



Club Affiliation Report – President's Guide

Filling out these reports in full leaves an important record of your club's activity for future members while providing ideas for other clubs and helping JFAO to show off how much our members do. In order to be affiliated with JFAO and to maintain the right to use the name "Junior Farmers" or "JF Club," each club must fulfill a **minimum** set of requirements each year. These requirements are outlined in the JFAO Constitution and further explained in the Policies, as approved by all clubs. Both of these documents are available online or from the JFAO office. It is the Club President's responsibility to ensure that each of the requirements is fulfilled during the year. Incomplete/late affiliation requirements will result in the withdrawal of provincial benefits, including insurance, and the club will no longer be allowed to participate in provincial events, including voting at March Conference, until reports are completed and fine/late fee paid.

To be affiliated as a JF club, each club must

1. **Complete the affiliation report booklet – due at the January Board meeting (by noon)**
2. **Have its annual financial records reviewed and report submitted – postmarked by January 31**
3. **Submit membership/club election forms & fees together – postmarked by January 31**

Hints for filling out the affiliation report booklet:

1. Don't stop at just reporting on the affiliation requirements. If your club does more, include it! The **reports are your opportunity to brag!** Show us why your club is great and your community should be proud to have a JF club – and include enough info so that someone who knows nothing at all about your club will understand what JF is about. A minimum of 5 labelled **family friendly** photos is required – **label** with full names and what is happening in each. **A well done report is a great marketing tool for display at events in the community!**
2. Use some creativity in your activities – along with your standard projects try to find something new to do to keep members interested each year and generate more media interest. **Your community betterment project should be something initiated or driven by your club** – not just tagging along with something another group is doing. Try to have some kind of **signature event or project that is unique** to your club! The **more details of the event**, the better idea we get of how successful it was, and the more useful this info is to other clubs!
3. Please read each section carefully & follow the format. Fill in all sections as best you are able. **Make clear the section each project fits in and ensure it actually fits the category.** While **content** of the forms is most important, **presentation** is a close second. Your affiliation report should not be your club's scrapbook. Please type or neatly print your responses. The forms are already set up for MS Word.
4. It is recommended that you fill out a report on each event as it's completed - **if it's a success story, write-up details or do a media release to send to the Director of Marketing right away** to use to help promote your club and good JF work. Ask for help from other members to complete the reports, and don't wait until the end of the year, as it will be much harder to remember the details and to do a thorough job.
5. **Media coverage** is extremely important for promoting JF and recruiting new members! It includes anything printed or broadcast by a **recognized media outlet** outside of JF, but include a copy of your unprinted media releases as well. Clubs should strive to find coverage from outside sources whenever possible that attracts positive attention and promotes JF activities as widely as possible (ie. community betterment). If local media are not responding to your media releases, call them to find out how you can make them more interested! **Examples of media coverage include media releases printed in a publication, articles written by a reporter, and radio or TV interviews or reports.** Also send a copy to marketing@jfao.on.ca for possible promotion on our website. If you know your event is going to be on TV or radio, try to record it when it airs as many media outlets charge significant fees to get a tape from them afterwards. Additional hints and support are available from the Executive Director of Marketing.
6. **Section 10** of the booklet will be used as additional information to determine **Club of the Year and Agricultural Club of the Year**. Therefore, quality (neatness) and completeness are very important. Additional member reports, pictures (labelled), letters etc. add to the presentation of the book.
7. The completed copy of these forms will be kept by JFAO until the April Board meeting to create a summary of JFAO activities for the year. **In addition** to your hard copy forms, sending an electronic copy of any typed portions you completed in MS Word to marketing@jfao.on.ca and pastpresident@jfao.on.ca is appreciated.

