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# 2005 COLLEGIATE FFA HANDBOOK

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[HTTP://WWW.FFA.ORG/COLLEGIATE/INDEX.HTML](http://www.ffa.org/collegiate/index.html)

## WHY COLLEGIATE SERVICES?

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Traditionally, the National FFA Organization has focused on providing products and services to high school students involved in agricultural education. National FFA has begun a new effort to focus on creating and implementing programs and services to help postsecondary and collegiate members in agriculture. The first step of this process involves increasing services to college-age students with an interest in agriculture and determining needs and interests of this target group.

By closing this “gap in service” between high school and college-aged students it will also allow for a seamless transition for members through appropriate activities for their age and scholastic levels. An overarching goal is to help with the recruitment and retention of students entering postsecondary agriculture programs, especially those entering agriculture education fields.

FFA is now creating even more opportunities for postsecondary students and strengthening the link between Collegiate FFA and the National FFA Organization. A new website was recently launched providing multiple opportunities for learning and development for members – an all in one place where students can search for information relevant to colleges and careers. Visit online at <http://www.ffa.org/collegiate/>.

Throughout the website and this handbook you will find a variety of resources to assist in building and strengthening your Collegiate FFA Chapter as well as providing stronger services to postsecondary members. If your questions are not answered on the website or in this handbook, please feel free to contact the Collegiate Services Staff of the National FFA Organization, [collegiate@ffa.org](mailto:collegiate@ffa.org), 317-802-4214 or 317-802-4220.

## WHY HAVE A COLLEGIATE FFA CHAPTER?

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- 1) The National FFA Organization was founded in 1928 as the youth organization for boys studying vocational agriculture in high schools throughout the United States. Over the past 75 years the FFA organization has grown to include over more than 475,00 students studying for careers in the food, fiber and natural resources industry. FFA makes a positive difference in the lives of students by developing their potential for **premier leadership, personal growth and career success** through agricultural education.
- 2) The National FFA Organization also strives to provide these benefits to college age students pursuing courses of study in areas related to the food, fiber and natural resource industry or have an interest in agriculture. The primary purpose of the Collegiate FFA’s purpose statement is to enhance the collegiate experience through service and engagement to create premier leaders, enable personal growth, and ensure career success.
- 3) Other purposes of the organization include developing career and leadership skills for future professions, building civic minded leaders, serving our communities, assisting active FFA members in local, state and national levels, to prepare better FFA Advisors, promote scholarship, social experiences, and to serve as a bridge between active FFA membership and the world of a career in the agricultural industry.
- 4) Collegiate FFA chapters can be chartered at any 2 or 4-year institution of higher education where students have an interest in agriculture.

## HOW TO ORGANIZE A COLLEGIATE FFA CHAPTER

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### Step 1 - Laying the Foundation

A strong, well-organized Collegiate FFA begins with a strong nucleus. Any college student, instructor, former FFA member or FFA Alumni member associated with a college can be the catalyst that is needed to start a local chapter. Three to five individuals can be the key to starting a Collegiate FFA chapter. Whether you have previous FFA experience or not, anyone with a strong interest in agriculture education and youth leadership can provide a strong foundation to your new program.

### Step 2 – Contact Key People

Starting a new Collegiate FFA chapter does take a little work and a couple conversations with key individuals before you can start officially meeting as a chapter and be considered a recognized chapter on the college, state, and national level.

- Contact the state FFA advisor to share your interest in establishing a Collegiate FFA chapter and then ask for the materials that will allow you to do so.
- Contact the National FFA Organization for information about chartering a chapter and to inform them of your interest to begin.
- Discuss the intentions of the chapter with administration and coordinate with them the requirements to start a new chapter on campus

By contacting those key individuals you are ready to start recruiting members for your Collegiate FFA chapter.

### Step 3 - Call an Organizational Meeting

Once the individuals at the college have been selected, call them together for an organizational meeting. At this meeting, a framework can be established for developing a local Collegiate FFA chapter. The agenda for this organizational meeting may include:

- Discuss the purpose and benefits of a local Collegiate FFA Chapter at your school
- Review the procedure for chartering a local Collegiate FFA Chapter
- Review membership eligibility and membership potential within your college or university
- Appoint an acting chairperson to provide leadership to the chartering process
- Decide on a date, time and location for the first general meeting
- Make a list of potential members and divide the responsibility of personally contacting each potential member
- Develop a tentative set of bylaws prior to the organizational meeting.
- Review the suggested bylaws provided in this manual for guidance or contact other FFA Chapters.

