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**To:** [AGED-L](#)  
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Good Morning Everyone,

It was great to see many of you at our last two state events and we are looking forward to supporting all of you at our upcoming LDE competitions. Below is some updates and reminders for the next couple of months. Let us know if we can answer any questions.

### Highlights:

- **2019 NYAAE June Conference Registration is OPEN!**
- **Roster Deadline is Fast Approaching!**
- **NYS FFA Award Application Deadlines Included**
- **State Convention Information**

### Ag Ed/Professional Development Updates:

#### 2019 NYAAE Conference News

**Have you been waiting for a workshop schedule to register for the 2019 NYAAE Conference? Then wait no more! With over 25 different workshop options, you won't want to miss this! Check out the workshop descriptions [HERE!](#)**

The NYAAE Professional Development Committee has begun planning the 2019 summer conference. The summer conference is scheduled for **Sunday, June 23 to Wednesday, June 26, 2019** at the Oswegatchie Educational Center in Croghan, NY. This past June we had over 115 agricultural educators and guests attend the event. We are certain that this conference has something for everyone. We are looking forward to seeing each of you next June! Be sure to **save this date** and be watching for additional conference information coming across the list serve. **Plan ahead and submit a conference request to ensure that funds will be available for you in June.** \$520/participant.

**To date, there are 69 participants registered for the 2019 NYAAE June Conference! Lodging will be booked on a first-come, first-serve basis so be sure to submit your conference requests to your school today!**

#### CASE Registration News

Registration for the 2019 Curriculum for Agricultural Science Education (CASE) Institutes across the country are open! **Space in each institute is limited** with registrations accepted on

a first come first served basis. If you would like to attend an institute in New York, it will be important that you register early to secure a space.

In 2019, New York will be hosting the following two institutes in Lowville, NY:

**ONLY 6 SPOTS LEFT** July 28 - August 7, 2019 **Agriculture, Food, and Natural Resources (AFNR)** - [click for details](#)

July 28 - August 7, 2019 **Mechanical Systems in Agriculture | Agricultural Power and Technology (APT)** - [click for details](#)

[Lodging and Logistics](#)

[Registration](#)

[Schedule and Course Info](#)

[Scholarship Application](#) and [Signature Page](#)

[Contact](#)

As of 2018, New York educators have attended 76 CASE institutes, this equates to almost 4,600 hours of professional development!

A generous thank you to our partners in NY for supporting 2019 NY CASE institute Scholarships: SUNY Cobleskill and the New York Association of Agricultural Educators (NYAAE)

### **CASE Scholarship News**

Be on the lookout for some new CASE Scholarships being posted at:

<https://www.case4learning.org/professional-development/scholarships-grants> . We will also be sure to share these scholarship opportunities on the Ag. Ed List serve!

### **NYS Agriculture in the Classroom Updates:**

#### **Schoolyard Sugaring Maple Contest**

Registration Due February 14, 2019

K-12 classrooms can register for our 3<sup>rd</sup> annual maple contest! Earn up to \$250 in prize money, and allow your students to engage in the process of making maple syrup from tree to pancakes. Consider signing up your class, and encouraging other teachers in your school to register also. Many agriculture teachers create mentorship opportunities with elementary classrooms and their high school students in this contest.

Learn more and register here: <https://www.agclassroom.org/ny/programs/maple.cfm>

### **NYS FFA Updates:**

**There are currently several chapters that have unpaid balances for 212/360 and SLE. Please submit your payments ASAP.**

**NY FFA Roster Deadline is Fast Approaching:**

- Now that NY is an affiliate state, every student in an agriculture class should have the opportunity to be included in FFA and that starts with being added to the FFA roster.
- How you enter your members into your roster hasn't changed. Seventh grade-post secondary are entered either in AET or FFA.org. Sixth graders are entered on our website: <http://www.nysffa.org/membership/>.
- One difference will be the invoice that you will print off after entering all of your students. Instead of an invoice for individual membership, you will receive an invoice based off our State Affiliation Fee Scale, which can be found at the link above.
- Since sixth graders are entered in a separate system, state staff will be reviewing those entries to see if the addition of sixth graders puts you in the next fee bracket or not and if so will send an update invoice after the March 1<sup>st</sup> deadline.
- Please reach out to Catie Rowe with any roster questions.
- Additional information regarding how to enter your students on your roster is below.

**District President/State Officer/Nominating Committee Applications:**

Deadlines are fast approaching for these three programs. If you have any students interested please encourage them to visit this link to learn more and to apply:

<http://www.nysffa.org/apps/2015/9/23/leadership-awards-applications>. All three of these selection processes are great experiences for students.

Students who are interested in serving at Sub-States on the District President selection committee should notify their Trustee. The Trustee will be responsible for identifying the student from each district that will serve on this committee. You can find your Trustees information at this link:

<http://www.nysffa.org/trustees>.

