

**AREA 2
AGRICULTURAL
EDUCATION
TEACHERS
HANDBOOK OF
GUIDELINES**

2012-13 MVATA Committee Representatives

1 Curriculum & Resources	-	Chris Henderson	2014 term expires
2. Professional Development	-	Todd Jones	2014 term expires
3. FFA Relations – Contests	-	Bryan Williams	2014 term expires
4. Legislative Committee	-	Darren Farmer	2014 term expires
5. State Fair Committee	-	Ron Alden	2014 term expires

2013 CDE's

Ag Mechanics	C. Henderson, J. Price	Livestock	S. Coats, J. Smith
Ag Sales	R. Black, B. Kreatz	Agronomy	A. Lambert, K. Oaks
Forestry	T. Jones, E. McBee	Horses	B. Williams, G. Spillman
Dairy Cattle	B. Craig, J. Wyatt	Dairy Foods	R. Alden, A. Finck
Meats	B. Williams, K. Lee	Soils	D. Farmer, D. Chalfant
Nursery	B. Burns, K. Martin	Poultry	A. Holder, C. Webb
Entomology	C. Henderson, E. McBee	Farm Management	J. Dodds, B. Stagner
		Floriculture	D. Swafford, M. Swafford

2013 LDE's - Each member will rotate up the committee to chairperson. The chairperson will rotate off the committee.

Parliamentary Procedure

1. Neal Wolf (Chair)
2. Marshall Swafford
3. Darren Farmer

Ag II Speech

1. Ron Alden (chair)
2. Josh Smith
3. Kabel Oaks

Beginning Record Books

1. Andy Finck (chair)
2. Todd Jones
3. B. Burns

Extemporaneous Speaking

1. Shawn Coats (Chair)
2. Kelly Lee
3. Brandi Stagner

Creed Speaking

1. Brook Kreatz (chair)
2. Lance Martin
3. Alyssa Lambert

Completed Record Books

1. Darren Farmer (Chair)
2. Bryan Williams
3. Dan Chalfant
4. Shawn Coats

FFA Knowledge

1. Dan Chalfant (Chair)
2. Rebecca Steinhoff

Prepared Public Speaking

1. Chris Henderson (chair)
2. Rusty Black
3. Katie Eggers/Martin

Treas., Sec., and Scrapbooks

1. Jeremy Dodds (Chair)
2. Michael Kerpash
3. Brandi Stagner
4. Josh Smith

Ag I Speech

1. Amy Holder (Chair)
2. Rebecca Steinhoff
3. The Toddy Jones

Nominating Committee

Erica McBee – President
Rebecca Steinhoff – Vice Pres.
Deborah Swafford – Sec.

District Contest Committee

Chris Henderson
Brant Burns

Job Interview

1. Brandon Craig (chair)
2. Carmen Buller
3. Brooke Kreatz (Judge)
4. David Nowland (Resume Judge)

Ag Issues

1. Deborah Swafford (chair)
2. Jack Corbin
3. Jim Grozinger – Find Judge

Fall Speaking Contests (November 2012)

Sheep

1. Shawn Coats (chair)
2. Rusty Black
3. Katie Martin

Pork

1. Neal Wolf (chair)
2. Amy Holder
3. Kabel Oaks

MIC

1. Brook Kreatz (Chair)
2. Deborah Swafford
3. Josh Smith

Farm Bureau

1. Erica McBee (chair)
2. Rebecca Steinhoff
3. Brandi Stagner

MASWCD

1. Marshall Swafford (chair)
2. Darren Farmer
3. Todd Jones

Young Farmers

1. Lance Martin
2. Ron Alden
3. Carmen Buller

AREA 2 FFA HANDBOOK

Scheduling of Events -

Area 2 Agriculture Instructors, Area 2 FFA officers under advisement from the Area 2 FFA Advisor and Area 2 Agricultural Educational Teacher Officers at the Area FFA Officer Leadership Workshop will plan calendar dates. Locations are just given as a guideline; changes can be made as long as notifications are given to the teachers.

Location of Events – Please see D.E.S.E. calendar for exact dates and times.

