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## FFA Chapter Program of Activities

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**E**very FFA Chapter must develop a program of activities (POA). The POA consists of an outline of activities planned to cover the fiscal year the FFA operates within (usually the school year). The activities should be based on the interests, needs, and desires of the chapter members. **A chart is often used for recording activities in the program. This chart should include the names of all committee members, goals of the committee, ways and means of attaining goals, and space for listing accomplishments as the goals are met.** The POA is developed annually and is due in the state office by October 31st of each year. (*An emailed copy to the State Office would be appropriate.*)

The program of activities is necessary for the following reasons:

1. To make an effective planning and outlining of objectives necessary for any project or business.
2. To promote worthwhile accomplishments especially in young people who are guided by the objectives developed in the program.
3. To stimulate interest in the members.
4. Provided many opportunities for proper experiences.
5. Helps to develop an effective educational program for agricultural purposes.
6. Helps to arouse community interest and promote understanding.
7. Gives the local chapter a list of aspirations which is essential to their successful operation.
8. Provides the local base for the strengthening of state and national organizations of the FFA.

The planning of a program of activities for an established chapter may begin shortly after the installation of a new officer team in late spring. Some chapters chooses to start the planning during an officer retreat or camp out during the summer. At the very latest, however, planning should be completed by the beginning of the school year.

The first step is assigning committee chairs by the executive committee. Many of the committee chairs may be officers logically in charge of such activities. (i.e. the Reporter as chair of the public relations committee). Keep in mind that committee chairs do not have to be officers and that state FFA degree requirements are such that all recipients must have been an officer **or** major committee chairman.

The second step is to equally divide **all** members of the chapter so that every chapter member is a member of one and only one committee. The Vice-President is an ex-officio member of all committees and is ultimately responsible for overseeing all committee work.

The activities to be included in a program should be based on the needs of individual members, the local chapter, the high school, and the community in which the school is located. The activities should be carefully considered before selection and the guidance and experience of the chapter advisor may be sought before a decision is made.

Activities chosen are selected for their educational value, leadership, and challenging demands, profitability, feasibility, cooperative participation, worthiness, and contribution to improving agriculture and life in the community.

Once the chairs are selected and members are assigned to a committee, goals and objectives must be identified. While there are many good ways to establish goals and objectives for each committee, the new teacher will find a copy of the National Chapter Award Application an invaluable source of good, ready made objectives which are applicable to many chapters. Keep in mind that there can be as many goals as the committee feels are important. There can also be as many activities as desired for each goal. The benefits to the FFA members in organizing and carrying out a successful POA are numerous. It is not difficult if you follow these accepted procedures and plan accordingly.

## **Teaching and Planning a Program of Activities**

*Your Chapter's Roadmap to Success!*

### **The POA is**

- A. A document which defines the chapter's goals.
- B. An outline of the steps needed to meet the goals.
- C. A written guide that allows FFA members, administrators, alumni, advisory committee members, and others to know the course that the chapter plans to follow.
- D. Simply stated the POA is:
  - A record of
    - WHAT is going to be done,
    - WHO is going to do it,
    - WHEN it is going to be done,
    - WHERE it will happen,
    - WHY it is happening,
    - HOW it will be done, and
    - HOW MUCH it is going to cost (budget).

### **I. The POA will:**

- A. Help ensure the individual member needs are met.
- B. Give ownership to the students.
- C. Provide continuity year to year.
- D. Assist in the development of a budget.
- E. Provide planning experience. (Teaching Leadership/Personal Skills in Ag Science II Class)
- F. Develop leadership skills
- G. Foster a sense of community involvement and pride.
- H. Encourage the development of problem-solving skills.

## **II. POA Organization**

### **A. Committee Structure**

- Standing Committees – function from year to year, ex. SAE’s, Leadership
- Executive Committee – usually consists of chapter officers and changes each year.
- Special Committees – that may meet to plan only one event, ex. Safety fair, hayride, auction.

### **B. POA Divisions**

1. Student Development Division
  - a. Leadership
  - b. Healthy Lifestyles
  - c. Supervised Agricultural Experience
  - d. Scholarship
  - e. Agricultural Career Skills
2. Chapter Development Division
  - a. Chapter Recruitment
  - b. Financial
  - c. Public Relations
  - d. Leadership
  - e. Support Group
3. Community Development Division
  - a. Economic
  - b. Environmental
  - c. Human Resources
  - d. Citizenship
  - e. Agricultural Awareness

## **III. POA Organization**

### **A. Committee Structure**

- a. Standing Committees – function from year to year, ex. SAE’s, Leadership
- b. Executive Committee – usually consists of chapter officers and changes each year.
- c. Special Committees – that may meet to plan only one event, ex. Safety fair, hayride, auction.

