

DUTIES OF A STATE OFFICER

DISTRICT LEADERSHIP DEVELOPMENT EVENTS

1. Be early to help with registration and any last-minute things that the advisor needs help with.
2. Help to clarify any questions about the various competitions - rules or procedures. Consult the online District Host Materials for all information (general information, rules, forms, rubrics, judge's information, etc.). Call me if there is a major question. Office: 715-659-4807 Cell: 715-207-5093
3. Meet and greet people as they arrive.
4. Hopefully, the advisor will have some type of a welcome/opening for the participants. Be prepared to give a welcome and words of encouragement to the participants.
5. During the competition, if you are not serving as a timekeeper, moderator etc. help people get to their rooms and mix and mingle with contestants and advisors. **REMEMBER DO NOT SERVE AS A JUDGE.** Also make sure that students that haven't participated yet are in a quiet area so they can prepare themselves for their competitions. Students in competitions where questions are used and are the same for each contestant should not mix with those that have already competed. They should still be in the "Holding Room" waiting to compete.
6. **RETURN:** Comment Cards, Prepared manuscripts and Employment Skills resumes and cover letters to participant or to their advisor.
7. **HAND OUT AWARDS.** Once an event area is complete, make sure that all of the results have been compiled by the host advisor, the result sheets are completed and that you understand how the judges have written the results on the official results sheet.

Also make sure that all of those contestants are present to present the awards. Some people may leave early but at least check so if they have moved to a different area of the school, they aren't missing out on the announcement of the results.

Introduce the judges from that leadership development event and tell the contestants that they may speak to them after the results are announced.

You can announce third through fifth place too if you have them because sometimes the first and second place cancel and we need to fill in those vacancies, so it is good for the contestants to at least know how they placed if we would have to call someone.

When presenting awards, name the second place individual first and then announce the winner. Both first and second place individuals and teams advance to the sectional contest.

8. Remind them of the date and location of your Sectional Leadership Development Event.
9. Help the host gather together all of the results, confidential materials, any prepared manuscripts and employment skills resumes, cover letters and job descriptions not returned to contestants, score sheets, etc. The state officer will then take all the materials after the contest is completed and send to Mrs. Zimmerman.
10. **REFER TO YOUR STATE OFFICER DISTRICT LDE BINDER:** State Officers please follow the sample binder put together by the FFA Center to help assist you in organizing, collecting and returning all contest materials.
11. Make 3 copies of the official result sheets (Color Code if possible)-One copy for Host, One copy for yourself and the 3rd copy scan and send immediately to the Wisconsin FFA Center. Then enclose that 3rd set of result sheets in with the confidential materials that are being returned to the FFA Center.

JUST REMEMBER TO ALWAYS BE THERE TO ASSIST THE HOST ADVISOR IN ANY WAY POSSIBLE.