**State Convention Information:**

- We are in the process of finalizing everything for state convention and are anticipating having most information available to you by the end of this month. The planning document will be on our website in the next week or so.
- Registration will open by March 1<sup>st</sup> if not sooner.
- You will be receiving a promotional poster in the mail in a couple of weeks.
- Lodging information is available. The Downtown Marriott only has a few rooms left but the other hotels on the list still have plenty of room but are not within walking distance.

**New York Application/ Due Date Information:****Due February 15<sup>th</sup>**

- Empire Degree- Applications are accessible through [ffa.org](http://ffa.org) and AET. The only portion that needs to be mailed to the state office are the signature page and the last sheet of

the printed PDF. The last sheet is a NY requirement to be eligible for this degree.

- State Star- Applications are accessible through [ffa.org](http://ffa.org) and AET. **Recommendations and SAE Agreements need to be mailed to the State FFA Office.**
- District President Application

#### **Due March 1<sup>st</sup>**

- Proficiency Award
- Honorary Empire Degree Nominations
- FFA Roster
- National Chapter Award
- State Officer Intent to Run due Electronically

#### **Due March 15<sup>th</sup>**

- Dairy Breed
- New Chapter Jacket Award
- Student Jacket Award
- NY SAE Grant
- State Officer Application
- State Officer Nominating Committee Application

#### **Due April 1<sup>st</sup>**

- American Degree Application (tips below): Cover page of application must be submitted to the State FFA Office post marked by 4/1

#### **District Competitions:**

- District 1- February 28<sup>th</sup>, John Bowne. Snow Date- March 5<sup>th</sup>
- District 2- February 9<sup>th</sup>, Pine Plains. Snow Date- March 2<sup>nd</sup>
- District 3- March 1<sup>st</sup>, Greenwich Snow Date March 2<sup>nd</sup>
- District 4- February 12<sup>th</sup>, Delaware Academy. Snow Date- February 14<sup>th</sup>
- **District 5- February 2<sup>nd</sup>, Stockbridge Valley. Snow Date- February 9<sup>th</sup>**
- District 6- February 9<sup>th</sup>, Gouverneur. Snow Date February 12<sup>th</sup>/ 13<sup>th</sup>
- District 7- February 9<sup>th</sup>, Southern Cayuga. Snow Date- February 10<sup>th</sup>
- **District 8- February 2<sup>nd</sup>, Jasper Troupsburg. Snow Date- February 9<sup>th</sup>**
- District 9- February 28<sup>th</sup>, Springville. Snow Date- March 5<sup>th</sup>
- District 10- February 13<sup>th</sup>, Sherman. Snow Date- February 14<sup>th</sup>

#### **Sub-states- March 16th. Snow Date March 23rd.**

- Eastern Region- Unadilla Valley
- Western Region- Byron Bergen
- Central Region- Cazenovia

## National FFA Updates:

### Apply Now: National FFA Teacher Ambassador Program

Are you a teacher interested in sharing educational resources and opportunities within your state while offering feedback and ideas to National FFA? Become a National FFA Teacher Ambassador. Ambassadors attend an intensive three-day training during the summer at the National FFA Center in Indianapolis, deliver workshops on National FFA resources and opportunities, promote resources on social media, and provide relevant feedback to National FFA. Go to the [application](#) for more information about the program (including responsibilities and expectations) and to apply. The deadline is March 1 at 11:59 p.m. ET.

### Honor an FFA Supporter

Applications for the Honorary American FFA Degree, VIP Citation and Distinguished Service Citation applications are now open. All nominations [must be completed online](#) by June 15.

A few reminders:

- You must be logged in to [FFA.org](#) to make a nomination.
- The state advisor/executive director must approve all nominations from your state.
- To use the appropriate application, reference the [application guidelines](#) when making your nominations.
- Recipients will be announced following the August board of directors meeting.

For questions, email [honorary@ffa.org](mailto:honorary@ffa.org).

### FFA Internships Available

We're looking for college interns to fill the following positions: **2019 FFA Alumni and Supporter Grants**

[Career/Leadership Development Events \(CDE/LDE\) Intern](#)

National FFA [Foundation Intern](#)

[SAE Summer Program Intern](#)

March 1 is the first deadline for FFA Alumni and Supporter Grants. Tractor Supply Company sponsors \$500 Legacy Grants to help create and improve alumni and supporters chapters and \$1,000 Legacy Grants

for alumni and student members to partner together on projects. NutrienAg Solutions sponsors \$5,000 Give Back to Your Roots Grants to help pay for student FFA affiliation fees, plant science-based projects and other classroom materials. Previous grant recipients must complete their grant report form by Feb. 1 to be eligible for funding in 2019. Visit [FFA.org/alumnigrants](https://ffa.org/alumnigrants) for the application and report form, and check out the great materials featuring FFA members and advisors on <https://radiateroots.ag>.

