SAMPLE

PROGRAM OF WORK

| **Activity** | **Goals** | **Ways and Means** |
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|  | 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 |
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|  | 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 |
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|  | Division 3. Community Services |  |
| Assist in community | To make the community a better place to live  To improve public relations  To develop civic responsibility | a. Parliamentary Procedure demonstration.  b. Serve at community sponsored dinners and BBQs |
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|  | Division 4. Leadership |  |
| Providing leadership | Members participate in chapter public speaking and creed contest | a. Give grade and/or points  b. Have challenging and well planned Program of Work  c. Provide members with information in FFA Constitution |
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|  | Division 5. Investments and Savings |  |
| Encouraging thrift and investments | Each chapter member complete one activity that encourages thrift and increased investments Chapter to earn sufficient money to finance activities | a. Prepare a chapter budget  b. Have treasurer make a report at each meeting  c. Recognize members in increasing their investments  d. Check candidates’ earnings before raising to next degree  e. Use one or more of the following to raise chapter funds:  1. Barn Dance  2. BBQs |
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|  | Division 6. Conduct of Meetings |  |
| Planning and conducting satisfactory chapter meetings | Hold ten regular meetings during the year. Use all of the official chapter paraphernalia  Use proper official ceremonies at meetings | a. Have meetings once monthly  b. Schedule executive committee meetings  c. Prepare well planned programs for meetings  d. Provide activity after each meeting  e. Provide refreshment at each meeting  f. Discuss calendar with school administration  g. All officers memorize parts for all meetings  h. Acquire all necessary paraphernalia and equipment from FFA Supply Service  i. Officers wear official FFA jacket at meetings  j. Display FFA banner  k. Have Sentinel prepare FFA meeting room  l. Provide special training on ceremonies for new officers |
| Using officers effectively | Chapter select qualified officers Invite state officers to visit chapter  Chapter use official secretary’s book | a. Select by May 15  b. Keep chapter minutes up to date  c. Follow approved method of recording minutes  d. Treasurer keeps balance checked |
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|  | 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 chapter  b. Plan social activities  c. Hold annual Barn Dance  d. Participation in Sectional Basketball Tournament |
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|  | Division 8. Public Relations |  |
| Promoting the FFA | Use various media to keep the public informed of FFA activities Sponsor awards banquet | a. Make extensive use of local newspaper  b. Encourage proper wearing of official FFA clothing by members  c. Establish 8th grade officer team for communications between junior high and high school  d. Maintain a scrapbook  e. Conduct an 8th grade orientation program  f. Present FFA awards at an annual awards banquet  g. Use radio and TV media |
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|  | Divison 9. Participation in State and National Activities |  |
| Attending conventions | Two chapter members participate in State Convention activities | a. Have chapter delegates attend State Convention  b. Advisor counsel delegates prior to State Convention  c. 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 Week  b. Bulletin board displays of FFA information |
| Using National Foundation Awards | Chapter have entries in Foundation Award | a. Provide information and application forms  b. Keep accurate records on file for award programs  c. Submit applications to state office on time  d. 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 fall  b. Committee chairman and chapter officers consolidate each committee’s accomplishments  c. Keep program of work up to date  d. Keep minutes of all community meetings and officer meetings in notebook |
| Participating in judging activities | Enter qualified teams in judging contests | a. Hold chapter contests  b. Chapter assists individuals and contestants as needed |