If you have any questions, please contact the JFAO Past President at pastpresident@jfao.on.ca



JFAO

CLUB AFFILIATION REPORT

2017

Club: _____

Year-end Membership: _____

Year-end New Members: _____

Club President: _____

Address: _____

CLUB OF THE YEAR ENTRY ☐ YES ☐ NO

AG. CLUB OF THE YEAR ENTRY ☐ YES ☐ NO

“To Build Future Rural Leaders Through Self-Help & Community Betterment”

Date Received:	Time Received:	Received by:

Deadline for Submission – 12 Noon – January 2018 Board Meeting



Club Affiliation Checklist

Please ensure each of the following required sections is completed before handing in your affiliation forms. Incomplete forms will be returned with a late fee invoice.

- ☐ Minimum 5 family friendly photos throughout the report and electronic copies emailed to pastpresident@jfao.on.ca – **label** full names & activity shown
- ☐ Section 1 – Club Photo labelled with members full names and positions for archiving
- ☐ Section 2a – Provincial & Inter-club Activities Participation Summary
- ☐ Section 2b – Club Projects / Events Participation Summary
- ☐ Section 3 – Community Betterment Project (additional details on your **best** club project)
- ☐ Section 4a – Joint JF/Youth Activity OR Ag Education OR Conservation Project
- ☐ Section 4b – Joint JF/Youth Activity OR Ag Education OR Conservation Project
- ☐ Section 5 – Charity & Volunteer Summary
- ☐ Section 6 – Media Coverage Summary (include copy of at least one)
- ☐ Section 7 – Presentation on the Purpose & Structure of JFAO
- ☐ Section 8 – Presentation on Effective Meeting Procedures
- ☐ Section 9 – Club Meeting Summary & Official Minutes from two Club Meetings
- ☐ Section 10 – Club of the Year/Agricultural Club of the Year – Additional details on Community Betterment, Ag Awareness, Joint JF/Youth Activities, Conservation projects and other club projects, activities and events, optional historical JF item or info from your county for archiving etc. should be included here. **Including reports with more details on other major projects and activities is strongly encouraged, regardless of whether you are applying for club of the year.**

*Remember – the JF mission is
“To Build Future Rural Leaders Through Self-Help and Community Betterment.”
How can your club best advance this mission and make a difference?*

***These reports will be retained by JFAO until the April Board of Directors meeting
to create a summary of all provincial JF activities.***

Make sure you store your affiliation reports in a safe place for future members to see!





Section 1: Club Photo

*Provide club photo(s) with member **names & executive positions labelled** and absent members listed.*



Section 2a: Provincial & Inter-club Participation Summary

<i>PROVINCIAL ACTIVITIES:</i>	<i>NUMBER OF MEMBERS</i>
Winter Games (Huron)	
March Conference (London)	
PD / Club Executive Training Session (Perth)	
Outgoing Exchange Delegate	
Leadership Camp (Simcoe)	
International Exchange Delegate Hosts	
JFAO Charity Golf Tournament (Guelph Lakes)	
Ambassadors' Reunion & Dance (Oxford)	
Autumn Profile (Renfrew)	
Sing Swing (Wellington)	
Ontario Young Farmers' Forum (Toronto)	
Provincial Workshop(s)	
<i>PROVINCIAL POSITIONS:</i>	
JFAO Executive	
Provincial Committee Chair	
Provincial Committee Member	
Provincial Organization Representative <small>(ie: Social Media, OFA, 4-H Ontario)</small>	
Representing JFAO at an Event <small>(ie: IPM, Farm Show, etc.)</small>	
<i>OTHER PROVINCIAL/INTER-CLUB EVENTS:</i>	



Section 2b: Club Projects & Events Participation Summary

<i>CLUB/COMMUNITY PROJECTS</i>	DATE & LOCATION	NO. OF MEMBERS	NO. OF GUESTS
<i>SOCIAL EVENTS</i>			



Section 3: Community Betterment Project

**Please provide the details of your Most Significant (BEST) Community Betterment Project here.
This should be a CLUB initiated or driven project. Additional projects can be further outlined in section 10.*

PROJECT GOAL: _____

SPECIFIC ACTIVITY: _____
(must be an actual activity)

DATE: _____ **LOCATION:** _____

NUMBER OF MEMBERS ATTENDING: _____

NUMBER OF NON-MEMBERS ATTENDING: _____

DID YOU PARTNER WITH ANYONE ELSE? ☐ YES ☐ NO
IF YES, WHO: _____

HAS YOUR CLUB DONE THIS PROJECT BEFORE: ☐ YES ☐ NO
IF YES, HOW MANY YEARS? _____

MEDIA COVERAGE: ☐ YES ☐ NO - WHY NOT? _____

Explain how the project and activity came about, what was involved and the reaction of members and the public.

