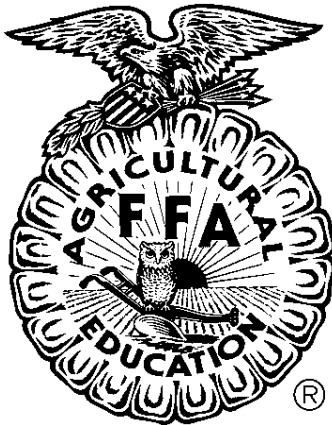


**New York  
Association of FFA**

**LEADERSHIP CDE  
HOST HANDBOOK**



**A guide to assist New York FFA  
host chapters in Hosting  
Leadership CDEs**

**Prepared by  
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2008-2009**

## **INTRODUCTION**

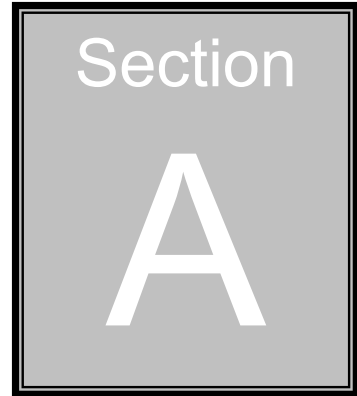
Thank you for hosting your Leadership CDEs. Enclosed in this host handbook you will find everything you need to conduct your event EXCEPT the Creed Speaking Questions, Extemp Topics, Parliamentary Procedure Items of Business and Exam, and official Job Application the Job Interview Event. *These will be sent to you closer to your event date.*

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# **GENERAL INFORMATION**

## Section A

### ***General Information***

#### **Events**

The New York Association of FFA makes available ten leadership events for its members:

<i>Jr. Creed Speaking</i>	<i>Sr. Extemporaneous Public Speaking</i>
<i>Sr. Creed Speaking</i>	<i>Job Interview</i>
<i>Jr. Prepared Public Speaking</i>	<i>People in Agriculture</i>
<i>Sr. Prepared Public Speaking</i>	<i>Parliamentary Procedure</i>
<i>Jr. Extemporaneous Public Speaking</i>	<i>Ag Issues</i>

#### **Eligibility**

Any FFA member competing in a speaking events must be currently in Junior High/Middle School (Grades 6-8) or High School (grades 9-12) and a current bona fide dues paying member in good standing with the local FFA chapter, state FFA association and the National FFA Organization at the time of his/her participation. (If in the 6th grade, National FFA dues are not paid.) If members are competing in the State and National Level event, they may be a current graduate of their high school in order to finish to which they have advanced.

The participant, while in school, must 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.

The National FFA Constitution provides flexibility to meet the needs of students enrolled in nontraditional programs. For this purpose a student must be enrolled in at least one agricultural education course during the year they participate in an event.

FFA members may advance to a national level event in only one CDE per year. If a member wins more than one event at state level they must select the CDE in which they will advance. Once a member as won a state level event in a particular event, they cannot compete in that event again at any level.

Members must compete in their own district or sectional event. If a member cannot attend a scheduled district or sectional event, the competitor may not participate in another district or section event. District and sectional hosts are encouraged to accommodate members who may have a conflict with the event date, but the district host is not required to hold a separate event for those individuals. District and sub-state events are scheduled during the previous school year (beginning in 2008-2009). The event may be rescheduled in the event of inclement weather.

## Disqualification

The following infractions will disqualify a speaking event participant:

- A. *Not submitting the proper bibliography for a prepared manuscript.*
- B. *Proof that plagiarism has occurred.*
- C. *Cheating. Any participant sharing information at the event site with another participant will be disqualified. This includes sharing questions asked during the event or other information that would give someone a distinct advantage in the event.*
- D. *Unauthorized use of personal electronic communication devices during an event. Participants will not be allowed to utilize personal electronic communication devices, other than those approved by the event officials, during the entire course of the event. Participants who access personal electronic communication devices without prior approval of the event officials will be disqualified.*

In order for an individual and/or team to advance to the next level of event (ie. from district to sub-state; from sub-state to state), an individual and/or team must have qualified at the qualifying event having been onsite to advance to the next level. When qualifying as a team, the minimum number of participants must be present and qualify to advance.

## Substitutions

Substitutions are allowed on teams when moving from one event level to the next. Students can be replaced or added to a team not to exceed the number of students listed in the eligibility requirements of that event (3-7 members for Ag Issues and 6 for Parliamentary Procedure).

If an individual in an individual speaking event is unable to advance to the next level of event, the student must inform the New York FFA Office and the next student that was ranked in the event will be invited to participate in the next level of event. No substitutions from a chapter are allowed in individual events.

## Levels of Leadership Career Development Events

- Local: Speaking events begin at the local level. All local events are under the direction of the local FFA advisors who set local policy for how members are selected to represent their FFA chapter. Local events can be completed at the chapter's discretion prior to their district event. The number of participants allowed to advance to the district event varies in each district. Check with your district trustee to find out if there are any restrictions.
- District: District events must be held by March 1 and organized by the District Advisor. There will be one event for each district. Events are held either immediately after school at the host chapter's school, or during the day on a Saturday. These events, depending on the number competitors and efficiency of the event, may last several hours. All competitors must follow the rules as set forth by the New York Association of FFA. Up to four representatives will be selected to advance to the sub-state event for each of the events. Two will advance from sub-state to the state level. Judges may elect to send less than four based on evaluation.

- **Sub-State:** Sub-state events shall occur during the month of March. Chapters who want to host a sub-state event shall submit a letter requesting so (with dates) to the NYS FFA Governing Board who will make the final decision at the April meeting preceeding the requested date. The top two competitors at each substate will advance to state competition.
- **State:** All state level leadership development events are held in conjunction with the State FFA Convention. The state events will be coordinated by the State FFA Executive Secretary prior to the convention and the CDE coordinator at the State FFA Convention. All competitors must follow the rules in each of the specific speaking events as set for by the New York Association of FFA. All CDEs will have a finals round at the convention with the Sr. Prepared and Sr. Extemporaneous Speaking CDEs having a semi-final round to select the three finalists.
- **National:** The following events advance to the National FFA Convention: Jr. Creed Speaking, Sr. Prepared Public Speaking, Sr. Extemporaneous Public Speaking, Agricultural Issues, Parliamentary Procedure and Job Interview. Individuals/teams selected as state winners will advance to the National Event. All rules set forth by the National FFA Organization are followed at this level. All Leadership events must be certified by the State FFA Executive Secretary by June 15. If an individual/team is unable to compete at the National Event, the second place individual/team will be offered the opportunity to compete. It is the responsibility of the advisor of the winning individual/team to coordinate travel to the National FFA Convention and the national event. Each state winner will receive a packet from the NYS FFA Office containing details and forms following certification.

## **Hosting District and Regional Leadership Events**

It is the hope of the NYS Association of FFA that all chapters take turns hosting district and regional leadership career development events so that travel pressures and responsibilities are distributed equally among the chapters. Chapters that are at geographic extremes may choose not to host the event because of travel requirements for the other participants, however all chapters will be considered as possible hosts regardless of their location. First year teachers are discouraged from hosting because of the enormity of the responsibility.

Regardless of location, the district president's school is the host school and thus charged with organizing the event. The event may be held at an alternate location if mutually agreed upon by the chapters in that district, but the district president's advisor is still coordinator of the event. If a district does not have a president, the regional trustee will be responsible for coordinating district events. District advisors may take responsibility of coordinating the event if the regional trustee is NOT from their district. State officers will be available to assist their local district hosts as their schedule's permit.

District event dates, times and locations will be set prior to the start of the school year. In the event of a weather or emergency-related rescheduling, the district host will coordinate with the current district president to reschedule the event. It is the responsibility of the district host to select judges for each event and coordinate all material provided to them in the Leadership CDE Host Handbook provided by

the New York FFA Office. District hosts are encouraged to ask chapters to bring a judge or two if the need arises.

The sub-state leadership event location, date and time will be selected the previous year by the Governing Board and posted on the state FFA calendar. Host schools must select judges and provide materials for the events. The state FFA office will distribute sensitive event materials (speaking topics, tests and questions) through the district advisors.

Each host will be provided with a complete host handbook containing step by step information on how to run a speaking event in addition to all of the necessary rules, scorecards and result sheets. This handbook is available on the NYS FFA website.

### **Special Needs**

Any participant requiring special assistance must contact the host of the event so all possible opportunity is given to address the member's needs.

### **Awards**

The State FFA Association will provide awards for district winners and runners-up funded through the New York FFA Leadership Training Foundation, Inc. as funding is available. Awards will also be provided to sub-state and state winners.

### **Tests, Speaking Topics and Questions**

Tests, speaking topics and questions are considered confidential information. Only the judges will be permitted to view this information. It will remain sealed until the start of the event. This information includes Creed questions, Extemporaneous Speaking topics, and Parliamentary Procedure items of business and test questions.

This confidential information is provided by the New York FFA Executive Secretary. Once an event is completed ALL confidential information must be returned to the New York FFA Office. Advisors and competitors are not allowed to reproduce this information. Once all of the events have been held, some information may be available to advisors to help prepare their students.

### **Official Dress**

Proper Official Dress (Taken from the FFA Official Manual page 10). Participants are expected to observe the National FFA Code of Ethics and the proper use of the FFA Jacket during events. Proper Official Dress is HIGHLY RECOMMENDED at all levels of the career development events.

Proper Official Dress consists of the following:

Males: Official FFA Jacket zipped to the top, black slacks, black socks, black dress shoes, a white collared-shirt with official FFA tie.

Females: Official FFA Jacket zipped to the top, black skirts or pants are acceptable, white-collared blouse with official FFA blue scarf, black dress shoes with a closed heel and toe, black nylon hosiery. The skirt is to be at least knee

length, hemmed evenly across the bottom, with a slit no longer than two inches above the knee, excluding the kick pleat.

All members should look neat in their appearance with shirts tucked in and ties and scarves tied properly.

### **Rules and Procedures Review**

State FFA rules for speaking events will be reviewed annually by the State FFA Executive Secretary to keep current with any changes forwarded from the National FFA Organization. Rules and procedures may be revised to address concerns or changes in the various events – the standing CDE committee of the FFA Governing Board will review CDEs on an annual basis to make recommendations. These recommendations will be presented to the State FFA Governing Board for acceptance or rejection. The Governing Board has the right to forward any rule changes to the delegates at the State FFA Convention for a final vote.

### **Procedures for Starting New FFA CDE**

The development of new Career Development Event proposals are the responsibility of the FFA Governing Board. New Career Development Event proposals may be submitted in writing to the Governing Board by a local FFA Chapter, FFA Trustee, FFA State Officer, or NYAAE Executive Council. Career Development Event proposals are to include: rules, eligibility, budget of proposed costs, source of funds, award structure, below State level elimination, dates, place (i.e. State Fair, FFA Convention, etc.), suggested superintendent and assistants, justification including relationship to curriculum. Career Development Event proposals, after initial approval, are referred to the FFA CDE Coordinating Committee for review and recommendation. FFA Career Development Coordinating Committee makes recommendations to the FFA Governing Board to approve for trial basis, disapprove, or continue with modifications. The FFA Governing Board will request NYAAE members serve as superintendent and assistants for the Career Development Event. The appropriate coordinator suggests superintendent to the Board. The FFA Governing Board approved Career Development Events are conducted on a one-year basis with evaluation by FFA Career Development Event Coordinating Committee.

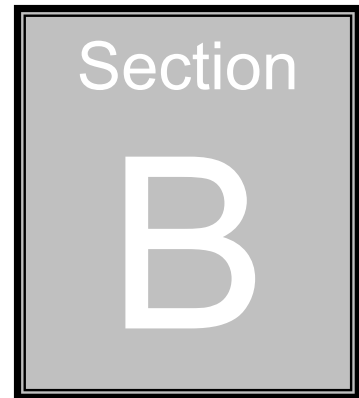
FFA Career Development Event Coordinating Committee will make recommendations on the CDE continuation and revisions to FFA Governing Board. The FFA Governing Board will endorse or reject the new Career Development Event.

### **Commonly Asked Questions...**

- Q: How many events is a student allowed to participate in?
- A: A New York FFA member may participate in multiple Career Development Events up to and including the state level. However, if the member wins more than one state level CDE, they must select ONE to advance to nationals.
- Q: What happens if a first or second place individual/team that is to advance to the next level of event cannot compete?

- A: If either the first or second place individual, depending upon the level of event, cannot compete in the next level of event, the next individual/team in line will be asked to compete.
- Q: If there is only one individual or team competing in an event at the district event, do I or our team still need to compete?
- A: YES. Any individual or team who wants to advance to the next level of event must compete in the prior level event even if they would automatically advance based on the number of competitors.
- Q: Can I use props in my Prepared Speech presentation?
- A: No. Props are not allowed at any level of the event.
- Q: Can people sit in and watch members competing in the various events?
- A: An open door policy for those who wish to observe the event can be permitted at the discretion of the event host and district advisors. However, no one can enter or leave the room during a participant's performance. If an open door procedure is used at the event site, there MUST be a holding room for competitors in the Creed events as the same questions are used for all participants. If participants wish to have a closed door policy, advisors in attendance at that event shall decide.
- Q: Who should break a tie in a speaking event?
- A: It is the responsibility of the judges to make the final decision. One winner must be selected. In addition, all participants should be ranked in case the first and/or second place participants cannot advance to the next level. Remember the decision of the judges is final.
- Q: When and to whom are the manuscripts to be sent for the Prepared Public Speaking Event and the Resumes and Cover Letters for the Job Interview Event?
- A: The Prepared Speaking manuscripts and Job Interview material must all be POSTMARKED TEN DAYS before the scheduled event and sent to the host advisor of the chapter coordinating the event.
- Q: Can I change my Prepared Speech manuscript or Job interview materials after I have competed?
- A: YES. Changes are allowed between events. The main thing is that you get the materials to the host advisor POSTMARKED TEN DAYS before the event.
- Q: Are there published Extemporaneous Speaking Event topics that the participants can practice and study?
- A: No, there are no prepared topics for participants to practice with before the event. The first time the students see the topics will be at the event. Refer to the rules of the Extemporaneous Speaking event to see what general topic areas will be covered.

Questions???....Contact the New York FFA Office at Cornell (607) 254-2880.



# **STEPS FOR SETTING UP A DISTRICT OR SUB-STATE LEADERSHIP EVENT**

## Section B

### ***Steps for Setting up a District or Sub-State Event***

**Please read this section thoroughly**

**START EARLY.** Setting up your district speaking event is not as difficult as you may think. Following is the information needed to conduct a successful event. The most common advice given by past hosts is to get started early. This will help the event run smoothly and be more enjoyable for you as a host, students and teachers participating, as well as those judging the event. Remember, FFA Advisors must seek approval from school administrators for travel – some must complete paperwork a year in advance. Planning early is crucial for the success of the event.

#### **Selecting a Date**

Choose a date that works best for you and the other chapters in your district. Make sure to avoid conflicts with other events. If using university judges consider coordinating the date of the event with their availability (i.e. winter break). Once the date is confirmed, contact the New York State FFA office so that it can be publicized.

In case of a cancellation/change, make sure to inform the New York FFA Office and all the chapters in your district immediately. In case of inclement weather, work to accommodate the other chapters in the district.

