

New York Association of FFA

Founded in 1926

Policy Handbook 2008

FOREWORD POLICY HANDBOOK

This Policy Handbook is meant to serve as a general guide of information that may be necessary or useful to agriculture teachers and FFA Advisors in New York State. Many of the policies included were previously “unwritten,” but considered general policies and followed as such. It is hoped that this handbook will clear up any misconceptions and misunderstandings about policy. Some information is provided in its completed form; other information is given in abbreviated form with directory information for finding more details.

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New York Association of FFA

I. Governing Board

The FFA Governing Board is responsible for ensuring that chapters and members follow the New York Association of FFA Constitution and By-Laws. This responsibility includes: development of a state program of activities creating policies that encourage participation of members in all state FFA activities, informing chapters of important dates and deadlines, promoting FFA in a positive light at public relations opportunities, assisting schools interested in chartering new chapters, and encouraging membership growth of existing chapters as stated in the NY Association of FFA Constitution and bylaws.

A. Composition (as determined by the Bylaws)

The Board of Trustees shall consist of the following persons:

1. One agriculture teacher elected from each of the recognized regions, there are two districts in each region (Districts 1 & 2, Districts 4 & 5, Districts 3 & 6, Districts 7 & 8, Districts 9 & 10). Trustees must be members of the New York Association of Agriculture Educators (NYAAE).
2. One representative from the NYAAE
3. One representative from the NYSFFALT
4. One representative from a Postsecondary Program (non-voting).

The state officers will consist of president, vice president, secretary, treasurer, reporter, sentinel, and ten district presidents.

Additional information regarding the Governing Board can be found in the New York State Association of FFA Constitution, Bylaws – Article II and Article III

B. Meetings

1. All Governing Board meetings shall be held in accordance with the NYS FFA Constitution and Bylaws
2. Meeting agendas, dates, times and locations shall be posted on the NYS FFA website at least thirty days before the meeting all meetings are open to members and the public at large.
3. Shall offer two Open Forum periods (one prior to the meeting and one prior to the conclusion of new business) not to exceed thirty minutes each for providing an opportunity for attendees to address or ask questions of the board.
4. All official minutes and committee reports shall be posted within ten days of the meeting and shall remain available on the website for a minimum of eighteen months.

C. Responsibilities of Regional Trustees

1. Serve as representative for two districts.
2. Work with, assist, and advise district advisors.
3. Attend and participate in Trustees and Governing Board Meetings.

4. Plan district leadership CDE's with the assistance of the District President Advisors.
5. Communicate with FFA chapters regarding activities and membership.
6. Assist with the coordination of Empire Degree rankings in each district; collect and review Proficiency Awards in collaboration with the District President's Advisor or the teacher appointed to serve in that role.
7. Obtain members to serve on State Nominating Committee.
8. Assist at sub-state leadership CDE's on request.
9. Serve on state-level committees upon request from the state staff.
10. Contact alternate trustee in advance if you are unable to carry out your responsibilities.
11. Manage the finances of the FFA Association.
12. Attend and participate in the training session for the trustees.

D. Responsibilities of the District FFA Advisors (Advisor to the respective District President

1. Work with, assist and advise district officers and advisors.
2. Plan, attend, and take a leadership role in district meetings and activities (District Program of Activities).
3. Contact chapters regarding FFA activities.
4. Administer the committee evaluating the Districts Empire Degree Candidates.
5. Coordinate the recommendation of Empire Degree Candidates in each district.
6. When no District President is elected, a District Advisor will be appointed.
7. Attend and participate in the training sessions for District FFA Advisors.

E. FFA Grievance Procedure

In the event that a local FFA Chapter or Advisor believes that a policy or regulation of the FFA has been inaccurately or unfairly interpreted and/or administered, the chapter or advisor may appeal by the following procedure:

For an issue beginning on the District Level

Step 1 – Appeal will be made to the district advisor who will request facts from all parties concerned and make a ruling.

Step 2 – A meeting of all local advisors in the district will be convened by the district advisor to hear the facts from all parties concerned and make a ruling based on a majority vote of the advisors present. (A quorum will be one-half of the FFA advisors in the district)

Step 3 – Each party will present his or her case to the regional trustee, who will make a ruling.

Step 4 – Final appeal will be to the State FFA Governing Board who will hear all sides of the issue and rule by a majority vote of the trustees and student officers present at any regular board meeting. Notification of the appeal must be submitted in writing to the chairman of the board of trustees and the state FFA advisor within seven days of the ruling at Step 3.

For an issue on the Sub-State Level – Begin at Step 3 If the parties involved dispute jurisdiction, the process will begin at the lowest level suggested by any party, i.e., if one party feels that it is a district matter and the other believes it to be a state matter, the process will begin on the district level (the lower of the two).

THE BOARD MAY VOTE TO NOT HEAR A CASE, AND THE RULING IN STEP 3 WILL STAND.

The parties involved may resolve the issue themselves or may agree to accept a ruling at any point in the process.

II. Code of Conduct

A. Policies:

1. The Code of Conduct for FFA members is to be enforced by all advisors and chaperones at all FFA functions.
2. The Code of Conduct (see Section D) for Advisors, Teachers, and Chaperones is to be enforced by other advisors, Governing Board President, State FFA Advisor and NYAAE President.

B. FFA Member Code of Conduct

In order to be a credit to the program, organization, chapter, school, community, family, and one self, an FFA member will conduct themselves according to the following guidelines:

1. Dress neatly and be well groomed, appropriately for the occasion.
2. Wear Official dress at National, State and regional events unless otherwise stated, refer to National FFA Official Manual.
3. Show respect for the rights of others and be courteous at all times.
4. Be honest; do not take unfair advantage of others.
5. Respect the property of others.
6. Refrain from loud, boisterous talk, swearing, and horseplay.
7. Demonstrate sportsmanship in the show ring, in judging events and during meetings – “Modest in winning and generous in defeat.”
8. Attend meetings promptly and respect the opinion of others in discussion.
9. Take pride in our organization, in our activities, in our experience programs, in our exhibits, and in the occupations of farming and agriculture.
10. Share with others experiences and knowledge gained by attending national and state meetings.
11. Abstain from the use of alcoholic beverages while in agricultural education or at FFA activities.
12. Abstain from the use of illegal drugs.
13. Abstain from the use of all tobacco products.
14. Do not exhibit public displays of affection or engage in sexual activity during FFA activities.
15. Keep hair neat, clean, and well groomed.
16. Follow instructions as directed by those responsible.

C. Jacket Use

1. Proper official dress is explained in the Official FFA Manual.
2. The Proper Official Dress is strictly enforced at the FFA Annual Meeting (State Convention) and at the National FFA Convention. FFA members will not be allowed to enter the General Session(s) without Official FFA Dress.
3. Courtesy Corps will enforce the FFA jacket policy at the Annual Meeting (State Convention) as well as at the National FFA Convention.
4. Whenever the FFA jacket is worn, the advisor and other FFA members should enforce the guidelines provided.

D. Implementation

1. Violators of the code will be reported to their teacher, their parents, and the administration.
2. While in agricultural education or an FFA activity, the person responsible for supervision will immediately take disciplinary measure.

E. Code of Conduct for Teacher/Advisor/Chaperone

1. Advisors are responsible for the supervision of all students at all times that they are involved in agricultural/FFA activities (24-hour responsibility)
2. Foster proper moral conduct by example.
3. Maintain discipline appropriate to the activity.
4. Assure the health of student, handles emergency situations, and notify parents when necessary.
5. Practice immediate on-site supervision of students.
6. Enforce the rules and expectations of persons administering activities.
7. Refrain from use of alcohol, tobacco products or illegal drugs during agricultural and/or FFA activities.
8. Inform students of expected conduct prior to participation in all FFA activities.
9. Upon request assist in supervising State FFA officers, or FFA members from other chapters.

For the well-being of the entire group of participants at an event, it should be understood by youth and adults that the advisor will exercise on-the-spot responsibility for all youth, whether from their own or another chapter, in carrying out the stated rules of the event; and the advisor will maintain morally responsible behavior, which recognizes the basic rules of society and the common rights of others.

F. Implementation

The New York Agricultural Education Outreach Staff will assist NYAAE in implementing these guidelines through appropriate actions, which may include a combination of the following:

- a. Personal contact with the violator and their advisor
- b. Letter to the violator and their advisor.
- c. Letter to District Trustee
- d. Letter to the violator's administrator

III. National FFA Convention

A. National Convention Date

The National FFA Convention is held each October. All FFA Advisors must submit FFA National Travel Form to the FFA Staff prior to sending students to the Convention.

B. Travel Form

Travel form is located on the state website or the state office. Advisors who are running a bus or group tour must register their itinerary and the National Travel Form with the State FFA office.

C. Bus Groups

In response to this concern, the FFA Governing Board took the following action in February 1987. "It was moved to have the Governing Board sanction group trips who have their itinerary in by August 15th." If you are organizing a bus trip, please send daily itinerary and trip information to the state FFA office in care of the State Executive Secretary (contact information can be found on the State FFA Office Personnel page.) This will assist in locating students and advisors for routine activities or emergencies while in route to or from the National Convention Site.

D. Responsibilities for Bus Groups

The person setting up the travel itineraries must ensure that FFA teams and coaches arrive on time for coaches' meetings and team photographs.

IV. Due Dates

A. Award and Degree

1. All applications must be postmarked on or before the NY FFA calendar due date. All applications received after the respective deadlines will be charged a late fee of \$50.00 per day. These funds will be designated for National CDE sponsorships.

B. Activities

1. A list of activities and due dates will be provided in the fall and posted on the NYS FFA web site.

C. Degree Application

1. Award Degree applications and state officer applications are due to the state office by the date stated in the Calendar of Deadlines sent to all chapters at the beginning of the school year. Dates are also posted on the NYS FFA web site. The FFA staff is responsible for enforcing due dates.
2. The only exceptions to the due date policy can be made by appealing to the State FFA staff where determination is made on an individual basis. These cases can be subject to review by the FFA Governing Board (see FFA Grievance Procedure – Section I.D.)

