

# Iowa FFA Association



## FFA Blue Book

*Rules and Policy Manual for FFA Chapters*

**Last Updated 5/27/10**

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Updated 05/27/10

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# Section I.

# Career Development Events

Iowa FFA Association  
FFA Blue Book

# General Information

## I. Foreword

This booklet provides information for FFA members, advisors, and other on all FFA events and awards.

Educational objectives are of first importance in all events. New experiences, further incentives, new ideas, wider interests and more friends and acquaintances result from statewide activities.

FFA members and chapters are encouraged to participate in at least five of these events. Every member and every chapter should not attempt to participate in all activities and events. Awards are provided to encourage members to do more and thus “Learn by Doing.”

All information on National FFA Foundation Awards and National FFA events is tentative and subject to change in accordance with announcements by the National FFA Organization.

The FFA members in secondary Agricultural Education departments in Iowa are grateful to friends, organizations and business concerns for their support and encouragement.

## II. The FFA

The FFA is the national organization of Agricultural Education students in public high schools. It was founded in 1928 and now has national membership in local high school chapters in 50 states Puerto Rico, Virgin Islands, and Guam where vocational agribusiness programs are conducted under the National Vocational Education Acts.

The FFA is an integral part of vocational education in agriculture in public secondary schools. It is designed to provide training for agricultural careers, in leadership and in citizenship. Its efforts and objectives are directed toward the improvement of agriculture in our state and in our nation.

The Agricultural Education program in Iowa public schools is administered by local schools and the Bureau of Career & Technical Education of the State Department of Education. The Iowa FFA Association sponsors an annual state leadership conference, and varied activities and events in which members and chapters participate. Some events are conducted in cooperation with the National FFA Organization, the National FFA Foundation, Inc., Iowa FFA Foundation, other organizations, businesses, and industries.

## III. “Active” FFA Chapters and Members

A chartered chapter in “good standing” with the Iowa FFA Association may participate in all district and state activities, events, meetings, and the state FFA Leadership Conferences. A chapter is in “good standing” when: (1) its state and national dues are paid by December 1;

(2) its membership report and annual program plan are submitted by December 1; (3) its Annual Report is submitted by July 1; (4) its constitution is not in conflict with the state constitution; and (5) it has at least 10 active members.

A chapter not complying with previously stated rules (1-5, item C, page 4) will not be eligible to participate in any sub-district, district, or state FFA events.

A FFA member is in “good standing” with the Iowa Association, FFA when he or she is an active member of a chartered chapter in “good standing” with his or her dues paid for the year. They may be an active member if they are enrolled in at least one secondary Agricultural Education course during the school year and follow a planned course of study for an agricultural career (including a supervised agricultural experience program), the objective of which is established in an agricultural occupation. They need also to show an interest in the affairs of the local chapter and conduct themselves in a manner becoming of a member of the organization. Members may retain their active membership until November 30, following the fourth National FFA Convention after graduating from high school.

#### IV. Objectives

1. To stimulate the improvement of local FFA chapters and programs.
2. To improve the supervised agricultural experience programs of members.
3. To develop leadership and other abilities of FFA members.
4. To encourage the development of abilities needed to improve the community.
5. To provide awards and recognition for worthwhile achievements.
6. To promote the further development of Agricultural Education and the FFA in Iowa.

#### V. Rules for all State Events

1. All official FFA events are open to any chapter in “good standing” with the Iowa Association not later than **January 1**, except those departments operating for the first year which must be in “good standing” by March 1.
2. Participants’ names will be verified against official membership reports at the first level of competition above the local level. If a student’s name does not appear on the roster, then the State FFA Advisor or his/her designee will collect State and National FFA dues at the time of the event.
3. All FFA participants and official delegates must be active members and enrolled in high school Agricultural Education during the current year. Any exceptions that apply for an individual’s participation are listed under that separate event.
4. Candidates for the Iowa FFA Degree and American FFA Degree must be active

members but do not need to have been in high school during the current year.

5. Participants in the following events may compete in only one sub-district, one district and one state FFA event, though they may serve as delegates or be candidates for the Iowa FFA Degree or American FFA Degree.
  - Ag Broadcasting
  - Ag CSI
  - Ag Impact
  - Ag Issues & Perceptions
  - Ag Sales (Individual)
  - Chapter Program
  - Conduct of Meetings
  - Experience the Action
  - Extemporaneous Speaking
  - FFA Creed Speaking
  - Job Interview
  - Parliamentary Procedure
  - Public Speaking
6. Only one entry per chapter is permitted in each Leadership CDE, Skills CDE, agricultural proficiency area, and all other official sub-district, district, and state events. It is strongly recommended that local events be utilized to determine the local winner to broaden the base of competition at the local level.
7. If an entry in a leadership CDE is not able to advance, the designated alternate(s) will become the participant(s).
8. Members are eligible to participate for up to two years in the following CDEs on the sub-district/district level. Once they have

participated in one of those events on the state level they are ineligible to participate in that event in future years.

- Ag Broadcasting
  - Ag CSI
  - Ag Impact
  - Ag Issues & Perceptions
  - Ag Sales (Individual)
  - Chapter Program
  - Conduct of Meetings
  - Experience the Action
  - Extemporaneous Speaking
  - FFA Creed Speaking
  - Job Interview
  - Parliamentary Procedure
  - Public Speaking
9. All participants in the state final FFA events must be registered by the designated hour on the day of the events.
  10. Conflicts in the order of appearance at any of the official events caused by extenuating circumstances will be dealt with on an individual basis by the State FFA Staff.
  11. The chairperson of each event will introduce each participant in each event at the time of the participant's appearance.
  12. Participants should be neat in appearance. Official dress will be appropriate and highly recommended but not mandatory. In all leadership events, point deductions shall be allowed where appropriate for poor stage presence and/or personal appearance.
  13. When Official Dress is not required, Official Casual Dress is recommended.

Official Casual Dress consists of an FFA polo shirt or FFA t-shirt and jeans or khaki/dress pants.

14. Sportsmanlike conduct should be taught by advisors and demonstrated by both advisors and participants at all FFA events. A demonstration or incidents of unsportsmanlike conduct may result in suspension from the event.
15. No communication devices (cell phones, pagers, hand held computers, two-way radios, etc.) will be allowed in the possession of any contestant from event check-in through the completion of the event.
16. All written event applications including the Iowa FFA Degree MUST have all signatures required in all of the appropriate places.
17. On written applications, captions under pictures may be longer than 50 words as long as the font size is not changed from the standard. The caption may fill the given text box and no more.
18. Participants are to use high quality print for all written materials. Judges may deduct up to ten points if the print is not high quality.
19. All written applications and materials for events, awards,

and degrees will be judged as submitted without allowing corrections to be made between sub-district and district, and district and state.

20. All written applications for awards and degrees are to be submitted without the addition of extra (partial or full) pages of information, photos, or other materials except where additional materials are requested or duplication is permissible as specified on the application being submitted. For example: "Other Information" on Iowa FFA Degree applications and America FFA applications and "Project Story" on Agricultural Proficiency applications can only be explained in the limited space available.
21. Violation of any specific written rule in any application or event will result in elimination of the school from the event and/or receive a participation rating.
22. Any individual or team member that qualifies for advancement to National competition in an ag knowledge and skills/judging event may enter any other state ag knowledge and skills/judging event during the same calendar year.
23. If a team contains one person from a National qualifying

team, the chapter may substitute this individual on the team because no individual(s) shall advance to national ag knowledge and skills events in more than one area within the same event year. Refer to the substitution rule in the policies section of this bulletin. If a team contains more than one national qualifying team member for a national event and qualifies for another national event, the second place team will advance.

24. In the event that teams or individuals advancing to National competition decline the opportunity to represent the Iowa FFA Association the Board will authorize subsequent teams or

individuals (2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, etc.) to advance to National competition. The teams or individuals that decline the opportunity to participate will not be allowed to compete in future career development events (their eligibility has expired with winning the state event). If any team accepts the opportunity to represent the Iowa FFA Association in place of the state authorized team, they will also forfeit any future opportunities to participate in this event.

25. If the due date for an entry form or application falls on a weekend or a National Holiday, it shall be postmarked no later than the next working day.

## **VI. Judging Results and Awards**

1. All events at sub-district, district and state levels are to be judged on a group ranking basis of Gold Emblem, Silver Emblem, and Bronze Emblem. Members planning below the three rankings will be listed as participants. Only if a written rule is violated will a "participation" ranking be given. This will prevent that entry from advancing. If necessary for entry in a regional or national event, one or more of the winners will be selected.
2. First and second place shall be designated in every event at the state level.
3. In sub-district, district and state events, effort will be made to secure three (Ag Sales and Job Interview leadership events shall have four) qualified and impartial persons to serve as judges whose decisions shall be final.
4. Judges:
  - Effort will be made to make the comments of judges on strong and weak

- features available to all advisors for their participants, after the placings have been made.
- Judges of all events should make every effort to supply comments on individuals and team events.
  - Judges must provide written reason for a “participation” ranking.
5. The results of all district FFA events and candidates for state offices will be released only by the State Board of Directors member for the respective district, upon completion of the events at the district level.
  6. Results of sub-district, district, and state events are to be released to the press and radio services so that parents and others at home may know of the outcome of the FFA events at the earliest opportunity. Release dates should be STRICTLY observed.
  7. All references to awards to be provided by the National FFA Foundation, Inc., are tentative, pending final announcement by the organization.
  8. If statement of rights access and consent to use of information is needed for individual applications, including Iowa FFA Degree applications, notice will be given.
  9. Should an unusual interruption occur while an event is in progress it is expected that good judgment will be exercised in maintaining fairness to all participants.
  10. All written materials advancing to the state level of competition will not be displayed at the district event in order to assist the district advisors in meeting their obligations to preserve the materials for further competition. They will be displayed at the state leadership conference.
  11. At the state level only, judges may write on manuscripts and other materials for the Public Speaking, Program of Activities, Job Interview, and Ag Sales leadership events.

Section I.  
Part B.  
Leadership  
Career Development  
Events

Iowa FFA Association  
FFA Blue Book

# Guiding Principles for Managing Leadership CDEs

## Sub-District/District Advisor Responsibilities

- 1) Identify and train at least one adult chairperson for each event. (Chapter advisors with knowledge of the specific CDE are preferable.)
- 2) Identify and train at least one adult supervisor for each holding area.
- 3) Identify and train at least one adult supervisor for the results room.
- 4) Make the final decision on any rules interpretations.
- 5) Make the final decision when a participant is awarded a “Participation” rating.
- 6) Do NOT schedule advisors to serve as judges. (In the event that an event is short of judge(s), chapter advisors may be used; however, advisors may NOT judge an event in which their own chapter is participating.)
- 7) Do NOT allow parents to judge their own children.
- 8) Manage the events to provide an organized, fair and professional environment.

## Event Chairperson Responsibilities

- 1) Prior to the start of the event, provide the judges with an overview of:
  - a. the CDE rules;
  - b. how to properly complete the scoring sheets and/or comment sheets;
  - c. how to award gold, silver, bronze and participation awards;
- 2) Prior to the start of the event, provide the door monitors with an overview of their responsibilities:
  - a. Only let people into the room when the event chair indicates that they may do so;
  - b. Secure the event door at all times during each performance;
- 3) If the event is timed, assign one specific individual to time each event. Review the appropriate procedures for timing and use of time cards (if applicable).
- 4) Immediately before each team or individual performance:
  - a. Allow spectators into the event room;
  - b. Secure the room by closing the event room door;
  - c. Instruct all spectators to remain silent during the event;
  - d. Instruct all spectators that photography, videotaping or audio taping is **PROHIBITED** during the performance;
  - e. Instruct all spectators to turn off and stow all cell phones or other electronic devices; and
  - f. Announce the chapter name of the team or individual to the audience and judges.
- 5) When all teams/individuals have performed:
  - a. Clear the room so judges may finalize their results.
  - b. **The event chairperson should leave the room at this time.** The event chairperson must NOT participate in the final ranking of participants.
  - c. The event chairperson may return to the room to answer any general questions asked the judges. **HOWEVER**, the event chairperson will NOT identify specific mistakes, strengths or weaknesses observed in any individual/team performance.
  - d. The event chairperson will consult the Subdistrict or District Advisor to make the final interpretation of any perceived rules violations.

- e. A “Participation” rating may only be awarded after consultation with the Subdistrict or District Advisor.

## Holding Area Supervisor Responsibilities

- 1) Prior to the start of any CDEs, announce:
  - a. cell phones or any electronic storage or transmission devices are prohibited unless they are required for the CDE. CDE participants possessing any of these items during the CDE will be automatically disqualified;
  - b. participants are to stay in their designated areas until they are escorted to the event performance room;
  - c. arrangements for using the rest room facilities; (These arrangements will vary depending upon the facilities. Escorts will be needed if the rest room facilities are not isolated from guests, other FFA members or participants that have already performed.)
  - d. participants that have already performed must not be allowed to re-enter the holding area;
- 2) When the first event has started, do not allow anyone to enter the holding area and talk to CDE participants.
- 3) Designated FFA members or adults should escort each team or individual to their performance room. Escorts must stay with the team or individual

## Results Room Supervisor Responsibilities

- 1) Review all results sheets as they enter the room.
- 2) Immediately contact the event judges if discrepancies or questions are identified.
- 3) Record all results.
- 4) Double-check all typed results against the original rating sheet.
- 5) To keep the room orderly and efficient, restrict room access to allow only designated individuals.

# Ag Broadcasting

2009 – 2010 Chairperson: Dennis Benson, Mapleton

## I. Overview

This event is intended to foster an understanding and create an interest in the field of broadcast journalism.

**This is a Sub-District, District & State Level Event.**

## II. Rules

The rules governing Sub-District, District and State events, in addition to those for all events, are as follows:

1. The broadcast must be at least four minutes and no more than five minutes in length, including the commercial. A one-half point per second of overtime or under time will be deducted from the score.
2. The participant must introduce himself/herself as farm director or reporter for radio station KFFA. If any other call letters or no call letters are used in the presentation to identify the station, five points will be deducted from the score.
3. A 28-30 second commercial will be presented in the course of the broadcast. A one-half point per second of overtime and under time will be deducted from the score.
4. The commercial must not advertise any recognized commercial products. Fictitious product or services must be advertised. Any incidental duplication of existing products or services is up to the discretion of the judges. The commercial can be written prior to the event and may be taken into the event room and used in competition. **LIVE SOUND EFFECTS ARE ALLOWED, BUT NO TAPED SOUND EFFECTS MAY BE USED FOR THE COMMERCIAL BROADCAST. NO DRUGS, TOBACCO, OR ALCOHOLIC BEVERAGES MAY BE ADVERTISED. FAILURE TO OBSERVE THESE RULES WILL RESULT IN A PARTICIPATION RATING.**
5. The timekeeper in the broadcasting room will show cards to indicate time in minutes remaining such as: (after the first minute) 4, 3, 2, 1, 30 seconds, and 15 seconds. The timekeeper will announce time consumed at the conclusion of each presentation.
6. Actual radio copy will be used as event material. The participant may cut, paste or mark on the copy at his/her will. It is the responsibility of the participant to provide pens, paper, tape, highlighter and scissors to prepare the copy. No other materials except radio commercial will be permitted.
7. All participants will be given the same material. (NOTE: Participants will be given more material than is necessary.)
8. Participants will be given 30 minutes to prepare for their broadcast in a designated preparation room. It is suggested that participants bring a watch or stopwatch to use in the prep room.
9. The participant will perform in a room alone with the exception of a timekeeper. Judges and audiences will be seated in another room and will listen to the participant via a sound system (microphone in the participant's room and a speaker in the other room). If necessary, a divider could be used to separate the participant from the judges.
10. The Iowa FFA Association will provide news copy for Sub-District, District, and State events.
11. The judges in each Sub-District shall designate the top two individuals to compete

in the District event. The judges shall also name an alternate.

12. The judges in each District shall designate the top two individuals to compete in the State

event. The judges shall also name an alternate.

13. The judges at the State level shall designate the top two individuals.

### III. Resource Information

### IV. Awards

<b>Sub-District:</b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SDLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SDLC)
<b>District:</b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at DLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at DLC)
<b>State:</b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SLC)
	Champion Individual:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)
	Reserve Individual:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)
	3 <sup>rd</sup> Place Individual	Plaque	(Awarded on Stage at SLC)
	Cash Award	(Awarded in Chapter Packet at SLC)	
4 <sup>th</sup> Place Individual	Cash Award	(Awarded in Chapter Packet at SLC)	
Gold Individuals:	CDE Pin	(Awarded in Chapter Packet at SLC)	

**All awards subject to available sponsorship through the Iowa FFA Foundation.**

## V. Event Hosting Guidelines/Checklists

### **Needed Materials Checklist:**

- \_\_\_\_\_ Copies of News Copy
- \_\_\_\_\_ General Critique Forms on blue (1 copy x 3 judges x Total Number of Contestants)
- \_\_\_\_\_ Ag Broadcasting Judges Score Form on white (1 copy x 3 judges x Total Number of Contestants)
- \_\_\_\_\_ Ag Broadcasting Summary Form on yellow (1 copy)
- \_\_\_\_\_ 2 Tables for Judges
- \_\_\_\_\_ 3 Chairs for Judges
- \_\_\_\_\_ 1 Table for Contestant/Timekeeper
- \_\_\_\_\_ 2 Chairs for Contestant/Timekeeper
- \_\_\_\_\_ Microphone for Contestant in Separate Room from Judges
- \_\_\_\_\_ Speakers for Judges in Separate Room from Contestant
- \_\_\_\_\_ Set of Time Cards
- \_\_\_\_\_ Stopwatch
- \_\_\_\_\_ Pens/Pencils for Judges

### **Event Chairperson:**

**Refer to “Guiding Principles for Managing Leadership CDE’s” for specific directions.**

## VI. Scoring Rubrics/Judging Sheets

# Judge's Score Form

## FFA Ag Broadcasting Event

Judge \_\_\_\_\_

\* Deduct 5 points if the student uses any call letters other than KFFA or fails to identify himself/herself with call letters. Deduct .5 points per second of broadcast including commercial under 4 minutes or over 5 minutes.

\*\* Deduct 5 points if sponsor's name is used other than during the commercial. Deduct .5 points per second of commercial under 28 seconds or over 30 seconds.

Sub-District of the \_\_\_\_\_ District (list)  
 District (list)  
 Date of Judging \_\_\_\_\_

	School P.O. (Town)	Participants	News Presentation & Event:			Commercial:			Deductions: * Broadcast; ** Commercial		TOTAL SCORE	Gold Emblem	Silver Emblem	Bronze Emblem	Participation	Advanced to Next Level
			Program Development/ Editing	Gain Attention	Effective Use of Copy	Pronunciation	Articulation	Inflection	Emphasis	Vocal Rate & Quality						
1			40	40	20	*				100						
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																

# Judge's Ag Broadcasting FFA Event Summary

This form is to be used by Event Chairperson to report results of the judging.

Event: **Ag Broadcasting CDE**  
 \_\_\_\_\_ Sub-District of \_\_\_\_\_ District  
 District/State: \_\_\_\_\_  
 Date of Event: \_\_\_\_\_

**Judge Names:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

15	School P.O. (Town)	Participant Name	Use letters to indicate ratings G - S - B - P			Total Points	G = Gold	S = Silver	B = Bronze	P = Participation	Advance to Next Event
			Judge 1	Judge 2	Judge 3						
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											

# 4 Minutes Remainings

# 3 Minutes Remainings

# 2 Minutes Remainings

# 1 Minute Remainings

**30 seconds  
Remainings**

**15 seconds  
Remainings**

# Ag CSI (Career & Science Investigation)

- For Middle School FFA Members -

2009 – 2010 Chairperson: Kevin Blair, Griswold

## I. Overview

This experiential-learning career development event is designed as a classroom activity to emphasize career exploration and integration of academics. Learning activities will focus on: agricultural literacy, career exploration, personal development, and integration of academics. Participation in this activity is also designed to fulfill the SAE component of middle school FFA membership.

**This is a District & State Level Event.**

## II. Rules

The rules governing District and State events, in addition to those for all events, are as follows:

1. Participants must be middle school FFA members [grades seven (7) – eight (8)].
2. A team will consist of four (4) to six (6) students.
3. The scenario used for the event will be on a rotational basis as follows:
  - a. 2010 – Growing Food Under the Ocean
  - b. 2011 – Food Supply
  - c. 2012 – Growing Food on Mars
4. Each team will have all team members select a specific agriscience career for each team member to role play based on the scenario. Each team member must select different agriscience career.
5. Each team member will research their chosen agriscience career and complete a “Career Profile” worksheet.
6. Each team will prepare a typed, five (5) page research proposal outlining the teams plans to address the scenario.
  - o Five (5) page
  - o Double spaced
  - o Ten (10) or twelve (12) pt font
  - o One inch (1”) minimum page margins
  - o One (1) – two (2) page bibliography attached to the back of five (5)-page proposal
7. At registration, each team will present one (1) manila envelope that contains:
  - o **Three (3) printed copies** of the research proposal with attached bibliography.
  - o **Three (3) sets** of “Career Profile” Worksheets
8. Each team member must role play their researched career during the final presentation.
9. Each team will deliver a twelve (12) to fifteen (15) minute presentation outlining **why** your team should be selected. Teams should utilize audio visual aids to enhance the presentation (this may include but is not limited to):
  - o Models
  - o Props
  - o A/V
10. Time cards will be shown at:
  - o Thirteen (13) minutes (2 minutes remaining)
  - o Fourteen (14) minutes (1 minute remaining)
11. The presentation will conclude at fifteen (15) minutes. The room chairperson will call “time” at the end of fifteen (15) minutes. The team presentation must stop when “time” is called.
12. At the conclusion of the presentation, members should prepare to receive and answer questions from the judges – Five (5) minutes
13. OPTIONAL for Bonus Points: (up to fifty (50) bonus points awarded per team – will be added to the final team score).
  - o Conduct a job-shadow of a person employed in the agricultural industry. Selected role play career is advised but not required.
  - o The job shadow must be a minimum of thirty (30) minutes.
  - o Complete the one (1) page “Job Shadow” Worksheet.

### **Rules (Continued)**

14. FFA Chapters may enter multiple teams at the District level.
15. At District level, it is permissible to deliver the written materials to registration the day of the event. Written materials will be returned following the District event. Materials for the advancing teams may be revised.
16. Written materials of advancing chapter must be postmarked to the Iowa Department of Education five (5) business days following the District event.
17. The judges in each District shall designate the top two teams to compete in the State event. The judges shall also name an alternate.
18. The judges at the State level shall designate the top two teams.

### III. Resource Information

# Career Profile Worksheet: Agricultural Career Science Investigation

Directions: Answer the following questions. (Submit a maximum of two typed pages.)

**Your Name:** \_\_\_\_\_

**Career Selected:** \_\_\_\_\_

## Career Profile Questions:

1. What is the name of this occupation?
2. What duties or responsibilities go along with this job?
3. What skills are needed for this job?
4. What type of personality is needed for this job?
5. What physical requirement or limitations are associated with this job?
6. What educational background is required?
7. What courses, especially in science, should be taken in high school and in college?
8. What is the best type of school to attend to attain the necessary skills?
9. What high school agriculture courses should be taken to prepare for this position?
10. What other high school courses should be taken to prepare for this position?
11. What are some positive aspects of this job?
12. What are some negative aspects of this job?
13. How does this profession benefit society?
14. What is the demand for people in this position?
15. What is the outlook for this job in the future?

# Job Profile Worksheet: Agricultural Career Science Investigation

(Optional activity for bonus team points)

Directions: Conduct a thirty-minute interview of an agricultural entrepreneur or a person employed in an agricultural career. Complete the following information, and submit with your team's final proposal. The person interviewed (job shadow mentor) must sign the bottom of this page. (Submit a maximum of one page.)

**Your Name:** \_\_\_\_\_

**Career Selected:** \_\_\_\_\_

**1. Describe three of the most interesting things you discovered today about this career.**

**2. What skills and educational training will you need to perform this job?**

**Skills:**

**Education:**

**3. What's the most surprising thing you learned today about this career?**

**4. What can you do right NOW, while you're in school to prepare for this career?**

Job Shadow Mentor's Signature and Title: \_\_\_\_\_

Name of Business: \_\_\_\_\_

## **Ag CSI Scenario - Growing Food Under the Ocean**

*The U.S. Navy and USDA are cooperating to select a team of agricultural scientists to research systems for growing food on under the ocean. Establishing a viable food system under the ocean is a critical step in their goal to establish undersea colonies. Your goal is to be selected as the research team that will travel to the undersea base.*

*Teams may want to address the following issues, however teams are free to change or add to this list of problems:*

- a. If chosen for the mission, what specific experiments would your team conduct?*
- b. Why would you conduct the experiments?*
- c. What unique scientific problems will need to be solved to complete the mission?*
- d. What agricultural product(s) will you attempt to grow on under the ocean?*
- e. How with the respective team members work together to complete the mission?*

### **Note to Judges:**

This activity is designed to build upon the creative skills of middle school students. There are no predetermined right or wrong answers. Teams are free to create their own unique approach when developing their plan and presentation.

## **Ag CSI Scenario - Growing Food on Mars**

*NASA and USDA are cooperating to select a team of agricultural scientists to research systems for growing food on Mars. Establishing a viable food system on Mars is a critical step in their goal to colonize Mars. Your goal is to be selected as the research team that will travel to Mars.*

*Teams may want to address the following issues, however teams are free to change or add to this list of problems:*

- a. If chosen for the mission, what specific experiments would your team conduct?*
- b. Why would you conduct the experiments?*
- c. What unique scientific problems will need to be solved to complete the mission?*
- d. What agricultural product(s) will you attempt to grow on Mars?*
- e. How will the respective team members work together to complete the mission?*

### **Note to Judges:**

This activity is designed to build upon the creative skills of middle school students. There are no predetermined right or wrong answers. Teams are free to create their own unique approach when developing their plan and presentation.

#### **IV. Awards**

<b>District:</b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at DLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at DLC)
<b>State:</b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SLC)
	Champion Team:	Trophy	(Awarded on Stage at SLC)
	Reserve Team:	Trophy	(Awarded on Stage at SLC)

**All awards subject to available sponsorship through the Iowa FFA Foundation.**

#### **V. Event Hosting Guidelines/Checklists**

##### **Needed Materials Checklist:**

- \_\_\_\_\_ Copies of Ag CSI Research Proposals
- \_\_\_\_\_ General Critique Forms on blue (1 copy x 3 judges x Total Number of Teams)
- \_\_\_\_\_ Ag CSI Judges Score Form on white (1 copy x 3 judges x Total Number of Teams)
- \_\_\_\_\_ Ag CSI Summary Form on yellow (1 copy)
- \_\_\_\_\_ 2 Tables for Judges
- \_\_\_\_\_ 3 Chairs for Judges
- \_\_\_\_\_ 1 Podium
- \_\_\_\_\_ 6 Chairs for Contestants
- \_\_\_\_\_ 2 Tables for Contestants
- \_\_\_\_\_ 1 Screen
- \_\_\_\_\_ 1 A/V Cart
- \_\_\_\_\_ “2 Minutes Remaining” Time Card
- \_\_\_\_\_ “1 Minute Remaining” Time Card
- \_\_\_\_\_ Stopwatch
- \_\_\_\_\_ Pens/Pencils for Judges

##### **Event Chairperson:**

**Refer to “Guiding Principles for Managing Leadership CDE’s” for specific directions.**

#### **VI. Scoring Rubrics/Judging Sheets**

**Ag CSI (Agriculture Career & Science Investigation)**

Middle School FFA CDE

**Judge's Score Form (one sheet per judge)**

Judge \_\_\_\_\_

Use this form to score each team's materials and presentation. Write additional comments on the (blue) comment sheets.

	School P.O. (Town)	15	30	10	5	45	5	100	Final Rating		
									Gold Emblem	Silver Emblem	Bronze Emblem
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											

<b>1. Career Profiles</b>	<b>15</b>
<b>2. Proposal &amp; Bibliography</b> Content, Grammar, Completeness	<b>30</b>
<b>3. Optional - Job Shadow Summaries (Bonus Pts. Only)</b>	<b>10</b>
<b>4. Quality and Use of Audio-Visual Materials</b>	<b>5</b>
<b>Oral Presentation</b> - Introduction - Identified the Problem - Identified Solutions - Organization - Voice Quality - Addressed the Scenario - Participation by All Members - Presenter Confidence - Strength of Closing - General Effect	<b>45</b>
<b>5. Response to Questions</b> (Judges may ask a total of 3 questions)	<b>5</b>
<b>TOTAL SCORE (110 with Bonus)</b>	<b>100</b>

# Ag CSI (Agriculture Career & Science Investigation)

## Final Judges' Summary (one sheet per room)

*Summarize each judge's individual rankings on this sheet.*

District (Circle One): NW NC NE SW SC SE

Judge \_\_\_\_\_

Judge \_\_\_\_\_

Judge \_\_\_\_\_

Date of Judging \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10	11	12	School P.O. (Town)	Participants Names	Judge 1	Judge 2	Judge 3	Overall Medal Rating	Final Ranking (1, 2, 3, etc.)
												G=Gold S=Silver B=Bronze						

CDE Chairperson: Hold up this card at the 13 minute mark.

# 2 Minutes Remaining

CDE Chairperson: Hold up this card at the 14 minute mark. Verbally call "TIME" at 15 minutes.

# 1 Minute Remaining

# Ag Discussion Meet

## - For Post-Secondary FFA Members -

2009 – 2010 Chairperson: Duane Fisher, Vinton

### I. Overview

The Ag Discussion Meet is an FFA event initiated only for “out-of-school” active FFA members. Although the participants participate in groups of about three to eight, similar to a panel, they are not judged collectively, but are judged on an individual basis. The participants are seated similar to a panel, but they do not operate as a panel with the moderator starting and stopping each participant. Rather, they function in freewheeling style with no order of participation and with freedom of discussion as if a few people were sitting around a table discussing as agricultural topic.

**This is a State Level Only Event.**

### II. Rules

The rules governing the State event are as follows:

1. The minimum number of participants in order to hold a state FFA Ag Discussion Meet will be three (3). If fewer participants are participating, the meet will be canceled. The maximum number of participants is limited to twenty-four (24) on a first come, first served basis.
2. No more than two (2) members per FFA Chapter will be permitted to participate in the Ag Discussion Meet in any given year.
3. Previous first (1<sup>st</sup>), second (2<sup>nd</sup>) or third (3<sup>rd</sup>) place FFA Ag Discussion Meet state winners shall not be eligible to participate in this event.
4. Participants must register through their FFA Chapter using the online Iowa FFA Leadership Conference registration system by the specified date.
5. A briefing session for judges, moderator and participants will precede the discussion meet event. Attendance at this briefing session is mandatory and is a requirement for participation.
6. The number of participants in any discussion group may vary from a minimum of three (3) to a maximum of eight (8) at the discretion of the contest chairperson.
7. When there are more than eight (8) participants, it will be necessary to have preliminary rounds. Participants will be drawn for assignment to a discussion group for the preliminary rounds.
8. If more than one (1) discussion group [over eight (8) participants] is needed, a finals round will be necessary. It will be composed of the two (2) participants scoring highest in each of the discussion groups from the preliminary round.
9. The moderator is the adult chairperson of the event. The moderator’s responsibility is to introduce the topic and participants, to start the discussion, keep it on the track, and see that no one monopolizes the time.
10. Each discussion group, irrespective of number, will be limited to the following sequences and time allotment:
  - o Introduction of participants and judges and announcement of the topic by the event moderator.
  - o An opening thirty (30) seconds (maximum) statement given in voluntary order by each participant.
  - o A maximum of thirty (30) minutes for the discussion group’s discussion.
  - o Contest chair will provide a visual warning at twenty (20) minutes.
  - o One (1) minute of silence for preparation of closing statements.
  - o A closing statement of sixty (60) seconds (maximum) by each participant, also in voluntary order of speaking.

11. Participants may not bring notes or other information into the event. They will be provided blank paper for taking notes during the event.
12. The topic to be discussed will be drawn from a list of four (4) previously specified topics by the

contest chair in full view of the participants just prior to turning the panel over to the moderator. The same topic is drawn for all preliminary round groups. One (1) of the three (3) remaining topics will be drawn for the finals round.

### **III. Resource Information**

1. Before the Ag Discussion Meet:
  - Become familiar with the discussion questions posted by the Iowa FFA Association.
  - Learn as much as possible about the procedure for the Ag Discussion Meet.
  - Study material relating to the four topics. Sources:
    - library
    - newspapers
    - magazines
    - farm organization policies
    - county, state and national agricultural publications
    - conversations with those having knowledge of the subject
    - online resources
  - At the time of the orientation/instruction meeting:
    - Become acquainted with the other participants & moderator.
    - Ask questions to clarify any instructions that are not clear.
    - Listen carefully as the moderator outlines the procedures you will follow.
2. During the event:
  - Listen carefully as the moderator clarifies the topic and indicates opening statements are to begin.
  - Stay seated to make opening statement.
  - Listen carefully to other participants as they make their opening statements.
  - Keep within time limit on your opening statement.
  - There should be a conflict of ideas, but not of personalities. Remember, this is a discussion, not a debate.
  - Be aware of audience, but not to the exclusion of the discussion group. (Talk

- loudly enough to be heard by all of the audience.)
- Be prepared to ask questions, state facts and opinions, and urge others to be specific.
- Participate whenever it will contribute to furthering the discussion without monopolizing the time.
- Be enthusiastic and, in general, use logic rather than emotion.
- Make notes of key points as the discussion proceeds for use in summary statement.
- Use the one-minute time to organize your summary statement.
- Stand and make your closing statement to the audience—use accepted speech techniques—stay within time limit.

3. The participants' responsibilities are to exchange ideas and information in an effort to solve the problems inherent in the topic. The discussion should not be "conversation" or aimless talk nor should the participants look upon their role as that of persuasive speakers. They should attempt to cooperatively provide further information on the topic and tentatively retain a flexible position. Participants should regard themselves as productive thinkers rather than as emotional persuaders. Thus, they are free to say what they believe and to change their minds whenever new information and ideas become the reasonable thing to do.
4. Finally, this is not a symposium wherein each participant makes a presentation in his/her proper turn with the moderator ending the session with a summary. Rather, it is the technique of letting the participants talk freely with the questions, answers, and statements coming from any person at any time. Furthermore, this event is not a debate.

5. Generally speaking, the discussion should follow these steps:
- Statement of problem or need.
  - Explore, define, understand problem or need
  - Discover all possible alternative solutions
  - Evaluate and compare alternatives
  - Test and project what appears to be the best solutions
  - Indicate ways to implement (course of action)

## Iowa FFA Discussion Meet Questions for 2010

1. How can agricultural producers reach out to the public to gain their support on important issues impacting agriculture?
  - Environmental
  - Animal Welfare
  - Food
  - Collaborating with other industries
  
2. The U.S. has the safest food supply in the world. How do farmers continue to improve the public's perception of their products?
  - Domestic supply
  - International supply
  - Industry safety standards vs. government safety standards
  - Conventional and/or organic
  
3. What can be done to encourage young people to get involved in the agricultural industry and remain there?
  - Profitability
  - Niche marketing
  - Production agriculture
  - Agri-business
  
4. How can we continue to bridge the gap between farmers/ranchers and lawmakers in order to have an influence in the changing political environment?
  - Different generations
  - Training (county, state, national)
  - Different industry segments

#### **IV. Awards**

<b>State:</b>	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SLC)
	1 <sup>st</sup> Individual:	\$300 & Plaque	(Awarded on Stage at SLC)
	2 <sup>nd</sup> Individual:	\$200 & Plaque	(Awarded on Stage at SLC)
	3 <sup>rd</sup> Individual:	\$100 & Plaque	(Awarded on Stage at SLC)

**All awards subject to available sponsorship through the Iowa FFA Foundation.**

#### **V. Event Hosting Guidelines/Checklist**

##### **Needed Materials Checklist:**

- \_\_\_\_\_ Copies of Discussion Meet Topics
- \_\_\_\_\_ Discussion Meet Judges Score Form on white (1 copy x 3 judges x Total Number of Contestants)
- \_\_\_\_\_ General Critique Forms on blue (1 copy x 3 judges x Total Number of Contestants)
- \_\_\_\_\_ Discussion Meet Summary Form on yellow (1 copy)
- \_\_\_\_\_ 2 Tables for Judges
- \_\_\_\_\_ 3 Chairs for Judges
- \_\_\_\_\_ 2 Tables for Contestants
- \_\_\_\_\_ 8 Chairs for Contestants
- \_\_\_\_\_ "20 Minutes" Time Card
- \_\_\_\_\_ Stopwatch
- \_\_\_\_\_ Pens/Pencils for Judges

#### **VI. Scoring Rubrics/Judging Sheets**



# Judge's Discussion Meet FFA Event Summary

This form is to be used by Event Chairperson to report results of the judging.

Event: Discussion Meet CDE

Judge Names:

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State: Iowa

Date of Event: \_\_\_\_\_

	School P.O. (Town)	Participant Name	Use letters to indicate ratings G - S - B - P			Total Points	G = Gold	S = Silver	B = Bronze	P = Participation
			Judge 1	Judge 2	Judge 3					
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

# 20 Minutes

# Ag Impact

## - For Middle School FFA Members -

2009 – 2010 Chairperson: Steve Zaruba, Tri-Star

### I. Overview

This experiential-learning career development event is designed as a classroom activity to emphasize the importance of agriculture in our state, region and community. Learning activities will focus on: agricultural literacy, career exploration, personal development, and integration of academics. Participation in this activity is also designed to fulfill the SAE component of middle school FFA membership.

**This is a District & State Level Event.**

### II. Rules

The rules governing District and State events, in addition to those for all events, are as follows:

1. Participants must be middle school FFA members [grades seven (7) – eight (8)]. awarded to teams that equally share responsibility in the presentation.
2. A team will consist of four (4) to six (6) students.
3. The topics for the event will be:
  - o **2010** – The importance of agriculture industry in our **community**.
  - o **2011** – The importance of agricultural industry in **Iowa**.
  - o **2012** – The importance of agricultural industry in our **region**.
4. Each team will prepare a typed, four (4) page research paper outlining the teams plans to address the topic for the year.
  - o Title page must include:
    - Title
    - Chapter Name
    - Team Members
  - o Four (4) pages (not including title page)
  - o Double spaced
  - o Ten (10) or twelve (12) pt font
  - o One inch (1”) minimum page margins
  - o One (1) – two (2) page bibliography attached to the back of four (4)-page proposal
5. At registration, each team will present **one (1) manila** envelope that contains **three (3) printed copies** of the research paper with attached bibliography.
6. Each team member will take an active role during the live presentation. Points will be
7. Each team will deliver a ten (10) to twelve (12) minute presentation outlining **why** agriculture industry is important in the given topic area.
  - o Teams should utilize visual materials that will enhance their presentation.
8. Time cards will be shown at:
  - o Eight (8) minutes (2 minutes remaining)
  - o Ten (10) minutes (1 minute remaining)
9. The presentation will conclude at twelve (12) minutes. The room chairperson will call “time” at the end of twelve (12) minutes. The team presentation must stop when “time” is called.
10. At the conclusion of the presentation, members should prepare to receive and answer questions from the judges – Five (5) minutes
11. Judges are expected to direct and participants are expected to answer a **minimum of one (1) question** per team about their written or live presentation. Members may aide or assist a team member after the initial answer has been given.
12. FFA Chapters may enter multiple teams at the District level.
13. At District level, it is permissible to deliver the written materials to registration the day of the event. Written materials will be returned

following the District event. Materials for the advancing teams may be revised.

14. Written materials of advancing chapter must be postmarked to the Iowa Department of Education five (5) business days following the District event.

15. The judges in each District shall designate the top two teams to compete in the State event. The judges shall also name an alternate.

16. The judges at the State level shall designate the top two teams.

### **III. Resource Information**

1. Each team should explore that the agricultural industry has on Iowa, their region of the state or their local community. Be sure to explore the economic, social, and cultural effects that agriculture provides.
2. Each team should explore unique agricultural activities that impact their lives.

### **IV. Awards**

<b><i>District:</i></b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at DLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at DLC)
<b><i>State:</i></b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SLC)
	Champion Team:	Trophy	(Awarded on Stage at SLC)
	Reserve Team:	Trophy	(Awarded on Stage at SLC)

**All awards subject to available sponsorship through the Iowa FFA Foundation.**

## V. Event Hosting Guidelines/Checklists

### **Needed Materials Checklist:**

- \_\_\_\_\_ Copies of Ag Impact written materials
- \_\_\_\_\_ General Critique Forms on blue (1 copy x 3 judges x Total Number of Teams)
- \_\_\_\_\_ Ag Impact Judges Score Form on white (1 copy x 3 judges x Total Number of Teams)
- \_\_\_\_\_ Ag Impact Summary Form on yellow (1 copy)
- \_\_\_\_\_ 2 Tables for Judges
- \_\_\_\_\_ 3 Chairs for Judges
- \_\_\_\_\_ 1 Podium
- \_\_\_\_\_ 6 Chairs for Contestants
- \_\_\_\_\_ 2 Tables for Contestants
- \_\_\_\_\_ 1 Screen
- \_\_\_\_\_ 1 A/V Cart
- \_\_\_\_\_ “2 Minutes Remaining” Time Card
- \_\_\_\_\_ “1 Minute Remaining” Time Card
- \_\_\_\_\_ Stopwatch
- \_\_\_\_\_ Pens/Pencils for Judges

### **Event Chairperson:**

**Refer to “Guiding Principles for Managing Leadership CDE’s” for specific directions.**

## VI. Scoring Rubrics/Judging Sheets

## **2008-2010 Ag Impact Scenarios**

*2008: The Importance of the Agricultural Industry in Iowa.*

*2009: The Importance of the Agricultural Industry in Our County.*

*2010: The Importance of the Agricultural Industry in Our Community.*

### **Note to Judges:**

This activity is designed to build upon the creative skills of middle school students. There are no predetermined right or wrong answers. Teams are free to create their own unique approach when developing their plan and presentation.

**Ag Impact CDE**

**Middle School FFA CDE**

**Judge's Score Form (one sheet per judge)**

Judge \_\_\_\_\_

Use this form to score each team's materials and presentation. Write additional comments on the (blue) comment sheets.

	School P.O. (Town)	200	300	100	600	Final Rating		
						Gold Emblem	Silver Emblem	Bronze Emblem
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

<b>Research Paper</b>	<b>Oral Presentation</b>	- Introduction	<b>5. Response to Questions</b> (Judges may ask a total of 3 questions)
		- Identified the Problem	
		- Identified Solutions	
		- Organization	
		- Voice Quality	
		- Addressed the Scenario	
		- Participation by All Members	
		- Presenter Confidence	
		- Strength of Closing	
		- General Effect	

# Ag CSI Impact CDE

Department of Education  
 Bureau of Career & Technical Education  
 Grimes State Office Building

## Final Judges' Summary (one sheet per room)

*Summarize each judge's individual rankings on this sheet.*

**District (Circle One):** NW NC NE SW SC SE

Judge \_\_\_\_\_

Judge \_\_\_\_\_

Judge \_\_\_\_\_

Date of Judging \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10	11	12	<b>School P.O. (Town)</b>	<b>Participants Names</b>	<b>Judge 1</b>	<b>Judge 2</b>	<b>Judge 3</b>	<b>Overall Medal Rating</b>	<b>Final Ranking (1, 2, 3, etc.)</b>
												G=Gold S=Silver B=Bronze						

CDE Chairperson: Hold up this card at the 11 minute mark. Verbally call "TIME" at 12 minutes.

# 1 Minute Remaining

CDE Chairperson: Hold up this card at the 10 minute mark.

