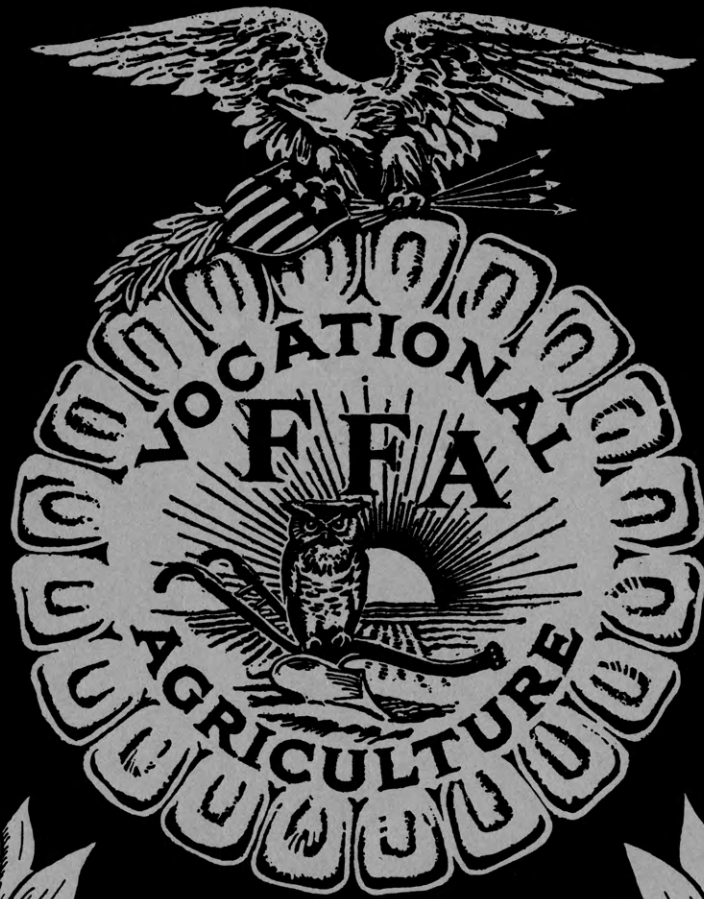


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BUILDING THE ANNUAL F.F.A. ACTIVITY PROGRAM

By
C. O. Banta

Foreword:

The problem of building and executing a strong chapter activity program is one that annually confronts local chapter officers and chapter advisors. Any help in satisfactorily meeting this important phase of F.F.A. work will be most welcome to both chapter officers and local advisors.

We are glad to present herewith a graduate term paper which deals with the technic of building, adopting, and putting into operation the chapter activity program, and includes an analysis of the chapter activity programs for the ten chapters listed as outstanding in Kansas in 1936. This paper represents part of the requirements of a two hour graduate problem course completed by the author in the 1936 graduate summer term at Kansas State College, Manhattan, Kansas. Mr. Banta is instructor of vocational agriculture at the Ottawa High School, and is local advisor of the Ottawa chapter of FFA.--A.P. Davidson, Executive Advisor, Kansas Association of F.F.A.

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BUILDING THE ANNUAL FUTURE FARMER ACTIVITY PROGRAM

"What shall I do now, Mr. Advisor? I'm the newly elected Future Farmer president. What are my duties? How do I carry them out, and when do I begin?" said Hank Smith as he discussed with his advisor the recent election of officers of his local FFA chapter.

"Oh, no hurry, Hank. You will have to preside over meetings you know, and sort of help me to run the organization. Oh yes, we have to build a program of activities for the year, you know. We'll get at that sometime," said Mr. Careless Advisor.

"How do we build this annual activity program, Mr. Advisor"?

"Oh, we just think up things for them to do when it looks like they are getting restless. Don't worry about it. I'll take care of it when the time comes".

"But wouldn't it be better to know in advance what we are to do? Then we could assign certain boys to the job of helping us."

"Now Hank, I told you not to worry. I always have done this thing and we've done all right. True, we have not won any National Best Chapter contests. And I know we didn't turn in our preliminary activity report in November and our final report in April. But we'll get along. We always have."

The above conversation typifies the attitudes of the many Mr. Careless Advisors in Kansas. Other Kansas advisors, who are not Mr. Careless Advisors, have failed to lead their chapters into the building of worth while activity programs. This latter group of teachers is made up of two types--those who lack experience in program building, and those who have not yet discovered or admitted the need for a strong FFA program. In the paragraphs to follow will be found plans, schemes, and devices for program building which have been found to work well in many Kansas chapters. The activity programs of the ten chapters to win state ranking in April 1936, were carefully studied and the method of setting up these activity programs was studied by questionnaire. It is hoped that Kansas teachers and Kansas Future Farmer officers may find the discussion helpful in their own program building.

