



**ND FFA Association**

**PROGRAM OF  
ACTIVITIES**  
Manual

## Purpose

The Program of Activities (POA) serves to define chapter goals, outline steps needed to meet those goals and act as a written guide to provide a calendar of events the chapter will follow in the year ahead for administrators, advisory committees, alumni and other stakeholders. Every year each FFA chapter takes time to plan ways to provide engaging opportunities focused on growing leaders, building communities and strengthening agriculture.

A well-planned POA will ensure chapter activities meet the needs of its members, provide direction from year to year, lead to a workable budget, provide experience in planning and serve as a reference point throughout the year.

Success is the result of creative planning and detailed preparation. In order to invest in chapter success, students set goals and plan the necessary steps to accomplish these goals. The POA provides a structure for student committees. By engaging in the development and delivery of a quality POA, students develop leadership and planning skills which are essential in all careers. The key to a quality POA is getting every member involved. In this guide, the steps to develop and implement a successful Program of Activities are outlined in four steps:



## Organizing a Program of Activities

### *Divisions*

Each chapter builds its POA around three major areas called divisions. Divisions focus on the types of activities a chapter conducts. The three divisions include:

- Growing Leaders
- Building Communities
- Strengthening Agriculture

### *Quality Standards*

Each division in the POA has five quality standards that typically function as student committees within the chapter. Quality standards and dedicated student committees guide the planning, preparation, and delivery of activities in each quality standard area. All chapter activities should provide:

- A balance of experiences inside and outside the classroom
- Opportunities for developing self-confidence, responsibility, citizenship, cooperation, and leadership skills
- Authentic, engaging activities
- Relevant, educational experiences
- Accessibility for all students
- Flexibility that will allow chapters from various environments and with various levels of resources to be successful
- Multiple levels of participation and experiences
- Appropriate recognition for all participants
- Exposure to opportunities and educational experiences for food, agriculture, and natural resources

#### *Quality Standards include:*

Growing Leaders	Building Communities	Strengthening Agriculture
Leadership	Environmental	Support Group
Healthy Lifestyle	Human Resources	Chapter Recruitment
Scholarship	Citizenship	Safety
Personal Growth	Stakeholder Engagement	Agricultural Advocacy
Career Success	Economic Development	Agricultural Literacy

For quality standard definitions and example activities, see the National FFA Resource Guide listed in the resource section of this manual.

## North Dakota POA Requirements

### *Requirements*

The following items are required components of a North Dakota chapter POA to be considered completed:

- Chapter officers' names
- All 15 standing committees as suggested in the national handbook are named.
- Each committee has a chairperson, co-chairperson, and members listed
- Each standing committee has one (1) goal completed
- Each Standing committee has steps necessary to meet one (1) goal identified
- Estimated costs (event budget) are identified for each standing committee
- An overall chapter (program) budget is completed

POA's are required to be completed in AET. See Appendix A for a checklist.

### *Deadline*

Each chapter is required to submit their chapters POA to the North Dakota FFA Association by October 15<sup>th</sup>. To submit, you will download a PDF of the completed POA in AET and upload it [here](#).

## Resources

### *National FFA Resource Guide*

The National FFA Organization has a resource guide that outlines how to go through the steps to plan and deliver a strong POA. That resource can be found [here](#).

## North Dakota POA Requirements Checklist

Task	Officer Assigned to Task	Deadline Date	Completed by Date
Chapter Officers are Named			
Committee Chair listed for all 15 Standing Committees			
Committee co-chair listed for all 15 Standing Committees			
Committee members listed for all 15 Standing Committees			
1 Goal is listed for each activity under all 15 Standing Committees			
1 Plan of Action is listed for each activity under all 15 Standing Committees			
Estimated costs (event budget) are identified for each standing committee			
An overall chapter (program) budget is completed			
The POA was completed in the AET			
A PDF of the POA is submitted to the ND FFA Website			