

TENNESSEE FARM BUREAU WOMEN'S REFERENCE HANDBOOK 2011-2012



2010 State Poster Contest Finalists

(L to R: Abigail Ferguson from Claiborne County, 3rd place; Nautica Dotson from Dickson County, 2nd place; and state winner Brittany Nixon from McNairy County)



2010 State Essay Contest Finalists

(L to R: Faith Van Ruden from Fentress County, 3rd place; A.J. Daniel from Cannon County, 2nd place; and state winner McKayla Henley from Franklin County)

INTRODUCTION TO FARM BUREAU WOMEN'S LEADERSHIP COMMITTEE

SECTION I

Message from your State President.....	Page 1
State Committee Address & Phone List.....	Page 2
County Women's Chairmen Address List.....	Pages 3-7
Important Dates.....	Page 8
Preface, Purpose, Membership & Dues	Page 9
Responsibilities of Women's Committee	Page 9
How May Farm Bureau Leaders Enhance and Compliment the FB Mission?	Page 9
Synergy	Page 9
Tennessee Farm Bureau Federation Officers and Staff.....	Page 10
State Farm Bureau Board & Insurance Board Member's Addresses.....	Page 11
Regional Field Service Director's Addresses.....	Page 12
TFBF Women's Committee & Map.....	Page 13



TENNESSEE FARM BUREAU FEDERATION

January 31, 2011

TO: FARM BUREAU WOMEN'S LEADERSHIP COMMITTEE MEMBERS

FROM: KRISTY CHASTINE, FARM BUREAU WOMEN'S STATE COORDINATOR

Enclosed is the 2011-2012 Women's Leadership Committee Reference Handbook. This is an excellent guidebook to review on a regular basis and will help develop a stronger county and state program of work.

Thank you for the many contributions each of you make to Farm Bureau, to agriculture, and to your county and state. Your dedicated work is sincerely appreciated and highly recognized by many of our county and state leaders.

Each year, we must strive to do more promotion and education for agriculture. Today, we must begin to make 2011 successful for agriculture in all 95 counties.

KT:sc



TENNESSEE FARM BUREAU FEDERATION

January 31, 2011

TO: COUNTY FARM BUREAU WOMEN'S LEADERSHIP COMMITTEE MEMBERS

Dear Ladies:

Thank you for the opportunity to serve as your State Women's Chairman. I look forward to seeing all the Farm Bureau Ladies as I attend the district and state meetings. It is so rewarding to have volunteers working for Tennessee Farm Bureau Women.

Congratulations for the excellent work you are doing to promote Agriculture in your counties, districts and state. It was great to see forty-three counties win blue awards at our Tennessee State Farm Bureau Convention. This is the largest number of blue awards we have ever had. We had a total of ninety-three counties to earn awards this year.

Agriculture counties change rapidly, so we must keep more informed and be involved in the many programs of work in our handbook. We have many opportunities to tell our story to consumers, the media, and lawmakers.

Your state committee wants to help in every way to work with Farm Bureau Women as we step forward to make a difference in Agriculture. Please contact us if we can help you.

Sincerely,

A handwritten signature in cursive script that reads "Mrs. Jane May".

*Mrs. Jane May, Chairman
State Women's Leadership Committee*

TABLE OF CONTENTS

I. INTRODUCTORY PAGES

- A. Message from your State President
- B. State Committee Address & Phone List
- C. County Women's Chairmen Address & Phone List
- D. Important Dates
- E. Preface, Purpose, Membership & Dues
- F. Responsibilities of Women's Committee
- G. How May Farm Bureau Leaders Enhance and Compliment the FB Mission?
- H. Synergy
- I. Tennessee Farm Bureau Federation Officers & Staff
- J. Tennessee Farm Bureau Federation Board, Insurance Board, & Regional Field Service Director's Addresses

II. PROGRAM AREA

- A. Program of Work
- B. Projects to Emphasize In Program of Work
- C. Suggested Ideas For Consideration In Planning Monthly Programs
- D. Achievement Program
- E. Rules & Regulations for County Farm Bureau Women's Leadership Committee
- F. Rules & Regulations for Tennessee Farm Bureau Women's Leadership Committee

III. REFERENCE SECTION - HELPFUL "HOW TO'S"

- A. "Criteria For Planning A Program"
- B. How to conduct a Meeting/Parliamentary Procedure
- C. Sample Telephone Grid
- D. TFBF, County & District Map

IV. FARM-CITY PROMOTION

V. AGRICULTURE IN THE CLASSROOM

VI. PUBLIC AFFAIRS



TENNESSEE FARM BUREAU FEDERATION

January 31, 2011

TO: COUNTY FARM BUREAU WOMEN'S LEADERSHIP COMMITTEE MEMBERS

Dear Ladies:

Congratulations for a successful year in Tennessee Farm Bureau. County Farm Bureau Women's Leadership Committees contributed greatly to this success!

As our membership grows, the need for better understanding of Farm Bureau policy increases. Experience has proven that Farm Bureau policies have generally been in the best interest of farmers. We must constantly strive to develop policy based on reason and logic in order to continue the support of the public for farmer's concerns.

We must continually look for opportunities to educate the public about the modern family farm. Activities in Ag in the Classroom, Farm/City activities, County & Regional Fair Displays, and Commodity Promotion all lead to a better understanding of Agriculture today.

Your efforts in the promotion of better family & community, health, and a safer farm & home environment are to be commended. Programs on citizenship and leadership development that involve younger leaders continue to strengthen Farm Bureau.

Farm Bureau Women have made a great contribution to Farm Bureau's efforts to serve Tennessee Agriculture. The Tennessee Farm Bureau is a more dynamic organization because of the work that county women's leadership committees have done in the past. I encourage you to prepare for even greater service to agriculture in the future.

Sincerely,

A handwritten signature in black ink that reads "W. Lacy Upchurch". The signature is written in a cursive style with a large initial "W" and a long, sweeping underline.

*W. Lacy Upchurch, President
Tennessee Farm Bureau Federation*

TENNESSEE FARM BUREAU FEDERATION
State Women's Leadership Committee
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Mrs. Jane May, Chairman
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Mrs. Faye Coble, Rep. District II
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Mrs. Catherine Keck, Rep. District V
cekeck_1@hotmail.com

Mrs. Kristy Chastine, Advisor
kchastine@tbf.com



2010 Farm Women's Summer Conference
(1st row - L to R) Jane May, Dyer Co., & Debbie Bryan, Coffee Co.
(2nd row - L to R) Faye Coble, Lincoln Co., Brenda Baker, Obion Co.,
Catherine Keck, Claiborne Co., & Lou Nave, Cannon Co.

DISTRICT I WOMEN'S CHAIRMEN

BENTON COUNTY

Mrs. Charlotte Rushton

GIBSON COUNTY

Mrs. Ruth Ethridge

LAUDERDALE COUNTY

Mrs. Geneva Crihfield

CARROLL COUNTY

Mrs. Janice Tippitt

HARDEMAN COUNTY

Mrs. Donnis Lake

MADISON COUNTY

Mrs. Page Jackson

CHESTER COUNTY

Mrs. Brenda Bethune

HARDIN COUNTY

Mrs. Becky Rose

MCNAIRY COUNTY

Mrs. Hilda Ashe

CROCKETT COUNTY

Mrs. Catherine Via

HENDERSON COUNTY

Mrs. Joyce McBride

OBION COUNTY

Mrs. Brenda Baker

DECATUR COUNTY

Mrs. Mary Sue Myracle

HENRY COUNTY

Mrs. Barbara Jones

SHELBY COUNTY

Mrs. Betty Axton

DYER COUNTY

Mrs. Phyllis Burchfiel

LAKE COUNTY

Mrs. Susie Paschall

TIPTON COUNTY

Mrs. Lisa McDaniel

FAYETTE COUNTY

Mrs. Carolyn Powers

WEAKLEY COUNTY

Mrs. Amy Tuck

DISTRICT II WOMEN'S CHAIRMEN

BEDFORD COUNTY

Mrs. Nelle Mahaffey

LEWIS COUNTY

Mrs. Melba Rasbury

RUTHERFORD COUNTY

Mrs. Francille Whitworth

DAVIDSON COUNTY

Mrs. Mary Jane Hurt

LINCOLN COUNTY

Mrs. Faye Coble

SUMNER COUNTY

Mrs. Priscilla Curtis

DICKSON COUNTY

Mrs. Barbara Corlew

Ms. Vicky McAlister

WAYNE COUNTY

Mrs. Judy Steele

GILES COUNTY

Mrs. Teresa Rollins

MARSHALL COUNTY

Mrs. Wynona Clark

WILLIAMSON COUNTY

Mrs. Sherry Sanders

HICKMAN COUNTY

Mrs. Fay Baker

MAURY COUNTY

Mrs. Jean Crowe

WILSON COUNTY

Mrs. Edna Word

HOUSTON COUNTY

Mrs. Nelda Ellingson

MONTGOMERY COUNTY

Mrs. Marilyn Harper

HUMPHREYS COUNTY

Mrs. Lynn Mayberry

PERRY COUNTY

Mrs. Doris Harlow

LAWRENCE COUNTY

Mrs. Linda Taylor

ROBERTSON COUNTY

Mrs. Paula Carr

To learn more about the Farm Bureau Women's Program, please contact your county Farm Bureau office.

DISTRICT III WOMEN'S CHAIRMEN

BLEDSOE COUNTY

Mrs. Carolyn Hodge

GRUNDY COUNTY

Mrs. Edwene Clay

MONROE COUNTY

Mrs. Sherry Lay

BRADLEY COUNTY

Mrs. Dianne Sanders

LOUDON COUNTY

Mrs. Becky Richesin

RHEA COUNTY

Mrs. Tommye Ann Allison

COFFEE COUNTY

Mrs. Carole Willis

MARION COUNTY

Mrs. Shannon Haskew

ROANE COUNTY

Mrs. Faye Eblen

FRANKLIN COUNTY

Mrs. Dorotha Lee

MCMINN COUNTY

Mrs. Sandra Guthrie

SEQUATCHIE COUNTY

Mrs. Gail Walker

DISTRICT IV WOMEN'S CHAIRMEN

CANNON COUNTY

Mrs. Lou Nave

MACON COUNTY

Mrs. Rachel Russell

SMITH COUNTY

Mrs. Barbara Maxwell

CLAY COUNTY

Mrs. Lisa Clements

MORGAN COUNTY

Mrs. Robin Sparkman

TROUSDALE COUNTY

Ms. Mary Grace Gregory

CUMBERLAND COUNTY

Mrs. Linda Daugherty

VERTON COUNTY

Mrs. Margaret Brown

VAN BUREN COUNTY

Mrs. Deane Haston

DEKALB COUNTY

Mrs. Cathy Officer

PICKETT COUNTY

Mrs. Arlene Russell

WARREN COUNTY

Mrs. Tammie Gribble

FENTRESS COUNTY

Mrs. Helen Pierce

PUTNAM COUNTY

Mrs. Beverly Hall

WHITE COUNTY

Mrs. Margie Hunter

JACKSON COUNTY

Mrs. Joyce Pippin

SCOTT COUNTY

Ms. Robin McBroom

To learn more about the Farm Bureau Women's Program, please contact your county Farm Bureau office.

DISTRICT V WOMEN'S CHAIRMEN

BLOUNT COUNTY

Mrs. Beverly Griffith

HAWKINS COUNTY

Mrs. Judy Bowery

CAMPBELL COUNTY

Mrs. Linda Harris

JEFFERSON COUNTY

Mrs. Gloria Larrance

CARTER COUNTY

Mrs. Gereel Cable

JOHNSON COUNTY

Mrs. Melissa Eller

CLAIBORNE COUNTY

Mrs. Bridget Day

KNOX COUNTY

Mrs. Jama Mills

COCKE COUNTY

Mrs. Bettye Carver

SEVIER COUNTY

Mrs. Geneva Sarten

GRAINGER COUNTY

Mrs. Virginia Cavin

SULLIVAN COUNTY

Mrs. Shelia Earhart

GREENE COUNTY

Mrs. Barbara Southerland

UNICOI COUNTY

Ms. Rebecca Cable

HAMBLEN COUNTY

Mrs. Virginia Breeding

UNION COUNTY

Ms. Wanda Byerley

HANCOCK COUNTY

Mrs. Dorothy Presley

WASHINGTON COUNTY

Mrs. Carol Aiken

To learn more about the Farm Bureau Women's Program, please contact your county Farm Bureau office.

IMPORTANT DATES

STATE FARM BUREAU WOMEN'S CALENDAR			
<p><u>OCTOBER</u></p> <p>YF&R Fall Ag Tour *****</p> <p>Pork Month</p>	<p><u>NOVEMBER</u></p> <p>Farm-City Week *****</p> <p>TN YF&R Outstanding Young Woman Application Due</p>	<p><u>DECEMBER</u></p> <p>State Farm Bureau Convention in Franklin</p>	<p><u>JANUARY</u></p> <p>AFBF Convention *****</p> <p>Legislative Kick-Off Meetings</p>
<p><u>FEBRUARY</u></p> <p>Food Check-Out Week *****</p> <p>Tennessee Young Leaders Conference *****</p> <p>District Winter Meetings begin</p>	<p><u>MARCH</u></p> <p>Nutrition Month *****</p> <p>Legislative Visits *****</p> <p>Ag Day *****</p> <p>Ag Safety Awareness Week *****</p> <p>District Winter Meetings continue</p>	<p><u>APRIL</u></p> <p>Mule Day *****</p> <p>AFBF Women's Leadership Conference (odd yrs.)</p>	<p><u>MAY</u></p> <p>Rural Life Festival</p>
<p><u>JUNE</u></p> <p>Dairy Month *****</p> <p>AITC Workshops *****</p> <p>Women's Summer Conference in Columbia *****</p> <p>National Leadership Forum</p>	<p><u>JULY</u></p> <p>Beef Month *****</p> <p>Young Farmers & Ranchers Summer Conference in Columbia</p>	<p><u>AUGUST</u></p> <p>President's Conference in Franklin *****</p> <p>District Policy Development Meetings</p>	<p><u>SEPTEMBER</u></p> <p>FAIRS *****</p> <p>Women's Activity Reports due</p>

PREFACE

This handbook has been prepared by the State Committee of the Tennessee Farm Bureau Women to give county Farm Bureau Women helpful ideas and suggestions for planning and conducting a program.

PURPOSE

Farm Bureau women at both the state and county level have been organized to give special emphasis to those phases of the Farm Bureau program which center in the farm home and rural community, and to enable farm women to have a major voice and part in the development and promotion of these vital program objectives. The women's activities are a part of the overall Farm Bureau program.

MEMBERSHIP

Membership in the Farm Bureau constitutes all members of a Farm Bureau family. Women are urged to take an active part in the overall Farm Bureau program.

DUES

Regular Farm Bureau family membership dues is the only requirement.

THE RESPONSIBILITIES OF THE WOMEN'S LEADERSHIP COMMITTEE ARE:

*To stimulate the interest and enthusiasm of Farm Bureau Women in the total program of the organization and to assist with developing and carrying out the policies.

*To plan projects and activities that will provide opportunities for all Farm Bureau Women to participate in the entire Farm Bureau program.

*To provide information and education whereby Farm Bureau Women will have the background and knowledge to help solve problems of farmers and ranchers and develop responsible leadership.

*To provide channels of communication to respective boards of directors, members of Farm Bureau, elected officials and the public.

HOW MAY FARM BUREAU LEADERS ENHANCE AND COMPLIMENT THE FARM BUREAU MISSION

*They create shared visions

*They strengthen, coach and mentor to help develop the capacities of individuals and teams

*They build relationships of trust

*They do long-range planning, scan horizons, look at members' needs, study market trends and uphold the philosophy on which this organization was built and flourishes

SYNERGY

*The joint action of agents (people, plants or animals) working together is defined as synergy. It means that working together increases their effectiveness. Simply defined, the whole is greater than the sum of its parts. Working together toward the same goals accomplishes greater creativity, effectiveness and harmony, and in the process you build the capacity to do more in the future as well.

TENNESSEE FARM BUREAU FEDERATION OFFICERS & STAFF
PO Box 313
Columbia, Tennessee 38402-0313
Telephone: (931) 388-7872

<u>NAME</u>	<u>RESPONSIBILITY</u>
Lacy Upchurch	President
Joe Pearson	Chief Administrative Officer
Rhedona Rose	Executive Vice President
Wayne Harris	Treasurer
Tim Dodd	Comptroller/Farmers Services Incorporated
Ed Lancaster	General Counsel
John Woolfolk	Associate Director, Commodity Activities
Tiffany Howard	Assistant Director, Commodity Activities
Darrell Ailshie	Manager, Tennessee Livestock Producers
Pettus Read	Director, Communications
Lee Maddox	Associate Director, Communications
Melissa Burniston	Assistant Director, Communications
Stacey Warner	Communications Specialist
Rhedona Rose	Director, Public Affairs
Stefan Maupin	Associate Director, Public Affairs
Charles Curtis	Director, Special Programs
Chris Fleming	Associate Director, Special Programs
Kristy Chastine	Associate Director, Special Programs
Bobby Beets	Director, Organization
Bryan Wright	Associate Director, Organization Membership Benefits Coordinator
Breanna Langley	Marketing Specialist
Joe McKinnon	Regional Field Service Director
Hugh Adams	Regional Field Service Director
Melissa Bryant	Regional Field Service Director
Ryan King	Regional Field Service Director
Eddie Clark	Regional Field Service Director
Jim Bell	Regional Field Service Director

SERVICE COMPANY STAFF

<u>NAME</u>	<u>RESPONSIBILITY</u>
Sonny Scoggins	Chief Executive Officer, Tennessee Farmers Insurance Companies
Lonnie Roberts	Chief Executive Officer, Tennessee Rural Health Improvement Association (TRH)

FARM BUREAU BOARD MEMBERS

Lacy Upchurch, President
Crossville

Danny Rochelle, Vice-President
Nunnely

Mrs. Catherine Via, Director-at-Large
Bells

Jeff Aiken, Director-at-Large
Telford

Charles Hancock, Director-at-Large
Bumpus Mills

Malcolm Burchfiel, District I
Newbern

Eric Mayberry, District II
Hurricane Mills

James Haskew, District III
South Pittsburg

Dan Hancock, District IV
Smithville

David Mitchell, District V
Blaine

Mrs. Jane May, State FB Women's Chairman
Newbern

Buddy Mitchell
Interim Chancellor, Institute of Agriculture
University of Tennessee
Knoxville

Jamie Weaver, YF&R State Chairman
Estill Springs

INSURANCE BOARD MEMBERS

Jason Luckey, District I
Humboldt

Marty Davis, District II
Shelbyville

Jack Sanders, District III
Charleston

Willard Brown, District IV
Cookeville

Robert Earhart, District V
Bristol

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Melissa Bryant

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Eddie Clark

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Jim Bell

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TENNESSEE FARM BUREAU

Women's Leadership Committee



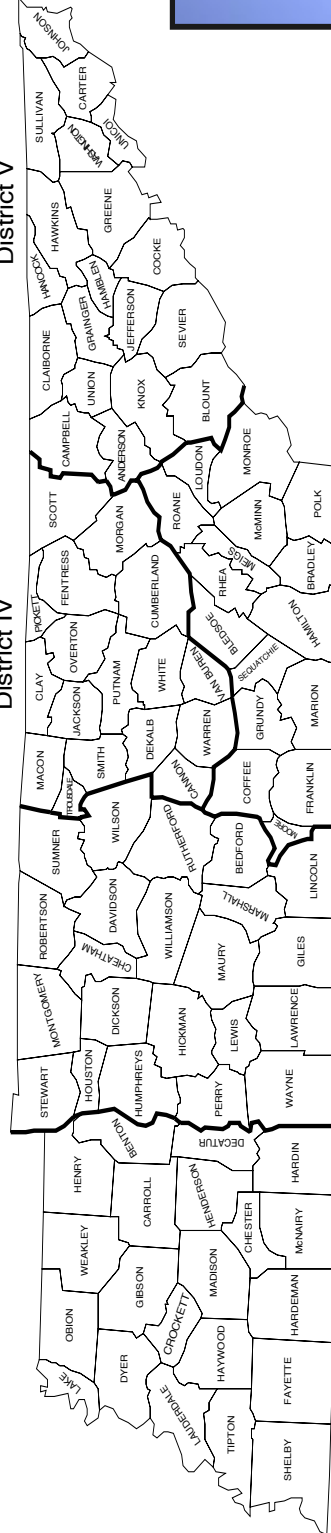
Brenda Baker
District I, Obion Co.



Lou Nave
District IV, Cannon Co.



Catherine Keck
District V, Claiborne Co.



Faye Coble
District II, Lincoln Co.



Debbie Bryan
District III, Coffee Co.



Jane May
State Chairperson
Dyer Co.

PROGRAM AREA

SECTION II

Program of Work.....	Pages 14-15
Projects to Emphasize in Program of Work	Pages 16-17
Suggested Ideas for Consideration in Planning	
Monthly Programs	Pages 18-19
Achievement Program	Pages 20-25
Farm Day Tour Report	Pages 26-27
Farm City Day Report.....	Page 28
Food Check-Out Week Report.....	Page 29
Rules and Regulations for County Farm	
Bureau Women’s Leadership Committee	Pages 30-32
Rules and Regulations for the Tennessee	
Farm Bureau Women’s Leadership Committee	Pages 33-37

PROGRAM OF WORK

The Program of Work was adopted by the Tennessee Farm Bureau Federation Board of Directors upon recommendation by the Tennessee Farm Bureau Women's State Leadership Committee.

I. ORGANIZATION AND PROGRAM PLANNING ACTIVITIES

Program Committee

- Plan county program for entire year.
- Study Women's Reference Handbook.
- Help plan County Farm Bureau Annual Meeting.
- Plan participation in District and State activities, District Farm Bureau meetings, Annual Summer Conference, and State Convention.
- Actively participate in the Member Benefits Program.
- Prepare a scrapbook and display it at Women's Summer Conference, TFBF State Convention and in county office.

II. PUBLIC AFFAIRS

Resolution Committee

- Discuss issues in Farm Bureau News and other publications at each meeting.
- Attend County and District PD Meeting.
- Woman serve as official voting delegate at State Convention.

Legislative Committee

- Keep women informed so that they may write or call congressman, state legislator or county officials to support Farm Bureau policy.
- Keep up with important county issues. (A group of women might want to visit the State Legislature, county commission, school board, zoning board, town meetings, etc.)

