Good Morning Everyone,

We hope that everyone enjoyed their winter break! Things have been very active here at the State Office as we plan for all of our spring and summer events. Below is some updates and reminders for the next couple of months. Let us know if we can answer any questions.

Highlights:

- **2019 NYAAE June Conference Registration is OPEN!**
- **Roster Deadline is Fast Approaching!**
- **NYS FFA Award Application Deadlines Included**
- **State Convention Information**
- **Camp O**

Ag Ed/Professional Development Updates:

2019 NYAAE Conference News

Workshops Open Friday March 1st at 7 a.m. for the 2019 NYAAE Conference!

If you have registered to attend the 2019 NYAAE Conference, don't forget to set your alarm a little early for Friday March 1st and be sure to login to your registration and select your workshops! All workshops have a limited number of spots and will be available on a first-come, first-serve basis!

CASE Registration News

Registration for the 2019 Curriculum for Agricultural Science Education (CASE) Institutes across the country are open! **Space in each institute is limited** with registrations accepted on a first come first served basis. If you would like to attend an institute in New York, it will be important that you register early to secure a space.

In 2019, New York will be hosting the following two institutes in Lowville, NY:

July 28 - August 7, 2019 **Agriculture, Food, and Natural Resources (AFNR)** - click for details

ONLY 6 SPOTS LEFT July 28 - August 7, 2019 **Agricultural Power and Technology (APT)** - click for details

- **Lodging and Logistics**
- **Registration**

As of 2018, New York educators have attended 76 CASE institutes, this equates to almost 4,600 hours of professional development!

A generous thank you to our partners in NY for supporting 2019 NY CASE institute Scholarships: SUNY Cobleskill and the New York Association of Agricultural Educators (NYAAE)

CASE Scholarship News

I encourage you to complete **ALL scholarship applications** to garner support for your attendance as scholarships **can** be combined. Scholarships range from $1000-$2000

New York Agricultural Educators have had generous support this year for attendance at a CASE institute from SUNY Cobleskill, the NYCTE Technical Assistance Center, NYAAE, Farm Credit East, Corteva, and Cornell University.

National CASE Scholarships: The deadline is February 28, 2019, however scholarships will be granted after review of qualifications until all available scholarships have been awarded. https://nationalassociationofagriculturaleducators.cmail19.com/t/y-l-kktjiut-jjckdilll-u/

New York Farm Credit East scholarships- Application Deadline- March 15
https://www.farmcrediteast.com/industry-support/ag-education-teacher-scholarship

NYS FFA Updates:

New York's National Officer Candidate Announcement:

We are excited to share that we had four exceptional candidates this year to choose from, which made the committee's decision that much more difficult. We want to thank everyone who was involved with this process, especially the four candidates that spent time preparing to represent us at nationals. We are excited to announce that Kim Doyle will be New York's National Officer candidate this year. Please help us in congratulating her and wish her good luck as we prepare for this year's selection process.

NY FFA Roster Deadline is Fast Approaching: Friday, March 1st
- Now that NY is an affiliate state, every student in an agriculture class should have the opportunity to be included in FFA and that starts with being added to the FFA roster.
- How you enter your members into your roster hasn't changed. Seventh grade-post secondary are entered either in AET or FFA.org. Sixth graders are entered on our website: http://www.nysffa.org/membership/.
- One difference will be the invoice that you will print off after entering all of your

students. Instead of an invoice for individual membership, you will receive an invoice based off our State Affiliation Fee Scale, which can be found at the link above.

- Since sixth graders are entered in a separate system, state staff will be reviewing those entries to see if the addition of sixth graders puts you in the next fee bracket or not and if so will send an update invoice after the March 1st deadline.
- Please reach out to Catie Rowe with any roster questions.
- Additional information regarding how to enter your students on your roster is below.
- For assistance with your roster you can also call into one of the roster drop in calls this Wednesday at 2pm and 6pm. The call information was sent out in a separate email.