Would your club do this activity/ project again and why? Is there anything you'd change?



Section 4a: Joint JF & Youth Event /Ag Education Project/ Conservation Project

TWO out of the three types must be completed and detailed in section A & B.

A JF/Youth Activity includes non-JF members under 25.

Additional projects can be further outlined in section 10.

☐ Agricultural Education Project

☐ Joint JF & Youth Activity

☐ Conservation Project/Activity

PROJECT GOAL: _____

SPECIFIC ACTIVITY: _____

DATE: _____ **LOCATION:** _____

NUMBER OF MEMBERS ATTENDING: _____

NUMBER OF NON-MEMBERS ATTENDING: _____

DID YOU PARTNER WITH ANYONE ELSE? ☐ YES ☐ NO

IF YES, WHO: _____

HAS YOUR CLUB DONE THIS PROJECT BEFORE: ☐ YES ☐ NO

IF YES, HOW MANY YEARS? _____

MEDIA COVERAGE: ☐ YES ☐ NO - WHY NOT? _____

Explain how the project came about, what was involved and the reaction of members and the public.

Would your club do this activity/ project again and why? Is there anything you'd change?



Section 4b: Joint JF & Youth Event /Ag Education Project/ Conservation Project

TWO out of the three types must be completed and detailed in section A & B.

A JF/Youth Activity includes non-JF members under 25.

Additional projects can be further outlined in section 10.

☐ Agricultural Education Project

☐ Joint JF & Youth Activity

☐ Conservation Project/Activity

PROJECT GOAL: _____

SPECIFIC ACTIVITY: _____

DATE: _____ **LOCATION:** _____

NUMBER OF MEMBERS ATTENDING: _____

NUMBER OF NON-MEMBERS ATTENDING: _____

DID YOU PARTNER WITH ANYONE ELSE? ☐ YES ☐ NO

IF YES, WHO: _____

HAS YOUR CLUB DONE THIS PROJECT BEFORE: ☐ YES ☐ NO

IF YES, HOW MANY YEARS? _____

MEDIA COVERAGE: ☐ YES ☐ NO - WHY NOT? _____

Explain how the project came about, what was involved and the reaction of members and the public.

Would your club do this activity/project again and why? Is there anything you'd change?



Section 5: Club Charity & Volunteer Summary

Please list ALL donations and/or additional volunteer time for the year. Print/copy additional sheets as needed.

Date Of Donation	Charity/Community Group	Related Fundraising Activities	Amount Donated
	Provincial Charity		
Total:			

Date of Activity	Charity/Community Group	Volunteer Activity	Number of Members	Approximate Hours
Total:				



Section 6: Media Coverage

Please list all media coverage & include copies/recordings where possible (*at least one must be included*).

Media coverage should include articles *sent to local media or written by local media*. Print/copy additional pages as required.

Send all media releases or copies of printed articles to marketing@jfao.on.ca for inclusion on the JFAO website.

In the unlikely event you have no media coverage, provide copy of media releases & explain how you tried to obtain it & where.

Date	Media Outlet	Activity/Project Covered	How was your club successful at getting media attention for this event/project?	Was an article/photo published?	Copy included? (Yes/No)



Section 7: Presentation on Purpose & Structure of JFAO

This may be completed as part of a regular meeting or a special event.

March or April may be a good time to help members understand what happens at the provincial level.