- Area II Officer Interviews – Gallatin
- Area II Proficiency Award Selection – Area President’s Choice
- Area II State FFA Degree Selection – TBA
- Area II Officer Leadership Conference – TBA
- Area II Contest – Gallatin
- Area II State Officer Interviews – TBA
- Area II Awards Night – TBA
- Area II Summer Activities – TBA
- Area II Trap Shoot – TBA

Changes to Handbook –

Changes to the Handbook will be submitted to committee at the September meeting, then go before the Area 2 Ag teachers for approval at the November meeting.

State FFA Degree Selection

1. Area 2 Agricultural Education Teachers President, Vice President and Secretary will conduct responsibilities of coordinating the Area 2 State FFA degree selection.
2. Prescreening groups will follow national officer visit rotation.
3. FFA record books and applications must correspond.
4. FFA pages in record book must correspond with the application or be redlined.
5. The teacher may make typographical and numerical changes to the application, but not record book changes at Selection Night.
6. Applications must be typed, completed for screening, with record book to verify information on the application. Applications checked at the Prescreening that required changes need to be rechecked at the Selection night by the same advisor from Prescreening, when possible. All application that have corrections from Prescreening need to have the old application and new application present for approval.
7. Directed Lab must be listed in the Receipt pages and/or Log Forms with description and Form 12.
8. Applications passing prescreening and screening will be submitted to the State for the State Degree.
9. Applications not passing or not there during prescreening may be submitted during the regular screening for review.
10. Applications only submitted the night of the screening (including all applications desired to be considered for star) can only be considered that night. Star candidates must have application and book present the night of screening.
11. All candidates must have recordbooks present with application to be considered either the night of prescreening or the regular selection night.
12. Students will not be permitted to attend the night of screening.

13. Area Degrees will be presented to all candidates who meet the minimum requirements to receive the state degree, if they have not received the degree the previous year.
14. 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.

Star FFA Degree Selection

1. Star Area FFA degree applications will be scored with caps on.
2. Students may apply in more than 1 area of the STAR Awards. Example A student may apply in Agribusiness, Placement and Entrepreneurship.
3. All teachers on the selection committee who do not have a student competing will vote on star applications in private. The committee vote determines the star award winners.
4. The selection committee will consist of 9 Area 2 teachers selected. The selection committee will be selected from ag teachers that do not have a star in the area they will be evaluating. The senior state degree representative will serve as chairman.
5. Each selection committee will judge applicants in separate rooms.
6. At minimum the top five will be selected by points from each agribusiness, production, and placement applications to be considered for their respective stars. The points for this selection should be based upon their respective area points. Example points should only be Entrepreneurship, no placement or agribusiness included; this includes the other respective areas as well.
7. Points on the star application will be considered with caps on.
8. Star Area Farmer FFA Degree applications will be scored without the placement points. Production will be defined as those enterprises listed in the state handbook.
Star Area Agribusiness will be scored without the production points. Production will be defined as those enterprises listed in the state handbook.
9. Star Area Placement will be scored with only placement points, total dollars will not be used in selecting Area placement.
10. Star FFA Degrees Interview – Books examined at State Degree night, interview top 3 in each category on Proficiency night. Interview conducted by 9 advisors on committee (3 advisors per respective area)
11. The State Star Interview Sheet will be used for Area Interviews
12. Star applicants must show income taxes were filed and personal property taxes were paid (if applicable) using one of the options listed
13. See Appendix A – STAR Worksheets.

Area 2 Proficiency Selection

1. Area 2 Agricultural Education Teachers President, Vice President and Secretary will conduct responsibilities of coordinating the Area 2 Proficiency Award selection.
2. The Area 2 Agricultural Education Instructors will conduct proficiency award selection.
3. No teacher will make decisions on a proficiency area that involves one of his/her students, when possible.
4. All applications must be typed, have no binders, no covers, no laminating, no pictures and on white paper.
5. All winning applications must be to the Area President by the designated due date to be sent to the state.
6. Point systems on the score sheet must be followed.
7. All applications should only contain information related to the indicated proficiency, ie placement applications should not have entrepreneurship related items and vice versa.
8. Once the chairman posts the winners, the results will be final except in the case of multiple winners.
9. Student teachers may observe but not judge unless assisted by an instructor.
10. Each school is limited to one application in each proficiency award area. Students may apply if they have 1 year completed through 1 year out of high school.

