**Monthly Officer Checklist 2017-18**

*Day of Officer Dinner:*

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| --- | --- |
| Prepares agenda with White | Arath |
| Communicates with team and gathers food order gives to White by 4pm | Yamilett |
| Sets up room | Maico/Austin |
| Brings officer binders | All |
| Gathers needed materials (books, etc.) | Erika |
| Takes notes during meeting | Anaely |

*Pre-Meeting:*

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| --- | --- | --- |
| Turn in scripts to meeting chair including directions, etc. | Friday before meeting | All |
| Collects scripts and gathers into cohesive format (size 24 font, double spaced, Arial, page breaks). Evaluates consistency between parts (Aggies of the Month, etc.). | Saturday before meeting | Meeting chair |
| Upload collected script to dropbox and share with White | Saturday before meeting | Meeting chair |
| Creates materials list and emails to Titus ktitus@ghsd.k12.ca.us | Saturday before meeting | Meeting chair |
| Gets current balances from White and Gallegos | Monday/Tuesday before mtg | Rene |
| Checks in with White and Titus to make sure all items have been received and edited | Monday before meeting | Meeting chair |
| Memorize any ceremonies (October- GH Degree, November- Chapter Degree) | BY Monday before meeting (prepare to present on Tues) | All officers except Nathan and Austin |
| Receive script edits from White | Monday before meeting after school | All officers |
| Review edits and ask questions | Tuesday | All officers |
| Practice direction sets with Goehring, Reece, Silva or Titus | Tuesday at lunch | All officers |
| Conduct classroom visits to inform students about the FFA meeting | 2 days prior to FFA meeting (plan schedule with White in advance) | All officers |
| Post on social media about the FFA meeting and Ag Wear | Evening before FFA meeting | All officers |

*Meeting Day:*

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| WEAR FFA JACKET | ALL FRIGGING DAY | ALL Y’ALL |
| Gather and double check all materials | Lunch/after school | Meeting chair |
| Meet and cover any last minute details, gather equipment (see additional list) | Immediately after school | All officers |
| Check sound system equipment and charge microphones | Immediately after school | Austin |
| Set up in Notolli Dome | 4pm | All officers |
| Practice | 4:30pm | All officers |
| Welcome Ag Lead | 5:30pm | All officers |
| Open doors and play and meet people and converse and build relationships | 6:00pm | All officers |
| Begin FFA meeting | 6:30pm | All officers |
| Cleanup from meeting and conduct post-meeting discussion | After meeting | All officers |