

New Mexico FFA State Officer Application
Application Instructions



INSTRUCTIONS:

1. Read this entire document before you begin.
2. This document contains live links that will take you directly to any external document being referenced.
3. You can save the online application as you go, however, this document contains all the questions you will need to answer as well as a description of all the files you will need to attach. We suggest completing these portions in a word processing program as you expect for them to be formatted. Run spell-check and have some trusted mentors review them for feedback. Once you ensure everything is correct, transfer the text to the appropriate fields in the online application.
4. Review the [State Officer Candidate Handbook](#)

NOTICE:

- The purpose of this application is to provide the nominating committee with accurate information on each candidate, their individual SAE, FFA history, and acknowledgment of candidacy. This application also provides candidates the opportunity to commit to and express their desire to serve the New Mexico FFA Association as a State FFA Officer.
- Photos and the personal biography enclosed with this application will be utilized to promote state FFA candidates at the convention and to orient the nominating committee with candidate's images.

CONVENTION REMINDER:

- The candidates will begin the selection process on June 1, 2020. The candidates will be further notified by the nominating committee chairman, upon submission of the completed application.
- ONCE ELECTED, all newly elected State FFA Officers will remain in Las Cruces for introductions of team and state staff, as well as opening ceremonies planning, orientation, and official attire and dress planning.

APPLICATION DEADLINE:

- Applications for New Mexico FFA State Office must be submitted electronically. They must be received by the New Mexico FFA State Office by April 8, 2020.

NEW MEXICO FFA ASSOCIATION BYLAWS

ARTICLE V - Procedure for Electing State Officers

Before the first day of any regularly called convention at which state officers shall be elected, the state president and secretary shall appoint a nominating committee to consist of the immediate past president and past state secretary as co-chairpersons and one member from each of the FFA districts. The president and secretary also have the option of selecting a committee to consist of Past New Mexico FFA State Officers. The nominating committee(s) will interview prospective candidates for district and state president, and secretary. They will then present at least one nominee for each office to the delegates. Nominations of eligible candidates may be made from the floor at the time the elections are held. Voting shall be by ballot. Candidates must be interviewed by the nominating committee before their name can be listed on the election ballot.

NEW MEXICO FFA ASSOCIATION CONSTITUTION

ARTICLE IX – OFFICERS

Section A:

The officers of the New Mexico FFA Association shall be President, Secretary, one Vice President from each district, and advisor. The Vice Presidents shall be selected from the districts with only one officer from each district. The state officer elected from each district will also serve as the district President. The President and Secretary shall be selected from the membership at large. The advisor shall be the state supervisor for agricultural education/FFA, housed at New Mexico State University. Any member elected as a State Vice President may not be re-elected except to the office of the President or Secretary and serve only one year in this capacity. Officers will be elected annually by a majority vote of the delegates present at the regular state FFA convention. The officers shall perform the duties assigned.

Section D:

State officers shall have attained the State FFA Degree, and have filled out the official state officer application. The application and state degree must be turned in by the deadline set forth by the State FFA office. State president and secretary candidates are required to be out of high school to fulfill the duties and responsibilities of their office. District presidents are allowed to be in high school or college aged.

CHECKLIST

Use this checklist as your prepare to submit your State Officer Application.

Section 1

- Biographical Information
 - Official Dress Photo
- Contact Information
- Jacket Size
- SAE Scope
- Officer Documentation
 - Job Description
 - Responsibilities
 - Code of Ethics
 - Liability Release
 - Dress Code
 - Medical Release
 - Academic Information
 - Attachments
 - Driver License & Proof of Insurance
 - Social Security Card
 - Signature Page

Section 2

- Cover Letter
- Resume
- Letters of Reference
 - School Staff
 - Community Member
 - Advisor

SECTION 1

There are 5 parts to this section of the application.

Part 1 – Biographical Information

NOTE: Information in Part 1 will be reviewed by the nominating committee. However, this information will NOT be scored.

Be prepared to provide:

- A headshot wearing FFA Official Dress
- Biographical information including name, chapter, grade, years in Agricultural Education, Parental information, previous FFA Offices held, etc.
- FFA Awards Received (Short Answer – 250 words or less)
- High School activities such as leadership activities, sports, community service, etc. (Short Answer – 250 words or less)
- Career Goal (Short Answer – 150 words or less)
- What you hope to accomplish as a State/District Officer (Short Answer – 300 words or less)
- A greeting for your [officer bio](#) on the NM FFA website if elected. (Short Answer – 250 words or less)

Part 2 – Media Contact Information

NOTE: Information in Part 2 will not be viewed or scored by the nominating committee.

Your Accomplishments in the FFA deserve wide publicity. Choose publications or stations that are most likely to use information about the FFA. Please remember that all publicity generated will greatly benefit agricultural education and the FFA on the local, state and national levels.

