FUTURE FARMERS OF AMERICA

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FACTS FOR FUTURE FARMERS

STATE OF ARIZONA
PUBLICATIONS

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Published by

STATE DEPARTMENT OF VOCATIONAL EDUCATION

Phoenix

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Facts for Future Farmers

Foreword

In less than twenty years the Future Farmers of America has become one of the leading organizations in agriculture. This rapid growth is due to the fact that students of vocational agriculture can best meet many of their educational needs through cooperative effort in an organization. Although chapter programs deal primarily with problems of rural youth, the activities also serve to develop the abilities of individuals for participation in adult rural groups. Throughout this country today are thousands of young men established on farms and ranches who came up from Green Hands through the ranks of the FFA. The success with which they operate their farming programs and participate in the civic and social activities of their communities is proof that "The successful farmer of tomorrow is the Future Farmer of today."

The increasing importance of F.F.A. activities as a part of the course in vocational agriculture has created a demand for published materials for the use of both students and teachers. Much useful information on the subject has been developed by the States and local chapters in recent years, but very little has been available for distribution.

This publication was prepared as study material for FFA members in planning and conducting the more important activities in a chapter program. The bulletin will therefore be of greatest value when used as a student reference in teaching the units on FFA activities in the Arizona course of study in vocational agriculture. It should also serve as a ready source of information to chapter advisers, school administrators, leaders of youth groups and all who desire a clearer understanding of the Future Farmer organization and its activities, especially at the local and State levels.

Since the scope of this work is limited, the content includes only those facts and practices of proved value in conducting successful chapter programs under Arizona conditions. It is only one of many references on the FFA which should be available to students through the department library. The adviser should also supplement the printed material with many facts and illustrations from his experience in chapter activities.

If this bulletin proves to be of value, it will be improved and expanded in a revised edition. To that end, we solicit the comments and suggestions of all who use it.

Dr. R. W. Cline

October 1945

PART ONE

HISTORY AND DEVELOPMENT OF THE F. F. A.

J. A. Linke, former National Advisor, visiting Kenneth Julian of Mesa, National Student Secretary for 1939-40. Kenneth is now engaged in farming in his home community.

F.F.A. activities at local, state and national levels, all lead to successful establishment in farming.

INTERESTING FACTS IN THE DEVELOPMENT OF THE NATIONAL ORGANIZATION*

The first class of American Farmers was elected in 1929. This class included Leslie Applegate, New Jersey; Elsnier Beall, Arkansas; Ollie Duroy, Oklahoma; Arthur Ketterlin, California; Carroll Baker, Idaho; Lawrence Augenstine, Ohio; Guy Whitstone, South Carolina; Joseph Beard, Virginia; Norman Larson, North Dakota; and Theodore Westerling, Utah.

The first national officers of the Future Farmers of America for 1928-29 were:

President, Leslie Applegate, Freehold, New Jersey
First Vice President, Alvin Reimer, Beatrice, Nebraska
Second Vice President, Lawrence Augenstine, Ashley, Ohio
Third Vice President, Sam Pickering, Gentry, Arkansas
Fourth Vice President, Arthur Ketterlin, Santa Rose, California
Student Secretary, Don Dosey, Yuma, Colorado
Executive Secretary-Treasurer, Henry Groseclose, State Board of Education, Richmond, Virginia
Adviser, Dr. C. H. Lane, Federal Board for Vocational Education, Washington, D. C.

Old Gold and National Blue were adopted as official FFA colors at the second national convention, 1929.

Eighteen States sent delegates to the first national FFA convention in 1928. The national organization of FFA closed its first fiscal year $118 in debt.

The Marion County, Ohio, FFA band furnished the music for the third national FFA convention, 1930, and had the honor of being the first official FFA band to play at a national FFA convention. Each year since that date, one or more official FFA bands have furnished music for the national FFA convention.

The national FFA house of delegates in their third convention session adopted a ruling that no Future Farmer could be raised to the degree of State Farmer and to the degree of American Farmer in the same school year.

The first edition of the official FFA manual was printed in April, 1930. The price was 15 cents. The manual was printed and distributed by the Farm Journal of Philadelphia, Pennsylvania.

The FFA creed was officially adopted by delegates to the third national FFA convention, 1930. In 1935, a framed copy of the creed was presented to the author Mr. E. M. Tiffany, assistant professor of agricultural education at the University of Wisconsin.

The FFA motto was addressed to the national organization by the first national adviser, Dr. C. H. Lane, Office of Education, Washington, D. C., in his introduction to the revised FFA manual published January, 1931. Dr. Lane stated that he thought the motto embodied the true vocational spirit of the Future Farmers of America.

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*From - History of the Kansas Association of Future Farmers of America, Kansas Association of FFA, Manhattan, Kansas, 1943

The first issue of the FFA manual, January, 1931, included the music to the Future Farmer March, composed by Captain W. J. Stannard, and dedicated to the ideals of country life and the Future Farmers of America. Words and music to "Future Farmers of America" were also included in this issue of the manual. The words to this song were written by Joe Duck, Vocational Agriculture teacher of Missouri.

E. M. Tiffany, author of the FFA creed, also wrote the words and air for the "Song of the Future Farmers." This was one of the early FFA songs in the field, being copyrighted in 1929.

Dr. C. H. Lane, first national adviser of the Future Farmers of America, served in this capacity from 1928 to 1934. Dr. Lane was succeeded by Dr. J.A. Linke, who held this office from 1934 to 1941. Our present national adviser, Dr. W. T. Spanton, assumed this office in 1941.

Henry Groseclose, Virginia, held the combined national FFA office of executive secretary and treasurer from 1928 until 1930. In 1930, W. A. Ross was elected to the office of national executive secretary and Mr. Groseclose was elected as national treasurer. Dowell J. Howard, Winchester, Virginia, our present national treasurer, succeeded Mr. Groseclose in 1940.

The national FFA chapter contest was sponsored by the Farm Journal in 1929-30, and by the American Farming Magazine in 1930-31. The National Organization of Future Farmers of America took this contest over in 1931-32 and sponsored it since that date.

From 1928 to 1937, the only FFA degree pin or key surmounted by the American Eagle was the American Farmer degree key. The Green Hand degree pin was of bronze, the Future Farmer degree pin was of gold, and the State Farmer degree emblem was a gold key. At the ninth national convention of the FFA, 1936, recommendations of the National Board of Trustees concerning degree pin regulations were adopted. At the tenth national convention, the degree pin recommendations were made official. The degree pin regulations adopted, follow: The Green Hand degree pin to be made of bronze; the Future Farmer pin to be made of silver; the gold State Farmer key to be changed to a gold State Farmer charm. Thus all FFA degree insignia for active members carries the complete emblem which consists of the cross section of the ear of corn surmounted by an American Eagle with outspread wings, a shield on its breast, holding an olive branch and a sheaf of arrows in its talons.

The official peace time flag salute in the FFA ceremony was adopted at the sixth national convention, 1933.

The national FFA monthly radio program over NBC began in 1931. National adviser C. H. Lane opened this series of broadcasts on April 13 with the topic, "What the FFA is and Does."

In 1940 the national FFA organization made a change in the system of recognizing national chapter contest and State association contest winners, using gold emblem, silver emblem, bronze emblem and honorable mention as classifications for awards.

The FFA fundamentals banner was designed by W. A. Ross and adopted in 1935. The fundamentals set forth on the banner are: Leadership, cooperation, character, scholarship, sportsmanship, recreation, service, thrifts, patriotism, citizenship, and improved agriculture.

The official FFA secretary's book became available in 1936, and the official FFA treasurer's book was made available in 1937.

7,000 copies of the FFA purposes were printed and distributed by the national organization in 1938.

The State Farmer degree earnings were raised from $200 to $250; the scholarship requirements for the American Farmer degree was lowered from "upper third" to "upper forty per cent" of the candidate's class; and all degree emblems to be surmounted by the American eagle, were important constitutional changes effected at the tenth national convention, 1937.

From 1928 until 1937, the maximum number of American Farmer degrees that could be granted in any given year was 75. This restriction was removed in 1937 and State associations are now entitled to one American Farmer candidate for each 1,000 active members or major fraction thereof.

The plow donated by John Deere to the national organization of FFA to be used by the national officers in their official meetings is of solid silver.

The 6' x 12' Rising Sun painting by Gillis, valued at $500, was used for the first time at the eighth national convention of the national organization of FFA in 1935.

The J. A. Linke award, a cherry plaque made by past National Adviser Linke, made its first appearance in 1942. This award goes to the local FFA chapter which furnishes the Star Farmer of America.

The 1938 FFA convention went on record favoring a national FFA camp and set aside $6,000 for this purpose. Accordingly 22 acres of land for a camp site were purchased in 1939, and an additional 6 acres of adjoining land were purchased in 1940. The camp is located 2½ miles from Mt. Vernon in Virginia, and about 14 miles from Washington, D. C. on Number 1 Highway. Through a special act of the Virginia Legislature in 1940, it was made possible for the national organization of FFA to lease George Washington's old grist mill which adjoins the camp site, thereby making the camp more valuable by including an appropriate and interesting shrine.

Virginia spent the sum of $60,000 in restoring the old mill in 1932. The mill was kept open during the summer. The national organization of FFA has spent on the national FFA camp from June 9, 1939, to September 15, 1943, for capital outlay - land, buildings, permanent improvements - a total of $27,728.80.

FUTURE FARMERS OF AMERICA FOUNDATION

Statement of Policies

Adopted by the Board of Trustees
July 24, 1945, Washington, D. C.

This "Statement of Policies" has been adopted by the Board of Trustees of the Future Farmers of America Foundation Incorporation, in order to establish and maintain satisfactory administrative working relationships between:

A. The Foundation and its donors.

B. The Foundation and the several cooperating State Associations of F.F.A. and N.F.A.

A. The Foundation and its donors.

1. Vocational education in agriculture is an integral part of local and State public school systems. In like manner the Future Farmers of America and the New Farmers of America organizations are an integral part of local, State, and National programs of vocational education in agriculture.

   For these reasons, it is necessary that all cooperative efforts and financial assistance extended through the Foundation to students of vocational agriculture or members of the Future Farmers of America or New Farmers of America by corporations, business concerns, or other organizations or individuals, be administered in such a manner that there will be no danger or serious criticism.

   Sound public relations therefore demand that all property, real or personal, fund or funds, accepted by the Foundation by bequest, devise, gift, or otherwise, from any organization, corporation, business concern, or individual, shall be used exclusively for the purposes specified in Article IV of the Certificate of Incorporation of the Foundation without any reservations, limitations, or restrictions by the donors. Donors will not be identified with any specific Foundation prizes, awards, or activities.

2. No person will be elected to, or be permitted to serve as a member of the Board of Trustees of the Foundation who is a representative or an employee of a business concern that is a contributor to the Foundation or is a competitor of such a contributor. However, each corporation, organization, or business concern that contributes annually to the Foundation will be entitled to one representative on an Advisory Committee, referred to in the By-Laws.

3. The Foundation reserves the right at any time to reject contributions from any donor or potential donor.

4. Foundation donors will be provided with copies of the annual report of the Foundation containing statements of the achievements of persons or groups receiving funds and statements of the cooperation extended by the donors, together with just and proper recognition of such cooperation.

5. The Foundation will not knowingly duplicate national awards for the same types of activities to persons or groups who have received similar awards from other sources.

6. Under the provisions of Section 101(6) of the Internal Revenue Code, donors to the Future Farmers of America Foundation Incorporated are entitled to exemption from Federal income tax for grants made to the Foundation. Also, such contributions will be deductible in arriving at the taxable net income to the extent as provided by Section 23(o) and (q) of the Internal Revenue Code.

7. Donors may publicize their relationship to the Foundation by:

   a. Preparing news and feature stories about the objectives, activities and accomplishments of the Foundation for publication and radio broadcasting. Such releases may contain statements of the cooperation and support given to the Foundation by the donor. They are not to be used to indicate that the Foundation or any individual student of vocational agriculture, FFA or NFA member or chapter, endorses the products manufactured, distributed, sold, or advertised by the donor.

   b. Including pictures and information concerning the Foundation and its accomplishments in paid advertising of the donor, provided that such advertising does not imply that the Foundation, individuals or groups featured endorse the products manufactured, distributed, sold, or advertised.

8. Donors may use the emblem of the Foundation during the period of their cooperation with the Foundation in educational bulletins and charts published by the donor; in paid advertising; news releases; motion pictures; slides; film strips and exhibits; but with the understanding that the manner in which it is used will not indicate that the Foundation endorses the products manufactured, distributed, sold, or advertised by the donor. A statement must also be included to indicate that the organization, business concern, or individual is a donor to the Foundation. Glossy print photos of the Foundation emblem from which cuts can be made, may be secured from the office of the National Secretary.

9. The fiscal year of the Foundation shall commence on the first day of July in each year and shall end on the following thirtieth day of June. All funds accruing to the Foundation during any fiscal year, will be allowed to accumulate in the Treasury of the Foundation until the end of that fiscal year. They will then be budgeted by the Board of Trustees of the Foundation for use during the next succeeding fiscal year, for such types of projects or activities as may be selected by the Board of Trustees at its annual July meeting.

10. All funds donated to the Foundation should be sent directly to Mr. D. J. Howard, National Treasurer, Future Farmers of America Foundation Incorporated, Winchester, Virginia. Checks should be made out in favor of "The Future Farmers of America Foundation Incorporated."

B. The Foundation and the several cooperating State associations of FFA and NFA.

1. Availability of Foundation funds for any fiscal year for all State and National awards or projects, will be determined upon the following basis:

a. The total amount of funds on deposit in the National Treasury of the Foundation will be determined at the close of each fiscal year.

b. From the total amount of unobligated funds on deposit at the close of one fiscal year and available for expenditure during the next succeeding fiscal year, the amount budgeted for administrative and miscellaneous expenses of the Foundation will first be deducted.

c. The remaining balance will then be divided into two parts and separate books kept on each as follows:

(1) One part will consist of an amount which will be determined by the ratio of the total paid-up FFA membership in the United States to the total combined paid-up memberships in the FFA and NFA for the entire United States for the fiscal year just ended. This portion of Foundation funds will be ear-marked on the books of the National Treasurer and will be used exclusively for approved FFA and vocational agriculture projects and activities.

(2) One part will consist of an amount which will be determined by the ratio of the total paid-up NFA membership in the United States to the total combined paid-up memberships in the NFA and FFA for the entire United States for the fiscal year just ended. This portion of Foundation funds will be ear-marked on the books of the National Treasurer and will be used exclusively for approved NFA and vocational agriculture projects and activities for Negroes in all States where separate schools are maintained.

2. States will supply the Foundation with complete lists of the names and post office addresses of individuals or groups who are entitled to receive Foundation awards, together with brief statements of their achievements justifying such awards, and in the case of State and locally initiated projects, a summary statement of the results of such projects should be submitted.

3. Payment of Foundation awards will be made by the bonded Treasurer to persons or groups entitled to receive them through the office of the State supervisor of agricultural education.

4. Any State desiring to set up State or local projects to be financed from Foundation funds shall submit specific plans for each such project to the Board of Trustees for its approval.

5. States may expend funds for State or local projects which have had prior approval by the Foundation, and obtain reimbursement from the Foundation upon submission of an itemized statement of bills, substantiated by receipts for each, which have been approved by the State supervisor of agricultural education.

6. The Executive Committee provided for in Article XI of the By-Laws is empowered to act upon any matters pertaining to the Foundation which are routine in character or which in its judgment cannot be delayed until the next regular meeting of the Board of Trustees without injury to the purposes of the Foundation.

BY-LAWS
THE FUTURE FARMERS OF AMERICA FOUNDATION, INCORPORATED

ARTICLE I

OBJECTS AND PURPOSES

The objects and purposes of "The Future Farmers of America Foundation, Incorporated" are to receive, maintain and hold, by bequest, devise, gift, or otherwise, either absolutely or in trust, for any of its purposes, any property, real or personal, fund or funds, without limitation as to amount or value; to convey such property, and to invest and reinvest any principal; and to deal with and expend the income and/or principal of the Corporation for such educational activities and in such manner as in the judgment of the Board of Trustees will stimulate and promote the best interests of students and former students of vocational education in agriculture on a local, State, or national basis.

ARTICLE II

LOCATION OF PRINCIPAL OFFICE

The principal office of the Corporation shall be in the City of Washington, District of Columbia.

ARTICLE III

MEETINGS

1. The annual meeting of the Board of Trustees shall be held during the month of July, unless otherwise arranged by the Board.

2. Other meetings of the Board of Trustees shall be held at such times and places as the Board shall prescribe.

3. Special meetings of the Board may be held at the call of the President, or upon the written request of four members.

4. Notice of meetings shall be given by mailing the same to the usual address of said Trustees, not less than thirty days prior to any meeting.

ARTICLE IV

QUORUM

A quorum at any meeting of the Board shall consist of a majority of the members of the Board.

ARTICLE V

BOARD OF TRUSTEES

1. The direction and management of the affairs and business of the Corporation, including the control and disposition of its property and funds, shall be vested in a Board of Trustees, fifteen in number, except for the first year as specified in Article Nine of the Articles of Incorporation, and composed of the Chief and the four Regional Agents of the Agricultural Education Service in the U.S.

Office of Education, the National Executive Secretary and the National Treasurer of the Future Farmers of America, and the four State Supervisors of Agricultural Education who are elected on a regional basis to serve on the National Advisory Council of the Future Farmers of America, together with four other persons who shall be originally named, chosen, appointed, or elected in accordance with the method prescribed in these by-laws of the Corporation.

2. The Board of Trustees shall possess and exercise all of the powers and authority of the Foundation, and all such powers and authority as shall be necessary to complete execution of the purposes of the Foundation, except as limited by its articles of Incorporation or by these By-Laws.

ARTICLE VI

OFFICERS

1. The officers of the Corporation shall be a president, a vice-president, a secretary, and a treasurer.

2. All officers must be members of the Board of Trustees.

3. The Chief of the Agricultural Education Service of the U. S. Office of Education shall be the president; the ranking regional agent, in point of seniority, of the Agricultural Education Service of the U. S . Office of Education shall be the vice president; the National Executive Secretary of the Future Farmers of America shall be the secretary; and the National Treasurer of the Future Farmers of America shall be the Treasurer.

ARTICLE VII

THE PRESIDENT

The President shall preside over all meetings of the Board of Trustees and Executive Committee and shall make such reports to the Trustees as he may deem necessary, or as may be properly required of him by the Board of Trustees, and perform such other duties and exercise such other powers as may be imposed upon him from time to time by the Board of Trustees.

ARTICLE VIII

THE VICE-PRESIDENT

The Vice-President shall perform the duties and exercise the powers of the President during the absence or incapacity of the President.

ARTICLE IX

DUTIES OF THE TREASURER

1. It shall be the duty of the Treasurer to have the care and custody of all funds and property of the Corporation and to deposit funds and documents in such bank, banks, trust company, or depositories as the Board of Trustees or the Executive Committee shall designate. He shall, under the direction of the Executive Committee, disburse all moneys by check.

2. The Treasurer shall give the Corporation a bond in the amount stipulated by the Board of Trustees, at the expense of the Corporation, with surety satisfactory to the Board of Trustees, for faithful performance of the duties of his office and for delivery, upon demand by said Board, of all books, papers, vouchers, records, money, and other property of whatever kind belonging to the Corporation that have been in his custody.

3. The Treasurer's accounts shall be audited annually by an auditor or auditors not connected with the Corporation, who shall be named by the Board of Trustees.

ARTICLE X

DUTIES OF THE SECRETARY

The Secretary shall prepare, under the direction of the President, and Executive Committee, dockets of business and shall take and keep true and accurate minutes of all meetings of the Corporation and shall discharge such duties as shall be assigned to him by the Board of Trustees.

ARTICLE XI

EXECUTIVE COMMITTEE

1. There shall be an executive committee to consist of the President, the Secretary, and the four Regional Agents of the Agricultural Education Service, of the U. S. Office of Education.

2. During intervals between meetings of the Board, the Executive Committee shall exercise all powers conferred on it by the Board of Trustees in the management and direction of the business and the conduct of the affairs of the Corporation.

3. It shall keep a record of its proceedings and report the same to the Board of Trustees at each next succeeding meeting.

ARTICLE XII

THE FISCAL YEAR

The fiscal year of the Board shall commence on the first day of July in each year and shall end on the following thirtieth day of June of the next succeeding year.

ARTICLE XIII

ADVISORY COMMITTEES

There may be Advisory Committees designated by the Board of Trustees. These committees shall be composed of persons whose advice and counsel may be deemed helpful in determining policies and formulating and carrying out specific programs of work.

ARTICLE XIV

ELECTIVE MEMBERS OF THE BOARD OF TRUSTEES

1. The four other persons authorized by the Certificate of Incorporation to serve on the Board of Trustees shall be chosen from any field of education.

2. These other persons shall be elected, one from each administrative region of the Agricultural Education Service of the U. S. Office of Education, by the States of the region. Each State in the region shall be entitled to one vote to be cast by a representative of the agricultural education staff of the State.

3. At the time of the first election one person each from the Pacific and Southern Regions will be elected for a term of two years, and one person each from the North Central and North Atlantic Regions will be elected for a term of one year. When the terms of office of those four persons expire, their successors will each be elected for a two-year term.

4. The terms of office of these four other members of the Board of Trustees will begin July 1, 1945.

5. Whenever a vacancy occurs among these four members of the Board of Trustees other than from expiration of term of office, the remaining Trustees shall fill the vacancy until a successor has been elected and qualified.

6. All elective members of the Board of Trustees shall continue in service until their successors have been elected and qualified.

ARTICLE XV

AMENDMENTS

These By-Laws may be amended at any meeting by an affirmative vote of a majority of all Board members, provided that at least thirty days' notice has been given to all members of the Board of Trustees of the character of the proposed amendment, or amendments, to be voted upon.

Projects Sponsored by the Foundation

A total budget of $53,355.14 was approved for the fiscal year beginning July 1, 1945, and ending June 30, 1946.

Projects sponsored include:

1. A guaranteed loan fund amounting to approximately $15,500. It is to be used to assist students of vocational agriculture and former students of vocational agriculture who are under 30 years of age to get established in farming. No outright loans will be made. The boy or young farmer will secure his loan through regularly established loan agencies and the loan fund will be used to guarantee payment in case of default. Complete details concerning the administration and operation of the guaranteed loan fund are available from the office of the executive secretary, Department of Agricultural Education, University of Arizona, Tucson.

2. Public Speaking Contest - $100

   The State contest winner, qualifying for the 1946 regional contest, will be awarded $100. National contest winners for the fall of 1945 received the following:

First-place winner	$250
Second-place winner	225
Third-place winner	200
Fourth-place winner	175
Fifth-place winner	150

3. Establishment in farming awards for all-day students of vocational agriculture and members of the Future Farmers of America. No individual will be permitted to receive more than one State award.

   a. Star State Farmer Award - $100 (For member who receives the degree during the present fiscal year, ending June 30, 1946).

   b. American Farmer Awards $25.00 (awarded to each candidate elected to this degree).

   c. Farm Mechanics - $100

      An individual award of $100 will be made to the student of vocational agriculture who is declared winner in a State-wide contest in farm mechanics. One or more of the following types of activities may be selected for consideration in making the award:

      (1) School farm shop activities such as construction projects, farm machinery repair jobs completed, and care, operation and adjustment of farm machinery and equipment.

      (2) Participation in establishing and equipping a home farm shop.

      (3) Farm mechanics projects completed in the home farm shop.

      (4) Construction and repair of farm structures and equipment.

      (5) Installation of farm and home conveniences and appliances.

(6) Soil and water conservation activities.

(7) Construction and repair of farm fences.

(8) Cooperative use of farm machinery.

Winners of State awards made during the fiscal year starting July 1, 1945, will be eligible to compete for regional and national awards at the National Convention in Kansas City in the fall of 1946.

d. Farm and home electrification award - $100

Individual award of $100 will be made to the student of vocational agriculture in Arizona who has achieved most in making practical and economic use of electricity in connection with his productive supervised farming activities on his home farm or in the farm home. The following are suggestive of the type of accomplishments or activities which may be used as the basis for the award:

(1) Building electrical equipment.

(2) Selection, operation and care of appliances and equipment for the farm and home.

(3) Repairing and maintaining electrical equipment.

(4) Extending use of electricity on the farm and in the farm home.

4. Projects initiated within the States on a State or local level - $75.13.

A Chapter award will be made to the chapter conducting the most oustanding cooperative farm machinery and equipment project during the year. The winner will be selected on the basis of member participation, efficiency in management and educational outcomes.

HISTORY AND DEVELOPMENT OF THE ARIZONA ASSOCIATION

Following the first national F.F.A. convention in 1928, the State supervisor, Halbert W. Miller and teacher-trainer L. D. Klemmedson began the organization of Chapters in Arizona. Some of the first chapters in the State were established in departments of agriculture at:

Mesa	Pima
Tempe	Ft. Thomas
Phoenix	Snowflake
Glendale	Yuma
Peoria	Chandler
St. David	Gilbert
Willcox	Marana
Thatcher	St. Johns

Round Valley

The State association was organized in 1929 and Arizona became the 33rd State in the country to be chartered by the National Organization. By the end of the school year 1930-31 every department of vocational agriculture in the State had a chapter.

Although little information was available on procedures for organizing and conducting chapter programs during the first few years, students and teachers were quick to see the possibilities of the work and the total membership was 296 by the end of the year 1931. The following table shows that there has been a steady growth of membership up to the period of decreased enrollment due to the war.

Number of Arizona F.F.A. Chapters and Members by Years
1931-1945

Year ending	Paid up members	Number of chapters
1931	296	17
1932		19
1933	118	19
1934	113	17
1935	321	21
1936	256	23
1937	610	25
1938	737	27
1939	737	31
1940	806	31
1941	705	29
1942	720	29
1943	498	25
1944	504	22
1945	487	20

The National Convention

Policies and activities of the organization are developed by member representation at the national convention. These meetings have been held annually in Kansas City since 1928. Two official delegates and two alternates are entitled to represent each chartered association and territory. The delegates participate in the transaction of such business matters as: Election of candidates to the American Farmer Degree, selection of winners in the various contests and events, changes in the FFA constitution, reports on accomplishments by State associations, and service on committees.

Delegates to the convention are selected from the list of State officers and candidates for the American Farmer Degree.

Arizona Delegates and Alternates to the National Convention - 1931-45

1931

Don Burk
Maurice Butterfield

1933

Pratt Holt
Bruce Brimhall

1934

Lewdell Hunt
George Pearson

1935

Lorenzo Smith
Lloyd Johnson

1936

LeRoy Gavette, Phoenix

1937

Kenneth Julian, Mesa
Gerald Fuller, Mesa

1938

Ted Korsten, Tempe
Kenneth Julian, Mesa

1939

Kenneth Julian, Mesa
Melvin Smith, Snowflake

1940

James Heaslet, Phoenix
Roy Rucker, Mesa
Phillip Liggett, North Phoenix
Robert McCreight
Milo Willis, Snowflake

1941

Robert McCreight, Tolleson
Marion Griffin, Yuma
George Knox, Coolidge
Elmer Emerick, Yuma

1942

Joe Lamb, Gilbert
Robert McCreight, Tolleson

1943

Newell Barney, Safford
William Dunn, Florence

1944

Louis Tryon, Tempe
Alvin Browning, Willcox

1945

Neil McLeod, Peoria
Clare Huber, Mesa

American Farmers

The American Farmer Degree is conferred upon qualified candidates annually at the time of the national convention. Since membership in Arizona has never exceeded 1,000, the State is entitled to only one candidate for the degree each year.

F.F.A. Members from Arizona Elected to the American Farmer Degree
1931-45

1931 - Maurice Butterfield, Phoenix
1935 - Lorenzo Smith, Snowflake
1938 - Kenneth Julian, Mesa
1939 - Harvey Johnson, Mesa
1943 - Robert McCreight, Tolleson
1944 - Joe Lamb, Mesa
1945 - Louis Tryon, Tempe

State Farmers

The State Farmer Degree is the highest degree conferred upon members by the State Association. The number of members in a chapter who hold this degree is a good index of the quality of a chapter program.

Since 1939 the State Association has designated the outstanding State Farmer of the year as "Star State Farmer." Members who have received this distinction are indicated by an asterisk (*) in the following list.

Members Elected to the Degree of State Farmer
1930-1945 (1)

1930

LeRoy Palmer, Snowflake
Lorum Stratton, Snowflake
Leonard Cheatham, Phoenix
Lewis Hedgpeth, Phoenix
Maurice Butterfield, Phoenix
Paul DeWitt, Chandler
Raymond Gilliland, Chandler
Charles E. Harding, Chandler
Willard Skousen, Chandler
Evins Baldwin, Snowflake

(1) No records available on State Farmers for 1932-1938 inclusive

1931

John Buttler, Thatcher
Lloyd Stockton, Phoenix
Carl Decker, Snowflake
Warren Fincher, Gilbert
Cecil Armstrong, Gilbert
Hall Bradshaw, Phoenix
Orson Curtis, Chandler
William Buckelow, Chandler
Kenneth Knox, Chandler
Jess Shumway, Chandler

1938

Bob Brown, Phoenix
Seth Rye, Phoenix
Fred Garringer, Phoenix
Louis Hudson, Phoenix
William Rasmussen, Phoenix
Joe Acuff, Phoenix
Teddy Kortsen, Tempe
Melvin Smith, Snowflake
Pete Treguboff, Glendale
Bill Goodman, Gilbert
John Gephart, Chandler
Pryor Sandborn, Chandler
Jimmy Hamilton, Chandler
Von Tenny, Chandler

1939

Warner Owens, Tempe
*Charles Pendergast, Tolleson
Jack L. Whyman, Tolleson
Dale Gibson, Snowflake
Lowell Rogers Pearce, Snowflake
Verne LaTourrette, Gilbert
Clifton Brandon, Chandler
Donald Nord, Parker

1940

*Kenneth Johnson, Yuma
Elmer Emrick, Yuma
James Heaslet, Phoenix
James Derrick, Phoenix
James Marlar, Phoenix
Phillip Liggett, North Phoenix
Edgar Sheehan, North Phoenix
Boyd Winterton, Mesa
Roy Rucker, Mesa
Eddie Kortsen, Mesa
Robert Painter, Tempe

1941

Marion Griffith, Yuma
Jay Turley, Gila Junior College
Gus A. Hansen, Gila Junior College
Joe Lamb, Gilbert
Jack A. Bowen, Gilbert
Marvin R. Morrison, Gilbert

1941 (continued)

*Paul Alkire, Mesa
Phil Kleiman, Mesa
Grant Palmer, Mesa
Robert McCreight, Tolleson
George Shelly Knox, Coolidge
John A. Sellers, Coolidge
Foster Carlson, Pima
Jack Owens, Tempe

1942

*Wilbur Baker, Tolleson
Martin D. Bushman, Snowflake
Robert E. Coates, Phoenix Union
Melvin V. Denham, Snowflake
Joseph Ellsworth, Mesa
R. Thomas Harris, Mesa
Hermann F. Moore, North Phoenix
Jim Mortenson, Thatcher
Marshall C. Roberts, Tolleson
Ted Siek, Benson
Paul Thatcher, Chandler
Louis Tryon, Tempe
Frederick Wuertz, Coolidge
Elmer E. Young, Peoria

1943

Newell Barney, Safford
Ernest A. Browning, Willcox
*William A. Dunn, Florence
Gene Fleming, Tolleson
Melvin Gifford, Yuma
Dallas Holly, Tolleson
Ivan Nielson, Mesa
Edward Power, Yuma
Hossie Rich, Phoenix Union
Leavitt Thatcher, Chandler

1944

Bill Gates, Tempe
Randall Hulet, Chandler
Kort H. Meier, Yuma
Leo Palmateer, Mesa
Charles Peterson, Snowflake
James Robinson, Yuma
Lawrence Castine, Yuma
*Theodore Smith, Snowflake
Harrison Veale, Chandler
Raymond Evans, Peoria

1945

Neil McLeod, Peoria
*James Dunn, Florence
Willie Storie, Coolidge
Albert Singh, Coolidge
Clare Huber, Mesa
George Seamans, Jr., Yuma
Clair Decker, Snowflake
Phillip Knapple, Phoenix
Barden Riggle, Glendale
Ira Willis, Snowflake

Honorary State Farmers

The success of both chapter and State-wide activities in the FFA are due in no small measure to the encouragement and assistance of public spirited citizens throughout the State. The services of these friends of the FFA have been recognized by conferring upon them the degree of Honorary State Farmer.

Honorary State Farmers - 1935-1945

1935

Dr. H. E. Hendrix, State Superintendent of Public Instruction, Phoenix
L. W. Otto, Phoenix
L. D. Klemmedson, Professor of Agricultural Education, University of Arizona

1937

Dr. Paul S. Burgess, Dean of College of Agriculture, University of Arizona
C. L. Phillips, Manager, Mission Ranch, Phoenix
F. L. Hanna, Santa Fe Railroad, Phoenix
Sam Wallace, Phoenix
C. D. Wilson, Manager University Farm
Dr. E. L. Scott, Phoenix
Prof. E. B. Stanley, Head of Department of Animal Husbandry, College of Agriculture, University of Arizona
J. C. Penney, Tucson
Halbert W. Miller, Tucson

1938

Prof. Harry Embleton, Head of Department of Poultry Husbandry, U. of A.
Nat T. Dysart, Arizona Milk Producers, Phoenix
Louis G. Galland, Secretary-Treasurer Arizona Farmers Production Credit Assoc.
James Minotto, Senator, Maricopa County
Kenneth McMicken, Litchfield Park
Kenneth Houston, Valley National Bank, Tucson
Ernest Douglas, Editor, Arizona Farmer, Phoenix
H. J. Shouse, Farmer, Mesa

1939

Hollis Gray, Phoenix
C. M. Mangum, Principal, Coolidge High School
J. R. McEvoy, President Holbrook Bank, Holbrook
Alex McNeil, Herdsman, Mission Ranch, Phoenix
E. W. Montgomery, Supt. of Schools, Phoenix
H. L. Taylor, Supt. of Schools, Mesa
M. F. Wharton, Arizona Fertilizer Company, Phoenix

1940

Paul W. Litchfield, Chairman, Board of Directors, Goodyear Tire & Rubber Company
W. C. Sawyer, Supt. of Gilbert High School, Gilbert
Phil Tovrea, Tovrea Packing Company, Phoenix
Elias Smith, Farmer, Linden
J. F. Houston, Vice-President Valley National Bank, Tucson
B. D. Butler, Owner of KOY, Phoenix
H. H. D'Autremont, Southern Arizona Bank, Tucson
Hon. R. T. Jones, Governor of Arizona, Phoenix
David Heywood, Phoenix

1941
Dr. Ira Judd, Head, Agricultural Department, Arizona State College, Tempe
Charley Martin, Producer and Consumers' Cooperative, Phoenix
Wayne Wright, President Arizona Crop Improvement Assoc., Roll, Arizona
Dr. W. H. Riddell, Head, Dept. of Dairy Husbandry, University of Arizona
J. A. Kartchner, Supt. of Schools, St. David
Dr. T. J. Tormey, President Arizona State College, Flagstaff
Melvin Hancock, President, Graham County Farm Bureau, Safford
Warner Mattice, Farmer and Legislator, Pima

1942
Dr. R. W. Cline, Professor of Agriculture Education, University of Arizona
J. R. Cullison, Executive Secretary, Arizona Assoc., FFA, Tucson
Cecil Miller, President, Arizona Farm Bureau Federation
E. D. Ring, State Superintendent of Public Instruction, Phoenix
Roy Sutter, Farmer, Tolleson
Keith Taylor, Member FFA Loan Staff, Valley National Bank, Phoenix
T. H. Murray, Santa Fe Railroad Representative, Phoenix

1943
John Butler, Phoenix
R. I. Turner, Phoenix
L. T. Rouse, Supt. Yuma High School, Yuma
Martin Bushman, Vegetable Grower, Snowflake
Spencer Brinkerhoff, Safford
Clayton Hakes, Safford
Orville Knox, Farmer, Chandler
Angus Johnson, Dairyman, Mesa

1944
Hon. Sidney P. Osborn, Governor of Arizona, Phoenix
D. T. Milner, Banker, Willcox
Monroe Clark, President Gila Junior College, Thatcher
A. Lee Wilhelm, Farmer, St. Johns
Floyd Sasser, Rancher, Glendale
Mrs. Elizabeth Homringhousen, Dairyman, Phoenix

1945
Homer L. Kryger, Farmer, Yuma
Bill Urton, Merchant, Coolidge
S. L. Owens, Graham County Agent, Safford
V. S. Willis, Farmer, Snowflake
H. J. Saxon, Willcox
Paul Guitteau, Supt. Amphitheater Schools, Tucson
S. L. Fish, Supt. Snowflake High School, Snowflake
A. C. Broussard, Farmer, Yuma
I. E. Moore, Farmer, Peoria
C. L. Skousen, Farmer, Coolidge
Barry Casey, Casey Seed Company, Phoenix

State Officers

Following the revision of the Constitution of the Arizona Association in 1939, the State was divided into six federations with a State vice-president in charge of each. With the beginning of the fiscal year 1941-42 J. R. Cullison, Assistant Professor of Agriculture Education at the University of Arizona began serving as State Executive Secretary taking over many of the duties formerly handled by the State adviser's office.

Officers of the Arizona Association - 1938-1945

1938-39

President - Pryor Sanborn, Chandler
V.P.S.R.V. - Seth Rye, Phoenix
V.P. Northern Fed. - Melvin Smith, Snowflake
Secretary - Kenneth Julian, Mesa
Treasurer - Cecil Lamb, Mesa
Reporter - Teddy Korlson, Tempe
Adviser - Arthur G. Snyder, Phoenix

1939-40

President - Kenneth Julian, Mesa
V.P.N.S.R.V. - Seth Rye, Phoenix
V.P. Northern Fed. - Melvin Smith, Snowflake
V.P. Yuma Federation - Donald Nord, Parker
V.P.S.S.R.V. - Pryor Sanborn, Chandler
Secretary - Charles Pendergast, Tolleson
Reporter - Ted Kortsen, Tempe
Treasurer - Verne LaTourrette, Gilbert
Adviser - Arthur G. Snyder, Phoenix

1940-41

President - James Heaslet, Phoenix
V.P. Northern Fed. - Roger Pierce, Snowflake
V.P. Gila Valley Fed. - Dale Gibson, Thatcher
V.P. N.S.R.V. - Phillipp Liggett, Phoenix
V.P. S.S.R.V. - Roy Rucker, Mesa
V.P. Yuma Fed. - Elmer Emrick, Yuma
Secretary - Warner Owens, Tempe
Treasurer - James Maler, Phoenix
Reporter - Eddie Kortson, Mesa
Adviser - L. D. Klemmedson became State Adviser in January, 1941

1941-42

President - Robert McCreight, Tolleson
V.P.N.S.R.V. - James Heaslet, Phoenix
V.P.S.S.R.V. - Paul Alkire, Mesa
V.P. Yuma Fed. - Marion Griffin, Somerton
V.P. Northern Fed. - Jay Turley, Thatcher
V.P. Gila Valley Fed. - Foster Carlson, Pima
Secretary - Jack Bowen, Gilbert
Treasurer - Elmer Emerick, Somerton
Reporter - George Knox, Coolidge
Executive Secretary - J. R. Cullison, Tucson
Adviser - L. D. Klemmedson, Phoenix

1942-43

President - Joe Lamb, Gilbert
V.P.N.S.R.V. - Wilbur Baker, Tolleson
V.P.S.S.R.V. - Joe Ellsworth, Mesa
V.P. Northern Fed. - Martin Bushman, Snowflake
V.P. Gila Valley Fed. - James Mortenson, Thatcher
V.P. Yuma Valley Fed. - Elmer Emerick, Somerton
V.P. Southern Fed. - Ted Siek, Benson
Treasurer - Paul Thatcher, Chandler
Secretary - Tom Harris, Mesa
Reporter - Louis Tryon, Tempe
Executive Secretary - J. R. Cullison
Adviser - L. D. Klemmedson

1943-44

President - Newell Barney, Safford
V.P.N.S.R.V. - Wilbur Baker, Tolleson
V.P.S.S.R.V. - William Dunn, Florence
V.P. Southern Fed. - Ernest Browning, Willcox
V.P. Yuma Valley Fed. - Melvin Gifford, Yuma
Treasurer - Edward Power, Yuma
Secretary - Gene Fleming, Tolleson
Reporter - Joe Lamb, Mesa
Executive Secretary - J. R. Cullison
Adviser - L. D. Klemmedson

1944-45

President - Louise Tryon, Tempe
V.P.N.S.R.V. Fed. - Gene Fleming, Tolleson
V.P.S.S.R.V. Fed. - Harrison Veale, Chandler
V.P.Northern Fed. - Charles Peterson, Snowflake
V.P. Yuma Valley Fed. - Lawrence Castine, Yuma
V.P. Southern Fed. - Alvin Browning, Willcox
Treasurer - Bill Gates, Tempe
Secretary - Kort Meier, Jr., Yuma
Reporter - Theodore Smith, Snowflake
Executive Secretary - J. R. Cullison
Adviser - L. D. Klemmedson

1945-46

President - Neil McLeod, Peoria
V.P.N.S.R.V. - Phillip Knapple, Phoenix
V.P.S.S.R.V. - James Dunn, Florence
V.P. Yuma Valley Fed. - George Seamans, Jr., Yuma
V.P. Gila Valley Fed. - Alvin Browning, Willcox
V.P. Northern Fed. - Ira Willis, Snowflake
Secretary - Clare Huber, Mesa
Treasurer - Willie Storie, Coolidge
Reporter - Bill Gates, Tempe
Executive Secretary - J. R. Cullison
Adviser - L. D. Klemmedson

State Conventions and Leadership Conferences

Before 1942 the State FFA Convention was held during the annual Judging Contest for students of vocational agriculture at the University of Arizona. Because of restrictions on travel, the judging events were discontinued with the 1941 program. Since that date the convention has been combined with the leadership training conference which was started in 1940 with the first meeting at the State Teachers' College in Flagstaff, July 16-18.

The second Leadership conference was held at Flagstaff, June 30, July 1-3, 1941. Henrie Miller, national FFA President from Miami, Utah, was one of the conference leaders.

The third Leadership conference was held at Flagstaff, August 3-5, 1942. Cecil Miller, President of the Arizona Farm Bureau was the main speaker on the banquet program.

The fourth Leadership conference was held at Prescott, August 18-23, 1943. Marvin Jagels, National Vice-President from Buell, Idaho, participated in the entire conference. His contributions were an inspiration to all in attendance. His main address was "Future Farmers in a World at War."

The fifth Leadership conference was held at the University of Arizona, August 2-5, 1944. Robert Bowman, National FFA President from Buttonwillow, California, rendered able assistance in the conference which was conducted as an organized training school for chapter officers. Alvin Browning, first vice-president, served as chairman in the absence of Newell Barney, who was in the armed services.

The sixth Leadership conference was held at Prescott, July 11-13, 1945. Since none of the regular officers were present (most of them in the armed services) it was necessary to elect a new set of officers at the first session of the conference. The National FFA president could not attend because of National Executive Committee meeting. A new award for outstanding service to the FFA was initiated. It is a certificate for "The Future Farmer of the Year." The award was made to Marvin Johnson, President of the Willcox Chapter, for his services during the absence of the agriculture teacher in the armed services.

The Public Speaking Program

The public speaking contest has been held in connection with the National Convention since 1930. The regional contest is held at the time of the Annual Regional Conference on Agricultural Education. The State contest formerly held during the annual judging contest at the University, has been conducted at the Mission Field Day in recent years and was held as a special event at the Gila Junior College last year.

Speakers Who Represented Arizona in the Regional Contest, 1938-1945

Year	Speaker and Subject	Where Contest was Held
1938	Smith Broadbent, Snowflake** "Agricultural Research and Its Relation to Agriculture"	Estes Park, Colo.
1939	Donald Nord, Parker "Our Need for Self Conservation"	Berkeley, Calif.
1940	Melvin Huber, Mesa "The Master Farmer"	Seattle, Wash.
1941	Robert McCreight, Tolleson "Soil Conservation, Man's Greatest Battle"	Salt Lake City, Utah
1942	James Mortenson, Thatcher "Soldiers of the Soil"	Cheyenne, Wyoming
1943	Frank Cook, Peoria "Challenges of 1943"	Portland, Oregon
1944	Marvin Johnson, Willcox "Post-War Thinking vs Post-War Dreaming in Agriculture"	Phoenix, Arizona
1945	Wayne Rainey, Phoenix "Agriculture an Everchanging Vocation" (Won the State contest; did not enter regional contest)	Boise, Idaho

** Placed second in regional contest
* Placed fourth (received bronze medal)

Highlights in the Program of the Arizona Association

1936-1945

1936-37: A meeting at Tolleson in the fall of 1936 was held for a discussion on program planning and duties of officers by W. A. Ross, National Executive Secretary. Officers and advisers from the Salt River Valley attended.

Les Murray, Santa Rosa, California, Regional Vice President attended the State Convention at the University of Arizona, April 22-24, 1937. Members of the Yuma Chapter under the direction of adviser C. A. Henderson appeared on the National FFA Radio Program with a skit on the subject of "Old Farms and Ranches."

1938-39: A collegiate FFA chapter was organized at the University of Arizona during the first semester with nine charter members. Among the officers were Ford Gano, President; Wallace Schafer, Vice-President; Henry B. Gray, Reporter. The first annual FFA banquet was held at the University of Arizona as the final session of the State Convention on April 14, 1939. Robert Elwell, Gorman, Maine, National FFA President, was the main speaker on the program.

J. A. Linke, National Adviser of the FFA, visited several chapters in the State and attended the NSRV public speaking contest at Litchfield Park.

1940-41: The Arizona Association was given a bronze emblem classification and awarded a plaque at the 1940 National Convention. W. A. Ross, FFA National Executive Secretary, was the guest speaker at a special banquet program in Phoenix in November. Advisers and chapter officers from the entire State attended the event.

1941-42: Robert McCreight, State President of Tolleson, was scheduled to appear on the National FFA Radio Program on December 8, 1941, speaking from Los Angeles on "The History and Development of the McCreight Farm." The program was canceled to clear the network for President Roosevelt's talk following the Pearl Harbor attack.

1943-44: At the Leadership Conference in Tucson, Lawrence Castine of Yuma, received the Firestone award as the most deserving State Farmer of the year.

During the Pacific Regional Conference in Phoenix on April 24, 1945, the State Association conducted a banquet in honor of the contestants in the Regional Public Speaking Contest from the eleven western States. Among the guest speakers were Dr. J. C. Wright, Assistant U. S. Commissioner of Education, A. W. Tenney, National Executive Secretary, and Sidney P. Osborn, Governor of Arizona, who was awarded the Honorary State Farmer Degree along with five other friends of the FFA. Those awarded the degree included Mrs. Elizabeth Homringhausen, the first woman to receive this recognition from the Arizona Association.

The first joint meeting of members from FFA chapters and Home Economics Clubs was conducted by the Gila Valley and Southern Federations at Willcox, in the spring of 1943.

Tolleson organized a cooperative for the purchase and operation of farm machinery. The group was incorporated under the cooperative law of Arizona. This chapter was therefore the first in the State to conduct the above activities as part of a chapter program.

CONSTITUTION AND BY-LAWS OF THE ARIZONA ASSOCIATION

(Revised August, 1944)

Article I - Name and Purposes

Section A - The name of this organization shall be "The Arizona Association, Future Farmers of America." Members are hereinafter referred to as "Future Farmers of America." The letters "F.F.A." may be officially used to designate the organization, its units, or members thereof.

Section B - The purposes for which this organization is formed are as follows:

1. To develop competent aggressive, rural and agricultural leadership.
2. To create and nurture a love of country life.
3. To strengthen the confidence of farm boys and young men in themselves and their work.
4. To encourage members in the development of individual farming programs and establishment in farming.
5. To encourage members in the development of individual farming programs and establishment in farming.
6. To encourage members to improve the farm home and its surroundings.
7. To participate in worthy undertakings for the improvement of agriculture.
8. To develop character, train for useful citizenship, and foster patriotism.
9. To participate in cooperative effort.
10. To encourage and practice thrift.
11. To encourage improvement in scholarship.
12. To provide and encourage the development of organized rural recreational activities.

Article II - Organization

Section A - The Arizona Association, Future Farmers of America, is a State organization of (1) chartered local chapters in schools having organized instruction in vocational agriculture under the provisions of the National Vocational Educational Acts; (2) a collegiate chapter. The State Association is affiliated with the National Organization of Future Farmers of America.

Section B - Active chapters of the Future Farmers of America for students enrolled in school shall be chartered only in schools where systematic instruction in vocational agriculture of the all-day or day-unit type is offered under the provisions of the National Vocational Education Acts. In case a local department is discontinued, the chapter so involved may be permitted to operate officially for a period not to exceed 12 months from the date of discontinuance of the department in the school

concerned, providing proper supervision and guidance can be given the chapter work by a member of a school faculty having the approval of the State Adviser. Local chapter charters must be surrendered to the State Adviser at the end of the 12-month period indicated if vocational agriculture is not in operation again at that time.

Section C - A Collegiate Chapter designed primarily for training prospective teachers of vocational agriculture in their duties as local advisers of FFA may be established in the institution recognized for the training of teachers of vocational agriculture.

