

REACHING NEW HEIGHTS

Advisor's Guide to personal growth and leadership development

Lesson Number: **RNH.9.3**

Building the Chapter Schedule

Purpose:

The purpose of this lesson is to teach students how to build an annual schedule and get activities on the appropriate calendars (school, community, etc.).

Directions:

Planning is an essential part of success in everything we do. Developing a schedule of events as part of the chapter Program of Activities (POA) well in advance will enable others to clear their calendars and avoid conflicts with athletic events, holidays, in-service days, and other FFA activities.

1. Pose the question: "Why would a calendar for our chapter's activities be important?"
 - a. Offer this definition after fielding answers:
 - i. A chapter's schedule, which is an integral part of the POA, is a listing of all activities in which the chapter plans to participate. This listing includes dates, locations, and times of each event.

Explain to students that one important component to developing an outstanding program is developing a schedule of events well in advance and getting those events on the necessary calendars.

2. Highlight these points:
 - a. Every school has a master calendar that lists athletic events, holidays, in-service days, etc.

Quick Reference:

Time Required:

60 minutes

Objectives:

After completing this lesson, students should be able to:

1. Describe why a chapter schedule is necessary and how it fits into the chapter POA.
2. Describe the process of creating a chapter schedule.

Materials:

- ✓ RNH.9.3.AS.A – one copy per student





- b. FFA events should be on a school's master calendar. Examples:
 - i. Chapter, district, and state meetings; career development events; workshops; conventions; camps; etc.
- c. Rule of thumb for adding events to a master calendar:
 - i. If only three or four students are involved (such as for a trip to the national FFA convention or to the Washington Leadership Conference), you probably don't need to get it listed on the school calendar.
 - ii. However, things like the state convention where ten or more students might be involved should be listed. Your school might have more specific guidelines.
 - iii. Check with your policy manual or an administrator and let your students know what the rules are.

Building the Chapter Schedule – Shortly after they are elected, your executive committee (which includes all of the officers plus the advisor) should meet and map out an annual schedule as part of POA planning.

- 3. Chapter schedules should include the following. Highlight these important components:
 - a. Monthly chapter meetings
 - b. Executive committee meetings
 - c. District and state events
 - d. National events (convention, Washington Leadership Conference, etc.)
 - e. Chapter activities (this list will need to be updated when the chapter POA is completed)
 - f. Due dates (for scholarship applications, proficiency and degree applications, etc.)
- 4. Important considerations for planning the chapter schedule:
 - a. While planning the chapter schedule have a copy of the school's master calendar and last year's chapter schedule to prevent conflicts.
 - b. Once all chapter dates have been determined, decide which ones should go on the master calendar.
 - c. An electronic master list of dates should be kept by the chapter advisor and secretary.
 - d. Post a monthly portion of the chapter schedule in the agriculture classroom for members to review.



5. Distribute RNH.9.2.AS.A to students.
 - a. Direct students, either as a class or in small groups, to identify potential dates from other programs/events in the school for the month of September.
 - b. Direct students to identify potential chapter dates for the month of September.
 - c. Have a discussion about potential conflicts as well as what FFA dates should be placed on the master calendar.

Connection Questions:

1. Think about scheduling as it pertains to a career. Specifically, how might you use this skill in the future?
2. What could happen if we didn't keep other school program events in mind when planning chapter events?
3. What could happen if we failed to think about/consider others in our everyday lives?



LifeKnowledge Connections

Precept(s) Addressed:

Action

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

Relationships

- B5. Participate effectively as a team member.

Continuous Improvement

- F3. Use innovative problem-solving strategies.

Mental Growth

- J1. Think critically.
- J3. Practice sound decision making.

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



Name: _____

Date: _____

Example Calendar of Events

Directions: Identify potential common dates from other programs/events in the school for the month that would fall on the school’s master calendar. Next, identify potential chapter dates for the next month.

MONTH:

Common School Events	FFA Events

Discussion:

- What common school events have the potential to conflict with FFA events?
- Which FFA events for the month of September should go on the school’s master calendar?