

FFA BOOKS

The 1st Place Group I book from each area in each of the Book Career Development Events will be displayed during the State FFA Convention and will receive a Group I State Medal.

Objectives

Secretary's Book Objectives

The students will be able to display their ability to:

- I. Keep a record of correspondence sent and received.
- II. Maintain meeting agendas.
- III. Maintain lists of National, State, Area, and Chapter officers and Chapter committee members.
- IV. Keep an accurate record of chapter and executive committee meetings.
- V. Maintain committee, officer and annual chapter reports.
- VI. Maintain complete and accurate membership records.
- VII. Maintain current chapter documents such as the Constitution and By-laws and Program of Activities.

Treasurer's Book Objectives

The students will be able to display their ability to:

- I. Maintain the financial records of the chapter.
- II. Maintain copies of the chapter budget and inventory.
- III. Maintain records of chapter member dues and fund-raising earnings.
- IV. Maintain paid receipts and copies of bills in order to document receipts/expenditures.
- V. Maintain copies of reports submitted to the chapter.

Scrapbook Objectives

The students will be able to display their ability to:

- I. Write and submit articles to the news media.
- II. Develop a written and pictorial history of the FFA chapter.
- III. Take pictures of FFA activities.
- IV. Present a history of the FFA chapter's and students' activities over a given period of time.

Record book Objectives

The students will be able to display their ability to:

- I. Keep accurate and neat financial records.
- II. Record financial information in the proper format(s).
- III. Calculate financial statements, cash flow, and profit and loss.
- IV. Keep inventory of agricultural produce or products.
- V. Keep record of leadership activities.

Book Contest Rules

1. Secretary's book, Treasurer's book, and Scrapbook must be **completed** covering the time period between the first day of March and the last day of February of the preceding year.
2. The Secretary's book and Treasurer's book may be kept on pages duplicated from National FFA publications **OR** on self-generated forms which meet the basic record keeping guidelines listed in this book. Format should follow these rules:

Secretary's Book

- a. Chapter may use any word processor, spreadsheet or database they chose.
- b. All pages must be printed on white paper. (Do not use any type of colored paper other than white.)
- c. No graphics except the official FFA logo or current FFA theme logo.
- d. One-inch top, bottom, left and right margins (exceptions are the top margin for chapter letterhead may be less than one-inch or if a list of officers is placed on the left side of the chapter letterhead then the left margin may be less than one-inch.) Page numbers may also encroach the one-inch margin at the bottom of the page.
- e. No watermarks on any pages with the exception of chapter letterhead used for FFA chapter correspondence.
- f. Legible and readable font, 10 to 12 point (Page headings, list headings and the Chapter FFA letterhead may exceed 12 point but not be more than 24 point in size.).
- g. No lamination of any pages. Plastic sleeves in which the page can be removed are not considered lamination and are acceptable.
- h. No photos.
- i. A three-ring notebook with a clear view cover should be used.
- j. On the cover of the notebook should indicate this is the FFA Secretary's Book, the FFA Chapter Name, Year - Dates covered, Advisor's Name and FFA Secretary's Name along with the FFA Emblem. (These should be the only items on the cover.)
- k. Pages may be numbered. Page number should be centered at the bottom of the page.
- l. Clearly-defined sections, marked by tabs, including a Table of Contents.
- m. The Table of Contents should include the following:
 - 1). List of Chapter, Area, State and National FFA Officers
 - 2). List of FFA Members (Including degree received, attendance at meetings, office held, dates and attendance at meetings, committee membership, etc.) May print this page in landscape.
 - 3). Chapter Calendar of Activities
 - 4). Agendas for Executive Committee and Chapter Meetings
 - 5). Minutes of Executive Committee and Chapter Meetings (Minutes may contain handwritten corrections that are made, voted on by the chapter and initialed by chapter president. Corrections must be marked through with a single line, initialed and corrected in ink.)
 - 6). Committee Agendas and Committee Reports
 - 7). Chapter Program of Activities (Including Committee Membership)
 - 8). All Official FFA Chapter Correspondence (letters, invitations, programs, thank you notes, etc.)
 - 9). Copies of the Chapter, Area & State FFA Constitutions and By-Laws
 - 10). Annual FFA Chapter Report
 - 11). Other items that may be included such as Honorary Membership list, etc.
 - 12). Judges will follow these guidelines in evaluating minutes in Secretary Book.