- Rosters are due for state approval on March 1st.
- Any students not on the roster by this date will not be able to participate in future events.
- This includes Sub-States, State Convention, State Fair, etc.
- There will no longer be a $50 late fee for members added after March 1st.
- Students can still be added to the roster after this date, I will check rosters before each event for membership and email individual teachers if I discover any issues.
- We recommend that you submit your rosters **as soon as possible**! The sooner your roster is submitted and payment received, the sooner we can submit batches to National FFA and the easier it is for you to check this off your "to-do" list!
- Chapters will only be charged based off of the state affiliation fee chart (photo attached) as adopted by the Governing Board.
- All students who attend our events will also need to have a waiver on file with the State FFA Office. These should be submitted to Nancy Grossman at nancy.grossman@cornell.edu
- If you use AET to submit your roster to FFA.org, you must log into your FFA.org account and submit your students from the local level to state (steps 10 and 11 below). Using AET to submit your roster does not automatically submit your students to state.
- The easiest (and quickest) way to renew students for the new roster year is to follow the steps below. This only works for students who are already on your roster. Any new students need to have an account created, you can find information to add members here- https://help.ffa.org/categories/add-to-roster/

Steps to Renew Memberships:
- 1- Log into your ffa.org account and go to your instructor tool box/dashboard
- 2- Go to roster tools> manage roster> manage memberships
- 3- In the search box, go to "membership year" and make sure it says "2017-2018," hit search
- 4- Check the box next to the students that you need to appear on the 2018-2019 roster.
- 5- In the "Actions" box, find "Renew Membership(s)" and make sure that "Membership Year" says 2018-2019. Select the "One Year" as the membership type for your students.
- 6- Click on "Renew Membership(s)" This will reload the page and renew students

for the new roster year. **You want to see a green bar appear at the top of your screen.** If you do not see a green bar, a red bar will appear with a hyperlink to the issue that is stopping you from submitting your roster.

- 7-   Repeat steps 3-6 for each page of your membership roster
- 8-   Once you have renewed all of your students, go back to the search box at the top, change the year to "2018-2019," hit search. This will load all of the students that you just renewed.
- 9-   Review the list and make sure that all students appear on the new roster.
- 10-   Check the boxes next to student names, scroll to "Actions"
- 11-   Click on "Submit Membership(s) to State" and make sure the green box says the number of memberships that you selected has been approved. This will reload the page to show "State" next to the students who have been submitted to State. If they say "Local" that means there is something missing with the student's profile. You can try to submit those students individually and a red box will appear with a link to where the in the profile the issue is.
- General roster information/ guides can be found here- https://help.ffa.org/categories/roster/

State Officer/Nominating Committee Applications:
Deadlines are fast approaching for these three programs. If you have any students interested please encourage them to visit this link to learn more and to apply: http://www.nysffa.org/apps/2015/9/23/leadership-awards-applications. All three of these selection processes are great experiences for students.

Students who are interested in serving at Sub-States on the District President selection committee should notify their Trustee. The Trustee will be responsible for identifying the student from each district that will serve on this committee. You can find your Trustees information at this link: http://www.nysffa.org/trustees.

State Convention Information:
- State convention registration is now open! Please make sure that you gather all of the necessary information ahead of time so that you can be efficient when you register you and your students.
- Most of the planning information need has been posted. Some of the material is still a draft as there could still be some minor changes such as room locations. Please continue to check back on the websites for updates.
- For information regarding convention please visit: http://www.nysffa.org/state-convention

New York Application/ Due Date Information:

Due March 1st
- Proficiency Award - Mail Signature Page, recommendations and personal page
- Honorary Empire Degree Nominations

- FFA Roster
-   National Chapter Award - generate the PDF of "Form 1" summary. This is three pages.
- State Officer Intent to Run due Electronically, dhill@cornell.edu

