

# COLLEGIATE FARM BUREAU

2023-2024 HANDBOOK

A PROGRAM OF KANSAS FARM BUREAU

[WWW.KFB.ORG/COLLEGIATE](http://WWW.KFB.ORG/COLLEGIATE)

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COLLEGIATE FARM BUREAU®

# MISSION & PURPOSE

## **KFB MISSION**

KANSAS FARM BUREAU EXISTS TO STRENGTHEN AGRICULTURE AND THE LIVES OF KANSANS THROUGH ADVOCACY, EDUCATION AND SERVICE.

## **COLLEGIATE FARM BUREAU PURPOSE**

COLLEGIATE FARM BUREAU IS A PROGRAM OF KANSAS FARM BUREAU WHICH EXISTS TO SUPPORT STUDENTS ENGAGED IN AGRICULTURE, ENHANCE MEMBERS' EDUCATION, AND DEVELOP FUTURE LEADERS FOR THE ORGANIZATION AND AG INDUSTRY.

### **➤ SUPPORT STUDENTS**

- Individual Scholarships
- Financial Support for New Chapters & KFB Involvement
- County and State Structural and Personnel Resources
- Free Year of Membership for Graduates Staying in Kansas

### **➤ ENHANCE LEARNING**

- Invitation to Attend Annual Young Farmers & Ranchers Leaders Conference, Day at the Statehouse and Other Events
- Assistance in Setting Up Guest Speakers and Tours
- Opportunities to Compete in the Collegiate Ag Quiz Bowl and Collegiate Discussion Meet

### **➤ DEVELOP LEADERS**

- Chapter Leadership Positions & Training
- Experience Running Meetings and Organizing & Executing Events
- Exposure to Seasoned Ag Leaders & Potential Mentors
- Opportunities to Volunteer with County Farm Bureau Activities

# STANDARD OPERATING PROCEDURES

## WHO CAN HAVE A CHAPTER?

Collegiate Farm Bureau chapters are formed as a collaboration between the post-secondary educational institution, County Farm Bureau and Kansas Farm Bureau. Each entity must support the venture and a chapter advisor and slate of student officers must be identified prior to chartering.

## WHAT ARE THE CHAPTER RULES?

At chartering, Kansas Farm Bureau provides standard organizing documents, including a constitution and bylaws. These provide the basic guidelines for chapters, but can be amended by the chapter with the appropriate procedure. When a chapter amends either of these documents they should file the amendments with their County Farm Bureau and Kansas Farm Bureau in addition to keeping a record with their chapter.

In addition, chapters sign a logo agreement when they form that gives the chapter use of the Farm Bureau name and marks and outlines the rules of usage.

Chapters are responsible for maintaining official club status on campus. A college may require an annual registration and the chapter should consult their student affairs office for compliance information.

## WHO CAN BE A MEMBER?

Collegiate Farm Bureau is open to any student attending the institution of the respective chapter. Most members are majoring in an agriculture degree, but this is not a requirement. Non-ag majors are encouraged as they provide an important perspective as chapters consider how to reach their student body with positive ag messages.

## HOW ARE CHAPTERS GOVERNED AND SUPPORTED?

Several people are put in place to govern and support each chapter. While this may look slightly different from chapter to chapter, the following is a general guide to chapter leadership structure.

### ➤ CHAPTER OFFICERS

Ideally, at least half of the officer team is elected in the spring in order to plan fall activities prior to the start of school. A state-wide leadership retreat for officers typically takes place in late August or early September.

#### **President**

- Prepares for and presides over all chapter and officer meetings.
- Works closely with advisor and officers to plan or coordinate chapter activities.
- Directs the business and structure of the chapter, including resolving issues, forming committees, etc.

#### **Vice-President/Treasurer**

- Performs duties of the president in his/her absence.
- Keeps an accurate account of the chapter's finances and provides reports to the advisor, officers and chapter, as requested.
- Manages the chapter membership list and contact information.

#### **Secretary**

- Keeps an accurate record of chapter and officer meetings.
- Communicates with members and outside organizations, as appropriate.

#### **Public Relations Officer/Committee Chair**

- Promotes organization to outside groups, especially campus groups and media.
- Manages social media accounts on behalf of the chapter.
- May be designated to attend county board meetings as chapter liaison.

#### **Programmatic Officer(s)/Committee Chair(s)**

- Develops ideas for actively engaging chapter members in meaningful ways.
- Plans chosen chapter activities, membership recruitment efforts, and service projects.
- Manages chapter volunteers and execution of events.
- Communicates with other groups on campus when collaborating on events.

### ➤ CHAPTER ADVISOR

- Faculty/staff member of the college with permission to advise the group from administration and approval from the chapter's executive committee.
- Ensures chapter follows campus guidelines for student groups.
- Secures or assists with chapter logistics, such as meeting space/time and financial accounts.
- Attends officer and chapter meetings and provides guidance and support as necessary.

## **> COUNTY FARM BUREAU LIAISON**

- May be the County Farm Bureau Coordinator or volunteer member appointed by the County Farm Bureau board.
- Attends chapter meetings as often as possible.
- Communicates opportunities for collaboration between the county and chapter, including requesting chapter volunteers for county activities, invitations to chapter participate in county events, etc.
- Reports to county board on chapter activities, including future plans, chapter/individual successes, need for support, etc.
- Supports chapter and advisor as needed.

## **> COUNTY FARM BUREAU COORDINATOR**

- Enters and maintains chapter membership in the KFB membership system.
- Registers and makes arrangements for chapter participation in state events and activities, such as the state fair booth, YF&R Leaders Conference, Day at the Statehouse, etc.
- Includes opportunities for collegiate member volunteers in county events and activities as appropriate.
- May assist with chapter finances or state reimbursement when the chapter's account is connected to the county accounting system.
- Promotes chapter to county membership.
- Supports liaison, chapter and advisor as needed.

## **> DISTRICT ADMINISTRATOR**

- Promotes chapter to members/counties in the district.
- Provides training about Farm Bureau basics as requested.
- Helps chapter make connections with speakers and businesses in area as needed.
- Supports county, advisor, officers and chapter as needed.

## **> KANSAS FARM BUREAU COLLEGIATE MANAGER**

- Manages KFB Collegiate budget to best meet the needs of the program.
- Plans opportunities to engage collegiate members in state events and activities.
- Plans and executes collegiate leadership training, state competitions and other collegiate-specific opportunities as appropriate.
- Works with the KFB Membership department and county coordinators to ensure membership records are accurate and benefits are provided appropriately.
- Supports chapter the participation in local meetings and events, chapter training, leadership selection and guidance, as requested and available.
- Promotes the collegiate program on the state level reports to the KFB board as appropriate.
- Registers and makes arrangements for collegiate participation at AFBF functions.

## WHAT ARE THE GUIDELINES FOR USING THE FARM BUREAU LOGO?

In addition to the general Collegiate Farm Bureau logo, Kansas Farm Bureau creates a specific logo for each collegiate chapter. See appropriate usage information below.

- Logos may be used in full color (as shown below), gray scale, all black or all white.
- Logos must be used as they appear below - do not alter fonts or the arrangement of logo elements.
- The logo should stand alone and may not be a design element of another image.
- Collegiate Farm Bureaus must use the logos below for any current and future promotion or printing. Existing items with old logos are permissible, but reorders should be updated with the new logo file.
- Questions about whether the logo is used correctly may be directed to [yfr@kfb.org](mailto:yfr@kfb.org) and a KFB staff member will approve the design or recommend changes.
- Logo files are available by emailing [yfr@kfb.org](mailto:yfr@kfb.org).
- Each chapter signs a logo agreement when the chapter is initially chartered giving the chapter permission to use the marks. Should a chapter be disbanded at any point, all use of the logo must cease.

