

**Wisconsin Association  
of  
FFA**



**Policy Handbook**

**Rev. March 2021**

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## **I. Wisconsin Association of FFA General Policies**

### **A. Wisconsin FFA Code of Ethics**

We, the members, will conduct ourselves at all times in order to be a credit to our organization, chapter, school and community by:

- Dressing neatly and appropriately for the occasion.
- Showing respect for the rights of others and being courteous at all times.
- Being honest and not taking unfair advantage of others.
- Respecting the property of others.
- Refraining from loud, boisterous talk, swearing and other unbecoming conduct.
- Demonstrating good sportsmanship by being modest in winning and generous in defeat.
- Attending meetings promptly and respecting the opinion of others in discussion.
- Taking pride in our organization, activities, supervised experience program, exhibits, and the occupation of agriculture.
- Sharing with others experiences and knowledge gained by attending national and state meetings.
- Striving to establish and enhance my skills through agricultural education in order to enter a successful career.
- Appreciating and promoting diversity in our organization.
- Conduct and value a supervised agricultural experience program.

### **B. Process for Establishing/Chartering a local chapter**

#### **1. Public School Chapter Charter**

The process for applying for a charter is outlined in Article IV of the Wisconsin Association of FFA Bylaws. The Article states as follows:

##### **Article IV—Procedure for Issuing Charters to Chapters**

Section A. Chapters shall apply through the State FFA Executive Secretary for affiliation with the Wisconsin Association of FFA, using the form provided. Such applications shall be signed by the president, secretary, treasurer, and advisor.

Section B. The following material shall accompany the application for chapter charter:

1. A copy of the annual program of activities.
2. A complete list of members.
3. A list of chapter officers.
4. A remittance to cover payment of state and national dues.

#### **2. Middle School Chapter Charter**

Middle school agricultural education programs may be established as a chartered middle school chapter and assigned their own chapter number. It is also allowed that a middle school chapter may be separated from the high school FFA chapter if they so choose. This means however that a middle school chapter must apply for a charter and abide by all rules governing a chapter including all fees, required documents, etc. Middle School chapters are then allowed to enter and participate in activities as an official FFA chapter.

#### **3. Non-Public School (Parochial/Charter School, etc.)**

A chapter may be chartered at a non-public school as long as the guidelines from the National FFA Organization outlined below are satisfied:

- **Guiding Principle #1** - Each state association has the authority and the ability to decide for itself whether to charter local FFA chapters, in particular non-public schools.

Basis - State statutes vary greatly on the relationship between public and non-public educational schools/program. Moreover, the national FFA's organic act and the national FFA constitution provide that State FFA associations have the authority to charter local FFA chapters. Therefore, these guidelines are meant to provide guidance for State associations, which desire to charter local chapters in non-public educational settings. These guidelines are not meant to encourage or force State associations to charter chapters where State laws or policy prohibits official recognition of systematic instructional programs in non-public educational settings, or to otherwise mandate the chartering of an FFA chapter in any particular school or for any particular educational program.

• **Guiding Principle #2** - FFA is integral to Agricultural Education instruction, and therefore FFA chapters only can be chartered in schools that have a systematic program of instruction in agricultural education pursuant to federal law.

Basis - Both the FFA's organic federal law, and the FFA's national constitution, require that FFA be an integral part of systematic programs of instruction in agricultural education. The National FFA Constitution states:

"Chapters of the National FFA Organization shall be chartered only in such schools where recognized systematic instruction in agricultural education is offered under the provisions of federal vocational education legislation. Such chapters shall operate as an integral part of the instructional program of agricultural education."

• **Guiding Principle #3** - State authorities responsible for agricultural education must have guidelines/program standards for recognition of "systematic instruction in agricultural education.

Basis - Only by establishing objective standards for the recognition of systematic programs of instruction can the FFA ensure compliance with its organic federal law and with the national constitution. The national FFA uses the definition in the current Federal legislation (Perkins III) of "vocational technical education" as it applies to agricultural education, and believes that the State associations should use this definition as a basis for defining "systematic instruction in agricultural education."

The Perkins law defines Vocational and technical education as follows:

"The term 'vocational and technical education' means organized educational activities that-

- (A) offer a sequence of courses that provides individuals with academic and technical knowledge and skills the individuals need to prepare for further education and for careers (other than careers requiring a baccalaureate, master's, or doctoral degree) in current or emerging employment sectors; and
- (B) including competency-based applied learning that contributes to academic knowledge, higher-order reasoning and problem solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, of an individual."

• **Guiding Principle #4** - The National FFA Organization believes in the value of all human beings and seeks diversity in its membership. Therefore, any school in which an FFA chapter is chartered must comply with all relevant anti-discrimination laws.

Basis - As a federally chartered corporation and one that believes in the value of all human beings, neither the FFA nor the schools in which FFA chapters are located may engage in improper discrimination. Therefore, where agricultural education

instruction is recognized by the State authorities and a FFA Chapter is desired, the school must certify that all Federal laws for non-discrimination are followed as a matter of school policy and practice.

#### **4. Non-Traditional Instruction**

-If a student wishes to become an FFA member at a school without a FFA Chapter they may become a member if the following guidelines are met:

-Agriculture Education is offered via non-traditional means (e.g. Distance Learning) by a certified licensed Agriculture Instructor at a school with an active FFA Chapter

-The student would then become a member of the chapter at the school that is the source of their Agriculture Education program.

-The student has an active and current SAE program that fulfills the requirements of the three-circle model of agricultural education.

#### **5. Home-Schooled Students**

Home schooled students may participate in FFA if they are enrolled in at least a semester long course taught by a certified/endorsed agricultural education teacher from a school district offering a complete agricultural education program in Wisconsin. This credited course must appear on the student's transcript. Students must be members of the local chapter from which they are receiving instruction. Participating students shall also maintain an active Supervised Agricultural Experience program. An agreement between the local school district and the participating home school student and his/her guardians is required for participation that outlines the expectations for all parties. The local agriculture teacher/FFA advisor may have additional requirements for participation.

### **C. Membership**

#### **1. Rosters**

Before a chapter can be an active bonafide chapter, a chapter roster must be submitted as per the requirements in the Wisconsin Association of FFA constitution.

Article III Constitution and Bylaws:

A local chapter shall be considered to be in good standing with the State Association when the following general conditions are met:

1. All current state and national dues have been paid in accordance with the conditions specified in the bylaws.

**Initial Rosters Due: December 1<sup>st</sup>**

**Final Membership Rosters Due: March 1<sup>st</sup>**

**NOTE: If the due date(s) land on a weekend, the due date shall be the next business day.**

The State FFA Board of Directors will review those chapters submitting late FFA rosters. Chapters with late FFA rosters will be placed on probation by the action of the State FFA Board of Directors as written in the State FFA Constitution. Those chapters submitting rosters late for a second consecutive year will be placed on the prohibited list.

#### **2. Active Membership – Article IV Section B of the Wisconsin Association of FFA Constitution**

Any student who is regularly enrolled in agriculture education is entitled to become an active member of any chartered FFA chapter. To retain membership during high school, the member must

be enrolled in at least one agriculture education course during the school year and/or follow a planned course of study for an agricultural occupation (including a supervised agricultural experience program), the objective of which is establishment in an agricultural occupation. Members may retain their active membership until November 30, following the fourth national convention following graduation from high school or leaving high school. Only active members may vote or hold office, except that office of Executive Secretary or Advisor in the chapter or the State Association

### **3. Middle School Membership and Participation**

Any seventh or eighth grade student who is enrolled in an agricultural education course may be eligible for membership in the Wisconsin Association of FFA. **Sixth grade students are not eligible for FFA membership even if the school defines middle school as 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade.**

The decision about what constitutes an agricultural education course for 7<sup>th</sup> and 8<sup>th</sup> grade students will be made by the local agriculture instructor and approved by the local school district. If the 7<sup>th</sup> and/or 8<sup>th</sup> grade course is offered during the school year, the student may begin their FFA membership at the start of that school year. This means that there is a planned course of study that the student will be enrolled in during that school year. Thus membership could begin at the start of the school year in which the student is enrolled.

Career and Leadership Development Events, award programs and other activities may be participated in at the local, district or state level, depending on availability of middle-school specific programs and what the local instructor feels is in the best interest of the local program. Middle school members are allowed to participate in FFA related activities unless it clearly states that the activity does not allow for 7<sup>th</sup> and 8<sup>th</sup> grade participation.

### **4. Membership Deadlines and Eligibility to participate**

Students will not be allowed to advance in FFA competitions or award applications unless their name has been verified on an active chapter roster. In addition, FFA dues payments must be made to the Wisconsin Association of FFA in order for the chapter to be in good standing.

After the March 1 deadline, any student that needs to be added or renewed for membership will be charge a late fee of \$25.00 (this is a per student fee). After May 1, no late membership will be accepted.

If a student is found following the May 1 (i.e. county or state fair entries, etc.) only those members that are non-renewed for one year out of membership will be allowed to be added. No new membership will be added or membership renewed beyond one year for people to exhibit at state or county fairs or other events throughout the summer.

### **D. Chapters Without A Certified Agriculture Instructor**

A chapter within the Wisconsin Association of FFA may continue to operate for three (3) years without a certified and licensed Agricultural Education Instructor at the school. After three years have elapsed, the chapter will have their charter revoked until a certified and licensed Agricultural Education Instructor has been hired and a course of study has been established.

### **E. State & National FFA Dues and Affiliated Membership**

State and National FFA Dues are reviewed and set annually by their respective Board of Directors as well as the convention delegates.

#### **1. Affiliation Program**

Under provisions from the National FFA Organization, the Wisconsin Association of FFA offers an Affiliated Membership Option for chapters chartered under the Wisconsin Association of FFA. The Affiliated Membership Option functions as the following guidelines from the National FFA Organization:

- a. States may offer an Affiliated Fee Program and /or Traditional Dues structure based upon their individual needs.
- b. No Affiliated fee or dues should be collected from individual students in programs participating in the Affiliation Fee program. Alternative funding sources must be used to pay affiliation fee so all agricultural education students have opportunities in FFA as a part of the three-circle model of agricultural education.
- c. In order for a chapter to participate in the Affiliation Fee Program at the national level, that chapter's state must have an affiliation program structure in place, and the chapter must utilize that structure.
- d. Program affiliation fees are for one year (Sept. 1 – Aug. 31).
- e. States must declare affiliated chapters by an **Oct. 30** cutoff unless prior authorization is obtained by the National FFA Organization. This is to ensure correct invoicing is completed, and other possible issues may be resolved.
- f. Affiliated chapters will submit roster(s) with required information including, but not limited to, address, gender, etc. This information will be gathered in accordance with current state FFA membership processes.
- g. The Affiliation rosters will include unduplicated individual names and addresses of the following:
  - All **secondary school students** enrolled in all agricultural education classes and/or eligible for active FFA membership.
  - All **graduated students** wishing to continue active FFA membership.
  - All **middle school students** that choose to be active FFA members or are required by state determination.
- h. Determination of Affiliation Program Fee

**For the first year**, the program affiliation fee is determined by total Ag Ed enrollment on April 1 of the membership year. Invoicing for first year will be completed by April 15.

The **first year fee** structure will be determined by totaling the following:

  - Secondary agriculture education student enrollment
  - Middle school students and other students eligible for active FFA membership within the chapter and or state requirements
  - All graduated students continuing active FFA membership.
- i. Continuing Participation

Subsequent program affiliation fee pricing will be based on total end of year enrollment determined on Aug. 31.
- j. Stand-alone CHARTERED middle school FFA chapters may choose to affiliate and submit a roster based on true agricultural education enrollment, foregoing those exploratory students not directly involved in FFA program of activities.
- k. The state FFA association and National FFA Organization will not request payment of membership dues from any student who moves from an affiliated program to a nonaffiliated chapter. Once a roster is received and membership is established, a student will remain a member for the entire membership year with the same membership number.

## F. Financial Obligation Payment Policy

Throughout the course of the year, the Wisconsin Association of FFA offers its members various leadership conferences and experiences. In the process of registering for these events, local chapters generate financial obligations with the Wisconsin Association. The account of a local chapter with the association is subject to the following policy:

A chapter's account with the Association is considered in good standing as long as all financial obligations are paid within 30 days after the date of the event. After 60 days have elapsed, a finance charge of 2.5% per month shall be assessed to the balance. After 60 days have elapsed without payment, a chapter's registration for further events will be denied until the balance owed including any late fees is paid in full. Exceptions to this policy may be made at the discretion of the Wisconsin FFA staff in extenuating circumstances.

### **G. Official Dress**

Proper Official Dress consists of the following:

**Official Dress Guidelines** (Approved by the National FFA Board of Directors – January 18, 2017)

Official Dress for an FFA member includes:

- An official FFA jacket zipped to the top.
- Black slacks and black socks/nylons or black skirt and black nylons.
- White collared blouse or white collared shirt.
- Official FFA tie or official FFA scarf.
- Black dress shoes with closed heel and toe.

**Note:** Official garb of recognized religions may be worn with Official Dress.

### **H. Process for Constitutional Amendments and Major Rule Changes**

-If any chapter wishes to submit a proposal to go before the delegates at the State FFA Convention, this proposal must be submitted in writing by March 1 to the State FFA Advisor as stated in the Wisconsin Association of FFA constitution. This proposal will then go before the State FFA Board of Directors for review and then be presented to the state convention delegates.

-If more than one proposal is submitted concerning the same subject, the State FFA Executive Board will make the final decision which proposal will be presented to the delegates.

### **I. Wisconsin Association of FFA Privacy Policy**

The Wisconsin Association of FFA ("Association") and the Wisconsin FFA Center, Inc. (Center) is committed to respecting the privacy of FFA members and stakeholders. Our privacy policy governs the collection and use of personal information, whether gathered by our staff, from program participants, website visitors or through correspondence, and it reflects our approach to gathering and disseminating data. Our policy is to only use data collected for purposes that are integral to furthering the mission of the Association and agricultural education.

#### **Who We Are**

The Wisconsin Association of FFA is a nonprofit 501(c)3 organization with a mission of developing the potential of students for premier leadership, personal growth and career success through agricultural education. FFA is an integral component of agricultural education at local, state and national levels. The Association collaborates closely with allied organizations to further agricultural education and the FFA.



### **Information Collection and Use**

Personal information is collected via a number of sources within the Association for the purposes of registration for events and/or membership. These sources include, but are not limited to, the National FFA website and the Wisconsin Association of FFA website ( [www.wisconsinffa.org](http://www.wisconsinffa.org)).

Personal information collected is utilized for the purpose of transacting business such as membership services, conference registration, and the conduction of programs such as the State FFA Degree or State Proficiency Awards. Personal information is not shared with third-party entities unaffiliated with the Association without an individual's express consent.

### **Coordination with the Educational Community**

Strong, supportive relationships between the Wisconsin Association of FFA and others in the agricultural education community are critical to our success. Given the importance of these relationships, the Association seeks to remain fully aligned with our stakeholders' privacy concerns. The Association will only utilize data provided by members and stakeholders to further the educational mission of FFA and agricultural education.

### **Privacy of Children**

The Association provides additional privacy protections when children visit the website. We do not knowingly collect, maintain or store personal information from or about children under the age of 13 without a parent's and/or legal guardian's consent, except in limited circumstances authorized by law and described in this notice.

Information collected from children consists of membership roster data including name, home address, age, e-mail addresses, phone numbers, birth date, gender, ethnicity, race, residence type, high school graduation year, grade level and t-shirt size. This information, which may be shared with the National FFA Organization and local chapters, is used to help students complete applications for awards and recognition, create participation portfolios, deliver the FFA magazine to students' home addresses and notify students and their parents and/or guardians of opportunities supportive of the educational mission and objectives of the FFA. We do not require a child to disclose more information than is reasonably necessary to participate in the foregoing activities. We do not disclose information collected from children to unaffiliated third parties.

Parents and legal guardians may review personal information we have collected about their child, request deletion or refuse to allow further collection or use of the information. To do so, please contact:

Wisconsin Association of FFA  
Department of Public Instruction  
P.O. Box 7841  
Madison, WI 53707-7841  
Email: [jeffrey.hicken@dpi.wi.gov](mailto:jeffrey.hicken@dpi.wi.gov)  
Phone: 608-267-9255  
Fax: 608-267-9275

-or-

Wisconsin FFA Center  
P.O. Box 110  
Spencer, WI 54479  
Email: [czimmerman@wisconsinffa.org](mailto:czimmerman@wisconsinffa.org)

Phone: 715-659-4807

### **Information Security**

In order to protect against loss, misuse or alteration of information collected, the Wisconsin Association of FFA ensures that appropriate security measures are in place at all physical facilities where data resides.

### **Links to Other Websites**

The Association website often provides links to other websites that may be of interest to the students and stakeholders we serve. Although we work hard to ensure we provide links to appropriate sites and we take full responsibility for the content of our site and our own privacy policy, we are not responsible for the privacy practices or the content of sites to which we link. No notice will be issued when a visitor has accessed a link to a website outside the realm of the Association website. We encourage you to read the privacy policies of all third-party sites that are linked from any Association website before submitting your personal information. The use of any personal data you choose to disclose to third-party websites will not be covered by this privacy policy.

### **Disclaimer**

All information presented on the website of the Association is presented in good faith and is believed to be correct. However, the Association makes no representations or warranties as to the completeness or accuracy of this information.

### **Contacting Wisconsin Association of FFA**

Questions regarding this privacy policy can be directed to the Association by regular mail, e-mail, phone or fax. Additionally, stakeholders may prevent their information from being used for purposes other than those for which it was originally collected by contacting us. Upon request, we offer stakeholders the ability to have inaccuracies corrected in contact information, unique identifiers and communications that they direct to our site. Stakeholders can have their information corrected by contacting us through the following:

- Mail: Wisconsin Association of FFA, Department of Public Instruction, P.O. Box 7841, Madison, WI 53707-7841
- Email: [jeffrey.hicken@dpi.wi.gov](mailto:jeffrey.hicken@dpi.wi.gov)
- Telephone: 608-267-9255
- or-
- Mail: Wisconsin FFA Center, PO Box 110, Spencer, WI 54479
- E-mail: [czimmerman@wisconsinffa.org](mailto:czimmerman@wisconsinffa.org)
- Telephone: 715-659-4807

### **Policy Updates**

From time to time, customer information may be used for new, unanticipated uses not previously disclosed in this privacy policy. If our information practices change at some time in the future, those changes will be posted on all affected websites to notify users of the changes and provide an opportunity to opt out of the new uses. Those concerned about how their information is used should check the websites periodically.

## **J. Conflict of Interest**

### Purpose

A conflict of interest is generally any activity that is, or appears to be, opposed to the best interests of the Organization or that would tend to impair independence of judgment or action in the performance of official duties. The purpose of the conflict of interest policy is to identify the when such scenarios might arise and clarify how to address the situation.

#### General Conflicts to Avoid

- 1) While a member of the Wisconsin Association of FFA Board of Directors, chapter members or members of their immediate families may not directly be involved in activities that evaluate members of their chapter. Members of the Board of Directors may be asked to set up events in which its members may be participating in, but are still responsible for avoiding situations at those events that might create a conflict of interest.

For example: FFA encourages eligible students to apply for awards, scholarships and recognitions. Family members of staff and board members (children, siblings, nieces, nephews, grandchildren) may participate in any FFA award, scholarship or recognition program, provided the state staff or board member (and their direct reports) is not directly involved in the evaluation of said members and does not have influence in the selection of the award, scholarship or recognition.

- 2) Board members may not accept gifts or entertainment, other than token items of nominal value, from people or organizations interested in our business. You should use your best business judgment in determining what is nominal. If accepting an item could influence or give the appearance of influencing your decisions, then it should be declined.

#### Procedure to Address the Conflict

Each individual member of the Wisconsin Association of FFA Board of Directors should take first responsibility to identify and avoid conflicts of interest.

If a conflict of interest is overlooked by the involved board member(s), then another board member should alert said individual(s) and state staff to the conflict of interest. The group should strive to work through rectifying the situation, as appropriate.

If the group is unable to agree upon the situation, the situation should be brought to the full board for vote upon the matter.

In the event that the Wisconsin Association of FFA State Advisor and the Wisconsin FFA Executive Director are both involved in a situation where a conflict of interest may exist, actions will default to the Wisconsin Association of FFA Board of Directors and Wisconsin FFA Center Board of Directors.

## **II. Leadership Conferences**

### **A. Leadership Conferences offered by Wisconsin FFA**

The Wisconsin Association of FFA provides the following workshops for FFA members to attend. Adjustments may be made to the offerings as the Board of Directors see fit.

FIRE Conference	September-October
Sectional Leadership Workshops	September-October
Half-Time Conference	January
National FFA Leadership Series	November & March
EDGE Conference	March

1. If a chapter cancels their registration after the set deadline for lodging or registration and meals or has a “no show” the day of the conference, no refunds will be given for any part of the conference fees.
2. Conference Registration will be accepted on a first come first served basis. If the conference is full or past the deadline for registration, chapters will be put on a waiting list for participation. There are no guarantees that a chapter will be able to attend if they register past the registration deadline.
3. If more than 2 members attend a leadership conference, the chapter must provide an adult chaperone for the students.
4. Any bonafide FFA chapter is eligible to register students for the Wisconsin FFA leadership conferences. The only leadership conference at this time with limits is the FFA Half-Time Conference where only 2 students can participate per chapter.
5. A \$5.00 Wisconsin FFA Center processing fee per student will be added to each of the conferences charging a registration fee.

**B. Event Reimbursement Policy – Inclement Weather**

In the event of inclement weather associated with an FFA event where costs are incurred, and the Association has a financial loss, the loss will be shared equally with chapters not attending in a proportional refund. This policy allows for shared liability between the Association and the chapter not attending.

**C. Behavior Expectations & Guidelines**

While participating in the leadership conference, managed by the Wisconsin Association of FFA (“FFA”), there are certain behavioral expectations that must be observed by all participants to maintain good standing with FFA and participation in these programs. All participants in an event or activity sponsored by FFA are prohibited from involvement in unsafe, irresponsible, and/or illegal conduct. They are prohibited from consuming alcoholic beverages. In addition, they must abide by all rules and regulations established by FFA for participation in the leadership conference. (Individually and collectively referred to below in the first person singular)

- a) I promise that my attitude, conduct and appearance will be such to reflect credit on my chapter, school, community and state FFA association.
- b) I promise to abide by the National FFA Code of Ethics
- c) As a representative of thousands of FFA members, I will be well groomed and dress appropriately during the leadership conference.
- d) I will not be in a hotel room of another participant of the opposite sex. Failure to abide by this rule will result in immediate dismissal from the conference and my parent(s)/guardian(s) will be notified.
- e) I will not use drugs, alcohol, or tobacco at any time during the conference. I understand if I violate this rule, I will be sent home immediately at my own expense and my parent(s)/guardian(s) will be notified.
- f) I will pay for all personal costs and any damage of hotel property directly to the hotel before I depart. My room will be kept neat and clean. FFA reserves the right to immediately terminate from the conference anyone who is found to have violated these behavioral expectations. Students terminated from the conference will be sent home at their own expense and will be responsible for all other expenses associated with their termination.

**PERSONAL CONDUCT AGREEMENT**

**General Behavior Expectations Agreement**

In exchange to being allowed to participate in an event or activity sponsored by FFA, members and their parent(s) or legal guardian(s) (individually and collectively referred to below in the first person singular) agree to be bound by the behavioral expectations set forth above and each of the following.

1. I agree to participate in FFA's leadership conference according to the guidelines set forth in this Personal Conduct Agreement and other applicable FFA publications.
2. I understand that FFA reserves the right and I agree that FFA has the right to immediately terminate my participation in the conference at the sole discretion of FFA, through its representatives, if I (a) engage in behavior that is unsafe, irresponsible, illegal, or otherwise contrary to FFA policy as expressed above or (b) consume alcohol.
3. I further understand and agree that if my participation in the leadership conference is terminated pursuant to the preceding paragraph, (a) I will be solely responsible for all costs associated with my early termination, including my travel expenses, and (b) I will not be entitled to any refund of money I have paid to FFA for my participation in the conference.
4. I agree to allow FFA and its representatives to make reasonable, unannounced searches of my living quarters and personal belongings if FFA reasonably suspects that I am violating the behavioral expectations set forth in this Agreement and other applicable FFA publications.

The above agreement will be signed by both the student and their parent/legal guardian prior to participation in any FFA events.

#### **Additional Rules for Students Attending Leadership Conferences**

1. Students are not allowed to use alcohol, tobacco products, or drugs at any time during a conference. **ANYONE CAUGHT IN POSSESSION OF OR USE OF THESE SUBSTANCES WILL BE SENT HOME IMMEDIATELY AND/OR PROPER AUTHORITIES WILL BE CONTACTED.**
2. There will be no mixing of genders in hotel rooms. Boys are not allowed in girls' rooms and girls are not allowed in boys' hotel rooms. This is for security reasons and the safety of the students.
3. The Wisconsin Association of FFA and its parties are not liable for a student if they leave the conference location. Permission must be granted by the chapter FFA advisor if a student is not lodging with the conference or leaving the site for any reason.

### **III. Competitions**

#### **A. Leadership Development Events**

The Wisconsin Association of FFA makes available nine leadership development events for Wisconsin FFA members to participate in. These nine events include Creed Speaking, Prepared Public Speaking, Extemporaneous Public Speaking, Parliamentary Procedure, Discussion Meet, Quiz Bowl, Conduct of Chapter Meetings, Agricultural Issues Forum and Employment Skills.

##### **1. Rules and Procedures**

The rules and procedures of each event can be found in the Leadership Development Event Rules document which is available on the Wisconsin FFA website under Leadership Development Events.

