

Indiana Association of
Agricultural Educators - Purdue



Officer Guidebook
2023

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CONSTITUTION OF THE
INDIANA ASSOCIATION OF AGRICULTURAL EDUCATORS – PURDUE

ARTICLE I

Name

Section 1. The name of this organization shall be the Purdue affiliate of the Indiana Association of Agricultural Educators. The organization may be referred to as IAAE-Purdue.

ARTICLE II

Purpose

Section 1. The purpose of this organization is:

1. To promote the teaching of Agricultural Science and Business in public schools.
2. To provide a unifying element for students enrolled in agricultural education.

ARTICLE III

Membership

Section 1. Membership of this organization shall consist of two kinds: (1) active and (2) honorary.

1. Active membership shall be composed of Purdue University students who have an interest in Agricultural Education and have paid their dues.
2. Those eligible for honorary membership are husbands and wives of active members and those who have rendered outstanding service to this organization. An individual may be elected to honorary membership by a majority vote of those present at any regular meeting. Honorary members do not have voting privileges.

Section 2. Membership and participation are free from discrimination based on race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam-era veteran.

Section 3. Active membership dues shall be determined prior to the start of each school year by the executive committee.

ARTICLE IV

Officers

- Section 1. The officers of this organization shall be the president, vice-president, vice-president of fundraising and marketing, vice-president of campus relations, vice-president of public relations, secretary, treasurer, and reporter.
- Section 2. Only dues-paying members that have filed an official officer application form are eligible to hold an office. The officers will be elected at the last regular meeting of the organization.
- Section 3. The term of office shall be one year, starting on January 1st of the next year.
- Section 4. Officers may not elect to student teach during their term of office.

ARTICLE V

Duties of Officers

- Section 1. The president shall create agendas for and preside at all meetings with proper parliamentary procedure, fill all vacancies by appointment otherwise not provided for, utilize and update the IAAE-Purdue BoilerLink, hosting an executive committee training session, and lead executive committee meetings. The president is also responsible for commuting the organization's needs to Purdue and department staff/faculty.
- Section 2. The vice-president shall preside over meetings in the absence of the president, serve as ex-officio member of all standing and ad hoc committees, and serve as the chaplain of the organization, being responsible for the devotional and inspirational caretaking of the organization. The vice-president shall be in charge of Ag Week festivities and serve as the IAAE-Purdue representative to the ASEC Ambassadors Mentor/Mentee program. They are also responsible for sending emails over the aged listserv with important updates.
- Section 3. The vice president of fundraising and marketing shall work to lead the planning of fundraising activities, filling out grant applications, and shall oversee the merchandising orders of IAAE-Purdue. They will co-chair on the Awards, Membership, and Finance Committee.

- Section 4. The vice-president of campus relations shall serve as the Ag Council Representative, update everyone on its happenings, and oversee our involvement in the Hot Chocolate Social, Ice Cream Social, and the COA Hog Roast. They shall work to host all other on-campus IAAE-Purdue activities that are not a part of a standing committee, represent IAAE-Purdue at College of Agriculture events, and also co-chair the Campus and Community Committee.
- Section 5. The vice president of public relations shall coordinate off-campus IAAE-Purdue activities, plan the Collegiate Exchange Program, and oversee our affiliations at the Indiana FFA State Convention and National FFA Convention. They shall also co-chair the Campus and Community Committee.
- Section 6. The secretary shall keep and send minutes to all members, inscribe all amendments to the constitution and by-laws in an authorized copy of the same, and maintain an active calendar. They shall also track member attendance, points, and membership status. This position is also responsible for the planning of the Holiday Party and IAAE-Purdue Banquet. The secretary shall chair the Program and Career Development Events Committee.
- Section 7. The treasurer shall understand that this is a position of trust through receiving, recording, and depositing funds and issuing receipts. They shall make transactions in a manner approved by and through close work with the Business Office for Student Organizations (BOSO). The treasurer shall collect dues, maintain the membership roster, complete a yearly budget, and co-chair the Awards, Membership, and Finance Committee.
- Section 8. The reporter shall take pictures, compile a presentation of IAAE-Purdue year-in-review, and update and maintain the IAAE-Purdue permanent display boards. They shall also oversee the organization's presence on social media, the management of the organization's website, and creation of monthly and semesterly newsletters. The reporter shall chair the Publicity Committee.

ARTICLE VI

Executive Committee

- Section 1. The Executive Committee shall consist of the officers of the organization. Advisors and all members may attend Executive Committee meetings as non-voting members.

1. Whereas IAAE-Purdue has a representative serving as a recognized NAAE National Teach Ag Ambassador, therefore they will be asked to serve on the Executive Committee pending their acceptance they shall serve as a non-voting member.
2. Whereas the recognized National Teach Ag Ambassador is serving as an IAAE-Purdue officer, therefore those duties will trump the non-voting status and they shall serve as a voting member of the IAAE-Purdue Executive Committee.

Section 2. It shall be the duty of this committee to prepare a tentative program of activities and attend to such other business as is necessary for the proper functioning of the organization. The Executive Committee shall have full power to act as necessary for the organization in accordance with actions taken at IAAE-Purdue meetings and various regulations or by-laws adopted from time to time.

Section 3. The Executive Committee will set regularly scheduled meetings.

ARTICLE VII

Non-Discrimination Clause

Section 1. Membership and participation are free from discrimination on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.

ARTICLE VIII

Amendments

Section 1. All amendments to the constitution must be passed by the majority of active members in attendance at a scheduled IAAE-Purdue meeting.

Section 2. All amendments to the constitution and bylaws are subject to the approval of the Office of the Dean of Students.

Date of Adoption

Date of Recognition

President's Signature

Office of the Dean of Students

Advisor's Signature

BYLAWS OF THE
INDIANA ASSOCIATION OF AGRICULTURAL EDUCATORS -PURDUE

ARTICLE I

Officer Elections

- Section 1. The offices of president, vice-president, vice-president of fundraising and marketing, vice-president of campus relations, vice-president of public relations, secretary, treasurer, and reporter will be elected by all IAAE-Purdue members.
- Section 2. The nominating committee shall be composed of nine people including all senior class officers and individuals selected by them to fill the other vacant seats. In the event that there are no seniors on the officer team the advisors shall select three seniors to serve on the committee. Those seniors shall select the remaining six members. Nominating committee members are not eligible to run for office. The nominating committee shall propose a slate of officer nominees at the last regularly scheduled meeting of the organization of the fall semester.
- Section 3. All non-graduating members of IAAE-Purdue shall be eligible to run for office provided they have completed the application for office, the interview process, and have paid their dues.
- Section 4. The nominating committee shall determine the interview procedures.
- Section 5. The executive committee and advisor(s) have the power to ask any officer for his/her resignation if he/she fails to complete his/her assigned duties as an officer.

