



Example Letter 1 to Candidates

Below is a sample letter to assist you in recruiting candidates for your chapter officer positions.

Sample Letter to Candidates

To: Chapter Officer Candidates

From: (Insert advisor name)

RE: Chapter Officer Selection Process

Congratulations on being one of the FFA members considered for a chapter FFA office. The next few weeks are sure to be some of the most exciting times of your life. It is our hope that you will strive to make this time enjoyable and an extremely valuable learning experience for yourself. The greatest rewards can be achieved regardless of whether you're nominated or elected. Let's make it a positive, meaningful event for everyone.

Selection Process

The procedure will focus on trends that our counterparts in business and industry are using to find the "right" people for the "right" job. For the selection process, the nominating committee will consider the following components:

- Completing the officer application.
- Writing and presenting a one- to two-minute speech.
- Interviewing with the committee.
- If slated for an office, presenting speech before FFA members.

The timeline for events is as follows:

- Applications available: (insert date, about two months prior to installation)
- Applications due: (insert date)
- Interviews for all candidates: (insert date)
- Officer election for slated candidates: (insert date)
- Officer installation at chapter banquet: (Insert date)

Chapter Officer Handbook

Please review the enclosed Chapter Officer Handbook. It clarifies the expectations of chapter office including required activities.

If you have any questions about any part of the process or the expectations of Chapter FFA Officers, please contact me or a graduating senior officer [Insert names].