

# **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.

- 1 b. Plan and facilitate leadership conferences around the state (e.g., negotiate meeting space and
- 2 costs, location, meals, lodging, materials, etc.).
- 3 c. Provide communication between the FFA and the location hosting the event with details for
- 4 presentations, meals, program development, space requirements, equipment, etc.
- 5 d. Provide communication between the National FFA Organization and the presenters that conduct
- 6 the programs offered through the National Organization. (Blast Off, NLCSO, etc.)
- 7 e. Work with the State FFA Officers in developing curriculum for the students. Work with the
- 8 PAAE in coordinating events for FFA advisors.
- 9 f. Assist State FFA Officers in coordinating supplies, materials, printing, etc. for conferences.
- 10 Certain printing and supply needs can be completed by the FFA office with reimbursement of
- 11 expenses incurred.
- 12 g. Coordinate speakers needed for leadership conferences and conventions.
- 13 h. Oversee the safety, welfare and proper behavior of participants in cooperation with supervising
- 14 FFA advisors.
- 15 i. Provide evaluation of conference staff, programming, logistics, etc. following events.
- 16 j. Provide financial statements and necessary reports for each conference to the State FFA Board of
- 17 Directors.
- 18 k. Provide financial statements and necessary reports for each conference to the State FFA Adult
- 19 Treasurer in order that payments are made in a timely manner to facilities and vendors of the
- 20 conference activities.
- 21
- 22 iv. Awards and Programs
- 23 a. Coordination, receipt, processing and reporting of all State and National awards,
- 24 including degrees and reports, which provide students and FFA chapters with the
- 25 opportunity to be recognized for their achievements above the local level. The Executive
- 26 Manager receives assistance from the State FFA Advisor and FFA Facilitator in the
- 27 judging and processing of degrees and proficiency awards.
- 28 b. Coordination of feedback, evaluation, appeals, etc. of award applications with FFA
- 29 advisors and members.
- 30 c. Coordination with the Pennsylvania FFA Foundation in confirming and acknowledging
- 31 sponsors of various programs and awards.
- 32 d. Coordination of assistance with PAAE in working with programs that recognize teachers
- 33 and teacher related activities.
- 34 e. Coordination of honored adult programs and recognition.
- 35 f. Coordination of judging events for award applications, including contacting individuals
- 36 to serve as judges, organize the judging event and schedule, follow up from the event,
- 37 coordination of judging location, host, including meals, appreciation gifts.
- 38 g. Provide proper reporting of award results to the National FFA Organization and
- 39 Pennsylvania FFA Foundation for proper recognition and/or continuation of competition.
- 40 h. Provide resources for area, regional and state level contests in order that hosts can
- 41 properly conduct the events including how to set up and run a competition as well as
- 42 providing the necessary information that contestants need to participate including topics
- 43 for speeches, questions for competitions, etc.
- 44 i. Review membership eligibility for FFA awards and programs through the online
- 45 membership roster.
- 46 j. Organize committees of teachers and members to review current and potential FFA
- 47 programs, awards and activities for suggested improvements and possible revisions.
- 48 k. Assist in keeping historical data of awards and programs.

- 1  
2 v. State FFA Conventions  
3 a. Coordination of the State FFA Convention including organization of staff, managers,  
4 state officers, advisors and volunteers.  
5 b. Receive and provide detailed and frequent communication with FFA.  
6 c. Coordination and oversight for workshop development, tour planning, meal development  
7 and counts, printing needs, event supplies, facilities requirements, and anything else  
8 needed for the State Convention.  
9 d. Review last year’s schedule, participant feedback and competitive event procedures to  
10 adequately address facilities needs.  
11 e. Develop conference schedule and coordinate facilities needs that align with schedule.  
12 f. Provide schedule and facilities use information for conference program.  
13 g. Visit facilities & staff prior to State Convention to insure smooth flow of activities.  
14 h. Design program and contents with the assist of the Activities Week Coordinator.  
15 i. Plan and coordinate with Convention site and determine meal costs.  
16 j. Work with local bus companies to provide shuttles for tours and service activities.  
17 k. Provide appropriate appreciation to facilities, judges, sponsors and partners after State  
18 Convention.  
19 l. Solicit feedback from facilities utilized  
20 m. Attend State Convention for oversight of events  
21 n. Coordinate State FFA Convention registration through conferences and short courses  
22 o. Coordinate State FFA Convention news room, publicity and media  
23 p. Work in coordination with the FFA Tour Chairperson in coordinating the tours, buses,  
24 locations, chaperones and oversight of the tours made available during the State FFA  
25 Convention.  
26 q. Work in coordination with the FFA Day of Service Chairperson in coordinating the  
27 service activities, buses, locations, chaperones and oversight of the service activities  
28 made available during the State FFA Convention.  
29 r. Work in coordination with the FFA Workshop Chairperson in coordinating the workshop  
30 presentations and oversight of the workshops made available during the State FFA  
31 Convention.  
32 s. Provide evaluation of State Convention staff, programming, logistics, etc. following  
33 event.  
34 t. Work with past state FFA officers and summer assistant to provide assistance in various  
35 areas of the convention including staging, evaluating state officer performance, working  
36 in the news room, coordinating special events, working with sponsors and exhibitors.  
37 u. Coordinate services needed for audio/visual presentations including on site production of  
38 the event.  
39 v. Coordinate services needed for sound and lighting requirements for the State Convention  
40 including on site production of the event and development of suggestions for  
41 improvements and updates staging requirements.  
42 w. Coordinate speakers needed for state convention sessions and activities.  
43  
44 vi. Public Relations and Promotion of the Pennsylvania Association of FFA

