

ND CDE GUIDE

STATE FFA CONVENTION

RULES AND GUIDELINES

STATE CONVENTION

REVISED 2008

DELEGATE REPRESENTATION

Every FFA Chapter is to be represented by their quota of Official Delegates:

1 - 75 members	2 delegates
76 - 125 members	3 delegates
126 - 175 members	4 delegates
176 - 225 members	5 delegates
226 - 275 members	6 delegates
276 - 325 members	7 delegates

CREED EVENT

The procedure and rules will be the same as that used in the district leadership events. The two top participants from each district will be evaluated at the state FFA convention creed event. All entries will be rated as gold, silver, or bronze with the first place winner designated to give the Creed at a *convention session* and will receive the "baby bison" trophy and a national convention travel stipend award to participate in the national creed CDE.

MEMORIZED AND EXTEMPORANEOUS PUBLIC SPEAKING

Each district may be represented by two speakers in each event - Memorized and Extemporaneous. An elimination round will be held, consisting of two groups of eight speakers selected by alternating first and second place district winners. For example, Group A would be set up with the first place speaker from District 1, second place speaker from District 2, first place speaker from the District 3, etc. Group B would then start with the second place speaker from District 1, etc.

The procedure, rules and scorecards will be identical with those used in the district events. The judges will select the two top contestants from Groups A and B and these four will be the finalists.

All contestants will be rated as gold, silver, or bronze. The first place speakers will receive the "baby bison" trophy, travel stipend, traveling trophy and a check for \$100 from the National FFA Foundation and will be eligible to represent North Dakota in the National Career Development Events.

DEMONSTRATION EVENT

Procedures, score sheets and rules will be the same as those used at the district level. All entries will be rated gold (medal), silver, or bronze. The two top demonstrations from each district are eligible for state competition. Demonstrations can be given by an individual or team of 1 to 3 members.

The high team/individual will receive the "baby bison" trophy(s), and possession of the revolving trophy for one year, plus a travel stipend(s) to National FFA Convention and \$100 scholarship(s).

QUIZ

The top two quiz teams from each district are eligible to compete in the state contest. The opening round of the State Quiz Contest will be the same as the format used at the district leadership meetings. The state office will generate a one-hour written exam. This exam will be different than the exams used at the district contests. The top three contestant scores will be totaled for the team score, and those top three individuals of the four top teams will advance to the final rounds. From the results of the written contest, the top four teams will compete in the final round tournament (game show format) using the electronic buzzer/scoring system. These contests will be held at a general session of the state convention. Team ties will be broken by the highest individual score.

The District & State Quiz tests shall include various questions in the following categories:

1. *Dates and events of State & National FFA historical significance*
2. *State contest team winners of current year*
3. *State contest high individuals of current year (excluding proficiency winners)*
4. *State sponsors of activities and awards (excluding proficiency sponsors)*
5. *State & National awards & Degree recipients*
6. *Parliamentary procedure and meeting procedures*
7. *Names of State & National leaders in FFA*
8. *FFA program general knowledge - events, awards, & activities*
9. *Locations of State & National activities*
10. *FFA general knowledge - creed, motto, symbols, etc.*
11. *FFA Constitution, By-laws and Operation*
12. *FFA publications*

Teams will draw for position in the tournament brackets. All four teams in the championship round will receive Gold Team Awards and State Multi-Year Plaques (or add to them).

All other teams will be rated silver or bronze. All individuals will be rated gold, silver or bronze based on their scores in the opening round written exam (gold receive medals). The high individual will receive the "baby bison" trophy and a travel stipend to national FFA convention or a \$100 Scholarship. The high team will add their names to the Traveling Trophy and maintain possession of it for one year, and will receive travel stipends to the national FFA convention and are eligible to compete in any National Quiz competitions. Members of previous championship teams are not eligible to compete in this event for team awards.

STATE FFA DEGREE

A "Master" application *is available on-line at the ND FFA website* to be used to duplicate the number of applications needed for State FFA Degree candidates from your chapter. Completed applications are to be mailed to the State FFA Office prior to the due date (see the state Ag Education Calendar). No application will be considered unless it is typewritten. Use of the American FFA Degree application computer version is subject to guidelines specified in the State FFA Degree instructions.

The National Constitution provides that states may determine the number of active members to be elected to the State FFA Degree each year. Individual evaluation of each application by a committee of alumni and others selected by the State Advisor will take place to determine eligibility and quality of each application to determine the number of recipients.

Individuals **must** meet all requirements of Article VI Section D of the National Constitution to be recommended for the State FFA Degree. Active members in good standing may make application for as long as three years following graduation. Potential candidates must maintain continuous active membership for three full years for eligibility. A State FFA Degree charm and certificate will be provided for each recipient at the installation ceremony during the state convention.

Up to four finalists for Star Farmer, Star of Agribusiness, Star of Agriscience and Star of Ag Placement will be selected from qualified applicants. *One State Star in each area* will be selected from the *applicants* each year and receive checks in the amount of \$300, traveling trophies and special plaques.

AMERICAN FFA DEGREE

Completed applications are to be mailed to the State FFA Office prior to the April deadline (see state FFA calendar). No application will be considered unless it is typewritten. Applicants must meet all requirements of the National FFA Constitution to be recommended to receive this degree.

Procedure for selecting American FFA Degree Recipients

Section A – Applications for the degree must be approved by the state advisor, or representative(s) thereof, and be received by the national organization not later than the announced national due date.

Section B – Applications must be submitted on the official application form provided by the National FFA Organization *for the current year*.

Section C – The National FFA Board of Directors shall review the American FFA Degree applications and recommend those candidates meeting the minimum qualifications. Final approval of the candidates shall be given by the delegates present at the national FFA convention.

American FFA Degree applications are distributed to each advisor in the "Chapter Resource Guide" CD or from the National FFA website.

It is required that these candidates have maintained continuous membership (36 months of continuous active membership). The state staff may nominate one candidate for American Star Farmer, American Star in Agribusiness, *Star of Ag Placement* and *Star of Agriscience* each year. Travel to the National Convention to receive this Degree Award is optional but highly recommended. Recipients of the American FFA Degree will receive the American FFA Degree Key and Certificate. *The State Association will provide support to individuals chosen as National Star Finalists. See General Rules section.*

OFFICERS BOOKS

As an incentive to strive for excellence, *and recognize outstanding* chapter secretaries, treasurers, and reporters, *those officer books submitted to the state convention* will be evaluated by a panel of judges *appointed* by the state office. Entries must be *submitted at the registration desk at state convention*. Score sheets are included that outline criteria for evaluation. All entries will be rated as gold (gold pins), silver, or bronze.

STATE FFA BAND AND CHORUS

Applications are provided to the chapters and are to be sent to the State FFA Office (see the State FFA calendar). As a general rule, all participants recommended by their local band/choral directors are eligible to participate and will be accepted to the state band or chorus.

Members who perform in either activity are eligible to apply for the national band/chorus, subject to approval of the State Band and/or Chorus director. Travel stipends are available for those band or chorus members selected to participate at the national level. Selection is based on applications sent to the National Band and Chorus directors.

Members applying for the State FFA Band or Chorus must realize that this will be their most important assignment at the convention. Do not assume a number of conflicting obligations in other convention events that will limit attendance at rehearsals/performances.

TALENT

The performance of talented FFA members at the state FFA convention adds greatly to the enjoyment of those attending. FFA members may submit entries by the due date (see State FFA Calendar) for either group or individual acts. All participants will be ranked as gold (medals), silver, or bronze and suitable awards presented. Acts which, in the opinion of the talent directors, are of the quality to perform at the national convention will be encouraged to apply to participate at the following National FFA Convention. Travel stipends are available to applicants selected to participate in the National Talent program. The "Don Erickson" traveling trophy goes to the top talent participant.

STATE AMBASSADOR AWARD

The eight district FFA ambassadors are eligible to compete for the position of state FFA ambassador. *Candidates must have or be receiving their State FFA Degree to compete.* The winner will serve as a member of the State Officer Team. The same format used to select the District Ambassadors is used at the State Convention. See the rules in the District Leadership section. *Selected district ambassadors must confirm their participation in the state event by April 15.* A letter with complete details is sent to each District Ambassador prior to the State Convention.

PROFICIENCY AWARDS

District winners in all approved areas will receive plaques and the state winners will receive checks for \$250 either from special sponsors or the National FFA Foundation. State winning applications will be submitted to the National Judging Committee. All in-school FFA members and those out of school one year are eligible to submit applications for proficiency award recognition. Applications are to be judged at the district level and the district winning applications are to be submitted to the state office (See the State FFA Calendar). *Those selected to be National Proficiency Finalist(s) will receive a travel stipend to attend the National Convention. See the "General Rules" section.*

SAE ACCOUNT BOOK AWARD

The Supervised Agricultural Experience program is an essential element of any comprehensive Agriculture Education Program. The opportunities to apply knowledge from Ag Ed courses in experience programs designed for each individual student is really what makes our programs so unique in education - and valuable to students. This award gives those students who excel in keeping accurate SAE records the opportunity for worthy recognition and awards.

