



## Maryland FFA Association State Officer Candidate Application

We appreciate your interest in serving as a Maryland FFA State Officer. When elected to serve, you will have an opportunity to develop your leadership skills while enhancing the FFA Chapters and Agriculture Education Programs in Maryland.

The completed application must be postmarked no later than **April 15<sup>th</sup> of the current year**. Applications are to be mailed to:

Mrs. Terrie Shank  
MD FFA Executive Director  
18808 Wagaman Road  
Hagerstown, MD 21740

For any question or additional information, please contact Mrs. Shank via email at [tshank@maefonline.com](mailto:tshank@maefonline.com) or call 301-491-5686.



### **Mission:**

The mission of the Maryland FFA State Officer Team is to provide leadership to Maryland FFA members and to their advisors. State Officers are expected to advocate on behalf of the association to industry leaders, stakeholders and the general public.

### **Selection criteria:**

In order to serve as a State Officer for the Maryland FFA Association you must have received, or be receiving your State FFA Degree. You must maintain active membership, have graduated high school, but not yet reached the third year following graduation.

Six members will be elected to serve a one year term as State FFA Officers at the annual convention. The offices elected will be: President, Vice President, Secretary, Treasurer, Reporter, and Sentinel.

All members who wish to be considered for a State Officer position must be interviewed by the State FFA Nominating Committee. The nominating committee consists of: one student representative from each region, the current State President, two Past State Officers, a Maryland FFA Board Member, a Maryland FFA Alumni Representative, a MATA representative, and the State FFA Executive Director. The Nominating Committee Chairperson will deliver the report during the final session of the State Convention. Election of officers will result from a majority vote of the chapter delegates present.

### **Leadership Development:**

Being an officer of the Maryland State Association requires an extensive amount of leadership development. After being elected, officers will stay an extra day at the convention center to meet with the executive director. Officers will be expected to attend four leadership trainings sponsored by the National FFA and MSDE throughout the summer. The President and Vice President will also be required to attend the State Presidents' Conference in Washington DC.

In September, state officers will have the opportunity to participate in the Eastern States Exposition (Big E) and serve as delegates at the National FFA Convention. Officers are also given the chance to apply to participate in the International Leadership Seminar for State Officers (ILSSO).



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**Candidate Information:** Application is to be typed. Handwritten Applications will not be accepted.

NAME: \_\_\_\_\_ CHAPTER: \_\_\_\_\_

REGION: \_\_\_\_\_ MEMBER ID (9 Digit Roster #): \_\_\_\_\_ YEAR OF GRADUATION: \_\_\_\_\_

CELLPHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

BIRTHDATE: \_\_\_\_\_ PARENT/GUARDIAN: \_\_\_\_\_

If you are currently attending post-secondary school, or plan to in the fall, please provide the following information: NAME OF SCHOOL: \_\_\_\_\_

LOCATION: \_\_\_\_\_ CREDITS PER SEMESTER: \_\_\_\_\_

If you are currently working, please provide the following information:

Place of Employment: \_\_\_\_\_ Hours/Week: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

**Leadership and Cooperative Activities:**

A.) List all FFA Offices or Committees:

| Office/Committee | Year |
|------------------|------|
|                  |      |
|                  |      |
|                  |      |
|                  |      |
|                  |      |

B.) Leadership Activities Attended virtually or in-person(COLT, Regional Leadership, State/National Convention):

| Activity | Year |
|----------|------|
|          |      |
|          |      |
|          |      |
|          |      |
|          |      |
|          |      |



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C.) Career Development Events Participated in:

| CDE | Year | Level (Regional, State, National) |
|-----|------|-----------------------------------|
|     |      |                                   |
|     |      |                                   |
|     |      |                                   |
|     |      |                                   |
|     |      |                                   |
|     |      |                                   |

D.) FFA Awards and Recognition (i.e. degrees, ambassadors, stars, etc.):

| Award | Year |
|-------|------|
|       |      |
|       |      |
|       |      |
|       |      |
|       |      |
|       |      |

E.) Non-FFA Activities (clubs, organizations, school activities, community service, etc.):

| Activity | Year |
|----------|------|
|          |      |
|          |      |
|          |      |
|          |      |
|          |      |
|          |      |



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**Written Responses:** Please answer each of the following questions in 300 words or less:

A.) How has the FFA made a difference in your life and how do you plan to use your talents to make a difference in the lives of our FFA members?

B.) Serving as a FFA State Officer will require your time and commitment. Address how you plan to manage your participation in Maryland FFA activities over the next year. What are your plans after serving as a State Officer?



**Code of Conduct:**

If elected to State FFA Office, I will:

1. Dedicate myself to serve all members of the Maryland FFA Association for my term of office of one year.
2. Be totally committed in promoting and advocating for the Maryland FFA and Agricultural Education by limiting my enrollment in college courses, and employment which could interfere with my responsibilities.
3. Serve as a member of the officer team always maintaining a cooperative attitude.
4. Attend all meetings and activities promptly and in appropriate FFA dress.
5. Maintain and protect my health and wellbeing.
6. Remain single, free of military commitments that would interfere with my obligations as a State Officer.
7. Continue to expand my knowledgeable of the agriculture industry, Agricultural Education and the FFA.
8. Work diligently to develop myself into an effective public speaker and project a positive image of FFA.
9. Write letters, thank you notes, reports and other correspondence in a timely manner.
10. Strive to improve my ability to communicate effectively with individuals of all ages and walks of life.
11. Be willing to take and follow instructions as directed by those responsible to me.
12. Accept constructive criticism of my performance from my team and state staff, in order to improve myself.

**State Officer Code of Ethics, I will:**

- a. Forego all alcohol, drugs, and tobacco while involved in official and unofficial FFA activities.
- b. Treat all FFA members equally and with respect.
- c. Behave in a manner which conveys and commands respect without any air of superiority.
- d. Maintain dignity while being personable, concerned and interested in others.
- e. Avoid places or activities which in any way would raise questions as to my moral character or conduct.
- f. Consider personal relationships as secondary to officer responsibilities.
- g. Use wholesome language in all speeches and informal conversations.
- h. Maintain proper dress and good grooming for all occasions.
- i. Avoid participation in and actively discourage any conversations which belittle or downgrade others.

**Termination of office:** I will be responsible for reimbursing the Maryland FFA Association should I fail to complete my designated term of office through either:

- a. Resignation for non-medical reasons.
- b. Failure to follow the FFA Code of Ethics and/or State Officer Contract.

**For each day remaining in the resigning officer's term, the MD FFA Association shall be paid .35% of the actual cost incurred in the training and support of that officer.**

**I have read and understand the Code of Conduct as listed above. I will carry out my responsibilities in accordance with these statements and understand that I may be removed from office at any time by the State FFA Board of Directors, if I do not completely adhere to these established standards for State Officers.**

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|                     |      |                           |      |
|---------------------|------|---------------------------|------|
| Candidate Signature | Date | Parent/Guardian Signature | Date |
|---------------------|------|---------------------------|------|



## Expected Commitments and Responsibilities:

During a State Officer's year of service, they will have a wide range of duties and responsibilities. Officers will be required to travel both in and out of state, on weekdays and weekends. On average, Maryland FFA State Officers are away from their home 110-150 days out of the year. Serving as a Maryland State FFA Officer is like holding a job. ***You must be committed to representing the Maryland FFA Association above all other community, commodity and youth organizations throughout your year of service.*** It is important that both you and your parents have a thorough understanding of the commitment that comes with serving as a State Officer.

Responsibilities include but are not limited to:

- 1.) Maryland FFA State Convention: Officers are expected to participate in the planning of the State Convention. Officers are also responsible for running the business sessions of the convention and preparing a 6-8 minute retiring address.
- 2.) Leadership Conferences: Officers will be responsible for the facilitation of the five regional conferences and the Chapter Officer Leadership Training (COLT).
- 3.) State Officer Trainings: Officers must attend all trainings which include: Base Camp, Check points #1 & #2, State Officer Summit and MSDE Joint CTSO.
- 4.) Eastern States Exposition (Big E) and the National FFA Convention: Officers are expected to assist with CDE's and serve as official delegates.
- 5.) Chapter Visits: Officers are expected to develop and implement leadership workshops for local members.
- 6.) Chapter Banquets: State Officers may be asked to bring greetings and/or deliver a keynote speech.
- 7.) Fairs: State Officers assist in the U Learn Farm during the Maryland State Fair. Occasionally, county fairs may invite officers to participate in their events.
- 8.) Career Development Events: Officers are expected to assist in directing various Career Development Events throughout the year.
- 9.) Meetings: State officers are required to attend team meetings that are generally scheduled monthly and represent the association on various agricultural and organizational boards.
- 10.) Correspondence: Officers will be responsible for writing thank you letters, emailing, and making phone calls. Officers must be professional in their representation of the Maryland FFA.

It is essential that each officer is able to fulfill the responsibilities expected of them. If for some reason an officer is unable to fulfill the task at hand, it is the responsibility of that officer to bring it immediately to the attention of the Executive Director.

After reading the above commitments and responsibilities, I acknowledge that I have a thorough understanding of what is expected of me to serve as a State Officer. If elected, I am willing to make a total commitment to the Maryland FFA Association.

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Candidate Signature

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Date

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Parent/Guardian Signature

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Date



**Congratulations for completing your Maryland FFA State Officer application! We look forward to learning more about you through the interview process.**

After we receive your application, you will receive an email confirming that we have received it and we will send you information about the State Officer Interviews!

In order to ensure that your application is complete, please review the following list and make sure to include all documents with your application when it is mailed:

- ✓ The State FFA Officer Candidate application is completed, with essays included.
- ✓ Code of Conduct is signed by applicant and their parent/guardian.
- ✓ Expected Commitments and Responsibilities Sheet is signed by applicant and their parent/guardian.
- ✓ Required candidate, parent/guardian and advisor signatures below.
- ✓ Two recommendations are attached. One must be from your **FFA Advisor**, and the other from an adult of your **School or Community**, who is not related to you. Both recommendations must include the candidate assessment form and a personal letter of support. Please have each person place their form and letter in an envelope, which they have sealed, and signed across the seam.

**Required Signatures:**

**Candidates Statement:** I hereby submit this as an application to be considered for a State Office Position of the Maryland FFA Association. The information in this application is correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian Statement:** I have reviewed the information in this packet and support my child to become a State Officer for the Maryland FFA Association. If my child is elected to this honor, I will cooperate with him/her and the Maryland FFA Officer Team and State Staff in fulfilling the duties of their office.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FFA Advisor’s Statement:** I have reviewed the information in this packet and find it to be accurate. If my member is elected to an officer, I will cooperate with him/her and the Maryland FFA Officer Team and State Staff in fulfilling the duties of their office.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**FFA Advisor Recommendation:**

Candidate's Name: \_\_\_\_\_ FFA Chapter: \_\_\_\_\_

Name of Advisor: \_\_\_\_\_

**THIS FORM MUST BE COMPLETED THROUGH PARTS I AND II.** Using the criteria below, please evaluate the applicant in detail. The Nominating Committee is seeking evidence of a mature and conscientious individual; a commitment to leadership, personal growth and career success; and the ability to work both independently and in cooperation with culturally diverse peers, adults and clientele. **This form must be signed and dated.**

**PART I:**

For each item below, please assess the candidate by assigning one of the following values:

**5 = Exceptional    4 = Above Average    3 = Average    2 = Below Average    1= Poor    N= Not Observed**

- |                                  |   |
|----------------------------------|---|
| ___ Analytical ability           | ___ Reaction to and use of criticism      |
| ___ Initiative and independence  | ___ Energy and Stamina                    |
| ___ Written communication skills | ___ Creative ability                      |
| ___ Oral expression              | ___ Leadership ability                    |
| ___ Interaction with others      | ___ Organizational skills                 |
| ___ Time management              | ___ Proper use of technology/social media |

**Part II: SUMMARY COMMENTS**

Please write a letter about this applicant's strengths and weaknesses, explaining why you rated the applicant as you did in Part I. Please cite examples of outstanding contributions, achievements and any challenges. Your response is important and will assist the nominating committee in understanding if this candidate is ready for a sustained, intensive leadership experience. ***Please staple the letter to this form and place in a sealed envelope, and sign across the seam.***

**Part III: Advisor's Statement (check one)**

\_\_\_\_\_ I do recommend this candidate to be considered for a state officer position.

\_\_\_\_\_ I do not recommend this candidate to be considered for a state officer position.

**Advisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



**School or Community Member Recommendation:**

Candidate's Name: \_\_\_\_\_ FFA Chapter: \_\_\_\_\_

Name of School or Community Representative: \_\_\_\_\_

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- |   |  |
|---|--|
| <input type="checkbox"/> Analytical ability           | <input type="checkbox"/> Reaction to and use of criticism      |
| <input type="checkbox"/> Initiative and independence  | <input type="checkbox"/> Energy and Stamina                    |
| <input type="checkbox"/> Written communication skills | <input type="checkbox"/> Creative ability                      |
| <input type="checkbox"/> Oral expression              | <input type="checkbox"/> Leadership ability                    |
| <input type="checkbox"/> Interaction with others      | <input type="checkbox"/> Organizational skills                 |
| <input type="checkbox"/> Time management              | <input type="checkbox"/> Proper use of technology/social media |

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**Part III: School or Community Representative Statement (check one)**

\_\_\_\_\_ I do recommend this candidate to be considered for a state officer position.

\_\_\_\_\_ I do not recommend this candidate to be considered for a state officer position.

Signature \_\_\_\_\_

Date \_\_\_\_\_