WRITING THE MINUTES FOR MEETINGS - CONTENT OF THE MINUTES

(Following information is adapted from the 10th Edition of *Robert's Rules of Order Newly Revised*.)

1. The first paragraph contains:

- a. The kind of meeting (regular, special, annual, or adjourned)
- b. The name of the group holding the meeting
- c. The date and hour of the meeting, and the place if it is not always the same
- d. A notation of the presence of the regular Presiding Officer and the Secretary, or the name of their substitutes
- e. Action taken on the minutes of the previous meeting (approved as read or as corrected or dispensed with, for later approval)

2. The body of the minutes contains (each subject covered should be written in a separate paragraph):

- a. Reports of officers, boards, standing committees, and special committees
 - (1) Officers (including the Treasurer's report)
 - (2) Board (given by the Secretary for information)
 - (3) Standing committees
 - (4) Special committees
- b. Motions
 - (1) Final wording of all main motions (with any adhering amendments) and any motion that brings a main question again before the assembly; also whether each was adopted, lost, or temporarily disposed of, but not if withdrawn.
 - (2) All notices of motions
 - (3) All points of order and appeals, noting whether sustained or lost, the reason for each ruling by the chair
 - (4) The name of the maker of important motions, but not of the seconder.
 - (5) All subsidiary, privileged, and incidental motions (secondary motions) that were not lost or withdrawn if including them clarifies the minutes.
- c. Announcements

3. The last paragraph (a sentence) contains the hour of adjournment.

4. The minutes are closed with the signature and title of the Secretary.

OTHER TIPS FOR THE SECRETARY

The name and subject of a guest speaker can be included in the minutes. Do not include a summary of the remarks.

Do not include what did not occur in the meeting.

When the minutes have been approved, the word "Approved," with the Secretary's initials should be written below the minutes.

When corrections are made, the error should be bracketed and the correction written on the facing page or in a wide margin.

Minutes can be corrected years after they are approved.

The Secretary should sit near the presiding officer.

The names of those elected or appointed to committees should be listed.

Motions should be recorded exactly as adopted.

If a motion is long or difficult to record requested that it be submitted in writing.

If a draft of the preceding meeting minutes are sent to all members, they need not be read unless requested.

The fact that a motion was seconded is not included.

"Respectfully submitted" is not necessary when the Secretary signs the minutes.

Treasurer's Book

- a. Chapter may use any word processor, spreadsheet or database or financial accounting package they chose.
- b. All pages must be printed on white paper. (Do not use any type of colored paper other than white.)
- c. No graphics except the official FFA logo or current FFA Theme logo.
- d. One-inch top, bottom, left and right margins.
- e. No watermarks on any pages.
- f. Legible and readable font, 10 to 12 point (page headings, list headings may exceed 12 point but not be more than 24 point in size.
- g. No lamination of any pages. Plastic sleeves in which the page can be removed are not considered lamination and are acceptable.
- h. No photos.
- i. A three-ring notebook with a clear view cover should be used.
- j. On the cover of the notebook should indicate this is the FFA Treasurer's Book, the FFA Chapter Name, Year - Dates covered, Advisor's Name and FFA Treasurer's Name along with the FFA Emblem. (These should be the only items on the cover.)
- k. Pages may be numbered. Page number should be centered at the bottom of the page.
- l. Clearly-defined sections, marked by tabs, including a Table of Contents. The Table of Contents should include the following:
 - 1). Chapter Inventory - (Beginning and Ending). Should include a list and approximate value of items owned by the chapter such as paraphernalia, equipment, etc.
 - 2). Chapter Budget - Should include estimated income and expenses, a budget for each Program of Activities Committee, Banquet and Fund Raising Activities.
 - 3). FFA Chapter Financial Statement including Net Worth
 - 4). Monthly Accounting of all the Chapter's receipts, expenses and running cash balance. Check Numbers, Record of Membership dues paid, dues collection, etc.
 - 5). Monthly Chapter Financial/Treasurer's Reports
 - 6). Chapter Finance/Economics Committee Agendas and Reports
 - 7). Other items that may be included such as audit report, adding machine tapes, invoices, receipts, copies of checks, vouchers, etc.

