Using the Strategic Plan to Drive Chapter Officers in POA Planning

AET Office Hours – Week 6



Topics to Consider

- ✓ Components of the Strategic Plan
- ✓ How to utilize students to own the POA plan
- ✓ How the Strategic Plan impacts chapter efficiency
- ✓ Strategic Plan resources for implementation in 2024



Components of the Strategic Plan



- 1. Start with a new officer team (Officer Training, Retreats, Executive Meetings)
- 2. 12 months plan
- 3. Create new or select old plan



Typically this is the "start" of your program and the beginning of your Program of Activities (POA)

- Beginning of new FFA officers
- Beginning of your schools fiscal year
- Beginning of school



Components of the Strategic Planning

Strategic Planning

Student Leadership

Activities

Program Budget

- ➤ Mission Statement
- ➤ Program Vision Statements
- ➤ SWOT Analysis
- ➤ Goals and Outcomes



Guides each section with "How To"



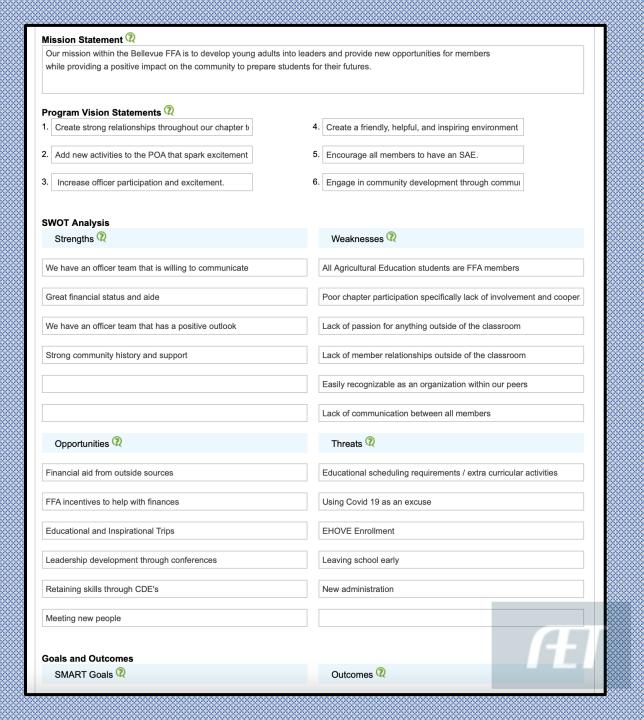
Creates a PDF when complete

- Use in officer notebooks
- Turn in to administration
- Use in FFA Officer Books



Strategic Planning

- Transferrable knowledge to real world work force
- ➤ Helps officers understand their role and responsibility in managing chapter activities and goals
- Officers become stakeholders in the strategic plan
- Each section has. to help guide discussions in each area



Components of the Student Leadership

Strategic Planning

Student Leadership

Activities

Program Budget

Students can add leadership or committee membership in their record book profile, or it can be added for them on this page. Considering this POA's planning dates, students may appear in multiple POA plans.

Student Officers (2)



ASSIGN:

- Student Officers
- Name
- Bio
- Office
- Level
- Start/End Date of Term
- Committee Members
- Chair/Co Chair
- Summary/Objectives

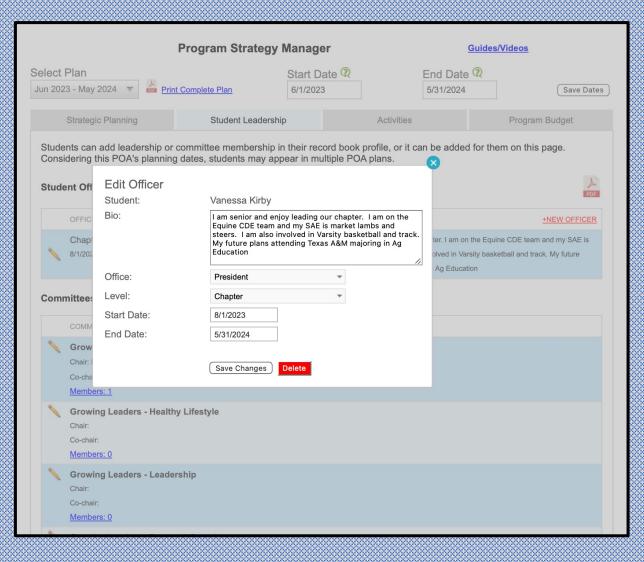


This is your student FFA leaders, which are also correlated to the student's PROFILE where they can identify if they are an FFA officer.