D. Rosters

1. Annual membership: July 1st through June 30th
2. Students must be active members in order to participate in any substate or state Career Development Event.
3. Normal Dues schedule (if received & paid by March 1st)

TYPE	NATIONAL	STATE	TOTAL
1 Year	\$ 5.00	\$5.00	\$10.00
3 Year2	\$14.50	\$14.50	\$29.00
1+3 Year2	\$19.50	\$19.50	\$39.00

Jr. FFA (entering 6th grade) ¹	N/A	\$ 5.00	\$ 5.00
Magazine Subscription	non-member	\$ 7.00	\$ 7.00

1 6th grade students may only be state FFA members, based on the National FFA Constitution.

2 Only seniors and college freshmen can select 3 year and 1+3 year membership

4. Late Fees
Late Roster Fee (after March 1st) - \$50
5. Additional students can be added by schools who previously submitted initial rosters for the current membership year by sending an official supplemental roster with full payment (including the one time per roster late fee) to the NYS FFA Office PRIOR to any sub-state or state level career development event. Supplemental rosters will also be accepted with full payment at any sub-state or state level career development event according to the late dues schedule:
6. No rosters (initial or supplemental) will be accepted after August 31st.
7. Students whose membership was left off a previous year's roster may be able to have their membership backdated. Contact the state FFA office for specific information.

V. State and District Officers

The duties and responsibilities, as well as election procedures for State and District Officers are contained in the State Constitution and By-Laws, the Prospective Officer Guide, and Officer Application. Resources are found in the Appendix and on the New York Association of FFA web site.

A. State Line Officers:

1. It is mandatory that all line officers attend the following activities:
 - a. Blast Off Training - National Training Program
 - b. NLCSO Training – National Training Program
 - c. State Officer Training in cooperation with Oswegatchie Education Center Staff in mid August
 - d. Governing Board training with the trustees
2. Inability to participate in the above-mentioned trainings may result in removal from office

All Line Officers are expected to be available to visit agriculture programs throughout the state to recruit students for new and existing programs and as needed by the Executive Secretary and Agricultural Education Outreach Coordinators.

A Line Officer is normally involved in FFA activities that require 90 days away from home. The president and vice president should be expecting a number of additional days (at least 10). In addition, correspondence and record keeping will require a number of days spent on FFA at home. The State Association will reimburse the travel expense of FFA Officers to approved State Association Activities (this does not include Chapter Banquets).

B. District Presidents:

1. It is mandatory that all District Presidents attend State Officer Trainings in cooperation with OEC Staff and the Executive Secretary. These trainings include but are not limited to: BLAST Off, NLCSO, OEC summer trainings and several meetings throughout the year.

A District President is normally involved in about 50 days spent on FFA activities away from home. In addition, correspondence and recordkeeping will require a number of days spent on FFA at home. The State Association will reimburse the travel expenses of FFA officers to approved State Association Activities (this does not include Chapter Banquets).

VI. Policy on National Officer Candidates

- A. National Officer Applications are due to the State FFA office on or before December 1st. A committee will be formed to review the applications submitted and to set up interviews that will take place on a Saturday in January. The National Officer Screening Committee will consist of individuals with a familiarity of the National Officer Selection Process. Committee members may include past national officers and national officer candidates; past State FFA Officers, FFA Advisors, members of the faculty of the Department of Agricultural Education or related fields; members of business and industry; school officials and a current state officer. The current state officer will be selected by state staff and trained for the national officer selection process. State staff will appoint a chairman and assure the committee is of an odd number. Upon completion of the interview process a candidate will be chosen and announced. The National Officer Candidate Selection committee will also be asked to re-evaluate the officer at least once during the fall prior to National Convention.
- B. The New York National Officer candidate will be issued a New York State Association jacket and will serve from January through National FFA Convention on the state officer team. The National Officer Candidate will be responsible for visiting schools, creating and implementing workshops, assisting with state convention and delivering speeches in a variety of settings. The National Officer Candidate is encouraged, but not required, to work or volunteer at Oswegatchie Educational Center the summer of their year as a candidate. The National Officer Candidate is expected to maintain an SAE and an agricultural interest throughout their candidacy - though increased travel will likely necessitate a reduced workload in any locally-based activities. The National Officer Candidate will receive assistance from state staff and the National Officer Selection committee throughout their candidacy to prepare for their week of selection at National Convention. The candidate is expected to place their preparation as a priority. National Officers are required to balance an intense schedule and workload - the National Officer Candidacy in New York will be designed to help the candidate succeed in both the election process and their year of service.
- C. In order to be eligible for National FFA Office, candidates must submit a qualified American Degree application with their National Officer Application on or before December 1st.

VII. New York Degrees and Evaluation Procedures

The New York Association of FFA officially recognizes the following individual awards and recognition areas:

A. American Degree Evaluation Procedures

1. The applications are due to the FFA State Office by April 1st, unless the individual is applying for national officer candidacy (December 1st).
2. The FFA Staff will check the applications for completeness and mathematical accuracy.
3. The FFA Staff will select an evaluation team consisting of an FFA Trustee, a state officer and another qualified evaluator for each region from which there are candidates.
4. The evaluation team will visit each candidate, verify the program in the application, and evaluate the application.
5. The evaluation team will note any parts of the application that are inaccurate or incomplete and leave the application with the candidate to complete and return to the FFA Staff by June 1st for final evaluation.
6. In order to be selected for state consideration for the nomination for American Star Farmer, Star in Agribusiness, Star in Agricultural Placement or Star in Agriscience, students must complete all the necessary requirements according to the American FFA Degree handbook and submit them by April 1. The State FFA Office will select a committee to judge these candidates and determine a nominee in each area.
7. The State Advisor signs the applications after the State Staff has checked the list with a “yes” or “no”, the evaluation team statement has been typed in, and the evaluators have signed the statement.

