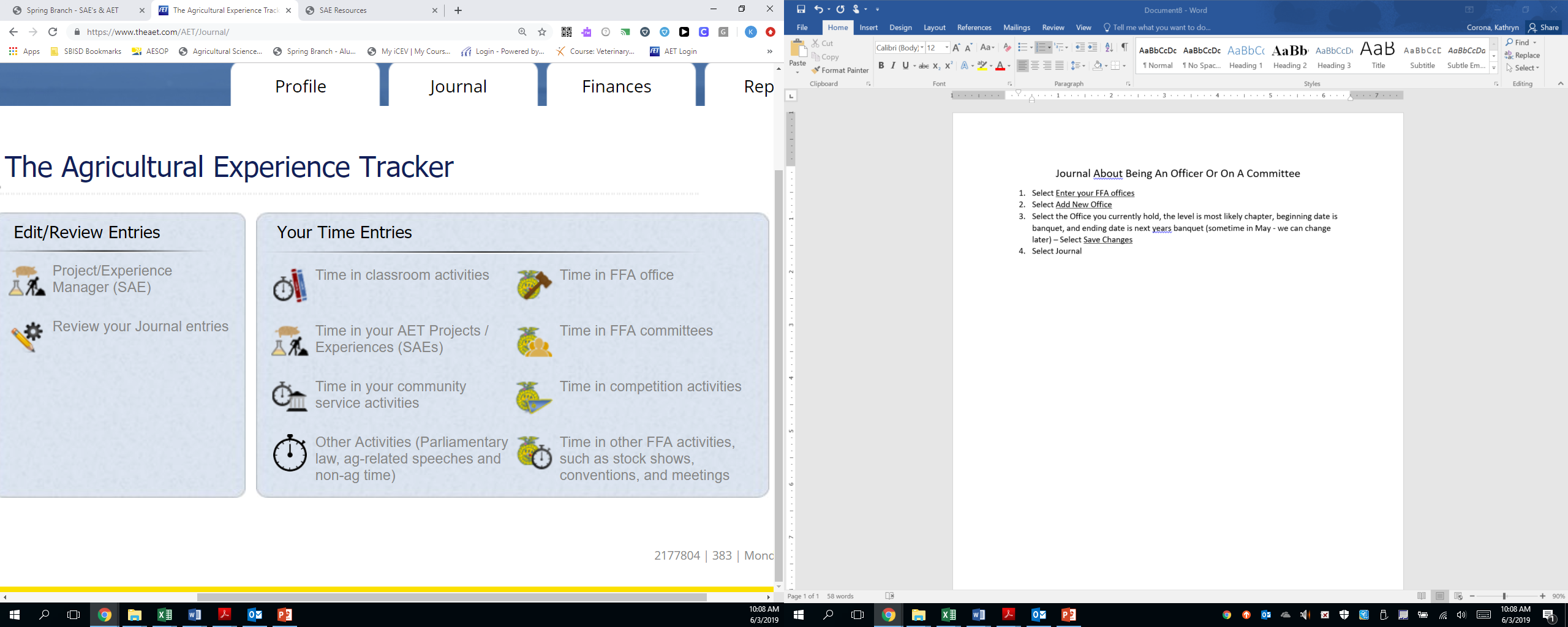
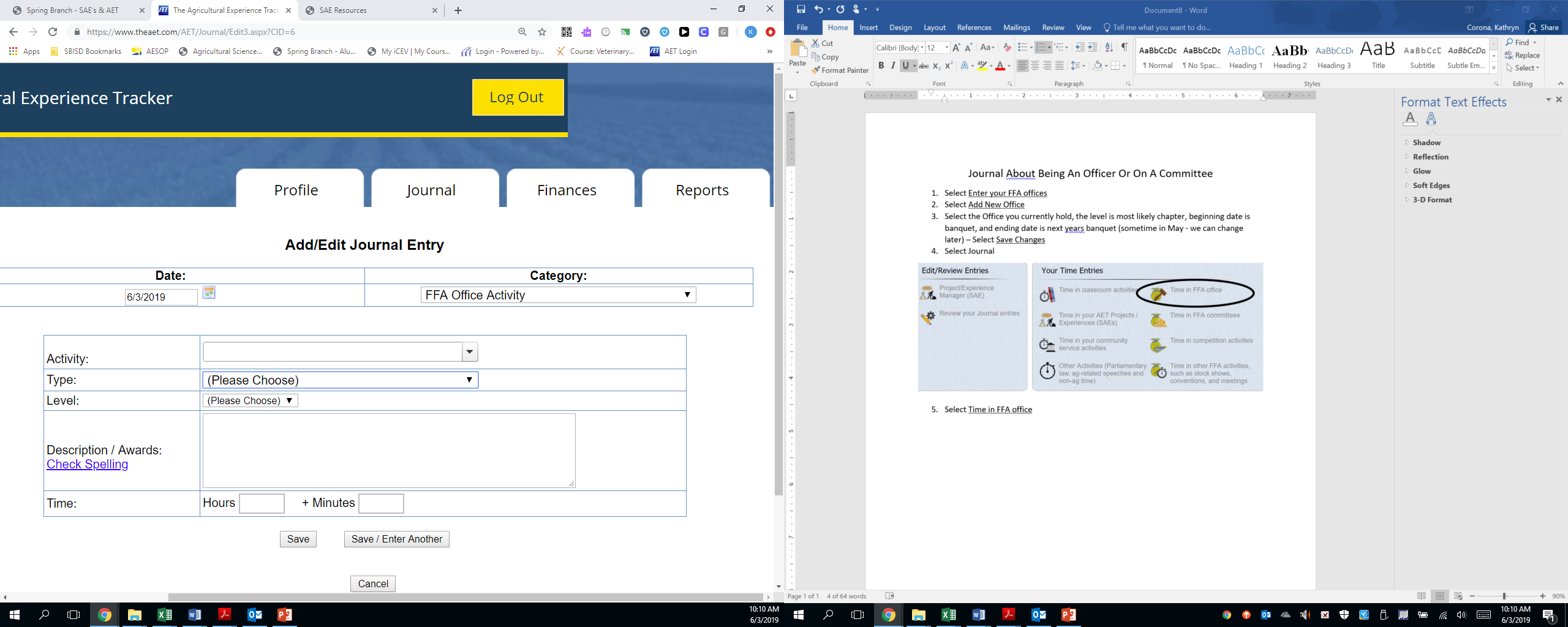
Journal About Being An Officer Or On A Committee

