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
- A minimum of 9 standing committees in 9 different quality standards chosen by the local program. A chapter must have at least one activity in each of the three divisions.
- The 9 standing committees chosen has a chairperson, co-chairperson, and members listed
- The 9 standing committees each have one (1) goal completed
- The 9 standing committees each have the steps necessary (plan of action) to meet the one (1) goal identified.
- Estimated costs (event budget) are identified for each of the 9 standing committees
- An overall chapter (program) budget is completed

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

It is suggested that each district would meet prior to deadline to review the POAs of the chapters within their district.

The ND FFA Board of Directors will review POAs at the November meeting. Advisors on the board will not review their own district applications. Board members will receive the POAs their assigned to review prior to the November meeting. At the November meeting, in person review will happen. Chapters who are approved will be notified and corrections to programs will be sent to chapters. Chapters who do not submit it will be notified immediately after the November 1st deadline.

Deadline

Each chapter is required to submit their chapters POA to the North Dakota FFA Association by November 1st. All POA's must be completed and submitted in the AET.

Chapters who do not meet this deadline and/or have all the requirements listed will be placed on probation making them ineligible to register and/or participate in any District or State level event.

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 FFA Association — Artificial Intelligence (AI) Policy

The North Dakota FFA Association adopts and adheres to the National FFA Organization's official AI Policy in full. All North Dakota FFA members, chapters, advisors, and state staff are expected to follow the guidelines set forth by the National FFA Organization regarding the appropriate and responsible use of artificial intelligence (AI) tools in FFA activities, competitive events, and academic work.

For the complete and current National FFA AI Policy, including detailed guidelines on appropriate use, please visit:

https://ffa.app.box.com/v/NFFAAIPolicy

Questions regarding this policy should be directed to the North Dakota FFA Association state office.

Appendix A

North Dakota POA Requirements Checklist

Task	Officer Assigned to Task	Deadline Date	Completed by Date
Chapter Officers are Named			
A minimum of 9 standing committees with at least one activity in each division (growing leaders, building communities, and strengthening agriculture) are chosen			
Committee Chair listed for a minimum of 9 Standing Committees			
Committee co-chair listed for a minimum of 9 Standing Committees			
Committee members listed for a minimum of 9 Standing Committees			
1 Goal is listed for each activity for a minimum of 9 Standing Committees			
1 Plan of Action is listed for each activity for a minimum of 9 Standing Committees			
Estimated costs (event budget) are identified for a minimum of 9 standing committees.			
An overall chapter (program) budget is completed			
The POA was completed in the AET			
A PDF of the POA is submitted in the AET			