You can also **add** student FFA officers on this page to get a complete list of your student leaders.



Student Leadership - Entry Page



Data Entry Page

- Can create a template to format Bio for students
- Standardize the report
- Each officer can complete
- Committees Secretary assigns members
- Committee creates purpose or summary of committee work

Student Leadership - PDF

National FFA/SAE Test Account w/AET Strategic Leadership Report

6/1/23 - 5/31/24

The following are the student leaders that are initiating the program's strategic plan through development and management of key program activities that align to the mission and vision plan of the program.

Student Officers

Office	Student Name	Biography
Chapter President 8/1/23 - 5/31/24	Vanessa Kirby	I am senior and enjoy leading our chapter. I am on the Equine CDE team and my SAE is market lambs and steers. I am also involved in Varsity basketball and track. My future plans attending Texas A&M majoring in Ag Education

Program Committees and Objectives

Committee and Leaders	Committee Summary, Objectives and Members
Growing Leaders - Career Success Chair: Allie Smith Co-chair: Cynthia Francis	Our goal is this area is to host events that provide opportunity to seek college and career resources. HS Career Fair Job Shadow Options Meet a Career Lunches Members: Rob Davis, Tee Dendinger24, Example ND2024-2

PDF Report USE:

- Use in Officer Books
- Submit to school staff as a get to know FFA Leadership
- Submit to administrators, school board, advisory board



Activities - Entry Screen

If entered in the calendar, info comes over

OR, can enter info here and transfers to the calendar

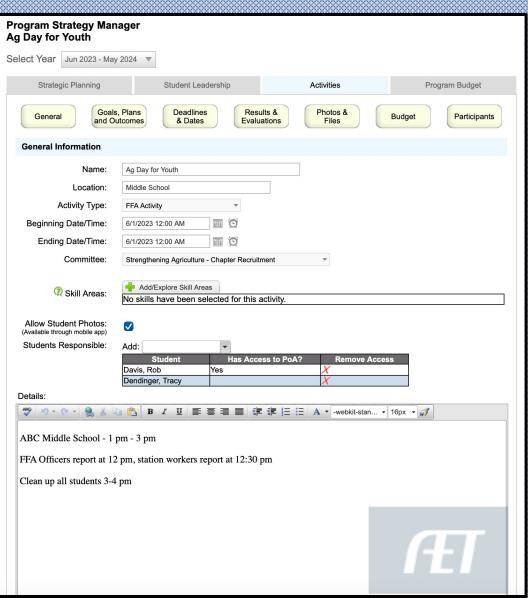
Name, location, type, date & time, committee, skills

ALL Planning Tools are ACTIVE (linked to National Chapter)

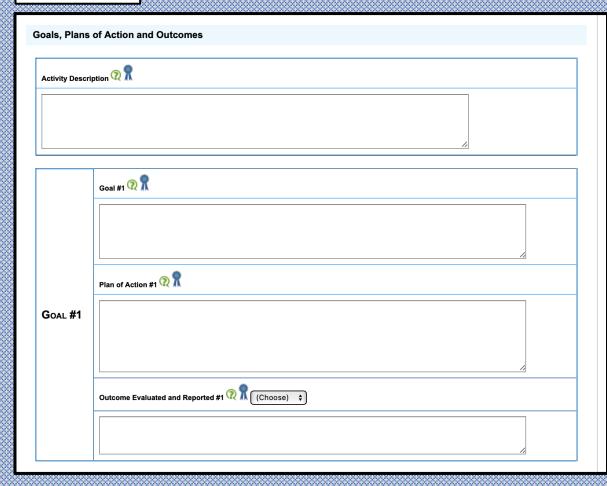
Goals, Plans GENERAL and Outcomes GOALS, PLANS, OUTCOMES **Program Strategy Manager Guides/Videos** Start Date

