do not care for the food, do not push away rudely.
- Do not play with your food.
- If ordering from a menu, allow the host to set a price range by ordering first.
- No not ask to taste someone else's food.

The Table Setting & Utensil Use



- Use the silverware furthest from your plate first, then work your way in with each course.
- Eat to your left, drink to your right. Any drink to the right is yours, and solid to the left is yours.
- To signal that you are finished with a course, cross your fork and knife in the middle of your plate.
- Place your napkin over your chair to let the server know that you will return to continue eating the course; place it in your seat to show that you will not.
- Turn your mug over if you do not care to be served coffee.

Dining Conversation

- Engage in positive and pleasant conversation. Avoid subjects that are controversial or could be considered inappropriate.
 - If you know nothing about the topic, remain quiet. Be an active listener.
 - Comment only on the positive aspects of the meal.
- Put down your fork between each bite to help pace yourself and allow for conversation.

Conversations Don'ts:

- Personal Inquiries
weight, income, age, etc.
- Religious Beliefs
- Racial/Sexual jokes
- Politics



Resources:

Organizational Chart

Org. Contact

FFA Terminology



2010 Agriculture Education / Texas FFA Organizational Chart



Teachers / Profession

Students / Programs

Development

Curriculum

VATAT Board of Directors

Texas FFA Association Board of Directors

Texas FFA Foundation Board of Directors

Texas Education Agency AFNR

Executive Director*
Gerald Young

Executive Director
Tom Maynard

Executive Director
Aaron Alejandro

Program Director
Ron Whitson

Communication Director

Leadership Development Coordinator

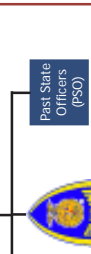
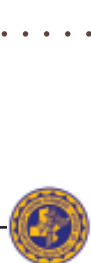
Administrative Assistant / Scholarship Coordinator

Membership Coordinator

Membership Services Coordinator

Affiliate Organizations

Affiliate Organizations



www.texasffa.org
www.vatat.org
www.texasffaoundation.org
www.mytexasffa.org*
* coming in summer 2010

For Additional Information

Budget & Finance Coordinator

* The Executive Director of the VATAT will serve in an inner-office role as Chief Operations Officer (COO) for the Texas FFA Foundation. Each Executive Director is responsible for the operations for each of their respective organizations. Each Executive Director is accountable to their respective Board of Directors, Executive, and Personnel Committees.

Coordinating Committee
The Coordinating Committee is designed to serve as a central hub of operational communication. The Executive Committees of each board can be charged with the authority to act, but daily operation and coordinating of seamless agriculture education / FFA programming is directed by the Coordinating Committee.
Members
Executive Director - VATAT
Executive Director - Texas FFA Assn.
Executive Director - TX FFA Foundation
Program Director - AFNR

Legend
— Coordinating Committee
... Shared Employee
— Direct Communication

The Texas Agriculture Education Family

The Texas FFA Association

614 E. 12th Street
Austin, TX 78701
512-480-8045

Buddy Wallace, Chairman-Board of Directors
Sandra Choate, Vice Chairman
Mason Parish, State President
Jess Curbo, Collegiate FFA President
Kelly White, State FFA Alumni President

Tom Maynard, Executive Director
Blaze Currie, Leadership Development Coordinator
Tricia Sullivan, Membership Services Coordinator
Pat Fancher, Budget and Finance Coordinator
Allison Bequette, Communications Coordinator

Texas FFA Foundation

614 E. 12th Street
Austin, TX 78701
512-480-8047

Dan Taylor, Chairman - Board of Directors
Joanne Sullivan, Administrative Assistant

Aaron Alejandro, Executive Director

Vocational Agriculture Teachers Association of Texas

614 E. 12th Street
Austin, TX 78701
512-472-3128

David Rieley, President – VATAT Board
Karen Grumbles, Membership Coordinator

Gerald Young, Executive Director
Allison Bequette, Communications Coordinator

Texas Education Agency

1701 N. Congress
Austin, TX 78701
512-463-8984

Robert Scott, Commissioner – Texas Education Agency

Ron Whitson, Director of Agriculture, Food and Natural Resources – Texas Education Agency

Other Agriculture Education Leadership

Bobby Rosenbusch, Chairman, State Career Development Events Committee

Doug Ullrich and Dwayne Pavlock, Co-Chairman, State Leadership Development Events Committee

Jerome Tymrack, Chairman, State Award, Scholarship and Advanced Degree Selection Conference



FFA Terminology

Acronyms: On first reference, the full phrase is always used and the initials are included in parentheses. On second reference, only the letters are needed. The exception to this is "FFA" since we do not use "Future Farmers of America." Do not use periods within acronyms or abbreviations: MFE, not M.F.E.

Advanced Leadership Development Conference	ALD
American Agricultural Editors' Association	AAEA
American Association for Agricultural Education	AAAE
Agricultural Relations Council	ARC
Building Leaders and Strong Teams of Officers	BLAST Off
Career Development Event	CDE
Experiencing Discovery, Growth and Excellence	EDGE
International Leadership Seminar for State Officers	ILSSO
Local Program Success	LPS
Made For Excellence	MFE
National Agri-Marketing Association	NAMA
National Association of Agricultural Educators	NAAE
National Association of Agricultural Journalists	NAAJ
National Association of Farm Broadcasters	NAFB
National Association, Supervisors of Agricultural Education	NASAE
National Young Farmer Educational Association, Inc.	NYFEA
National Leadership Conference for State Officers	NLCSO
National Council for Agricultural Education	The Council
National Postsecondary Agricultural Student Organization	PAS
New Century Farmers	NCF
New Farmers of America	NFA
Partners in Active Learning Support	PALS
State Presidents' Conference	SPC
Supervised Agricultural Experience Program	SAE
Washington Leadership Conference	WLC
World Experience in Agriculture	WEA

Advisor: Always advisor, not adviser. The proper term for the agriculture instructor when he or she is performing FFA-related responsibilities.

