

Bridgeland FFA Officer Team Candidate Handbook



2024-2025

Student Initial: _____ Parent Initial: _____

Bridgeland High School FFA Chapter

Dear Prospective Bridgeland FFA Officer,

We would like to begin by saying you have made an excellent choice in choosing to apply for a leadership position within the Bridgeland FFA. Being a part of the Bridgeland FFA Officer Team is an extremely rewarding experience that is fun as well! Your actions will help make a difference in the lives of the members throughout the chapter, your school, and the community.

Being a Bridgeland FFA Officer is a great deal of work, however; every minute of it is worthwhile. Between monthly meetings, numerous leadership events, and traveling all over Texas, you will certainly be busy! On the other hand, we have found that most of the time the hours of work seem more like fun times hanging out with friends. Choosing to make the Bridgeland FFA a priority in your life will be both meaningful and enjoyable.

To decide which position is right for you, take a look at what it takes to be a Bridgeland FFA Officer as well as a description of each role on the following pages. If you have any questions about the duties of any officer, don't hesitate to contact your FFA Advisors, Ms. Scardino, Ms. Stumpner, Ms. White and Mr. Wood.

On behalf of the Bridgeland FFA Chapter, we are very excited that you want to become a part of the Bridgeland FFA Officer Team. Throughout the next year, we will grow together in creating a chapter that truly makes a difference in the world around us.

Sincerely,

Your FFA Advisors

Ms. Scardino, Ms. Stumpner, Ms. White & Mr. Wood

Student Initial: _____ Parent Initial: _____

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Bridgeland FFA Officer Contract, Requirements, & Governing Regulations

As an officer, the Bridgeland FFA Chapter and the Agriculture Science Teacher(s) (AST's)/ FFA Advisor(s) will expect you to be dedicated, diligent, and thorough in your duties. The following is a list of activities and policies that govern the Bridgeland FFA Officer team and shall be met during the duration of your office. Violation of these policies will result in a demerit through our Bridgeland FFA Officer Demerit System. **Each page must be initialed by the officer candidate and a parent for this required document to be complete.**

I. Officer Requirements

- A. The Bridgeland FFA Officer must be enrolled in at least one Agricultural Science course during the duration of the 2024-2025 school year.
- B. The Bridgeland FFA Officer must be an FFA member in **GOOD STANDING** for the duration of office held.
 - 1. The Bridgeland FFA Officer is required to follow all rules and requirements set forth by the Bridgeland FFA Chapter Constitution and the Bridgeland FFA Chapter Bylaws. Failure to do so will result in immediate removal from office.
 - 2. The Bridgeland FFA Officer is required to follow all guidelines as stated by the Bridgeland High School Student Code of Conduct. Failure to do so will result in immediate removal from office.
- C. The Bridgeland FFA Officer must maintain a “B” average in all Agriculture Science classes.
- D. The Bridgeland FFA Officer **must** try out and be an active participant of a Leadership Development Event (LDE) team in the Fall of 2024 and a Career Development Event (CDE) team for the Spring of 2025.
- E. The Bridgeland FFA Officers **must** operate and maintain records of a supervised agriculture experience.
- F. As a Bridgeland FFA Officer, you must fulfill the specific duties and requirements of your office, listed on the following pages as outlined in the Official FFA Manual.
- G. As a Bridgeland FFA Officer, you must **own** and wear Official Dress, as stated by the Official FFA Manual and the Bridgeland FFA Constitution, to all activities unless otherwise stated by the advisor(s).
- H. Officers **must** be present at all required chapter functions as determined by the advisor(s). Prior notice will be given, if different. This includes but is not limited to:
 - 1. **All** FFA Officer Meetings
 - 2. **All** Chapter Meetings
 - 3. **All** HLSR Events (Tours, Program Sales, etc.)

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4. 2 out of the 3 Summer Activities (State Conv., Northwest District Camp, etc.)
 - a) Officers attending state convention ***must*** apply for an above chapter leadership position at convention and/or qualify in public speaking, talent, agriscience fair, or proficiency.
 - (1) Above chapter leadership positions include: Area Officer, FFA Ambassador, FFA Chorus, FFA Media, Courtesy Corps
 - b) Officers attending state convention ***must*** bring at least 5 donation items for the state convention donation drive.

