

***Agricultural and Environmental Systems Career Field  
Technical Content Standards  
Secretary's Book***

<b>Outcome 1.1.</b>	<b>Employability Skills</b> - Develop career awareness and employability skills (e.g., face-to-face, online) needed for gaining and maintaining employment in diverse business settings.
1.1.4.	Describe the role and function of professional organizations, industry associations and organized labor and use networking techniques to develop and maintain professional relationships.
1.1.6.	Explain the importance of work ethic, accountability and responsibility and demonstrate associated behaviors in fulfilling personal, community and workplace roles.
1.1.9.	Give and receive constructive feedback to improve work habits.
<b>Outcome 1.2.</b>	<b>Leadership and Communications</b> - Process, maintain, evaluate and disseminate information in a business. Develop leadership and team building to promote collaboration.
1.2.6.	Use proper grammar and expression in all aspects of communication.
1.2.11.	Write professional correspondence, documents, job applications and résumés.
1.2.12.	Use technical writing skills to complete forms and create reports.
<b>Outcome 1.4.</b>	<b>Knowledge Management and Information Technology</b> - Demonstrate current and emerging strategies and technologies used to collect, analyze, record and share information in business operations.
1.4.2.	Select and use software applications to locate, record, analyze and present information (e.g., word processing, e-mail, spreadsheet, databases, presentation, Internet search engines).
1.4.5.	Use information technology tools to maintain, secure and monitor business records.
1.4.6.	Use an electronic database to access and create business and technical information.
1.4.7.	Use personal information management and productivity applications to optimize assigned tasks (e.g., lists, calendars, address books).

# Secretary's Book

Name \_\_\_\_\_ Chapter \_\_\_\_\_

Criteria	3	2	1	0	Weight	Total
Names of national, state, and chapter officers	Typed or computer generated names of national, state, and chapter officers. Only one set from each area needs to be submitted.	Typed, computer generated of two of the following: national, state, and chapter officers. Only one set from each area needs to be submitted.	Typed, computer generated, or written names of one of the following: national, state, and chapter officers. Only one set from each area needs to be submitted.	Not present	X 4	/12
FFA membership roll and records	Members' names typed or computer generated in distinguishable order, and includes all of the following: highest degree, grade level and course enrolled in, along with record of individual student activity participation (must include meeting attendance).	Members' names typed or computer generated, and includes at least 2-3 of the following areas: highest degree, grade level and course enrolled in, along with record of individual student activity participation (must include meeting attendance).	Members' names typed or computer generated, and includes at least 1 of the following areas: highest degree, grade level and course enrolled in, along with record of individual student activity participation (must include meeting attendance).	Not present	X6	/18
Agenda of chapter meetings	Typed or computer generated agenda for each meeting that includes reports of the officers who presented (Treasurer's report required), old business, committee reports, new business. Minimum of four meetings.	Typed or computer generated agenda for each meeting that includes officer reports, old business, committee reports, new business. Minimum of three meetings.	Typed, computer generated, or written agenda for each meeting. Minimum of two meetings.	Not present	X 6	/18
Minutes of chapter meetings	Typed or computer generated minutes of the chapter meeting. With all 10 of the following present: date, time, location, who called the meeting to order, officer and committee reports, all motions in their own paragraph with correct parliamentary law being observed and signed by the secretary and president. Minimum of four meetings.	Typed, computer generated minutes of the chapter meeting. With 5-9 of the following present: date, time, location, who called the meeting to order, officer and committee reports, all motions in their own paragraph with correct parliamentary law being observed and signed by the secretary and president. Minimum of three meetings.	Typed, computer generated or written minutes of the chapter meeting. With 1-4 of the following present: date, time, location, who called the meeting to order, officer and committee reports, all motions in their own paragraph with correct parliamentary law being observed and signed by the secretary and president. Minimum of two meetings.	Not present	X 20	/60

# Secretary's Book

Name \_\_\_\_\_ Chapter \_\_\_\_\_

Criteria	3	2	1	0	Weight	Total
Committee Reports	<p>Typed or computer generated committee reports attached with the minutes of that meeting in order of presentation.</p> <p>Reports include all of the following: name of committee, date, attendance (names of members present and absent), who called the meeting to order and recommendation to be taken before the chapter.</p> <p>Minimum of four meetings</p>	<p>Typed or computer generated committee reports attached with the minutes of that meeting in order of presentation.</p> <p>Reports include 3-4 of the following: name of committee, date, attendance (names of members present and absent), who called the meeting to order and recommendation to be taken before the chapter.</p> <p>Minimum of three meetings.</p>	<p>Typed, computer generated or written committee reports attached with the minutes of that meeting in order of presentation.</p> <p>Reports include 2 of the following: name of committee, date, attendance (names of members present and absent), who called the meeting to order and recommendation to be taken before the chapter.</p> <p>Minimum of two meetings.</p>	Not present	X 10	/30
Correspondence	FFA chapter related correspondence received and sent by chapter included in chronological order.	FFA chapter related correspondence received or sent by chapter included in chronological order.	FFA chapter related correspondence received and sent by chapter included in no distinguishable order.	Not present	X 4	/12
<p><b><i>The Secretary's Book must be bound either in a notebook or in a permanent binder.</i></b></p> <p>Rating: Gold 150-135; Silver 134-119; Bronze 118-103; Honorable Mention 102-87</p> <p>All FFA secretaries that earn a Gold Rating may be awarded a gold medal that may be presented at the Ohio FFA Convention.</p>						/150

***Agricultural and Environmental Systems Career Field Technical  
Content Standards  
Treasurer's Book***

<b>Outcome 1.1.</b>	<b>Employability Skills</b> - Develop career awareness and employability skills (e.g., face-to-face, online) needed for gaining and maintaining employment in diverse business settings.
1.1.4.	Describe the role and function of professional organizations, industry associations and organized labor and use networking techniques to develop and maintain professional relationships.
1.1.6.	Explain the importance of work ethic, accountability and responsibility and demonstrate associated behaviors in fulfilling personal, community and workplace roles.
1.1.9.	Give and receive constructive feedback to improve work habits.
<b>Outcome 1.2.</b>	<b>Leadership and Communications</b> - Process, maintain, evaluate and disseminate information in a business. Develop leadership and team building to promote collaboration.
1.2.6.	Use proper grammar and expression in all aspects of communication.
1.2.11.	Write professional correspondence, documents, job applications and resumes.
1.2.12.	Use technical writing skills to complete forms and create reports.
<b>Outcome 1.4.</b>	<b>Knowledge Management and Information Technology</b> - Demonstrate current and emerging strategies and technologies used to collect, analyze, record and share information in business operations.
1.4.2.	Select and use software applications to locate, record, analyze and present information (e.g., word processing, e-mail, spreadsheet, databases, presentation, Internet search engines).
1.4.5.	Use information technology tools to maintain, secure and monitor business records.
1.4.6.	Use an electronic database to access and create business and technical information.
1.4.7.	Use personal information management and productivity applications to optimize assigned tasks (e.g., lists, calendars, address books).
<b>Outcome 1.6.</b>	<b>Business Literacy</b> - Develop foundational skills and knowledge in entrepreneurship, financial literacy and business operations.
1.6.11.	Describe how all business activities of an organization work within the parameters of a budget.
<b>Outcome 1.9.</b>	<b>Financial Management</b> - Use financial tools, strategies and systems to develop, monitor and control the use of financial resources to ensure personal and business financial well-being.
1.9.1	Create, analyze and interpret financial documents (e.g., budgets, income statements).
1.9.3.	Review and summarize savings, investment strategies and purchasing options (e.g., cash, lease, finance, stocks, bonds).
1.9.8.	Identify income sources and expenditures.

# Treasurer's Book

See the Official Chapter Treasurer's Book Guide located on the Ohio FFA website

Name \_\_\_\_\_ Chapter \_\_\_\_\_

Criteria	3	2	1	0	Weight	Total
Auditing Committee Report	Typed or computer generated, complete with accurate (same as reported in records) overall balance of funds and investments, date of signature, and signed by the Auditing Committee Chair.	Typed or computer generated, complete, and accurate but not signed Auditing Committee Chair.	Typed, computer generated or written, but incomplete and/or inaccurate, or not signed by the Auditing Committee Chair.	Not present	X 5	/15
Chapter budget	Budget is typed or computer generated and reflects both income and expenses.	Budget is typed or computer generated and reflects both income and expenses but is incomplete and/or inaccurate.	Typed, computer generated or written, budget included but incomplete and/or inaccurate.	Not present	x 8	/24
Net Worth Statement	Net worth statement is typed or computer generated listing assets, accounts payable (money the chapter owes) and accounts receivable (money owed to the chapter).	Net worth statement is typed or computer generated listing two of the following: assets, accounts payable and accounts receivable.	Net worth statement is typed, computer generated, or written listing one of the following: assets, accounts payable and accounts receivable.	Not present	x 6	/18
Individual financial records	Members' names typed or computer generated in alphabetical order and includes date dues paid, and record of individual student monetary transactions.	Members' names typed or computer generated in alphabetical order including date dues paid.	Members' names typed, computer generated or written but in no distinguishable order or no record of date dues paid.	Not present	x 11	/33
Record of receipts and disbursements	Record of all FFA receipts and disbursements in a distinguishable order and typed or computer generated by either the school or FFA chapter.	Record of all FFA receipts and disbursements typed or computer generated.	Record of all receipts and disbursements typed, computer generated or written are incomplete.	Not present	x 20	/60
				<i>A record is defined as purchase orders, receipts, transaction balance sheets, or financial documentation that tracks the chapters spending.</i>		
<p><b><i>The Treasurer's Book must be bound either in a notebook or in a permanent binder. Receipt books do not need to accompany the Treasurer's Book.</i></b></p> <p>Rating: Gold 150-135; Silver 134-119; Bronze 118-103; Honorable Mention 102-87</p> <p>All FFA treasurers that earn a Gold Rating may be awarded a gold medal that may be presented at the Ohio FFA Convention.</p>						/150

***Agricultural and Environmental Systems Career Field Technical  
Content Standards  
Reporter's Book***

<b>Outcome 1.1.</b>	<b>Employability Skills</b> - Develop career awareness and employability skills (e.g., face-to-face, online) needed for gaining and maintaining employment in diverse business settings.
1.1.4.	Describe the role and function of professional organizations, industry associations and organized labor and use networking techniques to develop and maintain professional relationships.
1.1.6.	Explain the importance of work ethic, accountability and responsibility and demonstrate associated behaviors in fulfilling personal, community and workplace roles.
1.1.9.	Give and receive constructive feedback to improve work habits.
<b>Outcome 1.2.</b>	<b>Leadership and Communications</b> - Process, maintain, evaluate and disseminate information in a business. Develop leadership and team building to promote collaboration.
1.2.5.	Communicate information (e.g., directions, ideas, vision, workplace expectations) for an intended audience and purpose.
1.2.6.	Use proper grammar and expression in all aspects of communication.
1.2.9.	Identify advantages and disadvantages involving digital and/or electronic communications (e.g., common content for large audience, control of tone, speed, cost, lack of non-verbal cues, potential for forwarding information, longevity).
1.2.11.	Write professional correspondence, documents, job applications and resumes.
1.2.12.	Use technical writing skills to complete forms and create reports.
<b>Outcome 1.4.</b>	<b>Knowledge Management and Information Technology</b> - Demonstrate current and emerging strategies and technologies used to collect, analyze, record and share information in business operations.
1.4.2.	Select and use software applications to locate, record, analyze and present information (e.g., word processing, e-mail, spreadsheet, databases, presentation, Internet search engines).
1.4.5.	Use information technology tools to maintain, secure and monitor business records.
1.4.6.	Use an electronic database to access and create business and technical information.
1.4.7.	Use personal information management and productivity applications to optimize assigned tasks (e.g., lists, calendars, address books).

# Reporter's Book

Name \_\_\_\_\_ School \_\_\_\_\_

Criteria	3	2	1	0	Weight	Total
School and/or local newspaper or magazines	Dated articles with or without photographs that must focus on the subject of Ag Ed, FFA, FFA Alumni programs and/or activities.			Not meeting any of the aforementioned criteria.	2 points per article (max. of 40 points)	/40
	Identification banners must be included. Duplicate articles in different publications or websites are acceptable with banners.					
FFA chapter newsletters, webpage and/or social media updates.	Chapter/program newsletter pages or chapter/program web pages or blog/social media posts published in one-year (must be dated) with or without photographs that must focus on the subject of Ag Ed, FFA programs and/or activities.			Not meeting any of the aforementioned criteria.	2 points per newsletter or webpage  1/2 point per social media post (max. of 50 points)	/50
	Newsletter and social media sites must focus on the subject of Ag Ed / FFA programs and/or activities. (Not an announcement flyer)					
Chapter Snapshots	80 photographs, equaling 9 sq. in. or larger in size (regardless of shape) with captioned description of picture or title included on all 80 photographs	40 to 79 photographs equaling 9 sq. in. or larger in size with caption or title included on all photographs or 80 or more photos of various size with or without captions.	25 to 39 photographs equaling 9 sq. in. or larger in size with caption or title included on all photographs or 40-79 or more photos of various size with or without captions.	Not meeting any of the aforementioned criteria.	X 10	/30
Neatness, organization, and Artistic Expression	Articles and pictures are neatly displayed.  Collections are organized by month, Program of Activities, or season.  Chapter and Reporter's name are clearly published on a title page.  Titles or captions are typed or neatly written Artwork or design included	Articles and pictures are neatly displayed.  Collections are organized by month, Program of Activities, or season  Chapter and Reporter's name are clearly published on a title page.	Collections are organized by month, Program of Activities, or season  Chapter and Reporter's name are published	Not meeting any of the aforementioned criteria.	X 10	/30
Rating: Gold 150-135; Silver 134-119; Bronze 118-103; Honorable Mention 102-87  All FFA reporters that earn a Gold Rating may be awarded a gold medal that may be presented at the Ohio FFA Convention.						/150