

REACHING NEW HEIGHTS

Advisor's Guide to personal growth and leadership development

Lesson Number: **RNH.9.1**

Developing the Program of Activities

Purpose:

The purpose of this lesson is to teach students how to set chapter goals and develop a year-long plan of action to meet their objectives.

Directions:

To prepare for this lesson, borrow a game plan and any play diagrams that might be available from a coach in your school. Hold them up or project them via a transparency and ask students to identify them. If you have any athletes in your class, have them explain the game plan and what it is used for to the class. Otherwise, integrate the examples into the discussion by explaining that the game plan is what the team uses to map out its strategy. It is the team's plan to achieve its goal of winning the game.

If your class isn't into sports, you might use a road map instead. Ask students for directions on how to get to different remote locations, such as the state capitol or to the city where your state career development events are held. Make them be specific. When they stumble, ask them if they think a road map would be helpful.

Regardless of which introduction you use, compare the game plan or the road map to the chapter's POA. Indicate that the POA is the chapter's plan to reach its goals. Explain that the POA consists of three main divisions: Student Development, Chapter Development, and Community Development.

1. Begin by defining POA:
 - a. Program of Activities (POA) is the chapter's plan for reaching its goals. It consists of three main divisions:
 - i. Student Development
 - ii. Chapter Development
 - iii. Community Development.
 - b. Just as a road map provides us with very specific directions on how to get to remote locations, the POA is the local chapter's road map for the year.

Quick Reference:

Time Required:

75 minutes

Objectives:

After completing this lesson, students should be able to:

1. Define Program of Activities (POA).
2. List the three major POA divisions and the types of activities for which each is responsible.
3. Describe the importance of developing a POA and how this document can act as the chapter's road map for the rest of the year.
4. Assist in developing the chapter's POA.
5. Take an active role in implementing the chapter's POA.

Materials:

- ✓ RNH.9.1.AS.A – one per facilitator
- ✓ RNH.9.1.AS.B – one per facilitator
- ✓ RNH.9.1.AS.C – one per student
- ✓ A game plan or a road map





2. The value of a POA:
 - a. It has been observed that, when members of a group take an active part in establishing goals and identifying the who, what, and where of how they will be achieved, they are more likely to take a personal interest in working toward attaining them. The POA serves many purposes.
 - i. A well-planned POA will:
 1. Ensure that chapter activities meet the needs of the members.
 2. Provide direction from year to year.
 3. Lead to a workable budget.
 4. Provide experience in planning.
 5. Serve as a reference point throughout the year.
3. Program of Activities Organization:
 - a. The Student Development Division concentrates on providing opportunities for individual and team leadership, personal growth, and supervised agricultural experience (SAE) experiences. It also promotes healthy lifestyles, scholarship, and the development of agricultural career skills.
 - b. The Chapter Development Division focuses its efforts on recruitment, finance, public relations, support groups, participation in state and national FFA, and other organizational activities.
 - c. The Community Development Division strives to develop economic, environmental, and human resources; citizenship; agricultural awareness and literacy; and safety.
 - d. Within each division, a chapter can form the committees it needs to accomplish its goals. For instance, within the Chapter Development Division, there might be a Finance Committee.
4. Display RNH.9.1.AS.A, “Example Program of Activities Outline,” and highlight the committees your chapter operates.
 - a. Write in any additional committees your chapter has formed.
5. Next, display RNH.9.1.AS.B, “Parts of the Program of Activities.” Indicate that a good POA should be a dynamic document, constantly changing and evolving. Review each part as follows:
 - a. Division: The Program of Activities is divided into three divisions—Student Development, Chapter Development, and Community Development.
 - b. Committees: Chapters form as many committees as they need in each division to fulfill their goals.
 - c. Goals: Every committee should have goals that will be met by a series of activities. Every activity should have written goals that build toward the committee or division goals (think of activity goals as short-term goals that build toward the committee or division’s long-term goals). Each goal should be written in specific terms so that the committee can determine if the goal was accomplished. Explain exactly what is to be done. Avoid generalizations. Use positive words such as prepare, build, sponsor, use, submit. Avoid nonspecific verbs such as encourage, urge, or assist.



- d. Activity: An activity is any function that the chapter conducts during the year to meet stated objectives in each division. Be specific. Explain exactly what is to be done.
- e. Date to be Completed: Projected completion dates are an important part in planning the POA. A deadline for completing each of the ways and means should be established and adhered to as nearly as possible.
- f. Amount Budgeted: Show the amount of money the chapter plans to spend conducting each activity. In many cases there will be no cost involved, in which case this column should be left blank.
- g. Chapter action taken: When the activity is discussed at a chapter meeting it will be approved, amended, or rejected.