#### **Contact the chapters**

Information from the District Hosts must be sent to the chapters in the corresponding districts no later than December 15<sup>th</sup> for district events and February 15<sup>th</sup> for Sub-state events so all chapters know about the details of the event including:

- A. *Start time.*
- B. *Directions and parking instructions.*
- C. *Where and when and who to submit copies of manuscripts, resumes and cover letters. Remind advisors that event materials must be postmarked two weeks prior to the event date or the participant will lose 25 points from their final score for each day late.*
- D. *Registration information.*
- E. *Number of judges to bring.*
- F. *Meal arrangements.*
- G. *Participants in the Parliamentary Procedure Event must wear name badges (measuring about 3" x 5") so that they are clearly identified for the judges. Name tents may be substituted.*

- H. *All participants must be active, dues paid members at the time of participation in the district and/or sub-state event.*
- I. *Finally, OFFICIAL FFA DRESS is strongly recommended as defined on page 10.*

## **Selecting Judges**

Three judges are needed for each of the leadership events. It is always a good idea to select people who are familiar with agricultural topics, communications, FFA, etc. Judges may evaluate more than one event depending on the number of participants. For example, judges may be able to judge Jr. and Sr. levels of the same event. Judges may include: School teachers or coaches from the host school or neighboring schools, principals, guidance counselors, FFA alumni members, retired teachers, Farm Bureau members, farm/commodity organizations, farm/agribusiness related individuals, civic organization leaders (Women's Clubs, Kiwanis, Rotary, Lions, Toastmasters etc.), university representatives, fellow agricultural education instructors in schools not having participants in particular events just to name a few. Parli Pro judges should have prior knowledge of the contest. Consult the state office for qualified Parli Pro judges in your area.

## **Orientating Judges**

Once judges have been selected, it is important that they receive a copy of the rules and scorecard in advance of the event so they can review and ask questions. Judges for the prepared speaking and job interview events are expected to evaluate the manuscripts and resumes prior to arriving at the event. Job interview judges require one set of scorecards for each participant in the event.

The day of the event, make sure to have an orientation meeting with judges before the event begins. Ask all judges to report to your school 30 minutes before the start of the event. This is the time to clarify any questions judges may have. These 30 minutes will give the judges an opportunity to review the rules and get prepared to judge their particular event. Judges need to understand the rules and procedures for their event and know what to be watching for when judging. This is a great time to answer any last questions your judges may have and help them feel comfortable with what you have asked them to do.

The judges are the individuals who make the final decision of the placing of the participants in the event. If they need to consult with each other, they may do so as they must break any ties. They also must use their best judgment in determining penalties for prompting, use of notes, etc. The decision of the judges is final.

Before the event ends: Make sure all judges have signed the OFFICIAL RESULTS sheets. Judges must return confidential information used during the event. Judges should be asked to write clearly and check the spelling of names as their sheets will be used for producing awards for the participants!

Explain the importance of completing a Judge's Comment Card for each participant or team. Contestants may receive copies of the judge's score sheet if the judge wishes to share it. Sometimes judges write comments on the score

sheets that they do not want contestants to see, so it is important to seek permission from the judge before sharing it.

### **Thank you(s) and Gifts**

Make sure to thank your judges for their time. A small gift of appreciation is always nice.

### **Tabulation Room**

A separate area should be designated by the host of the event for the judges to report to after they have completed their judging. The judges are to report to the tabulation room to turn in all scorecards, official result sheets and confidential information. The State FFA Officer in attendance at the conference may serve as the chair of the tabulation room. In this area, all judges must turn in their materials, verify their results and sign the proper documents before leaving the event site.

### **Speech Manuscripts, Resumes and Cover Letters**

Advisors are expected to send three copies of each prepared speakers' manuscript and three copies of each job interview participants' resume and cover letter postmarked ten days before the event date or 25 points will be deducted for each school day it is late. While faxed copies are acceptable, the quality is often poor and detracts from the presentation.

Prepared Speaking manuscripts and Job Interview resumes and cover letters should be sent to the judges before the actual event date. This will give the judges plenty of time to develop questions and review the written materials since each participant receives a score for the written documents as well.

### **Timers**

Two timers are required for Prepared, Extemporaneous, and Parliamentary Procedure. One timer is required for Job Interview. Note: It may be possible to use only one time keeper for each event, however, two time keepers help in making sure that the correct time is recorded.

### **Door/Hall Monitors**

FFA members may serve as door/hall monitors to make sure no one enters or exits event rooms while a participant is presenting. Noise must be kept to a minimum in the hallways. Monitors need to make sure that once someone enters the room for an event that they stay in the room until the entire event is completed especially for Creed and Parliamentary Procedure to avoid confidential questions from being shared with those who have not yet participated.

### **Holding Rooms & Monitors**

It is REQUIRED to have a monitored holding room for participants in the Creed Event, since the same questions are asked of each participant. There has been a problem with students from the same school revealing questions before their fellow contestants have presented.

One individual is required in the preparation room for the Extemporaneous Event. This individual should be a FFA advisor or another adult to check materials brought into the Prep Room. The contestants are limited to five items:

- A. *One notebook or folder of collected materials containing NO more than 100 pages – single sided, or 50 pages double sided*
- B. *Printed materials such as books or magazines.*
- C. *Notes or prepared speeches by the participant or notes prepared by another person for the purpose of use for this event are prohibited.*

The reference materials should have been selected by the participant before the day of the event and brought with them to the event site. They are not allowed to select their references after the topic has been selected.

If topics are not pre-cut, the host advisor may cut the topics for the Extemporaneous event just before the first participant selects a topic. The envelopes are to remain sealed until just prior to the first student entering the prep room for official drawing.

The host advisor must make copies of the Parliamentary Procedure test and the motion sheets to provide one test per participant and one motion sheet per team. The advisor should cut and indicate assigned motions, or the judges can do so.

## **Room Set-ups**

Rooms should be located in one general area.

Creed, Prepared, Extemporaneous Speaking and People in Agriculture: A regular classroom set up is fine for these events. The participant will stand in the front of the room and the judges should be spread throughout the classroom.

Agricultural Issues: A regular classroom is fine – students with specific A/V or space needs will need to communicate with the host site in advance to assure accommodations are possible.

Parliamentary Procedure: See diagram in host handbook.

Job Interview - Set the room as a job interview would occur, with a table for the judges and a chair out in front of the table for the participant. A holding area will be necessary for students to request applications, fill them out and return them to a 'secretary.'

## **Event Program**

Select a location in the school where everyone can gather for a brief opening to the event. Below is a sample agenda you could follow for beginning an event.

- Welcome from the advisor
- Welcome from a school official
- Welcome from the state FFA Officer
- Explanation of how the event will operate, if there are any special rules to point out and location of the various rooms.

Some advisors have even put together a printed program for participants including room numbers for each event, judges, timekeepers, names of other individuals helping with the event and a thank you to them, a list of the schools in that district and other acknowledgments.

### **Registration Table**

Have an area set up where each participant and/or team checks in as they arrive at the event site. Once everyone has arrived, draw for the order of participation if you haven't established the order of event before this time. Remember, some people may be competing in more than one event so make sure to make adjustments in your order so you are not delayed waiting for someone. \*You should have extra 3" x 5" white index cards and pins available for Parli Pro teams and for Extemp speakers in the preparation room.

NOTE: A pre-registration form may be sent to chapters in the district so that the order of participation could be decided ahead of the event. This helps the event run more efficiently, especially if you have several individuals participating in multiple speaking events. Emphasize to the teachers in your district that you need their pre-registration forms on the specified date. Members will not be disqualified, however, if their advisor did not submit a pre-registration form.

### **Refreshments**

You may want to have refreshments for your event participants and advisors. Pizza, cheese and crackers, cookies, milk and coffee can be set up.

### **Award Presentation**

Physical and monetary awards for district winners will be provided at the District Meeting at the State FFA Convention. Results, however, should be given on site for event winners so they can be recognized and begin preparing for the next level of event – if applicable.

- Introduce the judges of the event and let winners know they can speak to the judges after the winners are announced.
- Announce that the top four winners advance to the Substate Event and announce that date or announce that the top two move on to states..
- Finally, announce winners – 4th place first; 1st place last - builds suspense. If there are more than 4 participants, do not list the ranking of the participants that do not place.

### **State Officer Role**

Local state officers will be available to help with events with the exception of district presidents participating in events. The state officer is available to help with anything you need them to do including meeting and greeting participants, registration, giving a welcome, escorting participants to their event rooms, monitoring the holding room or Extemp Prep room, handing out awards, timing, etc. The state officer SHOULD NOT serve as a judge for any event. The state

officer may be able to clarify questions concerning your event, however, if there is a major question or concern, please call your Executive Secretary at office: (607) 254-2880 or home: (518) 832-0313.

### **SEND IN THE SIGNED RESULT SHEETS IMMEDIATELY AFTER YOUR EVENT!**

We need this information for the sectional event. Please make sure all participant names are spelled clearly and correctly and that their chapters are listed on the result sheet. THE RESULT SHEETS ARE LOCATED IN THE BACK OF THIS HANDBOOK. ALL OFFICIAL RESULTS MUST BE RECORDED ON THESE FORMS.

### **Suggestions from Past Hosts**

Below are suggestions from past hosts. Use those that you feel can add to your event. They are not required.

- A. *Strongly urge advisors to send in their pre-registration and make sure it is accurate. Although this is not a requirement, make sure advisors understand that you need that information to efficiently prepare for the event. Encourage advisors to avoid last minute cancellations!!*
- B. *Give certificates to all participants. Create something nice but simple on your computer.*
- C. *Make a judge's packet for each judge. Envelopes that contain extra sets of rules, paper for participants, judges score sheets. Everything the judges need!*
- D. *Plan Ahead! Plan Early! Have Plenty of Help! Start early and contact local businesses for judges.*
- E. *Assign each advisor in your district to an event. These advisors can then serve as an event superintendent to oversee an event and answer questions judges may have.*
- F. *Use two-way radios. Give one to a responsible student at the registration table and the other to the advisor. This is a way the students could contact the advisor at anytime if questions arise.*
- G. *Each school in the district suggest up to 3 judges for the event to help host locate enough judges. Have a couple back up judges if some don't show.*
- H. *Make your own special thank-yous for the judges. Provide each judge with a pen set or FFA portfolio as a thank you. This was presented the day of the event so there was no "after the event work." Another idea is to present flowers to judges as a thank you.*
- I. *Put handbook in a three-ring binder and follow it. Everything is there that you need.*
- J. *Have a checklist for each event. We forgot to get a gavel out for Parliamentary Procedure. Checklists help make sure you have everything you need.*
- K. *Color-code your report sheets so the judges notice them. I did that and all events except one came out with them signed and ready.*

- L. Organize forms by each event as a sub packet. Everything needed for Parli Pro, everything needed for Prepared, etc.*
- M. Have one central location for Registration/ Information- where anyone can go if they have a question.*

## ***District Speaking Event Check List***

- Set date and time for event and contacted New York FFA Office.
- Sent event information to district chapters along with pre-registration form
- Send out a press release to local area announcing the event.
- Contacted 3 judges for each of the following events...
  - a) Jr. Creed \_\_\_\_\_
  - b) Sr. Creed \_\_\_\_\_
  - c) Jr. Prepared \_\_\_\_\_
  - d) Sr. Prepared \_\_\_\_\_
  - e) Jr. Extemp. \_\_\_\_\_
  - f) Sr. Extemp. \_\_\_\_\_
  - g) Parliamentary Procedure \_\_\_\_\_
  - h) Job Interview \_\_\_\_\_
  - i) Ag Issues \_\_\_\_\_
  - j) People in Ag \_\_\_\_\_
- Selected time keepers for each event.
- Contacted FFA members to serve as door monitors and select an advisor to monitor Holding Room.
- Selected an individual to serve as the Extemp Prep Room Monitor.
- Decided which rooms in the school will be used for the various events.
- Selected individuals to operate registration table.
- Contacted school official to give a welcome and put together a short opening for all participants.
- Spoke with State FFA Officer about how they will assist with the event.
- Draw for the event participation order ahead of event (if okay with advisors in your district).
- Ordered or arranged for refreshments for participants.
- Received CONFIDENTIAL INFORMATION from the New York FFA Office.

- Obtained copies of a job application form (one copy per participant)
- Copied rules and score sheets for judges and sent to them so they have time to review before event.
- Copied information for time keepers.
- Sent Prepared Speaking Manuscripts to the prepared speaking judges for review and scoring.
- Sent Resumes and Cover Letters to the job interview judges for review and scoring.
- Put together a printed program.
- Extra index cards and straight pins at registration table and index cards in Extemp Prep room.
- Made extra copies of rules/score sheets for judges who forgot to bring what you sent them.
- Copied Parli Pro materials for number of participants (DAY OF EVENT)
- Rooms set-up and signs placed by doors so participants know where they're competing.
- Cut Extemp. Speaking topics into strips for drawing (If not already done)
- Have judges sign all official result sheets and collect all confidential information from judges.
- Sent OFFICIAL RESULT Sheets to the New York FFA Office and returned ALL Confidential Event Information to the New York FFA Office.

## Invitation to a District Event

December 15, 20\_\_

Dear District Chapters:

Before the rush of the Holiday Season, we would like to provide you with information about the 20\_\_ District Speaking Event which we will be hosting for District (\_#\_) in January/February. The date of the District (\_#\_) Event is \_\_\_\_\_ and will take place at the \_\_\_\_\_ High School. We will begin registration at \_\_\_\_\_.

Please park at \_\_\_\_\_ and enter through \_\_\_\_\_ when you arrive at our school.

I have enclosed a registration form that must be completed and returned to me by \_\_\_\_\_. This information is important as we prepare for the events and set up the orders of event.

Below are some general reminders:

*Please review all the rules and procedures for the events in the Official Leadership Career Development Event Handbook which can be found online at [www.nysffa.org](http://www.nysffa.org). All participants must follow the rules as published by the New York FFA Office.*

*All participants must be active, dues paid members at the time of participation in the district event. It is recommended that you bring a copy of your most recent roster.*

*FFA members participating in the Prepared Speaking Event and the Job Interview Event must include THREE copies of their manuscripts and Job Interview materials (resumes, cover letters and letters of recommendation) mailed to (\_\_\_\_\_ address \_\_\_\_\_) and postmarked by (date) or will face a 25 points deducted for each school day late.*

*Participants in the Parliamentary Procedure event must wear a name badge (measuring about 3"x 5") where the name is legibly printed and visible. Name tents may be substituted.*

*Members participating should be listed as active FFA members on your chapter roster.*

*Finally, OFFICIAL FFA DRESS IS STRONGLY RECOMMENDED for participation as defined in the Leadership CDE Handbook and the Official FFA Manual.*

We look forward to hosting the District Event. If you have any questions, please make sure to contact us.

Sincerely,

(Name of District Host Advisor)

## District Event Registration Form

**PLEASE RETURN THIS FORM BY MAIL OR FAX NO LATER THAN (DATE)**

Please help to ensure students have a quality experience by providing the names and grade level of each participating member and indicate in which event they will participate. This will help to ensure enough judges, refreshments and space are provided. Fax the form to the contest coordinator no later than (Date).

*Contest Coordinator: (Host Name)*

*Mailing Address: (Host School Address)*

*Phone: (Host Phone) Fax: (Host Fax)*

Chapter Name: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_

Chapter Mailing

Address: \_\_\_\_\_

School Phone: \_\_\_\_\_

Advisor's Email: \_\_\_\_\_

<b>Student Information</b> Please print clearly			<b>Contests</b> Please indicate all contest(s) in which student will participate									
First Name	Last Name	Grade Level	Jr. Creed	Jr. Prepared	Jr. Extemp	People in Ag	Sr. Creed	Sr. Prepared	Sr. Extemp	Job Interview	Parli Pro	Ag Issues
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												

Visit [www.nysffa.org](http://www.nysffa.org) for most recent career development guidelines and preparation materials

## Suggestions for Planning the Order of Events

Over the past several years, District Leadership Event hosts have found it very valuable to set up the Order of Events before the actual day of the event.

This helps for several reasons:

- A. *Participants will know ahead of time when they compete. District hosts can send out a schedule to the chapters or print the Order of Event in the event program.*
- B. *Setting up the Order of Events before the day of the event assists with the organization of the event so that members who are in multiple events are scheduled so events do not overlap.*
- C. *A key element to organizing your District Speaking Event is placing students in orders of event that compliment each other and allow the District Event to flow smoothly.*

Members are allowed to compete in more than one event. However, it is very important that you know which events these are so that you can place them in an order that doesn't conflict. THUS the Registration Form is a very important tool in organizing the event.