R End Date

R DEADLINES and DATES 5/31/2024 Save Dates Program Budget RESULTS TONG EVALUATIONS CONSTRUCTIONS Activities shown below align to your Strategy/POA plan timeline. New activities can be copied from a previous year or added on this PHOTOS & FILES BUD Committee Filter: All Committee Events Month Filter: All Events ABC Middle School - 1 pm - 3 pm FFA Officers report at 12 pm, station workers report at 12:30 pm Clean up all students 3-4 pm



Goals, Plans and Outcomes





Gives a recommendation on what should be in each writing box

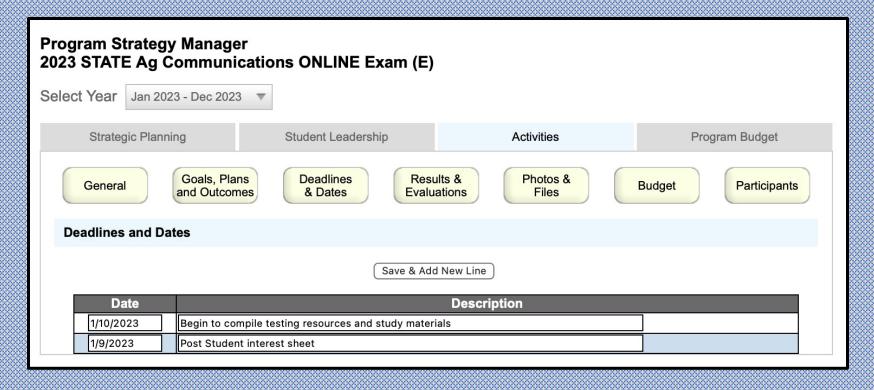
- Allows officers to create event goals
- Identify the plan to accomplish the goal and conduct the activity
- Allows officers to reflect on the outcome: MET, EXCEEDED UNMET the goal(s)



Reveals the scoring rubric for the National Chapter App



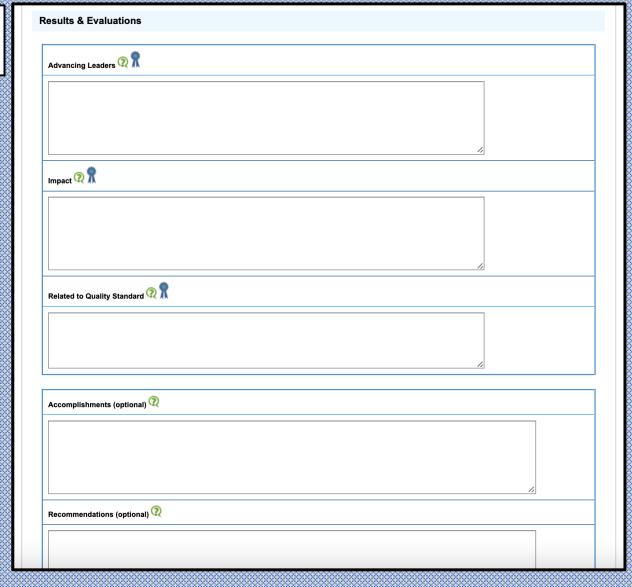
Deadlines & Dates



- USE this to identify the tasks that need to be completed to delivery the activity
- CAN assign students to each task in the box



Results & Evaluations



ADVANCING LEADERS

This section should clearly explain the purpose of the activity and the benefit of this activity at or above the local level. Use qualitative data to help explain how the activity advanced students, community, or agriculture.

IMPACT

This section should clearly explain the impact on the chapter, its members, and the intended audience. Use quantitative data to help explain how the activity impacted the intended audience

QUALITY STANDARD

Response clearly describes how the activity and benefits relate directly to the chosen quality standard.