ARTICLE II

Standing Committees

- Section 1. There shall be five standing committees. The committees and their duties are:
- A. Awards, Membership, and Finance: Design and purchase awards for an awards program recognizing outstanding members and special guests. Create and facilitate sales of IAAE-Purdue apparel and promotional items. This committee is also responsible for organizing fundraising efforts and implementing the budget.
 - B. Campus and Community: Evaluate the needs of the community and then develop community service projects in accordance with those

needs, as well as plan and coordinate joint activities with other collegiate organizations. This committee is also responsible for planning IAAE-Purdue events on and off campus.

- C. Executive: Plan and conduct regular and special meetings, evaluate current activities, and initiate new activities. They are also responsible for maintaining the program of activities, budget, and the organization's constitution and by-laws.
- D. Program and Career Development Events: Develop and conduct an awards program recognizing outstanding members and promote career development events for student judging/volunteer participation. This committee is also responsible for planning the IAAE-Purdue Holiday Party.
- E. Publicity: Conducts activities to inform the members and the public of the organization's functions and publish the Ag Educator appropriately.

Section 2. Committee members will consist of dues-paying members and will have the power to elect the committee chairman and/or co-chairmen.

ARTICLE III

Standing Sub-Committees

- Section 1. The need for sub-committees and their duties shall be determined as needed by the executive committee.
- Section 2. Sub-committee members will consist of seven dues-paying members, one of whom will be an IAAE-Purdue officer.
- Section 3. Sub-committees will meet externally from regular IAAE-Purdue meetings.

ARTICLE IV

Standing Planning Committees

- Section 1. The need for planning committees shall be determined as needed by the executive committee with their duties focused on event planning.
- Section 2. Planning committee members will consist of dues-paying members, one of whom will be an IAAE-Purdue officer.
- Section 3. Planning committees will meet externally from regular IAAE-Purdue meetings.

ARTICLE V

Advisors

- Section 1. There shall be advisors to this organization that are members of the agricultural education staff/faculty within the Purdue College of Agriculture.

ARTICLE VI

Voting Procedures

- Section 1. The latest edition of Robert's Rules of Order Newly Revised will serve as the organization's parliamentary authority.
- Section 2. A quorum will be 25% of the active members, excluding those who are student teaching each semester.
- Section 3. Only dues-paying members will have the right to vote on items of business.

IAAE-PURDUE OFFICER RESPONSIBILITIES

President: The president shall create agendas for and preside at all meetings with proper parliamentary procedure, fill all vacancies by appointment otherwise not provided for, utilize, and update the IAAE Purdue BoilerLink, hosting an executive committee training session, and lead executive committee meetings. The president is also responsible for commuting the organizations' needs to Purdue and department faculty.

Vice-President: The vice-president shall preside over meetings in the absence of the president, serve as ex-officio member of all standing and ad hoc committees, and serve as the Inspirational Caretaker of the organization, being responsible for the devotional and inspirational caretaking of the organization. The vice-president shall be in charge of Ag Week festivities and serve as the IAAE-Purdue representative to the ASEC Mentor/Mentee program.

Vice President of Fundraising and Marketing: The vice-president of fundraising and marketing shall work to lead the planning of fundraising activities, filling out grant applications, and shall oversee the merchandising orders of IAAE-Purdue. They will co-chair on the Awards, Membership, and Finance Committee.

Vice President of Campus Relations: The vice-president of campus relations shall serve as the Ag Council Representative, update on its happenings, and oversee our involvement in the Hot Chocolate Social, Ice Cream Social, and the COA Hog Roast. They shall work to host all other on-campus IAAE-Purdue activities that are not a part of a standing committee, represent IAAE-Purdue at College Of Agriculture events, and also co-chair the Campus and Community Committee.

Vice President of Public Relations: The vice president of public relations shall coordinate off-campus IAAE-Purdue activities, plan the Collegiate Exchange Program, and oversee our affiliations at the Indiana FFA State Convention and National FFA Convention. They shall also co-chair the Campus and Community Committee.

Secretary: The secretary shall keep and send minutes to all members, inscribe all amendments to the constitution and by-laws in an authorized copy of the same, and maintain an active calendar. They shall also track member attendance, points, and membership status. This position is also responsible for the plan of the Christmas Party and IAAE-Purdue Banquet. The secretary shall chair the Program and Career Development Events Committee.

Treasurer: The treasurer shall understand that this is a position of trust through receiving, recording, and depositing funds and issuing receipts. They shall make transactions in a manner approved by and through close work with the Business Office for Student Organizations (BOSO). The treasurer shall collect dues, maintain the membership roster, complete a yearly budget, and co-chair the Awards, Membership, and Finance Committee.

Reporter: The reporter shall take pictures, compile a presentation of IAAE-Purdue year-in-review, and be responsible for updating and maintaining the IAAE-Purdue permanent display boards. They shall also oversee the organization's presence on social media, the management of the organization's website, and creation of monthly and semesterly newsletters. The reporter shall chair the Publicity Committee.

GENERAL OFFICER EXPECTATIONS

As an IAAE-Purdue Officer, I _____, will:

1. Follow the direction of the constitution and bylaws of IAAE-Purdue.
2. Be prepared and able to fulfill the responsibilities pertaining to my particular office. Including attendance of all chapter and executive meetings as scheduled.
3. Be willing to assist others in their respective duties and responsibilities if needed and willing to delegate responsibilities if you need to.
4. In a regular and timely fashion write all thank you notes, reports, and other correspondence which are deemed necessary per the officer duties and responsibilities.
5. Serving as a member of the team, always maintaining a cooperative team attitude, and keeping a professional and growing a personal relationship at all with teammates.
6. Communicate on a regular basis with IAAE-Purdue members, officer teammates, and advisors/staff in a professional and productive manner.
7. Be encouraging to all new, transfer, and returning IAAE-Purdue members.
8. Maintain dignity, while being personable, concerned, and interested in all persons.
9. Treat all of the members equally by not favoring one over another.
10. Not use the position or office for my personal gain.
11. Evaluate constantly my personality, attitude, and conduct, while making every effort to improve myself by accepting and searching for constructive criticism and evaluation of total performance.
12. Be open-minded and accepting of personal change, growth, and development.

I have read and agree to all of the expectations that an IAAE-Purdue Officer should abide by and portray and understand the ramifications should I break them as outlined in the IAAE-Purdue Bylaws, Article 1, Section 5.

Signed: _____ Date: _____

LIST SERVE EMAILS

Purdue Agricultural Education list-serve:

Who	-any and all officers can send	-list-serve covers current AGED students and staff
What	-announcements -meeting minutes -surveys -applications -updates/reminders on events -anything crucial to IAAE- Purdue members	-use professional language -ensure you have proof read -include attachments if necessary -ensure you have signed your email -keep it short and sweet
When	-announcements: as needed -meeting minutes: within 2 days of meetings -surveys: 2 weeks before a decision is needed -applications: 2-4 weeks before they are due -reminders: 1 week and 1-2 days ahead of time	-mornings or mid-evening
How	-send emails to this address: aged-l@lists.purdue.edu	

Indiana Agricultural Education List-serve:

Who	-President can send	-list serve covers current IN AG teachers, FFA staff, and university staff -President is the only IAAE-Purdue officer on the IN AGED list-serve
What	-applications -reminders -special events: National Teach Ag Day, Ag Day, Teacher Appreciation Week, etcetera	-use professional language -ensure you have proofread -include attachments if necessary -ensure you have signed your email -keep it short and sweet

When	-applications: 2-4 weeks before they are due -reminders: 1 week ahead of time -special events: as needed on the day of	-mornings or lunch time -Dr. Talbert will approve before it sends to the list
How	-send emails to this address: inaged-l@lists.purdue.edu	

RESERVING ROOMS

General Purdue University rooms:

Who	-Any IAAE-Purdue officer	
What	-Meetings outside of ASEC 240 -Fun Events -Anytime we are needing a room to meet on campus.	In order to use a university room around campus we have to reserve the room before we can use it, so this is an important step before any event that we have on campus.
When	-At least 2 weeks before an event is to be held	Could be closer to the event if needed, but make sure you allow yourself plenty of time to get the dates on the books before an event.
Where	http://www.mypurdue.purdue.edu/	
Why	In order to officially be able to utilize a campus space for an event you must go through this step.	
How	-Step 1: Go to mypurdue.purdue.edu -Step 2: "Go to Event Scheduling Via Unitime" under Student Services -Step 3: Go to Events in the left hand column of the screen. -Step 4: Click on the drop down arrow next to events and look up the area you are wanting to reserve.	

Other rooms: Contact Amy Conrad or Department Secretary.

Google Drive

The Google Drive is the primary location for all information regarding IAAE-Purdue. The Google Drive contains all announcement slides, committee reports, officer expectations, budgets, and many more documents and files that relate to IAAE-Purdue. It is imperative that you become oriented with utilizing the Google Drive as each officer has their own section of the officer drive that is for them to put all the materials that they use throughout the year. Members also need to gain access to the Google Drive as all IAAE-Purdue Announcement slides and Committee Reports are to be posted in the drive under their respective folders in order to ensure that all members can access important information.

[Google Drive 2023 Link](#)

IAAE-Purdue
President Duties



PURDUE CHAPTER

AGENDAS AND MEETINGS

Agendas:

Who	-president	-send out to officers prior to meetings for edits
What	Sample Officer Meeting Agenda https://docs.google.com/document/d/1A3KTfqyTWa4Wk9fVafCV-byoeiNsuBB6MB0t4dVWQw0/edit?usp=sharing	Sample Meeting Agenda https://docs.google.com/document/d/1A3krhULBgOtQ11KnLooMXXiZZFdTIH-I5dN8RBsHBW8/edit?usp=sharing
When	have sent out to officers at least the night before the meeting	have sent out to officers at least the night before the meeting
Where	All officer meeting agendas should be created in the IAAE google drive and located in the Officers folder.	Meeting agendas should be located in the IAAE google drive in the all members folder.
Why	to prepare officers and keep them updated and in the loop	To prepare officers as well as serve as a source of information for all members
How	Send link to google doc through email	Send link to google doc through email

Meetings:

Who	all officers should have a role in the meeting	
What	detailed meeting agenda: https://docs.google.com/document/d/1nqC ONmGSDgs1Ze 1-gJHmDu7SM3njZV P4GoVZUBZJo/edit?usp=sharing	this agenda goes over everything you will have to say and when to tap the gavel
When	during ASEC 240 and select evening meetings	
Where	location of ASEC 240	

EXECUTIVE COMMITTEE

Purpose: To Assist with all activities and functions

Who	Officer team members
What	plan IAAE-Events, meetings, and other happenings
When	bi-weekly meetings are suggested, but don't waste others time. If you don't need to meet then don't.
Where	Lily 4th floor conference room works well for officer meetings. Ask Amy to reserve the room.

Welcome Back BBQ

Who	planned by the executive committee	
What	This is the first event of the new school year where you will meet the incoming freshman for the first time	<ul style="list-style-type: none"> materials needed -food (I suggest chicken BBQ pizza, it is the quickest and easiest) -plates (plan for 100) -silverware -napkins -cups -sides -drinks -desserts -volleyballs -other outdoor play equipment
When	August, as soon as possible after school starts	Probably the Sunday evening after the first week of classes, take class photos at the event
Where	Happy Hollow or Pickett Park	reserve early and have freshman catch a ride with their new mentors
Why	bring everyone back together after summer and get to know the new freshman	play ice breaker games or at least have everyone introduce themselves. I suggest small group activities as to not overwhelm freshman with a bunch of names
How	set date, food, location, and what to bring at the end of spring semester	Plan a meeting with the officer team during the first week of school to plan additional details and order pizza/other food.

IAAE-Purdue Night Meetings

Who	planned by the executive committee	
What	Night IAAE-Purdue meetings are hosted once a month.	materials needed -snacks and utensils
When	Once a month	
Where	Anywhere with open rooms	We have used Lawson and Beering previously
Why	In the past it was a way to engage those not in 240 and gain knowledge that is applicable for Ag Education majors and other IAAE-Purdue members.	
How	set date, time, location determine speakers, snacks, and activities	

BOILERLINK AND BOSO

As IAAE-Purdue President it is your responsibility to re-register our BoilerLink page. This needs to happen before the end of January as our page will expire if it is not done. In order to complete this go to boilerlink.purdue.edu and go to the Indiana Association of Agricultural Educators-Purdue page. From there you should go to the top right corner where you'll see a box to manage the organization which will give you the opportunity to RE-REGISTER This Organization. Once you have clicked on that you will need to go through the 8 steps to get us Re-Registered.

Items you'll need:

- Signed Advisors Agreements
- Screenshots of President and Treasurer's completed Certifications.
 - Go to [Purdue University - Training - Student Organization Leadership Development](#) to register for the President's Training.
- IAAE-Logo
- Constitution and Bylaws

This is a very important step to complete as soon as possible as it allows you and the Treasurer access to our accounts and keeps our organization up to date. The sooner you do this the easier the process will be as the information should be transferred from the previous year. If for some reason the organization doesn't get Re-Registered before our page expires after January, you will need to call the Student Activities Office at (765) 494-1231 or email them at msao@purdue.edu to gain access to the page.

Potential SAO Meeting

Every couple of years SAO does an audit of student organizations to check how at risk they are, to make sure they are following guidelines, and to collect data. This normally does not happen every year, but in the event that it happens during your year make sure to follow the directions in the email that you receive to schedule a meeting with the SAO representative and make sure to collect the answers to their questionnaire beforehand as that will be the questions you are asked during the meeting. This may seem a bit stressful, but this is an opportunity to promote IAAE-Purdue and show what we do as an organization so try to make it a positive experience.

