



## NFYFC

### “How to” Guide – Junior Member of the Year

#### 1. Part One - The Synopsis Form

The Synopsis Form is your opportunity to document your achievements during your Young Farmers' Club membership. Take the time to reflect on the past twelve months and make a note of any events or accomplishments you are particularly proud of. There are seven sections for you to fill with your achievements and ambitions; these are:

- **YFC History** – record the posts you have held from Club to National Level.
- **YFC Involvement** – let us know what activities you have participated in. Include competitions, events, club nights and anything else you feel is relevant.
- **Proudest moment in YFC (so far!)** – what are you most proud of achieving whilst being a YFC member? Use this section to explain what you did and why it made you proud.
- **Ambitions in YFC** – what do you hope to attain as a YFC member? Do you want your club to win the most county competitions? Do you want to raise the most money for your county? Do you want to be national chair of council? Tell us about your aims and how you plan to get there.
- **Ambitions outside YFC** – what do you hope to achieve outside of YFC? This could be your future career goals, school success, home life including ambitions for the family farm. Think big – what do you hope to achieve in the future and how are you going to do it?
- **Hobbies and Interests outside YFC** – use this section to document any hobbies or interests you think might be relevant to the competition.
- **Highlight of the Year** – which moment stands out to you from your past year in YFC?
- **Additional information** – this space should be used to add in any information you feel is important and relevant to the competition that does not necessarily come under the previous headings.

**When writing your form, imagine how it will come across to the Judge.**

Top tips:

- Try to use concise language, keep it interesting and get to the point – do not ramble on as the reader will lose interest.
- Use short paragraphs or bullet points in each section, this avoids large blocks of text and is easier for the reader to follow.
- Typing your answers onto the form opposed to handwriting the document is preferred. Use an easy-to-read font (pick a clear font such as Arial or Calibri and aim for 11/12 font size).
- Spelling and grammar check! Ensure your 'spell checker' is turned on whilst completing your synopsis form and double check it yourself for errors. Have a friend or guardian read through the form to check for spelling or grammatical errors – someone else may spot something you have missed.
- Keep within two sides of A4 (this is the maximum size allowed in the national final).
- Check the deadline for submission. When is the national final? Remember that your synopsis form must be submitted at least 28 days before the date of the final.



**Where to send your synopsis form:**

<p><b>Send via email:</b></p> <p><b>Subject: JMOTY – Synopsis Form</b></p> <p><b>To:</b> <a href="mailto:Margaret.Bennett@nfyfc.org.uk">Margaret.Bennett@nfyfc.org.uk</a></p>	<p><b>Send via post to:</b></p> <p><b>FAO: Competitions Department, YFC Centre, 10th Street, Stoneleigh Park, Kenilworth, Warwickshire CV8 2LG</b></p>
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**2. Part Two – Presentation and National Final**

At the national final you will present your achievements over the past twelve months to a panel of judges. The judges will have received your synopsis form prior to the competition final so make sure the achievements in your presentation complement those you have recorded on the form.

• **Presentation tips**

- Create the presentation using a reliable programme. Microsoft PowerPoint is a good choice.
- Keep the slides simple, use relevant images and minimal text. The judges have read your synopsis form already, they now want to hear you speak and hear the emotion and passion in your voice when detailing your achievements and ambitions.
- Have a practice run (or two!) at home to get used to using the slideshow feature and presenting your content to an audience. Ask family members or friends if they could act as an audience and offer constructive criticism to help prepare you for the national final.
- Prepare for questions – following your presentation the judges may ask you some questions, be ready for this by including it in your practice run. Have your friends think of a question to ask at the end of the presentation – ensure that you are not aware beforehand as this will help create that real interview feel.
- Dress smartly. How would you dress for a job interview? Or a day at sixth form/college? Apply that dress code here.
- Engage your audience. Remember you are not reading a script; you are telling a story and the aim is to keep your listeners interested in that story.
- Smile and make eye contact with the judges. There is usually at least one (if not more) ex-young farmer on the panel who shares your enthusiasm for the organisation and have likely competed themselves.

***Dress smartly, smile and breathe! Enjoy the experience.***

***Good Luck!***