### STANDARD LOGOS



### CHAPTER-SPECIFIC LOGOS



# MEMBERSHIP

## WHY JOIN COLLEGIATE FARM BUREAU?

Collegiate Farm Bureau is a unique agricultural student organization because membership during college is only the beginning. Here are some reasons to get involved:

- FB covers all of agriculture so there's something for everyone.
- Opportunities to attend events that enhance your education, like the state Young Farmers & Ranchers Leaders Conference with more than 500 young people involved in agriculture.
- A jumpstart to building your network of mentors and peers across the state.
- Provides a built-in community after college - FB will connect you to others in the county or state you land in post-college and give Kansans a free year of regular membership.
- Opportunities to build personal leadership skills.
- Get a taste of involvement in pieces of the industry you want to connect with in low-risk ways and build the skills, knowledge and relationships now to help you be successful when you're out of college.

## TIPS FOR RECRUITING & RETAINING MEMBERS:

### RECRUITMENT

- Ask the college admission office to include Collegiate Farm Bureau marketing material in mailings to new and potential agriculture students.
- Take advantage of campus club fairs, prospective student events and other opportunities to share the club with a large number of students.
- Plan the first meeting to be mostly social. Include free food to help get people in the door, then help students get to know each other and have fun.
- Be clear about what a membership costs and includes. Be sure your "sales pitch" for the chapter is something you believe yourself.
- Speak to the three kinds of people who engage: those who are there to add to their resume, those who see it as a social outlet and those who believe in the mission.

### RETAINING MEMBERS

- Make sure your meetings and activities have a transparent purpose and that each one fulfills its purpose.
- Keep the fun going all year. Plan social events, help members connect with others who have similar interests or backgrounds and give people things to look forward to.
- Post information where your members already are - use flyers or white boards in classroom buildings, create social media accounts that are relevant to your chapter members and keep them updated with exciting and attractive messages.



## HOW DOES ONE BECOME A MEMBER?

In the fall, Collegiate Farm Bureau chapters should take the following steps:

- Chapters will receive an online payment form to send to members to complete their membership information and pay their dues online.
- Members should be encouraged to complete their membership before September 24 and they will receive a free Collegiate Farm Bureau t-shirt.
- All chapter dues include \$5 that goes to the American Farm Bureau Federation, allowing Collegiate Farm Bureau to have all the privileges of membership. Members may access their membership card and benefits through the FB Benefits App or online.
- Collegiate membership expires on September 30 of following year (i.e. members who join in the 2022-2023 school year will have memberships that expire September 30, 2023).

## HOW MUCH ARE DUES AND WHAT DO THEY GET ME?

Chapter dues rates are set by the officer team and typically range from \$10-\$30. Chapters also determine how dues are used and this can vary from chapter to chapter. Most include at least some amount of chapter activity costs and many include a chapter t-shirt or other memorabilia.

Dues will be paid online for the 2022-23 school year unless otherwise noted by your chapter. Chapter officers, advisors, county coordinators and district administrators will have the link to complete your online membership dues.

Chapters are encouraged to include \$5 per member for American Farm Bureau Federation dues. Paying these dues allows member to be considered full associate Farm Bureau members. The differences are outlined below:

- Full members have access to all Farm Bureau benefits listed at <https://www.kfb.org/Benefits>. This includes access to all Farm Bureau Financial Services products, like renters and auto insurance policies.
- Full members have access to their account information online and in the KFB policy and benefits apps.
- Transitioning from a collegiate to regular membership becomes more seamless for the member, County Farm Bureau and Kansas Farm Bureau.
- Full members may be counted by their County Farm Bureau and Kansas Farm Bureau for recognition purposes.

# MEANINGFUL MEETINGS

## FRAMEWORK

Successful meetings follow an organized plan. Creating an agenda allows everyone to be prepared, know what to expect and follow along with the business of the chapter. Here are some tips for planning your meetings.