- 1 a. Maintain and monitor the Pennsylvania FFA Website which includes historical
- 2 information about the Pennsylvania Association of FFA, award and program applications
- 3 and conference information registration for FFA advisors and members.
- 4 b. Monitor the State FFA Officer blogs and materials posted on the FFA website.
- 5 c. On a regular basis review the procedures for FFA publicity and promotions and make
- 6 suggestions on how together with Team Ag Ed partners this can be improved.
- 7 d. Work with State FFA Officers to attend events that promote agricultural education and
- 8 FFA including trade schools, convention, etc.
- 9 e. Respond to public issues concerning FFA as they arise.
- 10 f. Work with the Pennsylvania Department of Agriculture officials on various events
- 11 throughout the year.
- 12
- 13 vii. Middle School Activities
- 14 a. Communicate specifically with middle school programs regarding activities.
- 15 b. Develop middle school leadership activities in cooperation with the State FFA Officer
- 16 team and State FFA Advisor.
- 17 c. Consult with middle school FFA advisors as to their activities, needs and opportunities
- 18 for middle school members.
- 19 d. Develop press release materials to publicize events, award recipients and FFA related
- 20 programming.
- 21
- 22 viii. National Convention Coordination
- 23 a. Communicate with FFA advisors concerning certification of teams, event coordination,
- 24 participation in events, etc.
- 25 b. Communicate with the state officers/delegates about agenda(s) and responsibilities.
- 26 Coordinate schedules of activities, duties and events.
- 27 c. Coordinate any state activities to be held at national convention.
- 28 d. Attend national convention while delegation is present.
- 29 e. Participate in national level meetings for agricultural education and FFA. Represent
- 30 Pennsylvania in activities and discussions on the national level.
- 31 f. Follow up with Pennsylvania FFA Foundation as to participation in individual and
- 32 chapter events in order that participants receive any possible travel reimbursements.
- 33

#### I.a.2. Executive Manager Job Performance Evaluation

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

#### I.a.3. Executive Manager Other

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



## 1 ***I.b. Executive Treasurer***

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

#### 3 i. General Duties and Responsibilities

- 4 a. Maintain an office schedule to insure adequate coverage of services to all the FFA  
5 Affiliates.
- 6 b. Maintain office, order supplies, help with any preparation and distribution of  
7 correspondence, conference materials, state officer requests or requests of assistance by  
8 the Board President or Executive Manager.
- 9 c. Answer phones, e-mails, or written correspondence. To maintain communications with  
10 advisors, state officers, foundation, board of directors, or any other Ag relate affiliate. To  
11 take messages and pass on to the appropriate person(s).
- 12 d. To order all supplies for the office, maintain supply inventory and to shop for best  
13 pricing.
- 14 e. Perform banking, pay bills, keep records of all CDE's and payouts accordingly.
- 15 f. Maintain financial records of the Association.
- 16 g. Prepare invoices and issue receipts for all conference, conventions, etc.
- 17 h. Keep records of billings with PAAE Act 91 grant funds. Penn State Activities Week  
18 residuals.
- 19 i. To keep accurate records of all orders and membership invoices from National FFA.
- 20 j. Receive, monitor, and pay expense reports of State Officers, Regional Coordinators,  
21 Executive Manager, and Adult Treasurer.
- 22 k. Prepare and maintain all payroll records. File all monthly, quarterly, and yearly payroll  
23 tax reports and make sure the deposits are made on time.
- 24 l. Prepare and maintain all records for the annual workers Compensation Audit. Be present  
25 for the audit.
- 26 m. Maintain accurate record in a mannerly fashion so as to be prepared for the annual audit  
27 by the accounting firm and assist in the preparation of the BC 10 and 501C3 applications.  
28 Prepare all W-2's and 1099's for the employees of the association.
- 29 n. Compile records and prepare and submit the Fair Fund Application.
- 30 o. Prepare the Treasurer's report for the annual report.
- 31 p. Help prepare, copy and bind the annual report.
- 32 q. Work with the State Officer Treasurer to prepare for Delegate Budget Committee and be  
33 on hand to help with questions of the delegates.
- 34 r. Prepare an income and expense statement for all Board of Directors meetings. Be  
35 prepared to answer questions in these reports. Attend meetings when possible.
- 36 s. Prepare a budget comparison for the board of directors and the foundation as requested.
- 37 t. Work with the budget committee to prepare the yearly budget.
- 38 u. To send all information to teachers for membership rosters. Receive, review all roster,  
39 and process to National FFA. Send billings to the chapter for dues and keep records to  
40 double check National receipt of rosters and billings. Review all statements and compare  
41 with rosters to assure accurate payment of dues to National FFA. Assist Advisors with  
42 any questions in filing electronic rosters.
- 43 v. Keep a file of all chapter memberships. Send out county members numbers to advisors  
44 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 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
- 3 i. Regional coordinators will be reimbursed for mileage Phone calls related to official business and  
4 any supplies related to the FFA will be reimbursed. Payment for substitutes for regional  
5 coordinators will be covered. Regional coordinators will be paid a salary for their efforts. All  
6 expenses will be documented by dated receipts and submitted to the adult treasurer for payment.  
7 \$50 per Board meeting attended will be paid to regional coordinators to a maximum of \$250 per  
8 year. Regional Coordinators are ex-officio members of the Board. They have voice but no vote.

