

APPENDIX G:

**CHAPTER PROGRAM OF ACTIVITIES**

- A. FFA chapters use the Program of Activities (POA) to plan and develop their goals for the year. A well-developed POA serves to define the chapter goals and outlines steps needed to meet those goals. The POA also provides a written guide for administrators, advisory committees, and others with a calendar of events the chapter will follow in the year ahead.
- B. Each chapter builds its Program of Activities around three major areas called divisions. Divisions focus on the types of activities a chapter conducts. The three divisions include: growing leaders, building communities and strengthening agriculture. Each division in the Program of Activities has five quality standards.

Quality Standards include:

| <b>Growing Leaders</b> | <b>Building Communities</b> | <b>Strengthening Agriculture</b> |
|------------------------|-----------------------------|----------------------------------|
| Leadership             | Environmental               | Support Group                    |
| Healthy Lifestyles     | Human Resources             | Chapter Recruitment              |
| Scholarship            | Citizenship                 | Safety                           |
| Personal Growth        | Stakeholder Engagement      | Agricultural Advocacy            |
| Career Success         | Economic Development        | Agricultural Literacy            |

Visit [www.ffa.org](http://www.ffa.org) for quality standard descriptions, POA Resources, and Forms referenced on rubric.

- C. Each chapter must submit their Program of Activities (POA) to the State Office uploaded by October 15<sup>th</sup> for the chapter to be considered in good standing with the Nevada FFA Association and maintain eligibility to participate in FFA events and activities. Chapters have the option of submitting either a simplified POA using the non-competitive POA form available on [www.nvaged.com](http://www.nvaged.com) or a fully compiled POA eligible for judging and awards.
- B. These will be judged by a committee appointed by state staff and awards will be presented at the State FFA Convention.
- C. Scoring for the POA shall be based on meeting the minimum criteria outlined on the approved rubric. Chapters may add additional items they feel will be a tool for members.
- D. POAs shall be ranked in numerical order, on basis of final score. The winner shall be the POA whose total ranking is the lowest.
- E. If lowest rank value is a tie, go to greatest number of lowest ranks.

**Nevada FFA Association – Chapter Program of Activity Rubric** Chapter: \_\_\_\_\_ Judge’s Initials: \_\_\_\_\_

| Criteria  | 3  | 2  | 1   | 0  | Weight | Total        |
|---|--|--|---|--|--------|--------------|
| <b>Cover Page, Table of Contents, Chapter President Welcome Letter, Organization and Neatness</b> | Book meets <b>all</b> of the following:<br>-Title page (minimum of chapter name, POA title, year)<br>-Table of Contents organized in a logical manner with reference to appropriate page numbers<br>-Welcome letter by chapter President<br>-Attention to detail, formatting and design is evident<br>-No grammar or spelling errors | Book meets <b>most</b> of the following:<br>-Title page (minimum of chapter name, POA title, year)<br>-Table of Contents organized in a logical manner with reference to appropriate page numbers<br>-Welcome letter by chapter President<br>-Attention to detail, formatting and design is evident<br>-Limited grammar or spelling errors | Book meets <b>few</b> of the following:<br>-Title page (minimum of chapter name, POA title, year)<br>-Table of Contents organized in a logical manner with reference to appropriate page numbers<br>-Welcome letter by chapter President<br>-Attention to detail, formatting and design is evident<br>-Limited grammar or spelling errors | Not Present  | X 3    | _____<br>/9  |
| <b>Complete list of Chapter Officers and members by grade.</b>                                    | Typed names of:<br>- Chapter officers<br>- All students enrolled in an agricultural education class by grade.<br>- Neatly organized  | Typed names of:<br>- Chapter officers<br>- All students enrolled in an agricultural education class by grade.<br>- Neatly organized  | Typed names of:<br>- Chapter officers<br>- All students enrolled in an agricultural education class by grade.<br>- Neatly organized   | Not Present  | X 2    | _____<br>/6  |
| <b>Calendar of major Chapter activities for the year.</b>   | The calendar:<br>-Is assembled in a logical manner to communicate needed information to chapter members and stakeholders<br>-References key activities typical to a chapter’s year of operation.<br>(Activities involving large # of membership, events of interest to public, chapter meetings, national FFA week.)                 | The calendar:<br>-Is assembled in a mostly logical manner to communicate needed information to chapter members and stakeholders<br>OR<br>-References most key activities typical to a chapter’s year of operation.   | The calendar:<br>-Is assembled in a mostly logical manner to communicate needed information to chapter members and stakeholders<br>OR<br>-Lacks reference to obvious key activities typical to a chapter’s year of operation.   | Not Present  | X 5    | _____<br>/15 |
| <b>Chapter Budget</b>   | The chapter’s planned budget for the year:<br>-Matches the chapter’s year of operation as outlined in their calendar & planned activities.<br>-Clearly outlines anticipated income & expenses reasonable to chapter operation.   | The chapter’s planned budget for the year:<br>-Matches the chapter’s year of operation as outlined in their calendar & planned activities.<br>-Mostly outlines anticipated income & expenses reasonable to chapter operation.  | The chapter’s planned budget for the year:<br>-Matches the chapter’s year of operation as outlined in their calendar & planned activities.<br>-Lacks detail on anticipated income & expenses reasonable to chapter operation.   | Not Present, doesn’t match year, or obviously errored. | X 6    | _____<br>/18 |

