

## A Self Evaluation for your FFA Alumni Affiliate

### Newsletters and Public Relations

- 3 newsletters per year
- Calendar of events
- Contact with media
- Informational to members
- List of officers and their addresses
- Sent to sectional representatives

### Meetings

- Agenda published
- Efficient meeting
- Minutes are published
- Meeting time and date published
- Meet on regular schedule
- Good parliamentary procedure

### Relationship with Agriculture Education Instructor

- Good communications
- Ask instructor where he/she needs help
- Are you creating more or less work?

### Rosters

- Send in by March 1
- Have a designated person to do the roster

### Membership

- Legion of Merit winners
- How do you welcome new members?
- How do you recognize current members for their contributions?
- Do you have a membership drive?

### Awards

- Do you recognize individuals?

Do you fill out?

- Outstanding Affiliate
- Outstanding Achievement
- Newsletter Award
- Scrapbook contest
- Distinguished Contributor

### State and National Activities

- Invite sectional rep to events
- Involved in convention planning
- Attend Sectional meetings

### School Boards and Administrations

- Keep them informed
- Invite them to events
- Thank them
- Follow school policies

### Finances

- Establish a budget
- Audit
- Practice proper financial management procedures
- Publish financial reports
- Taxes