

## State Officer Candidate Writing Scenario 2007

### Background:

One important responsibility of a State FFA Officer is to effectively communicate with chapter advisor before, during, and after events in their chapter. Chapters request a state officer to attend their events by completing a State Officer Request Form and submitting to Kansas FFA. After the request is scheduled on a state officer's calendar, they are given the request form electronically and directed to follow up with the chapter advisor by e-mail.

This writing exercise will ask you to compose that initial e-mail to the chapter advisor of a chapter where you are scheduled to attend the chapter recruitment activity during FFA Week.

### Instructions:

1. Review the stated objectives for this e-mail.
2. Use the attached State Officer Request form for background information.
3. Read the list of suggested items/questions to include in your e-mail.
4. You will have 45 minutes to compose your e-mail using the provided materials.

### Objectives:

1. Create a professional and friendly impression
2. Build positive rapport
3. Show enthusiasm to be a part of the event
4. Show willingness to serve

### Suggested items/questions to include:

- Confirm dates, times and locations
- Seek further information about each event:
  - Audience
  - Location – auditorium, classroom, etc.
  - Theme for the activity?
  - What has worked in the past?
  - Messages to share/not share
- Ask how to get materials needed for workshop
- Seek what past State Officers have done that they have enjoyed
- Ask what other places to assist during day: meeting with administrator and councilors
- Ask if there are deadlines to be aware of
- Confirm who need to meet with once arriving at the school; get their emergency contact information
- Establish the plan for next e-mail and when you'd like them to reply

### Directions

You have 45 minutes to create a response to this chapter's request that meets the following objectives:

1. Create a professional and friendly impression
2. Build positive rapport
3. Show enthusiasm to be a part of the event
4. Show willingness to serve

### Your letter will be evaluated on:

- |                       |  |
|-----------------------|--|
| <b>Content (40%)</b>  | Met the objectives of this type of correspondence, professional approach in what was said and how it was said. |
| <b>Language (40%)</b> | Correct grammar, punctuation and spelling.   |
| <b>Form (20%)</b>     | Correct business letter format, neatness, and legibility.  |

## State Officer Request Form

---

### Sunflower

Chapter Requesting:

**611 N Mail**

Address:

**Sunflower, KS 66600**

City, State Zip:

**123.456.7890****70**

Phone Number:

Number of Members:

**February 24, 2008, 8:30 am - 3:30 pm**

Date Requested:

First Officer

Second Officer

**You - State Officer Candidate**

Officer Assigned:

Officer Assigned

**Rotational Workshop - Value and opportunities associated with SAE's presented 3 times (45 minute/rotation); Meet with school administration; Provide introductory activities then break into groups (30 minutes)**

Purpose of Visit:

**45 minutes/ 30 minutes**

Length of Presentation:

**Workshop Faciliator**

Specific Assignment for Officer (Speech, Discussion Leader, etc.):

Chapter Officers:

**Kelly Smith****123.456.3217**

President:

Phone:

**Seth Jones****123.456.4862**

Vice President:

Phone:

**Mark Walker****123.456.7823**

Secretary:

Phone:

School

Administration:

**Dr. Dirk Maloney****123.456.1589**

Superintendent:

Phone:

**Ms. Suzie Bennett****123.456.4697**

Principal:

Phone:

**Triple Crown Chapter in National Chapter @ State, Model of Innovation nationally, Success in CDE's & SAE's, National Proficiency winner, Host of Community Service Day**

Past Major Chapter Accomplishments

**1-70 east to Sunflower**

Directions to Meeting Place/School

**Mr. Doug Horton**

Ag Instructor/Contact Person

123.782.6458

Ag Instructor's Cell Phone

**611 N. Main**

Address:

**Sunflower, KS 66600**

City, State Zip: