

Pennsylvania FFA

Policy Manual



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Table of Contents

Section I: Personnel	5
I.a. Executive Manager	5
I.a.1. Executive Manager Job Description.....	5
I.a.2. Executive Manager Job Performance Evaluation.....	5
I.a.3. Executive Manager Other	8
I.b. Executive Treasurer	9
I.b.1. Executive Treasurer Job Description.....	9
I.b.2. Executive Treasurer Job Performance Evaluation.....	9
I.c. Regional Coordinators	10
I.c.1. Duties of Regional Coordinators	10
I.c.2. Term Of Office	10
I.c.3. Reimbursement for Regional Coordinators	11
I.d. Pennsylvania FFA Management Committee.....	11
I.d.1. Composition of Management Committee.....	11
I.d.2. Responsibilities of Management Committee.....	11
I.e. Finance Committee	11
Section II: Membership	12
II.a. Dues Deadline	12
II.b. First Year Membership.....	12
II.c. Seventh and Eighth Grade FFA Membership	12
II.d. New FFA Chapter Charters	13
Section III: State Conferences & Conventions	
III.b. Selection of State FFA Delegate Issues	15
III.c. Cancellation and No-Show Policy for FFA Conferences	15
III.d. Participation Guidelines for FFA Events.....	15
III.d.1. State Staff.....	15
III.d.2. Events Coaches/Chaperones of State Teams	15
III.d.3. Chaperones of Students in Non-Competitive Events at National Convention	16
III.d.3. Courtesy Corp	16
III.d.4. Participant Dress Code.....	16
III.e. Overnight Accommodations at State FFA Conferences	18
III.f. Expectations of FFA Activities Week (Penn State) Coordinator	18

Section IV: State Awards	19
IV.a. Keystone Degree Procedures	Error! Bookmark not defined.
IV.b. Guidelines for Selection of Keystone Degree Recipients and Star Candidates.	19
IV.b.1. Keystones.....	19
IV.b.2. Regional Stars Selection.....	19
IV.b. 3. State Star Selection Committee	20
IV.b.4. Star Awards.....	20
IV.b.5. Record Book—State Stars	20
IV.c. State Proficiency Awards.....	20
IV.c.1. State Proficiency Award Eligibility Criteria.....	20
IV.c.2. Scoring	21
IV.d. Honorary Keystone FFA Degree and Special Parent Award Procedures.....	21
IV.e. Pennsylvania FFA CITATION AWARDS.....	22
IV.e.1 Procedures.....	22
Section V: State Officers	22
V.a. State FFA Officer Selection Process and Selection Committee	22
V.a.1 Nominating Committee Selection will consist of the following:.....	23
V.a.2. The Interview Rounds to be conducted are as follow:	23
V.a.3. Other items to be scored:	24
V.b. State FFA Officer Involvement in Local Activities.....	24
V.c.State Officer Travel Reimbursement.....	25
V.d. State Officer Service Scholarships.....	25
Section VI: Career Development Events (CDE’s)	25
VI.b. Procedures for Revisions to CDE’s	25
VI.c. Eligibility Policy	28
VI.d.CDE Trip Cancellation Policy	28
VI.e.CDE Team Makeup	28
VI.f.CDE Restrictions.....	28
VI.g.CDE Disqualified Teams	29
VI.h.General Items.....	29
VI.i. Infractions	29
VI.j.National and Regional CDE Awards and Monetary Awards	29

VI.k. Participation at The National Convention in CDE’s Not Held In Pennsylvania	29
VI.l. Regional Career Development Events	30
Section VII: National Events & Awards	30
VII.a. American Degree	30
VII.b. National FFA Band, Chorus, and Talent	30
VII.c. National Officer Candidate Selection Process	Error! Bookmark not defined.
<i>VII.c.1. Minimum requirements for national officer candidate</i>	<i>Error! Bookmark not defined.</i>
Section VIII: Board Operations and Policies	32
VIII.a. Members of the Board of Directors	32
<i>VIII.a.1 Term of Office</i>	32
VIII.b Representation to other Entities	34
VIII.c Meeting Operations	34
VIII.d. Policy Changes	34
Appendices	35
Appendix A: State FFA Authorization Form	36
Appendix B: PA FFA Application for State Citation	38
Appendix C: State FFA Honorary Keystone Application	39

Section I: Personnel

I.a. Executive Manager

I.a.1. Executive Manager Job Description

i. General Duties

- a. Respond to state-level event inquiries as necessary.
- b. Provide technical support to FFA advisors in registration for state-level events.
- c. Provide technical support to FFA advisors regarding FFA membership rosters.
- d. Provide event information to local school districts, business-related groups, and the public-at-large in order to build collaborative relationships and enhance program value.
- e. Channel inquiries to appropriate personnel and organizations if answers cannot be provided through the FFA office.
- f. Provide communication and support to the Pennsylvania Department of Agriculture to include all state sponsored shows.
- g. Prepare annual report and event accountability reports as necessary.
- h. Provide on-going communication with State Officers and advisors regarding officer duties responsibilities and event tasks.
- i. Provide communication to local advisors regarding state-level events.
- j. Provide support to student members, FFA advisors and chapters as needed.
- k. Attend necessary conferences and meetings to represent FFA – Nationally, regionally and state wide.
- l. Supervise regional FFA Coordinators and submit an annual report with recommendations for continuation (Continue, No change, Continue with Remediation or Termination) for each position, to the PA FFA Management Committee.
- m. Any other duties as assigned by the Board of Directors and/or the Executive Manager.

ii. State Officer Team Oversight

- a. Supervision, training, and support to Pennsylvania State FFA Officers. The Department of Agriculture and Executive Manager provide the "home base" for officers to report to and provide them with the necessary information, materials, evaluations, schedules and contacts they need to conduct their duties.
- b. Maintain communication with State Officer Team.
- c. Coordinate events with State Officer Team.
- d. Arrange/coordinate attendance at and participation in specific events for State Officer Team.
- e. General overall oversight of the State Officer Team.
- f. Coordination of state level meetings for the Pennsylvania Association of FFA including state officer training and conference planning meetings, Board of Director meetings, and any other meetings involving the state officers throughout the year.

iii. Conference and Event Coordination

- a. Coordination of state level conferences (State FFA Convention, Fall Leadership Conference, ACES, SLLC, SOCS, etc.) These conferences focus on developing leadership skills, community awareness, communication, teamwork, etc... those traits which will make a better student and community citizen.

- 1 b. Plan and facilitate leadership conferences around the state (e.g., negotiate meeting space and
- 2 costs, location, meals, lodging, materials, etc.).
- 3 c. Provide communication between the FFA and the location hosting the event with details for
- 4 presentations, meals, program development, space requirements, equipment, etc.
- 5 d. Provide communication between the National FFA Organization and the presenters that conduct
- 6 the programs offered through the National Organization. (Blast Off, NLCSO, etc.)
- 7 e. Work with the State FFA Officers in developing curriculum for the students. Work with the
- 8 PAAE in coordinating events for FFA advisors.
- 9 f. Assist State FFA Officers in coordinating supplies, materials, printing, etc. for conferences.
- 10 Certain printing and supply needs can be completed by the FFA office with reimbursement of
- 11 expenses incurred.
- 12 g. Coordinate speakers needed for leadership conferences and conventions.
- 13 h. Oversee the safety, welfare and proper behavior of participants in cooperation with supervising
- 14 FFA advisors.
- 15 i. Provide evaluation of conference staff, programming, logistics, etc. following events.
- 16 j. Provide financial statements and necessary reports for each conference to the State FFA Board of
- 17 Directors.
- 18 k. Provide financial statements and necessary reports for each conference to the State FFA Adult
- 19 Treasurer in order that payments are made in a timely manner to facilities and vendors of the
- 20 conference activities.
- 21
- 22 iv. Awards and Programs
- 23 a. Coordination, receipt, processing and reporting of all State and National awards,
- 24 including degrees and reports, which provide students and FFA chapters with the
- 25 opportunity to be recognized for their achievements above the local level. The Executive
- 26 Manager receives assistance from the State FFA Advisor and FFA Facilitator in the
- 27 judging and processing of degrees and proficiency awards.
- 28 b. Coordination of feedback, evaluation, appeals, etc. of award applications with FFA
- 29 advisors and members.
- 30 c. Coordination with the Pennsylvania FFA Foundation in confirming and acknowledging
- 31 sponsors of various programs and awards.
- 32 d. Coordination of assistance with PAAE in working with programs that recognize teachers
- 33 and teacher related activities.
- 34 e. Coordination of honored adult programs and recognition.
- 35 f. Coordination of judging events for award applications, including contacting individuals
- 36 to serve as judges, organize the judging event and schedule, follow up from the event,
- 37 coordination of judging location, host, including meals, appreciation gifts.
- 38 g. Provide proper reporting of award results to the National FFA Organization and
- 39 Pennsylvania FFA Foundation for proper recognition and/or continuation of competition.
- 40 h. Provide resources for area, regional and state level contests in order that hosts can
- 41 properly conduct the events including how to set up and run a competition as well as
- 42 providing the necessary information that contestants need to participate including topics
- 43 for speeches, questions for competitions, etc.
- 44 i. Review membership eligibility for FFA awards and programs through the online
- 45 membership roster.
- 46 j. Organize committees of teachers and members to review current and potential FFA
- 47 programs, awards and activities for suggested improvements and possible revisions.
- 48 k. Assist in keeping historical data of awards and programs.

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- v. State FFA Conventions
 - a. Coordination of the State FFA Convention including organization of staff, managers, state officers, advisors and volunteers.
 - b. Receive and provide detailed and frequent communication with FFA.
 - c. Coordination and oversight for workshop development, tour planning, meal development and counts, printing needs, event supplies, facilities requirements, and anything else needed for the State Convention.
 - d. Review last year’s schedule, participant feedback and competitive event procedures to adequately address facilities needs.
 - e. Develop conference schedule and coordinate facilities needs that align with schedule.
 - f. Provide schedule and facilities use information for conference program.
 - g. Visit facilities & staff prior to State Convention to insure smooth flow of activities.
 - h. Design program and contents with the assist of the Activities Week Coordinator.
 - i. Plan and coordinate with Convention site and determine meal costs.
 - j. Work with local bus companies to provide shuttles for tours and service activities.
 - k. Provide appropriate appreciation to facilities, judges, sponsors and partners after State Convention.
 - l. Solicit feedback from facilities utilized
 - m. Attend State Convention for oversight of events
 - n. Coordinate State FFA Convention registration through conferences and short courses
 - o. Coordinate State FFA Convention news room, publicity and media
 - p. Work in coordination with the FFA Tour Chairperson in coordinating the tours, buses, locations, chaperones and oversight of the tours made available during the State FFA Convention.
 - q. Work in coordination with the FFA Day of Service Chairperson in coordinating the service activities, buses, locations, chaperones and oversight of the service activities made available during the State FFA Convention.
 - r. Work in coordination with the FFA Workshop Chairperson in coordinating the workshop presentations and oversight of the workshops made available during the State FFA Convention.
 - s. Provide evaluation of State Convention staff, programming, logistics, etc. following event.
 - t. Work with past state FFA officers and summer assistant to provide assistance in various areas of the convention including staging, evaluating state officer performance, working in the news room, coordinating special events, working with sponsors and exhibitors.
 - u. Coordinate services needed for audio/visual presentations including on site production of the event.
 - v. Coordinate services needed for sound and lighting requirements for the State Convention including on site production of the event and development of suggestions for improvements and updates staging requirements.
 - w. Coordinate speakers needed for state convention sessions and activities.
- vi. Public Relations and Promotion of the Pennsylvania Association of FFA

- 1 a. Maintain and monitor the Pennsylvania FFA Website which includes historical
- 2 information about the Pennsylvania Association of FFA, award and program applications
- 3 and conference information registration for FFA advisors and members.
- 4 b. Monitor the State FFA Officer blogs and materials posted on the FFA website.
- 5 c. On a regular basis review the procedures for FFA publicity and promotions and make
- 6 suggestions on how together with Team Ag Ed partners this can be improved.
- 7 d. Work with State FFA Officers to attend events that promote agricultural education and
- 8 FFA including trade schools, convention, etc.
- 9 e. Respond to public issues concerning FFA as they arise.
- 10 f. Work with the Pennsylvania Department of Agriculture officials on various events
- 11 throughout the year.
- 12
- 13 vii. Middle School Activities
- 14 a. Communicate specifically with middle school programs regarding activities.
- 15 b. Develop middle school leadership activities in cooperation with the State FFA Officer
- 16 team and State FFA Advisor.
- 17 c. Consult with middle school FFA advisors as to their activities, needs and opportunities
- 18 for middle school members.
- 19 d. Develop press release materials to publicize events, award recipients and FFA related
- 20 programming.
- 21
- 22 viii. National Convention Coordination
- 23 a. Communicate with FFA advisors concerning certification of teams, event coordination,
- 24 participation in events, etc.
- 25 b. Communicate with the state officers/delegates about agenda(s) and responsibilities.
- 26 Coordinate schedules of activities, duties and events.
- 27 c. Coordinate any state activities to be held at national convention.
- 28 d. Attend national convention while delegation is present.
- 29 e. Participate in national level meetings for agricultural education and FFA. Represent
- 30 Pennsylvania in activities and discussions on the national level.
- 31 f. Follow up with Pennsylvania FFA Foundation as to participation in individual and
- 32 chapter events in order that participants receive any possible travel reimbursements.
- 33

34 I.a.2. Executive Manager Job Performance Evaluation

- 35 i. The evaluation of the Executive Manager of the Pennsylvania FFA Association will be
- 36 conducted on an annual basis by the Management Committee as directed by the PA FFA Board
- 37 President.

38 I.a.3. Executive Manager Other

- 39
- 40 i. The Executive Manager of the Pennsylvania FFA Association will be the spokesperson to the
- 41 Pennsylvania FFA Foundation and serve as an ex officio member of the Pennsylvania FFA
- 42 Foundation as long as a seat is offered.

1 ***I.b. Executive Treasurer***

2 I.b.1. Executive Assistant/ Treasurer Job Description

3 i. General Duties and Responsibilities

- 4 a. Maintain an office schedule to insure adequate coverage of services to all the FFA
5 Affiliates.
- 6 b. Maintain office, order supplies, help with any preparation and distribution of
7 correspondence, conference materials, state officer requests or requests of assistance by
8 the Board President or Executive Manager.
- 9 c. Answer phones, e-mails, or written correspondence. To maintain communications with
10 advisors, state officers, foundation, board of directors, or any other Ag relate affiliate. To
11 take messages and pass on to the appropriate person(s).
- 12 d. To order all supplies for the office, maintain supply inventory and to shop for best
13 pricing.
- 14 e. Perform banking, pay bills, keep records of all CDE's and payouts accordingly.
- 15 f. Maintain financial records of the Association.
- 16 g. Prepare invoices and issue receipts for all conference, conventions, etc.
- 17 h. Keep records of billings with PAAE Act 91 grant funds. Penn State Activities Week
18 residuals.
- 19 i. To keep accurate records of all orders and membership invoices from National FFA.
- 20 j. Receive, monitor, and pay expense reports of State Officers, Regional Coordinators,
21 Executive Manager, and Adult Treasurer.
- 22 k. Prepare and maintain all payroll records. File all monthly, quarterly, and yearly payroll
23 tax reports and make sure the deposits are made on time.
- 24 l. Prepare and maintain all records for the annual workers Compensation Audit. Be present
25 for the audit.
- 26 m. Maintain accurate record in a mannerly fashion so as to be prepared for the annual audit
27 by the accounting firm and assist in the preparation of the BC 10 and 501C3 applications.
28 Prepare all W-2's and 1099's for the employees of the association.
- 29 n. Compile records and prepare and submit the Fair Fund Application.
- 30 o. Prepare the Treasurer's report for the annual report.
- 31 p. Help prepare, copy and bind the annual report.
- 32 q. Work with the State Officer Treasurer to prepare for Delegate Budget Committee and be
33 on hand to help with questions of the delegates.
- 34 r. Prepare an income and expense statement for all Board of Directors meetings. Be
35 prepared to answer questions in these reports. Attend meetings when possible.
- 36 s. Prepare a budget comparison for the board of directors and the foundation as requested.
- 37 t. Work with the budget committee to prepare the yearly budget.
- 38 u. To send all information to teachers for membership rosters. Receive, review all roster,
39 and process to National FFA. Send billings to the chapter for dues and keep records to
40 double check National receipt of rosters and billings. Review all statements and compare
41 with rosters to assure accurate payment of dues to National FFA. Assist Advisors with
42 any questions in filing electronic rosters.
- 43 v. Keep a file of all chapter memberships. Send out county members numbers to advisors
44 for the Fair Fund application and competition requirements.

- w. Check and verify membership for Farm Show, Activities Week, Conferences, and fairs or anytime a membership is questioned.
- x. Cooperate with the Association President, Executive Manager, Foundation Representative, PAAE Executive Secretary, Alumni Representatives, National FFA Personnel, and PDE Staff as well as with the advisors.
- y. Assist the Executive Manager with the State Officer training and travel arrangements.
- z. To assist with the setup and tear down of all conferences and conventions. To maintain assistance with the registrations and receipts of all conference and conventions. Provide photography and videography assistance when the reporter is busy at events.
- aa. Maintain and distribute minutes and all other reports for the Board Meetings.
- bb. To assist with the Fundraising efforts of the Foundation.
- cc. Any other duties as assigned by the Board of Directors and/or the Executive Manager.

I.b.2. Executive Assistant/Treasurer Job Performance Evaluation

- i. The evaluation of the Executive Treasurer of the Pennsylvania FFA Association will be conducted on an annual basis by the Management Committee as directed by the PA FFA Board President.

