



# MD FFA State Officer Candidate

## *Online Training Guide*

Explore 7 Units of self-assessment activities designed to prepare you for the exciting opportunity of serving as a Maryland FFA State Officer.

# *Check for Understanding Self-Assessments*

These check for understanding assignments/quizzes are here for **practice only**, they are not apart of the interview process nor will they be an area of focus other than as you complete your own self-evaluation.

Unit 1

<https://forms.gle/pXnHomtJuAGRm8B17>

Unit 2

<https://forms.gle/YXoK387kQ1YJRqmj6>

Unit 3

<https://forms.gle/W7zrzgcFtSMyrGi36>

Unit 4

<https://forms.gle/7p4N9C3KFe1dpKQd6>

Unit 5

<https://forms.gle/vifHMh9yQZYUHNsWA>

Unit 6

<https://forms.gle/3vXMg3ecnyTTxV1r6>

Unit 7

See slide 55

Final Comprehensive Check (Units 1-7) -

<https://forms.gle/CT8TDLC3JFh1usbd8>

# Need Help?

**NOT A PROBLEM, WE'RE HERE TO HELP!**

Maryland FFA wants to ensure you have everything you need to be successful on interview day.

If you have questions regarding this presentation, or are seeking further information on research topics reach out to William Moore at [william.a.m.moore@outlook.com](mailto:william.a.m.moore@outlook.com).

If you have questions regarding the interview requirements, eligibility, or any official state process beyond this virtual training reach out to Executive Director, Terrie Shank at [tshank@maefonline.com](mailto:tshank@maefonline.com)



# UNIT 1

INTRODUCTION TO FFA STATE OFFICE

# “BEFORE YOU START” CHECKLIST!

**Running to be a Maryland FFA State Officer is not a decision to take lightly. Make sure you know what you are getting into by doing the following.**

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**Go to [mdffa.org](http://mdffa.org), click the “MD FFA” tab, click through each section - read about the organization and youth leaders.**



**Click on State Officer Candidates tab - Be sure to review all the resources located there, ESPECIALLY THE HANDBOOK, as well as note the dates of both candidate interviews and when the application is due.**



**Discuss with advisor & supporters - It’s important to discuss your decision with your advisor and supporters to ensure you have all the support you need to proceed in your application.**

# *The Basics*

**This section will focus on going over some of the basics that's essential for being an effective officer within the FFA. The basics will cover:**

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**Opening Ceremonies**

**FFA Offices**

**FFA Official Dress**

# *Opening Ceremonies*

Open this link to the national FFA Website and go to page 37 of the official ffa manual - <https://www.ffa.org/official-manual/>

Memorize each part!

## *Why study opening ceremonies?*

In addition to it being a potential interview testing point, it is an essential skill to being a state officer.

In addition to the few instances of having to use it in official duties, there are **many** potential instances where you may be asked to perform any part of opening ceremonies such as at a banquet, chapter meeting, or even to demonstrate to onboarding officers in a chapter training.

# Opening Ceremony Positions

Position in the room is just as important as getting the words right, during a chapter meeting, check to make sure everyone is properly stationed before you begin:

Note: The sentinel is stationed at the door, if you are in a room that cannot accommodate that, the sentinel should be stationed in line with the treasurer and reporter. This model shows the sentinel slightly off to the side, as if by the door.

*Reporter*

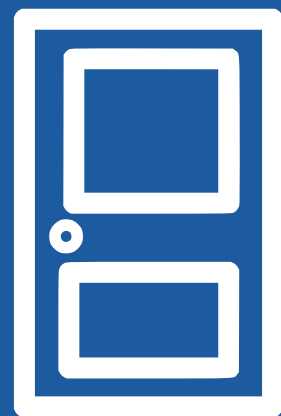


*President*

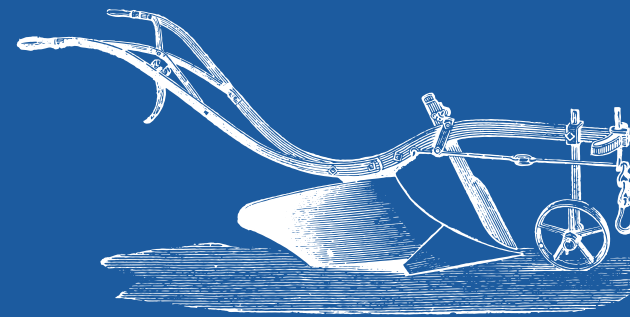
*Secretary*



*Treasurer*



*Sentinel*



*Vice-President*



*Advisor*

# FFA Offices

Return to slide 8 and reopen the national ffa manual, then go to page 56. Review the content on chapter officers and the description of each office.

*What does the individual offices look like on a state level?*

Often on a chapter level, an office may be chosen or assigned for a variety of reasons. Perhaps you're a freshman, or it's your first year in FFA so therefore you may be elected to sentinel. Perhaps you happen to be the social media expert of your chapter, so you are assigned to chapter reporter. **Such reasons do not exist on a state level,** you interview for a spot on the team, not necessarily the office.

While the state president may function as the team's head, coordinating amongst teammates, there is no set leader on a state officer team. You all share the same pool of responsibilities, events to attend, training, uniform, and assigned equipment. Other than a title or opening ceremony part, state officers are **functionally the same.**

# *FFA Official Dress*

Return to slide 8 and reopen the national ffa manual, then go to page 28. Review the rules and regulations of wearing FFA Official Dress.

*Does Official Dress change much for State Officers?*

Nope! When you are a state officer, not much changes in terms of the actual day in and day out application of official dress. The biggest thing you'll notice is that state officers receive their jacket at a ceremony at the state convention, this is a major event and tradition of becoming a state officer. A big change however is the lack of **pins/medals** on a state officer jacket. State Officers are not permitted to have any such items visible on the outside of their jacket. State officer teams have a more streamlined look compared to the standard member, both to maintain an clean and consistent look but also for clear identification, team uniformity, practicality, and team cohesion.

# UNIT 1 CHECK FOR UNDERSTANDING!

Click on the google form below and check your understanding based off what we went through in this unit.

