
KANSAS FFA STATE OFFICER APPLICATION GUIDE

Access the application online: <https://kansasffaassociation.formstack.com/forms/kansasffastateofficerapplication>

Applications are to be submitted by midnight on April 5. Paper copies are not required to be submitted.

There are several sections to the application. While online, you can move back and forth between each section until you submit your application. There is a “save and resume later” function, but you are encouraged to keep track of everything you enter in a word document as backup as you work on your application. If you load a document and then use the “save and resume later” function, you will have to load your documents before final submission. It will be helpful to gather the information you need before you begin. This guide lists all the components and information required to complete your application.

Biographical Information and Photo

- Full Name
- Preferred Name (will be used on all candidate information)
- Permanent Address
- Current Address (if different than your permanent address)
- Cell Phone
- Home Phone
- Email Address (one you check regularly)
- Date of Birth
- Gender
- Official Dress Photo* – This should be a head and shoulders photo of you in official dress. This photo will be used on promotional information for the delegates and nominating committee. It will also be used for publicity for the new state officer team.

Parent/Guardian/Adult Relative Contacts

The Kansas FFA Association would like to collect contact information for your parents and guardians. If you have another adult relative who also play a significant role in your daily life, please list them as well. For each parent/guardian/adult relative you would like to list, you will need the following information:

- Name
- Relationship to Candidate
- Address
- Place of Work
- Cell Phone
- Work Phone
- Home Phone
- Email Address

Educational Background and Status

- Name of High School
- Name of FFA Chapter (even if the same as high school name)
- Chapter Number
- High School Address
- Number in High School Class

- High School GPA
- Date of High School Graduation
- High School Transcript*
- Semesters of Ag Education Completed
- Years in FFA
- FFA Membership Number
- Level of Education in which you are currently enrolled
- College you are currently attending or plan to attend (if applicable)
- For those currently in college
 - Semesters completed
 - College GPA
 - College Transcript* (In addition, you will need to provide an updated copy to the nominating committee after the end of the spring semester.)
- College Major (anticipated or current)
- Career Objective

Educational Contacts

- High School Superintendent – Name, Email and Phone Number
- High School Principal - Name, Email and Phone Number
- High School Guidance Counselor - Name, Email and Phone Number
- Chapter Advisors – Name, Email and Phone Number
 Many FFA Chapters have multiple chapter advisors or agricultural education teachers. Please list them all. If you have more than four, please include additional names in the notes section at the end of the section. If you have an advisor or teacher who has retired or left your school that you would like to add, you may do that as well. Please note the addition of anyone who is not currently teaching at your school in the notes and comments section at the end of this section. – Name, Email, Cell Phone, Office Phone. This list will also be used for sharing information about the candidate process.
- College Advisor (if applicable) – Name, Email and Phone

FFA and Agriculture Education Experience

- Supervised Agriculture Experience Program and Scope (500 characters**)
- FFA Leadership Experience (Offices, Committee, Year – List up to 5)
- FFA Activities: (Chapter, District or National Events; CDEs; LDEs; Leadership Programs; and other FFA sponsored activities) - List up to 10
- Other Leadership and Service Activities: (Community, School, 4-H, Church, Sports, Clubs, etc.) - List up to 10

Essay Questions

- What is your biggest accomplishment up until now? How has it shaped you and your leadership style? (2500 characters**)
- If elected, how would you positively influence the Kansas FFA Association? (2500 characters**)

Media Contacts

Please list any media outlets in your area, especially those that are likely to use information about you and the Kansas FFA State Convention and state officer selection process. Remember that all publicity generated will

greatly benefit agricultural education and FFA on the local, state, and national levels. List newspapers, television stations, radio stations or individual members of the media (including bloggers, columnists, etc.).

For each outlet, list the name of the publication or station, the type of outlet, all contact information you have available (mailing address, email, phone), and specific contact names if possible. You are required to list at least one outlet. If you have more than six contacts, please double up the information in the spaces provided.

State Convention Week Conflicts

As a state officer candidate, you are required to have the support of your parent/guardians as well as your school officials. Please download the included forms, collect the appropriate signatures, and upload the signed documents. You can collect signatures electronically or you can collect them on paper and scan in the final documents.

- Parent/Guardian Signature Form
 - Must complete for your primary parent/guardians
 - May complete for additional parents/guardians/adult relatives
- School Official Signature Form (required for both high school and college age candidates)
 - Signature of chapter president or secretary
 - Signature of all current chapter advisors
 - Signature of two school administrators (preferably principal and superintendent)

Before uploading the documents, please save with your first and last name as a part of the file name. Example file name: JohnSmith.ParentSignature.pdf

Evaluators

Each candidate is required to have seven evaluation forms submitted on their behalf:

- One form must be submitted by the candidate's chapter advisor (if the chapter has more than one advisor, advisors can each complete a form)
- One from a school administrator from the candidate's school (a collegiate faculty member should be used if the candidate is in college)
- One from a non-agriculture teacher from the candidate's high school, college, or university
- Four from FFA members (including at least one FFA member from the candidate's home chapter and at least one FFA member from different chapter than the candidate's home chapter)

By entering the evaluators' information on the application, you will trigger an email to each of them with a link to the evaluation form. You should ask them to be an evaluator before entering their information. It is your responsibility to follow up with them, make sure they received the email and remind them of the deadline (April 20).

For each evaluator, you will need to enter their name, position, and email address.

You are asked to duplicate your agricultural education instructors in this section, so they receive the evaluator email.

Notes/Comments

If you have comments, explanations or clarifications about information related to your application, please explain in the space provided.

Kansas FFA State Officer Commitment

Please carefully read the state officer commitment. It can be found in both the application and the candidate handbook. Once you are fully comfortable in making the commitment described and understand the potential consequences of not upholding this commitment, please sign and date.

* You are limited to 25 MB for all files you upload with your application. Keep that in mind when selecting your file size.

**Character limits include spaces.

If elected to state office, you will need to provide the following information. You do NOT need to submit this information as a part of your application. However, you are encouraged to gather the information and have it available so the form can be completed quickly when needed.

Medical and Health Care Contacts

- Family Physician (Name and Phone Number)
- Family Dentist (Name and Phone Number)
- Other Health Care Provider or Medical Specialist (Name, Phone Number and Specialty) (if applicable)
- Health Insurance Coverage
 - Name of Provider
 - Policy Number
 - Type of Insurance
 - Name of Insured
 - Your relationship to Insured
 - Contact phone number of insurance provider

Health Conditions and Accommodations

This information will be kept confidential to the Kansas FFA Association state staff. It will not be provided to the nominating committee. It will be used only to process services for candidates needing accommodations or assistance.

- Blood Type
- Checklist of health conditions, including allergies, dietary restriction, illnesses, or injury, learning disabilities, etc.
- Provide detail for any conditions checked on the list
- Note the need for any special accommodations or assistance
- List of any other medical conditions
- List any concerns about physical, mental, emotional and or social health
- List of and reason for any current prescriptions
- Documentation of disability* (if applicable)

Driver's License and Vehicle

- Driver's License Number
- Explanation if you don't have a valid driver's license
- Vehicle (if applicable) - Make, model, year, color, and license plate number