- I. The Bridgeland FFA Officers are responsible for knowing and obeying the FFA Code of Ethics, listed on the following pages of this packet as outlined in the Official FFA Manual, as well as conduct themselves in accordance with the ideals of the National FFA Organization.

- J. The Bridgeland FFA Officer is responsible for knowing the opening and closing ceremonies of his/her assigned role from memorization for the duration of their office held.

- K. The Bridgeland FFA Officer ***must*** attend all Chapter and Officer Meetings, as well as other duties and activities assigned to ensure the success of the chapter. Officer meetings are to be held twice monthly (or as deemed necessary by the AST's) on a set date to insure the success of the chapter, unless otherwise noted by the AST's.
 1. Excused absences are defined as one (1) school related event ***per semester***, illness excused by doctor's note, death in the family, life threatening issues, church related activity, and/or community service. Excused absences must be submitted for approval via email at least ***10 DAYS IN ADVANCE*** (unless in cases of emergency) to all of the Bridgeland FFA Advisor(s)/AST's.
 2. Attendance of each Bridgeland FFA Officer to chapter-sponsored activities is critical to the development of the program; ***When planning absences, remember and realize the chapter members are looking up to you as an example and your choice of priorities reflects through that.***

- L. All Bridgeland FFA Officers are expected to be in appropriate FFA attire for required functions. Athletic uniforms or other clothing will not be allowed. Appropriate FFA attire includes:
 1. Official Dress to FFA meetings (unless otherwise directed by AST's)
 2. Officer T-shirts and jeans to school on officer meeting days
 3. Officer Polos and jeans to school on FFA meeting days
 4. Current Bridgeland FFA T-shirt and jeans when traveling and during animal selection / show move-in, if applicable
 5. Dress up attire for chapter dress up days/meetings

If an officer is not in appropriate dress, they will not be allowed to participate in the event and will be counted as an unexcused absence resulting in demerits.

- M. The Bridgeland FFA Officer ***must*** serve as the ex-officio for your office's designated committee, and be responsible for having a typed copy of the committee report. *Committee reports are due by 3:00 PM the Wednesday before the FFA Meeting and should be filed with the secretary and the AST's for official records.*
- N. ***Officers must respectfully represent the Bridgeland FFA at all times and serve the organization in a manner that is acceptable.*** Disrespect shown by the Bridgeland FFA Officers to others and/or the AST's will not be tolerated. Disrespect is defined as a lack of respect. Respect is defined as esteem; regard; honor; and courtesy. Failure to do so will result in demerits reflecting behavior.
- O. All Bridgeland FFA Officers must meet the ***NO PASS, NO PLAY*** requirements for eligibility.
1. Eligibility grades are those at the end of each grading period.
 2. Officers ***must*** submit a grade report when 9-week grades are finalized.
 3. If a student receives a grade below a 70% in any course at the end of a/any grading period (Nine Weeks), they will be placed on probation until the opportunity to regain eligibility is granted at the first subsequent progress report. Failure to pass all classes at the progress report will result in removal from the team.
- P. The Bridgeland FFA Officer cannot use, possess, be pictured with, or be under the influence of any illegal drugs, tobacco and/or alcohol, either ***on*** or ***off*** campus. Violation of this rule will constitute removal from office.
- Q. The Bridgeland FFA Officer must maintain their personal appearance and hygiene in a professional manner. The Bridgeland FFA Officers will be prohibited from wearing articles of clothing that advertise alcohol, tobacco, drug use or sexual connotations to any school event or location.
- R. The Bridgeland FFA Officer must maintain a positive social media image.
- S. The Bridgeland FFA Officer will be removed from office if he/she receives two (2) DMC assignments ***per year.***
- T. The Bridgeland FFA Officer will be removed from office if he/she receives any suspension assignments in the ***year.***
- U. The Bridgeland FFA Officer will be removed from office if he/she receives a "U" in conduct from any class (Academic, Elective, AP, etc.). During the year of service, if the officer receives two (2) "I's" in conduct, that will be equivalent to a "U" and the officer will be removed from his/her office.

- V. If for any reason a leadership team member forfeits/is removed from his or her position before the end of the school year in which elections took place, all leadership positions will move up in ranking to fill the empty spot and the next candidate who did not originally make the team will be offered the position. If a leadership position member forfeits/is removed from his or her position after the last day of the school year in which elections took place, all leadership positions will move up in rank to fill the empty position and the last position will remain unfilled.

- W. Any officer that resigns from their position may not run for office the subsequent year.