Each chapter will be eligible to enter three books of their choice - one sophomore, one junior and one senior member book. Chapters may submit less than three books for individual award consideration, but chapter awards will not be given.

The State SAE record book is the recommended record book, but others, including computer generated record systems are acceptable. Each will be evaluated independently. Hard copy only, do not send diskettes. See the State Ag Education Calendar for due date.

Awards will consist of a rotating State Award Plaque, black multi-year state gold chapter plaques, silver and bronze team rosettes, Gold individual medals, silver and bronze individual ribbons.

COURTESY CORPS

- a. The courtesy corps will be directed by three advisors.
- b. The courtesy corps consists of approximately 40 members for the following reasons:
 1. So the advisors get to know them better.
 2. So they can be evaluated fairly.
 3. So we do not have corps members with nothing to do.

If the 40 selected are not all present at the convention, volunteers would be accepted.

- c. Applications should be mailed to the State FFA Office no later than May 1 so that the selection could be made and the prospective corps members could be notified by May 15.
- d. Courtesy corps members must dress as outlined in the North Dakota Code of Ethics when on duty. Members who cannot comply with the official dress will not be allowed on the courtesy corps.
- e. Courtesy corps members will be expected to be familiar with official dress code and the FFA Code of Ethics so they can make corrections as needed. They should also be familiar with the convention program.
- f. Some of the duties of the courtesy corps are listed below:
 1. Six corps members will be assigned to work back stage with an advisor.
 2. Corps members will be assigned to assist in the convention office during the day.
 3. Keep the convention hall neat and orderly, straighten the chairs and pick up the trash after each session.
 4. Greet convention guests and escort them to their seats.
 5. Assist the state officers as needed.
 6. Assist the state president and sentinel in maintaining order. This includes preventing people from leaving during the sessions.
 7. Assist with the banquets and dances.
 8. Assist with any other duties that may arise during the convention.

- g. Courtesy corps members will be excused to participate in other career development activities.
- h. The courtesy corps members will be rated gold, silver, or bronze based on the following criteria:
 - 1. Appearance
 - 2. Attendance
 - 3. Performance

Three courtesy corps members will be rated as Outstanding Courtesy Corps members and be recommended for the National Courtesy Corps. These three will be selected to receive travel stipends from the State FFA Association to attend the National FFA Convention. (See general guidelines section) Additional members of these chapters are also encouraged to take part in the national courtesy corps.

CAREER DEVELOPMENT EVENTS

Certifications of entry for all career development events are to be completed and signed by the chapter advisor when the chapter registers upon arrival at the state convention. A separate certification form must be completed for each event a chapter or individual representing a chapter enters. If necessary, substitutions may be made at the registration check-in preceding each event.

Eligibility of Participants

- 1. The student must be a bona fide FFA member in good standing with the local chapter, State FFA Association, and the National FFA Organization at the time of the state event.
- 2. The student must be under 21 years of age at the time of the state event.
- 3. The student must be (1) a *junior high or high school* student and (2) enrolled in at least one agricultural education course for an agricultural occupation and/or following a planned course of study, including a supervised agricultural experience program the objective of which is establishment in an agricultural occupation. (Students graduating during the current year are eligible to participate through the completion of that activity.)
- 4. All eligibility guidelines outlined in the "General Guidelines" of the State Career Development Events Guide must be met. Alternates on past national teams are not considered as having previously participated and are eligible only if they did not judge in the national contest.

Selection of Teams to Represent the State at Nationals

See the "General Guidelines" section of this publication.

The Livestock, Dairy Cattle, Dairy Foods, Meats, Ag Mechanics, Food Science, Ag Communications, *Job Interview**, Ag Sales, Horse, Farm Business Management, Parliamentary Procedure, Floriculture, and Nursery/Landscape teams (or other teams from events developed for state participation) to represent the State FFA Association at the national convention shall be made up of the high team at the State Career Development Event. The coach of the high team will serve as coach for the national team provided that coach is still employed as an agricultural education instructor in the same school. If not, the successor will be designated as team coach. The state Livestock, Crops and Ag Sales teams will be determined at the Winter Show in March. The State Parli-Pro team is selected in Bismarck in October.

If one chapter wins more than one of these events, the winning coach, in cooperation with the State FFA Advisor, will select an advisor to assist in coaching the other team. The high individual in Dairy Cattle Handlers is eligible to represent the State FFA Association in the national dairy handlers recognition program. By national rule, a member may only compete in one national FFA event per year, and all members of the team must be from the same chapter.

While the following are the rules for our state events, chapters should also consult the National FFA Career Development Events Guide. As revisions are made in the national events, our rules will be reviewed and if deemed necessary, changed to correspond with them.

**This CDE will be a demonstration event in 2007 & 08.*

General Rules

1. Teams will be divided into squads so that no two participants from the same school will be together during the event. Participants must meet all eligibility requirements as listed in the "General Guidelines" section.
2. Communication between participants during an event will be sufficient cause to disqualify the team. Use of electronic communication devices during CD Events will also be cause for disqualification.
3. Any assistance given to a team member from any source during an event will be sufficient cause for disqualification.
4. Participants are urged to bring and use clipboards during events to facilitate the holding of placing and grading cards. The clipboards are to be clean and free of markings. Blank paper will also be permitted for taking notes and recording placings; however, these sheets will not be allowed when giving oral reasons or taking written examinations. See specific rules for each event.

Basic Agricultural Mechanics

1. Each chapter may enter one participant who was in the 7th, 8th or 9th grade in the current school year. The student may not have entered this event before - Members can compete only once in this event.
2. The event will be held in cooperation with Agriculture Systems Management department at North Dakota State University.
3. Participants will be furnished with all necessary tools and materials.
4. Each participant must furnish his or her own coveralls. *Participant must wear official dress for the written exam and awards presentations only.*
5. Personal eye protection and other safety precautions are a must during all phases of the shop work. (Proper hair protection, no neckties, appropriate shoes, etc.)
6. The event may include tests of individual problem solving, knowledge and skill performance abilities. Each individual will participate in the following applications to measure abilities in:
 - a. Tool Fitting, Maintenance, Identification, and Operation - Hand tools will be emphasized

Hand Woodworking

Chisels
hammers
planes
squares
clamps
saws

Cold Metal Working

taps and dies
hammers
chisels
pop riveter
saws
files

Measurement Tools

calipers
micrometers
rulers
scales and tapes
feeler gauges

Plumbing tools

wrenches
vices
copper working tools
fittings
cutters

General Tools & Supplies

wrenches
pliers & screwdrivers
clamps & glues
nails & screws
sand paper & bolts

- b. Carpentry – Small woodworking projects and reading directions and drawings.
- c. Farm Drawing – Interpret or make drawings and sketches.
- d. Bill of Materials – Prepare, interpret, and identify common types and kinds of materials and hardware. Prices and amounts included.
- e. Cold Metal - Filing, cutting, drilling, bending, tap and die and marking may be involved.

Participants will be ranked gold, silver or bronze. Gold individuals will receive gold medals, and power tool awards as provided by sponsors. The high individual receives the "baby bison" trophy, a travel stipend to attend the national FFA convention or a \$100 scholarship and possession of the high individual traveling trophy.

Intermediate Agricultural Mechanics

1. Each chapter may enter one participant who has just completed the ninth or tenth grade. The student may not have entered this event before – a member may only compete in this event once.
2. The event will be held in cooperation with Agricultural Systems Management department at North Dakota State University.
3. Participants will be furnished with all necessary tools and materials.
4. Each participant must furnish their own coveralls and welding gloves. *Participant must wear official dress for the written exam and awards presentations only.*
5. Personal eye protection and other safety precautions are a must during all phases of shop work. - (proper hair protection, no neckties, appropriate shoes, etc...)
6. The event may include individual test of problem solving, knowledge and skill performance abilities. Each individual will participate in the following applications to measure abilities in;
 - a. Tool Fitting, Maintenance, Identification, and Operation - Power tools will be emphasized.

Power Equipment

Routers & bits
Saws & blades
Grinders & wheels
Drills & bits
Sanders

Tool Knowledge

Belt Speeds
Horsepower
Amp & watts
Nameplate data
Adjustment

Tool Fitting

Screw drivers
Twist drills
Cold Chisels & Punches
Wood Chisels & Plane Irons
Spade & Auger Bits

- b. Carpentry – Woodworking projects of a sophomore level may be constructed, interpreted, or drawn.
- c. Farm Drawing – A sophomore level of interpreting drawings and sketches.
- d. Bill of Materials – Prepare, interpret, and identify common types and kinds of materials and hardware. Prices and amounts included.
- e. Arc Welding – Select heat ranges, electrodes, and do butt, lap, and tee welds in flat positions.
- f. Oxy-Acetylene – Turn on and adjust equipment. Do butt, lap, and tee welds in fusion welding or brazing. Be able to operate the cutting torch.
- g. Plumbing – pipe threading, cutting, copper pipe joining, plastic pipe joining, measuring and identification.

