ALASKA STATE OFFICER CANDIDATE HANDBOOK

Revised for 2027

11/1/2026

Dear Alaska FFA State Officer Candidate:

Welcome to the Alaska FFA State Officer Selection Process. Congratulations on reaching this point in your FFA career. The path to becoming a state officer is full of challenges but can be endlessly valuable and rewarding. Through your preparation to run for state office, you will develop further as a leader and communicator. In this process, we are seeking dedicated, hardworking, and growth-minded individuals willing to spend a year of service.

Becoming a state FFA officer provides unique opportunities and training, which will help you prepare for future careers, educational opportunities, and lifelong leadership roles. State officers serve Alaska FFA members, supporters, and advisors at different levels and exist to make a positive difference in the lives of all they interact with.

This guide is here to serve as a reference point for all things "State FFA Officer Selection" as well as to provide a basic understanding of the responsibilities of a state officer. Included here is an outline of the selection process as well as expectations- if you are selected to serve as an officer. Please thoroughly review the entire guide but remember- this guide is just the beginning! As a state officer, you should study Agriculture, Food, and Natural Resources (AFNR), Education, SAE, FFA history and information, agricultural issues and current events, and develop presentation skills. This book is only a resource to help start your own journey of learning and preparation.

Remember to prioritize the events you take part in at State Convention. I recommend only participating in one CDE/LDE each day of convention to not stretch yourself too thin during that week. This is not to discourage you from being a well-rounded FFA member, but to help with the prioritization of the events that you take part in. Throughout the year of state office you will often be expected to coordinate and prioritize the activities and events that you do and this convention will be a good opportunity to practice that.

I wish you good luck as you prepare to run for state office. If you have questions about the responsibilities of state officers, the selection process, or nominating committees, feel free to contact me: taylor.nelson@alaska.gov or 907-795-9242

Best wishes,

Taylor Nelson

Alaska FFA State Advisor

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State Officer Job Description

The primary responsibility of a State FFA Officer is to serve the Alaska FFA Association in local, state, and national activities in a way that informs and inspires the members, advisors, teachers, and supporters of Alaska FFA. FFA is a student-led organization at its core and State FFA Officers are there to help achieve the mission, strategies, and core goals of the organization.

State officers serve under the supervision of the State FFA Advisor/Executive Director and State FFA Board of Directors in accordance with official policies and budget.

Responsibilities include:

- Adhering to the State FFA Officer policies and following through with those activities agreed to on the application. Adhering to the National FFA code of conduct.
- Participating in training, orientation, continual self-improvement and evaluation of activities as directed by State FFA Staff.
- Balancing and prioritizing officer duties with personal and academic time.
- Developing a positive relationship with FFA members, advisors, staff, sponsors, and the public.
- Staying up to date on agriculture, natural resources, agribusiness, and agricultural education facts and issues- at state and national levels.
- Planning, preparing, reading, studying, listening, and practicing to continually improve public speaking, facilitation, and leadership skills.
- Planning, preparing, and conducting visits to chapters, districts, and state convention.
- Participating in local chapter banquets and activities as invited by local chapter advisors and approved by State FFA Staff.
- Preparing and submitting expense reports on time.
- Chairing and co-chairing meetings effectively using parliamentary procedure.
- Communicating via email and keeping up to date on correspondence.
- Developing and exercising awareness and sensitivity to inclusion of all in regards to FFA membership and the general student population.
- Being a servant leader, working well with a team, and striving to improve our organization.
- Performing other duties as instructed.

Key Components of State Office

State Officers commit their time, energy, and passion toward learning, living, and modeling keys of success. They have the opportunity to move toward excellence personally and professionally and act as an example to members of the association. These are some of the key components of service as a state officer.

Represent

Officers are first and foremost representatives that uphold the FFA brand, vision, and mission to others as well as communicating key messages. This means that officers should be in their role 24 hours a day, seven days a week, for the whole 365 days of their service. They should project a professional image, using proper etiquette, interacting positively with the media, and promoting diversity and inclusion.

Balance

State officers must balance personal health, wellness, stress management, and their many responsibilities. Officers should care for themselves, mentally and emotionally, to be in the best position to fully serve members. Key aspects of this are flexibility/adaptability, personal reflection and growth, maintaining relationships with family and friends, keeping a realistic view of self, and preparing to transition out of state office at the end of their year.

