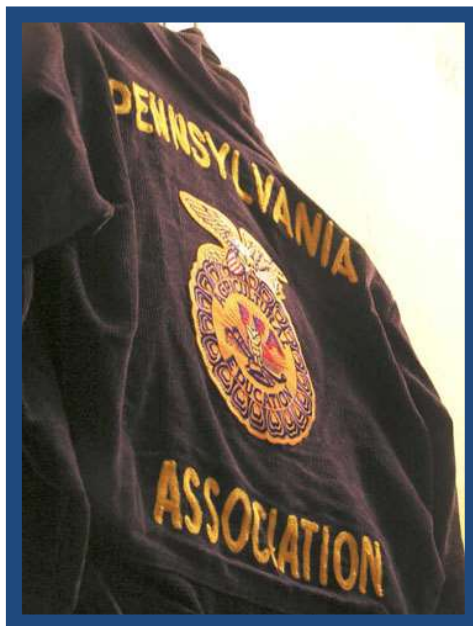




Pennsylvania FFA Policy Manual



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Section I: Personnel

I.a. Executive Manager

I.a.1. Executive Manager Job Description

i. General Duties

- a. Respond to state-level event inquiries as necessary.
- b. Provide technical support to FFA advisors in registration for state-level events.
- c. Provide technical support to FFA advisors regarding FFA membership rosters.
- d. Provide event information to local school districts, business-related groups, and the public-at-large in order to build collaborative relationships and enhance program value.
- e. Channel inquiries to appropriate personnel and organizations if answers cannot be provided through the FFA office.
- f. Provide communication and support to the Pennsylvania Department of Agriculture to include all state sponsored shows.
- g. Prepare annual report and event accountability reports as necessary.
- h. Provide on-going communication with State Officers and advisors regarding officer duties responsibilities and event tasks.
- i. Provide communication to local advisors regarding state-level events.
- j. Provide support to student members, FFA advisors and chapters as needed.
- k. Attend necessary conferences and meetings to represent FFA – Nationally, regionally and state wide.
- l. Supervise regional FFA Coordinators and submit an annual report with recommendations for continuation (Continue, No change, Continue with Remediation or Termination) for each position, to the PA FFA Management Committee.
- m. Any other duties as assigned by the Board of Directors and/or the Executive Manager.

ii. State Officer Team Oversight

- a. Supervision, training, and support to Pennsylvania State FFA Officers. The Department of Agriculture and Executive Manager provide the "home base" for officers to report to and provide them with the necessary information, materials, evaluations, schedules and contacts they need to conduct their duties.
- b. Maintain communication with State Officer Team.
- c. Coordinate events with State Officer Team.
- d. Arrange/coordinate attendance at and participation in specific events for State Officer Team.
- e. General overall oversight of the State Officer Team.
- f. Coordination of state level meetings for the Pennsylvania Association of FFA including state officer training and conference planning meetings, Board of Director meetings, and any other meetings involving the state officers throughout the year.

iii. Conference and Event Coordination

- a. Coordination of state level conferences (State FFA Convention, Fall Leadership Conference, ACES, SLLC, SOCS, etc.) These conferences focus on developing leadership skills, community awareness, communication, teamwork, etc... those traits which will make a better student and community citizen.

- b. Plan and facilitate leadership conferences around the state (e.g., negotiate meeting space and costs, location, meals, lodging, materials, etc....).
- c. Provide communication between the FFA and the location hosting the event with details for presentations, meals, program development, space requirements, equipment, etc.
- d. Provide communication between the National FFA Organization and the presenters that conduct the programs offered through the National Organization. (Blast Off, NLCSO, etc.)
- e. Work with the State FFA Officers in developing curriculum for the students. Work with the PAAE in coordinating events for FFA advisors.
- f. Assist State FFA Officers in coordinating supplies, materials, printing, etc. for conferences. Certain printing and supply needs can be completed by the FFA office with reimbursement of expenses incurred.
- g. Coordinate speakers needed for leadership conferences and conventions.
- h. Oversee the safety, welfare and proper behavior of participants in cooperation with supervising FFA advisors.
- i. Provide evaluation of conference staff, programming, logistics, etc. following events.
- j. Provide financial statements and necessary reports for each conference to the State FFA Board of Directors.
- k. Provide financial statements and necessary reports for each conference to the State FFA Adult Treasurer in order that payments are made in a timely manner to facilities and vendors of the conference activities.

iv. Awards and Programs

- a. Coordination, receipt, processing and reporting of all State and National awards, including degrees and reports, which provide students and FFA chapters with the opportunity to be recognized for their achievements above the local level. The Executive Manager receives assistance from the State FFA Advisor and FFA Facilitator in the judging and processing of degrees and proficiency awards.
- b. Coordination of feedback, evaluation, appeals, etc. of award applications with FFA advisors and members.
- c. Coordination with the Pennsylvania FFA Foundation in confirming and acknowledging sponsors of various programs and awards.
- d. Coordination of assistance with PAAE in working with programs that recognize teachers and teacher related activities.
- e. Coordination of honored adult programs and recognition.
- f. Coordination of judging events for award applications, including contacting individuals to serve as judges, organize the judging event and schedule, follow up from the event, coordination of judging location, host, including meals, appreciation gifts.
- g. Provide proper reporting of award results to the National FFA Organization and Pennsylvania FFA Foundation for proper recognition and/or continuation of competition.
- h. Provide resources for area, regional and state level contests in order that hosts can properly conduct the events including how to set up and run a competition as well as providing the necessary information that contestants need to participate including topics for speeches, questions for competitions, etc.
- i. Review membership eligibility for FFA awards and programs through the online membership roster.
- j. Organize committees of teachers and members to review current and potential FFA programs, awards and activities for suggested improvements and possible revisions.
- k. Assist in keeping historical data of awards and programs.

v. State FFA Conventions

- a. Coordination of the State FFA Convention including organization of staff, managers, state officers, advisors and volunteers.
- b. Receive and provide detailed and frequent communication with FFA.
- c. Coordination and oversight for workshop development, tour planning, meal development and counts, printing needs, event supplies, facilities requirements, and anything else needed for the State Convention.
- d. Review last year's schedule, participant feedback and competitive event procedures to adequately address facilities needs.
- e. Develop conference schedule and coordinate facilities needs that align with schedule.
- f. Provide schedule and facilities use information for conference program.
- g. Visit facilities & staff prior to State Convention to insure smooth flow of activities.
- h. Design program and contents with the assist of the Activities Week Coordinator.
- i. Plan and coordinate with Convention site and determine meal costs.
- j. Work with local bus companies to provide shuttles for tours and service activities.
- k. Provide appropriate appreciation to facilities, judges, sponsors and partners after State Convention.
- l. Solicit feedback from facilities utilized
- m. Attend State Convention for oversight of events
- n. Coordinate State FFA Convention registration through conferences and short courses
- o. Coordinate State FFA Convention news room, publicity and media
- p. Work in coordination with the FFA Tour Chairperson in coordinating the tours, buses, locations, chaperones and oversight of the tours made available during the State FFA Convention.
- q. Work in coordination with the FFA Day of Service Chairperson in coordinating the service activities, buses, locations, chaperones and oversight of the service activities made available during the State FFA Convention.
- r. Work in coordination with the FFA Workshop Chairperson in coordinating the workshop presentations and oversight of the workshops made available during the State FFA Convention.
- s. Provide evaluation of State Convention staff, programming, logistics, etc. following event.
- t. Work with past state FFA officers and summer assistant to provide assistance in various areas of the convention including staging, evaluating state officer performance, working in the news room, coordinating special events, working with sponsors and exhibitors.
- u. Coordinate services needed for audio/visual presentations including on site production of the event.
- v. Coordinate services needed for sound and lighting requirements for the State Convention including on site production of the event and development of suggestions for improvements and updates staging requirements.
- w. Coordinate speakers needed for state convention sessions and activities.

vi. Public Relations and Promotion of the Pennsylvania Association of FFA

- a. Maintain and monitor the Pennsylvania FFA Website which includes historical information about the Pennsylvania Association of FFA, award and program applications and conference information registration for FFA advisors and members.
- b. Monitor the State FFA Officer blogs and materials posted on the FFA website.
- c. On a regular basis review the procedures for FFA publicity and promotions and make suggestions on how together with Team Ag Ed partners this can be improved.
- d. Work with State FFA Officers to attend events that promote agricultural education and FFA including trade schools, convention, etc.
- e. Respond to public issues concerning FFA as they arise.
- f. Work with the Pennsylvania Department of Agriculture officials on various events throughout the year.

vii. Middle School Activities

- a. Communicate specifically with middle school programs regarding activities.
- b. Develop middle school leadership activities in cooperation with the State FFA Officer team and State FFA Advisor.
- c. Consult with middle school FFA advisors as to their activities, needs and opportunities for middle school members.
- d. Develop press release materials to publicize events, award recipients and FFA related programming.

viii. National Convention Coordination

- a. Communicate with FFA advisors concerning certification of teams, event coordination, participation in events, etc.
- b. Communicate with the state officers/delegates about agenda(s) and responsibilities. Coordinate schedules of activities, duties and events.
- c. Coordinate any state activities to be held at national convention.
- d. Attend national convention while delegation is present.
- e. Participate in national level meetings for agricultural education and FFA. Represent Pennsylvania in activities and discussions on the national level.
- f. Follow up with Pennsylvania FFA Foundation as to participation in individual and chapter events in order that participants receive any possible travel reimbursements.