Unit 1 - <https://forms.gle/pXnHomtJuAGRm8B17>

**Note:** This does not collect emails so feel free to complete the quizz as much as you wish!

The background features a large, faint, light blue watermark of the FFA seal. The seal is circular and contains an eagle at the top with wings spread, holding a shield with stars and stripes and a bundle of arrows. Below the eagle, the word "AGRICULTURE" is written in a curved path. In the center, an owl sits on a branch, flanked by a pitchfork and a sheaf of wheat. Below the owl, the word "EDUCATION" is written in a curved path. The letters "FFA" are prominently displayed in the center of the seal.

# UNIT 2

## SYSTEMS AND STRUCTURES

# SYSTEMS AND STRUCTURES

**Maryland FFA is not just one group but rather several, each a key component to the running and maintenance of FFA within the state of Maryland. We'll also discuss the different systems within FFA. This unit will cover:**

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- **The MD FFA Board of Directors, Maryland FFA Association, MD FFA Alumni Board, and the MD FFA Foundation.**
- **The different levels of FFA - Chapter, Region, State, National Region, and National**
- **A brief overview of the 5 MD FFA Regions**
- **Recap with a check for understanding quiz**



MARYLAND  
FFA FOUNDATION



[ ALUMNI AND  
SUPPORTERS ] **FFA**

# MARYLAND FFA ASSOCIATION

The Maryland FFA Association is the primary structure in place for facilitating FFA in the state of Maryland. It is also likely the one you are most familiar with. The Maryland FFA Association largely consists of and does the following:



- Represents the physical chapters of MD FFA as their comprehensive body. Essentially they represent the interests of the active members and advisors.
- The Maryland FFA Association consists of state staff, state officers (whom are the direct representatives of the members) as well as additional volunteers as needed.
- The Maryland FFA Association is largely responsible for putting together the state wide events members participate in, including state convention, spring judging, conferences, regional competitions, and real any event with MD FFA in the name.
- The Association is also where the majority of day to day operations are conducted within MD FFA as a whole.

# MARYLAND FFA FOUNDATION

The Maryland FFA Foundation is a non-profit whose sole purpose is to fundraise and represent the financial interests of Maryland FFA. The duties and roles are better defined below:

- The Foundation is composed of an executive director and a board of volunteers, often who have a background in finance and or skills adjacent to helping the board secure money.
- The Foundation directly reaches out to existing and future sponsors, helps receive grants and overall is a main voice in securing new revenue streams.
- The Foundation primarily funds agricultural scholarships, new uniforms (such as ties, jackets, scarfs), and the majority of expenses that the Maryland FFA Association may develop over time.



# MARYLAND FFA ALUMNI BOARD

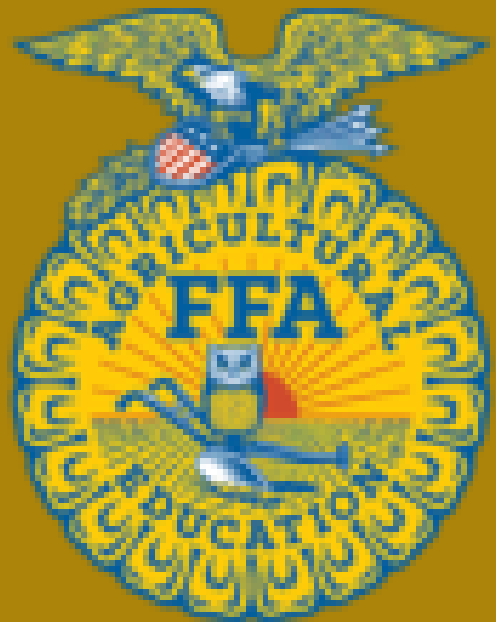
The Maryland FFA Alumni Board consists of volunteers who coordinate the various alumni chapters in the state, fundraise, and offer direct support in service to Maryland FFA. Their role within the state consists of:

- Volunteering as workers, judges, facilitators, or really in any capacity at state wide events where adult volunteers are needed. This is especially true for board members which are often found within that pool of volunteers.
- The board itself also coordinates with each region's alumni chapters to ensure they are aware of grants and other opportunities to be recognized for their efforts.
- The state alumni also has a store which is available for students to purchase products, which is open at spring judging and state convention.
- Many state officers become life members through the alumni.
- The alumni board also will fundraise as the board determines necessary.

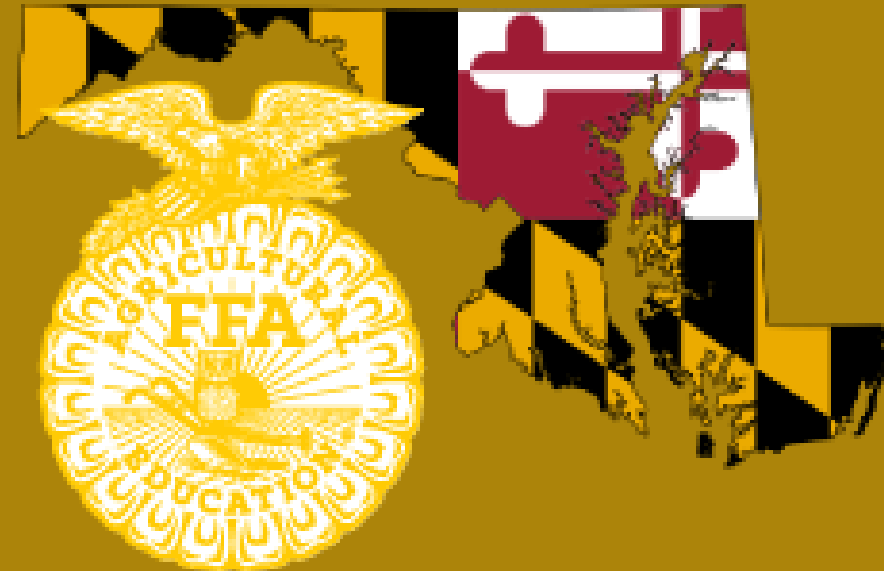


# MARYLAND FFA BOARD OF DIRECTORS

The Maryland FFA Board of Directors is the glue that holds all of these groups together. The board members, which we'll learn more about in Unit 5, consists of active advisor representatives, active state officers, alumni, and foundation members. It also includes MATA and business representatives, which we'll define better in Unit 4. The biggest takeaway is that this specific board is what makes the major decisions for Maryland FFA. It is a careful balance of all the major groups to ensure that the entirety of Maryland FFA runs smoothly.