###### **a. Rules and Procedures Review**

- i. State FFA rules for leadership development events will be reviewed annually by the State FFA Executive Director to keep current with any changes forwarded

from the National FFA Organization. Rules and procedures may be revised to address concerns or changes in the various contests.

- ii. Every five years, a task force of FFA advisors will review all leadership development events for any changes to the current LDEs. These recommendations will be presented to the State FFA Executive Board for acceptance or rejection. The State FFA Executive Board has the right to forward any rule changes to the delegates at the State FFA Convention for a final vote.
- iii. The State FFA Executive Board will give final approval of the addition of any new events either forwarded from the National FFA Organization or recommended from FFA state officers and/or advisors. They will also give final approval for any major changes recommended in rules or procedures.
- iv. **Any disruptions to the competition of any sort caused by, but not limited to: audience members, advisors, coaches, etc; will result in eviction from present and future contests indefinitely. (Passed March 2014)**

## 2. Eligibility

Any FFA member competing in a leadership development event must be currently in Middle School or High School and a bonafide member of the local FFA chapter they are representing. If they are competing in the State and National Level competition, they can be a current graduate of their high school in order to finish the competitions they have advanced to.

FFA members are allowed to compete in no more than **two** individual events and **one** team event at the district level of competition during the current school year. Once a member has won a State Level Competition in a particular event, they cannot compete in that event again.

Members are required to wear proper Official Dress as outlined on Page 7 of this handbook.

Members cannot compete in other district or sectional competitions other than their own. If a member cannot attend a scheduled district or sectional contest, the competitor cannot go to another district or section to compete. District and sectional hosts can do whatever possible to accommodate members who may have a conflict with the contest date, but the district host is not required to hold a separate competition for those individuals. Due to the nature of this competition, inclement weather, illness or other events could interfere with the contest date. However, to readjust the scheduled competition is very difficult and the competition will go forth as scheduled, unless all the schools in that district agree to accommodate these individuals.

The following infractions will disqualify a leadership development event participant.

- A. Participating in more than 2 individual and/or more than 1 team event. Breaking of this rule will also disqualify the entire team if the infraction occurs with the team event.
- B. Not submitting the proper bibliography for a prepared manuscript.
- C. Proof that plagiarism has occurred.
- D. Any communication, verbal or non-verbal, between participants during a leadership development event will be sufficient cause to eliminate the team member involved from the leadership development event. This includes sharing questions asked during competition or other information that would give someone a distinct advantage in the event. The only exception to this would be communications between team members during the team activity portion of a given leadership development event.

E. Any assistance given to a team member from any source other than the career development event officials or assistants will be sufficient cause to eliminate the team from the career development event.

F. Event superintendents may stop any participant if they deem their manner to be hazardous either to themselves or others. Such action shall deem the individuals disqualified for that section of the career development event.

G. Participants who start an event and do not complete the event without notifying event officials at the time of departure will be disqualified. This can affect the overall team rank and position. In some events this will also disqualify the entire team.

H. Participants will not be allowed to 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.

I. No participant shall gain 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.

**3. Bracketing Quiz Bowl Teams:** Brackets will need to be set up by the host advisor. Teams from the same school do not have to compete against each other in the first bracket, unless they are the only teams competing. At the sectional contest, the district winners compete against the runner-up from another district. At the State level, the teams that have the least amount of competition will be placed in the first bracket of competition. This is determined by the total number of teams that the teams had to compete against at both their district and sectional levels. Teams that had zero competition to participate in the state event will not be given a bye in the first round of the state quiz bowl competition.

#### 4. Levels of Competition

**Local Competitions:** Leadership Development Events begin at the local level. All local competitions are under the direction of the local FFA advisors who sets local policy for how members are selected to represent their FFA chapter. Local competitions should be completed on or before December 1. Each local chapter is allowed to send two competitors/teams to the district competition except for Parliamentary Procedure where only one team is allowed.

**District Competitions:** District competitions should be held between January 20 and February 20 at the school of the designated district host. There will be 30 district competitions held. District competitions are typically held immediately after school at the host chapter's school. Substitution forms must be turned in at the onsite registration before a student competes in an LDE. These competitions depending on the number competitors and efficiency of the competition may last until 6:30 - 7:00 p.m. All competitors must follow the rules in each of the specific speaking competitions as set for by the Wisconsin Association of FFA. Two individuals/teams will be selected to advance to the sectional competition for each of the events.

**Sectional Competitions:** Sectional competitions are held during the month of March at the school of the State Officer from the corresponding section. There will be 10 sectional competitions held. Sectional competitions are typically held immediately after school at the host chapters school. These competitions depending on the number competitors and efficiency of the competition may last until 6:30 - 7:00 p.m.

All competitions must follow the rules in each of the specific leadership development event as set forth by the Wisconsin Association of FFA. One individual/team per section will advance in each event to the state level of competition.

**State Level Competitions:** State level competition is held in conjunction with the State FFA Convention. The state competitions will be coordinated by the State FFA Executive Director with the help of a contest managers and the state FFA president. All competitors must follow the rules in each of the specific leadership development events as set for by the Wisconsin Association of FFA. Each competitor will begin at the semi-final level. There will be one representative from each section. From the semi-finals, four individuals/teams will be selected to advance to the final round.

At the state level, it is determined by on a rotational basis of which sections compete against each other. One year the even and odd sections will be grouped together. The following year Section 1-5 and Section 6-10 will compete in the semi final round. Thus the next year it would rotate back to the even and odd sections competing in the semi-final round.

**National Level Competitions:** Currently the following competitions advance to the national level of competition at the National FFA Convention - Creed Speaking, Prepared Public Speaking, Extemporaneous Public Speaking, Parliamentary Procedure, Conduct of Chapter Meetings, Agricultural Issues Forum and Employment Skills. Individuals/teams selected as State Winners will advance to the National Competitions. All rules set forth by the National FFA Organization must be followed at this level. All competitions must be certified by the State FFA Executive Director by July 1. If an individual were unable to compete at the National Competition, the State Runner-Up would be offered the opportunity to compete.

It is the responsibility of the state winner to coordinate their travel to the National FFA Convention and the national competition. Each state winner will receive a packet of information with the national competition details after they are fully certified to compete through the National FFA office.



## 5. **Hosting District and Sectional Competitions**

The time frame of the District and Sectional Leadership Development Events will be determined by the State FFA Executive Board upon recommendations and input from fellow teachers and state staff. The district host will select the exact date of competition.

All FFA chapters are expected to host a district event when it becomes their turn in alphabetical rotation (by Post Office Box Town/City) within their district. If, for any reason, a chapter feels that they cannot host when it is their turn, a chapter may request to the State FFA Executive Director and State FFA Executive Board to be skipped in the rotation. If a school who is scheduled to host a district competition has a new instructor, that chapter would automatically be skipped over, so a new instructor does not have this responsibility placed on their shoulders during their first year of teaching. No switching of contest hosts will be allowed only in extenuating circumstances and with direct approval from the State FFA Executive Director.

The underlined chapter in each district on the District Event Host Schedule is the host school and in charge of the district contest. The event may be held at an alternate location if mutually agreed upon by the chapters in that district, but the underlined chapter is still in charge of the contest. State officers will be available to assist district hosts as long as their schedule works out with the scheduled contest date.

It is the responsibility of the district host to determine the date of the event, notify chapters in their district, select judges for each competition and coordinate all material provided to them for the District Leadership Development Event provided by the Wisconsin FFA Center.

The Sectional Leadership Development Event is hosted by the current state FFA officer and their advisor in each of the 10 sections. It is the responsibility of the state FFA officers and their advisor to select a date, notify chapters in their sections, select judges and coordinate all material provided to them in the materials to organize a Sectional Leadership Development Event provided by the Wisconsin FFA Center.

Each host will be provided with resources containing step by step information on how to run a leadership development event in addition to all of the necessary rules, rubrics and result sheets.

- i. **Awards** - The State FFA Association will provide awards for district winners and runners-up funded through the Wisconsin FFA Foundation, Inc. as funding is available. Awards will also be provided to sectional and state winners. More award plaques, pins and money can be provided to contestants as more sponsors are found through the Wisconsin FFA Foundation, Inc. Leadership Development Event projects are currently available for funding.
- ii. **Confidential Information** - Labeled as Confidential Information is the necessary information to complete the various leadership development events, which only the judges can view. This information includes Creed questions, Extemporeous Speaking topics, Parliamentary Procedure items of business, abilities and questions, selected Discussion Meet topics and Quiz Bowl questions. This Confidential Information is generated out of the office of the Wisconsin FFA Executive Director. Once a competition is completed ALL Confidential Information must be returned to the Wisconsin FFA Center. Advisors and competitors are not allowed to reproduce this information.