- X. Each officer, as a candidate, and their parent(s) must sign a completed copy of the Bridgeland FFA Officer Handbook, including all rules, requirements, and expectations.

- Y. Each officer, as a candidate, and their parent(s) must sign a completed copy of the Bridgeland FFA Officer Demerit System.

- Z. Upon election and induction into office, each officer must pay an approximate **\$200 fee** to help cover officer team polos, t-shirts, and officer retreat.

- AA. Upon election and induction into office, each officer must pay an approximate **\$200 fee** to help cover state convention.

II. The FFA Code of Ethics

FFA Members conduct themselves at all times to be a credit to their organization, chapter, school, community and family. As an FFA member, I pledge to:

1. Develop my potential for premier leadership, personal growth and career success.
2. Make a positive difference in the lives of others.
3. Dress neatly and appropriately for the occasion
4. Respect the rights of others and their property.
5. Be courteous, honest and fair with others.
6. Communicate in an appropriate, purposeful and positive manner.
7. Demonstrate good sportsmanship by being modest in winning and generous in defeat.
8. Make myself aware of FFA programs and activities and be an active participant.
9. Conduct and value a supervised agricultural experience program.
10. Strive to establish and enhance my skills through agricultural education in order to enter a successful career.
11. Appreciate and promote diversity in our organization.

III. Official Dress Guidelines

Official Dress for an FFA member includes:

- An official FFA jacket zipped to the top.
- Black slacks and black socks(male)/nylons (female) or black skirt and black nylons.
- White collared blouse or white collared shirt.
- Official FFA tie(male) or official FFA scarf(female).
- Black dress shoes with closed heel and toe - with zero embellishments (bows, buckles, rhinestones, etc.).
- The Bridgeland FFA Officer must maintain their personal appearance and hygiene in a professional manner. All members representing the Bridgeland FFA to all events shall not have unnatural hair colors (ie. purple, blue, pink, etc), visible tattoos, facial hair or piercings (excluding the ears).

IV. Officer Roles

The Bridgeland FFA Officer Team will consist of six (6) chapter officers. The officer positions are as follows: President, Vice President, Secretary, Treasurer, Reporter, and Sentinel. Others may be added at the FFA Advisor's/AST's discretion.

In accordance with the Official FFA Manual, the Bridgeland FFA Chapter Officers serve as 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' goals to lead by example and encourage other members to participate in chapter activities. The following are general duties expected of all officers:

- A genuine desire to be 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.
- Knowledge and understanding of the chapter, state and national FFA constitutions, bylaws and programs.
- A working knowledge of parliamentary procedure.
- The ability to memorize official ceremonies.

There are specific duties and responsibilities that generally relate directly to each office:

A. President

- Preside over meetings according to accepted rules of parliamentary procedure.
- Appoint committees and serve on them as an ex-officio, non-voting member.
- Coordinate the activities of the chapter and evaluate the progress of each division of the POA.
- Represent the chapter in public relations and official functions.
- Verify completion of teams tasks before, during setup, and after meeting concludes
- Lead opening ceremonies practices

B. Vice President

- Assume all duties of the president, if necessary.
- Develop the 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.
- Print committee reports and place at station markers at meetings
- Help set up tables/decorations at meetings

C. Secretary

- Prepare and post the agenda for each chapter meeting.
 - Submitted for final approval (from ASTs) by the end of the Officer Meeting
- Prepare and present the minutes of each chapter meeting.
- Place all committee reports in the secretary's file.
- Be responsible for chapter correspondence.
- Maintain member attendance and activity records and issue membership cards.
- Have on hand for each meeting:
 - The secretary's file
 - Copy of the POA, including all standing and special committees.
 - Official FFA Manual and the Official FFA Student Handbook.
 - Copy of the chapter constitution and bylaws.
- Work check-in table for events
- Help with point system tracking

D. Treasurer

- Receive, record and deposit FFA funds and issue receipts.
- Present monthly treasurer reports at chapter meetings.
- Collect dues and special assessments.
- Maintain neat and accurate treasury records.
- Prepare and submit the membership roster and dues to the National FFA Organization through the state FFA association office in cooperation with the secretary.
- Serve as chairperson of the finance committee.