- Review past meeting minutes and consult chapter officers and your advisor to make sure you've included all the necessary pieces.
- Sample Structure (see sample agenda for guidance):
  - CALL TO ORDER - the President starts the meeting
  - APPROVAL OF MINUTES - this gives members an opportunity to make sure the record of chapter business is accurate. Share the minutes in advance so you don't have to take time to read them aloud during the meeting.
  - REPORTS - give your officers, committee chairs and advisor an opportunity to share what they've been working on. Find out in advance if people have reports so you don't waste time asking for reports that don't exist during the meeting.
  - UNFINISHED BUSINESS - review any items that have previously been discussed but not acted upon.
  - NEW BUSINESS - have something new to talk about? This is the opportunity to do it! It's also good to ask members if they have any business to bring before the group here.
  - SPECIAL FEATURES - this section is for non-business items, like a guest speaker. You can move this around to accommodate guests or facilities.
  - ANNOUNCEMENTS - share news, upcoming dates/deadlines, etc.
  - ADJOURN - the Presidents closes the meeting.
- Consider ways to make your meetings as efficient as possible. Send out minutes, reports and proposals in advance to members can consider them ahead of time. Ask those giving reports to submit talking points so know they are prepared and can gauge how long to allow for reports. You can even approve the minutes, financial report and other written reports all at once by using a consent agenda, if appropriate.
- Post the meeting agenda on social media, make copies for attendees and/or project it during the meeting so members can follow along.
- Take attendance by having members sign in instead of calling the roll.
- If there's no business, opt for a social meeting.

## EFFECTIVE COMMITTEES

Committees give more chapter members opportunities for leadership and input, while helping with the efficiency of regular business meetings. Most bylaws call for specific standing committees and the president or membership can create special committees as needed.

- **PURPOSE:** Create a description, goals and responsibilities and put them in writing so the group knows what they are working toward and stays on task.
- **LEADERSHIP:** Choose a committee chair who is responsible and has the appropriate time to commit to the work. They will need to conduct the committee's meetings, but also need time and ability to report to the president and/or chapter about the work and step up to find solutions if committee members drop the ball.
- **COMPOSITION:** Appoint members who are excited about getting involved. Give people a chance to opt in so you know they want to put in the work. Make sure a variety of perspectives from the chapter are represented in the committee's membership.
- **ACCOUNTABILITY:** Check in with the chair on a regular basis to get updates and offer assistance. Be clear about expectations and provide the structure during meetings for the committee to report to the chapter and get their feedback. (See sample committee report form for guidance.)

## MAKING MEETINGS FUN

In addition to conducting the necessary business, chapter meetings should be fun and educational. You can incorporate these elements into regular meetings or set aside some dates just for social or educational gatherings.

- **BRING FOOD:** especially at the first meeting, but you could even have groups of 3+ members sign up for different meetings throughout the year and create their own themes (e.g. Super Bowl Snacks, Nacho Night, etc.)
- **BREAK THE ICE:** Start the year off by helping members get to know each other. One of the reasons people came was to network with students who have similar interests. Officers, in particular, should make an effort to ensure everyone who attends feels welcome and known by others in the chapter.
- **GIVEAWAYS:** have a drawing of present members for a \$5 gift card or invent a fun award that's given at each meeting to make members feel appreciated. Consider a travelling trophy that members use to recognize each other.
- **GUEST SPEAKERS:** Bring in people to address the chapter who students wouldn't typically hear during classes. (see KFB speaker suggestions for topics and speaker suggestions)

## MAKING MEETINGS FUN (CONT.)

- **TOURS:** tour a local farm or agribusiness to expose members to a new aspect of agriculture. Your advisor and county coordinator probably have a lot of ideas. You could even plan a weekend of tours in a different part of the state. Your district administrator or KFB contact have ideas and contacts to help make this a reality.
- **GIVE BACK:** plan a community service activity for your chapter to do together. Things like raking leaves for local, elderly residents, fixing fence or clean-up after a storm, painting playground equipment at a local park, picking up trash along the highway or in a campus venue and more are active ways to get members interacting and contributing to the community at the same time.
- **STRICTLY SOCIAL:** find local activities that all members can enjoy together.