I.a.2. Executive Manager Job Performance Evaluation

- i. The evaluation of the Executive Manager of the Pennsylvania FFA Association will be conducted on an annual basis by the Management Committee as directed by the PA FFA Board President.

I.a.3. Executive Manager Other

- i. The Executive Manager of the Pennsylvania FFA Association will be the spokesperson to the Pennsylvania FFA Foundation and serve as an ex officio member of the Pennsylvania FFA Foundation as long as a seat is offered.

I.b. Executive Assistant/Treasurer

I.b.1. Executive Assistant/Treasurer Job Description

i. General Duties and Responsibilities

- a. Maintain an office schedule to insure adequate coverage of services to all the FFA Affiliates.
- b. Maintain office, order supplies, help with any preparation and distribution of correspondence, conference materials, state officer requests or requests of assistance by the Board President or Executive Manager.
- c. Answer phones, e-mails, or written correspondence. To maintain communications with advisors, state officers, foundation, board of directors, or any other Ag relate affiliate. To take messages and pass on to the appropriate person(s).
- d. To order all supplies for the office, maintain supply inventory and to shop for best pricing.
- e. Perform banking, pay bills, keep records of all CDE's and payouts accordingly.
- f. Maintain financial records of the Association.
- g. Prepare invoices and issue receipts for all conference, conventions, etc.
- h. Keep records of billings with PAAE Act 91 grant funds. Penn State Activities Week residuals.
- i. To keep accurate records of all orders and membership invoices from National FFA.
- j. Receive, monitor, and pay expense reports of State Officers, Regional Coordinators, Executive Manager, and Adult Treasurer.
- k. Prepare and maintain all payroll records. File all monthly, quarterly, and yearly payroll tax reports and make sure the deposits are made on time.
- l. Prepare and maintain all records for the annual workers Compensation Audit. Be present for the audit.
- m. Maintain accurate record in a mannerly fashion so as to be prepared for the annual audit by the accounting firm and assist in the preparation of the BC 10 and 501C3 applications. Prepare all W-2's and 1099's for the employees of the association.
- n. Compile records and prepare and submit the Fair Fund Application.
- o. Prepare the Treasurer's report for the annual report.
- p. Help prepare, copy and bind the annual report.
- q. Work with the State Officer Treasurer to prepare for Delegate Budget Committee and be on hand to help with questions of the delegates.
- r. Prepare an income and expense statement for all Board of Directors meetings. Be prepared to answer questions in these reports. Attend meetings when possible.
- s. Prepare a budget comparison for the board of directors and the foundation as requested.
- t. Work with the budget committee to prepare the yearly budget.
- u. To send all information to teachers for membership rosters. Receive, review all roster, and process to National FFA. Send billings to the chapter for dues and keep records to double check National receipt of rosters and billings. Review all statements and compare with rosters to assure accurate payment of dues to National FFA. Assist Advisors with any questions in filing electronic rosters.
- v. Keep a file of all chapter memberships. Send out county members numbers to advisors for the Fair Fund application and competition requirements.

- w. Check and verify membership for Farm Show, Activities Week, Conferences, and fairs or anytime a membership is questioned.
- x. Cooperate with the Association President, Executive Manager, Foundation Representative, PAAE Executive Secretary, Alumni Representatives, National FFA Personnel, and PDE Staff as well as with the advisors.
- y. Assist the Executive Manager with the State Officer training and travel arrangements.
- z. To assist with the setup and tear down of all conferences and conventions. To maintain assistance with the registrations and receipts of all conference and conventions. Provide photography and videography assistance when the reporter is busy at events.
- aa. Maintain and distribute minutes and all other reports for the Board Meetings.
- bb. To assist with the Fundraising efforts of the Foundation.
- cc. Any other duties as assigned by the Board of Directors and/or the Executive Manager.

I.b.2. Executive Assistant/Treasurer Job Performance Evaluation

- i. The evaluation of the Executive Assistant/Treasurer of the Pennsylvania FFA Association will be conducted on an annual basis by the Management Committee as directed by the PA FFA Board President.

I.c. Regional Coordinators

I.c.1. Duties of Regional Coordinators

- i. Work with the state advisor, executive manager, and FFA facilitator to insure continuity of program and purpose. Perform such duties as assigned to assist with the establishment and advancement of the FFA. Serve as liaison between the State Association and local chapters in their respective region. Coordinate the flow of information from the State Association and the local chapter and vice versa.
- ii. Facilitate the management, organization, and implementation and forward the information to the FFA Facilitator of the following regional FFA activities:
 - 1. Parliamentary procedure, public speaking, safe tractor driving, and small gasoline engines
 - 2. Keystone Degree selection, Regional Star selections, and Proficiency awards, including checking appropriate documentation.
 - 3. Attend state staff meetings and Board of Directors meetings to be an integral part of the decisions making process, and reflect the concerns of each region at the meetings.
 - 4. Assist, if needed, with FFA activities at the Pennsylvania State Farm Show and Pennsylvania FFA Association Mid-Winter Convention and State FFA Convention.
 - 5. Attend PAAE Regional meetings to update teachers on FFA activities.
 - 6. May conduct other Career Development Events as needed and requested by regional teachers.

I.c.2. Term Of Office

- i. Region Coordinators shall serve for two years starting on June 1. The Executive Manager will advertise for regional coordinators. Regional Coordinators Job Description and Selection Procedure.

1 I.c.3. Reimbursement for Regional Coordinators

- 2 i. Regional coordinators will be reimbursed for mileage Phone calls related to official business and
3 any supplies related to the FFA will be reimbursed. Payment for substitutes for regional
4 coordinators will be covered. Regional coordinators will be paid a salary for their efforts. All
5 expenses will be documented by dated receipts and submitted to the adult treasurer for payment.
6 \$50 per Board meeting attended will be paid to regional coordinators to a maximum of \$250 per
7 year. Regional Coordinators are ex-officio members of the Board. They have voice but no vote.

8 I.c. 4. Supervision/Evaluation of Regional Coordinators

- 9 i. Regional Coordinators will be supervised by the PA FFA Executive Manager. The FFA
10 Executive Manager will direct the work of the regional coordinators and will provide an annual
11 report with recommendation for continuation (Continue, No Change, Continue with Remediation
12 or Termination) for each position to the PA FFA Management Committee.

13 ***I.d. Pennsylvania FFA Management Committee***

14 I.d.1. Composition of Management Committee

15 The Pennsylvania FFA Management Committee shall consist of the following representatives:

- 16 i. FFA Board President or their designee shall serve as the chair
17 ii. Representative of the PA Department of Education
18 iii. Representative of the Department of Agriculture
19 iv. The PAAE representative to the Board of Directors
20 v. Representative of The Pennsylvania State University

21 I.d.2. Responsibilities of Management Committee

22 The responsibilities of this committee will include but are not limited to the following:

- 23 i. Conduct performance reviews of all association personnel.
24 ii. Make recommendations to the budget committee regarding salaries and benefits.
25 iii. Make recommendations to the Board of Directors in regards to the hiring and dismissal of
26 all Association personnel.
27 iv. This committee shall meet at least annually and report directly to the FFA Board of
28 Directors.
29

30 ***I.e. Finance Committee***

- 31 i. The board, as required, will appoint a three-member finance committee. The Adult FFA
32 Treasurer will be bonded.

33 ***I.f.*** State Clearances for all staff, Regional Coordinators and State Officers are required by
34 December 31 each year with the expense, if any, covered by the Association.

