

NEVADA FFA POLICIES & PROCEDURES



**2016-2017
NEVADA AGRICULTURE
TEACHERS' ASSOCIATION**

<http://www.nvaged.com>

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FFA MISSION STATEMENT

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.

NEVADA POLICIES AND PROCEDURES

This manual contains rules and regulations governing the following Nevada FFA functions:

- I DEFINITION OF PARTIES
- II POLICY AND PROCEDURE CHANGES
- III GENERAL RULES FOR STUDENT CONDUCT & OFFICIAL DRESS
- III RULES CONCERNING ALL COMPETITIVE EVENTS
- IV AWARDS AND NATIONAL COMPETITIVE EVENT REPRESENTATION

Other institutions or agencies conducting events involving Nevada FFA students should attempt to adhere to these rules to insure uniformity between competitive events.

I. DEFINITION OF PARTIES

Students

Reference to “students”, “Nevada FFA members” is to mean any student currently enrolled in an agricultural education course within Nevada and participating in FFA or agricultural education activities. Additionally “student” covers individuals who have graduated from high school, but continue to be engaged in activities until their active FFA membership expires per National FFA Organization regulations.

Agricultural Educators

Reference to “advisor” or “teacher” within this document refers to the educator hired by their designated school district to teach agricultural education and provide classroom, SAE and FFA oversight.

Chaperone

Reference to “chaperone” within this document refers to the individuals identified by the local advisor to assist with student management. It is expected that chaperones have been selected, vetted and trained per local school district policies.

State FFA Officers

Reference to “State FFA Officers” within this document refers to the individuals elected to serve in that capacity for the given year.

Nevada Agriculture Teachers’ Association (NATA) Positions:

Reference to “NATA officers” within this document refers to the following positions of leadership within NATA.

- President
- President-Elect
- Vice-President
- Secretary/Treasurer

Nevada FFA State Staff Positions:

References to “Nevada FFA state staff”, “state staff” or “State Association” within this document refers to the following positions of leadership within Nevada Agricultural Education and FFA.

- Executive Director, Nevada FFA Association and Nevada FFA Foundation.
- Agricultural Education Program Professional, Nevada Department of Education and State FFA Advisor.
- Agricultural Literacy Coordinator, Nevada Department of Agriculture. And Career Development Event (CDE) Manager or competitive events manager.

Career & Leadership Development Events (CDE/LDE) Positions:

- Manager – A member of the Nevada FFA state staff, this person is responsible for all oversight of CDE/LDEs.
- Coordinator(s) – State FFA staff may choose to identify an individual to fill this position to assist the manager in executing state level competitive events.
- Chair – Individuals identified by the manager to provide oversight and execution of specified competitive events.
- Staff – Individuals identified by the manager to assist with logistics of executing competitive events.
- Officials/judges – Individuals identified by the manager to bring expertise and knowledge in officiating or judging state level competitive events.
- Teacher Chair – Each year teachers will volunteer to fill this role for each competitive event. It is the teacher chair’s responsibility to consult with the manager on concerns raised during an event and verify scoring process of specified event.

Individual in charge

References to “individual in charge” within this document refers to the person designated responsibility for that specific event. Most often this is a member of Nevada FFA state staff, but it may be an individual designated by that group to oversee a specific event/activity.

II. POLICY CHANGES PROCEDURE

- A. Any NATA member may submit proposals for changing the Nevada Policies and Procedures Manual. Proposals to amend the document must be sent in writing to the state NATA president and state FFA advisor by May 15th.
- B. Proposed amendments received by May 15th will be distributed by the NATA secretary to all NATA members two weeks prior to the NATA summer conference for review.
- C. During the NATA summer meeting, individuals submitting a proposed amendment will present to the entire body for discussion.
- D. The final authority for policy and procedure changes will be in the NATA business meeting at the Nevada Association of Career and Technical Educators (NACTE) conference. Proposed amendments will be presented directly to the general assembly for discussion, amendments and final approval by a majority vote.
- E. Each teacher, regardless of the number of teachers from a given school shall have a vote

III. GENERAL RULES FOR STUDENT CONDUCT

- A. All students participating in a State FFA function are under the liability of the student's school district. FFA is an integral portion of agriculture education, and state FFA activities are an extension of classroom learning and an opportunity for agriculture education students to experience growth and learning. When any FFA member attends an FFA function, there shall be a chaperone or advisor in attendance from the chapter or zone to whom the student is representing.
- B. When students from any chapter attend an overnight FFA activity, they must be accompanied by a chaperone from that chapter.
- C. The group responsible for any official state activity shall be Nevada FFA state staff and the Nevada Agricultural Teachers Association, or their designees.
- D. General Rules of Conduct apply to all FFA activities and are as follows:
 - 1. Use of tobacco will not be permitted by Nevada FFA members while wearing the FFA jacket or participating at an official chapter, zone, or state activity.
 - 2. Drinking or possession of alcoholic beverages or drugs will not be tolerated. Any violators of this rule will be suspended from the current activities.
 - 3. Nevada FFA members are expected to demonstrate manners becoming of a member of the Nevada FFA Organization. Obscene language and inappropriate behavior will not be tolerated.
 - 4. Advisors and chaperones in charge of FFA members shall be responsible for their conduct at all times. They shall prevent and address inappropriate behavior at all times.
 - 5. Members shall be discouraged by all advisors present at any FFA function from overly affectionate display of attention.
 - 6. No vehicles are to be used by members at any time without the approval of the advisor or chaperone in charge.
- E. Disciplinary Action
 - 1. Individuals who have violated any of the rules will be subject to disciplinary action by a committee composed of: the individual in charge, state staff member, NATA Officer and the advisor(s) of the student(s) involved.
 - 2. This committee will determine the necessary action, and the action will be final regarding violations of the General Rules of Conduct.

