FFA | CHECKLIST

FFA Sentinel’s Duties Checklist

Checklist of Sentinel duties for FFA meetings, covering room readiness, door and attendance tasks, emblem and equipment setup, and order-keeping so each meeting starts smoothly.

Farm / unit: _____ Date: _____ By: _____

ITEM	OK	FIX	N/A
Arrive early and check the room	☐	☐	☐
Set out the chapter emblems and flag	☐	☐	☐
Test the gavel and meeting equipment	☐	☐	☐
Greet members and guests at the door	☐	☐	☐
Keep the door secure during ceremonies	☐	☐	☐
Help officers find needed materials	☐	☐	☐
Keep order and assist the president	☐	☐	☐
Tidy the room after the meeting	☐	☐	☐

NOTES / REPAIRS NEEDED

TIP Walk through the checklist with the advisor before your first meeting so the routine feels natural.