ACCOMPLISHMENTS

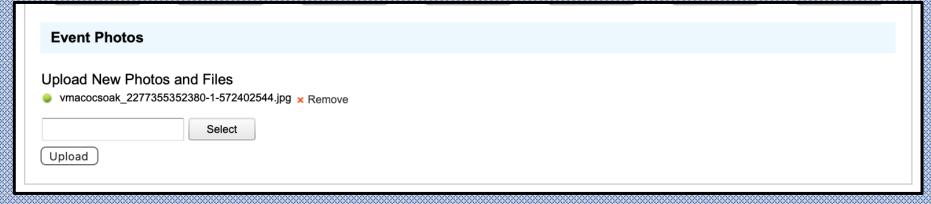
What are the results, #'s of participants or outcome of the activity

RECOMMENDATIONS

Officers can reflect what went well and what could be improved







Students can have access to add photos on mobile app

Photos are uploaded on the desktop

Photos are valuable for events for:

- Banquet slide show
- Officer books
- News releases, blogs, social media



Budget

Event Budget								
Save								
Item Description	Estimated Expense	Estimated Income	Actual Expense	Actual Income				
	\$0.00	\$0.00	\$0.00	\$0.00				
Activity Supplies for each of the 5 stations	\$100.00	\$0.00	\$104.65	\$0.00				
Snack for MS students	\$200.00	\$0.00	\$185.33	\$0.00				
TSC Event Sponsor	\$0.00	\$150.00	\$0.00	\$150.00				
Total	\$300.00	\$150.00	\$289.98	\$150.00				

- These entries will populate in a complete budget for ALL activities conducted by the chapter
- This budget can be used as annual estimate for the next school year often REQUIRED by Admin before closing out the school year
- Finance awareness when planning activities and approval at chapter meetings



Participants

QR Code for Check in

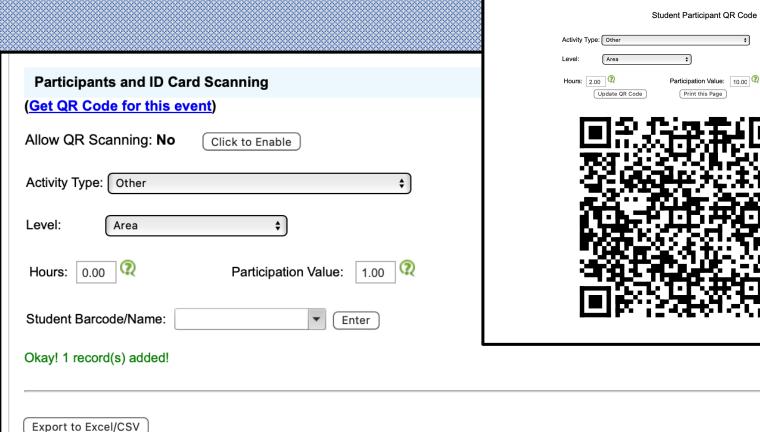
Declare Activity Type

Set Level of participation

Hours and Point Value

Manual Check In for Chapter Roster

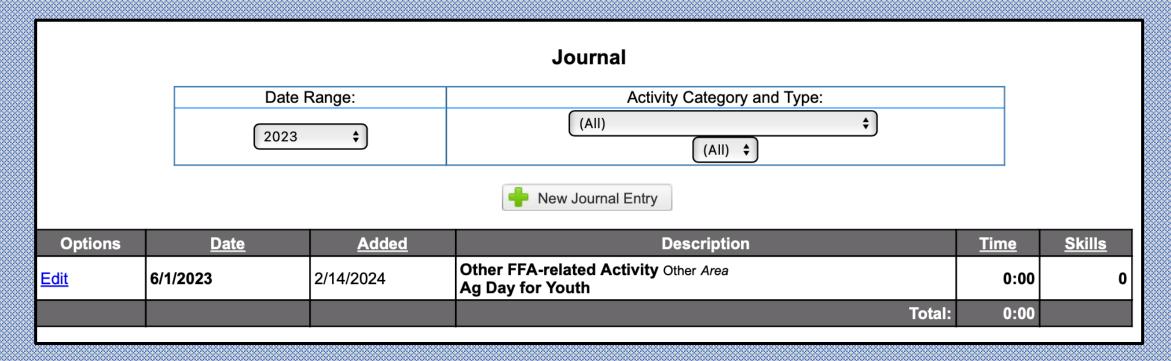
For those that "Checked In" it will create a student journal