# 2 Minutes Remaining

# Ag Issues & Perceptions

2009 – 2010 Chairperson: Pat Powers, Eddyville

## I. Overview

The purpose of this event is to give students the opportunity to demonstrate what they have learned during the past year while studying “Agricultural Issues” as a part of their agricultural education program.

**This is a District, State & National Level Event.**

## II. Rules

The rules governing District and State events, in addition to those for all events, are as follows:

1. The number of members on each discussion team will be six (6).  
fifteen (15) minutes the timekeeper will announce that time is up, and the presentation will end.
2. Two (2) teams from each district will advance to the state event.
  - Seven (7) minutes for judges’ questions of the discussion team will be allowed.
3. The state event may consist of preliminary and final rounds depending on the number of entries.
4. Each team member will role play a career category, the list of which will be determined in advance of the district event. Teams will determine which member will play each role. Career categories may be similar to, but not limited to, the following:
  - Board Chairperson: Local Political Person
  - Farm Manager: Landowner/Farmer Landowner
  - Ag Professional: Technical Person, Farm Supply Manager/Field person
  - Environmentalist: DNR, Regulatory Affairs Manager
  - Consumer: Concerned Citizen
  - Moderator: Ag Ed Instructor, Regional Extension Director
5. Each discussion team will be limited to the following sequence and time allotment:
  - Introduction of participant teams and judges and announcement of the topic by the event moderator.
  - An opening statement given by the team facilitator.
  - A **maximum of fifteen (15) minutes** for the team discussion regardless of how time is spent.
  - The presenters will receive a signal at ten (10) minutes and fourteen (14) minutes. At
6. Each team member will discuss the issue from the perspective of the position he or she holds. The Board Chairperson is responsible to keep order and to provide an opportunity for all on the team to speak.
7. It is the responsibility of the Board Chairperson to conclude the discussion with summary comments and recommendations with at least one (1) action step concerning resolution of the issue.
8. The winner of the state event will advance to the national level event.
9. Each team will select their own agricultural topic similar to the topics listed in the Resource Information section of this document.
10. Each team’s topic will stay the same between the District and State levels.
11. Each chapter must have a different topic each year.
12. The judges in each District shall designate the top two teams to compete in the State event. The judges shall also name an alternate.
13. The judges at the State level shall designate the top (1) team to compete at the National event. The judges shall also rank the top five (5) teams.

### III. Resource Information

#### General Instructions To Teams

1. Preparation for the Event:
  - a) Become familiar with the discussion issue or issues assigned.
  - b) Learn as much as possible about the procedure of the FFA's Ag Issues Forum.
  - c) Study material relating to the issues from which event topics will be selected. Sources: Library; newspapers; magazines; farm organization policies; county, state and agricultural publications; and conversations with those having knowledge of the subject.
2. During the event:
  - Teams should consider using nameplates to identify to the judges, the role of each member: (i.e., Consumer Farm Supplier, Environmentalist, Moderator, etc.).
  - Listen carefully to other participants as they make arguments and suggestions.
  - Keep within time limit allowed for team discussion.
  - There should be a conflict of ideas, but not of personalities. Remember, this is a discussion forum, not a debate.
  - Try to determine whether there are enough facts presented and available in order to make a decision. What additional facts are needed and can be gathered- short term- long term?
  - Be aware of audience, but not to the exclusion of the discussion team. (Talk loudly enough to be heard by all of the audience.)
  - Be prepared to contribute ideas, state facts and opinions, and participate such that others become involved in the discussion.
  - Participate whenever it will contribute to furthering the discussion without monopolizing the time. Be enthusiastic and, in general, use logic rather than emotion. Be specific and concise with comments.
  - Make notes of key points as the discussion proceeds to assist in making a contribution of ideas and recommendations.
  - Facilitator or moderator of the team will summarize actions and recommendations as the discussion concludes.

- In the past, some teams have enhanced their presentations with visual aids such as flip charts, example products, etc.

#### Example of Event Topics

Past topics have included food safety, livestock industry, and biotechnology. Following are topics to be used only as examples of issues that may be used in the Ag Issues and Perceptions Event:

1. How will the animal rights movement affect agriculture? What do farmers have to gain or lose from the animal protection movement? What strategies could producers use to create a more balanced view and constructive approach to animal management?
2. What influences will growth hormones have on animal agriculture? What are the issues, which need to be addressed so that products of biotechnology, including growth hormones, are accepted as safe for animals and society?
3. How can producers manage nitrogen programs so that water supplies are protected from excess nitrate levels?
4. What can be done to ensure that herbicide resistance technology can be employed so that weed resistance does not become a problem?
5. How can the general public be assured that biotechnology applications in crop production represent sound new technology representing acceptable risk?
6. How can the public be assured that pesticide use does not represent unacceptable risk to our food supply or the environment?
7. What is reasonable policy regarding wetlands, and at what point does it become a farmers' rights issue?
8. How shall CRP land classified as highly erodible be managed as it is returned to crop production?
9. How has conservation compliance affected farmers and will full implementation represent a problem to farmers with highly erodible land on a majority of his or her acreage?

#### IV. Awards

<b>District:</b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at DLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at DLC)
<b>State:</b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SLC)
	Champion Team:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)
		Travel Money	(Mailed from Foundation following SLC)
	Reserve Team:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)
	3 <sup>rd</sup> Team	Cash Award	(Awarded in Chapter Packet at SLC)
	4 <sup>th</sup> Team	Cash Award	(Awarded in Chapter Packet at SLC)
5 <sup>th</sup> Team	Cash Award	(Awarded in Chapter Packet at SLC)	

**All awards subject to available sponsorship through the Iowa FFA Foundation.**

#### V. Event Hosting Guidelines/Checklists

##### **Needed Materials Checklist:**

- \_\_\_\_\_ Ag Issues Judges Score Form on white (1 copy x 3 judges x Total Number of Teams)
- \_\_\_\_\_ General Critique Forms on blue (1 copy x 3 judges x Total Number of Teams)
- \_\_\_\_\_ Ag Issues Summary Form on yellow (1 copy)
- \_\_\_\_\_ 2 Tables for Judges
- \_\_\_\_\_ 3 Chairs for Judges
- \_\_\_\_\_ A/V Cart for electricity and projector(s)
- \_\_\_\_\_ 1 projector screen
- \_\_\_\_\_ "10 Minutes" Time Card
- \_\_\_\_\_ "14 Minutes" Time Card
- \_\_\_\_\_ Stopwatch
- \_\_\_\_\_ Pens/Pencils for Judges
- \_\_\_\_\_ Flashlights for Desk Lamps for Judges

#### VI. Scoring Rubrics/Judging Sheets

# Ag Issues and Perceptions Career Development Event Judges Score Form

Judge: \_\_\_\_\_

20 Points Available per category. Total of 100:

20 = Superior

16 = Excellent

12 = Good

8 = Fair

4 = Poor

School PO (Town)						
	Team 1	Team 2	Team 3	Team 4	Team 5	Team 6
How well did the team demonstrate understanding of how issues develop, how decisions are made, and influence perceptions have on society?						
How well did the team demonstrate understanding of both sides of an issue and how to deal with opposing views?						
How well did the team use facts and demonstrate understanding of risk tradeoffs in the decision making process?						
How well did the team maintain focus of discussion?						
How well did team members perform their assigned roles, present facts and issues, exhibit team work, and show good group interaction skill?						
<b>Total Score</b>						

# Judge's Ag Issues & Perceptions FFA Event Summary

This form is to be used by Event Chairperson to report results of the judging.

**Judge Names:**

Event: **Ag Issues & Perceptions CDE**  
 \_\_\_\_\_ Sub-District of \_\_\_\_\_ District  
 District/State: \_\_\_\_\_  
 Date of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1	School P.O. (Town)	Participant Name	Use letters to indicate ratings G - S - B - P			Total Points	G = Gold	S = Silver	B = Bronze	P = Participation	Advance to Next Event
			Judge 1	Judge 2	Judge 3						
2											
3											
4											
5											
6											
7											
8											

# 10 Minutes

# 14 Minutes

# Ag Sales (Individual)

2009 – 2010 Chairperson: Mike Malloy, Williamsburg

## I. Overview

The purpose of this event is to prepare FFA members in developing skills and techniques important toward becoming successful salespersons of agricultural products.

**This is a Sub-District, District & State Level Event.**

## II. Rules

The rules governing Sub-District, District and State events, in addition to those for all events, are as follows:

1. All participants should appear in FFA dress.
2. Guidelines for the two page, double spaced, typed summary sheet:
  - Name of participant
  - Statement of situation, circumstances, location, etc.
  - Representing (company or chapter)
  - Product to be sold
  - Features of the product
  - Product structure
  - Warranty
  - Service availability
  - Demonstration or function (if appropriate)
  - Competitors (at least 2) and pertinent information
  - Price
  - Closing statement or method
3. The written materials or brochures may be publications prepared by the company or may be prepared by the participant. There is no preference to which the participant uses.
4. Four copies of the product summary sheet and four copies of the product materials and brochures must be enclosed in four separate manila envelopes (not file folders), one for each of the four judges. The participant's name and school post office must be on each envelope.
5. Each participant will sell one agricultural product that he/she brings to the event and/or the necessary materials such as pamphlets and sales bulletins. The participants will sell to one of the judges that has assumed the active role of the customer and this judge shall role-play the ag sales situation. (The same judge will assume the role of the customer for all participants.) The participant must attempt to bring the sale to a close.
6. There shall be four judges for this event. One will role-play the customer and the other three will score the participants. The judge to serve as a customer will be selected by the respective Sub-District Advisor, District Advisor, or State FFA Staff. The participant will be notified of which judge this is upon entering the event room. The customer judge may assist the other three judges in making the final evaluations, but will not complete score forms or critique sheets.
7. Judges may write comments on any of the materials, brochures, or summary sheets. Judges are to use the official score form for the event on which to write comments. The blue critique sheets will not be used for this event.
8. At the beginning of the sales presentation, each participant will explain to the judges: situation, circumstances, location, and etc. Failure to give an oral explanation of the sales situation before starting the sales presentation shall result in a five-point deduction. Time for the sales presentation shall not begin until after the sales presentation begins.
9. Each participant will be allowed 6-12 minutes for his/her presentation with a verbal "10 minutes" warning and a time card displayed; this will be a signal to the participant and the "customer" judge that the sale needs to be brought to a close. Points will be deducted for presentations exceeding twelve minutes or less

than six minutes (.1 point per second overtime or under time). An additional 5 minutes will be allowed for questions over the product and/or presentation. Questions will not be asked by the observing judges during the sales presentation. Presentation time limit will be called at 15 minutes.

10. At Sub-District level, it is permissible to deliver the written materials to the Sub-District Advisor the day of the event. Written materials will be returned following the Sub-District event. Materials for the advancing teams may be revised and delivered at registration of the District event.
11. At District level, it is permissible to deliver the written materials to registration the day of the event. Written materials will be returned

following the District event. Materials for the advancing teams may be revised.

12. Written materials of advancing chapter must be postmarked to the Iowa Department of Education five (5) business days following the District event.
13. The judges in each Sub-District shall designate the top two individuals to compete in the District event. The judges shall also name an alternate.
14. The judges in each District shall designate the top two individuals to compete in the State event. The judges shall also name an alternate.
15. The judges at the State level shall designate the top two individuals.

### III. Resource Information

### IV. Awards

<b>Sub-District:</b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SDLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SDLC)
<b>District:</b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at DLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at DLC)
<b>State:</b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SLC)
	Champion Individual:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)
	Reserve Individual:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)
	Gold Individuals:	CDE Pin	(Awarded in Chapter Packet at SLC)

**All awards subject to available sponsorship through the Iowa FFA Foundation.**

## V. Event Hosting Guidelines/Checklists

### **Needed Materials Checklist:**

- \_\_\_\_\_ Copies of Ag Sales Written Materials
- \_\_\_\_\_ Ag Sales Judges Score Form on white (1 copy x 3 judges x Total Number of Contestants)
- \_\_\_\_\_ Ag Sales Individual Judge Critique Form on pink (1 copy x 3 judges x Total Number of Contestants)
- \_\_\_\_\_ Ag Sales Summary Form on yellow (1 copy)
- \_\_\_\_\_ 2 Tables for Judges
- \_\_\_\_\_ 3 Chairs for Judges
- \_\_\_\_\_ 1 Table for Contestants/Judge
- \_\_\_\_\_ 2 Chairs for Contestant/Judge
- \_\_\_\_\_ “2 Minutes Remaining” Time Card
- \_\_\_\_\_ Stopwatch
- \_\_\_\_\_ Pens/Pencils for Judges

### **Event Chairperson:**

**Refer to “Guiding Principles for Managing Leadership CDE’s” for specific directions.**

## VI. Scoring Rubrics/Judging Sheets

# Individual Judge's AG SALES FFA Event Summary

This form is to be used by Ag Sales Judges to compile their own results.

Event: Ag Sales CDE

Judge Name: \_\_\_\_\_

\_\_\_\_\_ Sub-District of \_\_\_\_\_ District

District: \_\_\_\_\_

Date of Event: \_\_\_\_\_

			Your Rating				
School P.O. (Town)	Participant Name	Total Points	G = Gold	S = Silver	B = Bronze	P = Participation	Advance to Next Event
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Sub-District: \_\_\_\_\_  
 District: \_\_\_\_\_  
 State: \_\_\_\_\_

**JUDGE'S SCORE FORM  
 FFA AG SALES EVENT**

Judge: \_\_\_\_\_

Participant's Name: \_\_\_\_\_

School (Town) \_\_\_\_\_

Date of Event \_\_\_\_\_

Ag Product Being Sold \_\_\_\_\_

<b>Factors to be Judged</b>	<b>Maximum Points Possible</b>	<b>Participant's Points</b>
<b>A. Product Sheet (25 Points)</b>		
1. Product Features - size, color, hp, capacity, etc.	8	
2. Options available	3	
3. Cost	3	
4. Service	3	
5. Competitor information	3	
6. Neatness	5	
<b>B. Presentation (69 Points)</b>		
1. Approach		
- Used good opening	4	
- Determined prospect's need or problem	3	
- Established a friendly atmosphere	3	
- Eye contact	3	
2. Demonstration		
- Had a well organized presentation	4	
- Demonstrated each feature	4	
- Let the prospective buyer participate	4	
- Stressed the benefit of the product	4	
- Attempted to get commitment throughout the presentation	4	
3. Closing the Sale		
- Answered questions positively	5	
- Asked for the order or attempted to close the sale	5	
- Made a smooth effective close	5	
4. Confidence in Sales Ability	3	
5. Tact and Courtesy	3	
6. Appropriateness of Product	3	
7. Questions - answered positively, briefly, and correctly	12	
<b>C. Product Knowledge (6 Points)</b>		
1. Specifications	2	
2. Product safety and operation	2	
3. Product advantages over competition	2	
<b>Total Points</b>	<b>100</b>	
<b>Less deductions of .1 point/second over 12 or under 6 minutes</b>		
<b>Less deductions of 5 points for absence of oral explanation</b>		
<b>Grand Total Points for Participant</b>		

# Judge's Ag Sales FFA Event Summary

This form is to be used by Event Chairperson to report results of the judging.

**Judge Names:**

Event: Ag Sales CDE

\_\_\_\_\_ Sub-District of \_\_\_\_\_ District

District/State: \_\_\_\_\_

Date of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	School P.O. (Town)	Participant Name	Use letters to indicate ratings G - S - B - P			Total Points	G = Gold	S = Silver	B = Bronze	P = Participation	Advance to Next Event
			Judge 1	Judge 2	Judge 3						
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											

CDE Chairperson : Display this timecard at 10 minutes.

# 2 Minutes Remainings

# Chapter Program of Activities

2009 – 2010 Chairperson: Dan Smicker, DeWitt

## I. Overview

This event is designed to emphasize group activity and accomplishments, and to recognize cooperative undertakings and leadership, growing out of an organized program in schools and communities. Its importance is indicated by the fact that the event is based on the chapter program and achievements for the **event year beginning January 1<sup>st</sup> and running through December 31<sup>st</sup> of the previous year** and involves the entire chapter membership.

**This is a Sub-District, District & State Level Event.**

## II. Rules

The rules governing Sub-District, District and State events, in addition to those for all events, are as follows:

1. It is necessary for chapters to have a copy of their annual program plan on file with the Iowa Association (The Chapter POA report is NOT to be submitted as material for this event).
2. Team members are permitted into the event room to deliver and set up their event equipment and materials. However, they are not permitted to practice speaking. Ten (10) minutes will be allowed to set up immediately prior to presentation. Points will be deducted for exceeding the ten minutes to setup. (0.1 point/second)
3. Each chapter will be represented by only two (2) active members in school who will describe the activities and the accomplishments of their chapter during the twelve (12) months starting January 1<sup>st</sup> of the event year. A third (3<sup>rd</sup>) active in-school member may assist as a non-speaking participant of the team and may participate as a speaker in the event in a future year.
4. Twelve (12) minutes will be allowed each chapter in which to make its report. A timecard will be shown at 10 minutes. Points will be deducted for presentations exceeding twelve (12) minutes (0.1 point per second overtime). Five (5) minutes following will be allowed for questioning by the judges.
5. Illustrative materials may be used to any desired extent (visual and audio). The presentations must be live. Any audio and/or visual materials shall illustrate the specific activities involved in the Chapter Program of Activities event for the event year. Eligibility of materials shall be left to the discretion of the District advisors regarding this rule. Three (3) screens will be provided on-site for this event. Set-up and technical difficulties must be handled by team members only.
6. The presentation script is to be used by students for the purpose of the presentation only and is NOT submitted to the judges.
7. Chapters are to submit a bulleted Summarized Report of Accomplishments for the judges' review. The Summarized Report of Accomplishments is to provide factual information of the event year for the use of the judges. (See example in the Resource Information section of this document.)
8. At the Sub-District level each chapter must submit **three (3) copies** of the Summarized Report of Accomplishments in **one (1)** manila envelopes:
  - no more than four (4) pages
  - typed
  - 8-1/2 x 11 inch page
  - one inch (1") margins
  - starting January 1<sup>st</sup> of the event year
9. At Sub-District level, it is permissible to deliver the Summarized Report of Accomplishments to the Sub-District Advisor the day of the event. Program materials will be returned following the Sub-District event. Materials for the advancing teams may be revised and delivered at registration of the District event.

10. At District level, it is permissible to deliver the Summarized Report of Accomplishments to registration the day of the event. Program materials will be returned following the District event. Materials for the advancing teams may be revised.
11. Program event materials of advancing chapter must be postmarked to the Iowa Department of Education five (5) business days following the District event.
12. For the State event the Summarized Report of Accomplishments will be judged prior to the State event. Scores of the judges on Summarized Report or Accomplishments and presentation are to be combined at the time of the event.
13. In the Sub-District event, the judges will designate the two (2) highest chapter teams to compete in the District event. In each District, the judges will designate the two (2) highest chapter teams to compete in the State event. The judges at both the Sub-District and District levels shall name an alternate team.
14. Oral presentations and the Summarized Report of Accomplishments must be organized in the same order listed below.
  - **Student Development**
    - Leadership
    - Healthy Lifestyles
    - Supervised Agricultural Experience
    - Scholarship
    - Agricultural Career Skills
  - **Chapter Development**
    - Chapter Recruitment
    - Financial
    - Public Relations
    - Leadership or Cooperation
    - Support Group or Alumni
  - **Community Development**
    - Economic
    - Environmental or Natural Resources
    - Human Resources
    - Citizenship
    - Agricultural Awareness
15. All items on the Summarized Report of Accomplishments need to be included in the oral presentation.

### **III. Resource Information**

# Chapter Program Career Development Event

## Summarized Report of Accomplishments Anywhere FFA Chapter – Anywhere High School

### Student Development

#### 1. Leadership

- Career Development Events
  - **56%** of FFA members participated in **17** different CDEs throughout the year.

#### 2. Healthy Lifestyles

- Watermelon Days 5K
  - FFA Chapter organized 5K run for **103** runners.
  - **15** FFA members ran in the event.
  - **\$3,567** was raised for the American Cancer Society.
- Lighten Up Iowa
  - FFA Chapter organized **two (2)** Lighten Up Iowa teams in January.
  - FFA members lost over **100** combined pounds in the four month period.

#### 3. Supervised Agricultural Experience

- Proficiency Awards
  - **78%** of members applied for local proficiency awards.
  - **35** members submitted proficiency award applications to the District level.
  - **10** members advanced to state competition.
  - **3** members were named first place in their proficiency area at the state level.
- SAE Tour Day
  - **92%** of members participated in the SAE Tour Day in June.
  - A BBQ was held for **97** members and parents following the tours.
- Elementary Ag Day
  - **15** member brought baby animals from their SAE projects to the Elementary Ag Day.
  - **243** elementary students participated in the event in May.

#### 4. Scholarship

- Dollars for FFA Scholars
  - Over **\$7,500** was raised at three different events to be used for scholarships.
  - **15** graduating seniors were given scholarships based on their FFA involvement.
- Academic Achievement Award
  - **10** graduating seniors were awarded the Iowa FFA Academic Achievement Award.

#### 5. Ag Career Skills

- Good Samaritan Landscaping
  - The Horticulture class created a landscaping plan for the Good Samaritan Center.
  - **17** members removed old landscaping, selected new plants, and installed all materials.
- Envirothon
  - **5** members participated on the Envirothon team and finished 3<sup>rd</sup> in the area.

### Chapter Development

#### 1. Recruitment . . .

#### **IV. Awards**

<b><i>Sub-District:</i></b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SDLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SDLC)
<b><i>District:</i></b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at DLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at DLC)
<b><i>State:</i></b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SLC)
	Champion Team:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)
		CDE Medals	(Awarded in Chapter Packet at SLC)
	Reserve Team:	Plaque	(Awarded on Stage at SLC)
Cash Award		(Awarded in Chapter Packet at SLC)	

**All awards subject to available sponsorship through the Iowa FFA Foundation.**

## **V. Event Hosting Guidelines/Checklists**

### **Needed Materials Checklist:**

- \_\_\_\_\_ Copies of Summarized Report of Accomplishments
- \_\_\_\_\_ Chapter Program Judges Score Form on white (1 copy x 3 judges x Total Number of Contestants)
- \_\_\_\_\_ General Critique Forms on blue (1 copy x 3 judges x Total Number of Contestants)
- \_\_\_\_\_ Chapter Program Summary Form on yellow (1 copy)
- \_\_\_\_\_ 2 Tables for Judges
- \_\_\_\_\_ 3 Chairs for Judges
- \_\_\_\_\_ A/V Cart for electricity and projector(s)
- \_\_\_\_\_ 3 projector screens
- \_\_\_\_\_ “10 Minutes” Time Card
- \_\_\_\_\_ Stopwatch
- \_\_\_\_\_ Pens/Pencils for Judges
- \_\_\_\_\_ Flashlights for Desk Lamps for Judges

## **VI. Scoring Rubrics/Judging Sheets**

**Judge's Score Form**  
**FFA Chapter Program Event**

Judge \_\_\_\_\_

		<b>Report of Accomplishments</b>																								
School P. O. (Town)	Members of Team (List the team assistant or projectionist last)	Student Development				Chapter Development				Community Development																
		Leadership	Healthy Lifestyles	Supervised Experience	Scholarship	Ag Skills Development	Chapter Recruitment	Financial Activities	Public Relations	Leadership Activities	Support Group Activities	Economic Activities	Environmental Activities	Human Resources Activities	Citizenship Activities	Agricultural Awareness Activities	Total on Report of Accomplishments	Oral Presentation	Answering Questions	Deduct .1 point for over 10 minute preparation or over 12 minute presentation	TOTAL SCORE	Gold Emblem	Silver Emblem	Bronze Emblem	Participation	Advanced to Next Level
1		3	3	3	3	3	3	3	3	3	3	3	3	3	3	45	45	10		100						
2																										
3																										
4																										
5																										
6																										

# Judge's Chapter Program FFA Event Summary

This form is to be used by Event Chairperson to report results of the judging.

Judge Names: \_\_\_\_\_

Event: Chapter Program CDE

\_\_\_\_\_ Sub-District of \_\_\_\_\_ District

District/State: \_\_\_\_\_

Date of Event: \_\_\_\_\_

	School P.O. (Town)	Participant Name	Use letters to indicate ratings G - S - B - P			Total Points	G = Gold	S = Silver	B = Bronze	P = Participation	Advance to Next Event
			Judge 1	Judge 2	Judge 3						
1											
2											
3											
4											
5											
6											
7											
8											

# 10 Minutes

# Chapter Website Event

2009 – 2010 Chairperson: Daryl Scofield, Albia & David Carlson, Waverly

## I. Overview

This event is provided to encourage the development of a website to promote the local FFA chapter. It is designed to stimulate the technological implementation of computer skills and webpage design. Individually, any number of members may be responsible for the development of the website.

**This is a pilot State event in 2010.**

## II. Rules

1. 1 member of the chapter will present the webpage to a committee of three judges at the State event.
2. There will be a time limit of 5 minutes with a warning given at 4 minutes. Judges will have 5 minutes available for questions.
3. A computer connected to the internet will be provided at the event site.
4. The website home page shall include the chapter name, and information concerning how to contact the chapter (mailing address, phone number, chapter or advisor's email). The home page shall also include a table of contents or directory for the site.
5. The table of contents or directory shall include links to pages for the following:
  - Officers
  - Committees
  - Chapter activities
  - Activities above the local level
  - SAE projects (including fairs)
  - Other links (i.e. National FFA)
  - Calendar of events,
  - Awards & accomplishments
  - Chapter history
  - Other selected miscellaneous pages.

## III. Resource Information

## IV. Awards

<i>State:</i>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SLC)
	Individual:	FFA Certificates	(Awarded in Chapter Packets at SLC)

**All awards subject to available sponsorship through the Iowa FFA Foundation.**

**V. Event Hosting Guidelines/Checklists**

**Needed Materials Checklist:**

- \_\_\_\_\_ Computer connected to the Internet
- \_\_\_\_\_ Chapter Website Judges Score Form on white (1 copy x 3 judges x Total Number of Contestants)
- \_\_\_\_\_ General Critique Forms on blue (1 copy x 3 judges x Total Number of Contestants)
- \_\_\_\_\_ Chapter Website Summary Form on yellow (1 copy)
- \_\_\_\_\_ 2 tables for Judges
- \_\_\_\_\_ 3 Chairs for Judges
- \_\_\_\_\_ Pens/Pencils for Judges

**VI. Scoring Rubrics/Judging Sheets**

**Judge's Score Form**

**FFA Chapter Website Event**

Judge \_\_\_\_\_

Sub-District of the \_\_\_\_\_ District (list)  
 \_\_\_\_\_ District (list)  
 \_\_\_\_\_ Date of Judging

School P.O. (Town)	Participants	10	5	5	10	10	10	10	5	5	5	5	5	5	15	10	100				
		Home Page	Officers	Committees	Chapter Activities	Activities Above the Local Level	SAE Projects	Calendar of Events	Awards & Accomplishments	Chapter History	Links	Other Miscellaneous Pages	Creativity	Ease of Maneuvering Site	TOTAL SCORE	Gold Emblem	Silver Emblem	Bronze Emblem	Participation		
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
12																					

# Judge's Chapter Website FFA Event Summary

This form is to be used by Event Chairperson to report results of the judging.

**Judge Names:**

Event: Chapter Website CDE

\_\_\_\_\_ Sub-District of \_\_\_\_\_ District

District/State: \_\_\_\_\_

Date of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	School P.O. (Town)	Participant Name	Use letters to indicate ratings G - S - B - P			Total Points	G = Gold	S = Silver	B = Bronze	P = Participation
			Judge 1	Judge 2	Judge 3					
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

# Conduct of Meetings

2009 – 2010 Chairperson: Matt Eddy, Pleasant Hill

## I. Overview

This event is intended to develop the skills of young members in properly conducting an FFA meeting. Participants must be ninth (9<sup>th</sup>) and/or tenth (10<sup>th</sup>) grade FFA members. This event aids the development of leadership abilities of young members for present and future chapter activities.

**This is a Sub-District, District & State Level Event.**

## II. Rules

The rules governing Sub-District, District and State events, in addition to those for all events, are as follows:

1. Each team will be composed of seven (7) active members who may **NOT** be past their **sophomore** year in high school. Each team will be organized so that they will have representatives acting as:
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Reporter
  - Sentinel
  - AdvisorThe seventh (7<sup>th</sup>) member will take the part of Chapter Advisor. This member shall accept the role of the Chapter Advisor in an official FFA meeting and will participate in the discussion as an Advisor.
2. Upon entering the room the Sentinel will be required to arrange the paraphernalia/equipment for the meeting according to the Official FFA Manual. This will be done before other team members proceed to their stations. The Sentinel shall not move or rearrange the tables in the room. The event chairperson will designate the front of the room to the Sentinel.
3. The team members will open the meeting demonstration with the Official Opening Ceremony as printed in the edition of the Official FFA Manual for the previous school year, will conduct a short demonstration of the two parliamentary procedure abilities and close the meeting with the Official Closing Ceremony.
4. Each team will be asked to demonstrate two (2) of the following abilities:
  - To receive and dispose of a main motion
  - To amend a motion
  - To rise to a point of order
  - To refer to a committee
  - Table a motion
5. The State event may also include the following abilities in addition to the four listed above.
  - Take a motion from the table
  - Change the presiding officer
  - To reconsider a motion
  - To suspend the rules
6. The Secretary of each team upon entering the room will pick up two (2) abilities from the table near the door. Included also will be the items of business to demonstrate. The section of the Opening Ceremony pertaining to the roll call of members will be omitted. Failure to complete these tasks will result in point deductions. The team will determine the most businesslike method for the presentation of the different abilities.
7. Following the demonstration and questioning period, the Secretary will return the list of abilities and items of business to the table by the door. Also the Sentinel will return the paraphernalia/equipment to the storage table following the questioning period. Points will be deducted if this rule is not followed according to the scoring rubric found in the Scoring Rubrics/Judging Sheets section of this document for this event.

8. The time for each demonstration will be ten (10) minutes with a warning given after eight (8) minutes have elapsed. The timekeeper will hold up a card with an eight (8) on it. Points will be deducted for presentations exceeding ten (10) minutes (0.1 point per second overtime). Time will start at the rap of the gavel by the team's President.
9. At the conclusion of the demonstration, the event chairperson will read five (5) questions, without explanation, to each team. Any team member may respond; however, maximum points can only be awarded for team participation. If more than one team member wishes to respond to a specific question, the judges will designate which member to answer first. There will be a time limit of five (5) minutes for questions. The previous year's Official FFA Manual and/or the latest edition of the FFA Student Handbook shall be the reference source for questions. If there is a discrepancy between the two references, the Official FFA Manual shall take precedence.
10. In the Sub-District event, the judges will designate the two (2) highest chapter teams to compete in the District event. In each District, the judges will designate the two (2) highest chapter teams to compete in the State event. The judges at both the Sub-District and District levels shall name an alternate team.
11. The current FFA Creed Speaker shall not compete in this event, but may compete as a sophomore.
12. There shall be no participation by the audience.

### III. Resource Information

Official Resource: "Mastering Parliamentary Procedure"  
 Product Number "0525M" found at <http://www-cms.ag.ohio-state.edu/Home.html>

### IV. Awards

<b>Sub-District:</b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SDLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SDLC)
<b>District:</b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at DLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at DLC)
<b>State:</b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SLC)
	Champion Team:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)
		CDE Pins	(Awarded in Chapter Packet at SLC)
	Reserve Team:	Plaque	(Awarded on Stage at SLC)
Cash Award		(Awarded in Chapter Packet at SLC)	

**All awards subject to available sponsorship through the Iowa FFA Foundation.**

## V. Event Hosting Guidelines/Checklists

### **Needed Materials Checklist:**

- \_\_\_ Sealed envelope of event abilities, items of business, and questions from the Iowa FFA Association
- \_\_\_ Room with an obvious front
- \_\_\_ Copies of Opening and Closing Ceremonies for judges
- \_\_\_ A chair and small tables for each officer station
- \_\_\_ FFA paraphernalia and gavel
- \_\_\_ Conduct of Meetings Score Form (1 copy x 3 judges x Total Number of Teams)
- \_\_\_ Conduct of Meetings Critique Form on green (1 copy x 3 judges x Total Number of Teams)
- \_\_\_ Conduct of Meetings Summary Form on yellow (1 copy)
- \_\_\_ 2 Tables for Judges
- \_\_\_ 3 Chairs for Judges
- \_\_\_ 1 Table by the door for the paraphernalia and list of abilities and items of business
- \_\_\_ 3 copies of “FFA Student Handbook”, the “Official FFA Manual”, and “Mastering Parliamentary Procedure”
- \_\_\_ “8 Minutes” Time Card
- \_\_\_ Stopwatch
- \_\_\_ Pens/Pencils for Judges

### **Event Chairperson:**

**Refer to “Guiding Principles for Managing Leadership CDE’s” for specific directions.**

## VI. Scoring Rubrics/Judging Sheets

## Judge's Score Form

### FFA Conduct of Meetings Event

Judge \_\_\_\_\_

\_\_\_\_\_ Sub-District of the \_\_\_\_\_ District (list)  
 \_\_\_\_\_ District (list)  
 \_\_\_\_\_ Date of Judging

	School P.O. (Town)	Members of Team		Demonstration of Opening and Closing Ceremonies	Knowledge of Correct Parliamentary Procedure (demonstrated)	Correct arrangement and return of paraphernalain meeting room	Poise and Manner	Grammar and Sentence Structure	Voice and Expression	Correct Use of Gavel	Questions Concerning Conduct of Meetings	Deduct .1 point per second over 10 minutes	TOTAL SCORE	
1			15		20		5	10	15	10	5	20	100	Gold Emblem
2														Silver Emblem
3														Bronze Emblem
4														Participation
5														Advanced to Next Level
6														

# FFA Conduct of Meetings Event

Critique Sheet  
(Strong, Average, Weak)

<b>Chapter:</b>				<b>Judge:</b>	
Officer	Opening Ceremonies	First Ability	Second Ability	Closing Ceremonies	Answers to Questions
President					
Vice President					
Secretary					
Treasurer					
Reporter					
Sentinel					
Advisor					
Did the Sentinel properly set-up the meeting room?					
Did the Sentinel return the paraphernalia to the table?					
Did the Secretary return the abilities and items of business to the table?					
Did the Advisor refrain from voting?					
Additional Comments:					

# Judge's Conduct of Meetings FFA Event Summary

This form is to be used by Event Chairperson to report results of the judging.

Judge Names: \_\_\_\_\_

Event: Conduct of Meetings CDE

\_\_\_\_\_ Sub-District of \_\_\_\_\_ District

District/State: \_\_\_\_\_

Date of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	School P.O. (Town)	Participant Name	Use letters to indicate ratings G - S - B - P			Total Points	G = Gold	S = Silver	B = Bronze	P = Participation	Advance to Next Event
			Judge 1	Judge 2	Judge 3						
1											
2											
3											
4											
5											
6											

Event Chairperson : Display this card at 8 minutes.

# 8 Minutes

# Experience the Action

2009 – 2010 Chairpersons: Brandi Boyd, Osceola

## I. Overview

This event is designed to emphasize the major exciting aspects of Agricultural Education and the FFA. By participating in this activity, chapters should develop enthusiastic presentations, which market Ag Ed/FFA. Its purpose is to motivate students to enroll in Ag Ed programs and become FFA members. In addition, this program may serve to inform and educate the general public regarding the benefits and activities of Ag Ed/FFA programs.

**This is a District & State Level Event.**

## II. Rules

The rules governing District and State events, in addition to those for all events, are as follows:

1. Two (2) teams from each district will advance to the State CDE. Each chapter will be represented by two (2) to five (5) active members (in school and/or high school graduates who will relate aspects of the Ag Ed instruction program and FFA experiences, which influence students' personal development and preparation for their future. Through this presentation, FFA participants should make the audience aware of opportunities available and the activities taking place in the Ag Ed/FFA program.
2. Each chapter must submit for the consideration of the judges:
  - **Three (3)** copies of the recruitment and public relations sections of the annual Program of Activities for the current year.
  - **Three (3)** copies of any promotional brochures or flyers developed by the chapters for recruitment and/or informational purposes.
3. Team members are permitted into the event room to deliver and set up their event equipment and materials. However, they are not permitted to practice speaking in the event room. Ten minutes will be allowed to set up immediately prior to presentation. Points will be deducted for exceeding the ten minutes to set-up. (0.1 point/second)
4. The presentation must be at least eight (8) minutes in length and shall be no longer than fifteen (15) minutes with a visual warning to be given at thirteen (13) minutes. Points will be deducted for presentations exceeding fifteen (15) minutes or less than eight (8) minutes (0.1 point per second overtime or under time). Five (5) additional minutes will be designated for questioning by the judges. Judges may direct questions to any of the presenters during the questioning period. The student running the media equipment is not considered a presenter.
5. Illustrative materials (visual and audio) may be used to any extent desired by the chapter. The presentation must be live. Any audio and/or visual materials illustrating the specific activities involved in the "Experience the Action" event may be prepared by students and/or by professional services/resources available to the chapter. Extension cord, VCR/DVD, TV monitor, screen, and overhead projector will be provided at the event site. Set-up and technical difficulties must be handled by team members only.
6. Chapters are encouraged to provide up to ten (10) junior high and/or high school students (the latter of whom may be FFA members) to role-play as an audience to enhance the effectiveness of the presentation. There will be no points awarded for response or participation by the role-playing audience.
7. At District level, it is permissible to deliver the written materials to registration the day of the event. Materials will be returned following the District event. Materials for the advancing teams may be revised.

8. Materials of advancing chapter must be postmarked to the Iowa Department of Education five (5) business days following the District event.
9. In each District, the judges will designate the two (2) highest chapter teams to compete in the State event. An alternate shall also be named.
10. The judges at the State event shall name a state winner, runner-up, and alternate team.

### **III. Resource Information**

### **IV. Awards**

<b><i>District:</i></b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at DLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at DLC)
<b><i>State:</i></b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SLC)
	Champion Team:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)
		CDE Pins	(Awarded in Chapter Packet at SLC)
	Reserve Team:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)
	Third Team	Plaque	(Awarded on Stage at SLC)
Cash Award		(Awarded in Chapter Packet at SLC)	

**All awards subject to available sponsorship through the Iowa FFA Foundation.**

## V. Event Hosting Guidelines/Checklists

### **Needed Materials Checklist:**

- \_\_\_\_\_ Copies of Written Materials
- \_\_\_\_\_ Experience the Action Judges Score Form on white (1 copy x 3 judges x Total Number of Teams)
- \_\_\_\_\_ General Critique Forms on blue (1 copy x 3 judges x Total Number of Teams)
- \_\_\_\_\_ Experience the Action Summary Form on yellow (1 copy)
- \_\_\_\_\_ 2 Tables for Judges
- \_\_\_\_\_ 3 Chairs for Judges
- \_\_\_\_\_ 6 Chairs for Contestants
- \_\_\_\_\_ 1 Table for Contestants
- \_\_\_\_\_ Seating for Audience
- \_\_\_\_\_ A/V Cart for electricity and projector(s)
- \_\_\_\_\_ 1 projector screen
- \_\_\_\_\_ TV with DVD/VCR Player
- \_\_\_\_\_ “10 Minutes” Time Card
- \_\_\_\_\_ Stopwatch
- \_\_\_\_\_ Pens/Pencils for Judges
- \_\_\_\_\_ Flashlights for Desk Lamps for Judges

## VI. Scoring Rubrics/Judging Sheets

## Judge's Score Form

# FFA Experience the Action Event

Judge \_\_\_\_\_

Sub-District of the \_\_\_\_\_ District (list)  
 District (list)  
 Date of Judging \_\_\_\_\_

	School P.O. (Town)	Participants	10	5	10	50	25	100						
			<b>Program of Activities</b> - Membership Development (5 points) - Public Relations (5 points)		<b>Other Materials Submitted</b>		<b>Quality and Use of Audio-Visual</b>		<b>Oral Presentation</b> - Exciting Approach - Approach - Voice Quality - Organization - Motivational Content - Marketing Ability - Team Presentation - Presenter Confidence - Strength of Closing - General Effect		<b>Response to Questions</b>		<b>TOTAL SCORE</b>	
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
			<b>Gold Emblem</b>		<b>Silver Emblem</b>		<b>Bronze Emblem</b>		<b>Participation</b>		<b>Advanced to Next Level</b>			

# Judge's Experience the Action FFA Event Summary

This form is to be used by Event Chairperson to report results of the judging.

Judge Names: \_\_\_\_\_

Event: Experience the Action CDE

\_\_\_\_\_ Sub-District of \_\_\_\_\_ District

District/State: \_\_\_\_\_

Date of Event: \_\_\_\_\_

	School P.O. (Town)	Participant Name	Use letters to indicate ratings G - S - B - P			Total Points	G = Gold	S = Silver	B = Bronze	P = Participation	Advance to Next Event
			Judge 1	Judge 2	Judge 3						
1											
2											
3											
4											
5											
6											
7											
8											

# 13 Minutes

# Extemporaneous Speaking Event

2009 – 2010 Chairperson: Clyde Johnson, Laurens

## I. Overview

This event is designed to encourage the development of FFA members in the ability to speak, to think and to answer questions readily before an audience. The plan and rules have been organized according to those in use in the regional and national events. The winner in the state event is eligible to compete in the national event.

**This is a Sub-District, District, State, & National Level Event.**

## II. Rules

The rules governing Sub-District, District and State events, in addition to those for all events, are as follows:

1. Any one of three announced topics may be selected by the participant thirty minutes before the event. The event topics shall relate to the following three themes: Agriscience & Technology, Agrimarketing, and International Ag Relations.
  - Materials from websites must include the URL address to reference the source.
2. A preparation room is to be used with one participant admitted initially and one additional participant admitted approximately every ten to fifteen minutes as the event progresses.
3. All reference material will be screened by an event official on the following basis:
  - Reference material shall be limited to five items.
  - One of the items can be a notebook or folder of collected materials. This may include 100 pages or less (materials can be on one side of 100 sheets of paper or both sides of 50 sheets of paper). All materials must be attached to 8 ½ x 11 sheets of paper. No more than 100 pages shall be permitted or the entire notebook or folder will be taken from the participant.
  - Reference material must be printed material such as books or magazines (cannot be notes or speeches prepared by the participant or by another person for the purpose of use for this event).
4. Each speech shall be the result of the participant's own effort using approved reference material, which the participant may bring to the preparation room. No other assistance may be provided. Marked 3" X 5" note cards will be provided to each participant in the preparation room. Any notes for speaking must be made during the 30-minute preparation period.
5. Each speech shall be not less than four or more than six minutes with five minutes additional time allowed for related questions, which shall be asked by the judges. The participant will be given a warning after the first five minutes of his/her speech by the timekeeper. This will be done by holding up a card with a five on it. Participants are to be penalized .1 point per second on each judges score sheet for being over six minutes or under four minutes.

