



SUBSTATE LEADERSHIP DEVELOPMENT EVENTS HOST HANDBOOK

A Guide to assist New York FFA Chapters with hosting and competing in Leadership Development Events.

Please direct any Leadership Development Event Questions to:

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Important Handbook Notes

- All contest rules and rubrics can be found at nysffa.org
- Substate hosts will be utilizing the Online rubric system if they have access to required technology. Approximately 50-60 devices with internet connectivity will be necessary.

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SECTION A

General Information



Section A

General Information

Events

The New York Association of FFA makes available thirteen Leadership Development Events for its members.

Junior Individual Leadership Development Events

- Jr. Creed Speaking
- Jr. Extemporaneous Public Speaking
- Jr. People in Agriculture
- Jr. Prepared Public Speaking

Senior Individual Leadership Development Events

- Employment Skills
- Sr. People in Agriculture
- Sr. Creed Speaking
- Sr. Extemporaneous Public Speaking
- Sr. Prepared Public Speaking

Team Leadership Development Events

- Agricultural Issues
- Parliamentary Procedure
- Conduct of Chapter Meetings (students must be in grades 7-9 ONLY)

Eligibility

Any FFA member competing in a leadership development event at the substate level must be currently in Junior High/Middle School (Grades 6-8) or High School (grades 9-12), enrolled in an agricultural education program and a current, bona fide dues paying member in good standing with the local FFA chapter, state FFA association and the National FFA Organization at the time of his/her participation. Each event has unique age and membership eligibility requirements – FFA advisors are responsible for assuring their students meet requirements for participation as outlined on individual event rules and regulations. Students competing at substate leadership development events must qualify at their district level event.

Eligibility for Graduation Seniors: Members competing at State and National Level events may be a current graduate of their high school in order to finish the level to which they have advanced. Students may compete in LDEs/CDEs on the National, Big E or State Fair level the first summer/fall after they have graduated high school. The participant, while in school, must be enrolled in at least one agricultural education course during the school year and/or follow a planned course of study; either course must include a supervised agricultural experience program, the objective of which is preparation for an agricultural career. The National FFA Constitution provides flexibility to meet the needs of students enrolled in non-traditional programs. For this purpose, a student must be enrolled in at least one agricultural education course during the year they participate in an event.

FFA members may advance to a national level event in only one CDE/LDE per year. If a member wins more than one event at state level, they must select the CDE/LDE in which they will advance. Once a member has won a state level event and advanced to the next level of competition (if available), they cannot compete in that event again at any level. Big E or Harrisburg participation does not disqualify a student from future participation.

When applicable, members must compete in their own district or sectional event. If a member cannot attend a scheduled district or sectional event, the competitor may not participate in another district or section event. District and sectional hosts are encouraged to accommodate members who may have a conflict with the event date, but the district host is not required to hold a separate event for those individuals. District and Sub-State events should be scheduled no later than July 1st of the previous year. The event may be rescheduled in the event of inclement weather and snow dates should be proposed at the setting of the initial competition dates.

Disqualification

The following infractions will disqualify a speaking event participant:

- A. Not submitting the proper bibliography for a prepared manuscript.
- B. Proof that plagiarism has occurred.

C. Cheating. Any participant sharing information at the event site with another participant will be disqualified. This includes sharing questions asked during the event or other information that would give someone a distinct advantage in the event.

D. Unauthorized use of personal electronic communication (cell phones, smart phones, iPad, laptops, etc.) devices during an event. Participants will not be allowed to utilize personal electronic communication devices, other than those approved by the event officials, during the entire course of the event. Participants who access personal electronic communication devices without prior approval of the event officials will be disqualified.

In order to advance to the next level of event (i.e. from district to sub-state; from sub-state to state), an individual and/or team must have qualified at the qualifying event. When qualifying as a team, the minimum number of participants must be present and qualify to advance.

Substitutions

Substitutions are allowed on teams when moving from one event level to the next. Students can be replaced or added to a team not to exceed the number of students listed in the eligibility requirements of that event (3-7 members for Ag Issues, 7 for Conduct of a Chapter Meeting and 6 for Parliamentary Procedure).

If an individual in a speaking event is unable to advance to the next level of event, the student must inform the New York FFA Office and the next ranking student in the event will be invited to participate in the next level of event. In the event a student is notified of qualification to compete at the next level after the manuscript deadline has passed, they will be permitted 24 hours to modify their manuscript and submit it electronically without penalty. No substitutions from a chapter are allowed in individual events.

Levels of Leadership Development Events

- **Local:** Speaking events begin at the local level. All local events are under the direction of the local FFA advisors who set local policy for how members are selected to represent their FFA chapter. Local events can be completed at the chapter's discretion prior to their district event. The number of participants allowed to advance to the district event varies in each district. Check with your district trustee to find out if there are any restrictions. There is no state-provided recognition of students at the local level, nor are there state provided materials for contests.

- District: District events are recommended to be held by March 1 and organized by the District Advisor. The District Advisor is the advisor of the current District President. Districts are responsible for assuring their contests provide at least two weeks between their date of competition and the sub-state competition to allow advancing students to make improvements to manuscripts and submit them 10 days prior to the sub-state date for evaluation. There will be one event per contest for each district but districts may choose to break events into multiple dates. Events should be held either immediately after school at the host chapter's school, or during the day on a Saturday. These events, depending on the number competitors and efficiency of the event, may last several hours. All competitors must follow the rules as set forth by the New York Association of FFA. The number of students advancing from each district is determined by membership within the district during the previous membership year. State staff will provide details regarding district advancement prior to February 1st of each calendar year.
- **Sub-State: Sub-State events shall occur as set by the Board of Trustees. Dates are recommended to occur on the same Saturday as close to the end of March as possible. Accommodations should be made to avoid the Easter holiday and school breaks should be taken into consideration – it is the responsibility of teachers to bring conflicted dates to the attention of the board. Chapters who want to host a Sub-State event shall submit a letter requesting so to the NYS FFA Governing Board who will make the final decision at the June meeting the year before the event. The Board will designate three regional Sub-State locations and set the date for the competition. The top two competitors at each sub-state will advance to state competition. Top three placing teams or individuals will receive plaques at the sub-state competitions.**
- State: All state level leadership development events are held in conjunction with the State FFA Convention. The state events will be coordinated by the State FFA Director and FFA Program Specialist prior to the Convention and the FFA Program Specialist at the State FFA Convention. All competitors must follow the rules in each of the specific speaking events as set for by the New York Association of FFA. Select LDE winners will be featured onstage during general sessions throughout the convention. Top three placing teams or individuals will receive plaques at the state convention. First place teams competing in the National FFA Convention will receive a travel stipend. If additional funding is available, Big E competitors may also receive a travel stipend. See specific contest rules to confirm if additional funding is available.

- **National:** The following events advance to the National FFA Convention: Jr. Creed Speaking, Conduct of Chapter Meetings, Sr. Prepared Public Speaking, Sr. Extemporaneous Public Speaking, Agricultural Issues, Parliamentary Procedure and Employment Skills. Individuals/teams selected as state winners will advance to the National Event. All rules set forth by the National FFA Organization are followed at this level. All Leadership events must be certified by the State FFA Program Specialist and verified by the local FFA Advisor through the Declarations and Certification page by June 1. If an individual/team is unable to compete at the National Event, the second-place individual/team will be offered the opportunity to compete. It is the responsibility of the advisor of the winning individual/team to coordinate travel to the National FFA Convention and the national event.

Hosting Substate Leadership Development Events

It is the hope of the NYS Association of FFA that all chapters take turns hosting substate leadership development events so that travel pressures and responsibilities are distributed equally among the chapters. Chapters that are at geographic extremes may choose not to host the event because of travel requirements for the other participants, however, all chapters will be considered as possible hosts regardless of their location. First year teachers are discouraged from hosting because of the enormity of the responsibility.