B. Empire Degree Administrative Procedure

1. The NYS Empire Degree application is the required form to use for the State Degree. The application is available on the New York FFA website, www.nysffa.org.
2. Chapter advisors should have completed Empire Degree applications sent to the State FFA Office, postmarked by February 1st.
3. A state-wide, Special Awards committee will evaluate state degree applications. This committee will include one advisor from each of the ten districts, selected by the district advisors.
 - a. If the committee finds any deficiencies, those applications should be returned to student with a list of necessary corrections. The revised application must be returned to the state FFA office by March 15th.
 - b. The committee will ensure that all signatures have been secured, check sheets completed, and the Empire Degree Rubric completed.
4. All Empire Degree applications are subject to an executive review procedure to maintain high standards.
5. All candidates will be informed of their status prior to the Annual Meeting by April 20th.
6. Empire Degree Recipients must be high school juniors, seniors or 1st year graduates.
7. Empire Degree candidates must be present for the Empire Degree Ceremony at the Annual Meeting unless exempted by the Governing

Board based upon extenuating circumstances. A formal written request to be exempted from the ceremony must be presented to the State Office postmarked one week prior to the Annual Meeting.

C. State Star Procedure

1. One Star will be selected in each of the four areas (Farmer, Agribusiness, Placement and Agriscience) from the list of District Star Applications in each of the ten districts.
2. Applicants for District Star must submit (in addition to the Empire Degree Application): the completed STAR Battery (found at http://www.ffa.org/index.cfm?method=c_programs.Stars), 6 pictures with brief captions (less than 50 words), a letter of recommendation from an employer or ag advisor (if not employed) and a resume. These items are to be included with the Empire Degree Application, postmarked to the state FFA office by February 1st.
3. Current District Stars are automatic applicants for State Star selection by the Special Awards Committee. An Empire Degree District Star holder from the previous year, who was not selected as State Star, may submit an Empire Degree application marked for "State Star Award Only," postmarked February 1st to the state FFA office. The Special Awards Committee will select the State Stars from the pool of district applicants.
4. To be eligible for State Star a student must be a junior, senior, or one year out of school. This will allow a student four full years to develop a program to submit for State Star.
5. State Stars winners will be invited to revise their applications and submit them back to the state FFA office by June 20th for the Eastern States Exposition's FFA State Stars Program. The NY FFA state award evaluation committee will identify which state stars are recommended for each of the Eastern States categories: Star Farmer, Star Agribusiness, Star Agricultural Placement (either at an agribusiness or production enterprise), and Star Agriscience.

D. Individual Accomplishment Awards

1. The Individual Accomplishment Awards follow the same course and due dates outlined for the Empire Degree and Proficiency Awards, except no interview is required. Individual Accomplishment Awards must be completed on a National FFA Proficiency application.
2. Adhere the Individual Accomplishment label to the top of the 1st page. Labels available from the New York FFA website or the state office.
3. This award is recommended for use by freshman and sophomores.

E. Proficiency Awards

1. Award applications, medals, and certificates for proficiencies are available the National FFA Supply Service. The medals and certificates are to be given out at the local FFA chapter. For additional information refer to the National FFA Student Handbook and the Agricultural Proficiency Award Handbook.
2. State Awards are available for first, second and third place in each proficiency area. At the time the award is to be made, the first place

applicant must have completed three years of high school agriculture, or not have been out of high school for more that a year.

3. All proficiency awards must have the appropriate label. Labels are provided from National FFA on the CD-Rom provided yearly.

F. Honorary Empire Degrees

1. To receive an Honorary Degree a person(s) needs to be nominated by a local chapter, State Office, Governing Board or Foundation. The application is available on the state website or from the state office.
2. Parents or Grandparents with children/grandchildren who have received their Empire Degree.
3. Community members need to show their support at the local or state level for FFA.
4. Advisors receive the Honorary Empire Degree at the end of the year that they have a state officer. After the first recognition of this honor, advisors will receive a plaque with a chad for each following years recognition for serving as an officer advisor.

G. Blue and Gold Award

1. This award is given to persons who have continued to demonstrate outstanding support for NY FFA; this is awarded to persons who have already received their Honorary Empire Degree. The application for this award is available from the state website or from the state office.

H. Dairy Breed Awards

1. This award is presented to FFA members who either jointly or personally own dairy stock.
2. One first place award will be given in each of the 5 milking breed categories if deemed first place material by a panel of judges.
3. The award application can be found either on the state web site or from the state office.
4. All applications must be submitted to the state office by March 15th.

I. H.O. Sargent Award

1. The purpose of the H.O. Sargent award is to recognize success in achieving and promoting diversity in Agricultural Education and in FFA in a student's local community.
2. All information pertaining to this award can be found on the National FFA CD-Rom provided yearly to all advisors.
3. All applications must be submitted to the state office by April 1st.