BUILDING THE PROGRAM

The problem of program building is divided into several lesser problems. These lesser problems are:

1. When to build the program
2. Who should build the program
3. Where can ideas, both new and old, be secured
4. How should the program be organized
5. What are the mechanics of presenting the program
6. How can the program be refined and adopted
7. What machinery is necessary for carrying out the program

Each of these lesser problems will be discussed separately.

When to Build the Program

The plan of electing new officers in April or May prior to taking office in September is growing more popular. Advantages of this plan are:

1. These boys become "job conscious" during the summer
2. They can be given training during the summer in preparation for office taking in September
3. They can learn the opening and closing ceremonies during the summer
4. They will have ample time to study parliamentary procedure at summer meetings
5. They will have opportunity to study their past chapter activity programs, activity programs of other chapters, to survey community needs, and to discuss needs of their own chapter for the coming year.

The objections to spring election of officers are:

1. Some of the newly elected officers may not return to school in September
2. A new vocational agriculture teacher might be employed during the summer and a new chapter advisor would replace the old.

The first objection, that of newly elected officers failing to return to school in September, may be met by nominating as candidates for office only those boys who intend to remain in the community and to return to school in the fall.

The second objection to spring election of officers is in reality a recommendation for the plan if these officers have been well selected. A new teacher in a strange school will find he is able to adapt himself to his job and to the community much more rapidly through the help of these officers. They will make important contacts for him, acquaint him with FFA habits and customs of the chapter, and give him valuable assistance in planning his work.

Some may ask, "What is meant by the remark, 'if these officers have been well selected?' What is a good plan for selecting officers? How should they be elected to office?" The secret of selecting officers well does not lie so much in the method of election to office as in the method of selecting candidates for office. The use of a nominating ballot is growing in popularity in Kansas but not as rapidly as the plan of using a nominating committee to make nominations for the various offices.

The nominating committee is usually made up of the adviser and officers who are about to retire from office. Some schools use only those officers who are about to complete the work offered by the department of vocational agriculture or who are about to graduate from high school. Members of the nominating committee should represent as much successful FFA experience as possible. The nominating committee can meet and discuss the qualifications of proposed candidates thoroughly and place upon the ballots the names of boys who deserve the honor of being candidates for office and who are especially qualified for the offices for which they are recommended. A boy who keeps his project records carelessly would not be a desirable candidate for treasurer, while a boy who has a poorly organized notebook would be inefficient as secretary.

After the candidates for office have been selected their names can be placed upon ballots and election made by ballot. Some chapters make no provision for nomination of vice president, nominating two strong candidates for the office of president with the understanding that the defeated candidate becomes the vice president. One of the ten chapters studied always provides one upper classman and one under classman as candidates for president, assuming that the more mature and more experienced boy will become the president and that the younger boy will, with a year's training as vice president, become a strong candidate for president a year later. Several of the chapters studied, try to select those boys as officer candidates, whose qualifications approach the requirements for the degree of State Farmer.

With newly elected officers available and rapidly becoming job conscious, a tentative program of activities can be drawn up during the summer months. In some schools both the retiring officers and the newly elected officers collaborate in the building of this tentative program. The old or retiring officers are used because of their experience during the past year. Few retiring officers drop their FFA membership. These boys are of unusual value to the chapter because of their experience and judgment. It is assumed that the newly elected officers will meet with the advisor occasionally during the summer to become familiar with the duties of their offices. At these summer meetings, policies, customs, and chapter activities can be discussed but no attempts made to formally adopt specific practices which may affect chapter welfare. Every attempt should be made to keep the FFA chapter democratic in every way. It should never appear that the advisor or the officers are attempting to "run the chapter", or that measures or activities are being "railroaded". But the fact remains that 90 per cent or more of the suggestions for activity programs will come from the small group of retiring officers and newly elected officers.

Who Should Build The Program

As stated in the paragraph above, 90 per cent or more of the ideas will be supplied by the two officer groups. Yet these ideas must be presented in such a manner that members will not realize that the officers have the program practically constructed. Some chapters appoint a special chapter building committee which prepares the program in rough form for presentation to the chapter. Since the officers supply most of the ideas, it would be a mistake not to include several officers as a committee for program building. This seems to be the more common practice.

Regardless of the personnel of the program building committee it appears wise to have the program well thought out before presenting it to the chapter for consideration and approval. It appears unwise to try to build the program in chapter meeting, depending upon members to supply ideas. Not only will the process require too much time but the majority of the ideas will be supplied by as few boys as would have made up the personnel of the program building committee.

The program building committee should be willing at all times to receive suggestions from any source. The members of this important committee should be made to realize that they are serving a group--not just their own wishes. They should be willing and eager to take any suggestions given to them.

Where Can Ideas, Both Old and New, Be Secured?

