

Program of Activities

Tennessee FFA Association

Adopted as a resource guide from
Georgia FFA

The POA is...

- A document which defines the chapter's goals
- An outline of the steps needed to meet these goals.
- A written guide that allows FFA members, administrators, alumni, advisory committee members and others to know the course that the chapter plans to follow.



A vertical image on the left side of the slide shows a spiral-bound notebook with a white cover and a metal spiral binding. Three yellow pencils are lying horizontally on the surface next to the notebook. In the top right corner of the notebook cover, there are three blue diagonal lines.

The POA will...


Help ensure that individual members' needs are met.



Give ownership to the students

Provide continuity year to year

Assist in the development of a budget

A vertical photograph on the left side of the slide shows the silhouettes of a group of people jumping joyfully on a beach. The sun is low on the horizon, creating a bright orange and yellow glow that silhouettes the figures. The ocean waves are visible in the foreground.

The POA will...

Provide planning experience

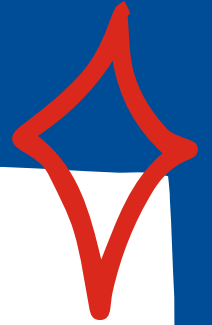
Develop leadership skills

Foster a sense of community
involvement and pride

Encourage the development of
problem-solving skills



In a nutshell...



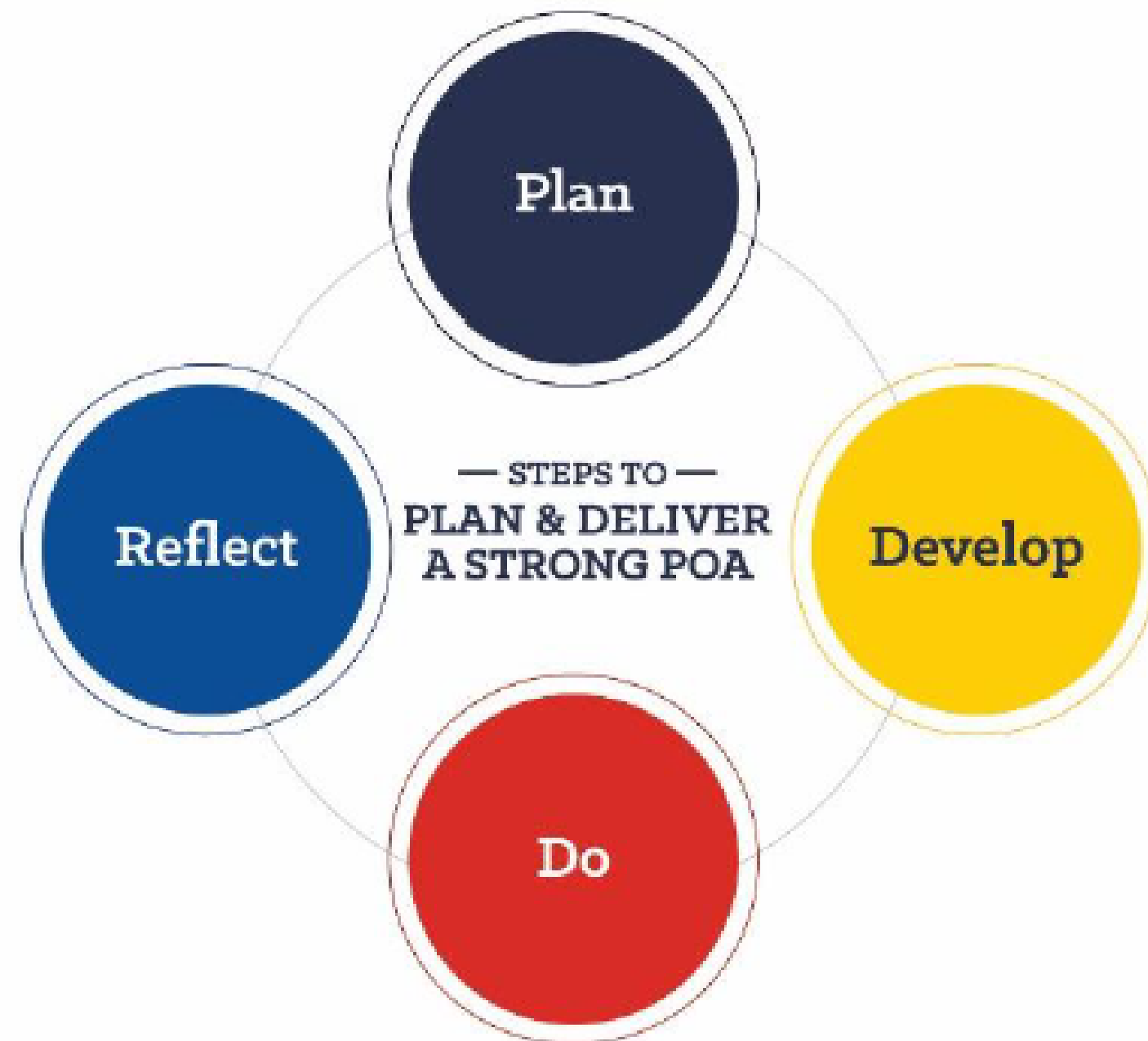
A record of **WHAT** is going to be done, **WHO** is going to do it, **WHEN** it is going to get done, **WHERE** it will happen, **WHY** it is happening, **HOW** it will be done, and **HOW MUCH** it is going to cost.

...



Development & Implementation

The steps to develop and implement a successful POA include:





Organizing a POA

Growing
Leaders

Building
Communities

Strengthening
Agriculture



Each division has 5 quality standards that typically function as student committees within the chapter.

Quality Standards and dedicated student committees guide the planning, preparation, and delivery of activities in each Quality Standard area.

Organizing
a POA



Quality Standards: *Growing Leaders*

Leadership
Healthy Lifestyle
Scholarship
Personal Growth
Career Success



Quality Standards: *Building Communities*

Environmental
Human Resources
Citizenship

Stakeholder Engagement
Economic Development



Quality Standards: *Strengthening Agriculture*

Support Group
Chapter Recruitment
Safety
Agricultural Advocacy
Agricultural Literacy



Chapter *Activities*



- A balance of experiences inside and outside the classroom
- Opportunities for developing self-confidence, responsibility, citizenship, cooperation and leadership skills
- Authentic, engaging activities

Every chapter
activity should
provide:



- Multiple levels of participation and experiences
- Appropriate recognition for all participants
- Exposure to opportunities and educational experiences for food, agriculture, and natural resources



Step 1: *Plan*

Committee Structure will depend on:

- Size of the chapter

- Involvement of members

- Number of activities to complete

- School and community support

- Number of advisors

Organizing Student Committees:

- The POA should be organized by using student committees
- The VP coordinates all standing committee work
- Chapter officers coordinate chapter activities, but do not serve as committee chairs
- Every chapter member should actively serve on at least one committee

Step 1: *Plan*



Types of Committees:

Standing Committees

Committees that serve a function from year to year

Executive Committees

Usually consists of the chapter officers and changes each year

Special Committees

Committees that meet to plan events that do not occur annually

Number of Committees:

- Three Committees
 - One committee per division
- Fifteen Committees
 - One committee per quality standard



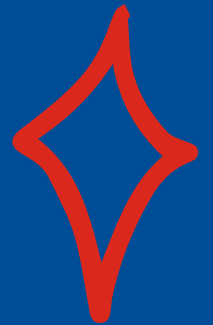
Committee *Structure*

Student participation in committees should be based on:

- Member Interest
- Member Talent
- Suitable Meeting Times
- Desired representation by agriculture course, grade level, experience, etc.



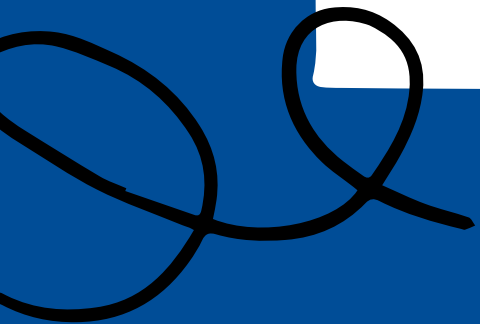
Step 1: Plan



- Chapters should establish a timeline for POA development.

A chapter may organize the timeline by date or by calendar schedule.

Examples are available in the [POA Resource Guide](#).



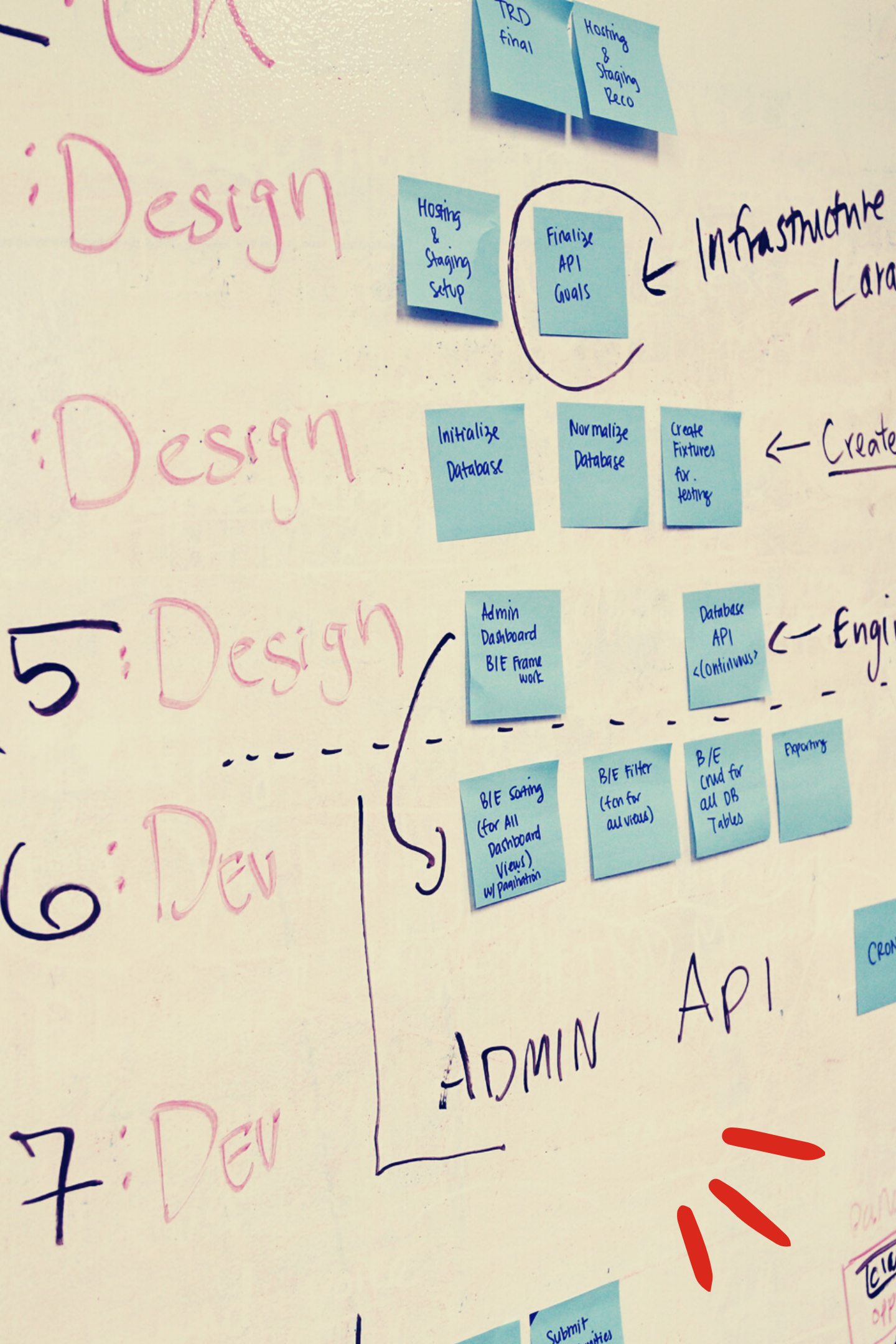
Step 2: Develop

Each committee should meet and discuss activities that relate to the purpose of the committee

Once the committee selects an Activity, use POA Form 1 to plan.

- Pay attention to special notes when completing the form
- For a sample draft, see the POA Resource Guide

Once planning is complete, the chapter membership must approve at a chapter meeting.



Once approved, the committee will plan each activity (consider using [POA Form 2](#)). This includes planning goals, steps to accomplish each goal, target dates, and estimated financial impact.

Step 3:
Do

The committee should complete a POA Form 2 sheet for each approved activity.

For a sample draft, see the [POA Resource Guide](#).



Step 3:

Do



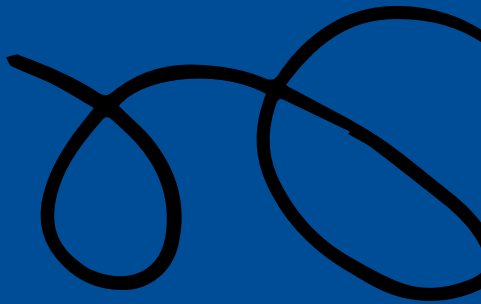
SMART Goals, Plans of Action:

Goals should be:

- S – Specific
- M – Measurable
- A – Attainable
- R – Realistic
- T – Timely

What is necessary to meet the goal?

- Step-by-step process
- Listed in order
- Clear and detailed
- Who, What, Why, Where, When, How, How Much?



Step 3: Do



Making the POA work:



When planning is finished, smooth delivery is key.

Successful chapters:

- Give every member a copy of the POA and/or chapter handbook.
- Give a copy of the POA to support groups and stakeholders.
- Give each committee a copy of the National Chapter Award application.
- Hold regularly scheduled committee meetings.
- Report committee's actions to the executive committee.
- Report committee's actions to the membership at chapter meetings.
- Evaluate each activity.



Step 4: *Reflect*



Reflecting on the POA involves looking at each activity after implementation and deciding if the event was successful in completing its goals.

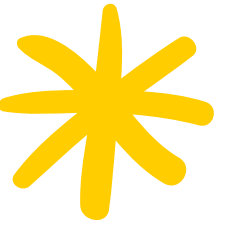
Reflection is an ongoing process. To save time and effort, the POA should be reviewed and reflected upon regularly.

Committee members should:

- Fill out the 'Results/Notes' section on POA Form 2 as each step of the activity takes place.
- Use [POA Form 3](#) and [POA Form 4](#) to help reflect on and evaluate the results.
- See [POA Resource Guide](#) for sample reflection questions.




Step 4: Reflect



Each committee may use POA Form 3 to summarize actions. This assists in preparing a report for the officers and chapter members.

After each activity is implemented, reflect on accomplishments and make recommendations for the future. Use POA Form 4 for this purpose.



For a sample draft, see the POA Resource Guide

Review previous year's POA

Review other chapters' POA

Chapter Needs

Community Needs

Student Interest

Chapter Success Guides (available on FFA.org)



Brainstorming Tools



Next Steps

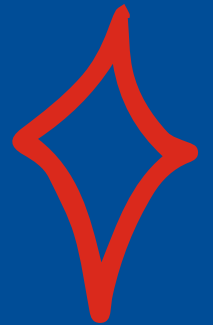
After completing a successful Program of Activities, the chapter should consider participating in the National Chapter Award Program. This program is designed to recognize FFA chapters that actively implement the mission and strategies of the organization.

To learn more, visit:

www.FFA.org/nationalchapter



Resources



- All POA Resources: www.FFA.org/POA
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 - POA Resource Guide
 - POA Divisions, Quality Standards and Activity Ideas
 - POA Planning Forms (in Word and PDF)
- All National Chapter Award Program Resources:
 - www.FFA.org/nationalchapter
 - Chapter Success Guides