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

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

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

15 I.d.1. Composition of Management Committee

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

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

22

23 I.d.2. Responsibilities of Management Committee

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

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

31 ***I.e. Finance Committee***

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

34 ***I.f. State Clearances for all staff, Regional Coordinators and State Officers are required by***

- 35 i. 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 dues 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 dues 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.

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

- 10 • All graduated students wishing to continue active FFA membership.

- 11
- 12 ii. Active membership was changed to include seventh and eighth grade membership. Each chapter  
13 will be allowed to decide their policies toward seventh and eighth grade membership. Payment  
14 of affiliate fees and planning to enroll in ninth grade agricultural education classes is  
15 recommended for seventh and eighth grade membership. Advisors must develop a program of  
16 “discovery activities” to give an overview to students of agriculture and agricultural education to  
17 students.

- 18
- 19 1. While in school, students must be enrolled in at least one agricultural education course  
20 during the school year and/or follow a planned course of study: either course must  
21 include a supervised agricultural experience program, the objective of which is  
22 preparation for an agricultural career.
- 23 2. Show interest in the affairs of the Organization by attending meetings, striving for  
24 degrees of membership, and participating in other organized activities of the chapter.
- 25 3. Pay all current State and National dues by the date determined by the chapter.
- 26 4. Displays conduct consistent with the ideals and purposes of the National FFA  
27 Organization

## 28 **Section III: State Conferences & Conventions**

### 29 ***III.a. State FFA Delegates***

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

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

### 6 ***III.b. Selection of State FFA Delegate Issues***

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

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

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

### 31 ***III.d. Participation Guidelines for FFA Events***

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

#### 34 III.d.1. State Staff

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

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

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

- 3 1. Coordinate a practice session(s) prior to the CDE to assist your team in contest  
4 preparation.
- 5 2. Contact the coach of the previous year's team for assistance and an idea of what may be  
6 expected at the judging event.
- 7 3. Attend all coaches meetings and team photo sessions.
- 8 4. Review material covered in coaches meeting with your team to ensure they have all the  
9 information needed to be successful in their respective CDE.
- 10 5. Stress the importance of getting a good night's sleep, the evening prior to the contest.
- 11 6. Arrive at the contest site in plenty of time to get checked in, fill out any last minute  
12 scorecards, listen to last minute instructions, etc.
- 13 7. Review the CDE format with your team.
- 14 8. Attend all awards programs, arriving well before the appointed time so that you and your  
15 team can sit together.
- 16 9. Once your CDE is over, follow as many of the recommendations under Item B below as  
17 possible if at the National Convention. If the contest is elsewhere, then plan activities  
18 around the site where the event is located.
- 19 10. If traveling with state delegation, all room assignments are made by State Staff in charge  
20 and will be followed, switching of room assignments will not occur without permission  
21 from State Staff in charge.
- 22 11. Chaperones must secure the appropriate Health/Emergency Authorization forms for the  
23 members of the team.
- 24 12. Chaperones must be either school district employees or be covered by school district  
25 liability.
- 26

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

- 28 1. Have daily contact (morning and evening) with your students and plan a schedule of  
29 activities for each day.
- 30 2. Attend selected convention sessions with your students (opening session, Stars over  
31 America, Agricultural Career show).
- 32 3. Attend one or more related events with your students (i.e., Industry tours, etc.)
- 33 4. Plan to have morning and evening meals with your students unless prior arrangements  
34 have been made.
- 35 5. Encourage your students to stay in groups with other members, especially at night, or  
36 take some form of transportation back to the hotel.
- 37 6. Establish a realistic time for students to be back in the hotel.
- 38 7. Build in some "free" time for the students; however, in all cases you should know where  
39 your students are at all times and where they can reach you.
- 40 8. Chaperones must secure the appropriate Health/Emergency Authorization forms for their  
41 students
- 42 9. Chaperones must be either school district employees or be covered by school district  
43 liability.
- 44