There are three events to watch for as you set up the Order of Events...

- A. *Ag Issues*
- B. *Extemporaneous Speaking*
- C. *Parliamentary Procedure*

If a member is in Extemporaneous Speaking, don't forget they need 30 minutes to prepare before they speak. It is best to start the first participant preparing 30 minutes before all other events. Example: If events start at 4:00 p.m., have first participant preparing at 3:30 p.m., then staggered every 15 minutes.

If that same student is in Ag Issues, it would be good to ask the student to come early so they can be the first one to prepare for the Extemporaneous Event and then when the event begins, you only have to wait about 15 minutes to start the Ag Issues Event.

If a member is on a Parliamentary Procedure team, that team should be scheduled as one of the very first teams or one of the last teams to compete if the member is competing in other events.

Again there is no exact way to lay out the Order of Event, because various situations can arise depending on the actual number of competitors in each event, but hopefully these suggestions will assist you.

## Sample Invitation to Judges

December 19, 20\_\_

Dear \_\_\_\_\_ ,

The \_\_\_\_\_ FFA will be hosting the FFA District Speaking Event on (Date of Event) at the \_\_\_\_\_ High School. In order for the event to run smoothly we need qualified judges to evaluate each event. We would like to formally invite you or a representative from your organization to judge an event.

The events are judged by a panel of three judges. The top four placing members/teams from each event will advance to the Substate Event at \_\_\_\_\_ High School in March. From there only the top candidates will be eligible to compete at the State Convention.

As judges you will evaluate FFA members who have put a lot of hard work, dedication and commitment into preparing for the speaking events in which they are participating. Your job is to select the members who have prepared themselves and their materials the best for this event.

All judges are asked to be present at \_\_\_\_\_ am/pm on (Date of Event) in the High School Ag Room for an orientation before the events begin. The events are usually completed by \_\_\_\_\_ pm. as long as everything moves along smoothly. When your event is done, we ask that you report to the tabulation room to submit your results. The awards are then given out and you are free to leave. This is a learning experience and members do benefit from hearing direct input from you. They may ask you questions if you make yourself available.

Please return the attached agreement by \_\_\_\_\_ so we can send you information regarding the event you would like to judge. If you have any questions, please contact me at \_\_\_\_\_ ext \_\_\_\_\_. We look forward to hearing from you and appreciate your time.

Sincerely,

(Name of Advisor)  
Agricultural Education Instructor/FFA Advisor  
\_\_\_\_\_ High School

## Judge's Reply Form

Name \_\_\_\_\_

Thank you for your interest in assisting with this important part of the FFA organization. Please check events you would like to judge and return this form to me at (address) by (date). You may contact me at (phone or email) should you have any questions or concerns.

- Creed Speaking - Students learn the FFA Creed and recite it from memory. They are expected to answer three questions about the meaning of the Creed.
- Prepared Speaking - Members prepare a script for a 6-8 minute speech. They are judged based on their presentation, manuscript and answers to 5 minutes of questions from the judges.
- Extemporaneous Speaking - Participants draw 3 topics and select one. They prepare a 4-6 minute speech based on their topic 30 minutes before their presentation. They are judged on their presentation, organization of speech and answers to 5 minutes of questions from the judges.
- Parliamentary Procedure - Teams of students demonstrate their parliamentary procedure skills in a mock meeting environment. Prior knowledge of the FFA Parliamentary Procedure contest required.
- Job Interview - Judges review cover letters and résumés prepared by the participants as well as judge a completed employment application. Participants are also judged on a 10 minute interview. Judges develop questions to ask participants based off the participant's resume.
- Ag Issues – Teams of participants prepare a presentation regarding an issue in agriculture. They have given their presentation to various community groups before this level of event. Judges evaluate and select the best presentation with the most knowledgeable participants.
- People in Agriculture – Junior High FFA members prepare a brief presentation about various careers in agriculture, focusing on one. Judges ask the participant questions about their presentation and choose a winner.
- Sorry, I will not be able to judge this year.

## ***Judge's Material Checklist***

### **Creed Events (Jr. & Sr.)**

FFA members will recite the Official FFA Creed and answer five minutes of questions by the judges.

- Three judges
- Orientation Sheet for Judges
- Copy of the FFA Creed Event Rules
- Copy of the Official FFA Creed
- Copies of the FFA Creed Score Card
- One for each participant
- Official Questions Provided by New York FFA Office
- Sum of the Rank Sheet to calculate final placing (one copy for team of judges)
- Results Sheet for Creed Event
- Copies of Comment Sheets for judges to provide comments to participants

### **Jr & Sr Prepared Speaking Event**

FFA members prepare a 6 to 8 minute (4 to 6 minutes Junior) speech on an agriculturally-related topic. Participants must submit manuscripts before the event for judges to review. Judges will ask five minutes of questions regarding the member's speech after the member's presentation is complete. Questions are developed by the judges.

- Three judges
- One Timer
- Orientation Sheet for Judges
- Copy of the FFA Prepared Public Speaking Event Rules
- 1 copy of the manuscripts from the members participating for each judge. Manuscripts should be sent to the judges at least ten days before the event so that judges may score the manuscript and develop questions for the five minute question period.
- Copies of the FFA Prepared Speaking Score Card — One for each participant
- Sum of the Rank Sheet to calculate final placing — one copy for team of judges
- Result Sheet for Prepared Speaking Event
- 1 Copy of the comment sheets for each participant for each judge to provide comments to participants

## **Jr. & Sr. Extemporaneous Speaking Event**

FFA members draw 3 topics and select one topic from a pool of 12 possible topics at the event site. The member then has 30 minutes to prepare a 4 to 6 minute (3 to 6 minute Junior) speech on the selected topic. Judges will ask five minutes of questions regarding the member's speech after the member's presentation is complete. Questions are developed by the judges.

- Three judges
- One Timer
- Orientation Sheet for Judges
- Copy of the FFA Extemporaneous Speaking Event Rules
- Copies of the FFA Extemporaneous Speaking Score Card — One for each participant
- Questions will need to be developed by the judges from the topic on which the student speaks.
- Provide the judges with an official topics list provided by New York State FFA from which each student has selected a topic.
- Sum of the Rank Sheet to calculate final placing — one copy for team of judges
- Results Sheet for Extemporaneous Speaking Event
- Copies of Comment Sheets for judges to provide comments to participants

## **People in Agriculture Event**

FFA members prepare a poster regarding careers in agriculture. They do an in-depth write-up of one career in which they are particularly interested. Judges will ask questions regarding the member's poster and chosen career after the member's presentation is complete. Questions are developed by the judges.

- Three judges
- Orientation Sheet for Judges
- Copy of the FFA People in Agriculture Rules
- Space to hang posters or display tri-fold poster boards & tape.
- Copies of the FFA People in Agriculture Score Card — One for each participant
- Sum of the Rank Sheet to calculate final placing — one copy for team of judges
- Results Sheet for People in Agriculture Event
- Copies of Comment Sheets for judges to provide comments to participants

## Job Interview Event

FFA members participate in an up to 20-minute job interview at the event site. Before the event, the members must submit copies of their cover letter and resume which are sent out to the judges and evaluated. The career objective the students select must be a job that they could enter in at this point in their life. At the event site, the participants will complete an Employment Application which is also judged. Judges are to develop their own questions based on the cover letters and resume they receive for the actual interview as well as ask basic “interview-type” questions. The final scoring of the participants includes five parts — Employment Application, Cover Letter, Resume, Interview and a follow-up letter completed after the interview.

- 4 Judges (3 to interview, 1 to score application and follow-up letters)
- Orientation Sheet for Judges
- Copy of the FFA Job Interview Event Rules
- Copy of the FFA Job Interview Event Score Sheets - One for each participant
- Cover Letters and Resumes from the members participating should be sent to the judges at least two weeks before the event so that the judges can (a) score the cover letters and resumes and (b) develop questions from the cover letter and resume for use during the interview.
- Employment Application –will be sent with judging materials from State Office
- Students will write a thank you/follow up letter after the interview which is judged by the 4th judge.
- Sum of the Rank Sheet to calculate final placing — one copy for team of judges
- Results Sheet for Job Interview Event
- Copies of Comment Sheets for judges to provide comments to participants

## Parliamentary Procedure Event

FFA members compete as a team to conduct a list of items of business and abilities. In addition, questions will be asked following the team demonstration. Only one team per school is allowed. Teams consist of six members and one alt.

- Three judges needed
- Orientation Sheet For Judges
- Copy of the FFA Parliamentary Procedure Rules
- Copy of the FFA Parliamentary Procedure Score Cards
- Results Sheet for the Parliamentary Procedure Event
- Items of Business, Abilities and Questions provided by the New York FFA Office.
- Podium and Gavel should be in place for the event — See Room Diagram.
- Participants should wear index cards with their first name pinned to their FFA jackets
- Copies of Comment Sheets for judges to provide comments to participants

## Ag Issues Event

FFA members compete as a team to deliver a presentation related to a current issue in agriculture. Teams must have given their presentation to community groups before the event. Teams must contact the host advisor to assure any special needs for their presentation can be met. Teams consist of three to seven members.

- Three judges
- One Timer
- Orientation Sheet For Judges
- Copy of the Ag Issues rules
- Copy of score sheets
- Results Sheet for the Ag Issues Event
- Possible A/V materials if teams need projectors/screens/etc.
- Copies of Comment Sheets for judges to provide comments to participants

## ***Orientation***

### **For Judges**

#### **A special note for the judges:**

Your job is very important. You will evaluate FFA members who have put a lot of hard work, dedication and commitment into preparing for the event in which they are participating. Your job is to select the member(s) who have best prepared themselves and their materials for this event based on the rules provided.

#### **Instructions:**

##### **1. Know the rules.**

Review the rules, scorecard, manuscripts (if applicable), questions, etc. carefully. Many times questions you have about a particular event are explained in the printed rules, so make sure to review these thoroughly. Ask your host FFA advisor for clarifications in any of the rules or scoring procedures. If you have questions before the event, please feel free to contact Juleah Tolosky, State FFA Executive Secretary (607) 254-2880.

Before the three judges begin an event, they should briefly discuss the rules and scoring so all are comfortable with the procedures for judging the event. Each judge will have specific points they look for in the event, however, each judge should be interpreting the rules and utilizing the scorecard in the same manner. If the judges are unclear of the interpretation of the rules, they should come to a consensus and general understanding of what the rule means.

##### **2. About Official FFA Dress.**

The Stage Presence score includes use of official dress. Proper official dress is defined as: Males: Official FFA Jacket zipped to the top, black slacks, black socks, black dress shoes, a white collared-shirt with official FFA tie. Females: Official FFA Jacket zipped to the top, black skirts or pants, white-collared blouse with official FFA blue scarf, black dress shoes with a closed heel and toe, black nylon hosiery. The skirt is to be at least knee length, hemmed evenly across the bottom, with a slit no longer than two inches above the knee, excluding the kick pleat. (Taken from the FFA Official Manual page 10).

##### **3. Assigning scores.**

Judges have been assigned the duty to make a decision of the individual(s) who will advance to the Substate event. All ties must be broken by the judges. This is not left up to the host advisor. The host advisor should have no input in the final decision made by the three judges. THE DECISION AS A JUDGE IS FINAL. There will be no reversal in the decision that was made by the judges. What judges write on the final results sheet and officially sign is final. In all speaking events, the winner is selected by Sum of the Rank. Each judge will rank the participants 1st, 2nd, 3rd, etc. At the end of the event, the ranks from the three judges will be added up and the winner is the individual with the lowest score. For example, if the three

judges ranked an individual 1st, 2nd and 1st, their Sum of the Rank Score would be 4 for that participant compared to an individual who may have been ranked 2nd, 1st, and 2nd with their final score being 5. The participant with the score of 4 would be named winner. You need to select first through fourth places. These individuals/teams advance to the Sub-State Event. You should rank additional individuals/teams in case other participants cannot attend the sub-state event.  
 Example:

Joey is ranked 1<sup>st</sup>, 1<sup>st</sup>, and 3<sup>rd</sup>

Kelly is ranked 2<sup>nd</sup>, 3<sup>rd</sup>, and 1<sup>st</sup>

Billy is ranked 4<sup>th</sup>, 2<sup>nd</sup> and 4<sup>th</sup>

Ted is ranked 5<sup>th</sup>, 4<sup>th</sup>, and 2<sup>nd</sup>

Jill is ranked 3<sup>rd</sup>, 5<sup>th</sup> and 5<sup>th</sup>

Contestant	Judge 1	Judge 2	Judge 3	Sum of the rank	Rank
Joey	1	1	3	5	1 <sup>ST</sup>
Kelly	2	3	1	6	2 <sup>ND</sup>
Billy	4	2	4	10	3 <sup>RD</sup>
Ted	5	4	2	11	4 <sup>TH</sup>
Jill	3	5	5	13	5 <sup>TH</sup>

At the end of each event, please report to the tabulation room so all your materials can be collected. All judges must sign the official results sheet and turn in any questions or materials that were given to them before the event started.

**Thank you for serving as a judge for this event. You truly are helping our young people develop into leaders of tomorrow and helping to provide them with skills that will last a lifetime.**

## Instructions for Time Keepers

Note: It is always a good idea to have two timekeepers for Prepared Speaking, Extemporaneous Speaking, and Parliamentary Procedure. In case a watch does not work or stops working or some other complication occurs, you have an additional time on which to rely. Keep in mind, with these events participants will be deducted points for being over or under time.

### Creed Event

In the Creed event, you really do not need an official timekeeper. However, it would be a great idea to have an individual present to keep the Creed participants coming in. As soon as one participant is done, this person would get the next one in order to keep the event running smoothly.

### Prepared Speaking Event

- A. *Keep the participants coming in. As soon as one is done get the next one in.*
- B. *Learn to run the stopwatch.*
- C. *See chart below. Record, to the second, the length of each speech. This is from the time they start until they stop their speech. (This is very important since participants will be deducted for being over or under time. Be accurate!)*
- D. *As soon as the speaker is finished, the judges will ask questions for 5 minutes. Time begins when the judges ask their first question. Stand up and say "time" when 5 minutes are up.*
- E. *Give the judges a moment or two to finish scoring. Ask if they are through and when they are, get the next speaker.*

Speaker	Time Start	Time End	Total time of Speech
1.			

NOTE: Once event is completed, please return stopwatches to host advisor.

### Parliamentary Procedure Event

- A. *Keep the teams coming in. As soon as one is done get the next one in.*
- B. *Learn to run the stopwatch.*
- C. *Time each team's demonstration.*
- D. *A digital clock will be provided. Start the clock from 0 and have it clearly visible to the contestants.*
- E. *Let the judges know the time after each team has left the room.*

Note: Once the event is complete, return stopwatch to host advisor.

## Extemporaneous Speaking Event

### Preparation Room Timekeeper

- A. *When a participant arrives in the preparation room, they are to select three topics from those provided to the event host. These topics should be either cut up and put in a hat or numbered and then the participant selects three numbers. The participant is allowed a few seconds to decide which one of the three topics they will speak on. ALL TOPICS GO BACK INTO THE HAT. It is possible that another extemporaneous speaker could get the same topic. Event hosts should be consulted on exactly how topics are to be drawn.*
- B. *The time keeper then needs to keep track of 30 minutes for the extemporaneous speaker to prepare. Once the 30 minutes are up the time keeper will dismiss the speaker to the event room.*
- C. *Those individuals monitoring the preparation room, please consult the rules for the amount of materials a participant can bring into the room with which to prepare. Usually the event host will give specific instructions on how to handle this.*
- D. *A new extemporaneous speaker should be brought into the preparation room every 15 minutes to begin preparation. Example time frame: Participant 1 - prepare at 3:30, present at 4:00; Participant 2 - prepare at 3:45, present at 4:15.*

### Event Room Timekeeper

- A. *Keep the participants coming in. As soon as one is done get the next one in. Make sure that each participant has had their full 30 minutes to prepare.*
- B. *Learn to run the stopwatch.*
- C. *See chart below. Record, to the second, the length of each speech. This is from the time they start until they stop their speech. (This is very important since participants will be deducted for being over or under time. Be accurate!)*
- D. *As soon as the speaker is finished, the judges will ask questions for 5 minutes. Time begins when the judges ask their first question. Stand up and say 'time' when 5 minutes are up.*

Speaker	Time Start	Time End	Total time of Speech
1.			