E. Reporter

- Serve as chair of the POA public relations committee.
- 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.
- Publish a chapter newsletter or website.
- Prepare and maintain a chapter scrapbook.
- Send local stories to area, district and state reporters and to any school publications.
- Send articles and photographs to FFA New Horizons and other national and regional publications and websites.
- Work with local media on radio and television appearances and FFA news.
- Serve as the chapter photographer.
 - Coordinate with member to take photos during the FFA meetings
- Get flags from storage and place in the correct position in the meeting room
- Help set up tables/decorations at meetings/events
- Social Media Content
- Organize photos in google drive throughout the year

Student Initial: _____ Parent Initial: _____

F. Sentinel

- 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.
- Get station markers and place in the correct position in the meeting room
- Ensure microphones are working properly
- Help set up tables/decorations at meetings/events

G. Other Offices

● **Jr. Advisor**

- Supervise chapter activities year-round.
- Inform prospective students and parents about FFA.
- Instruct students in leadership and personal development.
- Build school and community support for the program.
- Encourage involvement of all chapter members in activities.
- Prepare students for involvement in career development events and leadership programs.
- Get & place podium at meetings/events
- Get & place mic stands (2) at meetings/events
- Help set up tables/decorations at meetings/events

● **Historian**

- Develop and maintain a scrapbook of memorabilia 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.
- Make slideshow for each meeting (work with secretary on agenda to make sure they match)
 1. Submitted for approval (by ASTs) by day of officer meeting
 2. Any changes will be made and finalized by 8am day of meeting
- Set-up laptop/projector and ensure slideshow is functioning correctly
- Record results from contests/shows
- Help with point system tracking

- **Parliamentarian**

- Be proficient with parliamentary procedure.
- Rule on all questions of parliamentary conduct at chapter meetings.
- Serve as a participant or an ex-officio member of the parliamentary procedure team.
- Conduct parliamentary procedure workshops at the chapter level.
- Chair or serve as ex-officio member on the conduct of meetings committee.
- Sitting by/helping Secretary to ensure a quorum is present
- Help set up tables/decorations at meetings/events

- **Chaplain**

- Present the invocation at banquets and other functions.
- Conduct reflections services at summer camps and conferences.
- Standing next to any papers/giving instructions for activities
- Help set up tables/decorations at meetings/events

V. Officer Activities 2024-2025

Below is a list of tentative activities that, as a Bridgeland FFA Officer, you are required to attend. If an activity does not have a date listed, it is because it has not been set. The following list is not necessarily all of the activities that we will be doing, it is merely an idea of things you will be expected to participate in.

- A.** Northwest District Leadership Camp - End of June
- B.** State Convention - Houston, Texas, July 8-12, 2024
- C.** Officer Retreat - August 2024
- D.** Officer POA Workshop - August 2024
- E.** Bear Necessities - Last week of summer
- F.** All FFA Monthly Meetings
- G.** All FFA Committee Meetings
- H.** All Leadership Meetings
- I.** LSA Meetings - LSA Representative Only
- J.** Chapter Community Service Project - Fall and Spring
- K.** Homecoming week activities
- L.** Fall Fundraiser Distribution - One afternoon in October
- M.** Keeping the Options Open night
- N.** Northwest District LDE Competition - November
 - 1. As a team member or individual competitor
- O.** Teacher Appreciation Breakfast
- P.** CFISD Show Barn Set-Up
- Q.** CFISD Livestock Show
- R.** CDE Competitions - Throughout spring semester
- S.** National FFA Week Activities - 3rd week in February
- T.** Membership Luncheon
- U.** Houston Livestock Show & Rodeo Events
 - 1. School Tours
 - 2. Program Sales
 - 3. Cowboy Mounted Shooting
- V.** Chapter Banquet Workdays - Afternoons before banquet
- W.** Chapter Banquet
- X.** Northwest District FFA Convention
- Y.** Area 3 FFA Convention/Degree Check

VI. Bridgeland FFA Officer Demerit System

As an officer, the Bridgeland FFA Chapter and the Agriculture Science Teacher(s) (AST's)/ FFA Advisor(s) will expect you to be dedicated, diligent, and thorough in your duties. The following is a demerit system that reflects the list of activities and policies that govern the Bridgeland FFA Officer team and shall be met during the duration of your office (located in the Bridgeland FFA Officer Handbook). Violation of these policies will result in a demerit. Demerits may be weighted differently due to the severity of the violation. **Demerit consequences are as follows: 3 demerits will result in parent contact, 7 demerits will result in probationary period, 10 demerits will result in the removal from one's office.** *Note: Probationary period will result in removal from officer privileges for one month. Officers are expected to still fulfill required duties. (Privilege = Opening Ceremonies, Duty = Setting up for meeting) Should you miss a required meeting or other function due to an excused absence, please notify all 4 AST's via email.*

