



National FFA Organization National Chapter Awards Applications Tips

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It is recommended that chapters use the Chapter Planning and Recognition – A Student Handbook to help choose activities to include in the program of activities and on the National Chapter Award application. The application itself contains a list of criteria for judging and a copy of the score sheet that is used at the national level.

The tips on this page are divided into sections based on the sections of the National Chapter Award application.

Overall application tips:

- Quality standards must not be repeated on Form II.
- Use only the official form. Hard copy is available free; template is included in Chapter Resource CD-ROM. Chapters not using official form will be disqualified.
- Include all information called for on cover page, especially signatures and ranking.
- Use a type of 12 pica but absolutely no smaller than 10 pica, with margins of approximately one inch.
- Please use the FFA award application folder or something similar. Pages of applications not in some type of binder may be lost in shipment.
- Judges prefer that text pages NOT be in plastic protective pages. Photos may be enclosed to ensure the integrity of the picture.
- It is difficult to read applications that are printed on bright colors, please use white paper.
- Use of upper and lower case letters improves readability as do proper spelling and grammar. Points may be taken away from applications that have grammatical, spelling and typographical errors. Proofread your application!
- Use all of the space provided to explain an activity, the more detail you provide the better the judge's ability to compare and contrast activities. Do not exceed the space provided; do not include additional photos, news articles, or pages.
- Use an activity only once on Form I. The use of an activity more than once on Form II should indicate that it is not a National Gold. Please be sure that the activity described fits the category in which it is listed (Student, Chapter, Community).
- Additional supporting materials may not be included with the application.

Each activity:

- On Form I, use the space given to describe each activity.
- On Form II, check the box indicating which quality standard you are addressing. The quality standards must not be repeated on Form II.

Goals and Objectives:

- Each section should state an overall objective of the activity and then break that objective into specific goals. Judges recommend no more than three distinct goals.
- Goals should be written to be specific, measurable, attainable, realistic, and able to be tracked. (SMART)
- Use goals from your Program of Activities.
- Use numbers and percentages in setting goals when appropriate.
- Be sure the goals show a benefit to the student, chapter or community.

Plan of Action:

- Be sure to specifically address each of the stated goals.
- Explain the who, what, when, where, why and how of accomplishing the goals.
- Be sure all information given is current and pertinent to the goals of the activity.
- Information should be concise, but give enough details for judges to compare and contrast activities.
- Activities and plans should be student-driven.

Results and Evaluation:

- Be sure to specifically address each of the stated goals.
- Show how each of the stated goals was achieved. Evaluate why or why not.
- Illustrate how the activity was of benefit to or made an impact on the student, chapter or community.
- Explain what was learned from the activity.
- Show how many members, students, parents or community members were involved.
- Explain what other groups or organizations were involved and how.

Photos and Captions:

- Photos should be correct size, focused and relate directly to the activity being described.
- Photos should come from a single negative; collages do not show good detail.
- Photos should tell a story. The best photos are not staged, but are taken throughout the year during the activities.
- Plan your pictures. Try to make them action shots showing members involved in the activities.
- Scanned photos should be of high quality to compliment the application.
- Photos should be of current application year activities
- Photos with dates imprinted on them should show current year.
- Photos should be used only once per application.
- Captions should explain the activity in 50 words or less.
- Newspaper clippings, thank you cards, post cards, or other materials will not be counted as photos and use of these items will result in lower scores.