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2003-2006

Iowa FFA Association Activities, Events, and Awards Bulletin

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Constitution & By-Laws

IOWA FFA ASSOCIATION

Revised and Amended at 72nd Iowa FFA Leadership Conference

April 5-7, 2001

CONSTITUTION

ARTICLE I. NAME

The name of the association is the Iowa FFA Association and it is affiliated with the National FFA Organization. However, the letters "FFA" and/or the words "Future Farmers of America" may be officially used to designate the association, its chapters or members thereof.

ARTICLE II. AIMS AND ACTS OF THE ASSOCIATION

The objects and purposes of the Iowa FFA Association are set forth in Section 3 of the National FFA Organization's Charter, Public Law 81-740. The Iowa FFA Association shall cooperate with National and State governing agencies and officials for vocational education in accomplishing these objects and purposes and the following aims and activities, which the governing body has determined, pursuant to Section 3(8) of the organization's Charter, to be appropriate aims and activities within the framework of objects and purposes established by the organization's Charter:

1. To be an integral part of the organized instructional programs in Agricultural Education which includes preparation for occupations in production agriculture; agricultural supplies and services; agricultural mechanization; agricultural products, processing and marketing; horticulture; renewable natural resources, forestry and others; representing those programs that qualify for assistance under federal vocational education legislation.
2. To build the confidence of students in themselves and their work by developing desirable work habits and the effective use of their time by learning to assume responsibilities and by developing personal and occupational competencies in communications, human relations and social abilities leading to intelligent choices of careers and successful employment in agriculture.
3. To foster programs and activities which will develop leadership, character, scholarship and occupational pride, training for useful citizenship, patriotism, thrift and the improvement in community life by encouraging members to improve the home and its surroundings and to develop and improve the community, including its economic, environmental and human resources.
4. To recognize achievement in supervised agricultural experience programs, scholarship, leadership and other individual and group achievements by providing awards to deserving members.

ARTICLE III. ORGANIZATION

SECTION A. The Iowa FFA Association is the State Association of, by and for students of Agricultural Education programs. It shall consist of chartered chapters. More than one chapter may be chartered in a school when deemed appropriate by the State Executive Committee. The Iowa FFA Association is affiliated with the National FFA Organization and accepts the provisions of its constitutions and by-laws.

SECTION B. Active chapters of the FFA for students enrolled in public secondary school programs shall be chartered only in such schools where recognized systematic instruction in Agriculture Education is offered under the provisions of the federal vocational education legislation.

Such chapters shall operate as an integral part of the instructional program of Agricultural Education under the responsibility of the local school system.

Schools with large enrollments and/or multiple programs in agricultural education may establish subsidiary chapters of the parent chapter. Each subsidiary chapter shall be organized and operated in accordance with all the provisions of the national, state and chapter constitutions. Subsidiary chapters shall be coordinated by the officers and advisors of the parent chapter.

SECTION C. Collegiate chapters may be chartered by the Iowa FFA Association in two or four year postsecondary institutions where agricultural courses are taught.

Each chartered collegiate chapter may adopt a constitution which shall not conflict with that of the national organization or the Iowa FFA Association, elect officers, and establish a Program of Activities.

Collegiate chapter members shall pay state and national dues.

ARTICLE IV. MEMBERSHIP

SECTION A. Membership in this organization shall be of four kinds: (1) Active; (2) Alumni; (3) Collegiate; and (4) Honorary. The FFA is an equal opportunity-affirmative action organization and does not discriminate on the basis of race, color, religion, sex, handicapping conditions or national origin including limited English proficiency.

SECTION B. "Active Membership"--Any student who is regularly enrolled in Agricultural Education is entitled to become an active member of the chartered FFA chapter affiliated with the school district where the student receives Agricultural Education instruction. The agricultural education instructor and FFA advisor shall be the same person.

To become an active member and retain membership, a student must:

1. While in school, be enrolled in at least one agricultural education course during the school year and/or follow a planned course of study; either course must include a supervised agricultural experience program, the objective of which is preparation for an agricultural career.
2. Show an interest in the affairs of the organization by attending meetings, striving for degrees of membership, and participating in other organized activities of the chapter.

3. Pay all current state and national dues by the date determined by the chapter.
4. Display conduct consistent with the ideals and purposes of the national FFA Organization.

A member may retain active membership until November 30, following the fourth National FFA Convention after graduation from high school.

A member in good standing at the time of induction into the armed forces of the United States of America or into the FFA international program shall be in good standing during the period of active service without further payment of dues or attendance at meetings. Time spent in the armed forces or FFA international program shall not be considered as elapsed time in determining the maximum period of four conventions following graduation from high school or leaving high school. Members using this waiver of service time for the purpose of maintaining active membership for application for advanced degrees of membership must resume active participation within six months after having been honorably discharged from military service or completing their FFA international program and indicate such a desire by paying dues and attending meetings. Members participating in a six-month armed services program or participation in the FFA international program for six months shall be eligible for one full year of extended membership. No individual may retain active membership beyond his or her twenty-third birthday.

SECTION C. "Alumni Membership"--Membership shall be open to former active FFA members, collegiate or honorary FFA members, present and former professional agricultural educators, parents of FFA members and others interested in and supportive of the FFA.

SECTION D. "Collegiate Membership" - - Collegiate membership shall be open to students who are enrolled in agricultural courses or who are pursuing career objectives in the industry of agriculture at a two or four year institution having a collegiate FFA chapter.

SECTION E. "Honorary Membership" --Farmers, school superintendents, principals, members of boards of education, chapter advisors, teachers, staff members in agricultural education, business people and others who are helping to advance Agricultural Education and the FFA and who have rendered outstanding service, may be elected to honorary membership by a majority vote of the members present at any regular meeting or convention.

Honorary membership shall be limited to the Honorary Chapter FFA Degree in the individual chapter, Honorary State FFA Degree in the Iowa FFA Association and the Honorary American FFA Degree in the National FFA Organization.

ARTICLE V. ACTIVE MEMBERSHIP DEGREES AND PRIVILEGES

SECTION A. There shall be four degrees of active membership based upon achievement. These are: (1) Greenhand FFA; (2) Chapter FFA; (3) Iowa FFA; and (4) American FFA. The national organization shall set the minimum qualifications for each degree.

SECTION B. Greenhand Degree

1. Minimum qualifications for election.

(On meeting the following minimum qualifications, the Greenhand Degree may be conferred by the Chapter.)

- a) Be enrolled in agricultural education and have satisfactory plans for a supervised agricultural experience program.
 - b) Learn and explain the FFA Creed, Motto and Salute.
 - c) Describe and explain the meaning of the FFA emblem and colors.
 - d) Demonstrate a knowledge of the FFA Code of Ethics and the proper use of the FFA jacket.
 - e) Demonstrate a knowledge of the history of the organization, the chapter constitution and bylaws, and the chapter Program of Activities.
 - f) Personally own or have access to the official FFA Manual and the FFA Student Handbook.
 - g) Submit written application for the Greenhand FFA Degree.
2. The chapter executive committee shall determine when students have met the qualifications for election.
 3. Those persons elected to the Degree shall be initiated at a regular or special chapter meeting with the regular ceremony for this degree.

SECTION C. Chapter FFA Degree

1. Minimum qualifications for election:
(On meeting the following minimum qualifications, the Chapter FFA Degree may be conferred by the chapter.)
 - a) Must have received the Greenhand FFA Degree.
 - b) Must have satisfactorily completed at least 180 hours of systematic school instruction in agricultural education at or above the ninth grade level, have in operation an approved supervised agricultural experience program and be enrolled in an agricultural education course.
 - c) Have satisfactory knowledge of the local constitution and have participated in the planning and conducting of at least three official functions in the chapter Program of Activities.
 - d) Have earned and productively invested at least \$150 by the member's own efforts or worked at least forty-five hours in excess of scheduled class time, or a combination thereof, and have developed plans for continued growth and improvement in a supervised agricultural experience program.
 - e) Have effectively led a group discussion for 15 minutes.
 - f) Have demonstrated five procedures of parliamentary law.

- g) Show progress toward individual achievement in the FFA award programs.
 - h) Have a satisfactory scholastic record.
 - i) Submit a written application for the Chapter FFA Degree.
 - j) Meet other requirements as established by the chapter and/or State Association.
2. The chapter executive committee shall determine when candidates for the degree have met the above qualifications.
 3. Those persons elected to the Degree shall be initiated at a regular or special chapter meeting with the regular ceremony for this degree.

SECTION D. Iowa FFA Degree

1. Minimum qualifications for election:
(On meeting the following minimum qualifications, the Iowa FFA Degree may be conferred by the Iowa Association.)
 - a) Have received the Chapter FFA Degree and have been an active FFA member for at least two years (24 months) at the time of receiving the Iowa FFA Degree.
 - b) While in school, have completed the equivalent of at least two years (360 hours) of systematic school instruction in Agriculture Education of above the ninth grade level, which includes a supervised agricultural experience program.
 - c) Have earned and productively invested at least \$1,000, or worked at least 300 hours in excess of scheduled class time, or a combination thereof, in a supervised agricultural experience program.
 - d) Demonstrate leadership ability by:
 - i) Performing ten procedures of parliamentary law.
 - ii) Giving a six-minute speech on a topic relating to agriculture or the FFA.
 - iii) Serving as an officer, committee chairperson, or a participating member of a chapter committee.
 - e) Have a satisfactory scholastic record as certified by the local agricultural education instructor and the principal or superintendent.
 - f) Have participated in the planning and completion of chapter Program of Activities.
 - g) Have participated in at least five approved FFA activities above the chapter level.
 - h) Meet other requirements as established by the Iowa FFA Association.
2. Each chapter is allowed to submit all of its qualified candidates for the Iowa FFA Degree.

3. Written records of achievement compiled on official Iowa FFA Degree application forms and verified by the chapter advisor shall be submitted by the chapter executive committee to the State Executive Secretary/Treasurer on or before February 1, prior to the Annual State FFA Leadership Conference.
4. A committee of the state president (and designees), the president and president-elect of the Iowa Vocational Agriculture Teachers Association, and the state executive secretary/treasurer, and/or his or her designee will then review the applications and submit its recommendations to the Executive Committee. The Executive Committee will nominate at the annual State Conference all qualified candidates. The delegates shall then proceed to elect the candidates to the Iowa FFA Degree.

SECTION E. American FFA Degree

1. Minimum qualifications for election:

The Iowa FFA Association accepts the minimum qualifications designated by the national organization for election. (On meeting the following qualifications, the American FFA Degree may be conferred by the National Organization.)

- a) Have received the State FFA Degree and have been an active member for the past three years (36 months), and have a record of satisfactory participation in the activities of the chapter and Iowa FFA Association.
 - b) Have satisfactorily completed the equivalent of at least three years (540 hours) of systematic secondary school instruction in a agricultural education program, or have completed the program of agricultural education offered in the school last attended, have graduated from high school at least 12 months prior to the national convention at which the degree is to be granted, and have in operation and have maintained records to substantiate an outstanding supervised agricultural experience program through which a member has exhibited comprehensive planning, managerial and financial expertise.
 - c) Have earned and productively invested at least \$7,500 or have earned and productively invested at least \$1500 and worked 2250 hours in excess of scheduled class time. Any combination of hours x \$3.33 plus dollars must be equal to, or greater than the number 9000. Hours used for the purpose of producing earnings reported as productively invested income shall not be duplicated as hours of credit to meet the minimum requirements for the degree.
 - d) Have a record of outstanding leadership abilities and community involvement and have achieved a scholastic record of "C" or better certified by the superintendent or principal.
2. Each chapter is allowed to submit all of its qualified candidates for the American FFA Degree.
 3. The Iowa FFA Association may submit annually all of the applications from those American FFA Degree candidates who meet the minimum requirements.
 4. The Iowa FFA Association is allowed to submit its most qualified candidates for the American FFA Degree, regardless of whether they are in Agricultural Production or Agribusiness.

5. Written records of achievement compiled on the official American FFA Degree application forms and verified by the chapter advisor shall be submitted by the chapter executive committee to the State Advisor on or before March 1 prior to the State FFA Leadership Conference.
6. A committee consisting of the state FFA Alumni president, (past) president of the Iowa Vocational Agriculture Teachers Association, and the state advisor, will then review the records and submit its recommendations for the degree to the national organization.

ARTICLE VI. EMBLEM

SECTION A. The official emblem of the National FFA Organization shall include five symbols, namely: the plow, representing labor and tillage of the soil; the owl, representing wisdom; the rising sun, representing progress; a cross-section of an ear of corn, representing common agricultural interests; and an American eagle surmounting the cross-section of the ear or corn, representing the national scope of the organization. The emblem shall also include the letters "FFA," and the words "Agricultural Education."

SECTION B. The emblem shall be uniform in the Iowa FFA Association and recognized units thereof. All members shall be entitled to display the emblem.

SECTION C. Greenhand FFA Degree recipients shall be entitled to wear the official bronze emblem pin; Chapter FFA Degree recipients shall be entitled to wear the official silver emblem pin; State FFA Degree recipients shall be entitled to wear the official gold emblem charm; and American FFA Degree recipients shall be entitled to wear the official gold emblem key.

SECTION D. Honorary Chapter FFA Degree recipients shall be entitled to wear either the official silver or gold emblem pin; Honorary State FFA Degree recipients shall be entitled to wear the official gold emblem charm; and Honorary American FFA Degree recipients shall be entitled to wear the official gold emblem key.

SECTION E. Collegiate FFA chapter members and FFA advisors shall be entitled to wear the official gold owl pin.

ARTICLE VII. OFFICERS

SECTION A. The officers of the Iowa FFA Association shall be president, six vice-presidents, secretary, reporter, executive secretary/treasurer and Advisor.

The officers of the Iowa FFA Association shall be elected annually by ballot by a majority vote of the delegates present at the regular state meeting except that the State Advisor shall be a state consultant for agricultural education and the state executive secretary/treasurer shall be named by the state advisor and approved by the Executive Committee and the Board of Directors. All elected state officers must have attained the Iowa FFA Degree.

A nominating committee shall study and review the qualifications of all eligible candidates for the state office, report to the delegates during the annual State Conference and nominate the selected candidates. Other nominations for officers may be submitted by the delegates if the candidate went through the nominating committee process.

The president, secretary, and reporter shall be elected from the membership at large by a majority vote of the delegates. The election of the vice-presidents shall be by a majority vote of the delegates from respective districts and shall follow a seniority cycle starting for the year 1940-41 with the first vice-president from the Southwest District, followed by the Southeast, North Central, South Central, Northwest and Northeast districts, respectively.

The newly elected officers shall assume their duties at the close of the Conference at which they are elected.

In case the office of president becomes vacant, the first vice-president shall assume the duties followed in turn by the other vice-presidents in order.

Vacancies in other state offices which occur during the interim between conventions may or may not be filled at the discretion of the executive committee.

SECTION B. The state vice-president for each district shall serve as the district president. Other district officers may include vice-president, secretary and reporter.

District officers shall be elected annually by a majority vote of the delegates present at a regular district meeting with the majority of the active chapters in the district present. Two delegates shall be representatives of each chapter at the delegate session.

The newly elected district officers shall assume their duties at the close of the district meeting at which they were elected.

All district officers, except the state vice-president for the district, must hold at least the Chapter FFA degree, be active members and be elected in their sophomore and/or junior year of high school.

SECTION C. Chapter officers shall consist of a President, Vice President, Secretary, Treasurer, Reporter, Sentinel, and Advisor. Other officers may be designated if desired. They shall be elected annually or semiannually at a regular meeting of the chapter from among the members enrolled in high school agriculture education classes and after a chapter has been organized for a year or longer who have attained the rank of Chapter FFA Degree recipient. The chapter advisor shall be the instructor of Agricultural Education.

ARTICLE VIII. MEETINGS AND CONFERENCES

SECTION A. The State Conference shall be held annually. The time and place shall be set by the Executive Committee and Board of Directors and should be held at least 45 days prior to the National Convention of the FFA.

SECTION B. Each chapter shall be entitled to send two official delegates from the active membership to the state conference.

SECTION C. Chapters shall hold meetings monthly or more often throughout the calendar year and at such times and places as may be decided upon by the executive committee of the chapter.

ARTICLE IX. DUES

SECTION A. Annual membership dues in the Iowa FFA Association shall be fixed by the executive committee on the basis of an annual budget subject to the approval of a majority of the delegates present at the annual state conference. These dues may be met by individual members or by chapters, as the chapters elect. State and national dues shall be collected from active and collegiate members.

SECTION B. Chapter dues shall be fixed by the chapter executive committee subject to approval by the majority vote of the chapter membership.

ARTICLE X. AMENDMENTS

SECTION A. Proposed amendments to the state constitution shall be submitted in writing by authorized representatives of local chapters to the state executive committee. These proposed amendments must be reviewed by the state executive committee. The state executive committee shall in turn submit these amendments to the delegates at each of the six district conferences prior to the state conference in which the amendment shall be voted on. The amendment shall be presented in the district conference with the recommendations of the state executive committee. Other proposed amendments may originate from within the state executive committee. Amendments may be adopted or revision made in the state constitution at any state conference by a two-thirds vote of the delegates present.

SECTION B. By-laws may be adopted to fit the needs of the Iowa FFA Association provided they are not in conflict with the national constitution.

By-Laws

Article I. Duties of State Officers and State Staff

- A. The President. It shall be the duty of the president to preside over state conferences of the Iowa FFA Association, the FFA and over all meetings of the state executive committee. The president shall call special meetings of the executive committee when requested to do so by a majority of that group. The president shall call one state conference each year on such a date and at such place as shall be fixed by a majority vote of the executive committee. The president shall appoint all committees and may serve as an ex-officio member of these committees.
- B. Vice Presidents. It shall be the duty of the vice-presidents, acting under the direction of the president, to look after the welfare of the FFA and preside over meetings in their respective districts.
- C. The Secretary. The secretary shall perform the duties common to such an office, such as keeping an accurate record of the sessions of the state conference of the Iowa FFA Association and of the meetings of the state executive committee, one copy of which shall be given to the state advisor for the permanent files and one copy kept in the secretary's own files. The secretary shall perform such other duties as directed to perform by the executive committee.
- D. The Reporter. The reporter shall secure information from chapter reporters, advisors and members of FFA activities and accomplishments from within the state for distribution to all chapters. The reporter shall serve as editor of the FFA news bulletin and, as directed by the executive committee, assist in acquainting members and others with the purposes and progress of the Iowa FFA Association.
- E. The Executive Secretary/Treasurer. The Executive Secretary/Treasurer shall provide for the training of state FFA officers, provide leadership, and coordinate state officer activities; shall keep all permanent records of the organization and shall see that adequate reports of the activities of the Iowa FFA Association are forwarded to the National Executive Secretary. The Executive Secretary/Treasurer shall receive all funds of the organization and disburse them with the approval of the advisor and keep an accurate record of all receipts, bank deposits and disbursements. The Executive Secretary/Treasurer shall submit annually a financial statement of the Iowa FFA Association and a budget of proposed expenditures, furnish complete financial records to be reviewed by the auditing committee, and furnish a suitable bond, the amount to be fixed by the Executive Committee. The Executive Secretary/Treasurer shall serve as publicity coordinator for the organization and perform other such duties as directed by the Executive Committee and Board of Directors, and serve as an ex-officio member of the FFA Board of Directors.
- F. The Advisor. The advisor is an ex-officio member of all committees. It is the advisor's duty to advise with the Executive Committee, other committees and delegates on matters of policy and assist the state officers in conducting meetings and carrying out programs. The advisor shall keep all permanent records of the organization and shall see that adequate reports of the activities of the Iowa FFA Association are forwarded to the national executive secretary. The advisor shall approve petitions for local charters, perform such other duties as directed by the executive committee, and serve as publicity coordinator for the organization.

Article II. Executive Committee

The Executive Committee shall be the State FFA Officers. The Executive Committee shall have joint control over the organization with the board of directors, subject only to such regulations and by-laws as may be adopted by the Iowa FFA Association.

Article III. Board of Directors

There shall be a Board of Directors composed of a chapter advisor from each of the supervisory districts in the state to be elected at the annual instructors conference, the president of the Iowa FFA Alumni Association, president of the Iowa Vocational Agriculture Teachers Association, the chairperson or designated representative of the department of agricultural education at the designated teacher education institution and the chairperson who will be named by the state advisor and approved by the Executive Committee and the Board of Directors.

The Board of Directors shall cooperate with and provide guidance to the state Executive Committee on the administrative direction and supervision of the Iowa FFA Association and shall possess joint power of approval with the Executive Committee.

Article IV. Committees

The president of the Iowa FFA Association shall appoint three committees annually: the Nominating Committee, the Auditing Committee and the Program of Activities Committee. Other committees may be appointed as necessary.

The Nominating Committee shall study and review the qualifications of all eligible candidates for state offices. This committee shall report to the delegates during the annual state conference.

The Auditing Committee shall review the financial records of the Executive Secretary/Treasurer.

The Program of Activities Committee shall set up the annual objectives and goals of the Iowa FFA Association and suggest ways and means of attaining them.

Article V. Reports to be made to the Iowa FFA Association by chapters.

- A. Membership Report showing the names of active members, their addresses, degrees and offices held and the names of the honorary members. -
- B. The Annual Program of Activities adopted by the chapter for the year.
- C. An Annual Chapter Report on forms provided by the Iowa FFA Association, including amendments to the constitution and by-laws during the year.
- D. Supervised Agricultural Experience Annual Summary shall be submitted as a part of the Annual Chapter Report.

Article VI. Procedure of determining standing of chapters and members

A chapter shall be considered in good standing with the Iowa Association when the following conditions are met.

- A. All current state and national dues paid into the state treasury by the date specified by the executive committee.
- B. All reports submitted to the Iowa FFA Association as requested.
- C. Local constitution not in conflict with the state constitution or any of its provisions.
- D. No chapter shall have less than ten (10) active members. An active member shall be considered in good standing when: (1) the student attends chapter meetings with reasonable regularity, (2) shows an interest in and takes part in the affairs of the chapter and (3) pays dues regularly.

It shall be the duty of the advisor to report the standing of each chapter to the board of directors committee at the annual conference. In case any chapter is not in good standing prior to the state convention, delegates shall have the power upon recommendation of the state board of directors to withdraw or suspend the charter and to refuse these chapters the regular privileges enjoyed by chapters in good standing. By meeting the requirements for good standing, a chapter may be reinstated by action of the board of directors at any time.