III.d.3. Courtesy Corp

- 45 i. General Purpose and Overview

- 1 a. The purpose of Courtesy Corp is to provide an organized group of advisors to handle  
2 matters of discipline and consequence during official FFA events. This group will be  
3 responsible for the safety of FFA members and enforcement of the FFA Code of Conduct  
4 during the conference.
- 5 b. Courtesy Corp will be in operation at any Pennsylvania FFA Association event that  
6 involves an overnight stay by FFA members—ACES Leadership Conference, State  
7 Legislative Leadership Conference, and Penn State Activities Week.
- 8 ii. Guidelines for Courtesy Corp Chairperson at Penn State Activities Week  
9 a. Introduce yourself to whomever is in charge at FFA Headquarters.  
10 b. Obtain multiple copies of dorm rosters to use for check in each night. Assign Courtesy  
11 Corp members or volunteers to serve as head contacts in each dorm.  
12 c. Make sure all health and Code of Conduct forms are accessible after hours.  
13 d. Secure discipline forms and two-way radios from FFA Association.  
14 e. Be sure security knows to provide you with the names/schools of any students who miss  
15 curfew.  
16 f. Double check security and Courtesy Corp staffing for dance night.  
17 g. Ensure Courtesy Corp staffing for sessions and meals.  
18 h. Arrange for drinks and snacks to be provided for Courtesy Corp members throughout the  
19 week.  
20 i. Attend the morning board meetings of the PA FFA Association to report on any and all  
21 discipline issues.  
22 j. Prepare a short written summary for presentation at chairs meeting at summer PA AE  
23 meeting. If you see major problems in process/policy/Codes of Conduct, etc, include that  
24 in your report.  
25 k. Partner with other authorities when needed:  
26 i. If at all possible, have the student's advisor transport student and deal with health  
27 emergencies/medications.  
28 ii. Contact security and police to handle drug and alcohol violations.  
29 iii. Make sure to involve the Association in major situations.  
30 iv. Try to get a 1st floor room, and a nearby parking permit.  
31
- 32 iii. Guidelines for Courtesy Corp Operation  
33 a. Assist in chaperoning the parties or dances by policing the dance floor and encouraging  
34 students to be in attendance at the party instead of in their rooms.  
35 b. Enforce the conference code of conduct against the use of alcohol, tobacco and drugs,  
36 opposite gender mingling in hotel rooms and curfew violations.  
37 c. Report to the hotel lobby 10 minutes after LIGHTS OUT!!



- 1 d. With assigned or chosen partner, wander the floors housing FFA members checking for  
2 excessive noise and curfew violators. If violations are observed, knock on student doors  
3 and request their cooperation and adherence to the rules. If further violations are  
4 observed, contact students' FFA advisor and Courtesy Corp Chairperson for enforcement  
5 of rules or further discipline action.  
6

#### 7 III.d.4. Participant Dress Code

##### 8 i. General Code

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

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

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

#### 23 ***III.e. Overnight Accommodations at State FFA Conferences***

- 24 i. All room assignments are made by State Staff in charge and will be followed. Switching of room  
25 assignments will not occur without permission from State Staff in charge.  
26 ii. Chaperones must secure the appropriate Health/Emergency Authorization forms for the members  
27 of their chapter  
28 iii. Chaperones/Advisors are responsible for adhering to the check-in procedures in place for each  
29 event.  
30 iv. FLC – Verify students in attendance at the registration desk upon arrival.  
31 v. ACES/SLLC – Verify students in attendance at the registration desk upon arrival and volunteer  
32 to serve on Courtesy Corp to assist in discipline issues if willing and able.  
33 vi. STATE FFA CONVENTION – Verify members registered in your care are in their dorm rooms  
34 and report their presence to the member of Courtesy Corp stationed in the lobby of your  
35 dormitory within the first ten minutes of the published curfew. Advisors of chapters failing to  
36 report in will be contacted at that time to verify student presence and may risk disqualification of  
37 students and/or teams.  
38 vii. State Staff are in charge of State Delegation and their rules must be followed.  
39 viii. If students do not report to their scheduled event, they will be sent home from the event. Students  
40 will remain at headquarters until their parents/guardians arrive. In the instance of illness, the  
41 nurse on staff must excuse the member from the planned daily activity in which they are  
42 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 junior 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. Candidates MUST be approved to receive their Keystone Degree the same year applying for STAR.

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

IV.b. 3. State Star Selection Committee

- 21    i.     The SAE Specialist or the FFA Board designee will oversee a selection committee for each star  
22             category-to review applications and interview the candidates the morning of the Pennsylvania  
23             FFA Association Mid-Winter Convention. (2017)
- 24    ii.    This committee will consist of one Pennsylvania agricultural educator (when possible), one  
25             member from the FFA Foundation (when possible), and at least one other member that  
26             represents the agricultural or education industry for a minimum of three members.
- 27    iii.   The committee will be evaluating only those parts of the records and application that pertain to  
28             the star category in which the member has applied.

IV.b.4. Star Awards

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

IV.b.5. Record Book—State Stars

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

13 ***IV.c. State Proficiency Awards***

14 IV.c.1. State Proficiency Award Eligibility Criteria

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

28 IV.c.2. Scoring

- 30 i. The statewide judging event will be coordinated and executed according to the PA FFA
- 31 Proficiency Judging Process approved by the PA FFA Board of Directors
- 32 ii. State winners and finalists will be awarded and recognized at the State FFA Convention with
- 33 a plaque and monetary award.
- 34 iii. State winning applicants will be allowed and encouraged to improve their applications
- 35 before being submitted for national competition.
- 36 iv. The FFA Regional Coordinators will oversee committees to choose regional representatives
- 37 for the state proficiency scoring, if necessary. In each award category, a region may submit
- 38 up to three qualified applications.

