**Unit:** FFA

**Problem Area:** Student, Chapter, and Community Development Through FFA

**Lesson:** FFA Chapter Leadership

### Student Learning Objectives.
Instruction in this lesson should result in students achieving the following objectives:

1. Differentiate between the roles of the FFA officers, and recognize the emblem associated with each officer.
2. Perform opening and closing ceremonies for an FFA meeting.
3. Describe the role and function of committees in creating and carrying out the chapter’s Program of Activities.

### Resources.
The following resources may be useful in teaching this lesson:

- E-unit(s) corresponding to this lesson plan. CAERT, Inc. [http://www.mycierte.com](http://www.mycierte.com).
Equipment, Tools, Supplies, and Facilities

- Overhead or PowerPoint projector
- Visual(s) from accompanying master(s)
- Copies of sample test, lab sheet(s), and/or other items designed for duplication
- Materials listed on duplicated items
- Computers with printers and Internet access
- Classroom resource and reference materials

Key Terms. The following terms are presented in this lesson (shown in bold italics):

- advisor
- Building Communities
- chaplain
- closing ceremony
- committee
- Growing Leaders
- historian
- Model of Excellence
- opening ceremony
- parliamentarian
- president
- Program of Activities (POA)
- reporter
- secretary
- sentinel
- Strengthening Agriculture
- treasurer
- vice president

Interest Approach. Use an interest approach that will prepare the students for the lesson. Teachers often develop approaches for their unique class and student situations. A possible approach is included here.

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Invite the current FFA officer team to discuss with the class the duties of their positions. The vice president should also explain the chapter Program of Activities and outline the various committees that your chapter uses.
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Anticipated Problem: What are the roles and emblems of the FFA officers?

I. Chapter officers serve a vital function in the FFA organization.
   A. The president is the officer symbolized by the rising sun, representing a new era in agriculture. His or her duties include:
      1. Leading the officer team
      2. Appointing committees and serving on them as an ex-officio member
      3. Organizing chapter activities
      4. Reviewing the progress of committees
      5. Evaluating the progress of the Program of Activities
      6. Representing the chapter in official and public activities
      7. Presiding over meetings and following proper parliamentary procedure
   B. The vice president is the officer symbolized by the plow, representing labor and tillage of the soil. This officer’s duties include:
      1. Assuming all duties of the president in his or her absence
      2. Heading creation of the chapter Program of Activities and serving as an ex-officio member of all committees
      3. Coordinating work among the committees and directing the progress of the committees
      4. Establishing and maintaining the chapter resource file
      5. Working closely with the chapter president and advisor to track progress of chapter goals
   C. The secretary is the officer symbolized by the ear of corn, representing the nationwide scope of the FFA organization. The secretary’s duties include:
      1. Preparing and posting meeting agendas
      2. Preparing and presenting meeting minutes
      3. Placing all committee reports in the designated area
      4. Being responsible for chapter correspondence
      5. Maintaining member attendance and activity records
      6. Preparing materials for each meeting
D. The **treasurer** is the officer symbolized by the bust of George Washington, the “Father of Our Country” and a farmer who carefully and accurately accounted for his financial activities. This officer’s duties include:

1. Receiving, recording, and depositing FFA funds
2. Presenting monthly treasurer’s reports at meetings
3. Collecting dues
4. Maintaining a neat and accurate treasurer’s book
5. Preparing and submitting a membership roster
6. Serving as chairperson of the Finance Committee

E. The **reporter** is the officer symbolized by the United States flag, representing the fact that FFA is a national organization. The reporter is responsible for telling everyone what the FFA chapter is accomplishing by:

1. Planning public information programs with radio, TV, and news media
2. Sending news releases to local and regional media
3. Publishing a chapter newsletter
4. Providing content for the FFA chapter website
5. Preparing and maintaining the chapter scrapbook
6. Sending stories to area, district, and state FFA reporters
7. Serving as chapter photographer

