



ND FFA Association

**STATE FFA OFFICER
HANDBOOK
2025**

Supported by the Department for Career & Technical
Education

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The State Officer Handbook of the North Dakota FFA Association is designed for several purposes: (1) To guide FFA Chapters in choosing qualified state officer candidates; (2) to help Officer candidates and their parents understand the structure of agriculture education/FFA in North Dakota, responsibilities, and qualifications of state officers and how officers are elected; and (3) to aid state officers in carrying out their duties. Hopefully, the use of this handbook will eliminate some of the problems and questions that state officer candidates and newly elected officers have. It is by no means a complete listing of everything that is involved, but most of the major topics are covered.

THE AGRICULTURAL EDUCATION/FFA PROGRAM

The FFA is a national organization of, by, and for students of agricultural education. Since the founding of the National FFA Organization in 1928, it has been an important part of the public-school program of agricultural education. The main goal of agricultural education is "To prepare persons for any occupations requiring knowledge and skills in agriculture."

The agricultural education program is an integral part of the educational system. The program consists of three elements, namely:

1. Organized Instruction
2. Supervised Agricultural Experience (SAE)
3. FFA Activities

Organized instruction is the classroom component carried out in the practical application of instruction in a classroom, laboratory, shop, greenhouse, school, farm and/or the extended classroom or field trips.

Course offerings are based on the ND Agricultural Education Standards and the National Agricultural, Food and Natural Resources content standards along with occupational choices of the students and agriculture of the community and region. The present practice in many states, including North Dakota, is to usually have a ninth and tenth grade agricultural education course. Courses for juniors and seniors vary--some full year, some semester--depending upon the school. Many schools also have exploratory agriculture offerings for seventh and eighth grade students.

Supervised Agricultural Experience (SAE) is the individual student application of knowledge and skills acquired through the instructional component put to practical use outside the classroom under the supervision of the agriculture teacher.

Activities are held as part of the program to help prepare students for occupations. For the purposes of:

- A. To learn by doing
- B. To earn and begin to get established
- C. To apply principles and skills learned in school
- D. To help affirm career choices
- E. To help motivate the students

The component parts of the SAE are production agriculture entrepreneurship activities, agriculture business entrepreneurship activities, agricultural placement, agriscience participation, and other placement activities and improvement projects or directed activities.

The SAE is an essential part of agricultural education with emphasis on "occupational" education.

FFA Activities require a combination of classroom instruction, laboratory activities and the supervised agricultural experience programs. Numerous FFA activities exist which require that students become prepared by study and experience in each of the three phases mentioned. The mission of FFA is to: make a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through Agricultural Education.

FFA is an integral part of the agricultural education program as it helps develop leadership, citizenship, cooperation for personal growth and as a motivator for student recognition. Activities are conducted as a natural outgrowth with a goal of helping student's progress.

The FFA being an integral part of each of the other program elements, has the unique characteristic of binding them together. It often serves as the catalyst, advancing the student more rapidly toward the intended objective.

This is a general view of what a typical school agricultural education program would be. Please remember that each school is different and their program will differ according to the needs of that area.

Other resource material on agricultural education programs would be: Official FFA Manual, FFA Student Handbook, Advisor's Handbook, and the National FFA website at www.ffa.org or the state FFA homepage at <http://www.ndffa.org>.

THE NORTH DAKOTA FFA ASSOCIATION

North Dakota received its charter in 1929. This enabled the state to begin FFA chapters in schools across North Dakota. As of this writing, we brag of 96 chapters and over 7,000 active FFA members. There are eight FFA districts in the state of North Dakota. They are numbered beginning in the northwest portion of the state and continue in a clockwise motion to District 8, located in southwest North Dakota.

The state office is located on the 15th floor of the State Capitol Building in Bismarck. Here the State Advisor, State Executive Secretary and ND FFA Staff handle inquiries and transactions pertaining to the FFA and agricultural education. This also serves as "home base" for the state officers.

The State Officer Team consists of seven members. The State President, Secretary, Vice-President, Reporter, Treasurer, Sentinel and Parliamentarian are elected by the delegates representing North Dakota at the State Convention.

North Dakota's charter is patterned after the national charter. The local chapters also have a charter when joining the state association.

The intent and purpose of the North Dakota FFA Association is, of course, to provide organization of FFA activities in this state. State officers must work closely with the members, advisors, and state office to ensure that the FFA activities may retain the reputation and pride it has long possessed.

QUALIFICATIONS NEEDED TO BECOME A STATE OFFICER

To be elected (selected) as an officer to the North Dakota State FFA Association you must:

1. Hold (or have been approved to receive) the State FFA Degree.
2. Be a member in good standing.
3. Have graduated from High School and reached your eighteenth birthday by September 1 of the year in which you are being elected.
4. Have a current and valid driver's license.

The qualifications needed to be a state officer outlined in this section are not necessarily in any order according to importance. All items mentioned are significant for anyone striving for a state office.

1. **Speaking ability:** No matter where you go for the FFA, you will always be called upon to communicate with the public and other FFA members. Whether it be in a formal speech or just an informal conversation, your ability to speak clearly will be noted by all. The people you meet during the year will form lasting impressions of you based on your speaking ability.

2. **General knowledge of the FFA:** It is obvious that you need to know what you are talking about when you are speaking. Also, there is no doubt that you will be asked many questions by the public and by FFA members. To do a good job you will need to know the answers to these questions or be able to find the answers. Good promotion of the FFA will depend on your general knowledge of FFA.
3. **Willingness to travel:** There are several times during the year when you will be doing extensive traveling. You will be taking two or three out-of-state trips depending upon your office. Everyone will be going to the National FFA Convention in Indianapolis, IN and the President and Secretary will also go to Washington, D.C. A more detailed discussion of officer travels will be held in the duties and responsibilities section.
4. **Time commitment:** You will be missing quite a bit of school during the year. District Leadership meetings and the National Convention alone take two weeks of the fall semester. Chapter banquets draw a lot of your time during spring semester. It may be advisable to take a lighter college credit load during spring semester.
5. **Setting a good example:** Setting a good example is discussed under the code of ethics, but you need to possess the right attitude and manner to set a good example. Younger members of the FFA will be watching you and patterning themselves after what they see you do. Therefore, your attitude and personality are important qualifications for being a state officer.
6. **Strong belief in the FFA and what it stands for:** The last and probably the most important qualification is a strong belief in the FFA and what it stands for. This type of attitude will affect all your other qualifications. It will be the binding force that ties everything else together and makes it meaningful. It will allow you to communicate to other members at the "ground level" which is necessary to provide the stimulation and motivation which you are expected to deliver to FFA members. You cannot really believe in the FFA without being proud of it. Take pride in your job and you will do it well.

DUTIES AND RESPONSIBILITIES OF THE OFFICERS

1. CTSO Officer Training, Basecamp, Checkpoints 1 & 2 and State Officer Summit.

The first activities you will be expected to perform as a state officer are CTSO Officer Training, Basecamp and the State Officer Summit. CTSO Officer Training and Basecamp takes place the week following state convention. This training will provide an onboarding of your state officer experience as well as allow you to starting setting goals with your teammates. The State Officer Summit will take place in Washington DC the middle of July. The President and Secretary (some years all officers) will travel to this event with the focus of this training on advocacy and the delegate process.

2. ND State Fair

The next duty you will have is to be present at the ND State Fair, which is held the third week in July at Minot. Your major responsibility at the Fair is to set up the exhibits in the FFA building. This includes placing grain samples, agricultural mechanics, education, horticultural, and any miscellaneous exhibits on display. This takes place just prior to and during the first few days of the fair. You will also be called upon to present the awards for Tractor Driving Contest and assist with the FFA Foundation and Alumni Auction on Saturday. Your major responsibilities will occur on the Wednesday, Thursday, Friday, and Saturday prior to and at the beginning of the Fair however, other activities will require officers at other times during the fair. It will also be during this time that the President and Secretary will travel to Washington, DC for the State President's Conference.