40 ***IV.d. Honorary Keystone FFA Degree and Special Parent Award***

41 ***Procedures***

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

#### 21 ***IV.e. Pennsylvania FFA CITATION AWARDS***

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

##### 25 IV.e.1 Procedures

- 26 i. Chapters and counties or areas may nominate outstanding businesses for the Citation Award using  
27 the most current application. Nominees must have contributed beyond the chapter level. Their  
28 contributions must have had a significant impact on area or regional FFA activities. Two different  
29 chapter advisors in the same region must sign applications.
- 30 ii. Applications will be forwarded to the State FFA Office postmarked no later than **April 1st**
- 31 iii. The State FFA Office will review all applications based on the information provided on the  
32 application. Directions not clearly followed on the application will result in automatic rejection.
- 33 iv. The state office will notify the nominating teachers of those citation nominations being forwarded to  
34 the Board of Directors prior to the statewide mailing for the Summer Convention. The state office  
35 will notify those nominees that they have been selected to receive this award at the Summer  
36 Convention.
- 37 v. The State FFA Board of Directors, Foundation, State Staff, and State FFA Officers may nominate on  
38 a statewide basis those companies who have had outstanding service to the FFA statewide.
- 39 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. **The time limit for this round is 5 minutes total.** 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. **(MARCH 2023 – ANY YEAR THAT HAS 25 OR MORE CANDIDATES, THIS ROUND WILL BE HELD VIRTUALLY)**
- 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**



1 evaluation, guidance, etc., and will avoid confusing officers as to what their relationship should  
2 be with various persons.

3 vii. Please do not ask the State Officers to judge competitive events. This will help to keep them out  
4 of awkward situations. They can best be used representing all FFA members across the state of  
5 Pennsylvania.

6 viii. Please do not encourage officers to deviate from the guidelines and rules, which they have been  
7 asked to follow. It would be unfair to put them in such a position.

### 8 ***V.c. State Officer Travel Reimbursement***

9 i. State FFA officers traveling on official FFA business as assigned and approved by the Executive  
10 FFA Manager shall be reimbursed for travel at the current Pennsylvania government  
11 reimbursement rate less 10 cents per mile. (6/24)

12 ii. The State FFA Association shall ensure that funds exist for each chapter in good standing to  
13 receive one visit from the State FFA officer. After the first visit, the chapter may be responsible  
14 for providing the mileage reimbursement for additional state officer visits for local activities.

### 15 ***V.d. State Officer Service Scholarships***

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

## 22 **Section VI: Competitive Events (CDE's)**

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

### 25 ***VI.a. Duties of FFA Activities Week Competitive Event Chairpersons***

26 i. The CDE/LDE Committee will provide a report recommending Competitive Event Chairpersons  
27 to the FFA Board on an annual basis.

28  
29 ii. The following guidelines will help PA FFA Activities Week Chairpersons to know their  
30 responsibilities for their respective competitive events. The most important duty is to effectively  
31 communicate with the Penn State FFA Week Coordinator throughout the year. Items are listed  
32 chronologically, not necessarily in order of importance.

33  
34 1. Complete by end of June:

35 a. Write thank you notes/emails to those people who made your Competitive Event  
36 run smoothly— university personnel, committee members, sponsors, etc.

37 b. If applicable, submit requests for changes to your Competitive Event with  
38 rationale to the current CDE/LDE Committee Chair.



- 1                   2.       Complete by end of August:
  - 2                   . Complete all appropriate sections of the Event Guide Template for your event.
  - 3                   Send a PDF copy of the completed document to the CDE/LDE Committee Chair,
  - 4                   who will put it on the Pennsylvania FFA Association website. As changes occur
  - 5                   in your event, update this Event Guide and resend. All items on the Event Guide
  - 6                   Template must align with the version of your Competitive Event that has been
  - 7                   most recently approved by the FFA Board of Directors.
  - 8                   a. If your Competitive Event has a written test, develop/compile a question
  - 9                   bank for the test and/or post past examples. This will help ensure an impartial
  - 10                   test. Question Banks should have a minimum of 100 questions. Make the entire
  - 11                   question bank and answers available to all teachers through the Pennsylvania
  - 12                   FFA Association website. Update this question bank with new items each year,
  - 13                   as appropriate.
  - 14
- 15                   3.       Complete by end of March:
  - 16                   a. Contact your committee members to be sure they will be present and you have
  - 17                   enough help to plan, organize, run, and score your Event.
  - 18                   b. Arrange with the members of your committee and/or the Penn State FFA Week
  - 19                   Coordinator to obtain what is needed to run the Event. Delegate responsibilities to
  - 20                   your committee members to add both scope and transparency to your Event.
  - 21                   c. Make contact with the University personnel who assist you with the Competitive
  - 22                   Event and maintain a clear line of communication for planning.
  - 23                   d. Secure judges for your Event or inform the Penn State FFA Week Coordinator
  - 24                   that their help to secure judges is needed. *This information will be requested on a*
  - 25                   *survey from either the Penn State FFA Week Coordinator or the CDE/LDE*
  - 26                   *Committee Chair.*
  - 27
- 28                   4.       Complete by end of May:
  - 29                   a. Send copies of the Event format and score cards to University personnel you are
  - 30                   working with and any judges you may use in your Event. Remember that
  - 31                   securing judges and products from across Pennsylvania is advantageous.
  - 32                   b. If your Event has a written test, develop the test for your Event from the published
  - 33                   test resources or make arrangements to do so. Answer choices may
  - 34                   be rearranged and/or similar calculation questions substituted to keep the test
  - 35                   content fresh each year.
  - 36
- 37                   5.       Complete at least one week prior to arrival on campus:
  - 38                   a. Make arrangements to copy the CORRECT and CURRENT(per PA FFA Board
  - 39                   of Directors approval) scorecards for your Event.
  - 40                   b. If your Event has a written test and/or other paper-based materials that are needed,
  - 41                   make the necessary copies or send materials for copying. The Penn State FFA
  - 42                   Week Coordinator will offer copying on this timeline following proper
  - 43                   communication from the Event Chairperson to request this service.
  - 44
- 45                   6.       Complete Tuesday of Activities Week:
  - 46                   a. Pick up Event supplies at Registration.