- |  |  |
|--|--|
| <p>6. The chairperson of the event shall introduce the participant by name and chapter and the participant may introduce his/her speech by title only.</p> <p>7. Notes made only during the preparation period may be used.</p> <p>8. Participants are not permitted to use any props, gadgets, posters, or audio-visuals of any sort. However, a podium is permitted.</p> <p>9. No communication devices (cell phones, pagers, hand-held pocket computers, two-way radios, etc.) will be allowed in the possession of the contestant during</p> | <p>the waiting preparation or delivery times.</p> <p>10. The judges in each Sub-District shall designate the top two individuals to compete in the District event. The judges shall also name an alternate.</p> <p>11. The judges in each District shall designate the top two individuals to compete in the State event. The judges shall also name an alternate.</p> <p>12. The judges at the State level shall designate the top two individuals. The top individual will compete in the National event. The judges shall also name an alternate.</p> |
|--|--|

**III. Resource Information**

**IV. Awards**

<b><i>Sub-District:</i></b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SDLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SDLC)
<b><i>District:</i></b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at DLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at DLC)
<b><i>State:</i></b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SLC)
	Champion Individual:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)
	Reserve Individual:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)
	Gold Individuals:	CDE Pin	(Awarded in Chapter Packet at SLC)

**All awards subject to available sponsorship through the Iowa FFA Foundation.**

## V. Event Hosting Guidelines/Checklists

### **Needed Materials Checklist:**

- \_\_\_\_\_ Copies of Extemporaneous Speaking Topics
- \_\_\_\_\_ Extemporaneous Speaking Judges Score Form on white (1 copy x 3 judges x Total Number of Contestants)
- \_\_\_\_\_ General Critique Forms on blue (1 copy x 3 judges x Total Number of Contestants)
- \_\_\_\_\_ Extemporaneous Speaking Summary Form on yellow (1 copy)
- \_\_\_\_\_ Marked 3x5 Note Cards in Preparation Room
- \_\_\_\_\_ 2 Tables for Judges
- \_\_\_\_\_ 3 Chairs for Judges
- \_\_\_\_\_ Podium
- \_\_\_\_\_ "5 Minutes" Time Card
- \_\_\_\_\_ Stopwatch
- \_\_\_\_\_ Pens/Pencils for Judges

## VI. Scoring Rubrics/Judging Sheets



# Judge's Extemporaneous Speaking FFA Event Summary

This form is to be used by Event Chairperson to report results of the judging.

**Judge Names:**

Event: Extemporaneous Speaking CDE  
 \_\_\_\_\_ Sub-District of \_\_\_\_\_ District  
 District/State: \_\_\_\_\_  
 Date of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	School P.O. (Town)	Participant Name	Use letters to indicate ratings G - S - B - P			Total Points	G = Gold	S = Silver	B = Bronze	P = Participation	Advance to Next Event
			Judge 1	Judge 2	Judge 3						
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											

# 5 Minutes

# FFA Creed Speaking

2009 – 2010 Chairperson: Jim Calvert, Guthrie Center

## I. Overview

This event is designed to develop leadership and the ability to appear before groups by ninth (9<sup>th</sup>) grade students, as they become members of the FFA. Emphasis will be placed upon knowledge of the FFA Creed as adopted at the 3<sup>rd</sup> National FFA Convention and revised at the 38<sup>th</sup> and 63<sup>rd</sup> National FFA Conventions. This event also supplements the public speaking event in developing leadership.

**This is a Sub-District, District, State & National Level Event.**

## II. Rules

The rules governing Sub-District, District and State events, in addition to those for all events, are as follows:

1. Each chapter is entitled to one (1) freshman (9<sup>th</sup> grade student) representative in a Sub-District event.
2. In the Sub-District event, the judges will designate the three (3) highest individuals to compete in the District event. In each District, the judges will designate the three (3) highest individuals to compete in the State event. The judges at both the Sub-District and District levels shall name an alternate individual.
3. The judges at the State level shall designate the top (1) individual to compete at the National event. The judges shall also rank the top three (3) individuals.
4. Each participant must recite from memory, the FFA Creed without any opening or closing comments, other than the title “The FFA Creed.” It is expected that the participants will take advantage of all available training facilities in their local school in developing their speaking ability. Facts and working data may be secured from any source. Points will be deducted for any other opening or closing comments.
5. Three questions prepared by the Iowa FFA Association will be read by the judges to each participant to test his/her understanding of the FFA Creed. Each judge is to ask the same question to each participant without explanation.

## III. Resource Information

The most current version of the Official FFA Manual shall be the resource for the FFA Creed.

#### IV. Awards

<b>Sub-District:</b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SDLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SDLC)
<b>District:</b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at DLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at DLC)
<b>State:</b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SLC)
	Champion Individual:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)
	Reserve Individual:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)
Gold Individuals:	CDE Pin	(Awarded in Chapter Packet at SLC)	

**All awards subject to available sponsorship through the Iowa FFA Foundation.**

#### V. Event Hosting Guidelines/Checklists

##### **Needed Materials Checklist:**

- \_\_\_\_\_ Sealed envelopes of FFA Creed questions from Iowa FFA Association
- \_\_\_\_\_ 3 copies of the most current Official FFA Manual or 3 copies of the FFA Creed
- \_\_\_\_\_ FFA Creed Judges Score Form on white (1 copy x 3 judges x Total Number of Contestants)
- \_\_\_\_\_ FFA Creed Judge Critique Form on green (1 copy x 3 judges x Total Number of Contestants)
- \_\_\_\_\_ FFA Creed Summary Form on yellow (1 copy)
- \_\_\_\_\_ 2 Tables for Judges
- \_\_\_\_\_ 3 Chairs for Judges
- \_\_\_\_\_ 1 Podium
- \_\_\_\_\_ Stopwatch
- \_\_\_\_\_ Pens/Pencils for Judges

#### VI. Scoring Rubrics/Judging Sheets



# FFA Freshman Creed Speaking Event

## Critique Sheet

<b>Chapter:</b>	<b>Judge:</b>
<b>Voice:</b>	<i>Quality, pitch force, articulation, pronunciation</i>
<b>Stage Presence:</b>	<i>Personal appearance, poise and body posture, attitude, confidence, personality, ease before audience</i>
<b>Power of Expression:</b>	<i>Fluency, emphasis, directness, sincerity, communicative ability, conveyance of thought and meaning</i>
<b>General Effect:</b>	<i>Extent to which the speech was understandable, convincing, pleasing, and held attention</i>
<b>Response to Questions:</b>	<i>Ability to satisfactorily answer the questions of the judges showing and understanding of the creed</i>

# Judge's Creed Speaking FFA Event Summary

This form is to be used by Event Chairperson to report results of the judging.

**Judge Names:**

Event: Creed Speaking CDE

\_\_\_\_\_ Sub-District of \_\_\_\_\_ District

District/State: \_\_\_\_\_

Date of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	School P.O. (Town)	Participant Name	Use letters to indicate ratings G - S - B - P			Total Points	G = Gold	S = Silver	B = Bronze	P = Participation	Advance to Next Event
			Judge 1	Judge 2	Judge 3						
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											

# Job Interview Event

2009 – 2010 Chairperson: Jennifer Dillon, Tripoli

## I. Overview

This event was established to provide FFA members an opportunity to demonstrate their ability in completing a job application form, writing a letter of application, preparing a resume, interviewing properly, answering questions clearly, and presenting the proper impression.

**This is a Sub-District, District, State & National Level Event.**

## II. Rules

The rules governing Sub-District, District and State events, in addition to those for all events, are as follows:

1. All participation should appear in FFA dress.
2. Guidelines for the Job Interview materials:  
Cover Letter:
  - Addressed to the Sub-District, District, or State FFA Advisor at his/her address for the appropriate level of competition
  - Must be a letter quality printed document or points will be deductedResume:
  - Limited to one page (both sides) or two pages (one side each)
  - Contain current facts about the member
3. Four copies of the written materials must be enclosed in four separate manila envelopes (not file folders), one for each of the four judges. The participant's name and school post office must be on each envelope. The written materials must include the resume and letter of application.
4. The participant will select one ag related entry-level job and apply for that position.
5. Each participant will complete, by hand, a job application form used in an agricultural industry. This form will be completed at the event site and will be given to the judges prior to the interview. All facts supplied on the forms and in the interview will be current. The job application form will be provided at the event site by the Iowa FFA Association. Each participant will have twenty minutes to complete the job application form. The event chairperson may make copies of the completed application forms so that all judges may have a copy to view.
6. There shall be four judges for this event. One will role-play the employer and the other three will score the participants. The judge to serve as the employer will be selected by the respective Sub-District Advisor, District Advisor, or State FFA Staff. The participant will be notified of which judge this is upon entering the event room. The employer judge may assist the other three judges in making the final evaluations, but will not complete forms nor critique sheets.
7. The same judge will assume the role as the employer for all participants. All judges may ask questions at the end of the interview. There will be a five-minute time limit on questions at the end.
8. Each participant will be allowed 6-10 minutes for the interview. However, the interview may be culminated at the end of 6 minutes or less if the employer (judge) desires. The timekeeper will hold up a warning card with an eight on it and also provide a verbal warning. Points will be deducted for presentations where the student made no attempt to close the interview. Points should not be deducted if the employer judge's participation causes the interview to exceed ten minutes. (.1 point per second overtime or under time will be deducted when necessary.)

9. Judges may write comments on any of the materials, brochures, or summary sheets. Judges are to use the official score form for the event on which to write comments. The blue critique sheets will not be used for this event.
10. At Sub-District level, it is permissible to deliver the written materials to the Sub-District Advisor the day of the event. Written materials will be returned following the Sub-District event. Materials for the advancing teams may be revised and delivered at registration of the District event.
11. At District level, it is permissible to deliver the written materials to registration the day of the event. Written materials will be returned following the District event. Materials for the advancing teams may be revised.
12. Written materials of advancing chapter must be postmarked to the Iowa Department of Education five (5) business days following the District event.
13. The only materials that may be brought into the event preparation room by the participant is a copy of the personal resume, references, and a pen. Briefcases and notebooks are acceptable and may contain only those items previously listed.
14. The judges in each Sub-District shall designate the top two individuals to compete in the District event. The judges shall also name an alternate.
15. The judges in each District shall designate the top two individuals to compete in the State event. The judges shall also name an alternate.
16. The judges at the State level shall designate the top two individuals. The top individual will compete in the National event. The judges shall also name an alternate.

### **III. Resource Information**

#### **IV. Awards**

<b>Sub-District:</b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SDLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SDLC)
<b>District:</b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at DLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at DLC)
<b>State:</b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SLC)
	Champion Individual:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)
	Reserve Individual:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)
	Gold Individuals:	CDE Pin	(Awarded in Chapter Packet at SLC)

**All awards subject to available sponsorship through the Iowa FFA Foundation.**

## V. Event Hosting Guidelines/Checklists

### **Needed Materials Checklist:**

- \_\_\_\_\_ Copies of Job Interview Written Materials
- \_\_\_\_\_ Copies of Job Interview Application from Iowa FFA Association
- \_\_\_\_\_ Job Interview Judges Score Form on white (1 copy x 3 judges x Total Number of Contestants)
- \_\_\_\_\_ Job Interview Individual Judge Critique Form on pink (1 copy x 3 judges x Total Number of Contestants)
- \_\_\_\_\_ Job Interview Summary Form on yellow (1 copy)
- \_\_\_\_\_ 2 Tables for Judges
- \_\_\_\_\_ 3 Chairs for Judges
- \_\_\_\_\_ 1 Table for Contestants/Judge
- \_\_\_\_\_ 2 Chairs for Contestant/Judge
- \_\_\_\_\_ “8 Minutes” Time Card
- \_\_\_\_\_ Stopwatch
- \_\_\_\_\_ Pens/Pencils for Judges

### **Event Chairperson:**

**Refer to “Guiding Principles for Managing Leadership CDE’s” for specific directions.**

## VI. Scoring Rubrics/Judging Sheets

Sub-District: \_\_\_\_\_  
 District: \_\_\_\_\_  
 State: \_\_\_\_\_

**JUDGE'S SCORE FORM  
 FFA JOB INTERVIEW  
 EVENT**

Judge: \_\_\_\_\_  
 Participant's Name: \_\_\_\_\_

\_\_\_\_\_  
 School (Town)

\_\_\_\_\_  
 Date of Event

\_\_\_\_\_  
 Job Being Interviewed For

<b>Factors to be Judged</b>	<b>Maximum Points Possible</b>	<b>Participant's Points</b>
<b>A. Resume Evaluation (15 Points)</b>		
1. Format	3	
2. Originality	3	
3. Neatness and Grammar	3	
4. Content	3	
5. Effectiveness	3	
<b>B. Letter of Application Evaluation (10 Points)</b>		
1. Appearance and Neatness	2	
2. Introduction - ability to gain attention	2	
3. Offer Proof of Abilities	2	
4. Ability to Create Action	2	
5. Spelling and Grammar	2	
<b>C. Application for Employment Form Evaluation (15 Points)</b>		
1. Appearance and Neatness	4	
2. Content		
- Name, Address, Telephone, etc.	1	
- Personal Information	1	
- Career Objective	1	
- Education - Name of school and amount completed	1	
- Extracurricular activities	1	
- Work experience - places, names, and addresses	1	
- References - names, addresses	1	
3. Spelling and Grammar	4	
<b>D. Personal Appearance (10 Points)</b>		
1. Neatness and Grooming	5	
2. Composure	5	
<b>Side 1 Total Points</b>	<b>50</b>	
<b>Side 2 Total Points (Interview Procedures and Post Interview)</b>	<b>50</b>	
<b>Less Point Deductions of .1 point per second under 6 minutes and over 10 minutes</b>		
<b>Grand Total Points for Participant</b>	<b>100</b>	

**JUDGE'S SCORE FORM  
FFA JOB INTERVIEW  
EVENT**

School (Town)	Participant's Name	Job Being Interviewed For	
<b>Factors to be Judged</b>		<b>Maximum Points Possible</b>	<b>Participant's Points</b>
<b>E. Interview Procedures (40 Points)</b>			
1. Did the applicant greet you and introduce himself/herself properly?		3	
2. Did the applicant state the purpose of his/her visit?		1	
3. Did the applicant remain standing until he/she was asked to be seated?		1	
4. Did the applicant present a positive first impression?		4	
5. Did the applicant speak in proper grammar and complete sentences?		4	
6. Did the applicant present a sincere impression?		4	
7. Did the applicant state a career objective?		1	
8. Did the applicant answer your questions correctly, concisely, and mannerly?		10	
9. Did the applicant express enthusiasm?		4	
10. Did the applicant exhibit self-confidence?		4	
11. Did the applicant seem ambitious and dependable?		1	
12. Did the applicant express sincere thanks at the end of the interview?		1	
13. Did the candidate move the interview towards action?		2	
<b>F. Post Interview (10 Points)</b>		<b>10</b>	
<b>Side 2 Total Points (Interview Procedures and Post Interview)</b>		<b>50</b>	

# Individual Judge's Job Interview FFA Event Summary

This form is to be used by Job Interview Judges to compile their own results.

Event: Job Interview CDE

Judge Name: \_\_\_\_\_

\_\_\_\_\_ Sub-District of \_\_\_\_\_ District

District: \_\_\_\_\_

Date of Event: \_\_\_\_\_

			Your Rating				
School P.O. (Town)	Participant Name	Total Points	G = Gold	S = Silver	B = Bronze	P = Participation	Advance to Next Event
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

# Judge's Job Interview FFA Event Summary

This form is to be used by Event Chairperson to report results of the judging.

**Judge Names:**

Event: Job Interview CDE

\_\_\_\_\_ Sub-District of \_\_\_\_\_ District

District/State: \_\_\_\_\_

Date of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	School P.O. (Town)	Participant Name	Use letters to indicate ratings G - S - B - P			Total Points	G = Gold	S = Silver	B = Bronze	P = Participation	Advance to Next Event
			Judge 1	Judge 2	Judge 3						
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											

Event Chairperson : Display this card at 8 minutes.

# 8 Minutes

# Parliamentary Procedure Event

2009 – 2010 Chairperson: Elsa Schmidt, Wellman

## I. Overview

This event is intended to recognize the importance of developing leadership abilities. It provides trained officers and informed members on the correct conduct of organization affairs. It provides training in democratic procedure. This demonstration will indicate the abilities to be mastered. It also suggests ways in which chapters may organize their own training program in parliamentary procedure. The event is a test of parliamentary procedure abilities and discussions and thus more limited than in usual business meetings.

**This is a Sub-District, District, State, & National Level Event.**

## II. Rules

The rules governing Sub-District, District and State events, in addition to those for all events, are as follows:

1. Each team shall be composed of five active members; any five of whom will be selected to be a chair, and any five of whom will be selected to answer questions.
  - To object to the consideration of a question
  - To request to withdraw a motion
  - To rescind
2. Each team shall demonstrate five of the following abilities to be designated by the adult event chairperson. (Sub-district and district events)
  - To receive and dispose of a main motion
  - To adjourn
  - To lay a motion on the table
  - To amend a motion
  - To appeal from the decision of the chair
  - To rise to a point of order
  - To refer to a committee
  - To suspend the rules
  - To receive a motion to reconsider
  - To take from the table
  - Change the presiding officer
3. The State Event may also include the following activities in addition to the 11 listed above:
  - To recess
  - To call for a question of privilege
  - To call for the orders of the day
  - To call for previous question
  - To postpone definitely
  - To postpone indefinitely
4. The time for each team demonstration shall be limited to ten minutes with a warning given after eight minutes have elapsed. The timekeeper will hold up a card with an eight on it. Points will be deducted for presentation exceeding ten minutes (.1 point per second overtime). Time will start after the reading of the first ability and item of business.
5. The event chairperson shall select the ability to be demonstrated, shall designate the item of business to be used as the basis of the motion or discussion and will read the ability and the item of business for each of the five abilities.
6. The event chairperson will select the first participant chairperson and the four succeeding chairpersons prior to their entry into the room. The event chairperson will obtain the approval of the team to begin the demonstration.

7. A motion may be defeated and this will be considered as appropriate in demonstrating the ability.
8. The chairperson shall ask one question of each of five team members on parliamentary procedure without explanation at the conclusion of the five abilities demonstrated. The judges are to designate the team member to respond. Additional team members may add or modify another team member's answer.
9. The judges in each Sub-District shall designate the top two teams to compete in the District event. The judges shall also name an alternate.
10. The judges in each District shall designate the top two teams to compete in the State event. The judges shall also name an alternate.
11. The judges at the State level shall designate the top two teams. The top team will compete in the National event. The judges shall also name an alternate.
12. The decision of the judges shall be final.

### III. Resource Information

Official Resource: "Mastering Parliamentary Procedure"  
 Product Number "0525M" found at <http://www-cms.ag.ohio-state.edu/Home.html>

### IV. Awards

<b>Sub-District:</b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SDLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SDLC)
<b>District:</b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at DLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at DLC)
<b>State:</b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SLC)
	Champion Team:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)
		CDE Pins	(Awarded in Chapter Packet at SLC)
	Reserve Team:	Plaque	(Awarded on Stage at SLC)
Cash Award		(Awarded in Chapter Packet at SLC)	

**All awards subject to available sponsorship through the Iowa FFA Foundation.**

## V. Event Hosting Guidelines/Checklists

### **Needed Materials Checklist:**

- \_\_\_\_\_ Sealed envelope of event abilities, items of business, and questions from the Iowa FFA Association
- \_\_\_\_\_ Gavel
- \_\_\_\_\_ Parliamentary Procedure Score Form (1 copy x 3 judges x Total Number of Teams)
- \_\_\_\_\_ Parliamentary Procedure Critique Form on green (1 copy x 3 judges x Total Number of Teams)
- \_\_\_\_\_ Parliamentary Procedure Summary Form on yellow (1 copy)
- \_\_\_\_\_ 2 Tables for Judges
- \_\_\_\_\_ 3 Chairs for Judges
- \_\_\_\_\_ 1 Table for Contestants
- \_\_\_\_\_ 5 Chairs for Contestants
- \_\_\_\_\_ 3 copies of “Mastering Parliamentary Procedure”
- \_\_\_\_\_ “8 Minutes” Time Card
- \_\_\_\_\_ Stopwatch
- \_\_\_\_\_ Pens/Pencils for Judges

### **Event Chairperson:**

**Refer to “Guiding Principles for Managing Leadership CDE’s” for specific directions.**

## VI. Scoring Rubrics/Judging Sheets

# FFA Parliamentary Procedure Event

## Critique Sheet

**Chapter:** \_\_\_\_\_ **Judge:** \_\_\_\_\_

**Ability 1** \_\_\_\_\_

Introduction: \_\_\_\_\_

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Discussion: \_\_\_\_\_

Errors: \_\_\_\_\_

Chairperson: Strong \_\_\_\_\_ Average \_\_\_\_\_ Weak \_\_\_\_\_

**Ability 2** \_\_\_\_\_

Introduction: \_\_\_\_\_

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Discussion: \_\_\_\_\_

Errors: \_\_\_\_\_

Chairperson: Strong \_\_\_\_\_ Average \_\_\_\_\_ Weak \_\_\_\_\_

**Ability 3** \_\_\_\_\_

Introduction: \_\_\_\_\_

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Discussion: \_\_\_\_\_

Errors: \_\_\_\_\_

Chairperson: Strong \_\_\_\_\_ Average \_\_\_\_\_ Weak \_\_\_\_\_

**Ability 4** \_\_\_\_\_

Introduction: \_\_\_\_\_

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Discussion: \_\_\_\_\_

Errors: \_\_\_\_\_

Chairperson: Strong \_\_\_\_\_ Average \_\_\_\_\_ Weak \_\_\_\_\_

**Ability 5** \_\_\_\_\_

Introduction: \_\_\_\_\_

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Discussion: \_\_\_\_\_

Errors: \_\_\_\_\_

Chairperson: Strong \_\_\_\_\_ Average \_\_\_\_\_ Weak \_\_\_\_\_

**Answers to Questions:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## Judge's Score Form

# FFA Parliamentary Procedure Event

Judge \_\_\_\_\_

\_\_\_\_\_ Sub-District of the \_\_\_\_\_ District (list)  
 \_\_\_\_\_ District (list)  
 \_\_\_\_\_ Date of Judging

	School P.O. (Town)	Members of Team		Knowledge of Parliamentary Procedure
1			50	
2			10	Poise and Manner
3			10	Grammar and Sentence Structure
4			10	Voice and Expression
5			20	Answers to Parliamentary Procedure Questions
6				Deduct .1 point per second over 10 minutes
			<b>100</b>	<b>TOTAL SCORE</b>
				Gold Emblem
				Silver Emblem
				Bronze Emblem
				Participation
				Advanced to Next Level

# Judge's Parliamentary Procedure FFA Event Summary

This form is to be used by Event Chairperson to report results of the judging.

**Judge Names:**

**Event: Parliamentary Procedure CDE**

\_\_\_\_\_ Sub-District of \_\_\_\_\_ District

**District/State:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1	School P.O. (Town)	Participant Name	Use letters to indicate ratings G - S - B - P			Total Points	G = Gold	S = Silver	B = Bronze	P = Participation	Advance to Next Event
			Judge 1	Judge 2	Judge 3						
2											
3											
4											
5											
6											
7											
8											

Event Chairperson : Display this card at 8 minutes.

# 8 Minutes

# Public Speaking Event

2009 – 2010 Chairperson: Barb Lemmer, Marion

## I. Overview

This event is designed to develop rural and agricultural leadership, to provide for member participation in agricultural public speaking activities and to stimulate interest along such lines. The plan and rules have been organized according to those in use in the regional and national event. The winner in the state event is eligible to compete in the national event.

**This is a Sub-District, District, State, & National Level Event.**

## II. Rules

The rules governing Sub-District, District and State events, in addition to those for all events, are as follows:

1. Participants may choose any current subject for their speeches which is of an agricultural character (nature), and which may include agriscience & technology, agribusiness, agri-marketing, international agricultural relations, and agricultural communications. Official judges of any FFA Prepared Public Speaking Event shall disqualify a participant if he or she speaks on a non-agricultural subject.
2. A title page must precede the speech manuscript. It shall include: title of the speech, participant name, name of school, school post office address and year.
3. Each participant's manuscript will be the result of the student's own efforts. It is expected that the participants will take advantage of all available training facilities in their local school in developing their speaking ability. Facts and working data may be secured from any source.
4. All participants in the Public Speaking Event should give credit to others where any direct quotes, phrases or special dates are used in the manuscript, in order not to be guilty of plagiarism. A bibliography **MUST** be indicated as part of the speaker's manuscript. Any style bibliography form is acceptable. Direct quotes from any other source of information must be marked in "quotes" on the manuscript and be identified in the bibliography. Failure to do so will result in deduction of points. This applies to all participants above the local level.
5. No cover is required on the manuscript; however, if a cover is used, the official FFA award application folder must be on each copy of the speech manuscript.
6. The chairperson of the event shall introduce the participant by name and chapter only and the participant may introduce the speech by title only.
7. Notes on 3 x 5 cards may be used during delivery; however, excessive use will detract from the general effect.
8. Participants are not permitted to use any props, gadgets, or audio-visuals of any sort. However a podium is permitted.
9. Each speech shall be limited to not less than six minutes or more than eight minutes in length with one-tenth of a point to be deducted for each second for either overtime or undertime. The participant will be given a warning after the first six minutes of his/her speech by the timekeeper. This will be done by holding up a card with a six on it.
10. Five minutes additional time shall be allowed each participant to defend his/her presentation on related questions which shall be asked by the judges.
11. At Sub-District level, it is permissible to deliver three copies of the written materials to the Sub-District Advisor the day of the event. Written materials will be returned

following the Sub-District event. Materials for the advancing teams may be revised and delivered at registration of the District event.

12. At District level, it is permissible to deliver the written materials to registration the day of the event. Written materials will be returned following the District event. Materials for the advancing teams may be revised.
13. Written materials from advancing chapters must be postmarked to the Iowa Department of Education five (5) business days following the District event.

14. The judges in each Sub-District shall designate the top two individuals to compete in the District event. The judges shall also name an alternate.
15. The judges in each District shall designate the top two individuals to compete in the State event. The judges shall also name an alternate.
16. The judges at the State level shall designate the top two individuals. The top individual will compete in the National event. The judges shall also name an alternate.

### III. Resource Information

### IV. Awards

<b><i>Sub-District:</i></b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SDLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SDLC)
<b><i>District:</i></b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at DLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at DLC)
<b><i>State:</i></b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SLC)
	Champion Individual:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)
	Reserve Individual:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)
	Gold Individuals:	CDE Pin	(Awarded in Chapter Packet at SLC)

**All awards subject to available sponsorship through the Iowa FFA Foundation.**

**V. Event Hosting Guidelines/Checklists**

**Needed Materials Checklist:**

- \_\_\_\_\_ Copies of Public Speaking Written Materials
- \_\_\_\_\_ Public Speaking Judges Score Form on white (1 copy x 3 judges x Total Number of Contestants)
- \_\_\_\_\_ General Critique Forms on blue (1 copy x 3 judges x Total Number of Contestants)
- \_\_\_\_\_ Public Speaking Summary Form on yellow (1 copy)
- \_\_\_\_\_ 2 Tables for Judges
- \_\_\_\_\_ 3 Chairs for Judges
- \_\_\_\_\_ Podium
- \_\_\_\_\_ "6 Minutes" Time Card
- \_\_\_\_\_ Stopwatch
- \_\_\_\_\_ Pens/Pencils for Judges

**VI. Scoring Rubrics/Judging Sheets**

## Judge's Score Form FFA Public Speaking Event

Judge \_\_\_\_\_

Sub-District of the _____ District (list)		District (list)		Date of Judging																															
School P.O. (Town)	Participants	Title of Speech	20	10	10	10	20	20	10	100	Deduct .1 point per second under 6 minutes or over 8 minutes	TOTAL SCORE	Gold Emblem	Silver Emblem	Bronze Emblem	Participation	Advanced to Next Level																		
																		Written 30		Delivery 70															
																		Content of Speech		Composition of Manuscript		Voice		Stage Presence		Power of Expression		Response of Questions		General Effect					

# Judge's Public Speaking FFA Event Summary

This form is to be used by Event Chairperson to report results of the judging.

**Judge Names:**

Event: Public Speaking CDE

\_\_\_\_\_ Sub-District of \_\_\_\_\_ District

District/State: \_\_\_\_\_

Date of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	School P.O. (Town)	Participant Name	Use letters to indicate ratings G - S - B - P			Total Points	G = Gold	S = Silver	B = Bronze	P = Participation	Advance to Next Event
			Judge 1	Judge 2	Judge 3						
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											

Event Chairperson : Display this card at 6 minutes.

# 6 Minutes

# Reporter's Scrapbook Event

2009 – 2010 Chairperson: Daryl Scofield, Albia & David Carlson, Waverly

## I. Overview

This event is provided to encourage the collection and display of newspaper clippings, pictures, and other materials showing the activities engaged in the local chapter. It is designed to stimulate and develop the preparation of materials and the use of photography showing achievements of members and the chapter. Individually, the reporters and members will have the opportunity to learn various procedures in reporting news.

**This is a Sub-District event (ONLY in the Northeast District), District, and State event.  
Please check with District Advisor for date of District Book Judging.**

## II. Rules

1. The official FFA scrapbook shall be submitted with the following restrictions:
  - No more than 36 pages of official mounting paper shall be used.
  - No materials may be placed anywhere on the cover.
  - Current fiscal year (July 1-June 30).
  - Membership year (December 1-November 30).
  - Calendar year (January 1-December 31).
  - Event year (February 1-January 31).
  - Current school year (September 1-August 31).
  - Current officer year (may not be a full year).
2. The scrapbook shall be submitted to the District Advisor at least two weeks before the date of the district event or at a time determined by the District FFA Advisor. Scrapbooks eligible for the state event shall be received by the state office 20 days before the State FFA Leadership Conference. The scrapbook will be obtained from the district FFA advisor.
3. Scrapbooks shall be returned to the chapter at the district event, except for the top two books from each district, which will advance to the state event. The two books qualifying for state will not be displayed at the District Convention.
4. Officer books may extend one additional day and not be penalized. (Example: Jan 1 to Jan 1). The scrapbook shall cover one of the following time periods:
  5. Record books will be judged no later than the time of the district event. Comment sheets will be completed by judges to provide feedback for the chapter
  6. The list of members, officers (chapter, district, state, and national), and committees may be either those when the book was started or those when the book was completed or both, and may be in any order preferred by the chapter reporter.
  7. News articles by the reporter will receive major consideration; however, articles by others may be used also. Newspaper and magazine articles SHALL have the date of publication and source included with the article; and all

names of members, advisors, and the chapter shall be highlighted or underlined. Only FFA, SAE and agricultural education classroom related articles shall be included in the reporter's scrapbook. Points are deducted for articles not listing a source.

8. Information that shall be included about each member is name, degree held, SAE programs, and FFA activities in which the member is involved. DO NOT include school and community activities.

9. Do not include the following in their entirety: District newsletters, New Horizons, Iowa FFA Today, convention programs, or other similar items. Individual articles about local chapter activities and members may be clipped and included.

10. Do not include the Program of Activities.

11. Chapter photographs are included.

### III. Resource Information

### IV. Awards

<b><i>Sub-District:</i></b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SDLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SDLC)
<b><i>District:</i></b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at DLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at DLC)
<b><i>State:</i></b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SLC)
	Champion Chapter:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)
	Reserve Chapter:	Plaque	(Awarded on Stage at SLC)
	Cash Award	(Awarded in Chapter Packet at SLC)	

**All awards subject to available sponsorship through the Iowa FFA Foundation.**

**V. Event Hosting Guidelines/Checklists**

**Needed Materials Checklist:**

- \_\_\_\_\_ Submitted Reporter's Scrapbooks
- \_\_\_\_\_ Reporter's Scrapbook Judges Score Form on white (1 copy x 3 judges x Total Number of Contestants)
- \_\_\_\_\_ General Critique Forms on blue (1 copy x 3 judges x Total Number of Contestants)
- \_\_\_\_\_ Reporter's Scrapbook Summary Form on yellow (1 copy)
- \_\_\_\_\_ Enough tables to display all books for Judges
- \_\_\_\_\_ 3 Chairs for Judges
- \_\_\_\_\_ Pens/Pencils for Judges

**VI. Scoring Rubrics/Judging Sheets**



# Reporter's Scrapbook Rules Checklist

**Chapter PO (Town)**

**Reporter's Names**

**Date**

**Check if complete**

	Program of Activities is not included.
	District newsletters, Iowa FFA Today, FFA New Horizons, or other entire publications are not included in entirety.
	Chapter photographs are included.
	All news articles have the date of publication and source included. All names of members, advisors, and the chapter are underlined or highlighted.
	Information about the members includes names, degree held, SAE programs, and FFA activities. No school and community activities are included.
	List of officers, members, and committees are included.
	Local news releases are included.
	No more than 36 pages of official mouny paper is used.
	The official FFA scrapbook is used and no materials are placed anywhere on the cover.
	<p>The records cover one of the following time periods:</p> <ul style="list-style-type: none"> <li>a. Fiscal Year (July 1-June 30)</li> <li>b. Membership Year (December 1-November 30)</li> <li>c. Calendar Year (January 1-December 31)</li> <li>d. Event Year (February 1-January 31)</li> <li>e. School Year (September 1-August 31)</li> <li>f. Officer Year (may not be a full year)</li> </ul>

# Judge's Reporter's Scrapbook FFA Event Summary

This form is to be used by Event Chairperson to report results of the judging.

Event: Reporter's Scrapbook CDE  
 \_\_\_\_\_ Sub-District of \_\_\_\_\_ District  
 District/State: \_\_\_\_\_  
 Date of Event: \_\_\_\_\_

Judge Names:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	School P.O. (Town)	Participant Name	Use letters to indicate ratings G - S - B - P			Total Points	G = Gold	S = Silver	B = Bronze	P = Participation	Advance to Next Event
			Judge 1	Judge 2	Judge 3						
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											

# Secretary's Book Event

2009 – 2010 Chairperson: Daryl Scofield, Albia & David Carlson, Waverly

## I. Overview

This event is designed to stimulate the keeping of complete and accurate records of the chapter's activities. An opportunity is provided members and others to observe the record books maintained by chapter secretaries.

**This is a Sub-District event (ONLY in the Northeast District), District, and State event.  
Please check with District Advisor for date of District Book Judging.**

## II. Rules

The rules governing Sub-District, District and State events, in addition to those for all events, are as follows:

1. Any form of the secretary's record book may be submitted with the only restriction being that a protective cover may be used on the outside, but not on individual pages.
2. The record book shall be sent prepaid to the District FFA Advisor at least two weeks before the date of the district event or at a time determined by the District FFA Advisor. Record books eligible for the state event shall be received by the state office 20 days before the State FFA Leadership Conference. The record books will be obtained from the District FFA Advisor.
3. Record books will be returned to the chapter at the district event, except for the top two books from each district that will advance to the state event. The two books qualifying for state will not be displayed at the District Convention.
4. Officer books may extend one additional day and not be penalized. (Example: Jan 1 to Jan 1). The record book shall cover one of the following time periods:
  - Current fiscal year (July 1-June 30).
  - Membership year (December 1-November 30).
  - Calendar year (January 1-December 31).
  - Event year (February 1-January 31).
  - Current school year (September 1-August 31).
  - Current officer year (may not be a full year).
5. Record books will be judged no later than the time of the district event. Comment sheets will be completed by judges to provide feedback for the chapter.
6. Judges shall score the secretary's record book on accuracy and completeness, not on the basis of volume.
7. The lists of members, officers, (chapter, state, and national), and committees may be either those when the record book was started, those when the record book was completed, or both.
8. The chapter name and secretary name(s) are on the cover.
9. The record book is completed in ink, typed, or computer generated.

10. A membership roll and record is included.
11. There are agendas and minutes included.
12. A copy of the chapter constitution and by-laws must be included.

### III. Resource Information

### IV. Awards

<b>Sub-District:</b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SDLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SDLC)
<b>District:</b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at DLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at DLC)
<b>State:</b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SLC)
	Champion Chapter:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)
	Reserve Chapter:	Plaque	(Awarded on Stage at SLC)
	Cash Award	(Awarded in Chapter Packet at SLC)	

**All awards subject to available sponsorship through the Iowa FFA Foundation.**

### V. Event Hosting Guidelines/Checklists

#### **Needed Materials Checklist:**

- \_\_\_\_\_ Submitted Secretary's Books
- \_\_\_\_\_ Secretary's Book Judges Score Form on white (1 copy x 3 judges x Total Number of Contestants)
- \_\_\_\_\_ General Critique Forms on blue (1 copy x 3 judges x Total Number of Contestants)
- \_\_\_\_\_ Secretary's Book Summary Form on yellow (1 copy)
- \_\_\_\_\_ Enough tables to display all books for Judges
- \_\_\_\_\_ 3 Chairs for Judges
- \_\_\_\_\_ Pens/Pencils for Judges

### VI. Scoring Rubrics/Judging Sheets



# Secretary's Book Rules Checklist

**Chapter PO (Town)**

**Secretary's Name(s)**

**Date**

**Check if  
complete**

	The chapter name and Secretary's name(s) are on the cover.
	The record book is completed in ink, typed, or computer generated.
	A membership roll and record is included.
	The records cover one of the following time periods: a. Fiscal Year (July 1-June 30) b. Membership Year (December 1-November 30) c. Calendar Year (January 1-December 31) d. Event Year (February 1-January 31) e. School Year (September 1-August 31) f. Officer Year (may not be a full year)
	There are agendas and minutes included.
	A copy of the chapter constitution and by-laws are included.
	Protective cover may be used on the outside, but not on individual pages.
	Have a list of members, officer, and committees.

# Judge's Secretary's Book FFA Event Summary

This form is to be used by Event Chairperson to report results of the judging.

**Judge Names:**

Event: Secretary's Book CDE

\_\_\_\_\_ Sub-District of \_\_\_\_\_ District

District/State: \_\_\_\_\_

Date of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	School P.O. (Town)	Participant Name	Use letters to indicate ratings G - S - B - P			Total Points	G = Gold	S = Silver	B = Bronze	P = Participation	Advance to Next Event
			Judge 1	Judge 2	Judge 3						
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											

# Treasurer's Book Event

**2009 – 2010 Chairperson: Daryl Scofield, Albia & David Carlson, Waverly**

## **I. Overview**

This event is designed to stimulate the keeping of complete and accurate records of chapter's finances. Members and others may observe the record books maintained by chapter treasurers.

**This is a Sub-District event (ONLY in the Northeast District), District, and State event.  
Please check with District Advisor for date of District Book Judging.**

## **II. Rules**

The rules governing Sub-District, District and State events, in addition to those for all events, are as follows:

1. Any form of the treasurer's record book may be used with the only restriction being that protective covers shall not be used on individual pages inside the record book. Protective covers are permitted on the cover however, covers will not be judged except to check for compliance with rule 7 below.
  - Membership year (December 1-November 30).
  - Calendar year (January 1-December 31).
  - Event year (February 1-January 31).
  - Current school year (September 1-August 31).
  - Current officer year (may be a full year).
2. The record book shall be submitted to the District FFA Advisor at least two weeks before the date of the district event or at a time determined by the District FFA Advisor. Record books eligible for the state event shall be received by the state office 20 days before the State Leadership Conference. They will be obtained from the district advisor.
3. Record books will be returned to the chapter at the district event, except for the top two books from each district that will advance to the state event. The two books qualifying for state will not be displayed at the District Convention.
4. Officer books may extend one additional day and not be penalized. (Example: Jan 1 to Jan1). The record book shall cover one of the following time periods:
  - Current fiscal year (July 1-June 30).
5. Record books will be judged no later than the time of the district event. Comment sheets will be completed by judges to provide feedback for the chapter. Judges shall score the treasurer's record book on accuracy and completeness, not on the basis of volume.
6. The record book is completed in ink, typed or computer generated.
7. The chapter name and treasurer(s) name are on the cover.
8. Individual members' records and dues are paid.
9. Net Worth and Inventory Statements are included.
10. A projected budget is included.

### III. Resource Information

### IV. Awards

<i>Sub-District:</i>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SDLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SDLC)
<i>District:</i>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at DLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at DLC)
<i>State:</i>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SLC)
	Champion Chapter:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)
	Reserve Chapter:	Plaque	(Awarded on Stage at SLC)
	Cash Award	(Awarded in Chapter Packet at SLC)	

**All awards subject to available sponsorship through the Iowa FFA Foundation.**

### V. Event Hosting Guidelines/Checklists

#### **Needed Materials Checklist:**

- \_\_\_\_\_ Submitted Treasurer's Books
- \_\_\_\_\_ Treasurer's Book Judges Score Form on white (1 copy x 3 judges x Total Number of Contestants)
- \_\_\_\_\_ General Critique Forms on blue (1 copy x 3 judges x Total Number of Contestants)
- \_\_\_\_\_ Treasurer's Book Summary Form on yellow (1 copy)
- \_\_\_\_\_ Enough tables to display all books for Judges
- \_\_\_\_\_ 3 Chairs for Judges
- \_\_\_\_\_ Pens/Pencils for Judges

### VI. Scoring Rubrics/Judging Sheets



# Treasurer's Book Rules Checklist

**Chapter PO (Town)**

**Treasurer's Name(s)**

**Date**

**Check if  
complete**

	The chapter name and Treasurer's name(s) are on the cover.
	The record book is completed in ink, typed, or computer generated.
	Individual member records and dues paid are included.
	The Auditing Committee Report and Verification Form are signed by all appropriate individuals.
	Net Worth and Inventory Statements are included.
	A Projected Budget is included.
	The records cover one of the following time periods: a. Fiscal Year (July 1-June 30) b. Membership Year (December 1-November 30) c. Calendar Year (January 1-December 31) d. Event Year (February 1-January 31) e. School Year (September 1-August 31) f. Officer Year (may not be a full year)
	No protective covers are present on individual pages.
	Protective cover may be used on the outside, but not on individual pages.

# Judge's Treasurer's Book FFA Event Summary

This form is to be used by Event Chairperson to report results of the judging.

**Judge Names:**

Event: Treasurer's Book CDE

\_\_\_\_\_ Sub-District of \_\_\_\_\_ District

District/State: \_\_\_\_\_

Date of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	School P.O. (Town)	Participant Name	Use letters to indicate ratings G - S - B - P			Total Points	G = Gold	S = Silver	B = Bronze	P = Participation	Advance to Next Event
			Judge 1	Judge 2	Judge 3						
1											
2											
3											
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Iowa FFA Career Development Event  
**Judge's Comment Sheet**

FFA CDE: \_\_\_\_\_ Date: \_\_\_\_\_

Contestant: \_\_\_\_\_ School (Town): \_\_\_\_\_

**A. Major Strengths**

**B. Areas of Weakness and/or Suggestions for Improvement**

**C. Other Comments**

Section I.  
Part C.  
Ag Skills  
Career Development  
Events

Iowa FFA Association  
FFA Blue Book

# Agricultural Communications CDE

**2009 – 2010 Chairperson: Melanie Bloom, Sioux Rapids**

## I. Overview

Agricultural communications is a key to establishing partnerships, providing information, and bringing the agricultural community together. Through this event, students will have the opportunity to prepare for careers in communications by participating in a wide range of activities oriented around the total communications process.

## II. General Rules

1. The Iowa FFA Agricultural Communications Career Development Event will be limited to one team per chapter.
2. The event will include both written as well as oral communications presentations.
3. The Iowa Board of Directors will be in charge of this event.
4. The judges will be selected from print and broadcast media, agriculture producers and other members of the agriculture communications community.
5. Each school shall enter a team composed of four participants. A fifth team member may be added for the Team Presentation Only. Team members must all be members of the same FFA chapter.
6. Official FFA dress is required for all participants.
7. Each participant will participate in three phases of the event: an individual test, a team communications project and proposal, and an individual practicum.
8. The team shall mail four copies of the communications project proposal to the Department of Education by April 1. Items should be placed in four separate manila envelopes (not file folders). The students' names and school post office should appear on the outside of the envelope.
9. Schedule – the Iowa Ag Agricultural Communications CDE will take place during the State Leadership Conference. participants must report to the event site between 2:00 and 3:00 on the first day of the CDE. At this time, the team must turn in all proposal materials for the judges (item nine). If proposal items are not turned in at this time, the team may still compete but will receive only a participation rating. The team must also sign up for a presentation block for the following day.