Well established chapters usually build their program for the coming year upon the basis of last year's program. All ten of the chapters studied follow this plan. The advantages of this plan are many. It gives a basis for organization. It suggests items which were successful last year. It provides material with which chapter members are familiar. Practically all of the items which were practiced last year will be repeated. Some will be incorporated into the new program without change, and others will be greatly modified as experience shows the need for change. If the program of last year was mimeographed and made a part of the FFA section of the classroom notebooks each boy will be familiar with the form and composition of the program of the previous year. A new program can be built upon the old with ease.

Ideas for using new practices are secured in many ways. Perhaps the most desirable method is to study issues of the Kansas Future Farmer in which summaries of groups of activity programs are published. Such a composite report was contained within the June 1935 issue. Another is attached to this discussion. The one contained herein is composed of the activities of the ten chapters winning ranking in Kansas in April 1936.

Some new ideas are presented at summer meetings of FFA officers. Ideas, secured in this manner, usually represent some clearly felt need of the local chapter. The campus landscaping is needing attention; the oat crop was unusually smutty and seed must be treated; or the school is about to inaugurate a Home Room program. In any case, the need is felt, and the officer recognizing it, attempts to satisfy the need with some chapter activity.

Some chapter presidents appoint a special committee to analyze the needs of a chapter and to formulate activities in response to those needs. This committee should be composed of several boys who have had one or more years in chapter work and should have a past or present officer as its chairman.

Seven of the ten chapters expect members to supply ideas for new activities in regular chapter meetings. As stated above, most of the ideas for the annual program will be furnished by officers. Officers represent, or should represent, the high IQ membership of the chapter. They have superior leadership. They may have chapter interest more at heart than members. Yet we often find the member, not quite good enough for officer material, who is intensely interested in chapter welfare, who comes out with a good, practical suggestion for chapter activities. Many ideas can be "planted" in the minds of members by the officers and these ideas later pulled out from the group by skillful questioning and appear to have originated in the membership. Some presidents become quite capable in engineering this method.

Eight of the advisors of the chapters studied furnish some new ideas themselves. If the advisor has been located in the community for some time, no one is more capable of analyzing the needs of the community and of the chapter than he. Care must be taken, however, that he does not take upon himself too much authority and too much responsibility. He must keep in mind at all times that he is the advisor in deed as well as in name. A tactful advisor can be of great assistance in building the chapter activity program.

High school administrators who are interested in extra-curricular activities are often able to offer valuable suggestions for chapter activities. They are in a position to recognize school and community needs often overlooked by the teacher or school board member. We should not hesitate to ask the advice and to solicit the assistance of a sympathetic school administrator. Asking the advice of a school official who is not particularly in sympathy with FFA activities may attract his attention to the chapter, secure his interest, and finally enlist his hearty cooperation.

Other sources from which ideas for new chapter activities may be secured were listed as other school teachers, other FFA chapters, and school patrons. The ten chapters ranked the sources of new ideas as follows:

1. Kansas Future Farmer	10
2. Officers meetings	8
3. Advisor supply ideas	8
4. Special committee	7
5. From members in meetings	7
6. School administrator	4
7. Miscellaneous	4

How To Organize The Program

In order that the program of activities for the year be properly organized, all activities should be classified under the eight headings, as found in the National Chapter Score Card. These eight headings are:

- I Supervised Practice
- II Cooperative Activities
- III Community Service
- IV Leadership Activities
- V Earnings and Savings
- VI Conduct of Meeting
- VII Scholarship
- VIII Recreation

After all the items are placed under their proper headings, a goal or goals should be set for each activity. After the goals are determined or as they are being determined, methods of reaching the goals should be decided upon. Sometimes the method of reaching the goal may determine to an extent, the goal itself. Thus, a goal of landscaping part of the school campus may be determined by the amount of money available for the purchase of shrubs, grass seed, and fertilizer. The program, when completed with goals and methods of reaching goals will appear as follows:

Community Service

<u>Items</u>	<u>Goals</u>	<u>Methods to Reach Goals</u>
1. Cull poultry for farmers	a. 500 in groups b. 2000 individually	a. Classroom instruction b. Field trips c. Each boy cull home flock d. Boys cull for neighbors

Community Service

<u>Items</u>	<u>Goals</u>	<u>Methods to Reach Goals</u>
2. Promote evening school for farmers	a. Average attendance not less than 20 b. Assist teacher in presenting material	a. Each boy encourage attendance of own Dad b. Advertise among neighbors c. Act as secretaries for teacher d. Assist in building illustrative material e. Take active charge of part of group for laboratory or shop work

After the entire program has been set up in the manner above shown a calendar of activities should be made. This calendar should carry the name of the activity, the month in which the activity will be carried out, and the names of the boys making up the committee responsible for the activity. Appointment to these committees will not be made until the program, in rough form, has been adopted. Some chapters set up the items, goals, and methods before the program is adopted, while others merely adopt the items desired, after which goals and methods are developed. In either case it will be found advisable to appoint committees immediately after the program has been adopted. All ten of the chapters studied do so. All ten chapters follow the custom of appointing to the chairmanship of these committees members who are either Future Farmer or State Farmer in rank. This supplies a committee head who is experienced in Future Farmer work. All chapters also instruct committee chairmen in the work and duties of their particular committees. Nine of the ten chapters place every member of the Future Farmer chapter upon one or more committees regardless of rank or degree. Since two purposes of FFA work are to develop leadership and to train for cooperation, it would seem desirable that all members have experience upon committees.