Note: Once the event is finished, return stopwatches to host advisor.

## Time Keeper Recording Sheet

EVENT: \_\_\_\_\_

Speaker	<i>Time Start</i>	<i>Time End</i>	<i>Total time of Speech</i>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

Time Keeper's Signature \_\_\_\_\_

## Extemporaneous Speaking Preparation Room Instructions

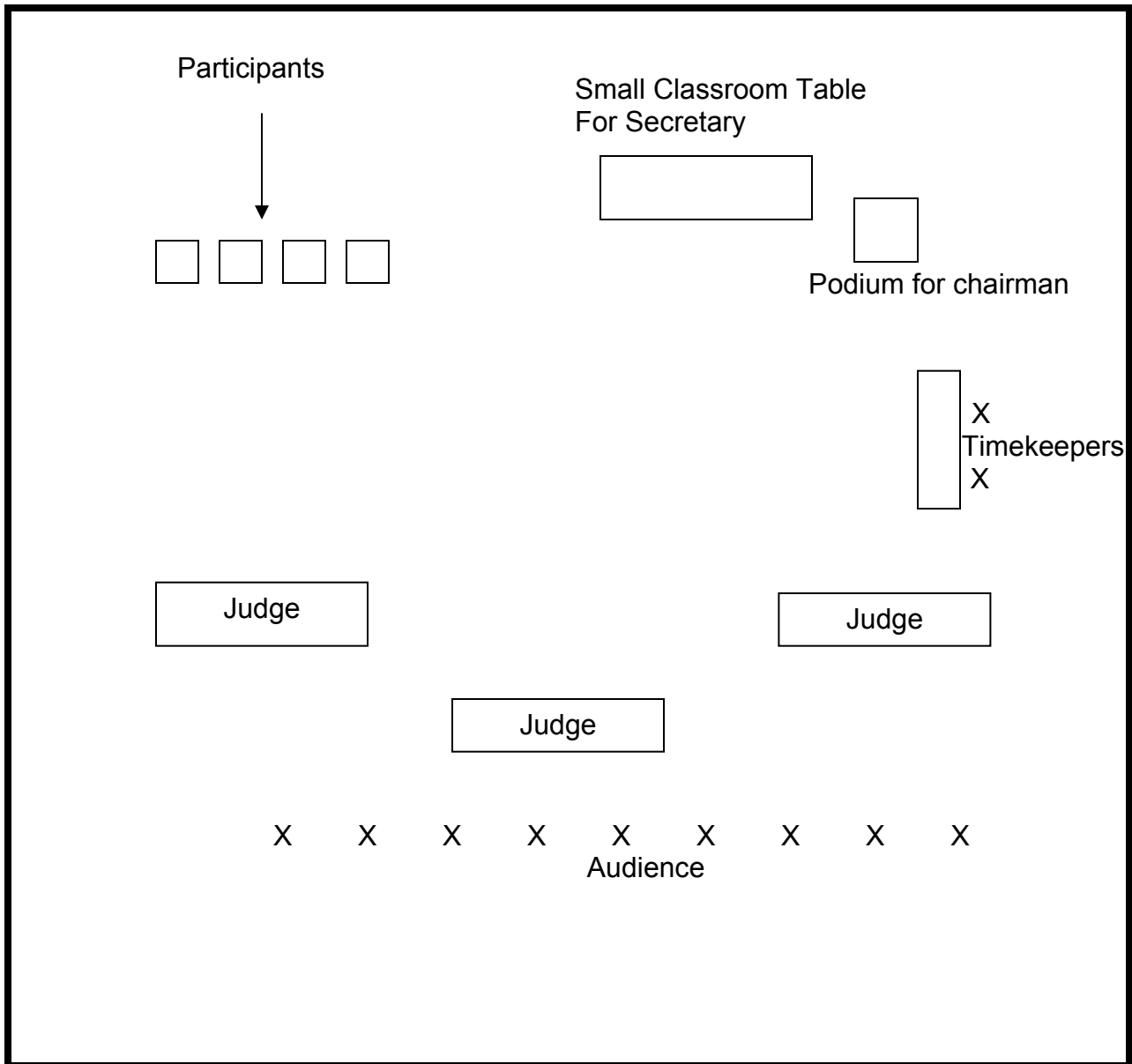
Each participant draws 3 topics. The topic titles are read to the participant orally. The participant has one minute to make selection. Make a record of topic selected by participant and be sure this is the topic the participant speaks on in the event. Return all topic numbers to "hat", so that each participant has all topic choices. Participants, therefore, might be speaking on the same topic. Participants have 30 minutes to prepare their speech.

When the participant is introduced to the judges, the topic should be read to the judges. Judges each have a copy of all possible topics which could be selected.

Speaker	<i>Chapter</i>	<i>Topic</i>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		

Return to the New York FFA Office with official results of the Extemporaneous Speaking Event Results.

# Room Diagram for FFA Parliamentary Procedure Event



















## Check In Sheet – Parliamentary Procedure

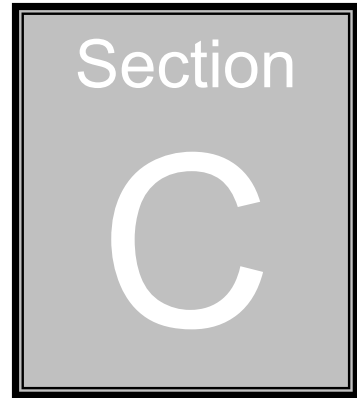
LIST ALL PARTICIPANTS AND PRINT CLEARLY (6 members)

Participant Name:	CHAPTER Name:
1.	
2.	
3.	
4.	
5.	
6.	
ALT.	
Participant Name:	CHAPTER Name:
1.	
2.	
3.	
4.	
5.	
6.	
ALT.	
Participant Name:	CHAPTER Name:
1.	
2.	
3.	
4.	
5.	
6.	
ALT.	
Participant Name:	CHAPTER Name:
1.	
2.	
3.	
4.	
5.	
6.	
ALT.	

## Check In Sheet – Ag Issues

LIST ALL PARTICIPANTS AND PRINT CLEARLY (3 min / 7 max)

Participant Name:	CHAPTER Name:
1.	
2.	
3.	
4.	
5.	
6.	
7.	
Participant Name:	CHAPTER Name:
1.	
2.	
3.	
4.	
5.	
6.	
7.	
Participant Name:	CHAPTER Name:
1.	
2.	
3.	
4.	
5.	
6.	
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Participant Name:	CHAPTER Name:
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# **LEADERSHIP EVENT RULES**

**Section C**

*Leadership Event Rules*

## **Agricultural Issues**

### **OBJECTIVES**

1. To provide an opportunity to expose a wide variety of students to the selection, research, planning and presentation of an agricultural issue.
2. To acquire knowledge and skills in community leadership for present and future use.
3. To become knowledgeable of, and familiar with a variety of local, state, national and international issues facing agriculture.
4. To understand the principles and fundamentals of agricultural issue analysis.
5. To further the awareness of agricultural issues in the local community.
6. To promote integration of agricultural issue analysis in local school academic subject matter areas.
7. To promote career choices by providing an opportunity for individuals to become acquainted with professionals in the industry.
8. To foster teamwork, leadership and communication skills.

### **EVENT RULES**

1. The purpose of the agricultural issues forum is to present a current issue to a public audience; therefore, professional ethics and standards are to be considered. Ignoring truthful information, falsifying needed information, using unreliable sources and plagiarism are violation examples which could result in disqualification. This Career Development Event will be open only to students who were regularly enrolled in agricultural education during the current calendar year, or who are still in high school but have completed all the agricultural education offered and are current FFA members. Once a student accepts 1<sup>st</sup> place state winning prize money for a contest, they are no longer eligible to compete in this contest again.
2. It is highly recommended that participants be in official FFA dress in each event. **IMPORTANT NOTE-** Please thoroughly read the Introduction Section at the beginning of this handbook for complete rules and procedures that are relevant to all New York FFA Career Development Events.
3. Copies of the rules and score sheet will be available to participants in advance of the district, substate and state event.
4. The New York FFA Association state staff members are responsible for the management of this event. Please direct any clarification questions to state staff.
5. A chapter can have as many competitors as they wish at a district competition. A district may advance four competitors to substate competition. A substate may advance 2 competitors to state competition.
6. A minimum of three and a maximum of seven students who are actively participating, orally presenting and available to answer the judges' questions. Each student must take an active role in the presentation. This includes active participation in the presentation and making themselves available for questions from the judges in all rounds of competition.
7. Presentations may include official FFA dress, costumes, props, skits and other creative paraphernalia.
8. A minimum of three competent and unbiased judges will be provided. They will be instructed not to take sides on the issue(s). Professors and industry representatives are recommended. The superintendent of this CDE will adequately prepare the judges before the event competition.

## EVENT FORMAT

1. **EQUIPMENT PROVIDED-** Equipment provided by the event superintendent includes: overhead projector, easel, and screen. TV/VCR equipment will not be provided unless a specific written request for this is sent to the event host within two weeks of the event. Other equipment is allowed, but the presenting team must provide it. Please inform the host school at least a week in advance of your equipment needs for the contest.
2. Each team will conduct a presentation on the issue developed and presented at the local level.
3. The issue will come from one of the following eight agricultural issue topic areas as listed in the Focusing on Agricultural Issues instructional materials:
  - a. *Environmental Issues*
  - b. *Agricultural Technology Issues*
  - c. *Animal Issues*
  - d. *Agricultural Career Issues*
  - e. *Economy and Trade Issues*
  - f. *Agricultural Policy Issues*
  - g. *Food Safety Issues*
  - h. *Biotechnology*
4. The same agricultural issue presentation and portfolio will not be used in subsequent years by the same chapter and/or advisor.
5. Research on the topic must be current and students must be involved in all the research of the topic and development of the portfolio.
6. **The portfolio** should include items described in a, b and c below, and will be limited to ten pages single sided or five pages double sided maximum not including cover page. The cover page will include the title of the issue, the date of the state qualifying event, name, address and phone number of the chapter. A maximum of ten (10) points will be deducted for exceeding the maximum amount of pages and /or for not including the cover page containing required information. **Three copies of the portfolio must be sent to the event host TEN DAYS in advance of the event.**
  - a. *A maximum of two pages of the portfolio will include a summary of the issue, answering the questions that are most relevant to your topic:*
    - List course(s) in which instruction occurred including the number of students involved in the instruction of the issue. (See Objective 6.)
    - Why is this issue important now?
    - What is the nature of the issue?
    - Who is involved in the issue?
    - How can the issue be defined?
    - What is the historical background of the issue?
    - What caused the issue?
    - What are the risks?
    - What are the benefits?
    - Is there strong disagreement on the issue?
  - b. *A bibliography of all resources and references cited which may include personal interviews and any other supporting material.*
  - c. *Provide documentation that local forum(s) occurred prior to state qualifying event such as:*
    - Letters from organizations
    - News articles
    - Photos showing attendance at forums
  - d. Please state when, where and to whom the forum(s) were presented and indicate how many community members were in attendance at each of the forum(s).

- e. A chapter must have a minimum of five high quality public forums prior to their state qualifying event in order to receive the maximum of 15 points.
    - Forum presentations given after having won the state competition are encouraged, but will not count toward the portfolio score.
    - Multiple organizations attending the same forum will count as one forum. If more than one forum is held on the same day, the starting time of each forum must be independently documented.
    - Portfolio judges may take into consideration the quality and quantity of presentations made to audiences outside of the school. No points will be awarded for school presentations to teachers and students. In addition, no points shall be awarded for forums presented as any part of a local or state FFA competition.
      - **High quality forums** are those presentations made to community groups that would have an interest in the issue. Suggested procedures for setting up these presentations and examples of community groups have been provided in the *Agricultural Issues Forum Presenter's Guide*. High quality forums can also be with smaller numbers of individuals who hold elected, appointed or some other official position that will be making decisions on the issue.
      - **Examples of low quality forums** would be dropping in at a local business and giving your presentation to the workers or going to the home of one of the parents to make a presentation. Low quality forums will receive zero or minimal points.
7. **Time Limits:** Five minutes will be allowed for set up. The presentation will be a maximum of 15 minutes in length. The presenters will receive a signal at 10 minutes and 14 minutes. At 15 minutes the timekeeper will announce that time is up, and the presentation will end. A maximum of seven (7) minutes for questions and answers will be allotted. Questions and answers will terminate at the end of seven (7) minutes. Three (3) minutes will be allowed for take down.
  8. The presentations will be designed to be viewed by the judges. The audience at-large will not be of concern to the presenters.
  9. The judges may ask questions of all individuals of the presenting team. Each individual is encouraged to respond to at least one question from the judges.

#### IV. SCORING

1. Team Presentation
  - a. Introduction, Pro, Con and Summary of Pro and Con (20 points each, 80 points total) There will be a 5-point deduction from the scorecard of any team that draws a conclusion supporting a pro or con viewpoint during the formal presentation.
  - b. Overall presentation (participation of each member of the team, quality and power of the presentations, creativity, stage presence) ( 20 points)
  - c. Questions (25 points)
2. Portfolio: 10 single sided pages maximum or 5 double sided pages. (3 parts, 25 points total)
  - a. Summary of the Issue, 2 pages maximum (5 points).
  - b. Bibliography (5 points).
  - c. Documentation of local forums (15 points).
    - i. Please state when, (date and time) where, and to whom the forums were presented. If you indicate that more than one forum was held on the same date, independent documentation of the time of day the forums were held must be provided.
    - ii. Maximum of 10 points will be deducted for exceeding the maximum number of pages and/or not including cover page containing required information.

Prior to the event, the portfolios will be judged and scored by qualified individuals using the portfolio scorecard. Portfolio scores will be averaged and supplied to the presentation judges after they have scored the presentation. Portfolio comment cards will be completed by portfolio judges and presented to the teams at the awards function. Presentation judges will be furnished with copies of the team portfolio, which they may use to formulate questions.

3. Judges' ranking will be used to place teams.
4. Teams shall be ranked in numerical order on the basis of the final score to be determined by each judge without consultation. The judges' ranking of each team then shall be added, and the winner will be that team whose total ranking is the lowest. Other placings will be determined in the same manner (low rank method of selection).
5. Proper grammar, correct spelling, and proper editing of text are important. The most current edition of The American Psychological Association (APA) style guide should be used for all research citations. Adherence to these editorial guidelines is expected to receive maximum points for the Portfolio score.

## **V. TIEBREAKERS**

Ties will be broken based on the greatest number of low ranks. Team's low ranks will be counted and the team with the greatest number of low ranks will be declared the winner. If a tie still exists, then the event superintendent will rank the team's response to questions. The team with the greatest number of low ranks from the response to question will be declared the winner. If a tie still exists then the team's raw scores will be totaled. The team with the greatest total of raw points will be declared the winner.

# Creed

## PURPOSE

The FFA Creed outlines the organization's beliefs regarding the agricultural industry, FFA membership and the value of citizenship and patriotism. The FFA Creed is recited by FFA members, as part of the requirements to earn the Greenhand Degree. The purpose of the Creed Speaking Career Development Event is to develop the public speaking abilities of 7th, 8th and 9th grade FFA members as well as develop their self confidence and contribute to their advancement in the FFA degree program.