III. COMMODITY PROMOTION/PUBLIC RELATIONS

Commodity Promotion Committee

- Promote commodities grown in county with displays, bulletin boards, leaflets, sharing recipes. (example: Dairy Princess Contest, sponsor poster contest in schools)

Public Relations Committee

- Farm/City Week in November.
- Promote Ag Day on March 20.
- Promote Food Check-Out Week in February (3rd full week).
- Radio, TV, local newspapers, Tennessee Farm Bureau News.
- Serve as speakers for other organizations and business meetings.
- Displays & educational booths at fairs & field days, tours, luncheons, etc.
- County media relations program.

IV. AGRICULTURE-IN-THE-CLASSROOM

Ag in the Classroom Committee

- Schedule "Agriculture Literacy" teacher in-service workshops for teachers in your county with Tennessee Foundation for Agriculture in the Classroom.
- Distribute K-12 resources to teachers in your county.
- Conduct farm tour(s) for school children.
- Set up Ag Ambassador Network with schools.

- Conduct an Adopt-A-Classroom project.
- Serve as a Farm Friends resource person.
- Conduct Ag in the Classroom poster and/or essay contest.
- Place other AITC resource materials in the classroom.
- Distribute Farm Bureau coloring books and comic books.
- Support Ag in the Classroom Foundation. (financially)
- Promote Outdoor Classroom Gardens in all schools.
- Support Farm Bureau Bank Visa Card.

V. COMMUNITY HEALTH & SAFETY

Health & Safety Committee

- Promotion of better local health programs.
- Promotion of farm, home and highway safety.
- Distribution of wellness materials/information.
- Farm Safety month – September.

VI. LEADERSHIP DEVELOPMENT

Young Farmer Sponsorship Committee

- Support organization of Young Farmers and Ranchers and/or selection of Young Farmer Chairmen.
- Encourage county YF&R chairman to report to County Board of Directors.
- Encourage appointment or election of YF&R (Young Farm Woman) representative on women's leadership committee.
- Encourage participation in Young Farmer of the Year Contest, Young Farmers Conference, and Discussion Meet.
- Encourage committee members to serve as 4-H, FFA, and FHA Leaders.
- Promote Young Leaders Conference in February.
- Promote YF&R Fall Agriculture Tour and encourage participation in the Excellence in Agriculture contest.

VII. CITIZENSHIP

Citizenship Chairman

- Make sure flag is displayed correctly at each meeting and lead Pledge of Allegiance to the Flag.
- Encourage women to read books about citizenship, religion, historical literature and family improvement. Get someone to give book review at each meeting.
- Encourage county to send delegates to National Leadership Forum in Searcy, Arkansas.
- Work with school systems to promote good citizenship by placing books, study guides, Pledge of Allegiance booklets, films, and other study material in schools.
- Conduct National Patriotism Week, Constitution Day and Citizenship Seminar activities.
- Support Meet Me at the Flag Pole.

VIII. ASSIST WITH FARM BUREAU BUILDING FURNISHINGS & APPEARANCE

PROJECTS TO EMPHASIZE IN PROGRAM OF WORK

1. **MEMBERSHIP SERVICES** - A voluntary membership organization such as Farm Bureau must develop and maintain a service-to-member program that makes membership in the organization a worthwhile experience. In order to meet the needs of our members, new services have been added and the established services have been expanded and improved for the benefit of those members participating. Our membership must be informed of these service-to-member programs, if they are to take advantage of them. Good participation is also necessary for the programs to be operated in an efficient manner for maximum benefit to the members. The best way to promote these services is for individual leaders who understand them to assume the responsibility for recommending them to their neighbors. This affords a great opportunity for Farm Bureau Women to support activities in their county to make all members aware of the services of the organization. This is true for all of our services including: Income Tax Service, Farm Business Analysis Service, Identity Theft Protection, Property Protection, Member Benefits, Livestock Marketing and Insurance Services. A special program on the service-to-member opportunities of Farm Bureau would be most helpful to all County Farm Bureau Women's groups in developing a better understanding of how these programs serve members.
2. **PUBLIC AFFAIRS** - Assist in the legislative program as it develops and recognize the importance of developing a better understanding of the issues in which the State Federation becomes involved. **We must carry out the Farm Bureau policy by actively supporting Farm Bureau's position on key legislative issues.** Throughout the year Farm Bureau Women will be kept informed on various legislative issues as they develop. We encourage all Farm Bureau members to become knowledgeable of how Farm Bureau policy is developed and implemented.
3. **PUBLIC RELATIONS/COMMODITY PROMOTION** - Almost all surveys conducted in recent years show that the general public gives farmers and what they stand for a positive rating, but it doesn't prove that they understand them. Farm Bureau Women can and should be establishing communications with church, civic, and community groups and government leaders to help build better understanding. Farm City activities held in the Spring - Farm City Festival or the Fall - Farm City Week in November or county fairs & shopping mall displays, Food Check-Out Week, or speaking to church or civic groups give farmers an opportunity to visit first hand with non farmers about today's agriculture. A strong media relations program will also help to promote a better understanding with the public.

In the past county Farm Bureau Women's Leadership Committees have shown that you know how to promote the variety of diversified commodities that are produced in Tennessee. You have used displays, bulletin boards, handouts, recipe contests, contests picking young people as representatives for various commodities, essay contests, poster contests, and distributing placemats in restaurants and at meetings in the county. Local promotion is one of the best ways to advertise our farm commodities.

4. **AG IN THE CLASSROOM** (AITC) - Is a program which is coordinated by the United States Department of Agriculture in cooperation with farm organizations like the Tennessee Farm Bureau. In Tennessee, AITC is coordinated through a foundation chartered in September, 1990.

Over 2,000 donors have made contributions to the foundation by memorials, honorariums, auctions, and donations.

A **Teacher Resource Guide** has been developed that lists over **100 resources** that can be ordered for classroom use. Most are available at no cost. The K-12 comprehensive curriculum has been distributed to over 2,000 K-12 teachers since 1990.

Over 24,800 classroom teachers have received training through local and regional **workshops**. These efforts will be ongoing. Teacher training is the key to AITC resource materials being utilized! Utilizing these and other teachers as "**Agricultural Ambassadors**" will improve the communication network to train and provide resources to more teachers. Over 800 schools (K-12) have currently selected teacher ambassadors to communicate with the Foundation and other teachers.

Farm Tours, **Adopt A Classroom**, and **poster and essay contests** are other AITC activities. Evaluation by teachers of the AITC resources is vital to providing updated materials that teachers can effectively utilize in the future.

AITC activities in Tennessee started in 1984. The interest and efforts of county Farm Bureau Women's Leadership Committees have brought us to where we are today. This is a long-term project. We will need your continued support to improve "Agriculture Literacy" among our total population!

5. **COMMUNITY HEALTH & SAFETY** - In an effort to place emphasis on farm and home safety and rural driving safety, it is recommended that Farm Bureau Women consider safety as a project. National Farm Safety Week during September and National Fire Safety Week during October are examples of National Safety activities. Information with regard to such projects can be obtained from the Tennessee Council for Farm and Home Safety, % Mr. Tim Prather, Safety Specialist, UT -Department of Agricultural Engineering, P. O. Box 1071, Knoxville, Tennessee 37901, phone – 865/974-7237 or the National Safety Council, 1121 Spring Lake Drive, Itasca, Illinois, 60143-3201, phone - 708/285-1121.
6. **LEADERSHIP DEVELOPMENT** - The Tennessee Farm Bureau Board of Directors is co-sponsor, along with the Tennessee Farm Bureau Women's Leadership Committee and the Young Farmers and Ranchers State Committee, of the Farm Bureau Young Farmer Awards Program and the Young Farmers Conference. This affords a great opportunity for Farm Bureau Women to actively support these programs and help young farmers of their respective counties realize the importance of participation in Farm Bureau activities.

We urge all counties to actively participate in the promotion of these programs. Participation by counties in the Young Farmer Awards Program and the Young Farmers Conference has been one of the more successful ways of promoting interest in a Young Farmers and Ranchers committee in the county. The Outstanding Young Farmer Award is presented annually during the Young Farmers Conference. It is recommended that all County Farm Bureaus elect or appoint a young farmer and young farm woman to serve on and report to the Board of Directors and Women's Leadership Committee respectively about young farmer activities.

7. **CITIZENSHIP** – Plan to be a more effective citizen by studying ways to become a better leader in those things that promote better legislation and better citizenship building projects. Study local situations and help promote the upgrading of any that will improve the strengthening of better living in your community. Work with your local school systems to promote citizenship educational activities such as National Patriotism Week, Constitution Day, (distribute "Pledge of Allegiance Booklets") and by sending delegates to the National Leadership Forum at Harding University in Searcy, Arkansas.

SUGGESTED IDEAS FOR CONSIDERATION IN PLANNING MONTHLY PROGRAMS

MONTH	BUSINESS	PROJECTS & ACTIVITIES	EDUCATION & INFORMATION & COMMODITY
<u>OCTOBER</u> Article of interest in last issue of TFBB News	Plan year's Program of Work Elect officers/send into state office No. volunteer hours worked	1) Report on District Policy Meeting 2) Select delegate to Annual Conference 3) Commodity Promotion	Discuss and study TN Home & Farm. Hear from local Fire Department about fire safety. Equine & pumpkins
<u>NOVEMBER</u> The meaning of Thanksgiving	Report of Committees No. volunteer hours worked	1) Plans for Annual Conference at State Convention 2) Review and evaluate current year's Program Of Work 3) Begin plans for upcoming year	Legislator as guest. Discuss and study TFBB News. Grain crops Sheep & goats
<u>DECEMBER</u> Our outstanding accomplishments this year and where do we go from here	Report of Committees No. volunteer hours worked	1) Plans for Christmas 2) Recognition of members for perfect attendance 3) Discuss plans for regular monthly meetings during upcoming year 4) Discuss National Patriotism Week plans with school officials	Discuss and study TN Home & Farm. Study "Suggested Rules & Regulations for County FB Women" and "County FB Bylaws" Forestry Agriculture
<u>JANUARY</u> Goal or Purpose for year	Report of Committees No. volunteer hours worked	Select Projects/Appoint Committees/Plans for: 1) Participation in Membership activities 2) Book Review 3) Co. Farm Bureau Publicity 4) Select & begin workshop on special project for year 5) Commodity Promotion	Discuss and study TFBB News. Invite official from local Health Department. Discuss Food Check-Out Week. Swine
<u>FEBRUARY</u> Food Check Out-Week - Experiences	Report of Committees No. volunteer hours worked	1) Report on FB Legislative Meeting 2) Policy Execution – Study State Resolutions 3) Name Delegates to the FBW District Meeting 4) Plan County Young Farmer of the Year Contest 5) Commodity Promotion	Program of effective communication with elected officials. Discuss and study TFBB News. Beef
<u>MARCH</u> Ag Day Activity	Report of Committees No. volunteer hours worked	1) Plans for scrapbook to display at Summer Conf. 2) Contact school superintendent office about AITC resource materials and teacher workshop (could be done earlier)	Speaker: Field Service Director. Animal Welfare Study and discuss TFBB News. Nursery

<u>APRIL</u> Farm Bureau Current Event	Report of Committees No. volunteer hours worked	1) Report on FB Women's District Meeting 2) Plan for Rural-Urban Tours, Luncheons, etc., conduct farm tour for school children 3) Select Outstanding Young Farmer 4) Commodity Promotion	Distribute FB Coloring Books. Discuss and study TN Home & Farm. Poultry
<u>MAY</u> Mother's Contribution to my Life	Report of Committees No. volunteer hours worked	1) Plans for participation in Commodity Promotion Program 2) Discuss community needs, schools, libraries, Machinery For Freedom & Safety Programs 3) Select delegates to National Leadership Forum 4) Elect delegates to Summer Conference	Speaker: Elected County Official. Discuss and study TFBF News. Tobacco
<u>JUNE</u> Dairy Recipe Exchange	Report of Committees No. volunteer hours worked	1) Commodity Promotion – June Dairy Month 2) Write field service directors thank you letters for assistance given	Speaker on Health & Safety. Discuss and study TN Home & Farm. Dairy
<u>JULY</u> How many Emergency Handbooks have you distributed	Report of Committees No. volunteer hours worked	1) Report on Book Review 2) Encourage YF&R activities 3) Have joint supper meeting with Board, FBW & YF&R 4) Host AITC Teacher Workshop 5) Plans for fair booth 6) Report of Summer Conference	Program by National Leadership Forum Delegate. Discuss and study TFBF News. Vegetables & Fruit
<u>AUGUST</u> Suggestions for Program Improvement	Report of Committees No. volunteer hours worked	1) Plan Ag in the Classroom activities for upcoming school year 2) Plan for National Farm Safety Week	Visit county commission in session. Discuss and study TFBF News. Cotton
<u>SEPTEMBER</u> How many fire alarms & smoke detectors do you have in the house	Report of Committees Complete Achievement Report and send in by Oct. 18 th No. volunteer hours worked	1) Appraise program and accomplishments 2) Meet with school officials to discuss Constitution Day observance, distribution of "Pledge of Allegiance" Booklets, & AITC Classroom activities for school year 3) Recruit Ag Ambassadors in schools	Discuss and study TFBF News. Invite member of local school board. Forages

****Minutes must be approved and filed monthly with the county Farm Bureau secretary****

THIS REPORT COVERS WOMEN'S COMMITTEE ACTIVITIES FROM OCTOBER 1, 2010 TO SEPTEMBER 30, 2011.

COMPLETE QUESTIONS AND SCORE POINTS IN BLANK PROVIDED ON LEFT. TOTAL POINTS ON PAGE 25.

_____ **TOTAL SCORE** _____ **COUNTY**

**2011
ACHIEVEMENT PROGRAM
ON ACTIVITIES OF
COUNTY FARM BUREAU WOMEN**

I. ORGANIZATION AND PROGRAM PLANNING ACTIVITIES - 300 Points Maximum

- _____ 1. County organized with a County Chairman, elected according to suggested regulations or County Farm Bureau Bylaws. (15 pts.)
- _____ 2. (#____) representatives who attended the 2011 District Farm Bureau Legislative Kick-Off Meeting, who reported to Chairman at next County Meeting. (5 pts. each woman, 20 pts. maximum)
- _____ 3. (#____) representatives who attended the 2011 District Farm Bureau Women's Meeting, who reported to Chairman at next County Meeting. (5 pts. each woman, 25 pts. maximum)
- _____ 4. Conducted meeting to plan county program for the year. Members reviewed/studied Farm Bureau Women's Reference Handbook and 2011 Achievement Program and developed specific plans and written program for the year outlining monthly activities.
 - 1. Committee members in county (#____) (10 pts. maximum – 1 pt. per member)
 - 2. Women attending planning meeting (#____) (20 pts. maximum – 2 pts. per member)
 - 3. Volunteer hours worked by F.B. Women (#____) hrs. (30 pts. maximum – 2 pts. per 100 hrs)
- _____ 5. (#____) representatives at Statewide Women's Summer Conference, who reported to Chairman at next County Meeting. (5 pts. per woman; 25 pts. maximum)
- _____ 6. (#____) representatives who attended the Women's Conference/Luncheon at the Annual Farm Bureau State Convention, who reported to Chairman at next County Meeting (5 pts. each woman; 25 pts. maximum)
- _____ 7A. Held (#____) regular monthly meetings of Farm Bureau Women's Leadership Committee. (3 pts. each meeting; 30 pts. maximum)
- _____ B. Use Women's Reference Handbook at each county (#____) meeting(s). (3 pts. each meeting; 30 pts. maximum)
- _____ 8. Farm Bureau Women assisted with arrangements and other duties at Annual Meeting or other countywide Farm Bureau Meeting. (15 pts.)
- _____ 9. Kept a scrapbook of county activities and displayed at:
 - _____ A. Summer Women's Conference and/or Farm Bureau State Convention (20 pts.)
 - _____ B. County Office (20 pts.)
- _____ 10. (#____) Monthly approved county Farm Bureau Women's Leadership Committee minutes filed monthly with county office secretary. (2 pts. per month; 20 pts. maximum)

SECTION I TOTAL _____

II. PUBLIC AFFAIRS - 300 Points Maximum

- _____ 11. (#____) Farm Bureau Women attended 2011 **County Policy Development** meeting, who reported to Chairman at next County Meeting. (5 pts. per woman; 35 pts. maximum)
- _____ 12. Farm Bureau Women served on County Farm Bureau Resolutions Committee. (25 pts.)

- _____ 13. (#____) Farm Bureau Women attend the 2011 **District Policy Development** Meeting, who reported to Chairman at next County Meeting. (5 pts. each woman; 35 pts. maximum)
- _____ 14. Farm Bureau Women served as Official Farm Bureau Voting Delegate to the 2010 State Farm Bureau Convention. (35 pts.)
- _____ 15. Discussed articles in the TFBF News or TN Home & Farm about Agricultural related issues/or studied F.B. policies.
(5 pts. per discussion; 40 pts. maximum)
List subjects discussed in Farm Bureau Women's Leadership Committee Meetings:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- _____ 16. Farm Bureau Women served on Legislative Committee. (20 pts.)
- _____ 17. (#____) Farm Bureau Women who visited the Legislature and/or County Commission in session.
(5 pts. per woman; 25 pts. maximum)
- _____ 18. Farm Bureau Women contacted their local, state or national officials in support of Farm Bureau policy.
(1) Number of different women making contacts _____ (5pts. per woman; 30 pts. maximum)
(2) Number of contacts _____ (3 pts. per contact; 30 pts. maximum)
(3) Number of different issues _____ (5 pts. per issue; 25 pts. maximum)
List each issue: 1. _____ 2. _____
3. _____ 4. _____
5. _____ 6. _____

SECTION II TOTAL _____

III. COMMODITY PROMOTION/PUBLIC RELATIONS - 200 Points Maximum
(Including Farm/City Festival and County Media Relations)

- _____ 19. Women appeared on (#____) different programs and gave talks on Farm Bureau or some phase of its programs at community, civic or other club meetings, or countywide groups. (10 pts. per presentation; 20 pts. maximum)
- _____ 20. Farm Bureau Woman appeared on (#____) radio broadcasts, (#____) TV shows, or publicity chairman who sent (#____) articles to local newspapers on women's activities. (5 pts. each; 30 pts. maximum)
- _____ 21. Displayed **educational/promotional booth(s)** (Ex. County or Regional Fairs, in County Office, store window, grocery store, town square, or AFBF County Idea Exchange)
(a) Number of booths/displays _____ (10 pts. each; 20 pts. maximum)
(b) Number of volunteers who manned the display _____ (2 pts. each; 20 pts. maximum)
- _____ 22. Farm Bureau Women conducted or assisted in conducting (#____) farm tours, luncheons, banquets or other programs to better inform county business, civic, education, and government leaders about today's modern family farm. (15 pts. per activity; 30 pts. maximum)

- _____ 23. (#____) of agricultural commodities promoted in activities listed above. (10 pts. per commodity; 50 pts. maximum) List each Commodity:
1. _____ 4. _____
 2. _____ 5. _____
 3. _____ 6. _____
- _____ 24. Did your county sponsor "Food Check-Out Week"? List of activities: (30 pts. maximum)
- _____ 1. Display (10 pts.)
 _____ 2. Donation (10 pts.)
 _____ 3. Publicity (10 pts.)
 _____ 4. Collected coke tabs (10 pts.)

SECTION III TOTAL _____

IV. AGRICULTURE IN THE CLASSROOM - 250 Points Maximum

25. Conducted recommended Ag in the Classroom Activities - 150 points maximum

- _____ a. Distributed curriculum notebooks or CDs to (#____) teachers (Pre-K thru 12th Grade) from "Plant A Seed In Tennessee" series. (3 pts. per teacher; 24 pts. maximum)
- _____ b. Conducted local AITC Teacher Inservice Workshop taught by outside teacher/presenter or by local teacher(s) who have attended "Ag Literacy" Trainers Workshops at UTK, UTM, MTSU, TTU, APSU, ETSU, UTC, Jackson, Memphis, or Nashville.
- _____ (1) Number of teachers in local workshop _____ (2 pts. per teacher; 10 pts. maximum)
 _____ (2) Number of teachers who attended "Ag Literacy" trainers workshop at state universities (UTM, UTK, MTSU, TTU, APSU, ETSU, UTC, Jackson, Memphis, or Nashville.) _____
 (5 pts. per teacher; 25 pts. maximum)
- _____ c. Contributions to AITC Foundation.
- _____ (1) Did county Farm Bureau/Women's Leadership Committee make contribution during the year?
 _____ (10 pts.)
 _____ (2) Number of individual donors to Foundation? _____ (2 pts. each, 10 pts. maximum)
 _____ (3) Did your county donate an auction item and/or door prize for the Women's Summer Conference? _____
 (5 pts.)
- _____ d. Ag Ambassador Network - Active teacher ambassadors serving in schools (grades PreK-12).
 _____ (2 pts. each, 20 pts. maximum)
- _____ e. Conducted countywide farm tours for school children.
- _____ (1) Number of Commodities or stations _____ (2 pts. each, 16 pts. maximum)
 _____ (2) Number of Volunteer leaders involved in tour _____ (2 pts. each, 20 pts. maximum)
 _____ (3) Is this a countywide tour? Yes___ No___ (5 pts.)
 _____ (a) Number of days for conducting tours _____
 _____ (b) Number of children & parents attending _____
 _____ (c) Number of teachers attending _____ (2 pts. each, 10 pts. maximum)
 _____ (4) Conduct other individual tours? Yes___ No___ (1 pt. per tour, 5 pts. maximum)
 Number of Tours _____ Number of People _____
 _____ (5) Mail to State Office Farm Day Report within 15 days of event. _____ (10 pts.)

