



**Date:** April 17, 2023  
**To:** Agricultural Educators – FFA Advisors  
**From:** Mike Brammer, FFA Executive Director  
Jonathan Seaman, PSU Coordinator  
**Re:** 94<sup>th</sup> FFA State Convention/Activities Week

**FFA Convention & Activities Week will be held June 13-15, 2023.** This year we will be using Pollock and South Halls for lodging. We hope you and your students are looking forward to this event at The Pennsylvania State University, University Park campus. Please register all participants at the PSU website: <https://agsci.psu.edu/ffa-week>

DEADLINE TO REGISTER – Midnight May 15, 2023

**NEW THIS YEAR – Students may be registered to attend WORKSHOPS ONLY!**

These workshops will be presented by our National Officer, visiting state officers from other states and our current National Officer Candidate.

### **Parking**

All cars and vans must park in the East Parking Deck. Parking next to the dorms is not permitted, regardless of tag type. Buses will be directed to the Stadium West parking lot. A drop-off location will be identified next to Pollock Halls.

<https://map.psu.edu/?id=1134#!ct/33177,25403,26748,26749,26750,27255>

### **Payments**

Payment may be made by credit card or check. To make a credit card payment, select the credit card option at the end of your registration. A processing fee will be added. Checks should be payable to Penn State and mailed to the address below. **All payments must be received by June 13, 2023**

**Office of Conferences and Short Courses**

**Attn: FFA**

**301B Ag Administration Building**

**University Park, PA 16802**

### **Refunds**

Refunds will be made in full for cancellations received by May 15, 2023. No refunds will be issued after this date. The credit card used at the time of payment will be the only credit card refunded. No cash or checks will be dispersed for a credit card refund.

### **Cancellations**

The University reserves the right to cancel or postpone any event due to insufficient enrollment or unforeseen circumstances. If any event is canceled or postponed, the University will refund registration fees but cannot be held responsible for other costs, charges or expenses including cancellation/change charges assessed by travel agents or airlines.

### **Instructions**

**Teachers and Chaperones** are required to provide a cell phone number during registration to be used as an emergency contact number. It is required to list a chaperone for each student who is the same gender as the student. You must have permission from the chaperone. We will cancel any registrations that do not list the correct gender of chaperone for the student. **The age of each student must also be listed.**

Michael S. Brammer, State Executive Manager PO Box 61663 Harrisburg, PA 17106  
Cell: (717) 580-4864 E-mail: [c-mbrammer@pa.gov](mailto:c-mbrammer@pa.gov)

## **Schools with 100+ Attendees**

The registration system allows you to enter one main registrant plus 100 additional attendees during one registration process. If your school has more than 100 total attendees, you will need to go through the registration process a second or third time until you have all your attendees registered. When beginning a new registration, a teacher/chaperone that has not registered yet must be the next “main registrant” and will be required to use a different e-mail address.

A new registration confirmation number and e-mail confirmation will be generated with each registration process that is completed. You may submit the two or three separate invoices to your school for payment or if you prefer one invoice, you can call 814-865-8301 and request a compiled invoice.

## **Registration Fees**

**Student Double - \$210**

**Teacher Double Room - \$210**

**Chaperone or Guest Double Room - \$210**

**Teacher Single Room - \$225**

**Chaperone or Guest Single Room - \$225**

**Student Commuter - \$150**

**Teacher Commuter - \$150**

**T-Shirts - \$15**

**Parking Pass - \$30**

## **IMPORTANT DATES TO REMEMBER:**

**April 24, 2023 - Registration Opens**

**May 15, 2023 - Online Registration Deadline (must be registered by midnight)**

**June 13, 2023 - All payments must be received.**

**June 13, 2023 - All permission/medical forms must be submitted by the close of on-site registration.**

**Chapters whose registrations are not in by MIDNIGHT MAY 15 will not be permitted to participate.**

- **The emergency phone number during FFA activities week is (717)-443-8105.**
- **Maps will be provided at registration.**
- **Please remember to bring your own towels, pillows, and blankets, only sheets will be provided**

## DOCUMENTS AND THEIR DUE DATES

<u>DOCUMENT:</u>	<u>DUE DATE:</u>	<u>SEND TO:</u>
• Nominating Committee Applications	Due April 15, 2023	Mike Brammer
• Dairy Showmanship Entry Forms	Due May 1, 2023	Darla Romberger
• Marketing Plan	Due May 1, 2023	Alexandra Barzydlo
• Manuscripts (see below)	Due May 1, 2023	CDE Chairs
• Safe Tractor Driving Forms	Due May 1, 2023	Curt Turner
• Delegate Form	Due May 1, 2023	Mike Brammer
• State Officer Applications	Due May 1, 2023	Mike Brammer
• State Talent Applications	Due May 1, 2023	Myken Poorman
• Employment Skills - Resume, Cover Letter and Online Job application submitted electronically.	Due June 1, 2023	Katherine Ranck & Sarabeth Alderfer Garden Spot & Athens
• Official State Authorization & Medical Form (Required for each student at Registration)		
• PSU Medical Form (Required for each student at Registration)		
• Conduct Code Form with Signature Line (Required for each student at Registration)		
• Coaching Responsibilities Consent Form (Required at Registration)		

*The National Chapter Award Application can be downloaded from the National FFA website at: <https://www.ffa.org/participate/awards/national-chapter>*

- Form 1 & 2 of the National Chapter Award Application – Due at registration June 13, 2023

### Attention Teachers

- **PSU MEDICAL TREATMENT FORM – MUST BE COMPLETED AND TURNED IN AT REGISTRATION OR YOUR STUDENTS CANNOT STAY!**
- **MAY 1 – A PDF OF THE MANUSCRIPTS FOR PUBLIC SPEAKING LDE'S, (PREPARED, CONSERVATION & JUNIOR) INCLUDING ALL ALTERNATES SHOULD BE E-MAILED DIRECTLY TO THE APPROPRIATE CHAIR OF THESE LDE'S.**

## OTHER DETAILS

- Nominating Committee members may *not* participate in any other CDE/LDE or activity.
- Students interested in applying for the National FFA Band and Chorus should visit the National FFA web site at [www.ffa.org](http://www.ffa.org) and apply direct.
- Talent entries must be registered to participate in a CDE/LDE or other FFA activity.
  - Talent acts will be performed on stage only at the discretion of the chairperson.
  - Talent acts will need to attend a dress rehearsal.....3:00 PM until 5:00 PM on Tuesday.
- To be registered for the Environmental & Natural Resources Team Event, two students should be registered in Aquatics and two in Wildlife – Creating one team in E&NR.
- National/Regional FFA Career & Leadership Development Event (CDE & LDE) Eligibility
  1. Any school that wins a state level Career or Leadership Development Event (CDE/LDE) will represent Pennsylvania in their respective National FFA CDE/LDE, if the CDE/LDE exists, providing they meet the following criteria:
    - a. No more than one-half of the state winning team has been substituted for any reason. If the CDE/LDE team consists of three members, then only one substitution is allowed.
    - b. No substitute on the winning team has ever previously competed in the same CDE/LDE at the National Convention.
  2. Any school that places second in a state level CDE/LDE will represent Pennsylvania at the Big E, if the CDE/LDE exists, providing they meet the following criteria:
    - a. No more than one-half of the state winning team has been substituted for any reason. If the CDE/LDE team consists of three members, then only one substitution is allowed.
    - b. No substitute on the second-place team has ever previously competed in the same CDE/LDE at the Big E.
  3. No substitutions shall be allowed in CDE/LDE with individual contestants. First place will represent Pennsylvania at the National FFA CDE/LDE, and second place will represent Pennsylvania at the Big E, if such CDE/LDE exists.
  4. If a team or individual is no longer eligible to compete in a CDE/LDE at the National Convention or Big E, the opportunity passes down the list of winning teams/individuals until the next highest eligible team/individual can be found to replace them.
  5. Once a student competes at the National FFA Convention, places first in an individual state CDE/LDE, and/or is the member of a first-place team in a team state CDE/LDE, they have exhausted their eligibility and are no longer eligible to compete in that respective CDE/LDE at the State Level.
- ***Reminder to advisors:*** Check your 2023 National FFA CDE/LDE Handbook for specific skill areas or components <https://www.ffa.org/participate/awards>. They will be in effect for 2023 FFA Activities Week.

**For your convenience, this is a TENTATIVE day-by-day list of CDE/LDE's during FFA Activities Week.**

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**Exceptions:** State Officer Candidates can also compete in Public Speaking or Parliamentary Procedure, not both.

Jr. Prepared & Sr. Prepared speakers may compete in another CDE on Wednesday. Arrangements will be made with the chairs for Tuesday testing day in that CDE.

**Leadership Workshops will be offered on Tuesday and Wednesday for all students not competing in a CDE/LDE. Noncompeting students MUST BE signed up for these workshops and MUST ATTEND. If not in attendance, they will be disqualified and sent home.**

**The CDE/LDE's which begin and end on Tuesday are:**

Chapter Application Judging  
Environmental & Nat. Resource – **MUST BE REGISTERED IN AQUATICS and WILDLIFE**  
Extemporaneous Speaking  
Jr. Prepared Speaking  
Scrapbook  
Senior Prepared Speaking  
Talent

**The CDE/LDE's which begin and end on Wednesday are:**


Aquatic Resources	Marketing Plan
Dairy Cattle Handlers (Showmanship)	Meats Evaluation & Technology
Farm Business Management	Nursery & Landscape
FFA Knowledge Contest	Wildlife
Land Use and Management	

**The CDE/LDE's which require participation on both days are:**

Agronomy	Forestry
Ag Communications	Horse Evaluation
Ag Sales	Livestock Evaluation
Ag Technology & Mechanical Systems	Milk Quality & Products
Chapter Delegate	Parliamentary Procedure
Conduct of Chapter Meetings	Poultry Evaluation
Creed Speaking	Small Gas Engines
Dairy Cattle Management & Evaluation	Safe Tractor Driving
Employment Skills	Turf Grass Management
Floriculture	Veterinary Science
Food Science & Technology	




## 2023 FFA ACTIVITIES WEEK TENTATIVE PROGRAM

### TUESDAY - JUNE 13, 2023 – OFFICIAL DRESS DAY

HOUR	EVENT	LOCATION
9:00a.m.	Registration (until 12:00 noon)	Pollock Commons
9:30a.m.	Nominating Committee	Bryce Jordan Center Ground Floor
NOON	State Officer Candidate Interviews	Bryce Jordan Center Ground Floor
<b>12:30p.m.</b>	<b>Orientation Session (ALL STUDENTS MUST ATTEND)</b>	<b>Bryce Jordan Center</b>
1:30p.m.	Public Speaking - Creed	262 Willard
	Public Speaking - Extemporaneous	273 Willard
	Public Speaking - Junior	60 Willard
	Public Speaking – Prepared/Conservation	158 Willard
1:30p.m.	Horse Evaluation –	Ag Arena
1:30p.m.	Ag Communications	9 Business Building
	Agronomy	110 Borland
	Chapter Application Judging	Pollock Commons
	Conduct of Chapter Meetings	101 Osmond
	Dairy Cattle Management & Evaluation	101 ASI
	Employment Skills	204 Bank of America Bldg
	Environmental & Natural Resources	105 Forest Resources
	Floriculture	111 Tyson
	Forestry	112 Forest Resources
	Safe Tractor Driving	208 Business Building
	Scrapbook Judging	424 Ag Admin
	Talent	Bryce Jordan Center
	Turf Grass Management	117 Borland
	Veterinary Science	308 Boucke
1:45p.m.	 Livestock Evaluation	Beef & Sheep Center
2:00p.m.	Ag Sales	5 Ferguson
	Ag Technology & Mechanical Systems	205 Ferguson
	Food Science & Technology	11 ASI
	Milk Quality & Products	133 Food Science Building
	Parliamentary Procedure	101 Osmond
	Poultry Evaluation	113 Ag Engineering
	Small Gas Engines	214 Business Building
	Leadership Workshops	362 Willard
3:00p.m.	Delegate Meeting	105, 106, 107, 108 Business Building
4:30p.m. - 6:30p.m.	Dinner	Dining Commons
7:00p.m.	General Session (official dress) (Teachers PAAE Apparel night)	Bryce Jordan Center
	Ice Cream Social for Teach Ag Participants immediately following the session.	
<b>11:00p.m.</b>	<b>Dorm Curfew - Lights Out</b>	

**WEDNESDAY - JUNE 14, 2023**

**DRESS IS CDE/LDE SPECIFIC – GENERAL SESSION IS OFFICIAL DRESS**

<b>HOUR</b>	<b>EVENT</b>	<b>LOCATION</b>
6:00a.m. - 8:30a.m.	Breakfast	Dining Commons
6:30a.m.	FFA Board of Directors Meeting	FFA Headquarters
7:30a.m.	 <u>Buses Depart for CDE's near Pollock Halls Parking Lot</u> Ag Technology & Mechanical Systems Aquatics Forestry Horse Evaluation Meats Evaluation and Technology Safe Tractor Driving	
8:00a.m.	 <u>Buses Depart for CDE's near Pollock Halls Parking Lot</u> Dairy Cattle Handlers (Showmanship) Livestock Evaluation Small Gas Engines	
8:00a.m. (ON CAMPUS)	Delegates	105, 106, 107, 108 Business
	Ag Communications	9 Business
	Conduct of Chapter Meetings	101 Osmond
	Farm Business Management	110 Borland
	Food Science & Technology	244 Food Science
	Marketing Plan	214 Business Building
	Milk Quality & Products	133 Food Science-Pilot Plant
	Nursery/Landscape	123 Head House
	Parliamentary Procedure	101 Osmond
	Public Speaking - Creed	262 Willard
	State Officer Candidates	Bryce Jordan Center
	Veterinary Science	308 Boucke
8:15a.m.	<u>Buses Depart for CDE's near Pollock Halls Parking Lot</u> Poultry Evaluation	
8:15a.m.	FFA Knowledge	105 Wagner
8:30a.m.	 <u>Buses Depart for CDE's near Pollock Halls Parking Lot</u> Agronomy Dairy Cattle Management & Evaluation Land Use and Management	
9:00a.m. (ON CAMPUS)	Agricultural Sales	005 Ferguson
	Floriculture	10 Tyson
	Employment Skills	234 Bank of America Building
	Leadership Workshops	358, 360, 362, 365 Willard
10:00a.m.	Wildlife	112 Forestry
10:30a.m.(ON CAMPUS)	Livestock Evaluation moves to ASI	101 ASI
11:00a.m. - 2:00p.m.	Lunch – Box Lunches Delivered to some CDE's – On campus will eat in the dining halls.	
4:00p.m. - 6:30p.m.	Dinner	Dining Commons
7:00p.m. - 9:30p.m.	General Session	Bryce Jordan Center
<b>11:00p.m.</b>	<b>Dorm Curfew - Lights Out</b>	

**THURSDAY, JUNE 15, 2023**

**OFFICIAL DRESS DAY**

<b>HOUR</b>	<b>EVENT</b>	<b>LOCATION</b>
<b>6:30a.m.</b>	FFA Board of Directors Meeting	FFA Headquarters
<b>6:00a.m. - 8:30a.m.</b>	Breakfast	Dining Commons
<b>8:30a.m.</b>	General Session	Bryce Jordan Center
<b>11:30a.m.</b>	Newly Elected State Officer Mixer – Invitation only	Bryce Jordan Center

**SAFE TRAVELS HOME!**

**2023 DELEGATE REGISTRATION FORM**



<u>Number of Members</u>	<u>Number of Delegates</u>
1...100	1
101...200	2
201...300	3
301...400	4
401...500	5
501...600	6
601...700	7

**Submit this form directly to Mike Brammer [c-mbrammer@pa.gov](mailto:c-mbrammer@pa.gov) by May 15, 2023**

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

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

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

Delegate Name: \_\_\_\_\_

Current Grade Level (circle one): 9 10 11 12 Graduate

Gender (circle one): Male Female

2023 Delegate Committees: Please rank in order of 1-5 your preference of committees to serve on. 1 being your most desirable committee and 4 being the least. The first forms received get first choice.

\_\_\_\_\_ a. Promoting the diversity of Agriculture to non FFA schools to increase interest in Ag careers.

\_\_\_\_\_ b. Create a Hydroponic System CDE at the Area, Regional, State & National levels.

\_\_\_\_\_ c. Create a Horticulture CDE.

\_\_\_\_\_ d. Create a statewide community service project each year.

\_\_\_\_\_ d. Implement a JAMS (Junior ACES for Middle School) conference.

<p><b><i>Send directly to:</i></b> Mike Brammer  <b><u>Email</u></b> <a href="mailto:c-mbrammer@pa.gov">c-mbrammer@pa.gov</a></p>
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# PA FFA State Dairy Showmanship CDE

## 2023 Entry Form

(Typed Applications Preferred)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Age: \_\_\_\_\_  
School: \_\_\_\_\_ Grade (circle) 9      10      11      12  
Ag Teacher Name: \_\_\_\_\_  
Parent Name: \_\_\_\_\_  
FFA Region: \_\_\_\_\_  
Student Phone Number: \_\_\_\_\_

### FFA Dairy Cattle Showmanship Experience (Years in FFA) \_\_\_\_\_

Date	Name of Show	Placing

(Use additional lines if necessary)

### 4-H Dairy Cattle Showmanship Experience (Years in 4-H) \_\_\_\_\_

Date	Name of Show	Placing

(Use additional lines if necessary)

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Teacher

Email to [DRomberger@cvschools.org](mailto:DRomberger@cvschools.org) by 11:59 pm on May 1, 2023.

Contest Chair: Darla Romberger, Cumberland Valley High School



**PA FFA ASSOCIATION**

2301 North Cameron Street, Harrisburg, PA 17110  
Phone: 717-705-9551 Fax: 717-705-9553 [www.paffa.org](http://www.paffa.org)

**STATE CONFERENCE/CONVENTION AUTHORIZATION FORM  
AND HEALTH and MEDICAL FORM**

(Please complete all forms in their entirety, sign where noted, and return to the chapter FFA advisor prior to departure)

I give permission for my child \_\_\_\_\_ to attend the  
(Student's Name)  
\_\_\_\_\_ on \_\_\_\_\_  
(Name of State FFA Event) (Date(s))

**FIELD TRIP EMERGENCY CONTACT INFORMATION:**

Student's Name: \_\_\_\_\_ School: \_\_\_\_\_

Advisor/Chaperone: \_\_\_\_\_ Chapter: \_\_\_\_\_

**In the event of an emergency during this trip, please call the following telephone number(s):**

Parent/Guardian's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**If parents/guardians are unable to be reached, please contact:**

1) \_\_\_\_\_  
Name Telephone Number Relationship

2) \_\_\_\_\_  
Name Telephone Number Relationship

**Family Physician's Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Physician's Address:** \_\_\_\_\_

**MEDICAL INFORMATION:**

Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Current medications: \_\_\_\_\_

Physical restrictions: \_\_\_\_\_

**ALLERGIES: (check one)**

\_\_\_\_\_ My child has no food allergies, sensitivities, or restrictions.

\_\_\_\_\_ My child has the following food allergies/sensitivities/restrictions:  
\_\_\_\_\_  
\_\_\_\_\_

## **RULES OF CONDUCT:**

The Courtesy Corps and FFA Board of Directors have identified two general categories of disciplinary action. The Courtesy Corps will determine the category of disciplinary action based on the seriousness of the infraction. The two categories of disciplinary action are listed below.

- I. Major Infractions
  - a. Possession or use of a weapon or harmful object with the intent to hurt or intimidate others.
  - b. Throwing any object from host facility windows
  - c. Possession or use of vaping, alcohol, drugs and/or tobacco products
  - d. Destruction of property or nuisance behavior
  - e. Student(s) of opposite sex beyond the lobby areas of the dormitory
  - f. Student(s) of opposite sex in sleeping rooms of conference hotels.
  - g. Discrimination, segregation, harassment, and/or bullying of any kind.
  - h. Other conduct deemed inappropriate for FFA Members

Potential Consequences: CDE Disqualification, Immediate Dismissal from Conference/Convention, Police Referral, FFA Membership Suspension, Local School Discipline

- II. Minor Infractions
  - a. Violating the rules of the CDE - talking, cheating, etc.
  - b. Failing to attend the scheduled sessions of the event.
  - c. Changing of room assignments without consent of State FFA Staff
  - d. Leaving event site without consent of State FFA Staff (includes downtown State College)
  - e. Violating the curfew of the event
  - f. Removal of screens from windows or other damage to sleeping rooms
  - g. Other conduct deemed inappropriate for FFA Members

Potential Consequences: CDE Disqualification, Immediate Dismissal from Conference/Convention, FFA Membership Suspension, Local School Discipline

Rules of Conduct:

1. To conduct myself in a manner that will be a credit to the 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 specific FFA event attending.
4. To abide by the FFA Code of Conduct.

**STUDENT SIGNATURES AND ACKNOWLEDGEMENT**

I understand that any infraction of any of the rules of conduct will be sufficient cause for my participation to be terminated and for me to be sent home at my own expense immediately. I agree to follow the rules of conduct and to abide by the expectations regarding health and medical care as outlined in this document and my school district policies.

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Student's Signature

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

**PARENT/GUARDIAN SIGNATURES AND AUTHORIZATION**

*Signature below authorizes and accepts acknowledgement of all statements below.*

1. My child has medication prescribed by a physician as listed above: (If your child is prescribed a medication after the form is signed but before the trip, please send in medication information prior to the trip.) The Contracted State FFA Nurse has my permission to contact the physician with any questions or concerns.
2. As I consider my child responsible, I will not hold trip personnel or state FFA staff responsible for any problems that may arise with regards to my child's self-administered medication. She/he has been instructed in and understands the medication's purpose, frequency, and appropriate method of use.
3. My signature above indicates authorization for the Contracted State FFA Nurse to administer all medication listed on this form. I understand that the school and all employees, as well as the PA State FFA Association and staff shall incur no liability arising from medication administered.
4. I also give permission to the State FFA Staff and the Contracted State FFA Nurse to administer basic first aid and to seek medical attention for my child in the event of an emergency. This includes but is not limited to transporting him/her to a hospital and permitting said hospital to administer necessary medical care.
5. I authorize the registered advisor/chaperone for my son/daughter to enforce the rules of conduct and accept the consequences as outlined in the attached Code of Conduct. I understand that I will be responsible for immediate transportation home for my son/daughter if they are found to be in violation of those rules, or the guidelines of the health and medical form.
6. I authorize my school district and the State FFA Association to take and use photographs from this event that may contain my son/daughter to promote the local FFA chapter and the State FFA Association. Such use may include but is not limited to print media, newspaper, television, and social media.

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

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

Phone Number: \_\_\_\_\_

**ADMINISTRATOR SIGNATURES AND AUTHORIZATION**

I authorize the aforementioned chaperone/advisor to be an official chaperone of my school district. This chaperone will have the authority to enforce the rules of conduct in conjunction with the State FFA Staff and Courtesy Corps. In addition, I understand it is my responsibility to coordinate or provide transportation home, immediately, for any student(s) found to be in violation of the rules of conduct with a consequence requiring student dismissal from the event. I also authorize the Contracted State FFA Nurse to act in accordance with all Health and Medical information and authorizations provided by the student’s parent/guardian on this form.

\_\_\_\_\_ Administrator’s Printed Name & Title    Administrator’s Signature

Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**PERMISSION FOR PRESCRIPTION MEDICATION:**

Medication	Dosage	Time to be given	What is the medication for?

**Please Note:**

1. Medications must be in their **original containers**, marked with the child’s name, and handled according to individual school policy and procedure prior to departure. Those same medications shall be given to the Contracted State FFA Nurse upon arrival at the conference/convention.
2. Please be aware that the medications listed on this form will be the only ones given by the school staff and the Contracted State FFA Nurse.
3. Students may not carry medication at any time (for example: aspirin, motion sickness pills, cough medicine, etc.), unless pre-approved by school chaperones/administration. There is an exception for asthma inhalers and epinephrine auto-injectors, which may be carried by students with proper forms.

**PERMISSION FOR NON-PRESCRIPTION MEDICATION:**

In the event my child experiences any minor aches or pains, (i.e., headache, injury, or fever, etc.); I give permission for State FFA Staff and the Contracted State FFA Nurse to administer basic first aid and for the following to be administered as needed: *(select all that apply)*

Acetaminophen \_\_\_\_\_ Ibuprofen \_\_\_\_\_ Antacid \_\_\_\_\_

In the event of allergy symptoms, I give permission for the following to be administered as needed:

**Benadryl** \_\_\_\_\_ **\*NOTE:** Over the counter medication, not ordered by a doctor, (Diphenhydramine Hydrochloride) will be administered per label instructions by age/weight.

**STATE FFA SELF-MEDICATION RELEASE:**

*(This form is for students requiring inhalers or epinephrine. Such medication must be provided by the student.)*

Students requiring inhalers for asthma and auto-injectors (EpiPen) for emergency use are permitted to self-carry these medications. These medications will remain with the student at all times during the trip and is the responsibility of the student to provide, maintain and utilize as needed.

**We request that (child's name) \_\_\_\_\_ be permitted to carry the following on her/his person and recognize that he/she is responsible for providing their own supply or device:**

\_\_\_\_\_ Inhaler      Type of Inhaler: \_\_\_\_\_

\_\_\_\_\_ EpiPen      Allergy(ies) of concern: \_\_\_\_\_



FFA CHAPTER \_\_\_\_\_

### Penn State University Youth Program Health Services Medical Treatment Authorization

This form must be completed and returned before youth camp/program/event enrollment dates in order for youth to be permitted to participate in any camp activities.

#### Personal Information

Youth's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Birthdate \_\_\_\_\_  M  F

Specify camp your child will be attending \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Parent/Guardian #1 \_\_\_\_\_ Parent/Guardian #2 \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Place of employment \_\_\_\_\_ Place of employment \_\_\_\_\_

Health Insurance Carrier \_\_\_\_\_ Policy Number \_\_\_\_\_

Plan Number \_\_\_\_\_ Is physician authorization needed?  Yes  No

Name of Family Physician \_\_\_\_\_ Phone \_\_\_\_\_

#### In case of emergency, please notify.

If neither parent nor guardian is available in an emergency, please contact:

1. \_\_\_\_\_ Phone \_\_\_\_\_

2. \_\_\_\_\_ Phone \_\_\_\_\_

#### Health History [Please check and provide approximate dates that camper suffered from allergies and other conditions listed below]

##### Allergies

Hay Fever  Bee/Wasp Stings  Insect Stings  Penicillin  Peanut  Other Food/Drugs: \_\_\_\_\_

##### Other

Asthma  Diabetes  Convulsions  Concussion  Behavioral/Emotional  Other: \_\_\_\_\_

Date of most recent tetanus immunization: \_\_\_\_\_

Please list any **major** past illnesses (contagious and non-contagious): \_\_\_\_\_

Please list any **major** operations or serious injuries (include dates): \_\_\_\_\_

Has the youth ever been hospitalized? \_\_\_\_\_

Does the youth have any chronic or recurring illness? \_\_\_\_\_

Is there anything else in youths' health history that the camp staff should know? \_\_\_\_\_

Are there any activities from which the youth should be restricted? \_\_\_\_\_

Are there any specific activities that should be encouraged? \_\_\_\_\_

Does the youth have any special dietary restrictions?  NO  Yes If YES, explain: \_\_\_\_\_

Does the youth wear any medical appliances (glasses, contact lenses, orthodonture, etc.)?  NO  Yes If YES, explain: \_\_\_\_\_

Will the youth need to take any medication at camp?  NO  Yes If YES, please complete the Youth Camp? Medication Form

I hereby authorize the clinical staff of University Health Services or other licensed practitioner of the healing arts, acting within the scope of his or her practice under State law to provide medical care that includes routine diagnostic procedures (e.g., x-rays, blood, and urine tests) and medical treatment as necessary to my minor daughter/ son/dependent. I understand that the consent and authorization herein granted does not include major surgical procedures and are valid only during the youth camp/program/event.

In the event that an illness or injury requires more extensive evaluation, I understand that every reasonable attempt will be made to contact me. However, in the event of an emergency and if I cannot be reached, I give my consent to physicians and staff at University Health Services or other licensed practitioners of the healing arts to perform any necessary emergency treatment. I agree to the release of any records necessary for treatment, referral, billing, or insurance purposes to the appropriate medical care provider. I understand that University Health Services does charge for services and that it is my responsibility to pay the bill. As applicable, I am responsible for submitting any claims to my health insurance company for reimbursement. I authorize The Pennsylvania State University to receive medical/billing information and submit it to the University's insurance carrier.

#### HIPAA

Penn State honors the privacy of the participants in its programs and complies with the national regulations regarding health information. Follow this computer link to the University Health Services Notice of Privacy Practices.

<http://studentaffairs.psu.edu/health/welcome/confidentiality/noticeOfPrivacyPractices.shtml>)

I understand that, unless specifically stated otherwise in the Penn State youth camp/program/event literature, The Pennsylvania State University does not provide medical insurance to cover emergency care or medical treatment of my child.

\_\_\_\_\_  
Parent's/ legal guardian's name (please print)

\_\_\_\_\_  
Signature  
\* Terms and Conditions agreed to via electronic signature



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

LAST NAME \_\_\_\_\_

FIRST NAME \_\_\_\_\_ STUDENT'S SCHOOL \_\_\_\_\_

### FFA Activities Week Conduct Code

The Courtesy Corps has identified two general categories of disciplinary action. The Courtesy Corps will determine the category of disciplinary action based on the seriousness of the infraction. The two categories of disciplinary action are listed below.

#### I. Disqualify from CDE/LDE's and sent home - Infractions include:

- Possession or use of a weapon
- Possession or use of a harmful object with the intent to hurt or intimidate others.
- Throwing any object from dormitory windows
- Possession or use of vapes, alcohol, drugs, any tobacco, and electronic cigarettes.
- Burning of incense
- Discharging fireworks
- Student of opposite gender beyond the lobby areas of the dormitory
- Destruction of property.
- The Pennsylvania FFA Association affirms its belief in the value of all human beings and seeks diversity in its membership, leadership, and staff. We promote unity within the organization and discrimination, or segregation of any kind will not be tolerated.
- Other conduct deemed inappropriate for FFA Members

***FFA Advisors/Administrators are required to coordinate or provide transportation home, immediately for any student(s) found to be in violation of rules with such a consequence.***

#### II. Disqualify from CDE/LDE - Infractions include:

- Violating the rules of the CDE/LDE - talking, cheating, etc.
- Returning to the dormitory after curfew
- Removal of screens from windows
- Other conduct deemed inappropriate for FFA Members

#### FFA Week Regulations and Procedures

1. No room changes are permitted.
2. Men are not permitted beyond the lobby area of a women's residence hall, and vice-versa.
3. All people (students, teachers, and chaperones) must be in their residence hall at or before 11:00 p.m. on Tuesday night and 12:00 midnight on Wednesday night. Chaperones and teachers shall personally see that all students are in their residence hall at that time. Persons coming into the dorms thereafter must sign in through the security guard, who will turn the name over to the FFA Courtesy Corps.
4. Students are encouraged to leave all electronic devices at home since security cannot be guaranteed. If brought, must be at low volume and must not be blaring from the dormitory windows.
5. No alcohol, tobacco or drugs are permitted.
6. Students will not be allowed to drive on campus during FFA Activities Week.
7. All students must attend all general sessions and may not leave early.
8. The Official FFA Code of Conduct as printed in the FFA Manual will be observed.
9. No one is allowed downtown without a chaperone/advisor.
10. The Pennsylvania FFA Association affirms its belief in the value of all human beings and seeks diversity in its membership, leadership, and staff. We promote unity within the organization and discrimination, or segregation of any kind will not be tolerated.

My signature indicates that I have read, understand, and will abide by the rules and regulations printed hereon:

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**PLEASE RETURN ONE COPY AND KEEP ONE COPY FOR YOUR RECORDS**  
**Penn State Activities Week**  
**Courtesy Corp Procedures**

**Purpose:** To ensure the safety and well-being of all FFA members in attendance at Penn State Activities Week by providing discipline and enforcing consequences as described in the Official FFA Code of Conduct.

Courtesy Corp is stationed in FFA Headquarters. Someone from the Courtesy Corp Committee is on duty at all times of Penn State Activities Week, except from 2am-6am each morning.

The primary responsibilities of Courtesy Corp are to enforce consequences of discipline for FFA members and coordinate dorm check-in at curfew each night.

**Responsibilities of Teachers/Chaperones:**

- Ensure students know and understand the FFA Code of Conduct that each sign before attending Penn State Activities Week.
- Check to ensure that ALL students are in their rooms at the time of curfew each night. Dorms do NOT lock down until scheduled curfew times, so students may not be checked in early.
- Report to the Courtesy Corp representative in the main lobby of each dorm within 10 minutes after curfew to verify that all students under your care are present and accounted for.
- Escort any students guilty of violating curfew or other Code of Conduct Rules to FFA Headquarters for discipline action.
- Inform a Courtesy Corp representative of any need for security or emergency care. If, at anytime, an incident requires you and/or students to be out of the dorms after curfew checks, please report to Headquarters to check-in and be escorted back to your dorms.
- Arrange transportation home for students who have broken rules assigned with the consequence of Disqualification and being sent home immediately. It is the responsibility of the FFA advisor to coordinate and arrange transportation for such students. In addition, until transportation arrives, a teacher or chaperone representative from that school must always remain at headquarters with those students.
- Allow Courtesy Corp to enforce consequences as described in the FFA Code of Conduct signed by each FFA member in attendance.

**If you wish to volunteer to serve on Courtesy Corp in any capacity, please stop by FFA Headquarters anytime on Tuesday of Penn State Activities Week or email Sherisa Nailor, chairperson, at [snailor@bigspring.k12.pa.us](mailto:snailor@bigspring.k12.pa.us).**

## COACHING RESPONSIBILITIES CONSENT FORM

### Explanation

In CDE/LDE's where the top scoring teams win trips to the National FFA Convention; Springfield, MA; or other locations, the advisors of these teams are responsible for coaching and chaperoning the teams in preparation for and during any additional CDE/LDE's or trips. Coaches must make necessary travel arrangements for teams, write a news article suitable for distribution, supply a team photo, and collect CDE/LDE materials for coaches in following years. If the advisors of these teams cannot fulfill the obligation, it is the responsibility of that advisor to notify the State Office within 30 days of the close of convention. If no one accepts the responsibility, the team will not be able to attend the advanced CDE/LDE.

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### **Certification of Coaching Responsibility**

I, hereby, certify that

\_\_\_\_\_ (Ag. Ed. Teacher/Coach's Name)

has permission from \_\_\_\_\_ (Name of School District)

to coach the team if it achieves an eligible placing. I realize that failure to sign this form may jeopardize the eligibility of our school's team, not only for the current year but for next year as well.

\_\_\_\_\_ (School Administrator's Name--please type)

\_\_\_\_\_ (School Administrator's Signature) \_\_\_\_\_ (Month, day, year)

\_\_\_\_\_ (Ag. Ed. Teacher/Coach's Signature) \_\_\_\_\_ (Month, day, year)

\_\_\_\_\_ (Second Ag. Ed. Teacher's Signature, if needed) \_\_\_\_\_ (Month, day, year)

-- This completed and signed form must accompany the registration materials for FFA Activities Week (see Deadline date sheet for this year).

## Duties of FFA Activities Week CDE/LDE Chairpersons

The following guidelines will help PA FFA Activities Week chairpersons to know their responsibilities for their respective CDE/LDE. The most important duty is to communicate with the Penn State FFA Week coordinator. Neither the chairperson nor the coordinator should assume that something has been taken care of.

1. Develop a list of those items you will need for your CDE/LDE. Send a copy of this list to the FFA Activities Week coordinator, who will put them in a notebook/file. 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. Contact the university personnel who assist you with the event. You know exactly what you will need, therefore you should contact these people.
4. If your CDE/LDE has a written test, develop a question bank for the event. This will help ensure an impartial test. Make the entire question bank and answers available to all teachers. Either develop a test for your event from this 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 afternoon is not a good time! Please send your test (or any other relevant event information or forms) that need to be copied via email to [jts250@psu.edu](mailto:jts250@psu.edu) or a good, clean, reproducible copy to Jonathan Seaman 206 Ferguson Building, University Park, PA 16802 by May 30, 2023.
5. Be sure that you have made arrangements to copy the CORRECT scorecards for your event.
6. Be sure you have sent copies of the event format and score cards to the university personnel you are working with and any judges you may use in your contest. Make arrangements to have the CORRECT score cards copied. "Important to get diversity" from across the state for selecting judges and providing products. Delegate parts of your event to 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 event – including bringing needed items, make up the test or score sheets, etc.
8. Arrange to score your event – by hand or through the computer. Scantrons, if available, could be used. The choice should be yours.
9. Turn in the results of your event, an evaluation form, a copy of your test and answer sheet, etc. at the conclusion of the event to 202 Ferguson Building.
10. Write thank you notes to those people who made your event work smoothly – university personnel, committee members, etc.
11. Pick up contest supplies on Tuesday of FFA Activities Week in FFA Headquarters at registration and attend the PAAE Summer Conference CDE/LDE Chairpersons' review meeting.
12. Recruit (train, brief) CDE/LDE judges as to the standards for judging or evaluating an FFA CDE/LDE.
13. Return CDE/LDE supplies to scoring committee location after your CDE/LDE has been completed.
14. Conduct your event in accordance with the rules and regulations of the latest edition of the CDE/LDE handbook.
15. Return the event site (lab, classroom, shop, etc.) to its original condition if it is necessary to rearrange the facility to conduct the event. **DO NOT LEAVE FOOD IN THE ROOMS!**
16. **All materials to be printed by PSU should be received by May 30.**
17. Make yourself available to the scoring committee on Wednesday evening to resolve any scoring conflicts/questions.