F. The **sentinel** is the officer symbolized by the shield of friendship. This officer’s responsibilities include:

1. Assisting the president in maintaining order
2. Keeping the meeting room, chapter equipment, and supplies in proper condition
3. Greeting guests and visitors
4. Assuring adequate seating
5. Keeping the meeting room comfortable
6. Helping with the distribution of handouts
7. Taking charge of candidates for degree ceremonies
8. Assisting with special features and refreshments

G. The **advisor** is usually the agriculture teacher, symbolized by the owl, a time-honored figure of knowledge and wisdom. The advisor is responsible for:

1. Supervising chapter activities
2. Informing prospective students and their parents about FFA
3. Instructing students in leadership and personal development
4. Building school and community support
5. Encouraging member involvement
6. Preparing students for events and activities
H. Other officers also serve the FFA chapter. These may or may not be elected positions. Every officer team should consist of at least six parliamentary offices.

1. The **historian** is the officer who assists the reporter in compiling the chapter scrapbook.
2. The **parliamentarian** is the officer who rules on questions of parliamentary procedure.
3. The **chaplain** is the officer who presents the invocation at chapter functions.

**Teaching Strategy:** Before teaching this objective, instruct students to work in groups of two or three to brainstorm the responsibilities of each officer position. Use their views to create a knowledge base for proceeding through the objective. To further drive home the objective, have students create posters saying “If I were a [officer position], I would…. ” Use VM–A and VM–B. Assign LS–A and LS–B.

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**Objective 2:** Perform opening and closing ceremonies for an FFA meeting.

**Anticipated Problem:** How are opening and closing ceremonies performed for an FFA meeting?

II. Ceremonies are performed by the FFA officer team at the beginning and end of every official FFA meeting. These procedures are set in place by the National FFA Organization.

A. The **opening ceremony** is the ceremony performed by the FFA officer team at the beginning of each meeting. Once the set meeting time arrives, the president will use the gavel to rap for attention and proceed as indicated in VM–C and in the *Official FFA Manual*. The other officers rise as called upon by the vice president and remain standing until seated by the president.

B. The **closing ceremony** is the ceremony performed by the FFA officer team at the end of each meeting. When all business has been concluded or the time of closing has come, the procedure outlined in VM–D and in the *Official FFA Manual* should be followed.

**Teaching Strategy:** Use VM–C and VM–D in class. Have students “elect” their officer team and perform the FFA opening and closing ceremonies. Repeat the process until all students have been “elected” and have had the opportunity to practice the official ceremonies.
Objective 3: Describe the role and function of committees in creating and carrying out the chapter’s Program of Activities.

Anticipated Problem: What are the role and function of committees in creating and carrying out the chapter’s Program of Activities?

III. A committee is a group of people appointed for a specific function. In FFA, many committees help a chapter execute its activities. Most of the time, the committees are formed as a part of developing and carrying out the chapter Program of Activities. The Program of Activities (POA) is a road map to guide an FFA chapter toward its annual goals. It is developed by the chapter officers and headed by the chapter vice president.

A. Having a Program of Activities is important to an FFA chapter because it gives ownership of the organization to the students and makes sure their needs and interests are addressed. Developing the Program of Activities is an excellent way for students to obtain planning and leadership experience while gaining a sense of school and community pride. A well-developed Program of Activities gives continuity to an FFA chapter from year to year. POAs from years past should be reviewed while developing the document for the current year.

B. The Program of Activities has three major divisions—Growing Leaders, Building Communities, and Strengthening Agriculture. Along with goals and action steps, the POA identifies the budget for each activity to help the chapter plan for its financial needs. The POA also serves as a document that the chapter can use with students, teachers, FFA Alumni, administration, and supporters to show the direction and plans of the FFA chapter. Within each of the divisions, five quality standards and their definitions help guide a student committee for each standard to plan, prepare, and deliver activities. The definitions and further information can be found in the Program of Activities Resource Guide.

