



Date: April 1, 2025
To: Agricultural Educators – FFA Advisors
From: Mike Brammer, FFA Executive Director
Jonathan Seaman, PSU Coordinator
Re: 96th FFA State Convention/Activities Week

FFA Convention & Activities Week will be held June 10-12, 2025. This year we will be using East Halls for lodging. We hope you and your students are looking forward to this event at The Pennsylvania State University, University Park campus. Please register all participants at the PSU website: <https://agsci.psu.edu/ffa-week>

DEADLINE TO REGISTER – Midnight May 15, 2025

Students may be registered to attend WORKSHOPS ONLY!

These workshops will be presented by our visiting National Officer and visiting state officers from other states. Students must be registered for these workshops.

Parking

All cars and vans must park in the East Parking Deck. Parking next to the dorms is not permitted, regardless of tag type. Buses will be directed to the Stadium West parking lot. A drop off location will be identified next to East Halls

<https://map.psu.edu/?id=1134#!ct/33177,25403,26748,26749,26750,27255>

Payments

Payment may be made by credit card or check. To make a credit card payment, select the credit card option at the end of your registration. A processing fee will be added. Checks should be payable to Penn State and mailed to the address below. **All payments must be received by June 10, 2025**

Office of Conferences and Short Courses

Attn: FFA

301B Ag Administration Building

University Park, PA 16802

Refunds

Refunds will be made in full for cancellations received by May 15, 2025. No refunds will be issued after this date. The credit card used at the time of payment will be the only credit card refunded. No cash or checks will be dispersed for a credit card refund.

Cancellations

The University reserves the right to cancel or postpone any event due to insufficient enrollment or unforeseen circumstances. If any event is canceled or postponed, the University will refund registration fees but cannot be held responsible for other costs, charges or expenses including cancellation/change charges assessed by travel agents or airlines.

Instructions

Teachers and Chaperones are required to provide a cell phone number during registration to be used as an emergency contact number. It is required to list a chaperone for each student who is the same gender as the student. You must have permission from the chaperone. We will cancel any registrations that do not list the correct gender of chaperone for the student. **The age of each student must also be listed.**

Schools with 100+ Attendees

The registration system allows you to enter one main registrant plus 100 additional attendees during one registration process. If your school has more than 100 total attendees, you will need to go through the registration process a second or third time until you have all your attendees registered. When beginning a new registration process, a teacher/chaperone that has not registered yet must be the next “main registrant” and will be required to use a different e-mail address.

A new registration confirmation number and e-mail confirmation will be generated with each registration process that is completed. You may submit two or three separate invoices to your school for payment or if you prefer one invoice, you can call 814-865-8301 and request a compiled invoice.

Registration Fees

Student Double - \$215

Teacher Double Room - \$215

Chaperone or Guest Double Room - \$215

Teacher Single Room - \$230

Chaperone or Guest Single Room - \$230

Student Commuter - \$155

Teacher Commuter - \$155

T-Shirts - \$15

Parking Pass - \$30

IMPORTANT DATES TO REMEMBER:

April 15, 2025 - Registration Opens

May 15, 2025 - Online Registration Deadline (must be registered by midnight)

June 10, 2025 - All payments must be received.

June 10, 2025 - All permission/medical forms must be submitted by the close of on-site registration.

Chapters whose registrations are not in by MIDNIGHT MAY 15 will not be permitted to participate.

- **The emergency phone number during FFA activities week is (717)-580-4864**
- **Maps will be provided at registration**
- **Please remember to bring your own towels, pillows and blankets, only sheets will be provided**