Section II: Membership

II.a. Affiliate Fee Deadline

- i. The roster submission deadline for Keystone FFA Degree and Farm Show participation shall be November 15th unless otherwise published by the Pennsylvania FFA Association. The roster submission deadline for the school year will be May 1.
- ii. The final deadline for payment of affiliate fees is February 1. Financial penalties for late payment of dues will be applied. Affiliate fees are always based on the previous years' membership.
- iii. (June 2020) Schools will submit the agriculture teacher(s) schedule with enrollment and counts of non-duplicated students by April 15th. If course enrollment documentation does not match the FFA Roster (in school and graduates) or has more students than the FFA Roster, the following actions will take place
 1. Teacher will have 15 days to correct the roster upon notification of the roster discrepancy.
 2. If after 15 days the FFA roster is not corrected then the chapter will be determined as not be in good standing.
 3. A chapter not in good standing will not be allowed to participate in any state level activities effective immediately.
 4. Once a chapter corrects the roster discrepancy, the chapter will be on good standing and allowed to participate in any state level activities.School Districts will submit documentation and verification form with signatures of school guidance counselor and school administrator to the FFA Executive Secretary by April 15. The preferred delivery of submission is electronic.

II.b. First Year Membership

- i. A student of Agricultural Education in grades 7-12 shall be considered a member of the Pennsylvania State FFA if his or her name appears on the official chapter roster submitted to the State FFA Adult Treasurer by the posted deadline and if affiliate fees in the amount specified by the Board of Directors for the current school year are paid in full.
- ii. The fulfillment of membership requirements on behalf of the student, as set forth by the National FFA Association, will be the responsibility of the chapter advisor and, in the absence of evidence to the contrary, will be taken on good faith by the Board of Directors to have been met by the student.
- iii. A student will be deemed a "First Year" member in the school year his or her name first is submitted to the Adult Treasurer and affiliate fees are paid as specified above, and regardless of the student being named on any other list of agricultural education students such as Pennsylvania Department of Education PIMS reports.

II.c. Seventh and Eighth Grade FFA Membership

- i. Pennsylvania FFA will define an FFA member as follows: (May 2020)
 - Any unduplicated secondary student (9-12 grade) who is enrolled in an Agricultural Course.

An Agricultural Course is defined as any course that falls into an Agricultural Program's scope and sequence. This does not include Academic Courses that support an Agricultural Program's hour requirements. If an Agricultural Program is not approved through the Pennsylvania Department of Education, any elective course taught by the Agricultural teacher(s) that is related to Agriculture Science, Agricultural Mechanics, or Environmental Sciences will count as an Agricultural Course. If a class is compulsory for a certain grade level (not elective) membership is at discretion of the FFA Advisor. An example is if every 9th grade student is required to take an Introduction to Agriculture course as a short term rotation.

- All graduated students wishing to continue active FFA membership.

ii. Active membership was changed to include seventh and eighth grade membership. Each chapter will be allowed to decide their policies toward seventh and eighth grade membership. Payment of affiliate fees and planning to enroll in ninth grade agricultural education classes is recommended for seventh and eighth grade membership. Advisors must develop a program of "discovery activities" to give an overview to students of agriculture and agricultural education to students.

1. While in school, students must be enrolled in at least one agricultural education course during the school year and/or follow a planned course of study: either course must include a supervised agricultural experience program, the objective of which is preparation for an agricultural career.
2. Show 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 fees by the date determined by the chapter.
4. Display conduct consistent with the ideals and purposes of the National FFA Organization

Section III: State Conferences & Conventions

III.a. State FFA Delegates

- i. To better utilize the delegates to FFA Activities Week and facilitate better communication among FFA Chapters of Pennsylvania, the following procedures will be implemented at FFA Activities Week:
 1. Chapter delegates have the option to indicate on which committees they want to serve.
 2. All chapter delegates will receive a delegate package prior to FFA Activities Week. This packet will specify the committee the delegate is assigned to serve on, a copy of the prior year's report from this committee, and a list of known items to be handled by the present committee.
 3. FFA members desiring to serve on the Nominating Committee will be selected by an application process. Applications will be due to the Executive Manager by the published deadline. Applications will be evaluated by an outside panel with the top two applicants from each FFA region being awarded seats on the Nominating Committee. Students serving on the Nominating Committee will not count towards a chapter's allotted delegate count.

4. The adult nominating committee members will be selected by the State FFA Officers and the Executive Manager and approved by the PA FFA Association Board of Directors in accordance with the guidelines in Addendum 5.
5. Members of the State FFA Board of Directors, or their designees, will be assigned by the Executive Manager to work with state delegates at the Summer Convention.

III.b. Selection of State FFA Delegate Issues

- i. FFA Chapters shall be invited to submit issues for consideration by the State FFA delegate committees. Submissions will be collected by the Executive Manager by a published deadline prior to the State Legislative Leadership Conference (SLLC) registration deadline.
- ii. Submissions will be advertised to FFA chapters before the State Legislative Leadership Conference (SLLC) and one representative of the submitting chapter will be invited to present an overview of the topic at a general meeting of the members attending SLLC.
- iii. While at SLLC, each chapter will be able to cast one (1) ballot ranking the delegate issue submissions from most important to least important. The State FFA Officers will tally the results of those ballots and the State FFA President will appoint the necessary delegate committees from the issues voted on by the participants at SLLC.
- iv. No more than 5 delegate issues or delegate committees will be appointed. Each of the five committees will be issue-based. An additional standing committee, the Nominating Committee, will be appointed based on the procedure described in FFA Delegates.
- v. All board members are to receive items to be addressed by state delegates at FFA Activities Week by the spring board meeting.

III.c. Cancellation and No-Show Policy for FFA Conferences

- i. The following policy regarding cancellations and no-shows will be in effect for any conference, which is held by the Pennsylvania FFA Association. (This includes but is not limited to FFA State Convention, FLC, ACES, and SLLC.)
 1. Any registration not postmarked or emailed by the published date will not be accepted
 2. If a cancellation is made up to 3 weeks prior to the start of a conference, one-half of the registration fees will be returned.
 3. If a cancellation is not made and a participant does not show up to the conference, no money will be refunded.

III.d. Participation Guidelines for FFA Events

- i. All participants in FFA events are expected to uphold the best of the blue and gold. The following guidelines indicate specific expectations/responsibilities

III.d.1. State Staff

1. A state staff member stay in the same hotel with the state delegation.
2. A state staff member is at the hotel to coordinate check-in and checkout of the delegation.
3. State staff does not leave early or put a team coach or chaperone in charge of the delegation.
4. State staff collects and holds a copy of the Health/Emergency Authorization forms and Code of Conduct forms for each member of the state delegation at State FFA Activities

5. State Staff are in charge of State Delegation and their rules must be followed

III.d.2. Events Coaches/Chaperones of State Teams

1. Coordinate a practice session(s) prior to the CDE to assist your team in contest preparation.
2. Contact the coach of the previous year's team for assistance and an idea of what may be expected at the judging event.
3. Attend all coaches meetings and team photo sessions.
4. Review material covered in coaches meeting with your team to ensure they have all the information needed to be successful in their respective CDE.
5. Stress the importance of getting a good night's sleep, the evening prior to the contest.
6. Arrive at the contest site in plenty of time to get checked in, fill out any last minute scorecards, listen to last minute instructions, etc.
7. Review the CDE format with your team.
8. Attend all awards programs, arriving well before the appointed time so that you and your team can sit together.
9. Once your CDE is over, follow as many of the recommendations under Item B below as possible if at the National Convention. If the contest is elsewhere, then plan activities around the site where the event is located.
10. If traveling with state delegation, all room assignments are made by State Staff in charge and will be followed, switching of room assignments will not occur without permission from State Staff in charge.
11. Chaperones must secure the appropriate Health/Emergency Authorization forms for the members of the team.
12. Chaperones must be either school district employees or be covered by school district liability.

III.d.3. Chaperones of Students in Non-Competitive Events at National Convention

1. Have daily contact (morning and evening) with your students and plan a schedule of activities for each day.
2. Attend selected convention sessions with your students (opening session, Stars over America, Agricultural Career show).
3. Attend one or more related events with your students (i.e., Industry tours, etc.)
4. Plan to have morning and evening meals with your students unless prior arrangements have been made.
5. Encourage your students to stay in groups with other members, especially at night, or take some form of transportation back to the hotel.
6. Establish a realistic time for students to be back in the hotel.
7. Build in some "free" time for the students; however, in all cases you should know where your students are at all times and where they can reach you.
8. Chaperones must secure the appropriate Health/Emergency Authorization forms for their students
9. Chaperones must be either school district employees or be covered by school district liability.

