

# HANDBOOK OF GUIDELINES FOR AREA III TEACHERS

## AREA III FFA ACTIVITIES

The intent of these guidelines is that they will serve as policy for the Area 3 Agriculture Teachers Association. They can be amended at the May planning meeting by a majority vote of the members present if notice of intent is given, by a two-thirds vote of the members present if notice of intent is not given, or by a majority vote of the entire membership. Notice of Intent must be at least 10 days prior to the meeting. It must also state the complete substances of the proposed change.

### **Scheduling of Events -**

Calendar dates will be planned by Area III Agriculture Instructors, Area III FFA officers under advisement from the Area III FFA Advisor and Area III Agricultural Educational Teacher Officers.

### **Location of Events –**

Area III Officer Interviews – Kirksville

Area III Proficiency Award Selection – Kirksville

Area III State FFA Degree Selection – Kirksville

Area III Leadership Conference – Queen City

Area III Contest – Kirksville

Area III State Officer Interviews – Kirksville

Area III Banquet – Location Varied

Area III Trapshoot – Macon Gun Club, Bosco's Gun Club

Area III Summer Activities – Locations Varied by Type of Activity

Area III Barnwarming - Kirksville

### **AREA III STATE FFA DEGREE SELECTION**

1. Two selection nights will be scheduled. The first night, screening, will be held at Kirksville. On the second night, the group will meet at Kirksville for selection and decision on stars.
2. Applications must be typed, completed for screening, with recordbook to verify information on the application.
3. Applications approved at the first night of screening shall be considered accepted.
4. Applications rejections on the first night may return the second night with corrections to be accepted. Recordbooks and score-sheets must accompany the application both nights.
5. Star degree candidates for agribusiness, placement, agriscience and production will be selected at the conclusion of the screening the second night.
  - a. Star candidates (**must**) have recordbooks present to be considered.

- b. A biography must be included.
- c. Points on the star application will be considered with caps on.
- d. Agriculture teachers will vote on the final selection by secret ballot.
- e. **Star Area Farmer** applications will be scored without the placement points. Production will be defined as those enterprises listed in the state handbook. *Exchange of labor income will be removed.*

**Star Area Agribusiness** will be scored without the production or placement points. Production will be defined as those enterprises listed in the state handbook.

**Star Area Placement** applications will be scored without production or agribusiness points.

**Star Area Agriscience** will be scored with only Agriscience enterprise points.

6. Students will not be permitted to attend either night of screening, and will not be allowed to make any presentation during the star selection.
7. Applications will be limited to the number of degree applications per school in accordance with the state limits of number of applicants eligible to receive the State FFA Degree.
8. Responsibilities of coordinating the Area III State FFA degree selection will be conducted by Area III Agricultural Education Teachers President and the two Area State FFA Degree Representatives.

Area Activities Accepted for State Degree not otherwise in handbook

- Area FFA Battle of the Chapter
- Area Recreational Activity
- Area FFA Official Dress CDE
- Area FFA Community Service Project

### **AREA III PROFICIENCY AWARD SELECTION**

1. Proficiency award selection will be conducted by the Area III Agricultural Education Instructors.
2. Each school is limited to one application in each proficiency award area. Students may apply if they have 1 year complete through 1 year out of high school.
3. A student will be allowed to submit three (3) different proficiency award applications. However, the local agricultural education instructor, should know prior to the selection which application should advance to state if more than one is selected as a first place winner. **(Only one application may advance to state per FFA member)**. At the discretion of the student's teacher, a first place application does not have to be submitted to state, however, this must be decided the evening of the selection process. If this does occur the second place application would be eligible to advance to state.
4. Application must be typed, signed by all persons, and accompanied to selection with a recordbook.

5. Teachers will evaluate only the areas they do not have applications entered. Points systems on the applications must be followed. (Pictures are not required, but will be scored zero if not present.) No teacher will make decisions on a proficiency area that involves one of his/her students.
6. Area III Agricultural Education Teachers President will be responsible for submitting to the state a list of the Area III winners, and mailing applications to the State Office by the state-set deadline.
7. Teachers will be permitted to take winning applications home to make corrections, but will be responsible for coordinating the mailing of the application to the State Office by the deadline.
8. Top three applicants will be recognized at the Area III Banquet. If a proficiency area does not have a first place winner recognized to advance to state, the second place winner will be recognized at the area banquet as first place, however, winners advancing to state will be designated by (\*) in the banquet program.
9. If there is question as to if the application fits the criteria, the question will be brought before the teacher group to decide the validity of the application.

### **AREA III LEADERSHIP CONTEST**

#### **General Guidelines**

1. An FFA member may participate in any number of contests.
2. An FFA member must be in official FFA dress according to the new National Guidelines listed in the FFA Manual (black boots for males will be acceptable. Black slacks for females will not be accepted.) Official dress will be evaluated by a group of three Ag teachers, appointed by the Area 3 MVATA President annually, to determine if meets guidelines.
3. Contest will conducted in accordance to the State FFA Contest handbook.
4. Contest chairpersons are responsible for coordinating their assigned contest, which includes obtaining the necessary judges. (Recommended that judges are not used two years in a row in the same contest.) Area III teachers shall not judge in any contest, except the SAEP recordbooks. Area III teachers may judge SAEP recordbooks if they do not have an entry. The contest chairperson should provide scorecards.
5. Scheduling of appropriate facilities will be the responsibility of the host school.
6. Contest entry forms will be provided prior to contest, with each school responsible entering their contestants in duplicate. (The Area III Agricultural Education Teachers President will provide Form).
7. Following the conducting of each contest, the contest chairperson should report the results to the Area III Agricultural Education Teachers President is responsible for sending contest results to the State Office.
8. Folders for each Area III school will be provided for the answers sheets except for book contest, tests, speech copies, etc. to be placed for FFA Advisors. Copies of all tests will be made available for all teachers to obtain at the end.

9. The Area III Agricultural Education Teacher Executive Committee will make committee assignments.

### **Specific Contest Guidelines**

#### ***FFA Knowledge***

-- Contest Chairperson is responsible for obtaining the Area III test and keys.

#### ***FFA Creed Speaking, Prepared Public Speaking, and Extemp. Public Speaking***

--Recommended that judges are not used two years in a row and judges do not judge the same contest at the area, district, or state level in the same year.

#### ***FFA Parliamentary Procedure Contest***

--Recommended that judges not be used two years in a row and judges do not judge the same contest at the area, district, or state level in the same year.

#### ***FFA Book Contests***

--Contest chairman will provide score sheets for each contest.

--Each book will be scored individually, and score sheets placed in the book for critiquing purposes.

### **AREA III FFA OFFICER SELECTION**

1. Area III FFA Constitution will serve as the guidelines for conducting this activity.
  - Selection will be made on a designated night prior to the Area III FFA Banquet.
  - Candidates will submit an application the night of the interview.
  - Interview will be given by retiring officers.
  - The applicants will take a Parliamentary Procedure/FFA Knowledge test.
  - Officer slate will presented to the delegates for approval.
2. Two delegates from each school and FFA Advisors are welcome to observe the interview process.
3. The application will include a contract to be provided to the candidates, outlining potential responsibilities of the candidate, to be signed by the candidate, parent, advisor, and administration and a copy of the applicants State Degree Leadership page.
4. Two rounds of interviews will be conducted. After the first round the candidates will be ranked by the delegates (25%), Area officers (25%) that ranking in combination with the knowledge test score (25%) and leadership page score (25%) will determine the first cut. After the first round, the top ten candidates will be selected, setting the slate. The second round of interviews will be conducted to determine the position of officers.
5. Cell phones will not be allowed in officer interviews by delegates or candidates. Delegates will be removed and lose their vote, candidates will be disqualified.

### **AREA III STATE OFFICER SELECTION**

1. Each FFA Chapter will be allowed to submit one candidate.

2. Candidate must present the state required officer agreement signed prior to being interviewed.
3. Area III Agricultural Education Teachers President is responsible for obtaining three advisors from outside Area III to assist the State FFA Officers in the interview process. (Advisors should not serve on the interviewing committee two concurrent years). Area III FFA Advisors may make suggestions to the Area Agricultural Education Teachers President at a Fall Area Meeting and rank the suggestions by vote.
4. Interviews will take place the night of Area III Leadership Contest by a committee of 2 current state officers and a minimum of 2 current or retired advisors not from Area III.
5. Candidates will be allowed to participate in the Area III Leadership Contest and be interviewed at the same time.

### **August & May Meetings of the Area III MVATA**

August Meetings will be held at the School of the current Area MVATA President

May Meetings will be held on an alphabetical rotational basis:

|                     |                   |
|---------------------|-------------------|
| 2015-Memphis        | 2027-Canton       |
| 2016-Milan          | 2028-Clark County |
| 2017-New Cambria    | 2029-Green City   |
| 2018-Newtown-Harris | 2030-Kirksville   |
| 2019-North Shelby   | 2031-Knox County  |
| 2020-Novinger       | 2032-La Plata     |
| 2021-Putnam County  | 2033-Lewis County |
| 2022-Schuyler R-1   | 2034- Linn County |
| 2023-South Shelby   | 2035-Macon        |
| 2024-Atlanta        | 2036-Marceline    |
| 2025-Brookfield     | 2037-Meadville    |
| 2026-Bucklin        |                   |