

Award Application Tips

Where do we get award applications?

- Applications are available on the Alumni websites. The National website has the Outstanding Achievement, Distinguished Contributor, Affiliate and Scrapbook award applications.
- Contact Jayme Buttke at 608-274-6228 or wiffaalumni@sbcglobal.net

Due Date: December 31 except for Scrapbooks. Scrapbooks are due at the convention. Legion of Merit are due May 15 and are sent directly to the National FFA Alumni.

Where are they sent? Jayme Buttke, 6097 Pinion Pine Way, Fitchburg, WI 53719

Hints for:

Affiliate Application:

- The application form changed in late 2003. Be sure to check the supporting pages as that is where most of the changes were made.
- If your affiliate is less than three years old, you should enter under the National Pioneer category. Be sure to check the box at the top of page one of the application.
- Number of Members involved: it is important to keep track of how many members were involved – both FFA Alumni and FFA.
- Importance of Numbers -- judges have to be able to easily identify either the number of hours invested or the money generated. The dollars raised are important but member's hours are equally important.
- Types and Diversity of Activities included in each section -- activities should directly relate to the section they are included under.
- You can only list an activity once! Put it in the category where it is most effective.
- **There is a change in the supporting material.** You must pick out **ONE** activity per category and develop goals and objectives, a plan of action, and the results or evaluation. On the back of that sheet, you can have pictures or articles (dated) that support that activity only.
- Results should be easy to interpret and the objective of the activity should be clear.
- Pictures should be current and have a date on them. The pictures should either clarify something in the application or tell something new about your affiliate. Use a picture to show something that is unique or special about your affiliate.
- Don't forget to clip out newspaper articles and keep track of how many articles are in the paper. All photos and newspaper articles must be dated.
- Keep a calendar to write down events and activities.
- Have a report sheet that committee chairman can fill out after each event with details as to the number of members, hours spent, dollars involved, and other information.
- Use disposable cameras if getting pictures of activities is a problem.
- Review the application 1-2 times during the year to make sure that the affiliate is conducting activities in all the categories.

Achievement Award and Distinguished Contributor:

- Interview the person or family members.
- Include pictures in the application.
- Develop a system to select an applicant each year.
- Applicants compete best if they have activities on local, state and national levels.
- Start a file on individual FFA Alumni members. Clip articles, write down activities and keep pictures on that individual so that if they are submitted for this award, you have some information for the application.

Scrapbook:

- Scrapbooks are now judged at the Wisconsin FFA Alumni Convention. Check for the time that entries are due on the Friday of the convention.
- Make sure page numbers stay on.
- Document items and date articles and pictures.
- National competition organizes the activities by local, state and national activities.
- If you qualify for the national convention, make sure the book is in the correct sequence when submitted to the nationals. This has changed frequently over the years. Confer with the State Executive Director or with the National FFA Alumni office.
- Needs to be in an official FFA scrapbook available from the FFA Supply Service.
- Move previous year's pages to another book.
- Label!!!
- Review the scrapbook judge's form so that you know what criteria the judges are using when they evaluate the books.

Newsletter:

- Review the newsletter judge's form so that you know what criteria the judges are using when they evaluate the books.
- Include a calendar of events
- List of officers or contacts
- Consider various types of layouts that are easy to read, not too cluttered, easy to find articles and readable font types and size
- Can your newsletter be put on-line?
- Check into printing places for the best cost. Can it be printed at school?
- Postage – stamps or bulk?
- Consider sending newsletters to businesses, school board members, media and administration members
- Enter member's addresses into a label program to decrease time spent sending out newsletter
- Visit state and national websites for upcoming events and activities
- Use the newsletter to educate members about the FFA Alumni
- Do feature articles on FFA Alumni members
- Have feature articles on local agri-business persons.