1. Growing Leaders is the division of the POA that seeks to further develop, improve, and enrich the skills and talents of each student. Committees in this division will seek to plan activities that will guide the chapter members’ overall quality of life, personal growth, and career success. The committees and quality standards relating to Growing Leaders are:
   a. Leadership
   b. Healthy Lifestyle
   c. Scholarship
   d. Personal Growth
   e. Career Success

2. Building Communities is the division of the POA that strives to develop economic, environmental, and human resources; citizenship; and finance. An FFA chapter is a valuable asset to a community because of its efforts to make the community a better place for all who live there. Activities in this division encourage students to envision themselves as a part of the community in which they live by becoming active and working to preserve and improve their
environment. Committees and quality standards of the Building Communities division of the POA are:

a. Environmental  
b. Health Resources  
c. Citizenship  
d. Stakeholder Engagement  
e. Economic Development

3. **Strengthening Agriculture** is the division of the POA that focuses on agricultural awareness and literacy within the community, FFA chapter recruitment, safety, public relations, support groups, participation in state and national FFA, and other organizational activities. This division encourages students to work together for the improvement of their FFA chapter and for agricultural awareness and safety awareness within the community. Committees and quality standards of the Strengthening Agriculture division of the POA are:

a. Support Group  
b. Chapter Recruitment  
c. Safety  
d. Agricultural Literacy  
e. Agricultural Advocacy

C. All chapters can compete in the National Chapter Award program, which rewards chapters for their accomplishments throughout the year. Each state chooses its top chapters to compete at the national level. The **Model of Excellence** award is given each year at the National FFA Convention to the chapter whose FFA Program of Activities is rated the highest in the nation.

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**Teaching Strategy:** After teaching this objective, break students into groups of three or four. Assign LS–C, and have each group create a preliminary Program of Activities for the local FFA chapter. Provide samples of past activities that will fit into each of the three divisions. This exercise may take several class periods.

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**Review/Summary.** Use the student learning objectives to summarize the lesson. Have students explain the content associated with each objective. Student responses can be used in determining which objectives need to be reviewed or taught from a different angle. If a textbook is being used, questions at the ends of chapters may also be included in the Review/Summary.

**Application.** Use the included visual masters and lab sheets to apply the information presented in the lesson.

**Evaluation.** Evaluation should focus on student achievement of the objectives for the lesson. Various techniques can be used, such as performance on the application activities. A sample written test is provided.
Answers to Sample Test:

Part One: Matching
1. g
2. c
3. h
4. j
5. a
6. i
7. b
8. d
9. f
10. e

Part Two: Completion
1. Program of Activities (POA)
2. closing ceremony
3. Model of Excellence
4. committee
5. opening ceremony
6. six

Part Three: Short Answer
1. At least three of the following:
   - Leadership
   - Healthy Lifestyle
   - Scholarship
   - Personal Growth
   - Career Success
2. At least three of the following:
   - Environmental
   - Health Resources
   - Citizenship
   - Stakeholder Engagement
   - Economic Development
3. At least three of the following:
   - Support Group
   - Chapter Recruitment
   - Safety
   - Agricultural Literacy
   - Agricultural Advocacy
FFA Chapter Leadership

Part One: Matching

Instructions: Match the term with the correct definition.

a. advisor  f. reporter  
b. chaplain    g. secretary  
c. historian   h. sentinel  
d. parliamentarian i. treasurer  
e. president   j. vice president  

1. The officer symbolized by the ear of corn. Duties include preparing and presenting meeting minutes.

2. The officer who assists the reporter in compiling the chapter scrapbook.

3. The officer symbolized by the shield of friendship. Duties include assisting the president in maintaining order.

4. The officer symbolized by the plow. Duties include assuming all duties of the president in his or her absence.

5. The leader symbolized by the owl. Duties include supervising chapter activities.

6. The officer symbolized by the bust of George Washington. Duties include receiving, recording, and depositing FFA funds.

