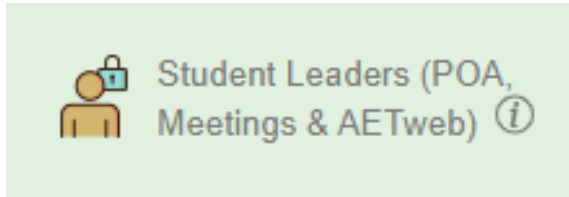


# Developing your Chapter's Program of Activities

## Step 1: Establish Student Leaders

Using the student account list, select students to guide the program's strategic plan and activities.



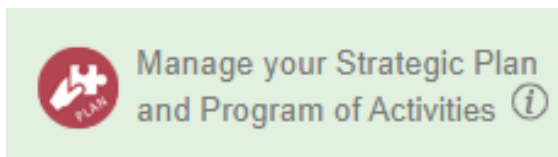
Select students by clicking the "TRACKER" menu tab, then click "STUDENT LEADERS" to assign students

| First Name | Last Name | Include Meeting Manager Access? | Include Chapter Website Access? | Remove Access |
|------------|-----------|---------------------------------|---------------------------------|---------------|
|            |           | <input type="checkbox"/>        | <input type="checkbox"/>        | X             |

Select student leaders by using the "ADD A STUDENT" dropdown. Once a student has been added, they will have access to the POA. They could also be given access to the meeting manager and chapter website, but is not required.

## Step 2: Create your POA

Click "Develop and Manage your Strategic Plan" to develop your POA planning dates. (Typically 12 months.)



Select Plan

Select

[Create New Strategic Plan \(PoA\)](#)

If not created already, use the "CREATE NEW STRATEGIC PLAN (POA)" button to make the chapter's POA. Select the start and end date for the POA, example: June 30 to July 1

## Optional Step: Strategic Planning

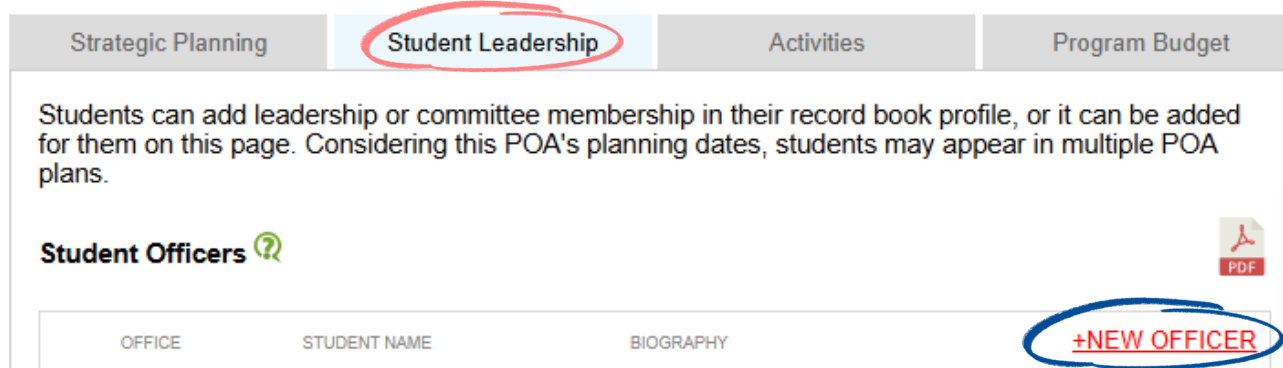
A screenshot of a web form titled "Strategic Planning". It has tabs for "Strategic Planning", "Student Leadership", "Activities", and "Program Budget". The "Strategic Planning" tab is active. Below the tabs, there is a text area for "Mission Statement" with a green question mark icon. Above the text area, there is a note: "Below are long-term strategy ideas, which transfer from your previous plans. Edit as needed for each new POA year. Use the green question marks or see the Guides/Videos for help. This form saves as you go." There is also a PDF icon.

The chapter's student leaders can create mission & vision statements, and complete a SWOT analysis for the chapter. This step is optional, not required.

## Step 3: Input Student Leaders

Review or assign FFA Officers, define committee leaders, members and committee objectives

Toggle to the “STUDENT LEADERSHIP” tab to declare chapter officers



### New Officer

Student:

Office:

Level:

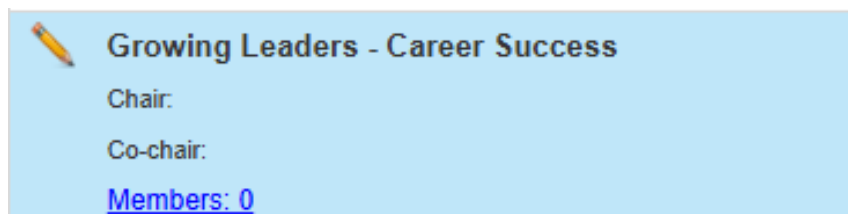
Start Date:

End Date:

Add Officer

Use the red “+NEW OFFICER” button to add each chapter officer. The student’s name, office held , level of office (chapter), and their start and end date will need to be filled out for each officer.