Mechanics of Presenting the Program

Few graduate students, in meeting thesis requirements for advanced degrees, present the thesis for first inspection in final polished form. They find much reorganization and much rewriting necessary. It is expecting too much to ask the boys responsible for drafting the annual program of activities to present it in finished and refined form. Nine of the ten chapters present the proposed activity program in rough form, adopt it, or discuss it, then place it in the hands of a committee for refinement and later presentation to the chapter for final action. Some of the Kansas chapters pass out mimeographed copies or duplicated copies of the activity program in rough form for study and consideration. This may lead to considerable original ideas for new items, desirable goals or unusual methods of reaching goals.

Four methods of presenting the proposed activity program to the chapter for action were used.

1. One chapter presents each item separately for chapter vote.
2. One chapter allows the members to decide upon the method of presentation.
3. Four chapters present the program by headings or sections and vote upon it as such.
4. Four chapters present the program as a whole and vote upon it as such.

It appears that there is no best method of presenting the program to the chapter.

If a program contains many items it would appear that to present each item separately would consume too much time. Unless some other method could be devised it would be necessary to move, second, and vote to adopt each separate item. If the chapter has as many as thirty to fifty items in its program a great deal of time will have been spent, especially when some of the items meet with objections from chapter members and discussions precede the voting.

It would appear that to present each heading separately with the items under each read and discussed and a vote taken on the entire section, or upon the entire section, less those items to which there appeared to be objections as brought out in the discussion, would save considerable time and would give all members ample opportunity to discuss and consider each item separately.

The same advantages could be claimed for the plan to present the entire program as a whole if each item is read and an opportunity for discussion given.

It must not appear at any time that the officers are in a hurry to have the program adopted or that there has been an effort to "railroad" any items or sections.

Refining the Program and Final Adoption

The first draft of the program is not likely to be adopted as presented, therefore it should be made in rough form. It can be presented and adopted as discussed above, after which it should be referred to a committee for final organization and refining. This final organization merely requires the careful placing of specific items under proper headings, the headings in proper order, and the items so carefully worded that there will not be hidden meanings, dual meaning, misinterpretations, etc.

Since all items in this activity program have been accepted the entire program will, without doubt, be adopted. Voting upon this finished form of the program will occupy little time, but is important for it obligates each member to assist in carrying out the program.

In the questionnaire sent to the advisors of the ten Kansas ranking chapters the question was asked, "Is a copy of the entire new program of activities just adopted given to each FFA member in your chapter to be placed in the FFA section of his classroom notebook?" The response to this question follows:

Yes.....5
 No2
 Placed on bulletin board...2
 No, but will be next year..1

Most schools have facilities for mimeographing or duplicating copies of

materials. Where such facilities are available it is a good practice to furnish each member with a copy of the finished program together with the calendar. If each member has such material where he can refer to it frequently he will be more conscious of FFA work, and should develop a sense of responsibility and willingness to help carry out the items of the program. Such a program will provide him with a list of committees; he will have a calendar of dates or months in which items for which his committee is responsible will be carried out; he will know who his committee mates are; and he will not have to be cajoled into assuming his chapter responsibility.

Machinery Necessary For Carrying Out The Program

Careful organization is essential to the proper execution of a chapter activity program. Care should be taken not to over-organize. It is possible to have so much machinery in the organization requiring so much time to keep in order, that little time will be left for carrying out the work of the organization. On the other hand, too little thought and preparation for doing the work of the chapter may lead to inefficient management and partial carrying out of the chapter program.

Who is responsible for carrying out the chapter program of work? The ten chapters quizzed on this problem answered as follows:

The president	8
The advisor.....	6
The vice president.....	3
Among all officers.....	1

The author of this article was the lone advocate of the plan to divide supervisory responsibility among all the officers. For that reason I deem it expedient to defend this plan. Suppose a chapter has adopted a program of activities including fifty items under the eight headings. We will assume that the advisor is the instructor in vocational agriculture. How can he find time with a full teaching load, his FFA work, perhaps some other extra-curricular activity, his evening school work, his follow-up of evening school work, his project supervision, and his community service program to be responsible for the activities of all committees necessary to the carrying out a chapter activity program?