<b>Registration</b> (2:00-3:00 pm Thursday)	30 minutes
<b>Objective Test</b> (3:00-4:00 pm Thursday)	30 minutes
<b>Press Conference</b> (7:00-8:00 am Friday) <ul style="list-style-type: none"> <li>• Speaker 20 minutes</li> <li>• Questions from news writers 10 minutes</li> </ul>	30 minutes
<b>Practicums</b> (8:15-9:00 am Friday) 45 minutes	45 minutes
<b>Team Presentations</b> (9:15am-1:45pm) <ul style="list-style-type: none"> <li>• Set-up (5 minutes)</li> <li>• Presentation (15 minutes)*</li> <li>• Questioning period for judges (5 minutes)</li> <li>• Tear-down (5 minutes)</li> </ul>	45 minute block
* For every minute OVER 15 minutes of presentation, a deduction of 5 points will be made.	
<b>Awards Presentation</b> (4th General Session)	

## EQUIPMENT

- a. For individual practicums, students must provide: notebooks, pens, pencils, highlighters, 3 laptop computers (newswriter, press release writer *and graphic designer*) and storage device to transfer electronic files to printer (USB port preferred), *digital/tape recorder to turn in with audio recording*
- b. Event personnel will provide:

## TEAM ACTIVITIES

- a. Communications Project Proposal and Presentation - Each team will prepare a communications project proposal for their chapter. The proposal will explain the communications activities planned to publicize an event/issue. Guidance on the event/issue is presented below. The team shall mail four copies of the communications project proposal to the Department of Education by April 1. Items should be placed in four separate manila envelopes (not file folders). The students' names and school post office should appear on the outside of the envelope. At the State FFA Career Development Event, the team will make an oral presentation of the proposal.
- b. A guideline for proposal - The key to producing a good communications project proposal is to select a project that is specific enough that you will be able to do a good job with it.
  - i. **Length** - the proposal should be a maximum of 12 double-spaced typed pages on 8.5" X 11" white bond paper using 1" margins and 12-point Time New Roman or Times as the font.
  - ii. **Staple** the proposal in upper-left hand corner. DO NOT bind or place in folders, special binders, or covers.
  - iii. **Style** - follow style established in the Associated Press Stylebook and Libel Manual.
  - iv. **Cover page** - include the title of the communications proposal, state,

i. **For team presentation**- easel, projection screen,

ii. **Practicums**- Mac- and PC-compatible printer, white paper, photo editing materials (scissors, tape, photos),

- c. Note: Teams may bring additional equipment for project presentation as long as they are able to set up and tear down equipment in the time allowed for the presentation.

chapter name, team member names, and date.

v. **Communications project proposal** - include the following sections:

- Rationale for selecting the project, including background information that helps provide judges with an understanding of the project and the situation or locale where it will be implemented.
- Objectives of the project (what is the project to accomplish).
- Audiences to be targeted with this project.
- Key messages or themes to communicate to the audiences.
- Media (brochures, newspapers, signage, radio, etc.) selected to accomplish the project.
- Budget to produce and place communications materials.
- Evaluation criteria - these criteria should result in some indication of how well the project accomplishes the stated objectives.

vi. **Topic for communications project proposal and presentation** – both the proposal and presentation will be based on the same topic. The topic will be chosen by the team from a theme of possible topics provided by National FFA. The themes of topics will rotate from year to year (see table).

Years	Project Theme	Potential Topics
2008, 2012	Safety Issues	Tractor safety, pesticide/fertilizer applicator safety, livestock handling safety, ag mechanics safety, hunter safety, controlling noxious plants, ATV safety.
2009, 2013	FFA Community Involvement	Building local community support, publicizing community service projects, publicizing community and educational value of SAEs, FFA-sponsored community events.
2010	Local Environmental Issues	Responsible production practices, environmentally friendly lawn, landscape and gardening practices, hazardous household waste management, use of pesticides and fertilizers, soil testing by homeowners and producers.
2011	FFA Recruiting and Educational Activities	Chapter recruitment campaigns, promotion of community of school-sponsored activities, promotion of chapter educational activities, alumni recruitment.

c. Communications project presentation - The team will present their communications project to a panel of judges. When making the presentation to the judges, the team should present based on the following:

i. **Proposal Guidelines** - The presentation should follow and cover all of the items listed in the guidelines for the proposal.

ii. **Sample Materials** - Include examples of materials prepared during the execution of the proposal (ex. brochures, newsletters, news releases, photos, graphics, videos, radio tapes, etc.)

iii. **Notes** - team members should not rely solely on equipment. Each team member must participate in the presentation.

Communication Project Proposal	Points Possible
Rationale	25
Objectives of Project	25
Target Audience to Address	20
Key Messages	15
Media Selection	20
Budget	10
Evaluation	15
Grammar, punctuation, spelling, style	20
<b>Total Points:</b>	<b>150</b>

## INDIVIDUAL ACTIVITIES

a. Tests

i. **Editing exercises** - Because editing is a critical skill for all communicators, each team member will complete an editing exercise. They will be given a printed document that contains *25 items; this number includes correct items and mistakes*. In correcting the mistakes, team members will be required to use correct proofreader's marks (see Associated Press Stylebook and Libel Manual). Style, grammar, punctuation and spelling mistakes will be included. Team members will NOT be able to use

the style manual or a dictionary during this exercise.

ii. **Communications quiz** - Each team member will complete a quiz that covers basic elements important to the skill areas of journalistic writing and broadcasting, public relations writing, and graphic design. Five questions will be written for each segment, which includes broadcast, public relations, news, visuals, and ethics of communication. Team members will NOT be able to use the style manual or a dictionary during this exercise.

**Tests**

Communications Quiz	(25 points per team member)	100 points
Editing Exercise	(25 points per team member)	100 points
<b>Total Possible:</b>		<b>200 points</b>

- b. **Practicums** - The practicums will consist of four individual events. Each team should assign a member to one of the following activities PRIOR to arriving at the state event: 1) Organizing and writing news story; 2) Organizing and writing a press release; 3) Developing and carrying out a broadcast; or 4) Preparing a graphic and photo editing for a news story.

Press Conference and Question Period - All teams will meet in a central location for an orientation and press conference. Teams will be divided so that all broadcasters sit together, all news writers sit together, all press release writers sit together and all graphic designers sit together. All team members will be given an orientation at the beginning of the practicums to last no more than 10 minutes. Following the orientation, the press conference will be held. Each team member will receive a press packet with background information on the agricultural topic and expert to use during the event. An

expert will speak on a timely agricultural topic for 20 minutes. Students will be provided with paper to take notes if they wish. After the 20-minute presentation, the broadcasters and graphic designers will be dismissed to a different area to complete their assigned tasks. The news writers and press release writers will then be involved in a 10-minute question and answer period with the expert (speaker). Only the news writers will be allowed to ask the questions. Each news writer will stand to be recognized before asking a question. News writers may ask more than one question however, the expert will attempt to address questions from as many different contestants as possible. All news writers and press release writers may take notes during the question and answer period, but only news writers will be allowed to ask questions of the expert. Tape recorders will not be allowed during this portion of the event. Upon completion of the 10-minute question and answer session, the news writers and press release writers will be dismissed to a computer room to complete their assigned tasks.

- i. ***News writer practicum*** - Students are to write a news story based on information gathered at the news conference. It should be written for an agriculture publication (agriculture producer) audience. The story should have a minimum of 250 words and follow news or inverted pyramid style. It should have a strong focus and lead (opening paragraph). The story should provide answers to who, what, when, where and why. Students also should write a headline for their story. Each writer can use notes from the press conference, the Q&A session and from information in the press packet. After writers arrive in their designated room, they will have 45 minutes to complete their task. The story will be word processed by the student on a computer, printed out and turned in to be scored.

<b>News Writer Practicum</b>	<b>Points</b>
Lead/Focus	20
Organization, brevity, conciseness, clarity	15
Correct Style	10
Accuracy of Information and quotes	20
Creativity	10
Headline	10
Grammar, spelling, punctuation, word choice	15
<b>Total Points Possible:</b>	<b>100</b>

- ii. **Press release writers** - Each press release writer will use the press packet and the information gathered in the press conference to write a 200-300- word press release excluding the words in the header. The release should be written as if the expert's company or organization was distributing it. The release will be word processed on a computer, printed out and turned in to be scored. Once the press release writers arrive in the computer room, they will have 45 minutes to complete the task.

<b>Press Release Practicum</b>	<b>Points</b>
Lead/Focus	20
Organization, brevity, conciseness, clarity	15
Correct Style	10
Accuracy of information and quotes	15
Creativity	10
Header/headline	10
Grammar, spelling, punctuation, word choice	10
Company or product information	10
<b>Total Points Possible:</b>	<b>100</b>

- iii. **Broadcasters**- Each broadcaster will use the press packet and information that was gathered in the press conference to write and carry out a two-minute radio broadcast. The message should be suitable to be aired on a radio station or radio network. After the contestant has developed the story, he or she will use a standard cassette and tape recorder to broadcast the story. The cassette with the recorded broadcast will be turned in to be evaluated. Students will be able to listen to their recording prior to turning in the cassette if time allows. All tape recorders will be the same; therefore, recording quality will not be a factor in the evaluation process. Broadcasters will also develop and turn in five written questions that he or she would have asked the expert if they were given the opportunity to interview the expert after the press conference. These written questions will be turned in along with the cassette once the student has completed the tasks. After the broadcasters arrive in their designated room, they will have 45 minutes to complete their tasks.

<b>Broadcaster's Recording Practicum</b>	<b>Points</b>
Voice Quality	10
Power of expression	10
Lead/focus	15
Clarity of communication	10
Organization, conciseness and brevity	10
Creativity	10
Accuracy of information and quotes	15
Quality of five written follow-up questions	20
<b>Total Points Possible:</b>	<b>100</b>

**4. Graphic Designers** - Each graphic designer will complete a graphic art, photo editing and photo caption writing exercise. Effective communication or information sharing through visual tools is the objective. After graphic designers arrive in their designated room, they will have 45 minutes to complete their two tasks. Each of these tasks is described below.

- **Graphic art exercise**--Each student *creates a chart or table on a computer* that illustrates numeric data from the press conference. A press packet (including news release and data) is provided for each artist. Students are judged on their graphic art skill, understanding and use of statistics and creativity. Students will receive 11x17 blue-line graph paper to layout their final design. The design should be constructed as a front-page newspaper layout.
- **Photo editing exercise**--Students will receive a variety of black & white photos or color photos (5x7 prints) and will be asked to select the best photo to use in a story based on the news conference. Each student should make photocropping suggestions by marking the photo borders with a wax pencil. Each student is to give oral reasons on why they selected a particular photo. These reasons should include the photo's best qualities, its visual appeal to readers, and how it helps communicate the story's message.
- **Photo caption writing exercise**--Students are to write a two-line caption (approximately 25 words) for their selected photo. Students will be judged on accuracy of information, grammar, brevity, clarity and creativity of captions.

<b>Graphic Designer Practicum</b>	<b>Points Possible</b>
Graphic Art Skill	20
Understanding and use of statistics	15
Creativity	15
Photo Editing	20
Reasons (critical thinking)	15
Photo caption writing	15
<b>Total Possible:</b>	<b>100</b>

### FINAL SCORING

<b>Team Scorecard</b>	<b>Points Possible</b>
Practicum scores (100 per member)	400
Communications Project Proposal	150
Communications Project Presentation	150
Test Scores	200
<ul style="list-style-type: none"> <li>• <i>Communications Quiz (25 points per team member=100)</i></li> <li>• <i>Editing Exercise (25 points per member=100)</i></li> </ul>	
<b>Total Points:</b>	<b>900</b>

### **III. Resource Information**

This list of references is not intended to be inclusive. Other sources may be utilized and teachers are encouraged to make use of the very best instructional materials available. The following list contains references that may prove helpful during event preparation.

- Associated Press Stylebook and Libel Manual Calver, P. (editor).
- The Communicator’s Handbook. 4th edition. Maupin House, Gainesville, FL 32607  
<http://www.maupinhouse.com>
- Strunk and White (1979), The Elements of Style, Allyn & Bacon.
- Word processing and spreadsheet software

### **IV. Awards**

Awards listed below are at the discretion of the sponsor and pending availability of sponsorship. It is vitally important that participants write thank you letters to sponsors in order to retain their support. A thank you list naming current sponsors will be provided to each participating chapter at the event site.

<b>Awards Sponsored through the National FFA Foundation</b>	
Champion Team	State Winning Plaque
<b>Awards Sponsored through the Iowa FFA Foundation</b>	
Champion Team	Cash Award for travel to National Convention
Reserve Champion Team	Plaque
Top 10 Teams	Rosettes
Members of Top 10 Teams	Rosettes
Top 10 Individuals	Rosettes
1 <sup>st</sup> and 2 <sup>nd</sup> Place Individuals	Plaques
Test Top Team/Individual	Plaques
Project Proposal/Presentation Top Team/Individual	Plaques
Practicums Top Team/Individual	Plaques
All Teams/Individuals	Certificates

**All awards subject to available sponsorship through the Iowa FFA Foundation.**

# Agricultural Mechanics CDE

**2009 – 2010 Chairperson: Jim Green, Riceville**

Coordinator: Dr. Tom Brumm, Iowa State University

Committee Personnel:

Jon Davis, Gilbert

Bob DeHaan, Orange City

Gary DeVries, Inwood

Matt Eddy, Pleasant Hill

Jim Heithoff, Coon Rapids

Jim Lundberg, Charles City

Irv Meier, Wapello

Richard Schaufler, Osage

Ron Zelle, Nashua

## **I. Overview**

1. To motivate high school Agricultural Education students to develop understandings and learn skills in the following content areas:
  - a. Machinery and Equipment Systems – processing, materials handling, adjustments, metal fabrication, maintenance and repair.
  - b. Industry and Marketing Systems – customer relations, accounting, communication, economics, safety, service calls, reading and understanding labels, planning, regulations.
  - c. Energy Systems – mechanical power, electrical power, chemical power, wind power, solar power, water power.
  - d. Structural Systems – concrete, plumbing, structural material selection, heating, ventilation, air conditioning, metal and wood construction.
  - e. Environmental/Natural Resource Systems – water quality, material compatibility, soil and water conservation, handling of waste, recycling.
2. To develop hands-on performance operations in agricultural mechanics.
3. To develop the ability to gather information and solve problems related to agricultural mechanics.
4. To develop the ability to follow safety practices in all agricultural mechanics activities.
5. To obtain knowledge and skills in agricultural mechanics which will be helpful in future careers related to agricultural mechanics.
6. To develop interpersonal and teamwork skills.

## **II. Rules**

The rules governing the State event are as follows:

- A. Each school may enter a team composed of three or four participants, with the three highest scores counting for the team total score. Team members must all be from the same chapter.
- B. Each participant will participate in all phases of the event.
- C. A chapter may enter 1, 2, 3, or 4 participants; however, to be eligible for

- the state team winner, a chapter must enter a team of at least 3 participants.
- D. Each participant will work on an individual basis throughout the event except during the team problem-solving activity.
  - E. Participants must supply and wear Industrial Quality Eye Protection spectacles (Style B), or goggles during the skill phases of the event. Coveralls or a shop coat may be worn during the skill phase of the event. Appropriate footwear is required. (Work boots or

- work shoes recommended. No sandals or cloth shoes are allowed.)
- F. Participants shall report to the chair of the event between 8:15 a.m. and 8:45 a.m. on event day. Registration and parking location will be provided prior to event day. Parking is available in Lot 29 north of Davidson Hall.
  - G. Answer sheets, worksheets and other written materials will be furnished for each event phase.

### Event Activities

Four types of activities will be developed during the event. These include: a.) individual problem-solving/skill development activities; b.) team problem-solving activity; c.) written exam; and, d.) individual computer application activity.

- A. Written Examination - the exam will consist of a total of 60 multiple-choice questions over the five instructional areas mentioned above (12 questions per area.)
- B. Team Problem-Solving - This phase will consist of problem solving activities relating to an ag mechanics instructional area identified three weeks prior to the state event. All team members from the same FFA chapter will work together to complete this activity.
- C. Individual Problem-Solving/Skills - This phase will consist of the completion of activities relating to each of the five instructional areas listed above in "Event Information".
- D. Individual Computer Application Activity - A computer activity will be used in this phase of the event for solving problem type activities.
- E. Safety - Each participant must supply all personal safety equipment including proper footwear as specified in rules. No participants will be allowed to

- participants will be allowed to participate in the skill phase unless they have and wear INDUSTRIAL QUALITY EYE PROTECTION: SPECTACLES (STYLE B) or GOGGLES. Eye protection will not be available at the event site.
- F. Event Time - Each participant will complete the following areas in the event. The basic areas are:
    - 1.) Team Problem Solving (50 minutes)
    - 2.) Written Exam (50 minutes)
    - 3.) Problem-Solving/Skill Activity #1 (15 minutes)
    - 4.) Problem-Solving/Skill Activity #2 (15 minutes)
    - 5.) Problem-Solving/Skill Activity #3 (15 minutes)
    - 6.) Problem-Solving/Skill Activity #4 (15 minutes)
    - 7.) Problem-Solving/Skill Activity #5 (15 minutes)
    - 8.) Computer Application Activity (15 minutes)

### III. Resource Information

A. Suggested internet web site links for the Iowa FFA Agricultural Mechanics event will be posted as soon as they are available at the Iowa FFA Association website.

B. The themes for future National FFA Agricultural Mechanics Career Development Events include:

**2011 - Animal Production Systems**

**2012 - Materials Handling Systems**

**2013 - Processing Systems**

Each year, a theme will be identified, as well as the topic emphasis for each of the five ag mechanics content problem-solving/skill activity areas.

C. 2010 Event Information

1. Theme - The theme for the **2010**

Iowa FFA Agricultural Mechanics Career Development Event will be "**Integrated Pest Management (IPM)**". All activities of the event will relate to this theme.

2. Instructional Areas - The **2010** event will cover the following instructional areas:

a. Machinery and Equipment Systems

- Crop Sprayers. This will involve the operation, adjustment, calibration, and/or selection of machinery/equipment that can be utilized in an integrated pest management system.
- Describe functions crop spraying equipment.
- Identify safe operating practices.
- Identify the recommended service and maintenance operations from the operator's manual.
- Select lubricants for machinery and equipment.
- Identify functions of machinery components.
- Inflate tires to proper air pressure.
- Adjust equipment to specific conditions.
- Calibrate crop sprayer for selected rate.

b. Industry and Marketing Systems

- This area will involve the safety conditions in and around the farm in handling, transporting, and applying agricultural chemicals. Possible activities might include interpreting pesticide labels, and calibration of spray mixtures, and cost of application of selected pesticides.

c. Energy Systems - Small Gas Engines.

The problem solving/skills in the Energy Systems area will involve the operation, maintenance, and repair of small gas engines. Students will be expected to read and interpret manuals, troubleshoot power units and/or equipment, determine sizes and specifications of supplies needed, and utilize appropriate tools, materials, procedures, and safety concerns in the operation and/or repair of equipment.

d. Structural Systems – Wood Construction.

For the Skills/Problem Solving area and six questions on the written exam: The problem solving/skills in the structural systems area will involve the utilization of wood construction materials, fastening devices, and

tools. Students will be expected to read and interpret construction plans, determine sizes and specifications of supplies needed, and utilize appropriate tools, materials, procedures, and safety concerns in the construction. A variety of tools and materials may be used including: handsaws, miter saws, portable power tools, hammers, drill bits, countersinks, layout tools, measuring tools, nails, screws,

plywood, OSB, softwood lumber, hardwood lumber, and brackets.

- e. Environmental & Natural Resources Systems - This area will involve Use of a geographic information system (GIS); a global positioning system (GPS) and land survey and measurement.
- f. The 2010 Team activity will be identified by early May. The team activity may include a 'hands-on' component.

#### IV. Scoring and Ranking of Teams and Participants

Phases		Total Possible
Written Examination	1 point per question	60
Skill Activity: Machinery & Equipment Systems		25
Skill Activity: Industry & Marketing Systems		25
Skill Activity: Energy Systems		25
Skill Activity: Structural Systems		25
Skill Activity: Environmental/Natural Resources Systems		25
Individual Computer Activity		25
<b>Total Individual Points Possible</b>		<b>210</b>
<b>Team Problem Solving Activity</b>		<b>150</b>
<b>Total Team Score</b>		<b>Top 3 Individuals</b>
		<b>780</b>

- A. For teams and individuals, ties will be broken first by the written exam score and second by the total individual problem-solving/skill development score. The team problem solving score will not be included in the individual score for individual rankings, but will be included in the team score total.
- B. For determining the top team in each content area, the top three scores for each content area will be used to determine the top team. For determining the team rankings overall, the team's top three individual scores will be added to the score for the team problem solving activity.
- C. Teams will be ranked into groups designated "Gold," "Silver," and "Bronze." Only the top three team members' scores will count for team score. The top three scores will count in each division or category regardless of overall individual ranking used in computing the overall team score. All team members are eligible for individual awards. Teams which violate any rule will also receive a "Participation" rating.

**V. Awards**

<b>Awards Sponsored through the National FFA Foundation</b>	
Champion Team	State Winning Plaque
<b>Awards Sponsored through the Iowa FFA Foundation</b>	
Champion Team	Cash Award for travel to National Convention
Reserve Champion Team	Plaque
Top 10 Teams	Rosettes
Members of Top 10 Teams	Rosettes
Top 10 Individuals	Rosettes
1st and 2nd Place Individuals	Plaques
Top Team/Individual Written Exam	Plaques
Top Team Problem Solving Activity	Plaque
Skill Activity Top Team/Individual	Plaques
Energy Systems	
Environmental/Natural Resources Systems	
Industry/Marketing Systems	
Machinery & Equipment Systems	
Structural Systems	
All Teams/Individuals	Certificates

**All awards subject to available sponsorship through the Iowa FFA Foundation.**

# Agricultural Sales (Team)

**2009 – 2010 Chairpeople: Craig McEnany, DMACC & Mike Striegel, Oskaloosa**

Committee Personnel:

Irv Meier, Wapello – Scoring Coordinator

Justin Lamb, Pekin

Katie McWhirter, Columbus Junction

Jenna Dolebeare, Eldon

Ann Johnston, Fairfield

Julie Crozier, Lone Tree

Jeff Mayes, Reinbeck

## **I. Overview**

1. Understand and demonstrate the professional sales process in agribusiness.
  - a. Preparing to sell
    - i. Targeting customers
    - ii. Customers buying motives
    - iii. Product information
  - b. Developing sales skills
    - i. Approaching the customer
    - ii. Determining customer needs and wants
    - iii. Planning a feature-benefit sales presentation
    - iv. Making a feature-benefit sales presentation
    - v. Handling customer objections
    - vi. Closing the sale
    - vii. Suggestion selling and reassurance
2. Develop the ability to build customer confidence in you and your product.
  - a. Dealing with typical customer problems
    - i. Return of merchandise
    - ii. Defective merchandise
    - iii. Lack of understanding in use of merchandise
  - b. Determine customer complaints
  - c. Determine basis for complaint
3. Determine proper course of action to resolve the issue  
Utilize market research data to establish goals for sales campaigns and to target prospective customers.
  - a. Analyze market research data for a given product and area (i.e., prior sales, potential clientele, competition)
  - b. Relate market research data to the development of annual measurable marketing goals
  - c. Understand the “life cycle” of a product
  - d. Write measurable marketing goals
  - e. Identify appropriate activities for a market area sales force based on performance
4. Develop the ability to research sales careers and strategies for employment.
5. Demonstrate the ability to successfully perform an agricultural sales presentation.
  - a. Grooming
  - b. Dress
  - c. Poise
  - d. Attitude

- e. Knowledge related to product
- 6. Identify career options in agricultural sales and determine specific entry requirements.

## **II. Rules**

The rules governing the State event is as follows:

1. Each school shall enter a team composed of four participants. Team members must all be members of the same FFA chapter. All four scores count to team score.
2. Official FFA dress is required of all participants.
3. Each participant will participate in four phases of the event: An objective test, oral sales presentation, market analysis, and practicum.
4. On Thursday, from 8:30 am -12:00 noon, three copies of the participants' project summary sheet (see guideline for project summary sheet in event activities) shall be given to the CDE chairperson near registration in Vet's Auditorium. **COPIES MAILED TO THE DE WILL NOT BE ACCEPTED.**
5. The copies should be placed in three separate manila envelopes (not file folders). The students name and school post office should appear on the outside on the envelope. Participant will also provide three copies of all written/brochure information used in the sales presentation.
6. Participants will receive at that time a time schedule for the activity to plan their schedule.
7. Participants shall report to the CDE chairperson of the event in Conference Center at 7:45 am on event day to the contestants with the event starting promptly at 8:00 a.m. according to the time schedule handed out to the participants.

## **EVENT ACTIVITIES**

### **I. Sales Presentation**

- A. All participants will conduct a sales presentation.
- B. Official FFA dress is required.
- C. The participant will select an agricultural product representing one of the seven instructional areas:
  1. Agricultural Mechanics
  2. Agricultural Production
  3. Agricultural Products and Processing
  4. Agricultural Supplies and Services
  5. Forestry
  6. Natural Resources and Rural Recreation
  7. Ornamental Horticulture
- D. Guidelines for the Project Summary Sheet (One page, 8 1/2" x 11", one-

sided, single spaced, 10 point font)

1. Participant's name
2. Statement of situation, circumstances, locations, etc.
3. Representation (company/chapter)
4. Product to be sold
5. Features of the product
6. Product structure
7. Warranty
8. Service availability
9. Demonstration of function
10. Competitors and pertinent information
11. Price
12. Closing statements or method
- E. Each participant will be allowed seven minutes for his/her presentation with a verbal time warning at 5 minutes. The presentation will conclude at seven

minutes. An additional three minutes will be allowed for judges to ask questions to clarify any part of the sales presentation or give constructive comments on how to improve.

- F. The event will operate with three sets of judges for every 20 teams. Each set of judges will consist of two qualified individuals. One judge will serve as the customer for all presentations. No two team members will be judged by the same set of judges.
- G. Evaluation Criteria
  - 1. Pre-approach
    - a. Project summary sheet
    - b. Preparation for sale
    - c. Product knowledge

- 2. Approach
  - a. First impression
  - b. Create customer attention
  - c. Determine customer wants
  - d. Establish rapport
- 3. Demonstration
  - a. Feature and related customer benefits
  - b. Allow customer to participate
  - c. Attempt trial closes
  - d. Handling Customer
- 4. Objections
  - a. Identify customer objections
  - b. Handle customer objections
- 5. Closing the Sale
  - a. Ask for the order
  - b. Recognize closing opportunities

*See the scoring criteria in the “Scoring Rubrics/Judging Sheets” section at the end of these rules.*

## II. Objective Test

The objective test is designed to determine team members’ understanding of the professional sales process; the role that selling plays in the marketing of agricultural products and the knowledge possessed by students relative to the content areas of advertising and promotion; customer relations; product displays; telephone skills; market analysis; customer prospecting; job application; and interviewing for a sales position.

- A. The test will be taken online administered by a 3rd party school employee designated by the school principal. The proctor of the test may be the principal, school librarian or counselor acting as proctor. All contestants from that school must take the test at the same time.
- B. The date and time for the test will be distributed by the Iowa FFA. The

password for the test will be sent directly to the proctor.

- C. Team members must work individually. The test is closed book and no help from the proctor or other contestants is allowed.
- D. The test will consist of 50 multiple choice questions with 50 minutes allowed for completion of this section of the event.
- E. Fifty (50) points are allowed for this section of the event, one point per question.
- F. The test will be based on the list of references in the “Resource Information” section of these rules.
- G. More than 4 students may take the test locally; however, only 4 may participate in the remainder of the event at the state level.

## III. Market Analysis

- A. This part of the event will use the team approach, with the four team members working together.
- B. Each participant will receive a profile of an existing market situation for a product or company that can include

product descriptions, existing competition, production capacity or product availability, pricing, description of present and/or potential retailers and demand; transportation, distribution and storage information; and existing marketing problems.

- C. The team will demonstrate group problem-solving/decision-making skills by using marketing data to establish a set of realistic marketing goals.
  - D. Time will be limited to 30 minutes: 20 minutes preparation, 10 minutes presentation.
  - E. The team's answer will be limited to one handwritten page.
  - F. THE TEAMS WILL BE EMAILED THE PROFILE FOUR DAYS PRIOR TO THE EVENT.
  - G. NO PREPARED MATERIALS OR NOTES MAY BE BROUGHT INTO THE PREPARATION ROOM.
- 3. Completeness
    - a. Short-term goals (less than or equal to 1 year)
    - b. Long-range goals (more than 1 year)
    - c. Mix of both long- and short-term range goals
  - 4. Neatness and Grammar
    - a. Legible handwriting
    - b. Correct spelling
    - c. Proper punctuation
  - 5. Proper Marketing Mix
    - a. Correct utilization of market research data (price, product, promotion, place) to determine goals
  - 6. Knowledge of the Marketing Concept
    - a. Goals show evidence of student knowledge of the customer orientation and ease of purchase
  - 7. Evaluation and Control Procedures
    - a. Goals written in measurable format
    - b. Goals indicate comprehension of the market situation
  - 8. Established Leadership Roles
  - 9. Involvement by Everyone in Presentation

#### Market Analysis Evaluation Criteria

- 1. Goals
  - a. Realistic and attainable
  - b. Relate to marketing scenario
- 2. Creativity
  - a. Evidence of innovative thought in marketing goals
  - b. Explanation to support development of goals

*See the scoring criteria in the "Scoring Rubrics/Judging Sheets" section at the end of these rules.*

#### IV. Practicums

- A. Each participant will complete one of three designated practicums in the event.
  - B. The team will be informed of the assigned practicum when they turn in their sales materials on the preceding day of the event.
  - C. Each team member will complete the same practicum which is worth a total of 50 points per team member.
- B. The sales person (participant) will be provided with the company policy or philosophy concerning merchandise return and refunds prior to performing the practicum.
  - C. Types of problems which may be used are:
    - 1. Return of merchandise sold
    - 2. Defective merchandise
    - 3. Lack of understanding in use of merchandise
  - D. After assembling as a group, participants will draw for the order in which they participate.
  - E. The participant will participate in a room in which a "customer" will enter and explain a specific complaint.

#### Practicum: Customer Relations

- A. The CDE chairperson will select a scenario realistically portraying a customer relations problem that may occur in agricultural sales and involves both technical information and human relation problems.

- F. Using the guidelines provided to the participant prior to entry into room, the participant will attempt to work with the customer to determine the basis for the complaint and determine the proper course of action to resolve the issue.

- G. Ten (10) minutes will be allowed for the participant to demonstrate his/her customer relations skills. There will be an eight minute warning.
- H. Two judges will be used and their scores will be averaged. One judge will serve as the “customer.”

*See the scoring criteria in the “Scoring Rubrics/Judging Sheets” section at the end of these rules.*

Practicum: Telephone Skills

- A. Each participant will demonstrate his/her telephone skills in one of two exercises as selected by the CDE coordinator.
- B. The participant will have three to five minutes to complete the telephone call.
- C. **Option One:** Receive a telephone call from a prospect or existing customer to be handled on an extemporaneous basis. Suggested calls might be:
  - 1. from an interested prospect inquiring about the company’s product;
  - 2. from a customer with a product complaint; or

- 3. from an existing customer interested in new or additional products.
- D. **Option Two:** Place a telephone call to a customer or prospect. Preparation time of 10-12 minutes will be given to study the scenario before placing the call. Suggested scenarios would include:
  - 1. placing a cold call to qualify a prospect;
  - 2. placing a call to an existing customer to check on product performance and build a stronger customer relationship; or
  - 3. placing a call to an existing customer seeking referrals for new customers.

*See the scoring criteria in the “Scoring Rubrics/Judging Sheets” section at the end of these rules.*

Practicum: Order Taking/Customer Service

- A. The participant will demonstrate skills used when taking and order an incorporating problem solving or suggestive selling of additional product.
- B. The CDE Chairperson will select a scenario typical for an agricultural supply company. The participants will be provided with a promotional flyer, catalog or other promotional material that has been mass mailed to select agricultural prospects and customers.

- C. Participants will also be provided with an order form and any updated information since the mailing of the promotional material. This may include such information as out of stock or price updates.
- D. Participants will be given a scenario and supportive materials ten (10) minutes before the events and will have ten (10) minutes to demonstrate the skills interactively with all judges at the 10 minute warning.

*See the scoring criteria in the “Scoring Rubrics/Judging Sheets” section at the end of these rules.*

### III. Resource Information

1. Employment in Agribusiness Developed by the Mid-American Vocational Curriculum Consortium.
2. Agri-Selling, by Downey, Jackson, Stevens. Century Communications, Inc., 5520-G West Touhy Avenue, Skokie, IL 60077, 1984.
3. Agricultural Sales, Chris G. Yorke, ACRO Press, 1925 Main Street, Vancouver, WA 98660 (360) 693-9101
4. Agribusiness Sales, Marketing and Management, Ron Schneiderheinze, Christina Wood, Instructional Materials Laboratory, London Hall, University of Missouri, Columbia, MO 65211 (1800-669-2456 or (573) 882-2883)
5. Selling- Helping Customers Buy, Ditzenberger and Kidney, South-Western Publishing Company, Cincinnati, OH, 1992, (1-800-543-7972) ISBN 0538605316
6. Introduction to Agribusiness, Seperich, Woolverton, Beierlein, Prentice Hall Career and Technology, 1994, Publisher's address: Englewood Cliffs, NJ 07632
7. Agri-Marketing Technology, Selling and Distribution in the Agricultural Industry, Jasper Lee, James G. Leisning, David E. Lawver, Interstate Publishers, Inc., Danville, IL

### IV. Scoring and Ranking of Teams and Participants

- a. The event will consist of 200 total possible points per team member: test = 50 points, sales presentation = 100 points, and practicum = 50 points; and team practicum of market analysis = 50 points, for a possible team score of 850 points.

<b>Phases</b>	<b>Scoring</b>
Test	50 points
Sales Presentation	100 points
Practicum	50 points
<b>Total Individual Score</b>	<b>200 points</b>
<b>4 Participants Total Score Possible</b>	<b>800 points</b>
Market Analysis (TeamEvent)	50 points
<b>Total Team Score Possible</b>	<b>850 points</b>

- b. Team and individual tie scores will be broken: (a) the highest sales presentation score; (b) second by the highest written test score; and (c) third by the practicum score.
- c. Teams will be ranked into groups designated "Gold Emblem," "Silver Emblem," and "Bronze Emblem." Teams which do not have four members or which violate any rule will be listed as "Participation" rating.
- d. The team winner on all phases combined will be designated the "Iowa Champion FFA Agricultural Sales Team" and will represent Iowa in the National FFA Agricultural Sales Career Development Event at the National FFA Convention.

## V. Awards

<b>Awards Sponsored through the National FFA Foundation</b>	
Champion Team	State Winning Plaque
<b>Awards Sponsored through the Iowa FFA Foundation</b>	
Champion Team	Cash Award for travel to National Convention
Reserve Champion Team	Plaque
Top 10 Teams	Rosettes
Members of Top 10 Teams	Rosettes
Top 10 Individuals	Rosettes
1 <sup>st</sup> and 2 <sup>nd</sup> Place Individuals	Plaques
Sales Presentation Top Team/Individual	Plaques
Objective Test Top Team/Individual	Plaques
Practicum Top Team/Individual	Plaques
Market Analysis Top Team	Plaque
All Teams/Individuals	Certificates

**All awards subject to available sponsorship through the Iowa FFA Foundation.**

## VI. Scoring Rubrics/Judging Sheets

# Ag Sales CDE: Sales Presentation Score Card

Participant Name:	School PO:
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	Points Possible	Excellent	Good	Fair	Participant Points
Pre-Approach	30	30 - 24	23 - 16	15 - 8	
Approach	10	10 - 8	7 - 6	5 - 4	
Demonstration	30	30 - 24	23 - 16	15 - 8	
Customer Objections	10	10 - 8	7 - 6	5 - 4	
Closure	20	20 - 16	15 - 10	9 - 4	
Total Points	100				

# Ag Sales CDE: Marketing Analysis Score Card

Participant Name: _____	School PO: _____
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	Points Possible	Participant Points
Goals	3	
Creativity	5	
Completeness (Long/Short Range Goals)	3	
Neatness and Grammar	6	
Proper Marketing Mix (price, product promotion, place)	10	
Knowledge of Marketing Concepts	10	
Evaluation and Control Procedures	3	
Established Team Leadership Roles	5	
Involvement by Everyone in Presentation	5	
<b>Total Points</b>	<b>50</b>	

# Ag Sales CDE: Customer Relations Practicum Score Card

Participant Name: _____	School PO: _____
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	Points Possible	Participant Points
<b>Introduction</b> Identify Yourself; Purpose of Call (if applicable) Professionalism, Empathy, Grammar	<b>5</b>	
<b>Attitude</b> Pleasant, Friendly, Establish Rapport	<b>5</b>	
<b>Information Via Customer Interaction</b> Determine the Problem, Clarify the Problem	<b>20</b>	
<b>Develop Solution</b> Evidence of Product Knowledge Overcome Customer Objectives	<b>15</b>	
<b>Closing</b> Get Customer Agreement, Review and Closure	<b>5</b>	
<b>Total Points</b>	<b>50</b>	

# Ag Sales CDE: Telephone Practicum Score Card

Participant Name: _____	School PO: _____
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	Points Possible	Participant Points
Telephone Etiquete	<b>4</b>	
Introduction	<b>4</b>	
Voice	<b>6</b>	
Attitude	<b>10</b>	
Information Gathered	<b>10</b>	
Evidence of Product Knowledge	<b>10</b>	
Closing of Order/Dealing with Complaint	<b>6</b>	
<b>Total Points</b>	<b>50</b>	

## Ag Sales CDE: Order Taking/ Customer Service Practicum Score Card

Participant Name: _____	School PO: _____
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	Points Possible	Participant Points
<b>Introduction</b> Identify Yourself, Establish Rapport	5	
<b>Attitude</b> Pleasant, Friendly, Professional, Empathetic	10	
<b>Clarify and Confirm the Order</b> Repeat Each Item, Confirm the Availability Include Product Number if Appropriate	15	
<b>Suggestive/Consultative Selling</b> Suggest Related Products, Note Items on Special Offer Substitute for No Stock Items	14	
<b>Close the Order</b> Repeat the Order, Ask for Other Needs Confirm Delivery Date	6	
<b>Total Points</b>	50	

# Agronomy CDE

2009 – 2010 Chairperson: Scott Johnson, Lake View

Event Host:

Agronomy Department – Crop, Soil, and Environmental Sciences  
Iowa State University  
Agronomy Hall  
Ames, Iowa 50011-1010  
(515) 294-3846

## I. Overview

1. To motivate high school students to learn and understand how to grow and manage crops in Iowa for efficient, profitable, and sustainable production.
2. To develop agricultural science skills in crop culture, production, management, marketing, and utilization.
3. To develop the ability to gather information and solve problems and make decisions related to crops, soils, and the environment.
4. To gain knowledge about:
  - a. quality factors in evaluating hay, silage, and grains;
  - b. identification of seed, seedling, and mature plants of important crop and weed species in Iowa; and
  - c. control of diseases, insects, and weeds common to Iowa crops.
5. To obtain knowledge and skills in crops that will be helpful in future careers related to crop, soil, and environmental sciences.

## II. General Rules

1. Each school may enter a team composed of three or four participants, with the three highest scores counting for the team score in each event and total overall. Team members must all be from the same chapter.
2. Each participant will participate in all phases of the event.
3. Participants shall report to the chair of the event between 8:00 a.m. and 8:40 a.m. on event day. Registration location will be provided prior to event day. Parking is available at the Memorial Union or Lot 29 behind the Molecular Biology Building in the NW corner of the Iowa State University campus.
4. Answer sheets, worksheets and other written materials will be furnished for each event phase.
5. The event consists of four events - three individual events and a team event. The three individual events are 1) a written examination, 2) crops judging, and 3) plant, seed, and insect identification. Participants will be given 40 minutes for each of the individual events. Thirty (30) minutes will be given for the team event.

## **Event Activities**

### **A. Crops Judging (250 points)**

Scoring of hay, silage, and seed judging will be done with the Hormel system commonly used in livestock judging. The top score for correctly placing the four samples in a class will be 50 points with deductions coming from errors in placing. The official judge(s) will assign numerical scores to indicate the differences between pairs in the class. Each class will have three pairs, a top, middle,

and bottom. A numerical score (cut) will be assigned to each pair according to the difficulty of placement of the samples. Cuts will be larger for samples that should easily be distinguished from each other and smaller for more difficult placings.

#### **1. Hay Judging**

A four-sample class of alfalfa hay will be judged on the basis of four quality factors.

Contestants will use a 100-point system to score the samples using the following quality factors. An example of the hay-judging scorecard is attached.

Leafiness in legume hay is very important as most of the nutritive value is found in leaves. The relationships between leaves and protein, mineral and vitamin content, as well as digestibility, are highly correlated. 0-40 points. 20 points for average leafiness; more for very leafy; less where fewer than average leaves are present.

Condition is an indication of hay quality reflecting how the hay was handled during harvesting and storage. The hay should be free of mold, dust, and other undesirable traits, with no evidence of heating. Hay should have good aroma, and not smell sour, moldy, or have other objectionable odors. 0-30 points. Score 15 for average hay conditions; higher for much better than average; lower for excessive leaf shatter, bad odor, etc.

Foreign material is undesirable for feeding purposes and may be harmful. Weeds in hay are unpalatable, low in nutritive value, and a source of weed seeds. 0-15 points. Discount 2 points for each different kind of weed, more points if weeds are in abundance, discount 1 point for old stems.

Color in legume hay is an indication of Vitamin A content and conditions under which the forage was harvested and cured. Hay with dark green color will have higher Vitamin A potency. 0-15 points. Score 5 points for average color; more for very green; fewer for rain damaged or sun-bleached hay.

### Placing the Class

Contestants will rank the class of alfalfa hay for overall final placing based on the points calculated for each sample using the scorecard. For example if the

scores were 72, 85, 64, and 91 for samples 1, 2, 3, and 4, respectively. The class would be placed 4-2-1-3 and the contestant will enter 4 in the box for 1st place, 2 in the box for 2nd place, and so forth.

## **2. Silage Judging**

Four corn silage samples will be evaluated and ranked from highest to lowest quality. Contestants will use a 100-point system to score corn silage samples using the following quality factors and criteria. An example of the silage-judging scorecard is attached.

Grain content in silage reflects the available energy and is the most important factor in high quality silage. Silage with no grain will have reduced feeding value. 0-50 Score 25 points for an average amount of grain; less than 25 for poor grain content; more for exceptional grain content.

Color of high-quality corn silage will have an olive green color, whereas, a dark brown to black color indicates excessive heating and faulty storage conditions. 0-25 points. Score 20-25 points for olive green, 10-20 points for light green or greenish-brown, and 0-10 points for brown or black.

Aroma may be best described as a yeasty or pleasant, fermentable odor--a characteristic that is hard to describe. In contrast, butyric acid, ammonia, or musty odors are undesirable and indicate considerable loss in feed value and poor fermentation. 0-25 points. Score 15-25 points for desirable odors and 0-15 for unpleasant odors.

### Placing the Class

Contestants will rank the silage for overall final placing based on the points calculated for each sample using the scorecard. For example if the scores were 68, 82, 84, and 94 for samples 1, 2,

3, and 4, respectively. The class would be placed 4-3-2-1 and the contestant will enter 4 in the box for 1st place, 3 in the box for 2nd place, and so forth.

### 3. Seed Judging

Good seed is an important element in crop production. State seed laws require seed to be tested and labeled for germination and purity before they are offered for sale. Nevertheless, some seed may be purchased from neighbors who have not had the seed tested. An evaluation of the seed may help fix the selling price, prevent hazardous weed seed from being planted on otherwise clean land, and/or encourage the use of quality seed.

Various factors are considered in evaluating seed quality. The value of each factor will differ in comparative importance. For example, seed of a primary noxious weed is more serious than the presence of inert materials. The value deduction assigned to each factor has been listed below relative to the factor's importance. One sample in a class of four samples may contain several minor factors while another sample may contain only one factor that is more serious. A sample with the least amount of defect points is the best sample. To determine the final score for a sample subtract the defect points from 100. Place the class of four samples based on the final score for each sample.

#### Seed Purity Factors

##### Mixtures of varieties and other crops -

Mixtures are serious in many crops because of the differences in adaptation, maturity, disease resistance, and yielding ability. Some varieties are so similar in appearance that seed differences cannot be distinguished. Mixtures of other crop seed are often more serious than other varieties.

Inert Materials - Stems, chaff, stones, and soil particles are considered inert material. A sample containing quantities of inert materials will contain less seed and it is often necessary to use a higher rate of seeding in order to obtain good stands. In some instances, the inert material can interfere with seeding operations.

Weed Seed - Weeds are classified as to their seriousness by the Iowa Seed Law. The noxious weeds of Iowa are the most serious weed pests in the state. *Only weed seed required in the identification list will be added to seed judging samples.*

#### Evaluation Factors

Criteria	Oat	Soybean
Presence of weed seed		
Primary noxious weeds	-40	-40
Secondary noxious weeds	-25	-25
Common weeds	-10	-10
Presence of other variety and/or class	-10	-20
Presence of other crops	-25	
Rye	-20	
Wheat	-10	
Barley	-10	
Presence of inert material	-5	-5
Presence of weathered seed	-5	-5
Presence of sprouted seed	-5	-5
Presence of shriveled or immature seed	-5	-10
Presence of lightweight seed	-5	
Presence of hulled seed (cracked, broken)	-5	
Presence of cracked seed and injured seed coat	-10	
Presence of seed lacking luster	-5	
Presence of diseased or stained seed	-5	-5
Presence of insect damaged seed	-5	

Placing and Reasons

Four-sample classes of oat and soybean will be judged on the basis of a total of eight evaluation factors among the four samples. Base sample size will be one-fourth cup of oat or one-third cup of soybean. The contestant will use the enclosed score card to evaluate each of the evaluation factors. After examining and identifying the eight factors (defects) found in the four-sample class, the contestant will then have a basis for placing the class. Each class is given a value of 50 points for correct placing. *It is important for the contestant to realize that a total of only eight (8) factors will be used in each four-sample class and that two factors per sample may not necessarily be used. Three or more seed of another crop variety or weed or must be present to be a factor. At least three pieces of a contaminant must be present to be a factor.*

For illustration, a four-sample class of oat has the following eight factors within the four samples:

Sample Number	Factors
1	bull thistle (primary noxious), stones
2	barley, pigweed
3	sprouted kernels, straw and chaff
4	velfetleaf (secodary noxious), hulled oats

**Oat Seed Judging**  
**Estimating The Value of Planting Seed**

Print Name: \_\_\_\_\_

Contestant No. \_\_\_\_\_

		Final Placing			
		1st	2nd	3rd	4th
Sample number:		3	2	4	1
Name of Class: OAT					
		Sample Number:			
Evaluation Factors		1	2	3	4
<b>Weed Seed</b>	Primary Noxious (-40)	-40			
	Secondary Noxious (-25)				-25
	Common (-10)		-10		
<b>Mixtures</b>	Other varieties (-10)				
	Other Crops Seed				
	Rye (-20)				
	Wheat (-10)				
<b>Inert</b>	Barley (-10)		-10		
	Sticks, Stems, etc. (-5)	-5		-5	
<b>Soundness</b>	Weathered (-5)				
	Sprouted (-5)			-5	
	Immature (-5)				
	Lightweight (-5)				
	Dehulled, Cracked and Broken (-5)				-5
	Lacks Luster (-5)				
	Disease (-5)				
Insect Damage (-5)					
<b>Total Score (100 points - deductions):</b>		55	80	90	70

**4. Corn for Livestock Feed and Soybeans for Marketing (50 points)**

Contestants will have 25 samples of corn and soybean to evaluate, each possessing only one negative factor or no negative factors per sample. Negative factors reduce the value of corn for livestock feed and of soybean for marketing. Among the factors which will be used in the contest are heat damage, frost damage, sprouted seed, treated seed, inseparable stones, immature grain or seed, other crop, contrasting corn classes, diseased, contamination (rodent/bird), contamination (weed seed), contamination (cob), inert, and mechanical damage. Some factors may be used twice while other factors may not be used in any of the 25 samples. Examples of the corn and soybean

market-grading scorecards are attached. Each correctly identified negative factor in the 25 samples will be worth 2 points each in scoring.

**B. Seed, Plant, and Insect Identification (250 points)**

Contestants will identify 50 crop and weed seeds, plants, and insect pests from the following list. Crop and weed species for plant identification are followed by the letter p. Species for seed identification are noted with the letter s. For insect identification, the letters a, l, and n denote adult, larval, and nymph stages, respectively. Pictures will be used for the insect pests. Plants will be in the flowering stage when possible. Each correctly identified plant and seed sample and insect will be worth 5 points in scoring. An example of the identification answer sheet is attached.

**Crops**

barley p s  
corn p  
dent corn s  
pop corn s  
grain sorghum p s  
oat p s  
rye p s  
wheat p  
hard red winter wheat s  
soft red winter wheat s  
soybean p  
food-grade soybean s<sup>1</sup>  
commercial-grade soybean s<sup>1</sup>  
alfalfa p s  
birdsfoot trefoil p s  
crownvetch p  
red clover p s  
sweetclover p  
white clover p  
orchardgrass p s  
reed canarygrass p s  
smooth brome grass p s  
tall fescue p  
timothy p  
switchgrass p s

**Primary Noxious Weeds**<sup>2,3</sup>

bull thistle p s  
field bindweed p s  
Canada thistle p s  
horsenettle p  
musk thistle p  
quackgrass p

**Secondary Noxious Weeds**<sup>4</sup>

cocklebur p s  
common sunflower p s  
curly dock p  
velvetleaf p s  
wild carrot p  
wild mustard p  
multiflora rose p  
shattercane p s

**Common Weeds**

large crabgrass p  
common ragweed p s  
common milkweed p  
dandelion p s  
giant ragweed p s  
giant foxtail p s  
common lambsquarters p s  
tall morningglory p s  
redroot pigweed p s  
Pennsylvania smartweed p  
field pennycress p s  
wild buckwheat p  
woolly cupgrass p s  
yellow foxtail p s

**Insects**<sup>5</sup>

alfalfa weevil a l  
aphid n a  
bean leaf beetle a  
black cutworm a l  
blister beetle a  
corn rootworm l  
western corn rootworm a  
northern corn rootworm a  
European corn borer a l  
fall armyworm l  
grasshopper n a  
potato leaf hopper n a  
soybean cyst nematode (cysts)  
two-spotted spider mite a

<sup>1</sup> Food-grade soybean must have a clear hilum and are usually larger or much smaller than commercial grade soybeans.

<sup>2</sup> This is a partial listing of the primary noxious weeds as outlined in the Iowa Weed Law.

<sup>3</sup> The official source for weed names is the Weed Science Society of America Composite List of Weeds ([www.wssa.net](http://www.wssa.net)).

<sup>4</sup> This is a partial listing of the secondary noxious weeds as outlined in the Iowa Weed Law.

<sup>5</sup> Images of insects can be obtained at Iowa State Entomology Image Gallery (<http://www.ent.iastate.edu/imagegal/>)

### C. Written Examination (250 points)

A 50-question multiple-choice examination covering agronomic practices and information will be given. The examination will focus on problem solving, decision making, marketing concepts, grain grading, biological principles and sustainable agricultural concepts underlying production practices of major crops which are grown in Iowa. Most questions will come from the reading and skills lists that follow. Example questions include biological principles related to variety selection, propagation, life cycles of plants (annual, biennial, perennial), soil and climatic adaptation and requirements, cultural practices affecting crop growth and quality, weed management, weed and seed laws, crop utilization, and environmental aspects of crop production.

Each correctly answered question will be worth 5 points. Students should bring a small hand calculator for solving problems and a No. 2 pencil for placing answers on the score sheet.

#### Skills List

- 1) Calculate area, volume and unit conversions
- 2) Determine field size
- 3) Interpret pesticide labels
- 4) Determine application requirements for crop protection chemicals (product needed, adjuvants, carrier needed, area covered, etc.)
- 5) Calibrate sprayers, planters, and fertilization equipment
- 6) Determine fertilizer needs
- 7) Calculate fertilizer costs
- 8) Interpret a fertilizer analysis
- 9) Calculate pure live seed
- 10) Calculate seeding rates
- 11) Determine plant population per acre and % emergence
- 12) Estimate yield per acre
- 13) Calculate growing degree days for corn
- 14) Determine percent slope between two points in a field
- 15) Estimate the time needed to perform field operations
- 16) Determine losses during grain harvest
- 17) Calculate bin capacities

- 18) Convert grain and forage weights to common moisture contents
- 19) Calculate costs per acre for production inputs
- 20) Calculate profit per acre above production costs

### D. Team Event (250 points)

The Team Event will be made up of problem solving activities that will require the participation of all individuals working together as a team. Scores for the team event are added to the final team score after individual contestant scores have been tabulated. The team event will be the last activity of the contest and will begin immediately after the conclusion of the identification, judging, and exam sections of the contest. There will be a strict time allotment of 30 minutes. Problems selected for the team event will be designed so that teams must carefully and effectively work together as a team to accurately complete the tasks/solutions on time. Students are encouraged to bring calculators but notes or additional reference materials are not allowed. Problems/tasks selected for this event may require basic agricultural knowledge, logic and deduction, and mathematical computations. When needed, the necessary information will be provided to complete some of the activities.

Examples of activities might be:

- Seed and planting problems: (e.g. determine population counts, number of seeds per pound, seed moisture or answers based on seed tag information, such as germination, purity, weed seed contamination, etc.)
- Soil fertility problems: (e.g. calculate pounds of N, P205, and K20, or solve problems based on soil test reports, such as nutrient and liming recommendations, etc.)
- General agriculture problems: (e.g. field size/locations, crop and pest management decisions, and logic/deductive reasoning problems related to farm activities, etc)

### III. Resource Information

Reference	Web Address
1. Corn Planting Guide	<a href="http://www.extension.iastate.edu/Publications/PM1885.pdf">http://www.extension.iastate.edu/Publications/PM1885.pdf</a>
2. Concepts and Rationale for Regional Nitrogen Rate Guidelines for Corn	<a href="http://www.extension.iastate.edu/Publications/pm2015.pdf">http://www.extension.iastate.edu/Publications/pm2015.pdf</a>
3. Iowa Crop Performance Test - Soybeans	<a href="http://www.extension.iastate.edu/Publications/AG18.pdf">http://www.extension.iastate.edu/Publications/AG18.pdf</a>
4. Soybean Replant Decisions http	<a href="http://www.extension.iastate.edu/Publications/PM1851.pdf">http://www.extension.iastate.edu/Publications/PM1851.pdf</a>
5. Soybean Growth and Development (Not Available Online) Order Online - PM 1945	<a href="http://www.extension.iastate.edu/store/">http://www.extension.iastate.edu/store/</a>
6. How a Corn Plant Develops (Not Available Online) Order Online - SR 48	<a href="http://www.extension.iastate.edu/store/">http://www.extension.iastate.edu/store/</a>
7. Intercropping Winter Cereal Grains and Red Clover	<a href="http://www.extension.iastate.edu/Publications/PM2025.pdf">http://www.extension.iastate.edu/Publications/PM2025.pdf</a>
8. Selecting Forage Species	<a href="http://www.extension.iastate.edu/Publications/PM1792.pdf">http://www.extension.iastate.edu/Publications/PM1792.pdf</a>
9. Fertilizing Pastures	<a href="http://www.extension.iastate.edu/Publications/PM869.pdf">http://www.extension.iastate.edu/Publications/PM869.pdf</a>
10. Interpretation of Soil Test Results	<a href="http://www.extension.iastate.edu/Publications/PM1310.pdf">http://www.extension.iastate.edu/Publications/PM1310.pdf</a>
11. Using Manure Nutrients for Crop Production	<a href="http://www.extension.iastate.edu/Publications/PMR1003.pdf">http://www.extension.iastate.edu/Publications/PMR1003.pdf</a>
12. Soil Erosion, Crop Productivity and Cultural Practices	<a href="http://www.extension.iastate.edu/Publications/PM1870.pdf">http://www.extension.iastate.edu/Publications/PM1870.pdf</a>
13. Fundamentals of Organic Agriculture	<a href="http://www.extension.iastate.edu/Publications/PM1880.pdf">http://www.extension.iastate.edu/Publications/PM1880.pdf</a>
14. Switchgrass	<a href="http://www.extension.iastate.edu/Publications/AG200.pdf">http://www.extension.iastate.edu/Publications/AG200.pdf</a>
15. Soybean Cyst Nematode	<a href="http://www.extension.iastate.edu/Publications/PM879.pdf">http://www.extension.iastate.edu/Publications/PM879.pdf</a>

### IV. Scoring and Ranking of Teams

- A. To determine the individual and team winners, the participants will be ranked on the basis of the total score for four activity areas.

Contest Event	Scoring
Crops Judging	250 points
Seed, Plant, and Insect Identification	250 points
Written Examination	250 points
<b>Total Individual Points</b>	<b>750 points</b>
Team Event	250 points
<b>Total Team Points Possible (3 contestants + team event score)</b>	<b>2500 points</b>

- B. Teams will be ranked into groups designated “Gold”, “Silver”, and “Bronze”. Teams that did not have three members will be listed as “Participants”. Teams that violate any rule will also receive a “Participation” rating.
- C. The team winner on all areas will be designated the “Iowa Champion FFA Agronomy Management Team”.
- D. For teams and individuals, ties will be broken first by the crop judging score and second by the written exam score.

## V. Awards

Awards listed below are at the discretion of the sponsor and pending availability of sponsorship. It is vitally important that participants write thank you letters to sponsors in order to retain their support. A thank you list naming current sponsors will be provided to each participating chapter at the event site.

<b>Awards Sponsored through the National FFA Foundation</b>	
Champion Team	State Winning Plaque
<b>Awards Sponsored through the Iowa FFA Foundation</b>	
Champion Team	Cash Award for travel to National Convention
Reserve Champion Team	Plaque
Top 10 Teams	Rosettes
Members of Top 10 Teams	Rosettes
Top 10 Individuals	Rosettes
1 <sup>st</sup> and 2 <sup>nd</sup> Place Individuals	Plaques
Crops Judging Top Team/Individual	Plaques
Written Exam Top Team/Individual	Plaques
Seed/Plant/Insect ID Top Team/Individual	Plaques
All Teams/Individuals	Certificates
<b>Awards Sponsored through the Iowa State University Agronomy Department</b>	
Top Individual	\$500 Scholarship Provided the Student Enrolls in Agronomy at ISU

**All awards subject to available sponsorship through the Iowa FFA Foundation and ISU Agronomy Department.**

## VI. Scorecards

# Hay Judging Scorecard

Contestant No. \_\_\_\_\_

Print Name: \_\_\_\_\_

		Final Placing			
		1st	2nd	3rd	4th
Sample number:					
Points Available	Criteria	Score for each sample			
		1	2	3	4
0-40	<p><u>Leafiness</u> in legume hay is very important as most of the nutritive value is found in leaves. The relationship between leaves and protein, mineral and vitamin content, as well as digestibility, is highly correlated. 20 points for average leafiness, more for very leafy; less where fewer than average leaves are present.</p>				
0-30	<p><u>Condition</u> is an indication of hay quality reflecting how the hay was handled during harvesting and storage. The hay should be free of mold, dust, and other undesirable traits, with no evidence of heating. Hay should have good aroma, and not smell sour, moldy, or have other objectionable odors. Score 15 for average hay conditions; higher for much better than average; lower for excessive leaf shatter, bad odor, etc.</p>				
0-15	<p><u>Foreign material</u> is undesirable for feeding purposes and may be harmful. Some weeds are unpalatable and low in nutritive value. Weed seed in hay can spread through manure. Discount 2 points for each different kind of weed, more points if weeds are in abundance, discount 2 point for old stems.</p>				
0-15	<p><u>Color</u> in legume hay is an indication of Vitamin A content and conditions under which the forage was harvested and cured. Hay with dark green color will have higher Vitamin A potency. Score 5 points for average color; more for very green; fewer for rain damaged or sun-bleached hay.</p>				
0-100	Total score:				

## Silage Judging Scorecard

Contestant No. \_\_\_\_\_

Print Name: \_\_\_\_\_

		Final Placing			
		1st	2nd	3rd	4th
Sample number:					
Points Available	Criteria	Score for each sample			
		1	2	3	4
0-50	<p><u>Grain</u> content in silage reflects the available energy and is the most important factor in high quality silage. Silage with no grain will have reduced feeding value. Score 25 points for an average amount of grain; less than 25 for poor grain content; more for exceptional grain content.</p>				
0-25	<p><u>Color</u> of high-quality corn silage will have an olive green color, whereas, a dark brown to black color indicates excessive heating and faulty storage conditions. Score 20-25 points for olive green, 10-20 points for light green or greenish-brown, and 0-10 points for brown or black.</p>				
0-25	<p><u>Aroma</u> may be best described as a yeasty or pleasant, fermentable odor--a characteristic that is hard to describe. In contrast, butyric acid, ammonia, or musty odors are undesirable and indicate considerable loss in feed value and poor fermentation. Score 15-25 points for desirable odors and 0-15 for unpleasant odors.</p>				
0-100	Total score:				

## Oat Seed Judging

### Estimating The Value of Planting Seed

Contestant No. \_\_\_\_\_

Print Name: \_\_\_\_\_

		Final Placing			
		1st	2nd	3rd	4th
Sample number:					
Name of Class: <b>OAT</b>					
Evaluation Factors		Sample Number			
		1	2	3	4
Weed Seed	Primary Noxious (-40)				
	Secondary Noxious (-25)				
	Common (-10)				
Mixtures	Other varieties (-10)				
	Other Crop Seed				
	Rye (-20)				
	Wheat (-10)				
	Barley (-10)				
Inert	Sticks, Stems, etc. (-5)				
Soundness	Weathered (-5)				
	Sprouted (-5)				
	Immature (-5)				
	Lightweight (-5)				
	Dehulled, Cracked and Broken (-5)				
	Lacks Luster (-5)				
	Disease (-5)				
	Insect Damage (-5)				
Total score (100 points – deductions):					

## Soybean Seed Judging

### Estimating The Value of Planting Seed

Contestant No. \_\_\_\_\_

Print Name: \_\_\_\_\_

		Final Placing			
		1st	2nd	3rd	4th
Sample number:					
Name of Class: <b>SOYBEAN</b>					
		Sample Number			
Evaluation Factors		1	2	3	4
Weed Seed	Primary Noxious (-40)				
	Secondary Noxious (-25)				
	Common (-10)				
Mixtures	Other varieties (-25)				
	Other Crop Seed (-25)				
Inert	Sticks, Stems, etc. (-5)				
Soundness	Weathered (-5)				
	Sprouted (-5)				
	Shriveled or immature seed (-10)				
	Cracked seed and injured seed coat (-10)				
	Diseased or stained (-5)				
Total score (100 points – deductions):					

# Market Grade Factor Identification Corn and Soybean

Contestant's Number \_\_\_\_\_

Score \_\_\_\_\_

Print Name: \_\_\_\_\_

Check (x) the single market factor that most affects grade and value in each of the corn samples 1 to 13 and soybean samples 14 to 25.

	Sample Number												
Corn: Grade Factor	1	2	3	4	5	6	7	8	9	10	11	12	13
No Defects													
Heat Damage													
Frost Damage													
Sprouted													
Blue Eyed Mold													
Treated													
Inseparable Stones													
Immature Grain													
Other Crop													
Contrasting Corn Classes													
Contamination (Rodent/Bird)													
Inert (Weed Seed)													
Inert (Cob)													
	Sample Number												
Soybean: Grade Factor	14	15	16	17	18	19	20	21	22	23	24	25	
No Defects													
Immature													
Heat Damage													
Treated													
Inseparable Stones													
Mechanical Damage (splits)													
Other Crop													
Inert (Weed Seed)													
Inert (Pods and Stems)													
Other Varieties													
Disease													
Weathered													

## Seed, Plant, and Insect Identification

CONTESTANT NO. \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____ 11. _____ 12. _____ 13. _____ 14. _____ 15. _____ 16. _____ 17. _____ 18. _____ 19. _____ 20. _____ 21. _____ 22. _____ 23. _____ 24. _____ 25. _____	26. _____ 27. _____ 28. _____ 29. _____ 30. _____ 31. _____ 32. _____ 33. _____ 34. _____ 35. _____ 36. _____ 37. _____ 38. _____ 39. _____ 40. _____ 41. _____ 42. _____ 43. _____ 44. _____ 45. _____ 46. _____ 47. _____ 48. _____ 49. _____ 50. _____
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CROPS

- C-1. Barley
- C-2. Corn
- C-3. Grain Sorghum
- C-4. Oat
- C-5. Rye
- C-6. Wheat
- C-7. Soybean
- C-8. Alfalfa
- C-9. Birdsfoot Trefoil
- C-10. Crownvetch
- C-11. Red Clover
- C-12. Sweetclover
- C-13. White Clover
- C-14. Orchardgrass
- C-15. Reed Canarygrass
- C-16. Smooth Bromegrass
- C-17. Tall Fescue
- C-18. Timothy
- C-19. Switchgrass

WEEDS

- W-1. Bull Thistle\*
- W-2. Field Bindweed\*
- W-3. Canada Thistle\*
- W-4. Horse Nettle\*
- W-5. Musk Thistle\*
- W-6. Quackgrass\*
- W-7. Cocklebur\*\*
- W-8. Common Sunflower\*\*
- W-9. Curly Dock\*\*
- W-10. Velvetleaf\*\*
- W-11. Wild Carrot\*\*
- W-12. Wild Mustard\*\*
- W-13. Multiflora Rose\*\*
- W-14. Shattercane\*\*
- W-15. Large Crabgrass\*\*\*
- W-16. Common Ragweed\*\*\*
- W-17. Common Milkweed\*\*\*
- W-18. Dandelion\*\*\*
- W-19. Giant Ragweed\*\*\*
- W-20. Giant Foxtail\*\*\*
- W-21. Common Lambsquarters\*\*\*
- W-22. Tall Morningglory\*\*\*
- W-23. Redroot Pigweed\*\*\*
- W-24. Pennsylvania Smartweed\*\*\*
- W-25. Field Pennycress\*\*\*
- W-26. Wild Buckwheat\*\*\*
- W-27. Woolly Cupgrass\*\*\*
- W-28. Yellow Foxtail\*\*\*

\* Primary Noxious Weed

\*\* Secondary Noxious Weed

\*\*\*Common Weed

INSECTS

- I-1. Alfalfa Weevil—Adult
- I-2. Alfalfa Weevil—Larvae
- I-3. Aphid—Nymph
- I-4. Aphid—Adult
- I-5. Bean Leaf Beetle
- I-6. Black Cutworm
- I-7. Blister Beetle
- I-8. Corn Rootworm
- I-9. Western Corn Rootworm Beetle
- I-10. Northern Corn Rootworm Beetle
- I-11. European Corn Borer—Adult
- I-12. European Corn Borer—Larvae
- I-13. Fall Armyworm
- I-14. Grasshopper—Nymph
- I-15. Grasshopper—Adult
- I-16. Potato Leaf Hopper—Nymph
- I-17. Potato Leaf Hopper—Adult
- I-18. Soybean Cyst Nematode
- I-19. Two-Spotted Spider Mite

SEEDS

- S-1. Barley
- S-2. Dent Corn
- S-3. Pop Corn
- S-4. Grain Sorghum
- S-5. Oat
- S-6. Rye
- S-7. Hard Red Winter Wheat
- S-8. Soft Red Winter Wheat
- S-9. Food-Grade Soybeans
- S-10. Commercial-Grade Soybeans
- S-11. Alfalfa
- S-12. Birdsfoot Trefoil
- S-13. Red Clover
- S-14. Orchardgrass
- S-15. Reed Canarygrass
- S-16. Smooth Bromegrass
- S-17. Switchgrass
- S-18. Bull Thistle
- S-19. Field Bindweed
- S-20. Canada Thistle
- S-21. Cocklebur
- S-22. Common Sunflower
- S-23. Velvetleaf
- S-24. Shattercane
- S-25. Common Ragweed
- S-26. Dandelion
- S-27. Giant Foxtail
- S-28. Common Lambsquarters
- S-29. Tall Morningglory
- S-30. Redroot Pigweed
- S-31. Field Pennycress
- S-32. Woolly Cupgrass
- S-33. Yellow Foxtail

# Environmental and Natural Resources CDE & Forestry CDE

**2009 – 2010 Chairperson: Steve Schroeder, Bellevue**

Committee Personnel:

Deb Ryun, Conservation Districts of Iowa – Envirothon Coordinator

Jim Green, Riceville

## **I. Overview**

The Iowa Envirothon competition will serve as the official qualifying event for both the National FFA Environmental and Natural Resources Career Development Event and the National FFA Forestry Career Development Event. Teams must compete in a regional Envirothon competition to qualify for the state Envirothon event. Regional events are hosted at various locations across Iowa in March with the state competition held in April. Contact the Conservation Districts of Iowa for more information 641-774-4461 or visit the website at: <http://www.cdiowa.org/envirothon.html>.

## **II. General Rules**

1. The Regional and State Envirothon events are governed by the rules set and published each year by the Conservation Districts of Iowa.
2. At the state event, the top two FFA teams that each consist of five FFA members, will be named either the Iowa FFA Environmental and Natural Resources Career Development Event Champion or the Iowa FFA Forestry

Career Development Event Champion. The top FFA team will make their choice as to which National FFA Career Development Event they want to compete in and the second place FFA team will compete in the other National Event. Each team will be certified to represent Iowa in the designated National Career Development Event in October.

## **III. Resource Information**

Deb Ryun

Conservation Districts of Iowa, PO Box 801, Chariton, IA 50049-0801

Phone: 641-774-4461 Fax: 641-774-5319

Email: [envirothon@cdiowa.org](mailto:envirothon@cdiowa.org)

**IV. Awards**

Awards listed below are at the discretion of the sponsor and pending availability of sponsorship. It is vitally important that participants write thank you letter to sponsors in order to retain their support. A thank you list naming current sponsors will be provided to each participating chapter at the event site.

<b>Awards Sponsored through the National FFA Foundation</b>	
Environmental and Natural Resources CDE Champion Team	State Winning Plaque
Forestry CDE Champion Team	State Winning Plaque
<b>Awards Sponsored through the Iowa FFA Foundation</b>	
Environmental and Natural Resources CDE Champion Team	Cash Award for travel to National Convention
Forestry CDE Champion Team	Cash Award for travel to National Convention
All Teams/Individuals	Certificates

**All awards subject to available sponsorship through the Iowa FFA Foundation.**

# Farm Business Management

**2009 – 2010 Chairperson: Andy Johnson, Saint Ansgar**

Committee Personnel:

Dr. Ron Deiter, Professor Ag Economics, ISU - CDE Coordinator

Jon Davis, Gilbert

Jim Lundberg, Charles City

Ron Zelle, Nashua - CDE Scoring Coordinator

Jason Carolan, State Center - CDE Scoring

Dan Striegel, Keota - CDE Registration

Jim Green, Riceville

Bob De Haan, Orange City

Irv Meier, Wapello

Rick Swenson, Montezuma

## I. Overview

The event objectives are for participants to demonstrate their ability to:

1. Analyze agriculture, farm, and ranch business management information.
2. Apply economic principles and concepts of farm business management to the decision-making process.
3. Evaluate agriculture business, and farm business management decisions.
4. Work together cooperatively as a group.

The principles and concepts listed below can be included in each section event.

A. **ECONOMIC PRINCIPLES**: Economic principles related to farm business management

1. Production Functions –
  - (a) Diminishing Returns
  - (b) Profit Maximizing Point:  $MFC=NVP$ ,  $MC=MR$
2. Opportunity Cost –
  - (1) Alternative Investment and Opportunities
3. Cost Analysis –
  - (a) fixed cost
  - (b) variable cost
4. Input Combinations
5. Enterprise Selection –
  - (1) Equi-Marginal returns
  - (2) Specialization and Diversification
6. Supply and Demand –
  - (a) Price and Quantity determination

(b) Elasticity of demand

(c) Elasticity of supply

(d) Substitute and complementary products

B. **RECORDS AND ANALYSIS**: Concepts related to the use and analysis of records to manage resources

1. Analysis of Records –
  - (a) Profit and Loss
  - (b) Financial Statements
    - (1) Ratios – Solvency, Liquidity, profitability, labor, and feed efficiency;
    - (2) Inventory, assets, liabilities, net worth
2. Budgeting –
  - (a) Partial budgets
  - (b) Whole farm budgets
  - (c) Enterprise budgets
3. Cash Flow Analysis –
  - (a) Summary
  - (b) Projections
4. Managerial Accounting
5. Tax Management

C. **RISK MANAGEMENT**: Concepts and functions of risk management

1. Investment Analysis –
  - (a) Capital budgeting
    - (1) Time value of money, net present value
  - (b) Credit
    - (1) Sources, loan applications, interest
- (c) Leasing of real property

- (d) Land acquisition and ownership
  - (e) Machinery management
  - (f) Insurance – Life insurance, property insurance, crop insurance, health and liability
2. Marketing Analysis –
    - (a) Functions
    - (b) Structures
    - (c) Price determination – Supply, demand, comparative advantages
    - (d) Price Methods – Cash markets, futures and options, forward contracting
    - (e) International trade
    - (f) Types of Markets – Perfectly competitive markets, Few participants markets, one participant markets.
  3. Market and Purchasing Structure –
    - (a) Cooperatives
    - (b) Corporations
    - (c) Individuals
  4. Legal Analysis –
    - (a) Estate planning
    - (b) Business organization: Sole proprietorship, business organization, partnership, contract farming
    - (c) Written agreements
  5. Government Programs and Regulations

## II. Rules

The rules governing the State event are as follows:

1. Each school shall enter a team composed of three or four members with the top three scores counting for the team total. Teams consisting of less than three members will participate in all events and will receive a “participation” ranking as a team. All participants will be eligible for individual awards.
2. Participants are to be in official FFA dress during the event.
3. During the team participation activity, there will be communication only between members of the same team. Communication with any other teams or individuals will be sufficient cause to eliminate the teams involved from the event.
4. Each participant will participate in all phases of the event.
5. Participants shall report to the chairperson of the event at the designated site between 7:30 a.m. and 8:30 a.m. on event day. The event will begin at 8:30 a.m. sharp!
6. The Farm-Business Management Career Development Event will consist of two parts, a problem solving analysis part, an individual multiple choice exam that includes problem-solving analysis, and a team participation activity.
7. Answer sheets, worksheets, and other written materials will be furnished for each event phase. Participants shall provide two sharpened No. 2 pencils. Bubble sheets will be used to score the contest and participants are reminded that light markings or poorly erased markings may score an answer as incorrect.
8. Participants need not register for the State FFA Leadership Conference to be eligible to participate in the Iowa Farm Business Management Career Development Event. However, any member participating in the leadership events and/or other State FFA Leadership activities must be registered prior to participation.
9. Calculators may be used with the FFA Career Development Events. They must be battery or solar operated, non-programmable and silent. Programmable calculators will be confiscated for the duration of the event. Calculators shall not be shared between participants. Any

participant using a cell phone will be automatically disqualified. Cell phone calculators are not allowed.

10. There will be 150 minutes to complete the three phases of the event. The phases will be completed in the following order:  
Phase 1: Team Participation Activity (30 minutes which includes time for separating teams)

Phase 2: Individual Exam (120 minutes)

11. All chapters will receive an e-mail of reference material that will be a specific source of information for that year's event. The reference material will be used specifically in the team participation activity, and it may also be included in the individual exam.

## EVENT ACTIVITIES

### A. Individual Exam (75 questions worth 2 points)

1. The individual exam of the Iowa FFA Business Management Career Development Event is designed to test a participant's knowledge, decision-making and problem-analysis skills of economic principals and concepts taught in Business Management in Agriculture.
2. All topics included in the outline "Event Objectives" section can be included in the individual exam.
3. Each of the 75 questions will be worth two points each. Individuals will have 120 minutes to complete the multiple choice questions.
4. The exam will be broken down into three, twenty-five question, sections:
  - a) Economic Principals
  - b) Records and Analysis
  - c) Risk Management

### B. Team Participation Activity (50 points per team):

1. The team participation activity for the Iowa FFA Business Management in Agriculture Career Development Event is designed to determine the ability of a team's members to work together to use decision-making and problem-analysis skills while applying the economic principles and concepts

taught in Business Management in Agriculture.

2. All questions on the team activity will be related to a specific reference or topic. At least one month prior to the Career Development Event, the topic and references for the current year's team participation activity will be e-mailed to all chapters and posted on [www.agiowa.org](http://www.agiowa.org). Any reference material need during the event will be provided.
3. Members of a team will work cooperatively to complete the first part of the Team Participation Activity, and submit one set of answers. The team participation activity has a total value of 50 points and is only included in the team score. Teams will have 15 minutes to complete the team participation activity.
4. There will be 5 questions worth 7 points each completed by the team for a total of 35 team points. Each individual team member will then complete the second part individually. Each individual will complete 5 questions worth 1 point each, on their own related to the Team Participation Activity topic. The top three individual scores will be used for a total of 15 points that will be applied towards the team score only.

### III. Resource Information

This list of references is not intended to be inclusive. Other sources may be utilized and teachers are encouraged to make use of the very best instructional materials available. The following list contains references that may provide helpful during event preparation.

#### Primary References

Section 1: Economic Principals:

Farm Management, (5<sup>th</sup> Edition) 2004. Kay, Edwards, Duffy. ISBN #: 0072428686

Section 2: Records and Analysis:

Farm and Ranch Business Management, (5th edition) 2004, Deere and Company. ISBN#: 0866912924

Section 3: Risk Management

Farm and Ranch Business Management, (5th edition) 2004, Deere and Company. ISBN #: 0866912924

#### Secondary References

1. Ag Decision Maker, Iowa State University Extension. <http://www.extension.iastate.edu/agdm/>
2. Chicago Board of Trade Page, <http://www.cbot.com/>
3. Chicago Mercantile Exchange Page, <http://www.cme.com/>
4. National FFA Career Development Resource Information Page. Includes downloads for rules and sources of information. [http://www.ffa.org/programs/cde/html/cde\\_events.htm#fbm](http://www.ffa.org/programs/cde/html/cde_events.htm#fbm)
5. Previous "Iowa Agriculture Farm and Business Management Event Materials" [http://iaffa.bizland.com/cde\\_rules.html](http://iaffa.bizland.com/cde_rules.html).

### IV. Scoring and Ranking of Teams and Participants

1. To determine the team winners, the highest three scores for the Individual Exam plus the Team Participation Activity Score team score. Team participation scores are not calculated for individual scores. When determining high team scores the low individual score will be dropped.
2. To determine the team winners, the highest three combined scores for the multiple choice and problem-solving sections for each team shall be used in calculating the team score. Team participation scores are not calculated for individual scores. When determining high team scores in problem-solving and multiple choice, the low individual score will be dropped.

Phases Scoring	
Individual FBM Exam (75 Questions @ 2 Points Each)	150 points
Total of Three High Individual FBM Exam Scores	450 points
Team Participation Activity	50 points
Total Team Score Possible	500 points

3. In the event of a tie, the following criteria in the order listed will be used to break the tie:
  - A. Team
    1. High score in the team activity (total team and individual score based on 50 points)
    2. High score in the team activity (total team score from 7 group questions based on 35 points)

3. High team score in the Individual FBM Exam
  4. The highest team score in each of the Individual FBM Exam Sections in the following order:
    - a) Economic Principals
    - b) Records and Analysis
    - c) Risk Management
  5. The highest individual scores per team, successive starting with each teams high individual
  6. The highest individual scores in each of the Individual FBM Exam Sections, successive starting with each teams high individual in the following order:
    - a) Economic Principals
    - b) Records and Analysis
    - c) Risk Management
  7. Each teams high scorer in the Individual FBM Exam, as one evaluates successive items 1, 2, 3, etc. to item 75. The team that breaks the tie first wins.
- B. Overall Individual**
1. High individual score in the Individual FBM Exam
  2. High individual score in the individual Team Participation Activity
  3. The highest individual scores in each of the Individual FBM Exam Sections, successive in the following order:
    - a) Economic Principals
    - b) Records and Analysis
    - c) Risk Management
  4. The individual that breaks the tie first, as one evaluates successive items 1, 2, 3, 4, etc. to item 75 of the Individual FBM Exam
- C. High Team Individual FBM Exam**
1. Top individual in the Individual FBM Exam score out of the teams top three contestants.
- D. High Individual in the Individual FBM Exam**
1. The highest individual scores in each of the Individual FBM Exam Sections, successive in the following order:
    - a) Economic Principals
    - b) Records and Analysis
    - c) Risk Management
  2. The individual that breaks the tie first, as one evaluates successive items 1, 2, 3, 4, etc. to item 75 of the Individual FBM Exam
- E. High Team in Team Participation Activity**
1. High overall team score
  2. High team in Individual FBM Exam
  3. Teams will be ranked into groups designated “Gold,” “Silver,” and “Bronze.” Teams that do not have at least three members will be listed as “Participants.” Teams that violate any rule will also receive a “Participation” rating.
  4. The team with the highest total points over all will be designated “Iowa Champion FFA Farm Business Management Career Development Event Team” and will represent Iowa in the National event in Indianapolis.

#### **IV. Awards**

Awards listed below are at the discretion of the sponsor and pending availability of sponsorship. It is vitally important that participants write thank you letters to sponsors in order to retain their support. A thank you list naming current sponsors will be provided to each participating chapter at the event site. Award sponsored through the National FFA Foundation:

<b>Awards Sponsored through the National FFA Foundation</b>	
Champion Team	State Winning Plaque
<b>Awards Sponsored through the Iowa FFA Foundation</b>	
Champion Team	Cash Award for travel to National Convention
Reserve Champion Team	Plaque
Top 10 Teams	Rosettes
Members of Top 10 Teams	Rosettes
Top 10 Individuals	Rosettes
1 <sup>st</sup> and 2 <sup>nd</sup> Place Individuals	Plaques
Top Team and Top Individual	Plaques
Team Participation Activity Top Team	Plaque
All Teams/Individuals	Certificates

**All awards subject to available sponsorship through the Iowa FFA Foundation.**

If the Top Individual enrolls in the College of Agriculture at Iowa State University they will receive a \$500 Scholarship from ISU.

# Floriculture CDE

**2009 – 2010 Chairperson: Louise Fleming, Vinton**  
Coordinator: Neal VanVeen, Des Moines Area Community College

## **I. Overview**

The purpose of this event is to stimulate the study and interest in production and retailing of flowers, plants, and foliage through the Agricultural Education curriculum.

- A. Identify floriculture and bedding plant materials.
- B. Identify and treat unhealthy plants due to pest, nutritional, mechanical or chemical injury.
- C. Understand the biological and scientific principles and develop the skills underlying propagation, growth requirements, growing techniques, harvesting, marketing and maintenance of established floriculture plants.
- D. Understand principles and develop skills of floral design.
- E. Understand and demonstrate the use of safety procedures and practices in floriculture operations.
- F. Identify and select appropriate supplies and equipment for the flower shop and greenhouse.
- G. Operate and maintain appropriate equipment for floriculture operations.
- H. Understand and demonstrate interpersonal skills prerequisite to successful employment in the floriculture industry.
- I. Understand and demonstrate proper sales and service skills.
- J. Maintain records and proper reports that are accurate and legible.

## **II. Rules**

The rules governing the State event are as follows:

- A. Each school shall enter a team composed of three or four participants, with the top three scores counting for the team score. Team members must all be members of the same chapter.
- B. Each participant will participate in all phases of the event.
- C. Under no circumstances will any participant be allowed to touch or handle in any way any specimen in the identification phase of the event. Any infraction of this policy will be sufficient cause to eliminate the team from the event.
- D. No team members or advisors are to observe materials in the horticulture greenhouse at the Career Development Event site during the three weeks prior to the event date.
- E. Participants shall report to the chair of the event at the event site between 8:15 a.m. and 8:45 a.m. on event day.
- F. Answer sheets and other written materials will be furnished for each event phase.

- G. All plant materials will be furnished for the event.
- H. A special effort will be made not to use test questions or establish situations which might be termed as controversial. In developing the event, special efforts will be made to

- I. Exhibits will be left out following the event for viewing and photographing by FFA chapter advisors and others.

## EVENT ACTIVITIES

### Phase I -- General Knowledge Test

**(100 points)** – 30 minutes

Twenty-five (25) objective type multiple choice questions will be written that cover the areas of the floriculture industry reflected in the events objectives. This phase of the event will test participants' knowledge and understanding of basic biological and scientific principles of production and marketing flowers and foliage plants. Each participant will be allowed 30 minutes to complete this phase of the event. Each answer has a value of four (4) points.

### Phase II – Plant Identification

**(150 points)** – 30 minutes

Thirty (30) specimens will be displayed for participants to identify by their common names. Each specimen will be designated by a number. Each plant will be worth five points. Each participant will be allowed 30 minutes to complete this phase of the event. All plant specimens will come from the official Floral Identification List for this contest on Form A.

\*Note: Plant list will be updated prior to the 2011 floriculture event

### Phase III- Floral Design

**(50 points)** – 20 minutes

This practicum is designed to evaluate the participants' ability to create either a

Floral Corsage or a Floral Vase Arrangement. They will also problem solve by constructing an itemized bill for their product. Information about the floral design to be created will be announced by the event assistant in charge at the beginning of this phase. All plants and non-plant materials needed to construct your floral design will be provided, along with their process. Each participant will be allowed 20 minutes for this phase.

#### **Even Years—Floral Corsage (50 points)**

Make and package a \$15 corsage. The type of corsage and information about the corsage will be announced by the event assistant in charge at the beginning of the practicum. All plants and non-plant materials needed to construct and package the corsage will be provided. Each participant will be allowed 30 minutes to complete the construction of the corsage and complete an itemized bill. Form B will be used to evaluate the floral design product and Form C to create the itemized bill.

#### **Odd Years—Floral Vase Arrangements (50 points)**

More information in development for the 2011 event year.

\*Note: Evaluation scorecard (Form D) and itemized bill (Form E) for the Floral

Vase Arrangement will be created and distributed prior to the 2011 floriculture event.

#### **Phase IV- Floriculture Production**

**(50 points)** – 20 minutes

Participants will be asked to observe and/or interact with ten stations and answer a multiple choice question related to Floricultural Propagation or Production practices. The Production practices participants will need to know are plant cultural requirements based mainly on light, temperature, water, nutrient and media characteristics, but may also include disease and insect identification and treatment. The propagation practices presented will include selection of plants, the technique used and the methods of propagation. Each participant will be allowed 20 minutes to complete this phase.

**Even Years—Floricultural Production**  
*(50 points)*

**Odd Years—Floricultural Propagation**  
*(50 points)*

#### **Phase V- Pesticide Use and Application**

**(50 points)** – 20 minutes

This practicum is designed to evaluate participants' knowledge of and ability in 1) Assessing the request or problem presented; 2) Reviewing alternate procedures or courses of action based on individual knowledge or reference information provided; and 3) Deciding on a solution. The participant may be asked to assess situations in any of the following areas: 1) Pesticide Selection; 2) Pesticide Mixing and Handling; 3) Rate Calculations; 4) Pesticide Safety to include use of PPE's, emergency

response and treatment; 5) Pesticides and Human Health; 6) Pesticides in the environment; 7) Pesticide Laws and Regulations. There will be 10 situations presented from the seven areas previously listed, and each correct answer has a value of five (5) points. Each participant will be allowed 20 minutes to complete this practicum.