Part 3 – Jacket Size

NOTE: Information in Part 3 will not be viewed or scored by the nominating committee.

Newly elected officers will receive a new association jacket following election. No tailored sizes are available. See [Jacket Measuring Tool](#) for proper sizing.

Part 4 – Supervised Agricultural Experience Program

NOTE: Information in Part 4 will not be viewed or scored by the nominating committee.

Be prepared to list year, SAE type, and provide other SAE Description (enterprise, description, size, title, site, hours, etc.)

Part 5 – Officer Documentation

NOTE: Information in Parts 4 will not be viewed or scored by the nominating committee.

Instructions:

1. Print [Officer Documentation](#)
2. Read and sign all the required documents
3. Scan the document
4. Attach as ONE FILE in the “Document Upload” portion of the online application

NOTARY INSTRUCTIONS:

Page 7 (Medical Release) requires witness from a Notary of the Public. This page should be scanned and included in the upload. Please save the original and bring it with you to State Convention. If elected, the original copy must be turned in to New Mexico FFA State Staff.

ATTACHMENT INSTRUCTIONS:

Page 9 (Attachments) asks that you attach a copy of your New Mexico Driver's License, Proof of Auto Insurance, and Social Security Card. All of these documents can be copied on ONE PAGE.

This page also asks that you write your signature 5 times each with a black sharpie and a black ballpoint pen. This should be done on a separate page from the previously mentioned documentation. These electronic copies of these signatures will be used for official correspondence. Please make sure that they are generously spaced, allowing for each signature to be used individually.

SECTION 2

The following section of the application consists of 4 parts.

NOTE: ALL information in Part 2 will be reviewed and scored by the nominating committee.

Instructions:

1. ALL components of Section 2 should be submitted as ONE FILE
2. Print all word processed documents (resume, cover letter, SAE Scope) and scan into one document along with letters of recommendation.
3. Upload in the "Section 2" portion of the online application

Part 1 – Cover Letter

A cover letter is usually your first introduction when applying for a position with an organization. A successful cover letter will articulately and passionately address why you desire to serve as a State FFA Officer in ONE PAGE.

The cover letter should give the reader a reason to look at your resume. There are several common components to include in your cover letter. They are as follows:

- Date of letter
- Address to:
2020 Nominating Committee Members
3080 South Espina
Las Cruces, NM 88003
- Introductory Paragraph
- Paragraph about your background or experience which you believe qualifies you for the responsibility of state office.
- One to two paragraphs addressing why you desire to serve as a State FFA Officer.
- A concluding paragraph moving the reader to consider you.
- Appropriate close, typed name, and signature.

Part 2 – Resume

Developing a successful resume involves evaluating your previous experiences and selecting those that best convey your readiness to take on the requirements of the job. A successful resume will articulately convey your contributions as they relate to your involvement and experiences. This resume should be a ONE PAGE document used to convey your most relevant experiences related to the particular position for which you are applying.

Some things to consider including in your resume include

- Contact Information (Name, Address, Email, Phone Number)
- Objective
- Education (Include your GPA)
 - High School Name, City, State, Years Attended
 - College, City, State, Years Attended, Major/Minor (if applicable)
- Relevant Leadership Experiences (FFA, School, Community, etc.)
 - Memberships, Positions, Organizations
 - Responsibilities, Major Contributions, Dates Held
- Relevant Professional Work/Experiences
 - Position, Organization, City, State, Dates of Employment
 - Responsibilities, Major Contributions, Achievements
- Relevant Awards/Recognition/ Achievements
 - Award Title, Awarding Organization, Date Awarded

Part 3 – Letters of Reference

Please secure three individuals who would be able to convey more about you and your qualifications to serve as a state officer for the FFA student organization. In a professional application process it is often considered inappropriate to ask parents or immediate family members (siblings and/or grandparents). The same rule applies with applying for state office. Letters of recommendation will not be scored alone. They will be reviewed and scored as a part of the overall application package.

One of your references must be a school staff member and one should be from a community member. You want them to know you well enough to serve as a witness to characteristics matched with the requirements of the position for which you are applying. It is suggested you have them read through the job description and the competencies provided in the State Officer Candidate Handbook.

Your third reference should be from your high school Agriculture Education Instructor/FFA Advisor. This letter of reference WILL NOT be included in this application but will be filled out using the [Advisor State Officer Candidate Recommendation Form](#) found on the New Mexico FFA Website. This form will submit the letter directly to the state office, however, it is your responsibility to ensure your advisor is aware of this component of the application.

Before you submit!

Make sure your “Section 2” upload document includes the following in this order:

- Cover Letter
- Resume
- 2 letters of recommendation (3rd to be submitted online)