

# Communication is KEY

Developing systems within a team  
for a smooth school year

**Add a  
List the  
MAJOR  
area of  
FFA/Ag  
Ed  
Program  
for your  
chapter**

## **example**

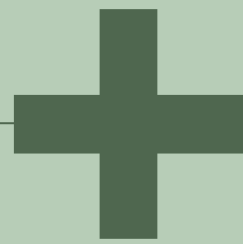
- Classroom teaching
- SAEs - animal projects, shop projects, other
- LDEs
- CDEs
- SDEs
- Agriscience Fair
- Community Service
- Committees & Program of Activities

### Chapter meetings

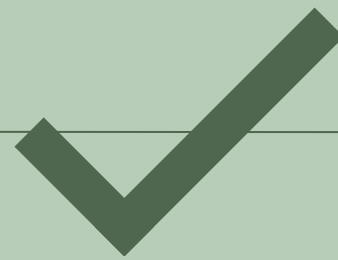
- Proficiencies, Star awards, Degrees
- Banquet
- Jackpot show or other fundraising activity
- Chapter Awards
- Etc.

# Evaluate your current level of emphasis on each item

Add a



if you need to  
give more  
emphasis



if you are giving it  
the right  
emphasis



If you need to  
decrease the  
emphasis

# What is your teams mission

What are your joint priorities?  
What will guide your decision making?

## example

This year: To provide support & understanding as we work toward positive change, both personally and professionally



Classroom  
Program

FFA  
Program

Self-Care

# Divide & Conquer

## Detailed List of ALL AG Program Responsibilities:

In addition to previous list:

- Discuss how many LDEs, CDEs each teacher will coach. Determine which ones.
- Major stock show registration
- Travel plans/requirements
- Reserving rooms for chapter meetings & banquet
- Greenhand, Chapter, Lone Star Degrees
- National Chapter Award, Golden Horizon Award
- Greenhand Camps (chapter, district, area)
- District, Area meetings
- Fundraising
- Managing FFA account
- Open house types events
- Livestock species
- PR & Social Media
- Banquet tasks (food, script, awards & student recognition, decorations, etc) Truck, trailer, maintenance
- Flags at football games
- County livestock show meetings
- Ect.

# FFA by the Month

List Month happening,  
what needs to be done,  
what needs to be  
communicated

# Communication

List Month happening, what needs to be  
done, what needs to be communicated,  
whos doing what



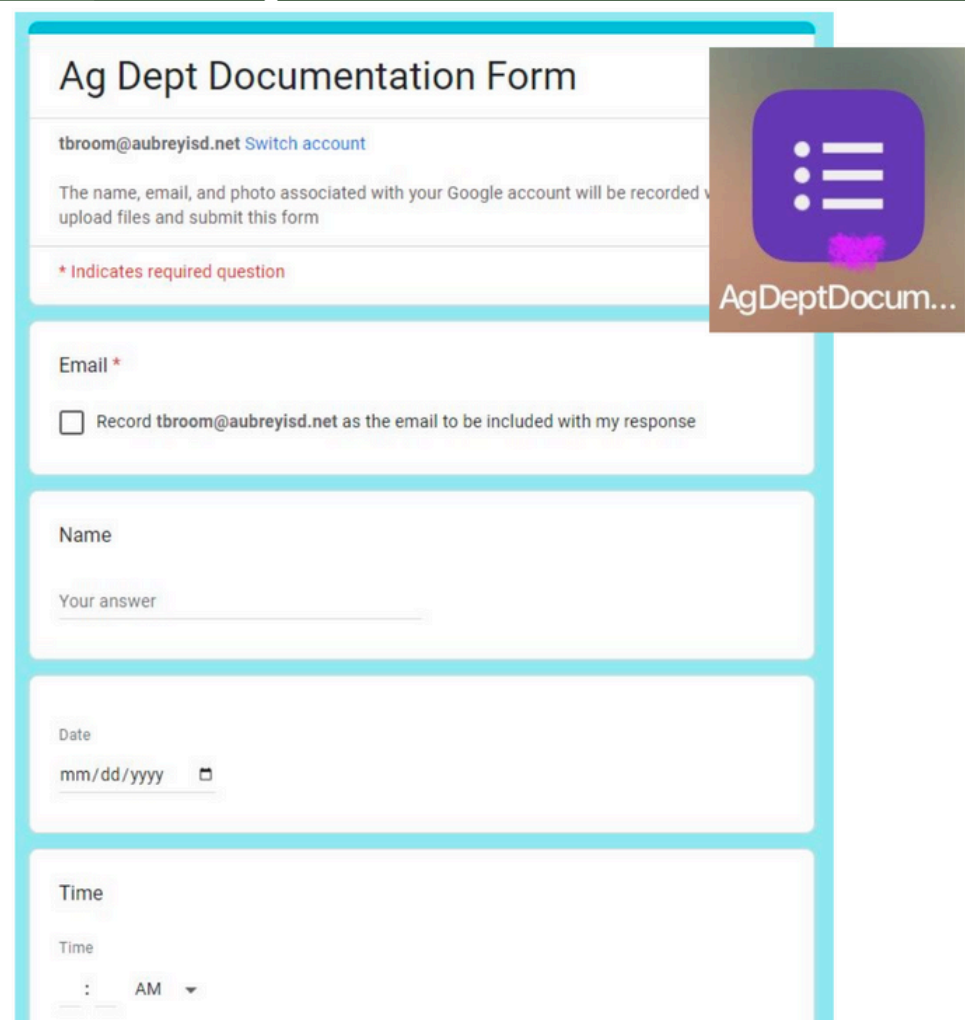
# Ag Facility Communication

## DOCUMENTATION!

We use a quick google form to document incidents at our Ag facility

Add it to your home screen for quick entry while at the barn

All responses are in one location



Link google form responses to this sheet, any and all issues documented is in once sheet and all are in loop  
\*can add the form to your phone homepage for easy access at barn



Get your Team Responsibility Sheet Here