IAAE-PURDUE
VICE PRESIDENT DUTIES



PURDUE CHAPTER

INSPIRATIONAL CARETAKER

The Inspirational Caretaker will serve IAAE-Purdue as a whole. You will say Grace before any meal, take care of any heartaches or family matters, and make sure that all students are successful and feel as though we care for them and about them. Work with the Treasurer in sending cards to members or faculty who are experiencing a hard time or even make donations or buy flowers to show support. You will serve as the inspiration to the organization and during Dead Week, I would suggest to send out a heartfelt message and inspiration to bring up-lifting spirits to the members

MENTOR-MENTEE PROGRAM

Mentor Applications

- Previous application used is located in IAAE-PU google drive under “shared with me”, feel free to edit as needed
- send out to listserve during the completion of the spring semester
 - note that seniors cannot apply

Mentee Reporting Forms

- previous reporting form located in IAAE-PU google drive under “shared with me”, feel free to edit as needed
- get incoming freshman contact information from Amy and send form to them

Mentor-Mentee Pairing

- Pair Mentor and Mentees on the basis of similar interest/time invested

Events

- Mentor/Mentee night
 - should occur in August/early September
 - previous activities have been volleyball, cookout, or bowling
 - make sure to reserve space with the corec (<http://www.purdue.edu/recwell/facilities/rentalsReservations/index.php>)
 - report activity to Amy Conrad, who will share it with the Learning Community Office
- Monthly meetings
 - previous activities have been Columbian Park Zoo, Frozen Custard, Dog and Suds, pumpkin carving, salsa cookoff
 - you DO NOT have to have an event every month, just make sure that the mentors are meeting with their mentees individually
 - report events to Amy Conrad
- Scheduling night
 - Should occur the week before freshman scheduling
 - designed to help freshman choose their classes/pass down class materials such as textbooks
 - have snacks and drinks available as well as plates, cups, and utensils
- Finals studying night
 - Occurs during dead week/finals week
 - designed to help freshman prepare for their first round of finals
 - provide some sort of food/refreshment as well as any needed utensils, plates, and cups

Additional Tips:

- create a group me for communications (One for mentors and one for mentors and mentees)
- offer a Mentor Training that outlines tips and tricks for being great mentor

- utilize “poll” function in group me to collect data or “doodle poll” availability
- when in doubt, always provide food

SERVING AS EX-OFFICIO

The position where you will be a part of all the committees and help anyone that needs assistance. This position allows you to be a part of the whole organization and play a key role in making sure the meetings run smoothly, you have the ability to help all committees, and to be an assistant to the President. This position will be throughout the entire year as your role of Vice President. You should be in 240 where you will assist with the conduction of IAAE-Purdue meetings and play a role in helping committees run their meetings and execute tasks. You should attend all committee meetings, officer meetings, and any specifics meetings to IAAE-Purdue to play a part in helping our organization run smoothly.

Purdue Agricultural Education list-serve

Who	-any and all officers can send (Primarily the Vice President)	-list-serve covers current AGED students and staff
What	-announcements -meeting minutes -surveys -applications -updates/reminders on events -anything crucial to IAAE- Purdue members	-use professional language -ensure you have proofread -include attachments if necessary -ensure you have signed your email -keep it short and sweet
When	-announcements: as needed -meeting minutes: within 2 days of meetings -surveys: 2 weeks before a decision is needed -applications: 2-4 weeks before they are due -reminders: 1 week and 1-2 days ahead of time	-mornings or mid-evening
How	-send emails to this address: aged-l@lists.purdue.edu	

As decided by the 2022 officer team, the Vice President will be the main officer that will be sending emails using the list-serv. It will be your responsibility to send out reminders of events and important information that members should know. Get with Logan to get guidance on how to do this effectively as he has had much success doing this over the previous year.

PURDUE AG WEEK

Task-Force Application

Ag Week Taskforce will send out an application that will require you to put in organization information along with your contact information to stay connected and in the know of what is going on during Ag Week, the date, time, and place when you will have your booth. Also, they will send out applications on being a part of the Task Force team if you are interested, be sure to apply!

Booth/Activity

Check the Google Drive for ideas from previous years. Get ideas from your committee members as they will be very helpful in working the booth. Have fun with this and be creative. It is a great tool to connect with other university students. So, try new things and get input from IAAE members.

IAAE-Purdue
Vice President of Campus
Relations



PURDUE CHAPTER

AG COUNCIL MEETINGS AND EVENTS

Meetings

They are very easy and do not take up much of your time. They are usually every other Tuesday, but a schedule should be sent out soon after the officer changes that have the exact dates. They all start at 6:00 pm, and only last about fifteen to twenty minutes. They start with a roll call, so they can see what clubs are present. Then, they run through the agenda. Be sure to relay information about grants and activities that are coming up.

Events

Hog Roast

- Organize a team for Ag Olympics
 - 4-7 people
- Have the social media promote the event

Hot Chocolate Social

- Reserve a table
 - Email the Gmail account attached to Ag Council
 - purdueagcouncil@gmail.com
- Find and gather a topping
- Get the display board out of the attic
 - Key is in the office across the hall and one door down from Amy's
 - The Indiana State fair key chain has the key that will unlock the attic door
 - Ag Ed's door is the one that is down the hallway and after the vent that you have to walk over to the right
 - You have to take the elevator to get there
- Be there fifteen to thirty minutes early to set up the space

Ice Cream Social

- Reserve a table
 - Email the Gmail account attached to Ag Council
 - purdueagcouncil@gmail.com
- Find and gather a topping
- Get the display board out of the attic
 - Key is in the office across the hall and one door down from Amy's
 - The Indiana State fair key chain has the key that will unlock the attic door
 - Ag Ed's door is the one that is down the hallway and after the vent that you have to walk over to the right
 - You have to take the elevator to get there

Be there fifteen to thirty minutes early to set up the space.

CAMPUS AND COMMUNITY COMMITTEE

Committee Meetings

- Pass around the attendance sheet
- Find two people to take notes during the meeting
 - One will have to give the committee report
 - The green sheet goes to the secretary at the end of the meeting
 - The yellow sheet goes back in the binder to refresh your memory for what is accomplished and what needs done

Community Service Project

- Pick a service project
 - Continue blanket making
 - Get materials from JoAnn's
 - Premade kits
 - less time
 - less effort
 - Fabric
 - Could be cheaper
 - Would need to cut the edges before tying
 - Blood Drive
 - Contact Indiana Blood Center
 - Adopt a Highway
 - Contact Tippecanoe County Highway Department
 - Food Finders
 - ebottomley@food-finders.org
 - Do as early as possible
- Find location
 - Reserve a room
 - Go to [UniTime](#)
 - Can go through mypurdue
 - Click Add Event
 - Then input the time, size of the group, and the name of the activity
 - Then you can chose the location from those that are available

Spring Fling

- Find location
 - Reserve Pickett Park through the Purdue recreation website
 - Reserve Happy Hollow through their website
 - [Recreation Website](#)
- Assign each class something to bring
 - Freshman usually have drinks, because it is the easiest thing for them to provide