III.d.3. Courtesy Corp

- i. General Purpose and Overview

- a. The purpose of Courtesy Corp is to provide an organized group of advisors to handle matters of discipline and consequence during official FFA events. This group will be responsible for the safety of FFA members and enforcement of the FFA Code of Conduct during the conference.
- b. Courtesy Corp will be in operation at any Pennsylvania FFA Association event that involves an overnight stay by FFA members—ACES Leadership Conference, State Legislative Leadership Conference, and Penn State Activities Week.
- ii. Guidelines for Courtesy Corp Chairperson at Penn State Activities Week
 - a. Introduce yourself to whomever is in charge at FFA Headquarters.
 - b. Obtain multiple copies of dorm rosters to use for check in each night. Assign Courtesy Corp members or volunteers to serve as head contacts in each dorm.
 - c. Make sure all health and Code of Conduct forms are accessible after hours.
 - d. Secure discipline forms and two-way radios from FFA Association.
 - e. Be sure security knows to provide you with the names/schools of any students who miss curfew.
 - f. Double check security and Courtesy Corp staffing for dance night.
 - g. Ensure Courtesy Corp staffing for sessions and meals.
 - h. Arrange for drinks and snacks to be provided for Courtesy Corp members throughout the week.
 - i. Attend the morning board meetings of the PA FFA Association to report on any and all discipline issues.
 - j. Prepare a short written summary for presentation at chairs meeting at summer PA AE meeting. If you see major problems in process/policy/Codes of Conduct, etc, include that in your report.
 - k. Partner with other authorities when needed:
 - i. If at all possible, have the student's advisor transport student and deal with health emergencies/medications.
 - ii. Contact security and police to handle drug and alcohol violations.
 - iii. Make sure to involve the Association in major situations.
 - iv. Try to get a 1st floor room, and a nearby parking permit.
- iii. Guidelines for Courtesy Corp Operation
 - a. Assist in chaperoning the parties or dances by policing the dance floor and encouraging students to be in attendance at the party instead of in their rooms.
 - b. Enforce the conference code of conduct against the use of alcohol, tobacco and drugs, opposite gender mingling in hotel rooms and curfew violations.
 - c. Report to the hotel lobby 10 minutes after LIGHTS OUT!!

- d. With assigned or chosen partner, wander the floors housing FFA members checking for excessive noise and curfew violators. If violations are observed, knock on student doors and request their cooperation and adherence to the rules. If further violations are observed, contact students' FFA advisor and Courtesy Corp Chairperson for enforcement of rules or further discipline action.

III.d.4. Participant Dress Code

- i. General Code

- a. Appropriate attire is required for FFA member participation at all functions. When possible, appropriate attire will be described and communicated in advance of the event. FFA members should always be dressed in school appropriate attire that is suitable to represent the FFA at all levels.

- ii. Penn State Activities Week (State FFA CDE's)

- a. All CDE participants are required to wear official dress, as described in the National FFA Handbook, for their respective contests on Tuesday of Penn State Activities Week.
- b. The FFA Facilitator and/or CDE Contest Chairperson(s) will communicate, in advance, the expected and required attire for all CDE's taking place on Wednesday of Penn State Activities Week. This information will also be published on the State FFA Website when available.
- c. CDE Chairpersons have the final authority on all dress code requirements. Except in cases where safety is a concern, participant attire will not be grounds for disqualification, but it may lead to score deductions or removal of members from contest components.

III.e. Overnight Accommodations at State FFA Conferences

- i. All room assignments are made by State Staff in charge and will be followed. Switching of room assignments will not occur without permission from State Staff in charge.
- ii. Chaperones must secure the appropriate Health/Emergency Authorization forms for the members of their chapter
- iii. Chaperones/Advisors are responsible for adhering to the check-in procedures in place for each event.
- iv. FLC – Verify students in attendance at the registration desk upon arrival.
- v. ACES/SLLC – Verify students in attendance at the registration desk upon arrival and volunteer to serve on Courtesy Corp to assist in discipline issues if willing and able.
- vi. STATE FFA CONVENTION – Verify members registered in your care are in their dorm rooms and report their presence to the member of Courtesy Corp stationed in the lobby of your dormitory within the first ten minutes of the published curfew. Advisors of chapters failing to report in will be contacted at that time to verify student presence and may risk disqualification of students and/or teams.
- vii. State Staff are in charge of State Delegation and their rules must be followed.
- viii. If students do not report to their scheduled event, they will be sent home from the event. Students will remain at headquarters until their parents/guardians arrive. In the instance of illness, the nurse on staff must excuse the member from the planned daily activity in which they are registered. (March 2020)

III.f. Expectations of FFA Activities Week (Penn State) Coordinator

- i. The following guidelines will help PA FFA Activities Week Coordinator to successfully execute his/her responsibilities. The most important duty is to communicate with the CDE chairpersons. Neither the chairperson nor the coordinator should assume that something has been taken care of.
 1. Contact all chairpersons by email by January 15.
 2. Mail initial mailings to all-teachers by February 15. Include all CDE changes, skill areas to be used in those CDE's, which rotate areas, a list of perspective committee members, all necessary forms, and a deadline sheet. Include a committee request form (teacher indicates his/her choice of committee) to be returned by March 1.
 3. Make initial contacts with university personnel who work with the CDE's. Reserve necessary rooms, buildings and equipment.
 4. Assist chairperson in securing judges, materials, and equipment as needed by the CDE chairpersons. Let the CDE chairperson know about the arrangement A.S.A.P.
 5. Mail an updated committee list to teachers and chairpersons.
 6. Let chairpersons know the number of contestants in their CDE's by June 1. Also send them a copy of any materials you are copying for their event - to be sure you are using the correct materials.
 7. Print tests and scorecards, arrange for transportation, assist in securing all needed items used in the CDE - meats, tractors, flowers, etc. Communicate this information to the chairperson. **IMPORTANT:** Chairs need to be more specific in their lists of needs for their CDE's (i.e. there are several types of marigolds. If you need a specific one, the coordinator needs to know).
 11. Write thank you notes to those persons who helped make the events, etc. work smoothly
- *When there is a question about an event, the coordinator should contact the CDE chairperson first.*

Section IV: State Awards

IV.a. Keystone Degree Procedures

- i. Candidates must be at least a senior in high school to be eligible to apply for the Keystone degree.
 1. Keystone Degree verification process will take place at the Regional level. Regional Coordinators shall schedule the event and form a committee of six-eight to evaluate the applications. A list will then be provided to the Executive Manager of those approved.

IV.b. Guidelines for Selection of Keystone Degree Recipients and Star Candidates.

IV.b.1. Keystones

- i. All Keystone FFA Degree applications and appropriate information need to be forwarded to the corresponding regional coordinator according to the directions and dates set forth by the Pennsylvania FFA Association Board of Directors.

IV.b.2. Regional Stars Selection

- i. Regional selection committees will be provided with selection criteria for membership and specific procedures for final selection of candidates.
- ii. The regional coordinator will oversee a selection committee comprised of an agriculture teacher from each area (when possible) and a representative from the agricultural or education industry, when possible. The committee members should not be from the same high school as a star candidate for the category of selection.
- iii. The top candidates from each area will be present for an interview with the selection committee. Upon the conclusion of the selection committee evaluation and interviews, their recommendation for regional stars shall be submitted, by the regional FFA coordinator, to the FFA Board of Directors for final approval. When the regional selection committee meets, they will take into account the following:
 1. That the student has in operation, an outstanding supervised agricultural and/or other occupational experiences program, which must show comprehensive planning, continuation, growth, and increase in scope with records to substantiate such accomplishments.
 2. That only the appropriate part of the application that is being considered for star shall be judged. Examples: production pages should not have bearing in selecting star agricultural business and vice versa
 3. That the best candidates of that year be considered for stars. Time should be provided for those candidates, following Regional Star Selection to provide additional documentation for the State Star Selection Committee

IV.b. 3. State Star Selection Committee

- i. The FFA Facilitator will oversee a selection committee for each star category-to review applications and interview the candidates the morning of the Pennsylvania FFA Association Mid-Winter Convention.
- ii. This committee will consist of one Pennsylvania agricultural educator (when possible), one member from the FFA Foundation (when possible), and at least one other member that represents the agricultural or education industry for a minimum of three members.
- iii. The committee will be evaluating only those parts of the records and application that pertain to the star category in which the member has applied.

IV.b.4. Star Awards

- i. The four Pennsylvania Star areas are:
 1. Star in Ag Production
 2. Star in Ag Placement
 3. Star in Ag Business
 4. Star in Agriscience
- ii. Each regional star will receive a regional plaque and monetary award at the Mid-Winter Convention.
- iii. Each state star will receive a state plaque and monetary award from National FFA at the Pennsylvania FFA Association Mid-Winter Convention
- iv. The representatives that will go on to the Big E will be the four state stars at the Pennsylvania FFA Association Mid-Winter Convention.

IV.b.5. Record Book—State Stars

- v. All students who apply for county/area, regional and state stars must submit state-approved record books for the years covered by the application with their application.
 1. Each county/area committee will make their star selection based upon the state definition. All applications and record books will be forwarded to the regional coordinator for evaluation by the regional level verification committee.
 2. State Keystone verification committee will certify the regional stars.
 3. Records for all years of the application shall accompany applications to the first level of judging and will be kept with the applications as they progress through judging. Records will be returned promptly following judging.
 4. State-approved Record Books substantiating all years of activity covered by the application must accompany the application. Photocopies of the required state-approved record book will be acceptable.

IV.c. State Proficiency Awards

1. State Proficiency Award Eligibility Criteria

- i. FFA affiliate fees have been paid for year covered by the application and the applicant is a member in good standing.
- ii. Applicant has been out of high school for not more than one year and has completed at least three full years of agricultural education, or all the agricultural education offered in the last school attended. NOTE: Applicants that are still in high school and enrolled in agricultural education at the time of applying are eligible to participate at all grade levels.
- iii. Application must be typed or computer generated.
- iv. Records substantiating all years of activity covered by the application must accompany the application.
- v. Photo copies of the required state-approved records book will be acceptable.
- vi. All proficiency applications will be judged at a statewide judging event coordinated by a chair appointed by the PA FFA Board of Directors the FFA Facilitator.

2. Scoring

- i. The statewide judging event will be coordinated and executed according to the PA FFA Proficiency Judging Process approved by the PA FFA Board of Directors
- ii. State winners and finalists will be awarded and recognized at the State FFA Convention with a plaque and monetary award.
- iii. State winning applicants will be allowed and encouraged to improve their applications before being submitted for national competition.

iv. The FFA Regional Coordinators will oversee committees to choose regional representatives for the state proficiency scoring, if necessary. In each award category, a region may submit up to three qualified applications.

IV.d. Honorary Keystone FFA Degree and Special Parent Award Procedures

- i. The purpose of the Honorary Degree is to recognize individuals who have rendered outstanding service to the agricultural education-FFA program.
- ii. Honorary Keystone Degree winners shall receive a plaque
- iii. The following are guidelines for the Honorary Keystone FFA Degree.
 1. Applications must be signed and supported by two chapter advisors.
 2. Applications should contain information relative to years of specified service and at what level service was rendered.
 3. Parents of retiring State FFA Officers will receive the Honorary Keystone FFA Degree at Pennsylvania FFA State Convention.
 4. Parents who have had three children receive the Keystone FFA Degree will be eligible to receive the Honorary Keystone FFA Degree at Pennsylvania FFA Mid-Winter Convention.
 5. Parents who have had more than three children receive the Keystone FFA Degree or who have already received the Honorary Keystone FFA Degree will be eligible to receive the Special Parent Award at Pennsylvania FFA Mid-Winter Convention.
 6. Parents of retiring State FFA Officers who have already received the Honorary Keystone FFA Degree will be eligible to receive the Special Parent Award at Pennsylvania FFA State Convention.
 7. State FFA Officers and staff may nominate individuals for the Honorary Keystone FFA Degree.
 8. The deadline for all Honorary Keystone FFA Degree Applications will be April 1st.

IV.e. Pennsylvania FFA CITATION AWARDS

- i. The purpose of the Citation Award is to recognize outstanding business for their outstanding contributions made to the Agricultural Education-FFA program. All awards will be given out at the Summer Convention.

IV.e.1 Procedures

- i. Chapters and counties or areas may nominate outstanding businesses for the Citation Award using the most current application. Nominees must have contributed beyond the chapter level. Their contributions must have had a significant impact on area or regional FFA activities. Two different chapter advisors in the same region must sign applications.
- ii. Applications will be forwarded to the State FFA Office postmarked no later than **April 1st**
- iii. The State FFA Office will review all applications based on the information provided on the application. Directions not clearly followed on the application will result in automatic rejection.
- iv. The state office will notify the nominating teachers of those citation nominations being forwarded to the Board of Directors prior to the statewide mailing for the Summer Convention. The state office

will notify those nominees that they have been selected to receive this award at the Summer Convention.

v. The State FFA Board of Directors, Foundation, State Staff, and State FFA Officers may nominate on a statewide basis those companies who have had outstanding service to the FFA statewide.

vi. Citation winners shall receive a plaque.

Section V: State Officers

V.a. State FFA Officer Selection Process and Selection Committee

- i. Nominating Committee members will be asked to report to designated location at 10:00 a.m. on the first day of FFA Activities Week for a training session. Lunch will be served during the training. Committee members' chapters that cannot arrive by 11am should provide separate transportation for that member.
- ii. All candidates will be interviewed through round II on the first day of interviews. Group and selective interviews will take place on the following day with the committee no longer having to interview all candidates beyond round III.

V.a.1 Nominating Committee Selection will consist of the following:

- i. Eight members selected from application, by a committee as assigned by the State Officer team and the Executive Manager. The nominating committee, when possible, will include the following voting members:
 1. Two students from each region
 2. One of those members chosen as the chairperson by the committee
 3. The committee, when possible, will include the following ex-officio members (voice, but no vote)
 4. Two Business and Industry Representatives from alternating regions
 5. One Board member as appointed by the FFA Adult Board President
 6. One Past State Officer (minimum – two years out of office)
 7. Note: These four adults should represent all four regions equally.
 8. The Pennsylvania FFA Executive Manager (To facilitate the process only)
 9. The Pennsylvania FFA State Vice-President shall be the facilitator outside the interview room.

V.a.2. The Interview Rounds to be conducted are as follow:

- i. **Personal Interview-** Each officer candidate should come with a prepared 3-5 minute speech introducing themselves and their achievements to the committee. The information should relate past experiences to the State Officer position. There will be follow-up questions based on comments from the candidates speech and application. These questions will be conducted with the entire committee one-on-one in a round-robin style with each member of the nominating committee spending five minutes with each candidate. **The time limit for this round is 10 minutes total.**
- ii. **Extemporaneous speaking** - This round will consist of a five-minute preparation time for a maximum of five minutes to speak on a topic assigned by the nominating committee. Ex. Candidate A will begin preparation on a topic. After five minutes, Candidate A will begin to present their speech while Candidate B begins their five-minute preparation time. This will

continue until all candidates have spoken to the nominating committee. **The time limit for this round is 5 minutes.**

- iii. **Involvement In and Conducting FFA Activities** - This round will consist of a group dynamics activity designed to evaluate the individuals and how well they work together. **The time limit for each activity is 5 minutes total.**

iv. **OPTIONAL INTERVIEWS**

- a. **Agriculture Education and the FFA** -The candidates should be knowledgeable on the following topics: FFA and their relationship with the International Agriculture Exchange Program, Advancements in Pennsylvania FFA and Pennsylvania Agriculture, and the State Officer Candidacy School Manual Content. Candidates will be asked random questions on all the above topics. Each candidate needs to provide defensible answers based on factual information. **The time limit for the round is 5 minutes.**
- b. **Agriculture in the World Around You** - Candidates should come prepared with knowledge on the current agricultural topics in their community and the world. Each candidate needs to provide defensible answers based on factual information. For example it is suggested to watch CNN and/or read newspapers. **The time limit for this round is 5 minutes**
- c. **Optional interview-** This round will be used to break any ties created during the interview process. **There is no time limit for this round.**

V.a.3. Other items to be scored:

- i. **Test** - The test will consist of multiple choice, short answer and acronym questions. Questions for this test are taken from the SOCS Manual National FFA Manual, State and National websites.

V.b. State FFA Officer Involvement in Local Activities

- i. Teachers of agriculture education are encouraged to involve state officers in local FFA activities. The following are some guidelines and requests for cooperation on the part of teachers. “Ideal” opportunities to involve state officers include:
1. Day time visit to classes.
 2. Parent-member banquets.
 3. Greenhand initiations.
 4. Summer meetings, picnics, alumni event, etc.
 5. Program for regular monthly FFA meeting
 6. County area leadership conferences - The state will pay for two officers to attend.
- ii. Each chapter will receive a personal email from the Pennsylvania State FFA Office in September. Chapter visits may be coordinated directly with the state office. When possible, these visits should be completed in the fall. Please work with the officer to schedule a visit and coordinate local lodging arrangements if needed. For all other requests, an officer request needs to be emailed to the FFA Executive Manager at least one month prior to the event. Each chapter may be asked to reimburse the officer for any expenses related to items not covered by the state.
- iii. After an official chapter visit by the officers, an evaluation form will be emailed to the advisor. Please respond promptly and candidly to the evaluation form. This will be a valuable tool in helping each state officer improve his or her presentations.