Participants will be ranked gold, silver or bronze. Gold individuals will receive gold medals, and power tool awards as provided by sponsors. The high individual receives the "baby bison" trophy, a travel stipend to attend National FFA Convention or a \$100 scholarship, and possession of the traveling trophy.

Advanced Agricultural Mechanics

1. Each chapter may enter *up to four members who have completed at least the 10th grade and have not* been a participant in the national event. The top three scores will be added for the team score. The top chapter will represent North Dakota in the national event. *An individual may only participate in one Agriculture Mechanics event each year.*

2. The event will be held in cooperation with Agricultural Systems Management Department at North Dakota State University.
3. Each participant must compete in all phases of the event.
4. Each Individual must furnish their own welding gloves, shop glasses and coveralls or shop coat. *Participant must wear official dress for the written exam and awards presentations only.*
5. Industrial standard eye protection and other safety precautions are a must during all phases of shop work. Appropriate clothing must be worn, must be in good repair and fit properly. Long sleeves are required for welding or cutting.
6. All tools, equipment and materials will be furnished. All written materials will be furnished, Individuals must provide their own clipboards and two sharpened number 2 lead pencils. The use of an electronic calculator is encouraged. Personal computers will be provided if needed to be used for problem solving activities.
7. The state Agricultural Mechanics Career Development event will be developed from the subject matter areas that are listed following each of the five systems associated with the agricultural mechanics industry.
 - a. Machinery and Equipment Systems – processing, materials handling, adjustments, metal fabrication, maintenance and repair.
 - b. Industry and Marketing Systems – customer relations, accounting, communications, economics, safety, service calls, reading and understanding labels, planning, regulations.
 - c. Energy Systems – mechanical power, electrical power, chemical power, wind power, solar power, water power.
 - d. Structural Systems – concrete, plumbing, structural material selection, heating, ventilation, air conditioning, metal and wood construction.
 - e. Environmental/Natural Resource Systems – water quality, material compatibility, soil and water conservation, handling of waste, recycling.
8. *At registration teams will be grouped and assigned a time slot. Group I competes in the 8 am – 10 am time slot, Group II competes in the 10 am – noon time slot and Group III competes from 1 pm to 3 pm. All team members must compete in the same time slot and are responsible to show up on time for their assigned time slot or be disqualified.* Each individual will participate in the following events:
 - a. Problem Solving/Skill Development Activities - 150 pts – Each individual will perform skills associated with each of the five systems. A total of 20 minutes will be allowed for each section. Each section is worth 30 points. These individual performance activities will be developed from the skill competency/problem solving lists identified for each system area in the National Career Development Events Guide.
 - b. Written Examination - 100 pts – A written exam consisting of 100 multiple choice questions will be developed from the system areas - 20 questions from each of the five systems. Participants have 60 minutes to complete the exam.
 - c. Team Problem Solving Activity - 250 pts – Participants will compete as a team to solve an integrated problem associated with the theme selected with the event. A broad scenario will be presented to the team, the team will then have the freedom to use any and all information, organize themselves to solve the problem in their own way, and determine how they will put their solution together. 250 points possible for the team activity.
9. A theme will be identified for each year's Agricultural Mechanics Career Development Event. This theme will be selected and publicized through the National FFA organization.

Themes that will be used include:

- 2006 - Animal Production Systems*
- 2007 - Material Handling Systems*
- 2008 - Processing Systems*
- 2009 - Plant Production Systems*
- 2010 - Integrated Pest Management Systems*

10. After selection of the theme, the National FFA will identify the generic integrated problem that incorporates each of the systems that will be associated in the event. See the National CDE Guide "Agricultural Mechanics Career Development Event".
11. Ties will be broken using the following order:
 1. Written Exam Score
 2. Total of Individual Performance Scores
 3. Team Problem Solving Score
12. Participants will be ranked and awarded gold, silver or bronze Awards. Gold individuals will receive medals and a special award as provided by the sponsor. The high individual will receive the "baby bison" trophy and a \$100 Scholarship. The high team members will receive travel stipends, the traveling trophy and be eligible to represent North Dakota in the National Career Development Event.

Agricultural Communications

Each chapter may enter a team of 3 - 5 participants. The team score will be determined by adding the scores of the team events (project proposal and presentation), and the top three scores in the communications quiz/editing exercise and the top score in each of the practicums. Participants must meet all eligibility requirements listed in the "general guidelines" section of the state Career Development Events Guide.

The event will consist of three parts: 1) Communications Project Proposal and Presentation; 2) the *Communications Quiz or Editing Exercise* and 3) *Three Individual Components Including: News Writing, News Broadcasting, Graphic Design or Web Design. All members will participate in the project proposal and presentation as well as the communications quiz/editing exercises. Each team member must select one individual practicum, with no more than two team members in each practicum area. The high score in each practicum area will be added to the team score.*

Topic/Theme for communications project proposal/presentation, and rotation of components:

*2007: FFA Recruiting and Educational Activities
Components: Graphic Design, Communications Quiz*

*2008: Safety Issues
Components: Web Design & Editing Exercise*

*2009: FFA Community Involvement
Components: Graphic Design & Editing Exercise*

*2010: Local environmental Issues
Components: Web Design & Communications Quiz*

See the National FFA CDE guide for more information on Project Themes/Topics

I. Communications Project Proposal and Presentation (100 Points Proposal, 100 Points Presentation)

1. Each team will prepare a communications project proposal for their chapter explaining the communications activities planned to publicize an event or issue. **The project proposal must be handed in at the registration table by 3 pm, Monday, at the state FFA convention.** The topic will be chosen by the chapter team from the theme of possible topics as provided.
2. The proposal should be a maximum of 12 double-spaced typed pages on 8.5"x 11" white paper. Staple the

proposal .in the upper left hand corner. Do not bind or place in folders, binders or covers. A cover page should give the title of the communications proposal, chapter and state, team member names and date. The following should be addressed in the proposal:

- Rationale for selecting the project, including background information that helps provide the judges with an understanding of the project and the situation or locale where it will be implemented.
 - Objectives of the project (what it is to accomplish)
 - Audiences to be targeted with this project.
 - Key messages or themes to communicate to the audiences.
 - Media selected to accomplish the project. (Brochures, newspapers, radio, etc.)
-
- Budget to produce and place communications materials.
 - Criteria upon which project will be evaluated (these criteria should result in some indication of how well the project accomplishes the stated objectives)
3. The team will then present their communications project to a panel of judges, with a maximum time limit of 15 minutes. Each team member must participate in the presentation. Each team must provide its own presentation equipment (laptop, projector, etc.) and materials. A screen will be provided in the presentation room.

II. News Story, News Broadcasting, and Graphic Design/Web Design - (100 Points each practicum)

1. One or two team members will be responsible for preparing a news story for print, one or two will be responsible for preparing a 2-minute radio broadcast and one or two will be responsible for completing the graphic design or web design exercise. No more than two members from a team may be in the same practicum. The higher score in each practicum will count toward the team score. Each member must work independently and hand in their product for evaluation.
2. NDSU Ag Communication staff will host a mock news conference with a faculty member speaking on a timely agricultural topic. Students will be allowed to take notes, and after the speaker's remarks, contestants will have the opportunity to ask questions.
3. News writers will then be excused to a campus computer cluster to prepare a 250 to 350 word news story concerning the topic discussed at the news conference that is worthy for a publication with an ag producer target audience. Contestants will be given 60 minutes to complete this activity. Judges will then evaluate the printed news releases. A.P. stylebooks, dictionaries and thesauruses will be made available for use by all contestants.
4. News broadcasters will attend the same news conference and have an hour to develop and record a news broadcast of about two minutes in length. Contestants will record their broadcasts digitally, speaking into a microphone connected to a computer. 60 minutes is provided to complete this activity.
5. Graphic designers will attend the same news conference and have an hour to complete a page layout using MS publisher, InDesign, or MS Word software. The two page layout must include a headline, reporter by-line, photo(s) with caption(s), pull quote, and chart or table that illustrates numeric data. Participants will be provided with dummy text, digital photos and other electronic materials for completing this exercise.
6. Web designers will use information from the news conference to design and develop a two-page website publicizing the issue presented. Participants will use computer programs that will be identified to develop their website. The website should be designed for the speakers organization based on supplied specifications. These specifications may include but are not limited to external hyperlinks, internal hyperlinks, banners, background colors, logos, email links, photographs, and contact lists. Participants will be provided with appropriate electronic materials to complete this exercise. 60 minutes will be allowed to complete the assignment

III. Individual Exercises – 1 each year - all team members

Editing Exercise (25 points)

Because editing is a critical skill for all communicators, each team member will complete an editing exercise. They will be given a printed document that contains 25 mistakes. In correcting the mistakes, team members will be required to use correct proofreaders marks (see Associated Press Stylebook and Libel Manual). Style, grammar, punctuation and spelling mistakes will be included. Team members will not be able to use the style manual or a dictionary during this exercise. 30 minutes will be allowed for this section of the event.