**Officer**

1. Select Enter your FFA offices
2. Select Add New Office
3. Select the Office you currently hold, the level is most likely chapter, beginning date is banquet, and ending date is next years banquet (sometime in May - we can change later) – Select Save Changes
4. Select Journal



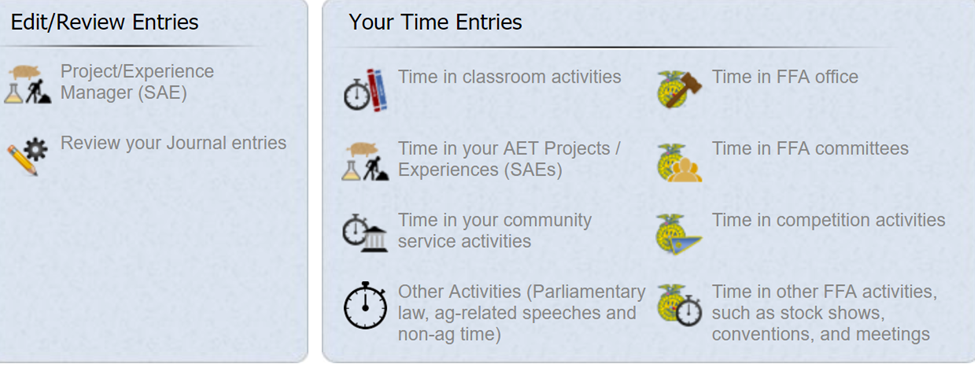
1. Select Time in FFA office



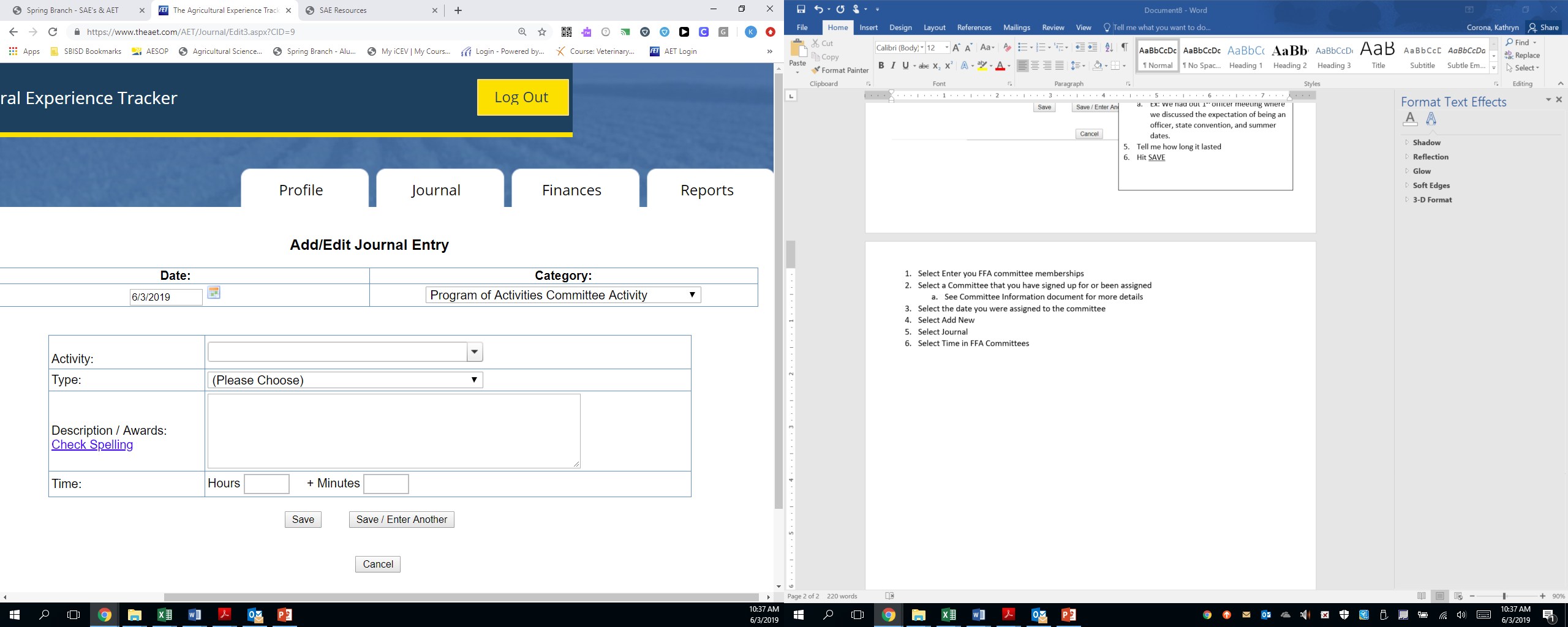
1. Select the date the activity actually occurred
   1. Select/Type the name of the activity
      1. Ex: officer/chapter meeting, local FFA activities that are run by the officer team
2. For Type select your officer position
3. For Level select if it was a chapter activity of something else (Most things about the chapter level will be put in another place
4. In 1 - 4 sentences tell me what the activity was
   1. Ex: We had out 1st officer meeting where we discussed the expectation of being an officer, state convention, and summer dates.
5. Tell me how long it lasted
6. Hit SAVE

**Committee**

1. Select Enter you FFA committee memberships
2. Select a Committee that you have signed up for or been assigned
   1. See Committee Information document for more details
3. Select the date you were assigned to the committee
4. Select Add New
5. Select Journal



1. Select Time in FFA Committees



1. Select the date the activity actually occurred
   1. Select/Type the name of the activity
      1. Ex: committee meeting, Santa’s Farm, Santa’s Farm Set up
2. For Type select your committee
3. In 1 - 4 sentences tell me what you did
   1. Ex: We had out 1st committee meeting where we discussed the expectation of for the event, divided up tasks, and set dates to meet again
4. Tell me how long it lasted
5. Hit SAVE