In case a department of Agricultural Education in which a chartered chapter of FFA is located is discontinued, the chapter so involved may be permitted to operate officially for a period not to exceed 24 months from date of the discontinuance of the department in the school concerned, providing proper supervision and guidance can be given to the chapter work by a member of a school faculty having the approval of the State Advisor. Chapter charters must be surrendered to the State Advisor at the end of the 24-month period indicated if Agricultural Education is not in operation again at that time.

Whenever this constitution is found to be in conflict with state law, the executive committee is empowered to make adjustments found necessary to the end that no chapter or member be barred from the enjoyment of their rights and privileges.

Article VII. Procedure of issuing charters to chapters

Any public school or schools wishing to affiliate with this organization shall meet the following requirements upon receipt of a charter, the chapter and the members thereof will be recognized as members of the Iowa FFA Association.

- A. Have a minimum active membership equal to 50% of the enrollment in high school Agricultural Education classes and in any chapter, no less than ten active members.
- B. Accept the state constitution.

- C. Adopt its own constitution and have it approved by the state advisor.
- D. Set up a program of activities for the first year which has the approval of the state advisor.
- E. Pay the state and national dues of its active membership.
- F. Furnish a list of the names and addresses of charter members and names of all proposed officers.
- G. Pay the cost and engrossing of the chapter charter.

A charter shall be granted by the Iowa FFA Association upon such application, the state president and secretary shall sign this charter.

General Information

A. Foreword

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

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

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

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

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

B. The FFA

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

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

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

C. “Active” FFA Chapters and Members

A chartered chapter in “good standing” with the Iowa FFA Association may participate in all district and state activities, events, meetings, and the state FFA Leadership Conferences. A chapter is in “good standing” when: (1) its state and national dues are paid by December 1; (2) its membership report and annual program plan are submitted by December 1; (3) its Annual Report is submitted by July 1; (4) its constitution is not in conflict with the state constitution; and (5) it has at least 10 active members.

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

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

D. Objectives

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

E. Rules for all State Events

1. All official FFA events are open to any chapter in “good standing” with the Iowa Association not later than **January 1**, except those departments operating for the first year which must be in “good standing” by March 1.
2. Participants’ names will be verified against official membership reports at the first level of competition above the local level. If a student’s name does not appear on the roster, then the State FFA Advisor or his/her designee will collect State and National FFA dues at the time of the event.
3. All FFA participants and official delegates must be active members and enrolled in high school Agricultural Education during the current year. Any exceptions that apply for an individual’s participation are listed under that separate event.
4. Candidates for the Iowa FFA Degree and American FFA Degree must be active members but do not need to have been in high school during the current year.
5. Participants in the first **eleven** events listed, on the last page of this booklet, may compete in only one sub-district, one district and one state FFA event, though they may serve as delegates or be candidates for the Iowa FFA Degree or American FFA Degree.
6. Only one entry per chapter is permitted in each Leadership CDE, Skills, CDE, agricultural proficiency area, and all other official sub-district, district, and state events. It is strongly recommended that local events be utilized to determine the local winner to broaden the base of competition at the local level.

7. If an entry in a leadership CDE is not able to advance, the designated alternate(s) will become the participant(s).
8. Members are eligible to participate for up to two years in the first 11 events listed on the last page of the booklet, on the sub-district level. Once they have participated in one of those events on the state level they are ineligible to participate in that event in future years.
9. All participants in the state final FFA events must be registered by the designated hour on the day of the events.
10. Conflicts in the order of appearance at any of the official events caused by extenuating circumstances will be dealt with on an individual basis by the State FFA Advisor.
11. The chairperson of each event will introduce each participant in each event at the time of the participant's appearance.
12. Participants should be neat in appearance. Official dress will be appropriate and highly recommended but not mandatory. In all leadership events, point deductions shall be allowed where appropriate for poor stage presence and/or personal appearance.
13. When Official Dress is not required, Official Casual Dress is recommended. Official Casual Dress consists of an FFA polo shirt or FFA t-shirt and jeans or khaki/dress pants.
14. Sportsmanlike conduct should be taught by advisors and demonstrated by both advisors and participants at all FFA events. A demonstration or incidents of unsportsmanlike conduct may result in suspension from the event.
15. No communication devices (cell phones, pagers, hand held computers, two-way radios, etc.) will be allowed in the possession of any contestant from event check-in through the completion of the event.
16. All written event applications including the Iowa FFA Degree MUST have all signatures required in all of the appropriate places.
17. On written applications, points will be deducted if the captions under pictures include more than 50 words. However, the applicant should not be disqualified. The following count as one word – FFA; twenty-four; 24; livestock;365, etc.
18. Participants are to use high quality print for all written materials. Judges may deduct up to ten points if the print is not high quality.
19. All written applications and materials for events, awards, and degrees will be judged as submitted without allowing corrections to be made between sub-district and district, and district and state.

20. All written applications for awards and degrees are to be submitted without the addition of extra (partial or full) pages of information, photos, or other materials except where additional materials are requested or duplication is permissible as specified on the application being submitted. For example: “Other Information” on Iowa FFA Degree applications and America FFA applications and “Project Story” on Agricultural Proficiency applications can only be explained in the limited space available.
21. Violation of any specific written rule in any application or event will result in elimination of the school from the event and/or receive a participation rating.
22. Any individual or team member that qualifies for advancement to National competition in an ag knowledge and skills/judging event may enter any other state ag knowledge and skills/judging event during the same calendar year.
23. If a team contains one person from a National qualifying team, the chapter may substitute this individual on the team because no individual(s) shall advance to national ag knowledge and skills events in more than one area within the same event year. Refer to the substitution rule in the policies section of this bulletin. If a team contains more than one national qualifying team member for a national event and qualifies for another national event, the second place team will advance.
24. In the event that teams or individuals advancing to National competition decline the opportunity to represent the Iowa FFA Association the Board will authorize subsequent teams or individuals (2nd, 3rd, 4th, 5th, etc.) to advance to National competition. The teams or individuals that decline the opportunity to participate will not be allowed to compete in future career development events (their eligibility has expired with winning the state event). If any team accepts the opportunity to represent the Iowa FFA Association in place of the state authorized team, they will also forfeit any future opportunities to participate in this event.
25. If the due date for an entry form or application falls on a weekend or a National Holiday, it shall be postmarked no later than the next working day.

F. Judging Results and Awards

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

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

Iowa FFA Degree

A. Information

The Iowa FFA Degree is the highest rank that can be conferred upon active members by the Iowa FFA Association. Those to receive the degree will be selected for nomination by the State Committee according to provisions in the Iowa FFA Constitution. Awards will be presented with appropriate ceremony to the successful candidates at the annual Iowa FFA Leadership Conference.

Candidates may be nominated by submitting service and achievement records on official application forms. Applications are to be prepared by the candidate and verified by the chapter advisor and executive committee.

In any year, all active members who are candidates meeting minimum qualifications may be elected to the Iowa FFA Degree (There are no chapter quotas).

The minimum qualifications for election to the degree are:

1. Must have received the Chapter FFA Degree and have been an active FFA member for at least two consecutive years (24 months).
2. While in high school, must be enrolled in at least the third year of instruction in a vocational education course for an agricultural occupation; if out of high school, must have completed the equivalent of two full years of systematic secondary school instruction (360 hours in addition to a supervised agricultural experience program).
3. Have earned and productively invested at least \$1000 net income by his or her own efforts from his or her agricultural experience program, or have worked (other than class scheduled time) at least 300 hours in the case of directed laboratory experience program, or a combination thereof.
4. Demonstrate leadership ability by:
 - Performing ten parliamentary procedure activities as specified in the “Mastering Parliamentary Procedure” booklet.
 - Giving a five-minute speech.
 - Leading a 30-minute group discussion
 - Serving as an officer and/or committee chairperson or a participating member of a major committee.
5. Have a satisfactory scholastic record, certified by the local superintendent or principal.
6. Participate in the planning and completion of Chapter Program Activities.
7. Participate in five (5) separate FFA Activities above the chapter level listing an activity only once. These are to be officially sponsored FFA activities as listed on pages 108-111 of this booklet. (Be careful to include only those activities specified for approval.)

8. Be familiar with the provisions of the constitution of the Iowa Association and the National Organization.
9. Must have participated in an outstanding way in activities for community improvement and the development of agriculture.

B. Rules

In addition to the minimum qualifications and rules stated in the introductory paragraphs, the following rules must be followed:

1. Active membership dues for candidates must have been paid to and received by the Iowa FFA Association on or before December 1st prior to the year applications are submitted.
2. Candidates must submit the correct application form for the year the degree is to be received.
3. One copy of the completed application must be received, by the district FFA, advisor prior to the evaluation. Each candidate's SAE record books covering the period of the applications must be in possession of the record book review committee prior to the time

of evaluation. In addition, **one copy** of the completed application must be postmarked or delivered to the State FFA Advisor on or before February 1. **(FAX or Email will NOT be accepted.)**

4. Only paper record books and computer print outs of records will be accepted; computer disks will not be accepted as SAE records.
5. Applications will be judged as originally submitted with no additions or changes permitted after the district FFA advisor receives them.
6. No additional pictures or additional (partial or full) pages of information, pictures, news articles or other material will be permitted as a part of the Iowa FFA Degree application; however, these additional items may be included in record books. Pages 4, 5, and 8 of the Iowa FFA Degree application may be duplicated as needed and added to the application.
7. Candidate's earned net worth cannot exceed total earned net income.
8. All signatures are required.
9. Application covers, including the official FFA award cover, and individual page protective sheets of any sort are not permitted.
10. Star Candidates: Candidates wishing to be considered as a Star Finalist shall advance two additional copies of their application to the State FFA Advisor on or before February 1st. (ie. Star Candidates should send a total of three copies.)

C. Procedure for Verifying Iowa FFA Degree Applications with SAE Record

Books

1. Only SAE record books will be evaluated; there will be no interview process.
2. Require no specific record keeping system; however, require specific records to be kept for all ownership and ag placement programs.
 - business agreements
 - inventories (beginning and ending) – when appropriate
 - itemized income
 - itemized expenses
 - number of hours—when appropriate
3. Evaluation of applications and SAE record books at the district level:
 - Three evaluation representatives from each sub-district will serve on a rotational basis (three-year terms).
 - Each sub-district shall elect evaluation representatives at State DE Conference. These persons must have completed two or more years of teaching.
 - In case of a resignation, the sub-district advisor will appoint a replacement for the balance of the term.
 - The district FFA advisor will chair the evaluation process; he/she will be given instructions and review the process at the State FFA Board Meeting in December.
 - Each sub-district will evaluate another sub-district's applications.
 - The district advisor will be responsible to see that all sub-district committees are consistent with their evaluation process.
 - No additional instructors are permitted at this evaluation and review.
4. One copy of each candidate's Iowa FFA Degree Application shall be advanced to the State FFA Advisor on or before February 1st. The record books will be returned to each Ag Ed department by the district advisor. One copy of the Iowa FFA Degree Application must be postmarked or delivered to the district FFA advisor on the date specified by the district FFA advisor. All SAE Record Books covering the period of the application shall be in possession of the district record book review committee prior to the time of evaluation.
5. Responsibilities of District Verification Committee:
 - Review all sections of the Iowa FFA Degree as outlined on the Iowa FFA Degree Application Review Form and the Record Book Review Form.
 - Each district will submit the name and school p.o. of each candidate that qualifies for the degree.
 - Candidates that meet the qualifications of the Iowa FFA Degree Application Review and the Record Book Review, as verified by the district verification committee, will be awarded the Iowa FFA Degree.
 - Appeals will be conducted at the district level.
6. There will be no chapter quotas.

7. The Iowa FFA Degree Application submitted by each candidate to the district review committee plus all SAE records shall be returned to the local chapter advisor by the district FFA Advisor.
8. The district review committee evaluation forms will be sent to the State FFA Advisor prior to the meeting of the State FFA Degree Evaluation Committee.

IOWA FFA DEGREE DISTRICT REVIEW COMMITTEE EVALUATION FORM

****The review committee evaluation form will be posted on the website.**

A. Iowa FFA Degree Selection Committee

The Iowa FFA Degree Selection committee shall consist of the Iowa FFA Advisor and/or his or her designee, State FFA President (and designees), the IAAE President and President elect.

The Iowa FFA Degree Selection Committee will be responsible for:

- selecting the Star Finalists;
- issuing rulings on appeal questions, and;
- determining if “questioned” SAEs are agricultural.

B. Designations

Special designations are made for those receiving the Iowa FFA Degree as follows:

1. **Star Finalist**
 - Star in Production Agriculture (6 finalists)
 - Star in Agribusiness (6 finalists)
 - Star in AgriScience (6 finalists)
 - Star in Agricultural Placement (6 finalists)
2. The Iowa Star in Production Agriculture, Agribusiness, AgriScience, and Agricultural Placement will be selected through an interview of each star finalist. These candidates shall provide their SAE record books for review by the committee selected to interview.

C. Awards

Local: “Star Chapter FFA Degree”- FFA medal and certificate by the National FFA Foundation

- Production Agriculture
- Agribusiness

State: “Star Finalist Iowa FFA Degree – Twenty-four cash awards of \$100 each and plaques. Awards are sponsored through the Iowa FFA Foundation, Inc.

- Production Agriculture
- Agribusiness
- AgriScience
- Agricultural Placement

“Star Iowa FFA Degree” - \$300 and a certificate by the National FFA Foundation, Inc. A plaque sponsored through the Iowa FFA Foundation, Inc.

- Production Agriculture

- Agribusiness
- Agriscience
- Agricultural Placement

All Iowa FFA Degree recipients – certificates sponsored by the Iowa FFA Association; Iowa FFA Degree charms sponsored through the Iowa FFA Foundation, Inc.

D. Instructions for completing the Iowa FFA Degree Application
Revised 9-9-2002

- Before completing the application, it is very important that the applicant read the rules and directions in the current Activities, Events, and Awards Bulletin.
- Read directions printed at the top of each page of the application.
- Another useful reference is “The Reason Members Did Not Receive the Iowa FFA Degree” list developed by the state review committee.
- **READ IT, THEN DO IT!**
- **ALL INVENTORIES AND FINANCIAL INFORMATION MUST BE SUBSTANTIATED BY THE APPLICANT’S SAE RECORD BOOK.**
- **ALL DOLLAR FIGURES SHOULD BE ROUNDED TO THE NEAREST DOLLAR.**

The following directions are intended to be helpful to the applicant in completing the Iowa FFA Degree.

Project Story. The purpose of this page is to explain anything that needs clarifying.

- Under accomplishments or failures. (This is an opportunity to relate agricultural competencies gained in a unique or non-traditional SAE program.

Candidate’s SAE Inventory. This page consists of two tables for listing inventory items.

- An applicant may have other inventory items, which are **only a part of the SAE program** but were not included in the financial information of the application. The inventory items are to come from the Inventory Record Depreciable Items page of the record book.
- Applicants may have used their personal car or pickup truck in their SAE. The Internal Revenue Service will allow a reasonable portion of the cost of ownership as a business expense. The following is the current IRS rules on the issue: Business percentage = percent used for SAE is based on business mileage divided by total mileage. Business percentage x Fair Market Value of vehicle = SAE Value for inventory. **What is NOT acceptable as SAE Value for inventory is the value percentage to and from applicant’s place of employment.**
- Show complete information as called for in the application.

Candidate’s SAE Program Summary (Ownership)

- Inventory values and all other financial information must come directly from the SAE record book.
- Use the explanation box to explain to the State Review Committee any unusual circumstances.
- **Show the planned SAE program for the next fiscal year.**

Candidate’s SAE Program Summary (Placement)

- Provide all information as called for by the application form.
- It is important to communicate to the State Review Committee the agricultural nature of the applicant’s work experience, therefore, it would be wise to describe the type of work instead of using a job title that may give little or no information as to the agricultural competencies being developed.
- Applicants may be placed in a **directed laboratory experience** (such as the school greenhouse) without pay. In this event, the applicant records the unpaid hours. Unpaid hours are multiplied by \$3.33 to arrive at a value.

- **Show the planned SAE program for the next fiscal year.**

Income From Other Than SAE.

- Applicant must include all other income during the time covered by the application.
- Other Income includes all non-cash income such as the value of goods received in exchange for the applicant’s labor. For example, if an applicant received feed for his/her livestock in exchange for labor, it must be shown.
- Income other than earnings that was received during the period of time covered by the application must be shown. This includes such things as gifts, prizes and inheritances.
- Do not include INTEREST EARNED from checking or savings accounts. Interest from checking/savings is already included in Ending Balance.
- Management and Efficiency Factors are to be completed by applicants with ownership programs.

Applicant’s Financial Statement

- Assets that pertain to the SAE program must have been shown in the inventory to qualify as productively invested.
- All other assets such as those relating to a 4-H project or other projects may be entered on *Lines 7-11*.
- If a dollar amount is entered on *Line 5 or 9, Other (specify)*, a description must be entered to validate the dollar value given.
- Productively invested liabilities are those that pertain to the SAE program only.
- Liabilities for such things as the non-SAE portion of an automobile, or a 4-H project liability must be entered under Other Liabilities.
- To qualify for the Iowa FFA Degree under “earned and productively unvested \$1,000,” both *Lines 24 and 27* must equal at least \$1,000.
- Note that the value shown on *Line 29* must exceed the Net Worth value shown on *Line 23*. If it does not, the applicant does not qualify for the degree under the “earned and productively invested \$1,000” requirement.
- To qualify for the Iowa FFA Degree under “work a minimum of 300 (unpaid) hours”, *Line 30* **must** be 300 hours or better, and *Line 31* **must** calculate to \$1,000 or greater.
- To qualify for the Iowa FFA Degree under “or combination there of”, use the following table:

Procedure for Equating Hours Worked with Dollars Earned and Productively Invested								
Unpaid Hours* Worked		Rate Per Hour		Dollar Equivalent		Actual Dollars Earned and Productively Invested		Minimum Standard Equivalency Factor
0	X	\$3.33	=	\$0.00	+	\$1,000.00	=	\$1,000.00
76	X	\$3.33	=	\$253.00	+	\$750.00	=	\$1,003.00
151	X	\$3.33	=	\$503.00	+	\$500.00	=	\$1,003.00
226	X	\$3.33	=	\$753.00	+	\$250.00	=	\$1,003.00
300	X	\$3.33	=	\$1000.00	+	\$0.00	=	\$1,000.00
*These hours cannot contribute income that is being used as productively invested income. Minimum Standard Equivalency Factor must be equal to or greater than \$1,000.00.								

Approved Practices/Experience Programs and Ag Skills Completed

- List the agricultural skills that the applicant has developed through the SAE program presents.

- If the applicant's SAE program is unique, this is an excellent area to show the **agricultural** competencies being developed.
- The skills SHOULD be **directly** related to the SAE program reported in the Iowa FFA Degree Application.

FFA Leadership Activities and Offices Held.

- **List an activity only once.** Under the appropriate column, list the **year(s)** in which the applicant participated in that activity.
- Note the **number** of activities required. An applicant not meeting these requirements **will not** receive the Iowa FFA Degree.

School and Community Participation Outside of FFA.

- This area is for listing participation in activities outside of FFA such as class officer, civic groups, fair exhibits not FFA, athletic teams, etc.
- Show the year or span of years under the appropriate level of participation.
- **List an activity only once.**
- Use the check list as a guide in determining if the applicant has met all requirements for candidacy.
- If it is found that the applicant has not met all of the requirements, do not submit the application.
- The district and state review committees do not have time to review and critique applications for the sake of providing a critique for next year's applicants.

American FFA Degree

Procedure for Equating Hours Worked with Dollars Earned and Productively Invested								
Hours* Worked		Rate Per Hour		Dollar Equivalent		Actual Dollars Earned and Productively Invested		Minimum Standard Equivalency Factor
2250	X	\$3.33	=	\$7,500.00	+	\$1,500.00	=	9,000.00
2103	X	\$3.33	=	\$7,002.99	+	\$2,000.00	=	9002.99
1952	X	\$3.33	=	\$6,500.16	+	\$2,500.00	=	9000.16
*These hours cannot contribute income that is being used as productively invested income.								

A. Information

The American FFA Degree is the fourth and highest degree conferred on members by the National FFA Organization.

Each chapter in “good standing” is permitted to submit applications from all of its qualified candidates for the American FFA degree.

Minimum Qualifications for Election (Article VI, National Constitution)

“Section E. American FFA Degree—To be eligible to receive the American FFA Degree from the National FFA Organization, the member must meet the following minimum qualifications:

1. Have received the State FFA Degree, have been an active member for the past three years (36 months) and have a record of satisfactory participation in the activities on the chapter and state levels.
2. Have satisfactorily completed the equivalent of at least three years (540 hours) of systematic secondary school instruction in an agricultural education program or have completed the program of agricultural education offered in the school last attended.
3. Have graduated from high school at least 12 months prior to the national convention at which the degree is to be granted.
4. Have in operation and have maintained records to substantiate an outstanding supervised agricultural experience program through which a member has exhibited comprehensive planning, managerial and financial expertise.
5. Have earned and productively invested at least \$7,500 or have earned and productively invested at least \$1,500 and worked 2,250 hours in excess of schedule class time. Any combination of hours times \$3.33 plus dollars must be equal to, or greater than the number 9,000. Hours used for the purpose of producing earnings reported as productively invested income shall not be duplicated as hours of credit to meet the minimum requirements for the degree. The following chart illustrates the procedure for equating hours worked with dollars earned and productively invested.

6. Have a record of outstanding leadership abilities and community involvement and have achieved a high school scholastic record of “C” or better as certified by the principal or superintendent.