PROJECT GOAL: To increase members' understanding of what our motto '*self-help & community betterment*' means and why we exist, including what we are seeking to accomplish as successful clubs, how JFAO's success is dependent on member involvement, and how members, clubs, and JFAO fit together to build future rural leaders.

DATE: _____ **LOCATION:** _____

NUMBER OF MEMBERS ATTENDING: _____

NUMBER OF MEMBERS ATTENDING FOR THE FIRST TIME: _____

PERSON MAKING PRESENTATION: _____

LENGTH OF PRESENTATION: _____

Explain how the presentation was made and how club members participated. Attach samples of any materials developed for the presentation or distributed if applicable.

Were there any questions about JFAO or suggestions from members on how JFAO is run or to improve JFAO?

How could you use the knowledge gained to help recruit new members and increase involvement?



Section 8: Presentation on Effective Meeting Procedures

This may be completed as part of a regular meeting or a special event.

November, December or January may be a good time to help your club's annual general meeting run smoothly.

PROJECT GOAL: To increase members' understanding of how to organize and participate in successful meetings and projects.

DATE: _____ **LOCATION:** _____

NUMBER OF MEMBERS ATTENDING: _____

NUMBER OF MEMBERS ATTENDING FOR THE FIRST TIME: _____

PERSON MAKING PRESENTATION: _____

LENGTH OF PRESENTATION: _____

Explain how the presentation was made and how club members participated. Attach samples of any materials developed for the presentation or distributed if applicable.

Did members see any obvious ways to improve club meetings or meetings in other organization they are in?



Section 9: Club Meeting Summaries

*Please record meetings and connected social activities. How do you make your meetings interesting & fun?
Print/Copy additional pages as necessary. Attach official signed copies of two meeting minutes.*

Date & Location	No. of Members	No. of Guests	Briefly describe meeting focuses/highlights and pre- and post-meeting activities. Include an indication of how you make your meetings fun and interesting.



Section 10: Club of the Year & Agricultural Club of the Year Competition

Show us what your club is made of! Include more information & photos about other community betterment, agricultural education, conservation & joint JF/youth projects, special club activities, fun events, recruitment projects, fundraising activities, media coverage, alumni items, or anything else that shows your club is the best! Use copies of the forms from other sections or be creative! Please provide as much detail about events & projects as possible, and include photos, newspaper clippings or member testimonials. **INCOMPLETE REPORTS WILL BE DISQUALIFIED.**

INCLUDE THIS SHEET WITH YOUR REPORT

The JF Club of the Year will be scored as follows:

Club photo labelled with member's names and executive positions	5	<input type="text"/>
Leadership Opportunities	20	<input type="text"/>
Range of Opportunities available to members	10	<input type="text"/>
Membership Participation -- Locally & Provincially	20	<input type="text"/>
Community Betterment (including community participation)	15	<input type="text"/>
Ag Education/JF-Youth Activity/Conservation Projects	20	<input type="text"/>
Media Coverage	10	<input type="text"/>
Structure & Purpose of JFAO/Effective Meeting Procedures	10	<input type="text"/>
Meeting Ideas / Creativity	10	<input type="text"/>
Quality of included Alumni item (newsletter, photo, news release) to be archived.	5	<input type="text"/>
Support of the JFAO Mission Statement & Yearly Theme (<i>Adventure Begins with JF</i>)	10	<input type="text"/>
Quality of Photos of events & activities – labelled	10	<input type="text"/>
Overall Presentation/Neatness/Content/Description	10	<input type="text"/>
Total	150	<input type="text"/>

The judging criteria for Agricultural Club of the Year focus on:

Originality of Ag. Awareness activities	25	<input type="text"/>
Quality of activities	25	<input type="text"/>
Club Participation	10	<input type="text"/>
Quantity of Ag. Awareness activities	15	<input type="text"/>
Impact on the community	25	<input type="text"/>
Total	100	<input type="text"/>

Judge's Comments & Suggestions:



Junior Farmers' Association of Ontario

Ontario AgriCentre

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