<u>Name</u>	Type	Level	Hours	Participation Value	Entered by	
Cynthia Francis	Other	Area	0.0	1.0	Advisor	X
Tee Dendinger24	Other	Area	0.0	1.0	Advisor	X

Ag Day for Youth Thursday, June 1, 2023

STUDENT JOURNAL – Checked In



Student will then need to access their reflection or tasks/skills they completed in the event

Student journals with skills can be used: Competency Mastery Reports or Student Learning Portfolios

Program Budget



Uses of Funding	Program Budget	Estimate from Events	Actual Expense	Differences (Actual - Estimate)
School Activities	\$0		\$0	
FFA Activities	\$0		\$0	
Other Sources	\$0		\$0	
SUB TOTAL	\$0		\$0	
■GROWING LEADERS	\$0	\$0	\$0	\$0
■BUILDING COMMUNITIES	\$0	\$0	\$0	\$0
STRENGTHENING AGRICULTURE	\$0	\$780	\$560	(\$220)
Support Group Committee	\$0			\$0
Chapter Recruitment Committee	\$0	\$560	\$560	\$0
Safety Committee	\$0	\$220	\$0	(\$220)
Agricultural Advocacy Committee	\$0			\$0
Agricultural Literacy Committee	\$0			\$0
EXPENSE TOTAL	\$0	\$780	\$560	(\$220)

Professional Document

Income, Expense, Summary Estimate & Actual

Summary 4							
Sources of Funding	Program Budget	Estimate from Events	Actual from Events	Differences (Actual - Estimate)			
TOTAL SOURCES OF FUNDS	\$0	\$150	\$250	\$100			
TOTAL USES OF FUNDS	\$0	\$780	\$560	(\$220)			
TII NET BUDGET BALANCE	\$0	(\$630)	(\$310)	\$320			

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Program Budget - PDF Strategic Program Budget

6/1/23 - 5/31/24

The following program budget outlines the estimated income and expenses for this year as well as the actual YTD income and expenses. The sources of funding and uses of funding are categorized by program committee.

Income

Sources of Funding	Program Budget	Estimate from Events	Actual Income	Differences (Actual - Estimate)
Beginning Balance				
School Funding (School Budget and other Funds)	\$0		\$0	
FFA Funding (Dues and Other)	\$0		\$0	
Other Sources of Funding	\$0		\$0	
Sub Total	\$0		\$0	
Growing Leaders - Leadership Committee	\$0			\$0
Growing Leaders - Healthy Lifestyle Committee	\$0			\$0
Growing Leaders - Scholarship Committee	\$0			\$0
Growing Leaders - Personal Growth Committee	\$0			\$0
Growing Leaders - Career Success Committee	\$0			\$0
Building Communities - Environmental Committee	\$0			\$0
Building Communities - Human Resources Committee	\$0			\$0
Building Communities - Citizenship Committee	\$0			\$0
Building Communities - Stakeholder Engagement Committee	\$0			\$0
Building Communities - Economic Development Committee	\$0			\$0
Strengthening Agriculture - Support Group Committee	\$0			\$0
Strengthening Agriculture - Chapter Recruitment Committee	\$0	\$150	\$250	\$100
Strengthening Agriculture - Safety Committee	\$0	\$0	\$0	\$0
Strengthening Agriculture - Agricultural Advocacy Committee	\$0			\$0
Strengthening Agriculture - Agricultural Literacy Committee	\$0			\$0
Income Total	\$0	\$150	\$250	\$100
Budget Summary				
Total Sources of Funds	\$0	\$150	\$250	\$100
Total Uses of Funds	\$0	\$780	\$560	(\$220)
Net Budget Balance	\$0	(\$630)	(\$310)	\$320

Clean

Professional

Comprehensive

Treasurer's Bool

Audits

Administration

Advisory Board

National FFA/SAE Test Account w/AET **Strategic Program Budget**

The following program budget outlines the estimated income and expenses for this year as well as the actual YTD income and expenses. The sources of funding and uses of funding are categorized by program committee.