Communications Quiz (25 points)

All team members will complete a 25 question quiz that covers basic elements important to the skill areas of journalistic writing and broadcasting, public relations writing, and graphic design. Five questions will be written for each segment, which includes broadcast, public relations, news, visuals and ethics of communication. Team members will not be able to use the style manual or a dictionary during this exercise. 30 minutes will be allowed for this section of the event.

Contest Procedures

Judges will be NDSU communications and local media professionals. Three will be needed for the News Writing Practicum, three for the News Broadcasting Practicum and three to score the Graphic Design/Web Design practicum, six for evaluation of the Communications Proposal and Presentation and one to score the communications quiz/editing exercise.

<i>1 Team Scoring -</i>	<i>100</i>	<i>Project Proposal</i>
	<i>100</i>	<i>Project Presentation</i>
	<i>75</i>	<i>Editing Exercise or Communications Quiz (3 X 25)</i>

<i>Individual Scoring</i>	<i>100</i>	<i>New Story</i>
	<i>100</i>	<i>News Broadcast</i>
	<i>100</i>	<i>Graphic/Web Design</i>

Maximum Team Score 575

Team scores will be tabulated and ranked for gold, silver and bronze awards. The high team receives the traveling trophy, travel stipends and shall be eligible to represent North Dakota in the National FFA Ag Communications career development event. Team tiebreakers include: 1) Team Project Presentation Score; 2) Editing or Quiz Team score 3) News Story score.

DAIRY CATTLE

- 1. Each chapter may enter a team of three to five participants. Team scores will be determined by totaling the three highest individual team members' scores. Participants must meet all eligibility requirements listed in the "general guidelines" section of the state career development events guide.*
- 2. All classes will be selected from the breeds of Dairy Cattle available to the NDSU Dairy Barn. Participants will be allowed 12 minutes to place each class, 50 points per class.*
- 3. Using Form 12134, four or five classes of four animals will be placed on type. The classes may range in age from heifers to mature cows. Individuals will also be required to complete the linear evaluation of five cows. In addition, participants will complete 2 of the following exercises: Pedigree Class, Sire Selection Exercise, Herd Record Evaluation or Written Dairy Management Exercise. See the National Career Development Guide for details and the rotation schedule below.*
- 4. Oral reasons will be required on two of the classes. The reasons classes will be designated at the beginning of*

the event by the co-chair advisors.

5. In reasons classes, participants will have 15 minutes to place the class; at least 12 minutes to prepare reasons; and not more than two minutes in which to deliver the reasons. No notes will be permitted while delivering reasons. Reasons will be scored on the basis of 50 points for a perfect score.
6. Participants will be permitted to view the animals from all angles but will not be permitted to handle them. The squad leader will arrange for rear view, side view, front view, and close-up inspection (optional) of all classes.
7. Five cows will be evaluated on type by using a linear evaluation form. The "Holstein Association Linear Descriptive Traits Worksheet" listing 15 major traits will be used (15 points per animal). The cows to be evaluated may be part of a placing class - extra time of six minutes per cow will be allowed. (150 points) 2 points allowed if scored within four points of the official judges score and 1 point if scored within 5 to 6 points of the official score.

ROTATION OF ADDITIONAL DAIRY EXERCISES

2009 - Sire Selection & Written Exercise
2010 - Written Exercise & Pedigree
2007 - Herd Record Evaluation & Sire Selection
2008 - Pedigree & Herd Record Evaluation

8. The sire selection exercise will consist of selecting for the mating of a dairy cow with the more appropriate bull. Linear evaluation information on the cows and/or sire information may be provided each participant. Four bulls will be ranked (placed) for their potential/merits as the best choice to whom the cow should be bred. 15 minutes will be allowed for this class. (50 points)
9. The written dairy management exercise is worth a maximum of 50 points for 25 multiple choice questions. Ten questions will target the use of herd summaries to make management decisions. Information necessary to answer the questions will be provided on appropriate DHIA forms. The remaining questions will be concerned with various dairy management and industry related topics. 30 minutes will be allowed to complete this section of the contest.
10. One pedigree evaluation class (no animals present) may be included. The pedigrees of four cows/bulls will be given for evaluation and placing by the participant. Pedigrees are to be evaluated to the degree they indicate the animals ability to transmit production type traits to its offspring. Completeness, accuracy, level of performance and profitability are factors to consider in evaluating pedigrees. (50 pts.) 15 minutes is allowed for this exercise.
11. The Dairy Herd Evaluation section of this event requires analysis of individual cow production records (DHIA) of a 50 - 75 cow herd with a total of ten questions worth 5 points each. 30 minutes is allowed for this exercise.

Scoring Summary

A. Five Placing Classes	250
B. Two Sets Oral Reasons	100
C. One Linear Evaluation Class	150

Plus two of the following:

D. Pedigree Class	50
E. Written test	50
F. Herd Record Evaluation	50
G. Sire Selection Class	<u>50</u>

600 points total

12. Individual scores will be tabulated and ranked gold, silver and bronze. Gold individuals will receive a state gold pin. The High Individual receives the "baby bison" trophy and a \$100 Scholarship.
13. Team scores will be tabulated and ranked for gold, silver and bronze awards. The high team receives the traveling trophy, travel stipends and shall be eligible to represent North Dakota in the national FFA dairy cattle

career development event. Team tiebreakers include: 1. Oral Reasons Team Score, 2. Placings Team Score, and 3. Linear Team Score.

DAIRY CATTLE HANDLERS

Rules of the Event

1. Each chapter may enter one participant. Form 1 will be used to evaluate the skills of the individual in presenting dairy animals to their best advantage. This activity will take place during the dairy cattle evaluation career development event.
2. Participants will not be required to participate in either the preparation or finishing of the animals for showing.
3. The first round will consist of presenting the animals to the dairy cattle judging event with the finals scheduled immediately after this activities conclusion.
4. All participants will be recognized and no defined quota shall be assigned for the gold, silver, or bronze emblem awards. Gold individuals will receive state gold dairy showmanship pins. The high individual shall be awarded the "baby bison" trophy and a travel stipend to national FFA convention to represent North Dakota in the Dairy Handlers recognition program.
5. Factors of dairy handlers scoring include:
 1. Appearance of the handler
 2. Control of the animal by the handler
 3. Poise and calmness of the handler
 4. Demonstrated competence in;
 - Setting up the animal
 - Maintaining the animal in correct pose
 - Effectively restraining and not exciting the animal
 - Moving the animal as requested
 - Displaying a courteous, cooperative and helpful attitude
6. Dairy exhibitors dress code - white dress shirt/blouse, dark jeans/slacks (white optional-not required), boots, no hats or caps. FFA jacket not recommended.

DAIRY FOODS

Rules of the Event

1. Each chapter may enter a team of three to five Participants or one or two individuals. Team scores will be determined by totaling the three lowest individual scores. See the national Career Development Events Guide for details on this activity.
2. The event will include one class each of:
 - a. Ten milk samples to be scored on quality (Identification and Evaluation)
 - b. Ten cheese samples to be identified
 - c. Twenty-five objective type questions on milk production and twenty-five on milk marketing
 - d. Eight milk samples to be evaluated using the California Mastitis test method
 - e. Five milker units to be scored on defects present
 - f. Parts I, II, or III of dairy foods problem solving
3. 10 Milk samples will be provided for Identification of flavor/odor and scored for intensity. For each sample the participant must check one box identifying the defect **and** give the sample a score of intensity (1 to 10). All samples of milk are prepared from pasteurized milk intended for table use. Milk samples will be tempered to 60 degrees F. Use whole numbers when scoring "Flavor and Odor" of milk. Check only the one most serious defect in a sample even if more than one flavor or odor is detected. For example; If no defect is noted, check "No defect" and score the sample "10". Use form 9388.
4. Ten Cheese samples for identification will be selected from those listed on the score sheet Form 15009. Cubes of the cheeses will be available for tasting. Use toothpicks, do not handle cheese. *Cheeses to be identified include: Bleu, Brie/Camembert, Brick, Cheddar (Mild), Cheddar (Sharp), Colby, Cream/Neufchatel,*

Edam/Gouda, Feta, Havarti, Monterey (Jack), Mozzarella/Pizza, Processed American, Provolone, Romano, & Swiss.

