June 20, 2019

TO: Washington FFA Advisors
FROM: Abbie DeMeerleer, Washington FFA Executive Director

RE: 2019-2020 State Officer Chapter Visits/Sweeps

Below you will find the Fall Chapter Visit Sweeps schedule for the WAFFA State Officers. For those of you who are new to teaching in Washington, this is the time when the six state officers visit every WAFFA district, touring the majority of chapters and even some potential chapters throughout our state. It is considered a prime opportunity to recruit new members, equip and energize current members and provide a tangible link to the state Association. Please take advantage of this opportunity when the state officers are in your district – they have a great deal to share with your students and school!

Please understand that it takes a great deal of coordination to create this schedule, as well as the detailed week schedules per district. We appreciate the efforts at the local level to maintain the schedule and work with the officers. I realize there may be unforeseen changes, if so – please contact me to try and make adjustments. If changes are made, it is extremely important that the state officers and Executive Director are provided with the information.

Please note that as a host chapter, you are responsible for the following:

• **HOSTING OFFICERS FOR A NIGHT.**
  Travel distances/schedule will determine if the stay is the night before or night of the chapter visit. All officers have been told and are expected to contact you in advance of their arrival, however please plan at least a week in advance so you can provide them with specifics, particularly the phone number of the host family parent. You should have a *safe* and *suitable place for them to stay* (*would you be comfortable staying there?*). I recommend that female officers stay with a female members’ family, etc. however I realize that this isn’t always possible.

  **OFFICERS SHOULD ONLY BE IN HOMES WHEN THE PARENT OR GUARDIAN IS PRESENT.** *Please don’t put the state officers in an awkward situation by not letting the host families know what is expected.*

  It is appreciated if the officers can be fed dinner that evening and breakfast in the morning, but it is not required – it just needs to be communicated in advance so the officers can plan accordingly.

• **NOTIFYING SCHOOL OFFICIALS THAT OFFICERS WILL BE IN YOUR SCHOOL.**
  We would like to have the state officers visit with your counselors, CTE Directors, principals or superintendents when possible. They are prepared to promote the FFA and your program so please take this opportunity by scheduling a brief appointment for them with the school officials. Please don’t assume that your administration is not interested in talking with the state officers.

• **PROVIDE LUNCH TO THE STATE OFFICERS ON THE DAY THEY VISIT.**
  State officers are often only at a chapter for a few hours and may have never been to the community before. Don’t assume they know where to get food, or that they have the chance to pack it before their arrival. Please help their limited travel stipend by providing a lunch for them.
LET THE OFFICERS KNOW WHAT TO EXPECT FROM YOUR CLASSES.
The state officers will call/email to gather specific information about the classes that you plan for them to facilitate. You know your students best, so please give the state officers enough information so they can plan ahead and do their best for your students. Remember that they are 18-19 year-olds, not trained teachers/substitutes.
A CHAPTER ADVISOR MUST BE PRESENT DURING THE ENTIRETY OF THE CLASSES AND CHAPTER VISIT! Be prepared to share with them:
  o How many classes? Class period length?
  o General behavior for each class
  o Specific safety/engagement scenarios they need to be prepared for
  o Other special information regarding your program that you would like them to know.

PROVIDE CONSTRUCTIVE FEEDBACK USING THE VISIT REVIEW FORM (online).
Feedback will assist them along the way and help me coach them to grow and improve. The VISIT REVIEW form is available at: https://www.washingtonffa.org/visit-request

DO NOT ASK STATE OFFICERS TO DRIVE FFA MEMBERS.
We must make it clear, due to increased liability issues, that state officers are not allowed to drive students to/from events or homestay locations.

2019 District Sweep Weeks for Fall Chapter Visits

<table>
<thead>
<tr>
<th>Dates</th>
<th>Chapter Visits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 30 – Oct. 4</td>
<td>D9 chapter visits</td>
</tr>
<tr>
<td>Oct. 7 – 11</td>
<td>D6 chapter visits</td>
</tr>
</tbody>
</table>
| Oct. 14 – 18   | D7 chapter visits | *none on Tuesday, Oct. 15 due to Board of Directors meeting*
| Oct. 21 – 24   | D4 chapter visits |
| Nov. 5 – 8     | D5 chapter visits | *none on Monday, Nov. 4 due to travel home from National Convention*
| Nov. 11 – 15   | D8 chapter visits |
| Nov. 18 – 22   | D2 chapter visits |
| Dec. 2 – 6     | D1 chapter visits |
| Dec. 9 – 13    | D3 chapter visits |

Please return all emails & phone calls made to you by the state officers as they are probably reaching out about your visit so your attention to this will alleviate stress for all involved.

If you have any questions about a state officer visit/presentation – please don’t hesitate to contact me:
Abbie DeMeerleer 509-592-3444 (cell/office) abbie@washingtonffa.org

Washington FFA Association reserves the right to cancel pre-arranged visits/presentations if health, weather, or safety concerns warrant the cancellation. I will do my best to work with you to reschedule a cancelled event.
~Abbie

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.