

# State FFA Officer Application

## Qualifications and Prerequisites

State FFA officers are required to perform on a vigorous and continuous basis. Therefore, it is necessary that those who aspire to become officers are highly qualified, able, and willing to perform. Please read and understand the major qualifications and prerequisites carefully. If you are fully convinced that if elected you will, without reservations, be fully able to carry out the roles and responsibilities of being a State FFA Officer, then send and return one copy of this application to Ms. Robin C. McLean, FFA Specialist, New Jersey Department of Agriculture, PO Box 330, Trenton, New Jersey 08625. All application materials (application, \$100 application fee and Assessment) must be postmarked no later than May 1st or it will not be accepted.

## State Officer Candidate Application Fee

**A \$100 application fee per state officer candidate is required from the FFA Chapter.** The State FFA Officer Candidate Application will not be considered complete without this application fee. If not elected to a year of service, the application fee will be refunded the \$100. If elected to state office, upon completion of the year of service, the fee will be refunded the \$100 application fee. If an elected officer does not complete his/her year, the \$100 application fee is forfeited.

## Advisor Assessment of State Officer Candidate

In addition to the advisor's statement of recommendation and signature required on page 5, the advisor must also complete an assessment of the state officer (found under the advisor tab). This assessment is to be sent to the Office of Agricultural Education separate from the rest of the application. The application will not be considered complete without this assessment. This assessment will not be seen by the state officer candidate.

## Transportation Acknowledgement

State officers may travel 2500-3500 miles a year, depending on where in the state they live. This travel is for chapter visits, state association meetings, and other responsibilities of office. Carpooling is encouraged and officers should live near each other. The "Page 1" tab includes a transportation acknowledgement to be signed by the candidate, advisor, parent and school administrator.

## Instructions For Using Microsoft Excel Template

1. Hardware/Software Required:
  - Microsoft Windows 95 or above and Microsoft Excel 95 or above
  - A computer with capabilities to run the above listed software
  - An Inkjet or Laser Printer
2. Make sure auto calculation is turned on (CHECK: Tools-Options-Calculations-Automatic)
3. Turn your auto complete cells off (CHECK: Tools-Options-Edit-Enable Auto Complete for Cell Values)
4. Enter all dates in M/D/Y format, unless the column asks specifically for just the year or day.
5. All years entered into the application **MUST BE IN FOUR DIGIT FORMAT. (i.e. 1999)**
6. You must complete the entire workbook before printing. Do not print as you finish each page!
7. If you correct any piece of information you must reprint the entire workbook.
8. Do not type outside the boundary of the cell. It will not print out.
9. You must obtain all the proper signatures on page 1 for the application to be reviewed.
10. Other recommendations and notes:
  - a. For each student who fills out the application, create a new copy of the template.
  - b. Before you begin entering data, print out the entire application and fill out a draft copy by hand.
  - c. Many cells are locked within the application to ensure that the format cannot be tampered with.
  - d. The easiest method of entering data is to hit the tab key to advance to the next cell that will accept data.
  - e. The template is programmed to automatically transfer information from one page to another.
  - f. When application is completed with all appropriate signatures, mail or fax all pages and the application fee to the FFA Specialist.

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