Substate event dates, times and locations will be set prior to the start of the school year. In the event of a weather or emergency-related rescheduling, State Staff will notify all participants as soon as possible. It is the responsibility of the substate host to select judges for each event and coordinate all material provided to them in the Substate Leadership Development Event Host Handbook provided by the New York FFA Office. Substate hosts are encouraged to ask chapters to bring judges if the need arises.

Each host shall reference the Substate Leadership Development Event Handbook for step by step information on how to run a speaking event in addition to all of the necessary rules, scorecards and result sheets

Special Needs

Any participant requiring special assistance must contact the host of the event so all possible opportunity is given to address the member's needs.

Specific requests must be made at least 10 days in advance to allow for accommodation.

Awards

The State FFA Association provides plaques for all first through third place teams and individuals. The State FFA Association will cover the registration cost for any student advancing from Substates to State convention.

Tests, Speaking Topics, and Questions

Tests, speaking topics and questions are considered confidential information. Only the judges will be permitted to view this information. It will remain sealed until the start of the event. This information includes Creed questions, Extemporaneous Speaking topics, Conduct of Chapter Meetings items of business and Parliamentary Procedure items of business.

This confidential information is provided by the New York FFA Program Specialist. Once an event is completed ALL confidential information must be returned to the New York FFA Office. Advisors and competitors are not allowed to reproduce this information. Once all the events have been held, some information may be available to advisors to help prepare their students. No score cards will be returned to students.

Official Dress

Proper Official Dress is HIGHLY RECOMMENDED at all levels of Leadership Development Events. Proper Official Dress Guidelines are found on page 28 of the Official FFA Manual.

Proper Official Dress consists of the following:

- An official FFA jacket zipped to the top.
- Black slacks and black socks/nylons or black skirt and black nylons.
- White collared blouse or white collared shirt.
- Official FFA tie or official FFA scarf.
- Black dress shoes with closed heel and toe

Note: Official garb of recognized religions may be worn with Official Dress. Also, appropriate personal protective equipment may be used with Official Dress.

Procedure for Starting New FFA CDE/LDE

The development of new Leadership or Career Development Event proposals is the responsibility of the FFA Governing Board. New CDE/LDE proposals may be submitted in writing to the Governing Board by a local FFA Chapter, FFA Trustee, FFA State Officer, or NYAAE Executive Council. CDE/LDE proposals are to include: rules, eligibility, budget of proposed costs, proposed source of funds, award structure, below State level elimination, dates, venue (i.e. State Fair, FFA Convention, etc.), suggested superintendent and assistants, and a required justification including relationship to curriculum and industry needs. CDE/LDE proposals, after initial approval, are referred to the FFA CDE/LDE Committee for review and recommendation. The FFA CDE/LDE Committee makes recommendations to the FFA Governing Board to approve for a trial

basis, disapprove, or continue with modifications. The FFA Governing Board will request NYAAE members serve as superintendent and assistants for the CDE/LDE until a non-educator coordinator can be identified. The FFA Governing Board approved Leadership and Career Development Events are conducted on a one-year basis with evaluation by FFA CDE/LDE Committee.

The FFA CDE/LDE Committee will make recommendations on the CDE/LDE continuation and revisions to FFA Governing Board. The FFA Governing Board will endorse or reject the new Career/Leadership Development Event following the one-year trial.



Commonly Asked Questions

Q: How many events is a student allowed to participate in?

A: A New York FFA member may participate in multiple CDE/LDE up to and including the state level. However, if the member wins more than one state level CDE/LDE, they must select ONE in which to advance to Nationals. A student that does not compete at Nationals is eligible to compete in the same competition again. In an event that does not advance beyond the state level, any student that has won a contest as an individual or as part of a team is ineligible for future competition in that CDE/LDE.

Q: What happens if the first or second place individual/team that is to advance to the next level of event cannot compete?

A: If either the first or second place individual, depending upon the level of event, cannot compete in the next level of event, the next individual/team in line will be asked to compete. Advisors of teams that are unable to advance to the next level must inform the FFA Program Specialist as soon as possible to allow for the notification, certification and preparation of the competing team.

Q: If there is only one individual or team competing in an event at the district event, do I or our team still need to compete?

A: YES. Any individual or team who wants to advance to the next level of event must compete in the prior level event even if they would automatically advance based on the number of competitors.

Q: Can I use props in my Prepared or Extemporaneous Speech Presentation?

A: No. Props are not allowed at any level of these events. In fact, if the rules do not specifically condone them, visual aids are not allowed in any CDE/LDE.

Q: Can people sit in and watch member competing in the various events?

A: An open-door policy for those who wish to observe the event can be permitted at the discretion of the District Contest host. However, no one can enter or leave the room during a participant's performance. If an open-door procedure is used at the event site, there MUST be a holding room for competitors in the Creed events as the same questions are used for all participants. If participants wish to have a closed-door policy, advisors in attendance at that event shall decide. Competitions at the state level have an open-door policy as previously determined by the Governing Board but observers must wait for the contest coordinator or courtesy corps to allow them to enter or leave the room.

Q: Who should break a tie in a speaking event?

A: Each LDE has its specific rules concerning ties. If the Sum of the Ranks is used, ties will be broken based on the greatest number of low ranks. The participant's low ranks will be counted and the participant with the greatest number of low ranks will be declared the winner. Please see the Master LDE Tie Breaker sheet attached to this document for further tie breakers.

Q: When and to whom are the manuscripts to be sent for the Prepared Public Speaking Event and the Resumes and Cover Letters for the Employment Skills Event?

A: The Prepared Speaking manuscripts and Employment Skills materials must all be POSTMARKED OR EMAILED TEN DAYS (this is at the hosts discretion) before the scheduled event and sent to the host advisor coordinating the event. Agricultural Issues Portfolios must be submitted on the day of the State Convention competition.

Q: Can I make changes to my Prepared speech manuscript, or Employment Skills materials after I have competed?

A: YES! Changes are encouraged between events. Your most recent materials must be sent to the host advisor POSTMARKED ten days before the event.

Q: Are there published Extemporaneous Speaking Event topics that the participants can practice and study?

A: No, there are no official prepared topics for participants to practice with before the event. The first time the students see the topics will be at the event. Refer to the rules of the Extemporaneous Speaking event to see what general topic areas will be covered.

Inclement Weather Policy for New York State FFA Events

In cases of actual or anticipated inclement weather that causes a State event to be cancelled or rescheduled, state staff will inform all participating schools by 3pm the day before the event is scheduled to begin. If the event has a snow date previously scheduled, the event would then revert to this date. If a school anticipates not being able to attend an event due to inclement weather in their area, they should notify state staff by noon the day before the event begins. This does not mean that the event will be automatically cancelled; please see specific information regarding this below in sections A-F. After the posted registration deadline, cancellations will not be accepted and refunds will not be issued unless in the event of an emergency (i.e. - weather related interstate closings, school closings, etc.) and is approved by the State FFA Governing Board based on the specific event information provided below in sections A-F. In the event of an emergency, written appeals for registration fees can be made to the New York State FFA Governing Board 30 days after the close of the event. No refunds will be given or approved on site. Registrations may be transferred between students or chapters as long as state staff are notified of the changes. Transfer of registrations will be permitted only as the capacity of the hotel, rooming and event space allow.

A. Leadership Conferences:

i. In case of inclement weather causing a New York State FFA leadership conference (AIM, 212/360, State Convention, State Leaders Experience, ACCESS, and State Officer Selection) to be cancelled or rescheduled state staff will notify all participating schools by 3pm the day before the event is scheduled to begin. If this happens, state staff will work with the host facility to determine if the event can be rescheduled or determine if payment can be refunded or not. If payment is required there will not be refunds issued to participating chapters. If payment can be partially or fully refunded each participating chapter will be refunded the corresponding amount.