### Step 4 - Announce the Meeting

One of the keys to a successful organizational meeting is to publicize the meeting as much as possible. Good publicity underscores the importance of the meeting and the FFA chapter itself.

- Place an announcement in the local newspaper or university paper

- Make announcements in all agriculture, food, fiber and natural resources courses at your college
- Post signs announcing the Collegiate FFA organizational meeting
- Contact agricultural fraternities or sororities on your campus
- Contact potential members in person, by telephone or by e-mail

#### Step 5 - Organizational Meeting

The idea of starting a Collegiate FFA chapter must be sold to all the college students in attendance at the organizational meeting. Be sure to make note that Collegiate FFA cannot be exactly the same as high school FFA. College students are busy with classes, studying, working and socializing with friends. Asking them to give up more of their time for another organization can be a difficult task. The agenda for the organization meeting may include:

- Temporary chairperson presents the purpose of the meeting and describe the benefits of chartering a Collegiate FFA chapter
- Use FFA promotional material (Contact the Marketing and Communications Services Team for suggested material or search the web for downloadable materials.)
- Ask a college faculty member to present how the Collegiate FFA can benefit college students and local FFA members
- The temporary chairperson can ask for a motion to form a Collegiate FFA Chapter
- A permanent chairperson or president can then be elected
- The chairperson or president can then ask for nominations and elect additional Collegiate FFA Officers
- A suggested set of bylaws should be handed out, discussed and adopted by a two-thirds vote of the members present.
- National Collegiate FFA dues should be collected from all new members. Local dues may be set in addition to the national and state dues if the membership so desires.
- Select a committee of officers and members to develop a proposed Program of Activities for presentation at the next chapter meeting.
- Set the date, time and location for the next chapter meeting and publicize it at your school.

**ACCESS MORE INFORMATION REGARDING**

**STARTING A NEW CHAPTER AT:**

**[ADD NEW LINK](#)**

## APPLICATION FOR CHARTER

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Use the following page as a guide to apply for your chapter's new charter.  
An electronic form is available online or by e-mailing [collegiate@ffa.org](mailto:collegiate@ffa.org).



<ENTER CURRENT DATE HERE>

<ENTER CHAPTER NAME HERE>

<ENTER ADDRESS HERE>

<ENTER CITY, STATE, ZIP HERE>

<ENTER STATE FFA ADVISOR NAME HERE>

<ENTER ADDRESS HERE>

Dear State FFA Advisor:

We, the undersigned, affirm that the students studying food, fiber and natural resources subjects at the <ENTER SCHOOL NAME HERE> have organized into a Collegiate FFA Chapter and are applying for membership in the <ENTER STATE HERE> Association of FFA and the National FFA Organization. We have adopted a set of bylaws, elected the necessary officers and have identified membership according to the national bylaws.

The official chapter name should appear on the charter as <ENTER SCHOOL NAME HERE> Collegiate FFA Chapter.

Attached to this application are the following supporting documentation:

1. A complete list of chapter members
2. A list of chapter officers
3. A copy of our annual Program of Activities
4. A copy of the chapter's bylaws
5. Signed copies of our application and information forms

Sincerely,

<CHAPTER PRESIDENT SIGNS HERE>

<ENTER CHAPTER PRESIDENT NAME HERE>

Collegiate FFA President

Name of College or University \_\_\_\_\_

Date Organized (mm/dd/yyyy) \_\_\_\_\_

Faculty Advisor \_\_\_\_\_ Department \_\_\_\_\_

Phone number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Chapter's Permanent Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

General Chapter E-mail Address \_\_\_\_\_

General Chapter Website Address \_\_\_\_\_

Other Chapter Contact Info \_\_\_\_\_

Instructions: Please complete the following information for your chapter officers as shown. Complete the form with the last name, first name, complete mailing address with route number (street address), city, state, zip code, email address and phone number. Please use an address that is not going to change during the academic year.

[illegible]

## SIGNATURES AND RELEASES

### RELEASES

1. I hereby certify that these officers meet all eligibility requirements for participation in Collegiate FFA for the current year as set forth by the State and National FFA Organizations.
2. I hereby authorize the State and National FFA Organizations to use any and all of the submitted materials, information, images, etc., as part of the educational resources published for agricultural educators' use or for any other related purposes of the National FFA Organization.
3. I hereby certify the following forms and that they are true and accurate to the best of my knowledge.