- Promote the event via email Listserv, social media, and remind 101
- Organize main dish and pick up/preparation

Fall Frolic

- Find location
 - Reserve Pickett Park through the Purdue recreation website
 - Reserve Happy Hollow through their website
 - [Recreation Website](#)
 - [Happy Hollow Park](#)
- Assign each class something to bring
 - Freshman usually have drinks, because it is the easiest thing for them to provide
- Promote the event via email the list serve, social media, and Remind 101
- Organize main dish and pick up/preparation

Spring Fest

- The COA staff member in charge should email you about the planning meeting.
 - It will occur at the end of January or the beginning of February.
- Plan an activity
 - Interactive game that educates about Agriculture and AgEd
 - The target audience is families with elementary school aged children
 - In the past we worked with ACT and Collegiate 4-H and it meshed really nicely
 - 4-H did boat races and discussed soybean exports. They also gave out the soybean crayons and coloring books
 - ACT and IAAE did a spinning wheel with questions, a jar where participants could guess how many soybeans were in it (the winner got a donated prize from Beck's Hybrids) and did the soy ink activity.
 - Ink activity tips:
 - The recipe is with the stuff in the attic
 - USE KOOLAID PACKETS (large canisters have different sugar contents and it does not thicken properly)
 - 4-H has measuring utensils
 - We have plenty of left over materials in the attic so inventory before shopping,
 - Get blank paper and cut in fourths so students can either use the stamps or draw with the qtips
 - It works nice to pour some ink on a paper towel as an "ink pad" and students can stamp from there. This also reduces the amount you have to make
 - Get stuff to clean up (wipes, paper towels, etc.)

- Plan giveaway items
 - Indiana Soybean Alliance will donate Soybean Crayons and coloring books
 - We also had old Glassbarn hats, Farm Bureau pencil pouches and pork keychains
 - Do not, be afraid to reach out and get prizes donated!!
 - Next year we need all new giveaways
 - We planned for 500. I would get more than that because we ran out.
- Set up shifts
 - Make a doodle poll
- Be there early to set up the table
 - Day one get there an hour early
 - Day two get there 30 minutes early
- Set up for everything else will be the night before
 - Coordinate with Jayne Price about when to get the attic key. Make sure she is 100% clear with how long you will have it
- If working with Collegiate 4-H and ACT set up a planning meeting(s)
 - We did two and had a GroupMe to ensure everything was streamlined
- ASEC Fun Night
 - This will be up for discussion if it is something that you will be doing or not. In recent years there hasn't been much participation so it could turn into just an IAAE-Purdue Fun Night or some other event, but that's up to you.

IAAE-Purdue
Vice President of Fundraising
and Marketing Duties



AWARDS, MEMBERSHIP, & FINANCE COMMITTEE

Committee Meetings- The main meetings are held in 240, but it is always good to create sub committees that meet outside the class and plan different events. About a month before banquet you should as a committee meet outside of 240 and discuss which students are earning the Distinguished Service Award, what the superlative awards are so you can send a poll to each class telling them to choose 2 students from their respective class to win the award, and have all other awards(Honorary, Distinction, Speaker Gift, etc) finished or almost done so that Amy can order them 3 weeks ahead of banquet. All notes should be recorded at each meeting along with attendance.

Banquet Awards-Talk with the advisors on this, they usually help with ordering (Do this at least a month prior to banquet, find out what is your responsibility and what is not. Staff is in charge of certain awards and ALL scholarships).

Fundraising Events: This committee makes the decision on creating these events. Some ideas in the past have been the following:

- Sandwich making (This is our biggest one, highly encourage continuing with it!) (Is currently under review and discussion with State 4-H due to timing and volunteers)
- Skip-A-Meals - Hotbox- Mad Mushroom? Other businesses?
- Teach Ag, College of Ag, or IAAE Purdue Merchandise (Freckles can set up an online store where people can order and get it shipped to them)
- Movie Night for the college - Maybe a couple of dollars a person?
- Selling sandwiches on campus (Highly recommend this during the engineering career fair in the fall on memorial mall)
- Bingo Night
- Football Clean up the stands (Could potentially be an option at basketball games too)
- Football Concessions - This could work well!

There are lots of options available, be sure to do a few throughout the year to make things cheaper and allow the organization to do more fun things! (:

Purdue Ag Ed Recruitment Day - Talk to Amy to see if there is anything you can assist with.

Committee Meetings

- Prepare an agenda before
- Make a GroupMe for committee
- Post proposed agenda in GroupMe
- Use in class time to brainstorm, plan, and delegate

Banquet Awards

- Amy and Talbert award and make paper awards
- Amy orders all plaques(Honorary, Distinguished, etc)

- Get the list to Amy well ahead of banquet (at least 2 weeks before which means the awards need to be finalized before that point)

Honorary Membership

- Someone who devotes time and resources to help IAAE members and the organization as a whole
- Usually a Purdue faculty or staff member
- Should be nominated and voted on as a whole membership but you come up with a list of nominees or one
- This year we put 3 to 5 candidates in each classes groupme and the winner was then voted on in 240 as the honorary degree recipient.
- Usually receive a gift. This award has a \$50 dollar budget. Last year a clock was engraved, speak with Amy and Talbert.
- There is a list of potential candidates in the treasurers file

Certificate of Distinction

- This is a person who has already received the honorary degree but has continued to show support and worked hard to improve our organization. This award does not have to be given out every year as it only goes to individuals who have went above and beyond for our organization.
- Last year the recipient received a plaque as a token of our appreciation

Guest Speaker Gift

- Follow the budget - \$30
- Make the gift suited for the person if possible
- Try to include some Purdue things as well like a Purdue Ag poster, pens, etc
- These can be gotten for free if you talk to Dr. Talbert or Jane
- If you need ideas, be sure to bring it up in an officer meeting (Again get the speakers bio information at least 2 weeks ahead of banquet if not longer so that it can be put in script and the program).

Senior Gifts

- In 2017, the seniors received blankets embroidered with IAAE Purdue 2017
- Seniors have received these blankets every year since.
- The lady who we work with is very nice and does well
- My recommendation for next year would be to only have the words "IAAE" embroidered in the blanket as if seniors do not attend banquet it is hard to get them the gift
- Check budget for money available - \$450
- Some popular gift ideas in the past have been embroidered blankets and office tools.
- This needs to be brought to the attention of other members and must be voted upon. Blankets are a relatively cheap gift that are nice!

- Make sure you remember that paying through BOSO takes a while (like 2 weeks) if you are paying anyone for banquet!