26. Optional Activities (100 pts. maximum)

- _____ a. Distributed Farm Bureau Coloring Books. (#____) (20 pts.)
- _____ b. Sponsored Adopt-A-Classroom projects. (#____) (5 pts. per classroom; 25 pts. maximum)
- _____ c. Served as resource person in classroom (ex. Farm Friends). (#____) (5 pts. per person; 25 pts. maximum)

- _____ d. Conducted Ag in the Classroom poster or essay contest.
Number of classrooms _____ (5 pts. each class; 25 pts. maximum)
- _____ e. Placed other Ag in the Classroom Resource materials in schools. (refer to Ag in the Classroom Resource Guide)
(10 pts. each; 20 pts. maximum)
1. _____
2. _____
- _____ f. Outdoor Classroom Garden: _____ (10 pts.)
- _____ g. Conducted other Ag in the Classroom activities: (10 pts.) Please List:
Example: "Excellence in Teaching About Agriculture Award, Classroom Visit, or Ag Literacy Library"
- _____
- _____

SECTION IV TOTAL _____

V. COMMUNITY HEALTH & SAFETY - 125 Points Maximum

- _____ 27. Elected or appointed a Safety and/or Health Chairman. (15 pts.)
Did they complete: Bulletin Board _____ Reports/Programs _____
Newspaper Articles _____ Other _____ (10 pts. each, 30 pts. maximum)
- _____ 28. Does Women's Leadership Committee participate in promotion of better health programs?
(10 pts. each, 40 pts. maximum)
Check programs:
Rabies Clinic _____ Blood Pressure Clinic _____ Mental Health _____ Mamogram _____
Blood Mobile _____ Cancer Test _____ Heart Drive _____ Papsmear Test _____
Distribution of Wellness Materials _____ Health Fair _____ Stroke Detection Plus _____
Hospital Volunteer _____ Nursing Home Volunteer _____ CPR Training _____
- _____ 29. Conducted projects/programs in farm, home and highway safety. (10 pts. each, 40 pts. maximum)
Check projects:
Fire/Smoke Alarms _____ First Aid Safety Kits _____ Disposal of Chemical Containers _____
Back Braces _____ Slow Moving Vehicle Signs _____ Fire Extinguishers _____
Others _____ Wellness Promotion _____ Health Alert from TN Rural Health _____

SECTION V TOTAL _____

VI. LEADERSHIP DEVELOPMENT - 130 Points Maximum

- _____ 30. YF&R and Young People's Activities
- _____ a. Do you have an active YF&R Committee or County YF&R chairman who reports to your Board of Directors?
(25 pts.)
- _____ b. Elect or appoint a YF&R (young farm woman) Chairman as a member of county Women's Leadership
Committee? (15 pts.)
- _____ c. Did you assist with the Farm Bureau Young Farmer Award Program by:
Selecting County Winner & sending application to State Office. (15 pts.)
Sending delegate(s) to Young Farmers Conference. (10 pts.)
- _____ d. Encouraged and selected participant(s) for YF&R Discussion Meet. (15 pts.)

_____ e. Do Farm Bureau Women promote and encourage YF&R to participate in county Farm Bureau activities?
(10 pts. per activity, 20 pts. maximum)

List activities: _____

_____ f. Do any Women’s Leadership Committee members serve as 4-H, FFA, or FHA volunteer leaders?
(# _____) (2 pts. each, 10 pts. maximum)

_____ g. Do you use 4-H, FFA, FHA, and YF&R as volunteer in county FBW activities?
(2 pts. each, 10 pts. maximum)

List activities: _____

_____ h. Do you sponsor 4-H or FFA activities? (5 pts. per activity; 10 pts. maximum)

List activities _____

SECTION VI TOTAL _____

VII. CITIZENSHIP - 100 Points Maximum

31. Made a study of one of the following: **(10 pts. maximum)**

_____ a. Voting laws and issues or how a bill becomes a law and the Constitution of Tennessee, Constitution of United States or the proper way to display our flag. (10 pts.)

_____ b. Conducted one or more special activities in getting people registered to vote or in “Getting Out The Vote”. (10 pts.)

32. A special committee that worked with schools on citizenship and related activities by:
(50 pts. maximum)

_____ a. Sending delegate(s) _____ to the National Leadership Forum at Harding University.
(15 pts. each, 30 pts. maximum)

_____ b. Conducting a “Constitution Day” observance and/or distributing the booklet “What Does Pledge Of Allegiance Mean Teacher”. (10 pts.)

_____ c. Making available to schools and public libraries important books or study guides and audio visual material that will help people value principles of liberty and freedom. (10 pts.)

_____ d. Conducting a County Citizenship Seminar or National Patriotism Week observance. (10 pts.)

_____ e. Conducted other citizenship activities: (10 pts.) Please List:
Example: “Meet Me At The Flag Pole or American Symbols”

_____ 33. "Reading Project – number of books read _____ (Examples: Patriotism, History, Citizenship)
(2 pts. per book, 20 pts. maximum) Please List:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

_____ 34. Does your committee take active responsibility for preserving their God-given rights and American heritage by opening all Farm Bureau meetings with prayer and the Pledge of Allegiance and display flag. (20 pts.)

SECTION VII TOTAL _____

1405 TOTAL POINTS
Blue = 1075 points or above
Red = 725 points to 1074 points
Green = 500 points to 724 points
****Honorable mention - less than 500 points***

SCORE CARD - Possible Total Score (1405 points)

Name of County _____

Signed: _____ County Chairman

Signed: _____ County Farm Bureau President

EXTRA! EXTRA! READ ALL ABOUT IT!

We're Having a Farm Day Tour!



COUNTY: _____

CONTACT PERSON(S): _____

PHONE NUMBER(S): _____

DATE: _____

RAIN DATE (if applicable): _____

LOCATION: _____

TIME: _____

ESTIMATED # OF STUDENTS ATTENDING: _____

GRADE LEVEL OF STUDENTS ATTENDING: _____

Please return this form BEFORE your Farm Day

Tour takes place to:

Kristy Chastine

TFBF Special Programs

P. O. Box 313

Columbia, TN 38401-0313

FARM DAY -- REPORT FORM

This form should be completed after your Farm Day Tour has taken place.

Mail to: Kristy Chastine
Tennessee Farm Bureau -- AITC
P. O. Box 313
Columbia, TN 38401

NAME OF COUNTY FARM BUREAU:

NAME(S) OF FARM DAY COORDINATOR(S):

PHONE NUMBER OF COORDINATOR(S):

LOCATION OF TOUR:

DAY OF EVENT:

NAME(S) OF SCHOOL(S) PARTICIPATING:

TOTAL NUMBER OF STUDENTS:

GRADE LEVEL OF STUDENTS:

LIST OF DISPLAYS / ACTIVITIES:

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |



NAMES OF OTHER ORGANIZATIONS PARTICIPATING:

- 1.
- 2.
- 3.
- 4.
- 5.

NAMES OF VOLUNTEERS (Please indicate which ones are Farm Bureau (FB) members):

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

HELP US HELP OTHER FARM DAY TOUR ORGANIZERS! TELL US ...

- WHAT WAS THE MOST UNIQUE THING (DISPLAY, ACTIVITY, ETC...) ABOUT YOUR TOUR?
- WHAT IS THE MOST CHALLENGING PART OF ORGANIZING A FARM DAY TOUR?
- WHAT IMPROVEMENTS WOULD YOUR GROUP LIKE TO MAKE FOR NEXT YEAR?

**TENNESSEE FARM BUREAU WOMEN
“FARM CITY AND/OR OTHER ACTIVITIES”
REPORT**

Activity: _____

Date of Event: _____ No. of Farm Bureau Women who assisted: _____

Number of people you reached with this activity: _____

Resource people used: _____

Briefly describe the event (What, where, when, how, why, etc.): _____

Signed: _____ **Date:** _____

County: _____

**TENNESSEE FARM BUREAU WOMEN
“FOOD CHECK-OUT WEEK”
REPORT**

Activity: _____

Date of Event: _____ No. of Farm Bureau Women who assisted: _____

Number of people you reached with this activity: _____

Resource people used: _____

Briefly describe the event (What, where, when, how, why, etc.): _____

Display & Materials Used: _____

Promotion & Media Coverage: _____

How many media reports resulted from your Food Check-Out Week events?

____ Newspaper ____ Radio ____ Television ____ Other: _____

Dollar amount of food donated: _____

Dollar amount of monetary contribution: _____

Donation was made to: _____

Signed: _____ **Date:** _____

County: _____

SUGGESTED

RULES AND REGULATIONS

OF THE

COUNTY FARM BUREAU

WOMEN'S LEADERSHIP COMMITTEE

**SUGGESTED
RULES AND REGULATIONS
OF
COUNTY FARM BUREAU WOMEN'S LEADERSHIP COMMITTEE**

ARTICLE I

Section 1. Name - The name of this Committee shall be _____ County Farm Bureau Women's Leadership Committee of the _____ County Farm Bureau.

Section 2. Purpose - The purpose of this Committee is to assist in an active organized way in carrying forward those phases of the _____ County Farm Bureau program which are of particular interest to women in agriculture; namely, better leadership, educational, social, and spiritual opportunities, and the development of a more wholesome, healthful, and abundant life. To this end, this Committee will cooperate with any organization, private or public.

Section 3. Membership - Membership in the Farm Bureau constitutes membership in this Committee, and all members of a Farm Bureau family are urged to take an active part in the activities of this Committee.

Section 4. Dues - There shall be no additional dues to the regular Farm Bureau dues.

ARTICLE II

Section 1. County-wide Meetings - County-wide meetings of the County Farm Bureau Women's Leadership Committee may be held at any time upon call of the County Chairman. Regular monthly meetings are recommended.

Section 2. Notice of Meetings - Notice of all county meetings shall be given as far in advance of the meeting as is practical.

Section 3. Quorum - A quorum in any county-wide meeting shall consist of thirty percent of the committee.

Section 4. Voting - Each eligible voter shall be entitled to one vote. There shall be no voting by proxy.

ARTICLE III

Section 1. County Organizational Structure - The County Farm Bureau Women's Leadership Committee is a Committee of the county Farm Bureau. The program in the county is under the responsibility of the County Chairman of the County Farm Bureau Women's Leadership Committee who is responsible to the County Farm Bureau Board of Directors.

The duly elected and/or active members shall constitute the governing body with respect to activities of the Committee; however, matters of general policy shall be vested in the County Farm Bureau Board of Directors and all activities of the Committee shall be consistent with general policies of the Board of Directors.

Section 2. Representation - Members shall be encouraged to participate in the planning, programs and activities of the County Farm Bureau Women's Leadership Committee.

Section 3. Representation on the County Board of Directors - The County Chairman by virtue of the office shall become a member of the Board of Directors of the County Farm Bureau in accordance with the by-laws of the County Farm Bureau.

ARTICLE IV

Section 1. Election of County Chairman and Vice/Co-Chairman - The County Chairman of the County Farm Bureau Women’s Leadership Committee shall be elected jointly by the Directors of the County Farm Bureau and County Farm Bureau Women, meeting in a joint session as soon as practical following the annual election. The county chairman and vice/co-chairman must be a voting farmer member.

Section 2. Method of Electing County Chairman - The County Chairman of the County Farm Bureau Women’s Leadership Committee shall be elected by secret ballot.

Nomination ballots shall be provided to each member of the County Farm Bureau Women’s Leadership Committee, who will place the nominee of her choice on the ballot. These nominating ballots will be tabulated. If any one person on the nominating ballot shall receive a majority of the total votes cast, such nominee shall be declared nominated for election. In case no nominee on the nominating ballot receives the majority of all votes cast, the two nominees receiving the highest number of nominations shall be voted upon in a second ballot and balloting shall continue until one of the nominees receives a majority of the total votes cast. The procedure is in accordance with Robert’s Rules of Order. The nominee receiving the majority of votes shall be declared the nominee for County Women’s Chairman and recommended to the County Farm Bureau Board of Directors for election.

Section 3. Vacancy - In case of vacancy in the office of county chairman from any cause, the County Board of Directors of the _____ County Farm Bureau shall appoint a successor who shall serve until the next annual election.

ARTICLE V

Section 1. Duties of County Chairman - The duties of the County Chairman shall be to serve as official delegate to the annual meeting of the County Farm Bureau Women’s Leadership Committee of the State Farm Bureau and represent the County Farm Bureau at state or district meetings of the Organization; serve as chairman at all county meetings of the Committee; give special attention to the home and community interests of the Farm Bureau; cooperating with the County Family and Consumer Sciences Agent and others doing special work connected with the home and community welfare; to attend other meetings to which she is invited or has an obligation to attend; to cooperate and assist County Farm Bureau Women’s Leadership Committee in developing and carrying out a well-rounded program; and to attend to such other duties that devolve upon the County Farm Bureau Women’s Leadership Committee.

Section 2. Duties of Committee Members - The committee members of the County Farm Bureau Women’s Leadership Committee shall be responsible for the program of the County Farm Bureau Women’s Leadership Committee including but not limited to recruiting new Women’s Leadership Committee members; to cooperate with the county chairman in the general program of the Committee; and to cooperate with the district Farm Bureau Director in carrying out the general Farm Bureau Program.

ARTICLE VI

Section 1. Order of Business - The order of business at all meetings as far as possible shall be as follows:

Call to Order	Report of Committees
Roll Call	Unfinished Business
Devotional	New Business
Pledge to Flag	Elections and Appointments
Reading of Minutes	Educational Programs
Report of Officers	Adjournment

STATE

RULES AND REGULATIONS

OF THE

TENNESSEE FARM BUREAU

WOMEN'S LEADERSHIP
COMMITTEE

**RULES AND REGULATIONS
OF THE
TENNESSEE FARM BUREAU WOMEN'S LEADERSHIP COMMITTEE
OF THE
TENNESSEE FARM BUREAU FEDERATION
as determined by
THE TENNESSEE FARM BUREAU FEDERATION
BOARD OF DIRECTORS**

ARTICLE I

Section 1. Name - The name of this Committee shall be the Tennessee Farm Bureau Women's Leadership Committee of the Tennessee Farm Bureau Federation.

Section 2. Purpose - The purpose of this Committee is to assist in an active, organized way in carrying forward those phases of the Tennessee Farm Bureau Federation program which are of particular interest to women in agriculture; namely, better leadership, educational, social, and spiritual opportunities, and the development of a more wholesome, healthful, and abundant life. To this end, this Committee will cooperate with any organization, private or public.

Section 3. Membership - Membership in the Farm Bureau constitutes membership in this Committee, and all members of a Farm Bureau family are urged to take an active part in the activities of this Committee.

All rules as to eligibility and classification of membership, and the rights of voting and holding office in this Committee shall be the same as those in effect for membership in Farm Bureau.

Section 4. Dues - There shall be no additional dues to the regular Farm Bureau dues.

ARTICLE II

Section 1. Annual Conference - The annual conference of the Tennessee Farm Bureau Women shall be held in connection with the annual State Convention of the Tennessee Farm Bureau Federation.

Section 2. District Conferences - District Conferences in the five major districts may be held at the discretion and with the approval of the State Women's Leadership Committee, hereinafter provided for, under the direction of the District Representatives on the State Women's Leadership Committee.

Section 3. House of Delegates - The House of Delegates of the Tennessee Farm Bureau Women of the Tennessee Farm Bureau Federation shall be the Chairmen of the various County Leadership Committees who shall serve as official delegates to the annual conference. In the event that the County Chairman cannot serve as a delegate to the annual conference, the County Farm Bureau Board of Directors may appoint an alternate to serve as a delegate with all the rights and privileges of the County Chairman. In addition to the regular delegates from the counties, the regularly elected members of the State Women's Leadership Committee shall be delegates-at-large with all the privileges of any other delegate.

Section 4. Voting - Each delegate shall be entitled to one vote. There shall be no voting by proxy.

Section 5. Notice of Meetings - Notice of the annual conference shall be given by mail to each county delegate as far in advance as practical.

Section 6. Quorum - A quorum in any annual conference shall consist of representatives from thirty percent of the organized county Farm Bureaus in the state.

ARTICLE III

Section 1. State Leadership Committee - The State Women's Leadership Committee of the Tennessee Farm Bureau Women of the Tennessee Farm Bureau Federation shall be composed of the Chairman and duly elected District Representatives from each of the Farm Bureau districts of the state, and a Vice-Chairman to be elected by the Delegate Body from members of the regularly elected State Advisory Committee to serve in the absence of the State Chairman.

ARTICLE IV

Section 1. Election of Committee - The State Chairman of the State Women's Leadership Committee and the five District Representatives on the Committee and Vice-Chairman are to be elected annually at the annual conference by voting delegates.

Section 2. Election of Chairman - The State Chairman of the Tennessee Farm Bureau Women's Leadership Committee shall be elected by secret ballot from the voting delegates to serve for one year or **until a successor is elected**. The election of the State Chairman shall precede the election of District Representatives and shall be elected in the following manner:

Nominating ballots shall be provided to each voting delegate who will place in nomination by writing the name of the nominee of her choice on the ballot. These nominating ballots will be tabulated. If any one person on the nominating ballot shall receive a majority of the total votes cast, such nominee shall be declared elected. In case no nominee on the nominating ballot receives the majority of all votes cast, the two nominees receiving the highest number of nominations shall be voted upon in a second ballot and balloting shall continue until one of the nominees receives a majority of the total votes cast. This procedure is in accordance with Robert's Rules of Order.

Section 3. Election of District Representatives - Each of the five Farm Bureau districts shall elect a representative on the State Women's Leadership Committee. The election of district representatives shall be by secret ballot and in the following manner:

Caucuses shall be held of voting delegates for each of the five districts. Nominating ballots shall be provided to voting delegates in district caucuses and nomination and election shall be conducted in the same manner set forth for the election of the State Chairman. District Representatives selected in this manner shall be submitted to the entire Delegate Body following the caucus for ratification of the Delegate Body.

Section 4. Election of Vice-Chairman - The election of Vice-Chairman shall be by secret ballot and in the following manner: Nominating ballots shall be provided for voting delegates, and nomination and election shall be conducted in the same manner as set forth for the election of the State Chairman.

Section 5. Vacancy - In case of vacancy on the State Women's Leadership Committee from any cause, the **State Board of Directors** of the Tennessee Farm Bureau Federation shall appoint a successor who shall serve until the next annual conference of the Tennessee Farm Bureau Women.

ARTICLE V

Section 1. Duties of Chairman - The duties of the Chairman shall be to preside at meetings of the State Women's Leadership Committee and all state meetings of the Committee and to give special attention to the women's interest of the Farm Bureau cooperating with agricultural agencies and others doing special work connected with home and community welfare; to attend Farm Bureau and other meetings over the State and present the purposes of the Committee and fulfill other duties and services.

Section 2. Duties of Committee Members - The duties of the district members are to serve as chairman of any district conferences of the Tennessee Farm Bureau Women; to represent their respective districts on the State Women's Leadership Committee; to visit meetings of county Farm Bureaus and other meetings to which they are invited or feel an obligation to attend; to cooperate with and assist county Farm Bureau women in developing and carrying out

a well-rounded program; to attend such other duties that evolve upon a member of the State Women's Leadership Committee.

Section 3. Secretary and Duties - The State Women's Leadership Committee shall select a Secretary to the Committee who may or may not be a member of the Committee. The Secretary shall keep a complete record of all meetings of the State Women's Leadership Committee and carry out all other duties that usually pertain to this office.

ARTICLE VI

Section 1. Budget - The Committee shall submit a tentative budget annually to the Board of Directors of the Tennessee Farm Bureau Federation for suitable appropriation for the maintenance and development of the Committee. The Committee shall be operated within the Budget approved by the Board.

Section 2. Per Diem and Expenses of Chairman - The Chairman shall receive expenses and per diem when traveling outside her own county on Farm Bureau, Farm Bureau Women, or related activities at the same rates, amounts, and subject to same conditions as paid for members of the Tennessee Farm Bureau Federation Board of Directors.

Section 3. Per Diem and Expenses of District Members of State Women's Leadership Committee - District members of the Committee, when traveling outside their own counties in the interest of Farm Bureau and the Tennessee Farm Bureau Women, shall be reimbursed for traveling and subsistence expenses as determined by the Tennessee Farm Bureau Federation Board.

All requests for assistance received by district members to attend meetings outside their own district shall be approved by the President of the Tennessee Farm Bureau Federation or his designee.

ARTICLE VII

Section 1. Representative on Board of Directors, Tennessee Farm Bureau Federation - The Chairman of the Tennessee Farm Bureau Women's Leadership Committee shall be recommended to the Delegate Body of the Tennessee Farm Bureau Federation as a Director of the Tennessee Farm Bureau Federation as prescribed in the Tennessee Farm Bureau Federation Bylaws.

Section 2. Representation at Annual Meeting of the American Farm Bureau Women of the American Farm Bureau Federation - Voting Delegates to the Annual Meeting of the American Farm Bureau Federation Women of the American Farm Bureau Federation, the number depending upon the number of Voting Delegates permitted shall be selected as follows:

The State Chairman and the five District Chairmen shall serve automatically as voting delegates. The State Leadership Committee shall recommend to the Board of Directors the appropriate number of additional voting delegates and alternates. In as much as possible, these delegates shall be elected equally from each of the five districts from County Women's Chairmen, Committee members, or YF&R women who have registered to attend the AFBF Annual Meeting before or during the TFBF Annual Meeting.

An effort will be made to give the opportunity to serve as a voting delegate to as many different women in as many different counties as is possible and practical. A reimbursement of \$250 per delegate will be allocated to each of these additional voting delegates upon return from the AFBF Annual meeting.

If the above procedure is found to be impractical for the selection of voting delegates during any annual meeting, it is the responsibility of the State Women's Leadership Committee to recommend an alternate selection procedure to the TFBF Board of Directors.

Section 3. Order of Business - The order of business at all meetings, as far as possible, shall be as follows:

Call to Order	Report of Committee
Roll Call	Other Reports
Devotional	Unfinished Business
Pledge to Flag	New Business
Reading of Minutes	Election and Appointments
Report of Secretary	Adjourn

Section 4. Amendments - These Rules and Regulations may be amended, repealed, or altered, in whole or in part, at any official meeting of the Board of Directors of the Tennessee Farm Bureau Federation.

Note: The above rules and regulations were last amended and revised Monday, November 5, 2007.

SUGGESTIONS FOR A MORE EFFECTIVE WOMEN’S LEADERSHIP COMMITTEE

SECTION III

Criteria for Planning a Program.....	Page 38
How to Conduct a Meeting/Parliamentary Procedure	Page 39
Sample Telephone Grid.....	Page 40
TFBF, County and District Map	Page 41

CRITERIA FOR PLANNING A PROGRAM

1. Does your proposed program further Farm Bureau programs?
2. Is it based on policy?
3. Does it help solve the real problem?
4. Is it developed democratically?
5. Can you afford the project?
6. Does the project require action?
7. Does it help members participate?
8. Do you agree on your program and stick to it?
9. Do you evaluate your programs? Develop programs democratically? Don't be afraid to criticize your own program.
10. Are you trying to move too fast and do too much?

HOW TO CONDUCT A MEETING/PARLIAMENTARY PROCEDURE

1. Call to order - on time.
2. Approval of agenda.
3. Approval of minutes.
4. Committee and officer reports.
5. Other business.
6. Announcements.
7. Adjourn - on time.