Agricultural/agriculture: When used as an adjective (e.g., describing something), the term "agricultural" is appropriate (it's always agricultural education). When used as a noun, the term "agriculture" is correct. Note: always use agriculture

teacher/instructor (remember that the teacher isn't agricultural, she's human! She teaches agriculture.)

*The agricultural industry encompasses more than 300 careers.
There are more than 300 careers in the industry of agriculture.*

Agriculture: Do not abbreviate to the slang "ag." The term "science, business and technology industry" is acceptable.

Agriscience: Agriscience is the term for common use in reference to curriculum or career areas. Do not hyphenate.
Steve McCallion teaches bioengineering and genetics in his agriscience classes.

Agriscience Teacher of the Year program: Agriscience Teacher of the Year program is the official name. It may be agriscience program or agriscience winner in second reference.
Linda Rist was named the Agriscience Teacher of the Year.

Alumni: National FFA Alumni Association on first reference. Second reference should be FFA Alumni. States may be New Jersey FFA Alumni or New Jersey alumni. The term "alumni" can be used to designate all past members of the FFA rather than just those who are dues-paying members of the FFA Alumni; it is a generic, not a specific, term.

Affiliate: Term used in reference to local alumni groups. It should be capitalized only when used as part of a proper noun.
The Denmark FFA Alumni Affiliate
Local FFA alumni affiliates should submit dues by Oct. 15.

Awards: Set styles for some of the many FFA awards include:
VIP Award
Distinguished Service Citation
Honorary American FFA Degree
American Star Farmer
American Star in Agribusiness
American Star in Agri-Placement
American Star in Agriscience
National Chapter Award

Band, chorus and talent: Should be written as follows in first reference:
National FFA Band
National FFA Chorus
National FFA Talent
In second reference, use national band. (e.g., The National FFA Band is terrific.
The national band members love music.)

Career development events: Career development events should be written as follows:

*National FFA Floriculture Career Development Event
floriculture career development event.*

Note: in this case, as with all FFA programs, the use of "FFA" determines if the name is capitalized in "body copy."

(FFA member) participated in the career development event.

Convention: Refer to the annual meeting of FFA as "2001 National FFA Convention" for first reference; the national FFA convention or the national convention on second reference. Do not capitalize national convention unless accompanied by the specific year or convention number.

Using the convention number is also acceptable in first reference but the other form is preferable, especially to external audiences.

(e.g., the 73rd National FFA Convention)

Degrees: FFA degrees should be written as follows:
Greenhand FFA Degree, Chapter FFA Degree, State FFA Degree, American FFA Degree, Honorary American FFA Degree.

ffa.org ffa.org is the official name for the national FFA website it is no longer referred to as National FFA Online.

FFA Week: Should be written as follows: FFA Week or National FFA Week
The 2001 theme is "FFA-Discover the Power."

Food For America: Refer to the program to teach young people about food as Food For America. Do not abbreviate.

National FFA Center: Always capitalize when used as National FFA Center. Do not capitalize center when used alone.

They will meet at the center.

National FFA Organization: Refer to the organization by the acronym. For further clarification, "formerly Future Farmers of America" may be used but only parenthetically.
The National FFA Organization (formerly Future Farmers of America) is located in Indianapolis.

Officers: Refer to the national FFA officers as follows:
*Trent McKnight, national president
National FFA President Trent McKnight*
*Lowercase officers when they stand alone. (e.g., The national president spoke at the banquet.)
*Do not hyphenate vice president.

*The year may be used if the story is about a former officer. (e.g., 1999-00 National FFA President Chris Vitelli)

publications: FFA publications should be written as follows:

FFA Advisors Making a Difference
FFA New Horizons
UPDATE
FFA Today
Proceedings
FFA Chapter Catalog or Student Catalog
Official FFA Manual

Proficiency awards: Proficiency awards should be written as follows:

National FFA Agricultural Communications Proficiency Award
national agricultural communications proficiency award

Program: When referring to the activities conducted by FFA members as part of their "SAEP," the "P" stands for program not project. "Projects" have a definite beginning and ending whereas "programs" have a definite beginning but are continuous and evolve throughout the time a student is enrolled in an agricultural education program.

Program of Activities: Activities specified by the three standing committees which are to be accomplished by the local chapter, district, region, or state association. It is not referred to as the "Program of Work."

SAE: The acronym for "supervised agricultural experience" is defined as the individualized experience program designed in cooperation with the student, parents, agriculture instructor and, in some cases, employers to provide each student the opportunity to practice, in as near a real-life situation as possible, that which has been learned in the classroom. Correct use is supervised agricultural experience program (SAE).

SCANS: Secretary's Commission on Achieving Necessary Skills. This is a Department of Labor report.

School-to-Career: A national education initiative stressing connections between school and careers. In "school-to-career language" FFA key components are: school-based or contextual learning-classroom/laboratory instruction; work-based learning-SAE; a connecting activity-FFA.

Star awards: Chapter Star Farmer, State Star Farmer and American Star Farmer, and Chapter Star in Agribusiness, State Star in Agribusiness and American Star in Agribusiness. Stars are named, not awarded. (e.g., Michael Springer was named American Star Farmer.)