FOR INFORMATION ONLY - PLEASE SIGN SEPARATE OFFICER DEMERIT AGREEMENT FORM

Reason for Demerit	Weight of Infraction	Violation #1 Date	Violation #2 Date	Violation #3 Date	Total
Incorrect Opening Ceremonies	1				
Late to an Officer Meeting	1				
Late Committee Report	1				
Failure to wear Officer Attire (officer t-shirt, polo, official dress, dress up days, chapter t-shirt, etc.)	2				
Missed an Officer Meeting	2				
Missed a Committee Meeting	2				
Failure to complete required responsibilities - (officer responsibilities, committee responsibilities, community service, recruitment, etc.)	3				
Missed a required function (chapter event, committee event, etc.)	3				
Lunch D Hall Assignment	3				
Missed an FFA Meeting	4				
Failed a class for the 9 weeks	4				
Disrespect to fellow officers	5				
Inappropriate Social Media Conduct	5				
DMC Assignment (2nd DMC results in removal from office)	5				
Disrespect/Disobeyed an Advisor/Chaperone	7				
Tobacco/Alcohol/Vape Use	8				
Suspension (Automatic removal from office)	10				
ALC Placement (Automatic removal from office)	10				

Student Initial: _____ Parent Initial: _____

VII. Officer Candidate Requirements

- A. The Bridgeland FFA Officer Candidate ***must*** be a current dues paying FFA Member in ***GOOD STANDING***.
- B. The Bridgeland FFA Officer Candidate ***must*** attend all parts of the election process in Official Dress.
- C. The Bridgeland FFA Officer Candidate running for office ***must*** attend the Mandatory Officer Candidate Meeting held on **Wednesday, March 27th, 2024 at 3:00PM in Ag Classroom 1557.**
 - 1. If a student has a prior commitment they need to let the AST's know at least 3 days before the meeting; exceptions will be made at the discretion of the AST's.
- D. The Bridgeland FFA Officer Candidate ***must*** complete this packet (submitted to the Ag Office) and the Bridgeland FFA Officer Application (submitted through the Bridgeland FFA Website) and submit it to the AST's/FFA Advisor(s) no later than **Thursday, April 4th, 2024 by 3:00PM.**
 - 1. *Late applications* will be accepted until Friday, April 5th at 3:00PM with a penalty of 5 points deducted from the candidates application score.
- E. The Bridgeland FFA Officer Candidate ***must*** sign and return the Bridgeland FFA Officer Demerit Agreement Form no later than **Thursday, April 4th, 2024 by 3:00PM.** (this form is included in your application packet)
- F. The Bridgeland FFA Officer Candidate ***must*** submit their current grade report that includes final grades for each 9 weeks. The candidate will receive credit for each 9 weeks that they were academically eligible in accordance with UIL standards. ***Candidates will forfeit candidacy if they are NOT currently academically eligible in accordance with UIL standards.*** Grade reports must be submitted to the AST's/ FFA Advisor(s) no later than **Thursday, April 4th, 2024 by 3:00PM** (this form is included in your application packet).
- G. The Bridgeland FFA Officer Candidate receives a recommendation from each of their teacher's from the Spring 2024 Semester as well as one (1) recommendation from a Bridgeland High School Employee of the candidates choosing. Recommendations will be generated in an online survey format sent out by either Ms. Scardino, Ms. Stumpner, Ms. White, or Mr. Wood and must be submitted by staff members by **Monday, April 15th, 2024 by 11:59PM.**
- H. The Bridgeland FFA Officer Candidate ***must*** take the Bridgeland FFA Officer Exam. The date set for taking the Bridgeland FFA Officer Exam will be **Tuesday, April 16th, 2024 at 3:10PM in the Ag Shop 1554.** Officer candidates ***must*** be in official dress.