11. A student will be allowed to submit as many different proficiency award applications as he/she wishes. 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.
12. Application must be typed, signed by all persons, and accompanied to selection with a recordbook.
13. Area 2 Agricultural Education Teachers President will be responsible for submitting to the state a list of the Area 2 winners, and mailing applications to the State Office by the state-set deadline.
14. 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 Area 2 Agricultural Education Teachers President by the due date.
15. Pictures must be present with the application to be sent for the State selection.
16. Area Ag Teacher's President must review all applications to make sure all applications match the original from the screening night. Typographical errors and number swaps can be corrected.

Area 2 Officer Selection

1. Area 2 Advisor will conduct responsibilities of coordinating the Area 2 Officer Selection.
2. Interviews will be given by two advisors and student officers of another Area, preferably the other Area President and Vice President and their Advisors.
3. The interview committee based upon the Area Officer Interview Guidelines in the Constitution will make interviews and officer selection.
4. Officers will be announced the night of the interview.
5. Area 2 FFA Constitution will serve as the guidelines for conducting this activity.
6. Selection will be made on a designated night prior to the Area 2 FFA Awards Night/Banquet.
7. A slate will be presented to the delegates that night for approval.
8. Two delegates from each school and FFA Advisors are welcome to observe the interview process.
9. Submit state degree leadership page to be used as a resume for this year and to follow the State FFA Degree guidelines in filling out the leadership page.
10. Each FFA Chapter will be allowed to submit one candidate.

State Officer Selection

1. Area Ag Teacher's President will conduct responsibilities of coordinating the Area 2 State FFA Officer selection.
2. A committee of 2 current state officers and 3 advisors will do selection not from Area 2 (Advisors should not serve on the interviewing committee two concurrent years).
3. Candidate must present the state required officer agreement signed prior to being interviewed.
4. A candidate biography must be submitted.
5. Each FFA Chapter will be allowed to submit one candidate.
6. Submit state degree leadership page to be used as a resume for this year and to follow the State FFA Degree guidelines in filling out the leadership page.

Area 2 Ag Teacher Executive Committee Responsibilities

1. The Committee shall consist of the President, Vice President and Secretary of the Area 2 Ag Teacher Association.
2. Makes all contest committee assignments.
3. Makes necessary decisions to update the needs of the Area.
4. Keep track of and update the Area Ag Teacher Handbook of Guidelines.
5. Selection process of officers will be made at the Area 2 Officer Leadership Conference/May or June meeting and each officer ascend to the next office except for Treasurer.

President

1. Preside at meetings.
2. Make committee assignments for the Area 2 Ag teachers.
3. Represent Area 2 Ag teachers at official functions.
4. Record Area 2 contest, state degree, and proficiency award results.
5. Coordinate Area 2 State Officer selection

Vice President

1. Assume duties of the president in his/her absence.
2. Ex-officio member of all Area 2 teacher committees.

Secretary

1. Prepare and post meeting agendas.
2. Prepare and present minutes from previous meetings.
3. Keep an up to date Area 2 file.
4. Update Area rules and distribute to Area teachers.

Treasurer

1. Maintain the financial records of the Area Ag Teachers Association
2. Collect dues as needed for the organization.

Area FFA Advisor (the Area Advisor is the advisor of the current Area President)

1. Secure interview committee for Area Officer Interviews.
2. In charge of Area FFA Activities

The following is a rotation of the National FFA officer for the Area 2 Association. It is set up on a four-year rotation. The Area 2 Ag Teacher President and the Area 2 FFA Advisor are responsible for seeing that the officer is distributed as follows:

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
Albany	Pattonsburg	Chillicothe	Polo
Worth County	Winston	Tina Avalon	Braymer
North Harrison	Gallatin	Hamilton	Hardin-Central
South Harrison	North Davies	Cameron	Norborne
Cainsville	Jamesport	Breckenridge	
Princeton	Trenton	Hale	
Gilman City	Grundy County		
Ridgeway	Maysville		
North Mercer			

If a new FFA chapter is formed, they shall have priority to host the national officer. This would be an addition to the schedule listed above. If a school chooses not to host the officer during their rotation, they will forfeit until their turn comes around again. Transportation of the National Officer will be the responsibility of those schools in the specific rotation. This is put together with the understanding that each school is willing to host a National Officer and that they want to insure that each school in Area 2 has the same chance to host as well.