- 1           7.       Complete Day(s) of Event:
  - 2           a.       Conduct your Event according to the rules and regulations set forth on the
  - 3           currently published Event Guide.
  - 4           b.       Return the Event site (lab, classroom, shop, etc.) to its original condition if it is
  - 5           necessary to rearrange the facility to conduct the Event.
  - 6           c.       Turn in the results (all ties must be broken) immediately following the conclusion
  - 7           of scoring your Event per the directions provided to you by the Tabulation
  - 8           Committee in your Chair's envelope at Registration.
  - 9           d.       Complete and submit evaluation forms and surveys at the Tabulation Committee
  - 10          location.
  - 11          e.       Return Event supplies to the Tabulation Committee location.
- 12
- 13           8.       Complete Wednesday of Activities Week:
  - 14           a.       Make yourself available to the Tabulation Committee throughout the evening,
  - 15           including after Session, to resolve any scoring conflicts/questions. This is best
  - 16           done by providing an accurate cell phone number that can be used to reach you
  - 17           while on campus when you first submit your results.
- 18
- 19           9.       Complete Last Day of Activities Week:
  - 20           a.       Present the top 2 teams and top 3 individuals of your Competitive Event on stage
  - 21           during the Awards portion of the General Session. *If a Chair cannot be present,*
  - 22           *they should make arrangements with a Committee Member or the CDE/LDE*
  - 23           *Committee Chair to present the results.*

24

25       Thank you for your time and dedication serving as a chair and making this event successful for FFA

26       members. If you have any questions or need clarification on any of the items listed above,

27       feel free to contact the current PA FFA Activities Week Coordinator or the current PA

28       CDE/LDE Committee Chair.

29

30   iii. Competitive Events Chairpersons will have their registration to FFA Activities Week covered,

31       provided they remain in Good Standing with the completion of their

32       responsibilities.

33

34   iv. Any Competitive Event Chairperson that does not meet their responsibilities will be recommended

35       by the CDE/LDE Committee to the FFA Board of Directors for Probation. Once

36       on Probation, the Chairperson will need to effectively complete all

37       responsibilities, without the benefit of paid registration, for one year to be

38       reinstated to Good Standing. Any Competitive Event Chairperson on Probation

39       who continues to not meet their responsibilities will be recommended by the

40       CDE/LDE Committee to the FFA Board of Directors for Removal.

41

42   v. Recommendations of the CDE/LDE Committee to the FFA Board of Directors regarding Probation

43       and Removal of Competitive Event Chairpersons will be presented at the August

44       Board Meeting each year.

1 ***VI.b. Procedures for Revisions to CDE’s***

- 2 i. All proposed revisions to CDE’s, including theme changes, must be submitted in writing to the  
3 FFA Facilitator by the August meeting of the Pennsylvania FFA Association Board of Directors.  
4 ii. Final approval of all changes will take place at the December meeting of the Pennsylvania FFA  
5 Association Board of Directors.  
6 iii. All approved changes will be published on the Pennsylvania FFA website and will be final until  
7 the completion of the following year’s Activities Week. (i.e. – changes approved in December  
8 2011 are in effect until completion of the 2012 Activities Week.

9 ***VI.c. Eligibility Policy***

- 10 i. Any member attending an event sponsored and/or conducted by the Pennsylvania Association of  
11 FFA, and for which a registration fee was paid either by the member or the member’s chapter,  
12 must be a member in good standing; i.e., dues are paid for the calendar year in which the event is  
13 taking place and the member’s name appears on an official roster on file with the PA FFA Adult  
14 Treasurer. Registrants for above described events not meeting the described membership criteria  
15 will not be permitted to attend the event and are subject to possible forfeiture of their registration  
16 fee(s).  
17 ii. In addition, the local chapter that which members belong must be in good standing i.e., dues are  
18 paid for the calendar year in which the event is taking place and the member’s name appears on  
19 an official roster on file with the PA FFA

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

- 21 i. Coaches and participants who cannot attend their respective trips must notify at least one of the  
22 following persons, in writing, a minimum of 30 days prior to the scheduled date of the trip  
23 departure:  
24 1. FFA Facilitator  
25 2. State FFA Advisor  
26 3. State FFA Executive Manager  
27 4. State FFA Board of Directors President  
28 ii. In the event of an emergency within the 30-day period, contact one of the four above mentioned  
29 persons immediately in the order listed.  
30 iii. If notice is not given, A chapter will not be in good standing, and thus, will not receive travel  
31 award money and will not be eligible for represent Pennsylvania at any National/Regional events  
32 for the upcoming membership year.

