

## 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 make every effort to make this time enjoyable and an extremely valuable learning experience for you. The greatest rewards can be achieved regardless of whether you're nominated or elected. Let's make it a positive, meaningful event for everyone.

### *Beginning Thought*

*Many hands, and hearts, and minds generally contribute to anyone's notable achievements.*

Walt Disney

### *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 1-2 minute speech
- An interview by committee
- If slated for an office, presenting speech before FFA members
- Installation at chapter banquet

The timeline for events is as follows:

- Applications available: (insert date – 2 months out of installation)
- Applications due: (insert date – close of school, 3 weeks later)
- Interviews for all candidates: (insert date – evening two weeks later)
- Officer election for slated candidates: (insert date – two weeks later) during seminar meeting
- 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 \_\_\_\_).