A) <b>Complete List of Chapter Members and Officers</b>	B) <b>Chapter Program of Activities</b>
C) <b>Chapter Bylaws</b>	D) <b>Completed Application and Information Forms</b>

**PLEASE RETURN COMPLETED APPLICATION, REQUIRED FORMS  
AND THIS INFORMATION SHEET TO YOUR STATE FFA ADVISOR.**

### SIGNATURES

<b>Chapter President's Signature</b>	
<b>Chapter Advisor's Signature</b>	
<b>State Leader's Signature</b>	

**ACCESS STATE AGRICULTURAL EDUCATION  
AND FFA STAFF CONTACT INFORMATION AT:**

[HTTP://WWW.FFA.ORG/STATESTAFF/DOCUMENTS/STATESTAFFLISTING.PDF](http://www.ffa.org/statestaff/documents/statestafflisting.pdf)

## **SAMPLE COLLEGIATE FFA BYLAWS**

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The following pages include a model set of bylaws designed after the National Collegiate FFA Bylaws. A local Collegiate FFA Chapter may use these suggested bylaws as a guide. You may add, delete or modify these bylaws to apply to your college or university. Please contact your state FFA staff for further guidance on specific local and state guidelines that may change specific items in your charter.

# **Bylaws Of The <School Name> Collegiate FFA Chapter**

## **1) ARTICLE I - NAME**

The name of this organization shall be the <School Name> Collegiate FFA Chapter of the <STATE> Association of the FFA.

## **2) ARTICLE II – OBJECT**

The object of this organization shall be to:

- a) Provide opportunities for scholarship and leadership advancement and service.
- b) Provide social and recreational activities for chapter members.

## **3) ARTICLE III – MEMBERSHIP**

a) SECTION A. Membership in this organization shall be of two kinds, Active and Honorary.

b) SECTION B. Active membership –

- i) To be eligible for active membership a student must be enrolled in the <INSERT SCHOOL NAME> and have an interest in the advancement of agriculture.
- ii) Collegiate FFA Chapter members in good standing may vote on all business brought before the chapter. Collegiate FFA Chapter members as used here means active. Collegiate members shall be considered in good standing when they:
  - (1) Show an interest in and take part in the affairs of the collegiate chapter.
  - (2) Have paid chapter dues.
  - (3) Attend collegiate meetings regularly.
    - (a) Regular attendance is defined as not missing more than <ENTER NUMBER> consecutive meetings without reasonable excuse.

c) SECTION C. Honorary membership –



- i) Parents, faculty, staff, business people or others who are helping to advance agricultural education and the FFA and who have rendered outstanding service, may be elected to honorary membership by a majority vote of the members present at any regular meeting.
- ii) Honorary membership shall be limited to the Honorary Chapter FFA Degree in the <ENTER SCHOOL NAME> Collegiate FFA Chapter.

#### **4) ARTICLE IV – EMBLEM**

- a) The official emblem of the Collegiate FFA chapter shall include five symbols, namely: the plow, representing labor and tillage of the soil; the owl, representing wisdom; the rising sun, representing progress; a cross-section of an ear of corn, representing common agricultural interests and an American eagle surmounting the cross-section of the ear of corn, representing the national scope of the organization. The emblem shall also include “FFA,” and the words “Agricultural Education.”

#### **5) ARTICLE V– OFFICERS**

- a) SECTION A. Officers

- i) The elected officers of the <ENTER NAME> Collegiate FFA Chapter shall be a President, Vice-President, Secretary, Treasurer, Reporter and Sentinel.

- b) SECTION B. Faculty Advisor

- i) An appointed faculty member of the <ENTER SCHOOL> shall be the advisor for the <ENTER NAME> Collegiate FFA Chapter.
  - ii) One faculty staff member shall be designated as the primary advisor of the Collegiate Chapter and will serve on a calendar year basis. Other faculty members will be available for advice as the need-arises.

- c) SECTION C. These officers shall perform the duties prescribed in the Official Manual and by the parliamentary authority adopted by the organization.

- d) SECTION D. The term of office shall be June 1 to May 31 or until their successors are elected.

- i) Officer elections shall be held during the April meeting of the organization.
  - ii) Nominating committee shall consist of two (2) graduating seniors, two (2) retiring officers not running for re-election, one (1) faculty member of the organization.

- e) SECTION E. All active members are eligible to be officers of the Collegiate FFA Chapter. Honorary members shall not hold any office other than that of chapter advisor.

- f) SECTION F. The Executive Committee of the Collegiate FFA Chapter shall have the power to appoint a qualified member to fill any office that becomes vacant.

#### **6) ARTICLE VI– MEETINGS**

- a) SECTION A. Regular meetings of the Collegiate FFA Chapter shall be held once a month throughout the academic year. The president shall call special meetings at any time with the approval of the executive committee.
- b) SECTION B. Twelve members of the organization shall constitute a quorum.

## **7) ARTICLE VII – EXECUTIVE COMMITTEE**

- a) SECTION A. The elected officers, advisor and the chairs of each standing committee shall compose the executive committee.
- b) SECTION B. The executive committee shall have full power and authority over the affairs of the organization.
- c) SECTION C. It shall be the duty of the executive committee to prepare a Program of Activities with the assistance of the membership of each individual committee. The Program of Activities shall be submitted to the organization for its approval at its regular meeting in October.

## **8) ARTICLE VIII – COMMITTEES**

- a) SECTION A. The president shall appoint several committees promptly after the first meeting of the academic year, including the following:
  - i) Activities Committee - the duty of this committee is to prepare a schedule of social and recreational activities for the year.
  - ii) Community Service Committee - the duty of this committee is to prepare a schedule of community service activities or projects for the year.
  - iii) Earnings and Savings Committee – the duty of this committee is to prepare a budget for the fiscal year and to submit it to the organization at its regular meeting in October.
    - (1) Composed of the treasurer and selected other members
    - (2) The committee will also develop a list of proposed fund raising activities to be conducted throughout the year.
  - iv) Leadership Committee - the duty of this committee is to plan and conduct leadership and professional development activities in which members can participate.
  - v) Membership Committee - the duty of this committee is to conduct recruitment activities to encourage students to join the organization.
  - vi) Programs Committee – the duty of this committee is to conduct educational programs for organization members throughout the year.
  - vii) The president of the organization shall appoint such other committees, standing or special, or the executive committee deems necessary to carry out the work of the organization. The vice president shall be ex-officio member of all committees.

## **9) ARTICLE IX– ACCEPTANCE**

- a) SECTION A. The <ENTER SCHOOL> Collegiate FFA Chapter accepts in full the provisions of the Constitution and Bylaws of the <STATE> Association of FFA as revised and amended, including its statement of purposes and its provisions for membership.
- b) SECTION B. The <ENTER SCHOOL> Collegiate FFA Chapter accepts in full the provisions of the Constitution and Bylaws of the <ENTER SCHOOL'S GOVERNING BODY> of the <ENTER SCHOOL>

## **10) ARTICLE X – PARLIAMENTARY AUTHORITY**

- a) SECTION A. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

## **11) ARTICLE XI – PARLIAMENTARY AUTHORITY**

- a) SECTION A. These bylaws may be amended at any regular meeting of the organization by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

## **MARKETING YOUR COLLEGIATE FFA**

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One of the keys to a successful collegiate FFA chapter is marketing. Collegiate FFA officers and members should develop a detailed marketing plan to publicize collegiate FFA activities and recruit more college students into the collegiate chapter. Many different materials can be developed to market and publicize your chapter.

The Collegiate FFA Reporter along with the public relations committee can publish a newsletter to publicize Collegiate FFA activities and events. The newsletter can also be used as a good tool to develop support among groups on your campus. Some ideas for articles include:

- ☒ **Announce upcoming collegiate FFA meetings**
- ☒ **Collegiate FFA officer and committee reports**
- ☒ **Announce upcoming activities and events**
- ☒ **Publish information about state and national FFA issues and activities**
- ☒ **List job openings for secondary agricultural science teachers**
- ☒ **Discuss agricultural education issues**
- ☒ **Promote leadership development among collegiate FFA members**
- ☒ **Website and upcoming National events**

### **Newsletters and Brochures**

Collegiate FFA newsletters can be developed using the latest computer technology available through campus computer labs. Programs such as MS Word, Word Perfect, MS Publisher and others can be used to desktop publish your newsletter. Graphics and photographs of collegiate FFA members and activities can be incorporated into the newsletter using a computer scanner or digital camera.