I.c. Regional Coordinators

I.c.1. Duties of Regional Coordinators

- i. Work with the state advisor, executive manager, and FFA facilitator to insure continuity of program and purpose. Perform such duties as assigned to assist with the establishment and advancement of the FFA. Serve as liaison between the State Association and local chapters in their respective region. Coordinate the flow of information from the State Association and the local chapter and vice versa.
- ii. Facilitate the management, organization, and implementation and forward the information to the FFA Facilitator of the following regional FFA activities:
 1. Parliamentary procedure, public speaking, safe tractor driving, and small gasoline engines
 2. Keystone Degree selection, Regional Star selections, and Proficiency awards, including checking appropriate documentation.
 3. Attend state staff meetings and Board of Directors meetings to be an integral part of the decisions making process, and reflect the concerns of each region at the meetings.
 4. Assist, if needed, with FFA activities at the Pennsylvania State Farm Show and Pennsylvania FFA Association Mid-Winter Convention and State FFA Convention.
 5. Attend PAAE Regional meetings to update teachers on FFA activities.
 6. May conduct other Career Development Events as needed and requested by regional teachers.

I.c.2. Term Of Office

- i. Region Coordinators shall serve for two years starting on June 1. The Executive Manager will advertise for regional coordinators. Regional Coordinators Job Description and Selection Procedure .

1 I.c.3. Reimbursement for Regional Coordinators

- 2
- 3 i. Regional coordinators will be reimbursed for mileage Phone calls related to official business and
4 any supplies related to the FFA will be reimbursed. Payment for substitutes for regional
5 coordinators will be covered. Regional coordinators will be paid a salary for their efforts. All
6 expenses will be documented by dated receipts and submitted to the adult treasurer for payment.
7 \$50 per Board meeting attended will be paid to regional coordinators to a maximum of \$250 per
8 year. Regional Coordinators are ex-officio members of the Board. They have voice but no vote.

9 I.c. 4. Supervision/Evaluation of Regional Coordinators

- 10 i. Regional Coordinators will be supervised by the PA FFA Executive Manager. The FFA
11 Executive Manager will direct the work of the regional coordinators and will provide an annual
12 report with recommendation for continuation (Continue, No Change, Continue with Remediation
13 or Termination) for each position to the PA FFA Management Committee.

14 ***I.d. Pennsylvania FFA Management Committee***

15 I.d.1. Composition of Management Committee

16 The Pennsylvania FFA Management Committee shall consist of the following representatives:

- 17 i. FFA Board President or their designee shall serve as the chair
18 ii. Representative of the PA Department of Education
19 iii. Representative of the Department of Agriculture
20 iv. The PAAE representative to the Board of Directors
21 v. Representative of The Pennsylvania State University

22

23 I.d.2. Responsibilities of Management Committee

24 The responsibilities of this committee will include but are not limited to the following:

- 25 i. Conduct performance reviews of all association personnel.
26 ii. Make recommendations to the budget committee regarding salaries and benefits.
27 iii. Make recommendations to the Board of Directors in regards to the hiring and dismissal of
28 all Association personnel.
29 iv. This committee shall meet at least annually and report directly to the FFA Board of
30 Directors.

31 ***I.e. Finance Committee***

- 32 i. The board, as required, will appoint a three-member finance committee. The Adult FFA
33 Treasurer will be bonded.

34 ***I.f. State Clearances for all staff, Regional Coordinators and State Officers are required by***

- 35 i. December 31 each year with the expense, if any, covered by the Association.

Section II: Membership

II.a. Affiliate Fee Deadline

- i. The roster submission deadline for Keystone FFA Degree and Farm Show participation shall be November 15th unless otherwise published by the Pennsylvania FFA Association. The roster submission deadline for the school year will be May 1.
- ii. The final deadline for payment of affiliate fees is February 1. Financial penalties for late payment of dues will be applied. Affiliate fees are always based on the previous years' membership.
- iii. (June 2020) Schools will submit the agriculture teacher(s) schedule with enrollment and counts of non-duplicated students by April 15th. If course enrollment documentation does not match the FFA Roster (in school and graduates) or has more students than the FFA Roster, the following actions will take place
 1. Teacher will have 15 days to correct the roster upon notification of the roster discrepancy.
 2. If after 15 days the FFA roster is not corrected then the chapter will be determined as not be in good standing.
 3. A chapter not in good standing will not be allowed to participate in any state level activities effective immediately.
 4. Once a chapter corrects the roster discrepancy, the chapter will be on good standing and allowed to participate in any state level activities.School Districts will submit documentation and verification form with signatures of school guidance counselor and school administrator to the FFA Executive Secretary by April 15. The preferred delivery of submission is electronic.

II.b. First Year Membership

- i. A student of Agricultural Education in grades 7-12 shall be considered a member of the Pennsylvania State FFA if his or her name appears on the official chapter roster submitted to the State FFA Adult Treasurer by the posted deadline and if dues in the amount specified by the Board of Directors for the current school year are paid in full.
- ii. The fulfillment of membership requirements on behalf of the student, as set forth by the National FFA Association, will be the responsibility of the chapter advisor and, in the absence of evidence to the contrary, will be taken on good faith by the Board of Directors to have been met by the student.
- iii. A student will be deemed a "First Year" member in the school year his or her name first is submitted to the Adult Treasurer and dues are paid as specified above, and regardless of the student being named on any other list of agricultural education students such as Pennsylvania Department of Education PIMS reports.

II.c. Seventh and Eighth Grade FFA Membership

- i. Pennsylvania FFA will define an FFA member as follows: (May 2020)
 - Any unduplicated secondary student (9-12 grade) who is enrolled in an Agricultural Course.

1 An Agricultural Course is defined as any course that falls into an Agricultural Program’s scope
2 and sequence. This does not include Academic Courses that support an Agricultural Program’s
3 hour requirements. If an Agricultural Program is not approved through the Pennsylvania
4 Department of Education, any elective course taught by the Agricultural teacher(s) that is
5 related to Agriculture Science, Agricultural Mechanics, or Environmental Sciences will count as
6 an Agricultural Course. If a class is compulsory for a certain grade level (not elective)
7 membership is at discretion of the FFA Advisor. An example is if every 9th grade student is
8 required to take an Introduction to Agriculture course as a short-term rotation.
9

- 10 • All graduated students wishing to continue active FFA membership.

- 11
- 12 ii. Active membership was changed to include seventh and eighth grade membership. Each chapter
13 will be allowed to decide their policies toward seventh and eighth grade membership. Payment
14 of affiliate fees and planning to enroll in ninth grade agricultural education classes is
15 recommended for seventh and eighth grade membership. Advisors must develop a program of
16 “discovery activities” to give an overview to students of agriculture and agricultural education to
17 students.

- 18
- 19 1. While in school, students must be enrolled in at least one agricultural education course
20 during the school year and/or follow a planned course of study: either course must
21 include a supervised agricultural experience program, the objective of which is
22 preparation for an agricultural career.
- 23 2. Show interest in the affairs of the Organization by attending meetings, striving for
24 degrees of membership, and participating in other organized activities of the chapter.
- 25 3. Pay all current State and National dues by the date determined by the chapter.
- 26 4. Displays conduct consistent with the ideals and purposes of the National FFA
27 Organization
- 28

29 ***II.d. New FFA Chapter Charters***

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31 To ensure new chapters are established with a strong foundation for success, the PA FFA
32 Association recognizes the following requirements for issuance of a new chapter charter:

- 33 1. Classroom Instruction
- 34 i. Teacher(s) of record must hold a PA Agriculture K-12 instructional certificate or vocational
35 certification in an agricultural field
- 36 ii. Sequence of course offerings in agriculture (AFNR) for all years of education in the school
37 a. Minimum of 1 full credit or 2 half credit offerings for each year of education offered in the
38 school
- 39 b. Courses in the sequence must involve physical seat time in the building
- 40 2. Leadership Development (FFA)
- 41 i. An official and complete FFA roster must be submitted by May 1st of the chartering year
- 42 ii. A complete list of student officers and terms
- 43 iii. Administrative verification of affiliate membership program participation
- 44 1. Two administrative signatures required (Principal and Superintendent)
- 45 iv. A modified Program of Activities (POA)
- 46 a. Completed budget template (provided by the association)

- 1 b. Tentative calendar of events and list of activities
- 2 c. Chapter and program goals
- 3 d. Plan for student leadership and chapter meetings
- 4 e. Experiential Learning (Supervised Agricultural Experience)
 - 5 i. List of potential SAE projects for students in the program
 - 6 ii. Administrative verification of SAE program and supervision plan
 - 7 a. Two administrative signatures required (Principal and Superintendent)
- 8 f. Site Visit by Regional FFA Coordinator or Association Board Designee
 - 9 i. Tour available facilities
 - 10 ii. Meet and discuss chartering requirements with school administrator
 - 11 iii. Meet and discuss chartering requirements with agriculture teacher (if available)
 - 12 iv. With anticipation of presenting official charters at a State FFA Convention, the following
 - 13 timelines are to be followed:
 - 14 a. For presentation at the PA Mid Winter Convention
 - 15 b. Submit Intent to Apply by October 15th
 - 16 c. Official site visit – by regional coordinator or board designee
 - 17 d. Completed charter packet due by December 1st to the State FFA Association office
- 18 g. For presentation at the State FFA Summer Convention
 - 19 i. Submit Intent to Apply by March 15th
 - 20 ii. Official site visit – by regional coordinator or board designee
 - 21 iii. Completed charter packet due by May 1st to the State FFA Association office
 - 22 iii. Final authority to accept applications for charter is given to the PA FFA Association Board of
 - 23 Directors through recommendation of the Association Executive Manager