In addition to the minimum qualifications and rules stated in the preceding introductory paragraphs and National FFA Constitution, the following rules must be followed:

1. Active membership dues for candidates must have been paid to and received by the Iowa FFA Association on or before December 1st prior to the year applications are submitted.
2. Candidates must submit one copy of the completed application to the State FFA Advisor on the correct form for the year the degree is to be received. (Candidates should keep the “original” copy, with the original signatures, in their possession until the record book review visit.) Candidates may complete and include the STAR CANDIDATE battery if so desired.
3. Candidates must submit the “final”, reviewer approved, copy to the state advisor by June 1st.
4. Either the standard official application form or the official computer form will be accepted for state review and degree advancement.
5. All applications must be postmarked for mailing to or otherwise received by the state office on or before March 1 of the year they are submitted.
6. Applications will be judged by the state selection committee as originally submitted **to the state office** with no additions or **corrections** permitted **until after the SAE program is reviewed during the on-site candidate visit.**
**Application corrections are allowed only after the American Degree reviewer has viewed the SAE program, records and applications. The reviewer will then direct the student in suggested corrections.*
7. No additional (partial or full) pages of information, pictures, records, news articles or other material will be permitted. Attach a copy of the candidate’s supervised agricultural experience partnership, rental, family corporation, or occupational training agreement.
8. The checklist of the application must be answered “YES” by the local chapter advisor.
9. All signatures, including the local chapter advisor’s, are required.
10. Application covers, including the official FFA Award cover, and individual page protective sheets of any sort are not permitted.
11. Responsibilities of the American Degree reviewer will be to:
 - Utilize the American Degree Review Form to verify that the candidate’s SAE records match the application;
 - Verify that the candidate’s SAE exists;
 - Complete the application review form, and;

- Make recommendations to candidates they view as potential star candidates. (Upon “recommendation” by the reviewer, the candidate would be encouraged to complete the STAR CANDIDATE battery.)

12. Responsibilities of the chapter Advisor will be to:

- schedule the candidate’s record book review visit;
- assist the candidate with making needed revisions as identified during the record book review, and;
- be sure that each candidate with Entrepreneurship records has completed the “Entrepreneurship Worksheet” (Excel template) prior to the review, and;
- mail the “final” American FFA Degree application to the State FFA Advisor by June 1st. (The March 1st copy is only a “scratch” copy. Each candidate **MUST** mail a **final** application to the state advisor upon approval of the American Degree Reviewer.)

13. The American Degree Review Form will be posted on the website.

Award: The American FFA Degree key and certificate for each candidate who received the degree.

B. Star American FFA Awards

The outstanding members receiving the American FFA Degree are to receive special recognition by the national organization. One American Star Farmer, **One Star in Agriscience, One Star in Agricultural Placement**, and one American Star in Agribusiness will be named on the national level.

C. American FFA Degree State Selection Committee

The designated state committee (State FFA Advisor, FFA Alumni President, and past IAAE President) will select the American FFA Degree Candidates to be visited, reviewed, and recommended for nominations by the Iowa FFA Association.

Public Speaking Event

This event is designed to develop rural and agricultural leadership, to provide for member participation in agricultural public speaking activities and to stimulate interest along such lines. The plan and rules have been organized according to those in use in the regional and national event. The winner in the state event is eligible to compete in the national event. The rules governing the sub-district, district, and state events in addition to those for all events, are as follows:

1. The judges in each sub-district shall designate the two highest participants to compete in the district event. The judges in each district event shall designate the two highest participants to compete in the state event. The judges at both the sub-district and district level events shall name an alternate.
2. Participants may choose any current subject for their speeches which is of an agricultural character (nature), and which may include agriscience & technology, agribusiness, agrimarketing, international agricultural relations, and agricultural communications. Official judges of any FFA Prepared Public Speaking Event shall disqualify a participant if he or she speaks on a non-agricultural subject.
3. A title page must precede the speech manuscript. It shall include: title of the speech, participant name, name of school, school post office address and year.
4. Each participant's manuscript will be the result of the student's own efforts. It is expected that the participants will take advantage of all available training facilities in their local school in developing their speaking ability. Facts and working data may be secured from any source.
5. All participants in the Public Speaking Event should give credit to others where any direct quotes, phrases or special dates are used in the manuscript, in order not to be guilty of plagiarism. A bibliography MUST be indicated as part of the speaker's manuscript. Any style bibliography form is acceptable. Direct quotes from any other source of information must be marked in "quotes" on the manuscript and be identified in the bibliography. Failure to do so will result in deduction of points. This applies to all participants above the local level.
6. Each participant shall provide three typewritten copies, or copies in a duplicate form of the speech to the sub-district and district advisors. It is permissible at the sub-district level for the participant to deliver the manuscripts to the sub-district advisor the day of the event. No revisions will be made in the manuscript after the sub-district event.
7. No cover is required on the manuscript; however, if a cover is used, the official FFA award application folder must be on each copy of the speech manuscript.
8. The chairperson of the event shall introduce the participant by name and chapter only and the participant may introduce the speech by title only.
9. Notes on 3 x 5 cards may be used during delivery, however, excessive use will detract from the general effect.
10. Participants are not permitted to use any props, gadgets, or audio-visuals of any sort. However a podium is permitted.
11. Each speech shall be limited to not less than six minutes or more than eight minutes in length with one-tenth of a point to be deducted for each second for either overtime or undertime. The participant

	Points
Manuscripts <ul style="list-style-type: none"> • <u>Content of Speech</u> – 20 points • Importance of appropriateness of the subject, suitability of the material used, accuracy of statements included, evidence of purpose. • <u>Composition of Manuscript</u> – 10 points Organization of content, unity of thought, logical development, language used, sentence structure, accomplishment of purpose, conclusions. 	30
Delivery <ul style="list-style-type: none"> • <u>Voice</u> – 10 points Quality, pitch, force, articulation, pronunciation • <u>Stage Presence</u> – 10 points Personal appearance, poise and body posture, attitude, confidence, personality, ease before audience. • <u>Power of Expression</u> – 20 points Fluency, emphasis, directness, sincerity, communicative ability, conveyance of thought and meaning. • <u>Response to Questions</u> – 20 points Ability to satisfactorily answer the questions on the speech which are asked by the judges indicating originality, familiarity with subject and ability to think quickly. • <u>General Effects</u> – 10 points Extent to which the speech was interesting, understandable, convincing, pleasing, and held attention. 	70
<u>Less Deductions:</u> <ul style="list-style-type: none"> • For each minute overtime (.1 point/second) • For each minute undertime (.1 point/second) • For Bibliography (5 points) 	
Total Points Possible	100

will be given a warning after the first six minutes of his/her speech by the timekeeper. This will be done by holding up a card with a six on it.

12. Five minutes additional time shall be allowed each participant to defend his/her presentation on related questions which shall be asked by the judges.
13. The judges in the state event shall designate the national preliminary event participant and alternate.
14. Points to be considered in scoring participants:

15. Awards

Local: Individual – FFA medals and all State, and National awards will be provided by the National FFA Foundation.

Sub-District: Chapters – FFA certificates
Individuals – FFA certificates

District: Chapters – FFA certificates
Individuals – FFA certificates

State:

To High Individual – An award of \$100 by the National FFA Foundation with the winner to participate in the national preliminary event.

Individuals – FFA certificates; Gold Emblem group – FFA medals
Chapters - FFA certificates; Gold Emblem group – FFA plaques

National:

The first place national winner will be presented a trophy plaque. National medals will be presented to the top 80% of participants competing in the event, 30% will be gold, 40% will be silver and 30% will be bronze. The top four national finalists will each receive a designated plaque. All other participants will be presented with a certificate of Honorable Mention.

Freshmen Creed Speaking Event

This event is designed to develop leadership and the ability to appear before groups by 9th grade students, as they become members of the FFA. Emphasis will be placed upon a knowledge of the FFA Creed as adopted at the 3rd National FFA Convention and revised at the 38th and 63rd National FFA Conventions. This event also supplements the public speaking event in developing leadership. The rules governing the sub-district, district and state events, in addition to those for all events, are as follows:

1. Each chapter is entitled to one freshman (9th grade student) representative in a sub-district event.
2. The judges in each sub-district shall designate the three highest participants to compete in the district event. The judges in each district shall designate the three highest participants to compete in the state event. The judges at both the sub-district and district level of events shall name an alternate.
3. *Each participant must recite from memory, the FFA Creed without any opening or closing comments, other than the title "The FFA Creed." It is expected that the participants will take advantage of all available training facilities in their local school in developing their speaking ability. Facts and working data may be secured from any source. Points will be deducted for any other opening or closing comments.
4. Three questions prepared by the Iowa FFA Administrative Assistant will be read by the judges to each participant to test his/her understanding of the FFA Creed. Each judge is to ask the same question to each participant without explanation.
5. *The judges in the state event shall designate the national preliminary event participant and alternate.
6. Points to be considered in scoring participants are:

	Points
<u>Voice</u> Quality, pitch, force, articulation, pronunciation	10
<u>Stage Presence</u> Personal appearance, poise and body posture, attitude, confidence, personality, ease before audience.	10
<u>Power of Expression</u> Fluency, emphasis, directness, sincerity, communicative ability, conveyance of thought and meaning.	20
<u>General Effects – 10 points</u> Extent to which the speech was interesting, understandable, convincing, pleasing, and held attention.	10
<u>Response to Questions</u> Ability to satisfactorily answer the questions of the judges showing an understanding of the Creed.	20
Total Points Possible	70

7. Awards

Sub-District: Chapter - FFA certificates

Individuals – FFA certificates

District: Chapter – FFA certificates
Individuals – FFA certificates

State: Chapter – FFA certificates; Gold Emblem group – FFA plaques
Individual – FFA certificates; Gold Emblem group - FFA medals

Extemporaneous Speaking Event

This event is designed to encourage the development of FFA members in the ability to speak, to think and to answer questions readily before an audience. The plan and rules have been organized according to those in use in the regional and national events. The winner in the state event is eligible to compete in the national event. The rules governing sub-district, district and state events, in addition to those for all events, are as follows:

1. Each chapter is entitled to one representative in a sub-district event.
2. Any one of three announced topics may be selected by the participant thirty minutes before the event. The event topics shall relate to three themes identified and published in the National Events Bulletin.
3. *A preparation room is to be used with one participant admitted initially and one additional participant admitted approximately every ten to fifteen minutes as the event progresses.
4. All reference material will be screened by an event official on the following basis:
 - Reference material shall be limited to five items.
 - One of the items can be a notebook or folder of collected materials. This may include 100 pages or less (materials can be on one side of 100 sheets of paper or both sides of 50 sheets of paper). All materials must be attached to 8 ½ x 11 sheets of paper. No more than 100 pages shall be permitted or the entire notebook or folder will be taken from the participant.
 - Reference material must be printed material such as books or magazines (cannot be notes or speeches prepared by the participant or by another person for the purpose of use for this event).
5. Each speech shall be the result of the participant's own effort using approved reference material, which the participant may bring to the preparation room. No other assistance may be provided. Marked 3" X 5" note cards will be provided to each participant in the preparation room. Any notes for speaking must be made during the 30-minute preparation period.
6. Each speech shall be not less than four or more than six minutes with five minutes additional time allowed for related questions, which shall be asked by the judges. The participant will be given a warning after the first five minutes of his/her speech by the timekeeper. This will be done by holding up a card with a five on it. Participants are to be penalized .1 point per second on each judges score sheet for being over six minutes or under four minutes.
7. The chairperson of the event shall introduce the participant by name and chapter and the participant may introduce his/her speech by title only.
8. Notes made only during the preparation period may be used.
9. Participants are not permitted to use any props, gadgets, posters, or audio-visuals of any sort. However, a podium is permitted.
10. No communication devices (cell phones, pagers, hand-held pocket computers, two-way radios, etc.) will be allowed in the possession of the contestant during the waiting preparation or delivery times.
11. The judges in each sub-district shall designate the two highest participants to compete in the district event. The judges in each district shall designate the two highest participants to compete in the state event. The judges at both the sub-district and district level events shall name an alternate.
12. The judges in the state event shall designate the national participant and alternate.

13. Points to be considered in scoring participants:

	Points
Content related to topic	10
Knowledge of subject	10
Organization of material	10
Power of expression	20
Voice	10
Stage presence	10
General effect	10
Response to questions	20
Total Points (gross)	100
Less Time Deductions (.1 point per second)	
Total Points (Net)	

14. Awards

Local: Individual- FFA medals and all State, and National awards will be provided by the National FFA Foundation.

Sub-District: Chapters- FFA certificates
Individuals- FFA certificates

District: Chapters- FFA certificates
Individuals- FFA certificates

State: To High Individual- An award of \$100 by the National FFA Foundation with the winner to participate in the national preliminary event
Individuals- FFA certificates; Gold Emblem group- FFA medals
Chapters- FFA certificates; Gold Emblem group- FFA plaques

National: The first place national winner will be presented a trophy plaque. National medals will be presented to the top 80% of participants competing in the event, 30% will be gold, 40% will be silver and 30% will be bronze. The top four national finalists will each receive a designated plaque. All other participants will be presented with a certificate of Honorable Mention.

Ag Broadcasting/Journalism Event

This event is intended to foster an understanding and create an interest in the field of broadcast journalism. The rules governing the sub-district, district and state events in addition to all those for all events are as follows:

1. The judges in each sub-district event will designate the two highest participants to compete in the district event. The judges in each district event shall designate the two highest participants to compete in the state event. The judges at both the sub-district and district level events name an alternate.
2. The broadcast must be at least four minutes and no more than five minutes in length, including the commercial. A one-half point per second of overtime or under time will be deducted from the score.
3. The participant must introduce himself/herself as farm director or reporter for radio station KFFA. If any other call letters or no call letters are used in the presentation to identify the station, five points will be deducted from the score.
4. A 28-30 second commercial will be presented in the course of the broadcast. A one-half point per second of overtime and under time will be deducted from the score.
5. The commercial must not advertise any recognized commercial products. Fictitious product or services must be advertised. Any incidental duplication of existing products or services is up to the discretion of the judges. The commercial can be written prior to the event and may be taken into the event room and used in competition. **LIVE SOUND EFFECTS ARE ALLOWED, BUT NO TAPED SOUND EFFECTS MAY BE USED FOR THE COMMERCIAL BROADCAST. NO DRUGS, TOBACCO, OR ALCOHOLIC BEVERAGES MAY BE ADVERTISED. FAILURE TO OBSERVE THESE RULES WILL RESULT IN A PARTICIPATION RATING.**
6. The timekeeper in the broadcasting room will show cards to indicate time in minutes remaining such as: (after the first minute) 4, 3, 2, 1, 30 seconds, and 15 seconds. The timekeeper will announce time consumed at the conclusion of each presentation.
7. *Actual radio copy will be used as event material. The participant may cut, paste or mark on the copy at his/her will. It is the responsibility of the participant to provide pens, paper, tape, highlighter and scissors to prepare the copy. No other materials except radio commercial will be permitted.
8. All participants will be given the same material. (NOTE: Participants will be given more material than is necessary.)
9. Participants will be given 30 minutes to prepare for their broadcast in a designated preparation room. It is suggested that participants bring a watch or stopwatch to use in the prep room.
10. The participant will perform in a room alone with the exception of a timekeeper. Judges and audiences will be seated in another room and will listen to the participant via a sound system (microphone in the participant's room and a speaker in the other room). If necessary, a divider could be used to separate the participant from the judges.
11. The State FFA Advisor will provide news copy from a radio station for sub-district, district, and state events.
12. Points to be considered in event scoring (100):

	Points
News Presentation & Content	40
• Program development/editing	10
• Gain attention	5
• Effective use of copy	10
• Uses of transitions	7
• Organization	8
Delivery	40
• Pronunciation	10
• Articulation	10
• Inflection	7
• Emphasis	5
• Vocal rate and quality	8
Commercial	20
• Presentation	7
• Voice tone	5
• Originality	8
Less Time Deductions (.5 point per second)	
Total Points (Net)	
	100

13. Awards:

Sub-District: Chapter- FFA certificates
Individuals- FFA certificates

District: Chapters- FFA certificates
Individuals- FFA certificates

State: Individuals- FFA certificates; Gold Emblem group- FFA medals
Chapters- FFA certificates; Gold Emblem group- FFA plaques

Top three individuals' plaques and top four individuals' cash awards of \$300, \$200, \$100, and \$50, respectively. Plaques and cash awards are sponsored through the Iowa FFA Foundation, Inc.

Conduct of Meetings Event

This event is intended to develop the skills of young members in properly conducting an FFA meeting. Participants must be ninth and/or tenth grade FFA members. This event aids the development of leadership abilities of young members for present and future chapter activities. The rules governing the sub-district, district, and state events in addition to those for all events, are as follows:

1. Each team will be composed of seven active members who may not be past their sophomore year in high school. Each team will be organized so that they will have representatives acting as president, vice-president, secretary, treasurer, reporter, and sentinel. The seventh member will take the part of chapter advisor. This member shall accept the role of the chapter advisor in an official FFA meeting and will participate in the discussion as an advisor.
2. Upon entering the room the sentinel will be required to arrange the paraphernalia/equipment for the meeting according to the Official Manual. This will be done before other team members proceed to their stations. The sentinel shall not move or rearrange the tables in the room. The event chairperson will designate the front of the room to the sentinel.
3. The team members will open the meeting demonstration with the official opening ceremonies as printed in the edition of the official manual for the previous school year, will conduct a short demonstration of the two parliamentary procedure abilities and close the meeting with the official closing ceremonies.
4. *Each team will be asked to demonstrate two of the following abilities:
 - To receive and dispose of a main motion
 - To amend a motion
 - To rise to a point of order
 - To refer to a committee
 - Table a motion
5. *The state event may also include the following abilities in addition to the four listed above.
 - Take a motion from the table
 - Change the presiding officer
6. *The secretary of each team upon entering the room will pick up two abilities from the table near the door. Included also will be the items of business to demonstrate. The section of the opening ceremony pertaining to the roll call of members will be omitted. Failure to complete these tasks will result in point deductions. The team will determine the most businesslike method for the presentation of the different abilities.
7. Following the demonstration and questioning period, the secretary will return the list of abilities and items of business to the table by the door. Also the sentinel will return the paraphernalia/equipment to the storage table following the questioning period. Points will be deducted under #15 c if this rule is not followed.
8. *The time for each demonstration will be ten minutes with a warning given after eight minutes have elapsed. The timekeeper will hold up a card with an eight on it. Points will be deducted for presentations exceeding ten minutes (.1 point per second overtime). Time will start at the rap of the gavel by the team's president.
9. There shall be a panel of at least three judges, and their decision shall be final.

10. At the conclusion of the demonstration, the event chairperson will read five questions, without explanation, to each team. Any team member may respond; however, maximum points can only be awarded for team participation. If more than one team member wishes to respond to a specific question, the judges will designate which member to answer first. There will be a time limit of five minutes for questions. The previous year's Official Manual and/or the latest edition of the FFA Student Handbook shall be the reference source for questions. If there is a discrepancy between the two references, the Official FFA Manual shall take precedence.
11. The two top teams in each sub-district will advance to the district. The two top teams in the district will be selected to compete in the state event. The judges at both the sub-district and district shall name an alternate.
12. The current freshman creed speaker shall not compete in this event, but may compete as a sophomore.
13. There shall be no participation by the audience.
14. The following scorecard will be used.

		Points
a.	Demonstration of opening and closing ceremonies	15
b.	Demonstrated knowledge of correct parliamentary procedure	20
c.	Correct arrangement and return of paraphernalia in meeting room	5
d.	Poise and manner display	10
e.	Grammar and sentence structure	15
f.	Voice and expression	10
g.	Correct use of the gavel	5
h.	Questions concerning the conduct of meetings	20
	Less Point Deductions (.1 point per second)	
	Less Point Deductions for tasks not completed	
Total Points		100

15. Awards

Sub-District: Chapters- FFA certificates
 Individuals- FFA certificates

District: Chapters- FFA certificates
 Individuals- FFA certificates

State: Chapters- FFA certificates; Gold Emblem group- FFA plaques
 Individuals- FFA certificates

Parliamentary Procedure Event

This event is intended to recognize the importance of developing leadership abilities. It provides trained officers and informed members on the correct conduct of organization affairs. It provides training in democratic procedure. This demonstration will indicate the abilities to be mastered. It also suggests ways in which chapters may organize their own training program in parliamentary procedure. The event is a test of parliamentary procedure abilities and discussions and thus more limited than in usual business meetings. The rules governing the sub-district, district and state event, in addition to those for all events, are as follows:

1. Each team shall be composed of five active members; any five of whom will be selected to be a chair, and any five of whom will be selected to answer questions.
2. *The guide for procedure and questions shall be in the 1994 edition of “Mastering Parliamentary Procedure” by Gilbert S. Guiler, and Ralph J. Woodin (available from Ohio Agricultural Education Curriculum Materials Service, 254 Agricultural Administration Building, 2120 Fyffe Road, Columbus, OH 43210-1067, Phone: (614) 292-4848).
3. Each team shall demonstrate five of the following abilities to be designated by the adult event chairperson. (Sub-district and district events)
 - To receive and dispose of a main motion
 - To adjourn
 - To lay a motion on the table
 - To amend a motion
 - To appeal from the decision of the chair
 - To rise to a point of order
 - To refer to a committee
 - To suspend the rules
 - To receive a motion to reconsider
 - To take from the table
 - Change the presiding officer
4. The State Event may also include the following activities in addition to the 11 listed above:
 - To recess
 - To call for a question of privilege
 - To call for the orders of the day
 - To call for previous question
 - To postpone definitely
 - To postpone indefinitely
 - To object to the consideration of a question
 - To request to withdraw a motion
 - To rescind
5. *The time for each team demonstration shall be limited to ten minutes with a warning given after eight minutes have elapsed. The timekeeper will hold up a card with an eight on it. Points will be deducted for presentation exceeding ten minutes (.1 point per second overtime). Time will start after the reading of the first ability and item of business.