B. State Fair:

i. In case of actual or anticipated inclement weather, schools need to contact state staff by noon the day prior to the start of the State Fair event. Should less than 80 % of the schools be able to participate in State Fair events, the event would move to the backup date. If there is not a backup date scheduled for this event, state staff will work with the host to determine an alternative date or reschedule these events at a different location and time that will be provided to advisors as soon as that is determined.

C. Empire Farm Days:

i. In case of actual or anticipated inclement weather, schools need to contact state staff by noon the day prior to the start of the Empire Farm Days event.

Should less than 80 % of the schools be able to participate in Empire Farm Days events, the event would move to the backup date. If there is not a backup date scheduled for this event, state staff will work with the host to determine an alternative date or reschedule these events at a different location and time that will be provided to advisors as soon as that is determined.

D. Sub-State Events:

i. In case of actual or anticipated inclement weather, schools need to contact the host site and state staff by noon the day prior to the start of the event. Should less than 80 % of the schools be able to participate in a Sub-State event, that region's event would move to the snow date. If a chapter is unable to attend, but did not notify the host or state office by noon on the day before their Sub-State's event, then those students that are unable to attend will be deemed ineligible and the event will proceed as scheduled. Students must participate and place at their Sub-State event to move on to State Convention. There will be no make-up date for Sub-State events unless the event is cancelled and moves to the snow date.

E. District Events:

i. District Events are facilitated by each District and not by the New York State FFA Association. Therefore, it is the responsibility of each District to develop their own Inclement Weather Policy. The NYS FFA Association recommends that each District follow a similar policy as the Sub-State Events Policy listed above in section D. Each District must provide state staff with their policy. Students must participate and place at their district events to move on to Sub-States.

F. Inability to Host on Snow Dates:

i. In the event that an activity was moved to the scheduled snow date but the event cannot be held on that date, New York FFA State Staff will determine how to proceed on a case-by-case basis.

SECTION B

Setting Up Substate Leadership Events



Section B

Steps for Setting up a District Event

Start Early!

Setting up your substate speaking event is not as difficult as you may think. The most common advice given by past hosts is to get started early. This will help the event run smoothly and be more enjoyable for you as a host, for the students and teachers participating, as well as for those judging the event. Remember, FFA Advisors must seek approval from school administrators for travel – some must complete paperwork a year in advance. Planning early is crucial for the success of the event.

Selecting a Date

Sub-States will always be the second to last weekend in March with the snow date being scheduled for the next week. Make sure to avoid conflicts with other events. If using university judges consider coordinating the date of the event with their availability (i.e. winter break). Once the date (and a snow date) is confirmed, contact the New York State FFA Office so that it can be publicized.

Sub-State competitions will follow the inclement weather policy developed by State Staff and the Board of Trustees.

Contact the Chapters

Information from the Substate Hosts must be sent to the chapters in the corresponding substate no later than February 1st for substate events so all chapters know about the details of the event including:

- A. Start time.
- B. Directions and parking instructions.
- C. Where, when, how and to whom to submit copies of manuscripts, resumes and cover letters. Hosts can decide to collect manuscripts electronically in addition to, or in lieu of, receiving postmarked manuscripts. This is a local decision but must be communicated. State staff is also available to assist with electronic document collection. Please contact Kelsey O'Hare at kko8@cornell.edu to discuss this option.
- D. Registration information.
- E. Number of judges to bring.
- F. Meal arrangements and applicable costs.

- G. Participants in the Parliamentary Procedure Event must wear name badges (measuring about 3" x 5") so that they are clearly identified for the judges. Name tents may be substituted.
- H. All participants must be active, dues paid members at the time of participation in the district and/or sub-state event.
- I. Finally, OFFICIAL FFA DRESS is strongly recommended as defined on page 28 of the Official FFA Manual.

Selection Judges

Three judges are needed for each of the leadership events – however if contests have more than 10 participants, you may need to run a competition in flights. Each flight should have three separate judges. It is always a good idea to select people who are familiar with agricultural topics, communications, FFA, etc. Judges may evaluate more than one event depending on the number of participants. For example, judges may be able to judge Jr. and Sr. levels of the same event at the district level. Judges may include: School teachers or coaches from the host school or neighbouring schools, principals, guidance counsellors, FFA alumni members, retired teachers, Farm Bureau members, farm/commodity organizations, farm/agribusiness related individuals, civic organization leaders (Women's Clubs, Kiwanis, Rotary, Lions, Toastmasters etc.), university representatives, or agricultural education instructors in schools not having participants in particular events just to name a few. Parliamentary Procedure judges should have prior knowledge of the contest.

Some hosts choose to have an English professor score speech manuscripts or other documentation (resumes and cover letters) prior to competitions. If this is the case, this information must be distributed in advance of the competition. The advanced scoring of manuscripts makes prepared speaking contests move more quickly, but all judges should be provided a copy of the manuscripts for their reference in advance of the competition.

Orientating Judges

Once judges have been selected, it is important that they receive a copy of the rules and scorecard in advance of the event so they can review and ask questions. Online judging tutorial videos may also be available through the state office. Judges for the prepared speaking and job interview events are expected to review the manuscripts and resumes prior to arriving at the event. Job interview judges require one set of scorecards for each participant in the event.

The day of the event, make sure to have an orientation meeting with judges before the event begins. Judges need to understand the rules and procedures for their event and know what to be watching for when judging. Ask all

judges to report to your school 1 hour before the start of the event. This is a great time to answer any last questions your judges may have and help them feel comfortable with what you have asked them to do. The final 30 minutes will give the judges an opportunity to remind themselves of the rules and get prepared to judge their event, as well as allow the host advisor to answer any questions from arriving FFA chapters for the competition.

The judges are the individuals who make the final decision of the placing of the participants in the event. They should make individual decisions and do not need to come to a consensus. Judges should understand the process of using a sum of the rank sheet prior to leaving orientation and that group deliberation should not occur. They also must use their best judgment in determining penalties for prompting, use of notes, etc. The decision of the judges is final.

Judges must return confidential information used during the event. Judges should be asked to write clearly and check the spelling of names as their sheets will be used for producing awards for the participants. Ask judges to rank all students from first to last – teachers will ask for these results. At least one judge from each room should leave their phone number with the results in case there are questions after the judging is complete.

During orientation, emphasize the importance of completing a Judge's Comment Card for each participant or team. Contestants will not receive copies of the judge's score sheet. Many scorecards include information about multiple competitors – in these cases, nothing but comment cards are available for feedback (and ultimately improvement) for competitors.

Thank you(s) and Gifts

Make sure to thank your judges for their time. A small gift of appreciation is always nice. A handwritten thank you note after the event can have as much value as a purchased gift.

Tabulation Room

A separate area should be designated by the host of the event to monitor and aid judges with the online rubric system:

<https://nysffa.cac.cornell.edu/Contest>. The judges are to use a device with access to internet to report their scores electronically through the state's rubric website. The rubric system will allow the host to manage all scorecards, official results, and confidential information. There should be two adults assigned at each district event to manage results and judges. These people will be provided with a training video and live question opportunity in advance with state staff, and Kelsey O'Hare will be on call during events to assist with any questions or issues (607)254-3287. The rubric system has usernames and passwords for individuals, so access is controlled by account.

This allows for each district to have an account for the host to manage results and confidential materials, an account for general data entry, and accounts for each of their judges. A responsible student available in advance and in attendance at the conference may serve as a data entry personal. They will add the names and school of each participant and assign them to the contests they are participating in based on the collected registration and update as needed through the event day. This must start in advance, so manuscript judges can access their students' rubrics. Students that did not compete should be removed from the system before the final results are confirmed. In the event day tabulation area, all judges must turn in any materials, verify their results, and sign the proper documents before leaving the event site.

A designated volunteer can manage materials for distribution to FFA chapters. Scorecards should not be returned. Comment cards are in the online rubric system, they can be accessed by the host and data account for each chapter to be downloaded as a PDF and emailed or printed and returned. All contests must be completed before these reports are pulled to ensure all comments are included for each chapter. The rubric system automatically updates, so the host results report will be collected online by state staff and results can be viewed online using the results link:
<http://nysffa.cac.cornell.edu/Contest/Results>

If data is managed effectively, the following information will be accurately collected through the online rubric system:

- Number of students participating
- Number of teams participating
- Number of chapters participating
- Numerical ranking of results for all participants.