24 **Section III: State Conferences & Conventions**

25 ***III.a. State FFA Delegates***

- 26 i. To better utilize the delegates to FFA Activities Week and facilitate better communication
 - 27 among FFA Chapters of Pennsylvania, the following procedures will be implemented at FFA
 - 28 Activities Week.
 - 29 1. Chapter delegates have the option to indicate on which committees they want to serve.
 - 30 2. All chapter delegates will receive a delegate package prior to FFA Activities Week. This
 - 31 packet will specify the committee the delegate is assigned to serve on, a copy of the prior
 - 32 year’s report from this committee, and a list of known items to be handled by the present
 - 33 committee.
 - 34 3. FFA members desiring to serve on the Nominating Committee will be selected by an
 - 35 application process. Applications will be sent to the Executive Manager by the published
 - 36 deadline. Applications will be evaluated by an outside panel with the top two applicants
 - 37 from each FFA region being awarded seats on the Nominating Committee. Students serving
 - 38 on the Nominating Committee will not count towards a chapter’s allotted delegate count.
 - 39 4. The adult nominating committee members will be selected by the State FFA Officers and the
 - 40 Executive Manager and approved by the PA FFA Association Board of Directors in
 - 41 accordance with the guidelines in Addendum 5.
 - 42 5. Members of the State FFA Board of Directors, or their designees, will be assigned by the
 - 43 Executive Manager to work with state delegates at the Summer Convention.

1 **III.b. Selection of State FFA Delegate Issues**

- 2 i. FFA Chapters shall be invited to submit issues for consideration by the State FFA delegate
3 committees. Submissions will be collected by the Executive Manager by a published
4 deadline prior to the State Legislative Leadership Conference (SLLC) registration deadline.
- 5 ii. Submissions will be advertised to FFA chapters before the State Legislative Leadership
6 Conference (SLLC) and one representative of the submitting chapter will be invited to
7 present an overview of the topic at a general meeting of the members attending SLLC.
- 8 iii. While at SLLC, each chapter will be able to cast one (1) ballot ranking the delegate issue
9 submissions from most important to least important. The State FFA Officers will tally the
10 results of those ballots and the State FFA President will appoint the necessary delegate
11 committees from the issues voted on by the participants at SLLC.
- 12 iv. No more than 5 delegate issues or delegate committees will be appointed. Each of the five
13 committees will be issue-based. An additional standing committee, the Nominating
14 Committee, will be appointed based on the procedure described in FFA Delegates.
- 15 v. All board members are to receive items to be addressed by state delegates at FFA Activities
16 Week by the spring board meeting.

17 **III.c. Cancellation and No-Show Policy for FFA Conferences**

- 18 i. The following policy regarding cancellations and no-shows will be in effect for any conference,
19 which is held by the Pennsylvania FFA Association. (This includes but is not limited to FFA
20 State Convention, FLC, ACES, and SLLC.)
- 21 1. Any registration not postmarked or emailed by the published date will not be accepted
22 2. If a cancellation is made up to 3 weeks prior to the start of a conference, one-half of the
23 registration fees will be returned.
24 3. If a cancellation is not made and a participant does not show up to the conference, no
25 money will be refunded.

26 **III.d. Participation Guidelines for FFA Events**

- 27 i. All participants in FFA events are expected to uphold the best of the blue and gold. The
28 following guidelines indicate specific expectations/responsibilities
- 29 III.d.1. State Staff
- 30 1. A state staff member stay in the same hotel with the state delegation.
31 2. A state staff member is at the hotel to coordinate check-in and checkout of the delegation.
32 3. State staff does not leave early or put a team coach or chaperone in charge of the
33 delegation.
34 4. State staff collects and holds a copy of the Health/Emergency Authorization forms for
35 each member of the state delegation at State FFA Activities
36 5. State Staff are in charge of State Delegation and their rules must be followed
- 37 III.d.2. Events Coaches/Chaperones of State Teams
- 38 1. Coordinate a practice session(s) prior to the CDE to assist your team in contest
39 preparation.

2. Contact the coach of the previous year's team for assistance and an idea of what may be expected at the judging event.
3. Attend all coaches meetings and team photo sessions.
4. Review material covered in coaches meeting with your team to ensure they have all the information needed to be successful in their respective CDE.
5. Stress the importance of getting a good night's sleep, the evening prior to the contest.
6. Arrive at the contest site in plenty of time to get checked in, fill out any last minute scorecards, listen to last minute instructions, etc.
7. Review the CDE format with your team.
8. Attend all awards programs, arriving well before the appointed time so that you and your team can sit together.
9. Once your CDE is over, follow as many of the recommendations under Item B below as possible if at the National Convention. If the contest is elsewhere, then plan activities around the site where the event is located.
10. If traveling with state delegation, all room assignments are made by State Staff in charge and will be followed, switching of room assignments will not occur without permission from State Staff in charge.
11. Chaperones must secure the appropriate Health/Emergency Authorization forms for the members of the team.
12. Chaperones must be either school district employees or be covered by school district liability.

III.d.3. Chaperones of Students in Non-Competitive Events at National Convention

1. Have daily contact (morning and evening) with your students and plan a schedule of activities for each day.
2. Attend selected convention sessions with your students (opening session, Stars over America, Agricultural Career show).
3. Attend one or more related events with your students (i.e., Industry tours, etc.)
4. Plan to have morning and evening meals with your students unless prior arrangements have been made.
5. Encourage your students to stay in groups with other members, especially at night, or take some form of transportation back to the hotel.
6. Establish a realistic time for students to be back in the hotel.
7. Build in some "free" time for the students; however, in all cases you should know where your students are at all times and where they can reach you.
8. Chaperones must secure the appropriate Health/Emergency Authorization forms for their students
9. Chaperones must be either school district employees or be covered by school district liability.

III.d.3. Courtesy Corp

i. General Purpose and Overview

- a. The purpose of Courtesy Corp is to provide an organized group of advisors to handle matters of discipline and consequence during official FFA events. This group will be responsible for the safety of FFA members and enforcement of the FFA Code of Conduct during the conference.

- 1 b. Courtesy Corp will be in operation at any Pennsylvania FFA Association event that
2 involves an overnight stay by FFA members—ACES Leadership Conference, State
3 Legislative Leadership Conference, and Penn State Activities Week.
- 4 ii. Guidelines for Courtesy Corp Chairperson at Penn State Activities Week
- 5 a. Introduce yourself to whomever is in charge at FFA Headquarters.
- 6 b. Obtain multiple copies of dorm rosters to use for check in each night. Assign Courtesy
7 Corp members or volunteers to serve as head contacts in each dorm.
- 8 c. Make sure all health and Code of Conduct forms are accessible after hours.
- 9 d. Secure discipline forms and two-way radios from FFA Association.
- 10 e. Be sure security knows to provide you with the names/schools of any students who miss
11 curfew.
- 12 f. Double check security and Courtesy Corp staffing for dance night.
- 13 g. Ensure Courtesy Corp staffing for sessions and meals.
- 14 h. Arrange for drinks and snacks to be provided for Courtesy Corp members throughout the
15 week.
- 16 i. Attend the morning board meetings of the PA FFA Association to report on any and all
17 discipline issues.
- 18 j. Prepare a short written summary for presentation at chairs meeting at summer PA AE
19 meeting. If you see major problems in process/policy/Codes of Conduct, etc, include that
20 in your report.
- 21 k. Partner with other authorities when needed:
- 22 i. If at all possible, have the student's advisor transport student and deal with health
23 emergencies/medications.
- 24 ii. Contact security and police to handle drug and alcohol violations.
- 25 iii. Make sure to involve the Association in major situations.
- 26 iv. Try to get a 1st floor room, and a nearby parking permit.
- 27
- 28 iii. Guidelines for Courtesy Corp Operation
- 29 a. Assist in chaperoning the parties or dances by policing the dance floor and encouraging
30 students to be in attendance at the party instead of in their rooms.
- 31 b. Enforce the conference code of conduct against the use of alcohol, tobacco and drugs,
32 opposite gender mingling in hotel rooms and curfew violations.
- 33 c. Report to the hotel lobby 10 minutes after LIGHTS OUT!!
- 34 d. With assigned or chosen partner, wander the floors housing FFA members checking for
35 excessive noise and curfew violators. If violations are observed, knock on student doors
36 and request their cooperation and adherence to the rules. If further violations are
37 observed, contact students' FFA advisor and Courtesy Corp Chairperson for enforcement
38 of rules or further discipline action.
- 39

1 III.d.4. Participant Dress Code

2 i. General Code

- 3 a. Appropriate attire is required for FFA member participation at all functions. When
4 possible, appropriate attire will be described and communicated in advance of the event.
5 FFA members should always be dressed in school appropriate attire that is suitable to
6 represent the FFA at all levels.

7 ii. Penn State Activities Week (State FFA CDE's)

- 8 a. All CDE participants are required to wear official dress, as described in the National FFA
9 Handbook, for their respective contests on Tuesday of Penn State Activities Week.
- 10 b. The FFA Facilitator and/or CDE Contest Chairperson(s) will communicate, in advance,
11 the expected and required attire for all CDE's taking place on Wednesday of Penn State
12 Activities Week. This information will also be published on the State FFA Website when
13 available.
- 14 c. CDE Chairpersons have the final authority on all dress code requirements. Except in
15 cases where safety is a concern, participant attire will not be grounds for disqualification,
16 but it may lead to score deductions or removal of members from contest components.

17 ***III.e. Overnight Accommodations at State FFA Conferences***

- 18 i. All room assignments are made by State Staff in charge and will be followed. Switching of room
19 assignments will not occur without permission from State Staff in charge.
- 20 ii. Chaperones must secure the appropriate Health/Emergency Authorization forms for the members
21 of their chapter
- 22 iii. Chaperones/Advisors are responsible for adhering to the check-in procedures in place for each
23 event.
- 24 iv. FLC – Verify students in attendance at the registration desk upon arrival.
- 25 v. ACES/SLLC – Verify students in attendance at the registration desk upon arrival and volunteer
26 to serve on Courtesy Corp to assist in discipline issues if willing and able.
- 27 vi. STATE FFA CONVENTION – Verify members registered in your care are in their dorm rooms
28 and report their presence to the member of Courtesy Corp stationed in the lobby of your
29 dormitory within the first ten minutes of the published curfew. Advisors of chapters failing to
30 report in will be contacted at that time to verify student presence and may risk disqualification of
31 students and/or teams.
- 32 vii. State Staff are in charge of State Delegation and their rules must be followed.
- 33 viii. If students do not report to their scheduled event, they will be sent home from the event. Students
34 will remain at headquarters until their parents/guardians arrive. In the instance of illness, the
35 nurse on staff must excuse the member from the planned daily activity in which they are
36 registered. (March 2020)

37 ***III.f. Expectations of FFA Activities Week (Penn State) Coordinator***

- 38 i. The following guidelines will help PA FFA Activities Week Coordinator to successfully
39 execute his/her responsibilities. The most important duty is to communicate with the CDE
40 chairpersons. Neither the chairperson nor the coordinator should assume that something has
41 been taken care of.

1. Contact all chairpersons by email by January 15.
2. Mail initial mailings to all-teachers by February 15. Include all CDE changes, skill areas to be used in those CDE's, which rotate areas, a list of perspective committee members, all necessary forms, and a deadline sheet. Include a committee request form (teacher indicates his/her choice of committee) to be returned by March 1.
3. Make initial contacts with university personnel who work with the CDE's. Reserve necessary rooms, buildings and equipment.
4. Assist chairperson in securing judges, materials, and equipment as needed by the CDE chairpersons. Let the CDE chairperson know about the arrangement A.S.A.P.
5. Mail an updated committee list to teachers and chairpersons.
6. Let chairpersons know the number of contestants in their CDE's by June 1. Also send them a copy of any materials you are copying for their event - to be sure you are using the correct materials.
7. Print tests and scorecards, arrange for transportation, assist in securing all needed items used in the CDE - meats, tractors, flowers, etc. Communicate this information to the chairperson. **IMPORTANT:** Chairs need to be more specific in their lists of needs for their CDE's (i.e. there are several types of marigolds. If you need a specific one, the coordinator needs to know).
11. Write thank you notes to those persons who helped make the events, etc. work smoothly

**When there is a question about an event, the coordinator should contact the CDE chairperson first.*

Section IV: State Awards

IV.a. Keystone Degree Procedures

- i. Candidates must be at least a junior in high school to be eligible to apply for the Keystone degree.
 1. Keystone Degree verification process will take place at the Regional level. Regional Coordinators shall schedule the event and form a committee of six-eight to evaluate the applications. A list will then be provided to the Executive Manager of those approved.

IV.b. Guidelines for Selection of Keystone Degree Recipients and Star Candidates.

IV.b.1. Keystones

- i. All Keystone FFA Degree applications and appropriate information need to be forwarded to the corresponding regional coordinator according to the directions and dates set forth by the Pennsylvania FFA Association Board of Directors.

IV.b.2. Regional Stars Selection

- i. Candidates **MUST** be approved to receive their Keystone Degree the same year applying for STAR.
- ii. The regional coordinator will oversee a selection committee comprised of an agriculture teacher from each area (when possible) and a representative from the agricultural or education industry, when possible. The committee members should not be from the same high school as a star candidate for the category of selection.
- ii. The top candidates from each area will be present for an interview with the selection committee. Upon the conclusion of the selection committee evaluation and interviews, their

1 recommendation for regional stars shall be submitted, by the regional FFA coordinator, to the
2 FFA Board of Directors for final approval. When the regional selection committee meets,
3 they will take into account the following:

- 4 1. That the student has in operation, an outstanding supervised agricultural and/or other
5 occupational experiences program, which must show comprehensive planning,
6 continuation, growth, and increase in scope with records to substantiate such
7 accomplishments.
- 8 2. That only the appropriate part of the application that is being considered for star shall be
9 judged. Examples: production pages should not have bearing in selecting star agricultural
10 business and vice versa
- 11 3. That the best candidates of that year be considered for stars. Time should be provided for
12 those candidates, following Regional Star Selection to provide additional documentation
13 for the State Star Selection Committee

14 IV.b. 3. State Star Selection Committee

- 15 i. The SAE Specialist or the FFA Board designee will oversee a selection committee for each star
16 category-to review applications and interview the candidates the morning of the Pennsylvania
17 FFA Association Mid-Winter Convention. (2017)
- 18 ii. This committee will consist of one Pennsylvania agricultural educator (when possible), one
19 member from the FFA Foundation (when possible), and at least one other member that
20 represents the agricultural or education industry for a minimum of three members.
- 21 iii. The committee will be evaluating only those parts of the records and application that pertain to
22 the star category in which the member has applied.

23 IV.b.4. Star Awards

- 24 i. The four Pennsylvania Star areas are:
 - 25 1. Star in Ag Production
 - 26 2. Star in Ag Placement
 - 27 3. Star in Ag Business
 - 28 4. Star in Agriscience
- 29 ii. Each regional star will receive a regional plaque and monetary award at the Mid-Winter
30 Convention.
- 31 iii. Each state star will receive a state plaque and monetary award from National FFA at the
32 Pennsylvania FFA Association Mid-Winter Convention
- 33 iv. The representatives that will go on to the Big E will be the four state stars at the Pennsylvania
34 FFA Association Mid-Winter Convention.

35 IV.b.5. Record Book—State Stars

- 36 v. All students who apply for county/area, regional and state stars must submit state-approved
37 record books for the years covered by the application with their application.
 - 38 1. Each county/area committee will make their star selection based upon the state definition.
39 All applications and record books will be forwarded to the regional coordinator for
40 evaluation by the regional level verification committee.
 - 41 2. State Keystone verification committee will certify the regional stars.

3. Records for all years of the application shall accompany applications to the first level of judging and will be kept with the applications as they progress through judging. Records will be returned promptly following judging.
4. State-approved Record Books substantiating all years of activity covered by the application must accompany the application. Photocopies of the required state-approved record book will be acceptable.

IV.c. State Proficiency Awards

IV.c.1. State Proficiency Award Eligibility Criteria

- i. FFA affiliate fees have been paid for year covered by the application and the applicant is a member in good standing.
- ii. Applicant has been out of high school for not more than one year and has completed at least three full years of agricultural education, or all the agricultural education offered in the last school attended. NOTE: Applicants that are still in high school and enrolled in agricultural education at the time of applying are eligible to participate at all grade levels.
- iii. Application must be typed or computer generated.
- iv. Records substantiating all years of activity covered by the application must accompany the application.
- v. Photo copies of the required state-approved records book will be acceptable.
- vi. All proficiency applications will be judged at a statewide judging event coordinated by a chair appointed by the PA FFA Board of Directors the FFA Facilitator.

IV.c.2. Scoring

- i. The statewide judging event will be coordinated and executed according to the PA FFA Proficiency Judging Process approved by the PA FFA Board of Directors
- ii. State winners and finalists will be awarded and recognized at the State FFA Convention with a plaque and monetary award.
- iii. State winning applicants will be allowed and encouraged to improve their applications before being submitted for national competition.
- iv. The FFA Regional Coordinators will oversee committees to choose regional representatives for the state proficiency scoring, if necessary. In each award category, a region may submit up to three qualified applications.

IV.d. Honorary Keystone FFA Degree and Special Parent Award Procedures

- i. The purpose of the Honorary Degree is to recognize individuals who have rendered outstanding service to the agricultural education-FFA program.
- ii. Honorary Keystone Degree winners shall receive a plaque
- iii. The following are guidelines for the Honorary Keystone FFA Degree.
 1. Applications must be signed and supported by two chapter advisors.

2. Applications should contain information relative to years of specified service and at what level service was rendered.
3. Parents of retiring State FFA Officers will receive the Honorary Keystone FFA Degree at Pennsylvania FFA State Convention.
4. Parents who have had three children receive the Keystone FFA Degree will be eligible to receive the Honorary Keystone FFA Degree at Pennsylvania FFA Mid-Winter Convention.
5. Parents who have had more than three children receive the Keystone FFA Degree or who have already received the Honorary Keystone FFA Degree will be eligible to receive the Special Parent Award at Pennsylvania FFA Mid-Winter Convention.
6. Parents of retiring State FFA Officers who have already received the Honorary Keystone FFA Degree will be eligible to receive the Special Parent Award at Pennsylvania FFA State Convention.
7. State FFA Officers and staff may nominate individuals for the Honorary Keystone FFA Degree.
8. The deadline for all Honorary Keystone FFA Degree Applications will be April 1st.