DOCUMENTS AND THEIR DUE DATES

<u>DOCUMENT:</u>	<u>DUE DATE:</u>	<u>SEND TO:</u>
• Nominating Committee Applications	Due April 15, 2025	Mike Brammer
• Dairy Showmanship Entry Forms	Due May 1, 2025	Darla Romberger
• Marketing Plan	Due May 1, 2025	Alexandra Barzydlo
• Manuscripts (see below)	Due May 1, 2025	CDE Chairs
• Safe Tractor Driving Forms	Due May 1, 2025	Curt Turner
• Delegate Form	Due May 15, 2025	Mike Brammer
• State Officer Applications	Due May 1, 2025	Mike Brammer
• State Talent Applications	Due May 1, 2025	Myken Poorman
• Employment Skills - Resume, Cover Letter and Online Job application submitted electronically	Due June 1, 2025	Katherine Ranck & Sarabeth Alderfer Garden Spot & Athens
• Official State Authorization & Medical Form (Required for each student at Registration)		
• PSU Medical Form (Required for each student at Registration)		
• Conduct Code Form with Signature Line (Required for each student at Registration)		
• Coaching Responsibilities Consent Form (Required at Registration)		

The National Chapter Award Application can be downloaded from the National FFA website at:
<https://www.ffa.org/participate/awards/national-chapter>

- Form 1 & 2 of the National Chapter Award Application – Due at registration June 10, 2025

Attention Teachers

- **PSU MEDICAL TREATMENT FORM – MUST BE COMPLETED AND TURNED IN AT REGISTRATION OR YOUR STUDENTS CANNOT STAY!**
- **MAY 1 – A PDF OF THE MANUSCRIPTS FOR PUBLIC SPEAKING LDE'S, (PREPARED, CONSERVATION & JUNIOR) INCLUDING ALL ALTERNATES SHOULD BE E-MAILED DIRECTLY TO THE APPROPRIATE CHAIR OF THESE LDE'S. "FOR ALL PREPARED PUBLIC SPEAKING LDES, BOTH THE AUTHENTICITY STATEMENT AND THE RUNNING HEADER ON THE COVER PAGE OF THE MANUSCRIPT ARE OPTIONAL FOR STATE COMPETITION IN 2025."**

OTHER DETAILS

- Nominating Committee members may *not* participate in any other CDE/LDE or activity.
- Students interested in applying for the National FFA Band and Chorus should visit the National FFA web site at www.ffa.org and apply direct.
- Talent entries must be registered to participate in a CDE/LDE or other FFA activity.
 - Talent acts will be performed on stage only at the discretion of the chairperson.
- To be registered for Environmental & Natural Resources Team Event, two students should be registered in Aquatics and two in Wildlife – Creating one team in E&NR.
- National/Regional FFA Career & Leadership Development Event (CDE & LDE) Eligibility
 1. Any school that wins a state level Career or Leadership Development Event (CDE/LDE) will represent Pennsylvania in their respective National FFA CDE/LDE, if the CDE/LDE exists, providing they meet the following criteria:
 - a. No more than one-half of the state winning team has been substituted for any reason. If the CDE/LDE team consists of three members, then only one substitution is allowed.
 - b. No substitute on the winning team has ever previously competed in the same CDE/LDE at the National Convention.
 2. Any school that places second in a state level CDE/LDE will represent Pennsylvania at the Big E, if the CDE/LDE exists, providing they meet the following criteria:
 - a. No more than one-half of the state winning team has been substituted for any reason. If the CDE/LDE team consists of three members, then only one substitution is allowed.
 - b. No substitute on the second-place team has ever previously competed in the same CDE/LDE at the Big E.
 3. No substitutions shall be allowed in CDE/LDE with individual contestants. First place will represent Pennsylvania at the National FFA CDE/LDE and second place will represent Pennsylvania at the Big E, if such CDE/LDE exists.
 4. If a team or individual is no longer eligible to complete in a CDE/LDE at the National Convention or Big E, the opportunity passes down the list of winning teams/individuals until the next highest eligible team/individual can be found to replace them.
 5. Once a student competes at the National FFA Convention, places first in an individual state CDE/LDE, and/or is the member of a first-place team in a team state CDE/LDE, they have exhausted their eligibility and are no longer eligible to compete in that respective CDE/LDE at the State Level.
- ***Reminder to advisors:*** Check your 2025 National FFA CDE/LDE Handbook for specific skill areas or components <https://www.ffa.org/participate/awards>. They will be in effect for 2025 FFA Activities Week.

For your convenience, this is a TENTATIVE day-by-day list of CDE/LDE's during FFA Activities Week.