3. ND FFA Board of Directors Meetings

When elected as an officer you become a voting member of the ND FFA Board of Directors. Meetings are held in August, November, March, and June. You will be part of committee

work that includes updates and logistics for CDEs, leadership conferences, and general running of the ND FFA Association.

4. District Leadership Meetings

In the fall, the District Leadership Meetings take place in which you will play a major role. The officer team is split up, traveling across the country. You should have a meeting prior to the District Leadership Meetings to decide who will run each contest. One person is needed to run the assembly and the others will oversee the various LDEs & CDEs. Everyone will be present for awards at the end of the day. When you finish one district, you will travel to the next district that night and prepare for an early start in the morning. They are all run the same way so that things get easier as you go along.

5. National FFA Convention

The next event to look forward to is the National Convention in late October/early November. Although North Dakota may not have enough delegate seats for all the officers, the whole team will go to Indianapolis to represent North Dakota as official delegates. As the official delegates, you will also serve on committees of the convention.

6. Chapter Visits

After the National Convention is a good time to think about chapter visits. If you are going to be in college, you might want to schedule visits during breaks to avoid missing too much school. It is also a good idea to plan your visits in such order as to maximize the number of chapters visited while minimizing the miles traveled to save money.

7. Chapter Banquets

Most of the chapter banquets take place in the months of March and April. At many of the banquets you will be expected to bring greetings from the State Office. At some you might even be asked to be the main speaker. It is a good idea to have some good inspirational speeches ready for these purposes. What you say at these banquets could help motivate many FFA members.

8. Leadership Conferences

Middle of September is the time for the 101, Blue, Gold and Aspire Leadership Development conferences (collectively referred to as the ND FFA Leadership Conferences). The state officers are responsible for the development and implementation of the 101 Conference and all cooperative activities of the three conferences.

9. ND State FFA Convention

The State Convention is probably your greatest responsibility as a state officer. The whole week's activities and sessions are in your hands. Each officer will preside over at least one session. You must submit your retiring address in written form. This will be your last and largest activity in front of the FFA membership. Be organized and it will turn out well.

10. ND FFA Foundation Sponsor Visits

Throughout the year, you will be called upon by the ND FFA Foundation to maintain our partnerships with industry through sponsor visitations. At no time, will these visits put you in the position of solicitor of funds. Rather, these visits are intended to be informative.

CODE OF ETHICS

State FFA officers are living, breathing advertisements for the FFA and all that it stands for. Conduct of state officers should always reflect the FFA Code of Ethics as it appears in the Official FFA Manual and the ND CDE Guide which every member should own or have access to. Any major violation of these codes or dereliction of duties can lead to suspension from office for up to 30 days or even expulsion.

In addition, the following guidelines have been set forth by the North Dakota FFA Association:

1. Set an example by being neat in appearance, having a neat haircut, no long sideburns, clean in person and wearing an official FFA jacket, white shirt and tie or scarf on all official occasions. Do not attempt to represent your concept of "mod" dress, hair style or glasses.
2. Refrain from the use of alcohol, electronic cigarettes, vaping, nicotine products, drugs, or any other controlled/illegal substances. The use of poor or profane language will not be tolerated.
3. May not engage in any manner of sexual conduct or harassment, or other activities that may discredit the organization (includes written and oral comments and all forms of physical contact). This includes social media.
4. Show courtesy to everyone.
5. Strive to grow in leadership ability, maturity, and self-confidence so that your year as a state officer will bring lasting benefits to you as well as the people you work with.
6. Always write thank you notes.