Section D - Members from local chapters shall meet, organize, adopt a constitution not in conflict with the State and National Constitutions, elect officers set up a program of work, and then apply to the State Executive Committee for membership in the State Organization. Upon receipt of a charter from the State Association, a chapter and the members thereof will be recognized as Future Farmers of America.

Section E - The general plans and provisions under which Collegiate Chapters operate shall be included in the by-laws attached to this constitution.

Section F - The local Chapters of the State are grouped into Federations corresponding to the regions into which the State is divided by the vocational agriculture supervisory staff for administration and supervisory purposes

Delegates from local chapters within a Federation may meet, organize, elect officers, and set up a program of work in keeping with the State and National programs.

Article III - Membership

Section A - Membership in this organization shall be of four kinds: (1) Active, (2) Associate, (3) Collegiate, and (4) Honorary.

Section B - Active membership. Any male student not over 25 years of age who is regularly enrolled in an all-day or day-unit class in vocational agriculture is entitled to become an active member of the FFA upon receiving majority vote of the chapter membership at any regular meeting. A member may retain his active membership throughout his high school career and for three years from the date of graduation, completion of high school vocational agriculture classroom instruction, or leaving school. No individual, however, may retain his active membership beyond his 25th birthday.

A member who is in good standing at the time he is inducted into the Armed Forces of the United States of America shall be in good standing during the period of his induction without further payment of dues or attendance at meetings. Time spent in the Armed Forces shall not be considered as elapsed time in determining the maximum period of three years after the first national convention following completion of high school vocational agriculture classroom instruction or leaving school. Members use of this waiver of service time for the purpose of maintaining active membership for application for advance degrees must resume active participation within six months after having been honorably discharged from service, indicating such a desire by payment of dues and attendance of meetings.

Section C - Associate membership. Following the termination of active membership status a member automatically becomes an associate member.

Section D - Collegiate membership. This may include all trainees preparing to teach

vocational agriculture and former active FFA members who are enrolled in the institution concerned.

Section E - Honorary membership. Instructors, school superintendents, principals, teachers, business men, farmers, and others, who are helping to advance vocational agriculture and the FFA and who have rendered outstanding service, may be elected to honorary membership by a majority vote of the members present at any regular meeting.

Article IV - Membership Grades and Privileges

Section A - There shall be four grades or degrees of membership based upon achievement. These grades are: (1) Green Hand, (2) Chapter Farmer, (3) State Farmer, and (4) American Farmer.

All "Green Hands" are entitled to wear the bronze emblem pin. All "Chapter Farmers" are entitled to wear the silver emblem pin. All "State Farmers" are entitled to wear the gold emblem charm. All "American Farmers" are entitled to wear the gold emblem key.

Section B - Green Hands Degree. Minimum qualifications for election:

1. Be regularly enrolled in a class of vocational agriculture and have satisfactory and acceptable plans for a program of supervised farming.

2. Be familiar with the purposes of the FFA and the program of work of the local chapters.

3. Recite from memory the Creed of the Future Farmers of America.

4. Receive a majority vote of the members present at a regular meeting of local chapter of the Future Farmers of America.

Section C - Chapter Farmer Degree. Minimum Qualifications for Election:

1. Must have held the degree of Green Hand for at least one year immediately preceding election to the degree of Chapter Farmer and have a record of satisfactory participation in the activities of the local chapter.

2. Must have satisfactorily completed at least one year of instruction in vocational agriculture, have in operation an improved supervised farming program, and be regularly enrolled in a vocational agriculture class.

3. Be familiar with the purposes and programs of work of the Federation, State Association, and National organization.

4. Be familiar with the provisions of the constitution of the local chapter.

5. Be familiar with parliamentary procedure.

6. Be able to lead a group discussion for fifteen minutes.

7. Must have earned by his own efforts from his supervised farming program and deposited in a bank or otherwise productively invested at least $25.00

8. Receive a majority vote of the members present at a regular active local chapter meeting.

Section D - State Farmer Degree. Minimum Qualifications for Election:

1. Must have held the degree of Chapter Farmer for at least one year immediately preceding election to the degree of State Farmer, have been an active member of the FFA for at least two years, and have a record of satisfactory participation in the activities of the local chapter.

2. Must have satisfactorily completed at least two years of instruction in vocational agriculture including his supervised farming program, have in operation an outstanding program of supervised farming, and be regularly enrolled in a vocational agriculture class (or have completed all the vocational agriculture offered in the school attended).

3. Be familiar with the provisions of the constitution of the State Association and national organization.

4. Demonstrate proficiency in parliamentary procedure.

5. Be able to lead a group discussion for forty minutes and pass some occupational FFA test provided by the State Executive Committee.

6. Must have earned by his own efforts from farming or other agricultural work and deposited in a bank or otherwise productively invested at least $250 (at least two-thirds of the amount must be derived from his supervised farming program).

7. Show leadership ability by having held responsible positions in connection with student, chapter, or community activities and as a member of the school judging team, debating team or some other team representing the school.

8. Show outstanding ability as evidenced by his leadership and cooperation in student, chapter, and community activities and have a satisfactory scholarship record as certified to by the local school superintendent or principal.

9. Must have participated in an outstanding way in activities for community improvement and the development of agriculture.

10. The State shall be entitled to elect ten qualified individuals, but when the State membership exceeds 500, not more than two per cent of the total State membership shall be elected (fractions counted to the nearest whole number). Written records of achievement verified by the local adviser shall be submitted to the State adviser by the local Executive Committee at least one month prior to the State Convention. The State adviser will then review the records, prepare briefs, and submit his recommendations to the State Executive Committee. This committee will nominate at the regular State Convention the candidates who have been found most worthy to receive the honor. Briefs of the records shall be made available to the delegates when the candidates are nominated. The delegates shall then proceed to elect to the Third Degree the candidates found most worthy.

11. Star State Farmer. At each annual convention the designation "Star State Farmer" may be bestowed on one active State Farmer upon recommendation of the State Executive Committee. Candidates for this honor shall submit records of achievement as designated by the State Executive Committee, and shall have demonstrated their ability to farm by conducting an outstanding supervised farming program leading to their establishment in farming. When possible a suitable award shall be given to the successful farmer.

Section E - American Farmer Degree. Minimum Qualifications for Election:

Note:- To be recommended by the State Executive Committee of the Arizzona Association of Future Farmers of America for the American Farmer Degree, a State Farmer must satisfy the following:

1. Must have held each of the three prerequisite degrees prior to election to the Degree of American Farmer, have been an active member of the FFA continuously for at least 36 months, and have a record of satisfactory participation in the activities of the local chapter and State Association.

2. Must have satisfactorily completed at least three school years of instruction in vocational agriculture, or have completed all of the vocational agriculture offered in the school last attended, have been out of high school for at least 12 months prior to the convention at which the degree is granted, and have in operation an outstanding program of supervised farming. Productive projects must show comprehensive planning, continuation, growth, and increase in scope as substantiated by complete, accurate, and neat records.

3. During the period covered by his application, the candidate must have earned by his own efforts from farming and other agricultural work and have deposited in a bank or otherwise productively invested at least $500, provided that at least two-thirds of this amount is derived from his supervised farming program. In the cases where the applicant has assisted in the support of dependents, the amount so expended, in the judgment of the National Board of Trustees, may be considered as an investment.

4. Show outstanding ability in leadership and cooperation.

5. Show outstanding ability as evidenced by his leadership and cooperation in student, chapter, and community activities and have a satisfactory scholarship record as certified to by the local school superintendent or principal.

6. Be recommended by the National Board of Trustees and receive a majority vote of the delegates present at a national convention of Future Farmers of America. American Farmer applications must be in the national FFA office not later than midnight, June 30, prior to the national convention at which the application will be considered. Applications not in the national office on June 30th or received from States from which all national dues for the fiscal year have not been received by the National Treasurer on or before June 30th will be rejected.

Article V - Officers

Section A - The officers of the State Association shall be a president, six vice-presidents, secretary, treasurer, reporter, and adviser. The officers shall perform the usual duties of their respective offices. The student officers, the State adviser, the State Executive Secretary, and the outgoing State President shall constitute the Executive Committee of the State Association. The Executive Committee of the State Association shall have full authority and control over the association, subject only to such regulations and by-laws as may be adopted by the State Association (at any annual convention). The officers of the Association shall be elected annually by a majority vote of the delegates assembled in annual convention except that the State Adviser shall be the State Supervisor for Vocational Agriculture. An Executive Secretary-Treasurer from the State professional staff may be named by the State Adviser subject to the approval of the State Executive Committee.

Section B - The officers of the Federations shall consist of a president, vice-president, secretary, treasurer, reporter, and adviser. The adviser of the chapter of which the Federation President is a member shall assume the duties of Federation Adviser. The State Vice-President representing each Federation shall assume the duties of a President. All other Federation officers shall be elected annually by a majority vote of the delegates present at a regular Federation meeting held between July 1 and September 1. The student officers and Federation Adviser shall constitute the Federation Executive Committee and shall have full authority and control over the Federation subject only to such regulations and by-laws as may be adopted by the Federation delegates at any regular meeting.

Section C - Chapter officers shall consist of a president, vice-president, secretary, treasurer, reporter, and adviser. Other officers may be designated if desirable. The local teacher of vocational agriculture shall assume the responsibilities of the local adviser. Officers of the local chapter shall be elected annually or semi-annually at a regular meeting of the local chapter. The chapter Executive Committee shall be composed of the chapter officers.

Section D - Honorary Members shall not vote nor shall they hold any office except that of adviser in the local chapter, that of Executive Secretary-Treasurer, and adviser in the State Association.

Section E - Only members who have been elected to the degree of State Farmer are eligible to hold State office. Officers in the local chapters must not rank lower than the grade of Chapter Farmer after the chapter has been established in any given school for one year or longer. Federation officers shall hold the Chapter Farmer or higher degree.

Article VI - Meetings

Section A - A State Convention shall be held annually and shall be at least 45 days prior to the National Convention at a time and place to be determined upon by the State Executive Committee.

Section B - Federations shall hold their meetings quarterly or more often throughout the calendar year and at such time and place as may be decided upon by the Federation Executive Committee or delegates assembled in any regular meetings.

Section D - The State Association is entitled to send two delegates from the active membership to the national convention.

Section E - Each local chapter shall be entitled to send two delegates from the active membership to the State Convention, and two or more to the Federation meetings.

Article VII - Dues

Section A - Annual membership dues in the State organization shall be fixed by the State Executive Committee on the basis of a budget submitted by said committee and approved by a majority vote of the delegates present at the State Convention of Future Farmers of America.

Section B - Annual membership dues in Federations may be fixed by the Federation Executive Committee, subject to approval by a majority vote of the dele-- gates present at the Federation meetings of Future Farmers of America.

Section C - The dues of any chapter shall be fixed by a majority vote of the membership of that chapter.

BY-LAWS

Article I. Duties of the State Officers

Section A. The President. It shall be the duty of the President to preside over State Conventions of Future Farmers of America, and over all meetings of the State Executive Committee. The President shall call one State convention each year on such date and at such place as shall be fixed by a majority vote of the State Executive Committee. The President shall appoint all committees and may serve as an ex-officio member of these committees.

Section B. Vice-Presidents. It shall be the duty of the six Vice-Presidents, acting under the direction of the President, to look after the welfare of the FFA organization in the six regions of the State. One Vice-President shall be elected from and represent the Northern Arizona Federation; one elected from and represent the Gila Valley Federation; one elected from and represent the Southeast Salt River Valley Federation; one elected from and represent the Northwest Salt River Valley Federation; one elected from and represent the Yuma County Federation; and one elected from and represent the Southern Arizona Federation. In case the office of President becomes vacant by resignation or otherwise, the first Vice-President shall assume his duties, followed in turn, if occasion demands, by the Second and Third Vice-Presidents in the order named.

Section C. The Student Secretary. The Student Secretary shall perform the duties common to such an office, such as keeping an accurate record of the sessions of the State convention and of the meetings of the State Executive Committee, one copy of which shall be given to the State Adviser for the permanent files and one copy kept for his own files. He shall perform such other duties as he is directed to perform by the State Executive Committee or by the State Adviser.

Section D. The Adviser. The Adviser is an ex-officio member of all committees. It is also his duty to advise the State Executive Committee, delegates, and committees on matters of policy and assist the State officers in conducting meetings and carrying out programs. The Adviser reviews all applications for the State Farmer degree and prepares a brief of the qualifications of the candidates to be submitted to the State Executive Committee with his recommendations.

Section E. The Treasurer. The Treasurer shall act as custodian of the funds of the organization; collect national, State and federation dues; keep an accurate record of all receipts, bank deposits, and disbursements; and make an annual report on such matters at the State Convention and such other supplementary reports as may be directed by the State Executive Committee including the presentation of annual budget at the State Convention. He shall pay out of the treasury such funds as are ordered paid by the Finance Committee on checks countersigned by himself and Adviser. He shall furnish a complete audit to be reviewed by the Auditing Committee.

Section F. The Reporter. The Reporter shall act as editor of the ARIZONA FUTURE FARMER and as such shall be responsible for collecting news items and preparing them for publication. He shall write and submit to the press, articles on State Conventions and meetings of the State Executive Committee and shall perform other duties as directed by the State Executive Committee.

Section G. The Executive Secretary. The Executive Secretary shall assist State officers and Executive Committee in the absence of the State Adviser. He shall assist in the evaluation of State Farmers; assist in evaluation of Chapter reports and accomplishments; assist in preparing rules and regulations for FFA contests; and assist the Executive Committee in making preparations for the annual convention and other duties as prescribed by the State Executive Committee.

ARTICLE II - State Advisory Council

There shall be a State Advisory Council of the Future Farmers of America composed of the State Supervisor of Vocational Agriculture; the teacher-trainers of agricultural education; one critic teacher, and the President of the Agricultural Teachers' Association. The State Adviser shall act as chairman of the council.

The State Advisory Council shall cooperate with and serve in an advisory capacity to the State Adviser of the FFA, assist with the administrative direction of the organization, and interpret the State constitution of the FFA.

The State Advisory Council shall possess the power to approve actions of the State Executive Committee and the delegates to the State convention.

ARTICLE III - Committees

The President of the State Association of Future Farmers of America shall appoint two committees annually; the Auditing Committee, and the Committee on Program of Work. Other committees may be appointed as necessary.

The Executive Committee shall constitute the Nominating Committee. The Nominating Committee shall, after careful consideration of the Future Farmers of America personnel, place in nomination the candidates for the various State offices.

The Auditing Committee shall audit the books of the Treasurer.

The Committee on Program of Work shall set up the annual objectives and goals of the State Association and suggest ways and means of attaining them.

The Finance Committee shall consist of the President, Secretary, Treasurer, and Adviser, and shall have authority to approve for payment the bills of the association. The Treasurer and the Adviser shall countersign checks in payment there of.

ARTICLE IV - Reports to the State Executive Committee

Section A. Each chapter shall submit the following information to the State Executive Committee through the State Adviser.

1. A list of the newly elected chapter officers immediately following such election.

2. A report on any changes in, or amendments to, the chapter constitution and by-laws immediately following such changes or amendments.

3. A list official delegates to the State convention at least two weeks prior to the convention.

4. An annual chapter report on forms furnished by the State Executive Committee, giving such data on status, activities, and progress as may be deemed advisable and called for by the State Executive Committee.

The FFA year shall be July 1st to June 30th.

Section B. Each Federation shall submit the following information to the State Executive Committee through the State Adviser.

1. A list of newly elected Federation officers immediately following their election.

2. A list of the results of all contests held by the Federation including the annual public speaking contest.

3. A financial report during the month of July covering the period June 1st - June 30th immediately preceding.

ARTICLE V - Procedure for Electing State Officers

The Nominating Committee shall study and review the qualifications of all members who are eligible for consideration for State office. This Committee shall report during the State convention. Election of officers which shall be by ballot shall require a majority vote of all the delegates present.

The President, Secretary, Treasurer, and Reporter shall be elected from the membership at large.

The election of Vice-Presidents shall follow a seniority cycle. The Federations from which the Second Vice-President comes during the current year shall be entitled to a First Vice-President the succeeding year and so on for the other Federations.

ARTICLE VI - Procedure for Issuing Charters to Chapters

Local groups shall apply through the State Adviser for affiliation with the Future Farmers of America organization, using the form provided. Such applications shall be signed by the President, Secretary, and Adviser. The following materials shall accompany the application for a chapter charter:

1. A copy of the proposed constitution and by-laws.

2. A copy of the annual program of work.

3. A complete list of local members.

4. A list of the officers, with name, and address of each.

5. A remittance of $2 to cover cost of charter and lettering.

A charter shall be granted by the State Executive Committe upon such application, provided the proposed chapter constitution is not in conflict with the State and National Constitution of the Future Farmers of America, such charter to be signed by the State President, Secretary, and Adviser.

The delegates at any annual State convention shall have the power to suspend chapter charters upon receipt of evidence of infringement on provisions of the State and National Constitutions.

ARTICLE VII - Procedure for Determining Standing of Chapters & Members

A chapter of the FFA shall be considered in good standing with the State Association of Future Farmers of America when the following conditions are met:

1. All current annual State and National dues paid into the State treasury on a date specified by the State Executive Committee.

2. All reports submitted to the State Executive Committee or State Adviser as requested.

3. Chapter constitution not in conflict with the State and National constitution in any of its provisions.

4. Participation in the State and National Program of Work has been shown.

An active member shall be considered in good standing when:

1. He attends local chapter meetings with reasonable regularity.

2. He shows an interest in, and takes part in, the affairs of the chapter.

3. He pays his dues regularly.

In case any chapter is not in good standing for a period of six months prior to the State convention, the delegates in State convention shall have the power, upon recommendation of the State Executive Committee, to withdraw or suspend the charter and refuse such chapter official representation at the annual State convention. When, and if, such action is taken, the chapter in question shall be denied the regular privileges enjoyed by chapters. A chapter may be reinstated at any time by action of the State Executive Committee by meeting the requirements for good standing, including the payment of a fee of $1.00; one year's back dues on all old members in the chapter, and current dues for all members.

ARTICLE VIII - Procedure for Choosing Candidates for the American Farmer Degree

Section A. The association may submit, annually, one candidate for the American Farmer Degree for each 1,000 members in the Association or major fraction thereof.

Section B. Application for the degree shall be forwarded to the State Adviser so as to reach him at least sixty days before the National Convention.

Section C. Neatly compiled applications conforming to regulation guide forms prepared and distributed by the National Executive Secretary must be submitted and accompanied by complete accurate records of the supervised farming programs conducted by the candidate.

Section D. The application shall be reviewed by a committee appointed by the State President and consisting of the State President and Secretary, one former American Farmer, a local chapter adviser, the State Adviser, and the members of the teacher-training staff.

ARTICLE IX - Procedure for Choosing Candidates for the State Farmer Degree

Section A. All chapters in good standing may submit candidates for the State Farmer Degree.

Section B. Election to the State Farmer degree shall be from the candidates at large.

Section C. Not more than 2% of the total State membership may be elected (fractions counted to the nearest whole number).

Section D. The State Executive Committee shall prepare annually a form to be used by candidates in making application for the State Farmer Degree. Copies of the application form shall be sont to each local adviser at least three months prior to the meeting of the State Convention.

Section E. Applications for the State Farmer degree approved by the chapter adviser shall be forwarded by the local Executive Committee to the State Adviser at least 30 days prior to the State Convention of FFA.

Section F. Neatly compiled applications must be submitted on the regulation forms prepared and distributed by the State Executive Committee, and must be accompanied by complete accurate records of the supervised farming program of the candidate.

Section G. The State Adviser will review the records, prepare briefs, and submit recommendations to the State Executive Committee.

Section H. The State Executive Committee will review the briefs and will nominate at the regular State Convention the candidates who have been found most worthy to receive the degree.

Section J. The delegates shall elect to the third degree the candidates found most worthy.

ARTICLE X - Collegiate Chapters

Collegiate chapters of the Future Farmers of America may be organized in institutions recognized for training teachers of vocational agriculture. Such chapters shall be organized primarily for the purpose of training prospective teachers of vocational agriculture in their duties as local advisers of Future

Farmers of America.

Membership may include trainees preparing to teach vocational agriculture and former active FFA members who are enrolled in the institution.

The general plans for collegiate chapter work shall be developed by the State Executive Committee but may be approved, altered, and revised by the delegates assembled in national convention.

All activities of collegiate chapters of Future Farmers of America and members thereof shall be in harmony with the purposes, principles, and ideals of the Future Farmers of America organization.

Each collegiate chapter shall submit to the State Adviser an annual report covering program of work and achievements for the current year ending May 31st.

Collegiate chapters shall be chartered by, and be under the authority of State Associations of Future Farmers of America in the States concerned.

The work of collegiate chapters shall be carried on with the regular equipment and paraphernalia of the Future Farmers of America, except that members of collegiate chapters who were not FFA members in high school shall not be entitled to wear the regular insignia of the Future Farmers of America.

All collegiate members are entitled to wear an Owl pin of special design.

PART TWO

CHAPTER ORGANIZATION

Newell Barney (left) of Safford was elected State President at the 1943 convention. Joe Lamb, Gilbert, retiring President, presents him with the gavel at the final conference session.

Committee organization and activities for members should offer opportunities for the development of leadership abilities.

DUTIES, QUALIFICATIONS AND SUGGESTIONS TO CHAPTER OFFICERS*

The following list of duties and qualifications of chapter officers should be carefully studied by members before nominating or electing chapter officers.

It is well for the president to devote a meeting to this problem and solicit as much information as possible from chapter members. These qualifications should be listed on the blackboard as they are suggested by members, then discussed as a basis for nominating the best qualified candidate to each office. A newly elected officer should carefully study the duties listed for his particular office.

The President and Vice-President

Qualifications:

1. Good voice.
2. Poise.
3. Good parliamentarian.
4. Natural leader.
5. Interested in work of chapter.
6. Must be fair to all members.
7. Must be aggressive.
8. Pleasing personality.
9. Must be tactful.
10. Must be responsible.
11. Neat appearance.
12. Firm.
13. Must think clearly.
14. Prompt.
15. Must know the FFA organization.

Duties:

President:

1. Conduct meetings.
2. Call meetings.
3. Appoint committees.
4. Keep order.
5. Represent the chapter.
6. Help plan meetings.
7. Act as ex-officio member of all committees.
8. Keep the chapter moving.
9. Administrative officer.
10. Coordinator of efficiency.
11. Contact man of chapter.
12. Check and prosecute the work of the chapter.
13. Speak on occasion.

Vice-President:

1. Preside in absence of president.
2. Assist president at all times.
3. Aid in opening and closing meetings.
4. Organize committee work.
5. Aid in making the program of work.
6. Help secretary write up program of work.
7. Act as chairman of advisory committee.

*References: 4 - Chap. I, II; 13 - pp. 68-72; 15 - pp. 56-60;
25 - Part IV (Numbers refer to list of publications in bibliography).

The Secretary*

Qualifications:

1. Able to write legibly.
2. Dependable.
3. Accurate, alert and industrious.
4. Able to interpret activities of chapter.
5. Able to keep neat records.
6. Able to understand constitution and by-laws of chapter.
7. Able to condense material.
8. Prompt.
9. Good in English.
10. Good letter writer.
11. Able to type.

Duties:

1. Prepare and read minutes.
2. Preside in absence of president and vice-president.
3. Provide proper equipment for all officers.
4. Take roll-call and corresponds.
5. Member of scrapbook committee.
6. Require written report from all committees.
7. Check information on Green Hands.
8. Send in all reports.
9. Notify members of meetings.
10. Inform president of unfinished business and coming events.
11. Have knowledge of the order of business.
12. Count and record votes.
13. Keep permanent records of the chapter.
14. Keep membership records.
15. Issue membership cards.
16. Assist president prepare agenda for each meeting well in advance of the time of meetings.
17. Must have on hand at each meeting the following:
    - Secretary's book and minutes of previous meeting; also notebook for taking notes.
    - List of committees and committee reports.
    - Copies of local, State and national programs of work.
    - Copies of constitutions and by-laws.
    - Copy of the official manual.

Equipment needed:

A notebook for taking notes.
An official chapter secretary's book in which the following items are recorded:

- Chapter program of work.
- Calendar of activities.
- Record of members and degrees held.
- A list of committees.
- Approved minutes.

Several copies of the official manual.
A drawer with A-Z index in the steel filing cabinet in the office of the Agriculture Department.