Past President

- Check budget - \$50
- Last year's Past President received an engraved gavel

Distinguished Service Award

- Check budget for money - \$250
- Small items, flash drives, pens, buttons, laptop stickers, ect.
- Try to keep to \$10/person
- Use points totals and on who you feel has earned the award

Superlatives

- Decide superlative categories: Best Dressed, Most likely to wreck a minibus, ect.
- List of other ideas in treasurers file
- Send out via DoodlePool to be voted on (again well ahead of banquet!)
- 2 winners for each class

Script

- This committee is in charge of script for banquet
- There are parts that only staff are allowed to see (certain awards and all scholarships)
 - Talk to Amy and know which ones these are so you don't have to worry about them
- Start on this well before banquet to avoid stress, it also gives you a good idea on what needs to be done for awards
 - Completed script needs to be to Amy one week ahead of banquet! It is also used to make the program, so if you change script after the program is printed then the program is wrong.
- Discuss with Amy while working on it when she wants your section done

The night of banquet

- Talk to the Secretary and see what they need the night of.
 - Maybe ask Amy and Dr. Talbert if they can give a list of names of members receiving an award when doing a run through of script, otherwise you have no practice pronouncing names until the actual banquet
- Talk to Amy and Vanessa
 - If names can be printed in a bigger font so they are more legible?
 - Ask if the name tags can be done on sticky ones rather than put into holders?
 - Can the name tags be printed in alphabetical order rather than in order of table seating? This could make it easier for registration.
- I would recommend having the Treasurer and VPFM both having laptops and checking people in/taking money at the registration table to speed the process up

- Make sure you are dressed and ready at registration 45 minutes ahead of banquet as guests will begin to arrive at that time
- Do not worry, everything will work

Fundraising Events

- Start planning early
- Ideas
- Skip-a-meal
- Mad Mushroom
- Game Concessions
- Selling things
- IAAE gear sales
- Banquet
- IAAE Formal?

FUNDRAISING ACTIVITIES

What and Why: These are activities to raise money for our organization so that fun activities can be paid for with no or little cost by our members and they also secure our financial stability.

- Clothing Orders (Freckles)
- T-shirts and other merchandise
 - These items are undecided but would most likely be a good fundraiser.
- Full line of clothing items in the fall (Jackets, etc)
- Banquet Tickets
- Sandwich making (May Livestock CDE's, State 4H office)

•

Feel free to brainstorm with your committee for new ideas - Try to do fundraisers in the fall due to less items on the schedule and warmer weather.

When:

- Fall and Spring Clothing orders
- Fall - Full line of apparel
- Spring - T shirt and laptop stickers, potentially ear tag keychains.
- April: banquet (has the potential to make a profit each year)

Where:

- Clothing usually comes from Freckles
- They tend to be slow but are approved by Purdue and have the copyrights
- Contact them early in the semester (Fall - August or September and Spring - January)
- Banquet locations change
- Beck Center sometimes (discuss with officer team)

How:

- Brainstorm Ideas with committee
- Branch out to ask other organizations how they fundraise
- Ask past officers or Amy and Talbert

GRANT APPLICATIONS

Ag Council Grants

- Paper Copy is located online
- Due dates vary from year to year
- Make sure to select the appropriate grant period
- Follow up form needs to be turned after the event the grant is provided for is concluded
- Questions relating to more details on the grant → purdueagcouncil@gmail.com

IAAE-Purdue Grants

- Check “Wassup” newsletter
- If unsure. Ask faculty.
- To be updated

COA Grants

- Check “Wassup” Newsletter for updates
- To be updated

SOGA Grants

- Go to Boilerlink & search for [SOGA](#)
- Boilerlink should have guidelines provided for the grant
- Dates are listed throughout the year

How: When you find a grant read the requirements. If you think an IAAE Purdue activity would fit the category and we could use the grant money, follow the instructions to apply

Why: Grants are free money for us to use so we can give more opportunities to our members without them paying out of pocket.

IAAE-PURDUE MERCHANDISE

Professional Clothing (Polos, etc)

- Needs to follow within Purdue University Branding (Color, Size Etc.)
- [Purdue Branding Guidelines](#)
- Make sure this is approved by Purdue before Freckles Makes Design

T-Shirts

- Have Members make up their own designs to vote on or use past designs as options
- T-Shirt design is voted on by members of IAAE Purdue/240 Class
- Once approved. Send the design to Freckles Graphics (Adam Abel)

Miscellaneous

- Make sure you have approval from Russell of the (professional) designs before you send them to Adam.

Contacts

- Freckles Graphics (T-Shirt Design)
 - Adam Abel
 - FrecklesGraphics.com
 - 765 543 2583
 - 3835 Fortune Dr. Lafayette, IN 47909
 - <mailto:A.Abel@FrecklesGraphics.com>
- Purdue University Approval/Branding
 - Russell Merzhdorf
 - merzhdorf@purdue.edu
 - 765-494-8407
 - AGAD Room 202

Name Tags

- There is two times in the year where you can order name tags
- More Info will be given when time comes
- Think of how you want your name read on the tag
- You can order in AGAD 221, KRAN 681, or Lily 3-225
 - AGAD 221 Help desk. Ask?

IAAE-Purdue
Vice President of Public
Relations Duties



ADOPT AN AG CLASS PROGRAM

What is Adopt an Ag Class?

Adopt an Ag Class is an effective way to allow students to remain involved in agriculture classrooms while being miles away. It allows IAAE members to develop connections with teachers and mentors while also learning to create lesson plans, use technology, and promote Purdue Agricultural Education.

Application Process

- Teacher Applications
 - At the beginning of each school year, the AAC lead will send out a survey to ag teachers interested in the program asking for the following information about their school/agriculture program and their interest in becoming involved in the program
 - location
 - years of experience
 - time of participation needed
 - class wanting to partner for
 - frequency of student participation
- Student Applications
 - At the beginning of each school year, the AAC lead will send out a similar survey to agriculture education students also interested in the program. This survey will outline their availability and amount of commitment they are able to make

Pairings:

After comparing the results from each survey, the lead, with help of any extra committee members, will pair students with ag classes based on weekly availability, frequency of participation, and knowledge of classroom curriculum.

Orientation: Pairings will be released to IAAE participants at the fall orientation. At this meeting, it is recommended that the participants:

1. review the success and opportunities for improvement from the previous semester
2. develop personal and group goals for the program and create a way to hold each other accountable in reaching them
3. review methods to being an effective digital teacher
4. overview lesson planning tips and resources that could be helpful in the coming year
5. understand the expectations set and the etiquette that must be conducted when working with teachers and students

Feedback:

Each semester it is recommended that there is a survey or guided response form for teachers to rate and review their experience within the program. This can come in the form of a Google Form, or other survey methods, but questions should gauge the level of student participation, their willingness to participate again, either with a new or the same pair, and the overall success of the program. It is also advised to participate in weekly updates and chats from students on campus to see if there is any resource you have that may benefit them.

This event hasn't been done in a few years, but there has recently been feedback from students that would be interested in starting this back up so this could potentially be something for you to look into!

COLLEGIATE EXCHANGE PROGRAM

What is Collegiate Exchange?

Collegiate Exchange is an opportunity for Agricultural Education Students from Purdue to visit other universities as well as welcome other AgEd students across the nation to Purdue. This weekend visit will include taking part in campus activities, learning about Purdue Agriculture, and sharing some of the great things Purdue Agricultural Education is doing. This should also serve as an opportunity to network and build relationships with students on campuses across the nation.

Fall Semester:

During the fall semester, we will take part in the second portion of our pairing with another university which includes visiting their trip. There is around \$150 budgeted for this, and we are traditionally responsible for providing our own transportation which can be done through the Purdue Transportation Office. All other expenses will be covered by the hosting university or under the responsibility of the IAAE member.

Spring Semester:

During the spring semester, it is traditional that we invite another university, Purdue, to participate in this program. There is money budgeted in the IAAE Annual Budget for the spring semester and grant opportunities on campus to raise more funds. A goal of this program is to do it all at no cost to visiting students and our own IAAE participants. Some of the steps in planning this visit are listed below.

Planning:

1. confirm participation of university
2. determine and vote on a date
3. develop a planning committee and leads for each area
 - a. housing and meals
 - i. hotel reservations
 - ii. dinner reservations/meal ordering
 - b. campus tour
 - i. organizing tour/activities to do while on tour
 - c. farm tours
 - d. special event
 - i. ex. Fair Oaks
 - e. promotional materials
 - i. signs/posters to share on social media
 - f. life at Purdue
 - i. what makes Purdue special?
 - ii. could be food, lounging, social life
 - g. other
4. create an itinerary
5. execute planning and host a successful visit

IAAE-Purdue
Secretary Duties



PURDUE CHAPTER

MEETING MINUTES

How:

Minutes are based off a template that will be provided in your secretary's binder. You will record the date, the start and end time of the meeting, the treasurer report, who reports for each committee, and any new business that takes place. At the end of the meeting, collect the green committee reports, and you will use those for the rest of the minutes. The sheets then go into your secretary's binder along with the printed minutes. Finish the minutes with your name and the president's name. After completing the minutes, you will send them over the Ag-Ed ListServe.

When:

YDAE 240 Meetings, other IAAE- Purdue Scheduled meetings

Where:

Location varies. Wherever YDAE 240 class takes place.

IAAE -Purdue Meeting
Date, Year @ Time
Location

Call to Order

Officer Reports

- Secretary's Report
- Treasurer's Report

Committee Reports

- Awards, Membership, and Finance
- Campus and Community
- Program and CDE
- Publicity
- Executive

Old Business

New Business

- Motion that will be made

Announcements

- Event
 - Date and Time and Location
 - Details

IAAE-PURDUE POINTS

Reporting Forms

- Send out IAAE Google Sheet for members to fill out following the end of each semester
 - Spreadsheet is located in IAAE-PU google drive under “Shared with me”

Distinguished Service Award

- Determine how many people make up the top 25% of membership
- select that number of members with the highest points to receive award (use spreadsheet)
- present names to Awards, Membership, & Finance committee

PROGRAM & CAREER DEVELOPMENT EVENTS COMMITTEE

Committee Meetings

Officer will run committee meeting. Before all meetings, communicate with your team and make a plan for what must be discussed and brought up for new business. Assign who will be taking notes during the committee meeting and be sure to have everyone sign in in the PCDE Binder.

Banquet

- Location
 - Hold about 250 people
 - Close to Campus
 - Should be booked at the end of spring semester or beginning of fall semester
 - Previous Locations: Beck Center, Judi's Catering
- Caterer
 - Purdue Approved
 - \$15 per person is ideal
 - Should be booked by the end of fall semester
 - Previous Caterers
 - Shoup's: Have been easy to work with in the past
 - Judi's Catering: We used them when we had the banquet at their location. Not great to work with and generally expensive.
 - Eddie Joe's: Ag Ed alumni, can be expensive, limited menu choices
- Theme
 - Anything! Talk with your committee and exec
 - Relate to ag/ ag education
 - Have an idea of how you will decorate (some old decorations in attic!)
- Speaker
 - Purdue Professor
 - Ag Education Alumni
 - Industry Professional

Purdue Invitational Contests

- Pass a signup sheet for each contest in YDAE 240 Class, ahead of contest
- Send a reminder email out if you don't have enough volunteers (AgEd ListServe)

For the 2022 Banquet there have already been many discussions and plans put into place by Brittany and the committee, so make sure to get with Brittany and get filled in on what has already been planned.

Holiday Party

- Week before dead week, or dead week
- This is when the new officer team is voted into place
- Location

- On Campus
- Confirm date with Officer Team and book ASAP
- Activities
 - Ugly Christmas Sweater Competition
 - Small Prizes (Ideas/ Examples)
 - Walmart gift cards
 - Starbucks gift cards
 - White Elephant
 - \$10 maximum
- Caterer/Food
 - Examples
 - Chik-Fil-A
 - Papa Johns
 - Classes To Bring (subject to change)
 - drinks: Freshmen
 - desserts: Sophomores
 - sides: Juniors

IAAE-Purdue
Treasurer Duties



PURDUE CHAPTER

BOSO

As the newly elected Treasurer of IAAE-Purdue it is important for you to recognize that you have been identified as a person who can be trusted who can handle the many responsibilities when it comes to this organization that the Treasurer has. In order to properly be able to manage the finances of the organization you must gain access to our COOL account through BOSO. To do this you and the President must complete an online training to become certified to serve in your elected positions. To do this go to [Purdue University -Training -Student Organization Leadership Development](#) and register for the course to gain access to the Treasurer's training. Once you have completed this, send a screenshot of your completion email to the President, so they can get you access to the accounts. **It is imperative that this step is completed ASAP once you have been officially elected as the organization's Treasurer!**

DEPOSITS AND RECEIPTS

Make sure to get with Julia so she can get you all the information from the 2022 year. In the past there has been a binder passed down, but that has gotten lost in passing over the past couple years, so it is imperative that you work closely with Julia to get all the information that you need.

BOSO- Information regarding this is in your Treasurer Binder (Get with Julia to learn more).

To find BOSO go to MyPurdue>Life@Purdue>Student Services Use the account above the SOGA account.

Get accustomed to the way it works when you get access, step by step instructions are in the treasurers binder.

Deposits- Deposits can be made at the student activity deposit room in the Bursar's Office on the main floor of Hovde Hall, Room 3.

- You must fill out a deposit form (try and do this before you go, there are extras in the binder)
 - When you use a binder grab at least one to replace it in the Bursar's Office so that you can always fill them out before going into the office. This keeps the clerks at the desk happy.
 - All checks must be stamped in the office and you must write the IAAE number on them before giving them to the clerk
 - Income code must be labeled on the form or else the clerk will not accept them.
 - Income codes are on green sheet in the Treasurer Binder
 - DOUBLE CHECK ALL NUMBERS BEFORE TURNING IN FORM. (:
- Checks: Stamp the back and fill in the account number on the blank line. (stamp in Hovde Hall)
- Cash: have it in order so the clerks don't have to sort through it. Bills all need to be facing the same direction.... it will keep the clerks happy.
- Be sure to keep your copy of the deposit slip, so you have a record that the money was deposited.
- Make sure all checks are picked up from the BOSO office and given to the right person before leaving for summer

Receipts- Keep these in a file on the Treasurer flash drive and keep hard copies in binder. If the binder gets too full, be sure to file the receipts with the advisors or department secretary.