Here are a few suggestions to get you started:

- **Fall Fest** - visit a pumpkin patch for fall fun, like carving pumpkins, drinking apple cider, going on a hay ride and making s'mores. You could even incorporate some ag education in the process by asking the farmer to talk about specialty crops or agritourism or having a competition with facts about pumpkins.
- **Chapter BBQ** - go to a park and grill some hot dogs and hamburgers. organize a cornhole tournament and crank up that country music. Maybe even make it potluck style with freshmen bringing sides, sophomores bringing desserts, etc.
- **Holiday Party** - go somewhere special for a holiday party. Do a white elephant gift exchange. Have a tacky holiday sweater contest. Celebrate the holidays and the end of another semester.
- **Finals Stress Relief** - Take coloring books and crayons to the library to give students a break and tell people how those soybeans grown in Kansas are used in unexpected ways. Or have a chapter pancake night to give members a reason to stop cramming for a few minutes.
- **Attend a Campus Event** - go to a sporting event or theater production together. Tailgate ahead of time or go out for dinner after.

# CAMPUS AG ADVOCACY

## AG ADVOCACY

Collegiate Farm Bureau chapters are in a unique position to influence peers as they become food consumers who are developing their own purchasing habits. In addition to having a tight budget, this group tends to have limited knowledge of how food is grown, what labels mean and other common consumer issues. CFB chapters can help provide basic agricultural information that grounds a lifetime of food, fiber and fuel decisions in science. Here are a few ideas to get you started:

- **Commodity Cookout** - pick a Kansas-grown product, like beef or wheat, and share information as students sample foods featuring the product. Have a chapter contest for peoples' favorite sample, set up games and informational booths, and have a simple meal available for free, or have people pay the amount farmers receive from the food you serve.
- **Ask A Farmer Forum** - choose a hot topic on campus (animal welfare v. rights, GMOs, organic/conventional, animal antibiotics, etc.) and ask a variety of local farmers to come in to talk about why they make the decisions they do for their crops and livestock.
- **Ag Is More Than Food** - set up booths around campus that feature products students in that area of campus use regularly (art supplies, sports equipment, etc.) with information about how agriculture makes their life easier.
- **Ag Olympics** - invite students, faculty and staff to form teams in an ag olympics event. Set up fun games that involve some aspect of agriculture (bale rolling, lassoing, objects hidden in grain, etc.). Give a 1-minute ag lesson before each game begins to teach participants a little while keeping the focus on having fun.
- **Therapy Farm Animals** - some colleges bring puppies on campus to help relieve stress, but you could bring baby farm animals to campus. Because everyone needs a at least one more distraction during finals week.
- **Enviro-Fair** - engage the tree huggers on campus by finding creative ways to share how modern agriculture is working to reduce carbon emissions, reduce erosion, conserve water and care for our planet. Be intentional about finding bridges, not battles.
- **Social Media Share** - use gifs, infographics, videos and facts from neutral sources in a week-long social media campaign about an important issue in agriculture. Combine it with an end-of-the-week giveaway on campus (e.g. facts about milk + free ice cream at lunch on Friday). Include contests for students who engage online or recognize chapter members who reach the largest audience with a single post.