6. The event chairperson shall select the ability to be demonstrated, shall designate the item of business to be used as the basis of the motion or discussion and will read the ability and the item of business for each of the five abilities.
7. *The event chairperson will select the first participant chairperson and the four succeeding chairpersons prior to their entry into the room. The event chairperson will obtain the approval of the team to begin the demonstration.
8. *The decision of the judges shall be final.
9. A motion may be defeated and this will be considered as appropriate in demonstrating the ability.
10. *The chairperson shall ask one question of each of five team members on parliamentary procedure without explanation at the conclusion of the five abilities demonstrated. The judges are to designate the team member to respond. Additional team members may add or modify another team member's answer.
11. The judges shall designate the two highest teams at the sub-district level to compete in the district event and the two highest teams at the district level to compete in the state event. The judges in the state event shall designate the team to participate in the National Parliamentary Procedure Event. The judges at the sub-district, district, and state levels shall name an alternate team.
12. The following score card will be used:

	Points
<ul style="list-style-type: none"> • Knowledge of Correct Parliamentary Procedure The ability to say or do the right thing at the right time 	50
<ul style="list-style-type: none"> • Poise and Manner Displayed Posture, ease, sincerity, dignity, and businesslike manner 	10
<ul style="list-style-type: none"> • Grammar and Sentence Structure Correct English; clear, concise, direct and well phrased sentences, especially impromptu or spontaneous remarks; variety in stating repeated forms such as calling for remarks or putting a question to vote. 	10
<ul style="list-style-type: none"> • Voice and Expression Clear, adjusted to room and audience so that all can hear reasonably well; reasonably fluent and free from repetition. 	10
<ul style="list-style-type: none"> • Questions concerning Parliamentary Procedure 	20
<ul style="list-style-type: none"> • Less Point Deductions (.1 point per second) 	
Total Points	100

13. Awards
 - Sub-District: Chapters- FFA certificates
Individuals- FFA certificates
 - District: Chapters- FFA certificates
Individuals- FFA certificates
 - State: Chapters- FFA certificates; Gold Emblem group- FFA plaques
Individuals- FFA certificates

Chapter Program Event

This event is designed to emphasize group activity and accomplishments, and to recognize cooperative undertakings and leadership, growing out of an organized program in schools and communities. Its importance is indicated by the fact that the event is based on the chapter program and achievements for the event year beginning January 1st and running through December 31st of the previous year and involves the entire chapter membership. The rules governing the sub-district, district and state events, in addition to those for all events, are as follows:

1. It is necessary for chapters to have a copy of their annual program plan on file with the Iowa Association (The Chapter POA report is NOT to be submitted as material for this event).
2. *Team members are permitted into the event room to deliver and set up their event equipment and materials. However, they are not permitted to practice speaking. Ten minutes will be allowed to set up immediately prior to presentation. Points will be deducted for exceeding the ten minutes to setup. (.1 point/second)
3. Each chapter will be represented by only two active members in school who will describe the activities and the accomplishments of their chapter during the 12 months starting January 1st of the event year. A third active in-school member may assist as a non-speaking participant of the team and may participate as a speaker in the event in a future year.
4. *Twelve (12) minutes will be allowed each chapter in which to make its report. Points will be deducted for presentations exceeding twelve minutes (.1 point per second overtime). Five minutes following will be allowed for questioning by the judges.
5. *Illustrative materials may be used to any desired extent (visual and audio). The presentations must be live. Any audio and/or visual materials shall illustrate the specific activities involved in the chapter program event for the event year. Eligibility of materials shall be left to the discretion of the district advisors regarding this rule. Three screens will be provided on-site for this event. Set-up and technical difficulties must be handled by team members only.
6. Each chapter must submit for the consideration of the judges three copies of the essay report of accomplishments not to exceed a 4-page double-spaced, typewritten, or computer printed 8-1/2 x 11 inch page starting January 1st of the event year. At sub-district level, it is permissible to deliver the essay reports to the sub-district advisor the day of the event. Program event materials of advancing chapter will be forwarded to the Advisor (District/State) in charge of the next level of charge of the next level of competition, and no revisions shall be allowed between events.
7. The essay report of accomplishments is to provide factual information of the event year for the use of the judges and for news releases. This report does not necessarily have to be the same as the script for the oral presentation.
8. Sub-district and district event judges are NOT to write on any event materials submitted by chapters for judging. However, judges for the state event may write on any of the event materials.
9. For the state event the report of accomplishments will be judged prior to the state event. Scores of the judges on written report and presentation are to be combined at the time of the event. The State Board of Directors member for the District is to forward these materials to the Iowa Department of Education Office immediately following the district event.

10. In the sub-district event, the judges will designate the two highest chapter teams to compete in the district event. In each district, the judges will designate the two highest chapter teams to compete in the state event. The judges at both the sub-district and district levels shall name an alternate team.
11. Oral presentations and the written reports must be organized in the same order as listed in number 12 below.
12. The following consideration will rule in determining awards:

	Report of Accomplishments
<u>Student Development</u>	15
Leadership	3
Healthy Lifestyle or Health and Recreation	3
Supervised Agricultural Experience	3
Scholarship	3
Agricultural Career Skills	3
<u>Chapter Development</u>	15
Chapter Recruitment	3
Financial	3
Public Relations	3
Leadership or Cooperation	3
Support Group or Alumni	3
<u>Community Development</u>	15
Economic	3
Environmental or Natural Resources	3
Human Resources	3
Citizenship	3
Agricultural Awareness	3
Report of Accomplishments	45
Oral Presentation	45
Answering Questions	10
Less Point Deductions (.1 point per second)	
Total Score	100

13. Awards:

Sub-District: Chapters- FFA certificates
Individuals- FFA certificates

District: Chapters- FFA certificates
Individuals- FFA certificates

State: Chapters- FFA certificates; Gold Emblem group- FFA plaques
Individuals- FFA certificates

Job Interview Event

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

1. All participation should appear in FFA dress.
2. The day of the sub-district events, each participant will provide four copies or copies in duplicate from of a resume containing current facts. A fifth copy of the resume should be brought to the event by the participant to be used to fill out the job application form. The participant's resume should be limited to one page (both sides) or two pages (one side each).
3. The day of the sub-district events, each participant will provide four copies or copies in duplicate form of a letter of application. The letter shall be addressed to the sub-district FFA advisor at his/her school address. Only letter quality printed letters of application are permitted or points will be deducted.
4. Either a manila envelope (not a file folder) or the official FFA award application folder shall be used for each of four sets of judges' materials, which must include a resume, and a letter of application.
5. The participant will select on of the following 18 full-time high school entry-level job openings and apply for the position: livestock herdsman, feed and seed store employee, veterinarian assistant, ag supplies sales clerk, greenhouse and nursery employee, farm machinery mechanic, ag radio broadcaster, floral designer, assistant grounds keeper, crop scout, meat processor/cutter, farm equipment operator, laboratory technician, assistant Natural Resources and Conservation Service (NRCS) technician, detasseling supervisor, agricultural photographer, agricultural journalist, and riding stable assistant.
6. *Each participant will fill out by hand a job application form used in an agricultural industry. This form will be filled out at the event site and will be given to the judges prior to the interview. All facts supplied on the forms and in the interview will be current. The job application form will be provided at the event site by the State FFA Advisor. Each participant will have twenty minutes to complete the job application form. The event chairperson may make copies of the completed application forms so that all judges may have a copy to view.
7. *There shall be four judges for this event. One will role-play the employer and the other three will score the participants. The employer judge may assist the other three judges in making the final evaluations, but will not complete forms nor critique sheets.
8. *The same judge will assume the role as the employer for all participants. All judges may ask questions at the end of the interview. There will be a five-minute time limit on questions at the end.
9. Each participant will be allowed 6-10 minutes for the interview however, the interview may be culminated at the end of 6 minutes or less if the employer (judge) desires. The timekeeper will hold up a warning card with an eight on it and also provide a verbal warning. Points will be deducted for presentations exceeding ten minutes or less than six minutes (.1 point per second overtime or under time).
10. Sub-district and district event judges are NOT to write comments on the participants' resumes and letters of application. However, judges for the state event may write on any of the event materials. Resumes and letters of application cannot be updated or changed in any way between sub-district, district, or state events. They will advance to the next level by the sub-district and district advisors.

11. *The only materials that may be brought into the event preparation room by the participant is a copy of the personal resume, references, and a pen. Briefcases and notebooks are acceptable and may contain only those items previously listed.
12. The top two individuals advance from sub-district to district and from district to state. The judges at the sub-district, district, and state levels shall designate an alternate.
13. Points to be considered in scoring events

	Points
Resume <ul style="list-style-type: none"> • Format 3 • Originality 3 • Neatness and grammar 3 • Content 3 • Effectiveness 3 	15
Letter of Application <ul style="list-style-type: none"> • Appearance and neatness 2 • Introduction- ability to gain attention 2 • Offer proof of abilities 2 • Ability to create action 2 • Spelling and grammar 2 	10
Application Form <ul style="list-style-type: none"> • Appearance and neatness 4 • Content 7 <ul style="list-style-type: none"> ○ Name, address, telephone and other pertinent information 1 ○ Personal information 1 ○ Career objective 1 ○ Education- name of school and Amount completed 1 ○ Extracurricular activities 1 ○ Work experience- places, names, addresses 1 ○ References- Names and addresses 1 • Spelling and grammar 4 	
Personal Appearance <ul style="list-style-type: none"> • Neatness and Grooming 5 • Composure 5 	10
Interview Procedures Did the applicant: <ul style="list-style-type: none"> • Greet you and introduce himself/herself properly? • State the purpose of his/her visit? • Remain standing until he/she was asked to sit? • Present a positive first impression? • Speak in proper grammar and complete sentences? • Present a sincere impression? • State a career objective? • Answer your questions correctly, concisely, and mannerly? • Express enthusiasm? • Exhibit self-confidence? 	40

<ul style="list-style-type: none"> • Seem ambitious and dependable? • Express sincere thanks at the end of the interview? • Move the interview towards action? 	
Post-Interview Questions	10
Less Point Deductions (.1 point per second)	
Total Score	100

14. Awards

Sub-District: Chapter- FFA certificates
 Individuals- FFA certificates

District: Chapters- FFA certificates
 Individuals- FFA certificates

State: Chapters- FFA certificates; Gold Emblem group- FFA plaques
 Individuals- FFA certificates

Ag Sales (Leadership) Event

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

1. All participants should appear in FFA dress.
2. Each participant will provide four copies of all written material/brochures to the sub-district advisor the day of the sub-district event. Copies of the material will be forwarded to the district and state event where appropriate. The written materials or brochures may be publications prepared by the company or may be prepared by the participant. There is no preference to which the participant uses.
3. Guidelines for the two page, double spaced typed, or computer printed summary sheet:
 - Name of participant
 - Statement of situation, circumstances, location, etc.
 - Representing (company or chapter)
 - Product to be sold
 - Features of the product
 - Product structure
 - Warranty
 - Service availability
 - Demonstration or function (if appropriate)
 - Competitors (at least 2) and pertinent information
 - Price
 - Closing statement or method
4. Four copies of the product summary sheet and four copies of the product materials and brochures must be enclosed in four separate manila envelopes (not file folders), one for each of the four judges, and delivered to the event advisor the day of the sub-district event. The participant's name and school post office must be on each envelope.
5. Each participant will sell one agricultural product that he/she brings to the event and/or the necessary materials such as pamphlets and sales bulletins. The participants will sell to one of the judges that has assumed the active role of the customer and this judge shall role-play the ag sales situation. (The same judge will assume the role of the customer for all participants.) The participant must attempt to bring the sale to a close. The judge to serve as a customer will be selected by the respective sub-district, district, or State FFA Advisor. The participant will be notified of which judge this is upon entering the event room.
6. Sub-district and district event judges are not to write comments on any of the materials, brochures, or summary sheets. Judges are to use the official score form for the event to write their comments on; these will be returned to the participants because the blue critique sheets will not be used for this event. However, judges for the state event may write on any of the event materials.
7. There shall be four judges for this event. One will role-play the customer and the other three will score the participants. The customer judge may assist the other three judges in making the final evaluations, but will not complete score forms or critique sheets.
8. At the beginning of the sales presentation, each participant will explain to the judges: situation, circumstances, location, and etc. Failure to give an oral explanation of the sales situation before starting

the sales presentation shall result in a five-point deduction. Time for the sales presentation shall not begin until after the sales presentation begins.

9. Each participant will be allowed 6-12 minutes for his/her presentation with a verbal “10 minutes” warning and a time card displayed; this will be a signal to the participant and the “customer” judge that the sale needs to be brought to a close. Points will be deducted for presentations exceeding twelve minutes or less than six minutes (.1 point per second overtime or under time). An additional 5 minutes will be allowed for questions over the product and/or presentation. Questions will not be asked by the observing judges during the sales presentation. Presentation time limit will be called at 15 minutes.
10. The top two individuals from each sub-district will advance to the district event. The top two individuals at the district event will advance to state competition. Judges at both the sub-district and district levels shall designate an alternate.
11. Points to consider in scoring:

		Points
Product Sheet		25
<ul style="list-style-type: none"> • Product features (size, color, hp, capacity, etc.) 8 • Options available 3 • Cost 3 • Service 3 • Competitor information 3 • Neatness 5 		
Presentation		69
<ul style="list-style-type: none"> • Approach 13 <ul style="list-style-type: none"> ○ Used good opening (4) ○ Determined prospects, need or problem (3) ○ Established a friendly atmosphere (3) ○ Eye contact (3) • Demonstration 20 <ul style="list-style-type: none"> ○ Had a well organized presentation (4) ○ Demonstrated each feature (4) ○ Let the prospective buyer participate (4) ○ Stressed the benefit of the product (4) ○ Attempted to get commitments throughout presentation (4) • Closing the Sale 15 <ul style="list-style-type: none"> ○ Answered questions positively (5) ○ Asked for the order or attempted to close the sale (5) ○ Made a smooth effective close (5) • Confidence in sales ability 3 • Tact and Courtesy 3 • Appropriateness of product 3 • Questions: answered positively, briefly and correctly 12 		
Product Knowledge		6
<ul style="list-style-type: none"> • Specifications 2 • Product safety and operations 2 • Product advantage over competition 2 		
Less Point Deductions (.1 point per second over 12 minutes or under 6 minutes)		
Less Point Deductions for tasks not completed		
Total Score		100

12. Awards

Sub-District: Chapters- FFA certificates
Individuals- FFA certificates

District: Chapters- FFA certificates
Individuals- FFA certificates

State: Chapters- FFA certificates; Gold Emblem group- FFA plaques
Individuals- FFA certificates; Gold Emblem group- FFA medals

Chapter Activity Exhibit Event

The purpose of this event is to provide an opportunity for chapters to display information on the one chapter project or activity. This information should include how this one feature of the annual program was organized and conducted and what results were secured. FFA members and advisors attending the conference may thus secure information of value in developing more effective chapters in the state. Any project of an educational nature which contributes directly to training for success in a farming or agribusiness occupation may be portrayed. Entries are to be made only for the State FFA Leadership Conference. The rules governing the event are as follows:

1. To be judged, a preliminary entry **MUST** be made on the regular “Entries” form for the State FFA Leadership Conference.
2. All material is to be displayed on one panel not over five feet high at the highest point above the table and not exceeding the length of a standard eight-foot table. The table space in front of the panel may be used. Exhibits, which have a base below tabletop level, also must be on a panel not over five feet high and six feet wide. Table skirts may be used, however, no chapter activity exhibit materials may be displayed on the skirts (or below table level if a table level if a table is used) except an official chapter FFA banner; however, the banner is not required. The chairperson of the chapter activity event will determine if the exhibit is eligible. Thus this is not a responsibility of the judges.
3. *All material must be for a period not exceeding twelve months immediately preceding the State Leadership Conference. The exhibit should emphasize a single chapter activity, not a group of activities.
4. *The exhibit must be in place and removed according to the times listed on the entry form
5. Points to be used in scoring this event are:

	Points
Display current chapter program of activities indicating the project or activity completed.	10
Educational value of the activity to the members, the chapter and community.	10
The need for and the purpose of the activity.	10
Methods used in organizing and conducting the activity.	15
Results and achievements secured from the activity.	20
Quality, quantity and character of photographs, charts, graphs, and other materials.	10
Attractiveness and originality shown in the display.	15
Identify theme or activity and its practical nature.	10
Total Score	100

6. Awards

State: Chapters- FFA certificates; Gold Emblem group- FFA plaques

Secretary's Book Event

This event is designed to stimulate the keeping of complete and accurate records of the chapter's activities. An opportunity is provided members and others to observe the record books maintained by chapter secretaries. The rules governing the sub-district, district, and state events are as follows:

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

13. The following areas shall be scored as follows:

	Points
Names of national, state, district and chapter officers	5
Membership roll and records	10
Minutes/Agendas of chapter meetings	40
Officer and committee reports	20
Standing committees and committee members	5
Chapter's correspondence	10
Neatness, permanence, and legibility.	10
Total Score	100

14. Awards:

District:

Chapters- FFA Certificates
Individual- FFA Certificates

State:

Chapters- FFA Certificates
Individual- FFA Certificates

Secretary's Book Rules Checklist

	Chapter PO (Town)	Secretary's Names	Date
Check if Completed			
	The chapter name and secretary name(s) are on the cover.		
	The record book is completed in ink, typed or computer generated.		
	A membership roll and record is included.		
	The records cover one of the following time periods: <ul style="list-style-type: none"> a. Fiscal Year (July 1-June 30) b. Membership Year (December 1-November 30) c. Calendar Year (January 1-December 31) d. Event Year (February 1-January 31) e. School Year (September 1-August 31) f. Officer Year (may not be a full year) 		
	There are agendas and minutes included.		
	Correspondence is written by the chapter secretary only.		
	Protective cover may be used on the outside, but not on individual pages.		
	Have a list of members, officers, and committees.		

Treasurer's Book Event

This event is designed to stimulate the keeping of complete and accurate records of chapter's finances. Members and others may observe the record books maintained by chapter treasurers. The rules governing this event are as follows:

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

11. The following areas shall be judged as follows but in no specific order:

	Points
Auditing committee and agency verification report.	5
Local chapter budget.	10
Itemized inventory and net worth.	10
Individual member records and dues paid.	15
Record of receipts and disbursements.	30
Special project- receipts and disbursements.	10
Monthly treasurer reports.	10
Neatness, permanence, and legibility.	10
Total Score	100

12. Awards:

District: Chapters- FFA Certificates
Individual- FFA Certificates

State: Chapters- FFA Certificates
Individual- FFA Certificates

Treasurer's Book Rules Checklist

Chapter PO (Town)
Treasurer's Names
Date

Check if Completed

	The chapter name and treasurer name(s) are on the cover.
	The record book is completed in ink, typed or computer generated.
	Individual member records and dues paid are included.
	The Auditing Committee Report and Verification Form are signed by all appropriate individuals.
	Net Worth and Inventory Statements are included.
	A Projected Budget is included.
	<p>The records cover one of the following time periods:</p> <ul style="list-style-type: none"> a. Fiscal Year (July 1-June 30) b. Membership Year (December 1-November 30) c. Calendar Year (January 1-December 31) d. Event Year (February 1-January 31) e. School Year (September 1-August 31) f. Officer Year (may not be a full year)
	No Protective covers are present on individual pages.
	Protective cover may be used on the outside, but not on individual pages.

Reporter's Scrapbook Event

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

1. The official FFA scrapbook shall be submitted with the following restrictions:
 - No more than 36 pages of official mounting paper shall be used.
 - No materials may be placed anywhere on the cover.
2. The scrapbook shall be submitted to the District Advisor at least two weeks before the date of the district event or at a time determined by the District FFA Advisor. Scrapbooks eligible for the state event shall be received by the state office 20 days before the State FFA Leadership Conference. The scrapbook will be obtained from the district FFA advisor.
3. Scrapbooks shall be returned to the chapter at the district event, except for the top two books from each district, which will advance to the state event. The two books qualifying for state will not be displayed at the District Convention.
4. *Officer books may extend one additional day and not be penalized. (Example: Jan 1 to Jan 1). The scrapbook shall cover one of the following time periods:
 - Current fiscal year (July 1-June 30).
 - Membership year (December 1-November 30).
 - Calendar year (January 1-December 31).
 - Event year (February 1-January 31).
 - Current school year (September 1-August 31).
 - Current officer year (may not be a full year).
5. Record books will be judged no later than the time of the district event. Comment sheets will be completed by judges to provide feedback for the chapter
6. The list of members, officers (chapter, district, state, and national), and committees may be either those when the book was started or those when the book was completed or both, and may be in any order preferred by the chapter reporter.
7. *News articles by the reporter will receive major consideration however, articles by others may be used also. Newspaper and magazine articles SHALL have the date of publication and source included with the article; and all names of members, advisors, and the chapter shall be highlighted or underlined. Only FFA, SAE and agricultural education classroom related articles shall be included in the reporter's scrapbook. Points are deducted for articles not listing a source.
8. Information that shall be included about each member is name, degree held, SAE programs, and FFA activities in which the member is involved. DO NOT include school and community activities.
9. Do not include the following in their entirety: District newsletters, New Horizons, Iowa FFA Today, convention programs, or other similar items. Individual articles about local chapter activities and members may be clipped and included.
10. Do not include the Program of Activities.

11. Chapter photographs are included.
12. The following area shall be scored as follows with no specific order required:

	Points
List of officers (chapter, district, state, and national), members, and committees (in any order)	15
Local news articles on FFA/SAE/Agricultural Education	45
Locally prepared chapter programs, catalogs, forms, FFA calendar, etc.	5
Special certificates, ribbons, awards, thank-you notes, and/or letters of congratulations received.	5
Photographs of chapter activities and members.	15
Neatness, permanence, and legibility.	5
Creativity, design, originality, and layout.	10
Total Score	100

13. Awards:

District: Chapters- FFA Certificates
Individual- FFA Certificates

State: Chapters- FFA Certificates
Individual- FFA Certificates

Reporter's Scrapbook Rules Checklist

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

Agriscience Student Recognition Program

The objective of the Agriscience Student Recognition Program is to recognize high school students who are studying the application of scientific principles and emerging technologies in an agricultural enterprise.

The program provides financial assistance to FFA members planning to pursue a college degree in agricultural sciences while helping to provide a reliable supply of agriscience graduates to meet the private and public agribusiness sector's needs. It is also designed to educate parents, school officials, and the public about the career opportunities and placements available for agriscience students.

A. Eligibility Requirements

1. Be a member of the FFA enrolled in or a recent graduate of an agriculture/agribusiness program.
2. Be a junior or senior in high school agriculture or a college freshman who is an immediate high school graduate majoring in agricultural sciences.
3. Have a course schedule focusing on the application of scientific principles and emerging technologies in an agricultural enterprise.
4. Be planning a career in agricultural sciences requiring post high school training.
5. Have academic certification by local school leaders.
6. Have a project. The project may include personal, school, university, public or private sector research (based on local school curriculum and implemental under the overall direction of the agriculture teacher).