MARYLAND  
FFA FOUNDATION



ALUMNI AND  
SUPPORTERS

**FFA**

# SYSTEMS in MD FFA

**Now that we understand the major structures that keep FFA running in Maryland, now we need to go over two major systems that dictate how the state operates.**

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## THE DIFFERENT LEVELS OF FFA

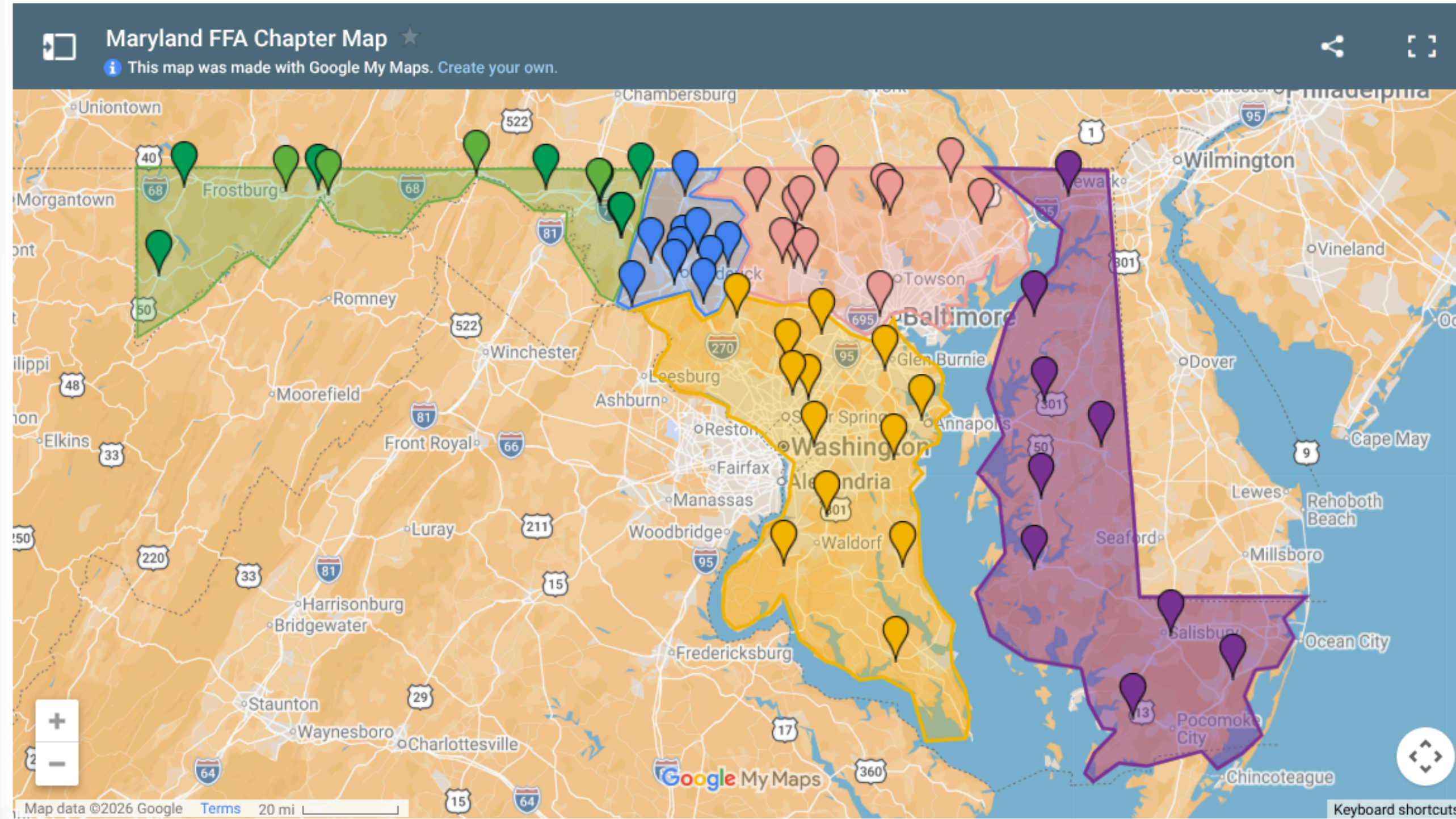
The first major system is understanding the different levels of FFA. The Maryland FFA Association (and by extension all other adjacent structures) are affiliates of the National FFA Organization. As a result we obey the exact same level system as everyone else within the National FFA Organization. Note that competitions, titles, and awards often use these classifications. These levels are arranged based off size going from **most small to most large**:

- **Chapter** - This is your home school in which you participate in FFA.
- **Region** - This is an area in which all chapters falling within the border, these borders are often multiple counties next to each other in the state. Some states even have regional officers, though MD does not.
- **State** - The chapters within a state or U.S territory, there are 52 state associations.
- **National Region** - These are state associations within the same geographical area which are classified together. This includes the Eastern Region (MD is in ER), Southern Region, Central Region, and Western Region.
- **National** - Headquartered in Indianapolis, Indiana they represent all 52 associations and functionally run the organization on the national level. There is a national convention in which teams all over can compete at.

# MAP OF THE FIVE REGIONS OF MARYLAND FFA

The following image can be found on the MDFFA.org website under the MDFFA chapters section.

## MAP OF MARYLAND FFA CHAPTERS



- Region 1 - green
- Region 2 - blue
- Region 3 - yellow
- Region 4 - pink
- Region 5 - purple

# THE FIVE REGIONS OF MARYLAND FFA

The following is a breakdown of the 50 active chapters of the Maryland FFA, as of the 2024-2025 annual report, these numbers are subject to change from year to year. If labeled with \* that means no active members in 2024-2025.

## Region 1

- Counties: Allegany, Garrett, and Washington.
- Chapters: Allegany, Boonsboro, Boonsboro Middle, Boyd J. Micheal III, Clear Spring, Fort Hill, Mountain Ridge, North Garett, Oakland, and Smithsburg.

## Region 2

- Counties: Frederick
- Chapters: Brunswick, Catoclin, Frederick, Frederick Career & Tech, Linganore, Middletown, Oakdale, Tuscarora, Urbana, and Walkersville.