## Optional Step: Committees

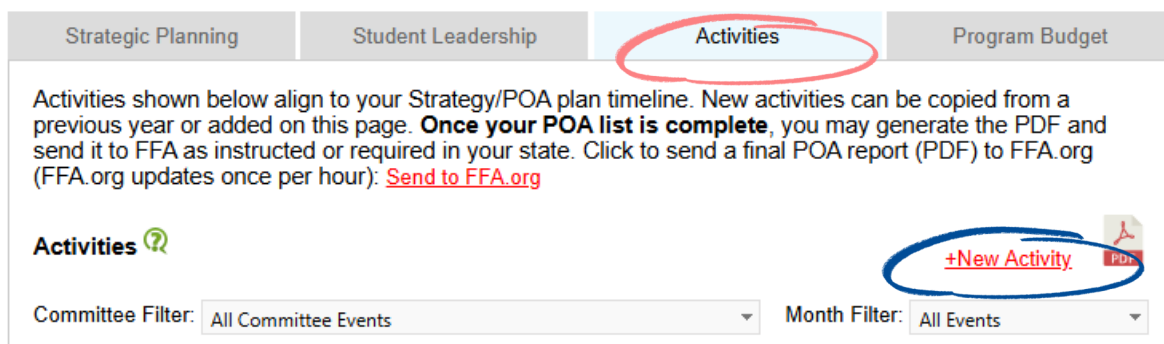


Students can be selected to chair or co-chair one of 15 committees that are tied to the POA quality standards. This is optional and not required.

## Step 4: Develop POA Activities

Add in all events that your chaoter will be hosting or partaking in throughout the year.

Toggle to the “ACTIVITIES” tab and select the “+NEW ACTIVITY” Button.



## Step 4 Continued: Adding Activities to the POA

|                                  |                                                                                                                                                                                                 |                   |  |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--|
| Activity Type:                   | FFA Activity                                                                                                                                                                                    | Background Color: |  |
| Name of Activity:                | 2024 Arizona FFA State Leadership Conference                                                                                                                                                    |                   |  |
| Location:                        | The University of Arizona                                                                                                                                                                       |                   |  |
| Beginning Date:                  | 6/4/2026                                                                                                                                                                                        |                   |  |
| Schedule Type:<br>(Choose one)   | <div>All Day Event Time Event</div> <div>Duration (Days):<br/>3</div>                                                                                                                           |                   |  |
| Committee Delegation:            | Growing Leaders - Leadership                                                                                                                                                                    |                   |  |
| Skill Areas:                     | <div>+ Add/Explore Skill Areas</div> <div>CS.05.02 Examine and choose career opportunities that are matched to personal skills, talents, and career goals in an AFNR pathway of interest.</div> |                   |  |
| Copy Details from a prior Event: | 06/22/2026 - State Leadership Camp                                                                                                                                                              |                   |  |

For each activity, the information above will need to be filled out. Each activity will need to be tied to a “COMMITTEE DELEGATION”. The “SKILLS AREAS” section is not required to be filled out.

### Optional Step: Activity Goals and Budget

After adding an activity to the POA it will appear under the “ACTIVITIES” tab. The activity can be clicked on to fill out further details

JUN

4

[2024 Arizona FFA State Leadership Conference](#)  
🕒 6/4/2026 - 6/6/2026

Growing Leaders - Leadership

|          |                |         |                         |                   |                      |                  |        |              |
|----------|----------------|---------|-------------------------|-------------------|----------------------|------------------|--------|--------------|
| Calendar | Strategic Plan | General | Goals, Plans & Outcomes | Deadlines & Dates | Results & Evaluation | Photos Portfolio | Budget | Participants |
|----------|----------------|---------|-------------------------|-------------------|----------------------|------------------|--------|--------------|

Once an event has been selected, options to further plan out events will appear. Students can write goals, plans of action, and evaluate the event using this feature. Students can also upload photos and use the budget manager available in this form.

