

New Mexico FFA State Officer Application

Officer Documentation



State Officer Job Description

Parent and Candidate please initial each area.

Parent	Candidate	
		Participate in training, orientation, continual self improvement and evaluation of activities as directed.
		Participate in making visits to business and industry as directed by the state staff when in cooperation with the State FFA Foundation staff.
		Participate in planning and conducting of sessions and other activities such as the State FFA Convention as assigned by the state staff.
		Author a retiring officer address to be presented at the State FFA Convention.
		Plan, prepare, read, study, listen, review, and practice to continue improving public speaking and teaching skills.
		Stay up to date on agriculture, agribusiness, and agriculture education facts and issues.
		Develop positive relationships with FFA members, advisors, staff, sponsors, and the general public through a professional, understanding demeanor and online profile.
		Develop and exercise an awareness and sensitivity for the diverse geographic, ethnic, and cultural groups representing in FFA membership and the general student population.
		Maintain a positive attitude and enjoy the year of service with members, advisors, staff, sponsors, and others.
		Prepare and submit, on the 1st and 15th of every month, an expense voucher to the state FFA office as directed by state staff.
		Possess a valid drivers license and have access to a reliable and independent mode of transportation for conducting FFA business. Vehicle MUST have auto insurance for the duration of officer's year.
		I agree to care for and maintain assigned equipment in a responsible manner and return said equipment in the condition in which it was issued to me. I also agree to pay any and all costs of repair should the equipment be damaged or lost due to personal negligence while in my care.
		I agree to reimburse the New Mexico FFA Association for any and all clothing, team training, and travel expenses should my year in office as a New Mexico FFA State Officer be terminated for inappropriate behavior.
		If elected to serve as either the State President or Secretary, I agree to be present at all official State FFA activities.
		Author and present a Chapter Visit workshop within my individual district, or in the case of President or Secretary to assigned chapters.

Agreement:

By signing my initials to each listed item, I have understood and agreed to adhere to all responsibilities laid out by the New Mexico FFA State Office.

_____ Date
Candidate's Signature

_____ Date
Parent/Legal Guardian's Signature

We have read, studied, and understand the commitment that is required of a New Mexico FFA State Officer. We are proud to sign this form and commit ourselves and this student to the duties of a State FFA Officer.

_____ Date
Advisor's Signature

_____ Date
Principal's Signature

State Officer Responsibilities

Listed below is a sample calendar of activities that a state officer is required to commit to. Due to the variation of dates each year, **tentative** months for each event are provided in this list, meaning locations and dates could change due to unforeseen circumstances and scheduling conflicts. At the bottom of this page is a short list of other events that take place throughout the year that officers may be asked to attend on short notice as well as required chapter visits.

Event:	Location:	Relative Month:
State FFA Convention/Officer Elections	Las Cruces, NM	May 31-June 3, 2022
State Officer Training/Planning/Etiquette	Cloudcroft, NM	June 13-17, 2022
District Officer Training (DOT)	Cloudcroft, NM	June 19-21, 2022
State FFA Leadership Camp/Planning	Cloudcroft, NM	June 21-24, 2022
State Officer Summit	Washington D.C.	July 17-22, 2022
Checkpoints 1 & 2	TBA	July/Aug & November
<i>Tentative</i> Team Business/Industry Tour of NM	Statewide	August
Chapter Officer Leadership Training (COLT)	Statewide	August 22-26, 2023
<i>Tentative</i> New Mexico State Fair & Expo	Albuquerque, NM	September
National FFA Convention & Expo	Indianapolis, IN	October 22-29, 2022
New Mexico Leadership Conference Planning	Albuquerque, NM	December
Ag Fest/FFA Day at the Roundhouse	TBA	January
State Parliamentary Procedure (SP & Local Off.)	Las Cruces, NM	Friday, February 17, 2023
New Mexico Leadership Conference	Las Cruces	February 17-19, 2023
National FFA Week Activities	Statewide	February 18-25, 2023
State Career Development Events	Las Cruces, NM	March or April
RA Weekend	Las Cruces, NM	April 5-7, 2023
State FFA Convention/Officer Retiring	Las Cruces, NM	May 30-June 2, 2023

ALL STATE OFFICERS ARE REQUIRED TO MAKE CHAPTER VISITS IN ADDITION TO THESE EVENTS.

All officers may take part in any of the following activities.

Team Getaways	Business/Committee Meetings	Legislative Sessions	Visiting New Chapters
State Fair Tours	District Leadership Events & Contests	Planning Sessions	Industry Partner Mtngs

Agreement:

We have read, studied and understand the responsibilities of a state officer and, if elected, commit to the attendance of the events outlined along with any others that may arise.

Candidate Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Advisor Signature _____ Date _____

Principal's Signature _____ Date _____

Provided Supplies & Reimbursable Items

The New Mexico FFA Association will provide the following for your year of service:

- 1 Official FFA Jacket
- 1 Official Scarf/Tie
- 2 White Dress Shirts
- 2 Black Dress Slacks or Skirts
- 1 Black Belt
- 1 Pair of Black Dress Shoes
- 2 State Officer Degree Chains
- 2 Business Casual Dress Shirts
- 1 Business Casual Polo
- 1 Business Casual Pants

If additional items are needed they will be the responsibility of the officer.