## 2023-2024 CALENDAR

**SEPT 25:** Online Dues Deadline for Free T-Shirt

**DEC 2-4:** Kansas Farm Bureau Annual Meeting

**JAN 14:** Quiz Bowl & Discussion Meet Entry Forms Due

**JAN 18:** YF&R Conference Collegiate Registration Due

**FEB 2-4:** Kansas YF&R Leaders Conference

**SPRING 2024:** KFB Summer & School-Year Internship App. Due

**MARCH 1:** Collegiate FB Scholarship Applications Due

**MARCH 8-11:** AFBF YF&R Leadership Conference - Omaha, NE

**MARCH 21:** National Ag Day

**APRIL 1:** 2024-25 Collegiate Fellows Applications Due

**APRIL 21:** Collegiate Chapter of Excellence Applications Due

**APRIL 22:** Earth Day

**TBD:** Day at the Statehouse

# APPENDIX

- ONLINE DUES PAYMENT PROCESS
- CFB SPEAKERS BUREAU
- SAMPLE MEETING AGENDA
- SAMPLE MEETING MINUTES
- CHAPTER OF EXCELLENCE AWARD INFORMATION
- COLLEGIATE FELLOWS INFORMATION

# Online CFB Dues

Collegiate Farm Bureau has the same online membership information and payment form for individual chapter members to join or renew their membership! This process helps us collect better information about members track and serve them better and streamline the membership process. Each chapter can still set their own dues amount, but all information and payment will go through the online form rather than through chapter officers, advisors or county coordinators

## Step-by-Step process for paying dues

**#1**

**Chapters submitted their dues amount by August 6** to Janae McKinney. Any additional dues above \$5 will be sent back to the chapters from KFB in the form of a check.



**#2**

**Chapters will receive the online payment form via email to their chapter officers and advisors by August 16.** Please guide your members to pay through the form, an easy way to do this would be showing your members at the first meeting how to complete the form.



**#3**

**All members who submit their dues by Sept 25 will receive a FREE Collegiate Farm Bureau Shirt!** Members can submit dues throughout the year but won't receive a shirt if submitted after Sept 25.



**#4**

**Chapters will receive their dues money back from KFB via mail.** Chapters have already let Janae know where they would prefer additional dues to be sent.



### Do's

Do get a free shirt!  
Do share the new membership form at meetings and through chapter communication channels!

### Don'ts

Don't collect money from members!  
Don't turn in anything in paper form!  
Don't enter information into membership system!





COLLEGIATE FARM BUREAU®

## SPEAKERS BUREAU

**KENT ASKREN**, Director of Public Policy - askrenk@kfb.org

- Water Issues
- Natural Resources
- KFB Policy Development

**NANCY BROWN**, Director of Policy Development - brownn@kfb.org

- Livestock Regulations
- KFB Policy Development & All the Ways to be Involved

**MEAGAN CRAMER**, Director of Communications & Marketing - cramer@kfb.org

- Connecting with Consumers - Giving college students confidence as they establish purchasing behaviors
- Ag Enthusiasts: Your Story is Important!

**EDIE DOANE**, Director of Training & Development - doanee@kfb.org

- Chapters's Choice - Have a leadership skill you want to tackle? Tell me your topic and I'll help you grow.
- Speaker's Choice - Let me choose a leadership topic industry tells us is important for college students to learn before graduation.

**RYAN FLICKNER**, Senior Director of Policy - flicknerr@kfb.org

- How to Be an Informed Voter
- Federal Legislative Activity & News
- State Legislative Activity & News
- Advocacy 101 - How to advocate for YOUR organization
- Politics is a Contact Sport. Get in the Game with VOTE FBF!

**WENDEE GRADY**, KFB Legal Foundation Director & Assistant General Counsel - [gradyw@kfb.org](mailto:gradyw@kfb.org)

- I'd Like to Call My Lawyer - Understanding your legal resources before you need them
- Hot Legal Issues for Agriculture Right Now
- Chapter's Choice - Have a question on a specific legal issue? Tell me your topic and I'll tell you what you need to know.
- Speaker's Choice - Let me dive deep into a single, but relevant legal issue.