Newsletters can be published monthly or bimonthly depending on the wishes of the chapter. Copies should be sent to all chapter members, agricultural faculty in the college, college or university administrators, alumni, local FFA chapter advisors and officers, State FFA Officers, and potential collegiate FFA members.

Every collegiate FFA chapter should have a short brochure to describe the chapter and its activities. The brochures can be developed using the same computer publishing programs used to develop a newsletter. Brochures can be printed on colored paper or specially ordered tri-fold color paper from commercial paper catalogs. Brochures can be distributed to incoming college students, State FFA Officers, FFA award recipients and others to promote your collegiate chapter and recruit new members.

## **Displays, Bulletin Boards, Etc.**

Throughout the academic year many opportunities exist to promote your collegiate FFA chapter to other groups on campus. Often your chapter might be asked to setup a display at a career fair or decorate a bulletin board of display case on campus. In order to be prepared for these publicity opportunities your collegiate FFA chapter should design and build an attractive display to promote your collegiate FFA members and activities.

The display materials should be developed for a table-top standing display that is visible from a distance of 6-10 feet. Computer programs, graphics and printing can be used to incorporate large text, graphics and photographs into your display. Text should be large enough to see from a distance. Informational text and photographs can be glued to foam core board for support using commercially available spray adhesive. Photographs of chapter activities and events should be used on the display to add color and market your chapter to supporters and potential members.

## **Get Connected!**

In today's society most organizations utilize the Internet to promote their activities. Most college campuses have computer laboratories available to student organizations. This computer technology can be used to develop an organizational homepage to promote your collegiate FFA chapter to administrators, faculty and students on your campus. A digital camera can be used to record collegiate FFA events and accomplishments. These photographs can easily be included on your chapter's homepage. The homepage can also be linked to other agricultural organizations, informational pages and to the National FFA Homepage ([www.ffa.org](http://www.ffa.org)) by sending your information to [collegiate@ffa.org](mailto:collegiate@ffa.org).

## **STATE, REGIONAL & NATIONAL COLLEGIATE FFA ACTIVITIES**

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There are numerous opportunities for your Collegiate FFA Chapter to get involved with other collegiate agricultural organizations within your own state, with other states in your area or on a national basis.

### **STATEWIDE ACTIVITIES**

Every state has public and private colleges and universities that teach agricultural subjects. Most of these institutions have organized student groups that regularly conduct social and educational activities with other colleges and universities. Local Collegiate FFA Chapters should work with other collegiate agricultural student organizations to plan and conduct social, recreational and educational activities. In states with more than one land-grant institution, or other school that teaches agricultural related subject, statewide collegiate agricultural workshops or exchanges could be organized to develop leadership and interpersonal skills. Statewide meetings of collegiate agricultural organizations may be held in conjunction with the annual agriculture teachers association, or the State FFA Leadership Conference/Convention.

### **REGIONAL ACTIVITIES**

Collegiate FFA Chapters are encouraged to develop regional conferences, workshops, competitions or educational exchanges with other collegiate student organizations at agricultural colleges in neighboring states. Weekend exchanges can be planned to include social, recreational and leadership development activities. Campus tours and educational presentations may also be included.

Regional activities may be planned to coincide with regional meetings of other agricultural organizations such as: the National Association of Agricultural Educators (NAAE), the American Association for Agricultural Education (AAAE), or many others.

## **NATIONAL ACTIVITIES**

The National Collegiate FFA is currently developing new opportunities for it's members. With the development of a new website and the opportunity to work with more college chapters and members will certainly begin the creation of new leadership activities and career development opportunities.

At the National FFA Convention there is a Collegiate Convention Track for all Collegiate FFA members to participate. In this track there are multiple workshops to provide career enhancement and chapter development to impact your personal growth opportunities. Another opportunity available is the Collegiate Fun Night where college students from across the country will have a chance to socialize and cut loose. Finally the cornerstone fo the collegiate convention experience is the Collegiate Career Expo were Collegiate FFA members will have the opportunity to talk with the top agriculturally relate companies in the world about internships and full time positions. All of these programs are new for 2004-2005. Make sure to check out the new website at [www.ffa.org/collegiate/](http://www.ffa.org/collegiate/) to make sure you don't miss a minute

In the coming months the National Collegiate Services team looks forward to bringing even more new opportunities for you and your chapter. So make sure to stay connected and if you have any question or have any need contact us at [collegiate@ffa.org](mailto:collegiate@ffa.org) or call 317-802-4220.

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