#### **Phase VI – Problem-Solving/Decision-Making (50 points)** – 20 minutes

Participants will solve five (5) problems related to the various aspects of the floriculture industry. Each problem will be worth 10 points. Each participant will be allowed 20 minutes for this phase of the event. A problem-solving activity is defined as:

“a mental or physical activity involving the gathering or searching of information and the use of a logical solution process using commonly accepted standards and available information to solve a problem specific to a particular area of floriculture production or retailing.”

Each question will describe the situation associated with or creating a problem and list four possible solutions. The participant must decide on the ONE BEST possible solution to the question. All materials and information necessary to solve the question will be available to the participant as she or he solves it.

#### **Phase VII – Team Event**

**(100 points)** – 40 minutes (*all four team members working together*)

Each team will perform a task normally performed in some phase of the floriculture industry that requires team work. The task will be **filling a sales order** for the industry, which could be design based or production based. The

team will be evaluated on customer service etiquette, ability to interpret and carry out a sales order, and calculate total and correct billing. The customer service etiquette portion of this event will be completed by the team, or a team member, by answering five (5) situation type questions for a total of 25 points. The remaining portions of the event will be evaluated using the rubric as included as Forms F and G. Teams will be allowed a total of 40 minutes for this phase of the event.

**Even Years—Floral Design Event (100 points)**

On even years of the event, the team portion will be based on fulfilling an order much the same as those that would be received and carried out in floral

design shop. This will still include the 5 questions relating to customer service etiquette. See Form F for scoring information. Teams will be allowed 40 minutes for this phase of the event.

**Odd Years—Floricultural Production (100 points)**

More information in development for the 2011 event year.

On odd years of the event, team participants will be production based. An example might be fulfilling a contract for a certain amount of a plants to be delivered by a specified date.

\*Note: Evaluation scorecard (Form G) will be created and distributed prior to the 2011 Floriculture Event.

**III. Resource Information**

- A. Introductory Horticulture, 5<sup>th</sup> Edition, Reiley and Shry, Delmar/Cengage Learning, [www.cengage.com](http://www.cengage.com), ISBN-10: 1435480392.
- B. Horticulture “ Principles and Practice”, 4<sup>th</sup> edition, Pearson Prentice Hall, Upper Saddle River, New Jersey 07458.
- C. Iowa Core Manual: A Study for Commercial Pesticide Applicators and Handlers, Iowa State University Extension, 1999.
- D. Iowa Commercial Pesticide Applicators Manual. Category 3 (Ornamental, Turf, Greenhouse Pest Management) Iowa State University Extension, March 2003.

**The following equipment should be brought by each school for use in this CDE:**

Floral Knives
Wire Cutters
Scissors
Calculators
Clipboards
Pencils

<b>Sample Schedule of Events/Activities</b>				
<b>Event begins at 9:00 a.m.</b>				
<b>Time Frame</b>	<b>Group 1</b>	<b>Group 2</b>	<b>Group 3</b>	<b>Group 4</b>
8:45 to 8:55 a.m.	Directions are given to all participants and divided into groups.			
9:00 to 10:20 a.m.	<i>Rotations through Floral Design, Floriculture Production, Pesticide use and application, and Problem Solving. Each group rotating every 20 minutes</i>			
9:00 to 9:20 a.m.	Floral Design	Floriculture Production	Pesticide Use and Application	Problem Solving
9:20 to 9:40 a.m.	Floriculture Production	Pesticide Use and Application	Problem Solving	Floral Design
9:40- 10:00 a.m.	Pesticide Use and Application	Problem Solving	Floral Design	Floriculture Production
10:00 to 10:20 a.m.	Problem Solving	Floral Design	Floriculture Production	Pesticide Use and Application
10:20 to 11:20 a.m.	<i>Half (___) teams will do Plant Identification and General Knowledge</i>			
10:20 to 10:50 a.m.	Plant Identification	General Knowledge	Plant Identification	General Knowledge
10:50 to 11:20 a.m.	General Knowledge	Plant Identification	General Knowledge	Plant Identification
11:20 to Noon	All teams will be completing team activity			
<b>1:30 p.m.</b>	<b>Awards Presentation</b>			

#### **IV. Scoring and Ranking of Teams and Participants**

<b>Phases</b>	<b>Score</b>
General Knowledge Test	25 questions x 4 points = 100
Plant Identification	30 questions x 5 points = 150
Floral Design	10 stations x 5 points = 50
Floricultural Production	10 stations x 5 points = 50
Pesticide Use and Application	10 stations x 5 points = 50
Problem Solving	5 problems x 10 points = 50
<b>Total Individual Points</b>	<b>450</b>
<b>Top 3 Participants Total Score Possible</b>	<b>1350</b>
Team Event	100
<b>Total Team Score Possible</b>	<b>1450</b>

- A. Team scores will be the sum of the scores of the three (3) top team members. The total of the possible points is 1,450.
- B. To determine the individual and team winners, the participants will be ranked on the basis of the total score for all five (5) activity areas.
- C. If there is a tie in the total point score of an individual or team it shall be broken: (a) first by the score on problem-solving activities; (b) second on the score for general knowledge questions; and (c) third on the total score for practicums.

- D. Teams will be ranked into groups: “Gold,” “Silver,” or “Bronze.” Teams which do not have three members will be listed as “Participants.” Teams which violate any rule will also receive a “Participation” rating.

## V. Awards

Awards listed below are at the discretion of the sponsor and pending availability of sponsorship. It is vitally important that participants write thank you letters to sponsors in order to retain their support. A thank you list naming current sponsors will be provided to each participating chapter at the event site.

<b>Awards Sponsored through the National FFA Foundation</b>	
Champion Team	State Winning Plaque
<b>Awards Sponsored through the Iowa FFA Foundation</b>	
Champion Team	Cash Award for travel to National Convention
Reserve Champion Team	Plaque
Top 10 Teams	Rosettes
Members of Top 10 Teams	Rosettes
Top 10 Individuals	Rosettes
1st and 2nd Place Individuals	Plaques
Top Team/Individual	Plaques
General Knowledge Test	
Problem Solving/Decision Making	
Identification of Plant Materials	
Floral Design	
Floricultural Production	
Pesticide Use and Application	
Top Team - Team Activity	Plaque
All Teams/Individuals	Certificates

## FLORAL IDENTIFICATION FORM A

Participant Name: \_\_\_\_\_ Participant Number: \_\_\_\_\_

No. COMMON NAME/TECHNICAL NAME

- \_\_\_\_\_ - Silver Vase Bromeliad/*Aechmea fasciata*
- \_\_\_\_\_ - Chinese Evergreen/*Algaonema commutatum maculatum*
- \_\_\_\_\_ - Ageratum/*Ageratum houstonianum*
- \_\_\_\_\_ - Peruvian lily/*Alstroemeria aurantiaca*
- \_\_\_\_\_ - Snapdragon/*Antirrhinum majus*
- \_\_\_\_\_ - Norfolk Island Pine/*Araucarie heterophylla*
- \_\_\_\_\_ - Sprenger's Asparagus Fern/*Asparagus densiflorus 'Sprengeri'*
- \_\_\_\_\_ - Asparagus Fern/*Asparagus setaceus*
- \_\_\_\_\_ - Wax Begonia/*Begonia x semperflorens – cultorum cv.*
- \_\_\_\_\_ - Schefflera, Octopus Tree/*Brassaia actinophylla*
- \_\_\_\_\_ - Dwarf Schefflera/*Brassaia arboricola*
- \_\_\_\_\_ - Fancy Leaved Caladium/*Caladium x hortulanum*
- \_\_\_\_\_ - Madagascar periwinkle/*Catharanthus roseus*
- \_\_\_\_\_ - Parlor Palm/*Chamaedorea elegans*
- \_\_\_\_\_ - Cockscomb/*Celosia cristata*
- \_\_\_\_\_ - Spider Plant/*Chlorophytum comosum*
- \_\_\_\_\_ - Florist's Chrysanthemum/*Chrysanthemum x morfolium*
- \_\_\_\_\_ - Grape Ivy/*Cissus rhombifolia*
- \_\_\_\_\_ - Croton/*Codiaeum variegatum pictum*
- \_\_\_\_\_ - Coleus/*Coleus x hybridus*
- \_\_\_\_\_ - Jade Plant/*Crassula argentea*
- \_\_\_\_\_ - Florist's Cyclamen/*Cyclamen x persicum cv.*
- \_\_\_\_\_ - Carnation/*Dianthus caryophyllus*
- \_\_\_\_\_ - Corn Plant *Dracaena/Dracaena fragrans Massangeana'*
- \_\_\_\_\_ - Red Edged Dracana/*Dracena marginata*
- \_\_\_\_\_ - Golden Pothos, Devil's Ivy/*Epipremnum aureum*
- \_\_\_\_\_ - Poinsettia/*Euphorbia pulcherrima*
- \_\_\_\_\_ - Benjamin Fig/*Ficus benjamina*
- \_\_\_\_\_ - Rubber Plant/*Ficus elastica*
- \_\_\_\_\_ - Freesia/*Freesia x hybrida*
- \_\_\_\_\_ - Garden Gladiolus/*Gladiolus x hortulanus*
- \_\_\_\_\_ - English ivy/*Hedera helix*
- \_\_\_\_\_ - Impatiens/*Impatiens wallerana*
- \_\_\_\_\_ - Kalanchoe/*Kalanchoe blossfeldiana*
- \_\_\_\_\_ - Garden (Hybrid) lily/*Lilum x hybridum*
- \_\_\_\_\_ - Sweet Alyssum/*Lobularia maritima*
- \_\_\_\_\_ - Prayer Plant/*Maranta leuconeura*
- \_\_\_\_\_ - Boston Fern/*Nephrolepis exaltata*
- \_\_\_\_\_ - Geranium/*Pelargonium x hortorum*
- \_\_\_\_\_ - Emerald Ripple Peperomia/*Peperomia caperata 'Emerald Ripple'*
- \_\_\_\_\_ - Common Garden Petunia/*Petunia x hybrida*
- \_\_\_\_\_ - Heartleaf Philodendrom/*Philodendron scandens*
- \_\_\_\_\_ - Aluminum Plant/*Pilea cadierei*
- \_\_\_\_\_ - Azalea/*Rhododendron spp.*
- \_\_\_\_\_ - African Violet/*Saintpaulia ionantha*
- \_\_\_\_\_ - Salvia/*Salvia splendens*
- \_\_\_\_\_ - Snake Plant/*Sansevieria trifasciata*
- \_\_\_\_\_ - Dusty Miller/*Senecio cineraria*
- \_\_\_\_\_ - Gloxinia/*Sinningia speciosa*
- \_\_\_\_\_ - Nephthytis/*Syngonium podophyllum*
- \_\_\_\_\_ - African Marigold/*Tagetes erecta*

<b>CORSAGE PRACTICUM SCORECARD Form B</b>		
	<b>Possible Points</b>	<b>Participant Points</b>
Wiring and Taping	8	
Use of Ribbon	10	
Design	10	
Wearability	9	
Packaging	5	
Pricing	8	
<b>Total Points</b>	<b>50</b>	

<b>Corsage Itemized Bill Form C</b>			
	<b>Quantity Used</b>	<b>Unit Cost</b>	<b>Total</b>
<b><u>Plant Materials</u></b>			
Flowers			
Greens			
<b><u>Other Materials</u></b>			
Tape			
Ribbon			
Corsage Pins			
Corsage Bag			
Box			
Card and Envelop			
<b>Total Material Costs (A)</b>			
<b>Mark-Up=Three times the total material cost (B)</b>			
<b>Labor=20% material costs and mark-up (C)</b>			
<b>Total Corsage Cost (A+B+C)</b>			

**\*Note:** Form D and Form E will be created and distributed prior to the 2011 Floriculture Event.

<b>Team Activity Scorecard—Floral Design Event Form F</b>					
	Points Possible	Needs Improvement	Good	Excellent	Team Member Score
<b><u>Teamwork and Planning</u></b>					
Member Participation in Planning and Carrying out of Activity	20	0-5	6-12	13-20	
Materials were Organized Prior to Commencing Activity	8	0-2	3-4	5-8	
Members had all necessary equipment with them	5	0-1	2-3	4-5	
<b><u>Quality of Activity Product</u></b>					
Design	20	0-5	6-12	13-20	
Attractiveness	10	0-4	5-7	8-10	
Correct Billing	12	0-4	5-8	9-12	
Customer Service Etiquette	25				
<b>Total Score</b>	100				

\*Note: Form G will be created and distributed prior to the 2011 Floriculture Event.

# Food Science & Technology CDE

**2009 – 2010 Chairperson: Brad Taylor, Story City**  
Coordinator: Dr. Terri Boylston, Iowa State University

## I. Overview

To (1) encourage FFA members to gain an awareness of vocational and professional opportunities in the field of food science and technology, marketing and management occupations. (2) To help FFA members develop technical competence and personal initiative in a food science and technology occupation.

## II. Rules

The rules governing the State event are as follows:

- A. The Iowa FFA Food Science & Technology Career Development Event will be limited to one team per chapter.
- B. The Iowa Board of Directors will be in charge of this event.
- C. Each school shall enter a team composed of three or four participants. The **top three** individual total score will be added to the team event score to determine the team score.
- D. Team members must all be members of the same FFA chapter.
- E. Each contestant will participate in three phases of the event: an individual test, a team product development project and proposal, and individual practicums.

### EQUIPMENT

Each participant should have a clean, free of notes clipboard, two sharpened No. 2 pencils, and an electronic calculator. Calculators used in this event should be battery operated, non-programmable, silent with large keys and large displays. Calculators should have only these functions- addition, subtraction, multiplication, division, equals, percent, square root, +/- key, and one memory register. No other calculators will be allowed during the event.

**Teams using computers and projectors (LCD and Overhead) are to provide their own equipment. The contest site will provide screens.**

### EVENT ACTIVITIES:

#### A. **General Knowledge Test**

50 questions each worth 3 points.

150 points per contestant

Time Limit: 50 minutes

The objective questions administered during the Food Science and Technology examination will be designed to determine each team member's understanding of the basic principles of food science and

technology. It will encompass the knowledge required of the team event and the practicums, i.e. food safety and quality/sanitation and sensory evaluation, as well as material in the list of references. Team members will work individually to answer each of the 50 questions. Each person will have fifty minutes to complete the examination. This phase of the CDE will be done via online testing prior to the event being held.

## B. Team Product Development Activity and Presentation

400 points per team

Each team will receive a marketing scenario describing a need for a new or redesigned product that would appeal to a potential market segment. This scenario will be sent out to all participating schools at least two (2) weeks prior to the contest and will contain a description of the existing marketing situation, competition and potential target market segment to be served by the new product. It is the task of the team to design a new or reformulated food product or reformulate an existing product. The team will be responsible for understanding and using the following concepts:

- Formulation of product to meet specified market requirements
- New package design to reflect the developed product
- Nutritional label development and adjustments

**Possible Products** - A rotational list is being developed. The list will be sent out in advance of the contest and currently includes:

- Ready-to-Eat Cereal
- Breakfast Bars/sports bar
- Candy
- Beverages (Sports Drinks)
- Pizza
- Processed Fruit Snacks
- Stir-Fried Vegetables
- Sandwich (RTE)

### Evaluation Criteria for Product Development Presentation:

- Objective met – development of a product.
- All required parts of the principal display panel (PDP).
- All required elements on the Information Panel.

- Correct relative placement of PDP and Information Panel.
- Reasonably close nutritional panel.
- Appealing PDP.
- Ability to answer questions about the product
- All team members contribute during presentation.

### Time Frame:

Maximum of 15 minutes with 10 minutes for presenting and 5 minutes for questions.

Those schools that bring in computers/projectors will receive a maximum of 5 minutes set up time. If presentations have not started within the time frame, they will receive a 'participation rating'.

*Deduction of 5 points per minute over the 10 minute mark for the presentation.*

Screens will be provided, however, no computers, projectors, electric cords, and technical support will be provided.

## C. Practicums:

### 1. Food Safety and Quality Practicum

Based upon a complaint letter.

50 points per contestant.

Each participant will be given a representative consumer complaint letter received by a food processing company. In fifteen (15) minutes the participant must determine if the complaint involves a food quality problem, and then determine the cause of the quality defect and a possible solution. If the participant identifies that the letter describes a food safety problem, he or she must determine whether the problem is biological, chemical or physical in nature and its possible mitigation. Regardless of the problem each participant will write out his or her answer using paper provided.

2. **Food Safety and Sanitation**

50 points per contestant

5 problems consisting of 5 identifications @ 5 points each  
5 solutions @ 5 points each

Each participant will be given five (5) photos of potential food safety and/or sanitation problems. A numbered list of problems will also be provided at the beginning of this practicum segment. The list will contain more potential problems than the number of photographs. The list of potential problems is listed towards the end of this document.

3. **Sensory Evaluation (Aroma ID)**

100 points per contestant

10 @ 10 points each

Each participant will be asked to identify ten different aromas from vials provided at each station and record the answer on the sheet provided. A list of potential aromas will be provided to each person. Each station is worth 10 points. The lists of possible aromas are listed in the end of this document.

4. **Triangle Test/Evaluation**

30 points per contestant

2 @ 15 points each

Two different triangle tests will be conducted. Participants are expected to identify the different sample through aroma, visual cues or textural differences. Answers will be given on the sheet provided. No list will be provided for this segment of the practicum. Each test is worth 25 points.

### III. Resource Information

1. Reference for Test: Introduction to Food Science by Rick Parker  
Published by Delmar Cengage Learning  
Search and request a copy at <http://school.cengage.com/index.html>
2. USDA Food Safety and Inspections Service Fact Sheets:  
[http://www.fsis.usda.gov/Fact\\_Sheets/index.asp](http://www.fsis.usda.gov/Fact_Sheets/index.asp)
3. USDA Food Safety and Inspections Service  
<http://www.fsis.usda.gov/Home/index.asp>
4. Photographs to study via internet: (some sites with photo's)  
University of Iowa  
Visuals Unlimited  
Flicker  
Google searches  
Yahoo searches  
World Health Organization

#### IV. Scoring and Ranking of Teams and Participants

Phases	Scoring
General Knowledge Test	150 Points
Practicum: Food Safety and Quality	50 Points
Practicum: Food Safety and Sanitation	50 Points
Practicum: Sensory Evaluation	100 Points
Practicum: Triangle Test/Evaluation	30 Points
<b>Total Individual Possible</b>	<b>380 Points</b>
<b>Top 3 Participants Total Score Possible</b>	<b>1140 Points</b>
Team Activity	400 Points
<b>Overall Team Score Possible</b>	<b>1540 Points</b>

##### Tie Breakers – Team

- 1<sup>st</sup> Tie Breaker: Highest Team Activity score
- 2<sup>nd</sup> Tie Breaker: Highest total points earned from General Knowledge Test (adding all three team member scores)
- 3<sup>rd</sup> Tie Breaker: Judges response to the Team Question period from the Team Activity

##### Tie Breaker – Individual

- 1<sup>st</sup> Tie Breaker: Highest General Knowledge Test score
- 2<sup>nd</sup> Tie Breaker: Highest Food Safety and Quality practicum score

#### V. Awards

<b>Awards Sponsored through the National FFA Foundation</b>	
Champion Team	State Winning Plaque
<b>Awards Sponsored through the Iowa FFA Foundation</b>	
Champion Team	Cash Award for travel to National Convention
Reserve Champion Team	Plaque
Top 10 Teams	Rosettes
Members of Top 10 Teams	Rosettes
Top 10 Individuals	Rosettes
1 <sup>st</sup> and 2 <sup>nd</sup> Place Individuals	Plaques
Practicums Top Team/Individual	Plaques
General Knowledge Test Top Team/Individual	Plaques
Product Development Team Activity Top Team	Plaque
All Teams/Individuals	Certificates
<b>Awards Sponsored through the Iowa State University Food Science Department</b>	
Top Individual	\$500 Scholarship Provided the Student Enrolls in Food Science at ISU

**All awards subject to available sponsorship through the Iowa FFA Foundation and ISU Food Science Department.**

## VI. Scoring Rubrics/Practicum Information

### Sensory Evaluation Aroma List

1	Almond	16	Lime
2	Anise (Licorice)	17	Maple
3	Banana	18	Menthol
4	Basil	19	Molasses
5	Butter	20	Nutmeg
6	Cherry	21	Onion
7	Chocolate	22	Orange
8	Cinnamon	23	Oregano
9	Clove	24	Peanut Butter
10	Coconut	25	Peppermint
11	Garlic	26	Pine
12	Ginger	27	Raspberry
13	Grape	28	Smoke (liquid)
14	Lemon	29	Strawberry
15	Lilac	30	Vanilla
		31	Wintergreen

### List of Potential Food Safety and Sanitation Problems

- Botulism
- E. coli
- Cross Contamination problems
- Salmonella
- Campylobacter
- Listeria
- Staphylococcus
- Norovirus
- Parasites
- Employee hygiene
- Metal contamination in ground beef
- Rodent control
- Antibiotics in food
- Food product labeling

### Format for Food Safety and Sanitation Practicum:

There will be 5 sets – each set will have colored photographs depicting a food safety/sanitation problem. Each set will have two questions over it. (1) Identify the problem, and (2) Identify solution to the problem. All questions will be in multiple choice formats with each question valued at 5 points for a total of 50 possible points.

## Team Presentation Scorecard

CHAPTER NAME \_\_\_\_\_

CRITERION	POSSIBLE POINTS	POINTS EARNED
Objective Met – To develop a _____.	50	
All required parts of the principal display panel (PDP).	50	
All required elements on the Information Panel	50	
Correct relative placement of PDP and Information Panel	50	
Reasonably close nutritional panel	50	
Appealing PDP:	50	
Ability to answer questions about the product.	50	
Did all team members contribute?	50	
<b>OVERALL</b>	<b>400</b>	

# Horse Evaluation CDE

2009 – 2010 Chairperson: Rosa Sondag, Leon  
CDE Coordinator: Nellie Wilson, Kirkwood Community College

## I. Overview

The purpose of the Iowa FFA Horse Evaluation and Selection Career Development Event is to 1) stimulate the study of, and interest in equine science selection, management and production through the Agricultural Education curriculum; and, 2) provide recognition for those who have demonstrated skills and competencies as a result of instruction in equine science.

- A. To install leadership and motivate learning in the classroom while developing student skills in cooperative learning, observation, analysis, and communication.
- B. To develop and exercise competitive

- spirit in a team atmosphere.
- C. To promote career choices by providing an opportunity for participants to become acquainted with professionals within the industry.
- D. To advance knowledge in selection and management of horses.
- E. To develop the proficiency to communicate effectively in the terminology of the industry.
- F. To provide the opportunity to evaluate, make a decision, and justify those decisions on conformation traits and performance of horses.

## II. Rules

The rules governing the State event is as follows:

- A. Each school shall enter one team composed of three or four participants with the top three scores counting for the team score. Team participants must all be members of the same chapter.
- B. Each participant will participate in all phases of the event.
- C. Under no circumstances will any team participant be allowed to touch or handle the horses in the event. Any infraction of this policy will be sufficient reason to eliminate the team from the event.
- D. Participants shall report to the CDE chairperson at Kirkwood Community College, Cedar Rapids, Iowa, between 8:00 a.m. and 8:45 a.m. on event day.
- E. The event will consist of three phases:
  - 1. Judging classes – 3 halter and 3 performance
  - 2. Oral reasons on two classes and oral questions on two classes
  - 3. A group problem-solving activity on equine science and a tack identification practicum including English and Western Tack.
- F. Participants will be given 10-12 minutes per class for halter and performance classes, each class worth 50 points; 60 minutes will be

allowed for the group problem-solving activity and the tack identification practicum, worth 200 points per team and two (2) minutes will be allowed for each oral reasons presentation, worth 50 points each. Oral questions will be asked immediately following questions class, worth 50 points each.

- G. Answer sheets and other written materials will be furnished for each event phase. The only materials participants are allowed to bring to the contest are a blank notebook for note taking and a non-programmable calculator.

#### **Rules for MIDDLE SCHOOL FFA MEMBERS:**

- A. Each school shall enter one team composed of three or four participants with the top three scores counting for the team score. Team participants must all be members of the same chapter.
- B. Each participant will complete the following phases of the event:
  - 1. Judging classes – 3 halter and 3 performance
  - 2. Oral questions on two classes

#### **EVENT ACTIVITIES**

- A. Judging Classes – This phase of the event will include the placing of three halter classes (conformation) and three performance classes. Halter classes may be represented by the following breeds and types: Quarter Horse, Conformation Hunter, Appaloosa, Arabian, Paint, American Saddlebred, and Morgan. A scenario may be used with the halter classes to better identify the class and purpose of the horses being evaluated. All classes will be judged as sound.

- H. All other materials will be furnished for the event.
- I. A special effort will be made to not use questions or establish situations which might be termed as controversial. In developing the event, special effort will be made to use materials that are generally accepted nationwide.
- J. Participants are expected to write “Thank You” letters to the event sponsor, Kirkwood Community College, and other event sponsors who made this state event possible. Names and addresses will be provided the day of the event.

- 3. A general knowledge exam on equine science
- E. Participants will be given 10-12 minutes per class for halter and performance classes, each class worth 50 points; 60 minutes will be allowed for the general knowledge exam, worth 100 points. Oral questions will be asked immediately following questions class, worth 50 points each.

The performance classes may include: Western Pleasure, Western Riding (pattern to be provided prior to class and/or event), Reining (pattern to be provided prior to class and/or event), or English. Performance classes will be judged as presented (unsoundness to be penalized accordingly).

Each of the six classes will include four horses to be placed. Participants will check placings on official placing cards. Ten (10) to 12 minutes will be allowed for each class. Each

class will be worth 50 points with a total value of 300 points per participant. All attire and tack is legal in the selection classes.

- B. Oral Reasons and Questions – *Reasons:* The participants will prepare and present their reasons for placing two designated classes as they did. The participants will be given an additional two minutes during the class for evaluation. The participants will be given time of preparation for their reasons before they are to present them to the officials. The official will score each team member on accuracy, terminology, and completeness of the reasons. The participant will receive up to 50 points on each presentation. Two minutes will be allowed for the team member to present each set of reasons. A plain sheet of paper may be used while analyzing the reasons class and for study in preparation of oral reasons. The horse class placing will be marked on the reasons card by the participant to use while giving oral reasons. Then this card will be turned in to the oral reason judge for the oral reason score to be recorded. Oral reasons will be over halter classes and performance classes.

NOTE: Participants will need to write the placing of the oral reasons class on two cards – the class placing card to be judged and the oral reason card. *Questions:* One set of questions each for a halter class and a performance class will be given. The classes will be different than the classes used for oral reasons. Participants will be asked up to ten questions per class with each set of

questions worth 50 points (100 points total per team member).

- C. Problem-Solving – The problem-solving component of the event is a team activity, requiring all team participants to work cooperatively to complete the activity. This will be a 20-item problem-solving activity with multiple choice responses over equine science selection, management, and production. The tack identification practicum will be a 20-item tack identification practicum of English and Western tack. Time allowed will be one hour. The fourth member of the team will be allowed to participate on this activity. There will be only one answer sheet for each team. A knowledgeable horse person from the references listed in the following section will develop the 20 problem-solving questions and 20-item tack identification practicum. The questions of the problem-solving will test the participant's knowledge and problem-solving skills in any of the following six to ten areas:
1. Tack use and problems
  2. Basic horse nutrition, feeding, and identification of feed
  3. Breeding, Breeding Management, and Reproductive problems (including foaling)
  4. Disease, parasite, and health control and prevention
  5. Riding problems
  6. Handling problems and vices
  7. Foot care, anatomy, and problems
  8. Breeds, breed use/selection, anatomy, and identification
  9. Horse facilities and stable equipment
  10. Careers, Business Management,

## and Marketing

One to three questions may be related in an area and/or to the preceding question. One or more problems requiring mathematical calculations may be included. The team will be allowed to work together to solve each problem or sets of problems. Each question will have a point value of five points for a total of 100 possible points per team.

The questions for the Tack Identification practicum will test the participant's knowledge and problem solving skills and might include

identification from the following areas:

1. Parts of the Western-type Saddle
2. Parts of the English-type Saddle
3. Bit Identification – Western & English
4. Parts of the Western-type headstall and reins
5. Parts of the English-type headstall and reins
6. Identification of related Western and English equipment used for training, showing, competition, and general riding activities

### **III. Resource Information**

- A. Current Official AQHA Handbook, American Quarter Horse Association
- B. Competitive Horse Judging, First Edition, by James C. Heird and the American Quarter Horse Association, The American Quarter Horse Association, 1990.
- C. Official Judging Guide from each of the various breed associations and audiovisuals.
- D. The Horse, Second Edition, by J. Warren Evans, Anthony Borton, Harold F. Hintz, and L. Dale Van Vleck; W.H. Freeman and Company, 41 Madison Avenue, New York, NY 10010 ISBN 07167-1811-1
- E. Horse Industry Handbook, published by the American Youth Horse Council. Order by calling 1800-Try-AYHC
- F. Equine Science Curriculum – a special project from the National Council for Agricultural Education
- G. Interactive Horse Judging [CD-ROM], available from Kansas State University, Extension Service.
- H. Oklahoma State University website/breeds
- I. University of Kentucky website/agripedia
- J. <http://www.saddleshop.com> – Official reference for terminology for tack/equipment portion of team activity
- K. Oklahoma Core Curriculum on Equine Science
- L. Horse Learning Lab Kit – Curriculum Materials Service

#### IV. Scoring and Ranking of Teams and Individuals

<b>Phases</b>	<b>Scoring</b>
Judging Classes - Halter	150
Judging Classes - Performance	150
Oral Reasons	100
Questions	100
<b>Total Individual Possible</b>	<b>500</b>
<b>Top 3 Participants Total Score Possible</b>	<b>1500</b>
Team Problem Solving Activity	100
Team Tack Identification Activity	100
<b>Overall Team Score Possible</b>	<b>1700</b>

- A. Team scores will be the sum of the top three team participants scores. The total possible points is 1,700. Teams will be ranked into groups: “Gold,” “Silver,” and “Bronze.” Teams which do not have at least three members will be listed as “Participants.” Teams which violate any rules will also receive a “Participation” rating.
- B. To determine the individual and team winners, the participants will be ranked on the basis of the total score for all areas. The top three scores will count in each division or category regardless of overall individual ranking used in computing the overall team score. All participants are eligible for individual awards.
- C. Individual and team ties will be broken on the basis of oral reasons scores. If there is still a tie, the halter class number one, two, three; performance class number one, two, three, and then problem-solving.
- D. The team winner over all areas will be designated as the “Iowa Champion FFA Horse Evaluation and Selection CDE Team” and will represent Iowa in the National Horse Evaluation and Selection Career Development Event at the National FFA Convention the following October.

**V. AWARDS**

<b>Awards Sponsored through the National FFA Foundation</b>	
Champion Team	State Winning Plaque
<b>Awards Sponsored through the Iowa FFA Foundation</b>	
Champion Team	Cash Award for travel to National Convention
Reserve Champion Team	Plaque
Top 10 Teams	Rosettes
Members of Top 10 Teams	Rosettes
Top 10 Individuals	Rosettes
1st and 2nd Place Individuals	Plaques
Top Team Problem Solving Activity	Plaque
Skill Activity Top Team/Individual	Plaques
Halter Classes	
Performance Classes	
Reasons	
Questions	
All Teams/Individuals	Certificates

**All awards subject to available sponsorship through the Iowa FFA Foundation.**

**VI. Score Forms**

# Iowa FFA Horse CDE Halter Classes

Contestant  
Number

Contestant  
Name

H1 -

- \_\_\_\_\_ A 1234
- \_\_\_\_\_ B 1243
- \_\_\_\_\_ C 1324
- \_\_\_\_\_ D 1342
- \_\_\_\_\_ E 1423
- \_\_\_\_\_ F 1432
- \_\_\_\_\_ G 2134
- \_\_\_\_\_ H 2143
- \_\_\_\_\_ I 2314
- \_\_\_\_\_ J 2341
- \_\_\_\_\_ K 2413
- \_\_\_\_\_ L 2431
- \_\_\_\_\_ M 3124
- \_\_\_\_\_ N 3142
- \_\_\_\_\_ O 3214
- \_\_\_\_\_ P 3241
- \_\_\_\_\_ Q 3412
- \_\_\_\_\_ R 3421
- \_\_\_\_\_ S 4123
- \_\_\_\_\_ T 4132
- \_\_\_\_\_ U 4213
- \_\_\_\_\_ V 4231
- \_\_\_\_\_ W 4312
- \_\_\_\_\_ X 4321

H2-

- \_\_\_\_\_ A 1234
- \_\_\_\_\_ B 1243
- \_\_\_\_\_ C 1324
- \_\_\_\_\_ D 1342
- \_\_\_\_\_ E 1423
- \_\_\_\_\_ F 1432
- \_\_\_\_\_ G 2134
- \_\_\_\_\_ H 2143
- \_\_\_\_\_ I 2314
- \_\_\_\_\_ J 2341
- \_\_\_\_\_ K 2413
- \_\_\_\_\_ L 2431
- \_\_\_\_\_ M 3124
- \_\_\_\_\_ N 3142
- \_\_\_\_\_ O 3214
- \_\_\_\_\_ P 3241
- \_\_\_\_\_ Q 3412
- \_\_\_\_\_ R 3421
- \_\_\_\_\_ S 4123
- \_\_\_\_\_ T 4132
- \_\_\_\_\_ U 4213
- \_\_\_\_\_ V 4231
- \_\_\_\_\_ W 4312
- \_\_\_\_\_ X 4321

H3-

- \_\_\_\_\_ A 1234
- \_\_\_\_\_ B 1243
- \_\_\_\_\_ C 1324
- \_\_\_\_\_ D 1342
- \_\_\_\_\_ E 1423
- \_\_\_\_\_ F 1432
- \_\_\_\_\_ G 2134
- \_\_\_\_\_ H 2143
- \_\_\_\_\_ I 2314
- \_\_\_\_\_ J 2341
- \_\_\_\_\_ K 2413
- \_\_\_\_\_ L 2431
- \_\_\_\_\_ M 3124
- \_\_\_\_\_ N 3142
- \_\_\_\_\_ O 3214
- \_\_\_\_\_ P 3241
- \_\_\_\_\_ Q 3412
- \_\_\_\_\_ R 3421
- \_\_\_\_\_ S 4123
- \_\_\_\_\_ T 4132
- \_\_\_\_\_ U 4213
- \_\_\_\_\_ V 4231
- \_\_\_\_\_ W 4312
- \_\_\_\_\_ X 4321

Halter Questions

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_
- 8 \_\_\_\_\_
- 9 \_\_\_\_\_

Halter Reasons

Placing

Score

# Iowa FFA Horse CDE Performance Classes

Contestant  
Number

Contestant  
Name

P1 -

- \_\_\_\_\_ A 1234
- \_\_\_\_\_ B 1243
- \_\_\_\_\_ C 1324
- \_\_\_\_\_ D 1342
- \_\_\_\_\_ E 1423
- \_\_\_\_\_ F 1432
- \_\_\_\_\_ G 2134
- \_\_\_\_\_ H 2143
- \_\_\_\_\_ I 2314
- \_\_\_\_\_ J 2341
- \_\_\_\_\_ K 2413
- \_\_\_\_\_ L 2431
- \_\_\_\_\_ M 3124
- \_\_\_\_\_ N 3142
- \_\_\_\_\_ O 3214
- \_\_\_\_\_ P 3241
- \_\_\_\_\_ Q 3412
- \_\_\_\_\_ R 3421
- \_\_\_\_\_ S 4123
- \_\_\_\_\_ T 4132
- \_\_\_\_\_ U 4213
- \_\_\_\_\_ V 4231
- \_\_\_\_\_ W 4312
- \_\_\_\_\_ X 4321

P-2

- \_\_\_\_\_ A 1234
- \_\_\_\_\_ B 1243
- \_\_\_\_\_ C 1324
- \_\_\_\_\_ D 1342
- \_\_\_\_\_ E 1423
- \_\_\_\_\_ F 1432
- \_\_\_\_\_ G 2134
- \_\_\_\_\_ H 2143
- \_\_\_\_\_ I 2314
- \_\_\_\_\_ J 2341
- \_\_\_\_\_ K 2413
- \_\_\_\_\_ L 2431
- \_\_\_\_\_ M 3124
- \_\_\_\_\_ N 3142
- \_\_\_\_\_ O 3214
- \_\_\_\_\_ P 3241
- \_\_\_\_\_ Q 3412
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- \_\_\_\_\_ S 4123
- \_\_\_\_\_ T 4132
- \_\_\_\_\_ U 4213
- \_\_\_\_\_ V 4231
- \_\_\_\_\_ W 4312
- \_\_\_\_\_ X 4321

P3-

- \_\_\_\_\_ A 1234
- \_\_\_\_\_ B 1243
- \_\_\_\_\_ C 1324
- \_\_\_\_\_ D 1342
- \_\_\_\_\_ E 1423
- \_\_\_\_\_ F 1432
- \_\_\_\_\_ G 2134
- \_\_\_\_\_ H 2143
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- \_\_\_\_\_ R 3421
- \_\_\_\_\_ S 4123
- \_\_\_\_\_ T 4132
- \_\_\_\_\_ U 4213
- \_\_\_\_\_ V 4231
- \_\_\_\_\_ W 4312
- \_\_\_\_\_ X 4321

## Performance Questions

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_
- 8 \_\_\_\_\_
- 9 \_\_\_\_\_

## Performance Reasons

**Placing** \_\_\_\_\_

**Score** \_\_\_\_\_

# Marketing Plan CDE

2009-10 Chairperson: Scott Smalley, Oelwein

## I. Objectives

- A. To develop an understanding of the marketing plan process through the development and presentation of a marketing plan.
- B. To provide an activity to focus student and community attention on the agri-marketing curriculum.
- C. To allow students to explore and prepare for possible careers in agri-marketing.
- D. To help develop partnerships and improve relations with agricultural industries, local FFA chapters and the general public.

## II. Rules

1. Each school may enter a team composed of three participants. Members will not be scored individually but they will be scored as a team throughout. Team members must all be from the same chapter.
2. Each participant will participate in all phases of the event.
3. Participants shall report to the supervisor of the event at a registration time and location provided prior to event day.
4. Three judges representing a mix of industry, education and marketing experience will be used.
5. The team shall submit an electronic copy of the marketing plan proposal to Alan Spencer ([Alan.Spencer@iowa.gov](mailto:Alan.Spencer@iowa.gov)) by April 1<sup>st</sup>.
6. Official FFA dress is required.

## EVENT ACTIVITIES

### Phase One – Project Outline/Research Results (35 Points)

- A. Select a local community agricultural business and decide on the product, supply or service for the marketing plan.  
**Plan to work with an off-campus client. Do not use your chapter as a client.**
- B. Emphasis should be placed on the “value added” concept using marketing techniques to increase the value of existing products, supplies or service.
- C. Written Plan (35 points)
  1. Analysis of the market – 10 points
  2. Business proposition – 5 points
  3. Strategies and Action Plan – 10 points
  4. Evaluation – 5 points
  5. Projected budget – 5 points
- D. A marketing plan deals with the future. A plan presented in 2002 should be for 2003, etc. Market plans may vary from 1-10 years in length, depending on your client.
- E. Four copies of the project outline must be submitted the day of the event.
- F. The document will not exceed eight written pages and must be ten point or more type size. A title page – project title, team name, chapter, and date shall be on page 1. The marketing plan shall be 5 pages. Appendices including surveys, graphs, maps, promotional pieces, etc. shall comprise 2 pages. The total of 8 pages are calculated on an 8\_”x11” basis. Different formats and

page sizes can be used as long as the document does not exceed the equivalent of 8-8"x11" pages.

- G. Written expression is important. Attention should be given to language, general appearance, structure and format.

## **Phase Two – Presentation (65 points)**

### **Part A – Preliminary Presentation**

- A. Each team will present a five minute overview of the product and plan being marketed. Five minutes shall commence from the time the team enters the contest room. No additional time is allotted for set-up and tear down. Two minutes of clarifying questions may be asked by the judge.
- B. The presentation should consist of an overview of the product, the market it is targeting, and marketing plan being proposed to reach that target audience.
- C. Judges from each pool shall select no more than three teams to advance to the final round of competition.

### **Part B – Final Presentation**

- A. Teams advancing from the Preliminary Presentations will be allowed five minutes to set-up, and three minutes to return the room as it was found. A live presentation not exceeding 15 minutes should be planned and given. A warning will be given after 12 minutes. Five points will be deducted from the final score for each minute or major fraction there of, over 15 minutes. The presentation will be followed by up to five minutes of clarifying questions.
- B. The focus of the presentation should be to the top management of an agribusiness or farm. The team should assume the role of marketing

consultants, as found in the industry.

The team will inform the judges of their role in the teams' presentation.

- C. Visual aids shall be limited to the following: overhead transparencies, samples of the products, printed materials, charts and powerpoint presentations.
- D. Scoring will be based on how effective visual aids are used, not how elaborate.
- E. The following equipment will be provided at the contest site; two tripod easels, overhead projector and screen, podium, table and three chairs. **A computer and projector for a powerpoint presentation may be used but will not be provided.**
- F. The question and answer period will be used to ask questions clarifying points in the presentation and to determine student involvement in the preparation of contest materials.

### III. Resource Information

1. "Career Development Events – 1996-2000" (National FFA Organization rules) will apply in a general way to this event.
2. Yorke. *Agrimarketing Project*. Acro Press, 1994. Publisher's address: 1925 Main Street, Vancouver, WA 98660. Phone (206) 693-9101. Item No. AM1094

### IV. Scoring and Ranking of Teams and Participants

<b>Phases</b>	<b>Scoring</b>
Project Outline/Research Results	35 points
Presentation	65 points
<b>Total Team Score Possible</b>	<b>100 points</b>

### V. Awards

<b>Awards Sponsored through the National FFA Foundation</b>	
Champion Team	State Winning Plaque
<b>Awards Sponsored through the Iowa FFA Foundation</b>	
Champion Team	Cash Award for travel to National Career Development Event
Reserve Champion Team	Plaque
Top 10 Teams	Rosettes
Members of Top 10 Teams	Rosettes
Top 10 Individuals	Rosettes
Written Plan Top Team	Plaque
Presentation Top Team	Plaque
All Teams/Individuals	Certificates

**All awards subject to available sponsorship through the Iowa FFA Foundation.**

### VI. Scoring Rubrics/Judging Sheets

# Marketing Plan CDE Score Form

<b>School PO:</b>	
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	Possible Points	Earned Points	Comments
<b>Written Plan</b>			
Market Analysis	10		
Business Proposal	5		
Action Plan	10		
Evaluation	5		
Budget	5		
<b>Total Points - Written Plan</b>	<b>35</b>		
<b>Presentation</b>			
<b>Marketing Process</b>			
Understanding of and clear presentation of the five parts of a marketing plan.	25		
<b>Primary Research</b>			
Involvement in solving a local community oriented agribusiness marketing problem	15		
<b>Effectiveness of the Presentation</b>			
Organization, professionalism, effectiveness of visuals and adherence to guidelines	10		
<b>Total Points - Presentation</b>	<b>50</b>		
<b>Questions and Answers</b>	<b>15</b>		
<b>Overall Score</b>		<b>100</b>	
<b>Deductions</b>			
Written Plan + Presentation + Q&A			
Deduct 5 points for each minute, or fraction thereof, the presentation went over 15 minutes			
<b>FINAL SCORE</b>			

# Nursery/Landscape CDE

2009 – 2010 Chairperson: Brad Taylor, Story City

Coordinator: Tim Doud, Des Moines Area Community College

## I. Overview

The Iowa FFA Nursery/Landscape CDE includes all aspects of the industry in producing, marketing, utilizing, and maintaining landscape plants (woody and herbaceous plants and turf grasses), plus related products, equipment and services including landscape design.

