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# Chapter Reporter Awards Program

**Due  
March 1**



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Cash awards and plaques are awarded to the top five participants at the State FFA Convention. Entries are due in the State FFA Office **March 1**.

## ***GUIDELINES:***

1. Copies of all materials from any newspaper, magazine, radio, or television station must be suitably entered in a scrapbook. **USE THE OFFICIAL FFA SCRAPBOOK IF POSSIBLE.**
2. The Scrapbook should be organized into the following sections:
  - a. Chapter reporter biography and information (include pictures)
  - b. Local press clippings
  - c. State press clippings
  - d. National press clippings
  - e. Radio and TV programs
  - f. Chapter Web page updates
  - g. Verification letters
  - h. Summary page (listing number of articles, pictures, radio and TV spots, and chapter Web page updates)
3. The material submitted and the material subsequently published should both be entered in the scrapbook, preferably alongside one another.
4. A statement signed by at least three persons that they personally heard material broadcast or televised must accompany material submitted for radio or TV broadcast. The date and time material was aired must be included.
5. A statement signed by your local editor should be included, verifying the number of articles you submitted to him for publication. It is recommended there be a verification letter from every news source on the total number of articles submitted and printed.
6. Articles appearing about your chapter that you did not write or were not responsible for should appear in a separate section. You need to clearly distinguish between articles that the reporter wrote and articles or news printed about the chapter from another reporting source.
7. Show evidence of a chapter Web page by including printed documentation of information posted throughout the year.
8. Contest period is March 1 to March 1.
9. Any evidence of duplicity or dishonesty in the scrapbook will be grounds for disqualification in the Reporter Contest.
10. Previous state winners are ineligible to compete again in this category.

## ***EVALUATION:***

Primary emphasis during evaluation will be placed on quality of content, but neatness and overall attractiveness will also be considered.

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# Chapter Secretary Awards Program

**Due  
March 1**



- This awards program is offered to FFA members who serve as the elected chapter secretary during the current school year. Documentation may include information from June 1 to March 1, and should be the exclusive work of the chapter secretary.
- One standard FFA blue vinyl three-ring binder notebook (8½" x 11") with appropriate documentation is due postmarked to the state office by March 1.
- Currently, there is not a standard computer program to assist chapter secretaries with formatting records such as attendance, agendas, meeting minutes, etc. It is recommended that participants develop a format for judging that is simple, professional looking, and easy to read and follow.
- The following documentation **is required** in one notebook for judging. Each division must be tabbed and must appear in the order below. No additional tabs, divisions, documentation, photographs, or notebooks may be included. Individual plastic page covers are not allowed.
  - A cover page with the secretary's name, chapter name, and a 4" x 6" photograph of the secretary in Official FFA Dress.
  - A resumé of the secretary not to exceed two pages. The resumé will be formatted the same as national FFA applications.
  - A copy of the chapter constitution. If a chapter does not have a local constitution or bylaws, the state constitution may be substituted.
  - Attendance and activity records for each FFA member. This section will also include a listing of the local chapter officers and the members serving on standing committees.
  - The agenda for each chapter meeting held.
  - Signed minutes for each chapter meeting held. At a minimum, each set of minutes must contain the signatures of the chapter president and secretary.
  - Copies of all committee reports that have been filed with the secretary.
  - Copies of all correspondence originated by the secretary. This may include, but is not limited to, thank-you notes and letters, promotional flyers, event notices, invitations, calendar of events, etc. Include one sample copy for each event.
  - Copies of correspondence received by the FFA chapter that was read and/or used during the course of a committee meeting or a regular chapter meeting. This may include, but is not limited to, thank-you notes and letters, correspondence from the state and national FFA offices, event invitations, etc.
- Evaluation by the judges will be based on following the required format provided above, accuracy, completeness, grammar, spelling, neatness, and conciseness.
- Plaques and cash awards will be presented to the top three participants during the annual state FFA convention. The notebook and documentation will be returned.
- Previous state winners (first place) are ineligible to compete again.