



NATIONAL CHAPTER FORM II EXAMPLE GUIDE

During the application development and review process, please review the [rubric](#) listed in the [handbook](#) for more information. Included in this document are high, mid and low point examples of a Form II activity. These examples correlate directly with the [rubric](#).

Activity Description

Description clearly explains the purpose and reason the chapter is implementing the activity. What is the purpose of this activity? Why is the activity taking place?

High Points:

FFA members noticed students discouraging their peers and others struggling with self-esteem. Operation Beautiful is designed to promote and improve mental well-being, self-esteem, and positive character traits of members. Members are encouraged to pay it forward through positive message boards, random acts of kindness and thank you notes.

Mid Points:

Operation Beautiful is a series of events designed to promote and improve the mental well-being, self-esteem, and positive character traits of our members.

Low Points:

Operation Beautiful was a series of events used to promote positive things to our members.

Goals

Goals are well written and utilize all five components of a SMART (Specific, Measurable, Attainable, Realistic and Time) goal.

High Points:

FFA members will post 600 positive messages around the ag building to help promote positive self-esteem by January 31, 2019.

Mid Points:

FFA members will post messages around the ag building to help promote positive self-esteem.

Low Points:

FFA members will post positive messages.

Plans of Action

Plans of action clearly identify:

- What needs to be accomplished to meet the goal?
- Where will the activity take place?
- How will the chapter implement the goal to accomplish this activity?
- How will the goal be accomplished? This should include necessary steps for completion.
- Who will perform the duties to meet the goal?

These are often presented in a variety of styles but serve as the road map to achieving goals. Three of the most common styles are shown below.

High Points:

On January 8, 2019, the healthy lifestyles committee members will meet to make a display poster and write 600 positive messages on individual post it notes. Notes will be placed on the Operation Beautiful display area in the ag building, high school, and middle school January 21-25, 2019.

OR

On January 8, 2019, healthy lifestyles committee members (who) will meet to make a display poster and write (how) 600 positive messages on individual post it notes (what). Notes will be placed on the Operation Beautiful display area in the ag building, high school, and middle school (where) January 21-25, 2019 (when).

OR

All activities associated with this event were conducted by the healthy lifestyles committee.*

1. (Jan) Members will meet in the ag classroom to make display posters and write a minimum of 600 sticky notes. (Goal 1)
2. (Jan) Members will place notes on the Operation Beautiful display area in the ag building. (Goal 1)

** Typically, you will see these listed all in chronological order*

Mid Points:

The healthy lifestyles committee members will meet to make a display poster and write positive messages on individual post it notes. Notes will be placed on the Operation Beautiful display in the ag building.

OR

The healthy lifestyles committee members (who) will meet to make a display poster and write (how) positive messages on individual post it notes (what). Notes will be placed on the Operation Beautiful display area in the ag building (where).

OR

1. (Jan) Members will meet to make plan activity. (Goal 1)
2. (Jan) Members will place notes around the ag building. (Goal 1)

Low Points:

Members will meet to work on Operation Beautiful. Notes will be placed on the board in the ag building.

OR

Members (who) will meet to work on Operation Beautiful (what). Notes will be placed on the board in the ag building (where).

OR

1. Members will meet to make notes and plan the activity. (Goal 1)
2. Members will place notes around the ag building. (Goal 1)

Outcome Evaluated and Reported

Response clearly states whether the goal was unmet, met or exceeded. If all aspects of the SMART goal were met, clearly states by how much it exceeded. If goal was unmet, circumstances or reasoning as to why is explained in detail and what would be done differently next time to meet the goal.

High Points:

Goal 1: (Exceeded) Bulletin boards in the schools were used to display notes for students to take. Over 650 notes were written and shared.

Mid Points:

Goal 1: (Exceeded) Bulletin boards were used to display positive notes that the students could take.

Low Points:

Goal 1: (Exceeded) Bulletin boards were used to display positive notes.

**If goals were unmet, circumstances or reasoning as to why is explained and what would be done differently next time is identified.*

Advancing Leaders, Communities or Agriculture

Response clearly states the purpose of the activity and the benefit the activity had on the leaders, community or agriculture.

High Points:

The purpose of Operation Beautiful was for members to learn about why positive character traits are important and how powerful “pay it forward” actions can be. This activity advanced leaders by encouraging improvement in the mental well-being and self-esteem of our members; however, our chapter and community were also affected due to the positive “pay it forward” activities members conducted.

Mid Points:

Operation Beautiful advanced leaders because of the improvement in the mental well-being and self-esteem of our members. Our community was also affected.

Low Points:

Members felt better about themselves so the activity advanced leaders.

Impact

Response clearly identifies and describes how the impact of the activity affected the intended audience.

High Points:

Our members' actions truly made a large impact on each other, our school atmosphere and our community. Community members enjoyed being recognized for their support and appreciated being on the receiving end of kind actions. Many members even continue to “pay it forward.”

Mid Points:

Members' actions made an impact on each other, our school atmosphere, and our community. Community members enjoyed being recognized for their support.

Low Points:

Members' actions made an impact on each other and lots of other people.

Related to Quality Standard

Activity and benefits relate directly to the chosen quality standard.

High Points:

Healthy lifestyles were encouraged through Operation Beautiful as students intentionally promoted confident mental well-being, self-esteem, and positive character traits.

Mid Points:

Healthy lifestyles were encouraged through Operation Beautiful by promoting positive attitudes.

Low Points:

Operation Beautiful encourages healthy lifestyles.

Photo

A clear, high-quality photo illustrating the chapter's activity in action is displayed.

Photo caption

A caption that clearly describes the activity is used.

High Points:

"An attitude of gratitude was adopted by the members during our Operation Beautiful activities. Floriculture students enjoyed handing out Positive Poppies, positive notes attached to flowers, to high school students as well as creating and delivering 75 floral bud vase arrangements to teachers and program supporters. Positive character traits were reinforced and recognized when students grades Pre K – 12 conducted 552 acts of kindness while over 600 positive notes were posted around the middle and high school buildings."

Mid Points:

"An attitude of gratitude was adopted by the members during our Operation Beautiful activities. Sending thank you cards and flowers was key to making sure others knew how grateful the chapter is and how much we appreciate them. Positive character traits were reinforced and recognized when students conducted acts of kindness."

Low Points:

"Pictured here, members are writing thank you posters to make sure others know how grateful the chapter is and how much we appreciate them."

Example activity in the application

The next two pages are an example activity in Form II of the application. This activity would score as a 3-star activity based on the rubric established in the handbook. For more information, please review the handbook.