- 1 iv. Please communicate any compliments or complaints regarding officer performance to the State
2 FFA Executive Manager, so that proper counseling may be given to help the officer improve.
- 3 v. Please encourage the maintenance of proper relationships between officers and various adults.
- 4 vi. Officers are instructed to address agriculture education teachers as Mr., Ms., Mrs., etc., and not
5 be on a “first name basis” with them, or with staff, faculty, etc. This policy is considered
6 necessary to maintain a strong teacher-student relationship, which will facilitate instruction,
7 evaluation, guidance, etc., and will avoid confusing officers as to what their relationship should
8 be with various persons.
- 9 vii. Please do not ask the State Officers to judge competitive events. This will help to keep them out
10 of awkward situations. They can best be used representing all FFA members across the state of
11 Pennsylvania.
- 12 viii. Please do not encourage officers to deviate from the guidelines and rules, which they have been
13 asked to follow. It would be unfair to put them in such a position.

14 ***V.c. State Officer Travel Reimbursement***

- 15 i. State FFA officers traveling on official FFA business as assigned and approved by the Executive
16 FFA Manager shall be reimbursed for travel at the current Pennsylvania government
17 reimbursement rate per mile.
- 18 ii. The State FFA Association shall ensure that funds exist for each chapter in good standing to
19 receive one visit from the State FFA officer. After the first visit, the chapter may be responsible
20 for providing the mileage reimbursement for additional state officer visits for local activities.

21 ***V.d. State Officer Service Scholarships***

- 22 i. State Officers will receive a \$1000 service scholarship at the end of their term. Any portion of
23 this scholarship is available during the course of the year for travel on a board-approved, non-
24 reimbursed FFA trip, with the balance not requested remaining available for the officer at the end
25 of his or her term. In the event an officer receives the scholarship or a portion thereof for travel
26 and then resigns or is terminated from office prior to the completion of his or her term,
27 repayment of the advanced portion of the scholarship is required.

28 **Section VI: Career Development Events (CDE's)**

- 29 i. Additional Information and forms related to specific CDE's can be found in the FFA Activities
30 Week Packet and on the official Pennsylvania FFA Website.

31 ***VI.a. Duties of FFA Activities Week CDE Chairpersons***

- 32 i. The PAAE CDE Coordination Committee Chairperson will provide a report recommending CDE
33 chairpersons to the FFA Board on an annual basis.
- 34 ii. The following guidelines will help PA FFA Activities Week chairpersons to know their
35 responsibilities for their respective CDE's. The most important duty is to communicate with the
36 Penn State FFA Week coordinator. Neither the chairperson nor the coordinator should assume
37 that something has been taken care of.

1. Develop a list of those items you will need for your CDE. Send a copy of this list to the FFA Executive Manager, who will put it on the Pennsylvania FFA Association website. As changes occur in your event, update this list.
2. Arrange with the members of your committee and/or the FFA Activities Week Coordinator to obtain the needed items. Delegate responsibilities to your committee members.
3. Make contact with the University personnel who assist you with the CDE. You know exactly what you want; therefore you should contact these individuals.
4. If your CDE has a written test, develop a question bank for the test. This will help insure an impartial test. Make the entire question bank and answers available to all teachers through the Pennsylvania FFA Association website. Either develop the test for your CDE from this question bank or make arrangements to do so. Either make the necessary copies of the test or arrange to have copies made before you arrive. Tuesday p.m. is not a good time!
5. Be sure you have made arrangements to copy the CORRECT scorecards for your CDE.
6. Be sure you have sent copies of the CDE format and score cards to university personnel you are working with and any judges you may use in your event. Make arrangements to have the CORRECT scorecards copied. Remember it is, "Important to get diversity" from across the state when selecting judges and providing products. Delegate parts of your CDE to your committee members.
7. Contact your committee members to be sure they will be present and you have enough help. You also need to be sure you have enough help to organize the CDE – including, bring needed items, make up the test or score sheets, etc.
8. Arrange to score your CDE - by hand or through the computer. Scantron could also be used. The choice should be yours.
9. Turn in the results of your CDE, an evaluation form, a copy of your test and answer sheet, etc., at the conclusion of your event.
10. Write thank you notes to those people who made your CDE work smoothly— university personnel, committee members, etc.
11. Pick up CDE supplies on Tuesday of FFA Week and attend the Activities Week in Review Session at the PAAE Summer Conference.
12. Recruit (train, brief) CDE judges, (i.e., standards for judging or evaluating CDE's).
13. Return CDE supplies to scoring committee location after your event.
14. Conduct your CDE in accordance to the rules and regulations of the latest edition of the CDE manual.
15. Return the CDE site (lab, classroom, shop, etc.) to its original condition if it is necessary to rearrange the facility to conduct the event.
16. All materials to be printed by PSU should be received at least one week before the CDE.
17. Make yourself available to the scoring committee on Wednesday evening to resolve any scoring conflicts/questions.

VI.b. Procedures for Revisions to CDE's

- i. All proposed revisions to CDE's, including theme changes, must be submitted in writing to the FFA Facilitator by the August meeting of the Pennsylvania FFA Association Board of Directors.
- ii. Final approval of all changes will take place at the December meeting of the Pennsylvania FFA Association Board of Directors.

- 1 iii. All approved changes will be published on the Pennsylvania FFA website and will be final until
2 the completion of the following year's Activities Week. (i.e. – changes approved in December
3 2011 are in effect until completion of the 2012 Activities Week.

4 ***VI.c. Eligibility Policy***

- 5 i. Any member attending an event sponsored and/or conducted by the Pennsylvania Association of
6 FFA, and for which a registration fee was paid either by the member or the member's chapter,
7 must be a member in good standing; i.e., dues are paid for the calendar year in which the event is
8 taking place and the member's name appears on an official roster on file with the PA FFA Adult
9 Treasurer. Registrants for above described events not meeting the described membership criteria
10 will not be permitted to attend the event and are subject to possible forfeiture of their registration
11 fee(s).
- 12 ii. In addition, the local chapter that which members belong must be in good standing i.e., dues are
13 paid for the calendar year in which the event is taking place and the member's name appears on
14 an official roster on file with the PA FFA
- 15 iii. Any school that wins a state level Career/Leadership Development Event (CDE) (LDE) will
16 represent Pennsylvania in their respective National FFA CDE/LDE, if the event exists, providing
17 they meet the following criteria:
- 18 a. No more than one-half of the state winning team has been substituted for any reason. In
19 the event that the CDE/LDE team consists of three members, then only one substitution is
20 allowed.
- 21 b. No substitute on the winning team has ever previously competed in the same CDE/LDE
22 at the National Convention.
- 23 iv. Any school that places second in a state level CDE/LDE will represent Pennsylvania at the Big
24 E, if the event exists, providing they meet the following criteria:
- 25 a. No more than one-half of the state winning team has been substituted for any reason. In
26 the event that the CDE/LDE team consists of three members, then only one substitution is
27 allowed.
- 28 b. No substitute on the winning team has ever previously competed in the same CDE/LDE
29 at The Big E.
- 30 v. No substitutions shall be allowed in CDE/LDE's with individual contestants. First place will
31 represent Pennsylvania at the National FFA Convention and second place will represent
32 Pennsylvania at the Big E, if such an event exists.
- 33 vi. If a team or individual is no longer eligible to compete in a CDE/LDE at the National
34 Convention or The Big E, the opportunity passes down the list of winning teams/individuals until
35 the next highest eligible team/individual can be found to replace them.
- 36 vii. Once a student competes at the National FFA Convention, places first in an individual state
37 CDE/LDE, and/or is the member of a first place team in a team state CDE, they have exhausted
38 their eligibility and are no longer eligible to compete in that respective CDE/LDE at the State
39 level.

40 ***VI.d. CDE Trip Cancellation Policy***

- 41 i. Coaches and participants who cannot attend their respective trips must notify at least one of the
42 following persons, in writing, a minimum of 30 days of the close of the State Convention in
43 June:

1. FFA Facilitator
 2. State FFA Advisor
 3. State FFA Executive Manager
 4. State FFA Board of Directors President
- ii. In the event of an emergency within the 30-day period, contact one of the four above mentioned persons immediately in the order listed.
 - iii. If notice is not given, A chapter will not be in good standing, and thus, will not receive travel award money and will not be eligible for represent Pennsylvania at any National/Regional events for the upcoming membership year.

VI.e. CDE Team Makeup

- i. State contest teams are to be predetermined and made up of members from the same chapter, and properly registered through official registration documents in order to be permitted to compete as a team at the state level. Chapters are limited to one team per event. Team makeup for state contests will follow the team makeup as specified by the National FFA and the Big E.
- ii. In contests with individual competition, unlimited individuals per school are permitted unless otherwise noted in the rules and regulations of the Pennsylvania FFA Career Development Event Manual as listed on PA FFA website.