B. Event Rules

1. The written application shall be postmarked to the Iowa FFA Advisor by the date established by the Iowa FFA Association.
2. The written application shall be signed by the FFA member, FFA chapter advisor, and high school principal.
3. In addition to the written application, participants will prepare an exhibit of their agriscience activity/project.
4. Participants will present a program concerning their exhibit to a panel of judges. The program is to be no longer than ten minutes and should be a minimum of four minutes. Participants will be given an 8 minute verbal and time card warning. The participant should clearly state the purpose and/or objectives of his/her agriscience activity/project during the presentation. It is the responsibility of the participant to supply all necessary materials and equipment for his/her presentation. Tables will be provided. The exhibit and presentation may be video taped and shared with others as an educational tool.
5. Participants may use any handouts or audio/visual equipment, which they deem appropriate to the presentation. They may have assistance in operating such equipment, (i.e., slide projector), but the assistant may not present on the behalf of the participant or make any comments or additions to the presentation which would affect scoring.
6. After the participant's presentation, the judges will interview each participant by asking questions for a period of time no longer than five minutes.

7. The judges at the state level shall rank all participants. Depending on participation, the top one or two will be eligible for national competition.

C. Judging Criteria

- Presentation to the Judges 20 points
 - Questions from Judges 5 points
 - FFA Enhanced Agriscience Activities/Project 10 points
 - SAE/Ag Course Related to Project 10 points
 - Activities Promoted/Assisted in Building Awareness of Agriscience 10 points
 - Future Agriscience Career Plans 5 points
 - Completed Resume 10 points
 - Certified Transcripts 5 points
 - Agriscience Project Summary 50 points
- Total Points Possible 125 Points**

D. Recognition

1. Chapter Level: Nomination by an agriculture instructor to submit an application to compete in the Agriscience Student Recognition Program. Participants will receive a certificate.
2. State Level: At least the state winner will be eligible to compete for national awards.

First and second place plaques sponsored through the Iowa FFA Foundation, Inc.
3. National Level: Eight national finalists will be selected from the state winners. Finalists agree to construct a project exhibit to be a part of the Agriscience Student Recognition Display at the National Agricultural Career Show in Louisville, Kentucky. The national winner and national runner-up receive plaques.

E. Program Focus

The agriscience project should fall into one or more of the categories listed. Examples for each category are provided only as a guide.

Food Science	<ul style="list-style-type: none"> • Control of molds on bakery products • Compare yeast fermentation techniques for converting sugars to alcohol • Resistance of organic fruits to common diseases
Environmental Science	<ul style="list-style-type: none"> • Effect of agricultural chemicals on water quality • Compare water movements through different soil types • Effects of cropping practices on wildlife populations • Compare irrigation systems for energy efficiency • Research uniform water quality standards
Animal Science	<ul style="list-style-type: none"> • Compare effects of thawing temperatures on livestock semen • Compare nutrient levels on animal growth • Effects of growth hormone on meat/milk production • Research new disease control mechanisms

	<ul style="list-style-type: none"> • Effects of estrous synchronization on ovulation
Plant/Soil Science	<ul style="list-style-type: none"> • Effects of lunar climate and soil conditions on plant growth • Effect of substrate particle size on shiitake mushroom growth • Effects of heavy metals such as cadmium on edible plants • Compare plant growth between hydroponics and conventional methods • Effect of ultraviolet light on soil microbes
Mechanical/Engineering Science	<ul style="list-style-type: none"> • Develop alternate energy source engines • Investigate light energy sources • Absorption media for plant materials • Compare various tillage methods for energy efficiency

F. Recommended References

1. *Science Fair Handbook for High School Teachers*, Order from: Instructional Materials Service, F.E., Box 2588, College Station, TX 77843-2588, Texas A & M University, telephone (409) 845-6601, Catalog No. 9022, \$3.00 each copy.
2. *The Science Workbook Student Research Projects in Food, Agriculture, National Resources*, Order from: Ohio Agricultural Education Curriculum Materials Service, Room 254, 2120 Fyffe Road, The Ohio State University, Columbus, OH 43210-1067 or telephone (614) 292-4848, fax (614) 292-4919, Item 21X, \$4.95 each plus \$3.00 shipping and handling.
3. *Student Research Projects in Food Science, Food Technology and Nutrition*, Order from Ohio Agricultural Education Curriculum Materials Service, Room 254, 2120 Fyffe Rd., The Ohio State University, Columbus, OH 43210-1067, telephone (614) 292-4848, fax (614) 292-4919, Item 0303X, \$4.95 each plus \$3.00 shipping and handling.

Agricultural Proficiency Award Areas

See “The Agricultural Proficiency Award Program” , www.ffa.org, handbook for explanation and suggestions for ways this program can be utilized as a supplement to individualized instruction. See application forms prepared for Entrepreneurship and Placement proficiency areas.

1. At the local level, Agricultural Proficiency Awards are available to all FFA members enrolled in high school Agricultural Education. However, to apply for a district or state Agricultural Proficiency Award, the applicant must have completed two full semesters of Ag Education. Members, who have been out of high school not more than one year and have completed at least three full years of Ag Education, or all the Ag Education offered in the school, are also eligible. Refer to the National Agricultural Proficiency Award Handbook – Beginning 2001 for further details.
2. The National FFA Organization’s current official agricultural proficiency application form, either Entrepreneurship or Placement, must be used for each specific agricultural proficiency event and should include the items referred to such as the photos.
3. Either the official application or the official computer form may be used.
4. It is not necessary to use covers; however, if any applications are submitted with covers, the official FFA Award Application folder, Item FAF-1 in the Official FFA Catalog must be used.
5. Applicants are NOT permitted to use plain, protective individual sheet covers on any pages of the proficiency applications. However, protective sheet covers are permitted on the photograph pages.
6. An Agricultural Proficiency Award applicant is permitted only one proficiency area in the same year or all the applicant’s proficiency applications will be disqualified for that year.
7. Only one Agricultural Proficiency Award entry is permitted per chapter in any one area or all the chapter’s applications in that area will be disqualified.
8. It is recommended that applications be forwarded to a State Board of Directors member for the respective district by a date set by this State Board of Directors member.
9. Applications for these awards may include reports of activities and records completed up to January 1 of the year the application is submitted.
10. At the state level a member may be granted only one Agricultural Proficiency Award per year from National FFA Foundation funds, and will be eligible to receive the same first place foundation award only once.
11. The two winning district entries in each proficiency area are to be forwarded to the state office and will be entered in the state event.
12. Applicants will be considered for national awards only during the same calendar year they placed first in the state competition.
13. The applications of state winners must be submitted for national consideration for reimbursement from National FFA Foundation funds.

14. District winners will be announced at the district event, state winners at the State FFA Leadership Conference and national winners at the National FFA Convention.
15. No judges' comments will be written on the application form.
16. Photographs MUST only be actual pictures; those clipped from magazines, newspapers, etc. will cause the application to be disqualified. Advertisements, drawings, maps, magazines and newspaper photos, etc. will also cause the application to be disqualified. However, an actual picture of these items would be permitted.
17. No additional pictures, partial or full pages of personal or other information, news articles, records nor other supportive materials can be added or the application will receive a participation rating.
18. Applications of the candidates advancing to regional/national competition will not be on display at the Iowa FFA Leadership Conference.

GUIDELINES FOR JUDGING FFA PROFICIENCY AWARDS

Members of the Iowa FFA Board of Student Officers and the Board of Directors approved the following guidelines (revised, December 1995) for the purpose of assisting judges in evaluating proficiency award applications. Hopefully use of these guidelines will enable the applications to be judged more consistently from district to district and from year to year. **Note:** Applications must use the current year forms.

Specific Rules

Applicants will be disqualified if specific rules governing eligibility as specified in the Iowa FFA Activities, Events and Awards Bulletin are violated. Judges MUST check applications for the following items, and if not met, the application will be disqualified and applicant listed as a participant cannot advance.

1. The application MUST be signed by:
 - Applicant
 - Parent or Guardian
 - Advisor
 - Principal or superintendent
 - If any hours and/or income is shown in a work experience program (including agricultural communications, agricultural mechanics, soil and water management and wildlife management, etc.) for part or all the proficiency award program in the most recent completed year of the program reported, an employer's signature is necessary. If the employer is the applicant's parent or family business, the parent or guardian must sign the application as the employer as well as the parent or guardian. If hours are reported in the school greenhouse, laboratory, or farm, the FFA Chapter Advisor must sign as the employer.
 - If employment hours and/or income are indicated as part of the reported program during the most recent completed year of program reported on the application, at least one of the employer's signatures is required. If the student is self-employed, this is to be clearly indicated by the student signing his/her own employer's signature. Please note: No application is to be disqualified nor points deducted because of the need for an employer's signature. However, judges should express the concern on his/her critique sheet so all appropriate employer signatures can be added before advancing the application to national finalist competition.
2. Applicants cannot be out of school for more than one year and if they are out of school, they must have completed three full years of high school Ag Education or all of the Ag Education offered in the school.

3. Applicants cannot attach extra pages except the pages containing supporting evidence as indicated in the applications.
4. Applicant's program must qualify for the type of proficiency award for which the applicant is applying.
5. Applicant must use the current year's application.
6. Applicants using the Entrepreneurship Proficiency forms cannot have an owner's equity, which is of an amount greater than the value of the "maximum possible increase in owner's equity".

Evaluation of Performance Review (Entrepreneurship and Placement – Sec. I)

SAE programs are conducted in many settings. To fairly compare applicants' accomplishments, it is important for judges to know how each program was started, the help applicants received along the way and their plans for the future. In this section the applicant should tell in their own words how they got started; progress they have made, their plans for the future; and the skills, competencies and knowledge they have accumulated over years covered by the application as a direct result of their SAE program.

This review should be supported by specific details in the remainder of the application.

Criteria to consider in evaluation of this section should include evidence of goal setting and achievement of goals, personal growth and development through the SAE/FFA, evidence of student accomplishments based on available resources and opportunities, and written communication skills demonstrated.

Evaluation of Scope of Applicant's SAE Program (Entrepreneurship application – Sec. II)

1. The scope of the applicant's program should seem adequate for the student's time and resources available. All items in table should be considered in evaluating scope, which includes scope, total income, total expenditures, labor income, percent applicant's share and applicant's share of labor income.
2. When evaluating scope, look for evidence of improvement and growth of applicant's program and not size alone.
3. If scope seems unrealistic or out of line for a particular year, look for an explanation within the "Performance Review" section of the application. An asterisk should be used to note explanations made in the "Performance Review" section.
4. Check application for accuracy and completeness. Points should be deducted for mathematical errors; however, the applicant should not be disqualified.

Scope, Income, and Expense Summary for Placement – Type SAE Program) Placement application – Sec. II)

1. The scope of the applicant's program should seem adequate for the student's time and resources available. Unpaid and paid hours should be considered in evaluating scope.
2. When evaluating scope look for evidence of training in various aspects of the industry or job, as well as an increase in number of hours.
3. If scope seems unrealistic or out of line for a particular year, look for an explanation within the Performance Review section.
4. Check financial information for accuracy and completeness. Points should be deducted for errors.

Activities and Skills (Placement application – Section III)

1. Activities – This section provides a place where applicants can give a general description of what they did during their placement experience. They are to describe four activities that best show their major job responsibilities.
2. Skills – Applicants are to report the four most important skills developed during their placement activity.
 - An agricultural skill is an activity usually of short duration performed to learn how to do a particular job or task.
 - The skills and competencies listed should relate to the proficiency area for which the applicant is applying.
 - Skills and competencies should be evaluated in terms of time and labor required to complete and the importance of the skills in becoming established in that particular agricultural occupation.
 - Points will be deducted if the applicant lists more skills and competencies than requested in the application.
 - Supporting evidence, (photos), can be presented by the applicant to reinforce skills competencies, and knowledge (Skills, competencies, and knowledge in the Performance Review area) conducted.

Evaluation of Non-Depreciable Inventory and Depreciable Inventory Related to this Award Area (Entrepreneurship application – Section IX.)

1. Scope and value is to be the applicant's share, and not a total amount owned in partnership.
2. Inventory items listed should apply specifically to the proficiency area for which the applicant is applying.
3. The acquisition cost and current value should be realistic. Any unusual circumstances should be explained in detail in the "Performance Review" section. An asterisk should be used to note explanations made in the "Performance Review" section.
4. The inventory should reflect the applicant's movement towards attainment of his/her occupational goal or objective in that area.

Evaluation of Applicant's Financial Balance Sheet Statement; Income and Expense Summary; Non-Cash Income Not Related to this Award Area; Earned Income Not Related to this Award Area; Gifts, Inheritance, and Other Non-Earned Income; Schedule of Liabilities Related to this award area, and Accounting for Change in Owner's Equity, (Entrepreneurship application – Sections III, IV, V, VI, VII, X and XI)

1. Mathematical calculations should be accurate and complete. Points should be deducted for errors.
2. More value should be placed on that portion of the owner's equity, which was derived from agricultural capital in comparison to other sources such as a car.

Evaluation of Efficiency Factors (Entrepreneurship Application – Section XII)

1. Applicant should list all important efficiency factors determined by the type of program conducted. For example, some of the important efficiency factors associated with a purebred operation would need to be different than a market operation.
2. The efficiencies attained by applicant should reflect an improvement across the years. If a factor is out of line for a particular factor, then applicant should include an explanation in the “Performance Review” section. An asterisk should be used to note explanations made in the “Performance Review” section.

Evaluation of Supporting Documentation (Entrepreneurship and Placement Proficiency)

1. Resume must include all eight sections listed on the application. Points should be deducted if the applicant submits a resume with less; however the applicant should not be disqualified.
2. The applicant’s most recent employer or agriculture instructor should evaluate and submit a maximum of one page report of the progress the student has made in developing the skills and competencies necessary for success in this award area.
3. Photographs
 - Photographs should reflect the growth and development of the applicant’s program.
 - Photographs MUST only be actual pictures; those clipped from magazines, newspapers, etc. will cause the application to be disqualified. Advertisements, drawings, maps, magazine and newspaper photos, etc. will also cause the application to be disqualified. However, an actual picture of these items would be permitted.
 - Photographs with accompanying captions should support other items included in the application.
 - Applicant should submit a maximum of six photographs, no larger than 3” X 5” or 4” X 6”, with a brief caption (50 words or less) for each. Points should be deducted if the applicant submits more than six photographs; however, the applicant should not be disqualified. The following count as one word – FFA; twenty-four; 24; livestock; 365; etc.

4. Awards:

Local: Individual – FFA medal by the National FFA Foundation

District: Chapters – FFA Certificates
 Individual – FFA Certificates

State: Chapters – FFA Certificates
 Individual - \$100 and a plaque to the high individual; \$50 and a plaque to the second place individual; and special gold award pins to all “Gold” rated agricultural proficiency participants through the Iowa FFA Foundation. \$100 and a certificate to the high individual through the National FFA Foundation.

National: Individual - \$250 and a plaque each to three national finalists; \$500 and a plaque to the national winner. All national finalists will have an opportunity to apply for an expense paid international tour.

Discussion Meet Event

(for postsecondary Iowa FFA Members)

A. OVERVIEW

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

The event involves a moderator and from three to eight participants. The moderator’s responsibility is to introduce the topic and participants, to start the discussion, keep it on the track, and see that no one monopolizes the time.

The participants’ responsibilities are to exchange ideas and information in an effort to solve the problems inherent in the topic. The discussion should not be “conversation” or aimless talk nor should the participants look upon their role as that of persuasive speakers. They should attempt to cooperatively provide further information on the topic and tentatively retain a flexible position. Participants should regard themselves as productive thinkers rather than as emotional persuaders. Thus, they are free to say what they believe and to change their minds whenever new information and ideas become the reasonable thing to do.

Finally, this is not a symposium wherein each participant makes a presentation in his/her proper turn with the moderator ending the session with a summary. Rather, it is the technique of letting the participants talk freely with the questions, answers, and statements coming from any person at any time. Furthermore, this event is not a debate.

Generally speaking, the discussion should follow these steps:

1. Statement of problem or need.
2. Explore, define, understand problem or need
3. Discover all possible alternative solutions
4. Evaluate and compare alternatives
5. Test and project what appears to be the best solutions
6. Indicate ways to implement (course of action)

B. PURPOSE

The strength of the FFA is largely in its ability to involve members in analyzing agricultural problems and deciding on appropriate solutions. The Discussion Meet will provide an opportunity for out-of-school FFA members to participate in a FFA leadership event. It will help them develop a greater command of basic discussion skills. They will acquire a better understanding of how people can think in groups, resulting in a greater understanding and better solutions to problems. In addition, this event will encourage “out-of-school” FFA members to keep involved in the FFA and to keep up-to-date on current agricultural issues.

As a leadership training and self-improvement device, the Discussion Meet experience will:

- Stimulate logical thinking and a desire for accurate information
- Develop a concise and convenient manner of speaking

- Develop the ability to listen
- Help the participant to overcome timidity or stage fright
- Assist the individual in learning to give constructive criticism and to take criticism without becoming emotionally upset.
- Teach the value of compromise
- Develop leaders for effective problem solving through group discussion.

C. GENERAL RULES

1. The FFA Discussion Meet will be held during the State FFA Leadership Conference.
2. Previous first, second or third place FFA Discussion Meet state winners shall not be eligible to participate in this even
3. A briefing session for judges, moderator and participants will precede the discussion meet event. Attendance at this briefing session is mandatory and is a requirement for participation.
4. The minimum number of participants in order to hold a state FFA Discussion Meet will be three (3). If fewer participants are participating, the meet will be canceled. The maximum number of participants is limited to 24 on a first come, first served basis. No more than two members per Chapter will be permitted to participate in the Discussion Meet in any given year.
5. The Iowa FFA Leadership Conference registration fee for each participant must be sent in with the FFA Discussion Meet Entry Form by the specified postmark date, or the entry will not be accepted.
6. The number of participants in any discussion group may vary from a minimum of three (3) to a maximum of eight (8) at the discretion of the contest chairperson.
7. When there are more than 8 participants, it will be necessary to have preliminary rounds. Participants will be drawn for assignment to a discussion group for the preliminary rounds.
8. If more than one discussion group (over 8 participants) is needed, a finals round will be necessary. It will be composed of the two (2) participants scoring highest in each of the discussion groups from the preliminary round.
9. Each discussion group, irrespective of number, will be limited to the following sequences and time allotment:
 - Introduce of participants and judges and announcement of the topic by the event moderator.
 - An opening 30 seconds (maximum) statement given in voluntary order by each participant.
 - A maximum of 30 minutes for the discussion group's discussion.
 - Contest chair will provide a visual warning at 20 minutes.
 - One minute of silence for preparation of closing statements.
 - A closing statement of 60 seconds (maximum) by each participant, also in voluntary order of speaking.
10. Participants may not bring notes or other information into the event. They will be provided blank paper for taking notes during the event.
11. The topic to be discussed will be drawn from a list of four previously specified topics by the contest chair in full view of the participants just prior to turning the panel over to the moderator. The same topic

is drawn for all preliminary round groups. One of the three remaining topics will be drawn for the finals round.

12. Plaques and cash award for the top three participants will be presented.

D. GENERAL INSTRUCTIONS TO PARTICIPANTS—(IMPORTANT)

1. Before the Discussion Meet:

- Become familiar with the discussion questions posted by the Iowa FFA Association.
- Learn as much as possible about the procedure for the FFA's Ag Discussion Meet.
- Study material relating to the four topics. Sources: Library, newspapers, magazines, farm organization policies, county, state and agricultural publications and conversations with those having knowledge of the subject.
 - At the time of the orientation/instruction meeting:
 - Become acquainted with the other participants and moderator.
 - Ask questions to clarify any instructions that are not clear.
 - Listen carefully as the moderator outlines the procedure you will follow.

2. During the event:

- Listen carefully as the moderator clarifies the topic and indicates opening statements are to begin. Stay seated to make opening statement.
- Listen carefully to other participants as they make their opening statements.
- Keep within time limit on your opening statement.
- There should be a conflict of ideas, but not of personalities. Remember, this is a discussion, not a debate.
- Be aware of audience, but not to the exclusion of the discussion group. (Talk loudly enough to be heard by all of the audience.)
- Be prepared to ask questions, state facts and opinions, and urge others to be specific.
- Participate whenever it will contribute to furthering the discussion without monopolizing the time. Be enthusiastic and, in general, use logic rather than emotion.
- Make notes of key points as the discussion proceeds for use in summary statement.
- Use the one-minute time to organize your summary statement.
- Stand and make your closing statement to the audience—use accepted speech techniques—stay within time limit.

E. AWARDS

The Iowa Farm Bureau Federation will provide sponsorship for awards through the Iowa FFA Foundation. These will include cash (\$300, \$200, \$100) and plaques for the top three participants.

Participants' Names (Left of Moderator)	DISCUSSION MEET JUDGES SCORE FORM				
	Topic	_____	Superior= 10 Excellent= 8 Good= 6 Fair= 4 Poor= 2		
	10 Points available per category – total of 60 points.				
	(1) DEFINITION OR TOPIC OR PROBLEM: Importance, causes, effects, relevancy or problem				
	(2) ANALYSIS OF TOPIC OR PROBLEM: (Tie breaker No. 3) Does participant attempt to identify problem causes and remain on topic? Knowledge, extent, and accuracy of facts.				
	(3) PROBLEM-SOLVING AND IMPLEMENTATION: (Tie breaker No. 5) Ability and judgment in seeking answers and solutions, planning and organizational understanding in implementing action programs.				
	(4) FFA IMPACT: Possible impact FFA could have on the resolution of the topic, effect of various points on FFA, etc. How is FFA affected by this issue?				
	(5) DELIVERY: (Tie breaker No. 4) Voice quality, loudness, clear enunciation, communicativeness, desirable sentence structure, and interesting choice of words.				
	(6) COOPERATIVE ATTITUDE: (Tie breaker No.2) Listening, asking pertinent questions, airing all points of view, securing major agreement, minimizing major differences, courtesy to other participants				
	TOTAL (Tie breaker No. 1- Total score for each participant is to be tabulated by Judge. Any tie scores are to be broken by Judge.)				
	RANK (Rank participants: Highest score= 1; second highest =2, etc.)				
Judge's Signature: _____					

Experience the Action Leadership Event

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

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

10. The following consideration will rule in determining awards:

	Points
Program of Activities (two sections submitted)	10
<ul style="list-style-type: none"> • Membership Development (5) • Public Relations (5) 	
Other Materials Submitted	5
Quality and Use of Audio-Visual	10
Oral Presentation:	50
<ul style="list-style-type: none"> • Exciting Opening • Approach (Establish a positive atmosphere, made eye contact, enthusiasm, sincerity, activity of presenters, and ease of transitions between presenters.) • Voice quality of presenters • Organization • Motivational event • Marketing ability • Team participation • Confidence of presenters • Strength of closing • General effect 	
Answering Questions	25
Less Point Deductions (.1 point per second)	
Total Score	100

11. Awards provided by the Iowa FFA Association:

District: Individuals- FFA certificates
 Chapters- FFA certificates

State: Individuals- FFA certificates
 Chapters- FFA certificates; Gold Emblem group- FFA plaques

12. Awards provided through the Iowa FFA Foundation:

State: 1st place- \$100 and plaque
 2nd place- \$50 and plaque
 3rd place- \$25 and plaque

Rising Star Award

This award is presented in memory of Ferris George, a charter member of the National FFA Organization, a member of the United Community FFA Alumni, and supporter of agriculture. The purpose of the award is to recognize FFA members who during their Freshman year exhibited outstanding leadership ability. Application must be postmarked by November 1, and mailed to the United Community FFA Alumni, United Community School, U Ave., Boone, IA 50036.