Exceptions: State Officer Candidates can also compete in Public Speaking or Parliamentary Procedure, not both.

Jr. Prepared & Sr. Prepared speakers may compete in another CDE on Wednesday. Arrangements will be made with the chairs for Tuesday testing day in that CDE.

Leadership Workshops will be offered on Tuesday and Wednesday for all students not competing in a CDE/LDE. Noncompeting students MUST BE signed up for these workshops and MUST ATTEND. If they are not in attendance, they will be disqualified and sent home.

The CDE/LDE's which begin and end on Tuesday are:

Chapter Application Judging
Extemporaneous Speaking
Jr. Prepared Speaking
Scrapbook
Senior Prepared Speaking
Talent

The CDE/LDE's which begin and end on Wednesday are:

Dairy Cattle Handlers (Showmanship)
Environmental & Nat. Resource
(MUST HAVE TWO REGISTERED IN AQUATICS and TWO IN WILDLIFE)

Farm Business Management
FFA Knowledge Contest
Land Use and Management
Marketing Plan
Nursery & Landscape

The CDE/LDE's which require participation on both days are:

Agriculture Education
Agronomy
Ag Communications
Ag Sales
Ag Technology & Mechanical Systems
Aquatics
Chapter Delegate
Conduct of Chapter Meetings
Creed Speaking
Dairy Cattle Management & Evaluation
Employment Skills
Floriculture
Food Science & Technology

Forestry
Horse Evaluation
Livestock Evaluation
Meats Evaluation & Technology
Milk Quality & Products
Parliamentary Procedure
Poultry Evaluation
Small Gas Engines
Safe Tractor Driving
Turf Grass Management
Veterinary Science
Wildlife

PA FFA State Dairy Showmanship CDE

2025 Entry Form

(Typed Applications Preferred)

Name _____ Age _____

Address _____

School _____ Chapter _____

24-25 Grade (circle) 7 8 9 10 11 12

Ag Teacher/FFA Advisor Name _____

Parent(s) Name(s) _____

FFA Region _____

Student Cell Phone Number _____

FFA Dairy Cattle Showmanship Experience (Years in FFA) _____

Date	Name of Show	Placing

(use additional lines if necessary)

4-H Dairy Cattle Showmanship Experience (Years in 4-H) _____

Date	Name of Show	Placing

(use additional lines if necessary)

Signature of Student

Signature of Teacher

Email to DRomberger@cvschools.org by 11:59 pm on **May 1, 2025**.
Contest Chair: Darla Romberger, Cumberland Valley High School



PA FFA ASSOCIATION
 2301 North Cameron Street, Harrisburg, PA 17110
 Phone: 717-580-4864 www.paffa.org



**STATE CONFERENCE/CONVENTION AUTHORIZATION FORM
 AND HEALTH and MEDICAL FORM**

(Please complete all forms in their entirety, sign where noted, and provide to state staff at registration)

I give permission for my child _____ to attend the _____
 (Student's Name)
 _____ on _____.
 (Name of State FFA Event) (Date(s))

FIELD TRIP EMERGENCY CONTACT INFORMATION:

Advisor/Chaperone: _____ Chapter: _____
 Student's Name: _____ School: _____
 Student's Home Address: _____

In the event of an emergency during this trip, please call the following telephone number(s):

Parent/Guardian's Name: _____ Phone: _____
 Parent/Guardian's Name: _____ Phone: _____

If parents/guardians are unable to be reached please contact:

- | | | | |
|----|-------|--------------|--------------|
| 1. | _____ | _____ | _____ |
| | Name | Phone Number | Relationship |
| 2. | _____ | _____ | _____ |
| | Name | Phone Number | Relationship |

Family Physician's Name: _____ **Phone:** _____

Physician's Address: _____

MEDICAL INFORMATION:

Insurance Company: _____ Policy Number: _____

Physical restrictions: _____

ALLERGIES: (check one)

- _____ My child has no food allergies, sensitivities, or restrictions.
 _____ My child has the following food allergies/sensitivities/restrictions:

STATE FFA EVENT - CODE OF CONDUCT:

The Courtesy Corps and FFA Board of Directors have identified two general categories of disciplinary action. The Courtesy Corps will determine the category of disciplinary action based on the seriousness of the infraction. The two categories of disciplinary action are listed below.

I. Major Infractions

- a. Possession or use of a weapon or harmful object with the intent to hurt or intimidate others
- b. Throwing any object from host facility windows
- c. Possession or use of vaping, alcohol, drugs and/or tobacco products
- d. Destruction of property or nuisance behavior
- e. Student(s) of opposite sex beyond the lobby areas of the dormitory
- f. Student(s) of opposite sex in sleeping rooms of conference hotels
- g. Discrimination, segregation, harassment, and/or bullying of any kind
- h. Other conduct deemed inappropriate for FFA Members

Potential Consequences: *CDE/LDE Disqualification, Immediate Dismissal from Conference/Convention, Police Referral, FFA Membership Suspension, Local School Discipline*

II. Minor Infractions

- a. Violating the rules of the CDE - talking, cheating, etc.
- b. Failing to attend the scheduled sessions of the event
- c. Changing room assignments without consent of State FFA Staff
- d. Leaving the event site without consent of State FFA Staff (includes downtown State College)
- e. Violating the curfew of the event
- f. Removal of screens from windows or other damage to sleeping rooms
- g. Other conduct deemed inappropriate for FFA Members

Potential Consequences: *CDE/LDE Disqualification, Immediate Dismissal from Conference/Convention, FFA Membership Suspension, Local School Discipline*

As an FFA Member, you agree:

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

STUDENT SIGNATURES AND ACKNOWLEDGEMENT

I understand that any infraction of any of the rules of conduct will be sufficient cause for my participation to be terminated and to me to be sent home at my own expense immediately. I agree to follow the rules of conduct and to abide by the expectations regarding health and medical care as outlined in this document and my school district policies.

Student's Printed Name

Student's Signature

Date

PARENT/GUARDIAN SIGNATURES AND AUTHORIZATION

The signature below authorizes and accepts acknowledgement of all statements below.

1. My child has medication prescribed by a physician as listed above: (If your child is prescribed a medication after the form is signed but before the trip, please send in medication information prior to the trip.) The Contracted State FFA Nurse has my permission to contact the physician with any questions or concerns.
2. As I consider my child responsible, I will not hold trip personnel or state FFA staff responsible for any problems that may arise with regards to my child's self-administered medication. She/he has been instructed in and understands the medication's purpose, frequency, and appropriate method of use.
3. My signature above indicates authorization for the Contracted State FFA Nurse to administer all medication listed on this form. I understand that the school and all employees, as well as the PA State FFA Association and staff shall incur no liability arising from medication administered.
4. I also give permission to State FFA Staff and the Contracted State FFA Nurse to administer basic first aid and to seek medical attention for my child in the event of an emergency. This includes but is not limited to transporting him/her to a hospital and permitting said hospital to administer necessary medical care.
5. I authorize the registered advisor/chaperone for my son/daughter to enforce the rules of conduct and accept the consequences as outlined in the attached Code of Conduct. I understand that I will be responsible for immediate transportation home for my son/daughter if they are found to be in violation of those rules, or the guidelines of the health and medical form.
6. I authorize my school district and the State FFA Association to take and use photographs from this event that may contain my son/daughter to promote the local FFA chapter and the State FFA Association. Such use may include but is not limited to print media, newspaper, television, and social media.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date: _____

Phone Number: _____

ADMINISTRATOR SIGNATURES AND AUTHORIZATION

I authorize the above-named chaperone/advisor to be an **official chaperone of my school district**. This chaperone will have the authority to enforce the rules of conduct in conjunction with the State FFA Staff and Courtesy Corps.

In addition, I understand it is **my responsibility to coordinate or provide transportation home, immediately**, for any student(s) found to be in violation of the rules of conduct with a consequence requiring student dismissal from the event.

I also authorize the **Contracted State FFA Nurse** to act in accordance with all **Health and Medical information** and authorizations provided by the student's parent/guardian on this form.

Administrator's Printed Name & Title

Administrator's Signature

Date: _____

Phone Number: _____

PERMISSION FOR PRESCRIPTION MEDICATION:

Medication	Dosage	Time to be given	What is the medication for?

Please Note:

1. Medications must be in their **original containers**, marked with the child’s name, and handled according to individual school policy and procedure prior to departure. Those same medications shall be given to the Contracted State FFA Nurse upon arrival at the conference/convention.
2. Please be aware that the medications listed on this form will be the only ones given by the school staff and the Contracted State FFA Nurse.
3. Students may not carry medication at any time (for example: aspirin, motion sickness pills, cough medicine, etc.), unless pre-approved by school chaperones/administration. There is an exception for asthma inhalers and epinephrine auto-injectors, which may be carried by students with proper forms.

PERMISSION FOR NON-PRESCRIPTION MEDICATION:

In the event my child experiences any minor aches or pains, (i.e., headache, injury or fever, etc.); I give permission for State FFA Staff and the Contracted State FFA Nurse to administer basic first aid and for the following to be administered as needed: *(select all that apply)*

Acetaminophen _____ Ibuprofen _____ Antacid _____

In the event of allergy symptoms, I give permission for the following to be administered as needed:

Benadryl _____

***NOTE:** Over the counter medication, not ordered by a doctor, (Diphenhydramine Hydrochloride) will be administered per label instructions by age/weight.

STATE FFA SELF-MEDICATION RELEASE:

(This form is for students requiring inhalers or epinephrine. Such medication must be provided by the student.)

Students requiring inhalers for asthma and auto-injectors (EpiPen) for emergency use are permitted to self-carry these medications. These medications will remain with the student at all times during the trip and are the responsibility of the student to provide, maintain and utilize as needed.

We request that (child’s name) _____ be permitted to carry the following on her/his person and recognize that he/she is responsible for providing their own supply or device:

_____ Inhaler Type of Inhaler: _____

_____ EpiPen Allergy(ies) of concern: _____

Penn State Activities Week Courtesy Corp Procedures

Purpose: To ensure the safety and well-being of all FFA members in attendance at Penn State Activities Week by providing discipline and enforcing consequences as described in the Official FFA Code of Conduct.

Courtesy Corp is stationed in FFA Headquarters and Backstage at the Convention Sessions. Someone from the Courtesy Corp Committee is on duty at all times of Penn State Activities Week, except from 2am-6am each morning.

The primary responsibilities of Courtesy Corp are to maintain safety and security of the event and enforce consequences of discipline for FFA members.

Responsibilities of Teachers/Chaperones:

- Ensure students know and understand the **FFA Code of Conduct** that each sign before attending Penn State Activities Week.
- Check to ensure that **ALL students are in their rooms at the time of curfew each night**. Dorms do NOT lock down until scheduled curfew times, so students may not be checked in early.
- **Report to the Courtesy Corp representative in the main lobby** of each dorm within 10 minutes after curfew to verify that all students under your care are present and accounted for.
- Escort any students guilty of violating curfew or other Code of Conduct Rules to FFA Headquarters for discipline action.
- **Inform a Courtesy Corp representative of any need for security or emergency care.** If, at anytime, an incident requires you and/or students to be out of the dorms after curfew checks, please report to Headquarters to check-in and be escorted back to your dorms.
- **Arrange transportation home** for students who have broken rules assigned with the consequence of Disqualification and being sent home immediately. It is the responsibility of FFA advisor to coordinate and arrange transportation for such students. In addition, until transportation arrives, a teacher or chaperone representative from that school must always remain at headquarters with those students.
- **Allow Courtesy Corp to enforce consequences** as described in the FFA Code of Conduct signed by each FFA member in attendance.

If you wish to volunteer to serve on Courtesy Corp in any capacity, please indicate on the registration form, stop by FFA Headquarters anytime on Tuesday of Penn State Activities Week, or email Kelly Bier, kelly.bier@ship.k12.pa.us

COACHING RESPONSIBILITIES CONSENT FORM

Explanation

In CDE/LDE's where the top scoring teams win trips to the National FFA Convention; Springfield, MA; or other locations, the advisors of these teams are responsible for coaching and chaperoning the teams in preparation for and during any additional CDE/LDE's or trips. Coaches must make the necessary travel arrangements for teams, write a news article suitable for distribution, supply a team photo, and collect CDE/LDE materials for coaches in following years. If the advisors of these teams cannot fulfill the obligation, it is the responsibility of that advisor to notify the State Office within 30 days of the closing of convention. If no-one accepts the responsibility, the team will not be able to attend the advanced CDE/LDE.

Certification of Coaching Responsibility

I, hereby, certify that _____
(Agriculture Teacher or CDE/LDE Coach's Name)

has permission from _____
(Name of School District)

to accompany the team to the next level of competition if it achieves an eligible placing. I realize that failure to sign this form may jeopardize the eligibility of our school's team, not only for the current year but for next year as well.

(School Administrator's Name--please print)

(School Administrator's Signature)

(Month, day, year)

(Agriculture Teacher or CDE/LDE Coach's Signature)

(Month, day, year)

(Second Teacher/Coach Signature, if needed)

(Month, day, year)

-- This completed and signed form must be submitted at Registration with authorization forms, health and medical forms, and Code of Conduct forms.

Duties of FFA Activities Week CDE/LDE Chairpersons

The following guidelines will help PA FFA Activities Week chairpersons to know their responsibilities for their respective CDE/LDE. The most important duty is to communicate with the Penn State FFA Week coordinator. Neither the chairperson nor the coordinator should assume that something has been taken care of.

1. Develop a list of those items you will need for your CDE/LDE. Send a copy of this list to the FFA Activities Week coordinator, who will put them in a notebook/file. As changes occur in your event, update this list.
2. Arrange with the members of your committee and/or the FFA Activities Week coordinator to obtain the items needed. Delegate responsibilities to your committee members.
3. Contact the university personnel who assist you with the event. You know exactly what you will need therefore you should contact these people.
4. If your CDE/LDE has a written test, develop a question bank for the event. This will help ensure an impartial test. Make the entire question bank and answers available to all teachers. Either develop a test for your event from this bank or make arrangements to do so. Either make the necessary copies of the test or arrange to make copies before you arrive. Tuesday afternoon is not a good time! Please send your test (or any other relevant event information or forms) that need to be copied via email to jts250@psu.edu or a good, clean, reproducible copy to Jonathan Seaman 206 Ferguson Building, University Park, PA 16802 by May 30, 2025.
5. Be sure that you have planned to copy the CORRECT scorecards for your event.
6. Be sure you have sent copies of the event format and score cards to the university personnel you are working with and any judges you may use in your contest. Make arrangements to have the CORRECT score cards copied. It is "Important to get diversity" from across the state for selecting judges and providing products. Delegate parts of your event to committee members.
7. Contact your committee members to be sure they will be present, and you have enough help. You also need to be sure you have enough help to organize the event – including bringing needed items, make up the test or score sheets, etc.
8. Arrange to score your event – by hand or through the computer. Scantrons, if available, could be used. The choice should be yours.
9. Turn in the results of your event, an evaluation form, a copy of your test and answer sheet, etc. at the conclusion of the event to 202 Ferguson Building.
10. Write thank you notes to those people who made your event work smoothly – university personnel, committee members, etc.
11. Pick up contest supplies on Tuesday of FFA Activities Week in FFA Headquarters at registration and attend the PAAE Summer Conference CDE/LDE Chairpersons review meeting.
12. Recruit (train, brief) CDE/LDE judges as to the standards for judging or evaluating an FFA CDE/LDE.
13. Return CDE/LDE supplies to scoring committee location after your CDE/LDE has been completed.
14. Conduct your event in accordance to the rules and regulations of the latest edition of the CDE/LDE handbook.
15. Return the event site (lab, classroom, shop, etc.) to its original condition if it is necessary to rearrange the facility to conduct the event. **DO NOT LEAVE FOOD IN THE ROOMS!**
16. **All materials to be printed by PSU should be received by May 30.**
17. Make yourself available to the scoring committee on Wednesday evening to resolve any scoring conflicts/questions.