VI.f. CDE Restrictions

- i. State FFA Officer Candidates may participate in only one of the following contests: Public Speaking, Agriscience Fair or Parliamentary Procedure.
- ii. Nominating committee members may not participate in any other contest or activity.
- iii. Delegates may only participate in Agriscience Fair, Public Speaking or Parliamentary Procedure.
- iv. FFA members cannot participate in more than one Public Speaking contest at the state level.

VI.g. CDE Disqualified Teams

- i. If any member of a CDE team is disqualified, the entire team is disqualified. Disqualified teams are not eligible to represent Pennsylvania on a trip for that year only.
- ii. CDE/LDE participants will not be allowed to utilize personal electronic communication devices, other than those approved by the event officials, during the entire course of the event. Participants who access personal electronic communication devices without prior approval of the event officials will be disqualified.
- iii. No student can take the same trip twice.

VI.h. General Items

- i. The revised PA FFA Official State Authorization Form must be used for all FFA activity participants. See copy in appendix.
- ii. Pennsylvania will send winning teams to the National FFA Convention and Eastern States Exposition where and when those contests are available and/or offered.

VI. i.Infractions

- i. Infractions by either the coach or participant will be reviewed by the board and could result in the individuals, coaches, or chapters' suspension from the following years activities. This policy includes:
 1. Activities Week winners
 2. Regional Proficiency Representatives
 3. Eastern States Star candidates

VI.j. National and Regional CDE Awards and Monetary Awards

- i. Monetary Awards for teams competing in either the Eastern States Exposition or the National FFA Convention will be provided once participation at those events is completed and verified. The amount will be determined by a joint effort of the Association and the Foundation.

VI.k. Participation at The National Convention in CDE's Not Held In Pennsylvania

- i. Chapters must request in writing that they be allowed to represent Pennsylvania in those CDE's held at the National Convention that are not held in PA.
- ii. Requests must be received by the deadline set by the FFA Facilitator.
- iii. If several chapters apply for the same CDE, it will be the responsibility of the facilitator to determine which chapter is in a better position to represent PA.
- iv. Chapters representing PA through this process will receive no allocation for expenses. Their team registration fee will be paid. All other expenses will be the responsibility of the chapter and its members.
- v. Chapters will be asked to supply to the facilitator a copy of all CDE materials as well as appropriate comments on how PA could implement such a CDE. It will be the responsibility of the facilitator to collect and distribute this information to teachers each spring.

VI.l. Regional Career Development Events

- i. All regional level contests are encouraged to be held by May 1.

Section VII: National Events & Awards

VII.a. American Degree

- i. The FFA Facilitator will oversee a group of select agriculture education retirees to review all qualified American Degree applications.
- ii. Applications for the American FFA Degree must meet national guidelines for eligibility.
- iii. American FFA Degree applications are due to the FFA Facilitator postmarked by March 15th.

VII.b. National FFA Band, Chorus, and Talent

- i. Pennsylvania FFA members wishing to apply for the National Band, National FFA Chorus and the National FFA Talent shall use the following procedure:

1. An application for the national band or chorus will be available on the National FFA Website (ffa.org).
2. FFA Members shall complete this application and the required forms and send them to the National FFA Organization Website by their posted deadline. If more than one member is chosen to participate with the National FFA Band or Chorus, all monies will be divided evenly between all members attending.
3. Participants in the State FFA Talent contest will be eligible to apply to the National FFA Talent Program. Any of those participants selected by National FFA will receive the funds to participate at the National FFA Convention.

VII.c. National Officer Candidate Selection Process

1. To facilitate selection of the candidate for National FFA Officer and to ensure that all officers, advisors and members know the procedure for this selection, the Pennsylvania FFA Board of Directors establishes the following procedures, adopted March 2020.

To be eligible to become Pennsylvania's National Officer Candidate, the following minimum qualifications must be met:

- A. The candidate must have obtained the Keystone Degree
- B. The section below entitled "Minimum Requirements for National Officer Candidate" must be met.

A letter of intent must be submitted by the second Saturday of October. A candidate must have their American FFA Degree or have approval from the State SAE Specialist that the candidate will be approved to receive their degree at the National FFA Convention where they will serve as Pennsylvania's National Officer Candidate.

National Officer Candidate applications must be sent out by November 15 to be returned to the Board by December 1.

Interviews will occur on the day of the December Board meeting. If additional interviews are required, a second day may be proposed. Each candidate will be interviewed by a 6 (six) member committee consisting of:

1. A current State Officer
2. A National Officer Candidate at least two years removed
3. Two members of the Board of Directors of PA FFA, appointed by the Adult President
4. One Agriculture business & industry representative
5. One representative from the College of Ag Sciences of either The Pennsylvania State University or Delaware Valley University.

After the candidate is chosen and announced, they must submit a completed written plan of action for the candidacy training process, explicitly explaining the actions they will take in preparing for the process at the National level.

Upon receiving the candidacy position, the candidate must collaborate with state staff to form a support committee consisting of at least two mentors that should consult with the candidate as often as necessary, with monthly reports.

Candidates are to complete the following tasks leading up to the National FFA Convention:

- i. Plan & execute a large group workshop at the Fall Leadership Conference
- ii. Travel with and represent the Pennsylvania FFA Foundation at business and industry events.
- iii. Attend at least one National Officer Candidate school, paid for by the Association.
- iv. Complete “mock” workshops, interviews and speeches with the support committee a minimum of twice each month.

Should the candidate not meet the American Degree minimum qualifications, thus not receiving their American Degree, the candidate will not be eligible to run for National Office and Pennsylvania will not have a candidate that year.

Minimum Qualifications:

1. Candidate must complete a satisfactory interview by the national officer selection committee. The candidate must receive approval by 2/3 of the members on the selection committee by closed ballot vote.

2. Candidate must be in good standing with the laws of the Commonwealth of Pennsylvania and the United States at all times during the running for national Officer.

3. Have received or will be receiving their American Degree of membership.

The Pennsylvania National Officer Selection Process should closely mimic the first phase of the National FFA Officer selection process. For more information on each of the rounds, please see the National Officer Selection Process Manual.

1. Writing Exercise

a. The writing exercise should consist of a five-paragraph, typed essay about a current agricultural topic. The essay may be in the form of a news article, blog post, etc, and should reflect the candidate’s knowledge of current agricultural issues. A laptop without internet access will be provided to each candidate to complete this task. Each candidate will have an hour and a half to complete their essay. Essays will be graded on content knowledge, organization, and professionalism.

2. Interview I – Introduction Round

a. This six minute round shall consist of an interview with the entire committee. The candidate shall answer questions related to their desire to serve as a National FFA Officer, their goals for their year of service, and their personal leadership style.

3. Interview II – One-On-One Round Robin Interviews

a. The candidates will participate in one-on-one interviews with each member of the selection committee. Each interview will be 10 minutes long and should include questions about the candidate’s character.

4. Interview III – Stand and Deliver Round

1 a. The stand and deliver public speaking round shall consist of a 20-minute preparation
2 period. The candidates will only be given notecards and a writing utensil during this preparation
3 period. This period will be immediately followed by a five-minute presentation. Following the
4 presentation, a five-minute question round will begin where one individual on the selection
5 committee that has been designated as the round “expert” and will ask candidates knowledge-
6 based questions about the topic.

7 All rounds will be graded based on rubrics that closely mimic national scoring rubrics. These
8 rubrics will be developed from past national rubrics and created by a designated individual who
9 will not be serving on the selection committee and has not helped prepare any candidates for the
10 current year. All rubrics, topics, and questions should be prepared by the individual two weeks
11 before the interview date.

12 The deliberation process should use scoring as their primary criteria but scores themselves
13 should not be a definitive qualifier for a national officer candidate. The ideal candidate should
14 have a combination of high scores, authenticity, and coachability.

15 Out of respect for all candidates, those interviewing for the National Officer Candidate position
16 will be notified of the committee’s decision the day of interviews, and the National Officer
17 Candidate will be announced to Pennsylvania FFA members at the annual Midwinter
18 Convention.

19 After the candidate is chosen and announced, they must submit a completed written plan of
20 action for the candidacy training process, explicitly explaining the actions they will take in
21 preparing for the process at the National level.

22 Upon receiving the candidacy position, the candidate must collaborate with state staff to form a
23 support committee consisting of at least two mentors that should consult with the candidate as
24 often as necessary, with reports at each board meeting.

25 Candidates are to complete the following tasks leading up to the National FFA Convention:

- 26 a. Plan & execute a large group workshop at the Fall Leadership Conference
- 27 b. Travel with and represent the Pennsylvania FFA Foundation at business and industry
28 events.
- 29 c. Attend at least one National Officer Candidate school, paid for by the Association.
30 viii. Complete “mock” workshops, interviews and speeches with the support
31 committee a minimum of twice each month.