Due March 15th
- Dairy Breed
- New Chapter Jacket Award
- Student Jacket Award
- NY SAE Grant
- State Officer Application
- State Officer Nominating Committee Application

Due April 1st
- American Degree Application (tips below): Cover page of application must be submitted to the State FFA Office post marked by 4/1

District Competitions:

District 1- February 28th, John Bowne. Snow Date- March 5th

District 2- February 9th, Pine Plains. Snow Date- March 2nd

District 3- March 1st, Greenwich Snow Date March 2nd

District 4- February 12th, Delaware Academy. Snow Date- February 14th

District 5- February 2nd, Stockbridge Valley. Snow Date- February 9th

District 6- February 9th, Gouverneur. Snow Date February 12th/ 13th

District 7- February 9th, Southern Cayuga. Snow Date- February 10th

District 8- February 2nd, Jasper Troupsburg. Snow Date- February 9th

District 9- February 28th, Springville. Snow Date- March 5th

District 10- February 13th, Sherman. Snow Date- February 14th

Sub-states- March 16th. Snow Date March 23rd.
- Eastern Region- Unadilla Valley
- Western Region- Byron Bergen
- Central Region- Cazenovia

SUBSTATE SNOW/ INCLEMENT WEATHER POLICY

In case of actual or anticipated inclement weather, schools need to contact the host site and state staff by noon the day prior to the start of the event. Should less than 80 % of the schools be able to participate in a Sub-State event, that region's event would move to the snow date. If a chapter is unable to attend, but did not notify the host or state office by noon on the day before their Sub-State's event, then those students that are unable to attend will be deemed ineligible and the event will proceed as scheduled. Students must participate and place at their Sub-State event to move on to State Convention. There will be no make-up date for Sub-State events unless the event is cancelled and moves to the snow date.

Manuscripts that need to be emailed in PDF format by 11:59pm on March 6th to Catie Rowe at cmr323@cornell.edu are:

- **Senior People in Agriculture 2-4 Page Summary**

- **Prepared Speaking Manuscript**

- **Job Interview Resume, Cover Letter, Job Description, and Application.** Cover letters for Sub-States and State Convention need to be addressed to:

Ann LaFave

Cornell University

Roberts Hall, Room 140

Ithaca, NY 14853

FOR 2019- Agricultural Education/ Teach Ag LDE WILL NOT BEGIN AT SUBSTATES. This contest will have a new format for the 2019 State Convention. Stay Tuned.

NYFFA NEEDS YOU! We are still looking for **Proficiency Award Application Judges:** I am looking for teachers (preservice, student teachers and retired teachers count, too!) to grade the 2019 Proficiency Award Applications! I need **at least ten (still need 6)** teachers who are willing to spend a few hours grading this year's applications. This will all be done completely online through DropBox, there will be an orientation phone call to go over using the rubrics and scoring the applications. It is my goal that each judge will grade approximately 10 (this will depend on the final number of applications received and the number of judges). We will be offering 7 hours of CTLE credit to anyone who helps with judging applications! If you are interested in serving as a Proficiency Award judge, please reference the attached descriptions and email me directly saying that you are interested/ what areas you would like to judge (this may change depending on the areas we receive applications for.) More information about Proficiencies can be found here.

National FFA Updates:

Apply Now: National FFA Teacher Ambassador Program
Are you a teacher interested in sharing educational resources and opportunities within your state while offering feedback and ideas to National FFA? Become a National FFA Teacher Ambassador. Ambassadors attend an intensive three-day training during the summer at the National FFA Center

in Indianapolis, deliver workshops on National FFA resources and opportunities, promote resources on social media, and provide relevant feedback to National FFA. Go to the application for more information about the program (including responsibilities and expectations) and to apply. The deadline is March 1 at 11:59 p.m. ET.