F. NEVADA FFA OFFICIAL DRESS

1. Boys-Official FFA jacket, zipped to the top, worn with a white, collared, dress shirt, an official FFA necktie, black slacks, black socks, and black dress shoes.
2. Girls-Official FFA jacket, zipped to the top, worn with a white, collared, dress blouse, an official FFA scarf, appropriate women's hose, black in color, without design or pattern, a black skirt of knee-length or longer, or slacks, and black dress shoes.
3. The Official uniform is to be worn by all FFA members at official FFA activities or at the FFA CDEs that designate official dress in their rules:

G. OFFICIAL SHOW UNIFORM

1. Boys-White shirt, FFA tie, official FFA jacket, zipped to the top, and dark black pants (free of holes, fraying or fading).
2. Girls-White shirt, official FFA scarf, official FFA jacket, zipped to the top, and dark black pants (free of holes, fraying or fading).

HATS ARE NOT A PART OF ANY FFA OFFICIAL DRESS!

IV. RULES CONCERNING ALL COMPETITIVE EVENTS

Competitive events as defined by Nevada FFA and NATA includes all Career Development Events (CDE), Leadership Development Events (LDE), Supervised Agricultural Experience program (SAE) based awards, and chapter awards offered within the state.

A. GENERAL RULES

1. The primary purpose of all FFA activities and competitive events is to develop and enhance the educational programs of the students. Other purposes of competitive events are to develop leadership, enhance and supplement the state agriculture standards, foster uniformity and excellence in agriculture education and be a means of developing competencies in agriculture. The FFA program is an integral part of the agriculture education program along with Supervised Agricultural Experience (SAEs) and classroom instruction.
2. Official dress is required at all State sanctioned FFA events unless otherwise notified in advance by state staff or specifically outlined in policy and procedure or event rules.
3. The Nevada FFA Policy and Procedures Manual shall be the official guide for all competitive events and shall be the final authority on procedure.

Each year during the fall, the State Association will send out an updated copy of the Policies and Procedures.

4. The competitive events manager shall have the authority to make whatever decisions he/she may feel necessary for the successful operation and conducting of the competitive events including supervising the correction of papers and posting results.

The situation in Nevada is such that competitive events must be organized according to available personnel, facilities, equipment, livestock and other problems unique to the state of Nevada. For this reason, in the planning and organization of all competitive events consideration must be given to the above factors to insure cooperation of others. The policy manual provides the framework for conducting all competitive events.

5. Care will be taken to see that competitive events papers are not lost. In the event a paper is lost, it will be assumed to be the student's fault and will be marked zero. All student materials used during competitive events will be returned to all chapters when possible.
6. If a paper is not completed correctly, to the extent it is not usable, it will be marked zero. Scantrons that are not filled out correctly will not be scored. It is the responsibility of the student's instructor to familiarize the student with how to appropriately fill out the scantrons.
7. It is the responsibility of the chapter advisor to get their team/student to the competitive event on time. If late they will suffer the loss of points or missed classes. State staff will not delay the start of events or recalculate scores based on tardiness.
8. The agricultural education teachers of Nevada act as a policy and procedure formation body. They may make amendments and revisions of the rules and procedures following the policy changes procedure listed in this document. Teachers, either independently or collectively, do not have any authority to make change(s) of procedure during a competitive event. During the year they may act in advisory capacity when called upon.

During a competitive event if a teacher, student or state staff has concerns over processes, interpretation and enforcement of rules, or judging must bring it to the attention of the competitive events manager. The competitive events manager will make the final determination on whether to alter the event or scoring during the event.

Announced results will not be official until 6:00 PM (PT) the second business day following the conclusion of state FFA convention or the announcement of those competitive events not held at state FFA convention. Incorrect results will be corrected and the verified state winners will represent Nevada in national competition as applicable.

In the event that results were incorrectly announced at awarding, state staff will work to swiftly correct the error. Teams/students that were incorrectly announced will need to immediately return any plaques/pins/certificates to state staff to be given to the correct team/student.

In the event that an error in tabulation is found following the announcement of competitive event, but before the date when results are official as outlined above, the following procedure will be followed:

- If error is found by state staff and the correction results in a change in individual or team awards, the competitive events manager will notify impacted chapters of the error in scoring and the corrected standing before the deadline when results become official. Teams/students that were incorrectly announced will need to immediately return any plaques/pins/certificates to state staff to be given to the correct team/individual.
- Any teacher has the right to make a written appeal over announced competitive event results via email to the competitive events manager within the time period specified above. The written appeal must clearly communicate the issue (example: scores tabulated incorrectly, team score not calculated, incorrect number of team member score's being counted, etc.). The competitive events manager will review the scoring and reconfirm with the event teacher chair to determine if the appeal is founded.