Official dress for state officers is as listed in the manual. State officers do not generally wear any pins on their jackets but display their State FFA charms on a key chain. When taking part in FFA sponsored activities such as FFA camp or State Convention dances, appropriate dress should be worn. Polo shirts and jeans are commonly worn, but any other neat, clean, and appropriate dress is acceptable. Officers should use their own discretion as a team.

Remember, you represent much more than yourself. You represent the image of the State FFA Association to the business community, schools, legislature, and the public. Represent our organization with pride.

OFFICER TEAM BUDGET

A certain portion of the ND FFA Association's budget provides for state officer expenses. State officers receive an expense voucher to be used in recording their expenditures. They are then turned in to the State Office for reimbursement. It is very important, that you report your expenses clearly and accurately. The following items are included on the expense voucher:

1. Date of expense
2. Points covered by travel - This should include an accurate account of places visited by the most direct route as possible. An example would be Des Lacs--Berthold--Stanley--Des Lacs.
3. Purpose of travel and explanation of expense - Included here should be why you had this expense. For example, writing "chapter visit" or "FFA correspondence" in this blank should clearly

identify your expenditures.

4. Miles - This is simply the mileage covered in your travels. It should be accurate and correspond with the mileage on an official road map or address to address on "Google Maps" or "MapQuest". Air and other commercial travel will be arranged by State Staff.

5. Miscellaneous - Such things as postage for FFA business or any other reasonable expense (within limit) that is not provided for elsewhere. Receipts are needed for all misc. expenses.

6. Meals - This is self-explanatory with blanks provided for breakfast, lunch, and dinner. Meals will be reimbursed at \$9 for breakfast, \$14 for lunch, and \$22 for supper. These rates are not applicable when the team dines as an entity. (Elected officers + Staff + Guests)

7. Lodging - This is not used very much. When the whole team is traveling together, the state office provides lodging. When you are making chapter visits or attending banquets, we encourage you to stay with the members of the chapter when possible.

The mileage rate will be based on the current state reimbursement rate. Certain other things are also provided for in the officer team budget. These include such items as official jacket, polo shirts, nametags, officer notebooks and tie or scarf. There are an all-expense paid trip to National FFA Convention for the entire team and an all-expense paid trip for the President and Secretary to attend National FFA State Officer Summit in Washington DC. This is a bonus as many states do not provide travel money for their state officer teams.

It is important to remember that the expense vouchers must be true and accurate. It is expected that any FFA members, but especially a state officer, would be above "padding" his/her expenses. It would not only cause the budget to be depleted earlier than planned, but it is, of course, dishonest, and unfair.

WHAT PARENTS SHOULD EXPECT

Before even considering a run for state office, it is very important that you sit down with your parents and discuss what your year as a state officer could entail. Parents really are your number one supporter, and you must know that they are behind you and that you have their blessings.

It has been said that FFA stands for "father farms alone." That statement is often the case when your son or daughter is serving his or her state association. Leadership conferences, State Fairs and other activities occur during various parts of the year, and they are expected to be present at those activities.

Another point to look at is that of expense. The state does have an expense voucher, but it doesn't cover all the expenses. A person planning on running for a state office should be aware of this.

Representing your state as an officer involves giving of yourself very unselfishly. Things to think about are missing family vacations or not being able to attend a friend's wedding. Many long hours go into traveling from chapter to chapter and a state officer must be willing to share his/her time and talents.

These are some things that you as an officer candidate and your parents should be aware of. But the good far outweighs the bad. The experiences, friendships, and happy times that you receive when serving as a state officer are unlimited. It is a great way to challenge yourself to do your best and find out what you are capable of.

BECOMING AN OUTSTANDING LEADER

Helpful Hints

All through life we receive valuable lessons in becoming an effective leader. Listed below are several traits or principles of leadership. Although this list is not all inclusive, it provides a general idea of the qualities that comprise a good leader.

1. Ability to meet people--carry an inborn desire to meet people and help them feel they "belong" and "fit in."
2. Ability to give a short talk--public speaking is a vital requirement. Speaking can be developed with time, but a natural ease of conversation is helpful for developing the talent for public speaking.
3. Be well informed and have a broad spectrum of interests.
4. Ability to lead discussion--this includes introductions, initiating conversation and managing a conversation.
5. Control attitudes and emotions--both serious and humorous.
6. Be a source of inspiration--cast an image that suggests action, enthusiasm, and friendliness.
7. Create the initiative and diligence necessary to make things happen.

Setting Priorities

At times you may discover an overlap of obligations. The FFA, your family or your religious belief may request your appearance at the same time. This situation will force you to decide what, if any, activity you will attend. Setting priorities is not an easy task. How you prioritize these obligations depends, in part, on the given situation. There will be times when a personal engagement may be more pressing than a chapter visit. It would be expected to have another state officer fill the vacancy for the FFA activity. The bulk of your extracurricular time should be available for serving the North Dakota FFA Association.

One of the most difficult aspects of setting your priorities is saying "no." Always remember that when you must decide between two or three activities, you will have to say to someone, "Sorry, I can't make the activity." By dwelling upon the guilty feeling of turning down an activity you can create a negative feeling towards the activity you are participating in. Therefore, develop the ability to shed your guilty feelings and look forward to your year.

Who's in Charge?

The principle purpose for serving as a state officer is to spark activity in the FFA members and to serve in that capacity to which you have been elected. Leadership includes knowing when you are to assume responsibility or delegate that responsibility to others.

At the District Leadership Conferences, State Convention and other activities, you will be responsible for making clear-cut decisions. These decisions will affect how efficiently the contest or meeting session is run. Therefore, any critical decisions should be verified with the advisors and, chiefly, the state office staff. By knowing who's in charge, you can achieve excellence in conducting activities of the FFA.

Don't Become a Judge

Don't become a judge. This has two applications: literal and interpreted. Literally, it has the following meaning: as state officers, you will often coordinate judging contests. You may be asked to serve as a judge or in some way determine an FFA member's rank. Decline such an offer because you may be placing yourself in a delicate position. Instead, have the judges or those in charge handle these decisions.

An interpretation of "Don't Become a Judge" is this: never judge people on face value. When meeting people, have confidence in them and present a friendly, happy attitude.

THE NORTH DAKOTA FFA FOUNDATION, INC.

The North Dakota FFA Foundation, Inc. is a non-profit organization with the purpose of providing financial support to the educational activities of members and chapters of the North Dakota FFA Association. Where does the money come from? Individuals, firms and businesses in your community are providing such support. The money is used to:

1. Develop good citizenship and leadership in North Dakota high school students who are enrolled in agricultural education.
2. Provide support funds for leadership activities involving FFA members from across the state.
3. Provide incentive awards for North Dakota FFA activities.
4. Assist in publicizing and telling the FFA story across our state.
5. Encourage the establishment of FFA members in successful careers surrounding the industry of agriculture.
6. Recognize achievement on the part of FFA members within the organization's contests and programs.

The North Dakota FFA Foundation's Board of Directors is comprised of agricultural education teachers, businesspersons, and past and present state officers.

The North Dakota FFA Foundation, Inc. was organized in 1980. The board is looking forward to working with the newly elected state officers and to help them promote the FFA in North Dakota.

THE NORTH DAKOTA FFA ALUMNI ASSOCIATION

Many North Dakota FFA Chapters have an adult support group in their community called the Local FFA Alumni group. Each group, in partnership with the State Alumni Association, functions with specific purposes. Some of the purposes are:

1. To support and promote the FFA Association, FFA activities and agriculture education on local, state and national levels.
2. To provide a tie to the FFA and assist FFA/agricultural education personnel to involve former members in worthy activities.
3. To cooperate with the State FFA Association and the State FFA Foundation, Inc.