33 ***VI.e. CDE Team Makeup***

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

1 ***VI.f. CDE Restrictions***

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

7 ***VI.g. CDE Disqualified Teams***

- 8 i. If any member of a CDE team is disqualified, the entire team is disqualified. Disqualified teams  
9 are not eligible to represent Pennsylvania on a trip for that year only.
- 10 ii. No student can take the same trip twice.

11 ***VI.h. General Items***

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

16 ***VI.i. Infractions***

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

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

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

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

- 30 i. Chapters must request in writing that they be allowed to represent Pennsylvania in those CDE's  
31 held at the National Convention that are not held in PA.
- 32 ii. Requests must be received by the deadline set by the FFA Facilitator.
- 33 iii. If several chapters apply for the same CDE, it will be the responsibility of the facilitator to  
34 determine which chapter is in a better position to represent PA.

- 1 **iv.** Chapters representing PA through this process will receive no allocation for expenses. Their  
2 team registration fee will be paid. All other expenses will be the responsibility of the chapter and  
3 its members.
- 4 **v.** Chapters will be asked to supply to the facilitator a copy of all CDE materials as well as  
5 appropriate comments on how PA could implement such a CDE. It will be the responsibility of  
6 the facilitator to collect and distribute this information to teachers each spring.

### 7 ***VI.I. Regional Career Development Events***

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

## 9 **Section VII: National Events & Awards**

### 10 ***VII.a. American Degree***

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

### 15 ***VII.b. National FFA Band, Chorus, and Talent***

- 16 **i.** Pennsylvania FFA members wishing to apply for the National Band, National FFA Chorus and  
17 the National FFA Talent shall use the following procedure:
  - 18 **1.** An application for the national band or chorus will be available on the National FFA Website  
19 (ffa.org).
  - 20 **2.** FFA Members shall complete this application and the required forms and send them to the  
21 National FFA Organization Website by their posted deadline. If more than one member is  
22 chosen to participate with the National FFA Band or Chorus, all monies will be divided  
23 evenly between all members attending.
  - 24 **3.** Participants in the State FFA Talent contest will be eligible to apply to the National FFA  
25 Talent Program. Any of those participants selected by National FFA will receive the funds to  
26 participate at the National FFA Convention.

1 **VII. c. National Officer Candidate Selection Process**

- 2 1. To facilitate selection of the candidate for National FFA Office and to ensure that all officers,  
3 advisors, and members know the procedure for this selection, the Pennsylvania FFA Board of  
4 Directors establishes the following procedures.

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

7 A. The candidate must have obtained the Keystone Degree

8 B. The section below entitled “Minimum Requirements for National Officer Candidate” must be  
9 met.

10 A candidate must have their American FFA Degree or have approval from the State SAE  
11 Specialist that the candidate will be approved to receive their degree at the National FFA  
12 Convention where they will serve as Pennsylvania’s National Officer Candidate.

13 Interested individuals who meet the eligibility requirements will notify State Staff of their  
14 intention of entering the selection process by sending a formal email between March 15 and

1 April 15th. Upon receiving email of intent, PA FFA Staff will reply with the National Officer  
2 Candidate Application which must be submitted 2 weeks prior to the May Board Meeting.

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

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

12 Upon selection, candidate will be provided with an outline of the training schedule including  
13 dates and timelines. It is recommended that the candidate begin to build a support network to  
14 utilize throughout training and during National Convention week.

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

- 16 1. Plan & execute a large group workshop at the Fall Leadership  
17 Conference
- 18 2. Travel with and represent the Pennsylvania FFA Foundation at  
19 business and industry events.
- 20 3. Attend at least one National Officer Candidate school, paid for by the  
21 Association.
- 22 4. Complete “mock” workshops, interviews, and speeches

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

26 Minimum Qualifications:

- 27 1. Candidate must complete a satisfactory interview by the national officer selection committee.  
28 The candidate must receive approval by 2/3 of the members on the selection committee by  
29 closed ballot vote.
- 30 2. Candidate must be in good standing with the laws of the Commonwealth of Pennsylvania and  
31 the United States at all times during the running for National Office.
- 32 3. Have received or will be receiving their American Degree of membership.

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

36 All rounds will be graded based on rubrics that closely mimic national scoring rubrics. These  
37 rubrics will be developed from past national rubrics and created by a designated individual who

1 will not be serving on the selection committee and has not helped prepare any candidates for the  
2 current year. All rubrics, topics, and questions should be prepared by the individual two weeks  
3 before the interview date.

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

7 Out of respect for all candidates, those interviewing for the National Officer Candidate position  
8 will be notified of the committee's decision the day of interviews, and the National Officer  
9 Candidate will be announced to Pennsylvania FFA members at the annual Summer Convention.

## 10 11 **VII. d. National Delegates**

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

## 20 **Section VIII: Board Operations and Policies**

### 21 ***VIII.a. Members of the Board of Directors***

- 22 i. The following individuals serve as voting members of the governing board of directors: (Adult  
23 Board)
- 24 1. Eight Regional Teacher Representatives (two from each FFA region)
  - 25 2. Current State FFA President
  - 26 3. Current State FFA Vice President
  - 27 4. Immediate Past State FFA President
- 28 ii. The following individuals serve as ex-officio, non-voting members of the governing board of  
29 directors:
- 30 iii. A Representative of the PAAE
  - 31 iv. A Representative of agricultural teacher education
  - 32 v. A Representative of the Pennsylvania FFA Alumni
  - 33 vi. A Representative of the Pennsylvania FFA Foundation
- 34 1. State FFA Advisor
  - 35 2. Pennsylvania FFA Executive Manager
  - 36 3. Adult Treasurer



- 1 4. FFA Facilitator
- 2 5. Four Regional FFA Coordinators
- 3 6. Standing Committee Chairs

#### 4 VIII.a.1 Term of Office

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

#### 8 ***VIII.b Representation to other Entities***

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

#### 10 ***VIII.c Meeting Operations***

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

#### 36 ***VIII.d. Policy Changes***

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

# Appendices

Included:

Appendix A: State FFA Authorization Form

Appendix B: State FFA Application for State Citation

Appendix C: State FFA Honorary Keystone Application

1 **Appendix A: State FFA Authorization Form**

2  
3  
4  
5 FFA Event Participating In

Last name, first name of student

6  
7  
8 Date of Event

Last name, first name of chaperone

9  
10  
11 Student's School

12  
13 **PENNSYLVANIA FFA OFFICIAL STATE AUTHORIZATION FORM**

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

17 **STUDENT INFORMATION:**

18 Chapter Name: \_\_\_\_\_ County: \_\_\_\_\_

19 Birth date: \_\_\_\_\_ Sex: \_\_ M\_\_ F Home Phone #: \_\_\_\_\_

20 Parent/Guardians Name(s): \_\_\_\_\_ Work Phone #: \_\_\_\_\_

21 \_\_\_\_\_ Work Phone #: \_\_\_\_\_

22 Student Street Address: \_\_\_\_\_

23 Town, State, Zip: \_\_\_\_\_

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

25 Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

26 **MEDICAL INFORMATION:**

27 Insurance Company: \_\_\_\_\_ Policy No. \_\_\_\_\_

28 Current Medication being taken: \_\_\_\_\_

29 Medicines allergic to: \_\_\_\_\_

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

31 Family Doctor: \_\_\_\_\_

32 **RULES OF CONDUCT:**

- 33 1. To conduct myself in a manner that will be a credit to FFA, my school, my family and myself.  
34 2. To abide by the FFA code of Ethics as printed in the Official FFA Manual.  
35 3. To abide by any additional rules set for the specific FFA event attending  
36

37 **AUTHORIZATIONS:**

1  
2  
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28

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 expense.

(Date) \_\_\_\_\_ (Students Signature) \_\_\_\_\_

I hereby authorize \_\_\_\_\_ to chaperone my son/daughter. I give my consent for this chaperone to enforce the rules of conduct.

(Date) \_\_\_\_\_ (Parent/Guardian Signature) \_\_\_\_\_

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

(Date) \_\_\_\_\_ (Parent/Guardian Signature) \_\_\_\_\_

I agree to chaperone the above-mentioned student.

(Date) \_\_\_\_\_ (Chaperone) \_\_\_\_\_

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

(Date) \_\_\_\_\_ (Administrator's Signature) \_\_\_\_\_  
(Administrator's Emergency Phone Number) \_\_\_\_\_

- Copies: Advisor
- Event Coordinator
- State FFA Office

1 **Appendix B: PA FFA Application for State Citation**

2  
3 PENNSYLVANIA FFA ASSOCIATION  
4 APPLICATION FOR CITATION AWARD  
5

6  
7 **REGION:** \_\_\_\_\_  
8

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

12 Name of Firm: \_\_\_\_\_

13 Individual Representative of Firm: \_\_\_\_\_

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

15 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_

16 Nature of Business:  
17

18 Years of service to FFA: \_\_\_\_\_  
19

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

22 County Level:  
23

24 Area Level:  
25

26 State Level:  
27

28 Value of Support:  
29

30 List of chapters served: \_\_\_\_\_

31 Submitted by: \_\_\_\_\_ FFA Chapter: \_\_\_\_\_ Advisor

32 \_\_\_\_\_ FFA Chapter: \_\_\_\_\_ Advisor  
33  
34  
35

36 Must be submitted by **April 1<sup>st</sup>** to the State FFA office.  
37  
38  
39

1           **Appendix C:                   State FFA Honorary Keystone Application**

2  
3                                   PENNSYLVANIA FFA ASSOCIATION  
4                                   APPLICATION FOR  
5                                   HONORARY KEYSTONE DEGREE AWARD  
6

7  
8   **REGION:** \_\_\_\_\_  
9

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

13   Name of Nominee: \_\_\_\_\_

14   Address: \_\_\_\_\_

15   City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_

16   Years of Services to the FFA: \_\_\_\_\_

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

19   County Level:

20  
21   Area Level:

22  
23   State Level:

24  
25   Value of Support:

26  
27   List of chapters served: \_\_\_\_\_

28  
29   Submitted by: \_\_\_\_\_ FFA Chapter: \_\_\_\_\_ Advisor

30                                   \_\_\_\_\_ FFA Chapter: \_\_\_\_\_ Advisor

31  
32  
33   Must be submitted by **April 1** to the State FFA office.