Expense

	Uses of Funding	Program Budget	Estimate from Events	Actual Income	Differences (Actual - Estimate)
	School Activities	\$0		\$0	
	FFA Activities	\$0		\$0	
	Other Uses	\$0		\$0	
	Sub Total	\$0		\$0	
	Growing Leaders - Leadership Committee	\$0			\$0
	Growing Leaders - Healthy Lifestyle Committee	\$0			\$0
	Growing Leaders - Scholarship Committee	\$0			\$0
	Growing Leaders - Personal Growth Committee	\$0			\$0
	Growing Leaders - Career Success Committee	\$0			\$0
ı	Building Communities - Environmental Committee	\$0			\$0
K	Building Communities - Human Resources Committee	\$0			\$0
	Building Communities - Citizenship Committee	\$0			\$0
	Building Communities - Stakeholder Engagement Committee	\$0			\$0
	Building Communities - Economic Development Committee	\$0			\$0
	Strengthening Agriculture - Support Group Committee	\$0			\$0
	Strengthening Agriculture - Chapter Recruitment Committee	\$0	\$560	\$560	\$0
	Strengthening Agriculture - Safety Committee	\$0	\$220	\$0	(\$220)
	Strengthening Agriculture - Agricultural Advocacy Committee	\$0			\$0
	Strengthening Agriculture - Agricultural Literacy Committee	\$0			\$0
	Expense Total	\$0	\$780	\$560	(\$220)

Budget Summary

Total Sources of Funds	\$0	\$150	\$250	\$100
Total Uses of Funds	\$0	\$780	\$560	(\$220)
Net Budget Balance	\$0	(\$630)	(\$310)	\$320

Strategic Plan - PDF



Print Complete Plan

Includes:

- ✓ Overview
 - ✓ Mission, Vision, SWOT, Goals
 - ✓ Can use annually with minimal edits
- ✓ Leadership Report
 - ✓ Officer Bios
 - ✓ Committee Assignments & Summary
- All Activities
 - ✓ Plan
 - ✓ Participation
 - ✓ Budgets

National FFA/SAE Test Account w/AET **Strategic Planning Report**

Strategic Plan Overview

The following strategic plan is our organization's process of defining direction, developing action aligned events and making decisions on allocating resources and capturing opportunities to pursue our strategy.

Start Date **End Date** 6/1/2023 5/31/2024

Our Program Mission Statement

The mission FFA chapter is to provide a total dynamic educational system.

We aspire to excellence as we recruit, prepare and support individuals in agricultural careers and achieve their personal goals. We serve the people and inform them about agriculture, its needs, opportunities and challenges

Our Program Vision Statements

- 1. Grow our community's knowledge about the needs, opportunities, and challenges in agriculture. 2. Provide career exploration and skill development
 - 4. 5.

Our SWOT Analysis

- 1. We have a good connection with the community
- 2. We have a motivated officer team ready to make a
- 3. We are committed to growing the chapter
- 4. We have many great plans and ideas
- 5. We have a good alumni program

Opportunities

- 1. Veterinary Offices and other Animal industries use our projects for clinic and staff animals
- 2. Local business owners/ Farmers in need of animal enrichment ideas
- 3. Families in need of time and projects from our members

Our Goals & Outcomes

- 1. Have 80% participation at all Chapter meetings 2. Have participation from Chapter members in at least two CDE's

Outcomes

Threats

1. Program funding

3. COVID-19

Approved by: (Teacher)

Approved by: (Chapter President)

