



POLICIES AND PROCEDURES HANDBOOK

Florida FFA Leadership Planning Guide

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General Policies and Guidelines

Policy Statement (Tagline)

The Florida FFA Association is a resource and support organization that does not select, control, supervise or approve local chapter or individual member activities except as expressly provided for in the Florida FFA Association Constitution and Bylaws.

National FFA Organization

FFA is a national organization preparing members for leadership and careers in agriscience, business, and technology. The organization has chapters located in all 50 States and additional territories. The Florida FFA Association has over 13,000 members in nearly 300 local FFA chapters.

FFA's mission is to make a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education.

Local, state, and national activities and award programs provide opportunities for students to apply knowledge and skills learned in the classroom.

An Integral Part of the Educational Model

The Agricultural Education Program consists of three elements:

1. Classroom instruction is the classroom component carried out in the practical application of instruction in a laboratory, shop, greenhouse, school farm, and/or the extended classroom or field trips.
2. Supervised Agricultural Experience (SAE) is the individual student application of knowledge and skills acquired through the instructional component put to practical use outside the classroom, under the supervision of the agricultural education teacher.
3. FFA activities require a combination of classroom instruction, laboratory activities, and the supervised agricultural experience programs. Numerous FFA activities exist which require that students become prepared by study and experience in each of the three phases mentioned.

The close correlation between instruction, activity, and experience makes the program vocational. The FFA, which is an integral part of each of the program elements, has the unique characteristic of binding them together. It often serves as a catalyst, advancing the student more rapidly toward the intended objective.

Definitions and Regulations

1. A bona fide FFA chapter is one that meets all of the following qualifications:
2. Submits the Quality Chapter Planning Guide to the state office by October 15th and May 15th of each year and subsequently meets the qualifying points value to be certified as a Quality FFA Chapter.
3. Submits the initial FFA roster and membership dues to the state office by October 15th of each year. Additional membership roster and dues updates may be submitted at any time prior to the spring deadline.
4. Has a charter duly issued by the State FFA Association.
5. Holds chapter meetings an average of once a month or more.
6. Has chapter officers who know the opening and closing ceremonies and are familiar with the fundamentals of parliamentary procedure.
7. Has a chapter secretary who prepares and keeps on file the minutes of each chapter meeting.
8. Meets the minimum points requirement of the Quality Chapter Planning Guide to seat delegates at the annual State FFA Convention.

Bona fide FFA Chapters, as outlined in items 1 thru 7, will be eligible to register and participate in all FFA events and activities. Failure to meet these items will prevent the chapter from registering and/or competing in all Career Development Events (CDEs).

Middle School FFA Chapter refers to all chapters comprised of only 6th, 7th, and 8th grade members are considered middle school chapters. [Some Career Development Events (CDEs) and award programs in Florida are restricted to certain grade levels.]

Junior Chapter refers to all chapters comprised of ninth grade students only are considered Junior Chapters. There may be two chapters in a high school if the following conditions are met: there are at least sixty FFA members in grades 10 - 12 in the original chapter and two teachers in the department. Ninth grade Junior Chapters compete at the same level as Senior Chapters for recognition.

Senior Chapter may include members from grades 7 - 12 in a school where a Middle or Junior Chapter does not exist. The words “Senior Chapter” must be used if there is a Junior Chapter in existence in that school. [Some Career Development Events (CDEs) and award programs in Florida are restricted to certain grade levels.]

Participation in Career Development Events (CDEs) and Activities

Member Eligibility

To be eligible for participation in FFA Career Development Events or awards, a participant must meet one of the following criteria:

Be an active member in good standing with the local bona fide chapter, State, and National Associations for the school year during which the event is held (or the previous year), be enrolled in Agribusiness and Natural Resources Education, and maintain a Supervised Agricultural Experience (SAE) program. Note: Certain exceptions may apply as follows. If a student is unable to enroll in an agriculture course due to extenuating circumstance, such as program closure or scheduling problems, that student may maintain active membership status for up to one membership year by paying local, chapter and state dues and by maintaining a Supervised Agricultural Experience (SAE) program and active involvement with the local FFA chapter. This period of FFA membership will be terminated at the end of that membership year if the student does not re-enroll in a systematic program of agricultural instruction.

Members may retain their active membership until November 30, following the fourth National FFA Convention after graduating from high school. A member who is in good standing at the time of induction into the armed forces of the United States of America shall be in good standing during the period of active service without further payment of dues or attendance at meetings. Time spent in the armed forces shall not be considered as elapsed time in determining the maximum period of four conventions following graduation from high school or leaving high school. Members making use of this waiver of service time for the purpose of maintaining active membership for application for advanced degrees must resume active participation within the six months after having been honorably discharged from service, indicating such a desire by payment of dues and attendance at meetings. Members participating in the six-month' Armed Service program shall be eligible for one full year of extended membership. No individual, however, may retain active membership beyond the

23rd birthday.