## EVENT RULES

1. There are TWO divisions of the Creed Speaking Event. Senior Creed is for 1st year students in 10th, 11th and 12th grades. This division is only recognized by New York State. The State winner does not advance to the national level. The National FFA Creed Speaking Career Development Event is for students in grades 7, 8 or 9.
2. This Career Development Event will be open only to students who were regularly enrolled in agricultural education during the current calendar year, or who are still in high school but have completed all the agricultural education offered and are current FFA members. Once a student accepts 1<sup>st</sup> place state winning prize money for a contest, they are no longer eligible to compete in this contest again.
3. It is highly recommended that participants be in official FFA dress in each event. IMPORTANT NOTE- Please thoroughly read the Introduction Section at the beginning of this handbook for complete rules and procedures that are relevant to all New York FFA Career Development Events.
4. Copies of the rules and score sheet will be available to participants in advance of the district, substate and state event.
5. The New York FFA Association state staff members are responsible for the management of this event. Please direct any clarification questions to state staff.
6. A chapter can have as many competitors as they wish at a district competition. A district may advance four competitors to substate competition. A substate may advance two competitors to state competition.

## EVENT FORMAT

1. The event will be a timed activity with four minutes for the oral presentation. After four minutes, 1 point for every second over set time will be deducted from the participant's final score on all judges' score cards.
2. The event will include answering questions directly related to the creed. Each participant will be asked three questions per round, with a five minute time limit for responses. The questions used will change as the participant progresses to semi and final rounds of competition. The questions will be formulated annually by the State Staff and will avoid two part questions.
3. Members will present the FFA Creed from the current year's Official FFA manual.
4. Event officials will randomly determine the speaking order. Participants will be introduced. No props are to be used. Applause shall be with-held until all participants have spoken.
5. Each participant must recite the FFA Creed from memory. Each participant shall begin the presentation by stating "The FFA Creed by E.M. Tiffany." Each CDE participant shall end the presentation with the statement "... that inspiring task. Thank you."
6. Participants will be held in isolation until their presentation. Participants will not be allowed to have contact with any outside persons.

7. At the time of the event, the judges will be seated in different sections of the room in which the event is held. They will score each participant on the delivery of the creed, using the score sheet provided.
8. Two timekeepers shall be designated to record the time used by each participant in delivering his/her speech. Timekeepers will be seated together.
9. Two content accuracy judges will record the number of recitation errors during delivery. The accuracy judges will be seated together.
10. When participants have finished speaking, each judge will total the score of each speaker. The timekeepers' and accuracy judges' records will be used in computing the final score for each participant. The judges' score sheets will then be submitted to event officials to determine final ratings of participants.

Participants shall be ranked in numerical order on the basis of the final score to be determined by each judge without consultation. The judges' ranking of each participant then shall be added, and the winner will be that participant whose total ranking is the lowest. Other placings will be determined in the same manner (low point score method of selection).

## The FFA Creed

I believe in the future of agriculture, with a faith born not of words but of deeds—achievements won by the present and past generations of agriculturists; in the promise of better days through better ways, even as the better things we now enjoy have come to us from the struggles of former years.

I believe that to live and work on a good farm, or to be engaged in other agricultural pursuits, is pleasant as well as challenging; for I know the joys and discomforts of agricultural life and hold an inborn fondness for those associations which, even in hours of discouragement, I cannot deny.

I believe in leadership from ourselves and respect from others. I believe in my own ability to work efficiently and think clearly, with such knowledge and skill as I can secure, and in the ability of progressive agriculturists to serve our own and the public interest in producing and marketing the product of our toil.

I believe in less dependence on begging and more power in bargaining; in the life abundant and enough honest wealth to help make it so—for others as well as myself; in less need for charity and more of it when needed; in being happy myself and playing square with those whose happiness depends upon me.

I believe that American agriculture can and will hold true to the best traditions of our national life and that I can exert an influence in my home and community which will stand solid for my part in that inspiring task.

*The Creed was written by E. M. Tiffany, and adopted at the 3rd National Convention of the FFA.  
Revised at the 38th Convention.  
Revised at the 63rd Convention*

## **Jr. Extemporaneous Speaking**

### **Purpose:**

The Extemporaneous Speaking Contest is designed to develop the ability of all FFA members to express himself or herself on a given subject without having prepared or rehearsed its content in advance, therefore causing FFA members to formulate their remarks for presentation in a very limited amount of time. The preliminary contests are for local, sub-district and district level participation, and they are held under the auspices of the FFA unit concerned. These preliminary events culminate at the District Level.

### **Eligibility:**

1. The state contest will be open only to 6th, 7th and 8th grade students who were regularly enrolled in agricultural education during the current calendar year. When selected, contestants must be active members of chartered FFA chapters in good standing with the State Association.
2. It is highly recommended that participants be in official FFA dress.

### **Subjects:**

1. The selection of topics shall be held 30 minutes before the contest. The contestants will draw three specific topics relating to the FFA Organization. After selecting the topic they desire to speak on, all three topics will be returned to the original group of topic areas prior to the drawing.
2. Topics shall be prepared by the Division Superintendent of the Contest.
3. Contestants will draw to determine the order of speaking. Contestants will be admitted to the preparation room at 15-minute intervals and given exactly 30 minutes for topic selection and preparation.
4. Must be printed material such as books or magazines (can not be notes or speeches prepared by the contestant or notes prepared by another person for the purpose of use for this contest).
5. Shall be limited to 5 items. To be counted as one item, a notebook or folder of collected materials may contain NO more than 100 single sided pages or 50 double sided pages.
6. Each speech shall be the result of the contestant's own effort using approved reference material, which the contestant may bring to the preparation room. No other assistance may be provided. Uniform note cards for speaking must be made during the 30-minute preparation period.
7. A list of all possible topics will be given to and reviewed by the judges prior to the beginning of the contest.

### **Time Limits:**

Each speech shall be not less than 3-minutes nor more than 6-minutes, with 5-minutes additional time allowed for related questions which shall be asked by the judges. The Superintendent of the Contest shall introduce the contestant by name and school, and the contestant may introduce his or her speech by title only. Contestants are to be penalized 1 point per second of each judge's score sheet for being over 6-minutes or under 3-minutes. Time commences when the speaker begins talking. Speakers may use a watch to keep a record of their time.

### **Method of Selecting Winner:**

1. Contestants will be assigned a program order. The Program Chairman shall then introduce each contestant by name and in order of the drawing. A contestant will be permitted to use notes while speaking, but deductions in scoring may be made for this practice if it detracts from

the effectiveness of the presentation. Applause shall be withheld until all contestants have spoken.

2. Two timekeepers shall be designated who will record the time for each contestant in delivering his or her speech, noting under time or overtime, if any, for which deductions should be made. Timekeepers should be sitting together.
3. Three competent and impartial persons will be selected to judge the contest. At least one judge should have an agricultural background.
4. At the time of the contest, the judges will be seated in different sections of the room in which the contest is held. They will score each contestant upon the delivery of the production, using the score sheet provided.
5. Each judge shall formulate and ask questions. Questions shall pertain directly to the speaker's subject. Questions containing two or more parts should be avoided. Judges will score each contestant on the ability to answer all questions asked by all judges. The full five minutes should be used.
6. When all contestants have finished speaking, each judge will total the score on each contestant. The timekeeper's record will be used in computing the final score for each contestant.
7. Contestants shall be ranked in numerical order on the basis of the final score to be determined by each judge without consultation. The judges' ranking of each contestant then shall be added and the winner will be that contestant whose total of rankings is the lowest. Other contestants placing shall be determined in the same manner (Low point score method of selection). In case of a tie, that individual who has the highest grand total score shall have priority rating.

### **Explanation of Score Sheet Points**

1. Content related to topic includes:
  - a. Appropriateness of the total speech content to the topic selected
  - b. Extent to which the speaker addressed the topic selected
2. Knowledge of the subject includes:
  - a. Importance and appropriateness of the subject
  - b. Suitability of the material used
  - c. Accuracy of the statements included
3. Organization of material includes:
  - a. Organization of the content
  - b. Unity of thought
  - c. Logical development
  - d. Language used
  - e. Sentence structure
  - f. Accomplishment of purpose conclusion
  - g. Material related to sub-topic
4. Voice includes:
  - a. Quality
  - b. Pitch
  - c. Articulation
  - d. Pronunciation
  - e. Force
5. Stage presence includes:
  - a. Personal appearance
  - b. Poise and body posture
  - c. Attitude
  - d. Confidence

- e. Personality
- 6. Ease before audience
  - a. 6. Power of Expression includes:
    - b. Fluency
    - c. Emphasis
    - d. Directness
    - e. Sincerity
    - f. Communicative ability
    - g. Conveyance of thought and meaning
- 7. General effect includes:
  - a. Extent to which the speech was interesting and understandable
  - b. Convincing, pleasing and held attention
  - c. Evidence of purpose
- 8. Response to questions includes:
  - a. The ability to answer questions about the speech, which are asked by the judges' that indicate originality, familiarity with subject and ability to think quickly.
  - b. \*NOTE: Judges should meet prior to the contest to prepare and clarify the types of questions to be asked.

## Senior Extemporaneous Public Speaking

### PURPOSE

The National FFA Extemporaneous Public Speaking Career Development Event is designed to develop the ability of all FFA members to express themselves on a given subject without having prepared or rehearsed its content in advance. This gives the FFA members an opportunity to formulate their remarks for presentation in a very limited amount of time. The event will be held in connection with the National FFA Convention.

### EVENT RULES

1. The New York FFA Extemporaneous Public Speaking Career Development Event will be open only to students who were regularly enrolled in agricultural education during the current calendar year, or who are still in high school but have completed all the agricultural education offered and are current FFA members. Once a student accepts 1<sup>st</sup> place state winning prize money for a contest, they are no longer eligible to compete in this contest again.
2. It is highly recommended that participants be in official FFA dress in each event. **IMPORTANT NOTE-** Please thoroughly read the Introduction Section at the beginning of this handbook for complete rules and procedures that are relevant to all New York FFA Career Development Events.
3. Copies of the rules and score sheet will be available to participants in advance of the district, substate and state event.
4. The New York FFA Association state staff members are responsible for the management of this event. Please direct any clarification questions to state staff.
5. A chapter can have as many competitors as they wish at a district competition. A district may advance four competitors to substate competition. A substate may advance 2 competitors to state competition.
6. Three competent and impartial persons will be selected to judge the event. At least one judge should have an agricultural background.

### EVENT FORMAT

1. Candidates will be assigned a speaking order. The first speaker will select a topic 30 minutes before the event. The participants will each draw three specific topics, selected at random from the pool of 12, relating to the industry of agriculture. After selecting the topic they desire to speak on, all three topics will be returned for the next drawing.
2. Twelve topics will be prepared by the event superintendent and will include three each from the following categories:
  - a. agriscience and technology
  - b. agrimarketing and international agricultural relations
  - c. food and fiber systems
  - d. urban agriculture.
3. Participants will be admitted to the preparation room at 15-minute intervals and given exactly 30 minutes for topic selection and preparation.
4. The officials in charge of the event on the following basis will screen reference material:
  - a. Must be limited to five items.
  - b. Must be printed material such as books or magazines and/or a compilation of collected materials. To be counted as one item, a notebook or folder of collected materials may contain NO more than 100 single sided pages or 50 pages double sided numbered consecutively (cannot be notes or speeches prepared by the participant or notes prepared by another person for the purpose of use in this event).

5. Each speech should 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. Participants must use the uniform note cards provided. Any notes for speaking must be made during the 30-minute preparation period.
6. A list of all possible topics will be given to and reviewed by the judges, prior to the beginning of the event.
7. Each speech should be not less than four and no more than six minutes in length, with five minutes additional time allowed for related questions which will be asked by the judges. The program chairman of the event will introduce the participant by name and state, and the participant may introduce his or her speech by title only. Participants are to be penalized one point per second on each judge's score sheet for being over six minutes or under four minutes. Time commences when the speaker begins talking. Speakers may use a watch to keep a record of their time. Event officials or observers will give no time warnings.
8. Event officials will randomly draw speaking order. The program chairman will introduce each participant by name and in order of the drawing. A participant will be permitted to use notes while speaking, but deductions in scoring may be made for this practice if it detracts from the effectiveness of the presentation. Applause shall be withheld until all participants have spoken.
9. If a contest has more than ten speakers, the contest can be divided in half, with two rounds of preliminary judging, where the top two from each round move on to a final round.
10. Two timekeepers will be designated who will record the time for each participant in delivering his or her speech, noting under time or overtime, if any, for which deductions should be made. Timekeepers should be sitting together.
11. At the time of the event, the judges will be seated in different sections of the room in which the event is held. They will score each participant upon the delivery of the production using the score sheet provided.
12. Each judge shall formulate and ask questions. Questions will pertain directly to the speaker's subject. Questions containing two or more parts should be avoided. Judges will score each participant on the ability to answer all questions asked by all judges. The full five minutes should be used.
13. When all participants have finished speaking, each judge will total the score on each participant.
14. The timekeepers' record will be used in computing the final score for each participant.
15. The judges' score sheets will then be submitted to event officials to determine final ratings of participants.

## **SCORING**

Participants will be ranked in numerical order on the basis of the final score to be determined by each judge without consultation. The judges' ranking of each participant then will be added, and the winner will be that participant whose total ranking is the lowest. Other placings will be determined in the same manner (low rank method of selection)

### **Explanation of Score Sheet Points**

1. Content related to topic (300 points)
  - Appropriateness of the total speech content to the topic selected
  - Extent to which the speaker addressed the topic selected
  - Suitability of the material used
  - Accuracy of the statements included.
2. Organization of material (100 points)
  - Organization of the content

- Unity of thought
  - Logical development
  - Language used
  - Sentence structure
  - Accomplishment of purpose-conclusions
  - Material related to sub-topic
3. Power of Expression (100 points)
    - Fluency
    - Emphasis
    - Directness
    - Sincerity
    - Communicative ability
    - Conveyance of thought and meaning
  4. Voice (100 points)
    - Quality
    - Pitch
    - Articulation
    - Pronunciation
    - Force
  5. Stage Presence (100 points)
    - Personal appearance
    - Poise and body posture
    - Attitude
    - Confidence
    - Personality
    - Ease before audience
  6. General Effect (100 points)
    - Extent to which the speech was interesting, understandable, convincing, pleasing and held attention
    - Evidence of purpose
  7. Response to questions (100 points)
    - Ability to answer the questions on the speech, which are asked by the judges, indicating originality, familiarity with subject and ability to think quickly.

**TOTAL POINTS . . . . .1000 POINTS**

## Job Interview

### PURPOSE

The National FFA Job Interview Career Development Event is designed for FFA members to develop, practice and demonstrate skills needed in seeking employment in the agricultural industry. Each part of the event simulates “real world” activities that will be used by real world employers.

### EVENT RULES

1. The National FFA Job Interview Career Development Event will be open only to students who were regularly enrolled in agricultural education during the current calendar year, or who are still in high school but have completed all the agricultural education offered and are current FFA members. Once a student accepts 1<sup>st</sup> place state winning prize money for a contest, they are no longer eligible to compete in this contest again.
2. Each participant’s cover letter, resume and application will be the result of his or her own efforts and be sent to the contest host 10 days prior to the contest.
3. It is highly recommended that participants be in official FFA dress in each event. **IMPORTANT NOTE-** Please thoroughly read the Introduction Section at the beginning of this handbook for complete rules and procedures that are relevant to all New York FFA Career Development Events.
4. Copies of the rules and score sheet will be available to participants in advance of the district, substate and state event.
5. The New York FFA Association state staff members are responsible for the management of this event. Please direct any clarification questions to state staff.
6. A chapter can have as many competitors as they wish at a district competition. A district may advance four competitors to substate competition. A substate may advance 2 competitors to state competition.
7. Three competent and impartial persons will be selected to judge the event. At least one judge should have an agricultural background.