| Criteria   | 3   | 2   | 1  | 0   | Weight      | Total                |
|--|---|---|--|---|-------------|----------------------|
| <p><b>Program of Activities Division: Growing Leaders Activity Description</b></p> <p><b>Quality Standards:</b><br/> <b>-Leadership</b><br/> <b>-Healthy Lifestyle</b><br/> <b>-Scholarship</b><br/> <b>-Personal Growth</b><br/> <b>-Career Success</b><br/> <i>(Example – National FFA POA-1 form)</i></p> | <p>Chapter outlined at least <u>one</u> activity to support <u>each of the 5</u> quality standards in this division and included the following <u>minimum</u> information:</p> <ul style="list-style-type: none"> <li>- Connection to Division &amp; Quality Standard</li> <li>- Committee Assigned to plan &amp; execute</li> <li>- Description of Committee purpose (Not applicable for POAs generated in AET.)</li> <li>- List of committee members and chairperson(s)</li> <li>- Activity Name &amp; target completion date.</li> <li>- Total of estimated income &amp; expenses.</li> <li>- Chapter Action (indicates activity was adopted by membership)</li> </ul> <p>AND</p> <p><u>Each activity</u> listed includes <u>at least one</u> well-written SMART (specific, measurable, attainable, realistic, and time) goal.</p> | <p>Chapter outlined at least <u>one</u> activity to support <u>2-4</u> quality standards in this division and included the following <u>minimum</u> information:</p> <ul style="list-style-type: none"> <li>- Connection to Division &amp; Quality Standard</li> <li>- Committee Assigned to plan &amp; execute</li> <li>- Description of Committee purpose (Not applicable for POAs generated in AET.)</li> <li>- List of committee members and chairperson(s)</li> <li>- Activity Name &amp; target completion date.</li> <li>- Total of estimated income &amp; expenses.</li> <li>- Chapter Action (indicates activity was adopted by membership)</li> </ul> <p>AND</p> <p><u>Each activity</u> listed includes <u>at least one</u> well-written SMART (specific, measurable, attainable, realistic, and time) goal.</p> | <p>Chapter outlined at least <u>one</u> activity to support <u>1</u> quality standards in this division and included the following <u>minimum</u> information:</p> <ul style="list-style-type: none"> <li>- Connection to Division &amp; Quality Standard</li> <li>- Committee Assigned to plan &amp; execute</li> <li>- Description of Committee purpose (Not applicable for POAs generated in AET.)</li> <li>- List of committee members and chairperson(s)</li> <li>- Activity Name &amp; target completion date.</li> <li>- Total of estimated income &amp; expenses.</li> <li>- Chapter Action (indicates activity was adopted by membership)</li> </ul> <p>OR</p> <p><u>Each activity</u> goal is vague and does not utilize components of SMART goal.</p> | <p>Activities for this Division not present OR goal(s) very poorly written.</p> | <p>X 10</p> | <p>_____<br/>/30</p> |