5. Five Milker units will be scored on Form 15008. The flexible plastic parts are to be scored as rubber parts, and rigid plastic or glass parts are to be scored as metal parts. Participants will be permitted to bring and use flashlights. Milker parts may not be handled. Parts will be scored 1 to 4 with one-half (.5) point deducted per defect.
6. Score the California Mastitis test on Form 9387 using even numbers from 0 to 8 inclusive. See the National Career Development Events Guide for the scoring guide for this section of the event.
7. Utensils for sampling will be provided (cups, spoons, etc.). Apples will be allowed for taste bud refreshing. Participants may use their own cups if desired.
8. The problem solving portion (Part I) of the event is designed to determine the member's ability to distinguish between real or artificial dairy foods/products and (Part II) to apply concepts involved in decision making processes to answer questions about the dairy foods industry based on supplied information. (Answer questions that require a problem to be solved.) Time - 18 minutes. Part III is a team activity in which all team members work together to solve a selected situation from one of the following: sanitation, marketing and distribution and current issues in dairy health.
9. The score made by each participant is the number of points deducted; therefore, the lower the score, the higher the rating. Team Ties will be broken using: 1) Written Test; 2) Milk ID & Evaluation; 3) Cheese ID.
10. Recommended references to study for the event are listed in the National FFA Career Development Events Guide. General livestock and dairy production references available in most agricultural education departments should be helpful also.
11. Participants will be ranked gold, silver and bronze; gold individuals will receive a gold state pin. The high individual will receive a \$100 scholarship and the "baby bison" trophy. The high team will receive the traveling trophy, travel stipends and be eligible to represent North Dakota in the National FFA CDE.

FARM BUSINESS MANAGEMENT

Each chapter may enter a team of three to five individuals with the three highest scores tallied for the team score. The Farm Business Management Event will consist of two parts - a written test and problem solving analysis.

PART 1 - A Written Test

The written test of the North Dakota FFA Farm Business Management Event is designed to test team members' understanding of the application of economic principles in farm management. Multiple choice questions, some related to problematic situations, form the basis for testing this understanding.

General Guidelines for Written Test

1. Team members work as individuals and each will complete the written test.
2. There will be 50 multiple choice questions with 60 minutes allowed for completion of this section.
3. One hundred points allowed for this section with each question worth two points.

PART 2 - Problem Solving Analysis

The problem solving analysis portion of the State FFA Farm Business Management Event is designed to determine the team members' ability to use decision-making and problem-analysis skills while applying the economic principles and concepts taught in farm business management. Multiple-choice questions will also be used for this section.

1. Team members work as individuals and complete all problems assigned.
2. There will be a total of 40 multiple choice questions.
3. One hundred twenty minutes (2 hours) is allowed for completion of this section of the contest.
4. Two hundred points allowed for this section. (5 points per question)
5. An information packet will be presented to each participant for use during the event. The information packet may include any of the financial background information needed to solve the problem.

6. Problems to be used may include:

<ol style="list-style-type: none"> A. Balance Sheet B. Income Statement C. Cash Flow Projection D. Enterprise Budget Analysis 	<ol style="list-style-type: none"> E. Marketing Situation F. Family Living Analysis G. Income Tax Management H. Investment Analysis I. Analysis of the Farm Business
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------
7. Tie breaking will be decided by using the problem solving questions listed above as tie breakers (in ascending order).
8. Computer score sheets will be used, two number-two lead pencils per participant are required. Individuals may use battery operated, silent calculators during the event, individuals must furnish their own calculators and pencils.

References Used may include:

1. John Deere "Farm and Ranch Business Management" by Jobes, Steward, Casey and Purcell (2004).
 2. Current North Dakota Farm Management "State Averages" booklets.
 3. Past three (3) years State Farm Management tests.
 4. Past two (2) years National Farm Management Contest tests.
 5. Past Years' Farmer's Tax Guide (IRS)
 6. Past Years' USDA Farm Program Guide (FSA)
9. Participants will be ranked and awarded gold, silver or bronze awards. Gold individuals will receive state gold medals and the high individual will receive the "baby bison" trophy and a \$100 Scholarship. The high team will receive possession of the traveling trophy, travel stipends and be eligible to represent North Dakota in the National Career Development Event.

FLORICULTURE

Rules of the Event

1. Each chapter may enter up to five (5) participants. The team score will be determined by the three highest scores from that chapter.
2. The event will have five phases:
 - a. Written Test
 - b. Problem Solving
 - c. Corsage & Boutonniere Practicum
 - d. Customer Assistance/Sales Practicum
 - e. Plant Identification
3. Under no circumstances will any participant be allowed to touch or handle plant materials during the event except in the practicum. Any violation of this rule will result in the participant's disqualification.
4. No team, team member, or team coach shall visit the event facilities to observe plant materials a week prior to the event. Any team, team member or team coach reported and proven to do so will cause the disqualification of that team.
5. Any participant caught cheating will be dismissed from that phase of the event.
6. To facilitate the holding of scorecards during the event, participants are urged to bring and use clean un-marked clipboards. All participants must bring their own #2 hardness lead pencil(s).

Phase I - Plant Identification (250 points)

Fifty specimens from Form 15 will be displayed to be identified by technical and common names. Each specimen will be designated by a number. Floriculture Plant Identification Answer Sheet Form 15043, will be used in recording selections. Five points will be award for each specimen that is correctly identified.

Participants will be allowed 50 minutes to complete this phase, or approximately 60 seconds for identifying each plant specimen. No plants may be touched or handled in any way.

Phase II - Customer Assistance/Sales Practicum (100 pts)

This practicum in interpersonal relations is designed to evaluate the participant's knowledge and ability in verbal communications, salesmanship, customer relations, and completion of business forms and knowledge of plant materials, floral selection and design. Individuals will be provided an order form plus any other materials appropriate for the practicum.

The participant will assume the role of an employee of a small flower shop/greenhouse - "Campus Florals" An event official will assume the role of a customer desiring to place an order. Interaction between the employee and the customer may be by telephone or face to face. Limited information will be provided by the customer upon placing the order, the remaining required information must be gathered through interaction with the customer. A maximum of five minutes will be allowed for taking the order. An additional five minutes may be used for completion of the order form. The order form will be the only material used. Participants will use the "Campus Florals" order form. The resulting written order form will be evaluated and scored as a part of this phase.

Phase III - Corsage and Boutonniere Practicum (200 pts)

Participants will be given thirty (30) minutes in which to complete a corsage and matching/complimentary boutonniere. All plant and non-plant materials needed to complete these practicums shall be provided. The corsage shall be multiple flowered and must have a bow or other such appropriate condiment. This corsage should be of the design to be worn pinned on a dress. (100 pts)

The boutonniere shall be a single flower with appropriate condiments and shall match/compliment the corsage. (100 pts)

The completed boutonniere and corsage are to be placed in corsage bags along with corsage/boutonniere scorecards. Participants are not to mist or seal the bags. Attach the bags containing the completed products with a pin and hand in.

Phase IV - Written Test (250 points)

Fifty objective type multiple-choice questions will be selected from the areas on the following list. This phase of the event will test knowledge and understanding of the basic principles relating to the following areas of horticulture (for example: questions for the plant materials area may deal with such features as anatomy of a flower or leaf, physiology of specific types of plants important to the horticulture industry, etc.). Individuals will be allowed 30 minutes to complete this phase. Each answer has a value of 5 points.

- | | |
|---------------------------------|----------------------------------------------------|
| 1. Plant Materials | 2. Planting or Growing Media |
| 3. Diagnosis of Plant Disorders | 4. Materials (Growth Regulators, Fertilizer, etc.) |
| 5. Propagation | 6. Safety |
| 7. Cultural Instructions | 8. Floral Marketing |

Phase V - Problem Solving (200 pts)

Each participant will solve 8 problems related to the various aspects of the floriculture industry using commonly accepted standards and available information to solve a problem specific to a particular area of floriculture production or retailing. See the National FFA Career Development Events Guide for examples.

Participants will be allowed 20 minutes to complete this phase. Each correct solution has a value of 25 points.

Scoring The Event

- A. Individual scores will be the sum of the scores of phases of the contest.

PHASE

MINUTES

POSSIBLE POINTS

Written Test	30	250 points
Problem Solving	20	200 points
Corsage & Boutonniere	30	200 points
Customer Assistance/Sales	50	100 points
<u>Plant Identification</u>	<u>50</u>	<u>250 points</u>
TOTAL	180 minutes	1,000 points

AWARDS

The high team will receive the traveling trophy, travel stipends and be eligible to represent North Dakota in the National Career Development Event. Participants will be ranked gold, silver or bronze. Gold individuals will receive medals and the high individual will receive the "baby bison" trophy and \$100 Scholarship. Team tie Breakers: 1) Team Plant ID; 2) Team Written Exam Score; 3) Corsage Team Score.