### EVENT FORMAT

**Equipment: Students are allowed to bring the following items into the event:**

- Writing Utensils
- Blank paper
- Resume
- Cover letter
- List of references
- Business cards

#### Activities

The event is developed to help participants in their current job search (for SAE projects, part-time and full-time employment). Therefore, the cover letter, résumé and references submitted by the participant must reflect their current skills and abilities and must be targeted to a job for which they would like to apply. In other words, participants cannot develop a fictitious résumé for a fictitious job. Instead, they are expected to target the résumé towards a real job for which they can qualify.

1. Cover Letter (100 Points)

- a. Three copies of a single spaced 8 1/2" × 11" white bond paper letter of intent. The paper is to be single sided, block justified using Times, Times New Roman or Arial 12 point minimum font.
  - b. The letter is to be addressed to the host teacher of the event and dated for the first day of the event.
2. Resume (150 Points)
    - a. Three copies of a single spaced 8 1/2" × 11" white standard bond paper (do not use cardstock, color or specialty paper for the event). The resume is to be single sided only, typed not to exceed two pages total. Suggested format can be found in The Gregg Reference Manual.
    - b. Resume must be non-fictitious and based upon their work history.
    - c. Students are to submit three letters of reference.
  3. Application (50 Points)
    - a. Students will complete a standard job application on-site, prior to the personal interview.
  4. Telephone Interview (150 Points) (optional)
    - a. Telephone interview will be conducted in the preliminary rounds. Score from the preliminary round will be transferred to the scorecard for those participants who participate in the final round. The telephone interview will last a maximum of three minutes.

**The student position is to obtain a personal interview with the company to which they are applying. Student should interview with the thought that the company has already received their cover letter, resume and three letters of reference. Students will interview with one of the following three people: Human, Fiscal and Resource personnel director or Employer's Assistant or Employer themselves.**

5. Personal Interview (450 Points)
  - a. The preliminary round will consist of an interview in front of a panel of judges. Each interview will last up to twenty minutes.
6. Follow Up Letter (100 Points)
  - a. Participants will submit a follow up letter after each round of interviews. Students will be provided computers with word processing software to compose and type a follow up letter. Thirty minutes will be given.
  - b. Letter is to be addressed to the host teacher of the event, and should be a response to their most recent interview.

## Jr. and Sr. Prepared Public Speaking

### PURPOSE

The National FFA Prepared Public Speaking Career Development Event is designed to develop agricultural leadership by providing for member participation in agricultural public speaking activities and stimulating interest in leadership and citizenship. The national event will be held in conjunction with the National FFA Convention.

### EVENT RULES

1. The National FFA Prepared Public Speaking Career Development Event will be open only to students who were regularly enrolled in agricultural education during the current calendar year, or who are still in high school but have completed all the agricultural education offered and are current FFA members. Once a student accepts 1<sup>st</sup> place state winning prize money for a contest, they are no longer eligible to compete in this contest again.
2. Each participant's manuscript will be the result of his or her own efforts. It is expected that the participant will take advantage of all available training facilities at their local school in developing their speaking ability. Facts and working data may be secured from any source, but must be appropriately documented.
3. It is highly recommended that participants be in official FFA dress in each event. **IMPORTANT NOTE** Please thoroughly read the Introduction Section at the beginning of this handbook for complete rules and procedures that are relevant to all New York FFA Career Development Events.
4. Copies of the rules and score sheet will be available to participants in advance of the district, substate, and state event.
5. The New York FFA Association state staff members are responsible for the management of this event. Please direct any clarification questions to state staff.
6. A chapter can have as many competitors as they wish at a district competition. A district may advance four competitors to substate competition. A substate may advance 2 competitors to state competition.
7. Three competent and impartial persons will be selected to judge the event. At least one judge should have an agricultural background.

### EVENT FORMAT

1. Three —double-spaced typewritten copies of the speech on 8 1/2" × 11" white bond paper with cover page that gives the speech title, participant's name, state and date. The body of the manuscript will have 1" margins. Fonts size must be 10-12 using Times New Roman, Arial or Courier font. Follow APA style manual for developing references and bibliography. Do not bind, but place a staple in upper left corner. Manuscripts not meeting these guidelines will be penalized. Manuscripts are due to the host school 10 days prior to the contest.
2. A complete and accurate bibliography/reference list following APA publication manual citing all sources used in writing the speech. All participants in the National FFA Prepared Public Speaking Career Development 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. The Boards of National Officers and Directors of FFA at the October 1960 meeting in Kansas City, Missouri, adopted the following: "A bibliography **MUST** be included as part of the public speaker's manuscript and direct quotes from any source of information must be marked in "quotes" on the manuscript and be identified in the bibliography. Failure to do so will automatically disqualify a participant. This applies to all events above the local level."

### Subjects

Participants may choose any current subject for their speeches, which is of an agricultural nature. This may include agriscience and technology, agribusiness, agri-marketing, international agricul-

tural relations and agricultural communications. Official judges of any National FFA Prepared Public Speaking Career Development Event shall disqualify a participant if he or she speaks on a non-agricultural subject.

### **Time Limit**

Each speech in the junior division shall be a minimum of 4 and a maximum of six minutes long. In the Senior division, each speech shall be a minimum of six minutes in length and a maximum of eight minutes. Each participant will be allowed five minutes additional time in which he or she will be asked questions relating to his or her speech. Participants are to be penalized one point per second on each judge's score sheet for being under six minutes or over eight minutes. No time warnings will be given.

### **Judging**

1. Event officials will randomly determine the speaking order. The program chairman shall introduce each participant by name in order of the drawing. Participants will be permitted to use notes while speaking, but deductions in scoring may be made for this practice if it detracts from the effectiveness of the presentation. No props are to be used. Applause shall be withheld until all participants have spoken.
2. A timekeeper(s) shall be designated who will record the time used by each participant in delivering his or her speech, noting under time or overtime, if any, for which deductions will be made. Timekeepers should be sitting together.
3. Manuscripts are due to the host school 10 days prior to the event. After being received by the host school, Manuscripts need to be sent to judges and the content and composition of all manuscripts will be judged and scored by qualified individuals using the manuscript score sheet. Manuscript scores will be averaged and supplied to the presentation judges after they have scored the oral presentation. Manuscript comment cards will be completed by manuscript judges and presented to the contestants at the awards function. Presentation judges will be furnished with typewritten copies of the participants' manuscripts, which they will use to formulate questions.
4. At the time of the event, the judges will be seated in different sections of the room in which the event is held. They will score each participant on the delivery of the production, using the score sheet provided. They will also complete a judge's comment card, which will be presented to the participant at the awards function.
5. Each judge shall formulate and ask questions. Questions shall pertain directly to the speaker's subject. Questions containing two or more parts should be avoided. Judges will score each participant on the ability to answer all questions asked by all judges. The full five minutes for questions should be used.
6. When all participants have finished speaking, each judge will total the score on composition and delivery for each participant. The timekeeper(s) record will be used in computing the final score for each participant. The judges' score sheets will then be submitted to event officials to determine final ratings of participants.
7. Participants shall be ranked in numerical order on the basis of the final score to be determined by each judge without consultation. The judges' ranking of each participant then shall be added, and the winner will be that participant whose total ranking is the lowest. Other placings will be determined in the same manner (low rank method of selection)

### **SCORING**

Explanation of Score Sheet Points Scoring Content and Composition

1. **Content of the manuscript. . . . 200 points**
  - a. Importance and appropriateness of the subject
  - b. Suitability of the material used
  - c. Accuracy of the statements included
  - d. Evidence of purpose

- e. Completeness and accuracy of bibliography

**2. Composition of the manuscript: . . . . . 100 points**

- a. Organization of the content
- b. Unity of thought
- c. Logical development
- d. Language used
- e. Sentence structure
- f. Accomplishment of purpose-conclusions

Scoring Delivery of Production

**3. Voice. . . . . 100 points**

- a. Quality
- b. Pitch
- c. Pronunciation
- d. Articulation
- e. Force

**4. Stage Presence . . . . . 100 points**

- a. Personal appearance
- b. Poise and body posture
- c. Attitude
- d. Confidence
- e. Personality
- f. Ease before audience

**5. Power of expression: . . . . . 100 points**

- a. Fluency
- b. Emphasis
- c. Directness
- d. Sincerity
- e. Communicative ability
- f. Conveyance of thought and meaning

**6. Response to questions: . . . . . 300 points**

Ability to answer satisfactorily questions asked by the judges on the speech, indicating originality, familiarity with subject and ability to think quickly.

**7. General effect: . . . . . 100 points**

Extent to which the speech was interesting, understandable, convincing, pleasing and held attention.

## Parliamentary Procedure Career Development Event

### **Objective:**

The Parliamentary Procedure Career Development Event is to encourage students to learn to effectively participate in a business meeting and to assist in the development of their leadership skills. Students will be able to use parliamentary procedure to conduct an orderly and efficient meeting; demonstrate knowledge of parliamentary law; present a logical, realistic and convincing debate on motions; and record complete and accurate minutes.

### **Rules and Regulations:**

Eligibility: An FFA member must be in good standing with the local chapter and the state FFA association. The member cannot have graduated from high school at the time of the district event for the given event year. All members of a state winning Parliamentary Procedure team may not compete again in any Parliamentary Procedure event in succeeding years.

Team Make-up: A team representing a chapter will consist of six members. The event will have four phases: A written, individual examination, a ten minute team presentation of parliamentary procedure, oral questions following the presentation and minutes prepared by the team secretary in consultation with the team chair. The advisor shall not consult with the team after beginning the event.

Official FFA dress is recommended for participation in the parliamentary procedure career development event.

### **EVENT FORMAT**

Equipment: Materials student must provide- Each participant must bring a minimum of two sharpened No. 2 pencils. A gavel will be supplied for the President. Teams may choose to use their own gavel if they so desire.

1. Team Activity: Presentation (750 points)
  - Item of Business: Each team will address a local chapter item of business, which would normally be a part of a chapter's Program of Activities (e.g., Food for America, PALS, GLOBAL, fundraisers, recreation, etc.) Consult the Official FFA Manual and Student Handbook for specific activities. The motion will be specific and must be moved as an original main motion as it is written on the card.
  - Event Card: The event officials will select two subsidiary, two incidental, and one privileged motion or a motion that brings a question again before the assembly from the list of permissible motions. These motions will be on an index card and one will be randomly assigned to each team member, except the chair. All teams in each section will be assigned the same motions. Team members will have one minute to review the main motion, the motions to be demonstrated and to identify his/her motion (which may be noted by bolding, underlining or highlighting). Members

may not confer during the one-minute time period or during the demonstration.

#### SAMPLE CARD

<p>Main Motion: I move that our chapter sell citrus as a fundraiser. Required Motions: Lay on the Table Amend Suspend the Rules Appeal Reconsider</p>
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#### **Opening the Demonstration**

The team demonstrating should assume that a regular chapter meeting is in progress and new business is being handled on the agenda. The Chair shall tap the gavel once to signify the end of the previous item of business then start the presentation by saying, "Is there any new business that should be presented at this time?" A team member should then move the assigned main motion as written on the card.

#### **Original Main Motion**

The event official will assign the original main motion on an index card. This is to be the first item of business presented. All teams in each section will use the same main motion. This original main motion must be the first motion presented, unless orders of the day, take from the table, reconsider or rescind are required.

#### **Alternative Main Motion**

An alternate main motion not pertaining to the assigned main motion may be used to facilitate the correct demonstration of the motion, "Call for the orders of the day," should that privileged motion be designated as one to be demonstrated by the officials in charge. If an alternative main motion is used, the member will NOT be given credit for an additional motion.

#### **Take from the Table**

If the officials in charge designate Take from the Table as a motion to be demonstrated, you should assume that you would take from the table a motion that was laid on the table earlier in the present meeting. Example: "I move to take from the table the motion to hold an FFA hayride." The original main motion, assigned on the card, cannot be taken from the table. The motion should not be used unless it is a required motion.

#### **Reconsider**

If the officials in charge designate Reconsider as a motion to be demonstrated, you should assume that you would reconsider a motion you did earlier in the present

meeting. Example: "I move to reconsider the motion adopted earlier to hold an FFA hayride." This motion should not be used unless it is a required motion. Unrealistic or canned debate on the motion to reconsider may be penalized at the judges' discretion.

### **Rescind**

If the officials in charge designate Rescind as a motion to be demonstrated, you should assume that you would rescind a motion adopted at the last meeting.

Example: "I move to rescind the motion that was adopted at our last meeting to hold an FFA hayride." This motion should not be used unless it is a required motion. Unrealistic or canned debate on the motion to rescind may be penalized at the judges' discretion.

### **Call for the Orders of the Day**

If the event officials designate Call for the Orders of the Day as a motion to be demonstrated, you may use an alternative main motion not pertaining to the assigned main motion to facilitate the correct demonstration of the motion. If an alternative main motion is used, the member will not be given credit for an additional motion.

### **Number of Motions**

There shall be no limitation to the number of subsidiary, incidental, privileged motions or a motion that brings a question again before the assembly demonstrated by the team. However, the team must demonstrate two subsidiary, two incidental and one privileged or a motion which brings a question again before the assembly designated by the officials in charge. The team may use more than one original main motion as long as it pertains to the assigned main motion. While acceptable, this practice is strongly discouraged.

### **Using a Motion Twice**

A member's required motion will not be counted as an additional motion for another member. The person who makes the assigned original main motion will be given credit for an additional motion (20 pts). If an alternative main motion is used, the member will NOT be given credit for an additional motion.

### **Debate**

The top four debates per member will be tabulated in the presentation score. No more than two debates per member per motion will be tabulated, even if the subsidiary motion to extend the limits of debate has been adopted.

### **Time Limit and Deductions**

A team shall be allowed 10 minutes in which to demonstrate knowledge of parliamentary law. Thirty (30) seconds past 10 minutes will be allowed without penalty. A deduction of 2 points/second for every second over 10:30 will be assessed.

Example: 10:35 = 10 point deduction. A timekeeper will furnish the time used by each team at the close of the event.

## Oral Questions(100 points)

### Individual Questions

The team members (not including the chair) will be asked a planned question, which may include 1-3 parts, relating to their assigned motion. No one may step forward to help another member answer their individual question. The Chair will be asked a question relating to presiding, debate, assigning the floor or other general parliamentary procedures.

### General Questions

The judges may ask a maximum of six general questions to clarify the team's demonstration. Questions may be directed to the team or an individual member. Team members may volunteer to answer the question for the team or to help another member.

## Presentation Minutes (50 points)

Each team will have a secretary take minutes of the presentation. A possible score of 50 points will be allowed for the minutes. Pencil and paper will be supplied to take notes during the presentation. If paper and pencil are not present it is the secretary's responsibility to request these items from the judges or event officials. Following the presentation, the secretary, in consultation with the president, will have 20 minutes to prepare the official minutes. Notes taken by the secretary during the presentation must be turned in with the official copy of the minutes on the official event minutes sheet. (The lowest possible score for the section is zero (0).) Event officials shall use the minutes scoring rubric to score the official minutes of the presentation.

### Instructions on Minutes:

1. Use the example of proper minutes as illustrated in the Official FFA Secretary's Book and/or outlined in Robert's Rules of Order Newly Revised.
2. A dictionary will be permitted for writing the official minutes of the presentation.
3. The minutes will begin by recording the first item of business presented. Opening ceremonies and other preliminary information will not be used.

Example: "It was moved by John Smith to conduct a Food for America program during the month of April."

4. The chair and the secretary may consult in preparing the official minutes of the presentation. A total of 20 minutes will be allowed to prepare the minutes.
5. A judge will read, review and grade the official minutes of the presentation after completion of each round of the event. The scores will be provided to the presentation judges for use in computing final scores.

## Individual Activity

### Written Test (100 points)

A written test will consist of 25 objective- type multiple choice questions covering basic parliamentary law and information pertaining to minutes. Thirty minutes will be allowed to complete the test. Each participant may score a maximum of 100 points. The average score of the six-team members will be used to compute the total team score in each round.

## SCORING

### Guidelines for Scoring Debate

1. It is essential that each judge observes and maintains consistent criteria in scoring debate for the duration of the event.
2. Judges must overlook personal opinions and beliefs and score debate in an unbiased manner. All debate should be scored at the time it is delivered.
3. Characteristics of effective debate include a) completeness of thought, b) logical reasoning, c) clear statement of speaker's position, d) conviction of delivery and e) concise and effective statement of debate.
4. The grading scale is as follows:

Excellent	16—20 points
Good	11-15 points
Average	6—10 points
Poor	0—5 points

5. An excellent debate would be extremely unusual and would be characterized by a truly stirring delivery and brilliant in terms of information provided and/or suggestions for action offered. Poor debate would be characterized by a lack of effective delivery, poor grammar, reasoning and substance. An example might be: "I think this is a good idea."

6. Most debate would fall in the range of 6-15 points. An example of a debate might be: "I think this is a very significant motion which should be adopted for the following reasons (new, informative and logically related)." Each debate should have a logical conclusion. Good debate would be characterized by effective delivery, substance, creative and visionary thought delivered in a convincing and compelling manner.

7. Each time a participant in the presentation debates any motion, they may earn a score. However, an individual may never earn more than 60 points in a given presentation. Furthermore, no more than 20 points may be earned during one recognition by the chair.

8. The top four debates per member will be tabulated in the presentation score. No more than two debates per member per motion will be tabulated.

### Guidelines for Scoring the Chair

1. Ability to preside — handling of motions, keeping members informed, use of the gavel, distribution of discussion. (80 points)
2. Leadership —stage presence, poise, self-confidence, politeness and voice. (20 points)

The judges will use The Parliamentary Procedure Scoresheet to score the event. The teams will be ranked based on the judges' lowest combined rank. The top four teams will move on to sub-state event.

## SCORING

Phase	Breakdown Of points	Section points	Total Points
Written Test (average of 6 members scores)			100
Presentation . .			750
Total of 5 members on the floor		500	
Required motion	20		
Debate (max. of 4 debates @ 20 pts each)	60		
Additional motion	20		
Chair		100	
Ability to preside	80		
Leadership	20		
Team's General Effect		150	
Conclusions Reached by Team (Team's use of motions and debate support disposal of the main motion)	50		
Team Effect (Degree to which debate was convincing, logical, realistic, orderly, and efficient)	50		
Team's voice, poise, expression, appearance	50		
Oral Questions		100	
Total for members' questions (6 x 12 pts)	72		
Additional clarification questions	28		
Presentation Minutes			50
Completeness and accuracy	25		
Format	10		
Grammar, style, legibility	15		

### Deductions

Deductions for parliamentary mistakes	5—20 pts/minor mistake
Deductions for omitting assigned motion	50
Deductions for going overtime	2 pts. /second over 10:30

TOTAL.... 1000

## TIEBREAKERS

Tiebreakers for teams will be;

1. the total presentation score
2. the team's average score on the written test
3. the total score for oral questions

## REFERENCES

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.

The official text will be the latest edition of Robert's Rules of Order Newly Revised.

Additional parliamentary procedure resources can be obtained from The Core Catalog from National FFA Organization at [www.ffanlimited.org](http://www.ffanlimited.org). Go to "The Core", the new name of education resource offerings, and look for the link to other instructional aids and materials.

Parliamentary Procedure Oral Questions (reference for oral questions) Manual of Parliamentary Procedure Test Questions. (reference for written exam) from Parliamentary Procedure Instructional Materials Center; Shane Dunbar, (425) 337-9307; 12731 25th Ave. S.E.; Everett, Washington 98208.

Additional references may include FFA New Horizons magazine, the Official FFA Manual, the FFA Student Handbook and the Official Chapter Secretary's Book.

## CHART OF PERMISSIBLE MOTIONS FOR THE NATIONAL FFA PARLIAMENTARY PROCEDURE CAREER DEVELOPMENT EVENT

Motion	Second Required	Debatable	Amendable	Vote Required	Reconsider
Privileged Motions					
Fix the Time to Which to Adjourn	Yes	No	Yes	Majority	Yes
Adjourn	Yes	No	No	Majority	No
Recess	Yes	No	Yes	Majority	No
Raise a Question of Privilege	No	No	No	Chair Grants	No
Call for the Orders of the Day	No	No	No	No vote, demand	No
Subsidiary Motions					
Lay on the Table	Yes	No	No	Majority	Neg only (3)
Previous Question	Yes	No	No	2/3	Yes
Limit or Extend Limits of Debate	Yes	No	Yes	2/3	Yes
Postpone to a Certain Time (or Definitely)	Yes	Yes	Yes	Majority	Yes
Commit or Refer	Yes	Yes	Yes	Majority	Yes
Amend	Yes	Yes(1)	Yes	Majority	Yes
Postpone Indefinitely	Yes	Yes	No	Majority	Affirm. Only
Main Motion	Yes	Yes	Yes	Majority	Yes
Incidental Motions					
Appeal	Yes	Yes (1)	No	Majority	Yes
Division of the Assembly	No	No	No	No vote, demand	No
Division of a Question	Yes	No	Yes	Majority	No
Objection to the Consideration of a Question	No	No	No	2/3	Neg. Only
Parliamentary Inquiry	No	No	No	Chair answers	No
Point of Order	No	No	No	Normally no vote Chair rules	No
Suspend the Rules	Yes	No	No	(2)	No
Withdraw a Motion	No (3)	No	No	Majority (3)	Neg. Only
Motions That Bring A Question Again	Before The	Assembly			
Reconsider (4)	Yes	Yes (1)	No	Majority	No
Rescind (4)	Yes	Yes	Yes	Maj. with notice, 2/3, or maj. of membership (3)	Neg. only
Take from the Table (4)	Yes	No	No	Majority	No

(1) If applied to a debatable motion

(2) Rules of Order 2/3 vote, standing rules - majority' vote

(3) Refer to Robert's Rules of Order Newly Revised (10th edition) for rule(s)

(4) Refer to CDE rules #8-10 before, using these motions in the demonstration

## People in Agriculture

### Purpose:

The People in Agriculture Leadership Event is designed to develop leadership communication skills while also providing an understanding and awareness of careers in agriculture for sixth, seventh and eighth grade members of the FFA.

The event will consist of two distinct parts that are as follows:

1. Develop a poster board of “people” on the job in agriculture which represent the major emphasis areas of:
  - A. Animal Science
  - B. Plant Science
  - C. Mechanical Science
  - D. Conservation/Environmental Science
  - E. Agribusiness
  - F. Leadership
2. Prepare a summary and discuss the job requirements/benefits of one job in the above group with a judge.

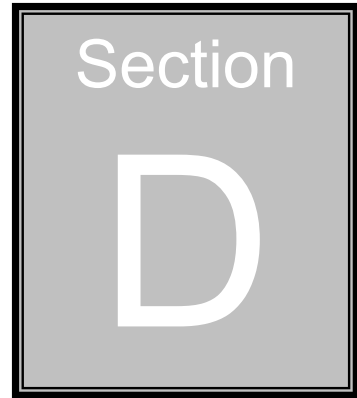
### Eligibility:

The state event will be open only to 6th, 7th and 8th grade students who are regularly enrolled in agricultural education during the current calendar year. When selected, participants must be active members of chartered FFA chapters in good standing with the State Association.

### Rules:

1. It is recommended that participants be in official FFA dress.
2. The participants must develop the poster board prior to the event by locating pictures of people “on the job in agriculture” in magazines, newspapers, and other types of this source of materials. Cut them out and attach to a full size sheet of poster board and label as follows:
  - A. Title — People in Agriculture
  - B. Jobs — Emphasis area and a job title for each job chosen.
3. The participants must prepare a maximum of a one page summary in either paragraph or bulleted form on one of the jobs shown on the poster board to include the following:
  - A. Job Title
  - B. Approximate salary range
  - C. Education required
  - D. Working conditions
  - E. Career growth
  - F. Advantages/Disadvantages

4. Provide an introduction consisting of name and chapter and then present the poster and read the summary. It is acceptable for students to memorize their speech or use paper, note cards or their poster to read from. Four copies of the summary must be provided (one for each judge and one for the participant). Then, the participant will be asked questions about the poster and summary to show the participant's understanding of the chosen job requirements. The presentation and questioning will last 5-8 minutes. Other participants will not be present during the individual discussion with the judges.
5. Three judges will score all three areas and scores will be averaged to select a winner.
6. Poster requirements:
  - A. Maximum of 36" in height and 48" in width.
  - B. Self-standing is recommended but not required.
  - C. Poster board, foam board & tri-fold boards are all acceptable.
  - D. Student name and chapter should be indicated on the BACK of the poster.



## **EVENT SCORE SHEETS**

## SECTION D

### *EVENT SCORING*

#### **INSTRUCTIONS FOR JUDGES' SCORE SHEETS**

Enclosed you will find the judging sheets for each of the speaking events. There will be 3 judges per event. PLEASE MAKE COPIES FOR EACH JUDGE BASED ON THE NUMBER OF PARTICIPANTS IN EACH EVENT. Each participant would have 3 scorecards per event - one for each judge.

In all the speaking events, the winner is selected by the Sum of the Rank. What this means is that each of the judges will rank the participants 1st, 2nd, 3rd, etc. At the end of the event, the ranks from the three judges will be added up and the winner is the individual with the lowest score. For example, if the three judges ranked an individual 1st, 2nd and 1st, their Sum of the Rank Score would be 4 for that participant compared to an individual who may have been ranked 2nd, 1st, and 2nd with their final score being 5. The participant with the score of 4 would be named winner.

Enclosed you have a score sheet which can be duplicated and used to tally up the Sum of the Rank for each event.

You will need to make a copy of each score sheet for each participant that the judge will use in each event. Please note that in Parliamentary Procedure, you will need to provide each judge with a full set of score sheets for EACH team. There is a master comment sheet. If a judge does not wish to share their score sheets with the participants, but would like to share some general comments, they can use the comment sheet you provide them. If the judge says it is fine that the participant may review the score sheet, please give the score sheets to the students. **Always make sure that the judges indicate that it is ok to return the score sheets to the students. Sometimes they may make notes that they do not want the students to see.**

### SUM OF THE RANK TALLY SHEET

Participant	Judge 1 Rank	Judge 2 Rank	Judge 3 Rank	Total	Final Ranking

**Judge's Comment Card**  
**FFA Leadership Development Event**

Event Judged: \_\_\_\_\_

Participant Name \_\_\_\_\_ Chapter \_\_\_\_\_

Please share any general comments to help the student improve their speaking abilities and evaluate their performance. Judges may choose to use one comment card per student or each judge may complete their own per student. This information will be given to the participant at the conclusion of the event.

Comments:

## People in Agriculture

### Score Card

Participant Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

<b>Poster Board (25 points)</b>	<b>Possible Points</b>	<b>Points Awarded</b>
<i>All emphasis areas represented</i>	10	
<i>Emphasis areas labeled</i>	5	
<i>Job Title labeled for each job</i>	5	
<i>Poster board title</i>	2	
<i>Neatness</i>	3	
<b>Poster Board Subtotal:</b>		
<b>Job Summary (25 points)</b>		
<i>Salary</i>	2	
<i>Education required</i>	4	
<i>Working conditions</i>	5	
<i>Advantages/disadvantages</i>	4	
<i>Proper use of language skills</i>	5	
<i>Accuracy of information</i>	5	
<b>Job Summary Subtotal:</b>		
<b>Discussion with Judge (50 points)</b>		
<i>Appearance</i>	10	
<i>Introduction</i>	5	
<i>Personality and poise</i>	5	
<i>Understanding of job requirements</i>	10	
<i>Response to questions</i>	10	
<i>Proper use of language</i>	5	
<i>Attitude and appreciation</i>	5	
<b>Discussion with Judge Subtotal:</b>		
<b>Total Score:</b>		

**FFA Junior Creed Speaking**  
**SCORE SHEET (ONE PER CONTESTANT)**

Participant Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

Items to be scored	Points allowed	Points earned	Comments
1. Voice <i>Quality</i> 40 <i>Pitch</i> 40 <i>Force</i> 40 <i>Articulation</i> 40 <i>Pronunciation</i> 40	200		
2. Stage Presence <i>Personal Appearance</i> 50 <i>Poise &amp; Posture</i> 40 <i>Attitude</i> 35 <i>Confidence</i> 35 <i>Personality &amp; ease before an audience</i> 40	200		
3. Power of Expression <i>Fluency</i> 30 <i>Emphasis</i> 35 <i>Directness</i> 35 <i>Sincerity</i> 35 <i>Communicative Ability</i> 35 <i>Conveyance of thought and meaning</i> 30	200		
4. General Effect <i>Extent to which speech was understandable, convincing, pleasing and held attention.</i>	100		
5. Response to Questions <i>Ability to answer satisfactorily the questions asked by the judges indicating familiarity with the subject.</i>	300		
6. Skipped words 1 point off per word			
7. TOTAL SCORE ON DELIVERY	1000		
8. Participant's Rank			

## FFA Senior Creed Speaking Event

### SCORE SHEET (One per participant)

Participant Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

Items to be scored	Points allowed	Points earned	Comments
<b>1. Voice</b> - <i>Quality 40</i> - <i>Pitch 40</i> - <i>Force 40</i> - <i>Articulation 40</i> - <i>Pronunciation 40</i>	200		
<b>2. Stage Presence</b> - <i>Personal Appearance 50</i> - <i>Poise &amp; Posture 40</i> - <i>Attitude 35</i> - <i>Confidence 35</i> - <i>Personality &amp; ease before an audience 40</i>	200		
<b>3. Power of Expression</b> - <i>Fluency 30</i> - <i>Emphasis 35</i> - <i>Directness 35</i> - <i>Sincerity 35</i> - <i>Communicative Ability 35</i> - <i>Conveyance of thought and meaning 30</i>	200		
<b>4. General Effect</b> - <i>Extent to which speech was understandable, convincing, pleasing and held attention.</i>	100		
<b>5. Response to Questions</b> <i>Ability to answer satisfactorily the questions asked by the judges indicating familiarity with the subject.</i>	300		
Skipped words 1 point off per word			
<b>TOTAL SCORE ON DELIVERY</b>	<b>1000</b>		
<b>Participant's Rank</b>			

**JR. PREPARED SPEAKING EVENT  
SCORE SHEET (One Per Participant)**

Participant Name: \_\_\_\_\_ Chapter \_\_\_\_\_

	Max. Points	Score	Comments
<b>1. Content of Manuscript</b> <ul style="list-style-type: none"> <li>• <i>Importance and appropriateness of the subject</i></li> <li>• <i>Suitability of the material used</i></li> <li>• <i>Accuracy of the statements</i></li> <li>• <i>Evidence of purpose</i></li> <li>• <i>Completeness and accuracy of bibliography</i></li> </ul>	200		
<b>2. Composition of Manuscript</b> <ul style="list-style-type: none"> <li>• <i>Organization of content</i></li> <li>• <i>Unity of thought</i></li> <li>• <i>Logical development</i></li> <li>• <i>Language used</i></li> <li>• <i>Sentence structure</i></li> <li>• <i>Accomplishment of purpose-conclusions.</i></li> </ul>	100		
<b>3. Voice</b> <ul style="list-style-type: none"> <li>• <i>Quality, Pitch</i></li> <li>• <i>Articulation</i></li> <li>• <i>Pronunciation &amp; Force</i></li> </ul>	100		
<b>4. Stage Presence</b> <ul style="list-style-type: none"> <li>• <i>Personal appearance</i></li> <li>• <i>Poise and body posture</i></li> <li>• <i>Attitude, Confidence, &amp; Personality</i></li> <li>• <i>Ease before audience</i></li> <li>• <i>Use of proper official dress</i></li> </ul>	100		
<b>5. Power of Expression</b> <i>Communicative ability - Fluency, Emphasis, Directness, Sincerity, Conveyance of thought and meaning</i>	100		
<b>6. Response to Questions</b> <i>Ability to answer the questions on the speech, which are asked by the judges indicating originality, familiarity with subject and ability to think quickly.</i>	300		
<b>7. General Effects</b> <i>Extent to which the presentation was interesting, understandable, convincing, pleasing and held attention.</i>	100		
<b>Total Points</b>	1000		

TOTAL POINTS \_\_\_\_\_

\*Less time deductions: (1 pt./sec.) \_\_\_\_\_

GRAND TOTAL: \_\_\_\_\_

Participant Rank \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SR. PREPARED SPEAKING EVENT  
SCORE SHEET**

Participant Name: \_\_\_\_\_ Chapter \_\_\_\_\_

	Max. Points	Score	Comments
<b>1. Content of Manuscript</b> <ul style="list-style-type: none"> <li>• <i>Importance and appropriateness of the subject</i></li> <li>• <i>Suitability of the material used</i></li> <li>• <i>Accuracy of the statements</i></li> <li>• <i>Evidence of purpose</i></li> <li>• <i>Completeness and accuracy of bibliography</i></li> </ul>	200		
<b>2. Composition of Manuscript</b> <ul style="list-style-type: none"> <li>• <i>Organization of content</i></li> <li>• <i>Unity of thought</i></li> <li>• <i>Logical development</i></li> <li>• <i>Language used</i></li> <li>• <i>Sentence structure</i></li> <li>• <i>Accomplishment of purpose-conclusions.</i></li> </ul>	100		
<b>3. Voice</b> <ul style="list-style-type: none"> <li>• <i>Quality, Pitch</i></li> <li>• <i>Articulation</i></li> <li>• <i>Pronunciation</i></li> <li>• <i>Force</i></li> </ul>	100		
<b>4. Stage Presence</b> <ul style="list-style-type: none"> <li>• <i>Personal appearance</i></li> <li>• <i>Poise and body posture</i></li> <li>• <i>Attitude, Confidence, &amp; Personality</i></li> <li>• <i>Ease before audience</i></li> <li>• <i>Use of proper official dress</i></li> </ul>	100		
<b>5. Power of Expression</b> <ul style="list-style-type: none"> <li>• <i>Communicative ability - Fluency, Emphasis, Directness, Sincerity</i></li> <li>• <i>Conveyance of thought and meaning</i></li> </ul>	100		
<b>6. Response to Questions</b> <ul style="list-style-type: none"> <li>• <i>Ability to answer the questions on the speech which are asked by the judges indicating originality, familiarity with subject and ability to think quickly.</i></li> </ul>	300		
<b>7. General Effects</b> <ul style="list-style-type: none"> <li>• <i>Extent to which the presentation was interesting, understandable, convincing, pleasing and held attention.</i></li> </ul>	100		
<b>Total Points</b>	1000		

TOTAL POINTS \_\_\_\_\_

\*Less time deductions: (1 pt./sec.) \_\_\_\_\_

GRAND TOTAL: \_\_\_\_\_

Participant Rank \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## JR. EXTEMPORANEOUS SPEAKING EVENT SCORE SHEET

Participant Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

ITEMS TO BE SCORED	Max. Points	Score	Comments
<b>1. Content Related to Topic</b> <i>Appropriateness of the total speech content to the topic selected, Extent to which the speaker addressed the topic selected</i> <i>Suitability of the material used</i> <i>Accuracy of the statements</i> <i>Relationship to the content of agriculture.</i>	300		
<b>2. Organization of Materials</b> <ul style="list-style-type: none"> <li>• <i>Organization of the content</i></li> <li>• <i>Unity of thought</i></li> <li>• <i>Logical development</i></li> <li>• <i>Language used</i></li> <li>• <i>Sentence structure</i></li> <li>• <i>Accomplishment of purpose-conclusions</i></li> <li>• <i>Material related to sub-topic.</i></li> </ul>	100		
<b>3. Power of Expression</b> <ul style="list-style-type: none"> <li>• <i>Communicative ability - Fluency, Emphasis, Directness, Sincerity</i></li> </ul> <i>Conveyance of thought and meaning</i>	100		
<b>4. Voice</b> <ul style="list-style-type: none"> <li>• <i>Quality, Pitch, Articulation, Pronunciation, Force</i></li> </ul>	100		
<b>5. Stage Presence</b> <ul style="list-style-type: none"> <li>• <i>Personal appearance</i></li> <li>• <i>Poise and body posture</i></li> <li>• <i>Attitude, Confidence, &amp; Personality,</i></li> <li>• <i>Ease before audience</i></li> <li>• <i>Use of proper official dress</i></li> </ul>	100		
<b>6. General Effect</b> <i>Extent to which the presentation was interesting, understandable, convincing, pleasing and held attention.</i>	100		
<b>7. Response to Questions</b> <i>Ability to answer the questions on the speech, which are asked by the judges, indicating originality, familiarity with subject and ability to think quickly.</i>	200		
<b>TOTAL POINTS</b>	<b>1000</b>		

TOTAL POINTS \_\_\_\_\_

\*Less time deductions: (1 pt./sec.) \_\_\_\_\_

GRAND TOTAL: \_\_\_\_\_

Participant Rank \_\_\_\_\_

Judge's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## SR. EXTEMPORANEOUS SPEAKING EVENT SCORE SHEET

Participant Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

ITEMS TO BE SCORED	Max. Points	Score	Comments
<b>1. Content Related to Topic</b> <i>Appropriateness of the total speech content to the topic selected, Extent to which the speaker addressed the topic selected</i> <i>Suitability of the material used</i> <i>Accuracy of the statements</i> <i>Relationship to the content of agriculture.</i>	300		
<b>2. Organization of Materials</b> <ul style="list-style-type: none"> <li>• <i>Organization of the content</i></li> <li>• <i>Unity of thought</i></li> <li>• <i>Logical development</i></li> <li>• <i>Language used</i></li> <li>• <i>Sentence structure</i></li> <li>• <i>Accomplishment of purpose-conclusions</i></li> <li>• <i>Material related to sub-topic.</i></li> </ul>	100		
<b>3. Power of Expression</b> <ul style="list-style-type: none"> <li>• <i>Communicative ability - Fluency, Emphasis, Directness, Sincerity</i></li> </ul> <i>Conveyance of thought and meaning</i>	100		
<b>4. Voice</b> <ul style="list-style-type: none"> <li>• <i>Quality, Pitch, Articulation, Pronunciation, Force</i></li> </ul>	100		
<b>5. Stage Presence</b> <ul style="list-style-type: none"> <li>• <i>Personal appearance</i></li> <li>• <i>Poise and body posture</i></li> <li>• <i>Attitude, Confidence, &amp; Personality,</i></li> <li>• <i>Ease before audience</i></li> <li>• <i>Use of proper official dress</i></li> </ul>	100		
<b>6. General Effect</b> <i>Extent to which the presentation was interesting, understandable, convincing, pleasing and held attention.</i>	100		
<b>7. Response to Questions</b> <i>Ability to answer the questions on the speech, which are asked by the judges, indicating originality, familiarity with subject and ability to think quickly.</i>	200		
<b>TOTAL POINTS</b>	<b>1000</b>		

TOTAL POINTS \_\_\_\_\_

\*Less time deductions: (1 pt./sec.) \_\_\_\_\_

GRAND TOTAL: \_\_\_\_\_

Participant Rank \_\_\_\_\_

Judge's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FFA Agricultural Issues Forum**  
**Score Sheet (One per team)**

Chapter: \_\_\_\_\_ Issue: \_\_\_\_\_

Portfolio (25 points possible)	Possible points:	Points earned:
Summary of the Issue (2 pages maximum)	5	
Bibliography	5	
Documentation of local forums	15	
<b>Portfolio Subtotal:</b>		
Deduction for exceeding the maximum number of pages and incomplete cover page (10 pts max)		
Deduction for portfolios received after the postmark deadline (2.5 pts. max)		
<b>Total Deductions:</b>		
<b>Total Portfolio Score:</b>		

Team Presentation (125 points total)	Possible points	Points earned
Introduction Statement of the issue and its importance	20	
Pro viewpoint	20	
Con viewpoint	20	
Summary of Pro and Con	20	
Overall presentation	20	
Questions	25	
<b>Team Presentation Subtotal:</b>		
Deduction for presenting a conclusion during teams' 15 minute presentation	(5 maximum deduction)	
<b>Team Presentation Total:</b>		
<b>Total Portfolio Score from Above:</b>		
<b>Total team score:</b>		

Judges Signature \_\_\_\_\_ Date: \_\_\_\_\_

Rank of team: \_\_\_\_\_

## PARLIAMENTARY PROCEDURE SCORE SHEET

CHAPTER: \_\_\_\_\_

Participants	Required Motion 20 pts. Max/ member	Debate 60 pts max/ member 20 pts max/ debate	Additional Motion 20 pts. Max/ member	Individual Questions 12 pts. Max/ member	Individual total 112 pts max per member
1					
2					
3					
4					
5					
Chair	Chair's Questions—12 points maximum				
	Ability to Preside—handling of motions, keeping members informed, use of the gavel, distribution of debate. (80 points maximum)				
	Leadership- stage presence, poise, self confidence, politeness, and voice (20 points maximum)				
Team's General Effect	Conclusions reached by team: (50 points maximum)				
	Team Effect: (50 points maximum)				
	Team's voice, poise, expression, and appearance (50 points maximum)				
General Questions	Questions for clarification of the presentation (28 points maximum)				
Written Test	Average of the six individual test scores- 100 points maximum				
Secretary Minutes	Score for the presentation minutes- 50 points maximum				
Subtotal:					
Deductions	Deductions for parliamentary mistakes- 5 to 20 points per mistake				
	Omitting assigned motion- 50 point deduction				
Total					
Team Score:					

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Parliamentary Procedure Official Minutes Sheet

Chapter \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Chair's Signature

\_\_\_\_\_  
Secretary's Signature

***Add additional pages if needed***

## ***Parliamentary Procedure Score Sheet Minutes***

Chapter: \_\_\_\_\_

	Points Possible	Points Earned
Completeness and Accuracy Minutes accurately reflect all business transacted during presentation	25	
Format of Minutes Chapter name Date Place Signatures	10	
Grammar, Style and Legibility Complete Sentences (0-5 points) Correct Spelling (deduct 1 pt. per mistake) Correct Punctuation (deduct 1 pt. per mistake) Legibility/ Clarity (0-10 points)	15	
Total Score:	50	

Judge's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## FFA JOB INTERVIEW EVENT SCORE SHEET

**Employment Application Score Card** Participant: \_\_\_\_\_

	Possible Points	Score
Overall Impression	5	
Legible	10	
Neat *Grammar *Punctuation	10	
Completed according to directions and information requested	10	
Consistent with resume	15	
<b>Total Points for Employment Application</b>	<b>50</b>	

### Cover Letter Score Card

<b>COMPOSITION</b>	Possible Points	Score
<i>Correct format and stationery</i>	10	
<i>Punctuation</i>	10	
<i>Grammar</i>	10	
<i>Spelling</i>	10	
<i>General Appearance</i>	10	
<b>Composition Sub Total:</b>	<b>50</b>	
<b>CONTENT</b>		
<i>Career Goal Specified</i>	15	
<i>Proper Qualifications</i>	35	
<b>Content Sub Total:</b>	<b>50</b>	
<b>Total Cover Letter</b>	<b>100</b>	

### Resume Score Card

<b>GENERAL APPEARANCE</b>	Possible Points	Score
<i>Presented in Proper Format</i>	15	
<i>Pleasing to the eye</i> <i>*Captures interest, Layout, Easily read</i>	40	
Grammar (punctuation, Typing, spelling)	20	
<b>General Appearance Sub Total:</b>	<b>75</b>	
<b>COMPOSITION</b>		
<i>Personal data</i>	10	
<i>Career Objective</i>	10	
<i>Educational Background</i>	20	
<i>Work experience/skills</i>	20	
Special experiences, activities, honors	10	
References	5	
<b>Composition Sub Total:</b>	<b>75</b>	
<b>Total Resume Score:</b>	<b>150</b>	

## Job Interview Score Card

Interview	Possible Points	Score
Appearance and courtesy	45	
Greetings and Introduction	45	
Speech • Grammar                      • Vocabulary • Volume                        • Enunciation	45	
Attitude and personality • Forcefulness                • Poise • Temperament               • Sincere	45	
Ability to convince and impress interviewer • Persuasiveness • Self-confidence	45	
Knowledge and presentation of abilities • Educational experience • Occupational experience	45	
Reliability • Frankness                    • Consistency • Accuracy	45	
Poise • Tact                            • Discretion • Questions asked of interviewer	45	
Career Objective * Degree to which the participant had determined career objective	45	
Conclusion of interview	45	
<b>Total Interview Score</b>	<b>450</b>	

## Follow-up Letter/ Thank you

	Possible Points	Score
Required Elements (name, date, reiteration of skills, mention of the interview, signature)	25	
Grammar/ Punctuation/ Spelling/ Neatness	25	
General Effect	50	
<b>Total Follow-up Letter/ Thank you score:</b>	<b>100</b>	

TOTAL POINTS - EMPLOYMENT APPLICATION \_\_\_\_\_

TOTAL POINTS - COVER LETTER \_\_\_\_\_

TOTAL POINTS - RESUME \_\_\_\_\_

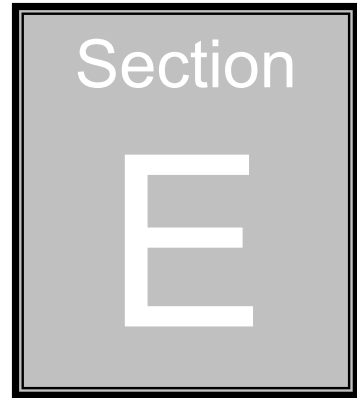
TOTAL POINTS - INTERVIEW \_\_\_\_\_

TOTAL POINTS – FOLLOW-UP THANK YOU \_\_\_\_\_

**GRAND TOTAL:** \_\_\_\_\_

**Rank of Participant:** \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# **OFFICIAL EVENT RESULT SHEETS**

## **SECTION E**

### **OFFICIAL RESULT SHEETS**

# ***DISTRICT SPEAKING EVENT RESULTS REPORT FORMS***

## **INSTRUCTIONS**

Please make sure that you:

1. Complete the "Summary of District Speaking Event Participation". The FFA needs these numbers in order to document participation in each event.
2. List ALL participants in each respective event on the corresponding Result Sheet - not just the winners.
3. At least the top 5 participants in each event must be ranked. Preference is to have all participants placed so they know how they did in event.
4. All names are printed CLEARLY on the report forms.  
We need to know how to spell each person's name correctly.
5. Each participant's chapter must be listed. We need to know where each student is from.
6. All three judges must sign the report form.
7. Have judges turn in result form when they report to the tabulation room.
8. Send the report forms to the New York FFA Office within two days after the event.
9. Send Results Sheets and Confidential Information within two days after the event to:

Juleah Tolosky  
New York FFA Office  
Cornell University  
106 Kennedy Hall  
Ithaca, NY 14853

(607) 255-7905 FAX (if district event is less than 10 days before the sub-state event)

## Summary of Participation

### District Leadership Career Development Event Participation

Please complete this form and send it to the New York FFA Office with the event results sheets. This is important information for us to keep track of for future sponsorship and support of our FFA Events.

School Year: \_\_\_\_\_

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

Host Chapter: \_\_\_\_\_

Event	Total Number	
Jr. Extemp		Individuals
Jr. Prepared		Individuals
Jr. Creed		Individuals
People in Ag		Individuals
Sr. Creed		Individuals
Sr. Extemp		Individuals
Sr. Prepared		Individuals
Job Interview		Individuals
Parliamentary Procedure		Teams
Ag Issues		Teams

RETURN IMMEDIATELY TO:

Juleah Tolosky  
New York FFA Office  
Cornell University  
106 Kennedy Hall  
Ithaca, NY 14853

Make sure all final result sheets and confidential materials are enclosed.



