- I. The Bridgeland FFA Officer Candidate ***must*** participate in a round-robin style interview on **Tuesday, April 16th, 2024 immediately following the completion of the exam.** Officer candidates ***must*** be in official dress.
- J. The Bridgeland FFA Officer Candidate ***must*** complete a candidate video on **Tuesday, April 16th, 2024.** The purpose of the candidate video will be used in order to obtain the chapter member votes in class on **Thursday, April 18th, 2024.** Any means of campaigning are prohibited and will result in disqualification. The officer candidate ***must*** be in official dress. The candidate will be videoed on:
1. A brief description of their current and past involvement in the Bridgeland FFA Chapter (answers must be kept under a 90 second time limit),
 2. An explanation on why the candidate would like to be an officer for the Bridgeland FFA Chapter (answers must be kept under a 90 second time limit),
 3. And a thought question asked on camera ((answers must be kept under a 90 second time limit).
- K. If candidates advance to the second round, The Bridgeland FFA Officer Candidate ***must*** go through a panel interview on **Thursday, April 18th, 2024 at 3:30PM.** Officer candidates ***must*** be in official dress.
- L. If any of the above requirements are broken, the Bridgeland FFA Officer Candidate will immediately forfeit his/her candidacy.

VII. Officer Candidate Scoring Breakdown

The Bridgeland FFA Officer election process will be broken into two rounds.

- The **first round** will consist of officer application, recommendations, officer exam, academic eligibility, and a round-robin interview.
 - The first round of the election process will determine the number of officers representing Bridgeland FFA for the 2024-2025 school year.
- The **second round** will consist of a panel interview and a popular vote.
 - The second round of the election process will be added to the first round scores to determine the final positions of our 2024-2025

A. Round One: Officer Candidate Application - 15 points

1. Due: **Thursday, April 4th, 2024 by 3:00PM**
2. Officer Candidate Application must be submitted through the Bridgeland FFA Website.
3. Officer Candidate must submit a digital Candidate Resume using the provided template.

B. Round One: Teacher Recommendations – 5 points

1. Due: **Monday, April 15th, 2024 by 11:59PM**
2. Officer Candidate Teacher Recommendations will ***only*** be accepted via Teacher Recommendation Survey sent out by Ms. Scardino, Ms. Stumpner, Ms. White or Mr. Wood. The required recommendations are:
 - a) One (1) recommendation from ***each*** of the candidates current, Spring 2024 teachers.
 - b) One (1) recommendation from a Bridgeland High School Employee of the candidates choosing.

C. Round One: Academic Eligibility – 10 points

1. Due: **Thursday, April 4th, 2024 by 3:00PM**
2. The Bridgeland FFA Officer Candidate must submit their current grade report that includes final grades for each 9 weeks.
3. The candidate will receive credit for each 9 weeks that they were academically eligible in accordance with UIL standards.
4. ***Candidates will forfeit candidacy if they are NOT currently academically eligible in accordance with UIL standards.***
5. Current academic eligibility is determined by the 3rd 9 weeks report card. *****If ineligible at 3rd 9 weeks, eligibility can be regained on April 12th, 2024 if passing *all* classes (Grade check date is April 5th, 2024).***

D. Round One: Officer Candidate Exam – 20 points

1. Due: **Tuesday, April 16th, 2024 at 3:10PM**
2. Candidates will receive a list of study materials at the Officer Candidate Interest Meeting.

E. Round One: Round-Robin Interview - 40 points

1. Due: **Tuesday, April 16th, 2024 immediately following the completion of the Bridgeland FFA Officer Candidate Exam.**
2. The round-robin interview will consist of three (3) interviewers.

F. Round Two: Panel Interview – 40 points

1. Due: **Thursday, April 18th, 2024 at 3:30PM**
2. The panel interview will consist of three (3) interviewers. Each interviewer will receive:
 - a) Candidate Resumes (submitted through application)

G. Round Two: Popular Vote – 10 points

1. Due: **Thursday, April 18th, 2024 from 7:20AM - 2:40PM.**
2. The Bridgeland FFA Officer Candidate ***must*** complete a candidate video on **Tuesday, April 16th, 2024.** The purpose of the candidate video will be used in order to obtain the chapter member votes. The candidate will be videoed on:
 - a) A brief description of their current and past involvement in the Bridgeland FFA Chapter,
 - b) An explanation on why the candidate would like to be an officer for the Bridgeland FFA Chapter,
 - c) And a thought question asked on camera.
3. FFA members will view videos and vote on candidates during school day on Wednesday.