If you're working through this lesson with your chapter officer team and/or leadership corps, have them go through each section of the POA and develop general goal statements for each. If you're working through this lesson in a leadership class, you may choose to develop a POA for the class rather than for the chapter. Either way, you'll want to select an area and have the group brainstorm goals and steps to take to meet those goals.

- 6. Distribute RNH.9.1.AS.C, "Program of Activities Worksheet," and have the students fill it in as they work through an example area.

For instance, the group might choose to work on the healthy lifestyles portion of the Student Development Division. Using either the chalkboard or a flip chart, brainstorm some goals for this area. Their goals might include that all chapter members understand basic nutrition and exercise requirements. To meet this objective, the group might want to invite a guest speaker to a meeting to discuss nutrition and exercise. They might decide to provide healthy refreshments at meetings and some type of sports activity following meetings to encourage exercise. The group might also want to provide healthy foods for chapter trips and encourage those who participate in these trips to stay away from unhealthy snacks such as chips, soda, and candy bars. Another activity might be sponsoring a bike tour as a fundraising activity. Encourage the students to have fun with this activity. They should set high goals and be creative in finding ways to accomplish them.

- a. Once the group has walked through one area, the members of the group are ready to provide leadership within their individual committees. After committee chairs have been selected (in many chapters each officer chairs a committee; for example, the treasurer chairs the Finance Committee), each chairperson should walk their committee through the process and create a plan for their committee.
- b. Involving lots of members in the committee planning process is the key to involvement. The more members involved in developing the POA, the more members will participate in its implementation.



Note to teachers: Some chapters accomplish this work, or a large quantity of it, during a summer officer retreat. Others develop the outline during the summer retreat and then engage all chapter members in filling in the outline when school starts. A complete copy of the POA should be placed in the Chapter Secretary's Book. Also, it is helpful for each committee chair to have a binder with their section of the POA in it.

Connection Questions:

1. Why is learning how to manage and operate an organization's structure through committees important for us to learn? (*i.e., local, state, federal government, civic organizations, etc.*)
2. What are some of the specific activities we conduct each year that should be a part of our POA?
3. How does a POA promote student engagement in our FFA chapter?



LifeKnowledge Connections

Precept(s) Addressed:

Action

- A2. Focus on results.
- A3. Plan effectively.

Relationships

- B5. Participate effectively as a team member.

Vision

- C5. Persuade others to commit.

Character

- D3. Accept responsibility for personal actions.

Continuous Improvement

- F3. Use innovative problem-solving strategies.

Mental Growth

- J1. Think critically.
- J3. Practice sound decision making.
- J6. Persuade others.

Decision Making

- N1. Demonstrate the decision-making processes.
- N2. Demonstrate problem-solving skills.

LK Lesson Suggestion:



- MS.46 – Identifying Planning Skills
- AHS.34 – Strategic Thinking and Planning
- AHS.44 – Organizational Planning
- AHS.45 – Leading POA Development



Example Program of Activities Outline

Student Development Division

- Leadership
- Healthy Lifestyles
- Supervised Agricultural Experience (SAE)
- Scholarship
- Agricultural Career Skills

Chapter Development Division

- Recruitment
- Finance
- Public Relations
- Leadership Activities
- Support Groups/Partners

Community Development Division

- Economic Resources
- Environmental Resources
- Human Resources
- Citizenship
- Agricultural Awareness/Literacy



FFA CHAPTER PROGRAM OF ACTIVITIES: FORM POA-1

DIVISION: (check one) ☐ Student ☐ Chapter ☐ Community

Name of committee: _____

Purpose of committee: _____

Committee members: _____

ACTIVITIES

GOAL(S)

Completion date: _____

Estimated income: _____

Estimated costs: _____

Chapter action taken: ☐ Approved ☐ Amended ☐ Rejected

.....

Completion date: _____

Estimated income: _____

Estimated costs: _____

Chapter action taken: ☐ Approved ☐ Amended ☐ Rejected

.....

Completion date: _____

Estimated income: _____

Estimated costs: _____

Chapter action taken: ☐ Approved ☐ Amended ☐ Rejected

.....

Completion date: _____

Estimated income: _____

Estimated costs: _____

Chapter action taken: ☐ Approved ☐ Amended ☐ Rejected

.....



Committee: _____ Activity: _____

Members Responsible: _____

Goals	Steps	Target Date	Est. Costs	Results &/or Notes