AREA 2 LEADERSHIP CONTEST

General Guidelines

1. To be eligible for participation in Area contests all dues and assessments must be paid to the treasurer in advance of the contests.
2. A FFA member may participate in any number of contests.
3. A FFA member must be in official FFA dress according to the State FFA Contest handbook and the Northwest District ruling on official dress.
4. Contest will conducted in accordance to the State FFA Contest handbook.
5. Contest chairpersons are responsible for coordinating their assigned contest, which includes obtaining the necessary judges.
6. Area 2 teachers shall not judge in any contest, except the books.
7. The contest chairperson should provide appropriate scorecards and stop watch for the contest.
8. Contest entry forms will be provided prior to contest, with each school responsible entering their contestants. (The Area 2 Agricultural Education Teachers President will provide Form).
9. Chairperson's responsibilities are to have contest results marked 1st, 2nd, 3rd, Alt. and Gold, Silver, or Bronze.
10. Judges cannot be active FFA members/college students/ parents of participants/ student teachers.
11. Judges cannot be used if they are judging at the district or state contests in the same year.
12. The Area 2 Ag teacher executive committee will make committee assignments. Each member will rotate up the committee to chairperson. The chairperson will rotate off the committee.
13. Following the conducting of each contest, the contest chairperson should report the results to the Area 2 Agricultural Education Teachers President, who is responsible for sending contest results to the State Office.
14. Scheduling of appropriate facilities will be the responsibility of the host school.
15. Each chapter is eligible for number of contestants according to State CDE Handbook for the Area FFA contests. Chapters with satellite departments may enter 1 contestant per teaching site for Creed, Division I & II Public Speaking as well as Beginning Recordbooks.
16. See Appendix B – Beginning Record Book Worksheet, Appendix C – Completed Record Book Worksheet, Appendix D – Official Dress Guidelines.

Specific Contest Guidelines

FFA Knowledge

1. At this time there is no Area 2 FFA Knowledge Contest. All teams automatically advance to District FFA competition.

FFA Book Contests

1. Contest chairman will provide score sheets approved by the Area 2 ag teachers for each contest.
2. Each book will be scored individually, and score sheets placed in the book for critiquing purposes.
3. Each book will be judged by at least two advisors.
4. Student teachers can judge books, but must be supervised by two Ag teachers.
5. Secretary Books, Treasurer Books and Scrapbooks will use the CDE scorecards found on the DESE website.

FFA Parliamentary Procedure Contest

1. 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.
2. Area 2 advisors are allowed to set up a video camera in the room. They must provide a copy to any area teacher requesting a copy in a timely manner.
3. Rules in the state contest bulletin will be followed.
4. Judges must follow the state score sheet.

5. Each school is eligible to enter one team for the contest. Participants in the contest cannot observe either before or after their presentations.
6. The top three teams will qualify for districts.
7. Spectators may enter and leave between presentations. This contest is open to the public, except for participating team members.

Creed Speaking

1. 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 and they must be from three different schools.
2. Each school is eligible to enter one speaker for the contest.
3. Participants in the contest cannot observe either before or after their presentations.
4. The top four contestants will qualify for districts.
5. Area 2 advisors are allowed to set up a video camera in the. They must provide a copy to any area teacher requesting a copy in a timely manor.
6. Rules in the state contest bulletin will be followed.
7. Judges must follow the state score sheet.
8. Spectators may enter and leave between presentations.

Division I Speaking, Division II Speaking, Advanced Public Speaking, Extemporaneous Speaking and Fall Speaking

1. 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 and they must be from three different schools.
2. Participants in the contest cannot observe either before or after their presentations.
3. Entries must include title page including name of school, level of speech, and four double-spaced typed copies of each speech, with bibliography.
4. The top three contestants will qualify for districts.
5. Area 2 advisors are allowed to set up a video camera in the room. They must provide a copy to any area teacher requesting a copy in a timely manor.
6. Rules in the state contest bulletin will be followed.
7. Judges must follow the state score sheet.
8. Spectators may enter and leave between presentations.

