

# INSTRUCTIONS

## Advisors & Candidates:

Please save all files before you begin. Use this file name as an example:  
lastname\_firstname\_year\_state\_officer\_application OR file name for  
document like officer agreement or letter of application, etc.  
(dietzschold\_keith\_2019\_state\_officer\_agreement)

Do not convert the file to google docs or other file -- those types of files cannot be used at the state office. Leave in the PDF format.

## Advisors & Candidates:

Please review the State Officer Handbook, Application and Agreement thoroughly.

**Expectations for State FFA Officers are high and it is of utmost importance that Candidates understand fully these expectations.**

The application, agreement, letter of application and state degree documents (and other supporting documents) are due via email (you will only need to scan the agreement after you obtain signatures) in the state office on or before March 1 at 5:00p.m.

- 1 Each Area FFA Association determines the time, date, place and any additional requirements for the interviews to select their candidates to attend the state selection.
- 2 Check with your local FFA Advisor, the Area MVATA President or the Area FFA Advisor regarding additional information and the process used to select candidates at the area level. (i.e. Some areas require more information)
- 3 Advisor Recommendation due March 1 to MO FFA Executive Secretary (via email).
- 4 Be sure to have completed and submitted the following items on or before March 1.

- \_\_\_\_\_ 1. State FFA Officer Application (which includes)
  - a. Applicant Information
  - b. State FFA Officer Candidate Biography and Photo  
(need to insert your photo into a word document, save as PDF, then upload in application)
  - c. New Officer Activity Dates – availability form
  - d. Jacket and Shirt Order Form
- \_\_\_\_\_ 2. Letter of Application (instructions within this document) (attach separate file)
- \_\_\_\_\_ 3. State Officer Agreement Form (separate document) (attach separate file)
- \_\_\_\_\_ 4. Include copy of your State FFA Degree Application (attach separate file)
- \_\_\_\_\_ 5. Any other items required by your Area

# SAMPLE



## Zach Kinne

### State FFA Officer Candidate Biography

### Area 2 District NW



Zach Kinne will be a 2005 graduate of North Harrison High School and is a member of the North Harrison FFA Chapter. Zach's Supervised Agricultural Experience program (SAEP) consists of a herd of registered Angus cattle from which he raises seedstock to sell to a local customer base. In addition to his entrepreneurship SAEP, he also works placement in his family's backgrounding feedlot operation, and at the local sale barn.

Zach has served as Chapter President, Vice President and Treasurer of the North Harrison FFA Chapter and as the Vice President of the Area 2 FFA Association.

He has participated in the FFA Creed Speaking contest and became the state winner and a national semifinalist in the Advanced Prepared Public Speaking Contest in 2004. Zach also placed first in the Missouri Cattleman's State Public Speaking Contest. He has participated at the state level in Dairy and Livestock Evaluation, and was recognized as a Group I individual rating in each contest.

Zach was selected as the Area 2 Star in Placement and placed first in Area 2 with his Wildlife Management Proficiency application. He also won an Area Proficiency Award in Environmental Science Placement. He is a 2003 graduate of the Missouri Agribusiness Academy. At the chapter level Zach has been selected as Star Greenhand, Farmer, and Agribusinessman.

In his high school Zach has been elected Senior Class President, and the Vice President of National Honor Society and Student Council. He has participated in basketball, golf, band, orchestra, and was recently selected as one of Missouri's two delegates to the United States Senate Youth Program in Washington DC. Zach was a 4-H member for six years and has worked as the Missouri Beef Ambassador. He is on the Missouri Jr. Cattleman's Board of Directors and is the Missouri Jr. Angus Association Vice President. As a church member Zach serves as a Deacon, is an active member of various operation committees, and frequently helps with bible school and the community youth group.

Zach plans to attend the University of Missouri-Columbia where he will pursue a major in Agriculture Economics. After graduation he plans to become actively involved in the Agriculture Industry through his own production agriculture operation, and would eventually like to work in government and agriculture policy.

**Please type letter and attach as separate file to email with the file name:lastname\_firstname\_2019 letter of application**

## **Letter of Application**

A letter of application is usually your first introduction when applying for a position with an organization. The letter of application should give the reader a reason to look at your resume and/or application. There are several common components to include in your letter of application. They are listed below. A successful letter of application will articulately and passionately address why you desire to serve as a state officer in 1,000 words or less.

### **Some components to consider in your letter of application:**

- 1) Date of letter
- 2) Address letter to  
State Officer Nominating Committee Members; 205 Jefferson St. Jefferson City, MO 65102
- 3) Introductory paragraph
- 4) Paragraph about your background or experience which you believe qualifies you for the responsibility of the state office.
- 5) One to two paragraphs addressing why you desire to serve as a state officer.
- 6) A concluding paragraph moving the reader to consider you.
- 7) Appropriate closing and typed name (as signature).

# Important information if you are selected as a finalist for State FFA Officer

**CONGRATULATIONS** on being selected as a finalist for State FFA Officer!!!!

## **IT IS IMPORTANT YOU UNDERSTAND THIS INFORMATION!**

- \_\_\_\_\_ 1. Thoroughly read the officer agreement and understand the commitment you have made to the Missouri FFA.
- \_\_\_\_\_ 2. You will have another interview prior to State FFA Convention. This interview will occur on **Friday, April 12 and Saturday, April 13, 2019**. You and your advisor will be notified via email of the final agenda including location and times.
- \_\_\_\_\_ 3. The preliminary round portion will occur on **Friday, April 12, 2019**, which includes a personal interview, written test, writing exercise, and a stand & deliver activity. Starting times will be staggered so all candidates will not have to wait all day. These times will be included in the agenda sent to you.
- \_\_\_\_\_ 4. In the **evening (Friday, April 12, 2019)** following the preliminary round there be a dinner and program for all candidates that interview. Information will be in the email sent to you.
- \_\_\_\_\_ 5. Hotel rooms will be available for you the evening of April 12<sup>th</sup>. Please notify the executive secretary by April 1 if you the candidate will be utilizing the hotel room. This expense is part of the fee that your chapter will pay. Advisors and/or parents will be responsible for their own lodging if needed.
- \_\_\_\_\_ 6. On **Saturday morning, April 13<sup>th</sup>**, during a breakfast reception those advancing will be announced. Those selected (approx.. 20-22) will need to be in attendance for another day of interviews which will include a group and/or facilitation activity, another personal round, and possibly a third activity if the nominating committee warrants. Those not selected will be free to leave.
- \_\_\_\_\_ 7. During the **afternoon of Saturday, April 13<sup>th</sup>** (TBD), the nominating committee will announce the final sixteen selected to be Missouri State FFA Officers. President, 1<sup>st</sup> Vice President, and Secretary will not be announced until the business session at State FFA Convention on April 25, 2019 at 12:30 p.m.

If you have any questions you can contact:

By email [keith.dietzschold@dese.mo.gov](mailto:keith.dietzschold@dese.mo.gov) or 573-751-8578 (O) or 660-707-2318 (C).