Learn

Hold a positive attitude toward learning, feedback and growth. Officers receive coaching through their duties throughout the year and should strive to always improve. They should become knowledgeable in agriculture, education, agribusiness, and FFA and stay up-to-date on current events. Growing your knowledge of yourself and team members will allow the team to be most efficient and effective.

Pay it Forward

1. Strive to make meaningful connections with individuals of all ages and walks of life.
2. Focus on the future value of the work done within the year of service.
3. Conduct yourself in a manner that command respect without displaying superiority.
4. Be personable, concerned, and interested in contacts with others.

Be in the Loop

Over communicate. Communication is crucial to success. Officers should know what is going on with state staff, the officer team, agricultural educators, stakeholders, and students .

1. Keep up with resources such as Gmail, Google Calendar, the website, etc.
2. Respond to all correspondence in a timely manner.
3. Keep the State FFA staff informed of situations and changes.
4. Keep all social media sites professional and respectable, as you are a face of the association during your year.

Official Dress Guidelines

1. Proper official dress according to the most recent Official FFA Handbook.
2. Pants and skirts are black, not faded.
3. Skirts to knee or below, fitting straight/not too fitted, no ruffles, etc.
4. Slacks to ankle bone or longer, not too tightly fitted.
5. Nylons need to be black or dark grey and matched for the team.
6. Shoes should be black and clean. Lace up men's-style loafer with slacks, black dress socks. Heels worn with skirts unless flats are approved by the advisor.
7. Men's white shirts with pointed collars work best with ties and scarves. They are less likely to bunch up at the neck.
8. Neat haircut and styles to portray professional appearance.
9. No facial hair.
10. Jewelry and accessories, in moderation, should be plain to not be distracting from the officer.
11. Office pin and degree pin are always worn in official dress.
12. Clothing wrinkle and lint free.

Overall, please be aware of your appearance. Make sure shirts are tucked in, scarves & ties are in place, jackets are zipped, etc. You are representing the image of Alaska FFA.

Items Needed/ Items Supplied

These items should be supplied by the state officer:

If an officer cannot find the resources to purchase these items, please notify the state FFA staff so they may help.

Needed:

- One pair of black dress shoes for men
- One pair of plain black dress heels for women
- Two pairs of black slacks or skirts
- Three white collared shirts (men's shirts measured to the neck work best for everyone)
- One pair of khaki pants
- State degree charm

After election, the following items will be provided to each officer:

Supplied:

- Official FFA Association jacket
- Officer Pin – new ones can be provided in the event your first one breaks
- One official FFA tie or scarf, as needed.
- Supply of stationery & envelopes
- Official letterhead for correspondence
- At least one business casual shirt

** Other things (coats, dress shirts, etc.) may be provided depending on the year and partnerships within the Alaska FFA Foundation.

Responsibilities & Commitments

State officers travel many miles through the year, not just within the state of Alaska, but to represent outside the state as well. They spend hours preparing for workshops and speeches, and receive training from State and National FFA staff. They develop their leadership and personal skills so that they can provide hands-on experience and education to other young people across the state.

While there are many events that are scheduled in advance, it's important to note that extra events may arise throughout the year. Communication is key to ensure that other local events, meetings, and more don't fall through the cracks.

Specific Activity Descriptions

Base Camp – *May* – Shortly after election, officers will come together for a training to focus on personal growth and the basics of being a state officer. Includes time spent on training and in other relevant meetings.

Checkpoint 1 – *June or July* – Continuation of State Officer Programs training with a facilitator from National FFA.

State Officer Summit – *July* – A five-day long seminar for state officers acting as delegates and advocates for Alaska FFA. Engaging in advocacy, team and leadership training with state officers from across the country in Washington D.C. Only the official delegates are required to attend this training, but the full team is welcome.

Business & Industry Visits (B & I) – *Anytime of year* – Throughout the year, officers will work with State Staff to attend visits with key businesses and businesspeople to build and keep up good relationships with stakeholders.

Alaska State Fair – August-September – 3-5 days of advocacy and engagement for FFA members from across the state and for members of the public with interest in FFA, SAE, and livestock.

CTSO State Officer Training – *Fall* – A 1-2 day training for all state officers involved in Career and Technical student organizations.

District Leadership Conferences – *Fall* – Officers hold workshops to develop leadership for FFA members within each district. They may also be asked to present personal workshops or to assist with other workshop types.

