
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.