Indiana FFA Nominating Committee Application Guide 2026

State Nominating Committee Application

Overview

Congratulations and thank you for putting your name forward to potentially serve on the Indiana FFA State Officer Nominating Committee!

You will need to utilize this guide to ensure successful completion of your application. Failure to follow the information and instructions provided could result in incomplete applications, missing components, and frustration.

Contact: State Staff Lead

All questions/information related to the application process, nominating committee, etc. should be directed to:

Tamara Ketchen
Director, Indiana FFA
tketchen@isda.in.gov
(317) 690-3133

Application Submission

Application components will be submitted via Google Forms.

- It is strongly encouraged that you have all components of the application saved and ready for submission when accessing the Google Form. You will have the ability to submit your application and return to edit until the application closes. There is no 'save and continue' option prior to submitting.

Application Access Link: https://forms.gle/mPHC6o4zF3nozCRy8
Submission Deadline: March 13, 2026

Components

1. Contact Information
   a. Google Form direct entry
   b. Traditional information (i.e., address, phone, chapter, future plans, birthday, etc.)
2. Essay Responses
   a. Google Form direct entry
   b. Encourage writing in Word and copy/paste into the Google Form
      i. There is no spelling or grammar check in Google Form
      ii. Character counts matter and will cut off responses
   c. Prompts
      i. Briefly introduce and describe yourself to the selection committee (800 character max)
      ii. Describe your background, experience, and qualities that you believe qualifies you to be a member of the Nominating Committee. (800 character max)
      iii. Why do you desire to serve on the State Officer Nominating Committee? (1000 character max)
3. Attachments
   a. To preserve the intended display of attachments, it is strongly recommended that all are submitted as PDFs
   b. Resume
      i. Google Form document upload
      ii. Remember a resume is a document used to convey your most relevant experiences

related to the particular position for which you are applying (Indiana FFA State Officer Nominating Committee). A resume is <u>not</u> a listing of all your awards, achievements, offices, and memberships. A successful resume will articulately convey your contributions as they relate to your involvement and experiences.

iii. Format should be a 'traditional, professional' resume
    1. Must not exceed 1 page in length
    2. Should include career objective, education, leadership experiences, professional/work experience, and relevant awards/recognitions/achievements
    3. Should **not** be a running list of FFA activities and honors
    4. References should **not** be included on the resume

iv. Save the file using the name:
    1. LastnameFirstnameResume

c. Application Signature Page
    i. Google Form document upload
    ii. Download the "NomCom App Signature Page" file
    iii. Obtain all necessary signatures
        1. All individuals signing the document should have the opportunity to review your application. They must read and agree to the statement(s) accompanying their signature.
    iv. Scan the completed signature page
    v. Save the file using the name:
        1. LastnameFirstnameSignatures

4. Recommendations
    a. Google Form direct entry by recommender – this is different than a traditional letter of recommendation
    b. Identify 3 people to serve as references/provide recommendation
        i. Please ask individuals who have known you for some time such as teachers, employers, state leaders, professors, religious leaders, etc. Reference must **not** be a relative of the applicant.
        ii. **1 reference must be your FFA advisor, 1 reference must be an administrator at your school corporation**
            1. 3 References = 1 FFA Advisor + 1 Administrator + 1 Personal Reference
    c. Enter the name, title, phone number, and email address of the 3 recommenders in your Google Form
        i. NOTE: for Title this can be the official job title of the recommender OR the title of the role which relates to the applicant (i.e., 4-H Club Leader, Youth Group Leader, Mentor, etc.)
    d. All recommenders will need to complete the recommendation form
        i. This form will be provided by state staff using the contact information you submit
        ii. You should notify all recommenders that they will receive a message from tketchen@isda.in.gov with a link to the recommendation form
        iii. All recommendations must be completed prior to March 28, 2026
        iv. You will not collect or see these recommendations (unless they share the information). They will directly submit via the Google Form. You *should confirm* completion status with your recommenders.

<u>Additional Information</u>

Training Conference Call

- Call into the training conference call
- Confirmation will be provided at time of committee selection

Weekly Assignments

- Committee members will be required to complete weekly assignments in preparation for the interview weekend at convention
- This will include reviewing and scoring applications and reviewing training materials

State Convention

- **Attendance is expected starting on Thursday, June 11th through Sunday, June 14th**
- Interviews will be held the 11th-14th with training on the 11th
- Housing – all committee members will stay at the housing accommodation provided by Indiana FFA. Indiana FFA will coordinate housing and cover the room costs.
- All meals/snacks will also be covered by Indiana FFA during the training/interview days

Preliminary Selection Rounds

- Only in years with high candidate numbers (25+)
- Applicants may be selected to serve on a pre-convention panel to reduce/cut the number of candidates
- If needed, these will take place the week of May 25th (location TBD)

<u>Checklist</u>

Use this checklist to make sure you have all sections of the application read for completion within the Google Form:

▫ Essay Responses (all 3)

▫ Resume

- File name: LastnameFirstnameResume

▫ Signature Page

- File name: LastnameFirstnameSignatures

▫ Recommendations

- Select and notify 3 recommenders to expect to complete additional Google Form