Job Interview

1. The Job Interview CDE is designed to help participants in their current job search (for SAE projects of part-time or full-time employment). Therefore, the cover letter, resume, and references submitted by the participant must reflect their current skills and abilities and by must be targeted to a job which they would like to apply for that relates to one of the following eight (8) Agriculture, Food and Natural Resources Career Pathways:
 - A. Food Products and Processing Systems
 - B. Plant Systems
 - C. Animal Systems
 - D. Power, Structural and Technical Systems
 - E. Natural Resource Systems
 - F. Environmental Service Systems
 - G. Agribusiness Systems
 - H. Agricultural Education and Communication Systems
2. Official Dress is required for all participants. A 10% penalty will be assessed per individual not in FFA Official Dress as identified in the current edition of the FFA manual. FFA Official Dress will be evaluated by the contest proctors.

3. Contestants are required to submit the following paperwork to the State FFA Convention Registration/Information desk, located near the Hearnes Center East entrance, by 6:00 p.m. on Thursday of the State FFA Convention for State Convention. Area deadlines will be set by the Job Interview Committee:
 - A. Eight (8) copies of Resume
 - B. One (1) Cover Letter
 - C. One (1) Letter of Recommendation
 - D. One (1) Statement of Original Work, signed by the contestant and their FFA Advisor.
4. Only one member per chapter may participate in the Job Interview CDE.
5. The top three contestants will qualify for districts.
6. A student cannot participate in state CDEs that are scheduled to compete at the same time. Only one member per chapter may participate in the event.

Ag. Issues

1. The following equipment will be provided by the CDE superintendent: two (2) easels and a front projection screen. Other equipment is allowed, but the presenting team must provide it.
2. The same agricultural issue presentation and portfolio will not be used in subsequent years by the same chapter and/or FFA Advisor.
3. Research on the topic must be current and students must be involved in all the research of the topic and development of the portfolio.
4. Professional ethics and standards are to be considered. Ignoring truthful information, falsifying needed information, using unreliable sources, and plagiarism are violation examples which could result in disqualification.
5. Each student must take an active role in the presentation and must make themselves available for questions from the judges.
6. Presentations may include FFA Official dress, costumes, props, skits, multimedia, and other creative paraphernalia.
7. A minimum of three (3) competent and unbiased judges will be provided. They will be instructed to not take sides on the issue(s). Professors and industry professionals are recommended. The CDE superintendent will adequately prepare judges before the event.
8. Will have Area contest with top 3 moving on to Districts.

AWARDS

The Area 2 Association will give the following awards at the Area 2 Awards Banquet:

1. Area FFA Degree to all Area 2 Association members who have not previously received the Area FFA Degree.
2. Star Area plaques.
3. 1st, 2nd, and 3rd place proficiency medals in each proficiency category will be given as long as funding is available.
4. Gold medals to Area speakers receiving a Gold rating at area contests. Silver and Bronze medals will be determined each year based on funding in the Area Treasury. If Silver and Bronze medals are not given all other participants will be recognized on stage and presented a certificate.

5. Gold medals to Area book entries that receive a Gold rating at Area contests. Silver and Bronze medals will be determined each year based on money in Area Treasury. If Silver and Bronze medals are not given all other participants will be recognized on stage and presented a certificate.
6. 1st place pins to the top FFA Knowledge team from the Area. All other participants will be recognized on stage and presented a certificate.
7. Plaque to the 1st place Parliamentary Team. All other participants will be recognized on stage and presented a certificate.
8. All 1st place District CDE teams will be recognized at the Area Banquet.

APPENDIX A Area Star Farmer Selection Worksheet

_____ Paid Personal Property Tax
 _____ Filed for Income Tax

	State Degree Score	Maximum
Scope	_____	200
Growth	_____ 100	
Income	_____	100
Net Worth	_____	200
FFA	_____	400
Total	_____	1000