1. We lack engagement by all members

5. We need to follow through with our plans

2. Economic changes and impacts of sponsors

4. We need to reach out more to community members

2. We lack industry contacts. 3. We need to recruit more members



Strategic Plan - PDF



Print Complete Plan

Activity Report:

- Activity Description
- Plans and Outcomes
- Budget
- Participants
- Photos

BENEFIT:

- Activities descriptive for different audiences (School, Parents, Advisory)
- Comprehensive
- Professional

Ag Day for Youth

Committee: Strengthening Agriculture - Chapter Recruitment

Activity Description:

Goal #1

Plan of Action #1

Outcome Evaluated and Reported #1

Goal #2

Plan of Action #2

Outcome Evaluated and Reported #2

Goal #3

Plan of Action #3

Outcome Evaluated and Reported #3

Advancing Agriculture

Related to Quality Standard

Accomplishments

Recommendations

Budget Items	Estimated Expense	Estimated Income	Actual Expense	Actual Income
Activity Supplies for each of the 5 stations	\$100.00	\$0.00	\$104.65	\$0.00
Snack for MS students	\$200.00	\$0.00	\$185.33	\$0.00
TSC Event Sponsor	\$0.00	\$150.00	\$0.00	\$150.00
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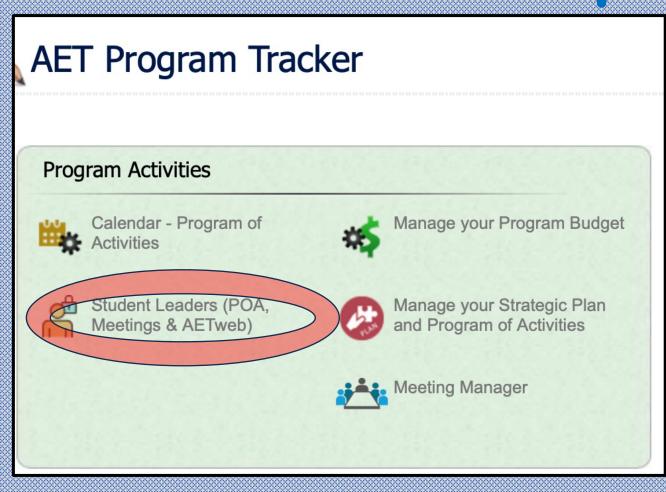
Student Attendees: Tee Dendinger24; Cynthia Francis

Event Photos





How to Utilize students to own the POA plan



Allow students access to the Strategic Plan

- Officers, committee chairs/members
- Officers have ownership for chapter
- Use of the plan can be copied from year to year with edit updates
- Documentation of chapter activities for stakeholders
- Real world application of Strategic Planning

Assigning Students

Student Manager Access for Program Management Students added to this screen will have full access to the Chapter Calendar 📿 and POA/Strategy Manager 📿 Add a Student: Dendinger, Tracy Add Students with full access to the Chapter Calendar (PoA) and AET Strategy Manager: **Include Meeting Manager Include Chapter Website** Last **First** Remove Name Name Access Access? Access? Rob Davis Dendinger V Tracy Return to AET

- Dropdown is the chapter roster
- Assign meeting manager access
- Assign website access
- Can remove simply by clicking X



How the Strategic Plan impacts chapter efficiency

- 1. Chapter planning for the future 1 piece at a time
- 2. Gives the reins to the students for guided practice of leading an organization
- 3. Everything is in ONE place
- 4. Generates reports and documents that are professional when records are completed
- 5. Fluid use in communication and promotion of program support
- 6. Easily accessible for reference
- 7. Directly improves potential for National Chapter Recognition if students desire



Teacher Help: Strategic Planning Tools (POA) & National Chapter Award

- Strategic Plan/POA Tools
- StrategicPlanning and POA.pdf
- ManageActivityDetailsinAET.pdf
- Developing a Chapter Strategic Plan
- Strategic Plan Reporting

Student Program Worksheets

- Activity Planning Worksheet
- <u>AET's Strategic Planning Budget Worksheet</u>