



National Officer Candidate Application Guide

Revised: June 2022

National Officer Candidate Application

Overview

Congratulations on taking the first official step to becoming the Indiana FFA National Officer Candidate! 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, frustration, and disqualification.

Contact: State Staff Lead

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

Skylar Clingan
Assistant Director, Indiana FFA Association
sclingan@isda.in.gov
463-245-7743

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/9BGdqSXsqGppSbUv7>

Submission Deadline: July 1, 2022

Application Components

1. Applicant Information
 - a. GoogleForm direct entry.
 - b. Traditional information (ie. email, phone, chapter, birthday, etc.)
2. SAE Information
 - a. Google Form direct entry.



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- i. Briefly describe the type of business, entrepreneurship or placement in the SAE Enterprise area. (800 characters or less)
 - b. SAE Scope and FFA Activities Page
 - i. Google Form document upload.
 - ii. Download the "NOC App SAE Scope and FFA Activities" document.
 - iii. Complete the required information.
 - iv. Save the file using the name:
 1. LastnameFirstnameSAEScopeFFAActivities
 - v. To preserve the intended display of attachments, it is strongly recommended that all are submitted as PDFs.
 3. Essay Responses
 - a. Google Form direct entry.
 - b. We encourage writing in Word and copy/paste into the form.
 - i. There is no spelling or grammar check in Google Form.
 - ii. Character counts matter and will cut off responses.
 - c. Topic
 - i. *What I hope to accomplish as a National FFA Officer.* (800-character max)
 4. 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 (National FFA Officer). A resume is not 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 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. Recommendations
 - i. Google Form file upload
 - ii. Provide 2 letters of recommendation with your application.
 - iii. Letters should be addressed to the National FFA Officer Nominating Committee.
 - iv. Recommendations should be written as if you were already selected as Indiana's National Officer Candidate.
 - v. Save the file using the names:
 1. LastnameFirstnameRecommendation 1
 2. LastnameFirstnameRecommendation 2
 - d. Official Headshot
 - i. Google Form document upload.
 - ii. This should be an official Headshot for this selection process. If selected, a new headshot can be taken for the National Officer Application.
 - iii. Save the file using the name:



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1. LastnameFirstnameHeadshot
- e. Signature Pages
 - i. There are three different documents that need to be signed in order to be considered as a National Officer Candidate.
 - ii. List of Documents
 1. National Officer Candidate - Confidentiality Agreement
 2. National Officer Candidate - Code of Ethics Acknowledgement
 3. National Officer Letter of Commitment and Agreement
 - iii. Complete the steps below for each document.
 1. Download the document file from inffa.org.
 2. Review and sign all documents.
 3. Scan the completed signature page.
 4. Save the file using the name:
 - a. LastnameFirstnameDocumentTitle

Additional Information

National Officer Candidate Selection Process

- Thursday, July 7th, 2022, location to be determined.
- Required in person for the candidates interested in participating in the selection process.
- Attire – Candidates: Official Dress

Premier Leadership Training (PLT)

- Friday, August 26-28, 2022
- If selected, as the National Officer Candidate, a major responsibility of this position is to facilitate the 3-day leadership conference for all District, Band and Chorus Officers and Section Directors
- Development for the program should be happened in collaboration with the Assistant Directors of Indiana FFA
- Attire – Official Dress

National Officer Selection Process

- August2,2021 5p.m.EDT–Deadline for Candidate applications to be submitted by state staff.
- (TENTATIVE)August15,2021–Nominating committee is solidified and begins on-boarding.
- October18,2021–Candidate Video exercise released at noon EDT.
- October20,2021–Candidate Video exercise due by noon EDT.
- October20,2021–Committee members arrive and stay at the Crowne Plaza Hotel.
- October22,2021–Candidates arrive and stay at the Crowne Plaza Hotel.
- October23,2021–Phase1 of the process begins.
- October25,2021–Phase1 ends. Advancement is conducted.
- October26,2021–Phase2of the process begins.
- October28,2021–Phase 2 ends.
- October30,2021–The2021-2022 National Officer Team is announced at the Eighth General Session.



Checklist

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

- Essay Responses
- SAE Scope and FFA Activities
 - File Name: LastnameFirstnameSAEScopeFFAActivities
- Resume
 - File Name: LastnameFirstnameResume
- Official Headshot
 - File Name: LastnameFirstnameHeadshot
- Signature Pages
 - Documents
 - National Officer Candidate - Confidentiality Agreement
 - National Officer Candidate - Code of Ethics Acknowledgement
 - National Officer Letter of Commitment and Agreement
 - File Name: LastnameFirstnameDocumentTitle
- Recommendations
 - LastnameFirstnameRecommendation 1
 - LastnameFirstnameRecommendation 2