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*Reference: 17 - pp. 25-27

Suggestions to the secretary:*

Provide a complete set of guide cards from A-Z with manila folders properly labeled and filed in the bottom drawer of the steel filing cabinet, as follows:

Grade Card	Manila Folder
A	Accounts due Accounts owed American Farmer Applications (forms and information) Arizona Future Farmer
B	Banquet programs and suggestions Budgets (National, State, Local)
C	Certificates (Honorary Future Farmer, Chapter Farmer) Circular letters (Vocational, FFA) Clippings for Scrap Book Committees (State, Federation, Local) Constitution and By-Laws (National, State, Local) Contests (National Chapter, Public Speaking, Parliamentary Procedure, National Farm Mechanics, Sears Roebuck Foundation, Chapter Activity, State Judging, Miscel.) Conventions (National, State) Correspondence
D	"Dead lines" on contests and reports Delegates to meetings and conventions
E	Executive Committee - minutes Exhibits
F	Fairs and shows Federation programs and activities Films and visual materials on the FFA
G	
H	Honorary Members History of the FFA
I	Index to FFA articles in periodicals (Farm Youth Magazine, etc.)
J	
K	
L	Leadership conference materials and reports Library lists and materials
M	Manuals, official Membership records (active, associate, honorary, membership cards, etc.) Music

*Reference: 11 - p. 36

Guide Card	Manila Folder
N	News letters
O	Officers (national, State, Federation, local)
P	Paraphernalia Parliamentary procedure materials Pictures Proceedings of national convention Programs of work (national, State, federation, local) Publicity Public speaking materials
R	Radio programs Recreation projects Reporter's records Reports (annual chapter)
S	Scholarship records Secretary's book (use new book each year) Stationery and stamps Sentinel State Farmer Application (forms and information) Supplies, (source of)
T	Trips and tours Thrift and investments Treasurer's records
U	
V	
W	
X-Y-Z	

Do not use loose sheets of paper for taking notes; the record is too easily lost. Use a bound leaf type of notebook for this purpose.

Provide a large wall chart, listing the program of work and committees responsible. Accomplishments should be recorded as soon as reported by the committee in charge.

Insist on receiving a written record of the report of any committee.

Follow a definite form in writing minutes.

Write the place and date of meeting at top of page.
Leave an inch margin at left of page.
Make a separate paragraph for each item.
State in the first paragraph the names of the chapter, the kind of meeting, (whether regular or special), the place of meeting, and the date.
State whether the meeting was called to order by the president, vice-president, or temporary chairman and give his name.

Give the name of the person who was appointed secretary pro tem if the regular secretary was absent.

Include a statement as to the number of members present (a complete attendance record should appear elsewhere in the secretary's book).

Use ink in writing copy of minutes to be presented to chapter if you do not use a typewriter.

Record approval of minutes in this fashion: "approved as read" or "approved as corrected." Month_____ Day_____ Year_____ Signature of Secretary_____

Write legibly in the third person, using correct grammar and spelling all words in full.

See that all essential facts are included but in brief form. Accuracy should be the watchword.

Make rough notations in notebook during meeting regarding matters which should appear in your record. Write up the minutes at the first opportunity after the meeting.

Write minutes that can be fully understood by anyone reading them, whether he was present at the meeting or not.

Schedule of "deadlines" and reports to be made by local FFA chapters in Arizona:

January 1 - Chapter FFA programs of work due. (Forms will be sent to chapters at least thirty days in advance).

January 1 - Final date for entering National Chapter Contest. (Same report as above).

February 1 - Final date for submitting State Farmer applications. (Two copies of the application form sent to each chapter. Additional copies available on request).

March 1 - Final date for submitting applications for American Farmer degree. (Report forms sent by State office on request).

March 1 - Deadline for submitting manuscripts of contestants in State Public Speaking Contest.

June 1 - Final date for paying State and national FFA dues.

June 1 - Final date for submitting entries to National Office in the John Deere Farm Mechanics award.

July 1 - Names of chapter officers for the new year are due.

July 15 - FFA annual reports due. (Report forms provided by State Executive Secretary at least thirty days in advance).

August 1 - Final date for submitting "Report of Accomplishments" by chapters participating in the State and National Chapter Contests. (Forms will be sent to participating chapters at least thirty days in advance).

Names of delegates to State Leadership Conference are due two weeks prior to the conference date.

All reports should be sent to the State Executive Secretary, Arizona Association, FFA, Department of Agricultural Education, University of Arizona, Tucson.

Source of official supplies and equipment:

Adviser pins (1)
Arm bands, felt (8)
Badges and buttons (9)
Banners, felt (8)
Belts and buckles (1)
Busts, Washington and Jefferson (2)
Caps (8)
Charters for chapters (13)
Collegiate chapter pins (1)
Cups, trophy (1)
Cuts and mats of emblem (7)
Decalcomanias, emblem (4)
Degree pins and keys (1)
Drapes, officer (2)
Ear of corn, model (2)
Electrical transcriptions:
"F.F.A. March" and
"Hail the F.F.A." (12)
Electrotypes, Emblems (7)
Emblems, for sweaters (8)
Emblems, jumbo papier mache (2)
Emblem stickers (7)
Envelopes (7)
Fair supplies (6)
Favors (1) (7) (8) (9)
Felt goods (8)
Flags (9)
Gavels (9)
Jackets (11)
Jewelry (1)
Keys, degree (1)
Lapel buttons, celluloid (9)
Lapel buttons, felt (8)
Letters, felt (8)
Letterheads (7)
Manuals (7)
March of the F.F.A. (band) (3)
Medals (1)
Membership cards (7)
Metal markers (9)
Monograms, felt (8)
Music:
"F.F.A. March" (3)
"Hail the F.F.A." (7)
"Hail the F.F.A.", quartet (7)
Napkins (7)
Neckties (11)
Necktie chain clasps (1)
Newspaper mats (7)
Owls (2)
Pennants, felt (8)
Pictures, Washington and Jefferson (10)
Pins and badges, degree (1)
Place cards (7)
Pencil clips (9)
Placques (1)
Plows, miniature (5)
Printed supplies (7)
Prize ribbons (9) (6)
Project markers (9)
Rings, finger (1)
Scrapbooks (7)
Secretary's books (7)
Service Scroll (7)
Shirts (11)
Song, "Hail the F.F.A." (7)
Song cards (7)
Stickers, baggage (7)
Stickers, windshield (7)
Sweaters (8)
Treasurer's books (7)
Treasurer's flag (2)
Trophies (1) (2)
Trousers (11)
Uniforms (11)
Watch fobs (1)
"What It Is-What It Does" (7)

Key:

Key:

(1) L. G. Balfour Co., Attleboro, Mass.
(2) Chapter Supply Company, Box 594, Danville, Illinois
(3) Cundy Bettoney Co., Hyde Park, Boston, Mass.
(4) Decalcomania Manufacturing Co., 1230 West Congress St., Chicago, 7, Ill.
(5) Deere & Company, Moline, Illinois
(6) The Fair Publishing House, New London, Ohio
(7) French-Bray Printing Co., Candler Bldg., Baltimore, 2, Md.
(8) Staunton Novelty Co., Staunton, Virginia
(9) St. Louis Button Co., 415 Lucas Avenue, St. Louis, 2, Missouri
(10) Swift & Company, Chicago, 9, Illinois
(11) Universal Uniform Co., Van Wert, Ohio
(12) U. S. Recording Co., 1121 Vermont Avenue, N.W., Washington, D. C.
(13) W. M. Welch Manufacturing Co., 1515 Sedgwick St., Chicago, Illinois

The Treasurer*

Qualifications:

1. Honest
2. Fair
3. Tactful
4. Prompt
5. Accurate with figures
6. Able to keep neat set of records
7. Able to budget and balance books
8. Aggressive
9. A good collector
10. A good financier
11. Resourceful (able to make money)

Duties:

1. Reports financial status of chapter
2. Collects dues and assessments - custodian of chapter funds
3. Pay authorized bills
4. Chairman of financial committee
5. Keeps chapter budget
6. Keeps inventory of chapter property
7. Finds ways of raising money
8. Keeps a good set of books
9. Chairman of loan board
10. Keeps chapter financially sound
11. Acts as financial advisor to members

Equipment needed:

1. Official treasurer's book
2. A space in the steel filing cabinet

Suggestions to the treasurer:

1. Provide a manila folder properly labeled and filed in the steel filing cabinet for each of the following:

   Bank statements, cancelled checks
   Financial statements and reports
   Invoices - paid and unpaid
   Official treasurer's book (use new book each year)

2. Deposit all chapter funds in the bank
3. Cosign all checks with the adviser
4. Keep receipts for all money paid out
5. Pay bills with checks
6. Keep books balanced at all times
7. Keep separate records of chapter subsidiaries
8. Keep all records in official treasurer's book up to date

The Reporter

Qualifications:

1. Ability to write news articles
2. Nose for news
3. Sense of humor

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* Reference: 17 - pp. 27-29

4. Use of good English
5. Legible handwriting
6. Promptness and neatness in work
7. Ability to evaluate news
8. Ability to write in readable style
9. Industrious
10. Ability to make contacts
11. Ability to interview

Duties:

1. Prepares news for publication - local, State and national
2. Reports news to the chapter
3. Makes contacts with local press
4. Acts as chairman of scrapbook committee
5. Keeps up local bulletin board
6. Sends news to State office
7. Keeps a photographic record of chapter activity
8. Acts as chairman of radio committee
9. Acts as chapter promotor and press agent
10. Acts as historian for the chapter

List of items for FFA chapter yearbook:

1. Title of the book
2. Foreword by the chapter president for the year
3. Contents page
4. Chapter program of work
5. Secretary's section, including all records of the secretary such as minutes of meetings, correspondence, a complete list of members and their degrees, brief notes on outstanding accomplishments in the year's work.
6. Treasurer's section, including all financial reports and records of transactions, with financial summaries on cooperative enterprises and list of chapter property. (Completed sections of the official FFA secretary's and treasurer's books should be included in the yearbook).
7. Reporter's section, including copies of all news items and pictures used in chapter publicity. (At least one picture and story of each boy's enterprise).
8. Copies of official correspondence.
9. Record of outstanding accomplishments during the year in such events as public speaking, parliamentary procedure, fairs, shows, judging and other contests.
10. Copies of all official reports for the year, including annual report for the better chapter contest.
11. A summary of the year's activities written as an annual installment for a continuous history of the chapter.
12. Comment on the year's work by the chapter adviser.

Note: The above materials should be assembled in a standard three-ring notebook with guide sheets and index tabs containing the twelve headings listed above. It should be the responsibility of the various chapter officers to maintain and complete the yearbook with such assistance as they may find necessary to obtain from other members of the chapter.

The Sentinel

Qualifications:

1. Alert
2. Sociable
3. Tactful
4. Well developed physically
5. Responsible
6. Interested in the welfare of the FFA
7. Proud of his office
8. Prompt

Duties:

1. Maintains good chapter relationships with other school organizations.
2. Detects any unfavorable publicity or performance by chapter members and reports it to the chapter.
3. Maintains order at all chapter functions.
4. Arranges chapter paraphernalia in proper order well before the meeting and stores it after the meeting.
5. Assists the chapter in maintaining high standards in scholarship.

Suggestions for the Sentinel:

1. The sentinel should procure at least the following paraphernalia: A picture of the rising sun, a small plow, an ear of yellow corn, a picture of Washington, the flag, an owl, a block and gavel, charter (framed), creed (framed), purposes (framed), and profanity order (framed).
2. Associate with members of other school organizations and get their opinion of the FFA.
3. Solicit criticisms of the FFA by members and non-members as a basis for improving it.
4. Come early to every meeting in order to get all paraphernalia dusted and properly arranged.
5. Do not leave a meeting until all equipment is replaced and the room is in good order.

The Adviser

Duties:

1. Assume the initiative for getting a chapter established in the school.
2. Become familiar with the history, principles, constitutional provisions, ceremonies, typical activities, parliamentary procedure, and other essentials of the organization.
3. Assist with plans for securing an efficient set of officers.
4. Instruct newly-elected officers in their duties and provide leadership training for all members.
5. Assist members in setting up practical and worthwhile programs of work and guide to completion.
6. See that programs are adequately financed and chapter funds properly protected.
7. See that chapter meetings are held regularly throughout the year and conducted in a business-like manner.
8. Help new members to get into the "swing" of things.
9. See that every boy has a part in chapter work - something definite to do - and that he accepts the responsibility.
10. Prevent secrecy and rough play, especially in connection with initiations.

Rating Chart for Officer Candidates

QUALITY	A		B		C		D		E
	100%	90%	80%	70%	60%	50%	40%	30%	20%
	Excellent-------				Good----------		Poor----------		
Cooperation (Interest) (Leadership)	Always participates in collective action for common good. Observes all rules. Helps others.				Usually participates in collective action for common good. Observes most rules. Helps others when asked.		Never participates in collective action for common good. Ignores rules. Never helps others.		
Promptness (Punctuality)	Always prompt in doing work. Gets to work on time. Does not quit work before time.				Generally prompt doing work. Gets to work on time most of the time. Seldom quits before time.		Usually dilatory in work. Is late most of the time. Usually quits before time.		
Self-reliance (Judgment)	Relies on own efforts to solve problems. Uses discernment.				Does not call for help in problem solving most of the time.		Depends largely upon teacher for help in all work.		
Industry (Drive) (Initiative) (Perseverance)	Habitually diligent. Pays steady attention to job. Steadfast and energetic.				Generally diligent. Works hard most of the time.		Takes time to loaf. Dallies about. Finds excuses for not working.		
Responsibility (Dependability)	Always gets a good job done on time. Is answerable for all assignments.				Is not always accountable to authority for work assigned.		Cannot be depended upon to do his work.		
Honesty (Reliability)	Always tells the truth. Invariably does the honorable thing.				Seldom untruthful. Some question about his honor.		Lies and cheats most of the time.		
Personal Appearance	Always clean, neatly dressed, well-shaven.				Seldom unclean, sometimes sloppy in dress, often forgets to shave.		Always dirty, usually sloppy in dress, usually unshaven.		

11. Encourage members to strive for the higher membership degrees.
12. Check member qualifications for degree advancement and recommend only fully qualified candidates for advancement.
13. See that standard chapter equipment and supplies are secured, used and properly protected.
14. Help set up a system of adequate chapter records and accounts.
15. See that a chapter library is developed and used.
16. Counsel individual members and committees on problems.
17. See that all displays are carefully planned and creditably carried out
18. *Keep school authorities and public in touch with activities and* developments.
19. Keep informed on new developments in the FFA and call them to the attention of members.
20. Impress members with the fact that the FFA is their organization.

DEGREES*

Green Hand Degree

Minimum standards:

1. Be regularly enrolled in a class in vocational agriculture with acceptable plans for a supervised farming program.
2. Be familiar with the purposes of the FFA and the local program.
3. Be able to recite from memory the FFA Creed.
4. Receive a majority vote of members present at a regular meeting.

Recommended standards:

1. Farming program consists of at least three enterprises.
2. Conduct improvement projects and three supplementary practices.
3. Work at least 300 hours on supervised farming program.
4. Know group responses in opening and closing ceremony.
5. Be able to perform at least 10 parliamentary skills.
6. Have a net worth of at least $50.
7. Serve on one or more committees.

Chapter Farmer Degree:

Minimum standards:

1. Must hold the Green Hand Degree.
2. Must have satisfactorily completed one year in vocational agriculture and be enrolled in the second year.
3. Must have an improved supervised farming program in operation.
4. Be familiar with purposes and programs of the State and national groups
5. Be familiar with parliamentary procedure.
6. Be able to lead a group discussion for 15 minutes.
7. Must have earned by his own efforts from his supervised farming program and have deposited or otherwise productively invested at least $25.

Recommended standards:

1. Conduct a supervised farming program consisting of six enterprises.
2. Have six supplementary practices and six improvement projects.

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* References: 1 - Chap. IV; 4 - Chapters IV - XI; 13 - pp. 31-36; 25 - Part IV.

3. Work at least 400 hours on supervised farming program.
4. Enter public speaking contest.
5. Act as presiding officer of parliamentary procedure contest team.
6. Know at least 20 parliamentary skills.
7. Hold major office in chapter.
8. Act as chairman of important committees.
9. Have a net worth of at least $250.
10. Member of State judging team.
11. Member of committees at State FFA Leadership Conference and Convention.
12. Member of initiation team.
13. Know officers' part in opening and closing ceremony.

State Farmer Degree

Minimum standards:

1. Must hold the degree of Chapter Farmer.
2. Must have been an active FFA member for at least two years.
3. Must have satisfactorily completed at least two years in vocational agriculture and have an outstanding supervised farming program in operation.
4. Be familiar with the State and national FFA constitutions.
5. Be proficient in parliamentary procedure.
6. Be able to lead a group discussion for at least 40 minutes.
7. Must have earned and have deposited or productively invested at least $250.
8. Show outstanding ability in leadership, scholarship and cooperation.

Recommended standards:

1. Farming.
2. Work at least 600 hours on farming program.
3. State officer.
4. Member of State and national judging teams.
5. Delegate to National FFA Convention.
6. Help conduct State FFA leadership conference.
7. Have a net worth of at least $500.

American Farmer Degree

Minimum standards:

1. Must hold three prerequisite degrees.
2. Must have been active member continuously for at least 36 months.
3. Must have completed three years in vocational agriculture or have completed all offered in the high school last attended.
4. Must have been out of high school for at least one year.
5. Must have in operation an outstanding supervised farming program.
6. Deposited or productively invested in farming at least $500.
7. Must have outstanding ability in leadership and scholarship.

Recommended standards:

1. Should be established in farming.
2. Should be a national officer.

3. Should be a rural leader in local, State and national affairs.
4. Should be a delegate to National FFA Convention.
5. Should serve on important committees at National FFA Convention.
6. Should have a net worth of at least $2000.

Honorary Degree

Persons who are helping to advance vocational agriculture and the FFA and who have rendered outstanding service may be elected to honorary membership in the local chapter, State Association or National organization.

How to Apply for Each Degree

1. Green Hand Degree

The FFA membership record card shown on the next two pages is used as the application form for the Green Hand Degree. It should be filled out accurately and completely and submitted to the chapter secretary.

2. Chapter Farmer Degree

The back of the FFA membership record card used for the Green Hand Degree serves as an application form for the Chapter Farmer Degree. This card should be filled out accurately and completely and returned to the Chapter Secretary. These cards become permanent records and are filed in the FFA Secretary's drawer of the steel filing cabinet.

3. State Farmer Degree

State Farmer application forms may be obtained from the Department of Agricultural Education, University of Arizona, Tucson. Applications should be sent to the State Executive Secretary on or before February 1st.

Every Chapter Farmer who can meet the minimum qualifications for the State Farmer degree is entitled to apply for the degree. A minimum of ten, if there are less than one thousand paid-up members, or a maximum of two per cent of the paid-up membership of the State Association may be elected to the State Farmer degree. Obviously only those candidates possessing the highest qualifications may be elected.

4. The American Farmer Degree

American Farmer application forms may be obtained from the State FFA Executive Secretary, Department of Agricultural Education, College of Agriculture, University of Arizona. Applications are due in the national office on or before June 30. Applications should be mailed to the State Executive Secretary's office on or before March 1.

Candidates must be active members. According to the FFA constitution, a "member may retain his active membership continuously throughout his entire high school career and for three years after the first national convention following graduation from or leaving high school."

5. Honorary Degree

Persons are nominated for this degree by the local chapter, the State association or the national organization.

F.F.A. MEMBERSHIP RECORD

A. PERSONAL DATA

Name _____ Farm Location _____

Age _____ Year in high school _____ Year in vocational agr. _____

Member 4-H Club _____ Dates of Membership _____

4-H projects carried _____

Summer activities _____

Farm equipment and stock owned by self _____

_____

Total value of savings and investments _____

B. PLANS FOR FARMING

_____ Scope _____

_____ Scope _____

Kind of enterprises I will carry this year _____ Scope _____

Home improvement practices I expect to carry out _____

_____

Type of farming in which I am most interested _____

C. APPLICATION FOR MEMBERSHIP - GREEN HAND

I hereby apply for membership in the _____ Chapter of Future Farmers of America. If elected, I promise to carry out to the best of my ability the projects and supervised practice jobs I have planned. I further promise that I will work faithfully to promote the interests of the chapter and develop those qualities of thrift, cooperation and leadership which a Future Farmer should possess.

Signed _____

Date _____

Approved for membership on _____

Signed _____
President

_____
Secretary

APPLICATION FOR PROMOTION TO DEGREE OF

CHAPTER FARMER

A. ACHIEVEMENT RECORD

1. Farm Practice

Enterprises completed and under way (kind, scope, results) _____

_____

Home improvement practices completed and under way (kind, scope, results)

_____

2. F.F.A. Chapter Activities

Committees _____

Programs _____

Other services to community and chapter _____

_____

3. Personal Accomplishments During the Past Year

Grade in vocational agriculture _____ Average grade in H. S. _____

Amount of money earned during past year in agriculture pursuits $_____

Present value of total investments and savings $ _____

B. PLANS FOR FARMING

1. Enterprises for the coming year (Give kind, scope. Attach copy of plan). _____

2. Home improvement plans for the coming year (Kind, scope. Attach copy of plans). _____

3. Other plans for personal improvement or community service_____

_____

_____

C. APPLICATION

I hereby apply for promotion to the degree of Chapter Farmer. If raised to this degree, I agree to carry out to the best of my ability the plans for supervised practice submitted herewith and to serve actively in the activities of the chapter.

Signed _____

Date _____

Insignia

1. Green Hand Degree

Students of vocational agriculture become active members of the Future Farmers of America on receiving their Green Hand Degree and are entitled to wear the bronze FFA pin on which is engraved the FFA emblem. Membership cards are issued on payment of annual dues.

2. Chapter Farmer Degree

Green Hands elected to the Chapter Farmer degree are entitled to wear the silver FFA pin. Membership cards are issued on payment of annual dues.

3. State Farmer Degree

Chapter Farmers elected to the State Farmer degree are issued a State Farmer Certificate, a gold State Farmer Charm and are at present awarded $10 each by the State Association. The most outstanding State Farmer is selected as the Star State Farmer. It is the present policy of the State Association to award him $25.

4. American Farmer Degree

American Farmers receive the gold FFA key and a certificate as evidence of their progress in the organization. The Star Farmer of America and the Star Regional Farmers are elected each year from the group receiving the American Farmer Degree.

5. Honorary Degrees

Honorary Chapter Farmers receive an honorary Chapter Farmer Certificate and either the regular silver pin for Chapter Farmers or a gold pin of identical design. Honorary State Farmers receive the certificate of an Honorary State Farmer and a gold FFA State Farmer Charm. Honorary American Farmers receive the certificate and the gold key of an American Farmer.

PART THREE

DEVELOPING THE F. F. A. PROGRAM OF WORK

James Dunn (left) of Florence was selected Star State Farmer for 1945. Neil McLeod, Peoria, State president, presented the award at the state convention.

In planning chapter programs, major emphasis should be given to activities that encourage degree advancement among members.

STEPS IN DEVELOPING A CHAPTER PROGRAM*

The following steps should be followed in setting up and carrying out a satisfactory program of work.

1. The president should appoint a standing committee for each of the eight main divisions in the chapter program of work, namely: Supervised farming, cooperative activities, community service, leadership activities, earnings and savings, conduct of meetings, scholarship, recreation

2. Each committee should evaluate the parts of the following that apply to their particular item in the program of work:

   a. Report of accomplishments from the previous year's program.
   b. Programs of work from other chapters.
   c. State program of work.
   d. National program of work.
   e. Suggestions from chapter members.

3. A program of work committee should be appointed to consist of the chairman of each of the above committees. It should;

   a. Consolidate the individual committee recommendations into a program of work.
   b. Present the report to chapter members for consideration and final approval.
   c. Present it to the school administrator for approval.
   d. Reassign each phase of the approved program to the committee involved for execution.

4. The chapter secretary should fill in the necessary information on the program of work wall chart. These charts are available from the Interstate Company, Danville, Illinois. They are 28 by 44 inches in size and are printed on tough 110# index paper. Copies may be procured from the office of the Executive Secretary, Department of Agricultural Education, University of Arizona. This chart has the advantage of providing a space for listing the chapter officers and their duties.

5. The chairman of each committee listed in the program of work should report accomplishments to the secretary as they are completed. He, in turn, is exepcted to keep the wall chart up to date. This provides an up to date record of the chapter's activities for the benefit of all chapter members. It has the added advantage of "showing up" any committoes that fail to function properly and to give credit to those doing their jobs well.

The information presented on the following chart will illustrate how the wall chart may be used. This chart developed by E. J. Johnson, Acting Federal Agent for the U. S. Office of Education, has been approved by the National Organization.

The following program of work should serve as an illustration only and not as a model program.