*Follow Robert's Rules of Order (Newly revised)

Basic Parliamentary Procedure

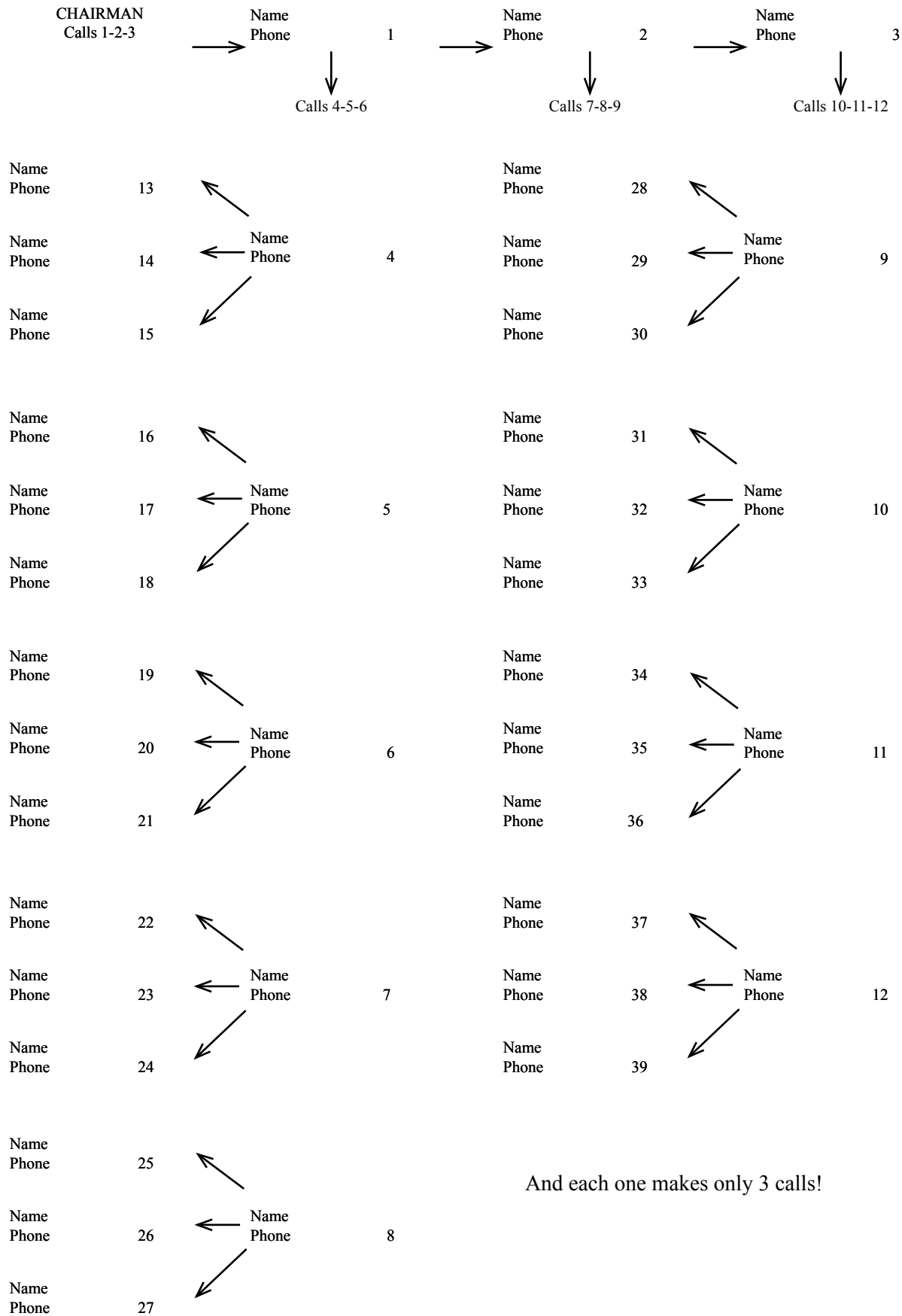
Parliamentary procedure is important because it's a time-tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization, and it means the meetings will be conducted with flexibility, democratic rule, protection of rights and a fair hearing for everyone.

How is the motion presented? There are six basic steps:

1. Obtain the floor - Rise, address the chair and wait to be recognized.
2. State your motion - State the motion clearly and positively. Say, "I move that we..."
3. Wait for a second - The chair will call for a second. If there is no second, the motion is lost.
4. Chair states your motion - The chairperson must say, "It is moved and seconded that we..." This is followed by discussion or voting. Your motion cannot be changed without consent of the members.
5. Expand on your motion - The person making the motion is allowed to speak first with all comments directed to the chairperson.
6. Take the vote - The chairperson asks, "Are you ready for the questions?" If there is no more discussion, the vote is taken. Refer to your by-laws. The vote may be taken by voice, by show of hands, by roll call, by ballot or by general consent.

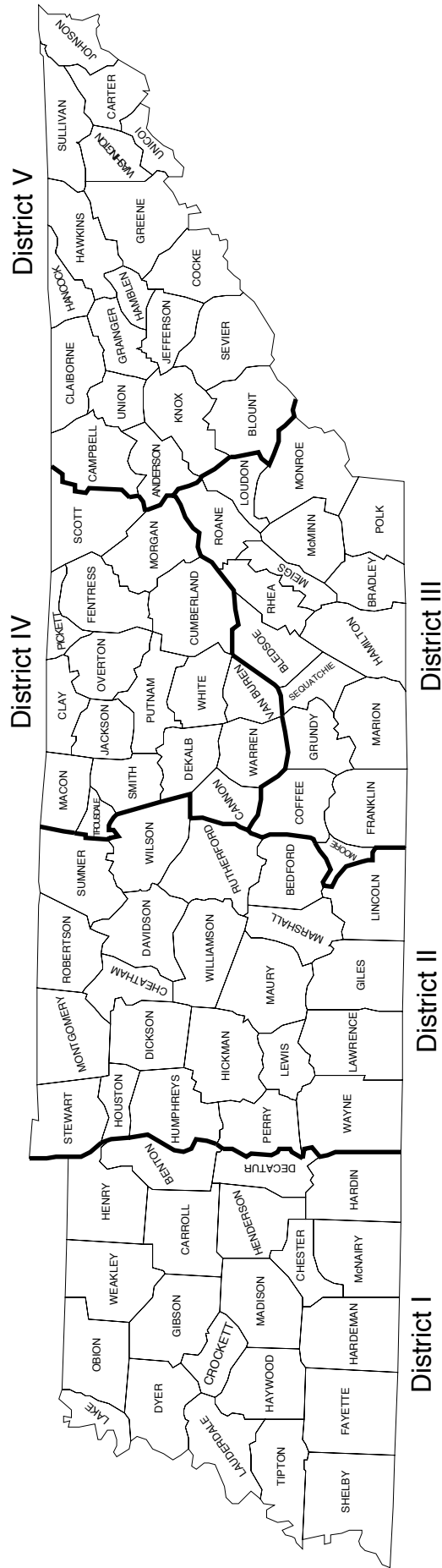
**** NOTE ****: A motion is pending when it has been stated by the chair, but not yet voted on. The last motion stated by the chair is the first pending. The main motion is always voted on last.

FARM BUREAU CALLING (How Farm Bureau Women Contact 40 People)



Tennessee Farm Bureau Federation

County Farm Bureaus and Farm Bureau Districts



FARM-CITY

SECTION IV

Who-What-Why-When-How of Farm-City Promotions	Page 42
Background For Farm-City Promotions	Page 43
How To Organize Farm-City Promotions	Page 44
Action Planning Sheet.....	Page 45
Media Coverage.....	
- Getting News in the Media.....	Page 46
- How to Reach More People	Pages 47-48
- Future Dates of National Farm-City Week.....	Page 48
- Public Service Announcements	Pages 49-50
- Sample Letter to Editor	Page 51
- National Farm-City Week Proclamation	Page 52

FARM-CITY PROMOTION

- WHO:** Promote modern agriculture to the non-farm public both our rural and city neighbors. County Farm Bureaus can do this job alone or work with other agricultural groups in your county.
- WHAT:** National Agriculture Day, Farm-City Week, Commodity Promotions, Ag in the Classroom.
- WHY:** Rural is no longer synonymous with agriculture. Most of our town and country neighbors are two, three or more generations removed from the farm. Long time media issues such as food prices and property rights are now being replaced by food safety, animal rights, and environmental concerns.
- WHEN:** Any time during the year when opportunities exist to work with others in your county to promote agriculture. If no existing opportunities are available, use one of the established activities listed in the “WHAT” section above.
- HOW:** Work with the Chamber of Commerce, civic clubs, churches, the news media, & other farm groups to help the public gain a better understanding of agriculture. The information in this guide will give you information as to how.

BACKGROUND FOR FARM-CITY PROMOTIONS

Americans are great promoters! Since 1955, the National Farm-City Council coordinated by the American Farm Bureau Federation and Kiwanis International has conducted a variety of Farm-City promotions, tours, banquets, and media events. Called **Farm-City Week**, it traditionally has been held the week before Thanksgiving. It has focused on a bountiful harvest of food & fiber.

In order to widen the scope of Farm-City activities, the AFBF Women's Leadership Committee initiated **Farm-City Festival** in 1978 during April to draw attention to agriculture at planting time. County Farm Bureau Women's Leadership Committees in Tennessee promoted agriculture in the 1980's with Farm-City Festival by conducting luncheons, breakfasts, dinners, coffees, receptions, and open houses for business, community, and consumer leaders and the news media.

County Farm Bureaus conducted Grocery Store & Market Basket Promotions to point out the bargain consumers were getting in food. Women's committees set up the "Farm Festival" where school children & teachers could learn about agriculture first hand. Over sixty-five county Farm Bureaus now conduct on farm tours for school children.

Also in the seventies, American Agri-business leaders started **Ag Day** during March to attract further media attention to agriculture.

Commodity promotion activities have been conducted by farmers for many years, with June Dairy Month being one of the oldest. County Farm Bureaus have conducted commodity promotion on 20+ different commodities.

Ag in the Classroom brought the education of school children into the Farm-City picture during the 1980's. All 95 counties have conducted Ag in the Classroom activities.

Regardless of the name of the activity, county Farm Bureaus and county Women's Leadership Committees have done all of the activities mentioned above for one reason -- to increase the public's understanding about the ever changing business of agriculture!

It doesn't matter when -- the time of year or what you call your Farm-City activity. What matters is that we renew our commitment to Farm-City understanding in the future.

We hope you'll join in to make the 2000's our best decade yet in Farm-City understanding and help lead Farm City activities into the year 2011 and beyond!

HOW TO ORGANIZE “FARM-CITY PROMOTIONS”

1. Get county Farm Bureau Board approval to carry out the project 2 or 3 months prior to the promotion activity.
2. Work with county Farm Bureau Media Relations or Public Relations committee to coordinate publicity. If you don't have these committees, appoint one!
3. Consult with county Farm Bureau Staff and Regional Farm Bureau Field Service Director for information and ideas.
4. Women's Chairman appoint a sub-committee chairman to develop plans for the promotion activity. Be sure to address these and other questions: 1) What, 2) Where, 3) Who, 4) Steps in Plan, 5) Time Table, 6) Budget, 7) Publicity. You may want to use the action planning sheet in this guide.
5. Sub-Committees will need to meet as often as necessary to get the promotion underway and get other Farm Bureau Women involved.
6. Order any materials you need at least 3-4 weeks before activity.
7. Don't forget News Media - Check with them a few days before the promotion to make sure they understand all information you have provided to them.
8. Recognize and thank all who helped make the promotion successful!
9. Evaluate the promotion and make written notes to use for next activity.
10. Use attached action planning sheets to plan activity.

ACTION PLANNING SHEET

GOAL (Carefully define in specific terms what is to be done): _____

Who is in charge and how can they be reached? _____

Budget: _____

WHAT STEPS HAVE TO BE TAKEN?	WHO WILL DO IT?	WHEN WILL IT BE DONE?	HOW WILL IT BE ACCOMPLISHED?

GETTING YOUR NEWS IN THE MEDIA

WHAT --

Providing information about your group or organization offers access to the media. It puts your organization's name before the public in print, on television, or over the radio. It lets others know what you are doing or allows your spokesperson's view to be quoted by a newspaper or in a television or radio broadcast.

Publicity may range from a brief mention in a round-up column to a longer magazine feature; from a short announcement of a group activity on a radio broadcast to an hour of air-time.

HOW AND WHY --

To generate news about your group or organization, you must have something newsworthy to offer. All media looks for certain components that make a story appealing to their audience. These are: timeliness, importance to community, human interest and exclusive access to the information.

The media, especially newspapers, need information that they cannot always gather themselves. They depend on organizations for story ideas and news about their own events. Newsworthy stories help the media as well as provide publicity for you.

Several techniques can be used to generate publicity. The most basic is the news release. This is a story written in journalistic style and distributed to the appropriate media. News releases should have the most important information: who, what, when, where, why and how - in the first paragraph. Following paragraphs should provide more details, in descending order of importance.

News releases sometimes are printed as is, or with minor editing, in local newspapers. The lead paragraph may become the basis for a radio news story. News releases also provide background information to editors and news directors who assign reporters to develop a story.

Stories are also developed by the local media from ideas suggested in letters, media alerts or telephone news tips. In all instances, it is essential that you provide information that the media consider newsworthy.

Story ideas have a better chance of receiving attention if they are directed to the proper editor, reporter or news directors. Find out which reporter covers your organization and what he or she looks for in a story. The newspaper, television or radio station switchboard will usually give you the names of people to contact if you don't know them already.

WHEN TO USE --

The timing of our publicity depends on the timeliness of your story. A quick-breaking news development can be relayed immediately by telephone. If you have an event planned, notify the media at least two weeks in advance. Talk show guests are usually booked eight weeks ahead.

RESULTS --

Publicity can provide valuable exposure and recognition for your organization. Offering positive stories to the media will help ensure that your side of the story is heard, even in negative situations, because you have established a dialogue with the media and are better understood by them.

POINTS TO REMEMBER --

- * The media depend on information.
- * Make sure your story is newsworthy.
- * Put the most important elements in the **first paragraph** of a news release.
- * Give the media ample notice of forthcoming events.

HOW YOU CAN REACH MORE PEOPLE AND TARGET SPECIFIC AUDIENCES

You can reach a large number of people through the mass media. No doubt you can dream up new and different ways to communicate as you help others in face-to-face communication efforts.

Here are some suggested activities that may stimulate ideas to get an “extra mile” from the media:

- Arrange for well-informed, local agriculture leaders to speak to many groups organized in your county. Select materials that will be useful background information.
- Encourage bankers, agricultural teachers and others who have periodic radio and television programs to devote one or more programs to the role of agriculture as they see it.
- Encourage the women’s editor of your newspaper to do a feature on a farm woman telling about farm work and her views on food production, prices and food safety.
- Encourage the program director of your local radio or television station to present programs on food and agriculture topics of interest to listeners. Materials you furnish may help focus thinking, and it could be useful to others who participate.
- Encourage agri-businessmen to try their local advertising to the significant role of agriculture in your county.
- Organize tours for specific groups -- school children, consumers, businessmen, community leaders, for example -- to show how farm families live and to demonstrate what goes into making quality food.
- Encourage farm groups and organizations to sponsor essay and speaking contests in the schools. Background materials will be useful to cooperating teachers.
- Distribute Ag in the Classroom Resource List to school administrators and teachers.
- Encourage your local newspaper to sponsor a “food-to-farm” photo-story contest for young photography enthusiasts.
- Sponsor rural-urban breakfasts, luncheons or dinners.
- Invite local politicians and their **staff members** for a briefing on the role of agriculture.
- Prepare materials to backstop agricultural leaders responsible for your county promotion. The basic purpose is to bring about better understanding between the rural and urban segments of our society.
- Encourage groups to sponsor food and agriculture displays in store windows, at fairs, or other areas where people pass or congregate.

When you and your Farm Bureau are involved in a news story --

1. Be helpful -- volunteer pertinent information.
2. Keep comments short and in order of importance if you are interviewed. (30 seconds or less for TV)
3. Avoid release of information which is “off the record” or not for broadcast. If you can’t comment, don’t duck or dodge, tell the reporter that you cannot comment.
Be frank, evasiveness only riles the other person.
4. Provide visual help where appropriate.
5. Know your interviewer’s deadlines.
6. When using a news release or background material make sure it arrives well ahead of deadlines.

Some ideas for the project involving television --

1. Encourage women to consider participation in local **TV talk shows**. If they aren't aware of every such program in their area, they should call the program director of each station and ask.
2. These program directors can also help with placement of public service announcements. Some stations would be able to produce the PSA's in their studios free, some would charge for the service.
3. TV farm directors would probably give the event a lot of plugs in advance, and might appreciate being asked to be involved in some of the events.
4. It might not help with advance publicity, but some TV news directors may be interested in covering some aspect of the promotion for use on that evening's newscast.

FUTURE DATES
NATIONAL FARM-CITY WEEK

- November 18-24, 2011
- November 16-22, 2012
- November 22-28, 2013

(Plug in the current dates on the following public service announcements, letter to editor, and proclamation so it will be up-to-date with the current year.)

MORE RESOURCES: More information, a 31-page "Tips, Tools & Ideas" booklet, and promotional materials to order can be found at www.farmcity.org.

National Farm-City Week Public Service Announcements

National Farm-City® Week November 19 – 25, 2010

When the Pilgrims and Indians celebrated the first Thanksgiving, they gathered to give thanks for the food that sustained them. Today, as we celebrate Thanksgiving, we also gather to count our blessings and give thanks for the bounty available to us. Thanks to all those involved in getting the food from the farm to the table, we can enjoy this abundance.

During Farm-City Week, November 19 – 25, think about the farmers, ranchers, processors, truck drivers, retailers and others who work so hard to supply your food, and say “thanks”.

For more information, visit our website at www.farmcity.org.

National Farm-City® Week November 19 – 25, 2010

Did you know that nearly 1 in 20 workers in our economy plays a role in the food and fiber marketing chain?

“Partners in Progress” describes the partnership of farm and city residents who produce, transport, process, test, market and consume the abundance of food and fiber products we enjoy. Farm-City Week, November 19 – 25, is a time to acknowledge and say “thanks” to those partners.

For more information, visit our website at www.farmcity.org.

National Farm-City® Week November 19 – 25, 2010

Did you know the average grocery store stocks more than 30,000 different items? A well-coordinated network of farmers, ranchers, processors, truckers and retailers are dedicated to making sure we have this abundant, safe food supply.

During Farm-City Week, November 19 – 25, take a moment to thank someone who played a part in getting the food you enjoy from the farm to your table.

For more information, visit our web site at www.farmcity.org.

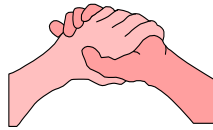
National Farm-City® Week November 19 – 25, 2009

What do a truck driver, a rancher, a grocery store clerk, a logger, a futures broker, and a biotechnologist have in common? They all play an important role in making sure that Americans have access to a healthy and abundant supply of food, fiber, and natural resources.

During Farm-City Week, November 19 – 25, take a moment to thank someone who was involved in this process.

For more information, visit our website at www.farmcity.org.

*National Farm-City Council, Inc., P.O. Box 6825, Reading, PA 19610
www.farmcity.org*



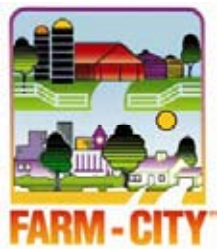
**National Farm-City® Week
November 19 - 25, 2010**

Even in the face of adversity, our nation has continued to be strong. One of the reasons for that strength is the strong partnership between those who produce our food and fiber and those who process, market and consume the products. We refer to this as “Partners in Progress.”

Thanks to all the “Partners in Progress” for producing our food and fiber and creating a system that delivers it efficiently and safely to our nation’s consumers.

National Farm-City Week is November 19 - 25, 2010. Join our partnership and celebrate our strengths.

For more information, visit our website at www.farmcity.org.



**National Farm-City® Week
November 19 - 25, 2010**

Our nation’s food and fiber system is the envy of the world. Farmers and ranchers efficiently produce the products that then become a part of the production, processing and distribution system ultimately reaching consumers. “Partners in Progress” is the phrase we use to describe the nearly 20% of our population involved in making this system so efficient and productive.

Thanks to all the “Partners in Progress” for producing our food and fiber and creating a system that delivers it efficiently and safely to our nation’s consumers.

National Farm-City Week, November 19 - 25, is a time to acknowledge that partnership.

For more information, visit our website at www.farmcity.org.



**National Farm-City® Week
November 19 - 25, 2010**

“Mommy, where does food come from?” Some may jokingly say the supermarket, but we know that the majority of our food comes from farms and ranches across this nation. Farmers and ranchers teamed with processors, truckers, researchers, marketers, retailers and consumers make our food system the best in the world. This year during National Farm-City Week, take a moment to thank someone who made it possible for you and your family to enjoy the abundance of our food supply.

During National Farm-City Week, November 19 - 25, we will salute our “Partners in Progress” for producing our food and fiber and creating a system that delivers it efficiently and safely to our nation’s consumers.

For more information, visit our website at www.farmcity.org.



**National Farm-City® Week
November 19 - 25, 2010**

The World Series and the Super Bowl are just two ways our nation recognizes champions. There are other champions who live in your neighborhood. They are a part of the Farm-City team. They are responsible for growing, processing, transporting, packaging, and marketing our nation’s abundant food and fiber supply. National Farm-City Week, November 20 - 26, is a time to recognize these champions for a job well done.

During Farm-City Week, we salute all the “Partners in Progress” for producing our food and fiber and creating a system that delivers it efficiently and safely to our nation’s consumers.

For more information, visit our website at www.farmcity.org.

Sample Letter to the Editor
NATIONAL FARM-CITY® WEEK
November 19 – 25, 2010

DATE

Dear Editor:

This Thanksgiving Day, as we gather with family and friends to count our blessings, let's give thanks for the bounty we enjoy not just on this holiday, but every day. The safe, plentiful food that is available to us, and the products used to produce the clothing, housing, medicines, fuel and other products we use on a daily basis, didn't just appear in a store. They got there thanks to a tremendous partnership of farmers and ranchers, processors, brokers, truckers, shippers, advertisers, wholesalers and retailers.

In appreciation of this farm-city partnership, the President of the United States annually proclaims the week leading up to and including Thanksgiving Day as National Farm-City Week.