## Region 3

- Counties: Montgomery County, Prince George's County, Howard County, Anne Arundel County, St. Mary's County, Calvert County, and Charles County
- Chapters: Calvert, CAT North, Damascus, Fairmont Heights, Gwynn Park, High Point, Howard County, Maurice J. McDonough, and Southern

## Region 4

- Counties: Carroll County, Baltimore County, Baltimore City, and Harford County
- Chapters: Century, Francis Scott Key, Green Street Academy, Harford Tech, Hereford, Hereford Middle, Liberty, Manchester Valley, North Harford, South Carroll, Westminster, Winters Mill.

## Region 5

- Counties: Cecil County, Kent County, Queen Anne's County, Caroline County, Talbot County, Dorchester County, Summerset County, Wicomico County, and Worcester County
- Chapters: Caroline County, Cecil School of Technology, Dorchester, Easton, Kent County, Parkside CTE, Queen Anne's County, \*Somerset County, and Worcester Tech

# UNIT 2 CHECK FOR UNDERSTANDING!

Click on the google form below and check your understanding based off what we went through in this unit.

Unit 2 - <https://forms.gle/YXoK387kQ1YJRqmj6>

**Note:** This does not collect emails so feel free to complete the quizz as much as you wish!

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# UNIT 3

**NATIONAL FFA HISTORY & OPPORTUNITIES**

# NATIONAL FFA HISTORY & OPPORTUNITIES

Returning to more foundational knowledge, this unit will be exploring the history of FFA on the national level as well as point out opportunities for state officers both during and after their year of service. This unit will cover:

- National FFA History, questions most likely to be asked in interviews in **gold**.
- National FFA Opportunities for current and past state officers.



# NATIONAL FFA TIMELINE

## Important groups/dates throughout FFA History.

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- **1917** - Smith-Hughes National Vocational Education Act - Establishes vocational agriculture courses.
- **1925** - Future Farmers of Virginia (FFV) - Created for boys in agriculture courses, inspires ideas and serves as the model for the future FFA.
- **1927** - First state rally for New Farmers of Virginia, an African-American agriculture organization.
- **1928** - Future Farmers of America is established - the first convention is held in Kansas city, Missouri.
- **1929** - The Maryland FFA Association is chartered - January of 1929, now is the oldest career tech student org in MD. Same year National blue and corn gold are adopted as official FFA colors nationally.
- **1930** - BIG YEAR - Official FFA Creed adopted, Written by E.M. Tiffany. First Official dress uniform - dark blue shirt, blue or white pants, yellow tie, blue cap. Delegates restrict FFA to boys only.
- **1933** - Blue corduroy jacket is adopted as Official dress.
- **1935** - New Farmers of America is founded - Founded at the Tuskegee Institute in Alabama.
- **1942** - FFA Members participate in WWII - Participate in war effort, 260,450 fight in the war, during the war lowest attendance levels until 2020, just 217 people at the national convention in 1942.

# NATIONAL FFA TIMELINE

## Important groups/dates throughout FFA History.

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- **1946 - Victory Convention** - National convention of this year honors those who served in the section world war, respects are given to the 7,188 members who paid the ultimate sacrifice in service of their nation.
- **1947** - First National FFA Band performs at the National FFA Convention.
- **1948** - First FFA Chorus and National FFA Talent Program.
- **1950** - Future Farmers of America is granted a federal charter, President Truman signs the bill in August of that year.
- **1952** - Code of ethics is adopted, first national magazine.
- **1957** - President Truman speaks at the national convention.
- **1965** - Civil Rights act of 1964 results in the end of segregation. As a result NFA and FFA merge in 1965.
- **1969** - FFA opens membership to females, making it possible for them to be full members, officers, and compete in competitions.
- **1973** - National FFA Secretary Fred McClure from Texas is the first African American elected to a national FFA office.

# NATIONAL FFA TIMELINE

## Important groups/dates throughout FFA History.

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- **1975** - Jimmy Carter, former Georgia governor and a former member of the Plains (Ga.) FFA Chapter, speaks at the National FFA Convention. Elected to president following year, also speaks at 78 national convention, First FFA Student Handbook is published.
- **1976** - Julie Smiley from Washington is elected national FFA vice president and is the first female to hold a national FFA office.
- **1982** - Jan Eberly from California becomes the first female national FFA president.
- **1988** - The Future Farmers of America changes its name to the National FFA Organization to reflect the growing diversity in agriculture. Seventh and eighth grade students are permitted to become FFA members.
- **1989** - The National Future Farmer magazine changes its name to FFA New Horizons.
- **1994** - Corey Flournoy from Illinois is the first African American to be elected national FFA president; he is also the first national president from an urban environment.
- **1996** - FFA announces its decision to move the National FFA Center from Alexandria, Va., to Indianapolis.

# NATIONAL FFA TIMELINE

## Important groups/dates throughout FFA History.

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- **2003** - Javier Moreno from Puerto Rico is elected national president; he becomes the first person with a native language other than English and the first Puerto Rican elected to this office.
- **2014** - Five FFA jackets are donated to the Smithsonian's National Museum of American History.
- The Give the Gift of Blue Program begins.
- **2015** - First Lady Michelle Obama gives video greetings to attendees at the national convention and expo.
- **2017** - Breanna Holbert from California is the first African American female to be elected national FFA president.
- **2021** - Vice President Kamala Harris gives videotaped greetings at the 94th National FFA Convention & Expo.

## Important Notes

- NFA Colors were black and gold, NFA emblem included a cotton boll, rising sun, plow, owl, and eagle.
- Remember FFA didn't adopt its jacket until 1933, some tend to lump it in with year of founding.
- Make sure to read up on dates of social and cultural importance I.E NFA-FFA merger, women membership, mentioned national officers, etc.

# NATIONAL FFA OPPORTUNITIES

**Moving from National FFA History, there are a few opportunities open to state officers you should be aware of when you are running.**

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- **Big E** - While not officially a National FFA Event, the Eastern states exhibition is an excellent area of exploration as a state officer from the eastern region such as Maryland. The equivalent of several state fairs for the New England states, this is an excellent networking and learning opportunity during your state officer year. Events are run very similar to the ones at the national convention.
- **ILSSO** - Arguably the biggest and most exciting opportunity for a state officer, this international leadership seminar for state officers is a application process and only 75 officers are selected each year to participate.
- **American Degree** - While you can't receive your American degree solely by being a state officer, it offers LOTS of experiences which can be counted towards a SAE project.
- **NOC** - Another opportunity after state office is becoming a national officer candidate. Just something to think about!
- **New Century Farmer** - Conference for FFA Alumni up to 24 years old provides you with an opportunity to advance your leadership, personal and career skills.