Speech Manuscripts, Resumes and Cover Letters, Agricultural Issues Portfolio & Sr. People in Agriculture Written Summary

Advisors are expected to send three copies of each prepared speakers' manuscript, three copies of each job interview participants' resume and cover letter, Agricultural Issues portfolio and Sr. People in Agriculture Written Summary postmarked ten days before the event date or 25 points will be deducted for each school day it is late. While faxed copies are acceptable, the quality is often poor and detracts from the presentation. In recent years, many hosts have chosen to have electronic copies sent to them via email. This is at the discretion of the host and their access to copiers.

Prepared Speaking manuscripts, Employment Skills resumes and cover letters, Agricultural Issues Portfolios and Sr. People in Agriculture Written Summaries should be sent to the judges before the actual event date. This will give the judges plenty of time to develop questions and review the written materials since each participant receives a score for the written documents as well. If your event has a separate manuscript judge, you must make that information public to the people competing in events. Often having a manuscript judge evaluate speeches & job interview documents will help your event move quickly.

No student should be disqualified by a manuscript judge if they have some sort of citation/bibliography. Manuscript judges can only disqualify a student if there is NO citation or bibliography for a required document or if there is proof of plagiarism. Incorrect citation is only cause for a loss of points.

Timers

Two timers are required for Prepared, Extemporaneous, and Parliamentary Procedure. One timer is required for Employment Skills. Note: It may be possible to use only one timekeeper for each event, however, two timekeepers help in making sure that the correct time is recorded. Judges may serve as timekeepers if necessary. Students or young alumni make phenomenal timekeepers if clearly instructed about their responsibilities.

Door/Hall Monitors

FFA members may serve as door/hall monitors to make sure no one enters or exits event rooms while a participant is presenting. Noise must be kept to a minimum in the hallways. Monitors need to make sure that once someone enters the room for an event that they stay in the room until the entire event is completed especially for Creed and Parliamentary Procedure to avoid confidential questions from being shared with those who have not yet participated.

Holding Rooms & Monitors

It is required to have a monitored holding room for participants in the Creed and Extemporaneous contests, since the same questions are asked of each participant. There has been a problem with students from the same school revealing questions or topics before their fellow contestants have presented. Advisors should bring this to the attention of those scheduling events.

One individual is required in the preparation room for the Extemporaneous Event. This individual should be a FFA advisor or another adult to check materials brought into the Prep Room. The contestants are limited to five items that meet the following guidelines:

- A. One notebook or folder of collected materials containing NO more than 100 pages – single sided, or 50 pages double sided

B. Printed materials such as books or magazines.

Notes or prepared speeches by the participant or notes prepared by another person for the purpose of use for this event are prohibited.

The reference materials should have been selected by the participant before the day of the event and brought with them to the event site. They are not allowed to select their references after the topic has been selected.

If topics are not pre-cut, the host advisor may need to cut the topics for the Extemporaneous event just before the first participant selects a topic. The envelopes are to remain sealed until just prior to the first student entering the prep room for official drawing.

The host advisor must make copies of the Parliamentary Procedure test and the motion sheets to provide one test per participant and one motion sheet per team. The advisor should cut and indicate assigned motions, or the judges can do so. Students should not write on provided motion cards.

If possible, holding rooms may serve multiple purposes. It is key, however, that the coordinator of that room understands the management of every competition held there. For example, creed competitors may wait in the extemporaneous prep room without compromising either contest.

Room Set-Up

Rooms should be located in one general area whenever possible.

Creed, Prepared, Extemporaneous Speaking and People in Agriculture: A regular classroom set up is fine for these events. The participant will stand in the front of the room and the judges should be spread throughout the classroom.

Agricultural Issues: A regular classroom is fine – students with specific A/V or space needs will need to communicate with the host site in advance to assure accommodations are possible. Hosts should anticipate a need for a projector and screen and schedule a room that can accommodate those. If this is not accessible, please share this information with attendees well in advance of the event.

Conduct of a Chapter Meeting: See diagram in host handbook.

Parliamentary Procedure: See diagram in host handbook.

Employment Skills: Set the room as a job interview would occur, with a table for the judges and a chair out in front of the table for the participant. Applications should be filled out and returned BEFORE the contest date (with other required materials), but, in the event that this is not submitted early, a holding room with access to the application should be available. A “secretary” should be in the room so students can return their application.

Event Program

Select a location in the school where everyone can gather for a brief opening to the event. Below is a sample agenda you could follow for beginning an event.

- Welcome from the advisor
- Welcome from a school official
- Welcome from the State FFA Officer (if present)
- Explanation of how the event will operate, if there are any special rules to point out and location of the various rooms.

Some advisors have even put together a printed program for participants including room numbers for each event, judges, timekeepers, names of other individuals helping with the event and a thank you to them, a list of the schools in that district and other acknowledgments.

Registration Table

Have an area set up where each participant and/or team checks in as they arrive at the event site. Once everyone has arrived, draw for the order of participation if you haven't established the order of event before this time. Remember, some people may be competing in more than one event so make sure to make adjustments in your order so you are not delayed waiting for someone. *You should have extra 3" x 5" white index cards and pins available for Parliamentary Procedure teams and for Extemporaneous speakers in the preparation room.

NOTE: A list of expected competitors will be provided to the substate host based on District LDE results.

Lunch/Refreshments

Sub-State competitions typically run from 9am until 1-2 in the afternoon, because of this, it is required that lunch is served for all participants and judges. New York FFA will provide a monetary amount per person attending. This amount will be decided each year by January 1st. It is nice to have light refreshments available for you morning judge orientation. This could be water and granola bars that could be taken to the contest room or coffee and muffins to be enjoyed during the meeting. This cost is not covered by the State FFA Association. It is the discretion of the Sub-State host to charge a registration fee to cover judge thank you and contest supplies.

Plan to have a volunteer bring meals to judges who may not be able to leave their competition rooms. This is a great job for a non-competitive student and may be an excellent time to deliver a few words of thanks to the volunteer judges.

Award Presentation

Results should be given on site for event winners so they can be recognized and begin preparing for the next level of event – if applicable. New York FFA provides plaques for the 1st-3rd place teams and individuals.

- Introduce the judges of the event and let winners know they can speak to the judges after the winners are announced.
- Announce that the top two winners advance to the State Convention in May.
- Finally, announce winners – 3rd place first; 1st place last. If there are more than 3 participants, do not list the ranking of the participants that do not place. Be sure to record rankings for all students and allow teachers to see these results if asked. All results will be shared with the list serve after the event so it is pertinent to keep records of all student placings, even in flights.

State Officer Role

Each Sub-State location will have two state officers and one State Staff person in attendance. One State Officer will be assigned to assisting in the District President Nominating Committee Process. The other State Officer in attendance can be assigned to run scores back and forth from contest rooms to the scoring rooms, interact with students in the waiting room, be a hallway monitor, etc. District Presidents may also be available to assist in the day's events. Some may be competing but can be scheduled earlier in the day if needed to assist with any processes throughout the day. A State Officer or District President SHOULD NOT serve as a judge for any event.

Submitting Results

If utilizing the online rubrics all information needed to ultimately be captured into the electronic rubric system. Questions can be directed to the FFA Program Specialist at kko8@cornell.edu. With the host use of the rubric website, every student be listed with first and last name as well as FFA chapter in addition to overall ranking.

If utilizing paper scoring, all participants must be ranked and rankings provided to the State FFA Office within one business day. An excel file template for results will be shared with district hosts.

When contests are conducted in flights, the set up and ranking will be available in the rubric system.

The distribution of total contest results by the State FFA Office depends upon the timely and complete information received from District host. Results should be finalized on the rubric website the next business day so that it can be distributed to advisors and processed for the next round of competition.

Suggestions from Past Hosts

Below are suggestions from past hosts. Use those that you feel can add to your event. They are not required.

- A. Strongly urge advisors to send in their pre-registration and make sure it is accurate. Although this is not a requirement, make sure advisors understand that you need that information to efficiently prepare for the event. Encourage advisors to avoid last minute cancellations!
- B. Give certificates to all participants. Create something nice but simple on your computer.
- C. Make a judge's packet for each judge. Envelopes that contain extra sets of rules, paper for participants, judges score sheets. Everything the judges need!
- D. Plan Ahead! Plan Early! Have Plenty of Help! Start early and contact local businesses for judges.
- E. Assign each advisor in your district to an event. These advisors can then serve as an event superintendent to oversee an event and answer questions judges may have.
- F. Use two-way radios. Give one to a responsible student at the registration table and the other to the advisor. This is a way the students could contact the advisor at any time if questions arise.
- G. Each school in the district suggest up to 3 judges for the event to help host locate enough judges. Have a couple back up judges if some don't show.
- H. Make your own special thank-you's for the judges. Provide each judge with a pen set or FFA portfolio as a thank you. This was presented the day of the event so there was no "after the event work." Another idea is to present flowers to judges as a thank you.
- I. Put handbook in a three-ring binder and follow it. Everything is there that you need.
- J. Have a checklist for each event. We forgot to get a gavel out for Parliamentary Procedure. Checklists help make sure you have everything you need.
- K. Organize forms by each event as a sub packet. Everything needed for Parliamentary Procedure, everything needed for Prepared, etc.
- L. Have one central location for Registration/ Information- where anyone can go if they have a question.

Substate Speaking Event Check List

- Set date and time for event and contacted New York FFA Office.
- Sent event information to district chapters
- Send out a press release to local area announcing the event.
- Contacted 3 judges for each of the following events...
- Jr. Creed _____, _____, _____
- Sr. Creed _____, _____, _____
- Jr. Prepared _____, _____, _____
- Sr. Prepared _____, _____, _____
- Jr. Extemp. _____, _____, _____
- Sr. Extemp. _____, _____, _____
- Conduct of Chapter Meetings _____, _____, _____
- Parliamentary Procedure _____, _____, _____
- Employment Skills _____, _____, _____
- Ag Issues _____, _____, _____
- Jr. People in Ag _____, _____, _____
- Sr. People in Ag _____, _____, _____
- Considered the need for additional judges for the following events...
- Sr. Extemp (Extra Flights) _____, _____, _____
- Sr. Prepared (Extra Flights) _____, _____, _____
- Employment Skills (Extra Flights) _____, _____, _____
- Manuscript Judge? (APA expert) _____
- Receptionist to manage Employment Skills _____
- Selected time keepers for each event. (If necessary, borrow stopwatches from the gym teacher or science department).
- Contacted FFA members to serve as door monitors and select an advisor to monitor Holding Room. _____
- Selected an individual to serve as the Extemp Prep Room Monitor.

- Decided which rooms in the school will be used for the various events.

- Selected individuals to operate registration table. _____,

- Contacted school official to give a welcome and put together a short opening for all participants.
- Spoke with District President or State Officer (if applicable) about how they will assist with the event.
- Draw for the event participation order ahead of event (if okay with advisors in your district). Use this to make schedules and share with schools in your district for time transparency.
- Ordered or arrange for refreshments for participants.
- Received CONFIDENTIAL INFORMATION from the New York FFA Office.
- Obtained copies of a job application form from the State FFA website.
- Copied rules and score sheets for judges and sent to them so they have time to review before event. (You can also send them the link from <http://www.nysffa.org/cde/> and provide them with their login information for the online rubric system)
- Copied information for time keepers.
- Sent Prepared Speaking Manuscripts to the prepared speaking judges for review and scoring. If necessary, send manuscripts to manuscript judge specifically.
- Sent Resumes and Cover Letters to the job interview judges for review and scoring.
- Put together a printed program. (Optional)
- Extra index cards and straight pins at registration table and index cards in Extemp Prep room.
- Made extra copies of rules/score sheets for judges.
- Copied Parliamentary Procedure and Conduct of Chapter Meetings materials for number of participants (DAY OF EVENT)
- Rooms set-up and signs placed by doors so participants know where they're competing.
- Have judges sign all official result sheets and collect all confidential information from judges.
- Confirm OFFICIAL RESULT with the New York FFA Office electronically.

Invitation to a Substate Event

Below is a sample of an invitation letter that you can utilize to provide important details about your event. Please be sure to include all advisors in your district on the invitation. Up-to-date lists of advisors by district can be found at <https://aged.cac.cornell.edu/AgEdChapterDistrict>.

December 15, 20_

Dear District Chapters:

Before the rush of the Holiday Season, we would like to provide you with information about the 20_ District Speaking Event which we will be hosting for District (_#_) in January/February. The date of the District (_#_) Event is _____ and will take place at the _____ High School. We will begin registration at _____.

Please park at _____ and enter through _____ when you arrive at our school.

I have enclosed a registration form that must be completed and returned to me by _____. This information is important as we prepare for the events and set up the orders of event.

Below are some general reminders:

Please review all the rules and procedures for the events in the Official Leadership Career Development Event Handbook which can be found online at www.nysffa.org. All participants must follow the rules as published by the New York FFA Office.

All participants must be active, dues paid members at the time of participation in the district event. It is recommended that you bring a copy of your most recent roster.

FFA members participating in the Prepared Speaking Event and the Job Interview Event must include THREE copies of their manuscripts and Job Interview materials (resumes, cover letters and letters of recommendation) mailed to (_____ address _____) and postmarked by (date) or emailed to _____ by _____. If this is not done students will face a 25 points deducted for each school day late.

Participants in the Parliamentary Procedure event must wear a name badge (measuring about 3"x 5") where the name is legibly printed and visible. Name tents may be substituted.

Members participating should be listed as active FFA members on your chapter roster.

Finally, OFFICIAL FFA DRESS IS STRONGLY RECOMMENDED for participation as defined in the Leadership CDE Handbook and the Official FFA Manual.

We look forward to hosting the District Event. If you have any questions, please make sure to contact us.

Sincerely,

(Name of District Host Advisor)

Suggestions for Planning the Order of Events

Over the past several years, Substate Leadership Event hosts have found it very valuable to set up the Order of Events before the actual day of the event. This helps for several reasons:

- A. Participants will know ahead of time when they compete. District hosts can send out a schedule to the chapters or print the Order of Event in the event program.
- B. Setting up the Order of Events before the day of the event assists with the organization of the event so that members who are in multiple events are scheduled so events do not overlap.
- C. A key element to organizing your District Speaking Event is placing students in orders of event that complement each other and allow the District Event to flow smoothly.
- D. Hosts can build the schedule so schools that need to travel further are competing first.

Members are allowed to compete in more than one event. However, it is very important that you know which events these are so that you can place them in an order that doesn't conflict. THUS the Registration Form is a very important tool in organizing the event.

There are four events to watch for as you set up the Order of Events...

- A. Ag Issues
- B. Extemporaneous Speaking
- C. Parliamentary Procedure
- D. Conduct of a Chapter Meeting

If a member is in Extemporaneous Speaking, don't forget they need 30 minutes to prepare before they speak. It is best to start the first participant preparing 30 minutes before all other events. Example: If events start at 4:00 p.m., have first participant preparing at 3:30 p.m., then staggered every 15 minutes.

If that same student is in Ag Issues, it would be good to ask the student to come early so they can be the first one to prepare for the Extemporaneous Event and then when the event begins, you only have to wait about 15 minutes to start the Ag Issues Event.

If a member is on a Parliamentary Procedure team, that team should be scheduled as one of the very first teams or one of the last teams to compete if the member is competing in other events.

Again, there is no exact way to lay out the Order of Event, because various situations can arise depending on the actual number of competitors in each event, but hopefully these suggestions will assist you.

State staff will assist in developing the order of events for Substate LDEs.

Sample Invitation to Judges

December 1, 20___,

Dear _____,

The _____ FFA will be hosting the FFA Substate Speaking Event on (Date of Event) at the _____ High School. In order for the event to run smoothly, we need qualified judges to evaluate each event. We would like to formally invite you or a representative from your organization to judge an event.

The events are judged by a panel of three judges. The top _____ placing members/teams from each event will advance to the Substate Event at _____ High School in March. From there only the top two candidates will be eligible to compete at the State Convention.

As judges you will evaluate FFA members who have put a lot of hard work, dedication, and commitment into preparing for the speaking events in which they are participating. Your job is to select the members who have prepared themselves and their materials the best for this event.

All judges are asked to be present at _____ am/pm on (Date of Event) in the (Location of Judges Orientation). These events are usually completed by _____ pm, as long as everything moves along smoothly. When your event is done, we ask that you report to the tabulation room to submit your results. The awards are then given out and you are free to leave. This is a learning experience and members do benefit from hearing direct input from you. They may ask you questions if you make yourself available.

Please return the attached agreement by _____ so we can send you information regarding the event you would like to judge. If you have any questions, please contact me at _____. We look forward to hearing from you and appreciate your time.

Sincerely,

Name of Advisor

Agricultural Education Instructor/FFA Advisor

FFA Chapter/School Name

Judge's Reply Form

Name _____

Thank you for your interest in assisting with this important part of the FFA organization. Please check events you would like to judge and return this form to me at (address) by (date). You may contact me at (phone or email) should you have any questions or concerns.

- Creed Speaking - Students learn the FFA Creed and recite it from memory. They are expected to answer three questions about the meaning of the Creed.
- Prepared Speaking - Members prepare a script for a 6-8 minute speech. They are judged based on their presentation, manuscript and answers to 5 minutes of questions from the judges.
- Extemporaneous Speaking - Participants draw 3 topics and select one. They prepare a 4-6 minute speech based on their topic 30 minutes before their presentation. They are judged on their presentation, organization of speech and answers to 5 minutes of questions from the judges.
- Conduct of Chapter Meetings - Teams of Junior High students demonstrate their parliamentary procedure skills in a mock meeting environment and complete an exam on the parliamentary procedure. Prior knowledge of the FFA Parliamentary Procedure contest required.
- Parliamentary Procedure - Teams of students demonstrate their parliamentary procedure skills in a mock meeting environment and complete an exam on parliamentary procedure. Prior knowledge of the FFA Parliamentary Procedure contest required.
- Employment Skills - Judges review cover letters and résumés prepared by the participants as well as judge a completed employment application. Participants are also judged on a 10 minute interview. Judges develop questions to ask participants based off the participant's resume.
- Ag Issues – Teams of participants prepare a presentation regarding an issue in agriculture. They have given their presentation to various community groups before this level of event. Judges evaluate and select the best presentation with the most knowledgeable participants.
- People in Agriculture – Junior High or first year Senior High FFA members prepare a brief presentation about various careers in agriculture, focusing on one. Judges ask the participant questions about their presentation and choose a winner.
- Sorry, I will not be able to judge this year.

This reply form can also be collected electronically via Google Forms or another similar platform.

Judge's Material Checklist

Every competition needs the items in the checklist. Junior and Senior Events will need a checklist for each room of competitors, not one for the total group of contests.

Creed Speaking (Jr. & Sr.)

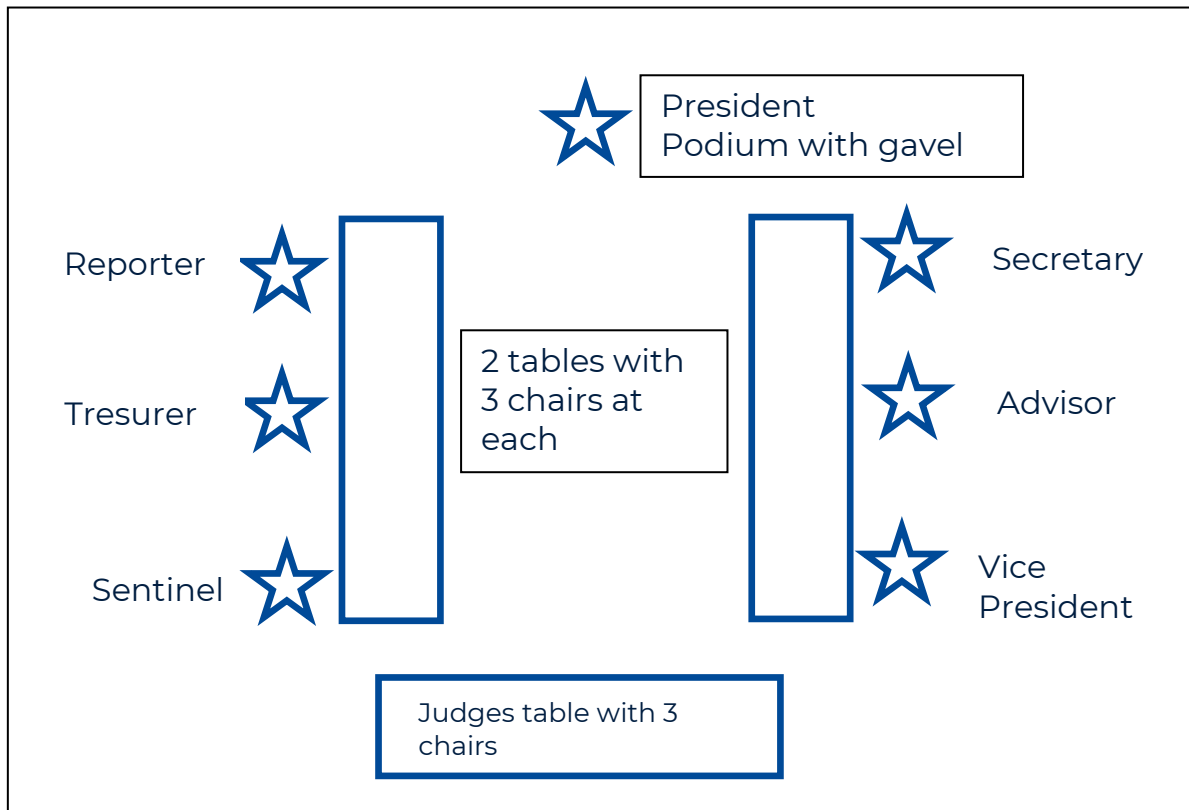
FFA members will recite the Official FFA Creed and answer three questions. Questions are provided by NY FFA and every student will be asked the exact same questions.

- Three judges
- Orientation sheet for judges
- Copy of the FFA Creed Event Rules
- Copy of the Official FFA Creed
- Copies of the FFA Creed Score Card (one per judge, per participant)
not required if using the online rubric system but helpful for judges to have as reference
- Official questions provided by New York FFA Office

Conduct of Chapter Meetings

FFA members compete as a team to conduct a list of items of business and abilities. In addition, questions will be asked following the team demonstration. Teams consist of seven members (grades 7-9). The New York FFA office will provide exams, keys, motion cards and question.

- Three judges
 - Orientation Sheet for Judges
 - Copy of the FFA Conduct of Chapter Meetings Rules
 - Copy of the FFA Conduct of Chapter Meetings Score Cards (one per judge, per team)
- *not required if using the online rubric system but helpful for judges to have as reference*
- Items of Business and Questions provided by the New York FFA Office
 - Pre-set room according to diagram below. Podium, gavel, tables, chairs, motion cards and paraphernalia should be pre-set before the first team enters the room. Each participant should have blank paper and a writing utensil at their station.



Prepared Public Speaking (Jr. & Sr.)

FFA members prepare a speech on an agriculturally-related topic. Participants must submit manuscripts before the event for judges to review. Judges will ask five minutes of questions regarding the member's speech after the member's presentation is complete. Questions are developed by the judges. If flights are used due to high participant volume and manuscripts were not judged by a single manuscript judge, only presentation scores should be considered in the final ranking of contestants.

- Three judges
 - One Timer
 - Orientation Sheet for Judges
 - Copy of FFA Prepared Public Speaking Event Rules
 - One copy of the manuscripts from each participant for each judge
 - Copies of FFA prepared Speaking Score Card (one per judge, per participant)
- *not required if using the online rubric system but helpful for judges to have as reference*

Extemporaneous Public Speaking (Jr. & Sr.)

FFA members draw 3 topics and select one topic from a pool of 12 possible topics at the event site. The member then has 30 minutes to prepare a speech on the selected topic. Judges will ask five minutes of questions regarding the member's speech after the member's presentation is complete. Topics are provided by the New York FFA Office. Questions are developed by the judges.

- Three judges
- One timer
- Orientation Sheet for Judges
- Copy of FFA Extemporaneous Speaking Event Rules
- Copies of FFA prepared Speaking Score Card (one per judge, per participant)
not required if using the online rubric system but helpful for judges to have as reference
- Provide the judges with an official list of topics provided by the new York FFA Office from which each student has selected a topic
- Questions will need to be developed by the judges from the topic on which the student speaks

People in Agriculture (Jr. & Sr.)

FFA members prepare a poster regarding careers in agriculture. They do an in-depth write-up of one career in which they are particularly interested. Judges will ask questions regarding the member's poster and chosen career after the member's presentation is complete. Questions are developed by the judges. Props are not to be used in this competition, students should prepare their posters with photos and descriptions of any items they wish to highlight.

- Three judges
- Orientation Sheet for Judges
- Copy of FFA People in Agriculture Rules
- Location/desk to hang poster or display tri-fold poster boards. Sr. Contestants will need a screen and projector/laptop
- Copies of FFA People in Agriculture Scores Card (one per judge, per participant)
 - *not required if using the online rubric system but helpful for judges to have as a reference*

Employment Skills

FFA members participate in a 10-minute job interview at the event site. Before the event, the members must submit copies of their cover letter and resume which are sent out to the judges and evaluated. The career objective the students select must be a job that they could enter in at this point in their life. At the event site, the participants will complete an Employment Application which is also judged. Judges are to develop their own questions based on the cover letters and resume they receive for the actual interview as well as ask basic “interview-type” questions.

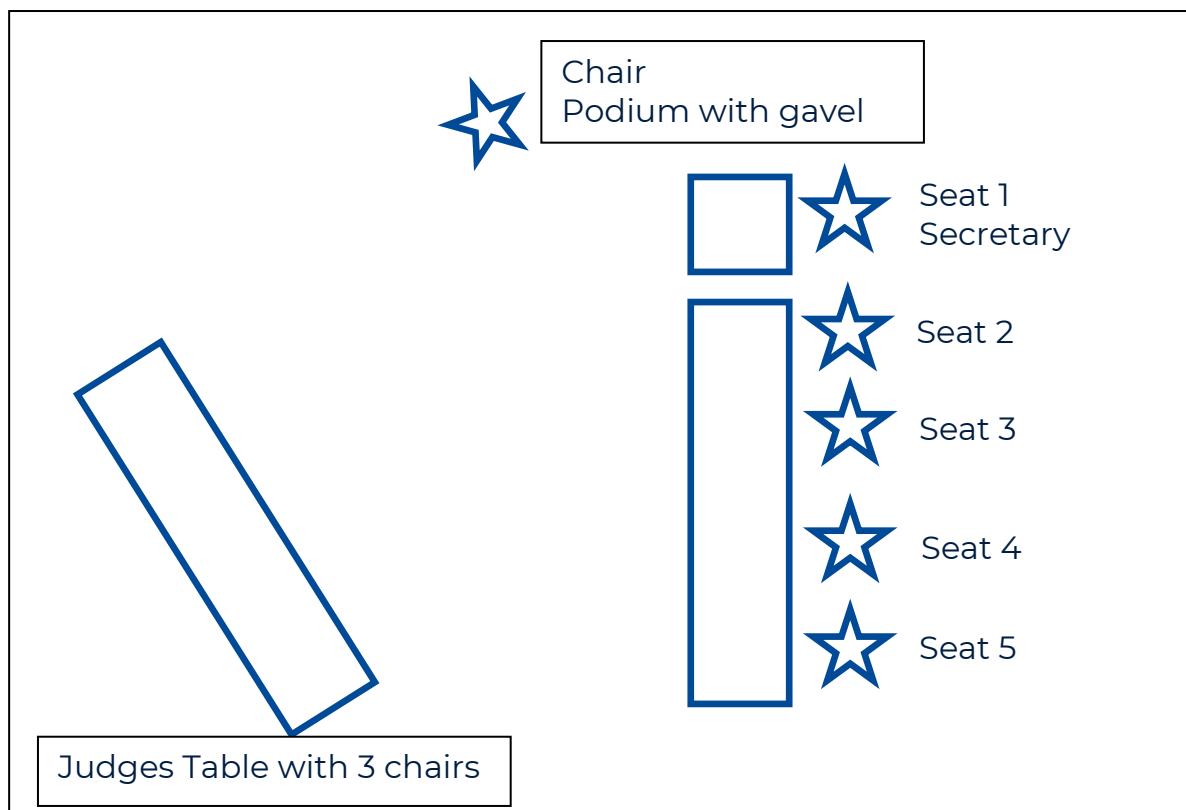
While the National competition includes many components, New York FFA recognizes it's not practical to run the complete Leadership Development Event on every level. District and Substate venues are not required to run the phone interview or networking activity rounds. The final scoring of the participants includes five parts — Employment Application, Cover Letter, Resume, Interview and a follow-up letter completed after the interview. Cover letters and resumes may be evaluated in advance of the day of competition. Final round interview scores should only score the personal interview round to determine winners if flights are used due to high participation volume.

- Four judges (3 to interview, 1 to score applications and follow-up letters)
- Orientation Sheet for Judges
- Copy of the FFA Employment Skills Event Rules
- Copy of the FFA Employment Skills Event Score Sheet (one per judge, per participant)
not required if using the online rubric system but helpful for judges to have as a reference
- Cover letters and resumes from the members participating should be send to the judges ahead of the event so they can be scored and judged can develop interview questions.
- Students will write a thank you/follow up letter after the interview which is judged by the 4th judge

Parliamentary Procedure

FFA members compete as a team to conduct a list of items of business and abilities. In addition, questions will be asked following the team demonstration. Teams consist of six members. The New York FFA Office will provide exams, keys, motion cards and questions.

- Three judges
- Orientation Sheet for Judges
- Copy of FFA Parliamentary Procedure Rules
- Copy of FFA Parliamentary Procedure Score Card (one per judge, per team)
- Motion Cards and Oral Questions provided by the New York FFA Office
- Pre-set room according to diagram below. Podium, gavel, tables, chairs, and motion cards should be pre-set before the first team enters the room. The chair and secretary should have blank paper and a writing utensil at their station.



Agricultural Issues

FFA members compete as a team to deliver a presentation related to a current issue in agriculture. Teams must have given their presentation to community groups before the state and national contest. Teams must contact the host advisor to assure any special needs for their presentation can be met. Teams consist of three to seven members.

- Three judges
- One timer
- Orientation Sheet for Judges
- Copy of Agricultural Issues Rules
- Copy of Agricultural Issues Score Sheet (one per judge, per team)
not required if using the online rubric system but helpful for judges to have as a reference
- Sum of the Ranks Tally Sheet
not required if using the online rubric system
- Possible A/V materials such as projector and screen

Orientation Sheet for Judges

A special note for the judges:

Your job is very important. You will evaluate FFA members who have put a lot of hard work, dedication, and commitment into preparing for the event in which they are participating. Your job is to select the member(s) who have best prepared themselves and their materials for this event based on the rules provided.

Instructions:

1. Know the rules.

Review the rules, scorecard, manuscripts (if applicable), questions, etc. carefully. Many times, questions you have about a particular event are explained in the printed rules, so make sure to review these thoroughly. Ask your host FFA advisor for clarifications in any of the rules or scoring procedures.

Before the three judges begin an event, they should briefly discuss the rules and scoring so all are comfortable with the procedures for judging the event. Each judge will have specific points they look for in the event, however, each judge should be interpreting the rules and utilizing the scorecard in the same manner. If the judges are unclear of the interpretation of the rules, they should come to a consensus and general understanding of what the rule means.

2. About Official FFA Dress.

The Stage Presence score includes use of official dress. Proper official dress is defined as: An official FFA jacket zipped to the top, black slacks and black socks/nylons or black skirt and black nylons, white collared blouse or white collared shirt, official FFA tie or official FFA scarf, black dress shoes with closed heel and toe. Note: Official garb of recognized religions may be worn with Official Dress. Also, appropriate personal protective equipment may be used with Official Dress (Taken from the FFA Official Manual page 28).

3. Assigning scores.

Judges have been assigned the duty to decide on the individual(s) who will advance to the Sub-State event. All ties must be broken in the order stated in the rules. The host advisor should have no input in the final decision made by the three judges. THE DECISION AS A JUDGE IS FINAL. There will be no reversal in the decision that was made by the judges. What judges confirm in the online rubric system and officially sign is final. In all speaking events, the winner is selected by Sum of the Rank. Each judges scores will automatically rank the participants 1st, 2nd, 3rd, etc. in the rubric system. At the end of the

event, the ranks from the three judges will be added up automatically in the rubric system and the winner is the individual with the lowest score. No ties should remain in the top 10 students. You should rank additional individuals/teams in case other participants cannot attend the sub-state event.

At the end of each event, please report to the tabulation room so all your materials can be collected. All judges must submit their rubrics electronically and confirm the results and turn in any questions or materials that were given to them before the event started.

Thank you for serving as a judge for this event. You truly are helping our young people develop into leaders of tomorrow and helping to provide them with skills that will last a lifetime.



Instructions for Time Keepers

Note: It is always a good idea to have two timekeepers for Prepared Speaking, Extemporaneous Speaking, and Parliamentary Procedure. In case a watch does not work or stops working or some other complication occurs, you have an additional time on which to rely. Keep in mind, with these events participants will be deducted points for being over or under time.

Creed Event

In the Creed event, you really do not need an official timekeeper. However, it would be a great idea to have an individual present to keep the Creed participants coming in. As soon as one participant is done, this person would get the next one to keep the event running smoothly.

Prepared Speaking Event

- A. Keep the participants coming in. As soon as one is done get the next one in.
- B. Learn to run the stopwatch.
- C. See chart below. Record, to the second, the length of each speech. This is from the time they start until they stop their speech. (This is very important since participants will be deducted for being over or under time. Be accurate! Generally speeches tend to end with the phrase 'Thank you, are there any questions?' This is a cue to be ready to stop the stopwatch.)
- D. As soon as the speaker is finished, the judges will ask questions for 5 minutes. Time begins when the judges ask their first question. Stand up and say "time" when 5 minutes are up.
- E. Give the judges a moment or two to finish scoring. Ask if they are through and when they are, get the next speaker.

Speaker	Time Start	Time End	Total time of Speech
1.			

NOTE: Once event is completed, please return stopwatches to host advisor.

Conduct of a Chapter Meeting Event

- A. Keep the teams coming in. As soon as one is done get the next one in.
- B. Learn to run the stopwatch.
- C. Time each team's demonstration.

D. A digital clock should be provided. Start the clock from 0 and have it clearly visible to the contestants. If a digital clock is not available, use signals to indicate time progression as indicated in the National FFA Rules.

E. Let the judges know the time after each team has left the room.

Note: Once the event is complete, return stopwatch to host advisor.

Parliamentary Procedure Event

A. Keep the teams coming in. As soon as one is done get the next one in.

B. Learn to run the stopwatch.

C. Time each team's demonstration.

D. A digital clock should be provided. Start the clock from 0 and have it clearly visible to the contestants. If a digital clock is not available, use signals to indicate time progression as indicated in the National FFA Rules.

E. Let the judges know the time after each team has left the room.

Note: Once the event is complete, return stopwatch to host advisor.

Extemporaneous Speaking Event

Preparation Room Timekeeper

A. When a participant arrives in the preparation room, they are to select three topics from those provided to the event host. These topics should be either cut up and put in a hat or numbered and then the participant selects three numbers. The participant is allowed a few seconds to decide which one of the three topics they will speak on. ALL TOPICS GO BACK INTO THE HAT. It is possible that another extemporaneous speaker could get the same topic. Event hosts should be consulted on exactly how topics are to be drawn.

B. The time keeper then needs to keep track of 30 minutes for the extemporaneous speaker to prepare. Once the 30 minutes are up the time keeper will dismiss the speaker to the event room. Time keepers will need to manage the preparation time of multiple competitors at the same time.

C. Those individuals monitoring the preparation room, please consult the rules for the amount of materials a participant can bring into the room with which to prepare. Usually the event host will give specific instructions on how to handle this.

D. A new extemporaneous speaker should be brought into the preparation room every 15 minutes to begin preparation. Example time frame: Participant 1 - prepare at 3:30, present at 4:00; Participant 2 - prepare at 3:45, present at 4:15.

Event Room Timekeeper

A. Keep the participants coming in. As soon as one is done get the next one in. Make sure that each participant has had their full 30 minutes to prepare.

B. Learn to run the stopwatch.

- C. See chart below. Record, to the second, the length of each speech. This is from the time they start until they stop their speech. (This is very important since participants will be deducted for being over or under time. Be accurate!)
- D. As soon as the speaker is finished, the judges will ask questions for 5 minutes. Time begins when the judges ask their first question. Stand up and say 'time' when 5 minutes are up.

Speaker	Time Start	Time End	Total time of Speech
1.			

Note: Once the event is finished, return stopwatches to host advisor.



Extemporaneous Speaking Preparation Room Instructions

Each participant draws 3 topics. The topic titles are read to the participant orally. The participant has one minute to make selection. Make a record of topic selected by participant and be sure this is the topic the participant speaks on in the event. Be sure the participant copies the exact topic/prompt onto an index card so they have a reminder of their exact topic as they prepare their speech. Return all topic numbers to “hat”, so that each participant has all topic choices. Participants, therefore, might be speaking on the same topic. Participants have 30 minutes to prepare their speech.

When the participant is introduced to the judges, the topic should be read to the judges. Judges each have a copy of all possible topics which could be selected.

Speaker/ Chapter	<i>Prep Start/</i> <i>Prep End</i>	<i>Topic</i>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Sum of the Rank Tally Sheet

One per contest room

Directions: In all events EXCEPT Employment Skills, the winner is selected by Sum of the Rank. Each judge will rank the participants 1st, 2nd, 3rd, etc. At the end of the event, the ranks from the three judges will be added up and the winner is the individual with the lowest score. For example, if the three judges ranked an individual 1st, 2nd and 1st, their Sum of the Rank Score would be 4 for that participant compared to an individual who may have been ranked 2nd, 1st, and 2nd with their final score being 5. The participant with the score of 4 would be named winner. You need to select first through third places. You should rank additional individuals/teams in case other participants cannot attend the state event.

Contestant	Judge 1	Judge 2	Judge 3	Sum of the rank	Rank
Joey	1	1	3	5	1 ST
Kelly	2	3	1	6	2 ND
Billy	4	2	4	10	3 RD
Ted	5	4	2	11	4 TH
Jill	3	5	5	13	5 TH

Contest:

Participant	Judge 1 Rank	Judge 2 Rank	Judge 3 Rank	Total	Final Ranking

Judge 1:

Judge 2:

Judge 3: