



Program of Activities



The POA is...

- A document that serves to:
 - Define chapter goals
 - Outline steps needed to meet those goals
 - Act as a written guide to provide a calendar of events the chapter will follow in the year ahead for:
 - Administrators
 - Advisory committees
 - Alumni
 - Other stakeholders



The POA will...

- Ensure chapter activities meet the needs of its members
- Provide direction from year to year
- Lead to a workable budget
- Give ownership to the students
- Provide experience in planning
- Develop leadership skills
- Encourage the development of problem solving skills
- Foster a sense of community involvement and pride
- Serve as a reference point throughout the year



Development & Implementation

- The steps to develop and implement a successful Program of Activities include:





Organizing A POA

- Divisions
 - Each chapter builds its POA around 3 major areas called divisions. The 3 divisions include:
 - 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.

Program of Activities



Quality Standards

Growing Leaders	Building Communities	Strengthening Agriculture
Leadership	Environmental	Support Group
Healthy Lifestyle	Human Resources	Chapter Recruitment
Scholarship	Citizenship	Safety
Personal Growth	Stakeholder Engagement	Agricultural Advocacy
Career Success	Economic Development	Agricultural Literacy

For quality standard definitions and example activities, see the [Program of Activities Resource Guide](#).



Chapter Activities

- Every chapter activity should provide:
 - A balance of experiences inside and outside the classroom
 - Opportunities for developing self-confidence, responsibility, citizenship, cooperation and leadership skills
 - Authentic, engaging activities
 - Relevant, educational experiences
 - Accessibility for all students
 - Flexibility that will allow chapters from various environments and with various levels of resources to be successful
 - 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

- Organizing Student Committees:
 - The POA should be organized by using student committees.
 - The vice president has the responsibility of coordinating all standing committee work
 - Chapter officers have the responsibility of coordinating chapter activities, but need not serve as committee chairs
 - Every chapter member should actively serve on at least one committee
 - Committee structure will depend on:
 - Size of chapter
 - Involvement of members
 - Number of activities to complete
 - School and community support
 - Number of advisors





Step 1: Plan

- Types of Committees:
 - Standing committees
 - Committees that serve a function from year to year
 - Executive committee
 - Usually consists of the chapter officers and changes each year
 - Special committees
 - Committees that may meet to plan events that do not occur every year or are not part of a standing committee.





Step 1: Plan

- Committee Structure
 - Number of committees
 - Three committees – one committee per division
 - Fifteen committees – one committee per quality standard
 - 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.





Step 3: Do

- Once approved, the committee will plan each activity using POA Form 2. This includes planning goals, steps to accomplish each goal, target dates and estimated financial impact.
- 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
 - SMART Goals should be:
 - S – Specific
 - M – Measurable
 - A – Attainable
 - R – Realistic
 - T – Timely
 - What is necessary to meet the goal?
 - Step by step processes
 - Listed in order
 - Clear and detailed
 - Who, what, why, where, when, how, how much?





Step 3: Do

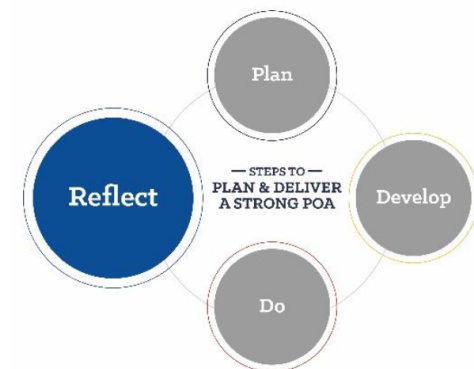
- Making the POA work:
 - When planning is finished, smooth delivery is key. Successful chapters:
 - Give every member a copy of the POA and/or chapter handbook
 - Give a copy of the POA to support groups and stakeholders
 - Give each committee a copy of the national chapter award application
 - Hold regularly scheduled committee meetings
 - Report committees' actions to the executive committee
 - Report committee's actions to the chapter membership at chapter meetings
 - Evaluate each activity





Step 4: Reflect

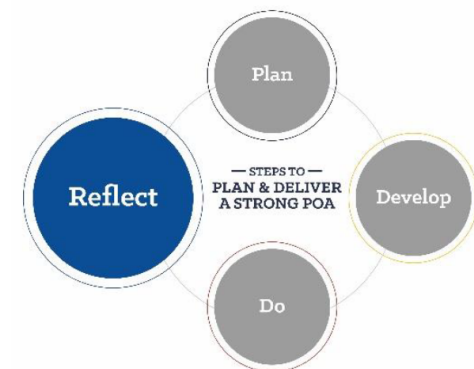
- Reflecting on the POA involves looking at each activity after implementation and deciding if the event was successful in completing its goals
- Reflection is an ongoing process. To save time and effort, the POA should be reviewed and reflected upon regularly.
- Committee members should:
 - Fill out 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 the [POA Resource Guide](#) for sample reflection questions





Step 4: Reflect

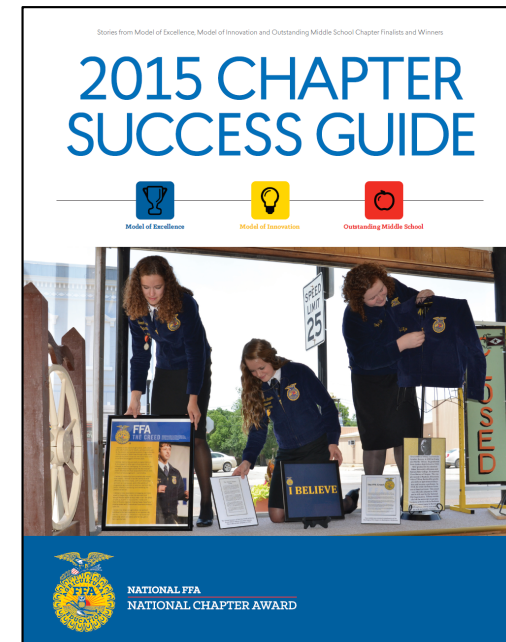
- Each committee may use POA Form 3 to summarize actions. This assists in preparing a report for the officers and chapter members.
 - For a sample draft, see the POA Resource Guide
- After each activity is implemented, reflect on accomplishments and make recommendations for the future. Use POA Form 4 for this purpose.
 - For a sample draft, see the POA Resource Guide





Brainstorming Tools

- Review previous year's POA
- Review other chapters' POAs
- Chapter Success Guides (available on FFA.org)
- Chapter needs
- Community needs
- Student interests





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
 - [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](#)



Questions?

Contact the National Chapter Award Program

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