A TYPICAL CHAPTER PROGRAM OF WORK*

1. Supervised Practice	Committees	Goals	Ways and Means	Accomplishments
Enterprise Tour	_____, Chairman _____ _____ _____	Tour all outstanding enterprises.	Use school trucks. Have picnic at last home.	Used truck, purchased by FFA. 41 boys attend. Weiner roast at Wayne's home.
Accurate records on enterprises.		Records on each project neat & accurate.	Use class time for learning record keeping. Check records weekly.	Used a set of practice records for a year's activity in swine enterprise. Every Monday was record report day.
Keep enterprise progress thermometer		All enterprises kept up-to-date on chart.	Keep on wall. Have boy in charge of chart.	A wall chart was kept up-to-date, showing name of each FFA member and his enterprise.
Size of projects		Average of $100 labor income and 100 hours self labor per project.	Secure loans where necessary. Use school tractor for crops.	Kept a progress bar chart on wall which allowed point for each hour spent on project or each dollar received. Earned average of $120; work average 136 hours.
Enterprise contest		Award to boy with most worthy enterprises.	Use enterprise chart and enterprise tour for selection.	Used chart and tour to select boy. Winner announced at a special parent-son meeting.
Certified seed		Produce at least 50 acres.	Take class time to discuss steps to follow in producing certified seed. Provide source of seed.	One member produced 40 acres of certified hegari seed.
Supplementary enterprises.		Average six per member.	Keep skill chart on wall.	Kept record along with enterprise record. Averaged 6½ per member.
Improvement enterprises		Average six per member.	Keep improvement chart on walls. Use field trips.	Kept record along with enterprise record. Averaged 4 per member.

* From the Program of the Phoenix Union High School Chapter 1944-45.

2. Cooperative Activites	Committee	Goals	Ways and Means	Accomplishments
Chapter loan committee	_____, Chairman _____ _____ _____	All loans to members to be passed on by loan committee.	Appoint an active committee. Get help of local bank members.	Loan committee met each week to pass on applications for loans.
Management of school tractor and equipment	_____ _____	Tractor committee pass on all uses of tractor by members	Use executive com. and one member at large who has had considerable tractor experience.	Tractor manager handled all renting. Committee handled important policies.
Manage farm cooperatively		Net at least $300 from school farm.	Older class manage. Use school tractor.	Netted $425 from school farm.
Raise broilers cooperatively		At least 500 per season.	Use school battery. Sell to faculty members.	Raised 1000 baby chicks. Sold cockerals as broilers. Saved pullets for a laying flock project.
Cooperative vegetable selling		100% of members sell FFA farm vegetables.	Contact faculty, stores, and school cafeterias.	Sold all vegetables through roadside stand and school cafeteria.
Manage City Park date grove		Produce and sell at least $750 worth of dates.	Finance through Valley Bank loan. Use school truck for harvesting.	
Raise and sell transplants		At least 20 dozen	Make cold frame in shop class	
Cooperate with community cannery.		Can at least 150 No. 2 cans of food for relief.	Provide food. Secure cooperation of local civic clubs in getting cans	200 cans were canned for foreign relief.
3. Community Service				
Repair and build equipment for farmers.	_____, Chairman _____	Repair or build at least 10 pieces for farmers.	Use school shop.	Overhauled 4 tractors; built 10 baled hay loaders; built 4 trailers.

	Committee	Goals	Ways and Means	Accomplishments
Solicit and maintain attendance at adult classes and clinics	_____	Secure attendance of not less than 12 per meeting.	Each member contact two or more farmers for each class.	Conducted adult shop classes throughout the year. Had average attendance of 8 persons.
Get idle land into production.		At least 50 acres	Use school tractor; encourage crop enterprises.	Chapter rented 120 acres and sublet it to 4 members.
Treat cattle for ox-warble.		At least 50 head.	Use school truck for transportation. Each member contact a farmer.	Treated 420 head of cattle for ox-warble.
Do simple veterinary jobs for farmers.		Average of 5 jobs	Keep job skill chart on wall. Train teams for castrating, milk fever, etc.	Did nothing on this except on boy's individual farms.
Sponsor gopher control campaign.		Average of 20 per student.	Each member learn approved practice. Have contest of members.	Averaged 16 per student. Jim Jones killed 69 to win.
Cull poultry.		At least 5 flocks.	Use poultry culling team. Each member contact farmer.	Culled 5 flocks with a total of 922 birds.
4. Leadership				
Recognition for outstanding agriculturist.	_____, Chairman _____ _____ _____	One Agr. I and one Adv. Agri. boy awarded at honor day.	Set up point system for grading. Have at least 10 boys competing.	Jerry Adams won Freshman award. Alex Doolittle won award for advanced agriculture. Both had a grade of 1.
National Chapter Contest.		Enter with a well balanced program of work.	Have committees plan each activity. Have committee reports at each meeting.	Submitted program one day too late to participate in State & national chapter contest.

	Committees	Goal	Ways and Means	Accomplishments
Members attend Leadership Conference.		Send at least 4 boys.	Pay part of expense from FFA treasury.	6 boys attended.
Conduct Chapter Public Speaking Contest.		At least 5 members compete and winner enter Federation contest.	Have each member write short speech. Boys with best speeches enter contest.	Each member wrote a speech. Five were selected. Harry Alton represented chapter.
Boys serve on committees		Every member serve on at least one committee.	Plan many activities. Have many committees. Have frequent reports on committees.	All chapter activities were under the direction of a committee.
Train members in parliamentary procedure.		Every member receive training.	Use class time. Have FFA contest.	Each member acted as chairman for five minutes at special meetings called for parliamentary practice.
Keep yearbook of FFA Activities.		Yearbook complete with pictures and news items.	Elect active reporting; use school camera.	Followed breakdown listed in "Facts for Future Farmers". 82 visitors looked at it.
Have boys qualify for State Farmers.		At least 2 boys qualify and apply for degrees.	Leadership com. actively encourage boys.	Fred Lewis and Alfred Nagle received the State Farmer degree.
Local and State contests.		Enter all contests.	Train teams and individuals for all events.	Won State dairy judging contests. Had team in each division.
5. Earnings & Savings				
Boys qualify financially for State Farmer.	_____, Chairman	At least 4 members	Encourage enlargement of enterprises from opening of school.	8 boys in Agri. III and IV qualified.
Increase treasury balance		At least $200 over last year's balance.	By operating cooperative production activities.	Showed a net worth at end of fiscal year of $428, or an increase of $164 over last year.

	Committees	Goals	Ways and Means	Accomplishments
Finance FFA activities		Earn at least $400 cooperatively.	Use cooperative production activities for raising money.	Chapter netted $620 on trailer project and school farm.
Investment per enterprise		At least $100 investment per enterprise.	Have enterprise progress chart for stimulation.	Kept a progress chart showing money invested per member.
Cooperative money making enterprises.		Have at least 5 cooperative productive enterprises.	Study and discuss co-op enterprises in class.	Decided to limit cooperative production enterprises to two.
6. Conduct of Meetings				
Have up-to-date chapter by-laws.	_____, Chairman	Require all members to conform to rules.	Use "conduct of meeting" committee for drawing up by-laws.	Set of by-laws approved.
Honorary members		Elect 2 members; present certificates.	Call on outsiders for favors to see who is worthy and interested in boys.	Mr. Harold Yates, Mr. Sam Strong elected Honorary Chapter Farmers.
Use official opening and closing of meetings.		At all regular meetings.	Have important activities at each meeting.	Used official paraphernalia and opening and closing ceremony at each meeting.
Officers know opening and closing ceremony.		All officers memorize parts before Agr. I students.	Use class time for practice.	Each officer gave his part in opening and closing ceremony without help.
Secretary and Treasurer's books		Use official books and report at every other meeting	Purchase books before school opens.	Used official secretary's book. Read minutes at each meeting. Also used official treasurer's book. Reported at the end of year.
Use parliamentary procedure		At all meetings	Study and drill in each class.	

	Committees	Goals	Ways and Means	Accomplishments
Meetings planned by executive committees		Every meeting planned in advance by executive committee.	Have executive committee meet one day in advance of meeting.	Each regular meeting was planned at least a week in advance.
Reports on committees		Have report of every committee at each regular meeting. Have large copy of "Program of work" on wall.	Appoint dependable chairmen. Report orally or in writing. Make Secretary responsible.	Program of work chart was kept up-to-date by various committees.
Increase membership		At least 15%.	Stage big membership drive.	8th grade roundup was held in the spring, with entertainment and prizes for all 8th grade boys in district.
7. Scholarship				
Notebooks	_____, Chairman	All members have systematic notebooks.	Require them in each class.	Used printed forms available from State Office. Built a notebook rack for the classroom.
Home bulletin libraries	_____	At least 75% start or increase libraries.	Order bulletins by postcard during class periods.	Each new list of bulletins sent to the chapter by the Dept. of Agr. Ed. was reviewed and each member ordered those he needed.
Give recognition to high scholarship.		Post honor roll members names on bulletin board.	Make secretary responsible.	
Parent & son banquet	_____, Chairman	At least 85% participation.	Sell tickets in advance. Give each member responsibility.	Every member attended and brought either his parents or a guest.
Attend Mission Field Day	_____ _____ _____	At least 80% participation.	Sell tickets in advance. Practice Dairy Judging in advance.	20 members attended Mission Field Day.
Have swimming parties		3 per year.	Use Broadway Pool. Serve eats afterwards.	Held three swimming parties.

	Committees	Goals	Ways and Means	Accomplishments
Hay rack rides.		2 per year	Invite girl friends. Sell tickets in advance.	Had 2 hayrack rides. Only members with girl friends attended. 20 couples attended first; 16 attended second.
Have fishing trip.		One per year	Use school truck.	Went on a camping and fishing trip in White Mountains. 18 attended.
Initiate members.		Hold at least one initiation for each degree.	Use South Mountain Park.	A formal initiation was conducted for both the Green Hand and Chapter Farmer Degrees. Neighboring chapters raised Green Hands to Chapter Farmer degree.
Hold picnics.		Two per year.	Use FFA funds.	Two picnics were held. One was a joint picnic with the Home Economics girls.
9. General				
Secure news notices in in local papers.	_____, Chairman, _____	Secure at least 30 articles.	Send in news to school, city and farm papers.	Had 60 galley inches of news articles in local papers.
Secure photographs of projects.		At least one of each project.	Appoint official photographer.	Have a picture and story on each boy's farming program.
Use National emblem jackets and pins.		At least 30 used by members.	Keep a supply of pins and emblems on hand.	Pins were ordered and worn by all members. FFA sticker's were used on notebooks, traveling bags, cars and chapter equipment.

A GUIDE FOR PLANNING AND CONDUCTING CHAPTER PROGRAMS*

Activities	Guiding principles, explanations and suggestions
I. Supervised Practices 1. Set up goals for members by years.	These give standards for evaluating progress and recognizing outstanding work. May include number and scope of enterprises, number of supplementary and improvement jobs, hours of self labor and labor income. Usechapter committe
2. Maintain progress chart on farming programs.	Stimulates interest, helps the group make maximum use of records and learning situations in farming programs, aids instructor in supervising and evaluating work of students. Record data weekly for beginners. Use self hours income and expenses as criteria of progress. Use committee to post data.
3. Conduct tour of student farming program.	Increases interest and morale. Learning by first hand observation and study. Conduct tour at least once each year. Include only outstanding programs. Have complete mimeo guide for tour. Invite school administrator, honorary FFA members and other lay people. Use chapter committee.
4. Offer award or recognition for outstanding farming programs.	Tends to increase emphasis on placements in farming. Also a means of finding and developing candidates for advanced degrees. Score card should recognize quality of work according to years in agriculture. Award may be made at annual banquet or honor day assembly.
5. Conduct meeting for parents of first year students.	To acquaint parents with the nature and purposes of farming program and their responsibility for the success of same. Use advanced students to explain their programs with budgets, records, charts, still and motion pictures. Committee serve refreshments.
6. Maintain chapter loan service on financing enterprises.	One of the most important services (and committees) in the chapter. Should appraise member applications for loans, help finance group enterprises, offer financial advice to beginners, maintain emergency chapter loan fund for small short term loans to members. Committee to include chapter treasurer. Local banker may serve as adviser to the committee.
II. Cooperative Activities	Criteria for the evaluation of any proposed cooperative activity; a. Is the project one that can best be done as a group? Is it natural for the job to be conducted as a cooperative undertaking by adults?

*References: 8 - Chapter XI; 11 - pp. 31-35; 13 - pp. 42-65; 15 - pp. 9-25; 17 - pp. 12-14; 18 - pp. 6 & 7; 25 - Parts III & VIII.

Activity	Guiding principles, explanations and suggestions
	b. Do all members of the group understand and approve of the objectives and the work required to carry the project to completion? (Are they enthusiastic about the project?) c. What has been the experience and performance of the group on similar responsibilities? d. Can the work be divided and organized so as to place definite responsibilities on individual members? e. Can adequate facilities including finances be obtained? f. Is the project worth while on the basis of the probable (1) Educational values? (2) Financial returns?
A. Production Projects.	Criteria for the evaluation of cooperative production projects. a. Is the project an economical unit of production? b. Are facilities and equipment available for the use of improved practices? c. Will students be fairly paid for work? d. Will the project seriously compete with more important work of the students? e. Is provision made for: (1) Limiting the number of students for greater efficiency? (2) Getting students on their own enterprises as soon as they have sufficient experience? f. Can the project be conducted without exploiting the student's class time for routing farm work? g. Is adequate provision made for a systematic teaching program to be carried on with the project and maximum student participation in all responsibilities including management and marketing? h. Is the location of the project such that student travel is kept to a minimum?
1. Raise and market broilers and pullets.	Often a sound enterprise for beginning students if adequate facilities are available. Department should own equipment. Offers many learning situations and develops interest for improved practices and better home flocks. Construction of equipment splendid project for shop classes.
2. Managing laying flocks.	May be used as special project for demonstrating improved practices, including grading and marketing eggs. Good equipment and individual student responsibility main essentials.
3. Feeding steers.	Some advantages are large unit and superior practices for the beginner.
4. Growing improved seeds.	Good learning activity, increases the use of better seed, opportunity for some students to enter seed production as specialized farming enterprise. Service to community when good seeds are scarce.
5. Growing vegetable gardens.	Demonstrates improved practices, stimulates interest in home gardens as supplementary jobs and part of home food production program. Often has possibilities for first year class.

Activities	Guiding principles, explanations and suggestions
6. Growing field crops (for feed or cash sales)	Depends upon land and equipment available. More successful on individual basis with cooperative use of equipment and other essential services.
B. Business Activities (Buying and selling)	Offers valuable business training and preparation for participation in adult business cooperatives
1. Purchasing livestock	Usually some saving, especially on transportation
2. Purchasing general supplies.	Limit purchases to commodities not available at fair prices through regular selling agencies. Chapter may function as a unit of the Southwest Wholesale and Retail Cooperative, of Phoenix
3. Marketing farm products.	Limited to special commodities for which sufficient volume can be obtained such as broilers, eggs, vegetables, etc. Splendid learning project in grading, packing and marketing.
C. Group services 1. Renting and managing farm land.	Mainly as sub-leases to individual students as beginners to insure adequate supply of good land at a reasonable price.
2. Buying and operating field machinery.	Makes efficient equipment available to the beginner, thus enabling him to develop a balanced farming program by producing field crops.
3. Maintaining other equipment for the use of FFA members: a. Trailer b. Feed grinder c. Seed treater d. Sprayer	This project should begin on a small scale. Initial pieces may be equipment rebuilt or constructed in farm mechanics classes.
4. Renting pasture.	Especially suited to the needs of beginners with only a few animals, either feeder calves, dairy heifers, or producing cows.
5. Maintaining purebred sires.	A profitable community service and aid to the beginner with animal enterprises.
6. Testing cows for butterfat.	Use school equipment for beginning testing group of students with dairy enterprises.
III. Community Services	(These services should usually be an outgrowth of individual and cooperative learning projects in various phases of the program in vocational agriculture. When a member has advanced beyond the initial learning stage on any job, he should make a charge for services rendered to individuals in the community).
1. Assist farmers in procuring improved seeds.	Special reference to seeds for home gardens and specialised or new crops.

Activities	Guiding principles, explanations and suggestions
2. Maintain purebred sires.	Conduct educational program to encourage maximum use of sires.
3. Assist in promoting all adult classes.	Opportunity for integrating the work of high school students with the adult farming activities of the community. Use a committee on this problem.
4. Demonstrate parliamentary procedure to school and community organizations.	Use this as application and testing steps in teaching chapter officers to conduct a meeting.
5. Make community surveys on many phases of agriculture (such as farm machinery in need of repair).	Valuable learning activity for acquainting students with the agriculture and problems of the community.
6. Conduct program on prevention of farm accidents.	Use motion pictures and exhibits. (Mainly pictures).
7. Performing services that require special equipment or materials.	These services may be combined with those for members to make maximum use of equipment and spare time of students on such jobs as: a. Field work with power machinery. b. Treating seed. c. Spraying and dusting gardens and crops. d. Grinding and mixing feed. e. Testing herds for butterfat. f. Blood testing poultry flocks. g. Treating poultry, swine and sheep for internal parasites. h. Surveying (by use of farm level).
8. Construct and repair farm equipment.	As a part of regular class work and as work for wages outside class time.
9. Demonstrate improved farm practices.	Special emphasis on jobs concerned with labor saving equipment and methods and practices of preventing animal losses.
10. Conduct landscaping project for community buildings and homes.	Cooperate with garden clubs, civic and other groups. These may finance plantings with chapter doing planning and planting.
11. Developing and improving farm shops in the community.	Construct and offer for sale some of the basic equipment needed in a home shop. Orders may be taken for such equipment. Equip a trailor with essential shop materials, tour the community and demonstrate its use. Work bench, tool cabinet, home made anvil, saw horses, etc.
12. Conserving surplus foods in the community.	Assist farmers during emergencies in gathering and processing food products that cannot be disposed of through regular market channels. Use school canning and dehydrating plants.

Activity	Guiding principles, explanations and suggestions
13. Assisting with emergency farm work.	Help farmers save crops and do other crucial jobs during illness or other emergencies in farm families.
14. Provide agricultural literature for adult farmers.	Assist members of adult classes and other adults in making maximum use of department library.
IV. Leadership Activities	
1. Have all officers take State leadership course	A certificate showing completion of the officers training course should be a requirement for holding office. Presidents and vice-presidents should pass the advance test in parliamentary procedure.
2. Train all members in parliamentary procedure	The following should be among the requirements for degree advancement: For the Chapter Farmer, pass the first year test in parliamentary procedure; for the State Farmer, pass the advanced test.
3. Develop an understanding of the FFA on the part of all members.	Use the State tests as a basis of advancing members in the organization. For Green Hands, pass the first year test; for the Chapter Farmer, pass the second year test, on the organization.
4. Place every member on one or more committees.	Conduct a special training and supervision to assist committee members in performing duties. Have all committees report regularly at chapter meetings. Make written report as final work of the committee.
5. Conduct continuous chapter speaking program.	Train all members in the use of the score card for evaluating a speech or oral report. Have all members prepare and give talks as a part of class work. Integrate program with speech training in other departments of the schools.
6. Demonstrate correct procedure for conducting a meeting.	Develop a special group (mainly officers) for this purpose. Demonstrate correct procedure, and possibly common errors in conducting a meeting. Enter team in federation contest.
7. Enter national chapter contest.	Have advanced agriculture classes and program committee study rules and score card for the national chapter contest.
8. Officers visit meeting of outstanding chapters in the State.	Officers and adviser visit a chapter that received recognition in better chapter contest. Observe the performance of officers and study ways and means used by the chapter in developing leadership.
9. Conduct a radio program in chapter activities.	Develop this as a part of the program in public speaking. Use the assistance of other departments in the school (teachers and students) and staff members of the radio station.
10. Use the services of State officers.	Arrange at least one chapter program on which the State president, or other State officer, can present timely items in the State and national programs.

Activities	Guiding principles, explanations and suggestions
11. Develop and use by-laws for chapters.	When understood by members and used by the chapter will increase the dignity of the organization and improve the educational value of chapter activity.
12. Develop and maintain standards for directing a group discussion.	This is a requirement for advanced degrees. A committee on this problem should set up standards and examine all degree candidates (including State Farmers) on their ability to direct discussion as required in the FFA manual
13. Assist members in qualifying for degrees.	A degree committee can greatly assist candidates in meeting requirements and preparing the necessary records and reports. Could also investigate and recommend candidates for honorary degree.
14. Retain members who have graduated from high school.	These members can offer valuable leadership in connection with most phases of the chapter program.
15. Participate in federation, State and national activities.	Chapters lose the value of FFA membership when they do not take advantage of all learning experiences available.
16. Develop and maintain complete chapter yearbook.	Mainly a responsibility of the reporter with the assistance of the other chapter officers and adviser.
17. Have an assistant set of officers available at all times.	Increases chapter efficiency and trains members for leadership responsibilities. Maintains continuity in chapter activities through the years.
V. Earnings and Savings	
A. For the Chapter	
1. Develop and explain financial program for the year.	Treasurer should explain chapter budget for the year with special emphasis on income needed for financing the chapter.
2. Organize chapter projects to produce the necessary income.	Finance committee (treasurer as chairman) should be in charge. Explore the possibilities of the following: a. Commission on products bought and sold through chapter. b. Group production project. c. Income from use of chapter equipment; trailer, sprayer, feed grinder, etc. d. Special services and work for farmers. e. Concessions at community meetings. f. Construction repair and sale of farm equipment. g. Service fees from purebred sires.
3. Set up long time program for building investments and reserve funds.	Show the need for adequate reserves and income to finance cooperative business activities of the chapter. Study plans of other chapters and organizations for financing and creating reserve fund.
4. Make efficient use of chapter funds.	Use chapter funds to finance cooperative service projects, make short term small emergency loans to members, and promote the work of the chpater in general. Finance committee should be responsible for the efficient use of funds.

Activities	Guiding principles, explanations and suggestions
5. Handle chapter funds through bank account.	Treasurer should pay bills by check, countersigned by adviser). Printed FFA checks with the name of the chapter are worth the cost. A bank account simplifies record keeping.
B. For Individual Chapter Members. 1. Prepare time budgets for the year.	Teach students the value of time as a source of income and how to use it to build up savings and equity in a farming program.
2. Preparing income goals for the year.	After teaching a unit on the use and value of money, a chapter program may well be devoted to tabulating the income and investment goals for the year by members. Record these in treasurer's book.
3. Compile list of investments and net worth by members.	This will show the wide range of investment possibilities and offer a challenge to beginning students. Treasurer should keep a record of investments in farming by members.
4. Sponsor investment program.	A committee on investments may offer assistance to beginning students and handle chapter investments. Emphasize the investment requirements for advanced degree.
5. Have outside speaker discuss savings and investments.	A banker, businessman, farmer, or former agriculture student now established in farming could show how investments lead to establishment.
6. Check progress of members on savings and investments.	Make at least one check during the year and a final check at the end of the year as to progress in terms of financial goals for the year. Reports made by individual members.
VI. Conduct of Meetings 1. Plan program for every chapter meeting.	A responsibility of program committee and adviser. Post program well in advance of meetings. Impossible for chairman to conduct efficient meeting without program and orders of the day.
2. Have a parliamentarian on duty at all meetings.	This member (may be the vice-president) should aid the president in making correct use of parliamentary procedure and assist all members in learning correct procedure through practice in regular meetings.
3. Have completed and accurate minutes read at each regular mmeting.	Use official Secretary's book. All records of the secretary should become a part of the chapter yearbook.
4. Have reports at regular intervals by: a. Reporter b. Treasurer	a. A brief report of timely chapter news will keep members informed and interested. Could occasionally be prepared as one page mimeo release. b. Begin year with reports on membership dues and chapter budget for the year. Subsequent financial reports on status of chapter finances.

Activities	Guiding principles, explanations and suggestions
5. Have all paraphernalia at regular meetings.	Provide suitable storage so that sentinel can care for all paraphernalia and equipment with greatest efficiency. Prepare proper room setting for meeting.
6. Officers know parts.	Drill officers until all parts can be given clearly and with appropriate emphasis.
7. Have chairman in each agriculture class.	Chairman (may be chapter officer) should make announcements and handle all urgent chapter business which must be transacted between regular chapter meetings.
8. Devote regular meetings to main items in program.	Include business, committee reports, reports by members, outside speakers, films, etc. These meetings largely in school time.
9. Hold special meetings on additional activities.	Meetings with other organizations, recreation, entertainment, educational trips, initiations, banquets, etc. Most of these outside regular school hours.
10. Maintain regular attendance of members.	Check attendance record against requirements as set up in chapter by-laws. Have some participation for all members at every meeting. Make meetings interesting.
11. Use wide range of activities to maintain interest.	Interest events may include parents' night, alumni and honorary members, eighth grade graduates, home economics group, meeting at home of members, music, refreshments, dinner meeting, special guests, current events, etc.
12. Begin and adjourn meetings on time.	Develop habits of promptness and accuracy in conducting meetings and dispatching business. Do not mix play with the more serious parts of the work.
13. Evaluating officer performance.	The chapter membership should understand and appreciate the duties of officers. There can be little learning or accomplishments in a chapter with mediocre officer performance.
14. Evaluating the performance of members on the program.	The entire FFA program is a learning activity. The adviser, officers, parliamentarian, and members in general should assist every member on the program in making the most of their opportunities.
VII. Scholarship.	
1. Teach units on how to study and how to use department library.	A responsibility of teacher to emphasize efficient learning habits with beginners. Show the value (use illustrations) of good class work on the chances for immediate and future success.
2. Keep progress record of members on all studies.	Evaluate student performance often and accurately. Avoid the development of indifferent "get by" attitude. Keep chart on all agriculture units completed.
3. Give recognition to outstanding scholarship.	Committee may develop plan for recognizing performance of members. Consider scholarship in selecting chapter officers and leaders.
4. Develop systematic well organized note books.	Check often. Committee may assist in arrangement and filing of notebooks in cabinet. Prepare notebook exhibit Assist beginners.

Activities	Guiding principles, explanations and suggestions
5. Conduct project on individual home libraries.	Committee in cooperation with interested members may develop typical student library in the department. Construct shelves, book cases, etc., in shop.
6. Show the results of high scholarship.	Committee examples of students with high scholarship, winners of scholarships to college.
VIII. Recreation	Activities should be confined to those not already provided for by the school or community. Usually conducted during special meetings. Emphasize participation by all members.
1. Camping trip	During season when farm work is least urgent. Plan and conduct work through committees.
2. Educational tour	May be combined with camping trip. Study agriculture, industry, and scenic spots. Combine with individual hobbies such as photography, study of plants, wildlife, etc.
3. Picnic dinner	Arranged in connection with special events such as project tour or field trip.
4. Parent-son banquet	Introduce new features from year to year to maintain interest.
5. Hunting or fishing trips	Combine with camping trip.
6. Hobbies	May conduct special meeting on hobbies. Members exhibit hobby materials and discuss values derived from hobbies.
7. Harvest ball	Follow initiation of Green Hands. May be conducted as federation activity.
8. Visiting and entertaining other chapters.	Exchange representatives at banquets, regular programs, and other events. Visit chapters as a part of trips and tours.

SUGGESTIONS FOR PLANNING AND CONDUCTING SELECTED CHAPTER ACTIVITIES

Conducting Future Farmer Work Through Committees*

Using Committees - Possibilities and Limitations.

1. Distributes responsibilities to specific individuals.
2. Economizes on the time of the chapter.
3. Allows boys to devote their time to problems in which they are most interested or best qualified.
4. Adviser may meet with committees more often than is convenient to meet the entire chapter.
5. Adviser may budget his time to give more undivided attention to specific problems arising in the various committees.
6. Credit may be given where credit is due.
7. Work of committees is likely to be better balanced and less biased than individual assignments.
8. Committee work is more democratic.
9. Committee reports may be the result of considerable discussion and investigation which is impossible in a single chapter meeting.
10. Sound policies and practices are more likely to result from committees.
11. Delay in action on certain issues may result from committee assignments.
12. Questions may be "killed" by reference to a committee that never functions.
13. A biased chairman may cause a committee to follow his opinions.
14. Committees must have a definite goal or assignment (specific instructions) or they are likely to fail. Appointment of a disinterested member as chairman may result in failure of committee to function.
15. Committees must be small or they become unwieldy.
16. Poor judgment or unwise practices of the chapter may result in criticism of the committee members involved.

Referring Business to Committees

1. An item may be referred to a committee by a simple motion, "I move that the questions be referred to a committee." This gives the chairman the privilege of determining the committee and its size. A motion may be more specific, "that the question be referred to a committee of five, appointed by the president, who will study it and report at our next regular meeting." If such a motion is passed, the president must dispose of this duty before new items can be brought up for consideration.

*Reference - 17 - pp. 19-23

2. Committee members are usually appointed by the chair and their names announced to the chapter by the chair.

3. If the chair wishes to appoint a committee after adjournment, it must be authorized by a vote.

4. The first member named on a committee is chairman unless otherwise indicated.

5. The committee may elect its own chairman if none is specified.

6. Only members who are interested in the work to be performed by the committee should be appointed to it.

7. Shy or backward members may be developed into real leaders by appointment to a committee or better still, a chairmanship.

8. Standing committees should meet at least twice each month. Special committees should meet as soon after appointment as possible.

Understanding the various kinds of committees.

1. Standing committees.

    a. Executive committee - composed of the chapter officers.
    b. Program of work committee - composed of chairman of the following standing committees: (1) Supervised farming; (2) Cooperation; (3) Community Service; (4) Leadership; (5) Earnings and Savings; (6) Conduct of meetings; (7) Scholarship; (8) Recreation; (9) General activities.
    c. Budget committee.
    d. Auditing committee.

2. Special committees.

    a. Committees for special functions such as banquets, tours, etc.
    b. Committees for acquiring special information.

3. "Committee of the Whole" - consisting of the entire chapter.

Performing Committee Functions.

1. The rules of the chapter meetings as far as possible apply to the committee, but motions to close or limit debate are not allowed.

2. There is no limit to the number of times a member may speak.

3. It is not necessary to rise and address the chair before presenting a motion or speaking.

4. The chairman does not leave the chair to speak or present motions.

5. Motions are not seconded.

6. Unless otherwise agreed, all questions must be put to a vote.

7. In contrast to the chapter president, the chairman of a committee is usually the most active participant in the committee discussion.

8. Any matter may be brought up for reconsideration by anymember of the committee provided he did not vote with the minority. That is, he either voted for the measure or was absent.

9. It usually requires a 2/3 vote for its adoption.* The committee is able to act only when there is a quorum (majority of the members) present.

10. Any proposition presented to them should not be written on; but they should write their amendments on a separate sheet of paper.

11. When committees are appointed to investigate, or report upon certain matters, the report should be in the form of a resolution which requires no motion except its adoption.

12. The usual form for starting committee reports is: "The committee appointed to (State the problem considered) respectfully reports," etc.

13. The report may be signed by every member of the committee if very important; otherwise by the chairman who follows his signature with the word "Chairman."

14. The report must always be in the third person even though only one writes and signs it.

15. The report of the majority is a report of the committee and should be referred to as such. The chairman usually reads the report then States, "I am instructed by the committee to submit and move the adoption of these resolutions (or this report)."

16. A special committee ceases to exist as soon as it makes its report to the chapter.

17. When finished, the chairman of the committee returns to the secretary of the chapter all materials turned over to him.

18. A committee for action should be small and all in favor of the question. A committee for investigation should be large.

Presenting Reports.

1. There is usually a place set apart in the order of business for the report of committees. In no case are reports made until they are called for by the chair.

2. Permanent committees report first, then special committees.

3. When the chair asks for the committee reports, the chairman of each committee (in the above order) rises, addresses the chair and when recognized, reads the report, hands it to the presiding officer or secretary and when necessary moves its adoption.

4. If a report is recommitted, then the committee is reviewed.

5. A common mistake is to move that a report be reviewed after it has been read. The fact that it was read shows that it has been received.

6. The treasurer's report cannot be accepted, but must be referred by the chair to either an auditor or auditing committee. The acceptance of an auditor's report endorses the financial report.

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* See exceptions - Robert's Rules of Order, p. 213.

Planning and Conducting an F.F.A. Meeting*

It is necessary to have well planned programs for each meeting in order to maintain interest and attendance and to promote an active chapter. The success of the meetings will depend largely upon the work done by the program committee. The following are suggestions for planning th meeting:

Selecting the meeting time.

1. Night is usually the best time to hold meetings. The time indicates the importance of the meeting and the members do not feel that they are attending class. Exceptions have to be made when necessitated by emergency conditions.

2. Avoid holding meetings in class time.

3. Do not hold meetings during recess. Pupils need recess for out-of-door recreation and soon lose interest in FFA if required to meet at that time.

4. Some school systems provide an activity period for club meetings. This period is well adapted for business sessions. Evening meetings should supplement these meetings in order that a little pleasure may be mixed with the work of the chapter.

5. The meeting should be carefully timed so that it will not be too long or too short. One hour is usually the right length. It should not be more than one and one-half hours.

6. Hold one or two regular meetings each month. Interest of the group will depend to a certain extent upon the frequency of the meetings.

Planning the program.

1. The program committee should prepare programs well in advance. Each program should be a unit in a series of programs planned to carry out a challenging program of work as set up by the Objectives Committee. Let programs be in sequence and let each one contribute to the long-time objectives.

2. Use FFA paraphernalia at all regular meetings.

3. Have snappy, well-organized programs. Do not kill time or drag out the meeting.

4. Vary program so that all members will be included at some time.

5. Make the program interesting and encourage competition among members in presenting it.

6. Avoid using material that has been or will be studied in class.

7. Use a parliamentarian. Some member of the chapter who is quite familiar with parliamentary law should be appointed to serve as parliamentarian during every regular meeting.

8. Have good outside speaker occasionally, but not too often. Give the speaker a fitting introduction. Notify each individual on the program as to the amount of time allotted.

*References: 9; - 11 p. 39, 40; 13 - pp. 65-68; 15 - pp. 30-35; 17 - pp. 14-16; 18 - pp. 9-11; 24

9. The adviser should counsel and guide and not take a major part on the program.

10. Programs may be divided into three parts, usually these are as follows:

a. Business session.

All business should be transacted during this period. Have orders of the day planned in detail. This planning should be done by the executive committee before the meeting. Follow parliamentary procedure.

b. Education or literary session.

Each program should have an educational feature. This feature may consist of a talk, a debate, a motion picture, a skit, a demonstration, or some other similar item. It should give interesting and worthwhile information on agricultural or related topics; and should develop a loyalty for the vocation of farming. In most cases feature talks should not last more than twenty minutes. This part of the program should also include a humorous number, which may be a stunt, a funny story, a joke or a magic trick. The adviser should check all stories and jokes that are to be used in the program to avoid anything that might not be appropriate. The educational part of the program should not last more than forty minutes.

c. Recreation.

This part of the program should include as much group activity as possible, such as group singing, yells, music by string bands and orchestras, athletics, contests and stunts. Use talent in the chapter largely, and vary the program for each meeting. Do not let recreation monopolize the time. Refreshments should be served frequently but served after the close of the regular meeting. They may include ice cream, punch, cake, lemonade, sandwiches, fruit, and whatever is available and will be enjoyed. The refreshments committee should be in charge of this part of the program.

Conducting the meeting.

Start and close on time.

Follow parliamentary procedure. (Instruction is given during class time, but practical application is made at all meetings.)

1. Developing abilities in using parliamentary procedure as chairman.

The chairman should be very well informed in parliamentary procedure. He should always refer to himself in the third person such as, "The chair recognizes." Other duties include:

Disposing of minutes: "You have heard the minutes. Are there any corrections?" Pauses. "If not, the minutes will stand approved as read."

Making appointments: "The chair wishes to appoint the following _____."

Calling for business: "Is there any unfinished business?" "Is there a motion?" "What is your pleasure?" "Is there a second?"

Calling for discussion: "Is there any discussion?" "Are you ready for the question?"

Taking a vote: "The secretary will read the motion." or, "The motion states _____." "Those in favor of the motion will say 'Aye'." "Those opposed, 'No'." "The motion is _____."

Recognizing members: "Jorry" "Mr. Jones", or "Jerry has the floor." or "The chair recognizes Mr. Jones."

Accepting committee reports: "What is the pleasure of the chapter regarding this report?"

Point of order: "State your point of order." "Your point is (not) well taken." "The motion is out of (in) order."

Appeal from the decision of the chair: "The chair will call for a rising vote. Those in favor will please stand." "Be seated." "Those opposed, please stand." "The decision of the chair is sustained (reversed)."

Receiving and voting on amendments: "The secretary will please read the amendment." or "The amendment is _____." "Is there a second?" "Is there any discussion?" "Those in favor will say 'Aye'." "Those opposed, 'no'." "The ayes have it; the motion is carried." "We will now vote on the original motion as amended" (the secretary reads it). "Those in favor will signify by the usual sign." "Those opposed, 'no'."

Adjournment: "The chair will entertain a motion to adjourn." "The motion has been made and seconded that the chapter adjourn." "Those in favor please signify by saying 'Aye'." "Those opposed, 'No'." "The meeting is adjourned."

2. Developing parliamentary procedure abilities as a member.

The following are forms commonly used in conducting business:

Presenting a motion: "I move that we ....."

Amending a motion: "I move that the motion be amended by adding (striking out) (or substituting) these words....."

Motion to refer: "I move that we refer the motion to ....." (a committee, standing or special).

Motion to table: "I move that the motion be tabled."

Removing from the table: "I move that the motion ..... be taken from the table."

Motion to reconsider: "I move that the motion to.....be reconsidered." (motion may come only from member of group receiving majority in original vote).

Rising to a point of order: "I rise to a point of order." Without first gaining recognition from the chair.

Appealing from the decision of the chair: "Mr. chairman, I appeal from the decision of the chair and demand a rising vote."

Use the following order or procedure:

1. Opening ceremony, which includes the call to order and roll call. Two taps of the gavel call the meeting to order. The president commands in a gentle but firm tone: "The Chapter will now come to order." The secretary checks the roll and states, "____ members are present."

2. Minutes of previous meetings are read by the secretary and approved by the members.

3. Orders of the day. The secretary should have orders of the day well organized and be able to present them.

4. Officers' reports. This includes all chapter officers who have a report to make at the meeting.

5. Report on chapter program of work. At this time the chairman of the standing committees representing the various phases of the chapter's program of work are called upon to report plans and progress.

6. Special features, which includes speakers, special music, pictures and the like.

7. Unfinished business.

8. Committee reports: (1) Standing. (2) Special.

9. New business. This should be called for in the order listed by the secretary.

10. Degree and installation ceremonies, included only when new members are initiated, green hands raised to future farmer degree, or when officers are installed.

11. Closing ceremony. The president makes three sharp taps with the gavel in order to call the members to stand and salute the flag. A final tap of the gavel is made immediately after he declares the meeting adjourned.

12. Entertainment, recreation and refreshments. Committees responsibl for these features should take charge immediately after the closing ceremony. This part of the program has much teaching value, and should be in charge of capable leaders.

Helps on Parliamentary Procedure*

Type of Motion	Must it be seconded?	Is it debatable?	Can it be amended?	Can it be tabled?	Can it interrupt a speaker?	In order if other question is pending?	Does it require a two-thirds vote?	Can it be reconsidered?
Adjourn	Yes	No	No	No	No	Yes	No	No
Adjourn, To fix the time to which to.	Yes	No	Yes	No	No	Yes	No	Yes
Adopt committee report	Yes	Yes	Yes	Yes	No	No	No	Yes
Amend	Yes	1	Yes	2	No	Yes	No	Yes
Amend an amendment	Yes	1	No	2	No	Yes	No	Yes
Appeal	Yes	3	No	4	Yes	Yes	No	Yes
As if in Committee of the Whole	Yes	Yes	No	Yes	No	Yes	No	No
Blank, Create a	Yes	No	No	No	No	Yes	No	No
Call for orders of the day	No	No	No	No	Yes	14	No	No
Committee of the Whole	Yes	Yes	No	Yes	No	Yes	No	No
Consider by paragraphs	Yes	No	Yes	2	No	Yes	No	No
Division of assembly	No	No	No	No	Yes	No	No	No
Division of question	5	No	Yes	No	No	Yes	No	No
Excused from duty, Ask to be	No	No	No	No	No	No	No	No
Expunge	Yes	Yes	Yes	Yes	No	No	6	No
Extend debate	Yes	No	Yes	2	No	Yes	No	Yes
Informal consideration	Yes	Yes	No	Yes	No	Yes	No	7
Limit debate	Yes	No	Yes	2	No	Yes	No	Yes
Main, or original	Yes	Yes	Yes	Yes	No	No	No	Yes
Modify a motion, Leave to	No	No	No	No	No	Yes	No	No
Nomination	No	Yes	No	No	No	No	No	No
Nomination, Method of	Yes	No	Yes	No	No	No	No	No
Nominations, to close	Yes	No	Yes	No	No	No	Yes	No
Nominations, to reopen	Yes	No	Yes	No	No	No	No	7
Objection to consideration	No	No	No	No	Yes	Yes	Yes	7
Order, Question of	No	No	No	No	Yes	Yes	No	No
Parliamentary inquiry	No	No	No	No	Yes	Yes	No	No
Polls, to close	Yes	No	Yes	No	No	No	Yes	No
Polls, to reopen	Yes	No	Yes	No	No	No	No	7
Postpone definitely	Yes	Yes	Yes	2	No	Yes	No	Yes
Postpone indefinitely	Yes	Yes	No	2	No	Yes	No	8
Previous question	Yes	No	No	2	No	Yes	Yes	Yes

*References: 7; 11 - p. 41; 17 - pp. 23-25; 25- Part VI

Type of Motion	Must it be seconded?	Is it debatable?	Can it be amended?	Can it be tabled?	Can it interrupt a speaker?	In order if other question is pending?	Does it require a two-thirds vote?	Can it be reconsidered?
Polls, to close	Yes	No	Yes	No	No	No	Yes	No
Polls, to reopen	Yes	No	Yes	No	No	No	No	7
Postpone definitely	Yes	Yes	Yes	2	No	Yes	No	Yes
Postpone indefinitely	Yes	Yes	No	2	No	Yes	No	8
Previous question	Yes	No	No	2	No	Yes	Yes	Yes
Privilege, to raise question of	No	No	No	15	Yes	Yes	No	No
Ratify	Yes	Yes	Yes	Yes	No	No	No	Yes
Read document, Leave to	No	No	No	No	No	Yes	No	No
Recess	Yes	No	Yes	No	No	Yes	No	No
Reconsider	Yes	9	No	4	No	Yes	No	No
Reconsider and enter in minutes	Yes	9	No	4	No	Yes	No	No
Reconsider, Call up motion to	No	9	No	4	No	No	No	No
Refer to committee	Yes	Yes	Yes	2	No	Yes	No	Yes
Renew	10	10	10	10	10	10	10	10
Request information	No	No	No	No	Yes	Yes	No	No
Request that document be read	No	No	No	No	Yes	Yes	No	No
Resignation	Yes	Yes	Yes	Yes	No	No	No	No
Rescind	Yes	Yes	Yes	Yes	No	No	11	7
Special order, To make	Yes	Yes	Yes	Yes	No	Yes	No	Yes
Substitute motion	Yes	Yes	12	Yes	No	Yes	No	Yes
Suspend rules	Yes	No	No	No	No	13	Yes	No
Table, Lay on	Yes	No	No	No	No	Yes	No	No
Table, Take from	Yes	No	No	No	No	No	No	No
Voting, Method of	Yes	No	Yes	No	No	Yes	No	No
Withdraw a motion, Leave to	No	No	No	No	No	Yes	No	No

1. Debatable only if the motion is debatable.
2. Only with motion to which it applies.
3. No, if refers to disorderly conduct; to the proper order of business; to an undebatable motion; or if it arises when a division of the assembly is taking place. Otherwise - Yes.
4. Yes, but it takes the motion to which it refers to the table with it.
5. No, if the subjects in the motion have no relation one to another. Otherwise - Yes.
6. It requires a majority of the entire membership.
7. An affirmative vote cannot be reconsidered.
8. A negative vote cannot be reconsidered.
9. Only when called up and then only if the motion to be reconsidered is debatable.
10. The motion it is proposed to renew is covered by the rules governing that type of motion.
11. Yes, if no notice has been given in advance. Otherwise - No.
12. Because a substitute motion is really an amendment, only one amendment to it may be pending at the same time.
13. Yes, if connected with the pending questions. Otherwise - No.
14. Yes, if a special order has been set for that hour. Otherwise - No.
15. Yes, if it becomes pending before the assembly. Otherwise - No.

VARIOUS MOTIONS IN ORDER OF THEIR USUAL PRECEDENCE **

RS -- Requires a second.
NSR - Does Not Require a Second
A -- Amendable
NA - Not Amendable
MV - Requires a Majority Vote
2/3V- Requires a Two-Thirds Vote
D -- Debatable
ND - Not Debatable

*1- Usually Disposed of by Chairman, without a vote.
*2- Chairman should proceed with order of the day. A 2/3 negative vote is necessary to disregard the order of the day.
*3- No vote taken Revote upon the Question.
*4- Special rules for different organizations.
*5- Chairman often decides. Variation may be found upon this question.

PRIVILEGED MOTIONS

To Fix The Time To Adjourn — RS A MV ND

To Adjourn — RS NA MV ND

To Recess — RS A MV ND

To Raise A Question of Privilege (The decision of the Chair upon this question may be appealed.) — NSA NA (*1) ND

To Call For The Order Of The Day Or Meeting. — NSR NA (*2) ND

To Lay A Motion On The Table. (This is a Subsidiary Motion.) May be applied to any Question of Privilege, or Order of The Day. Also to an Appeal, not adhering to the Main Question or to a Motion to Reconsider. — RS NA MV ND

INCIDENTAL MOTIONS

(The Incidental Motions listed here have no regular order of Precedence over each other)

To Appeal From the Decision Of The Chair. — RS NA MV D

To Raise A Question Of Order. — NSR NA MV ND

To Object To The Consideration Of A Question. (cannot be made while a Subsidiary Motion is ponding) — NSR NA 2/3V ND

To Suspend The Rules — RS NA 2/3V ND

To Call For The Division Of The Assembly — NSR NA (*3) ND

To Make A Motion Relating to Nominations — NSR NA (*4) ND

To Make A Request Growing Out of Pending Business:
A- Parliamentary Inquiry
B- To Request Information
C- Ask permission to withdraw a motion
D- Request a paper to be read
E- To ask to be excused from duty
— NSR NA (*5) ND

SUBSIDIARY MOTIONS

To Call for The Previous Question. — RS NA 2/3V ND

To Limit Or Extend Time For Debate — RS A 2/3V ND

To Postpone To A Certain Time. — RS A MV D

To Commit Or Refer. — RS A MV D

To Divide A Question or Call For Consideration By Parts. (This is an Incidental Motion) — RS A MV ND

Subsidiary Motions, Cont.

To Amend. RS MV D (may be amended but an amendment to an amendment may not be amended.)

To Postpone Indefinitely — RS NA MV D

MAIN MOTIONS — RS A MV D

** From- O. A. Dillon, Tucumcari High School, Tucumcari, N. M.

Future Farmer activities offer a wealth of situations for making interesting and valuable pictures. The following are some ways in which pictures may be used to further the work of the chapter,

1. To keep members and the public in general informed on the work of the chapter.
2. As illustrative material for teaching improved farm practices.
3. As a part of the permanent chapter record through the use of a chapter scrap book.
4. As a part of the individual member's scrap book.
5. Making and using the pictures will:
   (a) Stimulate interest in the chapter program and in a broad range of other activities in the community.
   (b) Provide valuable experience in the principles and practices of photography.

Suggested Chapter Activities:

1. Elect an official chapter photographer to work with the adviser in obtaining pictures, and serve as chairman of a chapter committee on pictures.
2. Provide a suitable camera (if not already available) and a supply of film from the chapter treasury.
3. Plan and conduct one chapter meeting during the year on making pictures.
4. Maintain a special exhibit board in the school for displaying new and timely pictures.
   Designate one as "The Picture of the Week."
5. Develop a supply of reference materials on Photography as a part of the F.F.A. library.
6. Arrange a dark room for developing and printing pictures (if facilities will permit.)
7. Make pictures for chapter use as follows:
   (a) For chapter and individual scrap books.
   (b) For illustrating news articles for:
      (1) The local newspaper
      (2) Arizona Future Farmer News
      (3) The Arizona Farmer
      (4) Farm Youth Magazine, Agricultural Leaders Digest, Agricultural Education Magazine, etc.
   (c) For general display and teaching purposes.
8. Conduct an annual exhibit of pictures made by members of the chapter.

Composing the Picture: Always give some thought to the arrangement of the subject before the picture is made.

1. Select a subject for the picture that tells an interesting story. This means that it should be simple and show some activity, actual or implied.
2. Pose the subject to get the desired composition but be sure the arrangement is natural and true-to-life.
3. Arrange the subject so that the picture contains only one point of interest which stands out prominently.
4. Select a background that does not obscure or detract attention from the main point of interest.
5. Compose the picture so that light and dark areas are well balanced. Diagonal lines are more pleasing to the eye than vertical or horizontal lines.

6. Arrange the subject and select camera angle to emphasize the main point of interest in the picture.
7. Study camera position or point of view as an aid to improving composition of the picture. Use camera position as close to the subject as possible.
8. Arrange persons in the picture so that they do not face direct sunlight. Side or angle lighting will prevent eye squint, one of the most common faults of outdoor photography.

aking the Picture: This includes two main factors:

Accurate focusing.
Correct exposure.

Focusing:

1. Accurate focusing is required for maximum detail in the finished picture, especially when the subject is near the camera.
2. Measure carefully all distances under ten feet and estimate (by pacing) distances from ten to twenty five feet. (A small tape line should be carried in the case with the camera.
3. Be sure the camera is held perfectly still during the exposure. Brace camera against the forehead or other part of the body. Do not breathe while making the exposure. Use a tripod or other support for camera for exposures longer than 1/25 second.
4. Avoid excessive motion in the subject. Do not try to stop fast action, especially when the subject is:
   (a) Near the camera
   (b) Moving broadside across the field of vision.
5. Keep the lens clean (Use a small camels' hair brush for cleaning.