### National FFA Application Updates:

**AMERICAN FFA DEGREE: APPLICANTS MUST SUBMIT COVER PAGE OF THE APPLICATION TO THE STATE FFA OFFICE**

Four updates were made to the application in 2018.

### *Automatic Upload of Chapter & Advisor Information:*

Chapter and advisor information (*name, address, school, phone, email*) now loads automatically into the application cover page. This will reduce the opportunity for the applicant/advisor to make typing errors and help to keep chapter information up to date in the FFA.org profile system.

- The information comes directly from the Chapter and Advisor profile information provided to the FFA.org profile system by the FFA Advisor.

### **TROUBLE SHOOTING TIPS:**

- Corrections to this information cannot be made in the application itself, the authorized FFA advisor must log in to FFA.org and make the corrections in their advisor profile.
  - The application may need to be refreshed (*log out and log back in*) for the changes to show. There is also a “Refresh” button for the advisor information.
  - If a chapter advisor is missing the advisor needs to register themselves in FFA.org as the chapter advisor and request state staff approval.
  - If a chapter advisor needs to be removed from the chapter profile a state staff must make this change in the FFA.org profile system.

### *Membership Check:*

A new automatic membership check has been added to the application. This automates the checking of membership for members, chapter advisors, state and national staff. No more, need to run tedious and time-consuming multi-year membership checks on your applicants! No more last minute, summer month, notifications from National FFA about missing years of membership. Issues will be discovered and solved prior to applications being submitted.

- The application will check the membership id number of the member profile used to start the application against National FFA Organization membership records.
- The application will check for and display all years in which the applicant was/is an FFA member from 2013-14 forward.
  - 3 years of consecutive FFA membership and membership in the current year are required to qualify for the American FFA Degree.
  - Years of membership prior to 2013-14 cannot be checked automatically in the system. This in no way prevents applicants who were members in previous years from adding those years of SAE records to the application.
- The membership check is included on the automatic Checklist in the application.
  - An application that does not show all checks “Met” on the checklist will not submit to

the National FFA Organization.

### **TROUBLE SHOOTING TIPS:**

- Members who advisors have mistakenly entered as new members instead of renewed as continuing members will have multiple FFA ID numbers. The application provides a place to add these additional FFA ID numbers so the system can find them.
- AET customers who start applications through AET need to ensure their information in AET matches that in FFA.org for the membership check to work properly.

### *Electronic Signatures:*

The American FFA Degree has gone paperless! Signed hard copies of the American FFA Degree signature page have been replaced with an electronic signature process.

- **No hard copy forms or pages are required to be submitted to National FFA for the American FFA Degree.**
- Electronic signatures are required from:
  - Applicant - typed directly into the application when complete. Applicant must be signed in and working on the application in their own profile to be able to sign.
  - Chapter Advisor – typed directly into the application before submitting to state designated regional/state staff. For multi-advisor chapters any one of the advisor can sign the form electronically.
  - Parent/Guardian – applicant enters name(s) and email information and clicks button which sends email to parent/guardian. Parent/guardian clicks link in email to sign application.
  - Principal or Superintendent - applicant enters name and email information and clicks button which sends email to administrator. Administrator clicks link in email to sign application.
  - State Staff signature is replace by the fact that only the state staff can approve and submit the application for national review.
  - Chapter President signature has been removed.

### *Manual Checklist:*

The Manual Review Sheet which previously became available only when a PDF copy of the application was generated has now been added to the Checklist screen of the application (*it will still print if a hard copy of the application is desired*).

- Additional detail has been added to these checks to help local/regional/state application reviewers find problems before submitting the application to National FFA.
- A direct link to the Community Service definitions is included in this manual review.

## **PROFICIENCY AWARD APPLICATIONS**

Two updates were made to the application in 2018.

### *Membership Check:*

An automatic membership check feature has been added to the Proficiency Award application.

- The application will check the membership id number of the member profile used to start the application against National FFA Organization membership records.
- The application will check to ensure the applicant is a current FFA member and that the applicant has been a members for at least 12 months.
  - The membership history does not print on the PDF/Hard Copy of the application.
  - The application will check for all years in which the applicant was/is an FFA member from 2013-14 forward.
  - 12 months of records are required to complete a proficiency award so the application looks for at least 12 months of membership and confirms the applicant is a current member.
  - Years of membership prior to 2013-14 cannot be checked automatically in the system. This in no way prevents applicants who were members in previous years from adding those years of SAE records to the application.
- The membership check is included on the automatic Checklist in the application.

### *Automatic Upload of Chapter & Advisor Information:*

Chapter and advisor information (*name, address, school, phone, email*) now loads automatically into the application cover page. This will reduce the opportunity for the applicant/advisor to make typing errors and help to keep chapter information up to date in the FFA.org profile system.

- The information comes directly from the Chapter and Advisor profile information provided to the FFA.org profile system by the FFA Advisor.

## **TROUBLE SHOOTING TIPS:**

- Corrections to this information cannot be made in the application itself, the authorized FFA advisor must log in to FFA.org and make the corrections in their advisor profile.



- The application may need to be refreshed (*log out and log back in*) for the changes to show. There is also a “Refresh” button for the advisor information.
- If a chapter advisor is missing the advisor needs to register themselves in FFA.org as the chapter advisor and request state staff approval.
- If a chapter advisor needs to be removed from the chapter profile a state staff must make this change in the FFA.org profile system.

**There is no change to the submission process of Proficiency Award applications this year. Applications must still be submitted in hard copy for national judging.**

**Here are some notes about the 2018-2019 Roster:**

- Rosters are due for state approval on March 1<sup>st</sup>.
  - Any students not on the roster by this date will not be able to participate in future events.
    - § This includes Sub-States, State Convention, State Fair, etc.
  - There will no longer be a \$50 late fee for members added after March 1<sup>st</sup>.
  - Students can still be added to the roster after this date, I will check rosters before each event for membership and email individual teachers if I discover any issues.

- We recommend that you submit your rosters **as soon as possible!** The sooner your roster is submitted and payment received, the sooner we can submit batches to National FFA and the easier it is for you to check this off your “to-do” list!

- Chapters will only be charged based off of the state affiliation fee chart (photo attached) as adopted by the Governing Board.

- All students who attend our events will also need to have a [waiver](#) on file with the State FFA Office. These should be submitted to Nancy Grossman at [nancy.grossman@cornell.edu](mailto:nancy.grossman@cornell.edu)

- If you use AET to submit your roster to FFA.org, you must log into your FFA.org account and submit your students from the local level to state (steps 10 and 11 below). Using AET to submit your roster does not automatically submit your students to state.

The easiest (and quickest) way to renew students for the new roster year is to follow the steps below. This only works for students who are already on your roster. Any new students need to have an account created, you can find information to add members here-

<https://help.ffa.org/categories/add-to-roster/>

- **Steps to Renew Memberships:**

- 1- Log into your [ffa.org](#) account and go to your instructor tool box/dashboard
- 2- Go to roster tools> manage roster> manage memberships
- 3- In the search box, go to “membership year” and make sure it says “2017-2018,” hit

search

- 4- Check the box next to the students that you need to appear on the 2018-2019 roster.
- 5- In the “Actions” box, find “Renew Membership(s)” and make sure that “Membership Year” says 2018-2019. Select the “One Year” as the membership type for your students.
- 6- Click on “Renew Membership(s)” This will reload the page and renew students for the new roster year. **You want to see a green bar appear at the top of your screen.** If you do not see a green bar, a red bar will appear with a hyperlink to the issue that is stopping you from submitting your roster.
- 7- Repeat steps 3-6 for each page of your membership roster
- 8- Once you have renewed all of your students, go back to the search box at the top, change the year to “2018-2019,” hit search. This will load all of the students that you just renewed.
- 9- Review the list and make sure that all students appear on the new roster.
- 10- Check the boxes next to student names, scroll to “Actions”
- 11- Click on “Submit Membership(s) to State” and make sure the green box says the number of memberships that you selected has been approved. This will reload the page to show “State” next to the students who have been submitted to State. If they say “Local” that means there is something missing with the student’s profile. You can try to submit those students individually and a red box will appear with a link to where the in the profile the issue is. General roster information/ guides can be found here- <https://help.ffa.org/categories/roster/>

## **Camp Oswegatchie Updates:**

### **25<sup>th</sup> Annual Duck Race!**

Tickets are ready for distribution!

**Why sell ducks?** Any ducks sold by chapters will earn that chapter “duck bucks”. For every duck sold 50% of that money will be credited back to that chapter. The money is good for one year and can be used for any camp program, summer camp, winter weekend, ropes course, or the camp store.

#### 3 ways you can participate

1. Commit to selling a “flock” of ducks. Your chapter commits to a batch of ducks whether it be 25 or 200. Contact [rwaite@oswegatie.org](mailto:rwaite@oswegatie.org) for the tickets. Work through students or Alumni to sell them in your community. We do not take duck tickets back so the number of ducks you request are yours to keep.
2. Our website allows individuals to purchase ducks on-line, and select which FFA Chapter they want their purchase to benefit. This means money can be allotted to your chapter with no effort from you! All you have to do is spread the word and get people to

go on-line, buy a duck, and select your chapter to benefit. We will even make you a special chapter page. Contact [wwaite@oswegatchie.org](mailto:wwaite@oswegatchie.org)

3. Buy a duck for yourself, you get a chance to win great prizes and we love your support!

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