**Purpose**: *This worksheet can help students, officers, and committees to plan activities that potentially relate to your NCA application. This information also connects to AET’s strategic planning system and calendar.*

Worksheet date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activity Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Planning dates see section IV)*

1. **Objectives to Achieve (Quality Standard)** - *Each event should address* ***one*** *division of POA and align to your program’s vision and mission statement.*

“Check” one division & one quality standard for each activity in this worksheet

|  |  |  |
| --- | --- | --- |
| **\_\_1. Growing Leaders:**(Choose a quality standard)**\_\_ Leadership:** *Building student leaders***\_\_ Healthy Lifestyle:** *Improving students***\_\_ Scholarship:** *Encouraging lifelong learning***\_\_ Personal Growth:** *Helping students discover their talents and achieve life goals***\_\_ Career Success:** *Promoting students involvement in agriculture and careers* | **\_\_2. Building Communities:**(Choose a quality standard)**\_\_ Environmental:** *Promoting conservation***\_\_ Human Resources:** *Promoting wellbeing of members and community***\_\_ Citizenship:** *Encouraging community engagement***\_\_ Stakeholder Engagement:** *Connecting with program stakeholders***\_\_ Economic Development:** *Developing economic growth in the community*  | **\_\_3. Strengthening Agriculture:**(Choose a quality standard)**\_\_Support Group:***Cooperating with others to support agriculture education***\_\_Chapter Recruitment:** *Increasing student participation***\_\_Safety:** *Improving safety in the community and with students***\_\_Agricultural Advocacy:** *Promoting ag education and encouraging action***\_\_Agricultural Literacy:** *Promoting agriculture through educating the public* |

[**https://www.ffa.org/SiteCollectionDocuments/poa\_divisions\_and\_quality\_standards\_17-21.pdf**](https://www.ffa.org/SiteCollectionDocuments/poa_divisions_and_quality_standards_17-21.pdf)

1. **Activity Description** *– Clearly define the purpose and the reason for the chapter activity*

|  |
| --- |
|   |

1. **Goals, plans of action, and potential outcomes –** *Connect your goals to a plan and outcome*

|  |  |  |
| --- | --- | --- |
| ***Three Goals*** | ***Steps to Achieve Goals*** | **Outcomes** |
|  *(Specific, Measureable, Attainable, Realistic and Time)* | Important area are: *(1) what will be accomplished, (2) where will it happen, (3) How will it be implemented, (4) steps to accomplish the goal and (5) who will preform the duties* | *What potentially is the result:* |
| Goal #1: | Plans of Action #1: |  |
| Goal #2: | Plan of Action #2:  |  |
| Goal #3: | Plan of Action #3: |  |

1. **Important Planning Dates –** *List dates that relate to planning this activity (or see FFA.org From 2)*

|  |  |
| --- | --- |
| **Dates** | **Planning Actions** |
|  |  |

1. **Estimated Budget –** *Use this area for planned financial needs or results (or see FFA.org Form 2)*

|  |  |  |
| --- | --- | --- |
| **Area** | **Estimated Expenses** | **Estimated Income** |
|  |  |  |

1. **Potential Results –** *Develop your anticipated results (Actual results entered into AET)*

|  |  |
| --- | --- |
| ***Potential Impact:*** | ***Potential Results:*** |
| *Advancing Leaders, Communities or Agriculture* |  |
| *Impact on intended audience* |  |
| *Related to Quality Standard (Section I.)* |  |