J. Agri-Science Student and Agri-Science Teacher of the Year Awards

1. FFA members are selected for this award on the basis of Agri-Science research projects. Winners are judged based on academic achievement, school and community activities.
2. All information pertaining to this award can be found on the National FFA CD-Rom provided yearly to all advisors.
3. All applications must be submitted to the state office by April 1st.

K. Scholarships

1. New York State Scholarship application is available from the state website or the state office. The scholarships are awarded at the summer

Governing Board meeting. The number will vary from year to year depending on the amount of money in the line budget for that year.

2. All applications must be submitted to the state office by March 15th.

VIII. Career Development Events

A. Career Development Event Schedule Structure for Competition

1. In the interest of streamlining the leadership Career Development Events, sub-district leadership CDE's are optional. Whether or not to have sub-district CDE's is up to the Sub-district advisors.
2. District Presidents and Advisors are responsible for conducting the FFA District Leadership Career Development Events.
3. The District CDE's must be held by March 1st, in a place that is as central and accessible by main highways for all contestants. The chapters must be notified by the District President and/or Advisor at least 30 days in advance of the date, place and time of the event.
4. Each CDE will be conducted using current state and National rules. Three judges and a timer are required for each CDE. The selection and orientation of judges is critical to ensure they have the knowledge needed for the CDE.
5. Each judge will rank the contestants individually. The rankings are totaled. The lowest total is named winner. There must be three placings in each CDE if there are at least three competitors. Prizes will be awarded to the top three winners in each district contest at the Annual Meeting (State Convention) during District Meetings.
6. It is essential that the State FFA office receives a report of the top three winners and a list of all participants in each event immediately following the CDE's using the Results Form available on the state website or from the state FFA office.

B. District Career Development Events

1. District Events are to be organized by the District President Advisors. A packet of materials will be sent by the state FFA office directly to District Presidents Advisors or designees to be used at the District Career Development Events. This packet must stay sealed until the time of the CDE's.
2. The District Advisor or designee must
 - a. Prepare three copies of the rules of each event to provide to the judges of that event. The rules are found on the CD-Rom all advisors receive annually from the state FFA office.
 - b. Contact the advisors in the District and set a date for the events. Most Districts find that this can be accomplished in an afternoon and evening - Starting at 3 p.m.
 - c. Find three judges for each event. One judge at each event may be a teacher – they may not have anyone from their school in the event. Ask the other advisors in the district to bring a judge and seek members of the advisory board to assist in finding additional judges from the area.

3. The judges in each event will rank all of the participants. The top four individuals or teams in each event will be invited to proceed to the Sub-State event
4. Complete the Ranking Form available on the state website or from the state FFA office identifying the ranking of all participants in the leadership CDE's. Identify those chosen to move on to the Sub-State events and identify the chapter that each participant represents.
5. All first place winners at the District events will receive a monetary award at the District Meeting at the Annual Meeting (Convention) in May.
6. All students selected to participate in Prepared Public Speaking at Sub-States are REQUIRED to submit their written manuscript to the State FFA Office postmarked 10 days prior to the date of their Sub-State event. Students who do not submit their manuscripts on time will not be allowed to participate in the Sub-State event.
7. Sub-State Events will take place in 3 regions, dates and locations of these events will be posted on the web-site.

C. Sub-State Format

1. Each Sub-state event is to be organized by the Regional Trustees.
2. The Board of Trustees will determine the date and locations of Sub-state events by January 1 of the year in which it takes place. The State FFA staff will distribute the date and location information to chapters via mail and postings on the state website.
3. Any event with fewer than 10 participants will be judged by one set of three judges. All events with greater than 10 participants will be divided into two 'flights', each judged by a different set of three judges. The top two participants from each flight will then compete in a final run-off, judged by four judges (two from each of the first flights). The one event that is an exception is Job Interview, which will be run with one set of judges, regardless of the number of participants.
4. Each school participating in sub-state events will be required to provide a judge for an event in which they do not have a participant. The host school for the sub-state event will provide additional judges to complete the number need to conduct the CDE events.
5. A list of the top three places in each event at each sub-state will be distributed to all chapters via the state ag-ed list serve and web site.
6. The top two individuals or teams in each sub-state event will be invited to proceed to the finals at the state annual meeting (convention).
7. The first, second, and third place teams and individuals in each event in each regional sub-state will receive plaques at the conclusion of each sub-state program.

D. Career Development Event Winners

1. First place CDE participants will represent New York at the National FFA Convention.
2. Second place CDE participants will represent New York at the Eastern States Exposition (Big E).

- a. The first place CDE participants will attend the Eastern States Exposition if the second place participants are not able to attend.
- b. If the first place participants are unable to attend, the third place participants will be invited to represent New York.
- c. Exceptions:
 - 1) Dairy Handling – 1st place winner – National Convention, 2-5 place, Eastern States Exposition
 - 2) Dairy Judging – 1st place – National Convention, 2nd place – Eastern States Exposition, 3rd place – Harrisburg, PA

E. Procedures For Starting New FFA CDE

1. The development of new Career Development Event proposals will be the responsibility of the FFA Governing Board.
2. 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.
3. 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.
4. Career Development Event proposals, after initial approval, are referred to the FFA CDE Coordinating Committee for review and recommendation.
5. FFA Career Development Coordinating Committee makes recommendations to the FFA Governing Board to approve for trial basis, disapprove, or continue with modifications.
6. 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.
7. FFA Governing Board approved Career Development Events are conducted on a one-year basis with evaluation by FFA Career Development Event Coordinating Committee.
8. FFA Career Development Event Coordinating Committee will make recommendations on the CDE continuation and revisions to FFA Governing Board.
9. The FFA Governing Board will endorse or reject new the Career Development Event.

F. Procedures for Revising a CDE's

1. A three-year rotational schedule will be followed in revising any aspect of the CDE. Rotational schedule to be established by the FFA Governing Board.
2. Revisions concerning date, place, award, and eligibility will be made only at the annual meeting of FFA CDE Coordinating Committee.
3. Any revisions must be presented in writing to the FFA CDE Coordinating Committee, preferably prior to the meeting.

G. Procedure for Terminating a CDE

1. The committee may recommend to the Governing Board termination of a CDE based on the lack of financial support, amount of student participation over a period of years, lack of personnel or facilities to operate the CDE, irrelevance to the state agricultural education curriculum, or a combination of these factors.

IX. Annual Meeting (State Convention)

A. Selecting the Site

1. The application for selection as the site for the Annual Meeting may be obtained from the state FFA office or web site.
2. All FFA Chapters and Ag Ed institutions are eligible to apply to host the annual meeting.
3. Applications must be received at the FFA office by January 1st (17 months prior to the convention they propose to host).
4. Sites must make a presentation at the Board Meeting 17 months prior to the convention they propose to host.
5. The selection process will include application review and presentation by the applicant
6. The governing board will vote to select the site at the January board meeting prior to hosting.

X. Delegate Duties

1. Delegates will be assigned to participate in committees, committee categories are assigned in a rotating fashion based on the number of delegates in a chapter.
2. All delegates will participate in the Business Session held on Thursday of the Annual Meeting.

A. State Officer Nominating Committee

1. The state FFA staff shall appoint the coordinator(s) of the nominating committee by April 1st.
2. The committee shall consist of one member from each of the ten districts.
3. The committee shall be divided in half as follows:
The members from Districts 1, 3, 5, 7, and 9 shall serve on the line officer nominating committee during the odd years and the district officer nominating committee during the even years. Districts 2, 4, 6, 8, and 10 shall serve on the line officer nominating committee during the even years and the district officer nominating committee during the odd years.

B. Workshops

1. A workshop proposal and resume must be submitted by the presenter, to the state FFA office by March 1 to be considered for that year Annual Meeting.
2. The state FFA office will make the decision on workshops and presenters for the Annual Meeting.

C. Talent

1. All talent applications must be submitted to the Annual Meeting Coordinator by March 15th. The application is available through the state website or the state FFA office.

2. On the first day of the Annual Meeting all talent applicants will perform and be judged. During the Annual Meeting several acts will be chosen to perform during sessions, based on time availability and number of acts needed.
3. If placing 1st in the state for individual or group talent, students may choose to fill out the National FFA Talent Application. National FFA then determines if the individual or group is invited perform at the National Convention at their own expense.

XI. State Level FFA Tasks and Responsibilities

A. State FFA Office

1. Prepare and mail governing board meeting notices, with amendments if needed, to student officers, advisors and administrators.
2. Solicit chapters desiring charters, prepare and frame the charter, and communicate to newly chartered chapters.
3. Log and receipt American Degree application, National Honorary American Farmer Degrees, Distinguished Service Awards and VIP Citations.
4. Contact the annual meeting host chapter for financial report.
5. Complete National FFA Annual Report
6. Review and submit national officer application by August 1st.
7. Receive copy of income tax forms for storage.
8. Send bills to Executive Treasurer.
9. Make copies of materials for district, sub-state, and state parliamentary procedure CDE and job interview, extemporaneous public speaking, creed speaking and distribute to district president advisor prior to the events.
10. Distribute updated information on rosters
11. Distribute amendments to the constitution.
12. Prepare awards sheets, distribute awards list and send invitations.
13. Maintain a list of New York State teacher and chapter information.
14. Update mailing and email lists.
15. Schedule leadership-training programs.
16. Prepare leadership class materials for camp.
17. Plan all state officer leadership training.
18. Develop public relations materials and news releases.
19. Receive degree and award applications, verify membership; receipt for trustees.
20. Select an award evaluation committee.
21. Meet with special awards committee and American FFA evaluation committees.
22. Prepare special awards listing.
23. Arrange for certificates to be completed.
24. Provide leadership to help resolve award and CDE problems.
25. Provide on-site assistance with award presentations at the annual meeting.
26. Return applications for revision with suggestions (American, Proficiency, Chapter Awards, and Eastern States Stars).

27. Obtain final copies of American Degrees, Proficiency, National Chapter, Star FFA and Agribusiness applications for mailing.
28. Order materials from the National FFA Center.
29. Resolve awards and CDE problems with ribbons, certificates and plaques.
30. Order awards as needed for follow-up from annual meeting.

B. State FFA Executive Secretary

1. Supervise and coordinate the awards, contests, annual meeting and assistant coordinators.
2. Supervise and advise the state FFA student officers.
3. Solicit recommendations for honorary and special awards and correspond with the award recipients.
4. Mail update information to chapters and facilitate the completion of the electronic roster.
5. Assign student officers as needed for local, regional and state events.
6. Verify membership of officer candidates and Career Development participants.
7. Obtain from trustees names of people to serve on nominating committee; select teacher and past state officer for the nominating committees.
8. Mail letters to officer candidates with clarification, send information to officer candidates, and prepare for officer orientation.
9. Send thank you notes to the host school and individuals, and send letters to advisors.
10. Work on FFA Annual Meeting preparation with officers at host chapter.
11. Order FFA jackets and supplies for state officers.
12. Prepare state officer and advisor directory.
13. Attend Eastern State meetings.
14. Coordinate and attend leadership training of state officers at the Oswegatchie Educational Center.
15. Submit officer delegate reservations, band, choir, and talent application to National FFA.
16. Obtain judges for Eastern States.
17. Prepare directories of Foundation, NYAAE, Trustees and alternate trustees.
18. Revise FFA annual meeting minutes and FFA program of activities, with copies for officers, trustees, and other chapters.
19. Prepare and mail Eastern State CDE team and individual participation certification forms.
20. Prepare and mail National CDE certifications.
21. Prepare for and attend Student Officer and Governing Board meetings.
22. Request National Officer attendance at annual meeting.
23. Plan for and attend National FFA Convention.

C. State Executive Treasurer

1. Be appointed and serve at the discretion of the Board of Trustees.
2. Inform the Board of Trustees on Financial matters of the Association.
3. Orient and supervise state FFA Treasurer

- a. Prepare detailed outline of FFA Treasurer's duties and review with FFA Treasurer and Treasurer's Advisor
4. Receive and deposit (in an insured bank account) all FFA funds.
5. Review, approve and pay all FFA bills within the scope of the FFA budget.
6. Pay all monetary awards as approved by the FFA Executive Secretary.
7. Prepare a draft budget and be able to advise the FFA Budget Committee.
8. Distribute the adopted FFA budget.
9. Record Jr. and Sr. FFA membership by chapter.
10. Prepare appropriate reports on FFA membership.
11. Determine number of delegates for Annual FFA Meeting (Convention) and assist with delegate registration and counts during business meetings.
12. Maintain all financial records for seven years.
13. Prepare and file required income tax reports annually.
14. Present all financial records to the Board of Trustees to audit annually.

B. State Fair Superintendent(s)

All State Fair information is included in the State Fair Youth Book sent to FFA advisors in late June. Advisors are responsible for obtaining admission tickets, parking passes, and making dormitory arrangements. Information concerning the State Fair can be obtained by contacting the superintendents of the fair. Contact information for the superintendents can be found on the State FFA Office Personnel page.

D. Specialty Area Career Development Events

1. In New York State, Specialty Area Events include Agricultural Mechanics, Conservation, and Forestry, which are held at or near the time of the State FFA Annual Meeting in May. Other Specialty Area Events are Welding and Tractor Safety, which are held at Empire Farm Days in August.
2. Career Development Event information is on the National FFA Chapter Resource CD-Rom distributed to all FFA chapters by November each year. Information on National CDE's can also be found on the National FFA web site www.ffa.org
3. A chart of all New York CDE's, their locations and information on New York specific events can be found on the web site www.nysffa.org
4. Additional information on leadership CDE's can be obtained from your FFA Regional trustee or by contacting the superintendent of the Specialty CDE's whose contact information is located on the State FFA Office Personnel page.

E. Annual Meeting Coordinator Responsibilities

1. Solicit applications for annual meeting sites.
2. Meet with host chapter advisor and administration.
3. Plan for annual meeting with administration, teachers of agriculture and school staff.
4. Go over timelines before convention with host chapter (what coordinator will do and host chapter will do.)
5. Send invitations to organizations interested in providing educational exhibits and other youth organizations.
6. Prepare mailing of invitations.

7. Prepare abbreviated and detailed programs.
8. Prepare officers before and at host school meeting.
9. Write and mail thank you notes to host school individuals.
10. Ensure program includes activities for all members for the duration of the state convention.
11. Work with the NYSFFA Leadership Foundation to properly recognize FFA sponsors.

F. FFA Specialty Technical CDE Coordinator Responsibilities

1. Supervise and coordinate specialty area technical contests.
2. Secure and supervise contest superintendents.
3. Prepare contest rules and procedures.
4. Determine sites and dates for contests.
5. Present contest rules and procedures to Governing Board.
6. Suggest revisions.
7. Prepare information for mailing.
8. Secure judges.
9. Verify membership.
10. Prepare list of results for State Office.

G. CDE's Coordinators' Responsibilities

1. Appoint and orient contest superintendents.
2. Enforce all rules and regulations governing contests.
3. Compile suggested revisions from each superintendent.
4. Check with superintendents to assure completion of their duties on time.
5. Compile awards requests from each contest.
6. Evaluate new contests operating on a trial basis.
7. Provide coordination in use of personnel between the various contests.
8. Submit contest results to State Reporter and State FFA office for publicity.

H. CDE's Superintendents' Responsibilities

1. Selected by CDE Coordinator
2. Select materials, prepare written tests and other contest materials, and set up and actually operate the contest. At the conclusion of each contest she/he will be responsible for taking down, returning, or storing all contest materials.
3. Take full charge of all activities of the respective contest during the period of the contest.
4. Assign specific duties and responsibilities to the assistant superintendents.
5. Conduct a meeting of advisors and officials at a time preceding the event and hold an evaluation meeting for participants, coaches, and officials following the contest.
6. Give full instructions to contestants prior to the start of the contest.
7. Arrange for official judges, timekeepers, verification of contestants' eligibility, and scoring results.
8. Submit names of chapters and the results of the CDE to a member of the state FFA office.
9. Present contest revisions and award request to the FFA Contest Coordinating Committee and Coordinator.

I. Agricultural Education Outreach

1. Supervise state FFA Coordinator.
2. Arrange for in-service and send in insurance reports.
3. Prepare and conduct trustee orientation session.
4. Provide leadership opportunities for all students enrolled in agriculture curricula grades seven through twelve.

J. SED

1. Attend governing board meetings and follow up governing board correspondence.

XII. SUPPORTING AGRICULTURAL ASSOCIATIONS

A. NEW YORK FFA LEADERSHIP TRAINING FOUNDATION, INC.

1. Foundation Purpose - The New York FFA leadership Training foundation is an educational corporation chartered by the Board of Regents of the University of the State of New York.
2. Foundation Function - The Foundation was formed in 1947 for the purpose of holding title to Oswegatchie Camp – the State FFA Leadership Training Center. In 1968 the Foundation was given the additional task of raising funds to support the State FFA awards and activities. The Foundation Board of Directors' function is to raise money for FFA awards and activities and provide management of Oswegatchie Educational Center.
3. Foundation Make Up - A Board of Directors consisting of twelve persons is the governing body of the Foundation. Each of the following representatives is appointed to a three-year term. There are no term limits. The Governing Board of the New York Association of FFA appoints FFA representatives, NYAAE representatives are appointed by the executive committee of NYAAE. The current board of directors seeks other representatives. Membership is as follows:

*FFA Representatives NYAAE Representatives Other Representatives
2 Ag Educators 1 Agri-Business 2 Found. Open Seats
1 Agri-Business 1 Ag Educator 1 Post Secondary
1 FFA State Officer 1 State Education
1 Retired Ag Educator
1 Cornell University*

B. OSWEGATCHIE EDUCATIONAL CENTER

1. Mission - Our Mission is to provide both youth and adults with life experiences in leadership training, environmental education, and outdoor recreation.
2. Programs
 - a. Oswegatchie FFA Summer Camp
 - 1) Registrations for are due, postmarked June 15th of each year. In the event June 15th falls on a weekend, the following Monday will be permitted.

- 2) Refunds will be only be issued in full when communicated by June 25th. After June 25th no refunds will be issued for cancellations.
- b. TEAM Challenge Ropes Course
 - 1) Minimum group size of 12 persons
 - 2) Minimum group fee of \$250 for low and high ropes.
 - 3) Zip Line Fee is \$100 for group.
- c. Winter Weekends and Chapter Retreats
 - 1) Deposit required to reserve a winter weekend.
 - 2) Minimum nightly lodge rental is \$400 per night for up to 20 persons.
- d. Environmental Science and Leadership Training Programs (ELP)
 - 1) Complete 3 day two night program including meals, lodging, leadership and environmental lessons.
- e. Work Weekends
 - 1) Adopt a Campsite Trips
 - 2) Wood harvest weekends.
 - 3) Opening and closing camp
 - 4) Trail building weekends.
- f. Adiron-Duck Race
 - 1) Last Sunday in April each Spring
 - 2) Chapters adopting ducks will receive campership credit equal to 50% of the proceeds from their sales.
 - 3) Maple Education and History Programs
 - 4) Offered every March and April to elementary schools
- 3. Contact Information
 - a. Office hours are Monday through Saturday, 8:00 am – 5:00 pm
 - b. Oswegatchie office phone number is: 315-346-1222
- 4. Web site is www.oswegatchie.org

XIII. NYAAE (New York Association of Agricultural Educators)

NYAAE is the professional organization for agriculture teachers in New York State. It is an affiliate organization of NAAE (National Association of Agricultural Educators) and NYSACTE (New York State Association of Career and Technical Education) and ACTE (Association of Career and Technical Education).

The primary function of NYAAE is to serve the agriculture teachers in New York legislatively and professionally. Teachers who become involved in NYAAE benefit from the professional improvement sessions and meet other professionals who share common concerns, interests, and experiences.

Total Picture of Agricultural Education in New York State

FFA.....	New York Association of FFA
NYAAE.....	Ag Teacher Organization: Umbrella Organization
NYFFALTF.....	Camp Oswegatchie and Fund Raising
OEC.....	Oswegatchie Educational Center (Camp O)
AEO.....	Agricultural Education Outreach

XIV. STATE FFA OFFICE CONTACTS

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