# UNIT 3 CHECK FOR UNDERSTANDING!

Click on the google form below and check your understanding based off what we went through in this unit.

Unit 3 - <https://forms.gle/W7zrzgcFtSMyrGi36>

**Note:** This does not collect emails so feel free to complete the quizz as much as you wish!



# UNIT 4

## MARYLAND AGRICULTURE

# MARYLAND AGRICULTURAL BREAKDOWN

**The purpose of this unit is to offer a brief overview of Maryland agriculture, a few of the different agricultural groups you will work with as a state officer.**

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## **Unit Goals:**

- **Understand what Maryland Agriculture is and what it looks like in different parts of the state.**
- **Understand the different groups that supports Agriculture, Agriculture Education and Maryland FFA.**

# MARYLAND AGRICULTURAL MAP

Take a look at this map, some things may seem familiar, some not so much. Let's them in mind as we learn more about what Agriculture looks like in Maryland.



# MD AGRICULTURE FACTS

**Agriculture is the largest commercial industry in Maryland, directly responsible for the employment of around 350,000 people including nearly 6,000 full time farmers.**

**Agriculture occupies around 2 million acres or 32% of the total land area of the entire state of Maryland. Some 12,550 Maryland farms averaged around 158 acres each. Around 81% of farms in Maryland are family owned. Overall Maryland agriculture contributes over \$8 billion into the Maryland economy.**

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**Agriculture in the state tends to vary in size, output, and product,**

## TOP 5 COMMODITIES

- Broilers
- Greenhouse/nursery
- Dairy products
- Corn.
- Soybeans

**Frederick county has the most farms/acres (1,300 farms and 188,576 acres)**

**Eastern Shore counties have a high sales volume with Somerset county alone ranking 3<sup>rd</sup> in agricultural value in the state.**

**Anne Arundel County features 454 farms with a total market value of products sold at \$25,468,000.**

**Washington County MD is a top agricultural producer in the state generating around \$168 million from 860 farms.**

**SOURCES: MARYLAND.GOV, AMERICA'S HEARTLAND, 2022 USDA CENSUS, WASHINGTON COUNTY, MD GOV**

# MARYLAND AGRICULTURE ORGANIZATIONS

With such diverse agricultural needs, the state has numerous agricultural organizations whose purpose is to support local farmers. Below we'll introduce you to some of the ones you'll interact with during your state officer year.



**Maryland Agriculture  
Teachers Association Inc.**

The Maryland Agriculture Teachers Association is a close partner of Maryland FFA. Due in no small part to having such a significant part of their membership also being FFA Advisors and state staff. MATA often has representation in different FFA Boards (See unit 5) but also directly sponsors specific events and competitions, offers mentorship to advisors, and is a huge heavy hitter in the Maryland Agriculture Education scene. Overall this organization primarily works with advisors, but they are also a significant ally of Maryland FFA on a state level.

# MARYLAND AGRICULTURE ORGANIZATIONS

**With such diverse agricultural needs, the state has numerous agricultural organizations whose purpose is to support local farmers. Below we'll introduce you to some of the ones you'll interact with during your state officer year.**

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## **MAEF**

**Maryland Agriculture  
Education Foundation**

**The Maryland Agriculture Education Foundation is one of the most important organizations when it comes to agriculture education in the state. In addition to offering free lessons and assignments through their website, they also do a significant amount of community outreach to bolster agriculture education through hands on learning. MAEF is a crucial ally to the Maryland FFA Association as a direct partner along the Maryland State Department of Education. MAEF offers essential state staff personnel, as well as volunteers, oversight of key CDE & LDE activities along with also being another revenue stream for MD FFA.**

# MARYLAND AGRICULTURE ORGANIZATIONS

With such diverse agricultural needs, the state has numerous agricultural organizations whose purpose is to support local farmers. Below we'll introduce you to some of the ones you'll interact with during your state officer year.



**Maryland  
Farm Bureau**

You may already be familiar with MD Farm Bureau or your local county one. Many become Farm Bureau ambassadors both before and after their state officer years. The role of Maryland Farm Bureau is the protection and growth of Agriculture within the state of Maryland. This position makes them a leading voice for Maryland agriculture, often by acting as a collective to influence policy through legislative advocacy, directly engage in supporting farmers, and offering educational resources for farmers. Maryland Farm bureau is often one of the loudest advocate for agricultural youth programs like FFA and 4H. They also co-sponsor the golden owl award given to advisors.

# MARYLAND AGRICULTURE ORGANIZATIONS

Other partners and supporters of our programs include the following:

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**Maryland State Grange**

**Horizon Farm Credit**

**Maryland Grain Producers**

**Maryland Agricultural Fair Board**

**Southern States**

**Clear Ridge Nursery**

**Choptank Electric**

**Rural Maryland Council**

**Milby Enterprises Lawn and Landscape Care**

**Nationwide**

**Rotary People of Action**

**International Harvester Collectors Club**

**Brookfield Pumpkins**

Note: There are also many other individuals and organizations that are key sponsors not mentioned above.

# UNIT 4 CHECK FOR UNDERSTANDING!

Click on the google form below and check your understanding based off what we went through in this unit.

