



NATIONAL FFA  
CAREER AND LEADERSHIP  
DEVELOPMENT EVENTS



# CAREER AND LEADERSHIP DEVELOPMENT HANDBOOKS 2017-2021

Official Policies and Procedures

## **for National FFA Career and Leadership Development Events for 2017–2021.**

*Refer to the National FFA Career Development Event (CDE) and Leadership Development Event (LDE) webpage on [FFA.org](http://FFA.org) for the most up-to-date edition of the career and leadership development event handbook.*

**Contact:**

Career Development Events Education Specialist  
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Indianapolis, IN 46268-0960  
cde@FFA.org

**FFA Vision**

Students whose lives are impacted by FFA and agricultural education will achieve academic and personal growth, strengthen American agriculture and provide leadership to build healthy local communities, a strong nation and a sustainable world.

**FFA Mission**

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

**The Agricultural Education Mission**

Agricultural education prepares students for successful careers and a lifetime of informed choices in the global agriculture, food, fiber and natural resources systems.

The National FFA Organization is a resource and support organization that does not select, control, or supervise state association, local chapter or individual member activities. Educational materials are developed by FFA in cooperation with the U.S. Department of Education as a service to state and local agricultural education agencies.

The National FFA Organization affirms its belief in the value of all human beings and seeks diversity in its membership, leadership and staff as an equal opportunity employer.



## Philosophy

*The National FFA Organization is dedicated to organizing experiences that will meet the future needs of students while accomplishing the current purposes of agricultural education.*

The primary goal of career and leadership development events is to develop individual college and career readiness skills through personal growth and premier leadership.

Individuals will be challenged to develop critical thinking skills and effective decision-making skills, foster teamwork and promote communication while recognizing the value of ethical competition and individual achievement.

The activities in each event:

- Include problem solving, critical thinking and teamwork skills, where appropriate.
- Encourage appreciation for diversity by reducing barriers to participation among members.
- Develop general leadership and recognize individual and team achievement.
- Promote concentrated focus on future needs of members and society.

*The National FFA Organization assumes the leadership role in developing and continuously improving relevant FFA career and leadership development events.*

National events should reflect instruction that currently takes place in the entire agricultural education program, including classroom instruction, laboratory instruction, instruction in leadership and supervised agricultural experience (SAE) programs. Events are intended to be an outgrowth of instruction. Also, it is appropriate for the national organization to develop events and awards that stimulate instruction in emerging areas that reflect both current and future community, national and global workforce needs. Those events should be developed with significant input from FFA members, teachers, partners, respective industry sponsors and others involved in agricultural education. The National FFA Organization continues to encourage accessibility and provide opportunities for achievement and recognition for students with diverse backgrounds.

Events that include team activities should be based on cooperation and teamwork while recognizing the value of competition and individual achievement. Where appropriate, team activities will be included that require two or more members from one chapter working cooperatively.

# Agriculture, Food and Natural Resources (AFNR)

## Career Cluster Content Standards

The agriculture, food and natural resources (AFNR) industry is a highly technical and ever-changing sector of the global economy upon which everyone is dependent. We will continue to meet national and global demand for a safe and abundant food, fiber and fuel supply if we invest in the growth and development of the human capital for the AFNR industry. Strong, relevant AFNR Career and Technical Education (CTE) programs that are informed by industry and education stakeholders are one way we can meet workforce needs now and in the future.

The National Council for Agricultural Education has provided permission to the National FFA Organization for the use of the National AFNR Career Cluster Content Standards in the development of their educational resource materials. The National Council for Agricultural Education are the owners and developers of the National AFNR Career Cluster Content Standards © 2016 and reserve all rights to the original material that is used here with permission. In addition, The National Association of State Directors of Career and Technical Education/National Career Technical Education Foundation (NASDCTE/NCTEF) have provided permission to use the Common Career and Technical Core (CCTC) Standards in support of this project. NASDCTE/NCTEF are the owners and developers of the Common Career and Technical Core (CCTC) Standards © 2012 and reserve all rights to the original material that is used here with permission.