SAMPLE CUSTOMER SERVICE/SALES ORDER PROBLEMS

1. A single sided arrangement for a 14-year-old boy in the hospital with a broken leg from a football game.
2. A small tabletop arrangement for a coffee table, to be used at a spring meeting of the neighborhood social committee.
3. A full arrangement to be used at the dinner table for Thanksgiving.
4. A small funeral arrangement for an elderly acquaintance.
5. An end-table arrangement for the Christmas season.
6. A friendship arrangement for a classmate.
7. A Valentine arrangement for a Grandmother living in a retirement home.
8. A "bunch" of roses for a spouse on their birthday.
9. A Mothers Day arrangement.
10. Long-stem roses for a high school coronation.
11. A corsage for a prom date.
12. An alter arrangement for the church Easter services.

EXAMPLE CUSTOMER SERVICE/SALES PROBLEM

Information given when placing the order

1. Arrangement is needed for presentation to the Queen at a High School Homecoming Coronation.
2. Price range is \$20-\$25

Information to be provided through questions

1. Location of the coronation - Anytown High School, 1111 11th Ave. North, Fargo
2. Date - June 15, 1:30 pm
3. Delivery - by 1:00 pm
4. School Colors - Blue, Yellow and White
5. School Logo - Rockets
6. Flower Preference - Mums and Carnations
7. Type of Arrangement - Single sided
8. Card - "Congratulations from the Anytown Alumni!"
9. Billing - Credit card - FM Charge FMFS222-58000
Frank Smith, Box 222, Fargo, ND 58100 - Phone - 237-7777

Information Given to the Participant

1. Greenhouse - "Campus Florals"
2. Location - North Fargo
3. Delivery policy - free in-town delivery
4. Pricing - All prices include applicable taxes
5. Flowers available - Pom Pom Mum, Spider Mum, Daisy, Gladioli, Carnation, Rose.

FOOD SCIENCE AND TECHNOLOGY

Format

The food science and technology career development event will consist of four activities; 1) an objective test worth 300 points, 2) a team product development project of 400 points, 3) a practicum in food safety and quality worth 150 points, and 4) a practicum in sensory evaluation worth 150 points. This event will be a four-person team activity. All team members will participate in each of the four activities.

Each year this career development event will focus on one food product category as a theme. Each activity in this event will use the theme food product category to achieve the project objectives. The state event will follow the theme selected by the National FFA.

Possible Products:

- ✗ Ready-to-Eat Cereal
- ✗ Breakfast Bars
- ✗ Candy
- ✗ Beverages (Sports Drinks)
- ✗ Cheese
- ✗ Ice Cream
- ✗ Processed Fruit Snacks
- ✗ Stir-Fried Vegetables
- ✗ Processed Meat
- ✗ Imitation Seafood

No programmable calculators will be allowed to be used during any part this career development event.

Team Product Development Project

This project is a team activity. Each team will receive a marketing scenario describing a need for a new or redesigned product that would appeal to a potential market segment. This scenario will contain a description of the existing marketing situation, and potential target market segment to be served by the new product. Each team will be provided with package materials, supplies for designing package, ingredients and ingredient labels.

The team will be responsible for understanding and using the following concepts:

- ✗ Formulation of a product to meet specific market requirements
- ✗ New package design to reflect the developed product
- ✗ Nutritional label development and adjustments
- ✗ Equipment used to formulate the product
- ✗ Address any potential quality control and assurance issues

The team will have sixty (60) minutes to respond to the marketing scenario and reformulate or develop a new product, correctly calculate a nutritional label, develop the ingredient statement and educational panel and develop the front or principal display panel to reflect the new product and its market. After this time period, each team member will be expected to participate in a ten (10) minute oral product development proposal. In addition, there will be a five (5) minute question period in which each team member will be expected to answer questions from the judges.

Written Test

The written test questions will be designed to determine each team member's understanding of the basic principles of food science and technology. It will encompass the knowledge required of the team event and the two practicums, as well as test a participant's knowledge of the equipment used to manufacture the theme product and product nutritional analysis.

Team members will work individually to answer each of the fifty (50) questions. Each person will have fifty (50) minutes to complete the examination. Each question will be worth six (6) points.

Food Safety and Quality Practicums

Customer Complaint Letter

Each participant will be given a representative consumer complaint letter received by a food processing company, and fifteen (15) minutes to answer three questions. The participant must determine if the complaint involves a food quality problem or food safety problem. Secondly, determine whether the problem is biological, chemical or physical in nature. Finally, each participant will write out possible solutions/reaction to the letter. The three questions are worth ten (10) points, ten (10) points, and thirty (30) points respectively.

Food Safety/Sanitation Photos

Each participant will be given ten (10) photos of potential food safety and/or sanitation problems. A numbered list of problems will also be provided. This list will contain more potential problems than the number of photographs. Each participant will identify the type of problem in the photo, and match it with the corresponding problem from the list of potential problems. Each team member will have one minute per photo station. Each photo correctly identified is worth 10 points. Possible responses could include, but are not limited to: improper hand drying, improper pest control, improper chemical storage, improper ingredient storage, improper hand washing/supplies, improper refrigerated storage, etc.

Sensory Evaluation

Aroma Identification

Each participant will be asked to identify four different aromas from vials provided. A list of potential aromas is included on the scorecard. Each aroma is worth 15 points.

Difference Testing

Three triangle tests will be conducted. In each test, there will be three samples, two that are the same and one that is different in some way. Participants are expected to identify the different sample through aroma, visual cues or textural differences. Each test is worth 15 points.

Taste Testing

Three tests will be conducted, in which students are to compare a sample food product with two other samples of the same food. The two compare samples will be scored on a scale of 1 to 15 for certain qualities, such as; density, sweetness, cohesiveness, etc. Using these two as a guide, students will need to score the unknown sample. Each test is worth 15 points.

Primary Resources

Food Science Safety and Nutrition - the National Council of Agricultural Education

AWARDS

Team scores will be tabulated and broken into gold, silver, and bronze. The high team shall be eligible to represent North Dakota in the National FFA Food Science career development event. The high team receives the Traveling Trophy and travel stipends to participate in the National Event.

Team Tie Breakers: 1) Team Product Development Score; 2) Team Written Test Score; 3) Team Questions to Product Development Score (adding all four team member scores)

Individual scores will be tabulated (and do not include the team activity) and broken into gold, silver, and bronze award areas. The high individual receives the "baby bison" trophy, and a \$100 Scholarship. Individual ties will not be broken.

HORSE EVALUATION & SELECTION

1. The State Horse Evaluation and Selection Career Development Event (CDE) will be held each year at the North Dakota State FFA Convention.

2. Each chapter may enter one team of three to five active members. The score made by the three high individuals on the team will constitute the team score in determining team ratings. Chapters with less than three participants may enter individuals for individual awards only.
3. The event will consist of four halter classes and two performance classes (as horses are available) and a team problem solving activity.
4. Oral reasons will be required on two classes; one for a halter class and one set for a performance class. The reasons classes will be designated by the event chairperson at the beginning of the event.
5. The placing classes will count 50 points each. The oral reasons classes will also count 50 points each.
6. In halter classes the participants will be allowed 20 minutes to place the class. Halter classes may be represented by the following breeds and types: Quarter Horse, Conformation Hunter, Appaloosa, *American Saddlebred*, Arabian, Paint, Morgan, or *recognized draft breed*. All halter classes will be judged as sound.
7. For performance classes the participants will be allowed 20 minutes to place the class. Performance classes may include: Western Pleasure, Western Riding (Pattern 1), Reining (AQHA Patterns 1 or 2), English Pleasure (Saddle Seat), Hunter Under Saddle (Hunt Seat), and Hunter Hack. Performance classes are to be judged as presented.

All attire and tack is assumed legal in the selection classes.

8. Participants will be permitted to view the horses from all angles; three minutes each on rear, side, front, and moving stations; two minutes close up (optional); and six minutes general time.
9. No notes will be permitted while the participant is delivering oral reasons. Participants will have at least 12 minutes to prepare reasons and not more than two minutes in which to deliver reasons.
10. The Problem-Solving component of the event is a team activity, requiring all members of the team to work cooperatively to complete a 50-point test. This may be a 10 - 25 item problem-solving test with multiple-choice answers. Time allowed will be 1/2 hour. Team topics will rotate on the following schedule: 2007 – Breeds; 2008 – Tack/Equipment; 2009 – Feed & Nutrition; 2010 – Horse Anatomy
11. Team scores will be tabulated and broken into gold, silver, and bronze award areas. The high team receives the Traveling Trophy the "Becky Fisher Memorial" and travel stipends to participate in the National Career Development Event. Team tiebreakers are: 1) Team Oral Reasons Total; 2) Team Placings Total; and 3) Team Problem Solving.
12. Individual scores will be tabulated (and do not include the team activity) and broken into gold, silver, and bronze award areas. The high Individual receives the "baby bison" trophy, and a \$100 Scholarship.
13. The winning Chapters' team shall be eligible to represent North Dakota in the National FFA Horse Evaluation and Selection CDE.
14. Participants must meet all eligibility requirements as listed in the "General Guidelines" section of the "Career Development Events" Guide.

Job Interview

I. General Plan

- a. Each Chapter may enter one active member to participate in the district event.
- b. Members who have taken part in a previous national FFA Job Interview event are not eligible. Persons who have taken part in a previous state event but did not participate in the national event may enter. A chapter winner is eligible to participate only in the next succeeding district, state and national events.
- c. Each participant's cover letter, resume, and application shall be the result of his or her own efforts.

II. Procedure for the district and state event

- a. The top two individuals from each District are eligible to advance to the State event held at the State FFA Convention in June. District winners will be divided into two groups for the preliminary rounds.
- b. Participants shall be ranked on the basis of the final score to be determined by each judge without consultation. The judges' ranking of each participant then shall be added, and the winner will be that participant whose total ranking is the lowest. Other placing will be determined in the same manner.
- c. There will be two rounds at the state event. The event participants are all evaluated in a preliminary round. The top 2 students from each group will participate in the final round. The participants will have scores for their cover letter, resume, and application carried into the final round.

III. Event Format

- a. Participants are allowed to bring the following items to the event.
 - i. Cover Letter
 - ii. Resume
 - iii. Business Cards
 - iv. Blank Paper
 - v. Writing Utensils
 - vi. List of References
- b. Activities to be completed
 - i. This event is developed to help participants in their current job search (for SAE projects, part-time, and full-time employment). Therefore, the cover letter, resume, and references submitted by the participant must reflect their current skills and abilities and must be targeted to a job for which they would like to apply. In other words, participants cannot develop fictitious resume for a fictitious job. Instead, they are expected to target the resume towards a real job for which they can qualify.
 - ii. The following must be submitted at the registration table.
 1. Cover Letter (100 Pts)
 - a. 3 Copies of a single spaced 8 1/2" X 11" white bond paper letter of intent. The paper is to be single sided, block justified using Times, Times New Roman or Arial font, 12 point minimum font.
 - b. The letter is to be address to
Joe Agriculturist
555 Any Street NE
Fargo ND 58105
 2. Resume (150 Pts)
 - a. Three copies of a single spaced 8 1/2" X 11" white bond paper. The resume is to be single sided only, typed not to exceed two pages total.
 - b. Resume must be non-fictitious and based upon their work history.
 - c. Students are to submit three letters of reference.
 - iii. Activities to be completed at the event
 1. Application (50 Pts)

- a. Students will complete a standard job application, on site prior to the personal interview.
- 2. Personal Interview (450 Pts)
 - a. Students will interview in front of a panel of judges.
 - b. Each interview will last a maximum of twenty minutes.
 - 3. Follow Up Letter (100 Pts)
 - a. Participants will submit a follow up letter after each round of interviews. Students will be provided computers with word processing software to compose and type a follow up letter.
 - b. Thirty minutes will be allowed to complete this section.
 - c. Letters should be addressed to
 - Joe Agriculturist
 - 555 Any Street NE
 - Fargo ND 58105

IV. Tiebreakers

- a. Ties will be broken by scores in the following order: 1. Personal Interview, 2. Resume, 3. Follow up Letter, 4. Cover Letter, & 5. Application.

V. Awards

- a. The High Individual at the State Event will be named and be eligible to participate in the National Job Interview Event. A stipend of \$200 will be provided from the FFA Association or FFA Foundation to attend the National FFA Convention to participate in the National Job Interview CDE. All other travel expenses will be the responsibility of the individual and their chapter.

VI. Scoring

Section	Points
Cover Letter	100
Resume	150
Application	50
Personal Interview	450
Follow up Letter	<u>100</u>
Total Possible	850

MEATS EVALUATION AND TECHNOLOGY

1. Using the FFA Placing Card (Form 12134), six meat classes will be selected to be placed and may include: (1) one class of four beef carcasses; (2) one class of four wholesale cuts of beef; (3) one class of four pork carcasses; (4) one class of wholesale pork cuts; (5) one class of four lamb carcasses; and/or (6) one or two classes of four retail cuts.(beef, pork or lamb). Ten minutes will be allowed to place each class. (50 points each class)
2. The 6 meat placing classes selected in Section (1) will be placed by the student and then 10 total questions will be asked covering Two (2) of these classes. 5 points is allowed for each question for a total of 50 points.
Sample question: Which beef carcass had the highest % of kidney, pelvic, and heart fat?
The student will respond by writing a 1, 2, 3, or 4 on an answer card, which will be provided.
3. Students will Identify 40 retail cuts of meat. They will be given 30 minutes to identify the cuts according to the Meat Identification Card, - Form 9464. The Species, Primal Cut and Retail Cuts for each sample must be identified using the numerical system on this Identification Card. Students will be given 1 point for correct species identification, 2 points for correct primal cut identification and 3 points for correct retail cut identification - 240 points total.
4. Participants will quality and yield grade six (6) beef carcasses. 20 minutes will be allowed for this portion of the event. Using form 9465, Beef Carcass Grading Card, students will give each carcass a quality grade, based on marbling and maturity, using the letters as explained on the "Beef Carcass Grading Card". Participants must also give each carcass a yield grade score, using the letters shown on the grading card and based on USDA grading standards as explained in the National Career Development Events Guide. 120 points are allowed for this portion of the event.
5. Each participant will be given a written test of 20 questions relating to meat selection, storage, cookery, nutrition and safety. All questions will be taken from "Yellow Pages- Answers to Predictable Questions Consumers Ask About Meat." Each question will be worth 3 points, will be multiple choice and the total points for this section will be 60 points.
6. Each student will be given a situational problem involving the least cost formulation of a batch of particular meat products (hamburger, wiener, bologna, etc.). Multiple-choice answers will be provided and 50 points is possible for this section.
7. Participants must come prepared to work in a cold storage room for approximately two hours. Individuals may be expected to wear protective clothing including hard hats and white frocks, which may or may not be furnished. Individuals will be provided with hairnets to be worn under the cap.
8. Two number-two lead pencils are required to mark scan sheets. Clipboards are encouraged, but must be clean and free of markings. Clean paper - free of notes - will be allowed for use during the event, pocket calculators that are battery operated, non-programmable and silent may be used. Individuals and official judges are to make their placings and identifications without handling the meat. No conversation will be allowed between participants after the event begins.
9. Participants shall not use any mechanical or instructional aid, such as a tape measure, ruler, light, grid, gauge, chart etc. in arriving at a decision.

(for additional information see the National Career Development Events Guide)
10. Participants will be ranked and awarded gold, silver or bronze awards. Gold individuals will receive medals, the high individual will receive the "baby bison" trophy and a \$100 scholarship. The high team will receive possession of the revolving trophy, travel stipends and be eligible to represent North Dakota in the National Career Development Event. Team Tie Breakers: 1) Team Meat ID Score; 2) Team Quality & Yield Score; 3) Written Test Team Score.

NURSERY/LANDSCAPE

Rules of the Event

1. A team will consist of three to five members from the same chapter, with the three highest scores compiled for the team score.
2. The event will have five phases:
 - a. Identification of Plant Materials
 - b. Customer Assistance/Sales Practicum
 - c. General Knowledge Examination
 - d. Landscape Practicum
 - e. *Equipment/Supplies Identification and/or Maintenance, & Plant Pests/Disorders Practicum*
3. Under no circumstances will any participant be allowed to touch or handle plant materials. Any infraction of this rule will be sufficient cause to eliminate the individual from the event.
4. Any communication between the participants during the event will result in zero score on that phase of the event when said infraction occurred.
5. Any individual caught cheating will be disqualified.
6. To facilitate the holding of score cards participants are urged to bring and use a clean clipboard. All students must bring their own #2 hardness lead pencil(s).

Phase I - Identification of Plant Materials (250 points)

Fifty specimens from Form 14 will be displayed for participants to identify by technical and common name. Each specimen will be designated by number. The individual is to write the appropriate number in the space next to the specimen's number on the official score card SFN 15042. Five points will be given for each specimen correctly identified. Participants will be allowed 30 minutes to complete this part of the event or approximately 30 seconds per station.

Phase II - Customer Assistance/Sales Practicum (100 points)

This practicum in interpersonal relations is designed to evaluate the participant's knowledge and ability in verbal communications, salesmanship, customer relations, completion of business forms and knowledge of plant materials culture and problems and garden center supplies and equipment. Each participant will be furnished an order form, plus any other materials appropriate for the activity.