Student Initial: _____ Parent Initial: _____

VIII. Agreement to the Bridgeland FFA Officer Team Requirements and Candidate Expectations

The Bridgeland FFA Officer Team is developed to set the stage for all members within the chapter. You are a leader and a role model. You should act like it at all times, both inside and outside of class.

If any of the above guidelines are broken, demerits will be given and the Bridgeland FFA Officers position will be placed under review. Any officer’s position placed under review could result in suspension or termination. **Agriculture Science Teacher(s)/ FFA Advisor(s) will have the final decision in all matters regarding the Officer Team and the FFA Chapter.**

I have read, studied and understood the above guidelines. If elected to a Bridgeland FFA office position, I will carry out my responsibilities in accordance with these statements and understand that I can be removed from office by the Bridgeland FFA Agriculture Science Teachers/FFA Advisors if I do not satisfactorily follow these established standards. I also understand that if I become an Officer and I am not compliant with the rules that have been set forth, I will receive demerits and my position will be placed under review. Any officer’s position placed under review could result in suspension or termination. **I understand that the Agriculture Science Teacher(s)/ FFA Advisor(s) will have the final decision in all matters regarding the Officer Team and the FFA Chapter.**

Printed Name of the Officer Applicant

Signature of Officer Applicant

Date

As the parent/guardian of the above named officer, I understand and support the above mentioned duties and responsibilities of being an officer in Bridgeland FFA.

Printed Name of Applicant’s
Parent/Guardian

Signature of Applicant’s
Parent/Guardian

Date

FFA Advisor Signature - Shelby Scardino

Date

FFA Advisor Signature - E.V. Stumpner

Date

FFA Advisor Signature - Olivia White

Date

FFA Advisor Signature - Kyle Wood

Date

Student Initial: _____ Parent Initial: _____

Student Initial: _____ Parent Initial: _____

Bridgeland FFA Officer Candidate Grade Check Report

Name: _____ 2023-2024 Grade Level: _____

Period	Teacher	9 Weeks Grade			Teacher Initials	Comments
		1st	2nd	3rd		
1						
2						
3						
4						
5						
6						
7						

DO NOT TURN THIS IN WITHOUT ALL OF YOUR GRADES FILLED OUT AND INITIALED BY YOUR TEACHER! DO THIS IN ADVANCE IN CASE YOUR TEACHER IS ABSENT!

DUE: THURSDAY, APRIL 4TH, 2024 by 3:00PM

Parent Signature:

The information given is true and correct, and my son/daughter is eligible in accordance with UIL standards.

Signature: _____ Date: _____

Student Signature:

The information given is true and correct, and I am eligible in accordance with UIL standards.

Signature: _____ Date: _____

Student Initial: _____ Parent Initial: _____

Student Initial: _____ Parent Initial: _____

Bridgeland FFA Officer Demerit System

2024-2025 Demerit Agreement

As an officer, the Bridgeland FFA Chapter and the Agriculture Science Teacher(s) (AST's)/ FFA Advisor(s) will expect you to be dedicated, diligent, and thorough in your duties. The following is a demerit system that reflects the list of activities and policies that govern the Bridgeland FFA Officer team and shall be met during the duration of your office (located in the Bridgeland FFA Officer Handbook). Violation of these policies will result in a demerit. Demerits may be weighted differently due to the severity of the violation. **Demerit consequences are as follows: 3 demerits will result in parent contact, 7 demerits will result in probationary period, 10 demerits will result in the removal from one's office.** *Note: Probationary period will result in removal from officer privileges for one month. Officers are expected to still fulfill required duties. (Privilege = Opening Ceremonies, Duty = Setting up for meeting) Should you miss a required meeting or other function due to an excused absence, please notify all 4 AST's by email.*

Agreement to the Bridgeland FFA Officer Team Demerit System

I have read, studied and understand the Bridgeland FFA Officer Demerit System. If elected to a Bridgeland FFA office position, I will carry out my responsibilities in accordance with these statements and understand that I can be removed from office if I do not satisfactorily follow these established standards. I also understand that if I become an officer and I am not compliant with the rules that have been set forth, I will receive demerits. If I receive demerits, I understand the consequences as listed above.

Printed Name of the Officer Applicant

Signature of Officer Applicant

Date

As the parent/guardian of the above named officer, I understand and support the above mentioned duties, responsibilities, and demerit system of being an officer in Bridgeland FFA.