In considering the chapter president, we will likely find him to be an upper-classman, possibly a Senior. He will carry four or five subjects, be out for one or more athletic teams, probably be a member of his class-play cast, maybe a member of glee club or chorus, carry four or five projects, drive eight or ten miles to school, have a full share in chores at home, and maybe be escorting the beauty queen of the school about. How does he have any more time than the advisor? Remember, he has had much less experience than the advisor and probably far less ability. Let us count the president out as an individual capable of taking the full responsibility of keeping all these committees and activities going. No other officer will be more capable than the president.

Why not divide the responsibility of the progress of work of these committees? Four of the ten chapters have created the office of alumni-sec-

retary. Add this officer to the other seven (watch dog included) and the chapter has eight individuals who can divide the work of supervising committee activities. If the chapter has a total of 40 activities and 20 committees to handle the work, each officer will have an average of two and one-half committees to supervise. If the officers have been well chosen they will be capable of assuming this responsibility. The writer has used that plan for two years and has found that it not only lightened the load for himself, the president, and the vice-president, but has also served to assist in the development of leadership and a sense of responsibility on the part of all officers. Each committee chairman reports progress to the officer to whom he has been assigned and this officer in turn is responsible to the president. If a committee fails to function the officer responsible for its activities is called before all the other officers and asked to explain the lack of progress of the delinquent committee. With this plan it is possible to keep an accurate check on the twenty or more committees responsible for the proper execution of a chapter activity program.

All committees should make progress reports. Such reports usually are given prior to the calendared date for the activity upon which the committee is working and for which it is responsible. Eight of the ten chapters surveyed require progress reports. If progress reports are not given, how can the officers determine whether or not the committee is functioning? Failure to check closely upon the work of committees begets a habit of indolence and procrastination. Committee chairmen and members are loath to start work before the last moment, and then frequently discover that they have overestimated their ambition or ability. The occasion arrives for which the committee was appointed and we find the work only partly done: A good system of division of responsibility, together with progress reports by committee chairmen to the proper officer will result in satisfactory committee performance.

Each committee must work out all the goals for the item for which it is responsible and develop the methods of reaching these goals. This work must be done prior to November 1, since that date is the closing date for filing preliminary chapter reports. Several penalties are inflicted upon chapters failing to file a preliminary activity report before the closing date. At least two weeks should be allowed between final date for committees to file their reports by November 1. This gives the officers, who prepare the report to the state office, time in which to properly prepare the chapter report.

To the question, "Who should approve the work of the committees", we find the following answers:

Advisor.....5
 Members4
 Vice president.....2
 President.....2
 Some officer.....2

It would appear that these reports could be heard and approved at regular meeting. In case there is a full quota of business, then the reports

should be heard by the officers, or certain officers designated by the president. The group of officers designated should have the authority to criticize or to approve the reports. Since 90 per cent or more of the ideas for the annual program will have been furnished by the officers, it seems reasonable that this same group of officers, (executive committee, executive board, or some other title) should pass upon the activity of the committees.

In studying the problem of "Building the Annual Future Farmer Activity Program", reports were received from ten advisors whose chapters were ranked as the ten outstanding in the state association for 1936. The preliminary report and the final report constituted the basis for the ranking. Below is listed the chapters winning this recognition together with the name of the advisor for each.

Lawrence--Wm. R. Essick
 Lebanon--F. A. Blauer
 Linn--Clark C. Milligan
 Mound City--E. Lee Raines
 Ottawa--C. O. Banta
 Parker--Elery Collins
 Reading--J. W. Taylor
 Shawnee Mission--Harold Garver
 South Haven--Harold L. Kugler
 Washington--H. H. Brown

Below will be found a copy of the questionnaire sent to the advisors of the ten chapters studied together with the answers to questions submitted by them.

1. In what month are your Future Farmer officers elected?
 A. May-6; September-2; April-1; January-1.
2. Are your candidates for office nominated from the floor?
 A. No-8; Yes-1; Yes, can be-1.
3. Do you nominate officers with a nominating committee?
 A. Yes-9; No-1.
4. What is the personnel of this committee?
 A. Out-going officers-8; Present officers-1.
5. Are newly elected officers given training of any kind before taking office?
 A. Trained in duties and in ritual-9; No-1.
6. When and how is this training given?
 A. Summer officers meetings-7; Before taking office-2; None-1.
7. Do the retiring officers assist in drawing up a tentative program of work?
 A. Yes-6; No-4.
8. Do the newly elected officers assist in drawing up this tentative program?
 A. Yes-10.
9. If either new or old officers, or both, draw up this tentative program, when do they do it?
 A. September-5; August-4.
10. In any case, is the new program built upon the activities of the program of the preceding year?
 A. Yes-10.

11. Do you adopt all the practices in last year's program which proved successful?
 A. Yes-10.
12. How do you select new practices or activities?
 a. Study the reports in the Kansas Future Farmer.....9
 b. Discuss new activities in officers meeting8
 c. Furnish the new ideas yourself.....8
 d. Appoint a committee for this purpose.....7
 e. Depend upon members to furnish ideas in regular meeting....7
 f. Secure ideas from your school principal or superintendent..4
 g. What other sources?
 1. Patrons.....2
 2. Other chapters..1
 3. Other teachers..1
13. How is the new proposed program presented to the chapter?
 a. As a whole by a committee.....4
 b. As a whole by some member.....3
 c. Piecemeal by members.....1
 d. By the advisor.....1
 e. As a whole by some officer.....0
 f. Piecemeal by officers.....0
 g. Piecemeal by officers and members...0
14. Is this proposed program presented in rough form and then given to a committee for refinement?
 A. Yes-9; No-1.
15. This proposed program voted upon by:
 a. Each section separately.....4
 b. The program as a whole.....4
 c. Each item separately.....1
 d. Group decides how to vote...1
16. Is a copy of the entire new program of activities given to each FFA member in your chapter to be placed in the FFA section of his notebook?
 A. Yes-5; No, but will be-3; On bulletin board-2.
17. Are committee appointments made shortly after the program of activities is adopted?
 A. Yes-10.
18. Are committee chairmen selected from the Future Farmer and State Farmer groups?
 A. Yes-10.
19. Are committee chairmen instructed in the work and duties of their particular committees?
 A. Yes-10.
20. Is every FFA member, regardless of rank or degree, made a member of at least one committee?
 A. Yes-8; No-1; As nearly as possible-1.
21. Who is responsible for the progress of the work of the committees?
 a. The president.....8
 b. The advisor.....6
 c. The vice president.....3
 d. All officers share the responsibility..1

- 22. Are progress reports required of committees?
A. Yes-8; No-2.
- 23. When do committees report their goals and the methods of reaching them?
A. Just before the activity-4; October -3; September-2; At each meeting-1.
- 24. Who approves the work of the committees?
A. Advisor-5; Members-4; President-2; Any officer-2; Vice president-1.
- 25. Please list any ideas you may have which might help fellow teachers in leading their chapters in building their annual programs of work.
 - a. Provide a range of activities whereby each member may find a place in which to work at something he is most interested in.
 - b. Never solicit membership and keep membership on a more or less honorary basis.
 - c. A special secretary is used to keep an accurate record of member participation for the year. Includes committees and meetings. Record is kept posted on FFA bulletin board.
 - d. Continuous membership required. Once a member withdraws, he is out for all time. Prevents using chapter for exploitation by those out for only certain things.
 - e. Use the obvious needs of the community and the boys for determining objectives.
 - f. Boys contact other boys in other schools and learn of their activities.
 - g. Boy, advisor, parent, and school must all be interested.
 - h. Have a board of directors for each section of the program to be responsible for that group of committees.
 - i. Accept all vocational agriculture pupils as members, Green Hands, but do not promote to Future Farmer degree unless the boy is sound scholastically and carrying a satisfactory project program.
 - j. A four point chapter objective:
 - 1. Development of member talent
 - 2. Train for leadership and cooperation
 - 3. Participation by every member
 - 4. Community service--agricultural, educational, recreational, social, economic, and normal.

COMPOSITE PROGRAM OF ACTIVITIES OF THE TEN CHAPTERS

Supervised Practice

Items	Number of Chapters Using
Number of projects per boy, minimum.....	9
Long time project program.....	4
Project completion goals.....	4
Project tours.....	4
Introducing approved farming practices.....	4
Continuation project goals.....	3
Project ownership goals.....	3
Best project programs.....	3
Goals for using farm skills.....	3
Project loan fund goals.....	2
Goals for home farm shop	2

Supervised Practice

Items	Number of Chapters Using
Goals for quality of livestock in projects.....	2
Projects to produce certified seed.....	2
Project Management goals.....	1
Project picture goals.....	1
Project reports each month.....	1
Project achievement day.....	1
Goals for improvement of livestock.....	1
Ratio livestock projects to crops.....	1
Goals for profit on projects.....	1
To show livestock at American Royal.....	1

Cooperative Activities

Chapel program.....	6
Cooperative FFA sheep project.....	4
Cooperative laying flock project.....	4
Brooding project.....	3
FFA bulletin or other publication.....	3
Program once each week, activity period.....	3
Send officers to Officers Training School.....	3
Hotbed.....	2
100 per cent paid up membership.....	2
District and invitation judging contests.....	2
Buy feed cooperatively.....	2
Mix feed cooperatively.....	2
Hold a sectional judging contest for other chapters.....	2
Treat seed potatoes.....	1
Treat grain seed, project.....	1
Build a float for fair.....	1
Hold a local judging contest for members.....	1
Solicit merchants for premiums for show.....	1
Hold an annual poultry and grain show.....	1
Pay for State Farmer keys.....	1
Pay all expenses for judging contests.....	1
Do all janitor work for farm shop.....	1
Hold a basket ball tournament.....	1
100 per cent participation in programs.....	1
Mount 25 weeds for the class room.....	1
Assist with the fair.....	1
Have a booth at the fair.....	1
Wear FFA pins.....	1
Send shop team to Manhattan.....	1
Swine feeding project.....	1
Wheat project.....	1
Cooperative marketing of projects.....	1
Cow testing.....	1
Hatching.....	1
Project tour.....	1
FFA play.....	1
Pop stand.....	1
Members improve their personal appearance.....	1
Boy's club program.....	1