Exposure: Light is the most important factor in making good pictures. Every subject should be studied for the purpose of making the best possible use of light conditions.

1. Use a film with medium-fast emulsion in order to stop motion and to take advantage of poor light conditions.
2. Make pictures if possible, when light conditions are favorable. Avoid the mid-day hours for outdoors photography. Take advantage of time when the sun is low in the morning or afternoon or when it is veiled in light clouds.
3. Make use of reflected light whenever possible. Light backgrounds or light reflected on the subject from the side may be used to balance light or reduce heavy shadows on the subject.
4. Exposure for a given subject may be determined in two ways:
   (a) By estimating the intensity of the light from previous experience.
   (b) By measuring its intensity w ith a light meter.
5. The amount of light that strikes the film during exposure is regulated in two ways, by:
   (a) Varying the shutter speed.
   (b) Changing the size of the lens opening.
6. Always use a shutter speed fast enough to:
   (a) Stop any motion in the subject.
   (b) Avoid motion by the holder of the camera (1/25 second or less if camera is used without tripod or other support.)
7. Use lens opening or "stop" small enough to insure that all the subject will be in focus. (A small "stop" gives depth of focus to the picture.)

8. Use large lens opening:
   (a) Under poor light conditions.
   (b) To obscure the background of a picture by throwing the image out of focus. (A large "stop" limits the depth of focus in the picture.
9. Avoid, or arrange bright and highly polished surfaces in the picture so as to prevent a glare of light into the lens of the camera.
10. Use some type of shading for the lens when making outdoor pictures where direct rays of the sun strike the lens.

* References: 3: 6.

Conducting Educational Tours

Types of Educational Tours:

Local tours are often planned for visiting supervised farming programs or places of agricultural interest.

Another type of tour may be planned for general recreation and cultural value.

Values of Tours :

Values of tours planned primarily for their educational value in agriculture:

1. They offer opportunities to study problems and practices in their natural setting.
2. They present concrete facts and evidence.
3. They stimulate interest in real problems.
4. They create a bond of relationship between school work and real life.
5. They develop a cooperative spirit of mutual aid.
6. They assist in establishing appropriate standards.
7. They provide an opportunity to study new enterprises and to determine their possibilities in the community.
8. They may develop ideals and appreciation for farming as a mode of living.

Values of general cultural and recreational tours:

1. Broadens the experiences of chapter members in the various types of agriculture, industry and recreation.
2. Develops an understanding of the opportunities and limitations in the industries as a basis for helping chapter members choose a vocation in which they will be happy and successful.
3. Helps publicize the F.F.A.
4. Creates interest in the F.F.A.
5. Provides the only opportunity many farm boys have for a vacation.

*References: 5-pp. 113-127; 8-Chapters III, IV; 15-pp. 48-50; 17-pp.54-58; 18- p. 27.

Places to visit:

Local tours planned primarily for value in agricultural education :

1. Supervised farming programs of chapter members.
2. Farmers confronted with specific problems in the livestock or crop enterprises.
3. Farms where improved farm practices are being applied.
4. Farms where operator solicits help.
5. Experiment station farms.
6. Auctions.
7. Industrial plants engaged in processing, purchasing or marketing agricultural products.
8. Farms where farm construction is under way.

Tours planned for their general cultural and recreational value may include:

1. College experiment stations.
2. College and university campuses.
3. Museums and public buildings.
4. Historical monuments.
5. State and national capitol buildings.
6. State and national FFA camps.
7. Fairs and expositions.
8. Fishing resorts.
9. Natural scenery such as Grand Canyon, Oak Creek Canyon, Petrified Forest, Painted Desert.
10. National FFA convention.

Suggestions for planning extended tours:*

1. Chapter adviser and recreation committee should make preliminary plans.
2. Secure approval of executive committee and chapter members.
3. Make necessary arrangements with school authorities.
4. Make complete arrangements with place or places to be visited, including reservations.
5. A truck or bus large enough to accomodate the entire group is recommended. Do not overload.

*The FFA Chapter, Its Organization and Activities, prepared by the Department of Vocational Education, Virginia Polytechnic Institute, Blacksburg, Virginia.

6. If it is necessary to go in cars, the advisor should take the lead and ask each of the other drivers to stay at a reasonable distance.

7. Have a definite understanding that all Future Farmers are gentlemen and travel as such.

8. Take only members who have paid state and local dues, with the possible exception of one other adult who is closely allied with the local chapter.

9. Encourage freshmen to go. However, preference should be given to advanced members unless eligibility is based on performance in chapter activities.

10. Plan extended trips during the slack season on the farm. However, tourists camps and resorts are less crowded early in the summer.

11. Plan a detailed itinerary and be sure that parents have this information.

12. Solicit help from the following in planning extended tours: Chamber of commerce; FFA advisors in the areas to be visited; tour aid service of oil companies; American Automobile Association; American Farm Youth Magazine; and tourists camps.

13. It is recommended that the trip cost $15 or less per boy, and not exceed 7 days in length or 1000 miles travelled. The larger the group, the less distance they should travel.

14. Require a substantial deposit at least one week in advance. Only the adviser should handle the money.

15. Provide the following equipment for a party of thirty:

    a. Camping equipment - 2 two-burner gas stoves, 1 coffee pot (2 gallon size) 4 large frying pans, 3 each of long handled forks and spoons, 2 butcher knives, 2 paring knives, 4 water buckets, 4 dippers, 1 water cooler (10 gallon size for camp and bus), 1 five-gallon milk can, 2 dish pans, 4 wash pans, dish towels, dish mops, "chore boy", and soap powder.

    b. Bus equipment - complete set of standard truck tools, extra tire, baggage rack for top of bus, large box for food, tarpaulin.

    c. Individual equipment (for one week tour) - Extra clothing: 1 extra pair of pants, 2 shirts, 1 suit underwear, 2 pair socks; 1 bath towel, handkerchiefs, soap, tooth brush, comb and shaving outfit. Bed roll: 1 blanket, 1 pillow, 1 tin plate, cup, knife, fork and spoon.

    d. General equipment - 1 first aid kit (complete), medicine, laxatives, etc., tents or sleeping bags, balls, bats, horseshoes, etc., for recreation during stops.

16. Have two boys pack clothes in one suit case to save space.

17. Boys may donate food to the value of one or two dollars to save expense.

18. Never carry food that can be bought along the way at the same price as at home.

19. Plan menu for all meals before leaving. Include a quantity of fruit and fruit juices.

20. Have fire, theft and collision insurance on bus and life and accident policies on individuals.

21. Make FFA banner to display on bus.

22. Arrange for guides in cities and make appointments in advance for visiting industrial plants.

23. Provide ample opportunity for visiting industries other than farming.

24. Write parents before leaving, giving them the following information: (a) kind and amount of clothing to take, (b) dates for leaving and returning, (c) daily schedule, (d) where mail will be received (have all mail sent to small towns and addressed in care of the instructor).

25. Have bus driver take his driver's license.

Making the tour:

1. Leave on time.

2. Follow the schedule.

3. Keep the group together.

4. Have regular hours for retiring and rising.

5. Plan a full program that will interest boys. If the group is busy and interested, discipline problems will be kept to a minimum.

6. Have well planned, substantial meals for breakfast and supper. Sandwiches may be prepared at breakfast for the noon meal.

7. Detail certain boys to cook each day. All members of the group should share in the cooking during the trip.

8. Boys should stay in camp at night unless granted special permission to leave.

9. Do not travel too far to see things along the way.

10. Call the roll on entering the bus after every stop so that no one will be left.

11. Have the boys keep clean and appeal to them to hold up the standards of the Future Farmers of America.

12. The adviser should control discipline just as he would in class, though discipline is not a problem in a well planned tour.

13. Boys should not take large amounts of money. It is better for them to turn money over to adviser and let him carry it in American Express checks and give to them if needed.

14. Drivers should be careful to observe traffic regulations. Do not make the trip unless a careful and capable driver can be secured. As a rule, he should not have to pay for his trip.

15. Have one or more boys take pictures of interesting places on the tour.

16. Each boy should write a card home every day.

17. Have each boy make a diary of the trip.

18. Have reporter take notes and write up the trip for the local paper and keep a complete written report for the chapter records.

19. Return on time.

Developing Abilities in Public Speaking*

The development of public speaking ability represents a cross section of many activities and requires a mastery of many skills, all of which are extremely valuable contributions to the more general term "leadership ability." This does not mean that a high degree of public speaking ability is a fundamental requirement for leadership. It is, however, a valuable asset.

If we assume that some degree of public speaking can be developed in all of us, then there must be activities in which individuals can engage which will contribute to success in this field. The following seem to contribute most directly and can be used in the classroom and FFA meetings.

1. Developing a knowledge of sources and nature of content of reference materials. This can be in either agriculture 1 and 2, or 3 and 4. This would include books, their sources, nature of contents and systems of filing. Practice in the use of this material can be arranged in class drill, in the use of the filing cabinet and in the weekly assignments of selected articles in current periodicals.

2. Developing the ability to organize subject matter material. Class instruction should be given in how to take notes and construct a simple outline. Class practice can be given in taking notes from assigned reading. Make special reports on current items of interest and prepare simple outlines to accompany oral reports.

3. Developing the ability to express one's thoughts. This requires vocabulary, confidence before a group, good speech habits, and a pleasing and convincing conversation.

Class activities which would help in developing these abilities are: Learning new words, both spelling and meaning; conference periods with individuals to "lead out" a student's thinking and expression and to build confidence; committee reports for practice before small groups; a public speaking contest in the department for every member to participate. Encourage further study and training on those giving promise of developing good state contest material.

Furnish lists of topics and reference material for student use.

Use of a simple score card for class use would help to develop a critical, analytical attitude toward a public speech.

Since it is thought to be more important to develop many good speakers than to develop one superior speaker, the first activities should be to get as many participators in public speaking as possible.

In order to do this, the first speeches should be short and, in order to develop speaking ability, they should be delivered without being read. However, notes may be used.

Suggested Procedure for Providing Practice in Public Speaking:

1. Require a three-minute speech of all Agriculture I students.

   a. Have speeches early in school year.
   b. Provide many copies of National Convention Proceedings and other winning FFA speeches.

*References: 2; 5- pp. 157-165.

c. Provide as much reading information as possible on subjects of speeches.
d. Provide students with long list of suggestions for subjects of national scope.
e. Read, discuss and analyze several national winner speeches.

2. Select three best speakers.

a. Use score card to score all students. Score on speech, delivery and questions.

3. Have the three best Agriculture I students and as many advanced students write and deliver ten-minute speeches.

a. If possible, secure credit for speeches on English assignment.
b. Have English teachers correct for English.
c. Help students improve stage appearance.
d. Help students gain sincerity in delivery.
e. Give extra credit for out-of-school work on speeches.

4. Conduct elimination contest for federation contestant.

a. Hold contest before school assembly or other selected group.
b. Secure outside judges.

5. Work with winner of contest.

a. Help student improve weakness in speech.
b. Secure as many audiences for student as possible.
c. Encourage student to work, work, work.

Suggested Topics for F.F.A. Public Speaking Contest

Getting Established in the Business of Farming.
America, "The Land of Milk and Honey"
Farm Machinery and How to "Keep it Rolling"
Providing a "Horn of Plenty"
The Farmer of Tomorrow
Rural Electrification
The Farm Credit Situation
The Restoration of Agricultural Stability
Organizing the Farm Business
The Federal Farm Credit System
Farming as a Mode of Living
Land Use or Land Utilization
Why I Choose to Become a Farmer
The Future of the American Farmer
Conservation of our Natural Resources
Education as a Permanent Farm Relief
Training for Leadership Through FFA
The Advantage of Being a Farmer
Cooperation and the American Farmer
Getting Established in Farming
Our Farm Mortgage Debt
Our Weed Mortgage on Farms
Federal Farm Loans
The Master Farmer

Education, a Solution to Our Weed Problem
Taxation, Its Relation to the Rural Community
The Farmer's Own Farm Relief
The Back-to-the-Land Movement
The New Era in American Agriculture
The Necessity for Trained Farmers
Young Men in Agriculture
The Problem of Soil Erosion
The Challenge of Rural Leadership
The Part-Time Farmer in American Agriculture
Does Controlled Land Utilization Hold the Key to the Present Farm Problem?
The Value of the Federal Farm Loan System to the American Farmer
The Equalization of Taxes as a Source of Farm Relief
Cooperative Marketing and the American Farmer
A Live-at-Home Program as a Farm Relief Measure
Cooperative Marketing, a Solution to Our Farm Problems
Education's Contribution to a Balanced Rural Living
Tariffs and Their Relation to the American Farmer
The Unorganized Farmers in an Organized World
The Machine Age and Its Effect on Agriculture
Leadership - The Urgent Need of Agriculture
What the FFA May Mean to Agriculture
What My Supervised Farming Program has Taught Me
Why I Chose to Become a Future Farmer
The Farmer's Part in a Planned Agriculture
Does the Farmer Have Absolute Ownership of Land?
Farm Machinery and the Agricultural Revolution
The Need for Rural Community Planning
Cooperative Medicine for the Farmer
A Controlled Agricultural Production
The Farmer's Contribution to the City
Inflation Prices for Farm Products
It Still Pays to Farm Well
Saving the Family Sized Farm
The Farmer's Interest in Taxation
Feeding our Allies
Sharing Farm Machinery
Solving the Farm Labor Problem
Farm Safety Programs, or, Keep Your Foot Out of the Wheel
Cooperative Movement in Arizona (Based on Mimeographed Material Issued by the State Supervisor's Office)
Effect of subsidies on American Farmer
Effect of Inflation on American Farmer
Agriculture Tomorrow
Chemurgy as an Aid to the American Farmer
A Mechanized Agriculture
Agriculture, an Ever Changing Vocation

Score Card for Evaluating Oral Reports in Local Chapters

Divisions		1 2 3 4 5 6 7 8 9 10	Score
I. Written Composition 40%	1. Organization	Rambling and messy — Not adapted to reader and subject. — Fairly logical — Logical and clear	
	2. Accuracy	Irrelevant — Extraneous — General — Fairly accurate — Based entirely on facts	
	3. Completeness	Much left out — Some omissions — Fairly complete — Very complete	
	4. Construction	Poor connection and discussion — Fairly concise — Sentences well selected and arranged	
II. Oral Presentation 40%	1. Voice	Poor (Quality, pitch, force, articulation, pronunciation) — Excellent	
	2. Poise	Wanders — Repeats — Evidence of effort — Complete control	
	3. Power of Expression	Vague — Little emphasis — Fairly sincere — Fluent, direct	
	4. General effect	Dull — Little attention — Interesting — Convincing	
III. Discussion 20%	1. Ability to direct discussion	Backward — Poor use of ideas — Knows subject — Quick thinker — Originality; Inspires confidence	
	2. Amount and quality of response	Little or no interest — Forced — Moderate participation — Complete and pointed	

Total score

Title of Report

Student's Name — Scored by:

Comments and suggestions for improvement:

Providing Publicity *

Types of Publicity

Newspapers and magazines:

1. Local papers - the local newspaper is probably the best source of publicity for the local chapter.

2. Daily papers of state-wide circulation, principally those from Phoenix and Tucson.

3. The Arizona Farmer and to a less extent the livestock organization publications such as the Arizona Stockman.

4. The Arizona Future Farmer which is dependent almost entirely upon chapters for news articles.

5. Chapter news letters and school papers are thoroughly read by a large number of school patrons.

The radio:

1. Regular programs can be arranged by any chapter in towns where radio broadcasting stations are located.

2. Special programs can be arranged for events of interest to listeners in the local community or perhaps throughout the state.

3. Arizona Farmer, sponsor of the Dinner Bell Hour, is always happy to have news items and personal reports from chapter members.

Other types:

1. Production credit associations, bankers and other business men should be kept informed.

2. Member participation in the farm bureau and other farm organizations provides an excellent source of publicity.

3. Cooperative chapter projects such as buying and selling cooperatives, farm machinery cooperatives, and chapter farms provide unlimited publicity. Whether it is good or bad publicity depends upon the success of the enterprise.

4. Chapter cooperation with civic clubs in holding joint programs and in sponsoring community programs is invaluable in gaining support for the chapter and its program.

5. Individual member participation in civic club programs to report activities and accomplishments. One chapter conducted a demonstration in parliamentary procedure at a meeting of the Junior Women's Club, then presented them with a parliamentary procedure booklet. Winners of the chapter public speaking contest should practice on as many different groups as possible. Both benefit.

*References: 10; 11-pp. 73-74; 15-pp. 50-54; 17-pp.37-39; 19; 20; 21; 22; 23; 25 - Part IX.

6. Assembly programs - The interest and support of a student body greatly affects the success of the chapter. Appearances before the student body with well prepared skits help to sustain the popularity of FFA work in the school.

Writing News Stories:

1. Methods of reporting
   a. Report the facts verbally, this allowing the publisher to write the kind of story he wants.

   b. Write out the story with all the facts and present it.

2. Selecting news

   a. Reporter must learn what is "news worthy"

      News articles should possess qualities of unusualness, freshness, immediate interest to reader, importance, and human interest.

   b. Reporter must know where to find stories

      Examples

      Progress reports of chapter activities
      Cooperative activities
      Community services
      Educational tours
      Demonstrations and shows
      Success stories of individual members
      Participation in contests
      Outstanding supervised farming programs
      Recreational activities

Writing the story

"Brevity is the soul of wit and news suffocates in a mob of words".

   a. Make the story brief, accurate and free from personal opinion.

   b. Make clear, direct statements that are easily understood.

   c. Try to answer in the first paragraph who, what, when, where, why and how.

   d. Present only stories that are timely.

   e. Humanize your story.

   f. Relax while writing news.

   g. Be natural; use adjectives and especially verbs. They give more action.

   h. Give all the important details but "when in doubt, leave it out."

   i. Make emphatic beginnings. Catch the reader's interest in the first paragraph.

j. Remember that what people think of you depends upon what they know about you.

4. Make use of pictures and cuts
"A picture is worth 5000 words."

5. Pointers in preparing copy

a. Write story on $8\frac{1}{2}$ x 11 inch paper.

b. Use only one side of the paper.

c. Type the article if possible.

d. Spell all names correctly.

e. Do not give your article a caption, but leave the top third of the front page blank to allow room for the editor's headline.

f. Always spell out numbers starting a sentence.

g. Paragraphs should range between 50 and 150 words.

h. Use capitals and punctuation marks sparingly.

i. Deliver your article promptly.

6. Get acquainted with the editor of your local paper and any employees who will help put your news over. Remember, "If you never say anything, you will never be heard."

Preparing and presenting radio programs

1. Selecting and preparing program

a. Use interviews, skits, dramatization, news flashes and the like.

b. Limit talks to from five to seven minutes.

c. Constant objective of programs should be to keep young farmers wanting to be farmers.

d. Where two or more persons are involved, exercise care to secure contrast in voices.

e. Always request radio time for the FFA direct from radio stations. Do not broadcast on time paid for by a commercial concern.

f. Don't use long sentences. Mix short and medium sentences to avoid monotony.

g. Always read your script until you can "talk it."

h. Underline words and phrases that give your sentences meaning.

i. Simplicity is always preferable.

j. Use direct rather than indirect sentences.
Use active tense.

k. Shorter well known words are stronger.

l. In giving FFA news or progress reports, localize your program.

2. Broadcasting

a. Be natural. Breathe normally even if it interrupts a sentence.

b. Speak directly into the microphone.

c. Keep the same distance from the microphone.

d. Keep smiling. It will help you put in a chuckle.

e. Be friendly, even intimate.

f. Don't talk down to your radio audience.

g. Don't rush. Take your time, but don't waste time. Talk about 135 to 145 words per minute.

h. Change of pace or tempo is good. You get it by:

Speaking at different rates of delivery.

Changing tone of your voice.

Using pauses judiciously.

Bringing in other voices.

i. Follow the script.

j. Keep your eyes on the script while performing. It is easy to lose your place.

k. Handle your script quietly; don't rattle the paper.

l. Keep your mind on the broadcast.

m. Be at the broadcasting station at least 30 minutes before "going on the air."

Organizing and Conducting Federation Programs*

Present Status -

The Arizona Association is divided into six federations. This unit of the State association provides chapters within the federation to perform many functions which would be impractical on a chapter basis, such as buying production supplies and selling farm products on a cooperative federation basis. Elimination in certain State FFA contests must first be made on a federation basis. These include the public speaking and parliamentary procedure contests. It appears advisable to expand many activities now confined to chapters into federation activities, such as field days, tours, banquets, honorary Chapter Farmer degree ceremonies, cooperatives and many forms of recreation and contests.

Developing and active program -

1. Have delegates meet and adopt a set of by-laws if none exists.

2. Delegates should approve by-laws.

3. Elect officers as provided in FFA constitution.

4. Plan a definite meeting time and place for a year in advance. Conform to the State constitution in determining minimum number of meetings and fiscal year.

5. Plan elimination contests well in advance of the State contests.

6. Conduct FFA federation fairs and shows previous to the State Fair.

7. It is recommended that chapters invite delegates from other chapters to attend such occasions as parent-son banquet, tours, and parties. This will develop a friendly, cooperative spirit and will broaden the boys' interest in FFA.

8. Federation tournaments and scheduled contests in standard sports are to be discouraged, since they usually compete with regular athletic schedules. However, novelty games, such as "burro baseball," have been used by some chapters as an excellent source of entertainment and revenue.

9. Each chapter should develop a recreation team and make a practice of initiating members of other chapters to a high degree and inviting other chapters to conduct initiation ceremonies for them.

State and National Chapter Contests**

Nature and Scope -

The National Chapter Contest became a permanent contest by action of the delegates attending the 1941 national convention of the Future Farmers of America. It is designed to promote leadership and cooperation among chapter members through worth while undertakings on a chapter basis.

In order to enter the National Chapter Contest, a chapter must submit a copy of its program of work to the State Executive Secretary on or before January 1. It is due in the National Office on or before January 31. The final report of accomplish

* References: 17 - pp. 74-76.
**References: 17 - p. 18.

ments is due in the State Executive Secretary's office on or before August 1 and in the National Office by midnight, September 1. The two highest scoring chapters are selected by the State Executive Committee and forwarded to the National Office on or before September 1.

Attention will always be focused on activities organized and carried out by the chapter as a group.

Announcement will explain in detail the eligibility of chapters, how to enter the contest, the method of selecting winners, and other necessary information.

Score Card -

The following score card is used to select the winners. Two hundred fifty points are allowed for the program of work and 750 for accomplishments:

	Program of Work	Report on Accomplishments
Supervised Practice	50	150
Cooperation	40	120
Community Service	40	120
Leadership	30	90
Earnings and Savings	30	90
Conduct of Meetings	20	60
Scholarship	20	60
Recreation	20	60

The work sheet shown on page _____ is a copy of the "program of work" form used in entering the contest. Each chapter entry should:

1. List all activities under one of the eight major headings.
2. Be made in triplicate; one for each of the National, State and local files.
3. Be complete and specific, but brief.
4. List permanent committees responsible for each division.
5. List the goal and how it will be achieved (ways and means).

Awards -

Awards shall be made by the State Association to the first and second place winners in the State. The National Organization offers the following awards to national winners:

To Gold Emblem Chapters: An official gold emblem national plaque (or gold emblem in miniature for attachment thereon) and a certificate of merit.

To Silver Emblem Chapters: An official silver emblem national plaque (or silver emblem in miniature for attachment thereon) and a certificate of merit.

To Bronze Emblem Chapters: An official bronze emblem national plaque (or bronze emblem in miniature for attachment thereon) and a certificate of merit.

To Honorable Mention Chapters: A Certificate of merit.

State Winners in National Chapter Contest -

1937 - Tolleson
1938 - Mesa
1939 - (No entry)
1940 - Mesa (Honorable mention in National)
1941 - Mesa (Honorable mention in National)
1942 - North Phoenix and Gilbert
1943 - Yuma and Tolleson (Honorable mention in National)
1944 - Yuma and Tolleson (Honorable mention in National)
1945 - Yuma and Coolidge

Federation and State Parliamentary Procedure Contests

1. The team will consist of five officers. (Members other than the regular officers may be substituted at the discretion of the instructor).

2. Each set of chapter officers will conduct a meeting for ten minutes. While one set of officers is in the "chairs" the other officers competing in the contest will act as "floor members."

3. Roberts Rules of Order, revised edition, shall be the final authority on parliamentary procedure.

4. Some disinterested person will be appointed to act as referee, whose duty will be to keep time and if confusion should occure as to the proper procedure to follow with any motion or business, he will notify the chairman of the chapter to make the decision regardless of whether it is right or wrong and proceed with the meeting. (If there should be an error in the chairman's decision, the judge should notice the error).

5. Long and involved motions and other time-consuming maneuvers shall not be included and judges shall score against these occurrences.

6. Constructive debate from the floor is just as important as proper parliamentary procedure.

7. Chapter secretaries will be required to keep minutes of the meeting while their chapter is in charge. Any member may call on the Secretary to read a motion at any time.

8. Should any member of any competing team use a book or other parliamentary help after the opening of the contest, the entire team from the school represented by the offending person shall be disqualified from placing in the contest.

9. Presiding officers should guard against continually recognizing the same boys or teams to the distinct disadvantage and exclusion of other teams requesting recognition at the same instant as the former. (Judges should pay particular attention to this undesirability in rating the chairman.)

10. A team which continuously objects to minor "points of order," whereby it seriously interferes with the general progress of the meeting, will be discriminated against by the judges. This refers particularly to when such interrupting interferes with the participation by other teams.

11. Procedure during the time each set of officers is in charge:

a. Reading of minutes of some previous meeting of the chapter. The minutes should be brief (less than a minute). There should be no committee or treasurer's report.
b. Business procedure starts when presiding officer calls for new business and will last for seven minutes. Only members of the team in charge and the members of other competing teams shall be permitted to participate in debate, to raise points of order, to appeal from decision of chair, and to make secondary motions and vote during business procedure.
c. Finishing business. Only officers in charge may participate.
d. After all sets of officers have competed, the judges will have the right to quiz the chairman of each team relative to parliamentary procedure (oral or written, at discretion of judges).

12. There will be three judges (preferably from a group of disinterested instructors as far as possible).

13. Permissible motions:

a. Main motion.
b. Amendments and amendments to amendments.
c. Commit or refer.
d. Postpone definitely.
e. Postpone indefinitely.
f. Lay on and take from the table.
g. Previous question.
h. Points of order.
i. Question of privilege.
j. Appeals from decision of chair.

(Avoid too much business of trivial nature. No motion can be made to adjourn or recess).

14. Basis for judging the contest.

a.	Poise	10
b.	Voice	10
c.	Fairness to members	10
d.	Speed with which problems are handled	10
e.	Judgment	10
f.	English	10
g.	Use of gavel	5
h.	General ability to handle situations	15
i.	Response to judges' questions (on abilities demonstrated and on points of the demonstration) . . .	20
	Total	100 Points

Deductions for overtime (2 points for each minute) ____

Net Total ____

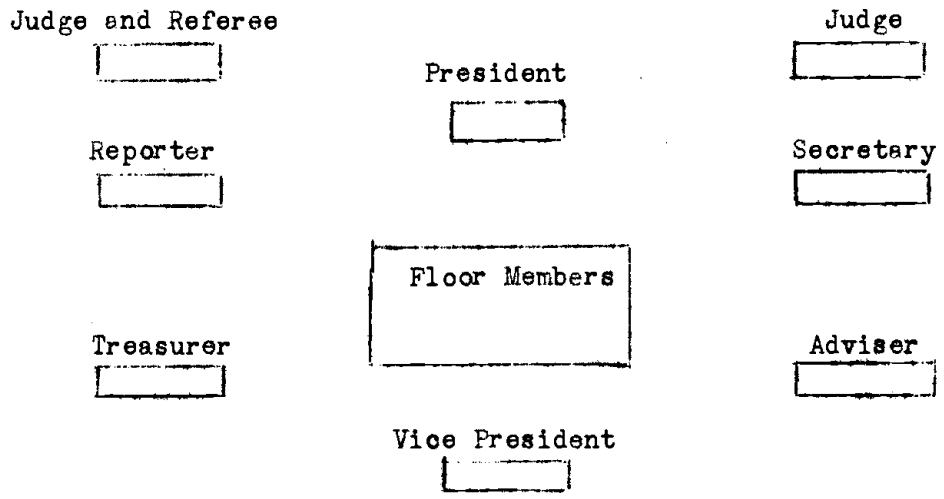
Team rank ____

15. Detailed explanation of contest.

Floor members shall seat themselves in the following order, reading from front to back: Reporter, Treasurer, Secretary, Vice President, President.

A standard placard bearing the name of the school shall be in the rear of each team.

Note the change for the position of the "officers or team in charge" and the "floor members" according to the new FFA Manual.



a. Each parliamentary team will draw for the order in which they will preside.
b. Each set of officers will be in charge of the meeting for 10 minutes. It will take around 9 minutes for business procedure and 1 or 2 minutes for finishing up business.
c. The only time "floor members" can participate is when the presiding officer calls for "new business."
d. Before the "floor member" or an officer (except the president) is allowed to speak, he must rise, give his last name, and be recognized by the presiding officer.
e. The referee will notify each set of officers in charge when they are to finish the business before the chapter and close.
f. Example of business that might come up for discussion:
Should each FFA member be required to own an FFA Manual?
(If a chapter can put up a good argument, it might be advisable to take the opposite view on some motion, even though they might be in favor.)

16. Suggested topics for main motions and debate in parliamentary procedure.

a. Transporting farm machinery into the school farm shop for repair should be an activity sponsored by the local FFA chapter.
b. Class time should be taken to discuss information in each issue of the Arizona Future Farmer paper.
c. The chapter executive committee should interview all boys who apply for the Green Hand or Chapter Farmer degrees.
d. Each chapter should send a delegate to the National FFA convention in Kansas City.
e. A radio should be owned by each chapter.
f. It should be an association requirement to have all chapters own the official FFA jackets for the local officers.

g. Only registered animals should be exhibited in the FFA division at the State Fair.
h. Every chapter in the State should enter the National Chapter Contest.
i. Five FFA story books should be in the library of each chapter.
j. Each chapter should listen to at least one national FFA radio program some time during the year.
k. At least 10% of the agricultural graduates should retain membership in the local chapter for three years after graduation.
l. The local chapter should start a campaign to prevent livestock losses in the local community.
m. Only those FFA members who attend at least 50 per cent of the chapter meetings should be allowed to exhibit livestock at fairs.
n. All boys in local chapters who speak at Parent and Son Banquets should be seated at the head of the table.
o. The nominating committee should be made up of members of the Senior Class.
p. It should be a State goal to have a home garden on the home farm of every Future Farmer.
q. More hogs should be produced in the local community.
r. A parity price of all agricultural products should equal 110%.

Conference Activity Score Card, Arizona Association F. F. A. Leadership Conference

	Maximum Points Allowed	Points Earned
Activities to be evaluated by the chapter:		
1. Percentage of paid-up members.	6	_____
Number enrolled in Vocational Agri. _____		
Number of paid-up members..... _____		
Percent of paid-up members..... _____		
Points earned on basis of one for each 20 per cent of total enrollment paid up ..... _____		
2. Number of members attending the conference ..... _____	5	_____
Points earned on basis of one point for each member attending... _____		
3. Miles traveled to the conference.	5	_____
One point for each 100 miles or major fraction thereof..... _____		
4. Participation in State Parliamentary Procedure contest finals ..... _____	5	_____
Score on F.F.A. test, points earned on basis of one point for each 20 earned by chapter members. (average score) ..... _____	5	_____
5. Serving on conference committees.	5	_____
Number of boys serving on at least one committee ..... _____		
Points earned on the basis of one or more committees ..... _____		
6. Appearance of program.	5	_____
Number of members appearing one or more times on the conference program ..... _____		
Points earned on basis of one point for each member participating ... _____		
7. Members applying for State Farmer Degree	10	_____
Number of candidates applying ... _____		
Points earned on basis of five points for each candidate applying _____		
8. Member receiving Star State Farmer Award	5	_____
9. Member elected to State Office	5	_____
Five points for one or more.		
10. Candidate nominated by chapter, elected to Honorary State Farmer Degree.	4	_____
Four points for each member, including teacher of vocational agriculture.		

	Maximum Points Allowed	Points Earned
11. General contributions of the group to various events on the program, including delegate participation in business session.	5	_____

Contribution Estimated Value

a.
b.
c.
d.
e.

12. Two delegates present at each session of the conference. Points earned on basis of one point for each session attended	5	_____

Activities to be evaluated by conference committees:

1. Chapter annual report (to be evaluated by committee on annual reports)	6	_____
2. Better chapter contests. Report of accomplishments. (To be evaluated by better chapter contest committee)	8	_____
3. General appearance of group during the conference (to be evaluated by chapter activity contest committee)	8	_____
4. General conduct of group during conference (to be evaluated by chapter activity contest committee	8	_____
Total Score	100	_____

Chapter _____

Officer presenting report _____

State and National Public Speaking Contest

Each year the Arizona Association of FFA sponsors a state public speaking contest. Each chapter is entitled to enter one contestant in the federation contest. Federation winners then compete in the state public speaking contest. Manuscripts of federation winners are due in the office of the State FFA Advisor thirty days prior to the state FFA public speaking contest.

The winner of the state contest represents Arizona in the regional contest, in which the winners from the eleven western states compete. Regional winners compete in the national public speaking contest.

The rules for the state contest are made to conform to the rules for the national FFA public speaking contest.

Eligibility -

Each contestant's speech is to be the result of his own effort. Training in both composition and delivery are limited to the facilities of the school from which the contestant comes, but facts and working data may be secured from any source.

Contestants may choose their own subjects for their speeches. Any current subject of an agricultural character which is of general interest to the public will be acceptable.

Contestants must be less than 21 years of age, regularly enrolled undergraduate high school students, active FFA members in good standing with the State Association and National Organization at the time they are selected to represent their chapter in the state contest.

All boys who participated in any previous national FFA public speaking contest are ineligible to compete again.

Time -

Each speech will be limited to 10 minutes in length and 5 minutes additional time will be allowed each contestant in which to defend his production on questions which shall be asked by the judge.

Contestants who have won the right to compete in the state contest are expected to file with the State FFA Advisor, through their teachers of Vocational Agriculture, at least 30 days prior to the state contest the following materials:

1. Four double spaced typewritten copies of the speech on 8½ x 11" white bond paper.

2. A signed statement of originality on a form provided.

3. A good clear glossy finished photograph (3" x 5").

The composite score of entries received after the time limit has expired will be cut 15 points per day.

This material will be forwarded for the state winner to the regional adviser.

Method of Selecting Winner -

Three competent and impartial judges will be selected to judge the contest, one of the three judges, when possible, being a teacher of speech and at least one judge should have an agricultural background. Each judge shall formulate, ask and score his own questions.

Prior to the contest the judges will be furnished with typewritten copies of the contestants' productions which they will read and grade on content and composition, recording their judgement on a score sheet which will also be provided.

At the time of the contest the judges will seat themselves apart from one another in different sections of the room in which the contest is held and will score each contestant upon the delivery of his production.

Contestants shall draw for places on the program. The program chairman shall then introduce each contestant in the order of the drawing and announce his subject.

A time keeper shall be designated who will record the time used by each contestant in delivering his speech, noting overtime, if any, for which deductions may be made.

When all contestants have finished speaking, the chairman of the judges will assemble the score sheets from all judges and the time keeper's sheet. Totals shall then be compiled, computations made, and a final decision rendered by the judges in conference.

Awards -

Twenty-five dollars is awarded each year to the state winner by the Arizona Association. Medals are awarded to the four contestants who speak in the finals of the regional contest. Medals and cash prizes are awarded to the contestants in the national contest by the National Organization of Future Farmers of America. The cash prizes are as follows:

1st place	$250
2nd place	200
3rd place	150
4th place	100
5th place	50

JUDGES SCORE SHEET

NATIONAL PUBLIC SPEAKING CONTEST

FUTURE FARMERS OF AMERICA

Part 1. For Scoring Content and Composition:

Items to be scored.	Points Allowed	Points awarded contestants											
		1	2	3	4	5	6	7	8	9	10	11	12
1.Content of the manuscript	200												
2.Composition of manuscript	100												
Score on written production	300												

Part II. For Scoring Delivery of the Production:

Items to be scored	Points Allowed	Points awarded contestants											
		1	2	3	4	5	6	7	8	9	10	11	12
1. Voice	100												
2. Stage presence	100												
3. Power of expression	200												
4. Response to questions	200												
5. General effect	100												
Score on delivery	700												

Part III. For Computing the Results of the Contest:

Items to be scored	Points Allowed	Points awarded contestants											
		1	2	3	4	5	6	7	8	9	10	11	12
1. Score on written production	300												
2. Score on delivery	700												
Totals	1000												
*Less overtime deductions for each minute	20 points												
Grand Totals													

*From the timekeeper's record

For explanation of score sheet items, see next page.

EXPLANATION OF SCORE SHEET POINTS

(For Part I)

1. Content of the speech includes:
   - Importance and appropriateness of the subject
   - Suitability of the material used
   - Accuracy of the statements included
   - Evidence of purpose

2. Composition of the speech includes:
   - Organization of the content
   - Unity of thought
   - Logical development
   - Language used
   - Sentence Structure
   - Accomplishment of purpose - conclusions

(For Part II)

1. Voice includes:
   - Quality
   - Pitch
   - Force
   - Articulation
   - Pronunciation

2. Stage presence includes:
   - Personal appearance
   - Poise and body posture
   - Attitude
   - Confidence
   - Personality
   - Ease before audience

3. Power of expression includes:
   - Fluency
   - Emphasis
   - Directness
   - Sincerity
   - Communicative ability
   - Conveyance of thought and meaning

4. Responses to questions includes:
   - Ability to satisfactorily answer the questions on the speech which are asked by the judges indicating originality, familiarity with subject, and ability to think quickly.

5. General effect includes:
   - Extent to which the speech was interesting, understandable, convincing, pleasing and held attention.

Suggestions for Chapter Library*

(See Bibliography for additional references on specific FFA subjects)

Most Recent Issue of the Proceedings of the National F.F.A. Convention (11)

CONTRIBUTIONS OF TEN LEADING AMERICANS TO AGRICULTURE (9)

Allen & Briggs, IF YOU PLEASE (2)

Anderson, Homer Paul, YOUR CAREER IN AGRICULTURE (12)

Case, John F., PEACH VALLEY WARRIOR (1)

Case, John F., TOM OF PEACE VALLEY (2)

Case, John F., MOON VALLEY (2)

Davenport, Eugene and Nolan Aretas, AGRICULTURAL ARTS (8)

Ivins & Winship, FIFTY FAMOUS FARMERS (8)

McKown, Harry C. & LeBron, Marion, A BOY GROWS UP (3)

Nolan, A. W., SHORT STORIES FOR FUTURE FARMERS (1)

Schmidt, Sarah L., THE SECRET OF SILVER PEAK (6)

Schmidt, Sarah L., NEW LAND (4)

Schmidt, Sarah L., SHADOWS OVER WINDING RANCH (6)

Publishers:

(1) Interstate Printing Company, Danville, Illinois
(2) J. B. Lippincott Company, 2126 Prairie Avenue, Chicago, Illinois
(3) McGraw Hill Book Company, 330 West 42nd Street, New York City
(4) Robert McBride and Company, New York City
(6) Random House Publishing Company, New York City
(8) Girard Press, 119 West Park Avenue, Champaign, Illinois
(9) Meredith Publishing Company, Des Moines, Iowa
(11) U. S. Office of Education, Federal Security Agency, Washington, D. C.
(12) E. P. Dutton and Company, 300 Fourth Avenue, New York City

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*References: 5-p. 229; 8-Chapter VIII; 11-p. 72; 12.

Organizing F.F.A. Cooperatives *

Possibilities and limitations:

Farmers have come to realize that their interests extend beyond the fence lines of their own farms. They have learned to work together on many problems of common interest. In order for a cooperative to function efficiently and successfully, it must be managed by intelligent leaders and supported by unselfish and informed members.

The history of farmer cooperatives in the United States is not encouraging to prospective members of a cooperative. However, progress is being made and as a new generation of farmers replaces the old, there is renewed hope. Young farmers who have learned to work together and play together through Future Farmer work have also developed a trust in their fellow Future Farmers.

This mutual trust is being reflected in the organization of strong agricultural cooperatives. They do not believe that they have any particular right as individuals to buy their consumer supplies at wholesale prices, but in order to be efficient, they must operate on the same basis as any other industry. That is, buy their raw materials (production supplies, feed, seed, fertilizer, etc.) at wholesale prices. It is equally important that a cooperative effort be exerted in order to command a reasonable price for the products they sell.

More favorable prices may be expected through more efficient marketing on a cooperative basis and stronger bargaining power through a single spokesman backed up by local members and large volumes of farm products to market.

Determining the need for a cooperative:

1. Committee in charge of cooperative activities should conduct a survey among chapter members of kinds and amounts of products bought and sold.

2. Determine what saving or other advantages if any could be realized through purchasing production supplies on a cooperative basis. Determine what advantages would accrue to members selling through a cooperative.

3. Determine difficulties likely to be encountered.

4. Summarize findings and present facts to members at a chapter meeting.

5. Solicit reaction of group to the findings and determine how many can benefit by it, will support it, and have a sufficient volume to justify it.

6. Invite a specialist in cooperatives to present the advantages and disadvantages of cooperatives. Ask him to discuss such factors as:

   a. Privileges and responsibilities of individual members.

   b. Improved methods of marketing through cooperatives

   c. Advantages of pooling products

   d. Special privileges enjoyed by cooperatives

   e. Necessity for loyalty to organization

   f. Need for intelligent capable leadership

References: 4-Chapter III; 5-pp. 201-211; 17-pp. 42-44; 18-pp.18, 19; 25-Part 25- Part IV

g. Pitfalls

Organizing the cooperative *

1. Limit services performed to purchasing or selling those commodities in which the coop is most likely to succeed.

2. Secure the support of leading patrons in the community and school authorities.

3. Elect a board of directors who in turn elect their own officers and appoint a manager. If the cooperative is to be incorporated, it will be necessary to elect adults as members of the board of directors.

4. Sell membership stock at prices that everyone who will benefit can afford to belong.

5. Try to confine fifty-one percent or more of the cooperative's business to members.

6. Keep the membership well informed.

7. Require a strict system of bookkeeping and practice regular auditing.

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* The Tolleson FFA chapter is incorporated under the Cooperative Marketing act of Arizona

SUGGESTED WAYS IN WHICH HONORARY STATE FARMERS CAN ASSIST IN PLANNING AND CONDUCTING ACTIVITIES IN FUTURE FARMER PROGRAMS

I. Providing equipment and facilities

A. Needs
1. Classrooms and shop
2. Practice Farm
3. Equipment for teaching agriculture
   a. Classroom, general laboratory equipment and library.
   b. Shop equipment (enough to teach the job that farmers are expected to do).
   c. Farm tractor and equipment (available for teaching purposes).
   d. School bus or other transportation for field classes.

B. How Honorary State Farmers can serve in helping to meet these needs.
1. Visit agricultural classes in the high schools and students' farming programs to determine department needs and opportunities.
2. Serve on the advisory committee of the department of vocational agriculture.
3. Acquaint members of adult organizations with the nature and scope of the Future Farmer program and the need for adequate financial support.
4. Work with legislative groups and local school boards in helping to provide adequate support for the program.
5. Donate specimen material and equipment to the department for teaching purposes.
6. Lend machinery and equipment to the local chapter for instructional purposes.
7. Encourage farmers and other businessmen to make their farms and places of business available to the local chapter for teaching purposes.

II. Assisting Future Farmers in Getting Started in Farming

A. Needs
1. Financing
2. Procuring land
3. Procuring equipment
4. Procuring livestock
5. Procuring production supplies
6. Procuring a market

B. How Honorary State Farmers can help Future Farmers in getting a start in farming.

1. Give individual and group counsel on money management.
2. Encourage credit agencies to make larger character loans.
3. Inform Future Farmers of sources and types of farm credit and the use of each.
4. Assist Future Farmers in determining financial requirements for different types of farming.
5. Assist Future Farmers in developing approved farming methods by providing them access to purebred sires, helping them to locate good foundation stock at reasonable prices and offering help and guidance in conducting a sound breeding program.
6. Help Future Farmers meet their equipment needs by selling them equipment that may be repaired or renting equipment at times when it is not in use.

7. Work with Future Farmer chapters in helping them to use their combined purchasing power to buy production supplies at fair prices.
8. Help individual members and chapters locate good markets for their crops and livestock.

III. Providing opportunities and situations for the development of leadership and citizenship.

A. Needs
1. Opportunity for practice in speaking before groups
2. Opportunity to develop ability in conducting meetings
3. Opportunity to serve on committees
4. Opportunity to assume leadership responsibilities in agricultural and other community organizations.
5. Assistance to individual members in planning a career in farming.

B. How Honorary State Farmers can help develop leaders and good citizens among Future Farmers
1. Invite winners of chapter and state public speaking contests to talk before community organizations.
2. Invite officers of state association and local chapters to talk before community organizations.
3. Invite members of local chapters to demonstrate the use of parliamentary procedure at regular meetings of community organizations.
4. Invite Future Farmers to attend meetings of farm and civic clubs and to take an active part in the business of the organization.

IV. Opportunity and assistance in making the farm and ranch a better place on which to live.

A. Needs.
1. Assistance in improving the physical organization of the farm or ranch for:
   a. Greater efficiency
   b. Improved appearance
2. Assistance in managing money for full living.

B. How Honorary State Farmers can help Future Farmers make the farm or ranch a better place on which to live.
1. Provide the "voice of experience" in helping them build the right kind and amount - to "tool up" but not to "overtool" or "undertool."
2. Provide guidance in developing a livestock and crop program that is likely to be profitable.
3. Assist Future Farmers span the gap from boyhood to adulthood by sincere and friendly guidance and counsel.

WORK SHEET FOR PLANNING ANNUAL PROGRAM

A final copy should be recorded on the official annual program of work form and mailed to the office of the State Executive Secretary on or before January 1.

(Chapter)	(P.O. Address)	(State)
Submitted by:	Date:	

Divisions and Activities Supervised Practice: Co-operative Activities; Community Service; Leadership; Earnings and savings; Conduct of Meetings; Scholarship; Recreation; and General. Please Number each item.	Committees Responsible	Goals (Please number each item)	Ways and Means

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4. Ross, W. A., FORWARD F.F.A. (8)
5. Scranton, L. L., FUN AND WORK FOR FUTURE FARMERS (13)
6. Sherrill, W. R., HOW TO MAKE GOOD FUTURE FARMER PICTURES (15)
7. Stewart, W. F., HELPS IN MASTERING PARLIAMENTARY PROCEDURE (16)
8. Tenney, A. W., PRACTICAL ACTIVITIES FOR FUTURE FARMER CHAPTERS (13)
9. Tenney, A. W., PROGRAMS FOR FUTURE FARMER CHAPTER MEETINGS (13)
10. Rogers, Charles E., REPORTING F.F.A. NEWS (3)
11. THE OFFICIAL F.F.A. MANUAL FOR FUTURE FARMERS OF AMERICA (8)
12. THE F. F. A. CHAPTER LIBRARY, H. T. Hall and H. M. Hamlin (3)
13. FUTURE FARMER CHAPTER MANAGEMENT, H. M. Hamlin, H. T. Hall and C. E. Bundy (3)
14. HISTORY OF THE KANSAS ASSOCIATION OF FUTURE FARMERS OF AMERICA (12)
15. F. F. A. HELPS (11)
16. F.F.A. ACTIVITIES IN KENTUCKY'S PROGRAM OF VOCATIONAL AGRICULTURE (10)
17. THE F.F.A. CHAPTER, ITS ORGANIZATION AND ACTIVITIES, E. V. Noblin (9)
18. HANDBOOK FOR FUTURE FARMERS, Henry Groseclose (8)
19. YOUR JOB AS F.F.A. CHAPTER REPORTER (7)
20. NEWS WRITING FOR HOME DEMONSTRATION REPORTERS, Harold L. Harris (6) (Pamphlet No. 25)
21. HINTS ON WRITING FOR RADIO (5)
22. WRITING FUTURE FARMER NEWS (Special Helps Bulletin No. 9) (4)
23. WRITING FARM AND HOME NEWS, Extension Bulletin no. 164 (2)
24. A MANUAL OF PLAY AND GAMES (11)

Magazines

25. THE AGRICULTURAL EDUCATION MAGAZINE (17)

    a . Supervised Practice

        F.F.A. Home Improvement
        Iowa Future Farmer, February, 1942, Vol. XIV

Chapter Projects Improve Livestock
J. R. Stillham, May, 1942, Vol., XIV

Setting up Supervised Practice Programs in Alabama
C. C. Scarborough, June, 1942 Vol., XIV

Wartime Goals in Livestock Production for Future Farmers
J. I. Thompson, August, 1942 Vol. XV

Supervised Practice that Develops Farmers
R. J. Bishop, September, 1942, Vol. XV

Factors for Success in a Dairy Production Project
C. Y. Cannon, September, 1942, Vol. XV

F. F. A. Makes Money on Seed
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(4) Agricultural and Mechanical College of Texas, School of Agriculture, College Station, Texas

(5) National Committee on Boys and Girls Club Work, 56 East Congress Street, Chicago, Illinois

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(8) The French Bray Printing Company, Candler Building, Baltimore, Maryland

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