		Maximum
Scope		
Ownership Production Points	_____	
Exchange of Labor Points	_____	
Total Scope	_____	200
Growth	_____	100
		(final year of records scope- beginning scope for scope points figured as production above) (exchange of labor hours are not counted)
Income		
Ownership Production	_____	
		(ownership production receipts – expenses +/- change in inventory) data on worksheet & F5
Exchange of Labor Income	_____	
		(data on worksheet)
Total Production Income	_____	
Income Score	_____	100
Net Worth		
Gain in Net Worth	_____	
		(maximum total production income)
Gain in New Worth Score	_____	200
FFA		
FFA Score	_____	400
Total Score	_____	1000

APPENDIX A-1

Area Star Placement Selection Worksheet

_____ Paid Personal Property Tax
_____ Filed for Income Tax

	State Degree Score	Maximum
Scope	_____	200
Growth	_____	100
Income	_____	100
Net Worth	_____	200
FFA	_____	400
Total	_____	1000

Scope

Maximum

Placement Hours Points _____
Directed Lab Points _____
Total Scope _____ 200

Growth

_____ 100 (final year of records scope-
beginning scope for scope points figured as
placement above) (exchange of labor hours
are not counted)

Income

Placement Income _____ (Net Income, data on worksheet)

Income Score _____ 100

Net Worth

Gain in Net Worth _____ (maximum total placement income)

Gain in New Worth Score _____ 200

FFA

FFA Score _____ 400

Total Score

_____ 1000

APPENDIX A-2

Area Star Agribusiness Selection Worksheet

_____ Paid Personal Property Tax
 _____ Filed for Income Tax

	State Degree Score	Maximum
Scope	_____	200
Growth	_____	100
Income	_____	100
Net Worth	_____	200
FFA	_____	400
Total	_____	1000

Scope

Maximum

Agribusiness Income _____ (Gross)

Total Scope _____ 200

Growth

_____ 100 (final year of records scope-
beginning scope for scope points figured as
agribusiness above) (exchange of labor
hours are not counted)

Income

Ownership Agribusiness Income _____ (ownership agribusiness receipts –
expenses +/- change in inventory) data on worksheet
& F5

Total Agribusiness Income _____

Income Score _____ 100

Net Worth

Gain in Net Worth _____ (maximum total agribusiness income)

Gain in New Worth Score _____ 200

FFA

FFA Score _____ 400

Total Score _____ 1000

APPENDIX A-3

Property and Income Taxes

Options of Proof

1. Have an entry in the recordbook either on form 1 or 2 showing that you received a tax return or on form 3 or 4 showing that you paid income taxes. This should be in the months of March or April unless otherwise noted.
2. Have a copy of a completed 1040 enclosed with the recordbook.
3. Have the front page of a completed 1040 that is signed and dated with the financial information whited out enclosed in the recordbook.
4. Have a Letter or Document from your tax preparer that states you completed your taxes for that given year enclosed in the recordbook.

APPENDIX A-4

Tax Information for Star Applicants

Year 1 - Total Income - _____

Total Expenses- _____

Location of proof where income taxes where paid in the record book _____.

Location of proof where personal property taxes where paid in the record book _____.

Year 2 - Total Income - _____

Total Expenses- _____

Location of proof where taxes where paid in the record book _____.

Location of proof where personal property taxes where paid in the record book _____.

Year 3 - Total Income - _____

Total Expenses- _____

Location of proof where taxes where paid in the record book _____.

Location of proof where personal property taxes where paid in the record book _____.

Year 4 - Total Income - _____

Total Expenses- _____

Location of proof where taxes where paid in the record book _____.

Location of proof where personal property taxes where paid in the record book _____.

I verify that the above information is true and accurate to the best of my knowledge. I also verify that the taxes were either paid or filed for each year and that there is proof of that information in the record book on such said pages.

FFA Member: _____ **Date** _____

Parents of Member: _____ **Date** _____

FFA Advisor: _____ **Date** _____

APPENDIX B

Beginning Record Book Score Sheet

Student _____

School _____

A) Form 1-2 Receipts	score _____
B) Form 3-4 Expenses	score _____
C) Form 5 Cash Flow	score _____
D) Form 6-7 Dep. Schedule	score _____
E) Form 8-9 Inventory	score _____
F) Form 10 Financial Statement	score _____
G) Form 100/101 Bus. Agreement	score _____
H) Supplemental Information	score _____
I) Form 108-109-110 FFA Info.	score _____
J) Form 111 – Proficiency Info.	score _____
Total	score _____

Scoring Guide

- I) Blank – 0 Points
- II) Incomplete – lack numbers, totals, summaries, dates, etc... – 1 Point
- III) Complete - lack neatness, accuracy or realism, etc... - 2 Points
- IV) Complete – accurate, neat, realistic – 3 Points

Bronze 0 to 10 points

Silver 11 to 20 points

Gold 21 to 30 points

Record Book Recommendations

Use a pencil on all pages of the record book.

Records must be mathematically accurate and entered in correct location.

A record must have all applicable forms.

Must show a record of an SAE on Forms 1-4.

All used forms must be numbered and dated.

All digits of same or equal size... example 00.00 and align vertically.

Don't use \$'s.

Don't mix handwriting styles.

Be consistent with abbreviations.

Beginning records must be written. Completed may be computerized or hand written.

Be consistent with rounding or showing dollars and cents.

Beginning dates should agree.

Total lines for each month on Forms 1-4

A single gray line should follow the last entry of the month and precede the total line.

One space between months

Total for all lines on all pages required. (Inventory, Net Worth, etc...)

APPENDIX C

Completed Record Book Score Sheet

Student _____

School _____

A) Form 1-2 Receipts	score _____
B) Form 3-4 Expenses	score _____
C) Form 5 Cash Flow	score _____
D) Form 6-7 Dep. Schedule	score _____
E) Form 8-9 Inventory	score _____
F) Form 10 Financial Statement	score _____
G) Form 11-12 Profit & Loss	score _____
H) Form 100/101 Bus. Agreement	score _____
I) Supplemental Information	score _____
J) Form 108-109-110 FFA Info.	score _____
K) Form 111 – Proficiency Info.	score _____
Total	score _____

Scoring Guide

- V) Blank – 0 Points
- VI) Incomplete – lack numbers, totals, summaries, dates, etc... – 1 Point
- VII) Complete - lack neatness, accuracy or realism, etc... - 2 Points
- VIII) Complete – accurate, neat, realistic – 3 Points

Bronze 0 to 11 points
Silver 12 to 22 points
Gold 23 to 33 points

Record Book Recommendations

- Use a pencil on all pages of the record book.
- Records must be mathematically accurate and entered in correct location.
- A record must have all applicable forms.
- Must show a record of an SAE on Forms 1-4.
- All used forms must be numbered and dated.
- All digits of same or equal size... example 00.00 and align vertically.
- Don't use \$'s.
- Don't mix handwriting styles.
- Be consistent with abbreviations.
- Beginning records must be written. Completed may be computerized or hand written.
- Be consistent with rounding or showing dollars and cents.
- Beginning dates should agree.
- Total lines for each month on Forms 1-4
- A single gray line should follow the last entry of the month and precede the total line.
- One space between months
- Total for all lines on all pages required. (Inventory, Net Worth, etc...)

APPENDIX D

N. W. District Official Dress Check-sheet

Contestant Name: _____

School Name: _____

Contest: _____ Checked by: _____

Males

_____ Black Slacks

_____ White-collared Shirt

_____ Official FFA Tie

_____ Black Dress Shoes

_____ Solid black socks

_____ Official FFA Jacket zipped
to the top

Females

_____ Black Skirt (at least knee
length, hemmed evenly across the bottom, with a slit
no longer than two inches above the knee, excluding
the kick pleat.

_____ White-collared blouse

_____ Official FFA Scarf

_____ Black Dress Shoes with
closed toe and heel

_____ Black nylon hosiery

_____ Official FFA Jacket zipped
zipped to the top

N.W. District Official Dress Check-sheet

Contestant Name: _____

School Name: _____

Contest: _____ Checked by: _____

Males

_____ Black Slacks

_____ White-collared Shirt

_____ Official FFA Tie

_____ Black Dress Shoes

_____ Solid black socks

_____ Official FFA Jacket zipped
to the top

Females

_____ Black Skirt (at least knee
length, hemmed evenly across the bottom, with a slit
no longer than two inches above the knee, excluding
the kick pleat.

_____ White-collared blouse

_____ Official FFA Scarf

_____ Black Dress Shoes with
closed toe and heel

_____ Black nylon hosiery

_____ Official FFA Jacket zipped
zipped to the top