Community Service

Number of
Chapters Using

Prune fruit plants for farmers.....5
 Landscape school grounds.....5
 Terrace for farmers.....5
 Test seed for farmers.....4
 Castrate for farmers.....4
 Blood test poultry for farmers.....4
 Promote evening school for adults.....4
 Assist with the County Fair.....4
 Test soil for farmers.....3
 Test milk for farmers.....3
 Dock lambs for farmers.....2
 Cull poultry for farmers.....2
 Dehorn for farmers.....2
 Send out demonstration teams.....2
 Improve farm landscaping.....2
 Fire and accident campaign.....2
 Treat seed for farmers.....1
 Worm pigs for farmers.....1
 Caponize for farmers.....1
 Keep dairy herd records for farmers.....1
 Select seed corn for farmers.....1
 Assist with evening school.....1
 Assist with part-time school.....1
 Survey for drains for farmers.....1
 Potato seed demonstration.....1
 Pasture management demonstration.....1
 Rural school programs.....1
 Field day programs.....1
 Fertility tests.....1
 Butchering.....1
 Weed control farm program.....1
 Insect and rodent control.....1
 Sparrow catching contests.....1
 Assist with 4-H clubs.....1
 Fertilize lawns.....1
 Lay Concrete floors.....1

Leadership Activities

Hold initiations.....10
 Send teams to judging contests.....6
 Send delegates to House of Delegate meeting.....5
 Secure local publicity.....5
 Send officers to Officers Training School.....5
 Make trip to American Royal.....4
 Have publicity in state FFA news.....4
 Have entry in state Public Speaking contest.....4
 Have class judging contest.....4
 Enter state Farm Mechanics contest.....4
 Have a bulletin board.....3
 Promote candidates for State Farmer degree.....3
 Take active part in extra-curricular activities.....3
 Enter Hoard's Dairyman contest.....3

Leadership Activities

Number of
Chapters Using

Have public installation of officers.....	2
Bulletin to be published.....	2
Collect illustrative material.....	2
Attend the Kansas Free Fair.....	2
Hold demonstrations	2
Assist with County Fair.....	1
Seek school office:	1
Publish the "Owl's Nest".....	1
Offer honor awards.....	1
Elect honorary members.....	1
Purchase FFA stationery.....	1
Hold a field day.....	1
Attend the State Fair.....	1
Attend the Wichita Fat Stock show.....	1
Enter Swifts essay contest.....	1
Hold inter-chapter meetings.....	1
Exhibit livestock at shows.....	1
Exhibit crops at shows.....	1
Adopt an honor point system.....	1
Hold party for 8th graders.....	1
Hold a grain show.....	1
Establish a library for FFA.....	1
Conduct a judging school.....	1
Sponsor a sectional judging contest.....	1

Earnings and Savings

Operate a sales stand.....	7
Set a specific amount for FFA dues.....	6
Sell shop materials from year before.....	2
Establish a loan fund.....	2
Project earnings back into projects.....	2
Project earnings used for school purposes.....	2
Treat seed for farmers, charge for it.....	2
Earn money from fair exhibit.....	2
Report project investments.....	2
Charge for shop work for other than dads.....	2
FFA vs faculty basket ball games.....	2
FFA project loan fund.....	2
Project earnings used to aid needy parents.....	1
Recondition machinery and sell it.....	1
Oil harness for farmers, charge.....	1
Take a part in all school carnival.....	1
Have basket ball games, charge admission.....	1
Serve refreshment to Community Club.....	1
Hold pie and box supper.....	1
FFA play.....	1
Goal for investment in farming.....	1
Goals for life insurance of members.....	1
Goals for savings account.....	1
Goals for individual labor incomes.....	1

Earnings and SavingsNumber of
Chapters Using

Hot Bed.....	1
Cow testing.....	1
Incubation.....	1
Bulletin.....	1
Class Project.....	1
Rent cabin.....	1

Conduct of Meeting

Use ceremonies in opening and closing.....	10
Hold initiations into Green Hand and Future Farmer degrees.....	8
Hold meetings each month at night.....	7
Goal for attendance at meetings.....	7
Have a program at each meeting.....	5
Have some form of entertainment at all meetings.....	5
Serve refreshments at all night meetings.....	4
Have parliamentary practice.....	4
Nominating committee to select candidates for offices.....	3
Public installing of officers.....	3
Conduct officer school.....	3
Have day meetings once per week.....	2
Have day meetings by-monthly.....	2
Special or called meetings when necessary.....	2
Outside speakers occasionally.....	2
Business meetings snappy.....	1
Have a theme for each meeting.....	1
Strive for ritualistic proficiency.....	1
Three night meetings during school year.....	1
Study manual at meetings.....	1
Listen to national radio programs.....	1
Elect honorary officers.....	1
Motion pictures at meeting.....	1
Chapter news items each meeting.....	1
Collect 100 per cent state and national dues.....	1
Secretary book well kept.....	1
One night meeting honoring alumni.....	1