**TERRY HOLDREN**, CEO - [holdrent@kfb.org](mailto:holdrent@kfb.org)

- Kansas Farm Bureau's Role in the Future of Rural Kansas
- Why Active Engagement in Your Farm Organization Matters

**FARM BUREAU FINANCIAL SERVICES AGENT**, Contact Kerry Spencer - [spencerk@kfb.org](mailto:spencerk@kfb.org)

- Adulthood 101 - What you need to know about living on your own, but don't want to ask

**MARK NELSON**, Director of Commodities - [nelsonm@kfb.org](mailto:nelsonm@kfb.org)

- Flying Inside the Lines - Using your drone effectively and legally
- How USDA reporting works and the benefits and implications for farmers & ranchers
- Market Madness - Inside the world of buying and selling grain and livestock

**SHERIDAN WIMMER**, Communications & Social Media Manager - [wimmers@kfb.org](mailto:wimmers@kfb.org)

- Social Media Pro – Crafting messages that make a difference with the tools you already use

**FOR FARM BUREAU 101, GENERAL COLLEGIATE PROGRAM INFO OR TOPICS NOT LISTED HERE, CONTACT:**

- Your District Administrator – get contact info from your County Coordinator
- YF&R and Collegiate Programs Coordinator - [collegiate@kfb.org](mailto:collegiate@kfb.org)

## **MOVIE NIGHT SUGGESTIONS**

- Farmland - [www.farmlandfilm.com](http://www.farmlandfilm.com)
- Food Evolution - [www.foodevolutionmovie.com](http://www.foodevolutionmovie.com)
- Rancher, Farmer, Fisherman - [rancherfarmerfisherman.com](http://rancherfarmerfisherman.com)

# SAMPLE AGENDA

**NOVEMBER 15    6:00 PM    ROOM 123**

## **CALL TO ORDER**

- Sign In on the Attendance Sheet
- Pizza provided by County Farm Bureau

## **APPROVAL OF MINUTES**

## **OFFICER & COMMITTEE REPORTS**

- Financial Report
- Public Relations Committee Report - Chapter T-Shirts
- Program Committee Report - Upcoming Speakers
- Advisor Report

## **OLD BUSINESS**

- Ag Student of the Semester Nominee
- Campus Food Pantry Donation

## **NEW BUSINESS**

- Holiday Party
- Spring Advocacy Event

## **AG DIALOGUES (6:30 PM)**

- Terry Holdren, KFB CEO - Why Active Engagement in Your Farm Organization Matters

## **ANNOUNCEMENTS**

- T-Shirt Orders & Payment - Due December 1
- Next Meeting: Holiday Party! Location TBD

## **ADJOURNMENT**

# SAMPLE MINUTES

## NOVEMBER MINUTES

### ATTENDANCE

Members: Sam White, Jessica Smith, Michael Davis, Amanda Jackson, David Jones, Alex Wilson, Sean Williams, Chris Johnson

Guests: Brian Brown (advisor), Sally Anderson (District Administrator), Terry Holdren (guest speaker)

### CALL TO ORDER

President White called the meeting to order at 6:00 p.m. on Tuesday, November 15 in Room 123 of the ag building at Sample College.

### APPROVAL OF MINUTES

Michael Davis moved to approve the minutes as distributed prior to the meeting. Alex Smith seconded. Motion passed.

### OFFICER & COMMITTEE REPORTS

- Jessica Smith provided the financial report citing no receipts or expenses in the past month. Sean Williams moved the financial report be accepted and filed for the records. Michael Davis seconded. Motion passed.

- David Jones showed the chapter the final design for t-shirts and reminded the group that orders and payments are due December 1.

- Chris Johnson handed out the schedule for speakers in the spring semester and gave a brief description of what the chapter would learn from each.

Mr. Brown thanked the chapter for nominating him as Professor of the Year and promoted the YF&R Leaders Conference.

### OLD BUSINESS

- Jessica Smith moved to nominate Amanda Jackson as Ag Student of the Semester, citing her perfect attendance, good grades, and dedication to CFB and agriculture in general. David Jones seconded. Motion passed.