### Optional Step: Program Budget

Create an entire program budget and connect to budget items to each committee and related activities.

|                    |                    |            |                |
|--------------------|--------------------|------------|----------------|
| Strategic Planning | Student Leadership | Activities | Program Budget |
|--------------------|--------------------|------------|----------------|

The budget can be used for your whole program or FFA-only areas. It is designed to align to Strategy/POA planning dates. A new year begins a new budget. **Once your Budget list is complete**, you may generate the PDF and send it to FFA as instructed or required in your state. Click to send a final Budget report (PDF) to FFA.org (FFA.org updates once per hour): [Send to FFA.org](#)

| Sources of Funding                             | Program Budget | Estimate from Events | Actual Income | Differences (Actual - Estimate) |
|------------------------------------------------|----------------|----------------------|---------------|---------------------------------|
| Beginning Balance                              |                |                      |               |                                 |
| School Funding (School Budget and other Funds) | \$0            |                      | \$0           |                                 |
| FA Funding (Dues and Other)                    | \$0            |                      | \$0           |                                 |
| Other Sources of Funding                       | \$0            |                      | \$0           |                                 |
| SUB TOTAL                                      | \$0            |                      | \$0           |                                 |
| GROWING LEADERS                                | \$0            | \$0                  | \$0           | \$0                             |
| BUILDING COMMUNITIES                           | \$0            | \$0                  | \$0           | \$0                             |
| STRENGTHENING AGRICULTURE                      | \$0            | \$0                  | \$0           | \$0                             |
| INCOME TOTAL                                   | \$0            | \$0                  | \$0           | \$0                             |

| Expense                   | Program Budget | Estimate from Events | Actual Expense | Differences (Actual - Estimate) |
|---------------------------|----------------|----------------------|----------------|---------------------------------|
| School Activities         | \$0            |                      | \$0            |                                 |
| FA Activities             | \$0            |                      | \$0            |                                 |
| Other Sources             | \$0            |                      | \$0            |                                 |
| SUB TOTAL                 | \$0            |                      | \$0            |                                 |
| GROWING LEADERS           | \$0            | \$0                  | \$0            | \$0                             |
| BUILDING COMMUNITIES      | \$0            | \$0                  | \$0            | \$0                             |
| STRENGTHENING AGRICULTURE | \$0            | \$0                  | \$0            | \$0                             |
| EXPENSE TOTAL             | \$0            | \$0                  | \$0            | \$0                             |

The POA can be utilized to track the chapter’s finances. Income and expenses can be broken down by each activity or committee. Although tracking the program’s budget in TheAET is not required, it is highly suggested to use some sort of tracking method.

## Step 5: Download POA

The POA will need to be downloaded as a PDF in order to be turned in for the CTSO Compliance Form.



### Program/Teacher Reports

*calendar, teacher journal, POA, directory & Student ID cards*

Download the POA by clicking the “REPORTS” menu tab, then click “PROGRAM/TEACHER REPORTS”

When prompted, select “POA REPORT”. Select the current school year on the dropdown menu, and select “GENERATE PDF REPORT”

School Year: 2025-2026

[Generate PDF Report](#)

Chapter Program of Activities

University of Arizona

University of Arizona

School Year: 2025-2026

|                                               |    |
|-----------------------------------------------|----|
| Total unduplicated students enrolled in AgEd: |    |
| Total student accounts in AET:                | 79 |

Officers

Committees

| Committee                                         | # of Members | Officers | Calendar Editors |
|---------------------------------------------------|--------------|----------|------------------|
| Growing Leaders - Leadership                      | 0            |          |                  |
| Growing Leaders - Healthy Lifestyle               | 0            |          |                  |
| Growing Leaders - Personal Growth                 | 0            |          |                  |
| Growing Leaders - Scholarship                     | 0            |          |                  |
| Growing Leaders - Career Success                  | 0            |          |                  |
| Strengthening Agriculture - Chapter Recruitment   | 0            |          |                  |
| Strengthening Agriculture - Safety                | 0            |          |                  |
| Strengthening Agriculture - Agricultural Literacy | 0            |          |                  |
| Strengthening Agriculture - Agricultural Advocacy | 0            |          |                  |
| Strengthening Agriculture - Support Group         | 0            |          |                  |
| Building Communities - Economic Development       | 0            |          |                  |
| Building Communities - Environmental              | 0            |          |                  |
| Building Communities - Human Resources            | 0            |          |                  |
| Building Communities - Citizenship                | 0            |          |                  |
| Building Communities - Stakeholder Engagement     | 0            |          |                  |

# Required Items Checklist

- ☐ Establish Student Leaders
- ☐ Add Activities to the POA
- ☐ Create POA
- ☐ Download & Submit PDF
- ☐ Add Student Leaders