Unit 4 - <https://forms.gle/7p4N9C3KFe1dpKQd6>

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# UNIT 5

## CURRENT LEADERSHIP

# CURRENT LEADERSHIP

**This unit will return back to the systems and structures highlighted in Unit 2. In particular we will be going over those previously mentioned boards, state officers, and other important state leaders.**

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## Unit Goals:

- **Learn who the MD FFA Association & State Officers are**
- **Learn who the MD FFA Foundation board are**
- **Learn who the MD FFA Alumni board are**
- **Learn who the MD FFA Board of Directors are**
- **Complete the midpoint review**

# MARYLAND FFA ASSOCIATION

## *State Staff:*

Terrie Shank - MD FFA Executive Director

Naomi Knight - MD FFA Program Coordinator

Laura Ramsburg - MD FFA Treasurer

## *State Officers:*

Hailey Pleasants - MD FFA State President

Connor Clary - MD FFA State Vice-President

Sam Moreland - MD FFA State Secretary

Kaitlynn Bentz - MD FFA State Treasurer

Katlyn Wiles - MD FFA State Reporter

Lilly Rumpf - MD FFA State Sentinel

# MARYLAND FFA ALUMNI BOARD

## *Officers*

Mr. Joe Linthicum – President

Ms. Cathy Little – Vice President

Ms. Amanda Jewell – Secretary

Mr. Rick White – Treasurer

Mr. Lee Heavner – Past President

## *Members*

Mr. William Moore – Region 1 Representative

Ms. Emily Doney – Region 2 Representative

Mr. Robert Henry – Region 3 Representative

Ms. Amanda Jewell – Region 4 Representative

Mr. Shawn Smith – Region 5 Representative

Ms. Terrie Shank – MAEF Representative

Mrs. Shelby Althoff – MATA Representative

# MARYLAND FFA FOUNDATION BOARD

## *Officers*

Mark Milby - Executive Director

Roy Walls - Executive Treasurer

George Mayo - Chairman

## *Members*

James Ferrant

Jessica Clarke

Karen Engel

Kendall Abruzzese

Richard A. O'Hara

Scott Glenn

Timothy Beall

Bridget Nicholson

Joe Linthicum

Terrie Shank

Thomas Mazzone

Chuck Shuster

Kaitlynn Bentz

# MARYLAND FFA BOARD OF DIRECTORS

## *Officers*

Stephanie Moore - Board Chair, Business Rep.

Ellie Grossnickle - Vice-Chair, Business Rep.

Terrie Shank - Secretary (MD FFA Executive Director)

Laura Ramsburg - Treasurer

## *Members*

Becky Yost - Region 1 Coordinator

Amy Jo Poffenberger - Region 2 Coordinator

Leasa Gudderra - Region 3 Coordinator

Shelby Althoff- Region 4 Coordinator

Rachael Coffey - Region 5 Co-Coordinator

Brittany Rigdon - Region 5 Co-Coordinator

Pat Beachy - MATA President

Bethany Reese- MATA Secretary

Brenda White - MD FFA Alumni Rep.

George Mayo- MD FFA Foundation Chair

Susanne Richards - MAEF Board Rep.

Billy Bishoff- Business Rep.

Dana Cessna - Business Rep.

Alice Moore - Business Rep.

Jeremy Peterson - Business Rep.

Current State FFA Officers

Naomi Knight - MD FFA Program Coordinator

# UNIT 5 CHECK FOR UNDERSTANDING!

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# UNIT 6

## PRESENTATION 101

# PRESENTATION 101

**This Unit will serve to go over some basic skills to take with you on your interview day. This includes some basic public speaking tips and tricks as well as ways to make your visuals engaging.**

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## Unit Goals:

- **Learn about inclusive language.**
- **Learn how to speak to a group or interviewer.**
- **Learn how to create a visual that connects with and appeals to an audience.**
- **Complete the self-guided practice.**

# PUBLIC SPEAKING & LANGUAGE

As SOCs (state officer candidates) there are language and presentation skills you'll be expected to know. Listed below are basic skills in which almost everyone has the capacity to do, however an advanced section is also present for additional skills.

## *Basic*

1. **Politeness** - Respectful tone, manners (please and thank you), eye contact, etc.
2. **Speaking clearly** - Speaking loud enough for others to hear, use of words of clear understanding.
3. **Professionalism** - Shaking hands, standing up straight, answering questions at a reasonable speed, doing tasks as directed.
4. **Wearing Official Dress.**
5. **Willingness to work with others** - essential for team-based challenges.

## *Advanced*

1. **Inclusive Language** - use of "We" instead of "I" in team settings, focusing on others over oneself.
2. **Presentness** - Being present at every question, a interviewer can sense if not much thought is put into an answer.
3. **Perseverance** - In the face of a challenge your having difficulty with, showing that you have the capacity to overcome independently.
4. **Connection** - By demonstrating a deeper connection to your chapter, county, state, or country. Service is at the heart of FFA

# *Interview Basics*

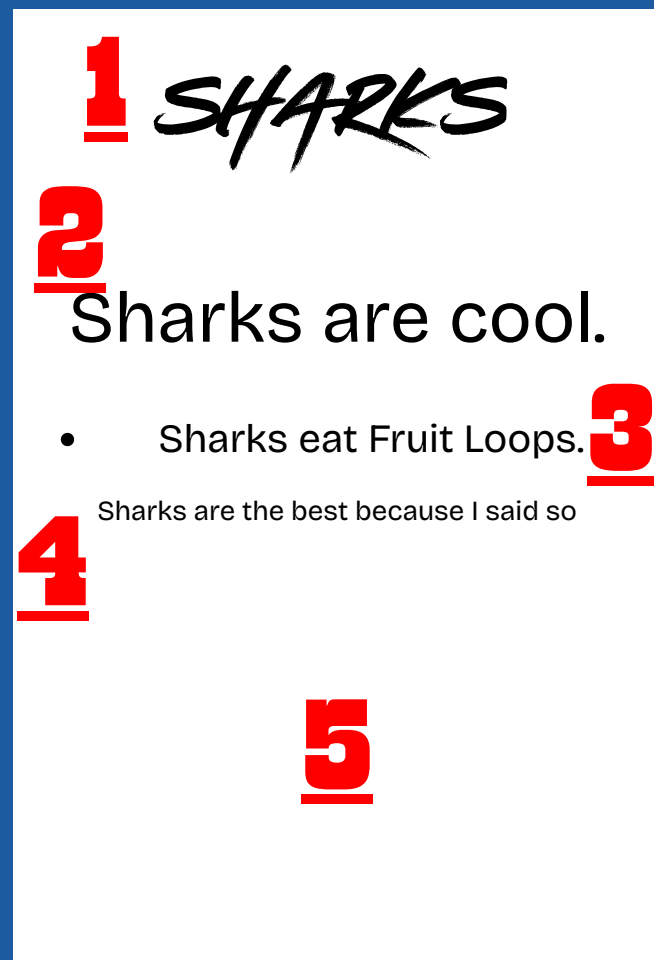
IN ADDITION TO THOSE SKILLS PREVIOUSLY MENTIONED, THERE ARE SOME BASIC INTERVIEW SKILLS WHICH ARE OF NOTE.