Agricultural Experience Record Books

- a. Students must enter & use the Missouri Agricultural Record Book for Secondary Students or the Missouri Farm Business Record Book. Computerized records may be used on the Complete category of the record book.
- b. Record Books will consist of the following 4 categories:
 - 1.) Incomplete Record Book Entrepreneurship (Ownership)
 - 2.) Incomplete Record Book Placement
 - 3.) Complete Record Book Entrepreneurship (Ownership)
 - 4.) Complete Record Book Placement

Incomplete - A student who is a first year agriculture student at or above the 9th grade level with 4 months of introductory SAE & Leadership records. (Typically begins September 1 and ends December 31.)

Complete - A student who has completed at least one full year of agriculture education and has completed at least one year of SAE & Leadership records. (The first year of records may be a minimum of 12 month and a maximum of 16 months.)

Entrepreneurship – Business or project is owned by the student.

Placement – Student is working for someone other than themselves.

- c. Form 36 – Agricultural Experience Record Books Scorecard will be used to score all record books. The entire student record book will be used in arriving at the students score.
- d. All record books must be the original work of the student and certified by a typed, signed statement of the agriculture instructor placed inside the front cover of the record book.
- e. All records (not computerized) must be in pencil.
- f. Complete record books may be computerized.
- g. Record books will be scored on:
- h. Completeness – Use of all applicable pages.
 - 1.) **Accuracy** – Mathematics, amounts and prices, entries in proper places.
 - 2.) **Extent of Record System** – Number of enterprises, &/or entries, amount of work done on records.
 - 3.) **Up-To-Date** – Completed books –complete for the normal cycle of year.

Chapter Scrapbook

- a. The scrapbook should be a record of activities engaged by the FFA chapter.
- b. Scrapbook must be **completed** covering the time period between the first day of March and the last day of February of the preceding year.
- c. News articles written by any one other than the chapter reporter(s) &/or advisor shall not be counted in excess of 15% of the column inches.
- d. Each Chapter Scrapbook will be scored using Form 37 – Chapter Scrapbook Scorecard.
- e. Components of the scrapbook should include:
 - 1. List of activities engaged by the FFA chapter.
 - 2. List of FFA chapter officers and FFA members.
 - 3. List of degrees & recipient's names awarded during the year.
 - 4. Record of honors received by the FFA Chapter.
 - 5. Copies of announcements and programs concerning chapter activities,
 - 6. News clippings written by the reporter(s) &/or advisor
 - 7. News clippings written by others
 - 8. Photographs.

References

Writing Minutes: Parliamentary Procedure Instructional Materials Center,
http://pzen.northwest.net/index.php?main_page=page_13&zenid=0e288t2633db12a3c5e8a5db27d1641b

FFA Chapter Books - Secretary, Treasurer and Program of Activities available from the National FFA Supply Service, 6060 FFA Drive, P.O. Box 68960, Indianapolis, IN 46268-0960. Phone: (317) 802-6060. Item # STOPA-WB.