| Criteria   | 3  | 2  | 1   | 0                  | Weight      | Total                |
|--|--|--|---|--------------------|-------------|----------------------|
| <p><b>Program of Activities Division: Building Communities</b></p> <p><b>Quality Standards:</b><br/>                     -Environmental<br/>                     -Human Resources<br/>                     -Citizenship<br/>                     -Stakeholder Engagement<br/>                     -Economic Development<br/>                     (Example – National FFA POA-1 form)</p> | <p>Chapter outlined at least <u>one</u> activity to support <u>each of the 5</u> quality standards in this division and included the following <u>minimum</u> information:</p> <ul style="list-style-type: none"> <li>- Connection to Division &amp; Quality Standard</li> <li>- Committee Assigned to plan &amp; execute</li> <li>- Description of Committee purpose (Not applicable for POAs generated in AET.)</li> <li>- List of committee members and chairperson(s)</li> <li>- Activity Name &amp; target completion date.</li> <li>- Total of estimated income &amp; expenses.</li> <li>- Chapter Action (indicates activity was adopted by membership)</li> </ul> <p>AND<br/>                     Each activity listed includes at least <u>one</u> well-written SMART (specific, measurable, attainable, realistic, and time) goal.</p> | <p>Chapter outlined at least <u>one</u> activity to support <u>2-4</u> quality standards in this division and included the following <u>minimum</u> information:</p> <ul style="list-style-type: none"> <li>- Connection to Division &amp; Quality Standard</li> <li>- Committee Assigned to plan &amp; execute</li> <li>- Description of Committee purpose (Not applicable for POAs generated in AET.)</li> <li>- List of committee members and chairperson(s)</li> <li>- Activity Name &amp; target completion date.</li> <li>- Total of estimated income &amp; expenses.</li> <li>- Chapter Action (indicates activity was adopted by membership)</li> </ul> <p>AND<br/>                     Each activity listed includes at least <u>one</u> well-written SMART (specific, measurable, attainable, realistic, and time) goal.</p> | <p>Chapter outlined at least <u>one</u> activity to support <u>1</u> quality standards in this division and included the following <u>minimum</u> information:</p> <ul style="list-style-type: none"> <li>- Connection to Division &amp; Quality Standard</li> <li>- Committee Assigned to plan &amp; execute</li> <li>- Description of Committee purpose (Not applicable for POAs generated in AET.)</li> <li>- List of committee members and chairperson(s)</li> <li>- Activity Name &amp; target completion date.</li> <li>- Total of estimated income &amp; expenses.</li> <li>- Chapter Action (indicates activity was adopted by membership)</li> </ul> <p>OR<br/>                     Each activity goal is vague and does not utilize components of SMART goal.</p> | <p>Not Present</p> | <p>X 10</p> | <p>_____<br/>/30</p> |

| Criteria  | 3  | 2  | 1   | 0           | Weight | Total         |
|---|--|--|---|-------------|--------|---------------|
| <b>Program of Activities Division: Strengthening Agriculture</b><br><br><b>Quality Standards:</b><br><b>-Support Group</b><br><b>-Chapter</b><br><b>Recruitment</b><br><b>-Safety</b><br><b>-Agricultural Advocacy</b><br><b>-Agricultural Literacy</b><br><i>(Example – National FFA POA-1 form)</i> | Chapter outlined at least <u>one</u> activity to support <u>each of the 5</u> quality standards in this division and included the following <u>minimum</u> information:<br><ul style="list-style-type: none"> <li>- Connection to Division &amp; Quality Standard</li> <li>- Committee Assigned to plan &amp; execute</li> <li>- Description of Committee purpose (Not applicable for POAs generated in AET.)</li> <li>- List of committee members and chairperson(s)</li> <li>- Activity Name &amp; target completion date.</li> <li>- Total of estimated income &amp; expenses.</li> <li>- Chapter Action (indicates activity was adopted by membership)</li> </ul> AND<br><u>Each activity</u> listed includes at least <u>one</u> well-written SMART (specific, measurable, attainable, realistic, and time) goal. | Chapter outlined at least <u>one</u> activity to support <u>2-4</u> quality standards in this division and included the following <u>minimum</u> information:<br><ul style="list-style-type: none"> <li>- Connection to Division &amp; Quality Standard</li> <li>- Committee Assigned to plan &amp; execute</li> <li>- Description of Committee purpose (Not applicable for POAs generated in AET.)</li> <li>- List of committee members and chairperson(s)</li> <li>- Activity Name &amp; target completion date.</li> <li>- Total of estimated income &amp; expenses.</li> <li>- Chapter Action (indicates activity was adopted by membership)</li> </ul> AND<br><u>Each activity</u> listed includes at least <u>one</u> well-written SMART (specific, measurable, attainable, realistic, and time) goal. | Chapter outlined at least <u>one</u> activity to support <u>1</u> quality standards in this division and included the following <u>minimum</u> information:<br><ul style="list-style-type: none"> <li>- Connection to Division &amp; Quality Standard</li> <li>- Committee Assigned to plan &amp; execute</li> <li>- Description of Committee purpose (Not applicable for POAs generated in AET.)</li> <li>- List of committee members and chairperson(s)</li> <li>- Activity Name &amp; target completion date.</li> <li>- Total of estimated income &amp; expenses.</li> <li>- Chapter Action (indicates activity was adopted by membership)</li> </ul> OR<br><u>Each activity</u> goal is vague and does not utilize components of SMART goal. | Not Present | X 10   | _____<br>/30  |
| <b>Chapter Constitution &amp; Bylaws</b>  | Present and up-to-date (Current Ag Ed/FFA language is used, any adoption or revision dates are within the past year.)  | Present, but possibly out of date. (Language is out of date, doesn't include an adoption or revision date.)  | Present, but obviously out of date. (Language is out of date and posted adoption or revision dates are more than two years old.)  | Not Present | X 4    | _____<br>/12  |
| <b>Judge's Comments/Feedback:</b> _____ <b>Judge's Rank:</b> _____  |  |  |   |             |        | _____<br>/150 |