The purpose is to stimulate career interest, encourage proficiency development and recognize excellence in students of nursery practices and landscaping through the Agricultural Education curriculum.

- A. PLANT MATERIALS – to demonstrate the ability to identify nursery and landscape plant materials and turf grasses commonly used in Iowa.
- B. PLANT DISORDERS – to demonstrate the ability to identify unhealthy plant conditions due to pests, nutritional or physiological disorders, and mechanical or chemical injuries.
- C. CULTURAL PRACTICES – to demonstrate knowledge of the principles and skills involved in propagation, growth requirements, growing techniques, harvesting, marketing and maintenance of nursery plants and landscape turf.
- D. DESIGN AND CONSTRUCTION - to demonstrate knowledge of the principles and techniques of landscape design and construction.
- E. SUPPLIES AND EQUIPMENT – to demonstrate the ability to identify, select, use and maintain appropriate supplies and equipment for nursery and landscape operations, including equipment and procedures in mechanization and automation.
- F. SAFETY- to demonstrate knowledge of safety practices in nursery/landscape operations.
- G. INTERPERSONAL RELATIONS – to demonstrate skill in oral and written business communication.
- H. MARKETING - to understand marketing principles and demonstrate proper sales and service skills.
- I. RECORDS AND REPORTS – to demonstrate the ability to prepare accurate and legible records and reports; and to interpret business documents.

## II. Rules

The rules governing the State event are as follows:

- A. The Iowa FFA Nursery/Landscape Career Development Event will be limited to one team per chapter.
- B. The Iowa Board of Directors will be in charge of this event.
- C. Each school shall enter a team composed of three or four

- participants. The **top three** individual total score will be added to determine the team score.
- D. Team members must all be members of the same FFA chapter.
  - E. Each contestant will participate in all seven phases of the event.
  - F. Under no circumstances will any participant be allowed to touch or handle in any way any specimens in any phase of the event. Any infraction of this policy will be sufficient cause to eliminate the team from the event.
  - G. **No team members or advisors are to observe materials in the horticulture greenhouse at the event site during the three weeks prior to the event.**
  - H. Participants shall report to the chair of the event at a time specified by contest chair on event day. In addition, participants must have completed the online phase of CDE by time set by the contest chair.
  - I. Answer sheets and other written materials will be furnished for each event phase.
  - J. Participants are to furnish all measuring instruments for the problem-solving phases. All participants are to bring their own equipment; including pencils, tape measures, rulers, etc.
  - K. All plant materials will be furnished for the event.
  - L. A special effort will be made not to use questions or establish situations which might be termed as controversial. In developing the event, special efforts will be made to use materials which are generally accepted nationwide.
  - M. Exhibits will be left out following the event for viewing and photographing by FFA chapter advisors and others.

## Event Activities

Seven types of activities will be completed during the event in each section. These include:

- A. General Knowledge Questions (Completed on-site in computer lab.) (40 minutes)
- B. Landscape Drawing Practicum (30 minutes)
- C. Nursery Problem-Solving (20 minutes)
- D. Identification of Plant Materials (20 minutes)
- E. Selection Classes (20 minutes)
- F. Plant Disorder Practicum (20 minutes)
- G. Assessment and Solution of Nursery/Landscape Problems (20 minutes)

## Components of Activities:

**General Knowledge test:** will consist of 50 questions. Contestants will take the test on-site in computer lab. Each answer will have a value of 2 points. This phase of the event will test the participant's knowledge and understanding of the basic principles relating to the following areas of horticulture: Career Opportunities, Judging Flowers and Ornamental Plants, Customer Relations and Sales, The Nursery Industry, Production of Nursery Stock, Landscape Design, Turf Grass Maintenance, and Landscape Maintenance. Most answers to test questions will be found in one reference: Introductory Horticulture,

5th Edition, Reily and Shry, Delmar Publishers Inc., 2 Computer Drive, West, Box 15015, Albany, New York 12212-5015. Other online and textbooks can serve as references for the contest questions.

**Landscape Design Evaluation:**

Participants will be furnished with a landscape drawing and scratch paper. The student will be asked to solve 20 problems related to or about the existing drawing. Landscape problems may include but will not be limited to determining the cost of fencing, the cost of bricks for a patio, or the number of yards of sod needed to cover the front yard, appropriateness of landscape features and plant materials. Plant materials will be limited to those plants listed for Phase IV, Identification of Plant Materials. Students should furnish a scale capable of measurement to 1/8 inch and a battery operated electronic calculator. Each problem is worth 5 points. A total of 30 minutes will be allowed for this phase.

**Nursery Problem Solving:**

Participants will be asked to solve ten problems related to nursery production, landscaping, or sales of retail products. Nursery problems may include, but will not be limited to, propagation and culture of nursery plants, calculation of the amount of pesticide needed to treat a given area, amount of fertilizer a customer needs to fertilize a lawn, or determine the amount of soil needed to fill containers. Students should furnish a battery operated electronic calculator. This phase is worth 50 points. A total of 20 minutes is allowed for this phase.

**Plant Identification:** Twenty-five (25) specimens from plant identification page will be displayed for participants to identify by their common names. Each specimen used will be designated by a letter and/or number. The contestant will then identify the specimen's name on the contest assigned score card. Four points will be given for each specimen that is correctly identified. Each participant will be allowed 20 minutes to complete this phase or approximately 48 seconds for each specimen station.

No plants may be touched or handled in any way.

Live branches with foliage will be used.

**Plant disorders:** The participant will assume the role of an employee in a retail garden center. An event official will assume the role of a customer requesting information about identification and treatment of a common ornamental plant disorder. The problem may be due to an insect, disease, or weed; or it may be physiological. The inquiry may be over the phone or face-to-face. A sample of the affected plant may be presented, or the disorder may be verbally described in response to questions by the participant. There will be five plant disorder stations with two questions asked about each disorder; each question will be worth 5 points. 20 minutes will be allowed for completion of this practicum. Plant disorders will be selected from the following list:

Diseases	Insects	Weeds	Other
Anthrachnose	Aphid	Broadleaf Plantain	Frost/Freeze Injury
Apple Scab	Bagworm	Buckhorn Plantain	Iron Deficiency Chlorosis
Canker	Leaf Galls	Crabgrass	Nitrogen Deficiency
Cedar Apple Rust	Leaf Miners	Creeping Charlie	2,4-D Damage
Crown Gall	Scale	Dandelion	Urine Damage
Fireblight	Tent Caterpillar	Goosegrass	
Leaf Spot	Trunk Borer	Oxalis	
Powdery Mildew	Whitefly	Pigweed	
	White Grub	Purslane	

**Assessment and Solution:** This practicum is designed to evaluate participant's knowledge of and ability in 1) assessing the request or problem presented; 2) reviewing alternate procedures or courses of action based on individual knowledge or reference information provided; and 3) deciding on a solution. The participant may be asked to assess situations in any of the following areas: 1) measuring nursery stock; 2) pruning nursery stock; 3) equipment maintenance; and 4) other problem-solving situations of nursery and landscape plants, supplies or practices. There will be 10 situations presented from the four areas previously listed, and each correct answer has a value of 5 points. Participants are allowed 20 minutes to complete this practicum.

**Plant Selection:** This practicum is designed to evaluate the participant's knowledge of plant selection and placing. The practicum will be based upon student-members being given a list of ten (10) common landscape/nursery plants and then evaluate them on their ability to select and place the plants in an appropriate

location of an assigned landscape. Student-members will be assessed on their ability to understand and apply plant selection purposes such as: growth habits, screening, shade, erosion control, dividing, focal points, noise control, insect and disease resistance, etc...This phase of the CDE is worth 50 points.

**Plant Selection Example #1:** The assigned area to landscape is an oval shaped berm that is 12 feet at the widest spot, 30 feet at its longest point and rises 4 feet at its tallest point. It is located forty (40) feet to the north side of a two-story house which has white vinyl siding. There are no other plants or structures in its immediate vicinity. The soil is clay-loam. The homeowners will be using red cypress mulch on the berm when complete. When done, it should be functional and pleasing to view.

**Plant Selection Example #2:** The assigned area is a flower bed located on the south side of a single story home. The bed is 24 feet long and 4 feet wide. The house has white vinyl siding. The site has loam soil. The

homeowners will be using river rock for decorative mulch when done. When done, it should be functional and pleasing to view.

**Plant Selection Example #3:** The assigned area will be developed into a butterfly garden. It is located on

ground that is mostly clay-loam and has a 2 percent grade. There are no immediate plants or structures in the immediate vicinity. The area is rectangular in appearance being 16 feet long and 12 feet wide. When done, it should be functional and pleasing to view as well as attracts butterflies.

**List of Potential Plants - Common Names Only**

**Examples Only**

Shasta Daisy	Sunflower
English Ivy	Canna
Day Lily	Verbascum
Hosta	Oleander
Maiden Grass	Lantana
Peony	blue gem
Boston Ivy	gloxinia
Potentilla	milk weed
PJM Rhododendron	purple cone flower
Spirea	Black-eyed Susan
Periwinkle	Verbena
	Zinnia

**Examples Only**

**III. Resource Information**

- A. Introductory Horticulture, 5<sup>th</sup> Edition, Reiley and Shry, Delmar/Cengage Learning, [www.cengage.com](http://www.cengage.com), ISBN-10: 1435480392. (May also use more recent version of “Introductory Horticulture”)
- B. National FFA Career Development Events – (National FFA Organization rules).
- C. Miscellaneous web sites, newer versions of Introductory Horticulture.

#### IV. Scoring and Ranking of Teams

Individual scores will be the sum of the scores on the seven phases of the event:

<b>Phases</b>	<b>Points</b>
General Knowledge Test	100
Landscape Drawing Practicum	100
Nursery Problem Solving	50
ID of Plant Materials	100
Selection Classes	50
Identifying and Controlling Plant Disorders	50
Assessment and Solutions of N/L Problems	50
<b>Total Individual Points</b>	<b>500</b>
<b>Total Team Points Possible</b>	<b>1500</b>

- A. Team scores will be the sum of the scores of the top three (3) team members. The total of the possible points is 1500.
- B. To determine the individual and team winners, the participant will be ranked on the basis of the total score for all seven (7) activity areas.
- C. If there is a tie in the total point score of an individual or team, it shall be broken:
  1. first by score on the Landscape Drawing Practicum
  2. second on the total score for General Knowledge Questions
  3. third on the total score for judging classes.
- D. Teams will be ranked into groups: “Gold,” “Silver,” or “Bronze.” Teams which do not have three members will be listed as “Participants.” Teams which violate any rule will also receive a “Participation” rating.
- E. The team winner over all areas will be designated the “Iowa Champion FFA Nursery/Landscape Team” and will represent Iowa in the National FFA Nursery/Landscape Career Development Event.

## V. Awards

Awards listed below are at the discretion of the sponsor and pending availability of sponsorship. It is vitally important that participants write thank you letters to sponsors in order to retain their support. A thank you list naming current sponsors will be provided to each participating chapter at the event site.

<b>Awards Sponsored through the National FFA Foundation</b>	
Champion Team	State Winning Plaque
<b>Awards Sponsored through the Iowa FFA Foundation</b>	
Champion Team	Cash Award for travel to National Convention
Reserve Champion Team	Plaque
Top 10 Teams	Rosettes
Members of Top 10 Teams	Rosettes
Top 10 Individuals	Rosettes
1st and 2nd Place Individuals	Plaques
Top Team/Individual	Plaques
Identification of Plant Materials	
Selection Classes	
Nursery Problem Solving	
Plant Disorder Practicum	
Structural Systems	
Landscape Drawing Practicum	
General Knowledge Test	
Assessment and Solution of N/L Problem	
All Teams/Individuals	Certificates

## VI. Scorecards

## Nursery/Landscape Identification Form

Participant Name: \_\_\_\_\_

Participant Number: \_\_\_\_\_

<b>No.</b>	<b>Common Name/Technical Name</b>	<b>No.</b>	<b>Common Name/Technical Name</b>
_____	Adam's Needle/Yucca filamentosa	_____	Meserve Holly/ilex x Meserveae cv.
_____	American Arborvitae/Thuja occidentalis cv.	_____	Mugo Pine/Pinus Mugo
_____	American Elm/Ulmus americana cv.	_____	Norway Maple/Acerrubrum cv.
_____	Amur Maple/Acer ginnala	_____	Norway Spruce/Picea abies
_____	Austrian Pine/Pinus nigra	_____	Oregon Grape/Mahonia Aquifoli cv.
_____	Border Forsythia/Forsythia x intermedia cv.	_____	Peony/Paeonia hybrid cv.
_____	Boston Ivy/Parthenocissus tricuspidata	_____	Periwinkle Vinca/Vinca minor cv.
_____	Callery Pear/Pyrus Calleryana	_____	Pin Oak/Ouercus palustris
_____	Canada Hemlock/Tsuga Canadensis	_____	PJM Rhododendron/Rhododendron x PJM
_____	Carpet Bugle/Ajuga reptans cv.	_____	Potentilla/Potentilla fruticosa cv.
_____	Chinese (Saucer) Magnolia/Magnolia x Soulangiana cv.	_____	Redbud/Cercis Canadensis
_____	Colorado Blue Spruce/Picea pungens cv.	_____	Red Oak/Ouercus rubra
_____	Common Lilac/Cyringa vulgaris cv.	_____	Redstem Dogwood/Cornus spp.
_____	Creeping Juniper/Juniperus horizontalis cv.	_____	River Birch/Betula nigra
_____	Day Lily/Hemerocallis spp. and cv.	_____	Russian Olive/Elaeagnus angustifolia
_____	Eastern White Pine/Pinus strobus	_____	Service Berry/Amelanchier Arborea
_____	English Ivy/Herdera helix cv.	_____	Shasta Daisy/Chrysanthemum x superbum cv.
_____	European Mountain Ash/ Sorbus Aucuparia	_____	Spirea/Spiraea x Bumalda cv.
_____	Flowering Crabapple/Malus spp. and cv.	_____	Spreading Cotoneaster/Cotoneaster divaricatus
_____	Ginkgo, Maidenhair Tree/Ginkgo biloba	_____	Thornless Honeylocust/Gleditsia tricanthos inermis cv.
_____	Hosta/Hosta x hybrida cv.	_____	Viburnum
_____	Hybrid Tea Rose/Rosa spp. Class Hybrid Tea cv.	_____	Washington Hawthorn/Crateagus phaenopyrum
_____	Japanese Barberry/Berberis thunbergii	_____	White ash/Fraxinum americana cv.
_____	Japanese Maple/Acer palmatum cv.	_____	White Fir/Aibes concolor
_____	Japanese Pachysandra/Pachysandra terminalis	_____	Winged Euonymus/Euonymus alatus
_____	Japanese (Flowering) Quince/ Chaenomeles speciosa	_____	Wintercreeper/Euonymus Fortunei cv.
_____	Japanese Yew/Taxus cuspidata cv.		
_____	Korean Box/Buxus microphylla		
_____	Littleleaf Linden/Tilia cordata		
_____	Maiden Grass/Miscanthus sinensis		

# Section I.

## Part D.

### Other Events

Iowa FFA Association  
FFA Blue Book

# Chapter Activity Exhibit Event

2009 – 2010 Chairperson: Louis Beck, LaPorte City

## I. Overview

This event is to provide an opportunity for chapters to display information on the one chapter project or activity. This information should include how this one feature of the annual program was organized and conducted and what results were secured. FFA members and advisors attending the conference may thus secure information of value in developing more effective chapters in the state. Any project of an educational nature which contributes directly to training for success in a farming or agribusiness occupation may be portrayed.

**This is a State event.**

## II. Rules

1. To be judged, an entry must be made on the State Leadership Conference online entry form by March 15.
2. All material is to be displayed on one panel not over five feet high at the highest point above the table and not exceeding the length of a standard eight-foot table.
3. The table space in front of the panel may be used.
4. Exhibits, which have a base below tabletop level, also must be on a panel not over five feet high and six feet wide.
5. Table skirts may be used, however, no chapter activity exhibit materials may be displayed on the skirts (or below table level if a table level if a table is used)
6. except an official chapter FFA banner; however, the banner is not required.
7. The chairperson of the chapter activity event will determine if the exhibit is eligible. Thus this is not a responsibility of the judges.
8. All material must be for a period not exceeding twelve months immediately preceding the State Leadership Conference.
9. The exhibit should emphasize a single chapter activity, not a group of activities.
10. The exhibit must be in place and removed according to the times distributed by the Iowa FFA to all entered chapters.

## III. Resource Information

#### IV. Awards

<i>State:</i>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SLC)
	Champion Chapter:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)
	Reserve Chapter:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)

**All awards subject to available sponsorship through the Iowa FFA Foundation.**

#### V. Event Hosting Guidelines/Checklists

##### **Needed Materials Checklist:**

- \_\_\_\_\_ List of entered Chapter Exhibits
- \_\_\_\_\_ Chapter Exhibit Judges Score Form on white
- \_\_\_\_\_ General Critique Forms on blue (1 copy x 3 judges x Total Number of Contestants)
- \_\_\_\_\_ Chapter Exhibit Summary Form on yellow (1 copy)
- \_\_\_\_\_ 8 foot table for each entered Chapter Exhibit
- \_\_\_\_\_ Tape Measure
- \_\_\_\_\_ Pens/Pencils for Judges

#### VI. Scoring Rubrics/Judging Sheets

## Judge's Score Form Chapter Activity Exhibit

Judge \_\_\_\_\_

Date of Judging _____											
School P.O. (Town)	Participants	10	10	10	15	20	10	15	10		
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
		<b>100</b>	<b>TOTAL SCORE</b>								
		<b>Gold Emblem</b>									
		<b>Silver Emblem</b>									
		<b>Bronze Emblem</b>									
		<b>Participation</b>									
		<b>List 1st and 2nd Place Chapters</b>									

# Section II.

# Iowa FFA Board Policies & Procedures

Iowa FFA Association  
FFA Blue Book

# Section II. Part A.

## Iowa FFA Constitution & By-Laws

Iowa FFA Association  
FFA Blue Book

# Constitution & By-Laws

## IOWA FFA ASSOCIATION

Revised and Amended at 82<sup>nd</sup> Iowa FFA Leadership Conference

April 15, 2010

## CONSTITUTION

### ARTICLE I. NAME

The name of the association is the Iowa FFA Association and it is affiliated with the National FFA Organization. However, the letters "FFA" and/or the words "Future Farmers of America" may be officially used to designate the association, its chapters or members thereof.

### ARTICLE II. AIMS AND ACTS OF THE ASSOCIATION

The objects and purposes of the Iowa FFA Association are set forth in Section 3 of the National FFA Organization's Charter, Public Law 81-740. The Iowa FFA Association shall cooperate with National and State governing agencies and officials for vocational education in accomplishing these objects and purposes and the following aims and activities, which the governing body has determined, pursuant to Section 3(8) of the organization's Charter, to be appropriate aims and activities within the framework of objects and purposes established by the organization's Charter:

1. To be an integral part of the organized instructional programs in Agricultural Education which includes preparation for occupations in production agriculture; agricultural supplies and services; agricultural mechanization; agricultural products, processing and marketing; horticulture; renewable natural resources, forestry and others; representing those programs that qualify for assistance under federal vocational education legislation.
2. To build the confidence of students in themselves and their work by developing desirable work habits and the effective use of their time by learning to assume responsibilities and by developing personal and occupational competencies in communications, human relations and social abilities leading to intelligent choices of careers and successful employment in agriculture.
3. To foster programs and activities which will develop leadership, character, scholarship and occupational pride, training for useful citizenship, patriotism, thrift and the improvement in community life by encouraging members to improve the home and its surroundings and to develop and improve the community, including its economic, environmental and human resources.

4. To recognize achievement in supervised agricultural experience programs, scholarship, leadership and other individual and group achievements by providing awards to deserving members.

### **ARTICLE III. ORGANIZATION**

SECTION A. The Iowa FFA Association is the State Association of, by and for students of Agricultural Education programs. It shall consist of chartered chapters. More than one chapter may be chartered in a school when deemed appropriate by the State Executive Committee. The Iowa FFA Association is affiliated with the National FFA Organization and accepts the provisions of its constitutions and by-laws.

SECTION B. Active chapters of the FFA for students enrolled in public secondary school programs shall be chartered only in such schools where recognized systematic instruction in Agriculture Education is offered under the provisions of the federal vocational education legislation.

Such chapters shall operate as an integral part of the instructional program of Agricultural Education under the responsibility of the local school system.

Schools with large enrollments and/or multiple programs in agricultural education may establish subsidiary chapters of the parent chapter. Each subsidiary chapter shall be organized and operated in accordance with all the provisions of the national, state and chapter constitutions. Subsidiary chapters shall be coordinated by the officers and advisors of the parent chapter.

SECTION C. Collegiate chapters may be chartered by the Iowa FFA Association in two or four year postsecondary institutions where agricultural courses are taught.

Each chartered collegiate chapter may adopt a constitution which shall not conflict with that of the national organization or the Iowa FFA Association, elect officers, and establish a Program of Activities.

Collegiate chapter members shall pay state and national dues.

### **ARTICLE IV. MEMBERSHIP**

SECTION A. Membership in this organization shall be of four kinds: (1) Active; (2) Alumni; (3) Collegiate; and (4) Honorary. The FFA is an equal opportunity-affirmative action organization and does not discriminate on the basis of race, color, religion, sex, handicapping conditions or national origin including limited English proficiency.

SECTION B. "Active Membership"--Any student who is regularly enrolled in Agricultural Education is entitled to become an active member of the chartered FFA chapter affiliated with the school district where the student receives Agricultural Education instruction. The agricultural education instructor and FFA advisor shall be the same person.

To become an active member and retain membership, a student must:

1. While in school, be enrolled in at least one agricultural education course during the school year and/or follow a planned course of study; either course must include a supervised agricultural experience program, the objective of which is preparation for an agricultural career.
2. Show an interest in the affairs of the organization by attending meetings, striving for degrees of membership, and participating in other organized activities of the chapter.
3. Pay all current state and national dues by the date determined by the chapter.
4. Display conduct consistent with the ideals and purposes of the national FFA Organization.

A member may retain active membership until November 30, following the fourth National FFA Convention after graduation from high school.

A member in good standing at the time of induction into the armed forces of the United States of America or into the FFA international program shall be in good standing during the period of active service without further payment of dues or attendance at meetings. Time spent in the armed forces or FFA international program shall not be considered as elapsed time in determining the maximum period of four conventions following graduation from high school or leaving high school. Members using this waiver of service time for the purpose of maintaining active membership for application for advanced degrees of membership must resume active participation within six months after having been honorably discharged from military service or completing their FFA international program and indicate such a desire by paying dues and attending meetings. Members participating in a six-month armed services program or participation in the FFA international program for six months shall be eligible for one full year of extended membership. No individual may retain active membership beyond his or her twenty-third birthday.

SECTION C. "Alumni Membership"--Membership shall be open to former active FFA members, collegiate or honorary FFA members, present and former professional agricultural educators, parents of FFA members and others interested in and supportive of the FFA.

SECTION D. "Collegiate Membership" - - Collegiate membership shall be open to students who are enrolled in agricultural courses or who are pursuing career objectives in the industry of agriculture at a two or four year institution having a collegiate FFA chapter.

SECTION E. "Honorary Membership" --Farmers, school superintendents, principals, members of boards of education, chapter advisors, teachers, staff members in agricultural education, business people and others who are helping to advance Agricultural Education and the FFA and who have rendered outstanding service, may be elected to honorary membership by a majority vote of the members present at any regular meeting or convention.

Honorary membership shall be limited to the Honorary Chapter FFA Degree in the individual chapter, Honorary State FFA Degree in the Iowa FFA Association and the Honorary American FFA Degree in the National FFA Organization.

## **ARTICLE V. ACTIVE MEMBERSHIP DEGREES AND PRIVILEGES**

**SECTION A.** There shall be four degrees of active membership based upon achievement. These are: (1) Greenhand FFA; (2) Chapter FFA; (3) Iowa FFA; and (4) American FFA. The national organization shall set the minimum qualifications for each degree.

### **SECTION B. Greenhand Degree**

1. Minimum qualifications for election.

(On meeting the following minimum qualifications, the Greenhand Degree may be conferred by the Chapter.)

- a) Be enrolled in agricultural education and have satisfactory plans for a supervised agricultural experience program.
  - b) Learn and explain the FFA Creed, Motto and Salute.
  - c) Describe and explain the meaning of the FFA emblem and colors.
  - d) Demonstrate a knowledge of the FFA Code of Ethics and the proper use of the FFA jacket.
  - e) Demonstrate a knowledge of the history of the organization, the chapter constitution and bylaws, and the chapter Program of Activities.
  - f) Personally own or have access to the official FFA Manual and the FFA Student Handbook.
  - g) Submit written application for the Greenhand FFA Degree.
2. The chapter executive committee shall determine when students have met the qualifications for election.
3. Those persons elected to the Degree shall be initiated at a regular or special chapter meeting with the regular ceremony for this degree.

### **SECTION C. Chapter FFA Degree**

1. Minimum qualifications for election:

(On meeting the following minimum qualifications, the Chapter FFA Degree may be conferred by the chapter.)

- a) Must have received the Greenhand FFA Degree.
  - b) Must have satisfactorily completed at least 180 hours of systematic school instruction in agricultural education at or above the ninth grade level, have in operation an approved supervised agricultural experience program and be enrolled in an agricultural education course.
  - c) Have satisfactory knowledge of the local constitution and have participated in the planning and conducting of at least three official functions in the chapter Program of Activities.
  - d) A student after entering agricultural education must have 1.) earned and productively invested at least \$150 by the member's own efforts or 2.) worked at least forty-five hours in excess of scheduled class time, or 3.) a combination thereof, and have developed plans for continued growth and improvement in a supervised agricultural experience program.
  - e) Have participated in at least 10 additional, unduplicated hours of community service activities. (Effective for 2011)
  - f) Have effectively led a group discussion for 15 minutes.
  - g) Have demonstrated five procedures of parliamentary law.
  - h) Show progress toward individual achievement in the FFA award programs.
  - i) Have a satisfactory scholastic record.
  - j) Submit a written application for the Chapter FFA Degree.
  - k) Meet other requirements as established by the chapter and/or State Association.
2. The chapter executive committee shall determine when candidates for the degree have met the above qualifications.
  3. Those persons elected to the Degree shall be initiated at a regular or special chapter meeting with the regular ceremony for this degree.

#### SECTION D. Iowa FFA Degree

1. Minimum qualifications for election:  
(On meeting the following minimum qualifications, the Iowa FFA Degree may be conferred by the Iowa Association.)
  - a) Have received the Chapter FFA Degree and have been an active FFA member for at least two years (24 months) at the time of receiving the Iowa FFA Degree.

- b) While in school, have completed the equivalent of at least two years (360 hours) of systematic school instruction in Agriculture Education of above the ninth grade level, which includes a supervised agricultural experience program.
  - c) A student after entering agricultural education must have: 1.) earned and productively invested at least \$1,000, or 2.) worked at least 300 hours in excess of scheduled class time, or 3.) a combination thereof, in a supervised agricultural experience program.
  - d) Have participated in at least 25 additional, unduplicated hours of community service activities within at least two different community service activities. (Effective in 2011)
  - e) Demonstrate leadership ability by:
    - i) Performing ten procedures of parliamentary law.
    - ii) Giving a six-minute speech on a topic relating to agriculture or the FFA.
    - iii) Serving as an officer, committee chairperson, or a participating member of a chapter committee.
  - f) Have a satisfactory scholastic record as certified by the local agricultural education instructor and the principal or superintendent.
  - g) Have participated in the planning and completion of chapter Program of Activities.
  - h) Have participated in at least five approved FFA activities above the chapter level.
  - i) Meet other requirements as established by the Iowa FFA Association.
2. Each chapter is allowed to submit all of its qualified candidates for the Iowa FFA Degree.
  3. Written records of achievement compiled on official Iowa FFA Degree application forms and verified by the chapter advisor shall be submitted by the chapter executive committee to the State Executive Secretary/Treasurer on or before February 1, prior to the Annual State FFA Leadership Conference.
  4. A committee of the state president (and designees), the president and president-elect of the Iowa Vocational Agriculture Teachers Association, and the state executive secretary/treasurer, and/or his or her designee will then review the applications and submit its recommendations to the Executive Committee. The Executive Committee will nominate at the annual State Conference all qualified candidates. The delegates shall then proceed to elect the candidates to the Iowa FFA Degree.

#### SECTION E. American FFA Degree

1. Minimum qualifications for election:

The Iowa FFA Association accepts the minimum qualifications designated by the national organization for election. (On meeting the following qualifications, the American FFA Degree may be conferred by the National Organization.)

- a) Have received the State FFA Degree and have been an active member for the past three years (36 months), and have a record of satisfactory participation in the activities of the chapter and Iowa FFA Association.
  - b) Have satisfactorily completed the equivalent of at least three years (540 hours) of systematic secondary school instruction in a agricultural education program, or have completed the program of agricultural education offered in the school last attended, have graduated from high school at least 12 months prior to the national convention at which the degree is to be granted, and have in operation and have maintained records to substantiate an outstanding supervised agricultural experience program through which a member has exhibited comprehensive planning, managerial and financial expertise.
  - c) A student after entering agricultural education must have: 1.) earned (**at least \$10,000\*\***) and productively invested at least \$7,500 or 2.) have earned and productively invested *at least \$1500\* (\$2,000\*\*)* and worked 2,250 hours in excess of scheduled class time. Any combination of hours  $\times$  \$3.33\* (, **times a factor of 3.56\*\***) plus (**actual\*\***) dollars (**earned and productively invested\*\***) must be equal to, or greater than the number 9000\* (**10,000\*\***). Hours used for the purpose of producing earnings reported as productively invested income shall not be duplicated as hours of credit to meet the minimum requirements for the degree.  
\* Items in *italics* are effective through 2014.  
\*\* Items in **bold** are effective in 2015.
  - d) Have participated in at least 50 additional, unduplicated hours of community service within at least three different community service activities and have achieved a scholastic record of "C" or better certified by the superintendent or principal.
2. Each chapter is allowed to submit all of its qualified candidates for the American FFA Degree.
  3. The Iowa FFA Association may submit annually all of the applications from those American FFA Degree candidates who meet the minimum requirements.
  4. The Iowa FFA Association is allowed to submit its most qualified candidates for the American FFA Degree, regardless of whether they are in Agricultural Production or Agribusiness.
  5. Written records of achievement compiled on the official American FFA Degree application forms and verified by the chapter advisor shall be submitted by the chapter executive committee to the State Advisor on or before March 1 prior to the State FFA Leadership Conference.

6. A committee consisting of the state FFA Alumni president, (past) president of the Iowa Vocational Agriculture Teachers Association, and the state advisor, will then review the records and submit its recommendations for the degree to the national organization.

## **ARTICLE VI. EMBLEM**

**SECTION A.** The official emblem of the National FFA Organization shall include five symbols, namely: the plow, representing labor and tillage of the soil; the owl, representing wisdom; the rising sun, representing progress; a cross-section of an ear of corn, representing common agricultural interests; and an American eagle surmounting the cross-section of the ear or corn, representing the national scope of the organization. The emblem shall also include the letters "FFA," and the words "Agricultural Education."

**SECTION B.** The emblem shall be uniform in the Iowa FFA Association and recognized units thereof. All members shall be entitled to display the emblem.

**SECTION C.** Greenhand FFA Degree recipients shall be entitled to wear the official bronze emblem pin; Chapter FFA Degree recipients shall be entitled to wear the official silver emblem pin; State FFA Degree recipients shall be entitled to wear the official gold emblem charm; and American FFA Degree recipients shall be entitled to wear the official gold emblem key.

**SECTION D.** Honorary Chapter FFA Degree recipients shall be entitled to wear either the official silver or gold emblem pin; Honorary State FFA Degree recipients shall be entitled to wear the official gold emblem charm; and Honorary American FFA Degree recipients shall be entitled to wear the official gold emblem key.

**SECTION E.** Collegiate FFA chapter members and FFA advisors shall be entitled to wear the official gold owl pin.

## **ARTICLE VII. OFFICERS**

**SECTION A.** The officers of the Iowa FFA Association shall be president, six vice-presidents, secretary, reporter, executive secretary/treasurer and Advisor.

The officers of the Iowa FFA Association shall be elected annually by ballot by a majority vote of the delegates present at the regular state meeting except that the State Advisor shall be a state consultant for agricultural education and the state executive secretary/treasurer shall be named by the state advisor and approved by the Executive Committee and the Board of Directors. All elected state officers must have attained the Iowa FFA Degree.

A nominating committee shall study and review the qualifications of all eligible candidates for the state office, report to the delegates during the annual State Conference and nominate the selected candidates. Other nominations for officers may be submitted by the delegates if the candidate went through the nominating committee process.

The president, secretary, and reporter shall be elected by a combination of 3/5 the nominating committee score and 2/5 of the vote of the delegates at large. The election of the

vice-presidents shall be by a combination of 3/5 the nominating committee score and 2/5 of the vote of the delegates from respective districts and shall follow a seniority cycle starting for the year 1940-41 with the first vice-president from the Southwest District, followed by the Southeast, North Central, South Central, Northwest and Northeast districts, respectively.

The newly elected officers shall assume their duties at the close of the Conference at which they are elected.

In case the office of president becomes vacant, the first vice-president shall assume the duties followed in turn by the other vice-presidents in order.

Vacancies in other state offices which occur during the interim between conventions may or may not be filled at the discretion of the executive committee.

**SECTION B.** The state vice-president for each district shall serve as the district president. Other district officers may include vice-president, secretary and reporter.

District officers shall be elected annually by a majority vote of the delegates present at a regular district meeting with the majority of the active chapters in the district present. Two delegates shall be representatives of each chapter at the delegate session.

The newly elected district officers shall assume their duties at the close of the district meeting at which they were elected.

All district officers, except the state vice-president for the district, must hold at least the Chapter FFA degree, be active members and be elected in their sophomore and/or junior year of high school.

**SECTION C.** Chapter officers shall consist of a President, Vice President, Secretary, Treasurer, Reporter, Sentinel, and Advisor. Other officers may be designated if desired. They shall be elected annually or semiannually at a regular meeting of the chapter from among the members enrolled in high school agriculture education classes and after a chapter has been organized for a year or longer who have attained the rank of Chapter FFA Degree recipient. The chapter advisor shall be the instructor of Agricultural Education.

## **ARTICLE VIII. MEETINGS AND CONFERENCES**

**SECTION A.** The State Conference shall be held annually. The time and place shall be set by the Executive Committee and Board of Directors and should be held at least 45 days prior to the National Convention of the FFA.

**SECTION B.** Each chapter shall be entitled to send two official delegates from the active membership to the state conference.

**SECTION C.** Chapters shall hold meetings monthly or more often throughout the calendar year and at such times and places as may be decided upon by the executive committee of the chapter.

## **ARTICLE IX. DUES**

**SECTION A.** Annual membership dues in the Iowa FFA Association shall be fixed by the executive committee on the basis of an annual budget subject to the approval of a majority of the delegates present at the annual state conference. These dues may be met by individual members or by chapters, as the chapters elect. State and national dues shall be collected from active and collegiate members.

**SECTION B.** Chapter dues shall be fixed by the chapter executive committee subject to approval by the majority vote of the chapter membership.

## **ARTICLE X. AMENDMENTS**

**SECTION A.** Proposed amendments to the state constitution shall be submitted in writing by authorized representatives of local chapters to the state executive committee. These proposed amendments must be reviewed by the state executive committee. The state executive committee shall in turn submit these amendments to the delegates at each of the six district conferences prior to the state conference in which the amendment shall be voted on. The amendment shall be presented in the district conference with the recommendations of the state executive committee. Other proposed amendments may originate from within the state executive committee. Amendments may be adopted or revision made in the state constitution at any state conference by a two-thirds vote of the delegates present.

**SECTION B.** By-laws may be adopted to fit the needs of the Iowa FFA Association provided they are not in conflict with the national constitution.

# By-Laws

## Article I. Duties of State Officers and State Staff

- A. The President. It shall be the duty of the president to preside over state conferences of the Iowa FFA Association, the FFA and over all meetings of the state executive committee. The president shall call special meetings of the executive committee when requested to do so by a majority of that group. The president shall call one state conference each year on such a date and at such place as shall be fixed by a majority vote of the executive committee. The president shall appoint all committees and may serve as an ex-officio member of these committees.
- B. Vice Presidents. It shall be the duty of the vice-presidents, acting under the direction of the president, to look after the welfare of the FFA and preside over meetings in their respective districts.
- C. The Secretary. The secretary shall perform the duties common to such an office, such as keeping an accurate record of the sessions of the state conference of the Iowa FFA Association and of the meetings of the state executive committee, one copy of which shall be given to the state advisor for the permanent files and one copy kept in the secretary's own files. The secretary shall perform such other duties as directed to perform by the executive committee.
- D. The Reporter. The reporter shall secure information from chapter reporters, advisors and members of FFA activities and accomplishments from within the state for distribution to all chapters. The reporter shall serve as editor of the FFA news bulletin and, as directed by the executive committee, assist in acquainting members and others with the purposes and progress of the Iowa FFA Association.
- E. The Executive Secretary/Treasurer. The Executive Secretary/Treasurer shall provide for the training of state FFA officers, provide leadership, and coordinate state officer activities; shall keep all permanent records of the organization and shall see that adequate reports of the activities of the Iowa FFA Association are forwarded to the National Executive Secretary. The Executive Secretary/Treasurer shall receive all funds of the organization and disburse them with the approval of the advisor and keep an accurate record of all receipts, bank deposits and disbursements. The Executive Secretary/Treasurer shall submit annually a financial statement of the Iowa FFA Association and a budget of proposed expenditures, furnish complete financial records to be reviewed by the auditing committee, and furnish a suitable bond, the amount to be fixed by the Executive Committee. The Executive Secretary/Treasurer shall serve as publicity coordinator for the organization and perform other such duties as directed by the Executive Committee and Board of Directors, and serve as an ex-officio member of the FFA Board of Directors.
- F. The Advisor. The advisor is an ex-officio member of all committees. It is the advisor's duty to advise with the Executive Committee, other committees and delegates on matters of policy

and assist the state officers in conducting meetings and carrying out programs. The advisor shall keep all permanent records of the organization and shall see that adequate reports of the activities of the Iowa FFA Association are forwarded to the national executive secretary. The advisor shall approve petitions for local charters, perform such other duties as directed by the executive committee, and serve as publicity coordinator for the organization.

## **Article II. Executive Committee**

The Executive Committee shall be the State FFA Officers. The Executive Committee shall have joint control over the organization with the board of directors, subject only to such regulations and by-laws as may be adopted by the Iowa FFA Association.

## **Article III. Board of Directors**

There shall be a Board of Directors composed of representatives from various groups in Iowa that have a vested interest in agricultural education. Membership for the Board of Directors should be as follows:

### **Voting Members:**

1. Iowa FFA Alumni Association President – One year term
2. Iowa Association of Agricultural Educators (IAAE) Representative – Three year term starting in 2010
3. One chapter advisor from each of the supervisory districts in the state serving the following three year terms:
  - a. Southwest and Northeast – Starting in 2010
  - b. South Central and Northwest – Starting in 2011
  - c. Southeast and North Central – Starting in 2012
4. A chairperson will be nominated by the state advisor and elected by the Board of Directors at the December meeting every other year starting in 2010. No more than 2 persons may be nominated for the position of Chairperson. The advisor nominated must have served at least one year as a member of the Board of Directors. The advisor does not have to be currently a Board of Directors member but if a current member is elected then the advisor serving as chair must select a replacement to represent their district for the remainder of their term. The term for chairperson will be for two years and run from January through December. A chairperson shall not serve consecutive terms.
5. The IAAE Representative and chapter advisors may not serve consecutive terms.

### **Non-Voting Members:**

1. Iowa FFA Association Executive Secretary/Treasurer
2. Iowa FFA Association Advisor
3. Iowa FFA Foundation Executive Director
4. Chairperson or designated representative of the department of agricultural education at the designated teacher education institution.
5. One school administrator – Three year term starting in 2012
6. One representative from business and industry – Three year term starting in 2011
7. Past State FFA President or their designee from the previous year – One year term

The Board of Directors shall cooperate with and provide guidance to the state Executive Committee on the administrative direction and supervision of the Iowa FFA Association and shall possess joint power of approval with the Executive Committee.

#### **Article IV. Committees**

The president of the Iowa FFA Association shall appoint three committees annually: the Nominating Committee, the Auditing Committee and the Program of Activities Committee. Other committees may be appointed as necessary.

The Nominating Committee shall study and review the qualifications of all eligible candidates for state offices. This committee shall report to the delegates during the annual state conference.

The Auditing Committee shall review the financial records of the Executive Secretary/Treasurer.

The Program of Activities Committee shall set up the annual objectives and goals of the Iowa FFA Association and suggest ways and means of attaining them.

#### **Article V. Reports to be made to the Iowa FFA Association by chapters.**

- A. Membership Report showing the names of active members, their addresses, degrees and offices held and the names of the honorary members. -
- B. The Annual Program of Activities adopted by the chapter for the year.
- C. An Annual Chapter Report on forms provided by the Iowa FFA Association, including amendments to the constitution and by-laws during the year.
- D. Supervised Agricultural Experience Annual Summary shall be submitted as a part of the Annual Chapter Report.

#### **Article VI. Procedure of determining standing of chapters and members**

A chapter shall be considered in good standing with the Iowa Association when the following conditions are met.

- A. All current state and national dues paid into the state treasury by the date specified by the executive committee.
- B. All reports submitted to the Iowa FFA Association as requested.
- C. Local constitution not in conflict with the state constitution or any of its provisions.

- D. No chapter shall have less than ten (10) active members. An active member shall be considered in good standing when: (1) the student attends chapter meetings with reasonable regularity, (2) shows an interest in and takes part in the affairs of the chapter and (3) pays dues regularly.

It shall be the duty of the advisor to report the standing of each chapter to the board of directors committee at the annual conference. In case any chapter is not in good standing prior to the state convention, delegates shall have the power upon recommendation of the state board of directors to withdraw or suspend the charter and to refuse these chapters the regular privileges enjoyed by chapters in good standing. By meeting the requirements for good standing, a chapter may be reinstated by action of the board of directors at any time.

In case a department of Agricultural Education in which a chartered chapter of FFA is located is discontinued, the chapter so involved may be permitted to operate officially for a period not to exceed 24 months from date of the discontinuance of the department in the school concerned, providing proper supervision and guidance can be given to the chapter work by a member of a school faculty having the approval of the State Advisor. Chapter charters must be surrendered to the State Advisor at the end of the 24-month period indicated if Agricultural Education is not in operation again at that time.

Whenever this constitution is found to be in conflict with state law, the executive committee is empowered to make adjustments found necessary to the end that no chapter or member be barred from the enjoyment of their rights and privileges.

## **Article VII. Procedure of issuing charters to chapters**

Any public school or schools wishing to affiliate with this organization shall meet the following requirements upon receipt of a charter, the chapter and the members thereof will be recognized as members of the Iowa FFA Association.

- A. Have a minimum active membership equal to 50% of the enrollment in high school Agricultural Education classes and in any chapter, no less than ten active members.
- B. Accept the state constitution.
- C. Adopt its own constitution and have it approved by the state advisor.
- D. Set up a program of activities for the first year which has the approval of the state advisor.
- E. Pay the state and national dues of its active membership.
- F. Furnish a list of the names and addresses of charter members and names of all proposed officers.