Rural and urban residents are "Partners in Progress" who produce the products, consume the products, and make them readily available through an efficient production and marketing chain. Farmers and ranchers are just the beginning of that chain. Farm workers, researchers, processors, shippers, truck drivers, inspectors, wholesalers, agribusinesses, marketers, advertisers, retailers and consumers all play important roles in the incredible productivity that has made our nation's food and fiber system the envy of the world.

This week, as we celebrate Thanksgiving, let's remember the vital farm-city partnerships that have done so much to improve the quality of our lives. Rural and urban communities working together have made the most of our rich agricultural resources, and have made significant contributions to our health and well-being and to the strength of our nation's economy. For this, we can give thanks.

NAME

ADDRESS

Sample Local Proclamation
NATIONAL FARM-CITY WEEK
November 19 – 25, 2010

American farmers and ranchers literally help feed the world by producing a bounty of agricultural products. To do this, they rely on essential partnerships with urban and suburban communities to supply, sell and deliver finished products across the country and around the globe. Rural and urban communities working together have made the most of our nation's rich agricultural resources as they contribute to the health and well being of our country and to the strength of our economy.

During National Farm-City Week, we recognize the importance of this cooperative network. Agriculture employs more than 24 million workers including farmers and ranchers, shippers, processors, marketers, retailers, truck drivers, inspectors and others who annually contribute more than \$1.3 trillion to our gross domestic product. The agricultural industry provides us with food and clothing as well as fuel for our energy needs. And as we welcome new opportunities for trade, the hard work and successful cooperation between farmers and city workers will continue to play a vital role in our nation's future.

Farm-City collaborations help maintain and improve our food and fiber supply and contribute to a better quality of life for countless citizens. We commend the many Americans whose hard work and ingenuity reflect the true spirit of America and help to ensure a prosperous future for all.

This week, as we gather with family and friends around the Thanksgiving table, it is fitting that we count among our blessings the vital farm-city partnerships that have done so much to improve the quality of our lives.

Now, therefore, I _____(name)_____, _____(title)_____, by virtue of the authority vested in me, do hereby proclaim November 19 – 25, 2010 as Farm-City Week. I call upon citizens in rural and urban areas to acknowledge and celebrate the achievements of all those who, working together, produce and supply our community and nation with an abundance of agricultural products.

National Farm-City Council, Inc., P.O. Box 6825, Reading, PA 19610
www.farmcity.org

AGRICULTURE IN THE CLASSROOM

SECTION V

Background.....	Page 53
History.....	Pages 53
Teacher Training	Pages 54
Teacher Training Personnel.....	Page 55
Example: Teacher Workshop Release.....	Pages 56-57
Teacher Newsletter.....	Page 58
Farm Tour Information.....	Pages 58-64
Poster & Essay Contest Information/Certificates	Pages 65-68
Ag Ambassadors	Pages 69-70
Outdoor Classroom Garden Success Story	Page 71
Member Benefits.....	Pages 72-74

BACKGROUND

Educating our non-farm neighbors about modern agriculture is one of the challenges that face farm families and farm organizations. As our non-farm neighbors become more removed from their farm roots (most are 3 or 4 generations) the need to educate children from kindergarten through the high school level become more urgent.

Ag in the Classroom (AITC) started in the mid 1980's as a way to integrate agricultural concepts into existing school curriculum. It is **not** a separate course and is not intended to replace traditional Ag education at the high school level.

AITC compliments existing curriculum and courses of study because it provides teachers what they want and need. AITC curriculum and workshops give teachers "real life" examples about our environment, our economy, our standard of living, etc. Teachers want AITC resources because of the real life examples that teach math, science, language and social studies.

AITC is nationwide in scope, but each state conducts its own programs. Most major farm organizations, commodity groups and Ag agencies have input into AITC. This is true in Tennessee with the main coordination conducted by Tennessee Farm Bureau.

Volunteer leaders in county Farm Bureaus have been the key to the success of AITC. You **know** the teachers and school administrators and have made the **contacts** and **follow-up** that has made AITC successful. The **commitment** of volunteer leaders will be the key to the success of AITC in the future, as well.

HISTORY

Agriculture in the Classroom started in Tennessee in 1984 with the coloring book "Coloring with Tennessee Farmers". Over four hundred thousand (400,000+) copies have been distributed. The next resource was a slide tape program entitled "Dairy Farming Is Our Way of Life." It was developed by Ann Bright of Loudon County, Former District III Chairman, Tennessee Farm Bureau Women and her son, Douglas.

In 1985, we began distributing materials developed by the National Livestock and Meat Board, Education Department. In 1987, through arrangements with the Tennessee Beef Industry Council, these materials were made available to teachers at no cost. Several thousand teachers are receiving these outstanding materials.

In 1988, a committee of the TFBF, Agricultural Extension Service and Tennessee Department of Agriculture established the criteria to develop a Tennessee based kindergarten through third grade curriculum. This curriculum became known as the "**Plant A Seed In Tennessee**" series and introduced the student's friend "**Tennesseed**".

"Plant A Seed In Tennessee" was develop by Mrs. Mary Lee Blair and Mrs. Carol Turner who are teachers in the Maury County School System. The fourth grade unit was developed by Mrs. Cindy Dowell, a teacher in the Smith County School System and AITC Teacher Presenter. Units for all grade levels (PreK-12) are now in distribution.

The Tennessee Beef Industry Council, The American Dairy Association of Tennessee, The National Cotton Council, The Tennessee Poultry Association, The Tennessee Pork Producers Association and The Tennessee Soybean Promotion Board all provide excellent Ag in the Classroom materials for teachers. A complete list of all of these materials is provided to teachers and volunteers in a **Teacher Resource Guide**.

Because of the demand for AITC materials by Tennessee schools and the increasing cost of providing training and materials, the **Tennessee Foundation for Agriculture in the Classroom** was established in September 1990. The Foundation has increased the participation of Tennessee agricultural organizations, businesses, agencies, and individuals in AITC. Over 1,500 of the above have made donations to the Foundation **Endowment** and **Operating** Funds.

The future of AITC in Tennessee depends upon the **generosity** of donors, the **commitment** of volunteer leaders, and the **interest** of teachers in "Planting A Seed" of knowledge in their students about Tennessee agriculture!

TEACHER TRAINING

This is the **key** to getting large numbers of teachers to use Ag in the Classroom resource materials in their classroom!

Teachers are trained through in-service workshops at the local level. In most cases, **volunteer leaders** make the contacts to schedule workshops. The AITC Foundation has provided trained **teacher presenters** to conduct these workshops. There are **two ways** for local AITC workshops to be scheduled:

A. **OUTSIDE TEACHER/PRESENTER**

1. Local volunteers make contact with the school system to schedule an “Agricultural Literacy” Workshop.
2. The AITC Foundation sends a paid outside presenter to conduct the workshop.
3. These workshops can be limited to one grade level or several grades Pre-K-12. They vary in length.
4. A **minimum sign up of 20 teachers** is required before the Foundation can send a paid presenter.
5. **All teachers who participate in these workshops will receive resource materials for their grade level** provided by the Foundation.
6. Most school systems will provide **in-service credit** to teachers for an “Ag Literacy” workshop! A request for in-service credit should be made with the school supervisor when the workshop is scheduled.

B. **LOCAL TEACHER PRESENTERS**

1. These teachers receive training at one of the **“Ag Literacy (Trainer) Institutes”** conducted at state universities during the summer.
2. Institutes have been conducted at the following universities:
 - a. Memphis Teaching & Learning Academy
 - b. West Tennessee Research & Education Center (Jackson)
 - c. The University of Tennessee at Martin
 - d. Austin Peay State University
 - e. Tennessee Department of Agriculture (Nashville)
 - f. Middle Tennessee State University
 - g. Tennessee Technological University
 - h. The University of Tennessee at Chattanooga
 - i. East Tennessee State University
 - j. The University of Tennessee at Knoxville
3. Teachers who participate in institutes are qualified to teach workshops for **only the grade level** (Pre-K-2, 3-5, 6-12) in which they were trained.
4. These teachers can conduct in-service workshops **anytime during the school year**.
5. Workshops should be scheduled with the local school Supervisor of Instruction or Curriculum.
6. Contacts by local volunteers to assist in scheduling workshops may be necessary.
7. Requests to your trained teacher/presenter by local volunteers may result in two or more local workshops being taught by the same presenter.
8. Local workshops for one or two grades usually take three to four hours.
9. There is usually no minimum number of teachers required to sign-up to schedule workshops with **local teacher presenters**. Since no paid presenter or traveling expenses are involved, you have the luxury of training as few or as many teachers as the local teacher presenter can schedule.
HINT: After some of the teachers in your school system receive their resources, other teachers will want to know how they can receive their copy, and it should be easier to schedule future workshops!
10. All teachers who participate in these workshops will receive resource materials **for their grade** level provided by the Foundation.
11. Two or more “local teacher presenters” may conduct a joint workshop with several grades being trained in separate groups during the workshop.

C. **OTHER WORKSHOP OPPORTUNITIES**

1. These will be offered in the future to train teachers not only to utilize existing AITC curriculum resources but also to challenge teacher’s imaginations to integrate examples of agriculture into all phases of their curriculum.

Tennessee Foundation for Agriculture in the Classroom Staff and Personnel

**Tennessee Foundation for
Agriculture in the Classroom**
PO Box 313
Columbia, TN 38402
Phone: (931) 388-7872
Fax: (931) 388-5818

Program Director
Charles Curtis
(931) 388-7872 ext. 2216
ccurtis@tfbf.com

Associate Director
Chris Fleming
(931) 388-7872 ext. 2759
cfleming@tfbf.com

Associate Director
Kristy Chastine
(931) 388-7872 ext. 2214
kchastine@tfbf.com

Materials Coordinator
Teresa Ragsdale
(931) 388-7872 ext. 2217
tragsdale@tfbf.com

If you have a question or if you'd like to schedule a workshop, you may contact someone at the state office or someone in your area from the following list.

EDUCATIONAL CONSULTANTS

- Barbara U. Davis, Clarksville, TN
(931) 645-6096
- Linda Fowler, Martin, TN
(731) 587-3659
- Lou Nave, Woodbury, TN
(615) 563-6306
- Tanna Nicely, Blaine, TN
(865) 933-1127
- Herbert Parks, Tazewell, TN
(423) 626-7156
- Leah Thompson, Spring Hill, TN
(931) 486-3968
- Amy Tuck, Martin, TN
(731) 588-0652
- Carole Willis, Hillsboro, TN
(931) 467-3414

FOR IMMEDIATE RELEASE
CONTACT: Bureau Member
PHONE: 555-0000



AGRICULTURE IN THE CLASSROOM PLANS TEACHER WORKSHOP

An Agriculture in the Classroom workshop will be held Tuesday, June 7, 2011, at the West Tennessee Research and Education Center in Jackson. The workshop is for all preschool through twelfth grade teachers in Tennessee.

This year's theme is "Planting Ideas ... Harvesting Success: Activities and Materials to Enhance TerraNova/ Achievement and Gateway Test Scores". The program agenda includes an introduction to Tennessee agriculture and the Agriculture in the Classroom program, an overview of supplemental education materials, including audiovisual and CD-Rom resources, and breakout sessions that provide hands-on learning instruction for teachers.

Those who attend will receive a Resource Kit containing approximately \$250 in free agriculture education resources and curriculum guides for their grade level. Additionally, all meals and workshop materials are supplied by the Tennessee Foundation for Agriculture in the Classroom and Tennessee Farm Bureau Federation. The application deadline is May 15.

The Tennessee Foundation for Agriculture in the Classroom is affiliated with the Tennessee Farm Bureau Federation. Its purpose is to promote a greater awareness and understanding of agriculture's influence on the daily lives of all people.

For more information or to receive an application, call Bureau Member, Any County Farm Bureau Women at 555-0000 or contact the Tennessee Foundation for Agriculture in the Classroom at (931) 388-7872, ext. 2217.

###

FOR IMMEDIATE RELEASE

CONTACT: _____

PHONE: _____

AGRICULTURE IN THE CLASSROOM PLANS TEACHER WORKSHOP

An Agriculture in the Classroom workshop will be held _____ at _____ . The workshop is for all preschool through twelfth grade teachers in Tennessee.

This year’s theme is **“Planting Ideas ... Harvesting Success: Activities and Materials to Enhance TerraNova/Achievement and Gateway Test Scores”**. The program agenda includes an introduction to Tennessee agriculture and the Agriculture in the Classroom program, an overview of supplemental education materials, including audiovisual and CD-Rom resources, and breakout sessions that provide hands-on learning instruction for teachers.

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The Tennessee Foundation for Agriculture in the Classroom is affiliated with the Tennessee Farm Bureau Federation. Its purpose is to promote a greater awareness and understanding of agriculture’s influence on the daily lives of all people.

For more information or to receive an application, call _____, _____ County Farm Bureau Women at _____ or contact the Tennessee Foundation for Agriculture in the Classroom at (931) 388-7872, ext. 2217.

###

AG IN THE CLASSROOM TEACHER NEWSLETTER

In order to provide current information in a timely manner to teachers who are utilizing AITC resources, a teacher newsletter was started in the spring of 1992.

1. The newsletter is designed to inform teachers about new materials available and upcoming workshop dates and events. Each newsletter also contains a new Ag activity or idea for teachers to use in their classroom and add to the Ag education material.
2. This newsletter, now known as the "**Ag Ambassador Newsletter**", is mailed quarterly to teachers who have participated in an AITC workshop and have agreed to become an ambassador for agriculture at their school by sharing the information with other teachers and promoting the AITC program.

FARM TOURS

Field trips for students, teachers and parents reinforce classroom learning. Farm tours are a visible, tangible way to show teachers the merit of AITC resources and training. As AITC offers real life examples to use in curriculum, farm tours offer a chance to see, touch, feel, smell and yes "step in" agriculture up close and in person.

Those of us with farm backgrounds may not realize the joy and excitement that children will experience on farm tours. You will after you participate in one. Farm Tours vary in style and there are no written rules or pre-established agenda to determine how one should be conducted. Those Farm Tours that take place on the school yard, the fairgrounds or just consist of one or two classes are just as effective and influential as the countywide extravaganzas.

Over the past few year's, however, countywide Farm Tours have been extremely popular and seem to grow every year. The area wide multi-county farm festivals in 1986 and 1987 in Jackson and Cookeville set the stage for countywide farm tours where several hundred children have the opportunity for a field trip at one time.

These Farm Days or festivals, take planning and cooperation between county Farm Bureaus and other organizations, businesses and agencies in your county. They become countywide events showcasing agriculture to the entire county. In every case, we know the countywide farm tour creates so much excitement and good will that they almost always become annual events.

The question of liability insurance has been raised in regards to tours either on a farm or at a fairground or other central locations. See the enclosed letter to see how special events coverage should be purchased for Farm Day Tours. You should also consult your insurance agent about coverage.

The following pages are examples of countywide farm tours. You will see schedules, diagrams, commodities and livestock displayed, and a list of sponsoring organizations. These are not a complete plan. You should try to utilize resources that are unique to your county in your farm tour.

HOW TO UTILIZE VOLUNTEERS FOR FARM TOURS
COUNTY FARM BUREAU BOARD APPROVAL

- I. Select Date and Time for Tours
 - A. Contact school supervisors
 - 1. Supervisors schedule schools

- II. Planning Meeting
 - A. Farm Bureau Women's Committee
 - B. Farm Bureau Board Representatives

- III. Utilizing Volunteers
 - A. Farm Bureau Women, Farm Bureau Board of Directors & YF&R
 - B. Extension
 - 1. Agents
 - 2. 4-H members
 - 3. FCS groups
 - C. FFA
 - D. Retired teachers

- IV. Agribusiness
 - A. Co-ops
 - B. Commodity Groups
 - C. Gins and Grain Companies
 - D. Chemical Companies

- V. Publicity
 - A. 3 television stations
 - B. 2 newspapers

- VI. Confirm Schedules with Teachers

- VII. Pre-Event Meeting
 - A. Set up displays
 - B. Agenda

- VIII. Day of Tour
 - A. Greet students and teachers
 - B. Tour displays
 - C. Depart
 - D. Help hosts with cleanup

- IX. Evaluate

AGENDA FOR TOURS

<p><u>GROUP 1</u> Bees & Fruit Wheat & Corn Cotton & Peanuts Garden Churning Butter Small Animals Mix-Mill & Computer Milking Parlor Silo & Hay Wheel of Knowledge</p>	<p><u>GROUP 2</u> Wheat & Corn Cotton & Peanuts Garden Churning Butter Small Animals Mix-Mill & Computer Milling Parlor Silo & Hay Wheel of Knowledge Bees & Fruit</p>	<p><u>GROUP 3</u> Cotton & Peanuts Garden Churning Butter Small Animals Mix-Mill & Computer Milking Parlor Silo & Hay Wheel of Knowledge Bees & Fruit Wheat & Corn</p>	<p><u>GROUP 4</u> Garden Churning Butter Small Animals Mix-Mill & Computer Milking Parlor Silo & Hay Wheel of Knowledge Bees & Fruit Wheat & Corn Cotton & Peanuts</p>
<p><u>GROUP 5</u> Churning Butter Small Animals Mix-Mill & Computer Milking Parlor Silo & Hay Wheel of Knowledge Bees & Fruit Wheat & Corn Cotton & Peanuts Garden</p>	<p><u>GROUP 6</u> Small Animals Mix-Mill & Computer Milking Parlor Silo & Hay Wheel of Knowledge Bees & Fruit Wheat & Corn Cotton & Peanuts Garden Churning Butter</p>	<p><u>GROUP 7</u> Mix-Mill & Computer Milling Parlor Silo & Hay Wheel of Knowledge Bees & Fruit Corn & Wheat Cotton & Peanuts Garden Churning Butter Small Animals</p>	<p><u>GROUP 8</u> Milking Parlor Silo & Hay Wheel of Knowledge Bees & Fruit Wheat & Corn Cotton & Peanuts Garden Churning Butter Small Animals Mix-Mill & Computer</p>
<p><u>GROUP 9</u> Silo & Hay Wheel of Knowledge Bees & Fruit Wheat & Corn Cotton & Peanuts Garden Churning Butter Small Animals Mix-Mill & Computer Milking Parlor</p>	<p><u>GROUP 10</u> Wheel of Knowledge Bees & Fruit Wheat & Corn Cotton & Peanuts Garden Churning Butter Small Animals Mix-Mill & Computer Milking Parlor Silo & Hay</p>	<p>150 to 200 students were divided into 10 groups. Each group was given a card to follow during the tour with each group starting at the same time, but at a different station and rotating.</p>	

TEN FOLLOW-UP ACTIVITIES FOR FARM TOUR

1. Draw a picture of your favorite animal.
2. Listen to a story about the farm animals and react to it.
3. Listen to a record of animal sounds, and identify the sounds.
4. Write a thank you letter to the farmers and others involved in the Farm Day program.
5. With several other children, create a display related to one of the animals or commodities.
6. Write a short story about the Farm Day experience.
7. Prepare food related to one of the crops or animals that you saw.
8. Explore ways that a commodity is used for both food and other products.
9. Make a model farm in the sand or block center.
10. Make a farm animal alphabet book.

Farm Tour Order Form

Item(s) Requested	Price	Quantity (Cost)
I Met a Farmer Today! Stickers (Roll of 2" stickers)	\$9.00/500	_____
Tennesseed Stickers (Roll of 3" stickers)	\$12.50/250	_____
Farm Facts Book	\$2.25 each	_____
Bookmarks	\$5.00/100	_____
Coloring Books (grades K-2) comes in boxes of 125	\$31.25/125	_____
Farm Facts Pencils (10 sayings - assorted colors)	\$22.00/144	_____
Farm Facts Pocket Guide (4"x3" pocket cards)	\$10.00/100	_____
Plastic Bags (12 x 15 x 1)	\$22.00/100	_____

TOTAL: _____

Farm Tour Date _____

County _____

C/O _____

Name _____

UPS Mailing Address _____

Send to: AITC
c/o Teresa Ragsdale
PO Box 313
Columbia, TN 38402

Please send request for materials three (3) weeks
prior to Farm Tour date, if possible.

**Farm Bureau VISA
Ag in the Classroom Credit**

County _____

Amt. Of Credit \$ _____

*Cost of AITC Materials \$ _____

County Wide Farm Tour Check Request \$ _____

Date of Farm Tour _____ Number expected _____

Credit to be carried over to the next order \$ _____

***Credit can be applied to any AITC Materials you have not paid for.**

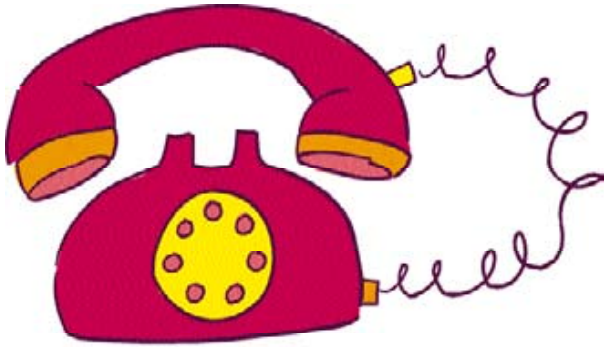
****Complete and return with your order request**

*****Credit must be used by December 31 of the current year.**

******Receipt is needed for Farm Tour check request**

<p>*Some items have to be ordered from the American Farm Bureau. Please send or call request for materials (3) weeks prior to Farm Tour date, if possible.</p>

**GOT
A
QUESTION?**



JUST GIVE US A CALL!

CONTACT:

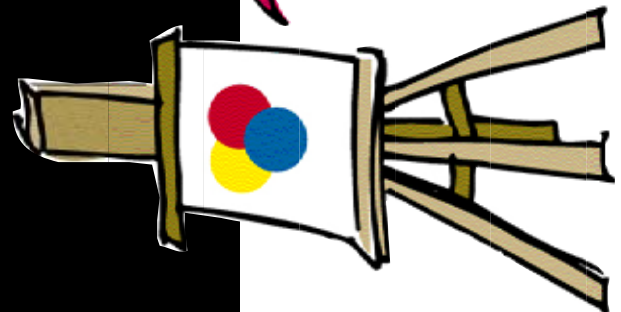
Tennessee Foundation for Agriculture in the Classroom

- Charles Curtis
Director of Special Programs
(931) 388-7872, ext. 2216
- Chris Fleming
AITC State Coordinator
Associate Director of Special Programs
(931) 388-7872, ext. 2759
- Kristy Chastine
FBW State Coordinator
Associate Director of Special Programs
(931) 388-7872, ext. 2214

TFBF State Women's Committee

- Jane May
Chairperson
(731) 627-2800
- Brenda Baker
District I
(731) 536-5442
- Faye Coble
District II
(931) 425-6219
- Debbie Bryan
District III
(931) 728-9659
- Lou Nave
District IV
(615) 563-6306
- Catherine Keck
District V
(423) 626-4862

**2011
POSTER AND ESSAY CONTEST**



**Sponsored by
The Tennessee Foundation for
Agriculture in the Classroom
and
Tennessee Farm Bureau Women's Organization**

POSTER CONTEST

THEME (must be included on poster):
"Where Do We Get Our Food?"

ELIGIBILITY:

Tennessee 4th Grade Students

GUIDELINES:

- Poster size must be 14" x 22", which is half of a full poster sheet.
- Poster may be horizontal or vertical.
- Print on back of the poster the following information:
 - Your First and Last Name
 - Parent's Name
 - Address
 - Telephone Number
 - School
 - Teacher's Name
 - County
- Do not use objects raised over 1/8" from surface.
- Do not use well-known or copyright characters.

DEADLINE:

All posters must be received in the Tennessee Farm Bureau Federation State Office by 5:00 pm on April 22, 2011.

AWARDS:

COUNTY CONTEST:

The first place winner from each county is eligible to have his or her winning entry submitted to the state contest.

Counties may use their own discretion in deciding upon awards and means of recognition for their respective county winners and participants.

STATE CONTEST:

First Place: \$300
Second Place: \$200
Third Place: \$100

- All posters submitted to the state contest will become the property of the Tennessee Farm Bureau Federation and the Tennessee Foundation for Agriculture in the Classroom. They will be used for promotional purposes.



Poster contest state winners were recognized at the TFBF State Women's Summer Conference in June. Shown from left to right are Abigail Ferguson from Claiborne County who placed third; Nautica Dotson from Dickson County who won second place; and state winner Brittany Nixon from McNairy County.

ESSAY CONTEST

THEME:
"What is a Farmer?"

ELIGIBILITY:

Tennessee 7th Grade Students

GUIDELINES:

- 300 words minimum; 500 words maximum.
- Must be typed and double spaced.
- Type style must be in Times (Times New Roman, etc...)
- Maximum point size is 12 point.
- Maximum one inch margins.
- Include a cover page with the following information:
 - Your First and Last Name
 - Parent's Name
 - Address and Phone Number
 - School
 - Teacher's Name
 - County

DEADLINE:

All essays must be received in the Tennessee Farm Bureau Federation State office by 5:00 pm on April 22, 2011.

AWARDS:

COUNTY CONTEST:

The first place winner from each county is eligible to have his or her winning entry submitted to the state contest.

Counties may use their own discretion in deciding upon awards and means of recognition for their respective county winners and participants.

STATE CONTEST:

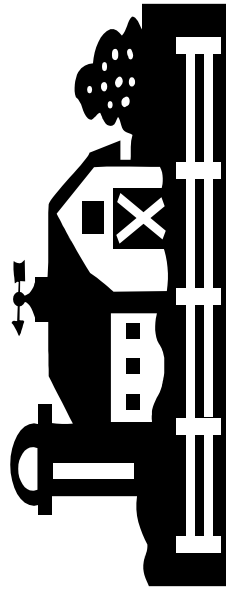
First Place: \$700
Second Place: \$500
Third Place: \$300

- All essays submitted to the state contest will become the property of the Tennessee Farm Bureau Federation and the Tennessee Foundation for Agriculture in the Classroom. They will be used for promotional purposes.



Essay contest state winners were recognized at the TFBF State Women's Summer Conference in June. Shown from left to right are Faith Van Ruden from Fentress County who placed third; A.J. Daniel from Cannon County who won second place; and state winner McKayla Henley from Franklin County.

Agriculture in the Classroom Award

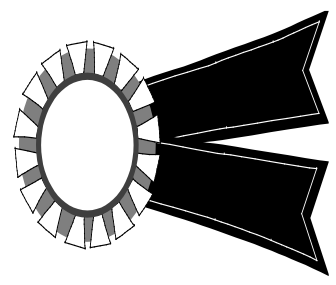


Fourth Grade Poster Contest

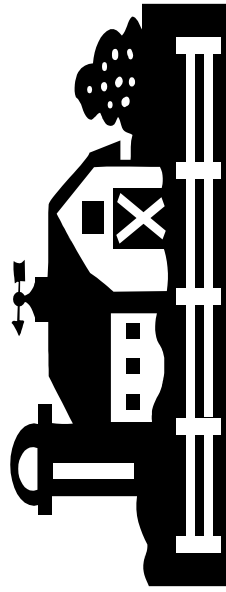
Receives this award this _____ day of _____, 20_____.

Sponsored by _____ County Farm Bureau Women.

_____, Chairman



Agriculture in the Classroom Award

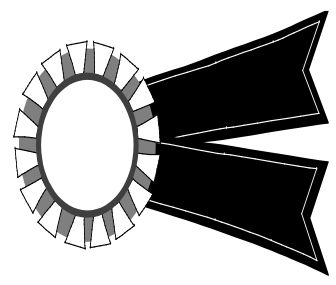


Seventh Grade Essay Contest

Receives this award this _____ day of _____, 20_____.

Sponsored by _____ County Farm Bureau Women.

_____, Chairman



AG AMBASSADORS - GRADE Pre-K-12

- A. These dedicated volunteers will be the crucial link between the AITC Foundation and the local schools. Ag Ambassadors need to be identified in **every school** in your county. By linking the Foundation directly to every school in the state, our communication network will provide a vital means of corresponding with teachers directly at the local level.
- B. Teachers will receive more timely information concerning workshops, teacher training, available resources, and AITC opportunities for their students. The Ag Ambassador will share any information they receive with the other teachers in their school. For example, newsletters from workshop coordinators will be sent four times during the year to the Ag Ambassadors. In turn, the Ag Ambassadors share the information with the other teachers in their school.
- C. By establishing Ag Ambassadors, your job of promoting AITC will be made easier. The best teachers to select as ambassadors are those that have attended a local workshop, or an “Ag Literacy Institute” at Memphis Teaching & Learning Academy, West Tennessee Research & Education Center (Jackson), The University of Tennessee at Martin, Austin Peay State University, Tennessee Department of Agriculture (Nashville), Middle Tennessee State University, Tennessee Technological University, The University of Tennessee at Chattanooga, East Tennessee State University, The University of Tennessee at Knoxville, or other teacher training opportunities.
- D. To make the Ag Ambassador program a success, the women’s chairman or AITC chairman must be responsible for the following:
 - 1. Contacting the school administrators or supervisors and explaining the programs.
 - 2. Contacting the principal at each school in your county. (Grades Pre-K-12)
 - 3. Contacting the Ag Ambassador and establishing a reliable, working relationship. Make sure the Ag Ambassador understand their roles and responsibilities. The Ag Ambassador should be comfortable in contacting the FBW chair or AITC chair.
 - 4. Staying in contact with your ambassador and making sure they receive all correspondence from the AITC Foundation. (Copies of all correspondence to ambassador will be sent to the county AITC chairman.)
- E. Some important details you will want to remember:
 - 1. Send a letter of thanks or give some type of award for the ambassador’s volunteers work in promoting AITC in their school.
 - 2. Work closely with the 4-H Extension Agents in your county to get to know your Ag Ambassador and promote AITC. (Not only do the 4-H agents know the teachers, but they see them on a monthly basis during the school term.)
 - 3. Encourage the 4-H agents to visit with the ambassadors while they are at the school.
- F. Responsibilities of the ambassador include:
 - 1. Agreement to serve as a contact person between other teachers in their school and the AITC program.
 - 2. Distribute the AITC Newsletter they receive to all the teachers in their school.
 - 3. Relay any information they receive from the Foundation concerning AITC opportunities, resources, training workshops and details to the other teachers at their school.
- G. Suggested activities for the Farm Bureau Women include:
 - 1. Offer your support - serve as a resource contact for agriculture. Be willing to help AITC trained educators coordinate Ag “programs” for their classroom projects.
 - 2. Invite the Ag Ambassadors to special meetings along with the media and have your ambassadors picture put in the local newspaper.
 - 3. Invite the 4-H extension agents, Ag teachers or soil conservation agents the same time as your ambassador. This will allow the ambassador the chance to use them as resource people in their classroom.
 - 4. Encourage your 4-H extension agents to visit the ambassadors when they are visiting the schools.

5. Implement “Farm Friends” in your county. Encourage ambassadors to use these volunteers as resource personnel.
6. Invite agriculture business representatives to the meeting and introduce them to the Ag Ambassador. This will give the ambassador contacts that will be helpful to them in the classroom.
7. Suggest an outdoor classroom for the school. Outdoor Classroom Grants, up to \$500, are available through the AITC program. The Extension Service and Soil Conservation Service can also assist with this.
8. Set up a recognition program for outstanding ambassadors and teachers.

In Mr. Collins' garden the seedlings grow.

Some of the seedlings have tendrils and tassels and tubers while others have freckles and fingers and faces.

In Mr. Collins' garden the heads of the cabbages form a leaf by leaf, while the heads of the first graders develop idea by idea, lesson by lesson. As they go along they discover the satisfaction of watching a tiny seed - a seed they - develop into a flowering, productive mature plant. They learn the risks of life, the link between work and reward.

They also learn to spell metamorphosis.

The place all this happens is a little plot by the back fence, just outside the first grade classroom of David Collins at Union Year Round Elementary in Gallatin.

Union is a special kind of public school; it has no zone and no buses come and go in the mornings and afternoons. It serves kids throughout Sumner County and operates a pilot schedule that features a shorter summer break, with other breaks spaced out more evenly throughout the academic year. Collins is in his sixth year at Union and his 35th teaching children with a special mix of agricultural wisdom and patience.

"I use farming as part of everything I do. I teach writing by having the children write in their journals about the garden and the animals. I teach arithmetic by counting the eggs the hens lay. Or they count the bugs or the weeds we take out of the garden, We use our experiences to look and see, compare, smell, feel and touch," Collins said.

"When we have snap beans, the children will each get about ten beans, and they will suddenly get real quiet, listening to the sound. I ask then, 'Do you know what we call these beans? Snap beans!'"

Collins has been aided with a \$500 AITC classroom grant and support from the Sumner County Farm Bureau. He has gotten more and more backing from local businesses and parents. The momentum in his program is terrific.

Collins grew up on a local family farm where they grew tobacco, had a huge garden and ran a grade B dairy. Along the way he earned recognition as a Star Farmer in FFA and won leadership prizes in 4-H.

He always knew he wanted to work with children. When the opportunity arose to transfer to Union (his old school had been rebuilt and he could no longer grow a teaching garden) he jumped at the chance.

The results have been extraordinary. Collins keeps a scrapbook of each year, with a special page for each child. In those pages you see the kids as they plant and hoe, and weed and pick, and eat and sell their produce. You see them gathering eggs and visiting the occasional pig. Each fall the entire school gathers to launch a flight of monarch butterflies.

The little ones are particularly proud of their ability to spell metamorphosis and tell you the various stages of growing from caterpillar to butterfly. (And it isn't a cocoon, by the way, it is a chrysalis.)

IT'S NOT ALL FAIRYLAND!

Collins insists on letting his students see the sometimes unpleasant things that come with working the farm. One year the kids' crops suffered from the Easter freeze and the summer drought. They felt the pain of every farmer who watched their blossoms turn black and their plants turn yellow. "I let the children know that there are pests, diseases, weather and animals that can destroy a farmer's livelihood," Collins said.

In April 2006 tornadoes swept through Sumner County, destroying two of Collins' students' homes and damaging four others. The school was shut for cleanup while the power was off.

When the storms came, the students had 25 hens. When school reopened, Collins found that a dog had invaded the pen and destroyed 22. "I talked to our principal and we decided to tell the children the truth," Collins said. "And they were pretty upset. But you know what happened next? We had an incubator full of eggs that were ready to hatch, and that very morning the little chicks began to arrive."

"We had disappointment and destruction and new life all happening that morning," Collins said. "It was something." Collins looks at his students and sees the seeds of the people they will become. "Seeds are a promise," he said. "Seeds are the promise of something to eat. And we also learn that from one little seed comes hundreds more."

Member Benefits

The Member Benefits program began in 2002 with the purpose of adding a higher perceived value to membership in the Tennessee Farm Bureau by offering exclusive “Farm Bureau Member” discounts on a variety of products and services. The Member Benefits program is marketed exclusively to Farm Bureau Members through inserts inside of insurance bills, and advertisements and articles inside of each issue of Farm Bureau News and TN Home and Farm Illustrated. Word of mouth from one satisfied member to another will be another way to promote “Member Benefits” discounts!

Bryan Wright, Associate Director of Organization, extension 2008, bwright@tbf.com

Breanna Langley, Marketing Specialist, extension 3017, blangley@tbf.com

Member Benefits Hotline 1-877-363-9100

See the following pages for Your Member Benefits!

Farm Bureau[®]
Tennessee

MEMBER BENEFITS GUIDE

Farm Bureau Insurance

Auto, Home, Life

Enjoy value and security from one of Tennessee's leading insurance companies as you protect your home, cars, farm, business, personal property and loved ones.

Customer Service Center
1-877-876-2222
1-800-836-6327; www.fbitn.com



Travel

Choice Hotels

20% discount at Comfort Inn, Comfort Suites, Quality, Sleep Inn, Clarion, MainStay Suites, Suburban Extended Stay Hotel, Econo Lodge, Rodeway Inn.
ID# 00800606; 1-800-258-2847; www.choicehotels.com

*Reservations required before check-in. Discount subject to availability at participating Choice Hotels and cannot be combined with any other discount or promotion. Blackout dates may apply.



Identity Theft

ID Theft Consultation & Restoration

Personal licensed investigators serve as liaison with credit bureaus, creditors and/or collection agencies as well as to conduct fraud research that is not credit-related.
1-877-329-3911; tnfarmbureau.org/memberbenefits

*Must be active member of TFBF for a minimum of 60 days to be eligible. Membership eligibility and offer subject to change without notice. Effective 4/1/2010.

Health Plans

TRH Health Plans

Individual and family health care plans, dental plans, Medicare supplements, short term and group health plans. Claims administered by BlueCross BlueShield.
1-877-874-8323; www.trh.com



Enterprise Rent-A-Car

10% discount on rental cars.
Phone reservations: 1-800-736-8222 (corporate rate plan 56MFARM)
Online reservations: www.enterprise.com (corporate rate plan 56MFARM, pin # TEN)

*Internet rates may be lower than phone rates.



Home

Pinpoint Plus Security

Complete protection for your home: fire, burglary, and sudden and accidental water discharge. Homeowners premium savings.
1-800-598-9662

*36 month monitoring agreement required at \$38.95 per month (\$1402.20). \$199 customer installation charge. Form of payment must be by credit card or electronic charge to your checking or savings account. Offer applies to homeowners only. Local permit fees may apply. Certain restrictions may apply. Offer valid for new customers only. Other rate plans available. Pinpoint Plus, LLC is NOT affiliated with ADT Security Services. Cannot be combined with any other offer. Pinpoint Plus, LLC Tr. Cert. #. C-0332

Long Term Care Coverage

Through RH Group Services you will be able to decide how, where and from whom your care will be delivered when you need it. RH Group Services also offers group health plans with access to multiple health carriers and Worker's Compensation.
1-866-808-2077; www.ltc@trh.com

A Total Travel Agency

A vacation and group travel company that handles sales incentive trips as well as corporate, leisure and group travel.
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* Program #33466: \$500 Bonus Cash offer exclusively for active Michigan, Missouri, Kentucky and Tennessee Farm Bureau members who are residents of the United States. Offer is valid from 1/1/2011 through 1/31/2012 for the purchase or lease of a new eligible 2010/2011/2012 model year Ford or Lincoln vehicle excluding Mustang Shelby GT/GTS/500, Edge SE AWD, F-150 Raptor and Taurus SE. This offer may not be used in conjunction with other Ford Motor Company private incentives or AXZD-Plans. Some customer and purchase eligibility restrictions apply. You must be an eligible Farm Bureau member for at least 60 consecutive days and must show proof of membership. Limit one \$500 Bonus Cash offer per vehicle purchase or lease. Limit of five new eligible vehicle purchases or leases per Association member during program period. See your Ford or Lincoln Dealer for complete details and qualifications.

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Five cents per gallon discount. Go to yellow pages or online to find nearest location.
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Free prescription discount card. Present Farm Bureau membership card at participating pharmacy to receive discount.
1-877-363-9100
tnfarmbureau.org/memberbenefits

*This is not an insurance benefit and will not offer additional savings on pharmacy discounts offered through insurance plans.

Doctor's ValuVision/Dr. Bizer's VisionWorld

\$35* eye exam, 25% off frames and lenses.
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www.qualsight.com/-tnfb

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clearvaluehearing.com

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Air flight ambulance service offers \$10 off their annual membership.
(Group# 2867)
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www.lifeteam.net

Equipment

Case IH

\$300 off Farmall Compact (31-60 HP); \$500 off J and Farmall Utility (60-95 HP) and Maxxum (90-120 PTO HP) tractors. Visit your local Case IH dealer for details.
www.caseih.com/na

Grainger Industrial Supplies

10% off catalog price, 35%-55% off select items. Use 7-digit Farm Bureau membership number with account number 854398591. Free shipping with internet orders.
1-800-255-0955; www.grainger.com

Other

Mossy Oak Online Store

10% off online purchases. Coupon code TFB2007MossyOak. (Enter code exactly as shown)
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www.fbtaxservice.com

Farm Business Services

Tax and business services for farms and other small businesses. Recordkeeping systems, tax management, business planning, income tax and employment tax returns.
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Tennessee Livestock Producers

Farmers' alliances, weekly cattle auctions, direct order buying, replacement heifer program, producer genetics, video cattle sales, bi-monthly sheep and goat sales.
931-388-7872 ext. 2235

Publications

Tennessee Farm Bureau News

Bi-monthly newspaper focusing on agricultural issues - from what's happening around your community to what's going on at the legislature. Classified ads also make it easy for members to market what they have to sell.

Tennessee Home & Farm

From recipes to restaurant reviews, growing flowers or enjoying the rural lifestyle, this is a quarterly magazine that has something in it for everyone.

Tennessee Farm Bureau



Did you know that your membership with the Tennessee Farm Bureau offers you exclusive savings with each of the products and services listed here at no additional charge? It is our goal to save our members more than the cost of their annual membership by taking advantage of just one of these special discounts. We value your membership and hope these benefits will prove to be of value to you!

Have questions regarding these benefits?
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tnfarmbureau.org/memberbenefits



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Offers subject to change without notice. Some restrictions may apply.

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Toll-free 1-877-363-9100

www.tnfarmbureau.org/memberbenefits

PUBLIC AFFAIRS

SECTION VI

How Farm Bureau Develops Policy	Page 75
Legislative and Policy Development Action Plan	
Developing and Implementing Our Policy	Page 76
Responsibilities of the County Farm Bureau	Pages 76-77
State Organization’s Responsibilities for Action	Page 77
Visits to the Legislature.....	Pages 78-79
“Meet Your Legislator” Meeting Plan.....	Pages 79-80
Knowing The Issues.....	Page 80
Making Personal Contacts	Page 81
Letter/E-mail Writing.....	Pages 82-84
How to Telephone your Elected Officials.....	Page 85
Other Alternatives	Page 85
Legislative Alert (example).....	Page 86-89
How a Bill Becomes a Law in the General Assembly	Pages 90-92
Tips in Testifying Before a Legislative Committee	Pages 92-93
Tennessee State Government	Page 93
Legislative Branch - General Assembly.....	Pages 94-96
Executive Branch.....	Pages 96-97
Judicial Branch.....	Page 97
Registered Lobbyist	Page 98
Grand Divisions	Page 98
Tennessee Congressional Delegation.....	Pages 99-100



How Farm Bureau Develops Policy



Members

Farm Bureau members talk it over.



Group

Farm Bureau members meet in local and district groups, study and discuss problems.



County

County resolutions become policies for dealing with county problems. Recommendations become recommendations.



State

State resolutions become policies for dealing with state problems. Recommendations become recommendations.



National

Resolutions on national issues are adopted by voting delegates of state Farm Bureaus. National resolutions become policies for Farm Bureaus everywhere. At every point, it's a meeting of minds of the

LEGISLATIVE AND POLICY DEVELOPMENT ACTION PLAN...

“DEVELOPING AND IMPLEMENTING OUR POLICY”

Legislative success depends on teamwork. Farm Bureau’s legislative results depends on each member of the team --- you, your **county Farm Bureau** and the united effort of **everyone** who assumes similar responsibility of working for Farm Bureau’s legislative program.

Issues of concern are surfaced and discussed by the Farm Bureau members in the summer and early fall months. This initiates Farm Bureau’s Policy Development process. After discussion has been completed at county, district and state levels, policy is established for the state organization at its convention in December. When the State Legislature convenes in January, the Tennessee Farm Bureau and its county Farm Bureau boards pursue implementing the policy of the organization.

State policy becomes recommendations for American Farm Bureau policy. AFBF policy is established at the national convention of state Farm Bureaus in January.

Regardless of whether you are a county president, a county women’s chairman or a county board member --- your job is important to your Farm Bureau’s success. Farm Bureau’s influence and success depends upon the “grassroots” input and understanding of our policies.

The following is a suggested outline for a year-round Farm Bureau policy program:

RESPONSIBILITIES OF THE COUNTY FARM BUREAU

The county president’s and board of director’s specific responsibilities:

- A. Appoint a county resolutions committee and a county legislative committee. Effective committees contain:
 - 1. Three to five members.
 - 2. County president acts as ex-officio member.
 - 3. Farmers whose primary business is farming (good thinkers, broad understanding, and willing to put Farm Bureau first should be appointed).
 - 4. Persons who are leaders in their community.
 - 5. Legislative committee if possible should be persons of influence and possibly acquainted with their legislators.
- B. Promote effective action of the committees as an important function of the county Farm Bureau.
- *C. Ask for resolutions committee to report on issues which need discussion prior to District Policy Development meetings.
- *D. Request resolutions committee to present policies to county board of directors and recommend final adoption of county policies.
- *E. Before or soon after the Legislature convenes, conduct a “Meet-Your-Legislator” meeting.
- **F. During the legislative session, request the legislative committee be kept informed of the legislature’s actions weekly.