7. The officer who presents the invocation at chapter functions.

8. The officer who rules on questions of parliamentary procedure.

9. The officer symbolized by the United States flag. Duties include sending news releases to local and regional media.

10. The officer symbolized by the rising sun. Duties include presiding over meetings.
Part Two: Completion

Instructions: Provide the word or words to complete the following statements.

1. The _________________________ serves as a road map for your chapter.

2. At the end of each chapter meeting, the _________________________ should be performed.

3. The _________________________ award is given each year at the National FFA Convention to the chapter whose FFA Program of Activities is rated the highest in the nation.

4. A _________________________ is a group of people appointed to perform a specific function.

5. The _________________________ should be performed to state that an FFA meeting is beginning.

6. Every officer team should consist of at least _________________________ parliamentary offices.

Part Three: Short Answer

Instructions: Answer the following.

1. Name at least three possible POA committees for the Growing Leaders division.

2. Name at least three possible POA committees for the Building Communities division.

3. Name at least three possible POA committees for the Strengthening Agriculture division.
OFFICER STATION SYMBOLS

President
“Rising Sun”

Vice President
“Plow”

Treasurer
“Bust of George Washington”

Secretary
“Ear of Corn”

Advisor
“Owl”

Reporter
“United States Flag”

Sentinel
“Shield of Friendship”
CHARACTERISTICS OF A GOOD OFFICER

♦ Studies the latest editions of the *Official FFA Manual* and the *FFA Student Handbook*

♦ Promotes practices that will assist in maintaining a strong local chapter

♦ Regularly attends all FFA activities

♦ Knows his or her duties and fulfills them

♦ Maintains neat dress and personal appearance

♦ Uses good judgment and assembles facts and figures before meetings

♦ Acknowledges courtesies extended to the local chapter

♦ Develops good communication techniques
President: “The _________________________ (meeting room, banquet hall, etc.) will come to order. We are now holding a meeting of the _________________________ (chapter name, district name, etc.) FFA _________________________ (chapter, district, etc.). Mr./Mdm. Vice President, are all officers at their stations?”

Vice President: (Rising and facing the president) “I shall call the roll of officers, determine if they are at their stations and report back to you, Mr./Mdm. President.”

Vice President: (Calling roll of officers) “The sentinel.”

Sentinel: “Stationed by the door.”

Vice President: “Your duties there?”

Sentinel: “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.”

Vice President: “The reporter.”

Reporter: “The reporter is stationed by the flag.”

Vice President: “Why by the flag?”

Reporter: “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.”
Vice President: “The treasurer.”

Treasurer: “Stationed at the emblem of Washington.”

Vice President: “Your duties there?”

Treasurer: “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.”

Vice President: “The secretary.”

Secretary: “Stationed by the ear of corn.”

Vice President: “Your duties there?”

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

Vice President: “The advisor.”

Advisor: “Here by the owl.”

Vice President: “Why stationed by the owl?”

Advisor: “The owl is a time-honored emblem of knowledge and wisdom. Being older than the rest of you, I am asked to advise you from time to time, as the need arises. I hope that my advice will always be based on true knowledge and ripened with wisdom.

“Mr./Mdm. Vice President, why do you keep a plow at your station?”

Vice President: “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.”

Advisor: “Why is the president so stationed?”
Vice President: “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.

“Mr./Mdm. President, all officers are at their stations.”

President: (Rises and faces the vice president) “Thank you, Mr./Mdm. Vice President.” (All take seats at tap of gavel.) “The secretary will call the roll of members.”

Secretary: “There are _______________ members and _______________ guests present, Mr./Mdm. President.”

President: “Thank you. FFA members, why are we here?” (All members stand at three taps of gavel.)

All members in unison: “To practice brotherhood, honor agricultural opportunities and responsibilities and develop those qualities of leadership which an FFA member should possess.” (All are seated at one tap of gavel.)