CHAPTER SECRETARY'S BOOK
SCORECARD

Name/School/Identification

		1	2	3	4	5	6	7	8
		Answer YES or NO							
1. Do the records indicate that they were the results of the Chapter Secretary or Assistants?									
2. Do the records cover the Secretary's term of office, i.e. March 1 to February 28?									
SCORING:		Possible Score		MEMBERS' SCORE					
A. COMPLETENESS AND ACCURACY OF:		1	2	3	4	5	6	7	8
1. Table of Contents	25								
2. Names of Officers	50								
3. FFA membership & participation	100								
4. Chapter Calendar of Activities	50								
5. Agendas	50								
6. Minutes	300								
7. Committee Agendas & Reports	100								
8. Program of Activities	50								
9. Correspondence	100								
10. Annual Chapter Report	50								
11. Other Items	25								
B. Cover, Appearance, Neatness, Tabs, Completeness of items, Realistic, Appropriate information, Proper use of parliamentary procedure.	100								
TOTAL SCORE	1000								
RANKING									

CHAPTER TREASURER'S BOOK
SCORECARD

		1	2	3	4	5	6	7	8
Name/School/Identification									
		Answer YES or NO							
1. Do the records indicate they were the results of the Chapter Treasurer or Assistants?									
2. Do the records show evidence of being kept up-to-date during the year?									
3. Did the Treasurer make regular reports to the chapter and are the copies of these reports in the secretary's book and indicated in the secretary's minutes?									
4. Do the records cover the Treasurer's term of office, i.e. March 1 to February 28?									
SCORING:		Possible Score		MEMBERS' SCORE					
A. Completeness and Accuracy		1	2	3	4	5	6	7	8
1. Table of Contents	50								
2. Beginning & Ending Inventory	100								
3. Chapter Budget(s)	100								
4. Financial Statement & Net Worth	50								
5. Record of Receipts & Expenses	300								
6. Monthly Treasurer's Report	100								
7. Committee Agendas & Reports	50								
8. Other Items: Copies of receipts for money received, bills, invoices, adding machine tapes	50								
B. Cover, Appearance, Neatness, Tabs, Completeness of items, Realistic, Appropriate information, Proper use of Accounting.	200								
TOTAL SCORE	1000								
RANKING									

**AGRICULTURAL EXPERIENCE RECORD BOOKS*
SCORECARD**

___ Complete ___ Incomplete
___ Ownership ___ Placement

		1	2	3	4	5	6	7	8
Name/School/Identification									
	Possible Score								
1. COMPLETENESS Use of all applicable pages	30								
2. ACCURACY Mathematics, amounts, and prices, entries in proper places	30								
3. EXTENT OF RECORD SYSTEM Number enterprises and/or entries, amount of work done on records	20								
4. UP-TO-DATE Completed books - complete for normal cycle of year	10								
5. NEATNESS	10								
TOTAL SCORE	100								
RANKING									

INSTRUCTIONS:

1. Consider entire student book (enterprise records and permanent record) in arriving at a score in each division of the above scorecard.
2. Students may enter either the Missouri Agricultural Record Book for Secondary Students or the Missouri Farm Business Record Book.
3. All record books must be original work of student, as certified by a typed, signed statement of the agriculture instructor.
4. All records (not computerized) must be in pencil.
5. Completed record books may be computerized.

*THIS FORM MAY BE USED FOR BEGINNING AND/OR COMPLETED SAE RECORD BOOKS.

CHAPTER SCRAPBOOK*
SCORECARD

		1	2	3	4	5	6	7	8	9
Name/School/Identification										
COMPONENTS	Perfect Score									
1. List of activities engaged in by chapter**	15									
2. List of officers and members	10									
3. Degrees awarded during year NAMES	10									
4. Record of honors received by chapter	10									
5. Copies of announcements and programs concerning chapter activities	10									
6. News clippings written by reporter, advisor, and others***	25									
7. Photographs	20									
TOTAL SCORE	100									
RANKING										

* The scrapbook should be a record of activities engaged in by covering the time period between the first day of March and the last day of February of the preceding year.

** The judge’s responsibility is to select the officer who has done the most complete and the most attractive job of recording the activities of his/her chapter.

*** News written by others shall not be counted in excess of 15% of the column inches written by the reporter and the advisor.