



NATIONAL
FFA ORGANIZATION



Program of Activities Resource Guide

Get every member involved!

The Program of Activities (POA) serves to define chapter goals, outline steps needed to meet those goals and act as a written guide to provide a calendar of events the chapter will follow in the year ahead. For more information, visit www.FFA.org/nationalchapter.

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Introduction

PURPOSE OF A PROGRAM OF ACTIVITIES:

The Program of Activities (POA) serves to define chapter goals, outline steps needed to meet those goals and act as a written guide to provide a calendar of events the chapter will follow in the year ahead for administrators, advisory committees, alumni and other stakeholders. Every year each FFA chapter takes time to plan ways to provide engaging opportunities focused on growing leaders, building communities and strengthening agriculture.

A well-planned POA will ensure chapter activities meet the needs of its members, provide direction from year to year, lead to a workable budget, provide experience in planning and serve as a reference point throughout the year.

Success is the result of creative planning and detailed preparation. In order to invest in chapter success, students set goals and plan the necessary steps to accomplish these goals. The POA provides a structure for student committees. By engaging in the development and delivery of a quality POA, students develop leadership and planning skills which are essential in all careers. The key to a quality POA is getting every member involved. In this guide, the steps to develop and implement a successful Program of Activities are outlined in four steps:



ORGANIZING A PROGRAM OF ACTIVITIES:

Divisions

Each chapter builds its POA around three major areas called divisions. Divisions focus on the types of activities a chapter conducts. The three divisions include:

- Growing Leaders
- Building Communities
- Strengthening Agriculture

Quality Standards

Each division in the POA has five quality standards that typically function as student committees within the chapter. Quality standards and dedicated student committees guide the planning, preparation and delivery of activities in each quality standard area. All chapter activities should provide:

- A balance of experiences inside and outside the classroom
- Opportunities for developing self-confidence, responsibility, citizenship, cooperation and leadership skills
- Authentic, engaging activities
- Relevant, educational experiences
- Accessibility for all students
- Flexibility that will allow chapters from various environments and with various levels of resources to be successful
- Multiple levels of participation and experiences
- Appropriate recognition for all participants
- Exposure to opportunities and educational experiences for food, agriculture and natural resources

Quality Standards include:

Growing Leaders	Building Communities	Strengthening Agriculture
Leadership	Environmental	Support Group
Healthy Lifestyle	Human Resources	Chapter Recruitment
Scholarship	Citizenship	Safety
Personal Growth	Stakeholder Engagement	Agricultural Advocacy
Career Success	Economic Development	Agricultural Literacy

For quality standard definitions and example activities, see [Appendix A](#).

Step 1: Plan

ORGANIZING STUDENT COMMITTEES:

For successful planning, preparation and delivery of chapter activities, the POA should be organized by using student committees. The number of committees varies by chapter. The chapter vice president coordinates the work of committees and every member should serve on at least one committee.



TYPES OF COMMITTEES:

There are three types of committees: standing, executive and special.

- Standing committees: Function all year long and conduct activities that take place every year.
- Executive committee: Consist of the chapter officers. In some chapters, chairpersons of standing committees also serve on the executive committee. The executive term lasts for one year and changes when new officers are elected.
- Special committees: Function for events that do not occur every year or are not part of a standing committee. These committees are formed to carry out a special event. A special committee only lasts until the specific event assigned is completed.

SIZE OF COMMITTEES:

Each standing committee should have a minimum of three and a maximum of eight members. Three members may be enough for some committees to operate smoothly. Other committees may require more than three members because of the assigned responsibilities. Organization and size of committees will depend on:

- Chapter size – the larger the chapter, the more members per committee
- Number of activities – more activities require more members to plan, prepare and deliver
- Number of advisors
- Attitude and involvement of members
- Community and stakeholder support

STANDING COMMITTEES:

The number of committees a chapter has will depend on the size of the chapter. Since there are three divisions in the program of activities, small chapters may choose to have only three committees. These three committees would be: The growing leaders committee, the building communities committee and the strengthening agriculture committee.

Larger chapters may choose to have more than three committees. Each division has five quality standards identified to help focus chapter activities. If the chapter has one committee for each quality standard, the chapter will have 15 committees.

