

Chapter FFA Advisor Newsletter - *New Teacher Edition*

Today's topic is: "Program of Activities"

1. What is a Program of Activities (POA)?

A *Program of Activities* is a road map for your FFA chapter. This is the document that you set up at the beginning of the school year to guide your chapter in the FFA programs and activities they want to accomplish for the school year.

The *Program of Activities* can be divided into three areas as you do your planning: Student Development, Chapter Development and Community Development.....with at least three activities planned under each area. There is really no limit but starting out with three in each area is recommended. If you are familiar with the National Chapter Award Program, this is how that award program is designed so that at the end of the year, your chapter can apply for recognition for accomplishing those activities that you planned in your *Program of Activities*.

2. Do I need to have a written Program of Activities?

Yes. If you just fly by the seat of your pants and hope activities are just going to happen, then you won't accomplish the things that should and could be accomplished. Have a meeting with your chapter officers - whether it be in the summer before school starts or the beginning of the school or next week :), to decide what your chapter activities should be for each month and a brief plan of how they will be accomplished.

In your written *Program of Activities*, you should list the goals of the activity, the members that will help make the activity happen and some specifics about accomplishing the activity.

3. Do all Program of Activities look alike?

No. If you follow the form that we have posted online under Chapter Resources > Program of Activities, yes and that is fine. But a chapter *Program of Activities* can be so much more. If your chapter chooses to create their own document that is titled "*Program of Activities*", we will accept that from you. I have a several examples posted on the Wisconsin FFA website for you to see what a chapter might choose to do.

4. Who do I submit the Program of Activities to?

First it is important that you have the written document on file with your chapter and you use this to work with your chapter officers and members so you can stay on track with what the chapter wants to accomplish.

Second, please email or send a hard copy to your State FFA Officer. They will keep your *Program of Activities* on file....first because it is a constitutional requirement that all chapters submit a copy of their *Program of Activities*. Second because the state officers can get a better idea what activities the chapters in their section are involved in.

5. Where can I get more resources on developing a Program of Activities?

National FFA

Website: <https://www.ffa.org/ffaresources/chapter/Pages/ProgramofActivities.aspx>

Wisconsin FFA Website: http://www.wisconsinffa.org/chapter_resources/

6. Here is how to get started?

Action Step 1:

If you haven't yet, set a meeting with your chapter officers and discuss the development of a Program of Activities. Share with them the information I have provided you.

Action Step 2:

Divide up the areas of the *Program of Activities* with your officers....Maybe you have 2 or 3 officers in charge of an area and they have to complete the list of activities, people involved, goals and plans. **REMEMBER:** You are not limited to three activities under each area. This is a guide. Your chapter may have numerous activities that are listed on your Program of Activities. **HOWEVER** also remember this is your first year. Don't over do it. Select a few activities that your students can work on and then build from there. **It is OK to take small steps....but to take those first steps are the most important.**

Action Step 3:

Approve your Chapter Program of Activities at your next FFA meeting, so all members know about your plan for the year and what activities will be happening.

Action Step 4:

Send you Program of Activities to your state officer by the December 1 deadline.

Action Step 5:

Don't forget this is working document.....update and make changes as you need....but the key is that you have a guide to work from.

Let me know if you have more questions on this topic....happy chapter activity planning :)

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