While traveling individually on official business within the State of New Mexico, State Officers will be reimbursed for the following:

Mileage 35 cents/mile (**in state mileage only**)

Meals Maximum of:
\$9 Breakfast
\$13 Lunch
\$18 Dinner

Only meals purchased for the State Officers will be reimbursed (Receipts required).

Supplies Approved workshop supplies for official business will be reimbursed (Receipts required).

Lodging If lodging is required while on official business, the cost will be reimbursed (pre-approval required).

When traveling as a team, lodging, transportation, and 3 meals a day (within limits), will be covered by the Association.

Agreement:

We have read and understand the state officer reimbursement policy of the New Mexico FFA Association. We agree to the guidelines stated above and understand the financial responsibility that comes with be elected to state office.

Candidate Signature

Date

Parent/Guardian Signature

Date

Personal Liability Release

Penalties for the violation of the State Officer Code of Ethics will be determined by the severity of the violation. The following items are considered critical and may be acted on as indicated:

Possible Action

- A Student(s) may be disqualified from participating in the conference/meeting and my forfeit any honors received.
- B Student(s) may be sent home immediately - in which event the following procedure will be followed:
 - Local school official and/or parents/guardians will be contacted.
 - Reasonable care will be exercised to insure that the safest and most expedient means of transportation back to the state and/or local school is used.
 - The local school and/or parents/guardians will be responsible for meeting the student at a prearranged destination.
 - The local school will be responsible for the appropriate action to be taken with the student involved upon return to the school.
 - Further disciplinary action (other than above) may be taken in accordance with the severity of the violation. This action will be determined by the appropriate State Staff.
- C Students may be removed from the office to which they were elected if determined necessary by State Staff.

Instructions

Paragraph (A) applies to students of less than legal age in New Mexico. Parents/Guardians of these students agree, by affixing their signature to the State Officer Code of Ethics, to the conditions set forth here-in.

Paragraph (B) applies to all students and each agrees, by affixing his/her signature to State Officer Code of Ethics, to the conditions set forth here-in.

- A Being parents/guardians of a son/daughter who is a member of the National FFA Organization- we hereby agree to release the National FFA Organization and the New Mexico FFA Association, its representatives, servants, and employees from liability for any injury to said minor - resulting from any cause whatsoever occurring to said minor at any time while attending a conference or meeting of the National FFA Organization - including travel to and from said meeting, excepting only such injury or damage resulting from willful acts of such representatives agents, servants, and employees.
- B As a member of the National FFA Organization, I hereby agree to release the National FFA Organization, its representatives, agents, servants, and employees from liability for any injury resulting from any cause whatsoever - occurring at any time while attending a conference or meeting of the National FFA Organization or New Mexico FFA Association, including travel to and from said meetings or conference - excepting only such injury having read and understood completely the State Officer Code of Conduct, the practices and procedures as described above. I fully understand that this is an educational activity and will, to the best of my ability, apply myself for the purposes of learning and uphold the finest qualities of a student representing this organization.

State Officer Code of Ethics

Being elected as a New Mexico FFA state officer commits you to service that is beneficial for all involved. In addition to serving and representing over 4,000 New Mexico FFA members, you symbolize the ideals and goals of the New Mexico FFA Association and Nation FFA Organization. While representing your chapter, home, and community, state officers become part of a unique team. Together, you will work to accomplish common goals and make a positive difference in the lives of New Mexico FFA members.

The following items are commitments required of all state FFA officers:

- 1 Be dedicated and committed to FFA and the total program of agricultural education.
- 2 Forego all alcohol, tobacco, nicotine, vaping and illegal substances at all times during my year of service to the FFA.
- 3 Avoid places, activities, and online interaction that in any way would raise question to my moral character.
- 4 Use wholesome and appropriate language in all speeches and informal conversations.
- 5 Maintain proper dress and good grooming for all occasions. (See Dress Code on page7)
- 6 Be willing to take and follow instructions as directed by those responsible for state officers and state programs.
- 7 Maintain and protect my health and the health of those around me.
- 8 Regularly, and on time, write all letters, thank-you notes, e-mails and other correspondence, which are necessary and desirable.
- 9 Accept and search out constructive criticism and evaluation of my total performance.
- 10 Through preparation and practice, develop my skills as an effective public speaker and project a desirable image of FFA at all times.
- 11 Be willing to commit the entire year to state officer activities.
- 12 Be willing and able to travel, both independently and with the team, in serving the New Mexico FFA Association.
- 13 Consider FFA officer activities to be my primary responsibility.
- 14 Strive to improve my ability to carry on meaningful and enjoyable conversations with individuals of all ages and walks of life.
- 15 Treat all FFA members equally, not favoring one over another.
- 16 Conduct myself in a manner that commands respect without any display of superiority.
- 17 Maintain my dignity while being personable, concerned and interested in contacts with others.
- 18 Evaluate, periodically, my personality and attitudes making every effort to improve myself.
- 19 Serve as a member of the team, always maintaining a cooperative attitude.
- 20 Work in harmony with fellow FFA officers, and not knowingly engage in conversations (either in person or online) which are detrimental to other FFA members, officers, and adults.
- 21 Become knowledgeable of agriculture, of education in agriculture/agribusiness, and of FFA.
- 22 Keep myself up-to-date on current events.
- 23 Stay in designated housing and abide by the curfew determined by State FFA Staff at all events.
- 24 Drive in a safe and responsible manner while representing the New Mexico FFA Association at chapter visits and state events.