Chapters may have as many committees as they wish, and they may name them anything they choose. Regardless of the number and names of the committees, it is important for chapters to address each quality standard in each division. A chapter may organize student committees around the three divisions (see example #1), the quality standards (see example #2) or local needs:

Suggestions on Organization of Committees Include:

EXAMPLE #1: ORGANIZING COMMITTEES BY DIVISIONS

Division	Possible Committees
Growing Leaders	Growing Leaders Committee
Building Communities	Building Communities Committee
Strengthening Agriculture	Strengthening Agriculture Committee

EXAMPLE #2: ORGANIZING COMMITTEES BY QUALITY STANDARDS IN EACH DIVISION

Division	Quality Standards/Possible Committees
Growing Leaders	Leadership
Growing Leaders	Healthy Lifestyle
Growing Leaders	Scholarship
Growing Leaders	Personal Growth
Growing Leaders	Career Success
Building Communities	Environmental
Building Communities	Human Resources
Building Communities	Citizenship
Building Communities	Stakeholder Engagement
Building Communities	Economic Development
Strengthening Agriculture	Support Group
Strengthening Agriculture	Chapter Recruitment
Strengthening Agriculture	Safety
Strengthening Agriculture	Agricultural Advocacy
Strengthening Agriculture	Agricultural Literacy

SELECTING STANDING COMMITTEE CHAIRPERSONS:

Chapter officers coordinate the overall activities of a chapter. Committee chairperson positions provide other students with opportunities to serve in leadership roles.

It is an honor to serve as a committee chairperson, and the chapter should recognize those members serving as chairpersons. The officers appoint committee chairpersons based on the members’ skills and interest in the committee.

ASSIGNING MEMBERS TO STANDING COMMITTEES:

After deciding on chairpersons, each member in the chapter should be assigned to serve on a committee. Consider the following:

- Members’ interests
- Members’ talents
- Suitable meeting times
- Desired representation by agriculture course, grade level, experience, etc.

Some chapters assign members to committees by agriculture course. This helps members participate by reducing issues when scheduling meetings. Another way to assign members is to have them rank their top three committee choices. The chapter vice president and committee chairpersons make their final assignments considering the members’ rankings.

SUPPORT GROUPS AND STAKEHOLDERS:

Other groups and stakeholders may add to the success of the chapter’s POA. These groups could include FFA alumni, agriculture boosters or other organized groups dedicated to supporting active FFA chapters. Other entities that strengthen agriculture are also great resources – for example: Corn Growers, Young Farmers, Farm Bureau, Farmers Union, Grange, chambers of commerce, service clubs, extension, fair boards, local advisor committee, parent-teacher organizations, etc. By utilizing support groups and stakeholders, ideas, funding and additional resources can be made available for chapter activities and projects.

REVIEWING THE PREVIOUS PROGRAM OF ACTIVITIES:

Committees should review the previous year’s POA to note the types of activities conducted. This is a great way to gather ideas, improve the POA and prevent repeating activities that were unsuccessful.

WORKING ON THE PROGRAM OF ACTIVITIES:

Each chapter must determine when its activity year begins and ends. Some states set the months included in the academic year. Common chapter years are July 1 to June 30 or September 1 to August 31. The chapter year tells committee chairpersons when their responsibilities begin and end. Chapters should consider state FFA deadlines and information in the national chapter award program handbook when setting time lines for their activities. The months covered by the POA should be the same as the chapter’s year of operation.

TIMELINE FOR POA DEVELOPMENT:

Chapters should establish a timeline for POA development. A chapter may organize the timeline by date (see example #1) or perhaps by a calendar schedule (see example #2).

