

Checklist of preparation prior to completing the
Missouri State FFA Officer Application

- 1.) Read the handbook prior to applying.
- 2.) Review the Instructions prior to applying.
- 3.) Prepare your Letter of Application, your Biography and have your headshot photo ready to upload.
- 4.) All uploads should be saved with both your first and last name. (example— Ted Robbins-Bio)
- 5.) Review the Officer Agreement very carefully.
- 6.) Download the Signature page and gather signatures (in person), then scan the page so it can be uploaded in the application.
- 7.) As you start the “**UPDATED**” Online Application please understand that it gathers the same information that the old form asks for just in a new format.
 - a. You will need an email. Please use a personal email NOT a school email. (School firewalls often block emails from us.)
 - b. Mailing addresses, including the school.
 - c. Your parent’s emails if they have one.
 - d. Chapter number and your membership number.
 - e. Your calendar to check availability dates.
 - f. Information about your FFA jacket including size, measurements fit, etc.

***The “**UPDATED**” Online Application is designed so you can save and continue at the end of each page. Remember to click that button at the bottom of each page if you need to stop then restart at a different time.