



2018 Wyoming FFA Convention  
April 18-21, 2018  
Cheyenne/Laramie

### 2018 Wyoming FFA State Convention Intern Application

Name: \_\_\_\_\_

School Address: \_\_\_\_\_

Hometown Chapter: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Major in School: \_\_\_\_\_

Thank you for your interest in helping at the 2018 Wyoming State FFA Convention. This application process allows state staff to better plan for, and fill, staffing needs at convention and to make better use of the many talents of our volunteers. Wherever possible, we will match your interests, skills and schedule with our staffing needs.

- Convention internships are open only to college students or older. You **do not** need to have been a past state FFA officer to apply.
- This is an unpaid internship (except of our undying love and devotion.) You will be responsible for your own travel and miscellaneous costs. Lodging may be provided by the Association on an as needed basis. Any lodging provided and rooming assignments will be at the discretion of the State FFA advisor. Whenever possible, lunch and/or dinner will be provided while you are working.
  - **Would you require lodging while at convention? (mark one)**                      Yes                      No
- If selected as an intern, you will be provided with two shirts you will be **required** to wear while you are serving as an intern. You should dress in business casual/professional attire while you are working, i.e. khakis or dress pants and closed-toe shoes.
  - **Please designate which type shirts you'd like with a number (You can get 2 of the same or 2 different).**  
 Long Sleeve Dress Shirt\_\_\_\_\_ Short Sleeve Dress Shirt\_\_\_\_\_ Polo\_\_\_\_\_
 

I'm good to go with what I got last year\_\_\_\_\_
  - **Dress Shirt Size, sizes are not unisex (mark one):**      S              M              L              XL
- If you are selected as a convention intern, Mrs. Broda will send you a letter to submit to your professors requesting an excused absence for you from school. It is your responsibility to discuss your absence with your professors and make up any missed work.
- Interns will be chosen based on their suitability for the job, experience, leadership skills, teamwork, personality, attitude and cooperative spirit.
- **Please submit your application to Mrs. Broda at [sbroda@yahoo.com](mailto:sbroda@yahoo.com).** Applications are due to Mrs. Broda by February 23, 2018. Interns will be selected and notified by March 2, 2018.

*Please sign below*

I have read these conditions and want to intern at the 2018 Wyoming State FFA Convention.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Part I.** Please also indicate your top five position choices. We will try to match your picks with our needs. You may be selected to fulfill multiple roles at convention, and some positions will need multiple interns.

Rank	Position	Dates/Times Needed
	<b>AV Coordinator</b> – Assist with stage video needs. Run slideshows and videos. Revise session slide shows prior to daily sessions. Compile and post retiring addresses and other videos to social media as needed.**	Evenings from 5 PM on April 18-20 and 7 AM to Noon on April 21.
	<b>Awards Room Coordinator</b> – Prepare all awards to be presented on stage. Take inventory of trophies/plaques, prepare awards sets, address certificates and checks and oversee distribution of awards during the session.	From 8 AM on April 17 through Noon on April 21.
	<b>Backstage Assistant</b> - Assist backstage during convention. Move items and people on and off stage, time ceremonies, move guests from audience, organize awards	From 8 AM April 18 through 1 PM April 21.
	<b>Convention Concierge</b> –Arrange for transportation for national officer, run errands, man convention welcome table. Must have reliable personal transportation and be comfortable transporting adult guests.	From 3 PM April 18 through Noon on April 21.
	<b>Convention Wrap-Up Slide Show/Video Producer</b> – Prepare and distribute the convention wrap-up slide show and/or video for use during the closing moments of the 2017 Wyoming FFA Convention. Must provide your own laptop.	From Noon on Friday, April 20 to Noon on April 21
	<b>Education Outreach Coordinator</b> – Work with State Advisor to prepare a 45-60 minute workshop for 4 <sup>th</sup> grade classes featuring agriculture topics. Prepare and conduct a “train-the-trainer” workshop for other interns and members who will then deliver the workshops in Cheyenne classrooms. Oversee the workshop in one classroom.	Workshop curriculum to be developed prior to convention; also available from 8 am until 5 pm on April 20.
	<b>Outreach Intern</b> – Assist a new educational outreach program. Help teach members how to present curriculum designed for 4 <sup>th</sup> grade students. Oversee members conducting the workshop in an actual classroom setting. Assist with workshop facilitation and organization while on site.	From 8 am until 5 pm on April 20.
	<b>Foundation Assistant</b> – Assist the Wyoming FFA Foundation Director with Foundation led events during convention, including, but not limited to the Member Welcome dinner, Career Show, Scholarship Reception, photo/winners booth and Past State Officer Breakfast.	From Noon on April 18 through Noon on April 21.
	<b>Leadership CDE Assistants</b> – Serve as host and/or assistant of Prepared, Extemp, Creed, Parliamentary Procedure or Ag Issues CDE. Write contestant bios, introduce contestants, introduce judges, explain rules of contest, etc. Assist speaking contest coordinator as needed.	Various times on April 19, from 8 AM to 2 PM.
	<b>Media Assistant</b> – Assist Public Relations coordinator and Wyoming FFA Foundation director with media relations efforts at convention. Conduct interviews, prepare news releases, take photos as assigned. Prepare results for posting online.**	From 8 AM April 18 through Noon April 21.
	<b>Nominating Committee Liaison</b> – In conjunction with adult supervisors, coordinate interview schedule, arrange for meals and snacks for nom com, assist candidates with scheduling changes, provide other assistance to committee as needed.	From 5:30 PM on April 18 through Noon on April 21.
	<b>Photographer and/or Videographer</b> - Take photos and/or videos of all CDEs, sessions and activities. Prepare slide shows as requested. Prepare photos for posting on web after convention.**	From 8 AM April 18 through Noon on April 21.
	<b>Pre-Session Activities</b> – Build excitement for convention sessions. Prepare and conduct -15 minutes of pre-session activities for members for each session.	1 hour prior to each session
	<b>Proficiency/Agriscience Fair Awards Reception Assistant</b> – Assist state staff with organizing awards. Assist with setup/tear down of facility, running slide shows and assist photographer.	From 10 am to 5 pm on Friday, April 20

	<b>Social Media Assistant</b> – Assist with social media outreach. Take photos, create updates and post interviews, photos, results, retiring addresses and other highlights to Facebook/Twitter/Instagram account.	From 8 AM on April 18 through Noon April 21.
	<b>Talent Coordinator</b> – Select and schedule talent acts from applications, contact for staging needs, coordinate during convention by assisting with setup, microphones, etc.	Some pre-convention work, and 3 PM April 18 through Noon on April 21.
	<b>Video Production Coordinator</b> – Assist convention management staff with creating, rendering and posting videos during convention. Videos may include daily recaps, retiring addresses, talent performances, champion speakers, etc. Must provide your own computer. May be asked to produce videos prior to convention. **	Possible pre-convention work, and from 8 am April 18 through Noon April 21.
	<b>Workshop Coordinator</b> – Serve as onsite coordinator of Leadership Workshops. Show presenters to room, help direct student traffic, assist presenters as needed.	7:30 AM to 2 PM on April 19

\*\*We may ask these interns to be involved with some tasks **prior** to convention, based on previous experience and workloads. If you have skills and experience in social media campaigns, photography, video editing or news writing, please indicate in the “Special Skills” question below.

**Part II.**

Please tell us why you want to intern at the 2018 Wyoming State FFA Convention.

Describe your dream job.

If you were named CEO of the Wyoming FFA Convention, name one thing you would make a requirement of convention and one thing you would ban.

Which animal would make the best type of president if the animal kingdom ever rises up and takes over? Why?

Please list any special skills you have that we might exploit for our purposes. (Feel free to include a resume with your application!)