4. To promote and maintain an appreciation of the American Free Enterprise System.

5. To promote the personal development aspects of FFA.

As a State FFA Officer you will need to know that alumni groups exist and that they are a vital part of the total FFA program structure in the state. Become aware of local affiliates and recognize their efforts when speaking at the local chapter banquets.

OFFICER ELECTIONS

Screening Committee interviews are the first step in the election process and are required for a candidate to be considered. The Screening Committee is comprised of delegates to the State Convention, advisors, industry representatives and past state officers. During interviews, each candidate is required to present a **two-minute speech introducing themselves to the committee and why they wish to serve as a state officer.** At the end of this document outlines the potential screening committee rounds at convention. The screening process will take place Monday afternoon and Wednesday. Please make every effort to avoid CDE conflicts those days except for delegate committee work.

If there is a high number of candidates an optional cut of candidates may be done after the 3rd screening round has been completed. This will be left to the discretion of the screening committee members. The purpose of this would be to better use the time allowed for the remaining rounds and to better evaluate the candidates.

After interviews are completed, the committee nominates the candidates it feels are the best qualified for the offices. Two or more candidates will be nominated for the office of President and Secretary, one or more candidates will be nominated for the offices of vice president, treasurer, reporter, sentinel, and parliamentarian, by the screening committee, no nominations may come from the floor. If candidates were not elected for a previous office, they will be considered for next office. A candidate may decline to run for an office, if they relinquish that right, they relinquish their right to all further offices. Each officer candidate will give a **nomination speech that has a maximum speaking time of two minutes.**

On the final day of the convention, the new state officers are elected during a delegate-only session held before the last general session. During voting, officer candidates will be sequestered in a separate location without access to cellular devices or smartwatches. To be elected a nominee **must** receive a majority of the delegate votes. If no candidate achieves a majority on the first ballot, the top two or three vote-getters will advance to the next round of voting, which continues until a majority is reached. Any nominee who is not elected may automatically be considered a candidate for the next lower office if he/she wishes. All offices are elected at large.

During voting, candidate's headshots and corresponding number for that office will be displayed on-screen. After voting concludes, candidates are moved to a location out of sight of the delegates but close enough to hear the officer announcements. As each officer is announced by the screening committee chair, the current officer escorts the newly elected individual through the delegate seating area to the stage in celebration. Candidates who are not elected remain out of view.

During the final general session, the opening ceremonies and reflections will take place, followed immediately by the announcement of the newly elected officers.

Reference Article VIII. Section A in the ND FFA Association Constitution and By-Laws for the election of State Officers.

IN SUMMARY: While serving as a State Officer, I will:

1. Try to set an example by being neat in appearance, having a neat haircut, no long sideburns, clean in person and wearing an official FFA jacket, white shirt and FFA tie or scarf on all official occasions. I will not attempt to represent my concept of "mod" dress, hair style, or glasses.
2. Refrain from the use of alcohol, electronic cigarettes, vaping, nicotine products, drugs, or any other controlled/illegal substances. The use of poor or profane language will not be tolerated.
3. Show courtesy to everyone.
4. Memorize my part of the ceremonies and write my own speeches and news releases.
5. Represent the State FFA Association in public functions to the best of my ability and to reflect credit on the State FFA Association.
6. Become thoroughly familiar with the FFA on a national, state, district and local level.
7. Develop an awareness and a two-way communication with chapter members so that I can better reflect the wishes of the members that I represent.
8. Always remember that I represent much more than myself. Members of the business community, the schools, the Legislature, and the public will see in me the image of the State FFA Association I represent.
9. Strive to grow in leadership ability, maturity, self-confidence, and ability so that my year as an officer will bring lasting benefits to me as well as to the people with whom I work.
10. Be an active participant in all planning sessions.
11. Can adhere to the following Calendar of Events:

(ND FFA Association – Required Attendance) (Subject to Change)