DUES AND ROSTER

Dues- Every year we collect dues from the members. Price must be voted on and set on the IAAE Membership

Dues are now \$20

- \$10 ---> NAAE
- \$1 ----> IAAE
- \$9 ----> IAAE-Purdue

Dues are collect in the fall and spring semesters

- If members pay in the fall they DON'T pay in the spring.
- It is required that everyone enrolled in AGED pays their dues in the fall, meaning only new/transferred AGED students should pay in the spring semester.
- Seniors MUST pay their dues!! Paying their dues gets them liability insurance when they student teach. They are the hardest class to get their dues from, work with Dr. Talbert if you have troubles receiving their dues. (Side note, the class you are in is typically the easiest because you can keep on them the easiest.)

Roster- Get with Amy and Julia to get an up to date roster of members.

YEARLY BUDGET

What- This budget is the guidelines for how we as a club have chose to and allocated for spending money. It helps assist us in maintaining accurate records.

When- IAAE Budget is set and voted on yearly at one of the first IAAE-Meetings. It covers from January 1, 2022 to December 31, 2022, of last year.

This Budget should be re-voted on at the beginning of 2023. Use the framework of the 2022 budget as your guide as much work went into updating it for the coming years, but feel free to make changes if needed.

How- We have an excel sheet that gets updated yearly and can be debated upon by the organization members. This budget is for eyes and ears only. You may share it with the advisors and have it ready for meetings. Keep it up to date with the BOSO cool system.

In 2022 a Sub-Committee for internal auditing was held where outcomes and incomes were closely looked over using banking information from the last 3 years. New incomes were added based upon incomes from the past year such as grants that have been received. Outcomes were removed or given less in the yearly budget based on expenses relating to those events or if the events had been removed from the calendar from the last 3 years. Expenses from banquet were added to the budget as they had been spent in prior years but had not been on the budget. In total spendings were cut and reallocated in order to secure this organization's financial future. This should continue to happen every three years or as necessary.

- Current Budget 2022 [IAAE-Purdue Budget](#)

IAAE-Purdue
Reporter Duties



PURDUE CHAPTER

IAAE-PURDUE PERMANENT DISPLAY

Who any and all IAAE-Purdue members

What display board with pictures/mission/facts/motto etcetera

When every event that IAAE-Purdue members are at

Where photos should be kept in a yearly folder on the reporter's flash drive (owl), on the IAAE-Purdue website, and upload to google drive

Why to be used on social media, display board, website, newsletter, and year-in-review

How on a phone or a nice camera ask your committee members to get photos are events they are at too each event will be featured in the newsletter. Assign a person to write the article AND take pictures at the event.

What: Take the event board to below events

When: Ice Cream Social, Hot Chocolate Social, Spring Fest, Ag Week, Recruitment days

How: Update once a year with new pictures, updated events, etc.

Can be found in the attic. There is a BIG one and SMALL one! The big one was last redone March 2018. Only pictures should be updated each year. Big one is heavy to carry but sturdy to stand on its own. Small one is wobbly.

As mentioned above the displays were last updated back in 2018. The main goal for you and your committee starting out is to work on getting updated displays made. Marnie has already started working on some materials so get with her to get the details on what has already been discussed and go from there.

IAAE-PURDUE YEAR-IN-REVIEW

Who any and all IAAE-Purdue members

What slideshow to be shown at IAAE-Purdue banquet

When complete this at the end of your officer year for the next year's banquet

Where store photos and finished slideshow on the reporter's flash drive (owl) and google drive

Why to highlight all that our members do to parents and guests

How PowerPoint, Google Slides, or video

NOTE: only do past spring and current fall.

** next year: add in seniors to the year in review slideshow like: name, where student taught, what is next?, favorite memory

This has been done in multiple forms since starting Banquet back up in 2021, so work towards getting this form of Year-In-Review back up and going. There will also be a senior slideshow, so make sure to work with whichever senior is putting that together to either incorporate that into this presentation or to leave it separate, but just make sure you are all on the same page so it doesn't waste time.

PHOTOS

Who any and all IAAE-Purdue members

What photos of them at events, during meetings, volunteering, etcetera

When every event that IAAE-Purdue members are at

Where photos should be kept in a yearly folder on the on the google drive

Why to be used on social media, display board, website, newsletter, and year-in-review

How on a phone or a nice camera ask your committee members to get photos are events they are at too event author should be responsible for pictures as well

Banquet: someone needs to have a nice camera at banquet that takes pictures of donors and our students. Preferably find someone that can do it all night so no one is missed. *You will have to announce at banquet*

During the 2020 Banquet we had the Banquet LiveStreamed. This worked well for families that couldn't make it to campus due to the restrictions. It has been discussed to provide this option again, so work with your committee and the other officers to see if this would be something that they might want to continue.

PUBLICITY COMMITTEE

Committee Meetings: Come up with an agenda for each meeting. You will need two notetakers for each meeting. Your first agenda of the semester should include an overview of the committee, set a goal for the semester, and then assign roles.

Committee Roles - Make sure EVERYONE has a role within your committee.

- Newsletter Editor
 - Website Editor
 - Members to write articles *what events can they make it to*
- a) Reporter: submit articles to Exponent
- b) Committee Members
- I. Notetakers - Will take notes at meetings. Have a rotation so everyone participates and shares in GroupMe.
 - II. Social Media Chairs - Will be in charge of posting pictures/announcements to their assigned form of social media.
 - i) Twitter
 - ii) Facebook - Reporter will be added as Admin on FB once term starts.
 - iii) Instagram
 - III. Website - This can be a small group of people depending on committee size, works best with 2-3 minds.

Website: Ensure that pictures/events/spotlights/newsletters are up to date and uploaded about once a month. <https://iaaepurdue.weebly.com/>

username/email: iaaepurdue1@gmail.com

password: agteacher9

Social Media - These passwords are also found in the publicity binder.

Twitter: username: IAAEPurdue

password: agriculturaleducation

Instagram: username: iaae_purdue

password: purdueagriculture

Facebook: username: ?

password: **** whoever is the admin before has to give access to the new reporter, the IAAE Purdue page will take the password and email of whoever is the admin. The next reporter needs to know his or her email on their personal Facebook account in order to add and take off people.

Newsletter: The previous committee decided that it wanted to start up doing an IAAE-Purdue Newsletter similar to the one that Ag Comm publishes. Talk with Marnie to get the details on what has already been put into place for that.