The National AFNR Career Cluster Content Standards are a guide to develop well-planned curriculum in agriscience education to be delivered to students throughout the country. For a complete copy of the AFNR Career Cluster Content Standards, please visit [FFA.org/thecouncil/afnr](http://FFA.org/thecouncil/afnr).

The National FFA Organization has adopted the AFNR Career Cluster Content Standards and integrated them into national award and recognition programs for the benefit of members, school administration and agriculture as a whole. Details outlining the incorporation of the standards in careers and leadership development events can be found at the end of each event in the CDE/LDE handbook.

## 2017–2021 Official CDE/LDE Policies and Procedures

*Violations of any of the following rules may be grounds for the event superintendent to disqualify the participants.*

National FFA staff and event superintendents will use the published policies and procedures to organize and implement the National FFA Career and Leadership Development Events. Event activities may not be conducted due to lack of necessary materials, expertise or extreme impact to event budgets. Teams that are certified to compete will receive the current event format in a team orientation packet prior to the convention.

### Official Dress Recommendations, Number of Participants and Scores for Team Total

<b>Career Development Event</b>	<b>Official Dress Appropriate</b>	<b>Number of Participants Allowed (per team)</b>	<b>Number of scores Counted for Team Score</b>
Agricultural Communications	Yes	4	4
Agricultural Technology and Mechanical Systems	No	4	4
Agricultural Sales	Yes	4	4
Agronomy	Yes	4	4
Dairy Cattle Management and Evaluation	Yes	4	4
Dairy Cattle Handlers (Activity only)	Dairy white	1	N/A
Environmental and Natural Resources	No	4	4
Farm and Agribusiness Management	Yes	4	4
Floriculture	Yes	4	4
Food Science and Technology	Yes	4	4
Forestry	No	4	4
Horse Evaluation	Yes	4	4
Livestock Evaluation	Yes	4	4
Marketing Plan	Yes	3	Team Score Event
Meats Evaluation and Technology	No	4	4
Milk Quality and Products	Yes	4	4
Nursery/Landscape	Yes	4	4
Poultry Evaluation	Yes	4	4
Veterinary Science	No	4	4
<b>Leadership Development Event</b>	<b>Official Dress Appropriate</b>	<b>Number of Participants Allowed (per team)</b>	<b>Number of scores Counted for Team Score</b>
Agricultural Issues Forum	Optional	3-7	Team Score Event
Conduct of Chapter Meetings	Yes	7	Team Score Event
Creed Speaking	Yes	1	N/A
Employment Skills	Yes	1	N/A
Extemporaneous Public Speaking	Yes	1	N/A
Parliamentary Procedure	Yes	6	Team Score Event
Prepared Public Speaking	Yes	1	N/A

## ELIGIBILITY OF PARTICIPANTS

Each participant must be a current dues-paying FFA member in good standing with the local chapter, state FFA association and the National FFA Organization during the school year in which the participant qualified to participate at the national level.

In the event that a participant's name is not on the chapter's official roster for the year in which the dues were owed, a past due membership processing fee, in addition to the dues, must be paid prior to the national event. The National FFA Organization will set the processing fee amount annually.

The participant, at the national event, must

- Be a secondary education (grades 7 to 12) FFA member during the school year in which the participant qualified to participate at the national level.
- A graduating senior is considered eligible to compete in state and national CDEs/LDEs up to and including his or her first national convention following graduation.
- Have qualified as a seventh, eighth or ninth grade member to participate in the Creed Speaking and Conduct of Chapter Meetings LDEs.
- Be enrolled in at least one agricultural education course during the school year in which the participant qualified to participate at the national level and/or follow a planned course of study. Either course must include a supervised agricultural experience (SAE) program, the objective of which is preparation for the agricultural career.
- Submit, prior to start of event, the proper National FFA Organization Release, Waiver, and Indemnity form.