CTSO Training, Bismarck – June 9-10, 2025

Base Camp State Officer Training, Bismarck – June 11-13, 2025

Checkpoint I Training, Bismarck – Late June 24-26, 2025

State Officer Summit (President & Secretary), Washington DC – July 14-18, 2025

ND State Fair, Minot – July 18 – 26, 2025

FFA Board of Director's Meetings, Bismarck – Aug, Nov, Mar, June

Summer Planning Meeting, Bismarck – August 1 -3, 2025

ND FFA Leadership Conference (101, Blue, Gold and Aspire), Bismarck – September 27 – 28, 2025

National FFA Convention, Indianapolis – October 29 – Nov 1, 2025

District Leadership Meetings, various locations – Various dates as scheduled TBD

Checkpoint II Training, Bismarck – January 17-18, 2026

Spring Planning Meeting, Bismarck – March 20-22, 2026

State Winter CDE's, Minot – March 23, 2026

FFA Chapter Banquets as requested, various locations – All Year

State Convention, Fargo – June 1-4, 2026

***The dates listed above may have travel dates prior to or at the end of the event. The dates are subject to change.**

(ND FFA Association – Recommended but not required attendance)

Chapter Visits as requested, various locations – All Year
State Land Judging Event, Carrington – July 31st, 2025
State Range Judging– September 18th, 2025
LDE Day, Bismarck – January 7th, 2025

***The dates listed above may have travel dates prior to or at the end of the event. The dates are subject to change.**

(ND FFA Association – Optional but not required attendance)

Local Winter CDE's, various locations – Saturdays in February and March
FFA Camp, Dazey – August 7th – 9th, 2025

***The dates listed above may have travel dates prior to or at the end of the event. The dates are subject to change.**

(ND FFA Foundation – Required Attendance and Participation) (Subject to Change)

Giving Hearts Day, Fargo – February 12, 2026
Sponsorship Visit Training, Bismarck – January 16, 2026
Sponsor Visits (approximately 10), various locations – Various Dates
Sponsor Thank Yous (approximately 25-30) – Various Dates
Professional ABOVO photoshoot, Fargo – TBD

(ND FFA Foundation – Recommended but not required attendance) (Subject to Change)

Sponsorship Training – TBD

***The dates listed above may have travel dates prior to or at the end of the event. The dates are subject to change.**

STATE OFFICER APPLICATION

Being a state officer is demanding as well as challenging. Maintaining a strong FFA Association requires that each officer fulfill the requirements of office and comply with the conditions stated in this application. Applying for state office is a serious step that should not be taken without fully understanding just what it entails. Each candidate must review the application with his/her parents/guardian, the chapter, chapter advisor and administrators of the school. Being elected provides much satisfaction because the members are giving you their vote of confidence and in return expect you to serve them.

Remember: Your Signature is your promise. Be sure of your ability and willingness before you make this promise.

State Officer applications are done in AET and must be submitted by the chapter advisor by May 5 within AET. Everything in the AET Officer Application is required including electronic signatures. Below are the required upload/attachments that must be included with your application.

Required Uploads/Attachments:

- You must upload a list of time conflicts you may have on June 2– 5, 2025. Please include all events/CDEs you are in during State FFA Convention.

Directions on how to access the State Officer Application. You can also watch [this video](#) for how to access the application.

1. Log into theaet.com.
 - a. Visit with your chapter advisor if you do not know your log in credentials.
2. Click Reports and then Degree/Application Manager.
3. Click the drop-down box and find and select 'AET Officer Application' and then hit Add New.
4. Once created, you can click the blue 'Application' link to the left of your application to begin.

State Officer Candidate Webinar:

- The State Officer Candidate Webinar is an optional informational webinar for students who have an interest in running as a ND State FFA Officer at the upcoming ND FFA State Convention. Students can still run for an office without having attended this. Chapter advisors will receive a link to the webinar to share with students interested.
- The webinar is recorded and can be found here: [Become-state-officer | ND FFA Association](#).