### **B. POA Divisions**

- Student Development Division
  - a. Leadership
  - b. Healthy Lifestyles
  - c. Supervised Agricultural Experience
  - d. Scholarship
  - e. Agricultural Career Skills
- Chapter Development Division
  - a. Chapter Recruitment
  - b. Financial
  - c. Public Relations
  - d. Leadership
  - e. Support Group

- Community Development Division
  - a. Economic
  - b. Environmental
  - c. Human Resources
  - d. Citizenship
  - e. Agricultural Awareness

#### IV. Developing your POA

A. Suggested forms in handbook (POA-1, POA-2, POA-3, POA-4)

B. Brainstorming

- Review last year's POA
- Review other chapter's POA's
- Model Innovators booklet
- Chapter needs
- Student interest (Ag Science II Class Leadership Instruction)

C. Writing SMART GOALS

Specific, Measurable, Attainable, Realistic, Trackable

D. Plan of Action

- Step by step process
- Listed in order
- Clear and detailed
- Who, what, why, where, when, how, how much.

E. Committee Reports (agenda item for chapter meetings)

- Inform chapter of progress made.
- Provide a system of responsibility
- Allow for discussion and ideas
- Allow for feedback from members

F. Final Report

- Did the chapter meet all of the goals of the activity? --Why or Why not?
- Did the activity stay within budget?
- Recommendations for future activities.

#### V. Completed POA

- Should be provided to all members – posted in classroom.
- Should be approved by all members – Chapter meeting agenda item.
- Can be used as an informational tool to parents, administration, school board, advisory committee and others.
- **Should be submitted to state office (DESE) by October 31st if you plan to submit National Chapter Award application. Preferred in pdf format.**

## Next step?

1. Decide if you are going to teach “leadership, problem-solving skills” by using the POA as a teaching tool.
2. Schedule in your “instructional calendar”! (Decide what class or classes.)
  - a. Decide if you are going to plan and organize all of the activities or be the “advisor” *"The owl is a time-honored emblem of knowledge and wisdom. Being older than the rest of you, I am asked to advise you from time to time, as the need arises. I hope that my advice will always be based on true knowledge and ripened with wisdom."*
3. Sell the members/chapter on the idea!
4. Use the POA to make life easier for you as the FFA Advisor.
5. Make sure the POA is in agreement with the National Chapter Award Application.
6. Use the LPS format.

Reference: Local Program Resource Guide

[www.ffa.org](http://www.ffa.org)

[www.ffa.org/programs/lps/index.html](http://www.ffa.org/programs/lps/index.html)

The following sample(s) are provided to assist in the development of the chapter program of activities:

- Sample Completed Program of Activities Chart
- Program of Activities Chart

Sample Completed Program of Activities Chart

Division I – Student Development:		Leadership			
Activities	Goals	Ways & Means	Date	Cost	Evaluation and Accomplishments
Washington Leadership Conference	<ol style="list-style-type: none"> <li>Chapter sends 3 officers.</li> <li>Gain leadership skills to bring back to the chapter.</li> <li>Develop desire to motivate, enthuse and excite members.</li> </ol>	<ol style="list-style-type: none"> <li>Interview officers to decide who is most deserving of scholarship.</li> <li>Seek community sponsorship.</li> </ol>	Summer 2003	\$1650 plus travel	
State FFA Leadership Camp	<ol style="list-style-type: none"> <li>Send 50% of members.</li> <li>Develop individual leadership skills.</li> </ol>	<ol style="list-style-type: none"> <li>Have all Greenhands complete applications.</li> <li>Provide funding for top two Greenhands.</li> </ol>	Summer 2003	\$85.00 / member	
Chapter Leadership Training-Retreat	<ol style="list-style-type: none"> <li>Increase leadership, motivation, and enthusiasm throughout entire chapter.</li> <li>Hold discussions on leadership importance at all levels of the chapter.</li> </ol>	<ol style="list-style-type: none"> <li>Have officer team put on workshop.</li> <li>Schedule event for all day, on a Saturday in September.</li> </ol>	2 <sup>nd</sup> Saturday Sept.	\$100.00	
FFA CDEs	<ol style="list-style-type: none"> <li>All Greenhands participate in creed speaking and try for knowledge team.</li> <li>80% upperclass students participate in CDEs.</li> <li>50% of district participants advance to state.</li> <li>All state participants qualify for final four.</li> </ol>	<ol style="list-style-type: none"> <li>Prepare students in fall with FFA knowledge lessons and public speaking.</li> <li>Inform members of contest rules.</li> <li>Set up local contest in early January.</li> </ol>	January 2004	0.00	
Officer Training Workshop	<ol style="list-style-type: none"> <li>Ensure all officers know responsibilities and bring officer together.</li> <li>Establish strength and motivation in leadership of the chapter.</li> </ol>	<ol style="list-style-type: none"> <li>All officers study constitution and FFA manual.</li> <li>All officers participate in team building activities.</li> </ol>	Summer 2003	0.00	

Program of Activities Chart

Division _____ : _____					
Activities	Goals	Ways & Means	Date	Cost	Evaluation and Accomplishments