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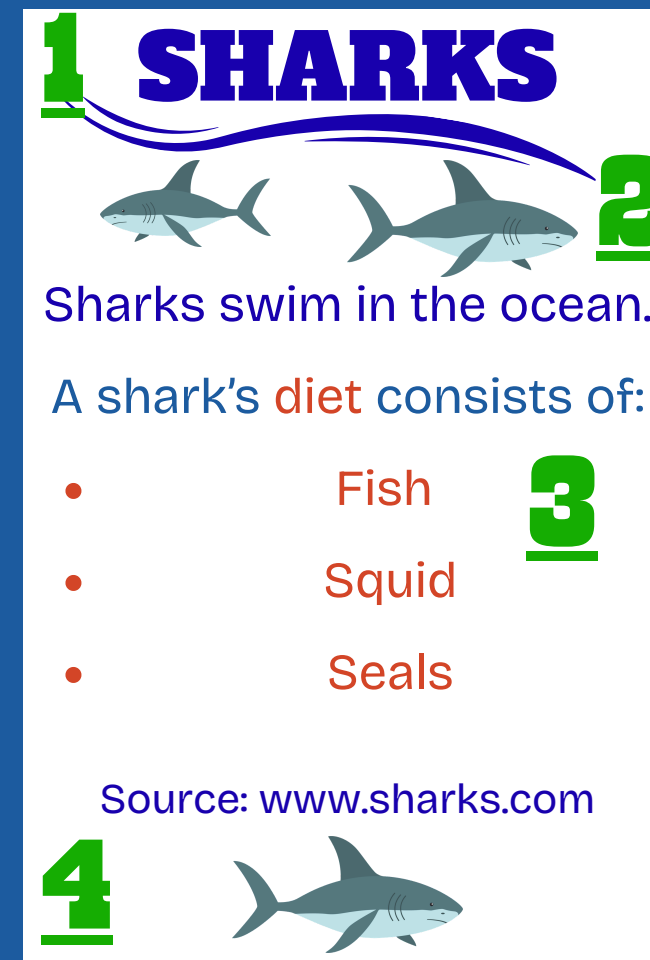
- 1. Distance** - You should be stationed centrally unless directed otherwise, this is to ensure your interviewer(s) can see you clearly. Do not stand too far back so you can be clearly heard.
- 2. Adaptability** - An ability to adapt on the fly is crucial, whether an intentional test or accidental, the ability to adapt to an unexpected situation can prove to be a valuable skill.
- 3. Calmness** - Similar to adaptability, interviewers look for calm and collected candidates. If you're too nervous, too unbothered, too overconfident, or anything else in between the interviewer can sense that.
- 4. Humility** - Interviewers are not looking for the smartest person in the room, they're looking for someone trustworthy and honest. A big part of both is acknowledging your own strengths and weaknesses, and demonstrating that you are someone that is capable of doing the job.

# Presenting Visuals

AT TIMES, CANDIDATES MAY BE ASKED TO CREATE VISUALS SUCH AS POSTERS OR TEARSHEETS AS A PART OF THE INTERVIEW PROCESS. HERE ARE TWO EXAMPLES OF WHAT TO DO AND NOT TO DO WHEN CREATING A POSTER.



1. Handwriting - In this example the title handwriting is sloppy and unclear. Avoid cursive / thin lettering
2. Objective statements - A statement which is baseless and undefendable. Generally leave personal opinion out of presentations.
3. Non-Factual statements - Stick with what you know / what is given to you. Jumping to conclusions or making up information is improper.
4. Avoid small handwriting
5. Big open spaces, no visuals, no color.



1. Handwriting - In this example the title handwriting is clear, bold, and colorful
2. Relevant Visuals - Draws the viewer in, fills space, and is relevant to the rest of the poster.
3. Factual statements - Using information that's relevant and supports an argument your trying to make.
4. Sourcing - If given the option to research you should to support your argument. If not, mentioning things you've learned or picked up during the interview demonstrates excellent memory.

# UNIT 6 CHECK FOR UNDERSTANDING!

Click on the google form below and check your understanding based off what we went through in this unit.

Unit 6 - <https://forms.gle/3vXMg3ecnyTTxV1r6>

**Note:** This does not collect emails so feel free to complete the quizz as much as you wish!

The background features a large, semi-transparent blue seal of the Future Farmers of America (FFA). The seal is circular and contains an eagle at the top with wings spread, holding a shield with stars and stripes and a bundle of arrows. Below the eagle, the word "AGRICULTURE" is written in an arc. In the center, an owl sits on a branch, flanked by a pitchfork and a sheaf of wheat. Below the owl, the word "EDUCATION" is written in an arc. The acronym "FFA" is prominently displayed in the center of the seal.

# UNIT 7

## STRATEGIC DECISION MAKING

# STRATEGIC DECISION MAKING

**This unit will help you in the realm of making decisions. As a state officer, and certainly during the interview process, there are lots of times where you will be asked to make a decision or consider an outcome.**

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## Unit Goals:

- **Learn about the Eisenhower matrix, a useful tool in making decisions.**
- **Learn about how to handle difficult questions/decisions.**
- **Complete a final self-guided activity.**

# THE ESIENHOWER MATRIX

Take a moment and look at the four boxes on the matrix below.

	Urgent	Not Urgent
Important	<p><b>Do</b></p> <p>Tasks with clear deadlines and significant consequences if not completed in a timely fashion.</p>	<p><b>Schedule</b></p> <p>Tasks with no set deadline but that bring you closer to your long-term goals.</p>
Not Important	<p><b>Delegate</b></p> <p>Tasks that need to get done, but don't need your expertise in order to be completed.</p>	<p><b>Delete</b></p> <p>Tasks that distract you from your preferred course, and don't add any measurable value.</p>

*Ask Yourself*

Do I already use these when making decisions?

Which one of these decisions do I tend to use the most?

Which one of these decisions do I tend to use the least?

What's one way I could incorporate this method in my daily life?

# GENERAL TIPS

Making tough decisions or answering difficult questions is apart of life, thats why were going to give you a few tips on how to approach them.

