



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 complete 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 club election forms – 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 information 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 – labelled with full names and what is happening in each. **A well-done report is a great marketing tool for displaying 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 and follow the format. Fill in all sections to the best of your abilities. **Make clear the section each project fits in and ensure it actually fits the category.** While content of the forms is more important, **presentation** is a close second. Your affiliation report should not be your club’s scrapbook. Please type or neatly print your responses.
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 Executive Director of Communication 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 (i.e. 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 patrick@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 Communication.

6. Section 10 of the booklet will be used as additional information for determining **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 patrick@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 2020

Club: _____

Year-end Membership: _____

Year-end New Members: _____

Club President: _____

Address: _____

Club of the Year Entry: Yes No

Agricultural Club of the Year Entry: Yes No

“to build rural leaders through personal growth, travel,
experiences, and community betterment”

Date Received:	Time Received:	Received by:

Deadline for submission – 12 noon – January 2021 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 email to pastpresident@jfao.on.ca – labelled with full names and activity shown.
- Section 1 – Club Photo(s) labelled with members' full names and positions for archiving
- Section 2A – Provincial and Inter-club Participation Summary
- Section 2B – Club Projects and Events Participation Summary
- Section 3-4 – Community Betterment Project OR Joint JF and Youth Event OR Agricultural Education Project OR Conservation Project OR Social Engagement Project
- Section 5 – Club Charity and Volunteer Summary
- Section 6 – Media Coverage Summary
- Section 7 – Presentation of the Purpose and Structure of JFAO
- Section 8 – Presentation on Effective Meeting Procedures
- Section 9 – Club Meeting Summary and Official Minutes from two Club Meetings
- Section 10 – Club of the Year and Agricultural Club of the Year – Additional details on community betterment, agricultural awareness, joint JF and youth 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 encourages, regardless of whether you are applying for club of the year.**

Remember

JF mission is

“to build rural leaders through personal growth, travel, experiences, and community betterment.”

JF motto is


“Building Leaders. Building Communities.”

JF vision is

“for rural youth to connect, build and develop leaders for strong communities.”

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 affiliations reports in a safe place for future members to see!



Section 1: Club Photo

Provide club photo(s) with members' names and executive positions labelled, and executive members listed. Headshots (in a member directory style or otherwise) may be used if a group photo is not available.



Section 2A: Provincial and Inter-Club Participation Summary

PROVINCIAL ACTIVITIES	NUMBER OF MEMBERS
Winter Games (Oxford)	
Annual General Meeting (Zoom teleconference)	
PD/Club Executive Training Session (Zoom teleconference)	
Ambassador's Banquet	
Autumn Profile	
Sing Swing	
Ontario Young Farmer's Forum	
Provincial Workshop(s)	
PROVINCIAL ACTIVITIES	NUMBER OF MEMBERS
JFAO Executive	
Provincial Committee Chair	
Provincial Committee Member	
Provincial Organization Representative (OFA, Social Media, 4-H)	
Representing JFAO at an Event	
OTHER PROVINCIAL/INTER-CLUB EVENTS	NUMBER OF MEMBERS



Section 3-4: Community Betterment Project OR Joint JF and Youth Event OR Agricultural Education Project OR Conservation Project OR Social Engagement Project

Submit one to three of the following projects (print or copy additional pages as required). Additional projects can be further outlined in Section 10.

A Joint JF and Youth Event includes non-JF members under 25. A Social Engagement Project creates a way of engaging people in your club or community, possibly using an online platform, and could include online trivia events, watch parties, or online 4-H meetings.

- Agricultural Education Project Joint JF and Youth Event Conservation Project
 Community Betterment Project Social Engagement Project

PROJECT GOAL: _____

SPECIFIC ACTIVITY: _____

DATE: _____ **LOCATION:** _____

NUMBER OF MEMBERS ATTENDING: _____

NUMBER OF NON-MEMBERS ATTENDING: _____

DID YOU PARTNER WITH ANYONE ELSE? YES NO **WHO?** _____

HAS YOUR CLUB DONE THIS PROJECT BEFORE? YES NO **HOW MANY YEARS?** _____

MEDIA COVERAGE? YES NO **IF 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 project again and why? Is there anything you would change?



Section 6: Media Coverage

Please list all media coverage and include copies or recordings where possible (at least one must be included). **Media coverage includes social media**, and should include articles sent to or written by local media. Print or copy additional pages are needed.

Send all media releases or copies of printed articles to patrick@jfao.on.ca for inclusion on the JFAO website. In the event you have no media coverage, provide a copy of media releases and explain how you tried to obtain it and where.

DATE	MEDIA OUTLET	ACTIVITY OR PROJECT COVERED	HOW WAS YOUR CLUB SUCCESSFUL IN GETTING MEDIA ATTENTION?	WAS AN ARTICLE OR PHOTO PUBLISHED?	COPY INCLUDED? (Yes/No)



Section 7: Presentation on Purpose and Structure of JFAO

This may be completed as part of a regular meeting or a special event or on a virtual meeting platform. 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 "Building Leaders. Building Communities" 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, or on a virtual meeting platform. 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 organizations they are in?



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

Show us what your club is made of! Include more information and photos about other community betterment, agricultural education, conservation, and 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 forms from other sections or be creative! Please provide as much detail about events and 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(s) labelled with members' names and executive positions	5	_____
Leadership opportunities	15	_____
Range of opportunities available to members	10	_____
Membership participation – locally and provincially	20	_____
Community betterment, ag education, JF-youth activity, conservation project, or Social engagement project (one to three projects, up to 10 points per project)	30	_____
Media coverage	10	_____
Structure and purpose of JFAO and effective meeting procedures	10	_____
Creativity of meeting and event ideas	15	_____
Quality of included Alumni item (newsletter, photo, news release) to be archived	5	_____
Support of the JFAO mission	10	_____
Quality of photos of events and activities – labelled	10	_____
Overall presentation, neatness, content, and description	10	_____
Total	150	_____

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

Originality of agricultural awareness activities	25	_____
Quality of activities	25	_____
Club participation	10	_____
Quantity of agricultural awareness activities	15	_____
Impact on the community	25	_____
Total	100	_____

Judge's comments and suggestions: _____