National FFA Convention – *October-November* – Two of the state officers will serve as voting delegates at National Convention. As delegates, they will represent Alaska on issues concerning FFA at the national level. The remaining officers will attend other activities, such as state get-togethers, Flag Bearing, round tables, and other activities assigned to them.

Chapter Visits – *November-January* – Officers will set up and attend chapter visits. Visits will entail multiple workshops per day on topics such as leadership, teamwork, and FFA opportunities.

Winter Retreat – *January or February* – State officers will spend time with state staff and volunteers writing scripts and planning other items for Convention. This may be held in-person, remotely, or in conjunction with other events.

Checkpoint 2 – *January* – A facilitator from National FFA will come to work on some of the final pieces of training leading up to convention and the end of their officer year.

Legislative Visit – *February* – Officers will travel with State Staff to Juneau to meet with legislators, stakeholders, and students to foster partnerships that will support and build Alaska FFA and Alaskan agriculture.

Spring CDEs – *February- March* – District CDEs happen in each district to create competition and hold qualifying events for state convention. Officers help to hold the events and may be asked to judge, host workshops, or more.

Chapter Banquets – *March-June* – Officers may receive requests to address FFA banquets. The officer's duties may vary from bringing "Greetings" to being a keynote speaker. It's important for officers to meet and interact with parents, school officials, sponsors, and FFA members.

Convention Preparation – *March* – Rehearsals of all elements of convention, recording audio and video pieces, and any other additional prep work.

State FFA Convention – *April* – State officers assist in planning, preparing, and conducting this event and are crucial to its success. Planning and preparation can start as early as December.

Other Responsibilities throughout the year:

Thank You letters – Correspondence with sponsors and advisors is vital to the longevity of Alaska FFA.

Social Media – Officers will be responsible for posting about their experiences, travels, and opportunities throughout the year. It will be a priority to post about the members of Alaska FFA as well. These posts will be seen by members, advisors, parents, and others who support or are curious about agriculture in Alaska and should be kept professional and appropriate.

Meetings – Weekly meetings between State Officers, State FFA Staff, and guests to help the team be prepared for events and to provide leadership and speaking training.

Blog – Monthly posts to the association blog on the AlaskaFFA.org website.

Officers should be prepared for day-to-day work of being a state FFA officer. While major activities and events come up throughout the year, they will also be required to keep up with correspondence with state advisor and others. They will need to keep up with their own schedule and on top of the prompt planning of assigned activities. They need to be able to communicate with teammates on a regular basis to ensure progress is being made for planning workshops and events. If attending school, grades should be kept up to attend events as it is a privilege to represent Alaska FFA.

Officer Calendar of Events (2027-2028)

Bold Items Require Attendance by ALL State Officers.

Dates may not include travel days. Some events are included because they are events officers may benefit from attending.

April 24	**New Officer Orientation Meeting**	**Palmer**
May 13-16	**Base Camp Officer Training**	TBD
TBD	**Camp Cultiv8**	Salcha
June 9-13	**State Officer Checkpoint 1 Training**	TBD
July 24-30	**State Officers Summit**	**Washington D.C.**
July 31-Aug 9	Tanana Valley State Fair	Fairbanks
Aug	Kenai Peninsula Fair	Ninilchik
Aug 18-23	**Alaska Ag Education Expo**	Palmer
Sep	**Interior District Leadership Conference**	TBD
Sep	**Kenai Peninsula District Leadership Conference**	TBD
Sep	**Southcentral District Leadership Conference**	TBD
TBD	All CTSO Leadership Training	Anchorage
Fall TBD	Chapter Visits	Statewide
Oct 23-31	**National FFA Convention**	**Indianapolis, IN**
November	**Annual Farm Bureau Meeting**	**Anchorage**
2028		
January 27-30	**State Officer Checkpoint 2 Training**	**TBD**
February 8-10	**Farm Bureau Legislative Fly-In**	**Juneau**
February 11-12	**Scriptwriting Weekend**	**TBD**
February 20-27	National FFA Week	Nationwide
Feb-Mar	**Interior District Leadership Events**	**TBD**
Feb-Mar	**Kenai Peninsula District Leadership Events**	**TBD**
Feb-Mar	**Southcentral District Leadership Events**	**TBD**
TBD	Tsunami Bowl (National Ocean Science Bowl)	Seward
Mar 4-7	**State Convention Prep Weekend**	**Palmer**
April 18-21	**52nd Alaska FFA State Convention**	**Palmer**

** Many locations and dates are TBD, if elected- officers will have access to a calendar with more accurate dates and locations.

*** It's important to note that events come up randomly on occasion, sometimes with little warning.

Eligibility & Application

Eligibility:

- Obtained state FFA degree or in process of receiving it during state convention where running.
- Minimum age of 16 years old.
- Minimum active membership in FFA of two full years while in grades 9-12.
- If ineligible for the state FFA degree, members can set up an interview in December-February with a state FFA advisor to explore options for serving.
- Scheduled to attend and participate in the entire convention while running.
- Compete in **no more** than 3 events during convention, while going through the selection process (about 1/day).
- Each candidate must submit an application by or before deadline listed to Taylor Nelson at taylor.nelson@alaska.gov

Application Procedure

- Confirm candidacy for state degree, if not already obtained.
- Complete state officer application.
- Obtain all signatures, recommendations, & other required information.
- Submit all documents as required.
- Attend the selection process as outlined by state staff and nominating committee coordinator.

Selection Process

Competency areas

These are some of the competency areas that the nominating committee will be evaluating. These areas are evaluated to ensure that candidates will be able to demonstrate skills and abilities in each of these areas. The scores candidates receive are used for the nominating committee to refer to during discussion and deliberation when determining a candidate's ability to represent the Alaska FFA Association.

- Communication – Demonstrates the ability to use various forms of communication. Ex: non-verbal, listening, written, speaking, and facilitation.
- Teamwork – Shows ability to work in a team setting, values diverse opinions, works to be inclusive and is willing to put others above self.
- Knowledge Areas – Can articulate the nature of food, fiber, and natural resources, along with FFA, educational issues, and other current events. Knowledge and ability to run a meeting efficiently and competently.
- Organization – Can see the big picture, break large projects into smaller tasks, appropriately prioritizes multiple demands and uses time management and organizational tools to produce quality results.
- Character – Is genuine, responsible, honest, mature, confident, respectful, and positive in nature.
- Passion for Success – Displays a passion for agriculture, a desire to do work well, and contagious enthusiasm for our growing organization.
- Influence – Shows how to model expectations, build relationships, and growing the organization.
- Critical Thinking – Demonstrates the ability to seek solutions and resources when finding information.

Possible interview formats

Written Knowledge Exam - A test consisting of FFA knowledge, Alaska history, agricultural education knowledge, Alaska agriculture/natural resource information, parliamentary procedure, a writing prompt, and more. This is similar to the test given during the national officer selection process.

Stakeholder - Three individuals, including one agricultural business leader, agricultural education, and government professional, or FFA member, shall comprise the interview scenarios. Each candidate will mimic real-life scenarios and conversations designed to evaluate each candidate's knowledge of Alaskan agriculture, agricultural and natural resource education, and FFA structure and operations, as well as their personal qualifications and character.

Phone/Zoom Interview - Candidates will be placed in a room with a phone, paper, writing utensil, and no other materials. They will receive a call from a panel of two interviewers consisting of Alaska FFA Chapter advisors and two judging nominating committee members, who will be located in a separate room. The candidate will be interviewed using a set of questions and scoring rubric designed to evaluate the candidates poise, demeanor, professionalism, knowledge of FFA, and ability to advocate for the organization. The candidate should treat this interview as if they were working to develop a relationship with an FFA sponsor or business partner, and act accordingly.

Facilitation Activity - Candidates will be expected to work together to create and facilitate an activity for the Alaska FFA members to participate in. They will be scored on their participation in planning, holding the activity, and their presence.

Personal Round - State officer candidates will be interviewed by the nominating committee panel. The purpose of the interview will be to allow the nominating committee members to get to know the candidate. These interviews will be supervised by a member of the state staff (the nominating committee coordinator).

One-on-One Interview - Candidates will meet with each nominating committee individually. This allows the nominating committee to evaluate candidates more personally.

Stand & Deliver - Candidates will be expected to give an extemporaneous speech about agriculture, agricultural education, or FFA. Possible prompts will be provided to the candidates before the start of state convention.

Tips for Preparation

Below is a list of things that can help you prepare for the selection process. This is not an exhaustive list, so reach out to others that have had the experience and do your own research to discover information outside of this guide.