Example #1: Organizing Timeline by Date

Date	Assignment
May 1	Appoint committee chairpersons
May 10	Assign members to committees
June 1	Complete POA initial drafts
June 10	Obtain chapter approval
June 13	Secure administrative approval
June 20	Complete activity planning worksheets
July 1	Decide what will be included in the chapter handbook
July 15	Complete final copy of chapter handbook
August 1	Print chapter plans
November 30	Submit POA and chapter budget to state office
All year	Carry out the plans
All year	Evaluate

Example #2: Organizing Timeline by Calendar Schedule

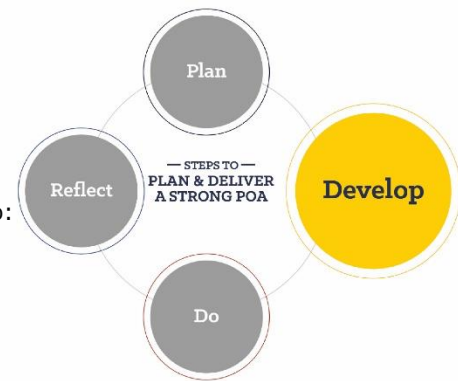
Date	Assignment
Two-four weeks after new chapter officers are elected	Appoint committee chairpersons, assign members to committees
Two weeks prior to the last FFA meeting of the school year	Complete POA initial drafts
At the last meeting of the school year	Obtain chapter approval
Prior to the last day of school	Secure administrative approval
Prior to chapter officer retreat	Complete activity planning worksheets
At officer retreat	Decide what will be included in the chapter handbook
Two weeks prior to the beginning of the school year	Complete final copy of chapter handbook
One week prior to the beginning of the school year	Print chapter plans
One week after Thanksgiving break	Submit POA and chapter budget to state office
All year	Carry out the plans
All year	Evaluate

Step 2: Develop

WRITING THE PROGRAM OF ACTIVITIES:

Once chairperson(s) and committee members are selected, the POA can be developed. POA forms are available to aid in the development of the POA. These forms make it easy to:

- Write the rough draft by hand
- Present the plan to the chapter for approval or amendment
- Prepare the POA for distribution



COMPLETING POA FORM 1:

Each committee should meet and discuss activities that relate to the purpose of the committee. Once the committee selects an activity, use POA Form 1 to plan. Be sure to pay attention to special notes when completing the form. For a sample draft of POA Form 1, see [Appendix B](#).

The committee chairperson presents a summary of the completed POA Form 1 to the membership. The chairperson informs the members of the planned activities and discusses the goals, completion dates and budget information.

Following the presentation, the chairperson should move for acceptance of the report. After a second to the motion, the chairperson and/or committee members may respond to questions or suggestions related to the report.

The chapter membership has three ways to act on the motion. They can:

- Approve the motion as presented
- Approve the motion with amendments
- Reject the motion and return it to the committee for revision

If the plan is rejected, the committee must go back to the drawing board to consider why it was not accepted and discuss how to make changes that will be acceptable to the chapter membership. Upon agreement, the committee should rewrite POA Form 1 and present it to the chapter again.

After the chapter membership approves all committee reports, the chapter vice president presents the activities to the school administration.

ACTION AFTER COMMITTEE APPROVAL:

Once approved by chapter membership and the school administration, it is now time to edit and prepare the final copy of the chapter POA. The chapter has three options:

Option 1: Standing Committees

This option has members of each standing committee complete POA Form 1 sheets for the division. This is a great way for committee chairperson(s) and committee members to be most familiar with the plans for the year ahead and spreads the workload among many members.

Option 2: Use Executive Committee

The vice president is in charge of committee work, therefore the vice president finishes the POA with the help of other executive committee members. This provides a good opportunity for the executive committee to become familiar with all plans for the coming year.

Option 3: Appoint A Special Committee

The chapter president may appoint a special committee to finish the POA. This is a great way to get more members involved in the overall development of the POA. It also offers an opportunity to take advantage of members' skill sets.

Before sharing the POA, make sure the final version:

- Has correct grammar, spelling punctuation and sentence structure
- Involves all chapter members
- Is organized well and easy to understand

ITEMS TO INCLUDE IN THE POA AND CHAPTER HANDBOOK:

The POA includes POA Form 1 sheets and a calendar of events. The chapter handbook includes the POA as well as a number of other items. The contents of the chapter handbook will vary among chapters. The executive committee decides what to include in the chapter handbook. Usually chapters include those items they believe that every member should have. They, or a special committee, collect and arrange the items to share. The chapter should share the POA and/or the chapter handbook with every member and important stakeholders.

Items to Include in the POA:	Suggested Items to Include in the Chapter Handbook:
POA Form 1 sheets for each committee	Table of Contents
Calendar of major events for the coming year <ul style="list-style-type: none"> • Should include activities involving large number of members, events that are interesting to the public and activities requiring outside approval such as chapter meetings, district CDEs and LDEs and national FFA week • Should not include committee meetings or routine items such as executive meetings or CDE or LDE practices. 	Message from the chapter president
	List of officers and members
	Chapter budget
	Chapter Program of Activities
	Award program point system
	Chapter constitution and bylaws
	Chapter history including: <ul style="list-style-type: none"> • State and American FFA degree recipients • State and national officers • Honorary members • Outstanding award winners

Step 3: Do



PUTTING THE POA INTO ACTION:

Once the POA is developed and approved by members, the next step is for committee members to plan each activity using POA Form 2. What steps are necessary to achieve the goals approved by members? The committee should complete a POA Form 2 sheet for each approved activity. Large committees may assign activities to smaller groups of members or subcommittees. If the committee is small, all members can develop the POA Form 2 sheet for each activity.

COMPLETING POA FORM 2:

This form is similar to the POA Form 1 used for initial planning. Use POA Form 1 to fill out some parts of POA Form 2. For a sample draft of POA Form 2, see [Appendix C](#).

KEEPING COMMITTEES UP TO DATE:

A timeline that includes a complete list of target dates for all committees will ensure all items are accomplished on time. This will also promote collaboration between committees.

The timeline can be arranged by committees or by months. With either method, start by listing each event with target dates in the first month of the chapter’s year.

Method 1: Timeline Organized by Committees

Division: Strengthening Agriculture
Committee: Safety

Month	Day	Event
September	15	Set date for ATV safety event
October	1	Schedule facility for ATV safety event
October	15	Discuss plans for ATV safety event with FFA Alumni
November	1	Brainstorm potential partner organizations for texting and driving campaign
November	15	Post job sign-up for ATV safety event
December	15	Contact principal to schedule texting and driving school assembly

Method 2: Timeline Organized by Months

Month: September

Date	Division	Committee	Event
September 1	Growing Leaders	Leadership	Promote public speaking LDEs to generate interest in members
September 15	Strengthening Agriculture	Safety	Set date for ATV safety event
September 18	Growing Leaders	Healthy Lifestyle	Conduct interest survey of members
September 25	Strengthening Agriculture	Support Group	Set up a meeting with alumni president to discuss BBQ Bash
September 25	Building Communities	Human Resources	Decorate boxes for Toys for Tots event in December

MAKING THE POA WORK:

When planning is finished, smooth delivery is key. Successful chapters:

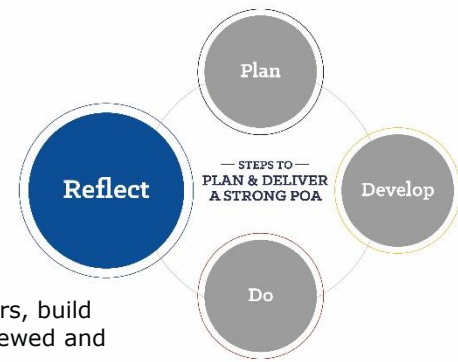
- Give every member a copy of the POA and/or chapter handbook
- Give a copy of the POA to support groups and stakeholders
- Give each committee a copy of the national chapter award application
- Hold regularly scheduled committee meetings
- Report committees’ actions to the executive committee
- Report committee’s actions to the chapter membership at chapter meetings
- Evaluate each activity

Step 4: Reflect

WHY REFLECT ON THE POA?

Plans are useless without implementation. The POA is a tool used to help the chapter meet members' needs and interests. Reflecting on the POA involves looking at each activity after implementation and deciding if the event was successful in completing its goals.

Reflection is an ongoing process. A well-planned and well-implemented POA will grow leaders, build the community and strengthen agriculture. To save time and effort, the POA should be reviewed and reflected upon regularly.



STEPS TO REFLECT ON THE POA:

Reflection is simple. First, committee members should fill out the results/notes section on POA Form 2 as each step of the activity takes place.