- **G. Early in January, inform the state office of the names and addresses of the legislative committee.
- **H. Authorize the legislative committee and officers of the county Farm Bureau to take actions to implement Farm Bureau policy as requests are made by the Tennessee Farm Bureau through *Legislative Alerts*, *National Affairs Updates* or others. (This is a must!)
- **I. Budget sufficient financing for an effective operation, including trips for the directors to district meetings, a “Meet-Your-Legislator” meeting, and a delegation to visit Nashville when the legislature is in session.
- **J. Urge directors, committees, and other farmers to write, fax, e-mail, phone, or contact personally their Legislator or U.S. congressional members when action is requested.
- **K. Thanks! Following the conclusion of the legislature, authorize letters to legislators thanking them for their consideration of Farm Bureau’s position.

**Specific responsibilities of Resolutions Committee.*

***Specific responsibilities of Legislative Committee.*

STATE ORGANIZATION’S RESPONSIBILITIES FOR ACTION

- A. Approval of policy program by state board of directors.
- B. Designate staff member to coordinate and implement policy program.
- C. Appoint state resolutions committee.
- D. Urge county participation in policy program.
- E. Plan, prepare and make available information and materials.
- F. Assist in conducting meetings for development, understanding, and action on policies.
- G. Keep up with issues as they develop, furnish counties with information.
- H. Arrange and hold state annual meeting, send adopted resolutions to AFBF, and select voting delegates to AFBF annual meeting.
- I. Keep in contact with representatives and senators.
- J. Keep membership informed of situations, actions, and Farm Bureau position.

VISITS TO THE LEGISLATURE... “A Demonstration of our Concern!”

An organized effort for each County Farm Bureau to visit their lawmakers in Nashville is a very important part of our legislative success. The following is an outline of this program:

A. Suggested program during visits:

1. Short meeting with state Farm Bureau staff upon arrival.
2. Meeting with your senator and representative for dinner (or breakfast, or lunch the next day) and continue discussion as long as is desired to:
 - a. Get better acquainted.
 - b. Talk over general legislative situation.
 - c. Express and make clear policy of Farm Bureau. (Committee must study and be familiar with resolutions ahead of time).
 - d. Deal with specific matters to be brought up in legislature.
 - e. Get commitment if possible.
3. Next morning, visit the Capitol or Legislative Plaza Office Building to observe House and Senate in action.
4. Meet with Farm Bureau staff briefly before returning home.
5. Dismiss.

NOTE: Nearby counties not desiring hotel space but making a one day visit should meet Farm Bureau staff at 9:00 am on day of scheduled visit. You may also prefer to arrange lunch, if possible, with your senator or representative, instead of supper.

B. Things to do well ahead of visit:

1. Notify Tennessee Farm Bureau, Attention: Joe Pearson, Chief Administrative Officer; Rhedona Rose, Executive Vice President; Stefan Maupin, Associate Director of Public Affairs or Christina Kennedy, Public Affairs Associate.
 - a. Submit the names of your county legislative committee members or others who plan to visit the legislature.
 - b. Inform the TFBF staff if the group will be staying the night and where.
2. Contact your state senator and state representative.
 - a. Arrange date to meet them for dinner and discussion. (Arrange for scheduled date if possible.)
 - b. Ask them to confirm the date so you will be sure to see them when your committee arrives. (This is very important.)

C. **NOTES:**

1. In the event your county is unable to attend on the date scheduled, but desire and have made arrangements for another date, please let the Public Affairs staff know as quickly as possible in order that arrangements for other counties may be made.
2. Plan to arrive in Nashville and be checked into the hotel by 4:00 p.m. the day before your scheduled visit.
3. You may make your own hotel reservations or the state office will be glad to assist you in making your reservations. Please notify the state office if you wish assistance.
4. Your Farm Bureau staff member will contact you shortly after you reach Nashville to brief you of current legislative issues.

“MEET YOUR LEGISLATOR” MEETING PLAN

PURPOSE

1. Acquaint Farm Bureau members and directors with their state representative(s) and state senator(s).
2. Introduce state representative(s) and state senator(s) to board members in an “atmosphere of appreciation” rather than an “atmosphere of applied pressure”.
3. Promote an understanding of the elected officials that Farm Bureau boards and policies “represent the thinking of the majority” of farmers.

PROCEDURE:

1. Conduct the meeting at a different time than the regular monthly board of directors meeting, if possible.
2. Conduct the meeting in comfortable surroundings. A classroom setting is more formal and would tend not to be as free for discussion.
3. A breakfast, luncheon, or dinner meeting at a restaurant or other similar facility would be a “drawing card”. This also encourages conversation between legislators and the board members.
4. Invite all directors, farmer directors, interested farmers, community chairman, Farm Bureau Women, Young Farmers & Ranchers and other interested agriculture persons you think necessary. Ask for a reply confirmation for the meeting.
5. The president should open and host the meeting by stating the purpose of the meeting and describing the Farm Bureau policy development and legislative process.
6. Introduce everyone present and ask them to stand when recognized.
7. Introduce each legislator and ask them to make a short statement. You could suggest “Issues of the next legislature” as his/her topic or allow him/her to speak on whatever he/she chooses.
8. Small gifts or favors (such as farm products) given to each legislator have been used successfully by many county Farm Bureaus. However, this is not necessary.

9. Plan meetings to be no longer than two hours, including meal.
10. Before adjourning the meeting, encourage the board members and the legislators to continue their conversations.
11. At the next regular meeting, discuss the manner in which the meeting was held, changes that should be made, and suggestions for next year.
12. Although this meeting need not be conducted every year, it should be held at least every two years.

KNOWING THE ISSUES

It is absolutely essential to have good, logical arguments for your cause, not merely emotional ones (though at times emotional approaches have value). If your cause is a sound economic proposal, indicate how it will save money (at once, or in the future) or stimulate the economy; if it is ethically correct, show that it is; if it is scientifically advisable, provide the information which will predict its beneficial results.

1. Be totally familiar with both the pros and cons of your issue. Research opposing views by reading published information, by asking opponents directly or indirectly, by asking legislators, government officials and others what the cons are.
2. Inventory all the reasons supporting your position. This should be a joint effort using the expertise of your organization, other organizations in your coalition, governmental or other agencies, national organizations, research libraries, local data and experiences.
3. Determine which of your arguments cannot be refuted on the basis of facts and figures, and use them.
4. Determine what arguments of your opponents will need a prepared reply, and prepare a logical reply.
5. Evaluate opponent's positions in terms of validity and challenge any unfounded claims or doubtful statistics.
6. Make use of expert and respected opinions as well as the statistical or scientific data.
7. Point out the need for priorities - that your cause should have first consideration because its effects are more immediately and generally beneficial.
8. Challenge the motives of the opposition.

REMEMBER: Your sponsor, or your own legislator, may be willing to support you merely on trust or long acquaintance, but other legislators need full, well-documented and reasonable arguments to be persuaded to your case.

MAKING PERSONAL CONTACTS

Many forms of communication are effective in building a relationship with lawmakers. **Personal meetings, either to discuss a specific issue or just to introduce yourself as a constituent, are the most effective.** These relationships should be developed before you have a problem or major concern. Then, when a problem comes up and you need assistance, you can call on your legislator in a personal manner to discuss the problem. You won't then be viewed as a "pest", but as a friend or acquaintance with legitimate concern.

Relationships are best made when the legislator is home in his or her district. Through Farm Bureau meetings, civic groups, personal visits or even a speaking engagement you can make personal contacts. Contacts should be made with Republicans and Democrats alike. You should assume they will be interested in becoming personally acquainted with you.

The fact is that elected officials are just like your neighbors - they live near you in the district or state - so get to know them.

In any personal contacts, it is important to be positive and constructive with your remarks. Prepare well, always be factual and establish yourself as a reliable source of information. Your legislators will feel they are benefiting from the relationship and they are receiving good information on the issues.

After the meeting, follow up with a letter thanking the legislator for taking time to meet with you. Summarize the key points that were discussed and answer any questions you couldn't respond to in the meeting.

KEY POINTS IN MAKING PERSONAL CONTACTS

1. The earlier one makes a personal contact, the better.
2. Try to meet with your legislator in the home district, before the legislative session. Indicate your particular area of interest, and if you have specific proposals to make, communicate them early.
3. Visits to the legislator in his/her office in Nashville are more difficult because of time pressures and scheduled committee meetings and floor sessions. Plan ahead for such visits and be aware of pressing work loads when you make appointments.
4. Be prompt, be courteous, be brief.
5. Provide as much relevant information (in writing) as you can to support your position. (The legislative staff can use your materials, too). Talking points are usually provided within the *Legislative Alert* and *National Affairs Update*.

LETTER or E-MAIL

In any form of communication with public officials, it is helpful to know their proper address. Here are the best ways to address correspondence.

President of the United States

The President
The White House
Washington, D.C. 20500

Dear Mr. President,

U.S. Senator

The Honorable (full name)
United States Senate
Washington, D.C. 20510

Dear Senator (last name)

Governor

The Honorable (full name)
State Capitol
Nashville, TN 37243-0001

Dear Governor (last name)

State Senator

The Honorable (full name)
Tennessee Senate
State Capitol
Nashville, TN 37243

Dear Senator (last name)

U.S. Representative

The Honorable (full name)
U.S. House of Representatives
Washington, D.C. 20515

Dear Representative (last name)

State Representative

The Honorable (full name)
Tennessee House of Representatives
State Capitol
Nashville, TN 37243

Dear Representative (last name)

Personal letters are the basic tool for expressing your views. However, security procedures have significantly slowed postal delivery to congressional offices. Fax or e-mail should be used if the issue is timely. When writing your legislator about a legislative issue, it is important to remember the following:

1. Use your personal or business (Farm Bureau) letterhead.
2. Address the correspondence correctly.
3. Keep your comments short and to the point. Cover only one issue per letter/e-mail.
4. In writing about legislation, identify the subject clearly. Use the House or Senate bill number and title if possible.
5. State your reason for writing. Explain how the issue would affect you, your family, your company, the agricultural industry in Tennessee and your community or state.
6. Be reasonable. If a bill deals with a problem, but seems to represent the wrong solution, propose constructive alternatives.

7. Take a position. Ask your legislators to state their positions on the issue in their reply. It is also a good idea to ask a question that requires a personal response. Don't be surprised if a staff member responds to your letter. Staff members know the issues and provide the legislator with guidance in taking a position.
8. Avoid stereotype phrases and sentences that give the appearance of "form letters".
9. Time your letter/e-mail when the bill is in committee. It may be too late to make changes after a committee approves a bill and it is sent to the floor for a final vote.
10. Be positive in your approach. Avoid the negative viewpoint. Even if the situation demands action against a particular measure, point out the advantage of such action and minimize the "no" viewpoint.
11. Tell your connection with Farm Bureau, and that your position is backed by Farm Bureau resolutions.
12. Express appreciation for previous action supporting Farm Bureau policies.
13. Write your legislator when he or she does something that deserves approval. A word of appreciation will create a more favorable light for the next contact.
14. Close with a friendly appeal for his/her support of your position.

Yours Sincerely,

Joe Farmer
(Title, if any)

NOTE: For faxes, follow the same general procedure, only use briefer language.

(EXAMPLE)

**TOPNOTCH COUNTY FARM BUREAU
P.O. BOX 404
SOMEWHERE, TENNESSEE 30004**

February 1, 20__

Representative James Jones
Legislative Plaza
Nashville, TN 37243

Dear Representative Jones,

The Board of Directors of the Topnotch County Farm Bureau are concerned about a significant bill which is scheduled to be before the House Transportation Committee on Tuesday, February 12.

The Fuel Tax Redistribution Bill (H1104-S1042, Baker and Smith) could severely jeopardize our counties' efforts to maintain and repair our rural roads. While rural roads do not have the degree of traffic of city streets, it is important that rural people have adequate roads to take our farm products to market and to travel daily for those of us who work in the urban areas.

Representing the 1400 voting farmer members of Topnotch County Farm Bureau, I urge you to vigorously oppose these two important bills.

Sincerely,

Bill Jones, President
Topnotch County Farm Bureau

HOW TO TELEPHONE YOUR ELECTED OFFICIALS

On occasion, if you know your legislator well enough or if time is of the essence, you may call him or her to express your views. Here are some pointers to follow.

1. Be organized. Jot down the ideas you wish to convey to your legislator ahead of time.
2. Don't be discouraged if a secretary answers the phone or refers you to a staff member.
3. Identify yourself. Explain why you are calling and why you take the position you do.
4. Ask for your legislator's position on the issue.
5. Keep calm. It is important to sound composed, well-informed and self-assured.
6. If your legislator agrees with you, thank him/her for talking with you and encourage the lawmaker's continued support. If the legislator is undecided or disagrees with you, discuss the concerns factually.
7. Be polite, but firm. You are a constituent, but don't threaten with the power of your vote.
8. Follow up a telephone call with a note or letter restating your position and thanking the legislator for his/her time and interest.

OTHER ALTERNATIVES

1. Social events for informal meeting.
2. Local delegation meetings held in home districts.
3. Observing local legislators in action, i.e., in caucuses, local district meetings, and at the Capitol during the committee and floor sessions.
4. Invite legislators to your meetings (or go-see tours, if this is appropriate to your situation). Let them address your membership.



107th GENERAL ASSEMBLY



January 14, 2011

Issue 1

NEW SESSION UNDERWAY WITH MANY NEW FACES

The Senate and House convened the 107th General Assembly on Tuesday, January 11, 2011. Republicans will control both houses and be under a Republican governor for the first time since Reconstruction. The November 2 elections resulted in 14 new House seats for the Republicans and 1 Senate seat. This solidified their control of the House by a 64-34 margin and a 20-13 margin in the Senate. Overall, the General Assembly will have 22 new House members and 4 new Senate members, making it the largest freshman class of legislators in recent history.

Several positions of leadership in the House have changed as a result of the now solid GOP majority. Representative Beth Harwell was elected Speaker of the House. Speaker Harwell is from Davidson County. She has a Ph.D. from Vanderbilt University and was a former associate professor at Belmont University. She previously served as the state Republican Party chair. Representative Judd Matheny of Coffee County is the new Speaker Pro-Tempore. Both caucuses have new leaders with Representative Gerald McCormick of Hamilton County serving as the Republican Majority Leader and Representative Craig Fitzhugh of Lauderdale County serving as the Democrat Minority Leader.



Speaker Beth Harwell



Rep. Judd Matheny



Rep. Gerald McCormick



Rep. Craig Fitzhugh

Other elected positions occurred as expected in the Senate and with the Constitutional Officers. Ron Ramsey remains the Speaker of the Senate with Senator Mark Norris as the Republican Majority Leader. Senator Jim Kyle retained his post of Democrat Minority Leader. The Constitutional Officers are elected by both houses. Tre' Hargett was reelected the Secretary of State and Justin Wilson remains the State Comptroller. David Lillard was also elected again as the State Treasurer.

Committee assignments were named by each speaker on Thursday. Committees of most interest to Farm Bureau in each house are the agriculture and environment committees. Jack Johnson from Williamson County remains the chairman of the Senate Commerce, Labor and Agriculture Committee and Steve Southerland of Hamblen County was named again to chair the Senate Environment, Conservation and Tourism Committee. In the House the new chair

of the Agriculture Committee is Frank Niceley. Representative Niceley is a farmer from Jefferson County. He has been involved in Farm Bureau on the county level and sponsored legislation supported by Farm Bureau such as the TN Prime Milk bill and legislation to allow equine processing plants in Tennessee. David Hawk is the new chair of the House Conservation and Environment Committee. Representative Hawk is from Greene County where he has owned and operated a small business. He has served on the environment committee since being elected. A full listing of committee assignments will be published in a future edition of the *Legislative Alert*. If you want to view the listing on-line go to: www.capitol.tn.gov. Click on "Committees" for a listing.

In an effort to make the House more streamlined and efficient, Speaker Harwell announced a major change in the committee structure. Each standing committee has only one subcommittee. This move replaces dozens of subcommittees that previously existed for various subject matters.

Lawmakers recessed for three weeks until February 7, 2011 to allow members to move into and prepare their respective offices. The *Legislative Alert* may not be published regularly during the three week recess.

HASLAM ADMINISTRATION TO BE SWORN IN SATURDAY

Bill Haslam will take the oath of office as Tennessee's next governor on Saturday, January 15 at 11:00. The new governor and his cabinet will be facing the daunting task of balancing the state budget shortfall for the upcoming fiscal year. Because he is a new governor, Governor-elect Haslam has an extra month to prepare his budget. His state of the state address will be presented March 1 along with his budget proposal. There is much anticipation regarding Governor Haslam's jobs package to stimulate economic activity in Tennessee. His intentions are to streamline rules and regulations making it easier for business and industry to start, expand and create jobs.

LEGISLATIVE REPORT FORMAT

Tennessee Farm Bureau will again be publishing the *Legislative Alert*. Each County President, County Board member, Women's Chairman, Young Farmers and Ranchers Chairman, Congressional National Affairs Committee members and members of the state appointed Commodity Advisory Committees will receive a copy. **E-mail versions of the Alert will be sent to Farm Bureau Agency Managers, Agents, County Farm Bureau Secretaries and other friends of agriculture.** Alerts will report the week's happenings and what is expected the next week. The *Alert* will sometimes include "**Action Alerts**" that will require a quick response from members of your county legislative committee. The *Alert* will also highlight key bills as they move through the Legislature and give names of key lawmakers to contact.

We encourage you to contact your County Farm Bureau Office, your Farm Bureau Regional Field Service Director or us if you or a member of your committee is not receiving the *Alert*.

Our success at the legislature will depend a great deal on active involvement of county Farm Bureau leaders. We ask that you keep us informed about any meetings you have with your lawmakers.

Be prepared to act on issues as they arise. Please keep all *Alerts* handy so you can refer to them. Your contacts are **essential** if we are to be successful.

LEGISLATIVE ALERT AND ACTION ALERTS VIA E-MAIL

County offices will receive *Legislative Alerts* by e-mail. E-mail *Alerts* are more timely and effective because they are sent immediately whereas the paper copy must be printed and mailed. This is especially important when “Action Alerts” call for contacts over the weekend. When “Action Alerts” are made, we will give a brief explanation of action needed over the weekend while the lawmakers are home from Nashville. **The County FB President and FB Legislative Committee Chair should plan to go by or call the county office to get the information. The county office staff should handle these items promptly when they are received.**

Members who receive a paper copy of the *Alert* may choose to receive the e-mail version instead. If you would like to receive the *Legislative Alert* by e-mail, please e-mail Christina Kennedy at ckennedy@tbf.com with your request and e-mail address.

WHAT CAN YOUR COUNTY DO TO PREPARE FOR THIS SESSION?

1. Schedule a meeting with your Legislative Committee and discuss Farm Bureau’s priority issues. Prepare your committee to readily explain our positions to your senator and representative.
2. Your Legislative Committee Chairperson should call and make an appointment with your lawmaker and review the list of issues. Early contact is important.
3. Maintaining a personal contact with your lawmaker as our priority issues start to move through the legislative process is a must. Most lawmakers welcome visits and phone calls on weekends. (A Saturday breakfast has proven successful for many counties.)
4. Stay informed....know the issues and Farm Bureau’s position.

FARM BUREAU LEGISLATIVE STAFF

Staff responsible for state legislative activities includes:

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Executive Vice-President

Stefan Maupin smaupin@tbf.com
Associate Director of Public Affairs

Christina Kennedy ckennedy@tbf.com
Public Affairs Assistant

Christina will be available during the week to take and relay your message. **If you need assistance you may e-mail us or call (931) 388-7872 ext. 2220 in Columbia.** President Lacy Upchurch and Joe Pearson, Chief Administrative Officer, are also actively involved.

In addition, **your Farm Bureau Regional Field Service Director serves as a liaison between the state office and the county membership and is available to clarify and/or further explain any issue when questions arise.** Your County Farm Bureau office will help you in contacting your field representative.

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Hugh Adams	Dresden	731-234-8845
Melissa Bryant	Adams	931-619-1009
Eddie Clark	Cookeville	931-212-9054
Ryan King	Cleveland	423-244-4381
Jim Bell	Morristown	865-250-4236

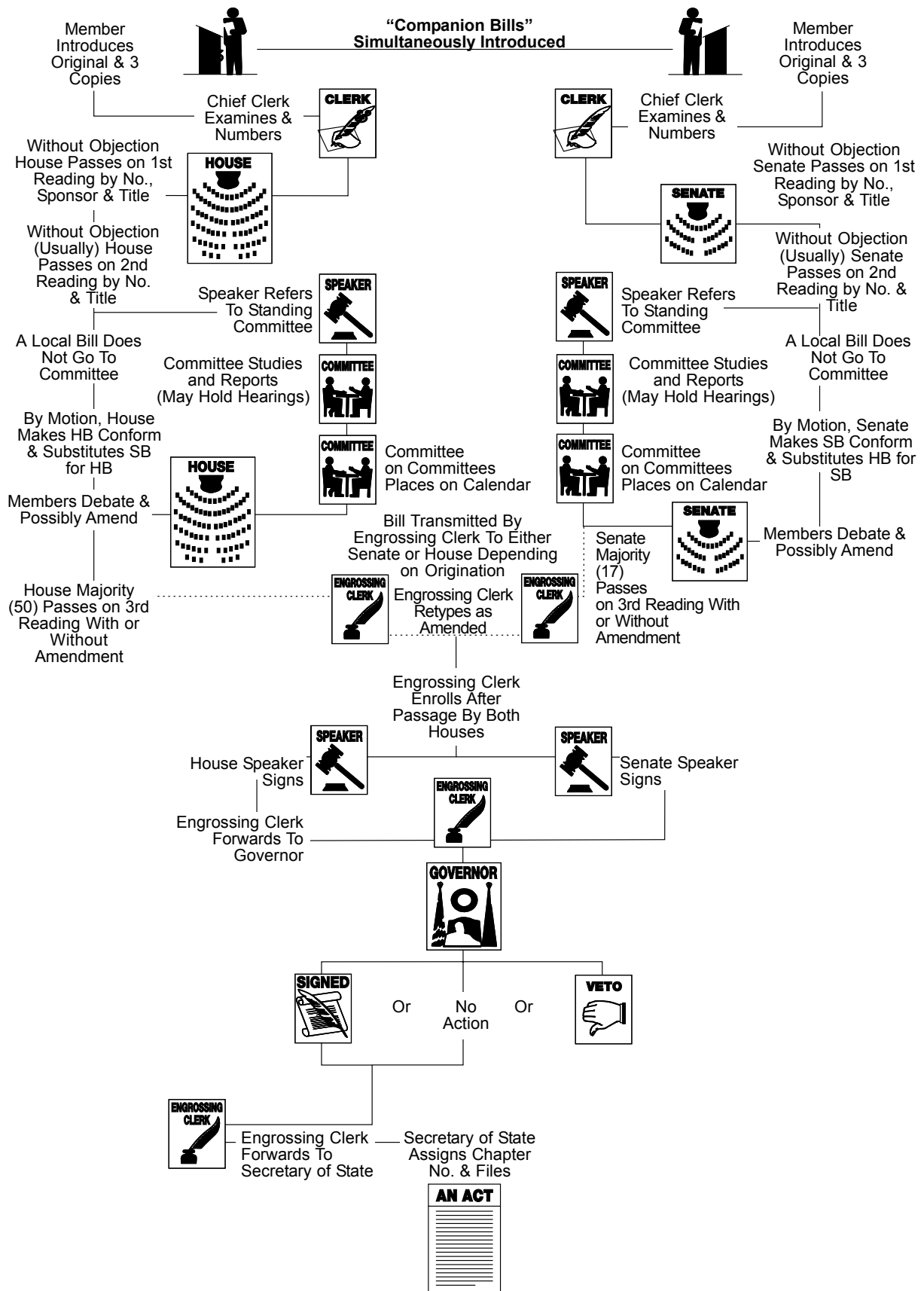
FARM BUREAU BELL RINGER LUNCHEON

March 2, 2011 is the date set for the Farm Bureau Bell Ringer Country Luncheon. More detailed information has been mailed to each county. Letters were mailed January 5, 2011 to county presidents, secretaries, women's chairmen, commodity advisory committees, YF&R presidents & chairmen and agency managers. Please mark your calendar now to attend.