G. Pay the cost and engrossing of the chapter charter.

A charter shall be granted by the Iowa FFA Association upon such application, the state president and secretary shall sign this charter.

# Section II. Part B.

## Iowa FFA Board & Board Policies

Iowa FFA Association  
FFA Blue Book

# Iowa FFA Board of Directors and Executive Committee

## Mission Statement

The FFA is an integral part of Agricultural Education at the secondary school level. The purpose of the FFA encompasses leadership development, global awareness, personal development, career choices, experimental learning, community improvement, patriotism, cooperation, resource management, improved scholarship, and organized recreation. It shall be the mission of the Board of Directors to assist in the planning, administration and delivery of programs and activities on the sub-district, district, and state levels that are designed to achieve the purposes of the organization. The Board of Directors shall serve in an advisory capacity to the state FFA Executive Committee (state FFA officers) on matters dealing with the administration and supervision of Iowa FFA Association activities, and shall possess the power of approval at all times.

## **A. Operations and Procedures of the Board of Directors**

### 1. The Board of Directors shall be composed of:

#### Voting Members:

- a. Iowa FFA Alumni Association President – One year term
- b. Iowa Association of Agricultural Educators (IAAE) Representative – Three year term starting in 2010
- c. One chapter advisor from each of the supervisory districts in the state serving the following three year terms:
  - i. Southwest and Northeast – Starting in 2010
  - ii. South Central and Northwest – Starting in 2011
  - iii. Southeast and North Central – Starting in 2012
- d. A chairperson will be nominated by the state advisor and elected by the Board of Directors at the December meeting every other year starting in 2010. No more than 2 persons may be nominated for the position of Chairperson. The advisor nominated must have served at least one year as a member of the Board of Directors. The advisor does not have to be currently a Board of Directors member but if a current member is elected then the advisor serving as chair must select a replacement to represent their district for the remainder of their term. The term for chairperson will be for two years and run from January through December. A chairperson shall not serve consecutive terms.
- e. The IAAE Representative and chapter advisors may not serve consecutive terms.

#### Non-Voting Members:

- a. Iowa FFA Association Executive Secretary/Treasurer
- b. Iowa FFA Association Advisor
- c. Iowa FFA Foundation Executive Director
- d. Chairperson or designated representative of the department of agricultural education at the designated teacher education institution.
- e. One school administrator – Three year term starting in 2012

- f. One representative from business and industry – Three year term starting in 2011
  - g. Past State FFA President or their designee from the previous year – One year term
2. The Board shall meet quad-annually for the official conduct of business. Special meetings may be called at the discretion of the State FFA Advisor.
    - a) Official meetings shall be held in June, September, December, and March.
    - b) Advisors who are going off the board after having served their term are expected to attend the June board meeting, the purpose of which is to provide for a smooth transition between the old and new boards.
    - c) A chairperson will be nominated by the state advisor and elected by the Board of Directors at the December meeting every other year starting in 2010. No more than 2 persons may be nominated for the position of Chairperson. The advisor nominated must have served at least one year as a member of the Board of Directors. The advisor does not have to be currently a Board of Directors member but if a current member is elected then the advisor serving as chair must select a replacement to represent their district for the remainder of their term. The term for chairperson will be for two years and run from January through December. A chairperson shall not serve consecutive terms.
  3. The Board of Directors and the State FFA Executive Committee at each official meeting shall meet jointly to consider items of business requiring approval by both boards.
  4. Board members are expected to attend all meetings or to be represented by a qualified person from their own district or organization be represented. Prior to each meeting, board members should solicit opinions and suggestions from FFA advisors from their respective districts, or from members of the organization they represent. Board members are encouraged to submit agenda items to the State FFA Advisor in advance of the meeting.
  5. Board members are encouraged to develop a working relationship with fellow board members, being supportive of final decisions of the Board, and endorsing and enforcing all board policies and FFA event rules.
  6. Travel, lodging, and meal expenditures for board members will be reimbursed by the Iowa FFA Association. Board members will be paired together to share hotel/motel rooms when appropriate. If a member desires a single room or brings his/her spouse, the Iowa FFA Association will reimburse one-half of the cost of the room. All incidentals such as room service or telephone calls must be paid for by the board member responsible.

## **B. Process of Appeals**

Individuals or groups, who claim that decisions, policies, or rules established by the Board of Directors and FFA Executive Committee; and/or decisions made by individuals who have been empowered by the State or National FFA Constitution or by the Board and Executive Committee; and/or policies established by the Board and Executive Committee, has been discriminatory to them or in otherwise treated them unfairly, may appeal to the Board of Directors and the FFA Executive Committee. The Board and FFA Executive Committee shall

have the power to waive rules or reverse decisions to rectify a situation in which the majority of the Board and Executive Committee agree that the decision, policy, or rule was unfair to the appellant.

Appeals should be submitted in writing to the State FFA Advisor. Hearings will be granted at regular official Board meetings unless the gravity of the situation, in the view of the State FFA Advisor, warrants a special meeting. (Revised December 29, 1995 and June 4, 1999)

### **C. Policies**

See Past Board Policy Overview

# Past Board Policy Overview

- 1. Proper Operation of FFA Board of Directors and Executive Committee Combined Meetings- Adopted June 2, 1983.**
  - a) Concern: Currently the FFA Board of Directors and Executive Committee are functioning at combined meetings through a relationship established on tradition. It would be preferred to have a written statement regarding formal relationships for conducting official business at meetings.
  - b) Board Policy: The proceedings at any officially called and convened meeting of the State FFA Board of Directors and Executive Committee shall be conducted in a manner that either group may initiate motions and that concurrence by both groups must be achieved before the motion officially becomes valid. The chairpersons have the power to entertain continued discussion until a motion is accepted or rejected by the combined groups.
  
- 2. No Change in Judging Event Answer Keys- Adopted November 19, 1983**
  - a) Concern: When judging event official placing or answer keys are changed after scoring has begun, a lot of extra work is required to re-score judging cards and therefore causing a delay in releasing results to teams.
  - b) Board Policy: Official placing and answer keys for judging events will not be changed after scoring has begun with the exception of clerical corrections.
  
- 3. No Change in Judging Event Results- Adopted November 19, 1983; Revised June 4, 1993**
  - a) Concern: After judging participants return home from events they sometimes find errors in scoring or recording of the scores on the computer printout and therefore ask for the rankings to be changed and appropriate ribbons provided to them. This of course creates a problem of some teams not wanting to return their ribbons in exchange for lower placing ones.
  - b) Board Policy: Event results will not be changed after teams and individuals have been ranked for publication. The event chairperson and event superintendent have final authority over the events and will review event materials with the scoring chairperson before results are publicized.
  
- 3a. Results Change if ALL results are incorrect – Adopted September 21, 2001**
  - c) Concern: After judging and announcement of results, the results were found to have errors with ALL participants scores. Official scores were not entered correctly.

- d) **Board Policy:** In the event that ALL participants scores are incorrect the board reserves the right to correct the results.

**4. National FFA Officer Candidate- Adopted November 19, 1983; Revised June 4, 1993.**

- a) **Concern:** Traditionally the most recent retired State FFA President has had first option to be Iowa's candidate for National FFA Office. Other state officers with outstanding leadership have expressed concern that they too would like to be considered for a National FFA Office.
- b) **Board Policy:** An interview process will determine which American FFA candidate or former American FFA Degree recipient whose active membership would permit a full year of service, will represent Iowa as a National Officer candidate. The interview process will occur in August.

**5. Changes in the Event and Awards Booklet Rules- Adopted November 19, 1983; Revised June 4, 1993.**

- a) **Concern:** Each year there are several changes in the Iowa Event an Awards Booklet which makes it difficult for the Ag Ed instructors to keep current with and therefore, it becomes difficult to participate without getting caught up with some rule change which may eliminate a chapter participant, team, officer book, or award application.
- b) **Board Policy:** Changes in the Iowa Event and Awards Booklet rules should be made every three years. However, minor revisions could be made by unanimous consent of the State FFA Board of Directors.

**6. Final Selection of Iowa's Star Farmer and Star Agribusiness Person- Adopted November 19, 1983**

- a) **Concern:** Star Iowa Agribusiness persons and Star Iowa Farmers (Production) have been traditionally selected on the basis of their written Iowa Farmer application only. No proof of personal knowledge of agriculture, management ability, personal involvement in their SAE program, or record-keeping competency has been provided.
- b) **Board Policy:** Star Iowa Farmers and Star Iowa Agribusiness persons will be selected through an interview of each "District Star". Each candidate must provide all his/her SAE record books for review by the committee selected to interview the candidates.

**7. Required Information from FFA Chapters to be in Good Standing- Adopted November 19, 1983; Revised December 29, 1995**

- a) **Concern:** Chapter Program of Activities and Membership Rosters plus dues are to be sent to the DE by November 1<sup>st</sup> and are to become delinquent if not postmarked by December 1<sup>st</sup>. The state staff has been permitting leniency until January 1<sup>st</sup> even

though chapters were informed before Thanksgiving that their standing was questionable.

- b) Board Policy: Chartered chapters not complying with all rules for good standing will not be eligible to participate in any sub-district, district, or state FFA events. This includes not having dues and a revised chapter program of activities postmarked by December 1<sup>st</sup> and not having the Annual FFA Report postmarked by July 1<sup>st</sup>. The state staff must enforce these standards and requirements.

**8. Boundaries for Ag Ed/FFA Sub-Districts and Districts- Adopted November 17, 1984; Revised June 21, 1985. December 29, 1995 and June 4, 1999**

- a) Concern: Currently, some sub-districts and districts have many more chapters than others. This is not providing an equitable opportunity for participation in the next level of competition- sub-district to district, and district to state. Therefore, an effort should be activated to establish a procedure for realignment of sub-district and district boundaries.
- b) Board Policy: FFA District and Sub-district Boundaries.
  - i) District and sub-district boundaries will be evaluated once every ten years by a committee composed of:
    - a) The six state FFA vice presidents
    - b) Two district FFA advisors
    - c) One IAAE board representative
    - d) One FFA Alumni representative
    - e) One ISU Ag Ed Department representative
    - f) Two DE agriculture consultants
  - ii) Proposals for changes in district and sub-district boundaries will be presented for approval at a joint summer meeting of the FFA Board of Directors and State FFA Officers.
  - iii) Any changes will go into effect as of January 1 following the joint meeting of the FFA Board of Directors and State FFA Officers when both have given approval.
  - iv) District and sub-district boundaries will be based on the number of FFA chapters.
  - v) The number of FFA chapters per district and sub-district shall be as equal as possible.
  - vi) District and sub-district boundaries will follow county lines as closely as possible.

- vii) There shall be six and only six districts.
- viii) Each district will be sub-divided into an appropriate number of sub-districts not to exceed four (4).

**9. Iowa's National FFA Band and Chorus Applicants- Adopted November 17, 1984; Revised June 4, 1993**

- a) Concern: Board policy is that no Iowa FFA members are permitted to participate in the same event a second time at the National FFA convention in the specific judging, speaking, or proficiency events. In addition, it is board policy that the same FFA chapters not be nominated in consecutive years for serving on the courtesy or service corps. This policy was decided in an effort to provide more individuals and /or chapters the opportunity to participate. The policy has not covered National FFA Band and National FFA Chorus nominations from Iowa. As a result, several repeats are being selected because of their excellent ability. However, these repeats sometimes take the selection with less enthusiasm the second or third time, and therefore hesitate to participate or even cancel because it is no longer a new, exciting experience.
- b) Board Policy: National FFA Band and National FFA Chorus participants from Iowa, in accordance with the National FFA Organization's policy, will not be permitted to participate more than two times.

**10. Replacement of District FFA Advisors Who Leave Ag Ed teaching or Leave the District- Adopted June 13, 1986**

- a) Concern: When a District FFA Advisor leaves Ag Ed teaching and/or moves to a different district, it is very difficult to provide the leadership, communication, and dedication necessary to fulfill all the important responsibilities.
- b) Board Policy: In the event a District FFA Advisor leaves his/her teaching position or moves outside of the district, the new District Advisor-elect will take over his/her duties as District Advisor and Board of Directors Member.

**11. Substitution of FFA team members on leadership event and judging event teams between various levels of competition- Adopted November, 1986**

- a) Board Policy: Up to 50 percent of the members on a team may be substituted if necessary. However, if a team consists of three members, only one can be substituted; five members, two can be substituted, seven members, three can be substituted. If there is a single participant, the chapter cannot substitute a participant at the next level of competition; the event alternate (next ranked) participant from a different chapter will be advanced.

- 12. All sub-district, district, state, and national FFA event participants shall be active members of the FFA organization. They must have paid dues and their names must be on the official membership report- Adopted June 4, 1988**
- a) Board Policy: Participants' names will be verified against official membership reports at the first level of competition above the local level. If a student's name does not appear on the roster, then the State FFA Advisor or his/her designee will collect State and National FFA dues at the time of the event.
- 13. Iowa should send all qualified American FFA Degree applications to the National FFA office. - Adopted June 4, 1988; Revised June 4, 1993.**
- a) Board Policy: The designated state committee (State FFA Advisor, FFA Alumni President, and past IAAE President) will select the American FFA Degree Candidates to be personally visited, reviewed, and recommended for nomination by the Iowa FFA Association. This committee will select candidates from the applications that meet minimum qualifications, as established in the National and Iowa FFA Constitutions, to be interviewed on site by the State FFA Advisor or his/her appointed representative. Nomination by the state association depends upon the interviewers findings and recommendation.
- 14. Some FFA chapters have demonstrated unprofessional means of performing initiation activities for Greenhand and Chapter FFA Degree recipients. This created a negative image for high school agriculture and the FFA among junior high students, high school students, and faculty. - Adopted November, 1988**
- a) Board Policy: Hazing, harassment, and/or degradation type actions shall not be associated with Greenhand FFA Degree Initiation, Chapter FFA Degree Initiation or any other FFA activities. The Iowa FFA Association shall withdraw charters from local FFA chapters, which permit such foolishness.
- 15. FFA members and chapter advisors should be given adequate time to become familiar with leadership event rule changes before they are implemented. Revisions or additions should not be made just before state events. - Adopted June 3, 1989; Revised December 29, 1995**
- a) Board Policy: All event rule changes, especially committee reports, must be submitted in final form by September 1, to allow presentation at fall teacher in-services and final approval at the September FFA Board meeting. If changes do not meet deadlines, they will not go into effect for the current year.
- 16. Some chapter advisors are uncertain why there are some items, which have a firm postmark date that is strictly enforced while on other items this is more relaxed. Therefore, a review of some old unwritten policies was presented for revision. - Adopted November 17, 1989; Revised December 29, 1995**

- a) Board Policy:
- i) Iowa FFA Degree and American FFA Degree Applications; all Ag Knowledge and Skills Event entries; Agriscience applications; applications for National Chapter, and scholarship applications shall be postmarked on the specified dates or they will be eliminated from competition. This is so the selection process can take place as scheduled and so necessary time is allocated for preparation/processing.
  - ii) Ag Journalism and Public Relations awards sponsored by the Des Moines Register and WHO may be accepted late because they really aren't competitive; every chapter that submits an application is approved.
  - iii) Band, Chorus, Grandstand Usher, and Stage Attendant applications are given preference if they are received on time. However, more applications are often needed than received, so the time for acceptance may have to be extended to assure enough participants to carryout a specific activity.

**17. Inexperienced FFA advisors, others who have returned to high school agriculture teaching, and teachers coming to Iowa from out of state may have more tendencies to miss postmark dates or misinterpret rules more frequently than experienced FFA advisors. - Adopted November 17, 1989; Revised June 4, 1993**

- a) Board Policy: All postmark dates and rules shall be strictly enforced without consideration for the amount of experience a chapter advisor has had. In addition, no consideration can be granted when a problem such as a late postmark is the fault of other school personnel who may not have mailed something on the correct day. This applies to leadership events, ag skills events, ag proficiency events, officer book events, dues, state fair, etc. Department of Education newsletters and other mailings, IOWA FFA TODAY Magazines, and In-service meetings are expected to continue keeping everyone informed regarding postmark dates and rules. FFA advisors with questions should contact the state DE staff, district FFA advisor, IVATA big sister/brother, or fellow agriculture instructors when questions arise.

**18. All rules for an event have not been dealt with in equal consequences if they were not followed. Should all rules be enforced as strictly as date of postmark? - Adopted November 17, 1989**

- a) Board Policy: No – Things such as arriving a bit late for an event should not eliminate a team from event participation. However, the team will most likely be at a disadvantage and some judging classes may not be available for the late participants.

**19. Some companies offering fundraising opportunities to FFA Chapters have requested time on the State FFA Leadership Conference program to recognize and present awards on stage to individual members or chapters for outstanding sales. - Adopted November 17, 1990.**

- a) Board Policy: The presentation of awards on stage at the State FFA Leadership Conference will not be permitted when the award deals with FFA member sales incentives connected with fundraising activities.

**20. State FFA Association’s policy regarding memorials in the event an officer, past officer, or family members of current officers become deceased. - Adopted November 17, 1990.**

- a) Board Policy: If a current state FFA officer becomes deceased, flowers will be sent for the funeral (keeping within a budget of \$40.00). There will be a memorial activity conducted at the state FFA leadership conference or an appropriate memorial published in the Iowa FFA Today, and a scholarship will be established in the officer’s memory. If a family member of a current state FFA officer becomes deceased a plant will be sent to the funeral (keeping within a \$40.00 budget). If a past officer becomes deceased who has served within the past five years a \$20.00 memorial will be established with the Iowa FFA Foundation. If an officer who served more than five years ago becomes deceased a card will be sent to the family.

**21. Iowa FFA Association Policy on Sexual Harassment – Adopted June 4, 1993.**

- a) Board Policy: It is the policy of the Iowa FFA Association that all members are entitled to an educationally sound and safe atmosphere free from discrimination, including sexual harassment.

Sexual harassment infringes on a member’s right to a comfortable educational environment, and is a form of misconduct, which undermines the integrity of the member-to-member relationship. No member, male or female, should be subjected to unsolicited and un-welcomed sexual overtures or conduct; either verbal or physical.

Definition: Sexual harassment does not mean occasional compliments of a socially acceptable nature. Rather, it refers to conduct which is offensive to the individual, which thus harms morale and interferes with the effectiveness of the FFA organization. This includes offensive sexual flirtation, advances, or propositions; verbal abuse of a sexually suggestive pictures or objects; or any offensive or abusive physical conduct. It also includes any personnel action taken or omitted on the basis of a member’s submission to or refusal of sexual overtures. No member should so much as imply that an individual’s “cooperation” will have any effect on the individual’s participation and advancement in the FFA at any level.

Complaint Procedure: If a member believes he/she has been treated in a manner by another member that would be in violation of this policy, he/she should go through normal FFA channels, beginning with the local FFA advisor. The local advisor should then document the complaint and report it directly to the district advisor if it occurred at the sub-district or district levels, and to the State FFA Advisor if it occurred at the

state or national level. In either case, the complaint should be brought to the Board of Directors for action.

The Iowa FFA Board of Directors will immediately investigate all complaints of violation in as discreet and confidential fashion as possible. It shall be the policy of the Iowa FFA Association to listen to all reasonable complaints, seek early corroboration, and quickly apply sanctions when appropriate.

Confidentiality: In no event will information concerning a complaint of sexual harassment be released by the Iowa FFA Association to third parties or to anyone within the Association who is not directly involved in the investigation. The purpose of this provision is to protect the confidentiality of the member, who files a complaint, to encourage the reporting of any incidents of sexual harassment, and to protect the reputation of any member wrongfully charged with sexual harassment.

**22. Appointment of the Board of Directors Chairperson – Adopted September 25, 1993**

- a) Board Policy: It shall be the responsibility of the State FFA Advisor to appoint a Board of Directors Chairperson annually. The appointee shall be selected from the membership of the previous year's Board of Directors and the appointment is subject to the approval of the current Board of Directors.

**23. Obligations and Expenditures of Monies – Adopted September 23, 1995.**

- a) Concern: The Iowa FFA Association needs to have a written policy specifying who is authorized to make financial commitments, to enter into contractual agreements, and approve expenditure of monies.
- b) Board Policy: The obligation of monies budgeted by the Iowa FFA Association and the approval for payment by the Executive Treasurer for expenditures incurred is the responsibility of the State FFA Advisor.

Obligations that would commit the Iowa FFA Association to expenditures not included in the Association's budget or expenditures in excess of the budgeted amount shall be presented to the joint boards for approval prior to obligation/expenditure.

**24. Advancement of Teams to National FFA Convention – Adopted December 30, 1998.**

- a) Concern: With the change in locations and timing of the National FFA Convention, the Iowa FFA Association needs to have a plan in place in regards to contestants advancing to National competition and the likely development of a team or individual not attending because of sports or other commitments.
- b) Board Policy: The Board will authorize subsequent teams or individuals (2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, etc.) to advance to National competition if teams or individuals placing higher

decline the opportunity to represent the Iowa FFA Association. The teams or individuals that decline the opportunity to participate will not be allowed to compete in future career development events (their eligibility has expired with winning the state event). If any team accepts the opportunity to represent the Iowa FFA Association in place of the state authorized team, they will also forfeit any future opportunities to participate in this event.

**25. Early Graduate Eligibility Policy - Adopted June 2002 Board Meeting**

- a) Board Policy: A student may maintain “active” membership in the Iowa FFA Association if they: a) have been enrolled in at least one agricultural education course during the current school year, and; b) continue to maintain a supervised agricultural experience program. Students are eligible to maintain “high school participation status” until the date at which a diploma is issued. FFA and SAE are intracurricular components of the agricultural education program. Students wishing to maintain FFA membership must maintain an SAE program to remain active in the “educational program.”
- b) Example: If a signed high school diploma has not been presented to the student, an early graduate is still eligible to participate in sub-district and district career development events. That eligibility no longer exists when an official diploma has been issued by the school district.

**26. Use and/or possession of electronic storage/transmission devices prior competing in or while competing in competitive events such as CDEs. - Adopted September 2004 Board Meeting.**

- a) Concern: Cell phones or other wireless transmission may allow students to transmit information before or during competitive events such as CDEs. Of special concern is the possession of such devices in CDE holding areas.
- b) Board Policy: Competitive event participants may not possess electronic storage or transmission devices, during competitive events, unless they are accepted or required for a specific competitive event. Possession of these devices will result in automatic disqualification of the team or individual.
- c) Board Discussion: Team or individuals who are observed using these devices during an event (includes: waiting in a holding area) will be disqualified from the event.
- d) Examples: cell phones, laptop computers, PDAs, MP3 players, calculators with infrared technology, etc.

**27. Senior Membership & Eligibility - Adopted March 2005 Board Meeting**

- a) Concern: Changing/evolving high school schedules such as, block scheduling, dual enrollment and postsecondary enrollment options are creating new questions about the membership and eligibility requirements for high school seniors.
- b) Board Policy: High school seniors may maintain membership in the local FFA chapter by fulfilling at least one of the following criteria:
  - i) be enrolled in an agricultural education course at their high school, or;
  - ii) be enrolled in an agriculture course at an accredited college or university, or;
  - iii) complete their high school graduation requirements after their 11th grade year and not be enrolled in their high school for any other courses.
- c) Key Considerations/Definitions:
  - Seniors: This policy is applicable to high school seniors only.
  - Maintain: This policy allows current members to MAINTAIN their FFA membership. This policy does NOT apply to seniors that were NOT FFA members during their junior year in high school. (To be able to maintain membership, students MUST have been enrolled in an ag ed course and be a FFA member during their Junior year of high school.)
  - Accredited College: Iowa's community colleges are accredited colleges. (Liberal arts or general education courses do NOT apply.) To be eligible, the courses must focus on agricultural technical content, and be part of a postsecondary agricultural program.
  - Local Chapter: Members may only maintain membership in the high school from which they graduated. (ie., Students may **NOT transfer** their membership to a chapter that is closer to their chosen postsecondary institution.)

**28. Transferring FFA Membership After Graduation from High School - Adopted June 2006 Board Meeting**

- a) Board Policy: Upon graduation from high school, FFA members may NOT transfer their FFA membership to another FFA chapter. FFA members who have graduated from high school may only retain membership in the chapter in which they held membership prior to graduation from high school. Members who change their attending K-12 school district prior to graduation from high school, may transfer their membership to the new high school if that high school has an agricultural education program and FFA chapter.

**29. FFA Member Academic Eligibility - Adopted December 2006 Board Meeting.**

- a) Concern: Are local FFA chapters required to follow Iowa's new athletic eligibility policy?
- b) Board Policy: No. The board has NOT adopted an official policy.
- c) Board Discussion: The Iowa FFA Board of Directors has chosen to allow local school districts to determine their own eligibility policies. Local FFA chapters and the Iowa FFA Association are NOT required to follow the athletic eligibility policy. Local school districts will independently determine eligibility.

# Appendix

Iowa FFA Association  
FFA Blue Book

# **Duties and Responsibilities of Sub-District & District FFA Advisors**

**Asterisk (\*) means *Sub-District Advisor Duties.***

## **1. Work Effectively With District FFA Student Officers:**

- a. Meet with the newly elected District FFA Officers immediately following the district conference program.
- b. You will meet with your district officers six or more times during the year to plan and conduct district activities.
- c. Familiarize the district officers with their duties and responsibilities throughout their term of office.
- d. Plan appropriate activities and meet the needs of the FFA members of the district.
- e. Encourage student officers to provide the necessary leadership in organizing meaningful activities, which will promote chapter and member participation.

## **2. Scheduling of District FFA Activities:**

- a. A special effort should be made to avoid scheduling district activities during the school day.
- b. Strive to avoid scheduling conflicts with other district and state school activities.
- c. Schedule use of local school facilities for district FFA activities well in advance with your school administrators.
- d. Keep the district officers, FFA advisors, your administrators, and State Staff well informed in regard to district activity dates.

- e. Each district will determine its own policy on canceling and rescheduling district activities.
- f. Prepare a log of activities to be performed by the District Advisor.

## **3. State Leadership Conference for District Officers (SLCDO):**

- a. Inform the newly elected District FFA Student Officers about the details relating to this activity.
- b. Attend the Spring and Fall versions of SLCDO.
- c. Purpose for attendance as a district FFA Advisor:
  - i) Become familiar with district advisor duties and responsibilities.
  - ii) Determine individual specific responsibilities as Iowa FFA Board Members.
  - iii) Interact with District Officers for planning purposes
  - iv) Provide transportation and supervision for district FFA student officers.
  - v) Meet with State Staff regarding District Advisor duties.

## **4. State FFA Leadership Conference Responsibilities:**

- a. Assist in maintaining order in the convention hall at all times, and provide support to the Courtesy Corps when necessary.
- b. Attend the entire official business session.

- c. Provide leadership in preparation and conducting various awards presentations and ceremonies.
- d. Provide backup support for the State Staff at assigned times.

**5. Communication with FFA Advisors in Your District:**

- a. Develop a calendar of district activities and provide to all FFA Advisors.
- b. Promptly update AG Ed instructors of all changes in dates, rules, policies, etc., from District Student FFA Officers and State FFA Board meetings.
- c. Encourage your fellow Ag Ed instructors to express to you their constructive concerns and ideas relating to state and district FFA activities. Valid concerns should be relayed to the State FFA Board of Directors, State Staff, or your district officer team.

**6. \*Working With Sub-District FFA Advisors:**

- a. Secure sub-district leadership event dates and location from the sub-district advisors as early as possible and relay these to the State Staff by the Board of Directors meeting in September.
- b. Conduct an informational meeting for sub-district advisors after the December board meeting or well in advance of the first sub-district event date. Remind each sub-district advisor to schedule three qualified judges for each sub-district event well in advance of event day. Event materials will be sent directly to the event host. All score forms will be

available from the online CDE scoring system.

- c. If possible, attend each sub-district event to assist the sub-district advisor as needed.
- d. Provide assistance to Sub-District Advisor with the online CDE scoring system on the day of the event.
- e. Event materials will be returned following Sub-District. Advancing materials may be revised and delivered to the District event. Event materials will be returned following District. Advancing materials may be revised and MUST be postmarked to DE by 5 business days following District event.
- f. Participants who are not already listed on the local chapter's FFA membership report are permitted to pay dues at the event site before the FFA event begins. The district FFA advisor shall advance membership information and dues to the State FFA Executive Secretary/Treasurer within three days after the event.

**7. \*District or Sub-district Leadership Camps for Local Chapters:**

- a. Schedule the date, location and facilities as early as possible; a year in advance is recommended.
- b. Work with the District Officers on planning and preparing a quality agenda and time efficient activities for a motivational, worthwhile camp. Plan an activity based instructional program, which will improve leadership and officer skills, as well as local chapter programs.
- c. Schedule resource persons (speakers, panel members, and state officers) and secure materials well in advance.

- d. Plan meals which will be satisfactory to the participants and within the budget.
- e. Prepare a budget to cover all income and expenses. It is suggested to have a pre-registration fee to cover preliminary expenses and “no-shows.”
- f. Check membership rosters before the activity, and collect dues from participants who are not listed on the chapters’ rosters as active members. Then send dues, names and addresses of new members of the state office.
- g. Make sure to organize and schedule clean-up activities throughout and at the camp’s conclusion.
- h. Plan activities or responsibilities for local chapter advisors.
- i. Send “Thank You” notes to all appropriate individuals.

### **8. District Judging Events:**

- a. Inform chapter advisors of the dates, times, locations, rules and their responsibilities.
- b. Assign duties to district FFA officers.
- c. Communicate, plan and cooperate as necessary with the event host (local chapter, community college, etc.) well in advance.
- d. Any revision of district judging event rules should be made in cooperation with local chapter advisors and the event host.
- e. Establish an awards system for each event and secure funds for awards through entry fees or donations from sponsors. Order awards early.

- f. Make sure official judges are secured by the host or yourself; advance communication about this with the host is necessary.
- g. Send “Thank you” notes to all appropriate individuals.

### **9. Official District Soil Event:**

- a. The deadline for establishing the event date, time and location is August 1<sup>st</sup>. This information must be provided to the State FFA Executive Secretary/Treasurer by this deadline.
- b. Ordering the district awards and ribbons are the responsibility of the district advisor; as district advisor, you may wish to secure a sponsor for these well in advance of the event date.
- c. Invite district commissioners nearest to the event site to observe the district event and assist district FFA officers in presenting awards. Also invite area soil conservation service and extension service personnel to attend the event.
- d. Secure the most current official judging cards from the local county extension service.
- e. Inform official judges that the event references are to be used in making official decisions.
- f. Be sure arrangements are made for preparing and printing enough copies of the written test, answer sheet and key. This is not a responsibility of the DE or the Executive Secretary/Treasurer. It is generally done by the event host (community college, school, SCS, etc.)
- g. Safety for participants must be a key consideration. Pits should be no deeper than necessary to show the

profile. Pits should be wide, sides sloped, and the floor of the pit ramped.

- h. One official team per chapter must be designated at time of registration.
- i. Check membership rosters before the events, and collect dues from participants who are not listed on the chapters' rosters as active members. Then send dues, names and addresses of new members to the state officer.
- j. Be certain all answer sheets match the soils pits being judged, all answers are marked correctly by the officials, and all scoring is done accurately.
- k. The district advisor is responsible to notify the State FFA Executives Secretary/Treasurer of the top five teams the first working day after the event by sending a typed list of all results. In addition, a typed list of team members on each of the top five (5) teams is essential. All names must be spelled correctly.
- l. The State FFA Executive Secretary/Treasurer will send state event information to each team designated to advance to the state level, each district advisor, each district event host, and each soils event committee member. This information will be sent following the last district event.

#### **10. Greenhand Fire-up:**

- a. Schedule the date, location and facilities as early as possible.
- b. Work the District FFA Officers in planning an interesting agenda of activities to orient and motivate FFA Greenhands to set goals and excel to their highest potential in Agricultural

Education and the FFA. The program of events should be activity based.

- c. Schedule resource persons and secure materials well in advance.
- d. Plan refreshments and/or meals, which will be satisfactory to the participants and within the budget.
- e. Prepare a budget to cover all income and expenses. It is recommended to have a pre-registration fee to cover preliminary expenses and "no-shows".
- f. Be sure District FFA Officers assist with clean up responsibilities.
- g. Plan activities or responsibilities for local chapter advisors.
- h. Send "Thank You" notes to all appropriate individuals.

#### **11. \*Sub-District and District FFA Leadership Events:**

- a. Schedule the date, location, and facilities as early as possible or at least prior to the Iowa Association of Agricultural Educators Conference.
- b. Read and study the FFA Blue Book.
- c. Contact and confirm qualified people in December or January (or 1-2 months in advance of the event) to serve as event judges. At this time they should be notified as to specific event, date, time and location. There are to be three judges per event. (Ag Sales and Job Interview Events each need 4 judges because one of them will role play the customer for the Ag Sales Event and employer for the Job Interview Event.) It is recommended you also have a couple backup judges in case of emergencies.

- d. At least two weeks prior to the event, provide judges with event rules.
- e. Designate FFA advisors who are familiar with the specific events to serve as event chairpersons. These instructors should not have teams or members competing in the particular event he/she chairs.
- f. Schedule timers, door watchers, waiting room supervisors, runners and other appropriate helpers as needed for specific events.
- g. Event envelopes will be sent from the Iowa FFA to sub-district advisors for sub-district leadership events and district advisors for district leadership events. Envelopes should be received three or more days prior to the sub-district or district leadership events.
  - i) The following materials will be included in the envelopes:
    - a) FFA Creed Speaking-- Four copies of the three FFA Creed Questions – one for the chairperson and one for the judge.
    - b) Conduct of Meetings-- Five copies of the two Conduct of Meetings abilities and items of business plus four copies of the five questions to ask each team – one copy for the chairperson and one for each judge. The two extra copies of abilities and items of business are for use by teams when performing.
    - c) Parliamentary Procedure-- Four copies of the five abilities and items of business for Parliamentary Procedure and four copies of the five questions to ask each team – one copy for the chairperson and one for each judge.
    - d) Extemporaneous Speaking— Seven copies of the three Extemporaneous Speaking Event Topics – one for the chairperson, one for each of the judges, and three for participants to use in the preparation room.
    - e) Job Interview— One copy of the Job Interview application to be copied as needed.
    - f) Radio Broadcasting-- Radio copy that may include the Sunriser, Ag Watch, Expanded Weather Summary, and local weather forecast. Copies for contestants will need to be made as necessary.
  - ii) These envelopes are **NOT** to be opened before the event by anyone, not even the District FFA Advisor! The event envelopes are to be opened only by the event judges or the event chairperson after the judges have entered the event room.
- h. Determine event and waiting room locations; put up signs to clearly indicate location. No participants are

- to be permitted in the event rooms prior to their performance.
- i. The night before leadership events, the Sub-District/District advisor with the assistance of selected helpers should set up each event room.
  - j. In final preparation for each event, refer to the checklist included at the end of each CDE rule section.
  - k. Collect dues from participants who are not listed on chapter rosters as active members. Then send dues, names and addresses of new members to the state office.
  - l. Schedule a meeting for judges and event chairpersons one-hour in advance of the events.
    - i) Review the importance of adhering to event rules.
    - ii) Explain the Gold, Silver, Bronze and Participation rating system. (There is no set number or percentage that needs to be ranked in each award division. Participation is used only in cases of rule violations).
    - iii) Place special emphasis on the importance for judges to write a meaningful and complete critique of each participants and/or team's strengths, weaknesses, and suggestions for improvement. Do not write on participant's material, but rather use critique sheets provided.
    - iv) Thank the judges for their contribution of time and expertise. In addition, write "Thank You" letters following the events. Include a copy of the event results summary.
  - v) Provide coffee, milk, juice, and donuts or rolls for the judges and Ag Ed instructors.
  - vi) Provide a free meal ticket if a meal is planned.
  - vii) Invite judges to attend the conference program and/or announcements of results. Recognize the judges as a group at this time.
  - m. Utilize the assistance of the incoming district advisor and past district advisors to help supervise these responsibilities:
    - i) Review of results for completion
      - a) Each participant or team must be rated Gold, Silver, Bronze, or Participation.
      - b) Participants and teams to advance to the next level of competition, must be clearly designated.
      - c) Check to see that final results entered in the online CDE system correspond with the judges' summary forms.
      - d) Chapters and individuals must be listed by the school's town. If the chapter's name is also stated, it is to be typed in parenthesis following the town. For example: Alleman (North Polk), Troy Mills (North Linn), Marion (Linn-Mar).
      - e) Spelling of names should be checked for accuracy.
    - ii) Enter results in the online CDE system.
    - iii) Print CDE certificates (unless other methods are being used to deliver the certificates.

- iv) Preparation of chapter packets
- v) Organization of materials to be advanced to state events
  - a) Reporter's Scrapbook
  - b) Secretary's Book
  - c) Treasurer's Book
- vi) Organization of other materials needed by the Iowa FFA
  - a) Original official judges' yellow summary forms (The correct spelling of all participant names is very important: these names must be typed on the judges' yellow summary forms.) School town post offices are needed; if the chapter is also listed, it is to be in parenthesis following the town.
  - b) A typed list of the newly elected district FFA officers including their names, homes addresses, home telephone numbers, and school post office town.
  - c) A copy of the conference program.

be completed at least one week prior to state judging.

- d. Obtain judging forms, summary forms, and critique sheets from the FFA Blue Book or online CDE system.
- e. Contact and confirm qualified people in December (or 1-2 months in advance of judging) to serve as proficiency award judges. At this time they should be notified as to specific event, date, time and location. There are to be three judges per event. Sometimes judges may be assigned more than one proficiency area.
- f. At least two weeks prior to the district judging, provide each judge with a copy of the event rules.
- g. Collect dues from participants who are not listed on chapter rosters as active members. Then send dues, names, and addresses of new members to the state FFA Executive Secretary Treasurer.
- h. Schedule a meeting for judges a half-hour in advance of the judging.
  - i) Review the importance of adhering to all agricultural proficiency award rules.
  - ii) Explain the Gold, Silver, Bronze, and Participation rating system. (There is no set number or percentage that needs to be ranked in each award division. Participation is used only in cases of rule violations.)
  - iii) Place special emphasis on the importance for judges to write a meaningful and complete critique of each participant's strengths, weaknesses, and suggestions for improvement.

## **12. \*Agricultural Proficiency Application Judging (For District Advisor-Elect)**

- a. The incoming district advisor should coordinate the judging of agricultural proficiency awards at the district level.
- b. Schedule the date, location and facilities for judging as early as possible.
- c. The due date should be established by the incoming district advisor through communication with fellow FFA Advisors. The Judging MUST

- iv) Provide coffee, milk, juice, and donuts or rolls for the judges.
- v) Thank the judges for their contribution of time and expertise.
- i. The district advisor, district advisor-elect and sub-district advisors should be present to answer judges' questions. No other advisors are to be present unless they are asked in advance to serve as official ag proficiency award judges. If advisors are judges, they are not permitted to judge agricultural proficiency areas that include applications from their own students. In addition, they are not permitted to circulate around or converse with judges of other ag proficiency areas.
- j. Make sure all participant names are spelled correctly on summary sheets. School town post offices are to be listed too. If the chapter is specified, it is to be in parenthesis after the town. For example: Alleman (North Polk), Troy Mills (North Linn), Marion (Linn-Mar).
- k. Check to see that each application is designed as Gold, Silver, Bronze, or Participation on the summary sheet for each agricultural proficiency area of competition.
- l. All agricultural proficiency award applications advancing to state, judges score forms, and summary sheets (yellow) **MUST** be received by the Iowa FFA sometime at least one week in advance of the agricultural proficiency application judging on the state level. Please alphabetize all the ag proficiency applications by area when submitting them for state judging (start with

agricultural communication and end with wildlife management.)

- m. ALL critique sheets and a copy of the summary sheets is to be forwarded to the district FFA advisor.
- n. All proficiency applications that do not advance may be returned to the respective chapter that night or at District Convention.
- o. The award certificates can be printed using the online CDE system.
- p. Write "Thank You" letters to the judges following the district events. Include a copy of the agricultural proficiency award's results.

### **13. District FFA Leadership Conference**

- a. Schedule the date, location, and facilities as early as possible or at least prior to the Agricultural Education Conference.
- b. Select a district FFA conference theme with the district officers.
- c. Cooperative plan conference activities with the district FFA officers; assign responsibilities.
- d. Contact speaker and other program participants to allow time for response and preparation.
- e. Plan the agenda and design a conference program. Then arrange for printing the programs.
- f. Plan a menu and determine a fee for meal costs.
- g. Establish a registration procedure.
- h. Utilize FFA members from the host chapter and district FFA officers to set up the conference sessions meeting room. (Chairs, officer stands, paraphernalia, podium,

microphone, delegate signs, banners, etc.

- i. Have a well-organized election procedure for district officers. Inform all chapters of the screening and election process well in advance.
- j. Prepare a display of officer books and proficiency award applications not advancing to state events.
- k. Plan and conduct an organized clean up procedure involving the host chapter's members and district FFA officers.
- l. Conduct a combined meeting of the past and newly elected district FFA officers.
- m. Send event and other conference materials to chapters that did not take them home.
- n. Write necessary "Thank You" letters.
- o. Prepare a press release on conference highlights and event results. Send a copy to area radio and TV stations and newspapers.

#### **14. \*Review of SAE Records with Iowa FFA Degree Applications**

- a. Chair the Iowa FFA Degree and SAE records evaluation process.
- b. Be sure that each sub-district elects evaluation representatives at the Agricultural Education Conference. Three evaluation representatives from each sub-district will serve on a rotational basis (three-year terms). These persons must have completed two or more years of teaching. In case of a resignation, have the sub-district advisor appoint a replacement for the balance of the term.

- c. Discuss instructions and the review process at the State FFA Board meeting in December.
- d. Inform FFA chapter advisors to postmark or deliver one copy of the Iowa FFA Degree application to the district FFA advisor on or before the date established by the district FFA advisor. Have all appropriate SAE records in the possession of the district's SAE record book review committee prior to the time of evaluation.
- e. Safeguard Iowa FFA Degree applications and applicants' record books while they are in your possession so that no authorized persons have access to them.
- f. Require no specific record keeping system; however, do require specific records to be kept for all ownership and agricultural placement programs.
  - i) business agreements
  - ii) inventories (beginning and ending) – when appropriate
  - iii) itemized income
  - iv) itemized expenses
  - v) hours worked – when appropriate for agricultural placement programs
- g. Organize this evaluation so each sub-district will review another sub-district's applications. Have sub-committees in separate rooms. Make sure that sub-committees are not permitted to communicate. Do not allow any additional instructors to attend this evaluation and review.
- h. Be responsible to see that all sub-district committees are consistent with their evaluation process.
- i. Return all SAE records to each student's FFA advisor.

- j. Advance each student's Iowa FFA Degree District Review Committee Evaluation Form plus the Iowa FFA Degree Application reviewed by the District Review Committee to the Iowa FFA Executive Secretary/Treasurer by the date designated.

Secretary/Treasurer regarding problems, potential concerns, rule interpretations, and policies whenever necessary.

- c. Personally contact each FFA advisor of chapters which are late in submitting their chapter's program of activities and/or active member dues. Warn these chapters of the penalty for being delinquent. This should be done by phone and/or letters immediately following the National FFA Convention.
- d. Put the State FFA staff on the district's mailing list to keep these persons informed of all district activities.
- e. Be prepared to deal with stress brought about by local chapter advisors and others objecting to current and previous event rules and board policies.

### 15. Additional Things to Do:

- a. Involve official FFA Alumni members to the greatest extent possible throughout the year.
  - i) Event judges (leadership and judging events)
  - ii) Event runners and/or door persons
  - iii) Courtesy corps for district conference
  - iv) Meal servers
  - v) Program participants for camps and conferences
  - vi) Refer to the National FFA Alumni Handbook for additional ideas
- b. Establish close communication with the State FFA Executive