- ➔ Start preparing early. The earlier you start, the more you will be able to prepare for interviews and will help you grow as an individual.
- ➔ Thoroughly read all the information & directions given by state advisor and nominating committee coordinator.
- ➔ Prepare for interviews by practicing in mock interviews beforehand to practice interview skills.
- ➔ Review FFA history and information found on the Alaska FFA website (AlaskaFFA.org).
- ➔ Browse the National FFA website & read through national officer candidate materials (ffa.org).
- ➔ Seek constructive feedback from varying sources. Teachers, coaches, advisors, past state officers, and many others can help you to better prepare for interviews.
- ➔ Don't compare yourself to others. Every individual has their own journey to becoming a strong leader. Determine your expectations for growth, personal development, and leadership and measure yourself to them.
- ➔ Seek a coach or mentor to meet with regularly leading up to the selection process. This person will be the key to your accountability and help you to stay on track. Here are a few things to keep in mind when choosing someone for this role.
    - Find a person who has time to meet with you on a regular basis.
    - Find someone who you know well or is willing to get to know you.
    - Find a person who cares about your growth and development.

Study Guide

The Officer Candidate Exam at the 2027 Alaska State FFA Convention will consist of four parts. This guide is to help give candidates a framework of information to study. There will be roughly 10 questions in each section. The bullets below list places candidates can look for information and examples of things that would be good to have some knowledge of.

Section 1: National FFA Knowledge

- Official FFA Manual
- Relevant acronyms to the organization
- National FFA officers
- General FFA history

Section 2: Alaska FFA Knowledge

- AlaskaFFA.org
- Alaska FFA History
- State Officer Additional Materials & Handbook
- Trending topics in Alaska education

Section 3: Parliamentary Procedure

- Robert's Rules of Order newly-revised
- Official FFA Manual
- CDE Handbook

Section 4: General Agriculture Knowledge

- Agriculture facts/Farm facts (American Farm Bureau)
- Alaska commodities and agriculture
- Alaska Division of Agriculture
- Trending topics in agriculture
- History of agricultural education (Smith-Hughes Act, Morrill Act, etc.)

***Items below will be signed in your application but are important for your review.*

State FFA Officer Policy of Service

IF ELECTED TO A STATE OFFICE, I AGREE TO:

1. Conscientiously serve the Association and assist FFA members and chapters.
2. Seek and accept constructive criticism and evaluation of my total performance.
3. Set a positive example for members of the Alaska FFA Association as a student, a speaker, a responsible and courteous person, and a good citizen.
4. Be neat in dress and personal appearance, always wearing FFA official dress on proper occasions.
5. Refrain from use of all tobacco, vaping, alcohol, illegal substances, and drugs/medications not prescribed by a doctor.
6. Not be involved in unsafe, irresponsible, unhealthy and/or illegal conduct; including places/activities that would raise concerns as to my moral character.
7. Memorize my parts to all ceremonies, compose thank-you letters, emails and other correspondence promptly, as advised by state FFA staff.
8. Represent the Alaska FFA Association creditably at chapter banquets, meetings and other gatherings as needed.
9. Keep up to date with activities, maintain contact with chapters, members and friends of the FFA, and strive to educate about FFA and agriculture whenever possible.
10. Thoroughly familiarize myself with the Official FFA Manual, State and National Constitutions, Parliamentary Procedure, the Alaska FFA Association Program of Activities, agricultural and natural resources in Alaska, and the total agricultural education programs.
11. Encourage FFA members to take an active part in FFA, Supervised Agricultural Experiences, school and community affairs.
12. Maintain a minimum of a 3.5 GPA in school, if actively attending.
13. Make FFA my #1 priority (after family) – which may require putting in additional work to maintain academic or work endeavors.
14. Be a servant leader on my team, always fostering cooperation and open communication. I will not knowingly engage in conversations detrimental to other FFA members, officers, and adults.
15. Not enter a dating relationship with another FFA member during my year of service. Refrain from any public displays of affection if dating.
16. Use social media responsibly and in a manner that will reflect positively on the image of FFA and agriculture in Alaska.
17. Behave and present myself in a manner always becoming of a state FFA officer. Be enthusiastic, punctual, well-spoken, and responsible.

By my signature below, I acknowledge that I have read this State Officer Personal Conduct Agreement, understand the behavioral expectations of the office, agree to these behavioral expectations, and pledge to abide by them as an Alaska FFA State Officer Candidate. Any infractions of this conduct agreement could result in my dismissal from the Alaska State Officer Selection Process.