The participant will assume the role of an employee in a retail garden center that offers plants, landscape services, and gardening supplies. An event official will assume the role of a customer requesting assistance. Interaction between the employee and customer may be by telephone or face to face. Assistance requested may include such things as availability of a specific plant, planting instructions, fertilization procedures, delivery and installation of purchased plants, or using ground covers. The participant will be given one minute to review any supplied information prior to the start of this practicum. Five minutes will be allowed for the conversation and two minutes allowed to finish writing the order. Individuals will use the "Campus Garden Center" practicum order form. The resulting written order will be evaluated and scored as a part of this phase.

Phase III - General Knowledge (200 points)

Fifty objective type multiple-choice questions (4 points each) will be selected from the areas listed below. This phase of the event will test the participant's knowledge and understanding of the basic principles relating to the following areas of horticulture (for example: questions for the plant materials area may deal with such features as anatomy of a flower or leaf, physiology of specific types of plants important to the horticulture industry, etc.)

Areas for testing include:

- | | |
|---------------------------------|-----------------------------------------|
| 1. Plant Materials | 2. Salesmanship |
| 3. Diagnosis of Plant Disorders | 4. Records and Reports |
| 5. Interpersonal Relations | 6. Safety |
| 7. Cultural Practices | 8. Landscape Design and Construction |
| 9. Supplies and Equipment | 10. Equipment Operation and Maintenance |

Participants will be allowed 30 minutes to complete this phase. Each answer has a value of 4 points.

Phase IV - Practicum Landscape Drawing (150 points)

Participants will be furnished with a landscape drawing and scratch paper. Each individual will answer ten objective questions about the landscape drawing such as determining the cost of fencing, cost of patio blocks or the cubic yards of gravel necessary to cover a specific area. Each answer has a value of 15 points. Students will be furnished with a measuring device or ruler. A battery-operated calculator may be used if desired but not shared with other participants. Twenty minutes will be allowed for this phase. A sample drawing and questions have been supplied.

Phase V - Equipment/Supplies Identification and/or Maintenance Practicum (100 points)

Twenty stations of nursery and landscape equipment and supplies will be presented with multiple choice answer choices that may require identification, possible maintenance needs, corrective actions and/or operating/usage specifications. Supplies, power or hand equipment or their operator’s manual will be placed to observe all components in the answering choices without handling the item. One minute per station, each question worth 5 points. (twenty minutes)

See the list of Nursery and Landscape Equipment and Supplies that is included in the National Career Development Events Guide (page 10, items 137 - 232)

Scoring the Event

A. Individual scores will be the sum of the scores on five phases of the event:

Identification of Plant Materials	250 points
Customer Assistance/Sales Practicum	100 points
General Knowledge Test	200 points
Landscape Practicum	150 points
Supplies & Equipment Practicum	<u>100 points</u>
TOTAL	800 points

B. Team scores will be the sums of the scores of the top three- (3) team members. The total of the possible points is 2400 points. The high team will receive the traveling trophy, travel stipends and be eligible to represent North Dakota in the National Career Development Event. Team Tie Breakers: 1) Team Plant ID Score; 2) Team Written Exam Score; 3) Landscape Practicum Team Score.

C. Participants will be ranked and awarded gold, silver and bronze awards. Gold individuals will receive state gold medals and the high individual will receive the baby bison trophy and \$100 Scholarship.

NURSERY CUSTOMER ASSISTANCE PRACTICUM

Judges Information

INFORMATION GIVEN IN PLACING THE ORDER

1. Flowering Crab Trees are needed to landscape the front yard.
2. Price range of items is \$25-\$35; depending if installed

INFORMATION TO BE PROVIDED THROUGH QUESTIONS

1. Location of home: 1441 University Ave. W., Fargo
2. Phone: 232-1900
3. Billing: Jim Jones, 1441 University Avenue, Fargo, ND 58000
4. Size of yard: 70' X 100'

5. Need four (4) Flowering Crab Trees for the front yard.
6. Will pay when job is completed. - Credit Sale

INFORMATION GIVEN TO THE PARTICIPANT

1. Nursery – “Campus Garden Center”
2. Location - 222 2nd Ave North, Fargo, ND
3. Delivery policy - Free delivery when we install
4. Pricing - 5% sales tax on all items
5. Thunderchild Crabapple - very hardy, disease resistant, reddish flowers
Spring Snow Crabapple - very hardy, white flowers, fairly disease resistant
6. Guarantee - one-year free replacement from date of purchase
7. Tree cost \$25; installation charge \$10/tree
8. Spacing of trees - 10-12 foot centers

SMALL ANIMAL CARE

CDE PURPOSE

This career development event is designed to assess student knowledge, application, analytical, and evaluation abilities in the area of small animal care, veterinary skills, and pet store management.

CDE OUTLINE

This career development event will be comprised of **four sections**, which will total 500 points. They will include:

A. Written Test, 50 questions at 4 points each	200 points
B. Breed Identification, 50 breeds at 4 points each	200 points
C. Anatomy Practicum	50 points
D. Team Problem Solving Activity	<u>50 points</u>
Total Points	500 points

CDE RULES AND TIMELINES

1. Each team may be comprised of *three to five members*.
2. Each team member will take part in the first three portions of the event individually.
3. The top three scores among the team members will constitute the team score.
4. Team members will work together for the team problem-solving portion of the event and submit one copy of their answer sheet. This score will be added to the team score to determine team rankings.
5. The following timelines will be enforced:
 - a. Written Test 45 minutes
 - b. Breed Identification 50 minutes
 - c. Anatomy Practicum 20 minutes
 - d. Team Activity 20 minutes
6. Members are to wear **Official FFA Dress** for this event.
7. **AWARDS**
Team scores will be the sum of the top three individuals' scores and the team activity score. Teams will be ranked and Gold, Silver and Bronze Team Awards presented. The high team will receive the traveling trophy and travel stipends to attend the National FFA Convention. Individual scores will be ranked Gold, Silver and Bronze and the High Individual will receive the “baby bison” and a \$100 Scholarship.
8. ***Team Tie Breakers – 1st - Breed ID, 2nd – Written Test. Individual ties will not be broken.***

CDE BREAKDOWN AND CONTENT

Section A – Written Test

The written test will be comprised of **50 multiple-choice questions**. Each question will be worth four points. Below are six topic areas that will be covered on the written test, along with a percentage denoting what portion of the test each area will account for.

-Anatomy and Physiology	20%
-Nutrition	20%

-Diseases and Parasites	20%
-Breeding and Genetics	20%
-Breeds and Grooming	10%
-Housing and Management	10%

**In the written test portion of the study guides provided by Scott Thiel, you will find specific topics that fit under the umbrella of these broad categories.*

Section B – Breed Identification

The breed identification portion of this event will be comprised of **50 breeds**. Each breed will be worth four points. Power point slides will be utilized for this portion of the contest, in the interest of saving labor and materials in its preparation, and in contributing to smooth operation of the event. There will be six different species of animals and parasites that contestants will need to identify. They will be broken down with the following numbers per area:

-Dogs	15
-Cats	10
-Birds	5
-Fish	10
-Parasites	5
-Rabbits	5

**Please see the Breed Identification Card in the materials prepared by Scott Thiel for the complete listing of breeds that will be included in each species. This card was tailored after the retail cut ID card used in the Meats Selection CDE.*

Section C – Anatomy Practicums

This portion of the contest will follow a theme, which will rotate from year to year. Therefore, all contestants should be familiar with the anatomical diagrams noted for each respective year, as any of them could appear in one of the events attended. The following is a chart denoting the number of rotations, along with the years and anatomical diagrams that may be used in those respective years:

Rotation	Years	Anatomical Diagrams
1	2010, 2007	*Skeletal Diagrams
		*Digestive/Excretory System Diagrams
		*Nervous System Diagrams
		*All on mammals only.
2	2011, 2008	*Reproductive System Diagrams
		*Respiration and Vascular System Diagrams
		*All on mammals only.
3	2012, 2009	+ Skeletal Diagrams
		+ Digestive/Excretory System Diagrams
		+ Reproductive System Diagrams
		+On Avian and Reptile animals only.

Section D – Team Problem Solving Activity

This portion of the event will consist of mathematical problems that will help build contestant awareness of pet related products. In addition, problems may also deal with management, pet nutrition, and health issues. There is also a rotation established for types of problems contestants will see in a given year, and the following chart lists them:

Rotation	Years	Team Problem Solving Topics
1	2010, 2007	Pet Food Problems
		Fish Aquarium Related Problems
2	2011, 2008	Sales Problems

		Kennel Management Problems
3	2012, 2009	Nutrition Problems
		Health Issues

REFERENCES AND RESOURCES

The following is a list of possible resources that will assist you in finding information that pertains to the Small Animal Care Career Development Event:

1. Comprehensive Health Care for Dogs, by James E. McKay
2. Small Animal Care and Management-A Delmar Text, by Dean M. Warren
3. Dog Fancy Magazine
4. Cat Fancy Magazine
5. The Aquarium Fish Handbook, by Mary Bailey and Nick Dakin
6. Love of Dogs, by Todd Berger