If a student moves to a different chapter or different state once he or she has qualified as a state representative in a CDE/LDE that student may be allowed to compete in the national event with the school he or she qualified with during the qualifying year.

A student may not participate more than once in the same official CDE/LDE. No student may participate in more than one National FFA CDE/LDE each year.

## SELECTION AND CERTIFICATION OF PARTICIPANTS

Each state will submit an electronic [declaration](#) form by the posted date (July 1) in the [State Calendar SS only](#) prior to the National FFA Convention & Expo.

- An entry processing fee will be charged for participation in each declared event with the exception of the dairy cattle handlers' activity.
- Each team will be composed of the number of members determined by the specific event policies, procedures and format.
- All members of a state team must be from the same chapter.
- Members must qualify in the event in which they are to participate at the national level.
- Teams must be selected at a state or interstate CDE/LDE held between the immediate previous national FFA convention and prior to the national FFA convention in which they are participating.
- States that qualify more than one year out must request and submit a written waiver for approval by the certification deadline.
- **Online [add/delete](#) deadline is Tuesday before convention at noon (Eastern Daylight Time).**
- If a state's representative withdraws after the online document submission date, a replacement will not be allowed. This includes prepared public speaking, agricultural issues forum, employment skills, marketing plan and agricultural communications.
- The state supervisor of agricultural education or the executive secretary must certify that participants are eligible. If an ineligible student participates in any career or leadership development event, the member will be disqualified, and it may result in the disqualification of the team as well.

- All students must be [certified online](#) by Sept. 1\*. Once original certification has been completed, **no member may be added without first deleting a member.** \* next business day when deadline falls on a weekend/holiday.
- With extenuating circumstances, a teacher/advisor may substitute another student from the chapter who may not have participated at a state qualifying event.
  - **Exception:** Creed speaking, dairy handlers' activity, extemporaneous public speaking, employment skills and prepared public speaking must be submitted and approved by state staff prior to the national convention in which the member is to participate.

### REASONABLE ADA AND/OR SPECIAL REQUEST FOR ACCOMMODATION

- [Requests for reasonable accommodations and/or assistance](#) will be submitted to the National FFA Organization 30 business days prior to the start of the event. Onsite requests will be reviewed, however, National FFA makes no guarantee that we can secure and provide the requested accommodation.
- If an accommodation is selected from the list below, the participant will be required to fill out the Reasonable ADA and/or Special Request for Accommodation form. Upon completion of the form a national FFA staff member will contact the participant to gather additional information and/or discuss the reasonable accommodation(s) or assistance being requested.
  - Mobility
  - Vision
  - Hearing
  - Other
- **PLEASE NOTE:** The Americans with Disabilities Act (ADA) recognizes and requires the National FFA Organization to provide accommodations in order for participation in events conducted by National FFA. These medical conditions, diagnosed by a recognized medical professional, will impact a students' ability to participate in activities offered during this National FFA event. These may or may not require someone to assist the participant during the event.
- At no time will a student participating in a National FFA event be responsible for the care or observation of another student. If a student requires care or observation, an adult must register to attend with the student at their cost.
- Short-term, temporary conditions such as surgery recovery or injury recovery, i.e. limbs in a cast due to fractures, crutches, etc. are not covered by the Americans with Disabilities Act. Participants are responsible for all assistance and equipment necessary to participate in the activities during the National FFA event, including but not limited to personal assistants, wheelchairs, crutches.
- Wheelchairs are NOT provided by conference hotels nor National FFA; however, the participant may bring their own or rent from a local medical supply store in the area. Please contact the conference hotel for options in the local area.

### *Onsite Add/Delete Process*

If a circumstance arises once the chapter has arrived at the convention location, the onsite add/delete process must be used to substitute the member on the team.

Onsite add/delete forms must be submitted no later than one hour prior to the team orientation meeting or the first official event activity as listed in the schedule of events. Advisors will need to report to the onsite CDE office to secure and submit the add/delete form(s) as well as the National FFA Organization Release, Waiver, and Indemnity form for the member(s) to be added.

Members added to any team during the onsite add/delete process must meet all eligibility and membership requirements as prescribed in the handbook.

### *Emergency Conditions*

Under emergency conditions a state team participating in a CDE/LDE may be made up of less than the required members.

States must still certify teams prior to the national FFA convention, but fewer than the required members could compete if an emergency condition such as illness, death in the family or an act of God were to occur. Those individuals competing would still be eligible to qualify for individual awards, if applicable.

## DISQUALIFICATION

A member or team may be disqualified from an event if:

- There is any communication, verbal or non-verbal, between participants during the event. The only exception to this would be communications between team members during the team activity portion of a given event.
- Teams or participants arrive after the event has started.
- Any assistance is given to a team member from any source other than the event officials or assistants.
- Event superintendents stop any participants for manners they deem to be hazardous to themselves or others. Such action shall deem the individuals disqualified for that section of the event.
- Participants start the event and do not complete the event without notifying event officials at the time of departure. This can affect the overall team rank and position. In some events, this will also disqualify the entire team.
- Participants utilize personal electronic communication devices, other than those approved by the event officials, during the entire course of the event. Participants who access personal electronic communication devices without prior approval of the event officials will be disqualified.
- Participant, team, advisor or coach gains access to real materials that will be utilized by the event committee during competition. Any team, participant, advisor or coach reported and proven to do so will be disqualified from the national event.

## APPEAL PROCESS

*Appeals can only be filed if there is a scoring error.*

If a written appeal for scoring issues only is filed within the seven calendar days after results announcement, the national staff will review the appeal.

Upon receiving input from the team leader and division director, the national staff will accept or deny the appeal. The national staff's recommendation will be shared with appeals committee, which consists of members from the Awards and Recognition Advisory Committee and FFA chief operating officer for further input, if necessary.

The written appeal must be filed with the National FFA Organization's CDE/LDE education specialist responsible for scoring the event within seven calendar days of the results announcement and accompanied by a \$50 filing fee. The fee will be returned if the appeal is justified.

Appeals should be mailed to this address:

CDE/LDE Education Specialist  
6060 FFA Drive  
Indianapolis, IN 46268-0960

The appeals committee will be chaired by the National FFA Awards and Recognition Advisory Committee chairperson who will in turn appoint a representative of the each of the following organizations:

- National Association of Supervisors of Agricultural Education (NASAE).
- National Association of Agricultural Educators (NAAE).
- American Association for Agricultural Education (AAAE).
- National FFA Organization CDE/LDE Education Specialist.

Any ruling on the appeal provided by the FFA chief executive officer will be considered final.

## WAIVER OF FFA RULES

Any local chapter seeking a waiver of a national FFA policy or procedure must submit in writing to the chapter's state FFA association office.

If the waiver request is approved at the state level, it must be forwarded, under the signature of the state advisor or executive secretary, to the career and leadership development events education specialist.



After study by the appropriate FFA staff, a recommendation to grant or deny the waiver will be forwarded to the chief operating officer for his or her approval.

The request must be submitted to national FFA staff at least 30 days prior to the scheduled event or due date for which the waiver is requested.

This policy does not supersede any current FFA policy for appeals already established for a particular FFA program.

### **OFFICIAL DRESS**

Participants are expected to observe the National FFA Code of Ethics and the proper use of the FFA jacket during career and leadership development events. (Please reference the latest edition of the Official FFA Manual.)

Official FFA Dress is highly recommended for all participants where appropriate and is recommended for the awards presentation and recognition.

### **WRITTEN DOCUMENT PENALTIES**

A penalty of 10 percent of the total points allotted will be assessed for the written documents received after the [online submission](#) deadline.

If the document is still not received seven days after the postmarked deadline, the team/individual may be subject to disqualification.

- National FFA staff will mark late entries as such.
- Event officials will be notified of late entries at the time written documents are evaluated and scored.
- Event superintendent will ensure that penalty is applied.