To make the process simple, use POA Form 3 and POA Form 4 to help reflect on and evaluate the results. Keep the following questions in mind:

- Should the activity continue in the future?
- Did all members take part in and benefit from the activity?
- Were all goals achieved?
- Were the estimated costs correct?
- Was the activity based on a quality standard?
- What changes would improve this activity?
- What percent of the members participated?
- Was it an integral part of the agriculture program?
- How could we encourage involvement?

COMPLETING POA FORM 3:

Each committee may use POA Form 3 to summarize actions. This will assist the committee in preparing a report for the officers and the chapter members. This also serves as a good reference for next year's committee. For a sample draft of POA Form 3, see [Appendix D](#).

COMPLETING POA FORM 4:

After each activity is implemented, committee members should reflect on accomplishments and make recommendations for the future. The committee may use POA Form 4 for this purpose. The committee chairperson may use the form as a report for the chapter. For a sample draft of POA Form 4, see [Appendix E](#).

National Chapter Award Program

PROGRAM PURPOSE

The national chapter award program is designed to recognize FFA chapters that actively implement the mission and strategies of the organization. These chapters improve chapter operations using the National Quality FFA Chapter Standards and a Program of Activities that emphasizes growing leaders, building communities and strengthening agriculture. Chapters are rewarded for providing educational experiences for the entire membership. This application process assists chapters in assessing their accomplishments. For more information about the National Chapter Award Program, please visit www.FFA.org/nationalchapter.

Appendix A

GROWING LEADERS

Quality Standard	Definition	Example Activities
Leadership	Activities that help the individual develop technical, human relations and decision making skills to grow leaders.	Leadership conferences, public speaking experiences, team demonstrations, team and individual leadership competitions, new member mentor program, state leadership camps, chapter officer leadership trainings (COLT), hosting international students, 212° and 360° conferences, Washington Leadership Conference, state and national conferences
Healthy Lifestyle	Activities that promote the well-being of students mentally or physically, in achieving the positive evolution of the whole person.	Substance abuse prevention and education, personal wellness choices and consequences, personal image projection, diversity/inclusion programs, recreation/leisure activities
Scholarship	Activities that develop a positive attitude toward lifelong learning experiences.	Scholarship awards, tutoring, elementary reading programs, school and college tours, FFA scholarships, leadership conference scholarships, study skills seminars for members, chapter/school honor roll and recognition for students across school departments, academic mentoring
Personal Growth	Activities conducted that improve the identity and self-awareness of members. These activities should reflect members' unique talents and potential by reinforcing their human and employability skills. The activities should strive to enhance the quality of life and contribute to members' life goals and development.	Time management activities, self-help workshops, facing your fears, money management, financial planning, anti-bullying, diversity/inclusion programs, personal organization skills, member degrees
Career Success	Activities that promote student involvement and growth through agriculture related experiences and/or entrepreneurship and promote career readiness.	News stories, career day, guest speakers, displays of exemplary programs, facility tours, mentor programs, international seminars, shadow experiences, agricultural skills and judging events, test plots for the school agriculture department, agriscience fairs, science fairs for elementary students, computer literacy activities, SAE tours, SAE fairs

BUILDING COMMUNITIES

Quality Standard	Definition	Example Activities
Environmental	Activities conducted to preserve natural resources and develop more environmentally responsible individuals.	Urban and rural conservation programs, collaborative efforts to raise game for release/biological control, water and air quality programs, green practices, provide water testing, recycling programs, National FFA Living to Serve Grants
Human Resources	Activities conducted to improve the welfare and well-being of members and citizens of the community.	PALS (Partners in Active Learning Support), special populations involvement, at-risk programs, cultural awareness and diversity programs, provide an after school program for younger children, setup a community garden, food/toy drives, National FFA Living to Serve Grants, Farm to School Initiative
Citizenship	Activities conducted to encourage members to become active, involved citizens of their school, community and country.	Volunteerism, community service, civic duties, internships with government agencies, roadside/area cleanup, legislative breakfasts, work with local chamber of commerce, organize a charity concert, networking with governmental agencies
Stakeholder Engagement	Activities conducted to develop teamwork and cooperation between the local chapter and stakeholders.	Working with another entity to strengthen agriculture – for example, Corn Growers, Young Farmers, Farm Bureau, Farmers Union, Grange, chambers of commerce, service clubs, extension, fair boards, local advisory committee, parent-teacher organization participation, etc. (Cannot include alumni or boosters.)
Economic Development	Activities conducted to improve the economic welfare of the community.	Member entrepreneurship, community scavenger hunt, enhanced tourism, international development, historical preservation and community relations, SAE economic impact

Appendix A (Continued)

STRENGTHENING AGRICULTURE

Quality Standard	Definition	Example Activities
Support Group	Activities conducted to develop and maintain positive relations among FFA, parents and community leaders interested in supporting agricultural education.	Any activities with FFA Alumni, agriculture boosters or other organized groups dedicated to supporting active FFA chapters
Chapter Recruitment	Activities conducted to increase agricultural education enrollment and/or FFA membership and encourage greater participation.	Career class visits, agricultural demonstrations, visits to lower grades, program information mailings, petting zoos, member barbeques, National FFA Week exhibits, new member picnics, camping and fishing trips, create a mentor program for new members, a complimentary subscription to FFA New Horizons magazine
Safety	Activities that enhance safety in the community.	Firearm safety programs, ATV safety, equipment operation safety, mock crashes, general farm safety, texting and driving campaigns, safe animal handling demonstrations, pesticide application safety awareness activities, producer and consumer safety programs, personal safety programs
Agricultural Advocacy	Activities conducted to articulate and promote agricultural programs, practices, policies and/or education to elicit action.	Agriculture issue presentations, National Agriculture Day activities, parent/student orientations, advocating for agricultural legislation, Teach Ag! campaigns, engaging policy makers to promote action on hunger, engage in policy supporting agricultural education as an ideal delivery method for STEM, student representation on influential agriculture boards, interacting with local media to promote agriculture and FFA, use of social media to support agricultural causes, encouraging animal welfare practices, advancements in biotechnology and technology in agriculture
Agricultural Literacy	Activities that help consumers become better informed about the production, distribution and daily impact of food, fiber and fuel.	Food for America, Agriculture in the Classroom, Food Checkout Day, activities centered around national food promotions (i.e., dairy month), agriculturally related educational events and/or displays, educating consumers about hunger, food cost and food safety, Our Food Link activities, Food, Land & People, partnering with local fair or festival boards to include food related educational components in events, alternative fuel education, product awareness as it relates to agriculture (i.e., clothing, medicines, paper, etc.)

Appendix B



NATIONAL
FFA ORGANIZATION



Program of Activities: Form 1

DIVISION:

Strengthening Agriculture

QUALITY STANDARD:

Chapter Recruitment

NAME OF COMMITTEE:

Chapter Recruitment

COMMITTEE PURPOSE:

Plan and conduct activities to increase agricultural education enrollment and/or FFA membership and encourage greater participation.

COMMITTEE MEMBERS:

Johnny Smith, Sally Sunshine, Morgan Tucker, Chuck Barstow

COMMITTEE CHAIRPERSON(S):

Johnny Smith

Activity	Goal(s)
Activity Name: FFA Week	<ol style="list-style-type: none"> 1. Present a brief radio program 2. Prepare feature article for news 3. Members wear official dress on designated day
Target Completion Date: February 25	
Estimated Income: \$250	
Estimated Expenses: \$30	
Chapter Action: Approved	

Activity	Goal(s)
Activity Name: Chapter Newsletter	<ol style="list-style-type: none"> 1. Publish and distribute a monthly newsletter 2. 3.
Target Completion Date: 10 th of each month	
Estimated Income: \$0	
Estimated Expenses: \$60	
Chapter Action: Approved	

Activity	Goal(s)
Activity Name: New member picnic	<ol style="list-style-type: none"> 1. Prepare and distribute flyers about the event 2. Members bring a side dish to share 3. Purchase and prepare main dish 4. Secure yard games and other outdoor activities to play
Target Completion Date: September 15	
Estimated Income: \$0	
Estimated Expenses: \$500	
Chapter Action: Approved	

Appendix C



NATIONAL
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Program of Activities: Form 2

DIVISION:

Strengthening Agriculture

QUALITY STANDARD:

Chapter Recruitment

COMMITTEE:

Chapter Recruitment

ACTIVITY:

FFA Week

COMMITTEE MEMBERS RESPONSIBLE:

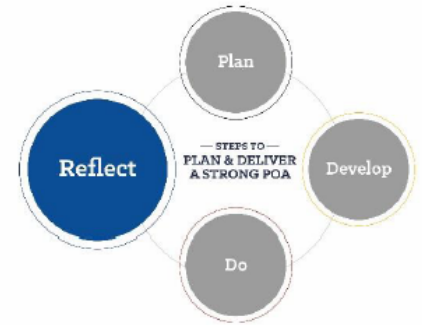
Sally Sunshine, Morgan Tucker

Goals	Steps	Target Date	Estimated Financial Impact		Results/Notes
			Expenses	Income	
1. Present a brief radio program.	1. Discuss steps with manager of station.	October 15	\$0	\$0	
	2. Select three members to present the program.	January 15	\$0	\$0	
	3. Develop script using national FFA materials.	January 25	\$0	\$0	
	4. Review plans with radio manager and set recording date.	February 2	\$0	\$0	Date set: <u>February 20</u>
	5. Revise script as needed.	February 8	\$0	\$0	
	6. Practice!	February 15	\$0	\$0	
	7. Record program.	February 20	\$0	\$0	
2. Prepare feature article for news.	1. Discuss plans with editor.	November 1	\$0	\$0	
	2. Sell ads to local businesses.	January 10	\$0	\$250	
	3. Write articles using National FFA Week materials.	January 25	\$0	\$0	
	4. Take pictures and prepare captions.	February 1	\$0	\$0	
	5. Submit materials to editor.	February 15	\$0	\$0	

Appendix D



NATIONAL
FFA ORGANIZATION



Program of Activities: Form 3

DATE OF COMMITTEE MEETING:

September 1

DIVISION:

Strengthening Agriculture

QUALITY STANDARD:

Chapter Recruitment

COMMITTEE:

Chapter Recruitment

COMMITTEE MEMBERS PRESENT:

Johnny Smith, Sally Sunshine, Morgan Tucker, Chuck Barstow

COMMITTEE MEMBERS ABSENT:

None

Action(s) Taken:	Committee Member(s) Responsible:
Made assignments for activities	Chair, members
FFA Week	Sally, Morgan
Chapter Newsletter	Johnny, Chuck
New member picnic	Johnny, Sally, Morgan, Chuck

COMMENTS:

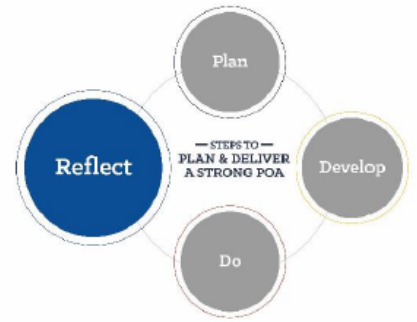
Discussed plans for activities during upcoming year. Decided to share the responsibility for the activities. Each member expressed preference for activities. Decided to meet the first Monday of each month and more if needed.

Submitted by: Johnny Smith August 24
 (committee chairperson) (date)

Appendix E



NATIONAL
FFA ORGANIZATION



Program of Activities: Form 4

DIVISION:

Strengthening Agriculture

QUALITY STANDARD:

Chapter Recruitment

COMMITTEE:

Chapter Recruitment

ACTIVITY:

FFA Week

COMPLETION DATE:

February 25

Financial Impact			
Estimated Expenses	\$30	Estimated Income	\$250
Actual Expenses	\$17.65	Actual Income	\$200
Expense Variance	\$12.35	Income Variance	(\$50)

ACCOMPLISHMENTS:

1. Chapter had a three-minute program on the radio on Monday during National FFA Week. (February 23)
2. A four-page supplement to the local newspaper was published featuring chapter activities and members. (Feb 25)

RECOMMENDATIONS:

1. Start working on the script for the radio program as soon as materials are shared by National FFA.
2. Supplies for the feature article project were lower than expected. Rather than budgeting \$30, we suggest budgeting \$20 next time.
3. Pictures need to be taken for the feature stories throughout the year.

Submitted by: Johnny Smith March 1
 (committee chairperson) (date)