## *Tough Decisions*

- **Think logically.** Is this something that is critical to my goal. If not, then remove and adapt.
- **If time allows, analyze and determine.** If time dosen't, go with your gut.
- **If it's a team task, get other perspectives, evaluate alternate solutions.**
- **Be receptive to help, guidance, or direction.**
- **Analyze as many perpsectives as possible.**

## *Difficult Questions*

- **Avoid saying "I don't know"** making an educated guess shows a willingness to learn.
- **Don't be afraid to answer honestly,** sharing your priorities is crucial.
- **Give examples or compare it to something personal to you,** feeling is just as important as logic.
- **Be honest about your weaknesses, but promote your strengths.**

# THE ESIENHOWER MATRIX - SELF GUIDED PRACTICE

On a piece of paper, go through the following tasks and assign them to a different box on the matrix. Label each answer by using the coordinating letter.

## SCEENARIOS

1. Eating a major meal (breakfast, lunch, dinner.)
2. Going to school.
3. Playing a game.
4. Cleaning my room.
5. Cleaning the house.
6. Doing an assignment due tomorrow.
7. Discussing college plans with parents.
8. Finishing my state officer application.
9. Hanging out with friends.

10. Doing an assignment due in a week from now.
11. Watching a movie.
12. Watch a little sibling.

**Urgent**

**Not Urgent**

**Important**

**Do**

Tasks with clear deadlines and significant consequences if not completed in a timely fashion.

**A**

**Schedule**

Tasks with no set deadline but that bring you closer to your long-term goals.

**B**

**Not Important**

**Delegate**

Tasks that need to get done, but don't need your expertise in order to be completed.

**C**

**Delete**

Tasks that distract you from your preferred course, and don't add any measurable value.

**D**

# THE ESIENHOWER MATRIX - SELF GUIDED PRACTICE

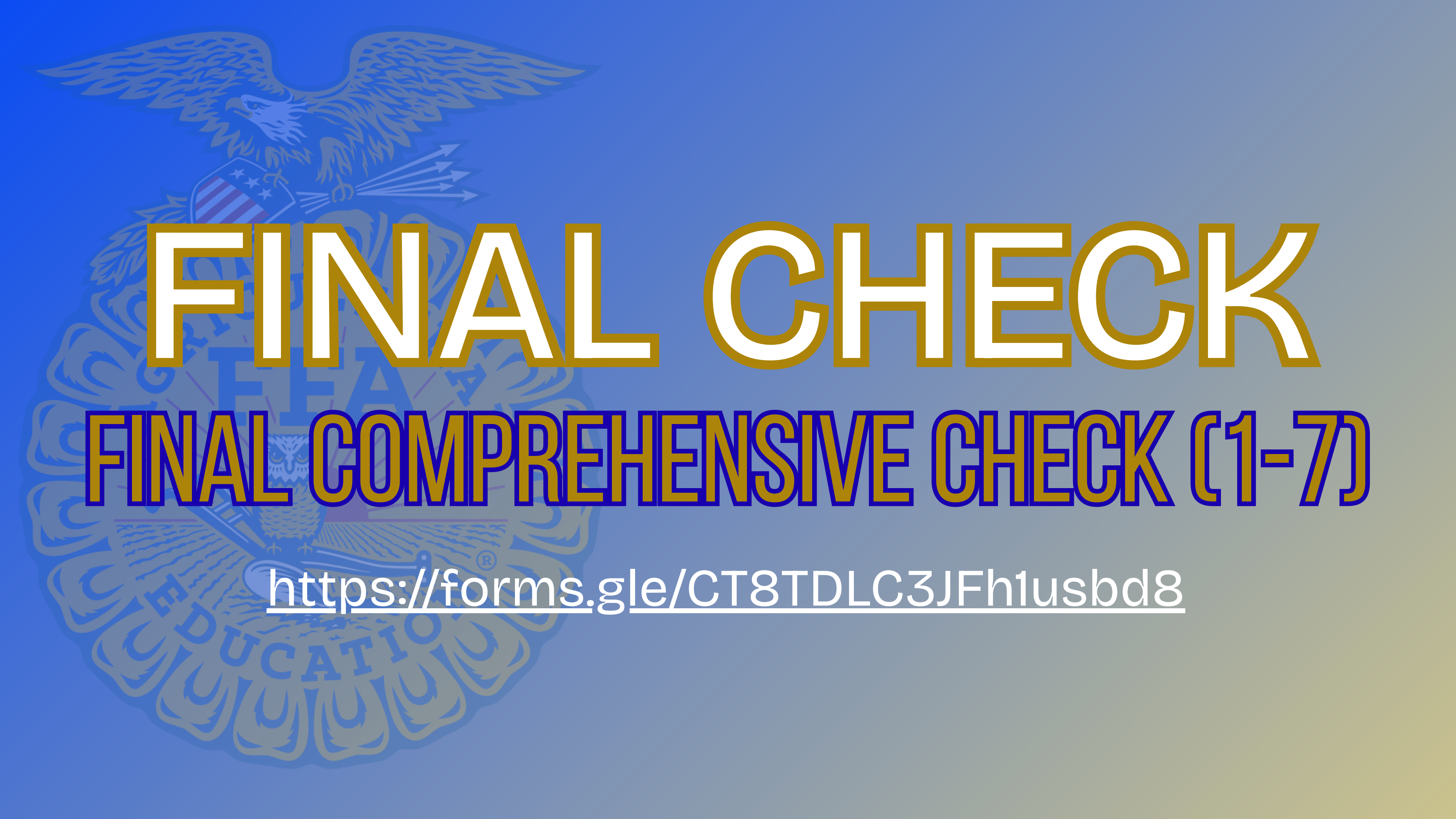
1. Eating a major meal (breakfast, lunch, dinner.)
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8. Finishing my state officer application.
9. Hanging out with friends.
10. Doing an assignment due in a week from now.
11. Watching a movie.
12. Watch a little sibling.

## Answer

### Key

1. A
2. A
3. D
4. B
5. C
6. A
7. B
8. B
9. D
10. B
11. D
12. C





# FINAL CHECK

## FINAL COMPREHENSIVE CHECK (1-7)

<https://forms.gle/CT8TDLC3JFh1usbd8>

# Good Luck!

Congratulations! This marks the end of the online training guide for state officer candidates. You now should have all the tools we can provide you to be successful at state officer interviews. Remember to practice, reference all SOC materials, but most importantly be yourself. From everyone in the Maryland FFA, you got this, were rooting for you!