Rules and Regulations

1. Only one applicant per chapter per year.
2. Member must have been an outstanding High School Freshman member from the previous school year currently in his/her Sophomore year.
3. Member must be in good standing with the local, state, and national FFA.
4. Member must have shown outstanding leadership growth.
5. Member must have an established SAE program.
6. Member must be currently enrolled in agricultural education or have taken a one-semester class in agricultural education during the current school year.
7. Applicants must utilize the official award application provided by the state.

Awards

Six district winners will be recognized at the State FFA Alumni Convention. At the Alumni Convention these six will be interviewed for selection of the top individual who will be announced at the State FFA Leadership Conference.

- District Winners- certificates
- State Winner- plaque

Ag Issues and Perceptions Leadership Event

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

Event Objectives

A. To reward learning achievements in the “Agriculture Issues” curriculum conducted during the school year by using the competitive approach to provide motivation while at the same time provide an opportunity to:

1. Evaluate the perceptions concept- do students understand the influence of perceptions and how to effectively respond?
2. Evaluate student’s ability to understand how issues in agriculture develop.
3. Test students’ awareness of how issues develop, how decisions are made, and their influence on society.
4. Determine students’ ability to understand both sides of an issue and effectively deal with opposing views.
5. Understand the importance of facts and risk/benefit tradeoffs in making decisions.

B. To acknowledge skills learned in group problems solving efforts which include:

1. Cohesive interaction of the group (maintaining focus of the discussion by staying on the subject).
2. Exemplifying a broad based, problem-solving approach for dealing with controversial agricultural issues.
3. Ability to quickly understand the problem and arrive at a solution.
4. Ability to draw logical conclusions through an understanding of the issues and “best” response strategies.

C. To develop individual contribution to group problem-solving by encouraging participants to:

1. Demonstrate their understanding of leadership roles assigned
2. Demonstrate skill in performing “role” assigned within the group discussion.
3. Demonstrate an understanding of issues and perceptions from the point of view required by the assigned role.
4. Present facts and issues in a clear and precise manner.
5. Exhibit qualities of a team player with good group interaction skill.

Event Rules

1. The number of members on each discussion team will be six (6).
2. Two teams from each district will advance to the state event.
3. The state event may consist of preliminary and final rounds depending on the number of entries.
4. Each discussion team will be limited to the following sequence and time allotment:
 - a) Introduction of participant teams and judges and announcement of the topic by the event moderator.
 - b) An opening two (2) minute (maximum) statement given by the team facilitator.
 - c) A maximum of 15 minutes for the team discussion.
 - d) Ten (10) minutes for judges' questions of the discussion team will be allowed.
5. Each team member will discuss the issue from the perspective of the position he or she holds. The Board Chairperson is responsible to keep order and to provide an opportunity for all on the team to speak.
6. It is the responsibility of the Board Chairperson to conclude the discussion with summary comments and recommendations with at least one (1) action step concerning resolution of the issue.
7. The winner of the state event will advance to the national level event.
8. The topic to be discussed by the discussion team will be determined in advance of the district event.

Event Procedures

1. There will be three judges for the event. Judges will have knowledge of agriculture and an understanding of the techniques of good discussion and group decision-making. Past judges for the state event have included professors from ISU and prominent agricultural industry leaders.
2. Each team member will role play a career category, the list of which will be determined in advance of the district event. Teams will determine which member will play each role. Career categories may be similar to, but not limited to, the following:
 - a) Board Chairperson- Local Political Person
 - b) Farm Manager- Landowner/Farmer Landowner
 - c) Ag Professional- Technical Person- Farm Supply Manager/Field person
 - d) Environmentalist- DNR- Regulatory Affairs Manager
 - e) Consumer- Concerned Citizen
 - f) Moderator- County Education Coordinator- Ag Ed Instructor- County Extension Director

General Instructions To Teams

1. Preparation for the Event:
 - a) Become familiar with the discussion issue or issues assigned.
 - b) Learn as much as possible about the procedure of the FFA's Ag Issues Forum.
 - c) Study material relating to the issues from which event topics will be selected. Sources: Library; newspapers; magazines; farm organization policies; county, state and agricultural publications; and conversations with those having knowledge of the subject.

2. During the event:
 - a) Teams should consider using nameplates to identify to the judges, the role of each member: (i.e., Consumer Farm Supplier, Environmentalist, Moderator, etc.).
 - b) Listen carefully to other participants as they make arguments and suggestions.
 - c) Keep within time limit allowed for team discussion.
 - d) There should be a conflict of ideas, but not of personalities. Remember, this is a discussion forum, not a debate.
 - e) Try to determine whether there are enough facts presented and available in order to make a decision. What additional facts are needed and can be gathered- short term- long term?
 - f) Be aware of audience, but not to the exclusion of the discussion team. (Talk loudly enough to be heard by all of the audience.)
 - g) Be prepared to contribute ideas, state facts and opinions, and participate such that others become involved in the discussion.
 - h) Participate whenever it will contribute to furthering the discussion without monopolizing the time. Be enthusiastic and, in general, use logic rather than emotion. Be specific and concise with comments.
 - i) Make notes of key points as the discussion proceeds to assist in making a contribution of ideas and recommendations.
 - j) Facilitator or moderator of the team will summarize actions and recommendations as the discussion concludes.
 - k) In the past, some teams have enhanced their presentations with visual aids such as flip charts, example products, etc.

Example of Event Topics

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

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

9. How has conservation compliance affected farmers and will full implementation represent a problem to farmers with highly erodible land on a majority of his or her acreage?

Awards

The Iowa Chapter of the American Society of Farm Managers and Rural Appraisers (ASFMRA) will provide sponsorship for awards through the Iowa FFA Foundation. These will include cash (\$150, \$100, \$75, \$50, \$25) for the top five teams and plaques for the top two teams. Also, the champion team will receive \$80 in travel money to participate in the National Ag Issues Event. Scoring criteria to be added.

**AG ISSUES AND PERCEPTION EVENT
JUDGES' SCORE FORM**

Topic: _____ _____ _____ _____ _____		Judge: _____					
		Team Names					
		1	2	3	4	5	6
20 Points per category, total of 100: Superior= 20 Fail= 8 Excellent= 16 Poor= 4 Good= 12							
How well did the team demonstrate understanding of how issues develop, how decisions are made, and influence perceptions have on society?							
How well did the team demonstrate understanding of both sides of an issue and how to deal with opposing views?							
How well did the team use facts and demonstrate understanding of risk tradeoffs in the decision-making process?							
How well did the team maintain focus of discussion?							
How well did team members perform their assigned roles, present facts and issues,							
Total Score							

Public Relations Chapter Award

WHO Farmradio in Des Moines will cooperate by providing certificates for chapters, selected by a judging committee, as having an outstanding rural and urban relations program mainly in (1) the areas of “Food For America” and (2) the use of media to tell rural America’s story to our friends and neighbors in urban areas. Awards will be presented at the Iowa Association FFA Annual Leadership Conference.

Please be specific, enumerate activities in brief statements and limit your entry to the area provided on the entry form. One entry per chapter is to be submitted to the state office. Due date is indicated on entry form.

1. The official application form provided by the state must be used.
2. List area and extent of participation in the “Food For America” Program.
3. List areas and extent the media was used to tell America’s agriculture story (production and agribusiness) to friends and neighbors, both rural and urban.

Awards provided by WHO Farmradio:

State: Chapters- WHO Certificate

Journalism Chapter Award

The DES MOINES REGISTER will cooperate by providing appropriate recognition to chapter reporters, selected by a judging committee, as having submitted outstanding articles that were written by the chapter reporter(s) reflecting the members' participation and published in the local paper.

1. A minimum of three and a maximum of five articles, including any published pictures relating to the article(s) and attach on the entry page and up to a maximum of four additional attached 8-½ x 11 inch sheets of paper.
2. They must have been published between July 1 and application due date of the current school year.
3. Include the newspaper heading and the printed date of each article for verification.
4. Please staple the completed sheets in the upper left hand corner and use no lamination and no covers.
5. One entry per chapter is to be submitted to the state office by due date as indicated on entry form. **Original or photography of articles may be submitted. However, legibility of photocopied article(s) will be considered in chapter's ranking.**
6. Articles must have been written by the chapter reporter.
7. Official entry form used.

Awards provided by the DES MOINES REGISTER:

State: Chapters- DES MOINES REGISTER Certificate

FFA Alumni SAE/Ag Ed Publicity Chapter Award

Iowa FFA Alumni Association will sponsor awards for chapters having exceptionally publicized their SAE and/or Ag Ed classroom/laboratory activities.

Besides FFA activities, a complete high school agriculture program involves a combination of Ag Ed classroom/laboratory activities where students are “learning to do” and SAE programs where students are “doing to learn.”

Guidelines are as follows:

1. Articles must be written by an FFA member.
2. *Submit one to three articles from your local newspaper (original or copies)
3. Articles must be attached to one side only of 8- ½ x 11 inch sheet(s) of plain white typing paper.
4. No booklets allowed.
5. Only one fair item allowed (county fair results are not wanted).
6. Pictures allowed only when accompanied by an article.
7. Each article must have the name of the newspaper and the date of publication indicated (date and name should be taken from paper and remain attached to article when possible).
8. Articles must have been published within the previous 12 months.
9. Staple the mounted articles with the completed application on top.
10. No lamination or covers permitted.
11. One entry per chapter is to be postmarked to the state office by postmark date specified.
12. Point System: Name of newspaper and date (10); written by an FFA member (10); appearance (10); and content of articles (70).
13. An automatic participation rating will be assigned to all entries which do not meet the minimum requirements:
 - On plain white typing paper (8- ½ x 11 inch)
 - Attached only to one side
 - Original or photocopy of articles
 - No booklets
 - Only one fair item
 - More than three articles will result in a participation award

Awards will be presented on stage at the Iowa FFA Leadership Conference:

- Chapters will be rated: Gold, Silver, Bronze, or Participation. Framed certificates will be given to all chapters entering this competition.
- Plaques will be presented to the top two chapters by the Iowa FFA Alumni Association.

National Chapter Award

The purpose of the National Chapter Award Program is to encourage chapters to develop and use a POA. The key to a chapter's success is to plan its activities and then carry out the plan. The FFA rewards chapters for their accomplishments through the chapter award program. Chapters can apply for awards using the same committees and standards they use in their program of activities.

1. A copy of the Chapter Planning and Recognition- A Student Handbook—2001-2005 as well as a National Chapter Award application form for 2001-2005 has been distributed to all Iowa Chapters by the National FFA Organization.
2. The National Chapter Award application shall cover a 12-month period ending December 31.
3. To qualify for National Superior Chapter recognition the chapter must complete Form I of the National Chapter Award application, meeting the minimum standards by verifying that members have completed at least one activity related to each of the five quality standards established within the three divisions: student, chapter, and community development. The chapter may use an activity only once in Form I. All FFA chapters shall complete Form I of the National Chapter Award application as a part of the Annual FFA Report required from every FFA chapter by June 1. If the Chapter does not plan to submit Form II it will not be necessary for them to submit Form I separate from that which is a part of the Annual FFA Report. Chapters having submitted the Form I along with Form II should keep a copy to include in their Annual FFA Report. Chapters meeting the minimum requirements for the Superior Chapter certificate will be recognized at the next Iowa FFA Leadership Conference.
4. **To be considered for a state Gold, Silver, or Bronze award, chapters must qualify for a National Superior Chapter Award and complete Form II.** The official National Chapter Award application must be submitted to the State FFA Advisor by January 15. The applications will be judged and winners will be recognized at the next Iowa FFA Leadership Conference.
5. Chapters rating Gold on the state level may compete for national awards. The state may submit Gold applications to the national level equal to ten percent of the number of chapters in the state.
6. Form II requires the Chapter to select, list and describe the three major activities, conducted for each division. The chapter may use an activity only once in Form II. Activities described in Form II may be the same as or different from those listed on Form I. The important thing is that each activity chosen must be distinct and relate to the standards for that division.
7. Awards

State Level:

Ranking	Recognition
Superior Chapter	Certificate
Gold	Multi-year plaque/insert
Silver	Multi-year plaque/insert
Bronze	Multi-year plaque/insert
Cash awards sponsored by the Iowa Agricultural Development Authority through the Iowa FFA Foundation for gold chapters only. This sponsorship also includes plaques: 1) Supreme Iowa FFA Chapter; 2) Top chapter in Community Development; 3) Top chapter in Student Development; and 4) Top chapter in Chapter Development.	

National Level:

Ranking	Recognition
One-Star Gold Chapter	Multi-year plaque/spur
Two-Star Gold Chapter	Multi-year plaque/spur
Three-Star Gold Chapter	Multi-year plaque/spur
Top 10 Student Development Chapters	Model of Innovation Plaque
Top 10 Chapter Development Chapters	Model of Innovation Plaque
Top 10 Community Development Chapters	Model of Innovation Plaque
Top Chapter in each Division	National Winner Plaque

FFA Awards

MEDALS FOR LOCAL CHAPTER WINNERS

Attractive FFA award medals are available to chapters to award to FFA members for outstanding achievement in the following events listed:

1. Star Greenhand
2. Star Chapter Farmer
3. Star Chapter Agribusiness
4. Public Speaking (Not Creed)
5. Extemporaneous Speaking (Not Creed)
6. Agricultural Proficiency Awards

Award medals may be ordered through the National FFA Organization at www.ffa.org.

State Officer Candidates

Officers of the Iowa FFA Association are elected at the time of the Annual FFA Leadership Conference.

Qualifications

1. All state officer candidates must have previously earned or will receive their Iowa FFA degree at the current State Leadership Conference.
2. Candidates must submit an application postmarked to the Department of Education or before the deadline on the application.
3. All presidential candidates must have been a past state officer, unless no past state officer plans to seek the office of president.
4. The only office that past or current state officers can be a candidate for is state president.
5. The retiring state president shall not be a candidate for any state office.

Nominating Committee Procedure

Adult Coordinator

1. The role of the Adult Coordinator is to formulate the interview process in cooperating with the Nominating Committee Chairperson and to see that the process is carried out from the beginning process to the final ballot and completion of the final results for announcement in accordance with the rules established by the Iowa FFA Board of Directors. The Adult Coordinator may help the committee develop questions, suggest role-playing situations, and answer questions.
2. The Adult Coordinator shall not be involved in the discussion or influence decision-making.
3. The Adult Coordinator shall be appointed by the state FFA president with consultation from the State FFA Advisor.

Nominating Committee Chairperson

The role of the Nominating Committee Chairperson is to conduct the nominating committee process. This involves greeting the committee, giving instructions, answering questions, and leading the committee in the processes of developing questions and role playing situations, and generally moving the work of the committee along.

The Chairperson shall function in accordance with commonly accepted parliamentary procedure rules.

Chapter Advisors

1. Three chapter advisors will be appointed by the state FFA president to oversee the nominating committee process. It will be necessary that at least one advisor be present in the nominating committee room at all times while the committee is working.
2. The advisors' role is to assure fairness. The advisor(s) shall not be involved in the discussion or influence decision-making.

Ballot Counting Committee

Three persons shall be appointed by the state FFA president and approved by the state advisor to serve as the official ballot counting committee.

Committee Procedure Rules

1. The state FFA president will select 12 members and one chairperson to serve on the nominating committee, with input from fellow officers, the board of directors and the state advisor.
2. The 12 nominating committee members will be selected with two members from each of the six district and they must represent two separate chapters from within each of the districts.
3. Committee members shall not be from the same chapter as any state officer candidate.
4. The nominating committee will have a chapter advisor present in the committee room at all times during the officer candidate interviews.
5. Each candidate must appear before the nominating committee a minimum of three times.
6. If there are only two state officer candidates from a district, they shall both be nominated as state vice president candidates from that district.
7. The committee agenda shall be determined by the adult coordinator and chairperson. The Nominating committee and committee chairperson shall formulate the questions and situations for the interviews.
8. The final ballot shall be formulated by the nominating committee. There shall be two names submitted for each office. The names on the ballot are to remain confidential until presented at the business session as a part of the Nominating Committee report.
9. The adult coordinator will supervise the preparation of the ballots for the delegates' voting, double checking accuracy of candidates and spelling of names.
10. The chairperson will present the ballot to the delegate body. At that time, the president will call for nominations from the floor for each office. Once nominations cease, the delegate body will proceed with the election procedures for state president, secretary and reporter. After the election of these statewide offices, the delegate body is divided by district for election of their respective state vice presidents.

11. Following the election, the ballots are collected by nominating committee members from each respective district and taken to the designated room for counting by the Ballot Counting Committee.
12. The adult coordinator will supervise the completion of the list of newly elected state FFA officers assuring accuracy. The final list shall be signed by the adult coordinator and chairperson and sealed in an envelope to be presented to the state FFA president at the beginning of the ceremony for installation of newly elected officers.
13. The ballots shall be sealed in an envelope and submitted to the state FFA advisor for safe keeping until the Iowa FFA Board of Directors' meeting in June, at which time it will be determined by Board action that the ballots be destroyed or held for a specified period of time.

Election Procedures

1. At the district conventions, state officer candidates will be introduced only as a state officer candidate, with no office specified.
2. No speeches or question/answer sessions will be allowed at the district conventions.
3. The present plan eliminates the complications of handbills, campaigns, politics between members and chapters, expenses of preparing literature, unequal opportunity to be selected to a state office, and other problems.
4. There shall be no written correspondence between chapters and/or candidates and chapters for the purpose of soliciting votes.
5. Election process at the State Leadership Conference
 - From the time the nominating committee report is given to the delegates until after all ballots have been marked and confirmation is made that a revote is not necessary, courtesy corps members will seal off the delegate section and not allow anyone to enter or leave the delegate section.
 - During the business session, the nominating committee will present a ballot with two nominees for each office.
 - After the report of the nominating committee, nominations from the floor will be accepted.
 - Members nominated from the floor must have gone before the nominating committee a minimum of three times in compliance with Committee Procedure Rules #5.
 - The presidential candidates will each present their two-minute nomination speech. The candidates will then appear together on stage for the delegate question period. Each candidate will respond to the four selected delegate questions; alternating first response. The delegate body will then mark their ballot.
 - The secretarial candidates will each present their two-minute nomination speech. The candidates will then appear together on stage for the delegate question period. Each candidate will respond to the four selected delegate questions; alternating first response. The delegate body will then mark their ballot.
 - The delegate body will divide into the six district groups. The vice presidential candidates for each respective district will each present their two minute nomination speech. The candidates

will then appear together on stage for the delegate question period. Each candidate will respond to the four selected delegate questions; alternating first response. The district delegate body will then mark their ballot.

- All delegates will then reassemble in the delegate section until the need for re-votes is cleared.

6. Before the state conference closing ceremonies, the new state officer team will be announced.

Nominating Committee Guidelines

Offices

- There are three at-large offices: President, Secretary and Reporter.
- The six vice president positions are designated by district.
- The only candidates eligible for president are those that are current state officers. The president plays a major role in team development, association management and business relations.
- The secretary and reporter positions are open slots to any of the other candidates as long as there are more than two candidates from the district (excluding the presidential candidates). The secretary is responsible for keeping record of the board of directors meetings as well as FFA membership. The reporter is responsible for putting together the Iowa FFA Today magazine as well as other media relations.
- Each vice president position is open only to those candidates (excluding the president candidates) from the respective district. When there are only two candidates from a district, they must both be placed on the ballot for vice president. The vice presidents not only serve on the state team but also serve as the president on the district officer team. The vice-presidents will do several activities in the district in addition to the state activities.

Scoring Procedure

Evaluation

- Each committee member has a copy of the every candidate's application.
- Each committee member also has a copy of the score form for each candidate. The application score is already written in. The exam and record book scores will need to be added once the advisors do the evaluation.
- The sheet provides points for each question in the interview rounds.
- These sheets are purely a guide to assist in narrowing the field. The final selection of two candidates for the ballot should take more into consideration: overall positive impression, etc.
- Any materials used in the interview process (notes, scoresheets, applications, etc.) must be turned in at the conclusion of the process to be destroyed.

INTERVIEW ROUNDS DEFINED

ROUND ONE

➤ **Personal Information**

This area is designed to get a better understanding of the candidate as a person. Possibly what they feel are their strongest leadership qualities; what are the most important things in life to them; how involvement in school activities has affected their leadership development; and etc.

➤ **Leadership**

As a leader in the organization, the candidate should be aware of leadership qualities and ways to develop those qualities through the FFA. Possibly what are three essential qualities of a team and why; name top ten qualities of a leader and which do you possess; and etc.

ROUND TWO

➤ **Agriculture in the World Today**

As ambassadors of an agricultural organization, it is important to know what is happening in agriculture today. The area will remain very general; possibly naming and explaining two current issues in agriculture; naming and explaining an agricultural issue and then explaining how FFA could be involved; or explaining a current issue in their part of the state.

➤ **Educational Issues in the World Today**

Again, as we meet with state legislators, school administrators, and other interested parties, it is important to have a working knowledge of current education. The area will remain very general; possibly agricultural education's role in the current school system; how agricultural education must change to meet the demands of students; or how the agricultural education program is a model for other programs.

ROUND THREE

➤ **FFA Activities**

Officers are expected to know the basics about FFA. Many times as an officer they will need to provide members and advisors with information about upcoming events and programs. This area is designed to test the FFA knowledge of the candidate. Possibly explain three leadership conferences available to FFA members; what is the FFA mission and give examples of how it is carried out; describe three of your FFA experiences and describe what they taught you; and etc.

➤ **Officer Role Play**

Being an officer requires people skills to interact with members, advisors, parents, and others. This area will involve a simple role-play to determine how the candidate would react in a practical officer situation. Possibly a radio interviewer approaches the candidate at the Farm Progress Show and instructs the officer to explain the FFA in thirty seconds; a potential FFA approaches the officer at the Iowa State Fair and asks the officer what the FFA has meant to them; you are asked to introduce the national FFA officer for their keynote address at a Greenhand Fire-Up; and etc.

Ballot Positions
IT IS NOT A SLIDING BALLOT

President (must come from current officer team)

Secretary (must come from district with more than 2 candidates)

Reporter (must come from district with more than 2 candidates)

Northwest Vice President (NW district candidates only)

North Central Vice President (NC district candidates only)

Northeast Vice President (NE district candidates only)

Southwest Vice President (SW district candidates only)

South Central Vice President (SC district candidates only)

Southeast Vice President (SE district candidates only)

****if there are only two candidates from a district they must both be slated at Vice President**

INFORMATION FOR STATE FFA OFFICER CANDIDATES

Roles and Expectations of State Officers

Roles of an Officer:

1. A leader who serves the Iowa FFA Association in local, district, state, and national activities in an effort to achieve the mission, strategies, and core goals of the organization.
2. A member of the Iowa FFA Association Executive Officer Team that executes the activities outlined in the Iowa FFA Program of Activities.
3. A role model to motivate, inspire, and encourage FFA members to participate in Agricultural Education and FFA programs; as well as to assist members in their advancement of agricultural knowledge and development of leadership abilities.
4. A FFA ambassador who maintains positive relationships with members, advisors, state staff, agribusiness persons, and others interested in Agricultural Education.
5. A student representative who projects a positive image as a leader among American youth representing those qualities that members and society accept as a life style role model.

Expectations of an Officer:

1. Be dedicated and committed to FFA and the total program of Agricultural Education.
2. Be willing to commit necessary time and travel to district, state, and national activities.
3. Become knowledgeable of agriculture, education, and FFA information and issues.
4. Develop into an effective presenter and project a desirable image of FFA at all times.
5. Be timely with letters, thank-you notes, and other correspondence which is necessary.
6. Continually strive to improve communication and leadership skills.
7. To forgo alcohol, tobacco, and illegal substances at all times during the year of service to the FFA.
8. Conduct yourself in a manner which commands respect without any display of superiority.
9. Avoid places or activities that in any way would raise questions as to one's moral character or conduct.
10. Use wholesome and appropriate language in all presentations and informal conversations.
11. Maintain proper dress and good grooming for all occasions.
12. Work in harmony with fellow FFA officers, and not engage in conversations detrimental to other FFA members, officers, or adults.

13. Serve as a member of the team, always maintaining a cooperative attitude.
14. Be willing to take and follow instructions as directed by those responsible for the FFA programs.

Commitments for the Upcoming Year of Service

Your year of service will be filled with many activities that carry out the mission of Agricultural Education and FFA. Below is a listing of several of the activities as they occur throughout the year; this is only a tentative list to give you a preview of the year's events.

This is a tentative list to give you an idea of the commitments. Event responsibilities will be assigned at the BLAST Off training in April.

Activities Throughout the Year

Officer Meetings and Trainings
Career Development Events
Sub-District and State Activities
Chapter Visits and Promotions
Foundation Partner Events

April

BLAST OFF Team Training
District Officer Training

May

State Officer Family Event
Speaking Presentation Training

June

State Board Meeting
Agricultural Skills CDEs
Chapter Officer Leadership Training
District Summer Camp
Foundation Golf Tournament
NLCSO Team Training
Agricultural Education Teachers Conference
Field to Food Run

July

Sponsor and Award Training
Business and Industry Visits
State President's Conference

August

District Officer Training
Farm Bureau Farm Family Day
Iowa State Fair
GROWMARK Annual Conference

September

State Board Meeting
Agricultural Skills CDEs
Farm Progress Show

October

World Food Prize
Agricultural Skills CDEs
National FFA Convention

November

Made for Excellence Conference
Greenhand Conference
State Leadership Conference Planning Retreat

December

Advanced Leadership Conference
State Board Meeting

January

FFA Legislative Symposium
State FFA Alumni Convention

February

National FFA Week
Sub-District Events

March

District Convention
AgScience Fair

April

State FFA Leadership Conference
District Officer Training

Eligibility

- Each candidate must be a bona fide FFA member for the current year.
- Each candidate must have obtained his or her State FFA Degree or plan to receive it during the state FFA convention he/she will run for state office.
- Each candidate must submit the State FFA Officer Application to the State Office by February 8th.

Steps to State Convention

- Thoroughly read all information and directions given in the confirmation letter from the State FFA Executive Secretary.
- Secure a completed copy of both your State FFA Degree Application and State Officer Application. Know what is on your applications, because the committee may use some of the information to ask you questions about your experiences and SAE program.
- Schedule to arrive at the State FFA Convention for the nominating committee process as outlined in the packet from the State FFA Executive Secretary.
- Update Supervised Agricultural Experience records through March 1st of the current year.
- Prepare for written exam by reviewing the information contained in the publications on the Examination Resource List.
- Prepare for the nominating committee interviews by setting up mock interviews to practice possible questions that cover the categories listed in the Outline of Interview Format.
- Prepare a two-minute nomination speech to be presented to the convention delegates.

Guide to Preparing for the Election Procedure

- Develop an Understanding of FFA's Role in Agricultural Education
 - ❑ **Review the history of Agricultural Education and the introduction of FFA.**
 - ❑ Review the concept of the three interlocking circles of the program components.
 - ❑ List the values of FFA to the members, home, school, and community.
- Develop a Base Knowledge of FFA Fundamentals
 - ❑ Review the information in the publications listed on the Examination Resource List.
 - ❑ Review the basics; ie. Creed, History, Organizational Structure, Activities, Awards, and Etc.
 - ❑ List your FFA experiences and describe the lessons you learned from those experiences.
 - ❑ Review the activities that take place in your district.
 - ❑ Develop an understanding of what FFA is to you.
 - ❑ Learn the mission of the organization.
 - ❑ Review the three divisions within the program of activities.

- ❑ Understand the organization and function of the FFA Foundation.
- ❑ Understand the organization and function of the FFA Alumni.

- **Develop a Working Knowledge of Current Issues in Education and Agriculture**
 - ❑ Read education and agriculture periodicals.
 - ❑ Meet with school administrators to talk about the issues in education.
 - ❑ Meet with agricultural professionals in your community to learn about issues.
 - ❑ Visit with FFA members to learn of their concerns and suggestions for the organization.

- **Practice for the Interview Process**
 - ❑ Set up interviews with several different individuals.
 - ❑ Follow the outline of the interview format to simulate the interviews.
 - ❑ Wear your official dress to practice the interviews.
 - ❑ Brainstorm a list of possible questions to practice.
 - ❑ Read interview information available in your school library or guidance office.

- **Practice for the Knowledge Examination**
 - ❑ Complete the questions of past FFA quizzes available from your advisor.
 - ❑ Develop a list of possible questions from the information in the resources.
 - ❑ Make a set of Ag Ed/FFA Quiz flash cards to carry in your bookbag.

- **Prepare Yourself**
 - ❑ Develop an understanding of why you want to serve the organization.
 - ❑ Clean up your official dress to display the appropriate image.
 - ❑ Read motivational literature.
 - ❑ Prepare to have a positive attitude throughout the convention.
 - ❑ Practice your people skills for delegate contacts.

Outline of Interview Format

Interview Format

- The nominating committee is comprised of two members from each district and one at-large chairperson.
- Each candidate will go through three rounds of individual interviews; two question areas are covered in each interview.
- Candidates may be called back to do a fourth interview to provide the committee with a better understanding of the candidate. The question in this interview is of the committee's choice but will fall into one of the six question areas.
- All candidates must report to the holding area as specified for each interview round.
- Candidates will remain in the holding area until released by the nominating committee.

Interview Question Areas

➤ Personal Information

This area is designed to get a better understanding of the candidate as a person. Possibly what you feel are your strongest leadership qualities; what are the most important things in life to you; how involvement in school activities has affected your leadership development; and etc.

➤ Leadership

As a leader in the organization, the candidate should be aware of leadership qualities and ways to develop those qualities through the FFA. Possibly what are three essential qualities of a team and why; name top ten qualities of a leader and which do you possess; and etc.

➤ Agriculture in the World Today

As ambassadors of an agricultural organization, it is important to know what is happening in agriculture today. The area will remain very general; possibly naming and explaining two current issues in agriculture; naming and explaining an agricultural issue and then explaining how FFA could be involved; or explaining a current issue in your part of the state.

➤ Educational Issues in the World Today

Again, as we meet with state legislators, school administrators, and other interested parties, it is important to have a working knowledge of current education. The area will remain very general; possibly agricultural education's role in the current school system; how agricultural education must change to meet the demands of students; or how the agricultural education program is a model for other programs.

➤ FFA Activities

Officers are expected to know the basics about FFA. Many times as an officer you will need to provide members and advisors with information about upcoming events and programs. This area is designed to test the FFA knowledge of the candidate. Possibly explain three leadership conferences available to FFA members; what is the FFA mission and give examples of how it is carried out; describe three of your FFA experiences and describe what they taught you; and etc.

➤ Officer Role Play

Being an officer requires people skills to interact with members, advisors, parents, and others. This area will involve a simple role-play to determine how the candidate would react in a practical officer situation. Possibly a radio interviewer approaches the candidate at the Farm Progress Show and instructs the officer to explain the FFA in thirty seconds; a potential FFAer approaches the officer at the Iowa State Fair and asks the officer what the FFA has meant to them; you are asked to introduce the national FFA officer for their keynote address at a Greenhand Fire-Up; and etc.

Review of Ag Ed/FFA Knowledge Examination Examination Format

- Each candidate will complete the examination prior to the first round of interviews.
- All candidates will complete the examination in one room; no one other than the candidates and the person giving the exam are allowed in the room.
- Candidates will be supplied with the written exam and a pencil to take the exam; no other materials will be allowed in the exam area.
- The exam will consist of fifty multiple-choice questions. The exam score will be based on fifty points.
- All exam questions will be developed from information found in the publications on the resource list below.
- Questions will concern practical information that a state officer should know.

Resources for the Examination

- Official FFA Manual (Agricultural Education Resources Catalog)
- FFA Student Handbook (Agricultural Education Resources Catalog)
- Robert's Rules of Order
- FFA New Horizons
- Iowa FFA Today
- Iowa Farmer Today

Guide to Meeting the Convention Delegates

- Personal contacts with the members and delegates are essential.
- No campaign materials such as printed cards, handouts, posters, or brochures are allowed.
- Prior to the convention, practice informal conversations with FFA members.
- While the convention is not in session, mingle with and get to know the members.
- Prior to convention sessions, greet members and advisors as they enter the convention hall.
- During meals, sit with a different group of people each time to get to know more members.
- Take the initiative to start conversations with members.
- Introduce yourself to the members.
- Smile and enjoy yourself.

State Officer Candidate Scoring Sheet
Used by the Nominating Committee

Scores:

Application (70 pts. possible) _____
Scored by DE Staff

Test (50 pts. possible) _____
Scored by Advisors

SAE Records (50 pts. possible) _____
Scored by Advisors

Round 1

Personal Information (30 pts. possible) _____
Strength of Character Traits
Personal Experience

Leadership (30 pts. Possible) _____
Knowledge about leadership
Personal role as a leader

Round 2

Ag in the World Today (30 pts. possible) _____
Knowledge of the issues
Ability to communicate

Education Issues (30 pts. possible) _____
Knowledge of the issues
Ability to communicate

Round 3

FFA Activities (30 pts. possible) _____
Knowledge of FFA activities
Explain the educational value of activities

Officer Role Play (30 pts. possible) _____
Skills in interacting with parents and members
Skills in communicating with business and industry

Total Score

Mission and Goals of Agricultural Education and the FFA

In 1950, a federal charter was granted to the National FFA Organization (Public Law 740) by the United States Congress, which made it an integral part of agricultural education. The FFA, integrated into agricultural education, vitalizes and motivates the learning experiences of students. An outstanding FFA chapter is an integral part of any agricultural education program.

The FFA provides students with dynamic ways to learn about agriculture and leadership, as well as opportunities for self-improvement. Just as the agriculture teacher uses a shop to teach agricultural mechanics, he or she also uses the FFA to teach leadership and motivate students to set high goals and work to achieve those goals. With this comes satisfaction and recognition for a job well done. The FFA is an intra-curricular activity having its origin and roots as a definite part of the curriculum in agricultural education. An outstanding FFA chapter, under guidance of an advisor and a challenging program of activities, enriches the instruction in agriculture.

Everyone in the agricultural education and FFA family should be constantly aware of our mission statement, what we value, and the goals we have set for agricultural education.

-Excerpted from the National FFA Officer Preparation Manual, National FFA 2000

Agricultural Education

Mission

The mission of Agricultural Education is to prepare students for successful careers and a lifetime of informed choices in the global agriculture, food, fiber and natural resources system.

We value and desire to achieve this mission by:

- Providing instruction in and about agriculture, food and natural resource systems.
- Serving all populations.
- Developing the whole person.
- Responding to the needs of the economic and educational marketplace.
- Advocating free enterprise and entrepreneurship education.
- Functioning as a part of the total educational system.
- Utilizing a proven educational process that includes formal instruction, experiential learning, leadership and personal development.

Goals

- To update instruction in and expand programs about agriculture, food and natural resources systems.
- To serve all people and groups equally without discrimination.
- To amplify and expand the “whole person” concept of education, including leadership, personal and interpersonal skills.
- To develop educational programs that continually and systematically respond to the trends and demands of the marketplace.
- To provide the stimuli that will foster the spirit of free enterprise and develop creative entrepreneurship and innovation.
- To provide leadership and cultivate strong partnerships in the total educational system.

- To elevate and extend our standards of excellence in classroom and laboratory instruction, supervised experiences and student organizations.

The Grand Plan for Agricultural Education in Iowa

Background

The Governor's Council on Agricultural Education was formed as a result of legislation signed by Governor Terry Brandstad in 1989 (HF2433). The Council is charged with the responsibility to study and make recommendations to improve the standards for developing and conducting Agricultural Education programs in Iowa. Over the past few years, the Council worked diligently gathering information relative to identifying the vision, mission, goals and strategic initiatives that will serve Agricultural Education in Iowa well into the next century. As a result, The Grand Plan for Agricultural Education in Iowa was developed to provide a framework for planning and developing educational programs that have the potential to educate all Iowans about the significance of agriculture to the state and help many Iowans become actively involved in the agriculture industry in one of the over 200 different career opportunities in the food, fiber and natural resource systems.

In 1996, the National Council for Agricultural Education inaugurated an initiative to re-position and strengthen agricultural education for the 21st Century. The W. K. Kellogg Foundation provided a grant to help fund this three-year initiative in which agricultural education programs on the local, state, and national level completed a planning process to develop the preferred future for Agricultural Education.

Vision Statement

To develop an agriculturally literate, knowledgeable and skilled society in Iowa that contributes to premier food, fiber and natural resource systems in a global environment.

Mission

To educate Iowans about agriculture and prepare individuals for careers in agriculture, food and natural resources.

Goal Statements

- *Economic Impact:* Develop and conduct educational activities that foster understanding of the economic impact of agriculture, the interaction between natural resources and agri-ecosystems and environmental stewardship.
- *Global Marketing:* Develop and conduct activities that enhance understanding and promote Iowa's role in the global agricultural marketplace.
- *Entrepreneurship:* Develop and promote a systematic experiential hands-on educational program that fosters opportunities for entrepreneurship.
- *Curriculum:* Develop a systematic curriculum plan for all levels of education to meet specific needs related to communication skills and the science and technology in and about agriculture.
- *Funding:* Develop funding sources that assure available resources to expand educational programs in all areas of need related to education in and about agriculture.

- *Consumer Education:* Develop a systematic approach for educating consumers about food, fiber and natural resources in Iowa.
- *Careers:* Develop a model plan to educate individuals about current and emerging careers in food, fiber and natural resources in Iowa.
- *Marketing:* Develop a marketing plan that promotes the significance of the food, fiber and natural resource system in Iowa.
- *Leadership Development:* Develop and enhance leadership development programs at various levels of education that serve the needs of Iowa's agricultural industry, educational institutions and other agricultural organizations.
- *Collaboration:* Develop a comprehensive plan for collaboration among all agricultural groups and educational institutions in Iowa to enhance education in and about agriculture in the state.
- *Educational and Professional Development:* Develop and enhance educational and professional development opportunities for entry level and established professionals in business, education and public agencies related to agriculture.

National FFA Organization Mission

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

Goals

- Provide a quality product that is perceived by students, teachers, parents and educational and business partners as adding value to the lives of students.
- Continually build human resources through a highly motivated, committed and well trained National Board, national staff and officers.
- Build and maintain a solid delivery system through:
 - ◆ well trained, motivated staff to provide state leadership
 - ◆ an adequate supply of well trained and motivated advisors with access to FFA tools to provide local leadership
- Expand our customer base by expanding FFA membership that is representative of the student population.
- Establish and maintain a secure financial base.

Strategies

To accomplish this mission, the FFA:

- Develops competent and assertive agricultural leadership.
- Increases awareness of the global and technological importance of agriculture and its contribution to our well being.
- Strengthens the confidence of agriculture students in themselves and their work.
- Promotes the intelligent choice and establishment of an agricultural career.
- Encourages achievement in supervised agricultural experience programs.
- Encourages wise management of economic, environmental and human resources of the community.
- Develops interpersonal skills in teamwork, communications, human relations and social interaction.
- Builds character and promotes citizenship, volunteerism and patriotism.
- Promotes cooperation and cooperative attitudes among all people.
- Promotes healthy lifestyles.
- Encourages excellence in scholarship.

Listing of Resource Materials

- Official FFA Manual
- FFA Student Handbook
- Robert's Rules of Order
- FFA New Horizons
- Iowa FFA Today
- The Grand Plan for Agricultural Education in Iowa
- *Local Program Success* Teacher's Manual
- Iowa FFA Association Constitution and By-Laws
- The FFA at 50-Golden Anniversary Book
- Brochures published by the National FFA Organization
- Agricultural Publications
- Commodity Organization Publications
- The Agricultural Education Magazine
- Local FFA members and advisors

Presidential Candidate's Supplement

As a presidential candidate, there are a few additional information items:

Written Practicum

In addition to the written exam, you will also be required to complete a written practicum. As the state president, written communication is essential when dealing with officers, members, partners and etc. This exercise will allow you to demonstrate your written communication skills.

Format:

- The practicum will be administered by the Executive Secretary to each presidential candidate on Wednesday evening following session practice. You will also complete the written exam at this time.
- The exercise will utilize a practical written communication scenario.
- Each candidate will have thirty minutes to complete the exercise in addition to completing the exam.
- Stationary and envelopes will be provided.
- Typical situation examples include but are not limited to: writing a thank you to a sponsor, writing a congratulatory note to a member or writing a follow up letter to a school you just visited.

SAE Program Records

As outlined in the rules of the Activities, Events and Awards Bulletin, you are required to provide Supervised Agricultural Experience records updated through March 1 of the current year. As a presidential candidate, you must also fill out the American FFA Degree application. Your record book and degree application should be in a binder and checked into the Secretary's Workroom.

Interview Schedule

Due to the time commitment in preparing materials for the conference sessions; presidential candidates will follow a different interview schedule

- Complete Written Practicum and Knowledge Exam
- Complete Interview Rounds One, Two and Three
- SAE Record Books & American Degree Application Due-Secretary's Workroom
- Attend Delegate Business Session
- Check In for Call Back Interviews
- Attend Sponsor Reception
- Participate in Election Process at Delegate Business Attend General Session for Team Announcement
- Attend New Officer Team Meeting if Elected

State Leadership Conference for District Officers (SLCDO)

All new district FFA officers, retiring district FFA advisors, and new district advisors are expected to attend.

Typically scheduled within two weeks after the state leadership conference. Check the website for the current year's date.

Iowa FFA Board of Directors and Executive Committee

Mission Statement

The FFA is an integral part of Agricultural Education at the secondary school level. The purpose of the FFA encompasses leadership development, global awareness, personal development, career choices, experimental learning, community improvement, patriotism, cooperation, resource management, improved scholarship, and organized recreation. It shall be the mission of the Board of Directors to assist in the planning, administration and delivery of programs and activities on the sub-district, district, and state levels that are designed to achieve the purposes of the organization. The Board of Directors shall serve in an advisory capacity to the state FFA Executive Committee (state FFA officers) on matters dealing with the administration and supervision of Iowa FFA Association activities, and shall possess the power of approval at all times.

A. Operations and Procedures of the Board of Directors

1. The Board of Directors shall be composed of a district FFA advisor from each of the supervisory districts in the state who is elected annually at the Agricultural Education Conference, the president of the Iowa FFA Alumni Association, president of the Iowa Association of Agricultural Educators (IAAE), and the chairperson or designated representative of the department of agricultural education at the designated teacher education institution.
2. The Board shall meet tri-annually for the official conduct of business. Special meetings may be called at the discretion of the State FFA Advisor.
 - a) Official meetings shall be held in June, September, and December. Board members who also serve as district advisors are expected to attend the State Leadership Conference for District Officers held in March.
 - b) District Advisors who are going off the board after having served one year are expected to attend the June board meeting, the purpose of which is to provide for a smooth transition between the old and new boards.
 - c) District Advisors- elect are expected to attend the State Leadership Conference for District Officers (SLCDO), the purpose of which is to receive job assignments for the State Leadership Conference along with the current District Advisors, and to be in-serviced on those job assignments.
 - d) It shall be the responsibility of the State FFA Advisor to appoint a Board of Directors chairperson annually. The appointee shall be selected from the membership of the previous year's Board of Directors and the appointment is subject to the approval of the current Board of Directors.