President: “May we accomplish our purposes. I now declare this meeting of the _______________(chapter name, district name, etc.) FFA _______________(chapter, district, etc.) duly open for the transaction of business, or attention to any matters which may properly be presented.”

(From Official FFA Manual)
President: “Mr./Mdm. Secretary, do you have a record of any further business which should now be transacted?”

Secretary: (Rises, replies and is seated.) “I have none, Mr./Mdm. President.”

President: “Does any member know of any new or unfinished business which should properly come before this meeting?” (If no answer, proceed as follows.)

“We are about to adjourn this meeting of the _________________________ (chapter name, district name, etc.) FFA _________________________(chapter, district, etc.). As we mingle with others, let us be diligent in labor, just in our dealings, courteous to everyone and, above all, honest and fair in the game of life. Fellow members and guests, join me in a salute to our flag.”

(Tap three times with gavel to call members to stand, face the flag at the reporter’s station and, with their right hands over their hearts, repeat the following salute.)

All in unison: “I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.”

President: “I now declare this meeting adjourned.” (Tap once with gavel and the meeting is adjourned.)

(From Official FFA Manual)
FFA Officer Interviews

Purpose

The purpose of this activity is to identify officer positions for which you might wish to be a candidate.

Objective

Explore the FFA officer positions through interviewing.

Materials

♦ lab sheet
♦ writing utensil
♦ computer with word processing software and printer

Procedure

1. Interview several chapter, section, or state FFA officers.

2. Use the information you gather to decide which FFA officer position best suits you.

3. Type a summary of each interview and your evaluation of which officer position would be the best fit for you.
Identifying FFA Officers

Purpose

The purpose of this activity is to identify your chapter, section, state, and national FFA officers.

Objectives

Identify FFA officers at various levels.

Materials

◆ lab sheet
◆ writing utensil
◆ computer with Internet access

Procedure

1. Use the computer to identify your chapter, section, state, and national FFA officers. This can be done by utilizing the associated websites at each level of FFA leadership.

3. Record the name of each officer position at each leadership level in the table below.

Note: Not all officer positions will be elected at every level of FFA leadership.

<table>
<thead>
<tr>
<th>Officer</th>
<th>Chapter</th>
<th>Section</th>
<th>State</th>
<th>National</th>
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<tbody>
<tr>
<td>President</td>
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<td>Vice President</td>
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<td>Secretary</td>
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Completing the Preliminary Program of Activities

Purpose

The purpose of this activity is to determine how to complete a simplified Program of Activities application.

Objectives

1. Identify possible activities or goals to be included in your chapter’s Program of Activities.
2. Determine how the chapter will accomplish each activity or goal.

Materials

♦ lab sheet
♦ writing utensil

Procedure

1. Work in groups of three or four, as determined by your teacher.
2. Brainstorm various activities or goals for your chapter to complete during the school year.
3. Identify how each activity or goal will be accomplished.
4. Utilize the following template adapted from one developed by the Illinois Association FFA to complete a preliminary Program of Activities for your chapter.
Preliminary Program of Activities Application

Section ________  
Chapter ________________________

I. OFFICERS

President: ____________________________________________________________
Vice President: _________________________________________________________
Secretary: _____________________________________________________________
Treasurer: _____________________________________________________________
Reporter: ______________________________________________________________
Sentinel: ________________________________________________________________
Advisor: ________________________________________________________________

II. BUDGET

Expected Money Intake: $_________________________
Expected Money Spent: $_________________________
Ways of Raising Money:
III. COMMITTEES

Division I — Growing Leaders

Members:

Goal #1:

Ways & Means:

Goal #2:

Ways & Means:

Goal #3:

Ways & Means:
Division II — Building Communities

Members:

Goal #1:

Ways & Means:

Goal #2:

Ways & Means:

Goal #3:

Ways & Means:
Division III — Strengthening Agriculture

Members:

Goal #1:

Ways & Means:

Goal #2:

Ways & Means:

Goal #3:

Ways & Means: