



Carthage FFA Chapter

Policies and Guidelines

Learning to Do • Doing to Learn • Earning to Live • Living to Serve

Active Membership

Membership in the Carthage FFA Chapter shall be as follows:

A student must be enrolled in an agricultural science course at Carthage High School during the semester(s) of membership and pay dues according to the following schedule:

Local	12.00
District	1.50
Area	1.50
State	5.00
National	5.00
Total Annual Dues	\$30.00
	(Includes T-Shirt)

Fall Membership Deadline: September 25th

****All students are required to pay dues in order to participate in FFA sanctioned events****

FFA Privileges

FFA Membership privileges include but not limited to the following:

- Exhibition of Livestock and Poultry (Local, County, State)
- FFA Team Competition (Example: LDE, CDE, Speaking, Ag Mechanics)
- FFA Award and Degree Programs (Example: Scholarship, Star, Proficiency)
- Leadership Opportunity Local and Above (Officer, Camp, Meeting, Convention)
- Regularly scheduled meetings
- Participation in chapter fundraising activities
- Participation in the chapter banquets
- Participation in Community Service

FFA Expectations

Active FFA members must adhere to the policies set forth in the local constitution and bylaws, as well as, the rules and policies set forth in this document. Meetings will be held on the 2nd Monday of each month in a Carthage High School Ag Classroom unless otherwise noted.

The meeting days in October, January, February, and March may be subject to change due to Major Stock Shows dates. Parents are not required to attend FFA meetings.

Active members must attend 50% of all regularly scheduled meetings throughout the year in order to participate in ANY chapter activities. (See above FFA Privileges)

Junior FFA Membership

A student must attend school in Carthage ISD, grades (3-8); be at least 8 years old and must meet at least one of the following eligibility requirements:

1. A student must fit the age and grade requirements as mentioned above, or
2. Older brother or sister is a high school FFA member. (If that student graduates after Junior FFA membership is obtained, then Junior FFA member is still eligible to be in the program), or
3. Parent, grandparent, or aunt/uncle is an employee or school board member of Carthage ISD.

Junior FFA Membership Dues are \$30.00 and collected annually on or before September 25.

Junior FFA Privileges

Junior FFA Membership privileges are limited to the following:

1. Participation in regularly scheduled meetings.
2. Participation in chapter banquets.
3. If the student is a member of both Carthage Junior FFA and a local 4-H club, then the student must declare which organization he/she will exhibit his/her livestock or poultry projects under at the time of any county or major show validation.

Junior FFA Expectations

For students who choose to exhibit their livestock or poultry projects through Carthage Junior FFA, the following are required:

1. It is expected that students exhibiting livestock or poultry projects through Carthage Junior FFA Program must attend at least 3 FFA meetings throughout the year in order to show. Meetings will be held on the 1st Monday of each month in a Carthage High School Ag Classroom.

Chapter Officers

Chapter officers serve as a vital part of the Carthage FFA program. It should be the officers' goals to lead by example and encourage other members to participate in chapter activities. The following positions will be considered annually on the local level.

1. Local candidate for state office.
2. Local candidate for area office.
3. Local candidate for district office.
4. Chapter offices:
 - President
 - Vice-President
 - Secretary
 - Treasurer
 - Reporter
 - Sentinel
 - Student Advisor

Other offices may be added in accordance with legitimate FFA offices prescribed in the official FFA manual. In the event an officer is removed, resigned, or cannot fulfill his/her duties, roles will be absorbed within the team.

Eligibility and term limitations for local officers shall be as follows:

1. Officer candidate must have fulfilled all requirements for the Greenhand Degree; must have participated in at least one of the following: Texas FFA LDE or Texas FFA CDE, and have an SAE that is fully recorded in the AET Record Book.
2. Officer candidates must fill out and return an officer contract to apply and participate in an application, interview, exam, and chapter vote.
3. The term limit for any member to hold a chapter office will be until the installation of new officers.

Officer Election Process:

1. A committee consisting of three or more individuals including retiring senior officers, an adult faculty member or an Ag Science teacher from a surrounding chapter will interview and rank all candidates. The interview will be worth 25% of the total score.
2. The candidates will take an exam and be ranked based on score. The exam will be worth 25% of the total score. In the event of a tie score, candidates will be given the same ranking. Students will be given 45 minutes to complete the exam.
3. The candidates will complete the officer application and write an essay. A third party will rank the application/essay. The application/essay will be worth 25% of the total score. In the event of a tie, the student with the highest placing in the interview will receive the position.
4. The members of the Carthage FFA Chapter will also conduct a chapter vote on officer candidates that will be worth 25% of the total score.
 - **The chapter vote will be taken through Google Forms. The designated day for voting will begin at 8:00 AM and end at 4:00 PM. Any vote after 4:00 PM will be deemed ineligible. Any vote that does not follow the guidelines presented by the Ag Teachers will also be deemed ineligible.**
 - **Each FFA member will be allowed to submit one vote. The Google Form will have a spot for the student's name and ID number. This is for verification purposes only. Individual votes will not be shared with candidates. If the ID number on the Google Form does not match the student's name, the vote will not be considered. If a student submits more than one form, none of the student's votes will be considered. All current FFA members in good standing with the chapter will be eligible.**

Team and Individual FFA Competitions**Leadership Development Events (LDE)**

- Chapter Conducting (Jr. and Sr.)
- Skills Demonstration (Jr. and Sr.)
- FFA Quiz Contest (Jr. and Sr.)
- FFA Creed Speaking (Jr. and Sr.)
- Agricultural Issues Forum
- Job Interview
- FFA Radio
- Public Relations
- Ag Advocacy

Career Development Events (CDE)

- Livestock Evaluation
- Horse Judging
- Ag Sales
- Ag Mechanics
- Poultry Evaluation
- Veterinary Science
- Wildlife
- Forestry

- Home Site Evaluation
- Land
- Entomology
- Forage
- Meats
- Tractor Technician
- Farm Business Management

The above lists are contests within the FFA that the Carthage FFA Chapter **may** compete in annually. Team member selection/appointment will be based on criteria developed by the team coach or advisor.

Selection Criteria

1. Students will sign up for the event that they are interested in competing.
2. Once signed up, students will be given scripts/study material in which they are expected to review/memorize by a deadline given by the advisor.
3. Students will be given practice and competition dates. Any student who does not feel that he/she can be available on the dates given, will be asked to step down from his/her respected contest.
4. In the event there is more than the required number to fulfill a team, then it will be the advisor's discretion on final team participants.
5. Students may be removed from a specific position or team at any time.
6. All final placement decisions will be made by the Ag Advisors as they see fit.

Eligibility/Dress for Team/Individual Participation

1. All students, regardless of grade level or contest event must be academically eligible to compete in FFA contests.
2. LDE participants are expected to be in official dress at each contest listed above with the exception of Ag Mechanics. Official dress will be as described in the current FFA Manual.
3. CDE participants are expected to wear appropriate dress for each contest. This includes a collared shirt, pants (no shorts or Capri pants), and closed toed shoes or boots.

Project Procurement and Management

The SAE is a vital part the FFA Program. The local chapter encourages students to become involved by participating in an SAE. One example of an SAE is a livestock project for exhibition at livestock shows. The FFA Advisors are available to help students with the selection and management process.

Guidelines to be Followed for the SAE Process

1. The FFA member shall sign up for whatever specie that he/she is interested in exhibiting for specific shows by a date selected by the advisors.
2. If the student needs assistance with the selection of the project then the parent/guardian must make contact with the advisor to discuss budget, quantity, and facility.
3. The Carthage FFA Chapter does not have a project barn for students to keep projects at for the duration of the feeding period.
4. Projects selected/purchased by the advisor will be handled through the Carthage FFA Department. FFA members will be required to pay the breeder of the project at the time of purchase.
5. Feed and medicine costs are solely the responsibility of the owner of the animals.
6. Project visitations will be coordinated by the student and advisors.
7. All entry fees for livestock or project shows will be assessed by the advisors and paid for by each exhibitor. The Carthage FFA Chapter is required to submit official school checks to each respective show. Deadlines for each show will be set by the advisors. **PLEASE NOTE: Show deadlines are absolute and must be strictly adhered to.**

County & Major Livestock Show Exhibition / Participation

Approved livestock show list where members can expect advisor supervision:

- Panola County Junior Livestock Show
- Four States Fair and Rodeo (Texarkana)
- East Texas State Fair (Tyler)
- State Fair of Texas (Dallas)
- Southwestern Expo. & Livestock Show (Ft. Worth)
- San Antonio Livestock Expo.
- Houston Livestock Show and Rodeo

****Shows can be added or removed as determined by the advisors.**

Entry Requirements and Chapter Guidelines

1. FFA members exhibiting a project as a part of their SAE, under the supervision of the advisor at the county or major show level, must adhere to the policies stated in the show's premium book or list of rules. Exhibitors failing to comply with the show's rules can be suspended indefinitely.
2. Parents will be required to fill out and submit completed Major show entry forms with proper signatures to the Ag Science Dept. no later the designated date.
3. No entries will be accepted by the advisor after the deadline date set by the specific livestock show and the advisor.

Students will also be required to complete the *Quality Counts* test as needed.

1. Go to <http://agrilife.org/qualitycounts/verification/>
2. Click on "Take a test and become verified." Enter name and DOB and select Carthage FFA. Then take test and keep Quality Counts Number for entry forms.
3. The advisors will coordinate a schedule of show related guidelines for exhibitors to adhere to (ie.--feeding times, clean-up shifts, etc.) while at the livestock show.
4. Waivers for substitute exhibitors at major stock shows will only be allowed to those students experiencing illness, family business, or varsity athletic competition (participation in games that determine team advancement). Conflicts due to other non-district/team advancement games in varsity athletic competition will not justify the use of a waiver.

Student/SAE transportation and overnight accommodations

1. Hauling arrangements to the livestock show will be coordinated by the advisors.
2. Overnight accommodations will be coordinated by the advisor/parents. Students will be responsible for all of their expenses incurred (unless otherwise notified).
3. Each student must have an overnight trip and emergency care form on file with the advisor.

Fundraisers

FFA members will be called upon periodically to assist the chapter's treasury by participating in fundraisers. Examples include Meat, Cookie, and Fruit Sales. All members are encouraged to participate. All checks should be made out to Carthage FFA.

Deposit and Use of Funds

1. Funds will be deposited into the following account: Carthage FFA Activity Account.
2. The FFA advisors will determine the needs of the chapter and its members and will decide on how funds generated from fundraisers will be disbursed.

Travel to State & National Convention

Member Selection Process for Travel to State and/or National FFA Convention

The following criteria will be used to determine candidate qualifications for travel to the state and national convention. Priority status will be awarded for criteria noted with the symbol (+).

<u>QUALIFICATIONS</u>	<u>LEVEL OF PARTICIPATION</u>	<u>STATUS</u>
Award finalists or winners <ul style="list-style-type: none">• Lone Star, American, Proficiency, etc.	State and National	(+)
District and Area officers	State and National	(+)
Chapter Officers	State	(+)
Chapter Members	State	

Academic Eligibility for Travel to State and National Convention

Students planning to travel to the State and National FFA Conventions must be academically eligible for travel.

Carthage FFA Letter Jacket Criteria

To earn a letter jacket, a Carthage FFA member must complete one of the following requirements:

1. Advance to the State FFA Leadership Development Event
2. Advance to the State FFA Career Development Event
3. Advance to the State FFA Degree Check
4. Advance to an auction at a major livestock show
5. Win Breed Champion at a major livestock show
6. Win Division in Ag Science Fair or Public Speaking

Major Livestock Shows Include:

- Ft. Worth Livestock Show
- San Antonio Livestock Exposition
- San Angelo Livestock Show
- Star of Texas Livestock Show
- Houston Livestock Show
- State Fair of Texas
- Rodeo Austin
- National Shows

The FFA Chapter will cover the cost of the jacket and initial letter. All other patches and artwork will be the responsibility of the Carthage FFA member.

CARTHAGE FFA

Chapter Officer Application

For School Year: _____



Officer Candidate Name: _____

Current Grade Level: _____

Carthage FFA Chapter Officer Application

Application Instructions and Process

1. Complete this form. Designated administrators will review this form in order to score each applicant.
2. The student and parent(s) must sign the officer contract which explains the duties and expectations of a chapter officer.
3. It is **OPTIONAL** to turn in a recommendation letter from someone of great respect –must be someone other than family. This letter is due along with the application. However, this step is **NOT REQUIRED**. You are still eligible for an officer position if you do not turn in a letter.
4. All officer candidates will be interviewed by the outgoing senior chapter officers and designated individuals, then ranked according to each applicant's interview score.
5. There will be an additional interview process with CHS-TV. In order to inform students of whom they are voting for, each candidate will make a "Get to Know Me Video" to show fellow FFA members prior to voting. This shall also be done in **OFFICIAL DRESS**.
6. Officer candidates will be selected based on four criteria:
 - (1) Application – 25%
 - (2) Interview – 25%
 - (3) FFA/Parliamentary Knowledge Quiz – 25%
 - (4) Popular Vote – 25%

FFA Manuals and Parliamentary Procedure Guides are available to use as study guides. Please see one of the advisors to receive study guides, if needed.

7. To be able to run for a Carthage FFA Chapter Office, the member must meet the following minimum requirements:
 - Have a satisfactory scholastic record.
 - Have a clean disciplinary record with no major offenses.

For all officers except President and Vice-President:

- Be at least entering the 10th grade.
- Attained the Greenhand Degree by the time of the annual FFA Banquet.

For the Student Advisor Office:

- Be an incoming senior unless there is only ONE Senior candidate. If there is only one senior candidate, the Senior Advisor may be a junior.
- Attained the Greenhand Degree by the time of the annual FFA Banquet.

For President and Vice-President:

- Be at least entering the 11th grade.
- Attained the Chapter FFA Degree by the time of the annual FFA Banquet.
- Served at least one year as an FFA Officer (Chapter or District).

Officer Duties and Expectations

1. Duties of each specific office are outlined in the current version of the FFA Official Manual. Each officer is expected to fulfill the duties of the office to which they are elected.
2. Each officer is expected to set the proper example for other members by learning and following the Carthage FFA Chapter Officer Contract provisions.
3. All officers are expected to be present at each officer and chapter meeting. Failure to attend three meetings without due cause or reason(s) will be grounds for removal from office.

4. Penalties for not following the Carthage FFA Chapter Officer Policy are explained in the Carthage FFA Chapter Officer policies.
5. All officers are subject to other duties that may be assigned as needed by the chapter president and/or advisors throughout the officer's year of service.

OFFICER CANDIDATE INFORMATION

Name: _____

Current Grade (circle): **9th** **10th** **11th**

Highest degree Attained by FFA Banquet (circle): **None** **Greenhand** **Chapter** **State**

List the **TWO** officer positions for which you feel you are best qualified.

(Must have attained at least the Greenhand Degree by the upcoming banquet to be considered for a chapter office and at least the Chapter FFA Degree to run for President or Vice-President)

1. _____ 2. _____

Please fill out the following chart: List Contest in Each Year Participated

Activities	Freshman Year	Sophomore Year	Junior Year
Leadership Development			
Invitational LDE			
District LDE			
Area LDE			
State LDE			
Top 10 State LDE			
National LDE			
Activities	Freshman Year	Sophomore Year	Junior Year
Career Development			
District CDE			
Area CDE			
State CDE			
Top 10 State CDE			
National CDE			
High Point Individual			
HLSR			

Activities	Freshman Year	Sophomore Year	Junior Year
Texas A&M Clinic			
SFASU Invitational			
Other:			
Other:			
Other:			
FFA Officer			
Chapter Officer Candidate			
Elected Chapter Officer			
District Officer Candidate			
Elected District Officer			
Area Officer Candidate			
Elected Area Officer			
SAEP			
Exhibited at PCJLS			
Exhibited at East Texas State Fair			
Exhibited at Four States Fair			
Exhibited at State Fair of Texas			
Exhibited at Fort Worth			
Exhibited at San Antonio			
Exhibited at Houston			
Other:			
Other:			
Other:			
Conventions, Camps, Conference			
Area Greenhand Camp			
Longview District Camp			
Longview District Convention			
Area Convention			
State Convention			
National Convention			
Other:			
Other:			
Degrees			
Greenhand Degree			
Star Greenhand Degree			
Chapter Degree			
Star Chapter Degree			
Lone Star Degree			
Star Lone Star Degree			
FFA Activities & Community Service			
Fruit & Cookie Sale -\$200 or More			
Panola County Field Day			
State FFA Service Project			
Other:			
Other:			

Activities	Freshman Year	Sophomore Year	Junior Year
Other:			
Star and Proficiency Award			
Applied for Star Award			
Received Star Award			
Applied for Proficiency Award			

Please circle YES or NO beside each of the following statements.

YES NO Attended at least THREE Carthage FFA Chapter meetings during the current school year.

YES NO Personally own or have access to an Official FFA Jacket.

YES NO Have a basic understanding of parliamentary procedure and how it is used to effectively run meetings.

ESSAY:

Please answer the following questions in a brief essay.

- What FFA activities have persuaded you to become a FFA Officer?
- What have you accomplished this year to show that you have the ability to lead?

Please use at least **100 words** to complete your essay. Use ***ONLY*** this sheet for your response.

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Carthage FFA Chapter Officer Contract

In order for present and future members of the Carthage FFA officer team to have an understanding of the roles of a Carthage FFA Officer, ALL elected Carthage FFA officers assume the following areas of responsibility:

1. The Carthage FFA Officer shall be a dues paid member of the Carthage FFA Chapter and enrolled in at least one Agriculture Science class per semester, unless extenuating circumstances exist, at which time the agriculture teacher and high school principal will review the situation.
2. The Carthage FFA Officer shall motivate, inspire, and encourage Carthage FFA members to participate in agriculture education and FFA activities.
3. The Carthage FFA Officer shall maintain positive relationships with members, school officials, the public, and others interested in agriculture education.
4. The Carthage FFA Officer shall project a positive image as a leader among American youth representing those qualities FFA members and society accepts as a role model.

As a Carthage FFA Chapter Officer, I will:

1. Be dedicated and committed to the FFA and the total agricultural education program.
2. Be willing to commit the entire year to Carthage FFA activities and be available on a daily basis to conduct the chapter's business as needed.
3. Become knowledgeable of agriculture, agriculture education and the FFA. Through preparation and practice, develop myself into an effective speaker and project a desirable image of the FFA at all times.
4. Adhere to the following Carthage FFA Officer Code of Ethics:
 - Refrain from the use of alcohol and tobacco products while involved in all official and non-official Carthage FFA activities.
 - Treat all FFA members equally, not favoring one over the other.
 - Conduct myself in a manner that commands respect without display of authority.
 - Avoid places and/or activities that in any way would raise questions as to my moral character and conduct.
 - Consider FFA activities and school my primary responsibility.
 - Maintain proper dress and proper grooming for all FFA activities.
 - Work in harmony with fellow Carthage FFA Officers and members, and not knowingly engage in conversations detrimental to other FFA officers, members, and adults.
 - Keep myself up-to-date on all FFA activities.
 - Be professional and be on time for all activities.

As a Carthage FFA Officer:

1. I understand and agree that I am expected to attend **ALL** Carthage FFA activities as needed. Extenuating circumstances for not making meetings must be explained to the FFA advisor(s), before the activity.
2. I understand I am expected to always follow all guidelines set forth in the Carthage FFA Officer Contract.
3. I understand the following consequences will apply to ALL minor infractions of the Carthage FFA Officer Policy.

First Offense – The advisors will issue a verbal warning, and the officer's parents will be contacted.

Second Offense – A conference will be scheduled with parents, the advisors, the officer, and principal to discuss possible removal from office.

Third Offense – The officer will be removed from office, following a report to the parents and principal. Disciplinary action may also be included if appropriate.

4. I further understand violation of any Carthage ISD Code of Conduct policy, as set forth by the CISD board and/or state law will result in immediate suspension and/or removal from office. (Example: Use or possession of tobacco products, alcohol, or illegal drugs)

Member Certification

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

Candidate Signature

Date

Parent Certification

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

Parent/Legal Guardian Signature

Date