These members are not eligible to participate in judging events with the exception of those members on a state winning team as graduating senior competing in national competition.

A member who is a former state winner, either individual or team, in a particular FFA contest or award program is not eligible to compete in that contest or award area again.

The student must not have previously participated in a National Career Development Event of the same kind.

Few exceptions will be made in the scheduling of events for teams participating in two events, which are held simultaneously. Prior notice must be given to the Florida FFA Association office for such consideration.

Members below the ninth grade are eligible to participate in state competitive events, unless otherwise stated in the specific contest or award program area. Members below the ninth grade will not be certified for national competition because of national restrictions. In the event that one, two, or three members of a four member team are ineligible to compete in national competition, the advisor must substitute eligible members from the chapter to compete nationally. A state winning team comprised totally of less than ninth graders will yield to the next eligible chapter. Members serving as substitutes will be ineligible for future competition in that contest or award program area.

Career Development Event (CDE) Registration

Pre-registration is required for all events at the sub-district, district and state level, unless otherwise announced by the Florida FFA Association. Chapters should register at www.flaffa.org. Registration will open approximately four (4) weeks prior to the event and will close approximately two (2) weeks prior to the event, as published on the official Florida FFA calendar.

Following the close of registration, a list of registered teams will be distributed electronically on the Florida FFA listserv. If a chapter's name does not appear on the list as a result of registration error, notification must be made to the Florida FFA Office within twenty-four (24) hours or by the published deadline.

Chapters not properly registered will not be eligible for competition.

General Instructions

1. Advisors should properly instruct students how to participate in a Career Development Event (CDE) prior to arrival at the event (including judging card completion, contest expectations, etc.).
2. Contestants must provide their own pens, pencils, erasers, clip boards and other necessary items necessary for competition.
3. Late arrivals may be ineligible for competition. Decisions regarding participation will be made at the discretion of the CDE coordinator.
4. FFA members should be in official dress, appropriate to the event, and will be scored accordingly. (See Official Dress Scoring for details.)
5. FFA members and advisors should act in a manner that will reflect favorably on the FFA chapter and the school.
6. FFA members must be accompanied by a school district approved chaperones at all events. For all overnight events a ratio of one adult per six students will be required. (See Advisor Attendance Policy for details.)
7. Advisors are responsible for registering individuals or team members for competition or group functions on the Florida FFA Association website at www.flaffa.org.
8. There shall be no communication among the contestants or between contestants and anyone else except as directed by the event coordinator while event is in progress. It is prohibited for advisors or anyone else to interfere with, interrupt or distract a contestant while event is in progress. If there is an obvious and flagrant infraction of this rule, the event coordinator has the authority to disqualify the violator from competition.
9. Advisors will be expected to assist in event facilitation (i.e. act as group leaders, room monitors, proctors, etc.) as requested by the event coordinator.
10. It is prohibited for an advisor or anyone else to register their members under another member or chapter name. If this rule is violated, the chapter(s) involved will be disqualified from the event or award program involved.
11. If membership is questioned in any competitive event or award programs held above the chapter level, the advisor must then show evidence that state and national dues were paid by the member prior to the student having participated in that event or award program.
12. Upon notification from the state office indicating the chapter's ineligibility, (i.e. the initial membership roster, dues and Quality Chapter Planning Guide have not reached the state office) all members in that chapter are

ineligible for competition above the chapter level until the roster, dues and Quality Chapter Planning Guide are received in the state office.

13. Judging cards that are incorrectly completed (i.e. contestant number not shaded in, stray marks, etc.) will not be scored.

Tabulation of Results

At the conclusion of each event all completed cards will be delivered to the event coordinator for tabulation.

Event results will be posted the first business day following the event on the Florida FFA Association website at www.flaffa.org.

Team scores and team names will be posted rank order as well as the names of the winning team members and high individual. Individual team results may be requested via email by the chapter advisor.

State CDE results are considered unofficial for (2) business days following publishing. It is the responsibility of the FFA Advisor to request and review individual team results. Any appeal must be made to the FFA Executive Secretary in writing for necessary adjustments to be made. At the close of business on the second business day following publishing, results will be official.

Sub-District and District CDE results for individual and team events are to be considered final as announced onsite at each event location.

Completed cards and testing materials of individual and team participants will not be returned for local, district or state competition.

Judges of Leadership Events are encouraged to use official comment cards provided to offer feedback to individual contestants.

Official Judges

1. Official judges for each event will be selected by the CDE coordinator or his or her representative. Careful consideration should be given to select qualified and competent judges.
2. The official judges should make their placing in the same manner as is required of contestants with respect to handling specimens or animals.
3. The official judges will give their completed official placings and scores to the event coordinator.
4. Placings by the official judges must be kept confidential until the event is completed and public announcements are

made.

5. Judges of Leadership Events are encouraged to use official comment cards provided to offer feedback to individual contestants.
6. Current FFA Advisors are not permitted to serve as judges.
7. Judges decisions are considered final.

Advisor Attendance

As a matter of policy set by the Board of Directors of the Florida FFA Association, it is required that an advisor or other school district approved representative accompany all students to, from and while attending any Florida FFA event or activity. In the event that the advisor is unable to attend, a school district representative must be appointed by the school principal or superintendent and permission must be provided in writing to the Florida FFA Association. In the event that this policy is not followed, the student(s) will not be permitted to attend the event.

Career Development Event (CDE) Rules & Revisions

As a matter of policy set by the FFA Board of Directors, authority is given to State FFA Staff to make technical revisions to Career Development Event (CDE) rules as necessary.

In addition, Board Policy directs CDE coordinators to follow CDE rules as closely as possible while also allowing CDE coordinator the flexibility to make adjustments as necessary based on availability of resources.

Tie Breakers

Ties will be broken using the following procedure, unless otherwise noted by the CDE Coordinator. In breaking a tie for a team the drop score will be used first, followed by team written exam total, and then by team placing class total.

Individual ties will be broken by oral reasons first, followed by written exam, and then by a single placing class (chosen by CDE Coordinator). If any of these are absent from a CDE,

(ie. oral reasons, written exam, etc), then the next highest point practicum will be used.

Award and Degree Programs

- An FFA Alumni Affiliate is required for any chapter that submits an application for the National Chapter Award beyond the state level and in recognition of Florida's Finest.
- FFA members eligible to apply for the following state Star awards must be graduating seniors and eligible to receive the State FFA Degree: Star in Agribusiness, Star in Agriscience, Star in Agricultural Placement and Star Farmer.
- FFA members eligible for the state Star Greenhand Award must be eligible for the Chapter FFA Degree and be in the tenth (10th) grade at the time of application.
- FFA members eligible for the state Star Discovery Award must be eligible for the Discovery FFA Degree and be in the eighth (8th) grade at the time of application.
- A State Degree recipient can be a high school graduate so long as they meet all membership requirements as outlined in the National FFA Constitution.
- The state association will recognize up to 10 Honorary State FFA Degrees and up to five Distinguished Service Citations each year.
- A complete listing of all award applications will be maintained on the Florida FFA website at www.flaffa.org.

Leadership Events

A complete listing of leadership events and activities will be maintained and made available on the Florida FFA website and calendar.

Registration

All leadership event registrations must be accompanied by cash, check or credit card to be processed by advertised deadline as published on the official Florida FFA Calendar.

Registration should be made online at www.flaffa.org by the advertised deadline as published on the Florida FFA Calendar.

Cancellation Policy

Conference registration fees are non-refundable unless cancellations are made 48 hours in advance to check-in. All payments are due at time of check in. If payment is not received at check-in, a credit card will be necessary to secure conference attendance.

Advisor Attendance

As a matter of policy set by the Board of Directors of the Florida FFA Association, it is required that an advisor or other school district approved representative accompany all students to, from and while attending any Florida FFA event or activity. In the event that the advisor is unable to attend, a school district representative must be appointed by the school principal or superintendent and permission must be provided in writing to the Florida FFA Association. In the event that this policy is not followed, the student(s) will not be permitted to attend the event.

National Convention Delegates

Application for National Convention Delegate is limited to District officers in 11th or 12th grade and/or immediate past State Officers.

Official Dress Scoring

FFA Official Dress

The uniform worn by FFA members at local, state and national functions is called Official Dress. It provides identify and gives a distinctive and recognizable image to the organization and its members. Official Dress has been worn with pride by millions of FFA members since 1933.

Official Dress for female members includes:

- Black skirt
- White collared blouse
- Official FFA blue scarf
- Black dress shoes with a closed heel and toe
- Off-Black or Black nylon hosiery
- An official FFA jacket zipped to the top

Note: the skirt is to be at least knee-length, hemmed evenly across the bottom, with a slit no higher than two inches above the knee, excluding the kick pleat. Black slacks may be appropriate for traveling and outdoor activities as outlined in the safety exceptions.

Official Dress for male members includes:

- Black slacks
- White collared shirt
- Official FFA tie
- Black dress shoes
- Black socks
- An official FFA jacket zipped to the top

Official Dress Exceptions for Safety

1. FFA Jackets, ties and scarves may be removed prior to or during the following events:
 - Agricultural Technology and Mechanical Systems
 - Environmental Science
 - Forestry
 - Land Evaluation
 - Meat Evaluation
 - Tractor Operations
2. Rubber boots may be worn during Land Judging. If desired, student can change footwear following Official Dress check prior to the start of the event.
3. Appropriate attire should be worn for Meat Evaluation

including hard hat, frocks, hair net, etc. Official Dress will not be scored.

4. Appropriate attire should be worn for Veterinary Assisting. Students may choose to wear Official Dress or Scrubs. Full Official Dress points will be awarded if scrubs are worn and professional appearance is given.

Event Classifications for Official Dress

Indoor/Leadership Events Include:

- Agribusiness Management
- Agricultural Communications
- Agricultural Issues Forum
- Agricultural Sales and Service
- Alumni Scholarship Essay
- Citrus
- Creed Speaking
- Extemporaneous Public Speaking
- Food Science and Technology
- Job Interview
- Ornamental Horticulture Demonstration
- Parliamentary Procedure
- Prepared Public Speaking
- Tool Identification
- Vegetable Identification and Evaluation

Outdoor Events Include:

- Agricultural Technology and Mechanical Systems
- Aquaculture
- Dairy Cattle Evaluation and Selection
- Environmental Science and Natural Resources
- Floriculture
- Forestry
- Horse Evaluation and Selection
- Land Judging
- Livestock Evaluation & Selection
- Meats Evaluation
- Nursery and Landscape
- Poultry
- Safe Tractor Operations and Maintenance
- Veterinary Assisting

Official Dress Scoring Rubric

Scoring Rubric for Females		Scoring Rubric for Males	
Garment Description	Points Possible	Garment Description	Points Possible
<p>FFA Jacket – zipped to the top</p> <ul style="list-style-type: none"> – Deduct 5 points if unwilling to zip to top <p>Note: Points will not be deducted in cases where FFA jacket was unavailable (new members, middle school members, etc.) and all other official dress criteria is followed.</p>	15	<p>FFA Jacket – zipped to the top</p> <ul style="list-style-type: none"> – Deduct 5 points if unwilling to zip to top <p>Note: Points will not be deducted in cases where FFA jacket was unavailable (new members, middle school members, etc.) and all other official dress criteria is followed.</p>	15
<p>White Collared Blouse / Shirt</p> <ul style="list-style-type: none"> – Deduct 5 points if shirt is not solid white or has no collar 	10	<p>White Collared Shirt</p> <p>Deduct 5 points if shirt is not solid white or has no collar</p>	10
<p>Black Skirt or Pants</p> <ul style="list-style-type: none"> – Deduct 5 points if skirt is more than 2 inches above the knee – Deduct 5 points if fabric has tears or is patterned – Deduct 5 points if pants are worn in Indoor Events <p>Note: Black Jeans are acceptable for Outdoor Events.</p>	10	<p>Black Slacks</p> <ul style="list-style-type: none"> – Deduct 5 points if fabric has tears or is patterned – Deduct 5 points if jeans are worn in Indoor Events <p>Note: Black Jeans are acceptable for Outdoor Events.</p>	10
<p>Black Dress Shoes – closed toe & closed heel</p> <ul style="list-style-type: none"> – Deduct 5 points for open toe and/or open heel <p>Note: Dark black or brown shoes/boots are acceptable for Outdoor Events and when black dress shoes are not yet available.</p>	10	<p>Black Dress Shoes / Boots</p> <ul style="list-style-type: none"> – Deduct 5 points for open toe and/or open heel <p>Note: Dark black or brown shoes/boots are acceptable for Outdoor Events and when black dress shoes are not yet available.</p>	10
<p>Off Black or Black Hosiery</p> <p>Note: Students will not be asked to reveal garments that are not otherwise visible. If socks are completely covered by pants and shoes, full points will be given.</p>	3	<p>Black Socks</p> <p>Note: Students will not be asked to reveal garments that are not otherwise visible. If socks are completely covered by pants and shoes, full points will be given.</p>	3
<p>FFA Scarf - Official Navy Blue</p> <p>Note: Solid navy or black tie is acceptable when official FFA tie is not yet available.</p>	2	<p>FFA Tie – Official Navy Blue</p> <p>Note: Solid navy or black tie is acceptable when official FFA tie is not yet available.</p>	2