Honor an FFA Supporter
Applications for the Honorary American FFA Degree, VIP Citation and Distinguished Service Citation applications are now open. All nominations must be completed online by June 15.
A few reminders:

- You must be logged in to FFA.org to make a nomination.
- The state advisor/executive director must approve all nominations from your state.
- To use the appropriate application, reference the application guidelines when making your nominations.
- Recipients will be announced following the August board of directors meeting.

For questions, email honorary@ffa.org.

FFA Internships Available
We're looking for college interns to fill the following positions:

Career/Leadership Development Events (CDE/LDE) Intern

National FFA Foundation Intern

SAE Summer Program Intern

2019 FFA Alumni and Supporter Grants

March 1 is the first deadline for FFA Alumni and Supporter Grants. Tractor Supply Company sponsors $500 Legacy Grants to help create and improve alumni and supporters chapters and $1,000 Legacy Grants for alumni and student members to partner together on projects. NutrienAg Solutions sponsors $5,000 Give Back to Your Roots Grants to help pay for student FFA affiliation fees, plant science-based projects and other classroom materials. Previous grant recipients must complete their grant report form by Feb. 1 to be eligible for funding in 2019. Visit FFA.org/alumnigrants for the application and report form, and check out the great materials featuring FFA members and advisors on https://radiateroots.ag.

National FFA Application Updates:

AMERICAN FFA DEGREE: APPLICANTS MUST SUBMIT COVER PAGE OF THE APPLICATION TO THE STATE FFA OFFICE
Four updates were made to the application in 2018.

Automatic Upload of Chapter & Advisor Information:
Chapter and advisor information *(name, address, school, phone, email)* now loads automatically into the application cover page. This will reduce the opportunity for the applicant/advisor to make typing errors and help to keep chapter information up to date in the FFA.org profile system.

- The information comes directly from the Chapter and Advisor profile information provided to the FFA.org profile system by the FFA Advisor.

TROUBLE SHOOTING TIPS:

- Corrections to this information cannot be made in the application itself, the authorized FFA advisor must log in to FFA.org and make the corrections in their advisor profile.

  - The application may need to be refreshed *(log out and log back in)* for the changes to show. There is also a "Refresh" button for the advisor information.

  - If a chapter advisor is missing the advisor needs to register themselves in FFA.org as the chapter advisor and request state staff approval.

  - If a chapter advisor needs to be removed from the chapter profile a state staff must make this change in the FFA.org profile system.

Membership Check:

A new automatic membership check has been added to the application. This automates the checking of membership for members, chapter advisors, state and national staff. No more, need to run tedious and time-consuming multi-year membership checks on your applicants! No more last minute, summer month, notifications from National FFA about missing years of membership. Issues will be discovered and solved prior to applications being submitted.

- The application will check the membership id number of the member profile used to start the application against National FFA Organization membership records.

- The application will check for and display all years in which the applicant was/is an FFA member from 2013-14 forward.

  - 3 years of consecutive FFA membership and membership in the current year are required to qualify for the American FFA Degree.

  - Years of membership prior to 2013-14 cannot be checked automatically in the system. This in no way prevents applicants who were members in previous years from adding those years of SAE records to the application.

- The membership check is included on the automatic Checklist in the application.

  - An application that does not show all checks "Met" on the checklist will not submit to the National FFA Organization.

TROUBLE SHOOTING TIPS:

- Members who advisors have mistakenly entered as new members instead of renewed as continuing members will have multiple FFA ID numbers. The application provides a place to add these additional FFA ID numbers so the system can find them.

- AET customers who start applications through AET need to ensure their information in AET matches that in FFA.org for the membership check to work properly.

Electronic Signatures:

The American FFA Degree has gone paperless! Signed hard copies of the American FFA Degree signature page have been replaced with an electronic signature process.

- **No hard copy forms or pages are required to be submitted to National FFA for the American FFA Degree.**

- Electronic signatures are required from:

  - Applicant - typed directly into the application when complete. Applicant must be signed in and working on the application in their own profile to be able to sign.