## B. **Career Development Events**

### **General State and Area Career Development Event Rules**

1. Any school that teaches agriculture and natural resources education with an FFA chapter may

enter teams in the State FFA Career Development Events.

2. Previous State contest winning team members and/or any participants in national FFA competition who represent Wisconsin may not participate in further competition at qualifying or state contests in that contest area.
3. All state non qualifying contest teams shall consist of three or four FFA members. Qualifying teams must consist of at least three or four FFA members who are eligible to compete in that contest area at state.
4. In order to participate in the State FFA CDE, a team must be pre-registered
5. If extenuating circumstances make it impossible for all members of a properly registered team of three or more to compete, the remaining one or two team members may compete as individuals and will be eligible for appropriate individual trophies. Practice teams are not allowed at the State contest. Check with area contest to see if they are allowed. Misrepresentation of persons entered will mean disqualification of team in that contest.
6. All contestants must be FFA members and recorded on the Chapter's official roster at the time of that contest and may not compete beyond their senior year. **Seventh or Eighth grade students may compete at the State level competition.**
7. The team score in any state event division will be the sum of the scores of the top four individual members.
8. Superintendents and judges will select the classes and decide upon the correct placing.
9. Each contestant will be allowed approximately 12 minutes for placing each class of livestock. Superintendent will announce time. Team contestants will be assigned to different groups and will not be permitted to communicate with each other. Violations will result in disqualifications.
10. Each animal will be numbered for identification; i.e. 1, 2, 3, etc. Contestants and officials will be properly identified and they will be the only people allowed on the judging arena floor.
11. Cattle will be brought into the arena after the contestants are in place.
12. Instructors not assisting are requested to assemble only in specified sections during judging.
13. Cell phone use is absolutely prohibited during any CDE. Any use of a cell phone will result in disqualification. Cell phones must be turned off and remain in a pocket during the CDE.

The Wisconsin Department of Public Instruction's Ag Education State Team has determined that contest teams who may have hearing impaired contestants must provide their own sign interpreters for State FFA CDE contest events.

#### **State CDE Competition Entry Rules**

1. All **QUALIFYING and NON-QUALIFYING** State FFA CDE entries must be entered on-line before the deadline. All contest entries must be made on line at [www.saeserver.com](http://www.saeserver.com)
2. Chapters need to 'qualify' at an area contest in order to enter Ag Mechanics, Dairy, Floriculture, Horse, Livestock, Veterinary Science or Wildlife. It is best if chapters wait until they actually qualify before they enter. Wait for the actual list of teams that qualified (don't just count them yourself). Chapters are not automatically entered but are reviewed by the CDE Coordinators by actually going through the list. Chapters will not be reminded to remove a team that didn't qualify and chapters will have to pay for that entry.
3. State teams can only have ONE CHANGE from the team that qualifies. You can qualify with three team members but all State contests, except Meats, will count all four team member scores for the team total.
4. All other contests you can simply enter your team - they do not have to participate at an area contest and you can make any changes you want.
5. All entry payments must be sent to: **Wisconsin Association of Agricultural Educators, Executive Director**

#### **IV. Award Programs**

- A. **State FFA Degrees** – Clarification of “Activities Above the Chapter Level”.

The following activities are considered “above the chapter level.”

1. FIRE Conference
2. Sectional Leadership Workshop
3. County or regional FFA officer training
4. Half-time Leadership Workshop
5. 212 Leadership Conference
6. EDGE Conference
7. 360 Leadership Conference
8. Washington Leadership Conference
9. State FFA Convention
10. State Convention Activities
  - a. State FFA News Room
  - b. State FFA Courtesy Corps
  - c. State FFA Delegate (cannot count serving as a delegate and attendance at state convention as two activities when they are same year.)
  - d. State FFA Agriscience Fair
  - e. State FFA Day of Service/Rally to Fight Hunger
  - f. Agricultural Artwork Competition
11. National FFA Convention
12. National FFA Convention Activities
  - a. National FFA Day Of Service
  - b. National FFA Courtesy Corps
  - c. National CDE
  - d. National Agriscience Fair
  - e. National Voting Delegate
  - f. Hall of States Booth
13. Participation at multi-chapter, regional or state Career Development Events. A member can compete at multiple locations. A member that competes at UW-Platteville (Regional) and UW-Madison (State) can count this as two activities. Members must indicate which CDE they competed in and not just location.
14. District, sectional, or state Leadership Development Event (Competing at district and sectional count as two activities.)
15. Participation as a FFA member in an FFA sponsored regional, state, or national contest. This includes
  - a. FFA Land Judging
  - b. Regional/State Tractor Operators Contests.
  - c. State Proficiency Award Program
  - d. Conduct of Meetings LDE
  - e. High School Quiz Bowl Competition
  - f. State or National FFA Grant or Scholarship Applicant – (Can only count 1).
  - g. GROWMARK Essay Contest or Jr. High Essay Contest
16. State Band, Chorus or Talent Participation at State and National.
17. Participation in Co-ops Yes!, Farm Forum, or other event where the member is representing the FFA Chapter and other chapters are attending.
18. Exhibiting at county or regional fairs as a representative from your FFA Chapter.
19. Exhibitor at State Fair – as a representative from your FFA Chapter.
20. Participation in an FFA related educational activity at Wisconsin State Fair—examples include House of Moo or Discovery Barnyard

The following activities are **NOT** considered “above the chapter level.”

1. Local, sectional or state FFA **recreational events**.
2. Participation on **field trips** (i.e., World Dairy Expo, Farm Technology Days, State Fair)  
**Exception:** If the members are representing their FFA Chapter in a specific contest or FFA-related activity at the event, then it can be considered. This must be indicated on the application.
3. Breed association activities

**A word of caution:**

It is impossible to list every FFA activity that counts or doesn’t count in this State FFA Degree Handbook. When considering whether or not it is an acceptable activity refer to the definition below. The activity must be an **FFA activity** and be **above the chapter level**.

**Definition: An activity is defined as an FFA activity when:**

- A.** An FFA organization (local, state or national) sponsors the program or activity.
- B.** An organization other than FFA, sponsors the activity and FFA chapters are invited to participate. An example would include Farm Forum. The Wisconsin Farm Bureau Federation sponsors Farm Forum and invites 4-H clubs and FFA Chapters to participate. This is, therefore, an FFA activity above the chapter level.

**Definition: Above the chapter level**

It is considered above the chapter level if it’s a multi-chapter activity where at least one other member from at least one other chapter attends.

**PLEASE NOTE: TO HAVE FIVE ACTIVITIES ABOVE THE CHAPTER LEVEL, THE ACTIVITIES MUST BE FIVE DIFFERENT ACTIVITIES. TWO TRIPS TO THE STATE FFA CONVENTION IS COUNTED AS ONE ACTIVITY ABOVE THE CHAPTER LEVEL.**

The only exception is FFA athletic/recreational activities. Given the fact that there are numerous other eligible activities and to retain the prestige of receiving the highest degree on the state level, athletic sporting events are **not** considered eligible activities for participation above the chapter level.

Revised: 1/2017 – Cheryl Zimmerman

## Procedure for Reviewing State FFA Degree Applications

1. Application must be postmarked by the required date.
2. The State FFA Board of Directors reviews the state FFA degree applications for meeting minimum qualifications during the February Board meeting. Star applications are also reviewed at that time for minimum qualifications. However Star Application judging occurs in March with a panel of judges.
3. Mid-March – Letter of acceptance/rejection is sent to advisors.
  - a. Advisors may appeal the rejections if they feel there was an error in reporting the information.
  - b. If your State FFA Degree Application was rejected, students will have 2 weeks to correct the errors. April 1 is the normal deadline for submitting appeals to state degrees.
4. After April 1<sup>st</sup> – Final letters are sent out to report the status of the rejected State FFA Degree applications.
5. Final Status is displayed on the Wisconsin FFA Website.

## **B. State STAR Awards**

1. Any FFA member may apply while they are in high school or up to one year when they are out of high school
2. There are four Star Categories – Star Farmer, Star in Agribusiness, Star in Agricultural Placement, and Star in Agriscience
3. A chapter may submit more than one application in each Wisconsin Star area (March 2014)
4. Members are allowed to apply in more than one Star area and be a finalist in more than one area but can only win one.
5. The candidate must complete the entire State FFA Degree application plus the American Star Application.
6. The candidate must include all the additional information in that application, plus attach the SAE agreements, resume, one page of recommendations (employer or instructor's) and supporting photographs.
7. The FFA Board of Directors reviews all “star” applications. The ones that meet the minimum requirements will be considered for further competition.
8. The committee will select up to 10 finalists in the Star Farmer and Star in Agricultural Placement categories and up to 5 finalists for Star in Agribusiness and Star in Agriscience categories.
9. At the state FFA Convention a panel of judges will interview the finalists and select the winners.
10. All finalists will be recognized on stage at the State FFA Convention with submitted narration and pictures from the candidates. They will receive checks and trophies for their accomplishments

## **C. Proficiencies**

### **A. Proficiencies**

There are four types of proficiency award applications.

1. Placement: involves work or experience-only (paid or unpaid) SAE programs, such as directed lab, improvement and research/experimentation experiences. Examples include working at a nursery, grooming at a horse stable, developing a research program involving wildlife or volunteering at a local park.
2. Entrepreneurship: involves ownership of an agricultural production or an agribusiness enterprise.

3. Combined: involves supervised agricultural experiences that are not split between entrepreneurship or placement.
4. Research: involves planning and conducting an agriculturally based scientific experiment based on hypothesis and the use of the scientific methods of investigation on the hypothesis.

#### 1. Who Can Apply?

Agricultural proficiency awards are available to all FFA members enrolled in high school agriculture, including special needs students. Individually, you can apply for specific proficiency areas while you are in or after you are out of high school, as long as you have been out for **no more** than one year. If you have graduated from high school, you must have completed at least three full years of instruction in agricultural education or the program of agricultural education offered in the school last attended. At the minimum, you must have kept one full calendar year's worth of records as an FFA member to apply for a national level proficiency award.

If a student applies for a proficiency award as a middle school member, they must have one full year of records. The middle school member however cannot advance for national competition, thus will not be awarded a first place gold.

Students applying for proficiency awards may include their middle school years of records while in agricultural education when they are in high school. However if they do not enroll in high school agricultural education following their middle school year(s) of participation, they are ineligible to apply for proficiency awards.

#### 2. Guidelines for State Winners

If you advance to the state level:

- You will be granted only one proficiency award per year and will be eligible to receive that same award only once.**
- You will be considered for national awards only during the same calendar year you place first in state competition
- You will receive reimbursement from National FFA Foundation funds only if your application wins at the state level and is submitted for national consideration.
- You will be expected to attend the national FFA convention to receive your award if you are selected as a national finalist.

### **D. Agriscience Fair**

Open to students in grades 7-12. Students participate in research projects in their local communities and then prepare a scientific report and display for judging at the national level. Competition is divided into six categories: Animal Systems, Environmental Services/Natural Resource Systems, Food Production and Processing Systems, Plant Systems, Power, Structural and Technical Systems, Social Science.

### **E. Dual Participation**

Members who have qualified to participate in more than one category of National FFA Award or Recognition Activities, e.g. CDEs and Agriscience or Agriscience and Proficiency or stars finalist must notify their state staff within 5 working days after being selected or certified to participate.

State staff will contact appropriate program coordinator to determine if accommodations for dual participation can be arranged. Under no circumstances will the accommodation impact the published schedule, overall integrity of the event or other participants' ability to be fairly evaluated. In some cases due to published schedule no accommodations will be made. In these cases the participant will need to choose and where appropriate the state staff may choose to certify a second place team or a replacement member. This policy does not supersede existing event policies that restrict multiple participation.

#### F. **State FFA Honors Band and Chorus**

- FFA members participating in the State FFA Honors Band and Chorus are permitted to participate for a maximum of five years while in FFA.
- If necessary the FFA Honors Band and/or Chorus directors may make exceptions to the above rule with permission from State Staff. This may be needed in the case of lack of instrumentation or vocal parts.
- If selected for the State FFA Band and Chorus, a member must participate in both the State FFA Convention and the State Fair performances in order to be a member of these ensembles and in order to receive their pin or participation.
- FFA members may apply in both areas (band and chorus) however, they may not participate in both. Application fees must be submitted for each application turned in.
- The Wisconsin Association of FFA state staff will hire directors for the state FFA band and chorus. Assistant band and chorus directors will also be hired upon recommendation of the directors as well as a pianist for the chorus. Hiring of these individuals will be through the Department of Public Instruction.

#### G. **Adult Recognition**

**Honorary State FFA Degree:** The purpose of the Honorary State Degree is to recognize individuals who have rendered outstanding service to the agricultural education-FFA program. Individuals nominated must meet the following criteria:

- Provided exceptional (outstanding) service to agriculture and/or the agricultural education/FFA program within the state of Wisconsin.

**Honorary American Degree Teacher:** For educators who have demonstrated total program quality by utilizing factors which encompass the Local Program Success (LPS). To be eligible for this award, a teacher: Must have 85% FFA membership in their classroom in the last year. Must have completed at least 10 years teaching agricultural education. State supervisors must approve the nomination before it is sent for national consideration.

**Honorary American Degree:** The highest honorary degree. In order to receive this award, an individual must have provided exceptional service to agriculture, agricultural education, or the FFA. State supervisors must approve the nomination before it is sent for national consideration.

**Distinguished Service Citation:** The highest award presented to an organization, agency, business or other group by the National FFA Organization.

#### **Hall of Fame:**

##### **Selection Committee Criteria**

A. Wisconsin FFA Hall of Fame Selection Committee shall consist of:

1. A minimum of 5 current Hall of Fame members giving input.
2. Current State FFA Advisor and/or State Executive Secretary

3. Current State FFA President
4. Previous FFA Executive Secretary to serve as ex-officio voting member.

### **FFA Hall of Fame Selection Criteria**

- A. The Wisconsin FFA Hall of Fame will induct a minimum of two and no more than five individuals per year.
- B. The Committee will attempt to achieve a selection ratio of one deceased and two living.
- C. Inductees will meet **each** of the following criteria:
  1. Minimum of 20 years of involvement in AND support to and/or achievement in Agriculture Education and FFA, such as serving in national professional organizations, etc. (NAAE, Alumni, etc.)
    - a. When evaluating agriculture education instructors, consider their students' levels of achievement.
    - b. When evaluating Past State/National Officers, subsequent support of FFA should be considered more highly.
  2. Must have reached age 55 or be retired from their principal career or be deceased.
  3. Must be supported by nomination in one of the following ways:
    - a. Current FFA Hall of Fame members may nominate an individual for the FFA Hall of fame.
    - b. Wisconsin Agricultural Teachers may nominate an individual for the FFA Hall of Fame by submitting a nomination form to the Wisconsin FFA Board of Directors before their annual January meeting. The board will then proceed to vote on whether to pass the nomination on to the Wisconsin FFA Hall of Fame Selection Committee on behalf of the Wisconsin FFA Board of Directors.
  4. Must be accepted by a majority of the current Selection Committee.
  5. Must have received the Honorary State FFA Degree, plus one of the following awards: the State Distinguished Service Award, and/or the State VIP Award, and/or the Honorary American FFA Degree.

**VIP Award:** is bestowed upon those individuals who have made outstanding contribution to FFA or agricultural education over a long period of time.

## **H. Award Descriptions**

### **1. National Chapter Award**

The National Chapter Award program recognizes FFA chapters that successfully complete an annual Program of Activities (POA) which includes a series of activities designed to encourage its members to grow as individuals, to work as part of a team, and to serve others.

Eligibility - In order to qualify for a state or national award, your chapter must complete at least 15 activities: one for each of the five quality standards in each of the three divisions. Additionally, the chapter must meet the minimum requirements as outlined in the National Quality Chapter Standards.

#### Applying for National Chapter Award

To apply for a State Superior Chapter award, fill out Form I of the National Chapter Award Application found on the [ffa.org](http://ffa.org) website and submit it to the Wisconsin FFA Center by determined due date. To do this, chapters need to conduct one activity related to each quality standard in addition to meeting the minimum criteria outlined in the National Quality Chapter Standards. Meeting these requirements will allow a chapter to be eligible to compete for the State's Gold, Silver and Bronze chapter awards.

To compete for State Gold, Silver and Bronze awards, chapters must qualify for the superior

chapter award and complete Form II of the National Chapter Award Application and submit it to the State FFA Association. Applications that qualify for national recognition will be forwarded to the National FFA Center by your state FFA staff to compete for the National FFA Star Chapter Awards.

### **Three Star Leader Award**

The Wisconsin Three Star Leader Award is based on the local FFA Chapter qualifying and earning at least a bronze rating in the National Chapter Award program. This means that FFA chapter has completed Forms I and II of the National Chapter Award application. The FFA Three Star Leader Award recognizes a selected FFA member from a local chapter for being activity involved in the following three areas:

- A. Growing Leader
- B. Building Communities
- C. Strengthening Agriculture

Only one application per chapter. Qualify in students will receive a certificate and Star Leader pin on stage while at State Convention of the award year. Applications must be completed April 20.

## **2. Food For America**

The Food For America award is based on the local FFA Chapter's Food for America Program. This event serves as an opportunity to advocate for agriculture and educate the community on agricultural practices and industries. The award is evaluated based on seven areas within the application:

1. Description of Program
2. Food for America Committee Functions
3. Audience Served (Description of audience of your program)
4. Volunteers & Sponsorship
5. Finance
6. Size and Scope
7. Self-Evaluation of the Program
8. Interview about the program

Only one application may be submitted per chapter. Award winning chapters will be recognized on stage at the Wisconsin State FFA Convention. Applications are due May 1st.

## **V. State Officer Information**

### **A. Election Process**

Each chapter can submit up to two and no more than two candidates for state FFA office.

All paperwork for a state officer candidate must be submitted as indicated by state office in order to be eligible to run for office.

A state officer candidate must run from the school in which he/she graduated. Transferring membership to another chapter in a different section is not allowed for the purpose of running for state office.

1. Males need to be clean shaven at all times - no beards, mustaches, etc. - and have an appropriate haircut that looks neat and professional. No unnatural coloring of hair.
2. Females need to have an appropriate hair style that looks neat and professional. Any barrettes or hair accessories need to complement with your official dress. Please be conservative with these accessories.
3. There should be no pins on the state association jacket other than your delegate pin.
4. Black pants and skirts need to be **black** - not faded or gray in appearance. Get pants



- and skirts that require little or no ironing.
5. Skirts need to be **at the knee or slightly below**. Make sure they fit properly.
  6. Straight skirts look most professional. No ruffles.
  7. Nylons need to be black. (They should be a see through black color rather than a thicker black). Make sure to have extra pairs along to change if one pair runs.
  8. Males need to wear solid black colored socks.
  9. White shirts need to have a pointed collar. Rounded collars make it difficult to wear the scarf or tie properly.
  10. Use jewelry in moderation. There should be no class rings other than your own worn. Males are not allowed to wear earrings. Females may wear earrings that complement the official dress, nothing too large or distracting.
  11. Each state FFA officer will display their state FFA degree charm on a gold chain. The State Association will provide state FFA officers with their first chain. Be Careful! Chains catch on chairs and break easily.
  12. Keep your clothes wrinkle free and lint free. Bring along an iron if necessary and a lint brush.
  13. Shoes need to be polished at all times. Find a comfortable pair of shoes to wear that look good with the entire official dress. Females should have a set of solid black pumps. Shoes must be completely black for both males and females.
  14. **Please be aware of your appearance. Make sure shirts are tucked in, scarves and ties are in place, jackets are zipped, etc. You are representing the image of Wisconsin FFA! Let's Look Sharp!**

#### **B. State FFA Officer Policies**

Several of the items below are taken from the Wisconsin FFA Constitution. Other Policies and Procedures for State FFA Officers have been carried forth for many years in developing an effective state officer program, passed by former Boards of State Officers and their advisors.

1. A chapter may recommend two candidates for state FFA office each year. Official application, resumes and copies of the State FFA Degree must be submitted by April 27 to the Wisconsin FFA Center. State officer candidate information that arrives to the Wisconsin FFA Center beyond the date of April 27 will lose 5 points per day up to 5 business days. Once the 5 business day grace period expires, the candidacy for state FFA office will be denied.
2. All qualified applicants for state office shall appear before a nominating committee to review their qualifications. Only those who are recommended by the nominating committee shall then appear before the sectional delegate meeting and discuss their qualifications for office. State officers shall be elected from those candidates recommended by the nominating committee. Election of officers from each section shall be by ballot and require a majority vote of the section delegates present.
3. The practice of soliciting support for a candidate for state FFA office is not permitted.
4. State FFA officer candidates are assigned Courtesy Corps duty and required to fulfill those duties during the State FFA Convention in which they are running for office.
5. Each state officer candidate shall be an active FFA member from a chapter in good standing.
6. State officer candidates must have or will receive the State FFA Degree at time of election.

7. Officers of the State Association shall be President, five Vice Presidents, Secretary, Treasurer, Reporter, Sentinel, Parliamentarian, Executive Secretary, Executive Director and Advisor.
8. The student officers shall be elected annually at the state convention in accordance with Article X of the State FFA Constitution. The specific duties of each state FFA office are listed in the State FFA Constitution Article IX.
9. The State FFA President shall be elected by the outgoing state officer team at the state convention from among the qualified members of the officer team. Election shall be by ballot and shall require majority vote of the officers present.
10. The newly elected state officers shall meet at the state convention after the sectional election and shall elect from their body the five Vice President, Secretary, Treasurer, Reporter, Sentinel and Parliamentarian. Each member shall appear briefly before his fellow members. Election shall be by ballot and shall require a majority vote of the members of the state officer team.
11. New officers shall be inducted into office at the state convention and shall assume office at the close of the convention. Except for the president, who is elected from the officers of the previous year, officers shall not be re-elected or eligible for election to another state office.
12. State FFA officers will forego all alcohol, tobacco and illegal substances while involved in official or unofficial FFA activities from the day the officer is elected until he/she installs a new state officer. This means 24 hours a day, 7 days a week for 365 days. This means anywhere within the United States and International travel. Officers must abide by all state officer policies set forth by the Wisconsin FFA Association and Department of Public Instruction.
13. In the event a state officer conducts himself/herself in a manner inconsistent with policies of the Wisconsin FFA Association or does not follow through with commitments agreed to before election, the State FFA Executive Board shall have authority to remove the officer from office.

The following are offenses that **will cause dismissal** from State FFA Office:

1. **Any use of alcohol, and/or supply of alcohol to members or others. State FFA officers will forego all alcohol while involved in official or unofficial FFA activities from the day the officer is elected until he/she installs a new state officer. This means 24 hours a day, 7 days a week for 365 days. This means anywhere within the United States and any International travel.**
2. Any use and/ or supply of controlled substances (drugs), not under direction of a physician. In addition, any use of tobacco or tobacco related products is prohibited.
3. Participation in any illicit or promiscuous acts.
4. Commission of any felony against the laws of State or Nation.
5. Other violations of codes of ethics and responsible behavior so identified that may be acted upon by individual State FFA Executive Committee.

The above applies to any FFA activity (official or unofficial) or membership involvement by the State FFA Officers, individually or as a group.

If any of the above violations occur, the state officer or officers will be asked to appear before the entire State FFA Executive Board to give a complete explanation of the incident which occurred. The State FFA Executive Board will then rule on a dismissal of the officer or officers involved.

The above agreements will be signed by both the officer candidate and their parent/legal guardian prior to election to state office.

**Additional information is available on the Wisconsin FFA website. Please contact your sectional state officer or the Wisconsin FFA Center with questions.**

## **VI. National Officer Candidate**

### **Wisconsin Association of FFA**

#### **National Officer Candidate Selection Process**

The Wisconsin Association of FFA can select one candidate on an annual basis to represent the state association as the National FFA Officer candidate. This candidate then represents the Wisconsin Association at the National FFA Convention following their state selection. The state candidate must submit their National FFA Officer application online to the National FFA Organization by the August 1 deadline to be fully accepted as the official candidate.

#### **Commitment**

All potential National Officer Candidates should clearly understand the level of commitment that is involved in serving as a National FFA Officer. Most National Officers spend over 300 days away from home in their year of service. National Officers travel tens of thousands of miles each year and operate on a fairly grueling schedule. If you are selected as a National Officer, you must be prepared to focus 100% of your time, talents, and energy on FFA for the course of a year.

#### **Expectations**

Wisconsin's Candidate for National Office will be expected to:

- Conduct themselves *at all times and in all settings* in a manner, which properly represents the beliefs and values of the Wisconsin Association of FFA.
- Take all steps necessary to prepare for National Convention.
- Follow through with suggestions made by Ag. Ed. Staff
- Make school and National Officer preparation your main priorities and the candidate's focus will be on proper preparations for running for office.
- In the unlikely event that an individual does not meet these expectations, he or she will be removed from consideration as Wisconsin's National Officer Candidate.

#### **Eligibility**

FFA members eligible for National FFA Officer candidacy must meet the following requirements. *These guidelines are set by the National FFA Organization.*

- The candidate must have earned their American FFA Degree or be receiving the American degree at the national convention they are a candidate.
- The candidate must be an active FFA member and eligible to retain active membership in the organization until the member completes the term of office.
- There is no limit to the number of times an individual can run as a national officer candidate as long as they are still within the guidelines for eligible FFA membership and would be an active member during their entire term as a national officer.
- No FFA member who has been employed after July 17, 1991 by the National FFA Organization will be eligible to run for national FFA office. This would include FFA members who have been hired as National FFA 212 and 360 Conference presenters, WLC presenters and State Officer Training

Program facilitators.

- No FFA member serving on the national FFA nominating committee after October 1, 2006 will be eligible to run for national FFA office.

### **Selection Process**

The process for selecting the state candidate is organized by the State Association staff. The state staff will select a date by which potential candidates may indicate interest in running for Wisconsin's candidate. This is not a final declaration of candidacy date.

The Executive Director shall then provide a National Officer Application to the candidates after intent is received. The first date to indicate interest allows state staff to only determine the potential number of candidates that have interest in running. From there information will be provided to those interested in potentially continuing to pursue the state candidacy and information about the selection process will be provided.

Candidates will be asked to confirm their final candidacy on the Friday following the Wisconsin FFA Convention, no additional candidates can be added to the potential candidate list after that date. A selection process will then take place to select the final candidate to move on to national competition. The State Association staff will coordinate a date available to all candidates and judges to make the final selection of the candidate. This date will be approximately two weeks following the Friday after the State FFA Convention.

If only one individual comes forth for candidacy, there will be a selection committee that will review the candidate and their qualifications. If the committee indicates that the individual is not qualified or not prepared for the national officer process, the candidacy can be denied. The Wisconsin Association of FFA will not submit a candidate that is deemed not qualified, prepared or committed to complete the election process or serve in the capacity of a national FFA officer.

The selection process will incorporate components of the National FFA Selection process. However, considering time restraints, only portions of this process or similar interview topics with revised activities may be used. Additional components may be added and revised for the committee to select their final candidate as they deem necessary. Information will be provided to the panel of judges to design their selection process in a manner they feel most comfortable that they can select a candidate.

### **Funding**

The Wisconsin Association of FFA will pay for the National Officer Candidates expenses during the National FFA Convention, including lodging, meals, registration, and transportation.

Based on funding through the Wisconsin FFA Foundation, there may be funds available to assist the candidate with training and preparation for running for national office.

### **Questions**

Questions about the National Officer Selection Process should be directed to:

Cheryl Zimmerman, State FFA Executive Director -or-  
Wisconsin FFA Center  
P.O. Box 110  
Spencer, WI 54479  
715-659-4807  
czimmerman@wisconsinffa.org

Jeff Hicken, State FFA Advisor  
Department of Public Instruction  
P.O. Box 7841  
Madison, WI 53707-7841  
608-267-9255  
[jeffrey.hicken@dpi.wi.gov](mailto:jeffrey.hicken@dpi.wi.gov)

## **VII. Resources**

### **A. State Personnel Contact Information**

#### **Jeff Hicken – Agriculture, Food, Natural Resources Education Consultant and State FFA Advisor**

Department of Public Instruction  
125 South Webster Street  
P.O. Box 7841 - Madison, WI 53707  
608-267-9255 - 608-267-9275 (fax)  
jeffrey.hicken@dpi.wi.gov

#### **Cheryl Zimmerman - Wisconsin FFA Executive Director**

P.O. Box 110 - Spencer WI 54479  
715-659-4807 - 715-659-5865 (fax)  
czimmerman@wisconsinffa.org

#### **Terry Bernick - Wisconsin FFA Center Executive Assistant**

P.O. Box 110 - Spencer WI 54479  
715-659-4807 - 715-659-5865 (fax)  
tbernick@wisconsinffa.org

#### **Chris Hollar - Wisconsin FFA Center Part-time Office Assistant**

P.O. Box 110 - Spencer WI 54479  
715-659-4807 - 715-659-5865 (fax)  
[chollar@wisconsinffa.org](mailto:chollar@wisconsinffa.org)

#### **Cheryl Steinbach - FFA Alumni Executive Director/Treasurer**

W2680 US Hwy 10  
Granton, WI 54436  
715-937-4838  
execdir@wisconsinffaalumni.org

#### **Wisconsin FFA Foundation**

1241 John Q. Hammons Drive  
Madison, WI 53717  
608-831-5058  
info@wisconsinffafoundation.org

#### **John Hromyak, FFA Foundation Executive Director**

John 1241 John Q. Hammons Drive  
Madison, WI 53717  
608-831-5058

#### **Carolyn Rozell, Wisconsin FFA Foundation Operations Manager**

1241 John Q. Hammons Drive  
Madison, WI 53717  
608-831-5058

#### **Jen Bradley FFA Foundation Marketing Coordinator**

1241 John Q. Hammons Drive  
Madison, WI 53717  
608-831-5058

## B. Wisconsin Department of Public Instruction – Agriculture, Food, and Natural Resources and Wisconsin Association of FFA

### **Mission:**

- To prepare students for careers in the agriculture and natural resources industries
- To support students in their career choices
- To develop leadership skills in students to benefit their community and the food, fiber and natural resource systems.

### **Team:**

The Agriculture and Natural Resources Education Team has many active and talented members, significant among them are the agriculture and natural resources instructors in public schools throughout the state who also advise the FFA. Our instructors are supported by the Department of Public Instruction (DPI) staff, as well as agricultural leaders throughout Wisconsin.

The Agricultural Education Team is proud to continue the tradition of accomplishment and innovation spanning more than 100 years that has enhanced Wisconsin's agricultural leadership not only statewide but nationally and internationally as well.

## C. Wisconsin FFA Center

**Why was the Wisconsin FFA Center formed?** The Wisconsin FFA Center was developed in 1992 in response to the budget constraints of the Department of Public Instruction in agricultural education. With the decline in human, financial and time resources allocated to the FFA from DPI, the agricultural instructors throughout the state decided to form a "Center" to insure the continual delivery of the FFA program to students.

**What is the FFA Center?** The Wisconsin FFA Center is located in Spencer, Wisconsin. Cheryl Zimmerman, State FFA Executive Director, handles the daily activity of the office under the supervision of a Board of Directors. The Board of Directors is made up of agricultural education instructors from the Wisconsin Association of Agricultural Educators (WAAE) organization.

**Purpose of the FFA Center** It is the responsibility of the FFA Executive Director to carry out the following duties but not limited to:

1. Supervision, training, and support to Wisconsin State FFA Officers. State Officers provide role models to FFA members throughout the state. They also represent Wisconsin FFA at many state and national functions. The FFA Center and Executive Director 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.
2. Coordination of state level meetings for the Wisconsin 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.
3. Coordination of state level conferences (State FFA Convention, EDGE, MFE, ALD, Half Time, Sectional Leadership Workshops, FIRE Conferences, etc.) These conferences focus on developing leadership skills, community awareness, communication, teamwork, etc... those traits which will make a better student and community citizen.
4. Coordination, receipt, processing and reporting of State and National awards, degrees and reports which provide students & FFA chapters with the opportunity to be recognized for their achievements above the local level. The Executive Director receives assistance from the State FFA Advisor and Executive Secretary in the judging and processing of degrees and proficiency awards.
5. Local Chapter Advisor Support/Requests for Materials. This enables the advisors to concentrate

- more on their students, allowing the FFA Center to do the leg work for their program.
6. Coordination of the State FFA Convention.
  7. Public relations and promotion of the Wisconsin Association of FFA.
  8. Operate the Wisconsin FFA Center including scheduling, bookkeeping, mailings (newsletters, notices, supply requests, etc.), e-mails, website and other management type jobs.
  9. The FFA Center works hand in hand with the FFA Association to provide services to FFA members and advisors. They work so closely; they really should not be considered two separate organizations.

### **Funding the FFA Center**

Since the Wisconsin FFA Center is funded through local programs and members, it is vital that Wisconsin FFA Chapters are financially committed to the FFA Center. Each FFA member contributes to the FFA Center through their annual dues - \$3.00 from each member supports the FFA Center. However, this only provides half of the money needed to fund the Center. At the 1994 State FFA Convention, the advisors voted to fund the Center through a Chapter Fee.

### **OPTION 1**

Chapter pays Affiliation Fee	\$350.00
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### **D. Wisconsin FFA Foundation, Inc.**

As a nonprofit, 501(c)3 tax-exempt organization, the foundation is committed to supporting and expanding educational activities of the Wisconsin Association of FFA, its members, and chapters. It solicits and accepts contributions to assist with foundation board-approved projects that build leadership skills, improve local communities, recognize outstanding achievement, and prepare young people for agricultural careers. It does this through fund-raising by the Board of Directors.

The Wisconsin FFA Foundation, Inc. recognizes the importance of developing the whole individual, provides incentives for excellence and total achievement, and has activities specifically designed to build leadership, citizenship, character, cooperation, individual responsibility, and community service. These activities help members extend and practically apply the information students receive in classroom instruction that reflects education at its best.

The Wisconsin FFA Foundation, Inc., welcomes financial contribution to support authorized FFA activities important to Wisconsin and provide meaningful incentives to Wisconsin FFA members preparing for careers and leadership roles in agriculture/agribusiness.