IV.e. Pennsylvania FFA CITATION AWARDS

- i. The purpose of the Citation Award is to recognize outstanding business for their outstanding contributions made to the Agricultural Education-FFA program. All awards will be given out at the Summer Convention.

IV.e.1 Procedures

- i. Chapters and counties or areas may nominate outstanding businesses for the Citation Award using the most current application. Nominees must have contributed beyond the chapter level. Their contributions must have had a significant impact on area or regional FFA activities. Two different chapter advisors in the same region must sign applications.
- ii. Applications will be forwarded to the State FFA Office postmarked no later than **April 1st**
- iii. The State FFA Office will review all applications based on the information provided on the application. Directions not clearly followed on the application will result in automatic rejection.
- iv. The state office will notify the nominating teachers of those citation nominations being forwarded to the Board of Directors prior to the statewide mailing for the Summer Convention. The state office will notify those nominees that they have been selected to receive this award at the Summer Convention.
- v. The State FFA Board of Directors, Foundation, State Staff, and State FFA Officers may nominate on a statewide basis those companies who have had outstanding service to the FFA statewide.
- vi. Citation winners shall receive a plaque.

Section V: State Officers

V.a. State FFA Officer Selection Process and Selection Committee

- i. Nominating Committee members will be asked to report to designated location at 10:00 a.m. on the first day of FFA Activities Week for a training session. Lunch will be served during the

1 training. Committee members' chapters that cannot arrive by 11am should provide separate
2 transportation for that member.

- 3 ii. All candidates will be interviewed through round II on the first day of interviews. Group and
4 selective interviews will take place on the following day with the committee no longer having to
5 interview all candidates beyond round III.

6 V.a.1 Nominating Committee Selection will consist of the following:

- 7 i. Eight members selected from application, by a committee as assigned by the State Officer team
8 and the Executive Manager. The nominating committee, when possible, will include the
9 following voting members:
- 10 1. Two students from each region
 - 11 2. One of those members chosen as the chairperson by the committee
 - 12 3. The committee, when possible, will include the following ex-officio members (voice, but
13 no vote)
 - 14 4. Two Business and Industry Representatives from alternating regions
 - 15 5. One Board member as appointed by the FFA Adult Board President
 - 16 6. One Past State Officer (minimum – two years out of office)
 - 17 7. Note: These four adults should represent all four regions equally.
 - 18 8. The Pennsylvania FFA Executive Manager (To facilitate the process only)
 - 19 9. The Pennsylvania FFA State Vice-President shall be the facilitator outside the interview
20 room.

21 V.a.2. The Interview Rounds to be conducted are as follow:

- 22 i. **Personal Interview-** Each officer candidate should come with a prepared 3-5 minute speech
23 introducing themselves and their achievements to the committee. The information should relate
24 past experiences to the State Officer position. **The time limit for this round is 5 minutes total.**
25 There will be follow-up questions based on comments from the candidates speech and
26 application. These questions will be conducted with the entire committee one-on-one in a round-
27 robin style with each member of the nominating committee spending five minutes with each
28 candidate. **(MARCH 2023 – ANY YEAR THAT HAS 25 OR MORE CANDIDATES, THIS**
29 **ROUND WILL BE HELD VIRTUALLY)**
- 30 ii. **Extemporaneous speaking** - This round will consist of a five-minute preparation time for a
31 maximum of five minutes to speak on a topic assigned by the nominating committee. Ex.
32 Candidate A will begin preparation on a topic. After five minutes, Candidate A will begin to
33 present their speech while Candidate B begins their five-minute preparation time. This will
34 continue until all candidates have spoken to the nominating committee. **The time limit for this**
35 **round is 5 minutes.**
- 36 iii. **Involvement In and Conducting FFA Activities** - This round will consist of a group dynamics
37 activity designed to evaluate the individuals and how well they work together. **The time limit**
38 **for each activity is 5 minutes total.**
- 39 iv. **OPTIONAL INTERVIEWS**
- 40 a. **Agriculture Education and the FFA** -The candidates should be knowledgeable on the
41 following topics: FFA and their relationship with the International Agriculture Exchange
42 Program, Advancements in Pennsylvania FFA and Pennsylvania Agriculture, and the
43 State Officer Candidacy School Manual Content. Candidates will be asked random
44 questions on all the above topics. Each candidate needs to provide defensible answers
45 based on factual information. **The time limit for the round is 5 minutes.**

1 viii. Please do not encourage officers to deviate from the guidelines and rules, which they have been
2 asked to follow. It would be unfair to put them in such a position.

3 ***V.c. State Officer Travel Reimbursement***

- 4 i. State FFA officers traveling on official FFA business as assigned and approved by the Executive
5 FFA Manager shall be reimbursed for travel at the current Pennsylvania government
6 reimbursement rate less 10 cents per mile. (6/24)
7 ii. The State FFA Association shall ensure that funds exist for each chapter in good standing to
8 receive one visit from the State FFA officer. After the first visit, the chapter may be responsible
9 for providing the mileage reimbursement for additional state officer visits for local activities.

10 ***V.d. State Officer Service Scholarships***

- 11 i. State Officers will receive a \$1000 service scholarship at the end of their term. Any portion of
12 this scholarship is available during the course of the year for travel on a board-approved, non-
13 reimbursed FFA trip, with the balance not requested remaining available for the officer at the end
14 of his or her term. In the event an officer receives the scholarship or a portion thereof for travel
15 and then resigns or is terminated from office prior to the completion of his or her term,
16 repayment of the advanced portion of the scholarship is required.

17 **Section VI: Competitive Events (CDE's)**

- 18 i. Additional Information and forms related to specific CDE's can be found in the FFA Activities
19 Week Packet and on the official Pennsylvania FFA Website.

20 ***VI.a. Duties of FFA Activities Week Competitive Event Chairpersons***

- 21 i. The CDE/LDE Committee will provide a report recommending Competitive Event Chairpersons
22 to the FFA Board on an annual basis.
23
24 ii. The following guidelines will help PA FFA Activities Week Chairpersons to know their
25 responsibilities for their respective competitive events. The most important duty is to effectively
26 communicate with the Penn State FFA Week Coordinator throughout the year. Items are listed
27 chronologically, not necessarily in order of importance.
28
29 1. Complete by end of June:
30 a. Write thank you notes/emails to those people who made your Competitive Event
31 run smoothly— university personnel, committee members, sponsors, etc.
32 b. If applicable, submit requests for changes to your Competitive Event with
33 rationale to the current CDE/LDE Committee Chair.
34
35
36 2. Complete by end of August:
37 . Complete all appropriate sections of the Event Guide Template for your event.
38 Send a PDF copy of the completed document to the CDE/LDE Committee Chair,
39 who will put it on the Pennsylvania FFA Association website. As changes occur
40 in your event, update this Event Guide and resend. All items on the Event Guide

1 Template must align with the version of your Competitive Event that has been
2 most recently approved by the FFA Board of Directors.

- 3 a. If your Competitive Event has a written test, develop/compile a question
4 bank for the test and/or post past examples. This will help ensure an impartial
5 test. Question Banks should have a minimum of 100 questions. Make the entire
6 question bank and answers available to all teachers through the Pennsylvania
7 FFA Association website. Update this question bank with new items each year,
8 as appropriate.

9
10 3. Complete by end of March:

- 11 a. Contact your committee members to be sure they will be present and you have
12 enough help to plan, organize, run, and score your Event.
13 b. Arrange with the members of your committee and/or the Penn State FFA Week
14 Coordinator to obtain what is needed to run the Event. Delegate responsibilities to
15 your committee members to add both scope and transparency to your Event.
16 c. Make contact with the University personnel who assist you with the Competitive
17 Event and maintain a clear line of communication for planning.
18 d. Secure judges for your Event or inform the Penn State FFA Week Coordinator
19 that their help to secure judges is needed. *This information will be requested on a*
20 *survey from either the Penn State FFA Week Coordinator or the CDE/LDE*
21 *Committee Chair.*

22
23 4. Complete by end of May:

- 24 a. Send copies of the Event format and score cards to University personnel you are
25 working with and any judges you may use in your Event. Remember that
26 securing judges and products from across Pennsylvania is advantageous.
27 b. If your Event has a written test, develop the test for your Event from the published
28 test resources or make arrangements to do so. Answer choices may
29 be rearranged and/or similar calculation questions substituted to keep the test
30 content fresh each year.

31
32 5. Complete at least one week prior to arrival on campus:

- 33 a. Make arrangements to copy the CORRECT and CURRENT(per PA FFA Board
34 of Directors approval) scorecards for your Event.
35 b. If your Event has a written test and/or other paper-based materials that are needed,
36 make the necessary copies or send materials for copying. The Penn State FFA
37 Week Coordinator will offer copying on this timeline following proper
38 communication from the Event Chairperson to request this service.

39
40 6. Complete Tuesday of Activities Week:

- 41 a. Pick up Event supplies at Registration.

42 7. Complete Day(s) of Event:

- 43 a. Conduct your Event according to the rules and regulations set forth on the
44 currently published Event Guide.
45 b. Return the Event site (lab, classroom, shop, etc.) to its original condition if it is
46 necessary to rearrange the facility to conduct the Event.

- c. Turn in the results (all ties must be broken) immediately following the conclusion of scoring your Event per the directions provided to you by the Tabulation Committee in your Chair's envelope at Registration.
 - d. Complete and submit evaluation forms and surveys at the Tabulation Committee location.
 - e. Return Event supplies to the Tabulation Committee location.
- 8. Complete Wednesday of Activities Week:
 - a. Make yourself available to the Tabulation Committee throughout the evening, including after Session, to resolve any scoring conflicts/questions. This is best done by providing an accurate cell phone number that can be used to reach you while on campus when you first submit your results.
 - 9. Complete Last Day of Activities Week:
 - a. Present the top 2 teams and top 3 individuals of your Competitive Event on stage during the Awards portion of the General Session. *If a Chair cannot be present, they should make arrangements with a Committee Member or the CDE/LDE Committee Chair to present the results.*

Thank you for your time and dedication serving as a chair and making this event successful for FFA members. If you have any questions or need clarification on any of the items listed above, feel free to contact the current PA FFA Activities Week Coordinator or the current PA CDE/LDE Committee Chair.

- iii. Competitive Events Chairpersons will have their registration to FFA Activities Week covered, provided they remain in Good Standing with the completion of their responsibilities.
- iv. Any Competitive Event Chairperson that does not meet their responsibilities will be recommended by the CDE/LDE Committee to the FFA Board of Directors for Probation. Once on Probation, the Chairperson will need to effectively complete all responsibilities, without the benefit of paid registration, for one year to be reinstated to Good Standing. Any Competitive Event Chairperson on Probation who continues to not meet their responsibilities will be recommended by the CDE/LDE Committee to the FFA Board of Directors for Removal.
- v. Recommendations of the CDE/LDE Committee to the FFA Board of Directors regarding Probation and Removal of Competitive Event Chairpersons will be presented at the August Board Meeting each year.

VI.b. Procedures for Revisions to CDE's

- i. All proposed revisions to CDE's, including theme changes, must be submitted in writing to the FFA Facilitator by the August meeting of the Pennsylvania FFA Association Board of Directors.
- ii. Final approval of all changes will take place at the December meeting of the Pennsylvania FFA Association Board of Directors.

- 1 iii. All approved changes will be published on the Pennsylvania FFA website and will be final until
2 the completion of the following year’s Activities Week. (i.e. – changes approved in December
3 2011 are in effect until completion of the 2012 Activities Week.

4 ***VI.c. Eligibility Policy***

- 5 i. Any member attending an event sponsored and/or conducted by the Pennsylvania Association of
6 FFA, and for which a registration fee was paid either by the member or the member’s chapter,
7 must be a member in good standing; i.e., dues are paid for the calendar year in which the event is
8 taking place and the member’s name appears on an official roster on file with the PA FFA Adult
9 Treasurer. Registrants for above described events not meeting the described membership criteria
10 will not be permitted to attend the event and are subject to possible forfeiture of their registration
11 fee(s).
- 12 ii. In addition, the local chapter that which members belong must be in good standing i.e., dues are
13 paid for the calendar year in which the event is taking place and the member’s name appears on
14 an official roster on file with the PA FFA

15 ***VI.d. CDE Trip Cancellation Policy***

- 16 i. Coaches and participants who cannot attend their respective trips must notify at least one of the
17 following persons, in writing, a minimum of 30 days prior to the scheduled date of the trip
18 departure:
 - 19 1. FFA Facilitator
 - 20 2. State FFA Advisor
 - 21 3. State FFA Executive Manager
 - 22 4. State FFA Board of Directors President
- 23 ii. In the event of an emergency within the 30-day period, contact one of the four above mentioned
24 persons immediately in the order listed.
- 25 iii. If notice is not given, A chapter will not be in good standing, and thus, will not receive travel
26 award money and will not be eligible for represent Pennsylvania at any National/Regional events
27 for the upcoming membership year.

28 ***VI.e. CDE Team Makeup***

- 29 i. State contest teams are to be predetermined and made up of members from the same chapter, and
30 properly registered through official registration documents in order to be permitted to compete as
31 a team at the state level. Chapters are limited to one team per event. Team makeup for state
32 contests will follow the team makeup as specified by the National FFA and the Big E.
- 33 ii. In contests with individual competition, unlimited individuals per school are permitted unless
34 otherwise noted in the rules and regulations of the Pennsylvania FFA Career Development Event
35 Manual as listed on PA FFA website.

36 ***VI.f. CDE Restrictions***

- 37 i. State FFA Officer candidates may participate in only one of the following contests: Public
38 Speaking, Agriscience Fair or Parliamentary Procedure.
- 39 ii. Nominating committee members may not participate in any other contest or activity.

- 1 iii. Delegates may only participate in Agriscience Fair, Public Speaking or Parliamentary Procedure.
- 2 iv. FFA members cannot participate in more than one Public Speaking contest at the state level.

3 ***VI.g. CDE Disqualified Teams***

- 4 i. If any member of a CDE team is disqualified, the entire team is disqualified. Disqualified teams
5 are not eligible to represent Pennsylvania on a trip for that year only.
- 6 ii. No student can take the same trip twice.

7 ***VI.h. General Items***

- 8 i. The revised PA FFA Official State Authorization Form must be used for all FFA activity
9 participants. See copy in appendix.
- 10 ii. Pennsylvania will send winning teams to the National FFA Convention and Eastern States
11 Exposition where and when those contests are available and/or offered.

12 ***VI.i. Infractions***

- 13 i. Infractions by either the coach or participant will be reviewed by the board and could result in
14 the individuals, coaches, or chapters' suspension from the following years activities. This policy
15 includes:
 - 16 1. Activities Week winners
 - 17 2. Regional Proficiency Representatives
 - 18 3. Eastern States Star candidates

19 ***VI.j. National and Regional CDE Awards and Monetary Awards***

- 20 i. Monetary Awards for teams competing in either the Eastern States Exposition or the National
21 FFA Convention will be provided once participation at those events is completed and
22 verified. The amount will be determined by a joint effort of the Association and the
23 Foundation.

24 ***VI.k. Participation at The National Convention in CDE's Not Held In***
25 ***Pennsylvania***

- 26 i. Chapters must request in writing that they be allowed to represent Pennsylvania in those CDE's
27 held at the National Convention that are not held in PA.
- 28 ii. Requests must be received by the deadline set by the FFA Facilitator.
- 29 iii. If several chapters apply for the same CDE, it will be the responsibility of the facilitator to
30 determine which chapter is in a better position to represent PA.
- 31 iv. Chapters representing PA through this process will receive no allocation for expenses. Their
32 team registration fee will be paid. All other expenses will be the responsibility of the chapter and
33 its members.
- 34 v. Chapters will be asked to supply to the facilitator a copy of all CDE materials as well as
35 appropriate comments on how PA could implement such a CDE. It will be the responsibility of
36 the facilitator to collect and distribute this information to teachers each spring.

1 ***VI.l. Regional Career Development Events***

- 2 i. All regional level contests are encouraged to be held by May 1.

3 **Section VII: National Events & Awards**

4 ***VII.a. American Degree***

- 5 i. The FFA Facilitator will oversee a group of select agriculture education retirees to review all
6 qualified American Degree applications.
- 7 ii. Applications for the American FFA Degree must meet national guidelines for eligibility.
- 8 iii. American FFA Degree applications are due to the FFA Facilitator postmarked by March 15th.

9 ***VII.b. National FFA Band, Chorus, and Talent***

- 10 i. Pennsylvania FFA members wishing to apply for the National Band, National FFA Chorus and
11 the National FFA Talent shall use the following procedure:
- 12 1. An application for the national band or chorus will be available on the National FFA Website
13 (ffa.org).
- 14 2. FFA Members shall complete this application and the required forms and send them to the
15 National FFA Organization Website by their posted deadline. If more than one member is
16 chosen to participate with the National FFA Band or Chorus, all monies will be divided
17 evenly between all members attending.
- 18 3. Participants in the State FFA Talent contest will be eligible to apply to the National FFA
19 Talent Program. Any of those participants selected by National FFA will receive the funds to
20 participate at the National FFA Convention.

1 **VII. c. National Officer Candidate Selection Process**

2 1. To facilitate selection of the candidate for National FFA Office and to ensure that all officers,
3 advisors, and members know the procedure for this selection, the Pennsylvania FFA Board of
4 Directors establishes the following procedures.

5 To be eligible to become Pennsylvania’s National Officer Candidate, the following minimum
6 qualifications must be met:

7 A. The candidate must have obtained the Keystone Degree

8 B. The section below entitled “Minimum Requirements for National Officer Candidate” must be
9 met.

10 A candidate must have their American FFA Degree or have approval from the State SAE
11 Specialist that the candidate will be approved to receive their degree at the National FFA
12 Convention where they will serve as Pennsylvania’s National Officer Candidate.

13 Interested individuals who meet the eligibility requirements will notify State Staff of their
14 intention of entering the selection process by sending a formal email between March 15 and

1 April 15th. Upon receiving email of intent, PA FFA Staff will reply with the National Officer
2 Candidate Application which must be submitted 2 weeks prior to the May Board Meeting.

3 Interviews will occur on the day of the May Board meeting. If additional interviews are
4 required, a second day may be proposed. Each candidate will be interviewed by a 6 (six)
5 member committee consisting of:

- 6 1. A current State Officer
- 7 2. A National Officer Candidate at least two years removed
- 8 3. Two members of the Board of Directors of PA FFA, appointed by the Adult President
- 9 4. One Agriculture business & industry representative
- 10 5. One representative from the College of Ag Sciences of either The Pennsylvania State
11 University or Delaware Valley University.

12 Upon selection, candidate will be provided with an outline of the training schedule including
13 dates and timelines. It is recommended that the candidate begin to build a support network to
14 utilize throughout training and during National Convention week.

15 Candidates are to complete the following tasks leading up to the National FFA Convention:

- 16 1. Plan & execute a large group workshop at the Fall Leadership
17 Conference
- 18 2. Travel with and represent the Pennsylvania FFA Foundation at
19 business and industry events.
- 20 3. Attend at least one National Officer Candidate school, paid for by the
21 Association.
- 22 4. Complete “mock” workshops, interviews, and speeches

23 Should the candidate not meet the American Degree minimum qualifications, thus not receiving
24 their American Degree, the candidate will not be eligible to run for National Office and
25 Pennsylvania will not have a candidate that year.

26 Minimum Qualifications:

- 27 1. Candidate must complete a satisfactory interview by the national officer selection committee.
28 The candidate must receive approval by 2/3 of the members on the selection committee by
29 closed ballot vote.
- 30 2. Candidate must be in good standing with the laws of the Commonwealth of Pennsylvania and
31 the United States at all times during the running for National Office.
- 32 3. Have received or will be receiving their American Degree of membership.

33 The Pennsylvania National Officer Selection Process should closely mimic the in-person rounds
34 of the first phase of the National FFA Officer selection process. For more information on each
35 of the rounds, please see the National Officer Selection Process Manual.

36 All rounds will be graded based on rubrics that closely mimic national scoring rubrics. These
37 rubrics will be developed from past national rubrics and created by a designated individual who

1 will not be serving on the selection committee and has not helped prepare any candidates for the
2 current year. All rubrics, topics, and questions should be prepared by the individual two weeks
3 before the interview date.

4 The deliberation process should use scoring as their primary criteria but scores themselves
5 should not be a definitive qualifier for a national officer candidate. The ideal candidate should
6 have a combination of high scores, authenticity, and coachability.

7 Out of respect for all candidates, those interviewing for the National Officer Candidate position
8 will be notified of the committee's decision the day of interviews, and the National Officer
9 Candidate will be announced to Pennsylvania FFA members at the annual Summer Convention.

11 **VII. d. National Delegates**

12 Current State FFA Officers shall serve as delegates at the National FFA Convention, as decided
13 upon by the team and the Executive Manager. If additional delegates are granted above the size
14 of the team, an application process will take place with those who have served as a national
15 delegate given first preference. Second consideration will be those receiving their American
16 Degree at that convention. Third preference would be those students who have received their
17 Keystone degree. Term limits of two years provided the individuals are still members in good
18 standing. The application will be scored by the Executive Manager with the scoring rubric
19 established.

20 **Section VIII: Board Operations and Policies**

21 ***VIII.a. Members of the Board of Directors***

- 22 i. The following individuals serve as voting members of the governing board of directors: (Adult
23 Board)
- 24 1. Eight Regional Teacher Representatives (two from each FFA region)
 - 25 2. Current State FFA President
 - 26 3. Current State FFA Vice President
 - 27 4. Immediate Past State FFA President
- 28 ii. The following individuals serve as ex-officio, non-voting members of the governing board of
29 directors:
- 30 iii. A Representative of the PAAE
 - 31 iv. A Representative of agricultural teacher education
 - 32 v. A Representative of the Pennsylvania FFA Alumni
 - 33 vi. A Representative of the Pennsylvania FFA Foundation
- 34 1. State FFA Advisor
 - 35 2. Pennsylvania FFA Executive Manager
 - 36 3. Adult Treasurer

Appendices

Included:

Appendix A: State FFA Authorization Form

Appendix B: State FFA Application for State Citation

Appendix C: State FFA Honorary Keystone Application

1 **Appendix A: State FFA Authorization Form**

2
3
4
5 FFA Event Participating In

Last name, first name of student

6
7
8 Date of Event

Last name, first name of chaperone

9
10
11 Student's School

12
13 **PENNSYLVANIA FFA OFFICIAL STATE AUTHORIZATION FORM**

14 To attend any state and/or national FFA event, an FFA member under the age of 18, or 18 and have not
15 graduated from high school must have a school-authorized adult accompany them to the event. The
16 school district or chapter must pay the cost of this chaperone.

17 **STUDENT INFORMATION:**

18 Chapter Name: _____ County: _____

19 Birth date: _____ Sex: __ M__ F Home Phone #: _____

20 Parent/Guardians Name(s): _____ Work Phone #: _____

21 _____ Work Phone #: _____

22 Student Street Address: _____

23 Town, State, Zip: _____

24 Alternate person to notify in case parent/guardian cannot be reached:

25 Name: _____ Phone #: _____

26 **MEDICAL INFORMATION:**

27 Insurance Company: _____ Policy No. _____

28 Current Medication being taken: _____

29 Medicines allergic to: _____

30 Physical restrictions: _____

31 Family Doctor: _____

32 **RULES OF CONDUCT:**

- 33 1. To conduct myself in a manner that will be a credit to FFA, my school, my family and myself.
34 2. To abide by the FFA code of Ethics as printed in the Official FFA Manual.
35 3. To abide by any additional rules set for the specific FFA event attending
36

37 **AUTHORIZATIONS:**

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I understand that any infraction of any of the rules of conduct will be sufficient cause for my participation to be terminated and for me to be sent home at my expense.

(Date) _____ (Students Signature) _____

I hereby authorize _____ to chaperone my son/daughter. I give my consent for this chaperone to enforce the rules of conduct.

(Date) _____ (Parent/Guardian Signature) _____

In the event that I am unavailable for the purposes of providing parental consent, I hereby authorize the physician(s), FFA staff and/ or the above name chaperone to provide such hospital care that includes routine diagnostic procedures and medical treatment as to my minor son/daughter.

(Date) _____ (Parent/Guardian Signature) _____

I agree to chaperone the above-mentioned student.

(Date) _____ (Chaperone) _____

I authorize the above named chaperone to be an official chaperone of my school district. This chaperone will have the authority to enforce the rules of conduct.

(Date) _____ (Administrator's Signature) _____
(Administrator's Emergency Phone Number) _____

- Copies: Advisor
- Event Coordinator
- State FFA Office

1 **Appendix B: PA FFA Application for State Citation**

2
3 PENNSYLVANIA FFA ASSOCIATION
4 APPLICATION FOR CITATION AWARD
5

6
7 **REGION:** _____
8

9 Qualifications of this award - Activities must exceed the chapter level. The number of nominees from
10 each region shall not exceed 5% of the Keystone Degrees awarded for that region. Two advisors from at
11 least two different chapters, aided by the nominee, must sign application.

12 Name of Firm: _____

13 Individual Representative of Firm: _____

14 Address: _____

15 City: _____ State: _____ Zip: _____ Phone #: () _____

16 Nature of Business:
17

18 Years of service to FFA: _____
19

20 Describe major contributions made to the agricultural education-FFA program by this nominee in the
21 following areas.

22 County Level:
23

24 Area Level:
25

26 State Level:
27

28 Value of Support:
29

30 List of chapters served: _____
31

32 Submitted by: _____ FFA Chapter: _____ Advisor
33 _____ FFA Chapter: _____ Advisor
34

35
36 Must be submitted by **April 1st** to the State FFA office.
37
38
39

1 **Appendix C: State FFA Honorary Keystone Application**

2
3 PENNSYLVANIA FFA ASSOCIATION
4 APPLICATION FOR
5 HONORARY KEYSTONE DEGREE AWARD
6

7
8 **REGION:** _____
9

10 Qualifications of this award - activities must exceed the chapter level. The number of nominees from
11 each region shall not exceed 10% of the keystone degrees awarded for that region. Two advisors from at
12 least two different chapters must sign applications. Aided by the nominee.

13 Name of Nominee: _____

14 Address: _____

15 City: _____ State: _____ Zip: _____ Phone #: () _____

16 Years of Services to the FFA: _____

17 Describe major contributions made to the agricultural education FFA program by this nominee in the
18 following areas.

19 County Level:

20
21 Area Level:

22
23 State Level:

24
25 Value of Support:

26
27 List of chapters served: _____

28
29 Submitted by: _____ FFA Chapter: _____ Advisor

30 _____ FFA Chapter: _____ Advisor

31
32
33 Must be submitted by **April 1** to the State FFA office.

