



Example Letter 2 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

Thank you for expressing interest in becoming a _____ FFA Officer. Like all FFA chapters, _____ FFA is a student-led organization; our officers play a vital role in conducting meetings, organizing events and supporting other members. The purpose of this letter is to explain the opportunities available and the expectations of officers as well as give a brief outlook on the year ahead. It is our goal to provide the best possible team for our chapter and help those students develop into successful leaders.

Since our chapter is run by the members, being an officer provides ample opportunity for developing leadership skills and character. Officers often run into situations where they have difficult choices to make: solving conflicts with other members, scheduling around other activities or conducting business at a meeting that affects all members. Making choices such as these provides members with the scaffolding they need to develop into leaders. Chapter officers will also have the opportunity to travel across the country. They may attend National FFA Convention in Indianapolis, Ind., or Washington Leadership Conference in our nation's capital. Students will also be able to attend local FFA banquets to get to know their peers in other towns.

The following pages of this packet include a guideline for student conduct and a list of responsibilities for the entire officer team as well as individual obligations for specific offices. Please read through these and return the signature page. Serving as a chapter officer is a significant time commitment. Elected students serve a one-year term with different events happening every month of the year. Some of these events require early mornings and late nights; however, it is important to be able to balance school, work, family and other activities. During our selection process, students will submit an application (attached) and schedule a time to be interviewed by a committee. This committee will consist of the chapter advisors, a representative of the _____ FFA Alumni, a representative of the _____ Ag Ed Advisory Committee, a senior officer and an additional volunteer. Listed in this packet are the available positions. Each position has different responsibilities, which are explained in the following pages, but all are important. Please keep in mind the order in which they are listed does not signify a "ranking." They are listed according to the order presented in the official FFA handbook. After all interviews are conducted, the committee will provide a slate of officers for the members to vote on. If the committee decides not all offices will be filled, the positions will be left open.

_____ FFA has a ____ year history of successful students. Members have won state career development events, proficiencies and state star awards, but the focus is always on providing students with the abilities they need to make a positive impact on their community. The basis for this success is the chapter officer team. We look forward to another successful year in _____.

Sincerely,

_____ and _____, _____ Chapter Advisors