If founded the corrected results will be published. Should these corrections result in a change in individual or team awards, the competitive events manager will notify via email impacted chapters of the error in scoring and the corrected standing before the deadline when results become official. Teams/students that were incorrectly announced will need to immediately return any plaques/pins/certificates to state staff to be given to the correct team/individual.

In the event that upon review no issue is found, the individual who submitted the unfounded appeal is responsible for the "False appeal fee" of \$100. This will be collected by the NATA secretary and is due within 30 days of the written appeal date as a donation to NATA.

- In the event that errors in tabulation are not caught by state staff or formally appealed by a teacher by the deadline for official results, the results will stand as announced.

B. COMPETITIVE EVENTS ELIGIBILITY

1. The student must be an active FFA member in good standing with the local chapter, State Association and the National Organization at the time of his or her participation.
2. The student must be in grade 8, 9, 10, 11, or 12 (7th grade for agriscience fair & livestock exhibit)
3. The student must be enrolled in at least one agriculture education course with a supervised agricultural experience program (greenhands only need to have one in planning).

4. No more than one participant/team per chapter will be allowed in these events at the state level.

- Creed Speaking
- Extemporaneous Public Speaking
- Prepared Public Speaking
- Proficiency Awards (same category)
- Star Awards (same category)
- Employment Skills (allows two from each chapter)

5. All Students participating in a state finals competitive events shall be eligible for individual awards.
6. In a competitive events requiring team participation and one or more members are unable to continue due to sickness or accident, the remaining member(s) are still able to continue and compete for individual awards.

C. CONDUCT DURING COMPETITIVE EVENTS

1. Teachers may be needed to assist in conducting competitive events. They will be expected to assume the roles assigned to them.
2. During the operation of competitive events not open to public viewing only authorized personnel may be present. State staff will work with event chairs and officials to provide an event review where feasible for participating students and interested teachers to review the process and officiating of specific competitive event.
3. During competitive events that are open to public viewing, teachers shall ensure that they and their chapter (students, chaperones) do not sit near or directly in back of the judges.
4. A teacher shall not talk with students from his or her own chapter or give them any form of help during progress of an event.
5. Teachers shall not talk to judges during an event or before they have made their final decisions. Any complaints on procedure of an event shall be made to the competitive events manager and not to the judges.
6. The best-qualified people available will be asked to judge the career development events. If a teacher would care to make recommendations as to who the judges should be, these recommendations will be considered. (Note: We must all remember there is a limited number of qualified judges and at all times act as good sportsmen.)

7. In the event someone takes an unfair advantage, teachers are expected to let the problem be known at once to the state advisor, competitive events manager or coordinator, who will take the appropriate action.
8. No student or instructor will be allowed to practice or familiarize themselves with the animals or materials to be used in the state final competitive events within 90 days of the competitive events. Exceptions will be considered on a case by case basis for special requests submitted by the advisor to FFA state staff and NATA officers. Violation of the above rule will result in disqualification of the team and its members from the state level competition for the year the violation occurs.
9. All coaches and visitors must remain away from the competitive events site during the competition, except as provided by the individual procedures for the CDE or prior arrangements have been made with the competitive events manager
10. Due to the limited time available for state convention, if a student wishes to be involved in a given competitive event it is their responsibility to choose which is more important. Special set ups will not be administered for students entered in competitive events held simultaneously.
11. Teacher's signature on competitive event declaration forms will validate that their students have received proper safety training in relation to the competitive event they are participating. Should an event official judge a participant as hazardous to himself/herself or others that participant may be removed by the official.
12. All contestants will...
 - Do all they can to prevent others from reading their score sheets while an event is in progress
 - Refrain from communicating in violation of event rules. Including, but not limited to: talking (including during waiting periods that occur while students have forms in their hands not yet scored), use of cell phones, and non-verbal communication with others.
 - Do everything possible to avoid the appearance of cheating or taking an unfair advantage. This includes safe guarding scoresheets.
 - In all judging events, if two students from the same team find themselves in the same group they should bring this to the attention of the event chair.

Violation of any of the above will result in the disqualification of the individual and their team (for team based competitive events) from the school(s) involved.

V STATE COMPETITIVE EVENTS

- A. Nevada will conduct the following state competitive events:
 An overview of event format and scoring can be found at www.ffa.org unless otherwise noted below.

- | | |
|---|---|
| Agricultural Issues Forum | Land Evaluation (Soils & Homesite) (See Appendix) |
| Agricultural Technology & Mechanical Systems | Livestock Evaluation |
| Agricultural Sales | Marketing Plan |
| Agriscience Fair (See Appendix) | Meats Evaluation and Technology |
| Best Dressed Chapter at state FFA convention (See Appendix) | Milk Quality and Products |
| Best Informed Greenhand Test (See Appendix) | Nursery/Landscape |
| Chapter Program of Activities (See Appendix) | Parliamentary Procedure |
| Chapter Reporter (See Appendix) | Parliamentary Procedure Novice (See Appendix) |
| Chapter Secretary Book (See Appendix) | Poultry Evaluation |
| Chapter Scrapbook (See Appendix) | Prepared Public Speaking |
| Chapter Treasurer Book (See Appendix) | Rangeland Judging (See Appendix) |
| Conduct of Chapter Meetings (See Appendix) | Star Greenhand-Agribusiness (See Appendix) |
| Creed Speaking | Star Greenhand-Production (See Appendix) |
| Dairy Cattle Evaluation & Management | Star Greenhand- Placement (See Appendix) |
| Dairy Cattle Handlers Activity (See Appendix) | Star Greenhand-Agriscience (See Appendix) |
| Employment Skills | Star Zone Farmer-Agribusiness (See Appendix) |
| Environmental and Natural Resources | Star Zone Farmer-Production (See Appendix) |
| Extemporaneous Public Speaking | Star Zone Farmer-Placement (See Appendix) |
| Farm & Agribusiness Management Senior | Star Zone Farmer-Agriscience (See Appendix) |
| Farm & Agribusiness Management Junior | Star State Farmer-Agribusiness |
| Floriculture | Star State Farmer-Production |
| Floriculture Novice (See Appendix) | Star State Farmer-Placement |
| Horse Evaluation | Star State Farmer-Agribusiness |
| | Veterinary Science |

- B. The time and place for holding State competitive events shall be determined by the State FFA staff.
- C. In any competitive event, FFA state staff or his/her designee will see that each competitive events is run as nearly as possible according to the rules and processes of National FFA and the rules adopted in this procedures manual. It is understood that modifications may need to be made at the state level. When this applies, state staff will make announcements of modifications in advance of the state competitive event.
- D. Each CDE chair may collect the bills incurred by their competitive events area and submit bills and receipts to the competitive events manager the final day of the competitive event.

VI. AWARDS AND NATIONAL COMPETITIVE EVENTS REPRESENTATION

- A. Awards will be given to first, second, and third place individuals in each competitive events. Awards will be given to first, second, and third place teams in each competitive events when applicable.
- B. The team certified by the State FFA Advisor and/or competitive events manager shall be eligible to represent the State of Nevada in the official National Competition.
- C. Any member of a team participating in a National Finals competitive events, shall be ineligible to participate in that state final competitive events thereafter.

If ineligible students are entered in the same competitive events in which they were a state winner, at any field or judging day, the team of which they are a member shall be declared ineligible.

VII. COMPETITIVE EVENT REVIEW PROCESS.

- A. All competitive events will be divided into two groups and each group will be reviewed once every two years. Competitive events in list A will be reviewed during the odd years at NATA summer conference and List B during the even years. Any trial competitive events may be reviewed annually for three years and then placed in a normal rotation once it becomes an official state competitive event. During this review, state staff will present to the body any competitive events with low participation (three or less teams/entries) for three consecutive years for vote for discontinuation.

LIST A – Odd Years

Agriculture Mechanics	Farm Business Management
Best Dressed Chapter	Floriculture
Chapter Secretary Book	Job Interview
Chapter Treasurer	Land Judging (Soils & Homesite)
Chapter Reporter	Marketing Plan
Program of Activities	Meats Evaluation and Technology
Creed Speaking	Milk Quality and Products
Dairy Cattle Handlers	Parliamentary Procedure
Extemporaneous Public Speaking	Opening & Closing Ceremonies

LIST B – Even Years

Agricultural Issues	Livestock Evaluation
Agricultural Sales	National Chapter
Agriscience Fair	Nursery and Landscape
Best Informed Greenhand Chapter	Poultry
Scrapbook	Prepared Public Speaking
Chapter Program of	Rangeland Judging
Activities	Star Greenhand Awards
Conduct of Chapter Meetings	Star Zone Awards
Dairy Cattle Evaluation	Star State Awards
Environmental and Natural	Superior Chapter
Resources	Veterinary Science
Horse Evaluation	

Trial competitive event proposals must be submitted to the NATA President prior to the annual winter meeting. Proposals should contain an analysis of the costs associated with putting on the trial competitive event and a statement from the prospective competitive event administrator or institution indicating a willingness and ability to provide the resources to conduct the competitive event¹. Proposals will be circulated and majority vote taken at the NATA summer conference for implementation the following school year.

DEADLINES TO STATE STAFF

Contact state staff for instructions on submitting materials.

OCTOBER 15:

Completed roster of students enrolled in Agriculture Education Courses in AET and FFA.org
Fees for Curriculum Packet
Chapter Constitution
Chapter Program of Activities (Will be judged at State)

FEBRUARY – At Winter Leadership Training

Agriscience Fair application & report
State Degree applications
State Scholarship Applications
Proficiency Applications

THREE WEEKS BEFORE START OF STATE CONVENTION:

Ag Issues Portfolio
Chapter Officer Books (Scrapbooks, Secretary, Treasurer, and Reporter) Courtesy Corp
Delegate Issues
Honorary State FFA Degree Application
Job Interview Resume & Application
Marketing Plans
National & Superior Chapter Applications
Prepared Public Speaking Manuscripts
State Officer Application
Star Administrator Award
Star Greenhand Applications and Record Books (Note: Star Greenhand records should be closed as of February 15)
Star Zone Applications and Record Books
Star State Applications and Record Book
State FFA Officer Application
Talent Applications

MAY 15:

American FFA Degree application

STATE ASSOCIATION ZONES

Southern:

Alamo	Pahranagat Valley Chapter
Overton	Moapa Valley Chapter
Ely	Steptoe Valley Chapter
Lund	White River Chapter
Lincoln	Lincoln County Chapter
Mesquite	Virgin Valley Chapter
Sandy Valley	Sandy Valley Chapter
Las Vegas	Canyon Springs Chapter
Las Vegas	West Tech Chapter
Las Vegas	Mojave Chapter

Western:

Lovelock	Nile Valley Chapter
Fallon	Churchill County Chapter
Fallon	Oasis Chapter
Fernley	Fernley Chapter
Yerington	Mason Valley Chapter
Minden / Gardnerville	Carson Valley Chapter
Reno / AACT	Sierra Nevada Chapter
Reno	North Valleys Chapter
Smith Valley	Smith Valley Chapter
Carson City	Capitol Chapter

Northern:

Elko	Ruby Mountain Chapter
Wells	Wells Chapter
Owyhee	Duck Valley Chapter
Winnemucca	Winnemucca Chapter
Eureka	Diamond Mountain Chapter
Spring Creek	Silver Sage Chapter
Round Mountain	Smoky Valley Chapter
McDermitt	McDermitt Chapter
Battle Mountain	Battle Mountain Chapter

Zone competitive events should be held at least three weeks before the State events. The Host Zone advisor shall be in charge of the competitive events and shall select judges and make whatever arrangements are necessary.

The zones may organize and conduct the competitive events in the manner most desirable for the chapters involved, but it is expected that the competitive events shall be organized in a dignified and educational manner, according to procedures outlined in this manual. The zone may provide whatever awards they deem advisable. In purchasing awards, good judgment should be used in the size and cost, so as not to be out of proportion to those presented by the State Association.

APPENDIX A:

BEST DRESSED CHAPTER AWARD

A. GENERAL RULES:

1. A committee selected by state staff will identify the Best Dressed Chapter
2. Chapters will be evaluated on their adherence to the following code:

The official FFA uniform

- a. Boys-Official FFA jacket, zipped to the top, worn with a white, collared, dress shirt, an official FFA necktie, black slacks, black socks, and black dress shoes.
 - b. Girls-Official FFA jacket, zipped to the top, worn with a white, collared, dress blouse, an official FFA scarf, appropriate women's hose, black in color, without design or pattern, a black skirt of knee-length or longer, or slacks, and black dress shoes.
3. The Best Dressed chapter will be recognized at the State Convention.
 4. Adherence to the FFA code of conduct.

Hats worn at State Convention will eliminate your chapter from competition.

APPENDIX B:

STAR STATE AWARDS

- A. The state will provide recognition for **Greenhand, Zone and State** Star Awards in the following categories:
- **Star Farmer** (Production) – The FFA member with the top production agriculture SAE program and proven leadership skills.
 - **Star in Agribusiness** – The FFA member with the best non-production entrepreneurial agribusiness SAE and proven leadership skills.
 - **Star in Agricultural Placement** – The FFA member with the best placement SAE program and proven leadership skills.
 - **Star in Agriscience** – The FFA member with the best SAE program in which the student actively engaged in agriscience research and experimentation.
- B. Applicants must meet the following minimum qualifications:
- Star Greenhand:
1. Must hold Greenhand Degree within their chapter.
 2. Must be currently enrolled in an agriculture education class.
 3. Must be a 9th or 10th grade first year member.
- Star Zone:
1. Must hold Chapter FFA Degree within their chapter.
 2. Must be currently enrolled in an agriculture education class.
 3. Must be a second year FFA member, regardless of grade level.
- Star State:
1. Must meet the requirements of the State FFA Degree.
 2. Applicants are only eligible for the Star State award in the year they earn their State FFA Degree.
- C. A chapter may select and submit only one applicant in each of the award areas (greenhand, zone, state) for each category (production, agribusiness, placement and agriscience) to the state competition. Example: you could not submit two students from the same chapter for consideration for Star Zone in Agricultural Placement.
- D. The application for all of the Star awards is the National FFA Star Battery located on the national FFA application center. (Note for Star Greenhands: Records should be closed as of February 15). Learn more at <https://www.ffa.org/participate/awards/american-star-awards>.
- E. Applications and record books are due three weeks in advance of the start of state convention for sifting.

F. All Star Awards will be judged on the following criteria:

Criteria	Star Greenhand % Impact	Star Zone % Impact	Star State % Impact
Scope of Supervised Agricultural Experience Program (SAE) using the applicable National FFA rubric.	50 %	50%	50%
Oral interview consisting of general questions regarding candidate’s background and experiences with their SAE projects and the FFA. Also included in the judging criteria for the oral interview will be the candidate’s general appearance, poise, personality, and speaking ability.	50%	50%	50%

G. Judging Process – A committee of judges appointed by state staff will score the record books and application using the appropriate National FFA rubric and provide a ranking of gold, silver or bronze for each applicant. Students receiving a gold ranking will be invited to interview during state convention with another set of judges appointed by state staff. Interview judges will be provided the scores from the record book/application to add to each applicants point value. Judges will then rank each candidate. The judges’ ranking of each participant then will be added, and the winner will be the participant whose total ranking is the lowest. Other placings will be determined in the same manner (low rank method of selection).

Tie breaking in FFA events will be done as follows:

- 1) Add judges ranking – lowest ranking;
- 2) If lowest rank value is a tie go to greatest number of lowest ranks;
- 3) If greatest number of lowest ranks is a tie then rank of judges score on response to questions where applicable;
- 4) If the greatest number of lowest ranks on response to questions is a tie to use total raw score.

H. Recognition will be given to the top three gold (if applicable) candidates in each area for Greenhand, Zone and State Star Awards at the state level.

APPENDIX C: **CHAPTER SECRETARY BOOK**

- A. Work must be that of the chapter secretary.
- B. Records must cover the period for which the secretary served through date of submission.
- C. Books will be judged by a committee designated by state staff.
- D. Secretary books shall be ranked in numerical order, on basis of final score. The winner shall be the secretary book whose total ranking is the lowest.

**NEVADA FFA ASSOCIATION
CHAPTER SECRETARY BOOK SCORECARD**

CHAPTER: _____

Completeness and accuracy of:

Names of national, state, chapter, and mini-chapter officers. _____/10 pts

This means compiling names and neatly organizing them in an easy to read, clear fashion.

FFA membership roll and participation record _____/10 pts

Including names of all of official chapter members as well as the attendance record from every meeting, convention, conference or any other event the FFA program participates in.

Minutes of chapter meetings and mini-chapter meetings _____/20 pts

Minutes should follow the guidelines as stated in Robert's Rules of Order. These minutes should be typed and checked for errors and grammatical accuracy.

Officer reports _____/20 pts

Reports shall be revised typed versions of every officer's report from each regular or special chapter meeting from the officer team's year of service.

Committee reports _____/10 pts

Organized and typed copy of every committee's report submitted to the chapter during the year of service of the newly elected officer team following each chapter's annual banquet. This includes both standing and special committees.

Correspondence _____/10 pts

Copies of correspondence sent by chapter secretary during the year. This includes copies of invitations to events, thank you letters and any other correspondence handled by the chapter secretary during the year of service.

Yearly report summary _____/10 pts

A report to be done by the chapter secretary in reference towards the chapter's year of activities. The report should include names of activities and the success of the program for the year in regards to the impact on the public and on the membership of the chapter.

List of standing committees _____/10 pts

Typed copy of every standing committee in the chapter recognizing chairman, co-chairman, and the membership of the committee.

Judge's Rank: _____

Total: _____/100 pts

Judge's Comments/Feedback:

APPENDIX D:

CHAPTER SCRAPBOOK AWARD

A. GENERAL INFORMATION:

1. The purpose of the Chapter Scrapbook Competitive event is to encourage pride in the local FFA chapter by keeping a cumulative record of the chapter's history and accomplishments and to help in providing desirable public relations of the chapter.
2. The competitive event will be held on the state level.
3. In the state competitive event, each book will be returned with a score sheet, with judges' comments.

B. SCRAPBOOK STANDARDS:

1. All work is to be done by students - not by an adult or professional person.
2. Scrapbooks must be an official FFA scrapbook purchased from the National FFA Supply Service.
3. Scrapbooks with additional covering or excessive content requiring expansion beyond one scrapbook is not permissible.
4. The scrapbook must be divided into four categories. Categories must be: Supervised Agriculture Experience, Service, Leadership, and Activities.
5. The scrapbook must be the documentation of the history of the chapter's activities from the previous school year
6. The scrapbook must have a table of contents for each category.
7. All media must be trimmed, permanently attached, identified, and dated.

C. JUDGING PROCEDURE:

1. Scrapbooks will be judged by a committee appointed by state staff.
2. Only the points indicated on the sample score sheet are to be given in each category.
3. Scrapbooks shall be ranked in numerical order, on basis of final score. The winner shall be the scrapbook whose total ranking is the lowest.
4. If lowest rank value is a tie go to greatest number of lowest ranks.

**NEVADA FFA ASSOCIATION
CHAPTER SCRAPBOOK SCORECARD**

CHAPTER: _____

Completeness and accuracy of:

Neatness _____/25 pts

All items are neatly trimmed and secured on pages. No unsightly marks or smudge, accurate spelling, and the printing on pages is straight and neat.

Historical Content _____/30 pts

Scrapbook items are identified as to people involved, activity and place. The items should answer the question: "Will people seeing this 10-20 years from now understand what took place?" Memorabilia should connect chapter members to the activities.

Diversity of Media _____/10 pts

Varying types of media. News articles should be from local, city, county, state, and national sources. News source and date should be listed, Radio and TV should be listed with broadcast dates, times, and stations.

Quality of Content _____/20 pts

Photographs are of good quality. Articles and memorabilia are not wrinkled and are original.

Logical Pattern _____/10 pts

Scrapbook items are placed in a logical pattern. Title pages describe the section they separate.

Title Pages _____/5 pts

Must consist of the following topics: Supervised Agricultural Experience, Service, Leadership and Activities.

Judge's Rank: _____

Total: _____/100 pts

Judge's Comments/Feedback:

APPENDIX E:

CHAPTER TREASURER BOOK

- A. Records must be the work of the Treasurer.
- B. Records must be kept up to date throughout the year.
- C. Records must cover the entire period for which the records were kept up through date of submission.
- D. Treasurer must make regular reports to the chapter and these reports must show up in the secretary's book.
- E. Books will be judged by a committee appointed by state staff.
- F. Treasurer books shall be ranked in numerical order, on basis of final score. The winner shall be the book whose total ranking is the lowest.
- G. If lowest rank value is a tie go to greatest number of lowest ranks.

**NEVADA FFA ASSOCIATION
CHAPTER TREASURER BOOK SCORECARD**

CHAPTER: _____

Completeness and accuracy of:

Item	Close of Last Year	Beginning of This Year	Close of This Year
Net Worth	\$	\$	\$
Cash on Hand	\$	\$	\$

Opening and closing inventory and chapter's net worth statement _____/100 pts

Chapter budgets _____/50 pts

Inventory and net worth _____/50 pts

All chapters should report chapter paraphernalia at a minimum

Individual member records _____/150 pts

Record of receipts and disbursements _____/350 pts

Record of special chapter projects _____/50 pts

Receipts for money received _____/50 pts

Neatness, and legibility _____/75 pts

Judge's Rank: _____

Total: _____/875 pts

Judge's Comments/Feedback:

APPENDIX F:

CHAPTER REPORTER AWARDS

- A. The purpose of this award is to encourage chapter reporters to submit articles and pictures to various agriculture publications.
- B. Each contestant shall submit a portfolio of articles and photos that were submitted to various publications throughout the FFA year.
- C. Portfolio will be judged by a committee appointed by state staff.
- D. Treasurer books shall be ranked in numerical order, on basis of final score. The winner shall be the book whose total ranking is the lowest.
- E. If lowest rank value is a tie go to greatest number of lowest ranks.
- F. After judging has been completed, the portfolios will be placed on display.

State Agricultural Publications for Promotion of Chapter/Program Activities:

Visit their websites for contact information and publication schedules

- Nevada Rancher

- Nevada Farm Bureau Journal

- Progressive Rancher

**NEVADA FFA ASSOCIATION
CHAPTER REPORTER PORTFOLIO SCORECARD**

CHAPTER: _____

Neatness and attractiveness of articles and photos _____/25 pts

Articles and photos are arranged in chronological order _____/20 pts

Quality and extent of articles _____/20 pts

Quality and extent of photos _____/20 pts

Photos are accurately labeled _____/15 pts

Judge's Rank: _____

Total: _____/100 pts

Judge's Comments/Feedback:

APPENDIX G:

CHAPTER PROGRAM OF ACTIVITIES

- A. Each chapter must submit their Program of Activities (POA) to the State Office postmarked by October 15th.
- B. These will be judged by a committee appointed by state staff and awards will be presented at the State Convention.
- C. Scoring for the POA shall be based on meeting the minimum criteria below. Organization of the Program of Activities as well as the professional level and quality of the pages and a clear display of a well thought out roadmap for the chapter will be put into consideration when judging.
- D. POAs shall be ranked in numerical order, on basis of final score. The winner shall be the POA whose total ranking is the lowest.
- E. If lowest rank value is a tie go to greatest number of lowest ranks.

**NEVADA FFA ASSOCIATION
CHAPTER PROGRAM OF ACTIVITIES (POA) SCORECARD**

CHAPTER: _____

Completeness and accuracy of:

Chapters should demonstrate organization, professionalism, and quality through their POA and display a well thought out roadmap for the chapter to follow.

Table of Contents _____/25 pts

Welcome letter by the chapter President _____/50 pts

Complete list of membership by class _____/50 pts

Complete list of planned activities for the year _____/150 pts

One for each of the five quality standards in each of the three divisions –Student, Chapter, Community. *Example – POA-1 form*

Primary list of goals _____/150 pts

Goals planned by the FFA chapter for the year and the means to accomplish said goals. *Example – POA-2 form*

List of committee's including members, chairmen and purpose of committee. _____/100 pts

Copy of the chapter planned budget for the year _____/100 pts

Copy of chapter constitution and bylaws _____/125 pts

List of all national, state, zone, chapter and mini-chapter officers _____/50 pts

Judge's Rank: _____ **Total:** _____/800 pts

Judge's Comments/Feedback:

APPENDIX H: **BEST INFORMED GREENHANDS COMPETITIVE EVENT**

A. RULES:

1. Contest participants will be first year freshman agriculture education students.
2. A team will consist of three members. Each chapter may enter up to 5 participants in the Best Informed Greenhands Competitive event, with the top 3 scores counting towards the team total, with all 5 being eligible for individual awards.
4. The number of alternates in a state contest will be determined by the states CDE's Manager.
5. The competitive event will consist of a 100 point, written examination based on the most current official FFA Manual and State constitution. Officer and advisor names at the State and National level may be included. In addition, the zone competitive events may include zone, chapter, and advisor names.
6. The State Test will be approved by the State Competative events manager.
7. Participants will be allowed one hour to take a test.
8. Participants will not be allowed to use any materials to assist them during the competitive event.
9. Ties will be broken in the following manner:

Individual Ties:

- First Step - High Score Matching Questions
- Second Step - High Score Multiple Choice Questions
- Third Step - High Score True False Questions
- Fourth Step - High Team Score

Team Ties:

- First Step - High Score Matching Questions
- Second Step - High Score Multiple Choice Questions
- Third Step - High Score True False Questions
- Fourth Step - High Team Score

10. Official dress code will be required.

APPENDIX I: SUPERIOR AND NATIONAL CHAPTER AWARDS

The following will be judged by a committee designated by state staff and recognized during the annual state convention.

SUPERIOR CHAPTER AWARD

1. Chapters that complete and document at least 15 activities – one in each of the three areas of the program of activity - will receive a State Superior Chapter Award certificate from their state FFA association.
2. The application is Form I, pages 1 -3 of the National Chapter application. The application can be found at:

<https://www.ffa.org/participate/awards/national-chapter>

NATIONAL CHAPTER AWARD

1. Chapters who qualify for a State FFA Superior Chapter Award are eligible to compete for State Gold, Silver and Bronze Chapter Awards. Each chapter that competes for these awards will receive a certificate designating their bronze, gold or silver rating.
2. The state's top three gold chapter award winners (or the number equal to 10 percent of the state's total number of chapters, if that number is higher) are eligible to compete for the National FFA Star Chapter Awards.
3. The entire application must be completed – Form I and Form II. The application can be found at:

<https://www.ffa.org/participate/awards/national-chapter>

4. Applications will be reviewed by a committee using National FFA's scoring rubric and scoring sheet found at <https://www.ffa.org/participate/awards/national-chapter>

APPENDIX J:

AGRISCIENCE FAIR

1. The rules of the National FFA Agriscience Fair CDE handbook will be as follows.
2. Prequalifying rubrics and scores will not be used in the State competition.
3. Three judges will individually read project report and score using official rubrics from National FFA. The average score of all three will be used to rank contestants within their Division and Category. Students receiving a gold ranking will be invited to present their board at state FFA convention.
4. In order to move onto the National level, the contestant must earn 70% of the total points possible on their respective scoring sheet. Only one project per Division and Category will move onto National consideration.
5. The top 3 contestants from each Division and Category will be recognized during the state session even if they do not meet the minimum score necessary for the project to move onto Nationals.

APPENDIX K: NEVADA SPECIFIC COMPETITIVE EVENT OVERVIEW

NOVICE PARLIAMENTARY PROCEDURE LDE

1. This event is for students wishing to advance their learning of parliamentary procedure. Students may participate in the novice event twice during their FFA tenure. Once a student competes in the Parliamentary Procedure CDE they are ineligible to compete in the novice event.
2. The rules of the National FFA Parliamentary Procedure CDE will be followed.
3. Students are not allowed to compete in both novice and senior in the same year.

NOVICE FLORICULTURE CDE

1. This event is for students wishing to advance their learning of floriculture. Students may participate in the novice event twice during their FFA tenure. Once a student competes in the Floriculture CDE they are ineligible to compete in the novice event.
2. For the novice event a chapter can register up to two (2) teams of four (4). Teams in the novice event will be assessed a fee of \$10/student to assist with material costs.
3. The rules of the National FFA Floriculture CDE will be followed, but the novice component will only cover the following areas: general knowledge test, identification of plant materials and equipment and the floral arrangement practicum.
4. Students are not allowed to compete in both novice and senior in the same year.

RANGELAND CDE

1. The Rangeland judging CDE rules follow the Western National Rangeland CDE competitive event format. The link to the rules:
<http://wnrcde.wordpress.com/>
2. The top five teams will be issued an invitation to compete at the Western National Rangeland CDE, which rotates among the participating states.

LAND JUDGING (SOILS & HOMESITE) CDE

1. The Land judging CDE will follow the National Land Judging Competitive event rules. The link to the rules:
<http://www.landjudging.com/>
2. The National Land Judging Competitive event will be held in Oklahoma City, Oklahoma each year.
3. The top three teams will be issued an invitation to compete at the National Land Judging Competition.

DAIRY CATTLE HANDLERS ACTIVITY

1. FFA students showing dairy cattle at the annual Nevada Junior Livestock Show (NJLS) compete for the title of dairy handler and the opportunity to represent Nevada FFA at national FFA convention in this CDE. Learn more at:
<http://agri.nv.gov/Administration/NJLSB/NJLSB/>

See National FFA Career/Leadership Development Event handbooks for all other competitive event rules and format.