3. The Board of Directors and the State FFA Executive Committee at each official meeting shall meet jointly for the opening session, and then meet separately to attend to their own agendas; after which they shall again meet jointly in a closing session to exchange reports and to consider items of business requiring approval by both boards.
4. Board members are expected to attend all meetings or to be represented by a qualified person from their own district or organization be represented. Prior to each meeting, board members should solicit opinions and suggestions from FFA advisors from their respective districts, or from members of the organization they represent. Board members are encouraged to submit agenda items to the State FFA Advisor in advance of the meeting.
5. Board members are encouraged to develop a working relationship with fellow board members, being supportive of final decisions of the Board, and endorsing and enforcing all board policies and FFA event rules.
6. Travel, lodging, and meal expenditures for board members will be reimbursed by the Iowa FFA Association. Board members will be paired together to share hotel/motel rooms when appropriate. If a member desires a single room or brings his/her spouse, the Iowa FFA Association will reimburse one-half of the cost of the room. All incidentals such as room service or telephone calls must be paid for by the board member responsible.

B. Process of Appeals

Individuals or groups, who claim that decisions, policies, or rules established by the Board of Directors and FFA Executive Committee; and/or decisions made by individuals who have been empowered by the State or National FFA Constitution or by the Board and Executive Committee; and/or policies established by the Board and Executive Committee, has been discriminatory to them or in otherwise treated them unfairly, may appeal to the Board of Directors and the FFA Executive Committee. The Board and FFA Executive Committee shall have the power to waive rules or reverse decisions to rectify a situation in which the majority of the Board and Executive Committee agree that the decision, policy, or rule was unfair to the appellant.

Appeals should be submitted in writing to the State FFA Advisor. Hearings will be granted at regular official Board meetings unless the gravity of the situation, in the view of the State FFA Advisor, warrants a special meeting. (Revised December 29, 1995 and June 4, 1999)

C. Policies

See Past Board Policy Overview

Past Board Policy Overview

1. Proper Operation of FFA Board of Directors and Executive Committee Combined Meetings- Adopted June 2, 1983.

- a) Concern: Currently the FFA Board of Directors and Executive Committee are functioning at combined meetings through a relationship established on tradition. It would be preferred to have a written statement regarding formal relationships for conducting official business at meetings.
- b) Board Policy: The proceedings at any officially called and convened meeting of the State FFA Board of Directors and Executive Committee shall be conducted in a manner that either group may initiate motions and that concurrence by both groups must be achieved before the motion officially becomes valid. The chairpersons have the power to entertain continued discussion until a motion is accepted or rejected by the combined groups.

2. No Change in Judging Event Answer Keys- Adopted November 19, 1983

- a) Concern: When judging event official placing or answer keys are changed after scoring has begun, a lot of extra work is required to re-score judging cards and therefore causing a delay in releasing results to teams.
- b) Board Policy: Official placing and answer keys for judging events will not be changed after scoring has begun with the exception of clerical corrections.

3. No Change in Judging Event Results- Adopted November 19, 1983; Revised June 4, 1993

- a) Concern: After judging participants return home from events they sometimes find errors in scoring or recording of the scores on the computer printout and therefore ask for the rankings to be changed and appropriate ribbons provided to them. This of course creates a problem of some teams not wanting to return their ribbons in exchange for lower placing ones.
- b) Board Policy: Event results will not be changed after teams and individuals have been ranked for publication. The event chairperson and event superintendent have final authority over the events and will review event materials with the scoring chairperson before results are publicized.

3a. Results Change if ALL results are incorrect – Adopted September 21, 2001

- c) Concern: After judging and announcement of results, the results were found to have errors with ALL participants scores. Official scores were not entered correctly.

- d) Board Policy: In the event that ALL participants scores are incorrect the board reserves the right to correct the results.

4. National FFA Officer Candidate- Adopted November 19, 1983; Revised June 4, 1993.

- a) Concern: Traditionally the most recent retired State FFA President has had first option to be Iowa's candidate for National FFA Office. Other state officers with outstanding leadership have expressed concern that they too would like to be considered for a National FFA Office.
- b) Board Policy: An interview process will determine which American FFA candidate or former American FFA Degree recipient whose active membership would permit a full year of service, will represent Iowa as a National Officer candidate. The interview process will occur in August.

5. Changes in the Event and Awards Booklet Rules- Adopted November 19, 1983; Revised June 4, 1993.

- a) Concern: Each year there are several changes in the Iowa Event an Awards Booklet which makes it difficult for the Ag Ed instructors to keep current with and therefore, it becomes difficult to participate without getting caught up with some rule change which may eliminate a chapter participant, team, officer book, or award application.
- b) Board Policy: Changes in the Iowa Event and Awards Booklet rules should be made every three years. However, minor revisions could be made by unanimous consent of the State FFA Board of Directors.

6. Final Selection of Iowa's Star Farmer and Star Agribusiness Person- Adopted November 19, 1983

- a) Concern: Star Iowa Agribusiness persons and Star Iowa Farmers (Production) have been traditionally selected on the basis of their written Iowa Farmer application only. No proof of personal knowledge of agriculture, management ability, personal involvement in their SAE program, or record-keeping competency has been provided.
- b) Board Policy: Star Iowa Farmers and Star Iowa Agribusiness persons will be selected through an interview of each "District Star". Each candidate must provide all his/her SAE record books for review by the committee selected to interview the candidates.

7. Required Information from FFA Chapters to be in Good Standing- Adopted November 19, 1983; Revised December 29, 1995

- a) Concern: Chapter Program of Activities and Membership Rosters plus dues are to be sent to the DE by November 1st and are to become delinquent if not postmarked by December 1st. The state staff has been permitting leniency until January 1st even

though chapters were informed before Thanksgiving that their standing was questionable.

- b) Board Policy: Chartered chapters not complying with all rules for good standing will not be eligible to participate in any sub-district, district, or state FFA events. This includes not having dues and a revised chapter program of activities postmarked by December 1st and not having the Annual FFA Report postmarked by July 1st. The state staff must enforce these standards and requirements.

8. Boundaries for Ag Ed/FFA Sub-Districts and Districts- Adopted November 17, 1984; Revised June 21, 1985. December 29, 1995 and June 4, 1999

- a) Concern: Currently, some sub-districts and districts have many more chapters than others. This is not providing an equitable opportunity for participation in the next level of competition- sub-district to district, and district to state. Therefore, an effort should be activated to establish a procedure for realignment of sub-district and district boundaries.
- b) Board Policy: FFA District and Sub-district Boundaries.
 - i) District and sub-district boundaries will be evaluated once every ten years by a committee composed of:
 - a) The six state FFA vice presidents
 - b) Two district FFA advisors
 - c) One IAAE board representative
 - d) One FFA Alumni representative
 - e) One ISU Ag Ed Department representative
 - f) Two DE agriculture consultants
 - ii) Proposals for changes in district and sub-district boundaries will be presented for approval at a joint summer meeting of the FFA Board of Directors and State FFA Officers.
 - iii) Any changes will go into effect as of January 1 following the joint meeting of the FFA Board of Directors and State FFA Officers when both have given approval.
 - iv) District and sub-district boundaries will be based on the number of FFA chapters.
 - v) The number of FFA chapters per district and sub-district shall be as equal as possible.
 - vi) District and sub-district boundaries will follow county lines as closely as possible.

- vii) There shall be six and only six districts.
- viii) Each district will be sub-divided into an appropriate number of sub-districts not to exceed four (4).

**9. Iowa's National FFA Band and Chorus Applicants- Adopted November 17, 1984;
Revised June 4, 1993**

- a) Concern: Board policy is that no Iowa FFA members are permitted to participate in the same event a second time at the National FFA convention in the specific judging, speaking, or proficiency events. In addition, it is board policy that the same FFA chapters not be nominated in consecutive years for serving on the courtesy or service corps. This policy was decided in an effort to provide more individuals and /or chapters the opportunity to participate. The policy has not covered National FFA Band and National FFA Chorus nominations from Iowa. As a result, several repeats are being selected because of their excellent ability. However, these repeats sometimes take the selection with less enthusiasm the second or third time, and therefore hesitate to participate or even cancel because it is no longer a new, exciting experience.
- b) Board Policy: National FFA Band and National FFA Chorus participants from Iowa, in accordance with the National FFA Organization's policy, will not be permitted to participate more than two times.

10. Replacement of District FFA Advisors Who Leave Ag Ed teaching or Leave the District- Adopted June 13, 1986

- a) Concern: When a District FFA Advisor leaves Ag Ed teaching and/or moves to a different district, it is very difficult to provide the leadership, communication, and dedication necessary to fulfill all the important responsibilities.
- b) Board Policy: In the event a District FFA Advisor leaves his/her teaching position or moves outside of the district, the new District Advisor-elect will take over his/her duties as District Advisor and Board of Directors Member.

11. Substitution of FFA team members on leadership event and judging event teams between various levels of competition- Adopted November, 1986

- a) Board Policy: Up to 50 percent of the members on a team may be substituted if necessary. However, if a team consists of three members, only one can be substituted; five members, two can be substituted, seven members, three can be substituted. If there is a single participant, the chapter cannot substitute a participant at the next level of competition; the event alternate (next ranked) participant from a different chapter will be advanced.

12. All sub-district, district, state, and national FFA event participants shall be active members of the FFA organization. They must have paid dues and their names must be on the official membership report- Adopted June 4, 1988

- a) Board Policy: Participants' names will be verified against official membership reports at the first level of competition above the local level. If a student's name does not appear on the roster, then the State FFA Advisor or his/her designee will collect State and National FFA dues at the time of the event.

13. Iowa should send all qualified American FFA Degree applications to the National FFA office. - Adopted June 4, 1988; Revised June 4, 1993.

- a) Board Policy: The designated state committee (State FFA Advisor, FFA Alumni President, and past IAAE President) will select the American FFA Degree Candidates to be personally visited, reviewed, and recommended for nomination by the Iowa FFA Association. This committee will select candidates from the applications that meet minimum qualifications, as established in the National and Iowa FFA Constitutions, to be interviewed on site by the State FFA Advisor or his/her appointed representative. Nomination by the state association depends upon the interviewers findings and recommendation.

14. Some FFA chapters have demonstrated unprofessional means of performing initiation activities for Greenhand and Chapter FFA Degree recipients. This created a negative image for high school agriculture and the FFA among junior high students, high school students, and faculty. - Adopted November, 1988

- a) Board Policy: Hazing, harassment, and/or degradation type actions shall not be associated with Greenhand FFA Degree Initiation, Chapter FFA Degree Initiation or any other FFA activities. The Iowa FFA Association shall withdraw charters from local FFA chapters, which permit such foolishness.

15. FFA members and chapter advisors should be given adequate time to become familiar with leadership event rule changes before they are implemented. Revisions or additions should not be made just before state events. - Adopted June 3, 1989; Revised December 29, 1995

- a) Board Policy: All event rule changes, especially committee reports, must be submitted in final form by September 1, to allow presentation at fall teacher in-services and final approval at the September FFA Board meeting. If changes do not meet deadlines, they will not go into effect for the current year.

16. Some chapter advisors are uncertain why there are some items, which have a firm postmark date that is strictly enforced while on other items this is more relaxed. Therefore, a review of some old unwritten policies was presented for revision. - Adopted November 17, 1989; Revised December 29, 1995

- a) Board Policy:
- i) Iowa FFA Degree and American FFA Degree Applications; all Ag Knowledge and Skills Event entries; Agriscience applications; applications for National Chapter, and scholarship applications shall be postmarked on the specified dates or they will be eliminated from competition. This is so the selection process can take place as scheduled and so necessary time is allocated for preparation/processing.
 - ii) Ag Journalism and Public Relations awards sponsored by the Des Moines Register and WHO may be accepted late because they really aren't competitive; every chapter that submits an application is approved.
 - iii) Band, Chorus, Grandstand Usher, and Stage Attendant applications are given preference if they are received on time. However, more applications are often needed than received, so the time for acceptance may have to be extended to assure enough participants to carryout a specific activity.

17. Inexperienced FFA advisors, others who have returned to high school agriculture teaching, and teachers coming to Iowa from out of state may have more tendencies to miss postmark dates or misinterpret rules more frequently than experienced FFA advisors. - Adopted November 17, 1989; Revised June 4, 1993

- a) Board Policy: All postmark dates and rules shall be strictly enforced without consideration for the amount of experience a chapter advisor has had. In addition, no consideration can be granted when a problem such as a late postmark is the fault of other school personnel who may not have mailed something on the correct day. This applies to leadership events, ag skills events, ag proficiency events, officer book events, dues, state fair, etc. Department of Education newsletters and other mailings, IOWA FFA TODAY Magazines, and In-service meetings are expected to continue keeping everyone informed regarding postmark dates and rules. FFA advisors with questions should contact the state DE staff, district FFA advisor, IVATA big sister/brother, or fellow agriculture instructors when questions arise.

18. All rules for an event have not been dealt with in equal consequences if they were not followed. Should all rules be enforced as strictly as date of postmark? - Adopted November 17, 1989

- a) Board Policy: No – Things such as arriving a bit late for an event should not eliminate a team from event participation. However, the team will most likely be at a disadvantage and some judging classes may not be available for the late participants.

19. Some companies offering fundraising opportunities to FFA Chapters have requested time on the State FFA Leadership Conference program to recognize and present awards on stage to individual members or chapters for outstanding sales. - Adopted November 17, 1990.

- a) Board Policy: The presentation of awards on stage at the State FFA Leadership Conference will not be permitted when the award deals with FFA member sales incentives connected with fundraising activities.

20. State FFA Association’s policy regarding memorials in the event an officer, past officer, or family members of current officers become deceased. - Adopted November 17, 1990.

- a) Board Policy: If a current state FFA officer becomes deceased, flowers will be sent for the funeral (keeping within a budget of \$40.00). There will be a memorial activity conducted at the state FFA leadership conference or an appropriate memorial published in the Iowa FFA Today, and a scholarship will be established in the officer’s memory. If a family member of a current state FFA officer becomes deceased a plant will be sent to the funeral (keeping within a \$40.00 budget). If a past officer becomes deceased who has served within the past five years a \$20.00 memorial will be established with the Iowa FFA Foundation. If an officer who served more than five years ago becomes deceased a card will be sent to the family.

21. Iowa FFA Association Policy on Sexual Harassment – Adopted June 4, 1993.

- a) Board Policy: It is the policy of the Iowa FFA Association that all members are entitled to an educationally sound and safe atmosphere free from discrimination, including sexual harassment.

Sexual harassment infringes on a member’s right to a comfortable educational environment, and is a form of misconduct, which undermines the integrity of the member-to-member relationship. No member, male or female, should be subjected to unsolicited and un-welcomed sexual overtures or conduct; either verbal or physical.

Definition: Sexual harassment does not mean occasional compliments of a socially acceptable nature. Rather, it refers to conduct which is offensive to the individual, which thus harms morale and interferes with the effectiveness of the FFA organization. This includes offensive sexual flirtation, advances, or propositions; verbal abuse of a sexually suggestive pictures or objects; or any offensive or abusive physical conduct. It also includes any personnel action taken or omitted on the basis of a member’s submission to or refusal of sexual overtures. No member should so much as imply that an individual’s “cooperation” will have any effect on the individual’s participation and advancement in the FFA at any level.

Complaint Procedure: If a member believes he/she has been treated in a manner by another member that would be in violation of this policy, he/she should go through normal FFA channels, beginning with the local FFA advisor. The local advisor should then document the complaint and report it directly to the district advisor if it occurred at the sub-district or district levels, and to the State FFA Advisor if it occurred at the state or national level. In either case, the complaint should be brought to the Board of Directors for action.

The Iowa FFA Board of Directors will immediately investigate all complaints of violation in as discreet and confidential fashion as possible. It shall be the policy of the Iowa FFA Association to listen to all reasonable complaints, seek early corroboration, and quickly apply sanctions when appropriate.

Confidentiality: In no event will information concerning a complaint of sexual harassment be released by the Iowa FFA Association to third parties or to anyone within the Association who is not directly involved in the investigation. The purpose of this provision is to protect the confidentiality of the member, who files a complaint, to encourage the reporting of any incidents of sexual harassment, and to protect the reputation of any member wrongfully charged with sexual harassment.

22. Appointment of the Board of Directors Chairperson – Adopted September 25, 1993

- a) Board Policy: It shall be the responsibility of the State FFA Advisor to appoint a Board of Directors Chairperson annually. The appointee shall be selected from the membership of the previous year's Board of Directors and the appointment is subject to the approval of the current Board of Directors.

23. Obligations and Expenditures of Monies – Adopted September 23, 1995.

- a) Concern: The Iowa FFA Association needs to have a written policy specifying who is authorized to make financial commitments, to enter into contractual agreements, and approve expenditure of monies.
- b) Board Policy: The obligation of monies budgeted by the Iowa FFA Association and the approval for payment by the Executive Treasurer for expenditures incurred is the responsibility of the State FFA Advisor.

Obligations that would commit the Iowa FFA Association to expenditures not included in the Association's budget or expenditures in excess of the budgeted amount shall be presented to the joint boards for approval prior to obligation/expenditure.

24. Advancement of Teams to National FFA Convention – Adopted December 30, 1998.

- a) Concern: With the change in locations and timing of the National FFA Convention, the Iowa FFA Association needs to have a plan in place in regards to contestants advancing to National competition and the likely development of a team or individual not attending because of sports or other commitments.
- b) Board Policy: The Board will authorize subsequent teams or individuals (2nd, 3rd, 4th, 5th, etc.) to advance to National competition if teams or individuals placing higher decline the opportunity to represent the Iowa FFA Association. The teams or individuals that decline the opportunity to participate will not be allowed to compete

in future career development events (their eligibility has expired with winning the state event). If any team accepts the opportunity to represent the Iowa FFA Association in place of the state authorized team, they will also forfeit any future opportunities to participate in this event.

State Approved List of Activities

Activities, Events & Awards

□ Career Development Events

1. Agricultural Sales
2. Agricultural Marketing Plan
3. Farm Business Management
4. Agricultural Mechanics
5. Agronomy
6. Horse Evaluation
7. Floriculture
8. Nursery/Landscape
9. Livestock Evaluation
10. Meats Evaluation
11. Dairy Cattle
12. Dairy Cattle Handlers
13. Dairy Foods
14. Soils Evaluation

□ Chapter Activity

1. FFA Chapter Exhibit/Hall of States Display
2. FFA Secretary's Record Book
3. FFA Treasurer's Record Book
4. FFA Reporter's Scrapbook
5. FFA Public Relations Chapter Award
6. FFA Journalism Chapter Reporter Award
7. SAE/Ag Ed Publicity Chapter Award
8. National Chapter Awards Program

□ FFA Awards

1. Star Greenhand
2. Star Farmer
3. Star in Agribusiness
4. Rising Star Award
5. FFA Agriscience Student Award

□ District FFA Activities

1. Greenhand Fire-up
2. District Leadership Camp for Chapter Officers
3. Other Approved Activities at the District Level

□ **FFA Conferences and Conventions**

1. Official Delegates
2. FFA Conference Committees
 - Auditing
 - Nominating
 - Program of Activities
 - Other as appointed
3. FFA Band
4. FFA Chorus
5. FFA Talent
6. FFA Academic Achievement
7. Massing of the Flags
8. FFA Courtesy Corps
9. Officer Candidate
10. Chapter Representative

□ **FFA Leadership Career Development Events**

1. FFA Public Speaking
2. FFA Freshman Creed Speaking
3. FFA Extemporaneous
4. FFA Ag Broadcasting/Journalism
5. FFA Conduct of Meetings
6. FFA Parliamentary Procedure
7. FFA Chapter Program
8. FFA Job Interview
9. FFA Ag Sales Leadership
10. FFA Greenhand Quiz
11. FFA Experience the Action
12. FFA Ag Issues and Perceptions
13. FFA Discussion Meet (out of school members only)

□ **National FFA Events**

1. Washington Leadership Conference
2. Made For Excellence/Modern Day Me
3. FFA International Programs
4. FFA Ag Entrepreneurship Award
5. FFA Agriscience Fair
6. Partners in Action Learning Support (PALS)
7. FFA Food for America
8. FFA Scholarship Program
9. National FFA Week
10. FFA Tractor Restoration

11. National Band
12. National Chorus
13. National CDEs
14. National Courtesy Corps
15. National Convention Delegates

□ Iowa State Fair- FFA Activities

1. FFA Beef Show
2. FFA Dairy Cattle Show
3. FFA Dairy Goat Show
4. FFA Horse Show
5. FFA Rabbit Show
6. FFA Sheep Show
7. FFA Swine Show
8. FFA Showmanship Award
9. FFA Ag Mechanics Technology Show
10. FFA Demonstrations and Working Displays
11. FFA Floriculture Show
12. FFA Horticulture Show
13. FFA Photography Show
14. FFA State Exhibit
15. FFA Grandstand Ushers
16. FFA Campground Workers
17. FFA Stage Attendants
18. FFA Show Student Workers

□ State FFA Activities

1. FFA Legislative Symposium
2. State Leadership Conference for District Officers
3. Iowa Agricultural Youth Institute
4. GROWMARK Essay Contest

□ District and Sub-District FFA Activities

1. Other Officially Sponsored FFA Activities. (Activities recognized by the District Officers as subdistrict level or district level coordinated and sponsored events.)

Subdistrict, District, and State FFA Events

District FFA events will be held in the six districts of the state as follows:

*1. Leadership Career Development Events

- b) Public Speaking
- c) FFA Creed Speaking
- d) Extemporaneous Speaking
- e) Parliamentary Procedure
- f) Chapter Program of Activities
- g) Conduct of Meetings
- h) Job Interview
- i) Ag Sales
- j) Radio Broadcasting
- k) Experience the Action
- l) Ag Issues and Perceptions

*2. Chapter Record Events

- a) Secretary's Record Book
- b) Treasurer's Record Book
- c) Reporter's Scrapbook

*3. Agricultural Proficiency Awards

The list of State Proficiency Areas will be posted annually.
(The respective official national FFA agricultural proficiency application forms are to be the event forms.)

*4 Any sub-district events are governed by the rules for the state and district events and are to be conducted by the sub-district advisor under the direction of the State Board of Directors member in their respective district.

*5 Entries in the district event must be made with the State Board of Directors member for the respective district.

*6 Sub-districts, at their discretion, may share judges and event sites providing that sub-district quotas on advancement to the next level are met and not exceeded.

G. State FFA Events

1. Participating Events

- Discussion Meet
- Ag Entrepreneurship
- Agri-Science Student
- Greenhand FFA Quiz
- Iowa Agricultural Youth Institute

- GROWMARK Essay
- Agriscience Fair