Scholarship

Goal for average grade.....	7
State Farmer goals, promotional.....	4
Post honor roll on bulletin board.....	4
Honor roll goals.....	3
Award to outstanding FFA member.....	3
U.P.R.R. scholarship.....	2
National honor society.....	1
Award school letter in judging.....	1
Post all grades each six weeks.....	1
Hold public speaking contest.....	1

Recreation

	Number of Chapters Using
Basket ball.....	7
Father and Son banquet.....	6
Parents banquet.....	6
Summer camp.....	6
Christmas party.....	4
Mother and son banquet.....	4
Baseball.....	4
FFA picnic.....	3
Athletic contests, miscellaneous.....	2
Watermelon feed for ninth graders.....	2
Horseshoe.....	2
Pingpong.....	2
Track meet.....	1
Volley ball.....	1
Tennis.....	1
Fishing trip.....	1
Picnic for eighth graders.....	1
Party for ninth graders.....	1
Fall and spring party.....	1
Adopt a family Christmas.....	1
Party for eighth and ninth graders.....	1
FFA band.....	1
Date party.....	1
Joint meeting with Home Economics girls.....	1

SUMMARY

1. Build the annual activity program for Future Farmers in August or early September. Build it early, for much must be done and an early start should be made.
2. Since 90 per cent or more of the ideas for activities will be furnished by the office-group this group should be used in building a tentative program. This can be done in summer meetings of the officers.
3. Plant ideas for activities in the minds of certain members and permit them to present them at activity-building meetings.
4. Always give opportunities for members to present ideas resulting from their own thinking. Something really good may be presented.
5. Make the building of the activity program appear as democratic as possible.
6. Avoid the appearance of "railroading" certain measures.
7. Secure ideas for chapter activities from the Kansas Future Farmer, other chapters, individual members, administrators, the advisor, school patrons, and any other source.

8. Build the program for next year upon the successful activities in last year's program.
9. Organize the program under the eight headings as found in the National Chapter Contest score card.
10. Build the tentative program in rough form with items under proper headings but not necessarily arranged chronologically.
11. Have some individual present the program for approval at some chapter meeting. The program can be read as a whole, then section by section, with any items being repeated by request.
12. The program may be accepted as a whole; it may be accepted by sections; or it may be accepted by items. It appears that to vote upon each item under proper procedure would consume too much time. Perhaps a better way would be to have a whole section read and any questioned items discussed. All items not so discussed could then be voted upon collectively and those forming the basis for discussion could be considered separately. This would prove to be a time saving method.
13. After the program has been approved in rough form, it can be refined. All items will be placed under proper headings. Some of the programs of the ten chapters studied were weak in this respect.
14. Items under one heading can be arranged either chronologically or arranged in related sequence. Some system should be followed.
15. Chairmen of committees should be Future Farmers or State Farmers. These boys make superior chairmen because of their past experience.
16. Every Green Hand and every other chapter member should be placed on at least one committee.
17. Committees should make progress reports. Some officer should hear these reports if not enough time is available at regular meeting.
18. Shortly after the activity program is set up and adopted a calendar should be made up to include all activities in the program. The calendar should contain all items, months in which the item is to be carried out, and numbers of the committee responsible for the activity together with the name of the officer to which the committee has been assigned.
19. The program should be accepted early in the school year. A copy should be sent to Mr. A. P. Davidson, Manhattan, Kansas, by November 1.
20. Each officer should be responsible for the work of certain committees. One officer is not capable of taking the responsibility of several committees. It must be remembered that officers are as busy as the Advisor and he certainly does not have time to supervise all committees.
21. Advisors should remember that a chapter will be no more efficient than the advisor himself. The chapter will have no more pep than he. He is

the most important individual in the chapter. He is the organizer. He is the stimulator. He is the ADVISOR. If the chapter fails it is probably his fault. Few can succeed in spite of a poor advisor. If his material is poor his chapter success will be reduced, but he, himself, can have a successful year with mediocre material if he is willing to work hard, believes in chapter work, and has the ability to inspire his boys to greater efforts through his own example.

22. There should be no attempt to separate FFA work from the work of the classroom. Wm. Ross, our National FFA Executive Secretary, says, "One should not consider the Future Farmer work as extra curricular. It is a very important part of the vocational agriculture department. Every school having a department of vocational agriculture should also have a Future Farmer chapter".

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