Agreement:

I have read, studied and understand the intent and spirit of the items listed above. I have also read and understand the Job Description, Liability Release, and State FFA Policies. If elected to office, I commit myself to following the rules and procedures outlines. I recognize that breaking policies of these rules may result in limitations being set on my roles as a state officer and/or the possible removal from office by the State FFA Board of Trustees.

Candidate Signature

Date

Parent/Guardian Signature

Date

Advisor Signature

Date

Principal's Signature

Date

State Officer Dress Code

- 1 No hats while in official dress. When not in official dress, hats may be worn, however they may not promote inappropriate activities of products.
- 2 No sagging pants. Pants may be loose fitting, but no undergarments or skin may be shown.
- 3 No bare midriffs and no hip hugger jeans.
- 4 No low cut shirts or tops.
- 5 No strapless or thin strapped shirts. Shirts should have sleeves. Shirts that promote improper messages are not allowed.
- 6 No off-the-shoulder shirts or sheer blouses should be worn.
- 7 Shorts, dresses, skirts, etc., must be fingertip length or longer when your arms are at your sides.
- 8 No visible tattoos or piercings (other than ears for females).
- 9 No stiletto or platform high heeled shoes.
- 10 Officers may wear black slacks when appropriate. Jeans are not allowed.
- 11 No pants with holes or rips (made or bought) are permitted.
- 12 No tank top undershirt may be worn as shirts.
- 13 No bikini swimsuits.
- 14 No leggings.
- 15 Keep hair clean and neat in a natural color, males-no facial hair

Agreement:

We have read and understand the expectations for state officer attire and commit to following the rules outlined in the State Officer Dress Code.

Candidate Signature

Date

Parent/Guardian Signature

Date

State Officer Medical Release

Contact Information

Student

Birth Date _____
Cell Phone _____
Home Phone _____
Home Address _____

Guardian

Cell Phone _____
Home Phone _____
Home Address _____

Student's Doctor

Phone _____
Address _____

Alternate Contact

Cell Phone _____
Home Phone _____
Address _____

Medical History

Please describe completely any medical conditions (past or present) being treated which may recur or be a factor in medical treatment (include allergies, medicine reaction, disease of any kind, physical handicaps, heart of lung problems, seizures, convulsions, blackouts, etc.) If currently taking medication, state the medication as well as the prescribing physician and phone number.

Insurance

We certify that the information described above is accurate to the best of our knowledge. We understand that each individual is responsible for their own insurance coverage for the duration of their term as a state officer.

Insurance Company Policy Number

Notary Parent/ Guardian - please initial and sign ONE of the statements below.

_____ I give permission for immediate medical treatment as required.
State Staff of the New Mexico FFA Association are authorized to grant permission for the medical treatment of my son/daughter.

_____ I DO NOT give permission for immediate medical treatment until I have been contacted.
If, after I have been contacted, I consent to medical treatment - State Staff of the New Mexico FFA Association are authorized to grant permission for the medical treatment of my son/daughter.

Parent/Guardian Signature Date

STATE OF NEW MEXICO
COUNTY OF _____

Acknowledge before me this _____ day of _____ 20_____

Notary Public My Commission Expires _____

Academic Information

To be completed by Guidance Counselor or other school official.

Candidates Grade Point Average _____ (on a 4.0 scale)

I have reviewed the academic status of _____ and find him/her eligible to see a State FFA Office.

Guidance Counselor/School Official's Signature

Date

Application Statement of Originality

I hereby certify that I meet all eligibility requirements for becoming a New Mexico FFA State Officer. I have prepared this application through my own effort and ability and verify that the information provided is accurate, precise, and truthful.

Candidate's Signature

Date

Parent/Legal Guardian's Signature

Date

Attachments

Please attach a copy of your
New Mexico Driver's License
and
Proof of Auto Insurance
with this portion of your application.

Travel arrangements for State Officer Summit require additional documentation, we ask you to provide it early to expedite the registration process.

Please attach a copy of your
Social Security Card
(front & back)
with this portion of your application.

On a blank piece of white paper,
please write your signature
5 times each
with a
black sharpie and a black ballpoint pen.

We will scan these signatures to have electronic copies for official sponsor correspondence and promotional items through the state office.