  - Chapter Advisor – typed directly into the application before submitting to state designated regional/state staff. For multi-advisor chapters any one of the advisor can sign the form electronically.

  - Parent/Guardian – applicant enters name(s) and email information and clicks button which sends email to parent/guardian. Parent/guardian clicks link in email to sign application.

  - Principal or Superintendent - applicant enters name and email information and clicks button which sends email to administrator. Administrator clicks link in email to sign application.

  - State Staff signature is replace by the fact that only the state staff can approve and submit the application for national review.

  - Chapter President signature has been removed.

Manual Checklist:

The Manual Review Sheet which previously became available only when a PDF copy of the application was generated has now been added to the Checklist screen of the application *(it will still print if a hard copy of the application is desired)*.

- Additional detail has been added to these checks to help local/regional/state application reviewers find problems before submitting the application to National FFA.

- A direct link to the Community Service definitions is included in this manual review.

PROFICIENCY AWARD APPLICATIONS

Two updates were made to the application in 2018.

Membership Check:

An automatic membership check feature has been added to the Proficiency Award application.

- The application will check the membership id number of the member profile used to start the application against National FFA Organization membership records.

- The application will check to ensure the applicant is a current FFA member and that the applicant has been a members for at least 12 months.

    - The membership history does not print on the PDF/Hard Copy of the application.

    - The application will check for all years in which the applicant was/is an FFA member from 2013-14 forward.

    - 12 months of records are required to complete a proficiency award so the application looks for at least 12 months of membership and confirms the applicant is a current member.

    - Years of membership prior to 2013-14 cannot be checked automatically in the system. This in no way prevents applicants who were members in previous years from adding those years of SAE records to the application.

- The membership check is included on the automatic Checklist in the application.

Automatic Upload of Chapter & Advisor Information:

Chapter and advisor information *(name, address, school, phone, email)* now loads automatically into the application cover page. This will reduce the opportunity for the applicant/advisor to make typing errors and help to keep chapter information up to date in the FFA.org profile system.

- The information comes directly from the Chapter and Advisor profile information provided to the FFA.org profile system by the FFA Advisor.

TROUBLE SHOOTING TIPS:

- Corrections to this information cannot be made in the application itself, the authorized FFA advisor must log in to FFA.org and make the corrections in their advisor profile.

    - The application may need to be refreshed *(log out and log back in)* for the changes to show. There is also a "Refresh" button for the advisor information.

    - If a chapter advisor is missing the advisor needs to register themselves in FFA.org as the chapter advisor and request state staff approval.

- If a chapter advisor needs to be removed from the chapter profile a state staff must make this change in the FFA.org profile system.

There is no change to the submission process of Proficiency Award applications this year. Applications must still be submitted in hard copy for national judging.

If you have read this far please call Catie Rowe to learn about the prize you have won and will be able to pick up at sub-states.

Camp Oswegatchie Updates:

25th Annual Duck Race!
Tickets are ready for distribution!

Why sell ducks? Any ducks sold by chapters will earn that chapter "duck bucks". For every duck sold 50% of that money will be credited back to that chapter. The money is good for one year and can be used for any camp program, summer camp, winter weekend, ropes course, or the camp store.

3 ways you can participate

1. Commit to selling a "flock" of ducks. Your chapter commits to a batch of ducks whether it be 25 or 200. Contact rwaite@oswegatie.org for the tickets. Work through students or Alumni to sell them in your community. We do not take duck tickets back so the number of ducks you request are yours to keep.

2. Our website allows individuals to purchase ducks on-line, and select which FFA Chapter they want their purchase to benefit. This means money can be allotted to your chapter with no effort from you! All you have to do is spread the word and get people to go on-line, buy a duck, and select your chapter to benefit. We will even make you a special chapter page. Contact wwaite@oswegatchie.org

3. Buy a duck for yourself, you get a chance to win great prizes and we love your support!

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FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.