Printed Name of Applicant's
Parent/Guardian

Signature of Applicant's
Parent/Guardian

Date

FFA Advisor Signature - Shelby Scardino

Date

FFA Advisor Signature - E.V. Stumpner

Date

FFA Advisor Signature - Olivia White

Date

FFA Advisor Signature - Kyle Wood

Date

Bridgeland FFA Officer Demerit System

For Office Use ONLY

Name: _____ 2024-2025 Grade Level: _____

Officer Position: _____

Reason for Demerit	Weight of Infraction	Violation #1 Date	Violation #2 Date	Violation #3 Date	Total
Incorrect Opening Ceremonies	1				
Late to an Officer Meeting	1				
Late Committee Report	1				
Failure to wear Officer Attire (officer t-shirt, polo, official dress, dress up days, chapter t-shirt, etc.)	2				
Missed an Officer Meeting	2				
Missed a Committee Meeting	2				
Failure to complete required responsibilities - (officer responsibilities, committee responsibilities, community service, recruitment, etc.)	3				
Missed a required function (chapter event, committee event, etc.)	3				
Lunch D Hall Assignment	3				
Missed an FFA Meeting	4				
Failed a class for the 9 weeks	4				
Disrespect to fellow officers	5				
Inappropriate Social Media Conduct	5				
DMC Assignment (2nd DMC results in removal from office)	5				
Disrespect/Disobeyed an Advisor/Chaperone	7				
Tobacco/Alcohol/Vape Use	8				
Suspension (Automatic removal from office)	10				
ALC Placement (Automatic removal from office)	10				

Bridgeland FFA Officer Demerit System

DEMERIT FORM

Name: _____ 2024-2025 Grade Level: _____

Officer Position: _____

This is a formal notice that you are in violation of one or more of the policies that should be met during the duration of your office. The following violation(s) has placed your Bridgeland FFA Officer position under review.

Violation(s):

Demerit Points:

_____	_____
_____	_____
_____	_____

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CURRENT DEMERIT TOTAL: _____

- Continue position as 2024-2025 Bridgeland FFA Officer
- 2024-2025 position placed on probation
- Removal from position as 2024-2025 Bridgeland FFA Officer

As a Bridgeland FFA Officer, I understand the infraction of the officer handbook and take responsibility for my assigned demerits.

_____	_____	_____
Printed Name of the Officer Applicant	Signature of Officer Applicant	Date

As the parent/guardian of the above named officer, I understand and support the above demerit issued to my student.
**Only at or after 3 demerits*

_____	_____	_____
Printed Name of Applicant's Parent/Guardian	Signature of Applicant's Parent/Guardian	Date

_____	_____	_____
AST's/FFA Advisor Initials		Date

Student Initial: _____ Parent Initial: _____

Officer Candidate Checklist

_____ Check next year's semester schedule and make sure you have an Agriculture Science Class for both fall and spring semesters.

_____ Make sure you have **COMPLETE** Official Dress.

_____ Attend the Bridgeland FFA Officer Candidate Mandatory Meeting on **Wednesday, May 27th, 2024 at 3:00PM.**

_____ Complete Bridgeland FFA Officer Candidate Application on the Bridgeland FFA website and submit by **Thursday, April 4th, 2024 by 3:00PM.**

_____ Each of your teachers for the Spring 2024 semester and one Bridgeland High School employee of your choosing will receive an online recommendation survey via email. Surveys need to be completed by **Monday, April 15th, 2024 by 11:59PM.**

_____ Turn in **COMPLETED** Officer Handbooks, Demerit Agreement, and Grade Report on **Thursday, April 4th, 2024 by 3:00PM.**

_____ Take the Bridgeland FFA Officer Exam on **Tuesday, April 16th, 2024 at 3:10PM.**

_____ Complete Candidate Video on **Tuesday, April 16th, 2024.**

_____ Complete the round-robin interview on **Tuesday, April 16th, 2024** immediately following the completion of the Bridgeland FFA Officer Exam.

_____ Complete the panel interview on **Thursday, April 18th, 2024 at 3:30PM.**

_____ Members will vote on the Bridgeland FFA Officer Candidate that they believe will lead the chapter most effectively on **Thursday, April 18th, 2024** during class.

_____ Attend the chapter end of year banquet and be inducted as a Bridgeland FFA Officer for the 2024-2025 school year.

THIS PAGE IS FREE TO BE TORN OUT AND KEPT BY THE CANDIDATE

Student Initial: _____ Parent Initial: _____