State Officer Candidate Resources:

- Other resources for students interested in running to be a ND State FFA Officer can be found here: [Become-state-officer | ND FFA Association](#)

State Officer Candidate Selection Process



Required Pre-Convention evaluation:

Application

This is to be submitted by the chapter advisor by May 5. Please review the State Officer Handbook prior to completing the application.

Required evaluation for the Screening Committee:

General Interview/Speech

Candidates may be allowed two minutes for introductory speech on “Why” they want to serve as a State Officer followed by general interview questions to better get to know the candidate along with a better understanding of their FFA experiences, leadership activities and other pertinent Agricultural Education and FFA activities. The judges will ask questions to evaluate the candidate’s abilities to serve as an officer and how they would serve as a positive role model for the FFA.

Additional evaluation options for the Screening Committee:

Impromptu Scenario

Candidates could participate in a five-minute impromptu situation they might experience as a State FFA Officer. The candidates will not be informed in advance of the specific scenario they will face. Examples could include: 1) Conversation with a teacher that is having trouble recruiting students. 2) Conversation with an administrator about why FFA is important for his/her students. 3) Conversation with a community leader to start an FFA Alumni Chapter or other as determined by screening committee.

Group Activity

A group of 3-6 candidates will work together in planning and presenting a workshop or other activity. The activity will be based on an event or activity a State FFA Officer will be expected to perform during their year. (Examples: 101 Conference, Chapter Visit workshop, School Board Presentation, Reflections, etc).

Media Interviews

Candidates may have a radio/video interview asking general questions about their FFA experience and the State FFA Convention.

Required for candidates who receive a nomination:

Nomination Speech

Each officer candidate will give a nomination speech that has a maximum speaking time of two minutes. Nomination speeches will take place during the Delegate and Candidate Meet-and-Greet.

Note: No pre-assigning of groups or activities/topics will be done by state staff. All decisions will be done by the screening committee during State FFA Convention.

State Officer Candidate Schedule

All candidates will be given timeslots to report to for each round. All candidates report at 1:30pm on Monday.

Monday

- 1:30 PM – State Officer Candidate Meeting
- 2:30 – 6:00 PM – Screening Committee Round 1
- 7:30 – 10:00 PM – Screening Committee Round 2

Tuesday

- 7:30 – 9:45 AM – Screening Committee Round 3
- *An optional cut of candidates may be done after the 3rd round
- 1:00 – 4:00 PM – Screening Committee Round 4
- 7:00 PM – Officer Candidate Introductions – 2nd Convention Session
- 9:00 PM – 11:00 PM – Screening Committee Round 5

Wednesday

- 7:30 – 10:00 AM – Screening Committee Round 6 (optional)
- 7:00 PM – Screening Committee Report – 3rd Convention Session
- TBD PM** – Nomination Speeches – Delegate and Candidate Meet-and-Greet

Thursday

- TBD** – Elections during Delegate Session #2
- 1:00 PM – Final Convention Session

North Dakota FFA Screening Committee:

4 Delegate FFA members (1 from each region)

- from any chapter without a state officer candidate
- application process

2 Industry Representatives

2 Past State Officers – 1-2 years removed.

2 Advisors – President and Past-President of NDAAE or suitable replacement if advisor has a state officer candidate.

North Dakota FFA Screening Committee Support Positions:

Process Manager – A current advisor in the interview room. Non-voting that oversees and assists in the process and keeps everyone on task. This person would have the job for multiple years to increase consistency in the process.

Candidate Manager – A current advisor to assist in organizing the state officer candidates. They will be guarding the door to make sure the room is uninterrupted. Duties include:

- Ensure candidates follow orders of appearance schedule.
- Inform candidates of activities in room (be discrete) – where they need to stand, how much time they will have, what activity they are on, etc.
- Organize candidates for photos – ensure their name on jacket is showing and are in proper official dress.
- Work with screening committee to ensure they have enough deliberation time.
- Work with the Process Manager to ensure candidates and screening committee stay on time.