- Sean Williams moved to donate \$250 and 10 hours of service to the campus food pantry. Amanda Jackson seconded. Motion passed.

### NEW BUSINESS

- Chris Jackson offered to host the holiday party at his apartment on Tuesday, December 2 at 6:00 p.m. in place of the next meeting. Members can bring a gift worth \$15 or less to be included in the white elephant exchange. Sally Anderson offered to provide refreshments.

- Several advocacy events were discussed. Sean Williams moved to refer the project to a committee at the President's discretion. Alex Wilson seconded. Motion carried. The committee will include Sean Williams (chair), Alex Wilson and Chris Johnson.

### AG DIALOGUES

Terry Holdren, KFB CEO, talked to the chapter about the importance of being actively involved in you farm organizations.

### ANNOUNCEMENTS & ADJOURNMENT

President White reminded the group to order t-shirts and attend the holiday party before adjourning the meeting at 7:10 p.m.

A photograph of a vast wheat field at sunset. The sun is low on the horizon, creating a warm, golden glow over the field. The wheat stalks are in sharp focus in the foreground, while the background is slightly blurred. A solid red rectangular banner is positioned on the left side of the image, containing the title text in white.

# COLLEGIATE CHAPTER OF EXCELLENCE AWARDS

Kansas Farm Bureau is seeking to recognize Collegiate Farm Bureau Chapters which demonstrate excellence within the three pillars of Kansas Farm Bureau: Education, Advocacy and Service.

Each chapter that meets the given requirements will receive the Active Chapter Award and a plaque. One chapter will be selected from all active chapters awards, to be named as the Kansas Collegiate Farm Bureau Chapter of the Year. The Chapter of the Year will receive an additional traveling trophy and a dinner for their members, courtesy of Kansas Farm Bureau.

Applications must be emailed to [collegiate@kfb.org](mailto:collegiate@kfb.org) by no later than 11:59 pm on Friday, April 21, 2023. Winning chapters will be notified by no later than Friday, May 5, 2023.

**APPLICATION CAN BE FOUND AT:  
[WWW.KFB.ORG/YFR/COLLEGIATE-FB](http://WWW.KFB.ORG/YFR/COLLEGIATE-FB)**



# KANSAS FARM BUREAU **COLLEGIATE FELLOWS**

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Intentional leadership and personal development with exposure to Farm Bureau's network and opportunities.

The KFB Collegiate Fellows program offers elite collegiate leaders an opportunity to engage in intentional leadership and personal development while learning first-hand about Farm Bureau's structure and opportunities. Fellows will dedicate a few hours each month during the school year to the program and in turn gain skills, insight and connections to prepare them for success in their education, future career and continued Farm Bureau involvement.





# PROGRAM INFORMATION

## KEY COMPONENTS

- **Intro Session** – bond with other fellows, connect with Farm Bureau leaders and staff and establish a strong foundation for the program.
- **FB Experiences** – take part in a county board meeting, district policy issue meeting, the state YF&R Leaders Conference and a capstone Washington D.C. experience to see how Farm Bureau functions, from grassroots decisions to advocacy on Capitol Hill.
- **Mentor Match** – meet monthly, online or in person, with a mentor picked specifically for you based on your career interests.
- **Learning Lab** – monthly virtual classroom sessions or assignments that enhance your experience and prepare you for your future.
- **Cohort Project** – work with your peers to leave your mark on Farm Bureau.

## REQUIREMENTS

- Collegiate Farm Bureau Member
- Entering Sophomore, Junior or Senior Year
- Leadership Experience & Potential
- Advisor & County FB President Support
- Active Participation Prior to DC Experience

Learn more and apply by April 1 at [www.kfb.org/collegiate](http://www.kfb.org/collegiate).  
Have questions? Email [yfr@kfb.org](mailto:yfr@kfb.org) or call 785-587-6102.