How a Bill Becomes a Law in the General Assembly

HOUSE OF REPRESENTATIVES

SENATE



HOW A BILL BECOMES A LAW

FILING - A bill is submitted in proper form (typed, jacketed, signed by sponsor(s), with short title or cover) and filed with the Chief Clerk. Prefiling is permitted before a session actually begins.

The Chief Clerk assigns a number to the bill and distributes copies as rules provide (to press, legislative services, etc.)

INTRODUCTION (or first reading) - The bill is ready by number and caption (title) only.

The second reading takes place the next legislative day. Again, the bill is read by number and caption and referred to the appropriate standing committee by the Speakers.

NOTE: There is usually a “cut-off” date for introduction, after which no bills may be introduced without a suspension of the rules.

COMMITTEE ACTION

A. Bills remain in committee unless or until:

1. The sponsor appears in the committee and explains the bill and asks the committee to recommend it for passage (majority vote required).
2. After 7 days of no action on the bill, a majority of the House or Senate committee members vote to bring it out for debate and vote.
3. Bill is placed on a “consent calendar” of the committee (see note). This applies to non-controversial bills only.

NOTE: Consent calendar bills and resolutions are non-controversial and require notice of three days in the House, by 2 p.m. on day prior to consideration in the Senate. Any such bill may be removed from this scheduling by request of a legislator.

4. In Senate committees, if the sponsor fails to appear at scheduled time to speak on a bill, and is not rescheduled for appearance, then the bill returns to the Senate Clerk for being automatically withdrawn.

B. Committee Calendar (or schedules) of bills for committee action:

1. House requires 48 hours’ notice be posted.
2. Senate requires 6 days’ notice be posted.

C. Scheduling for final floor action in House and Senate:

Every bill which moves from the committee process (with or without recommendation for passage) automatically goes either to Senate Calendar and Rules Committee, which schedules all bills, or to the House Calendar and Rules which does not only schedule but debates the bill again, and may prevent it from getting to the floor. **Bills having a fiscal impact of \$50,000 or more must go to the Senate Finance Ways & Means Committees.** In the House, bills having a fiscal impact of \$100,000 or more must go the Finance Ways and Means Committee.

FINAL ACTION ON FLOOR (3rd reading)

1. **Under the order of business, or “Calendar,” each bill is read, considered, may be debated, and amended.** A constitutional majority of members of the body is required for passage. A bill is then “engrossed”; i.e., amendments are inserted if necessary. Since it is customary to introduce identical bills in each house, the one which is passed first is sent to the second house, where its companion is called up, made to conform, and the first version passed is substituted for the second house’s version.

2. **Amending process.** If the second house amends a bill, it has to return to the first house for concurrence or non-concurrence on the amendment(s). If the house of original passage does not concur, then the bill returns to the second house, which can recede or refuse to recede from its position on the amendment. If the second house refuses to recede, a conference committee is appointed to reconcile the differences.

NOTE: Amendments do not have to go through prior committee scrutiny and more often than not are added to a bill immediately before it comes up for final vote. Unless it is the will of the body, written copies of amendments are not usually provided to each legislator. However, some amendments do originate in the standing committees.

PROCEDURE FOLLOWING PASSAGE BY HOUSE AND SENATE

1. **Bill is enrolled** (or retyped in suitable form) by Engrossing Clerk in house of origin; Speakers sign this enrolled copy and it goes to Governor for his/her signature.
2. **Governor** may sign bill, veto it, or allow it to become law without his/her signature. Ten days (not including Sundays) are allowed for governors to sign or veto. After ten days, the bill automatically becomes law. Vetoes can be overridden by a majority of the members of each house.
3. **Secretary of State** assigns chapter numbers to each enactment and publishes them, the final versions being called **TENNESSEE PUBLIC ACTS** and **TENNESSEE PRIVATE ACTS**.
4. Tennessee Code Commission then incorporates the new public laws into the **TENNESSEE CODE ANNOTATED**. Code supplements are published every year.

TIPS IN TESTIFYING BEFORE A LEGISLATIVE COMMITTEE

Tennessee legislative committees hold public hearings, especially when the issue or bill before them is controversial or has caused some public reaction or media coverage. Citizens or lobbyists do and can ask the chairpersons of committees to hold such hearings; if there are enough constituent or lobby requests, hearings are held. It is wise to be present at any committee meeting when your issue (or bill) is to be dealt with, and be prepared to offer testimony, for sometimes committees will “recess” and hear from citizens or lobbyists, or ask questions of those in the audience they identify as opponents or proponents of the issue.

Since the formal public hearings are not required to give formal notice, and seldom give much advance notice, it is wise to keep in close touch with the committee chair and/or sponsor of your bill to know when you will have an opportunity to appear.

The following are general rules to follow in presenting testimony:

1. Have prepared written testimony, copies enough for all committee members, Capitol Hill press, and others.
2. Identify yourself, your organization, your coalition, etc. in the written testimony, and include date and committee name.
3. Arrive early at the committee room designated for the hearing.
4. Register with the secretary of the committee, if you have not earlier done so to be sure you are on the agenda.
5. Sit in a strategic place, not necessarily the front row, but where you can see the committee members well and also assess the rest of the audience.
6. When called upon, and you approach the speakers stand, give the secretary copies of your statement. Press can get copies earlier. (Sometimes committee members want your statement at the opening of hearings.)

7. Acknowledge committee: “Mr. Chairman Smith and members of the committee,” and then identify yourself and your organization.
8. If possible, try not to read, or appear to read, the statement; an informal presentation is more effective. However, point out conclusive evidence contained in your written statement, and indicate the broad citizen or special interest support behind you and your position.
9. Answer any questions put to you if you can; if you have others of your persuasion in the audience with more expertise, ask that they answer the question. If you do not have answers at the moment, assure the committee you will provide them, and do so promptly. Be prepared to discuss costs of your proposals.
10. Offer specific amendments to the committee to be attached to “your bill” if such would improve a piece of legislation under consideration. These should be written, if possible.
11. Thank the committee for the opportunity to speak before them, assure them you will try to get any additional information they require.

REMEMBER: The hearing is just an alert to more concentrated action on your bill. You must follow up and contact all the members individually and others who have influence. Help the sponsor of your bill with “head-counting,” and get your “network” activated.

TENNESSEE STATE GOVERNMENT

The Three Branches

GENERAL ASSEMBLY
(Legislative Branch)

GOVERNOR
(Executive Branch)

STATE COURTS
(Judicial Branch)

Ideas for laws and regulations originate from many sources: from individual citizens, from vested interest groups, from members of the legislative branch, from the executive branch, and even with instruction from the judiciary. In recent decades, increasing numbers of state laws have originated in the federal government, the state being obligated under certain conditions to enact conforming state statutes. Frequently the state itself imposes laws upon local governments - city, county and metropolitan.

The final test of the validity and constitutionality of all these enactments rest with the judicial branch of government, but the **Attorney General**, at the request of the executive or the General Assembly, renders “opinions” regarding such laws. These are “opinions” only and do not have quite the same effect as a judicial decision.

LEGISLATIVE BRANCH

GENERAL ASSEMBLY

The legislative authority of the State of Tennessee is vested in the General Assembly, which consists of a Senate and House of Representatives. **The General Assembly convenes on the second Tuesday in January of each odd numbered year for an organizational session of not more than 15 calendar days.** The General Assembly may then recess or adjourn from time to time as it shall determine.

Legislative sessions are limited since compensation is set by law for 90 legislative days each 2 year term. The General Assembly tends to meet for approximately 45 legislative days each year. Legislative elections are held in even years, and thus the first convention of each General Assembly takes place in January of off-numbered years.

In general, the functions of the legislature are to enact, amend, and repeal the laws of Tennessee. Some of the specific powers granted to the General Assembly by the State Constitution include: the appropriation of all money to be paid out of the State Treasury; the levy and collection of taxes and the right to authorize counties and incorporated towns to levy taxes.

The weeks of the session from January to April/May are usually arranged thus: (These are “legislative” days, not calendar days.)

Mondays: Evening meetings (usually 5 to 7 p.m.) for short sessions.

Tuesdays: Committee meetings all day, also hearings.

Wednesdays: Committee meetings until about midday, after which House and Senate meetings are in session.

Thursdays: Sessions of both House and Senate.

There is broad flexibility provided by law and by rule, and at certain times this schedule is greatly changed. For example, toward the end of a session, with the great pressure of unfinished business, the schedule is totally unpredictable for the occasional visitor, and even the most seasoned lobbyist must check the latest schedule or rely on word-of-mouth information.

GENERAL ASSEMBLY - COMPOSITION AND LEADERS

HOUSE

1. **Membership: Ninety-nine (99) Representatives, elected every 2 years.** It shares the general powers and duties of the General Assembly and has **the sole power to originate impeachment proceedings.** In such event, the House elects three of its own members to prosecute the case before the Senate.

Members represent a geographical area, which may be a county or combination of counties, or a portion of a densely populated county. A district’s exact conformation depends upon apportionment of representation according to the most recent federal census. Each member of the House of Representatives must be a citizen of the United States, at least 21 years of age, a resident of the state three years and a resident of the county or district he/she represents one year immediately preceding his/her election.

2. **Leadership:**

Speaker elected by the House membership.

Speaker Pro Tem: Elected by the House, acts in absence of the Speaker.

Majority Floor Leader: Elected by the caucus of the party with the most representation in the House.

Minority Floor Leader: Elected by the caucus of the party with less representation in the House.

Majority Whip: Elected by respective caucuses.

Minority Whip: Elected by respective caucuses.

Caucus Chairpersons: Elected by respective party caucuses.

Committee Chairpersons: Appointed by the House Speaker.

Calendar and Rules Committee: Composed of the chairpersons of all standing committees and other committee officers.

SENATE

1. **Membership: Thirty-three (33) Senators, staggered 4-year terms; all even-numbered and odd-numbered seats are elected in alternate election years.** The Senate shares in the general powers and duties of the General Assembly and, in addition, has the power to try impeachment proceedings. **Reapportionment, as in the House occurs after each decennial census.** Some Senators represent parts of counties, some a combination of counties.

Each Senator must be a citizen of the United States, at least 30 years of age, a resident of the state three years and a resident of the county or district he/she represents at least one year immediately preceding his/her election.

2. **Leadership:**

Speaker elected by the Senate from its membership. Automatically becomes Lieutenant Governor and first in line of succession to governorship (unique in Tennessee).

Majority/Minority Floor Leaders: Same as House.

Majority/Minority Whips: Same as House.

Caucus Chairpersons: Same as House

Committee Chairpersons: Appointed by Speaker/Lt. Governor.

Calendar Committee Chairperson: Appointed by Speaker/Lt. Governor.

NOTE: There are also caucuses other than party caucuses, e.g., Black Caucus, Women’s Caucus, local delegations, and occasionally others in both Houses. Also, some Legislators have power without recognition by title.

House Committees

- 1) Agriculture
- 2) Children & Family Affairs
- 3) Commerce
- 4) Conservation /Environment
- 5) Consumer & Employee Affairs
- 6) Education
- 7) Finance Ways & Means Committee
- 8) Government Operations
- 9) Health & Human Resources
- 10) Judiciary
- 11) State & Local Government
- 12) Transportation
- 13) Calendar & Rules

Senate Committees

- 1) Commerce, Labor & Agriculture
- 2) Environment, Conservation and Tourism
- 3) Education
- 4) Finance Ways & Means
- 5) General Welfare, Health and Human Resources
- 6) Government Operations
- 7) Judiciary
- 8) State and Local Government
- 9) Transportation
- 10) Calendar

JOINT COMMITTEES

Fiscal review: This committee is for legislative oversight of government operations, their costs and fulfillment of charges. This committee is made up of persons named by the Speaker of the House and Senate. The chairperson is elected by members of the committee.

The committee structure and the action of committees are extremely important. This is where the action is - in committee. No proposal escapes the hurdle of committee scrutiny and approval or disapproval. The lobbyist's first concern must be with committee activity.

THE EXECUTIVE BRANCH

The governor is the highest state official. He heads the executive branch of the state government, and in this capacity as chief executive he is generally held accountable for overall administration during his term of office. He must see that the laws are enforced, that the taxes are collected, and that public money is wisely spent.

Although the General Assembly has sole power to pass laws, the members of that body look to the governor to recommend legislation; if the governor thinks laws it passes are unwise, he has the power to veto them. The governor also has the right to call a special session of the legislature and to appoint judges and chancellors to fill vacancies caused by death or resignation.

The Constitution of Tennessee makes the governor commander-in-chief of the "Army, Navy and Militia" of the state and federal law make him the commander-in-chief of the Tennessee National Guard.

The constitution provides that the governor "shall be at least 30 years of age, shall be a citizen of the United States, and shall have been a citizen of this state seven years before his election." The governor's term is four years and he is eligible to serve two successive terms (this was changed from one four year term following the 1977 Limited Constitutional Convention).

He is the recognized leader of all the citizens in the state, and in addition is the state leader of his political party and as such, the governor has a strong voice in shaping the policies of the national party in which he is a member.

The governor is the spokesman for all the people of Tennessee in national matters and their representative where a single voice is needed in matters of concern outside the boundaries of the state.

To assist him in the operation of the government, the governor appoints commissioners to head the various departments. They report directly to him or to him through one of his staff members. While the commissioners are located in offices, generally near Capitol Hill, the governor and his staff are located on the first floor of the Capitol.

The succession to the governorship, in event of vacancy, is in the following order: The Speaker of the Senate who is also the Lieutenant Governor, the Speaker of the House of Representatives, the Secretary of State, the Comptroller of the Treasury and the Treasurer.

The Governor's Staff, Constitutional Officers and Cabinet Members:

Deputy to the Governor

Chief of Staff

Executive Assistant to the Governor

Executive Assistant to the Governor

Constitutional Officers

Secretary of State

Comptroller of the Treasury

State Treasurer

Cabinet Officers

The Adjutant General
Department of Agriculture
Department of Children's Services
Department of Commerce and Insurance
Department of Correction
Department of Economic & Community Development
Department of Education
Department of Environment and Conservation
Department of Finance and Administration
Department of Financial Institutions
Department of General Services
Department of Health
Department of Human Services
Department of Intellectual Disabilities
Department of Labor and Work Force Development
Department of Mental Health
Department of Military
Department of Personnel
Department of Revenue
Department of Safety and Homeland Security
Department of Tourist Development
Department of Transportation
Department of Veteran's Affairs

THE JUDICIAL BRANCH

The Constitution provides that the judicial power of the state is to be vested "in one Supreme Court, and in such Circuit, Chancery and other inferior Courts as the legislature shall from time to time, ordain and establish." The judicial structure of the state consists of the courts with purely local jurisdiction, such as Justice of Peace Courts, Courts of General Sessions, and county courts; regional or district courts of original jurisdiction empowered to adjudicate civil and criminal cases and cases in equity, such as Circuit Courts and Chancery Courts; and Appellate Courts, including the Court of Appeals for civil cases, the Court of Criminal Appeals, and the state's highest tribunal, the Supreme Court, which hears both civil and criminal cases. The Constitution also provides for an Attorney-General and Reporter for the state in the judicial department and a district attorney for each circuit for which a judge having criminal jurisdiction is provided by law.

Attorney General and Reporter

The Attorney General is the state's chief legal officer. As such he institutes, prosecutes, or intervenes in any criminal or civil litigation in which the state has an interest and acts as legal advisor to state agencies. He renders written opinions on questions of law to public officials in Tennessee. He serves on several boards and commissions. The Attorney General and Reporter is appointed by the judges of the Supreme Court and holds office for a term of eight years.

REGISTERED LOBBYISTS

Representatives of many organizations are present during the session for the purpose of looking after the interests of their various groups. They keep track of pending legislation and attempt to educate and inform legislators about their clients' interests in legislation.

Lobbyists are often useful sources of information on pending legislation, as well as being spokesmen for the groups they represent. They are often referred to as the Third House of the Legislature because of their importance to the legislative process.

Lobbyists are required by law to register with the Tennessee Ethics Commission. "Citizen" lobbyists are not required to register with the commission. Only those lobbyists who receive compensation for their services are required to register.

GRAND DIVISIONS

There are three Grand Divisions of the state set out in the statutes (TCA 4-11-201--204): Eastern, Middle and Western. Some facets of state government are based on the Grand Divisions, such as the Supreme Court justices and others.

The Eastern Grand Division counties are: Anderson, Bledsoe, Blount, Bradley, Campbell, Clairborne, Carter, Cocke, Cumberland, Grainger, Greene, Hancock, Hamilton, Hamblen, Hawkins, Jefferson, Johnson, Knox, Loudon, Marion, McMinn, Meigs, Monroe, Morgan, Polk, Rhea, Roane, Scott, Sevier, Sullivan, Unicoi, Union and Washington.

The Middle Grand Division counties are: Bedford, Cannon, Cheatham, Clay, Coffee, Davidson, DeKalb, Dickson, Fentress, Franklin, Giles, Grundy, Hickman, Houston, Humphreys, Jackson, Lawrence, Lewis, Lincoln, Macon, Marshall, Maury, Montgomery, Moore, Overton, Perry, Pickett, Putnam, Robertson, Rutherford, Sequatchie, Smith, Sumner, Stewart, Trousdale, Van Buren, Warren, Wayne, White, Williamson and Wilson.

The Western Grand Division counties are: Benton, Carroll, Chester, Crockett, Decatur, Dyer, Fayette, Gibson, Hardeman, Hardin, Haywood, Henderson, Henry, Lake, Lauderdale, McNairy, Madison, Obion, Shelby, Tipton and Weakley.

TENNESSEE CONGRESSIONAL DELEGATION



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Web Site: <http://cohen.house.gov/>
Blog:
http://cohen.house.gov/index.php?option=com_content&task=blogsection&id=4&Itemid=125
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Facebook page: <http://www.facebook.com/JimCooper>
YouTube channel:
<http://www.youtube.com/user/RepJimCooper>
Chief of Staff: Lisa Quigley

Legend
 SDOB – Senate Dirksen Office Building
 SHOB – Senate Hart Office Building
 SROB – Senate Russell Office Building
 RHOB – Rayburn House Office Building
 CHOB – Cannon House Office Building
 LHOB – Longworth House Office

Last Updated: 2/1/2011



Senator Lamar Alexander



Senator Bob Corker



Rep. Stephen Fincher (8)



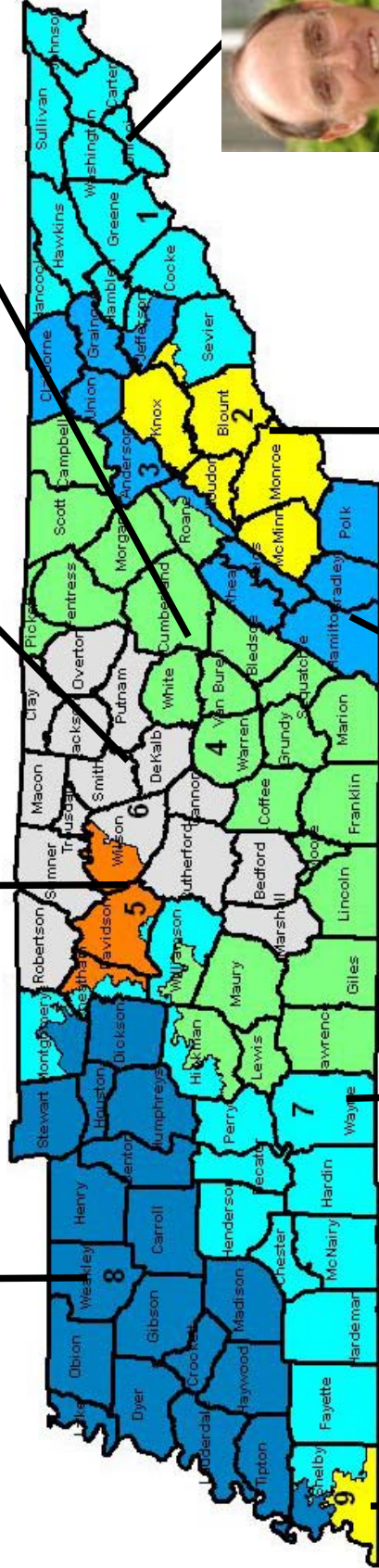
Rep. Jim Cooper (5)



Rep. Diane Black (6)



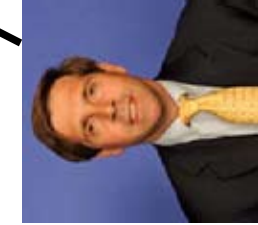
Rep. Scott DesJarlais (4)



Rep. Stephen Cohen (9)



Rep. Marsha Blackburn (7)



Rep. Chuck Fleischmann (3)



Rep. John Duncan, Jr. (2)



Rep. Phil Roe (1)

AGRICULTURE IN THE CLASSROOM

Telling the Story of Agriculture



Farm Tours



Agricultural Literacy Library



Outdoor Classroom Gardens