SAMPLE

PROGRAM OF WORK

| **Activity** | **Goals** | **Ways and Means** |
| --- | --- | --- |
|  | Division 1. Supervised Experience |  |
| Improving SAE Programs | Chapter sponsor activity to increase size and scope of SAE programs of members | a. Chapter members obtain loans from bank |
|  |  |  |
|  | Division 2. Cooperation |  |
| Learning to work together | Cooperate with civic clubs, agricultural agencies, and agricultural business organizations | a. Arrange to send chapter members to organizations |
|  |  |  |
|  | Division 3. Community Services |  |
| Assist in community | To make the community a better place to liveTo improve public relationsTo develop civic responsibility | a. Parliamentary Procedure demonstration.b. Serve at community sponsored dinners and BBQs |
|  |  |  |
|  | Division 4. Leadership |  |
| Providing leadership | Members participate in chapter public speaking and creed contest | a. Give grade and/or pointsb. Have challenging and well planned Program of Workc. Provide members with information in FFA Constitution |
|  |  |  |
|  | Division 5. Investments and Savings |  |
| Encouraging thrift and investments | Each chapter member complete one activity that encourages thrift and increased investmentsChapter to earn sufficient money to finance activities | a. Prepare a chapter budgetb. Have treasurer make a report at each meetingc. Recognize members in increasing their investmentsd. Check candidates’ earnings before raising to next degreee. Use one or more of the following to raise chapter funds:1. Barn Dance 2. BBQs |
|  |  |  |
|  | Division 6. Conduct of Meetings |  |
| Planning and conducting satisfactory chapter meetings  | Hold ten regular meetings during the year.Use all of the official chapter paraphernaliaUse proper official ceremonies at meetings | a. Have meetings once monthlyb. Schedule executive committee meetingsc. Prepare well planned programs for meetingsd. Provide activity after each meetinge. Provide refreshment at each meetingf. Discuss calendar with school administrationg. All officers memorize parts for all meetingsh. Acquire all necessary paraphernalia and equipment from FFA Supply Servicei. Officers wear official FFA jacket at meetingsj. Display FFA bannerk. Have Sentinel prepare FFA meeting rooml. Provide special training on ceremonies for new officers |
| Using officers effectively | Chapter select qualified officersInvite state officers to visit chapterChapter use official secretary’s book | a. Select by May 15b. Keep chapter minutes up to datec. Follow approved method of recording minutesd. Treasurer keeps balance checked |
|  |  |  |
|  |  |  |
|  | Division 7. Recreation |  |
| Having “fun” through planned recreation | Chapter provide organized recreational activities in:1. Sports
2. Social
3. Organized tours
 | a. Organize an achievement trip for the chapterb. Plan social activitiesc. Hold annual Barn Danced. Participation in Sectional Basketball Tournament |
|  |  |  |
|  | Division 8. Public Relations |  |
| Promoting the FFA | Use various media to keep the public informed of FFA activitiesSponsor awards banquet | a. Make extensive use of local newspaperb. Encourage proper wearing of official FFA clothing by membersc. Establish 8th grade officer team for communications between junior high and high schoold. Maintain a scrapbooke. Conduct an 8th grade orientation programf. Present FFA awards at an annual awards banquetg. Use radio and TV media |
|  |  |  |
|  | Divison 9. Participation in State and National Activities |  |
| Attending conventions | Two chapter members participate in State Convention activities | a. Have chapter delegates attend State Conventionb. Advisor counsel delegates prior to State Conventionc. Wear official FFA uniform to convention activities |
| Promoting National FFA | Observe National FFA Week during the week of George Washington’s Birthday by sponsoring two activities | a. Use material supplied by state association to promote FFA Weekb. Bulletin board displays of FFA information |
| Using National Foundation Awards | Chapter have entries in Foundation Award | a. Provide information and application formsb. Keep accurate records on file for award programsc. Submit applications to state office on timed. Obtain and present FFA Foundation medals |
| Subscribing to National FFA Magazine | 100 percent of members subscribe to magazine | a. Include subscription rate in dues |
| Competing in National Chapter Award Program | Meeting the requirements for Superior Chapter | a. Plan Program of Work in fallb. Committee chairman and chapter officers consolidate each committee’s accomplishmentsc. Keep program of work up to dated. Keep minutes of all community meetings and officer meetings in notebook |
| Participating in judging activities | Enter qualified teams in judging contests | a. Hold chapter contestsb. Chapter assists individuals and contestants as needed |