32 Should the candidate not meet the American Degree minimum qualifications, thus not receiving
33 their American Degree, the candidate will not be eligible to run for National Office and
34 Pennsylvania will not have a candidate that year.

35
36
37 Minimum Qualifications:

- 38
39 1. Candidate must complete a satisfactory interview by the national officer selection committee.

1 The candidate must receive approval by 2/3 of the members on the selection committee by
2 closed ballot vote.

3 2. The candidate must always be in good standing with the laws of the Commonwealth of
4 Pennsylvania and the United States during the running for national Officer.

5 3. Have received or will be receiving their American Degree of membership.

6 ***VII. d. National Delegates***

7 Current State FFA Officers shall serve as delegates at the National FFA Convention, as decided
8 upon by the team and the Executive Manager. If additional delegates are granted above the size
9 of the team, an application process will take place with those who have served as a national
10 delegate given first preference. Second consideration will be those receiving their American
11 Degree at that convention. Third preference would be those students who have received their
12 Keystone degree. Term limits of two years provided the individuals are still members in good
13 standing. The application will be scored by the Executive Manager with the scoring rubric
14 estanlished.

15 **Section VIII: Board Operations and Policies**

16 ***VIII.a. Members of the Board of Directors***

17 i. The following individuals serve as voting members of the governing board of directors:

- 18 1. Four Regional Teacher Representatives (one from each FFA region)
- 19 2. A Representative of the PAAE
- 20 3. A Representative of agricultural teacher education
- 21 4. A Representative of the Pennsylvania FFA Alumni
- 22 5. A Representative of the Pennsylvania FFA Foundation
- 23 6. Current State FFA President
- 24 7. Current State FFA Vice President
- 25 8. Immediate Past State FFA President

26 ii. The following individuals serve as ex-officio, non-voting , members of the governing board of
27 directors:

- 28 1. State FFA Advisor
- 29 2. Pennsylvania FFA Executive Manager
- 30 3. Adult Treasurer
- 31 4. FFA Facilitator
- 32 5. Four Regional FFA Coordinators

33 VIII.a.1 Term of Office

1 The president, vice president, and secretary of the board shall be elected annually at the May Board of
2 Directors meeting. The regional teacher representatives shall serve for a term of three years and be
3 limited to two consecutive terms.

4 ***VIII.b Representation to other Entities***

- 5 i. FFA board will designate representatives to other entities as needed or requested.

6 ***VIII.c Meeting Operations***

- 7 i. The FFA Board of Directors meetings will be conducted in the same format as the National FFA
8 Board of Directors (Student officers vote first, then the adult Board of Directors sustain or reject the
9 action.).
- 10 1. **Examples:** A vote approved by both groups would be recorded in the minutes: Ben Ehrhart
11 (Ron Althoff) moved, Jacy Clugston (Guy Naugle) seconded, to hold a dance the first night
12 of FFA Week. Motion passed and sustained. A vote approved by State Officers but not
13 approved by the Adult Board would be recorded in the minutes: Ben Ehrhart (Ron Althoff)
14 moved, Jacy Clugston (Guy Naugle) seconded, to hold a dance the first night of FFA Week.
15 State Officer motion passed, 6-5. Adult Board overturned action by not sustaining 3-6. In the
16 case of action that the State Officers refuse to present a motion, the Adult Board can present
17 a motion, discuss and vote without the input from the State Officers
- 18 ii. The meeting room, when possible, will be set up in a rectangular fashion around tables, enabling all
19 to sit at the tables, or meeting set up in a rectangular fashion around tables, enabling all State FFA
20 Officers and voting board members to sit at the tables.
- 21 iii. Name and position markers will be placed in front of all
- 22 iv. State Officers will open the meeting with opening ceremonies.
- 23 v. State FFA President and Board President sit next to each other and each simultaneously conduct the
24 two board meetings (student board and adult board). Ideally, State Officers are sitting next to their
25 adult counterparts. (State FFA President with Adult Board President, State FFA Secretary with
26 Executive Secretary, etc.)
- 27 vi. The meeting is chaired by the State FFA President as agenda items are brought to the floor. State
28 Officers present and second the motions. All can discuss. Only the State Officers dispose of the
29 business. Immediately, the Adult Board President calls for a sustaining action from the adult board.
30 Only voting members of the adult board may present motions and/or discuss. The Adult Board either
31 sustains or overturns the action of the State Officer Board.

32 ***VIII.d. Policy Changes***

- 33 i. All new and/or amended policies will be presented at one meeting and acted upon at the next
34 meeting, requiring a second vote.

Appendices

Appendix A:	State FFA Authorization Form
Appendix B:	State FFA Application for State Citation
Appendix C:	State FFA Honorary Keystone Application

Appendix A: State FFA Authorization Form

FFA Event Participating In

Last name, first name of student

Date of Event

Last name, first name of chaperone

Student's School

PENNSYLVANIA FFA OFFICIAL STATE AUTHORIZATION FORM

To attend any state and/or national FFA event, an FFA member under the age of 18, or 18 and have not graduated from high school must have a school-authorized adult accompany them to the event. The school district or chapter must pay the cost of this chaperone.

STUDENT INFORMATION:

Chapter Name: _____ County: _____

Birth date: _____ Sex: __ M__ F Home Phone #: _____

Parent/Guardians Name(s): _____ Work Phone #: _____

_____ Work Phone #: _____

Student Street Address: _____

Town, State, Zip: _____

Alternate person to notify in case parent/guardian cannot be reached:

Name: _____ Phone #: _____

MEDICAL INFORMATION:

Insurance Company: _____ Policy No. _____

Current Medication being taken: _____

Medicines allergic to: _____

Physical restrictions: _____

Family Doctor: _____

RULES OF CONDUCT:

1. To conduct myself in a manner that will be a credit to FFA, my school, my family and myself.
2. To abide by the FFA code of Ethics as printed in the Official FFA Manual.
3. To abide by any additional rules set for the specific FFA event attending

1 **AUTHORIZATIONS:**

2
3 I understand that any infraction of any of the rules of conduct will be sufficient cause for my
4 participation to be terminated and for me to be sent home at my expense.

5
6 (Date) _____ (Students Signature) _____
7

8 I hereby authorize _____ to chaperone my son/daughter. I give
9 my consent for this chaperone to enforce the rules of conduct.

10
11 (Date) _____ (Parent/Guardian Signature) _____
12

13 In the event that I am unavailable for the purposes of providing parental consent, I hereby authorize the
14 physician(s), FFA staff and/ or the above name chaperone to provide such hospital care that includes
15 routine diagnostic procedures and medical treatment as to my minor son/daughter.

16 (Date) _____ (Parent/Guardian Signature) _____

17 I agree to chaperone the above-mentioned student.

18
19 (Date) _____ (Chaperone) _____
20

21 I authorize the above named chaperone to be an official chaperone of my school district. This chaperone
22 will have the authority to enforce the rules of conduct.

23 (Date) _____ (Administrator's Signature) _____
24 (Administrator's Emergency Phone Number) _____
25

26 Copies: Advisor
27 Event Coordinator
28 State FFA Office
29

Appendix B: PA FFA Application for State Citation

PENNSYLVANIA FFA ASSOCIATION APPLICATION FOR CITATION AWARD

REGION: _____

Qualifications of this award - Activities must exceed the chapter level. The number of nominees from each region shall not exceed 5% of the Keystone Degrees awarded for that region. Two advisors from at least two different chapters, aided by the nominee, must sign application.

Name of Firm: _____

Individual Representative of Firm: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone #: () _____

Nature of Business:

Years of service to FFA: _____

Describe major contributions made to the agricultural education-FFA program by this nominee in the following areas.

County Level:

Area Level:

State Level:

Value of Support:

List of chapters served: _____

Submitted by: _____ FFA Chapter: _____ Advisor
_____ FFA Chapter: _____ Advisor

Must be submitted by **April 1st** to the State FFA office.

Appendix C: State FFA Honorary Keystone Application

PENNSYLVANIA FFA ASSOCIATION APPLICATION FOR HONORARY KEYSTONE DEGREE AWARD

REGION: _____

Qualifications of this award - activities must exceed the chapter level. The number of nominees from each region shall not exceed 10% of the keystone degrees awarded for that region. Two advisors from at least two different chapters must sign applications. Aided by the nominee.

Name of Nominee: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone #: () _____

Years of Services to the FFA: _____

Describe major contributions made to the agricultural education FFA program by this nominee in the following areas.

County Level:

Area Level:

State Level:

Value of Support:

List of chapters served: _____

Submitted by: _____ FFA Chapter: _____ Advisor

_____ FFA Chapter: _____ Advisor

Must be submitted by **April 1** to the State FFA office.

