

AREA VI AG TEACHER'S GUIDELINES

The Area IV Ag Teacher Guidelines are not to be amended through out the year except at the spring planning meeting.

Article I: Scheduling of Events

Calendar dates will be planned by Area IV Agriculture Instructors, Area IV FFA officers under advisement from the Area IV FFA Advisor and Area IV Agriculture Education Teacher Officers

Section A: Location of Events

Area IV Officer Interviews - Centralia Public Schools

Area IV Proficiency Award Selection –Paris

Area IV State FFA Degree Selection – Moberly

Area IV Leadership Conference – Ashland

Area IV CDE Contests – Centralia

Area IV State FFA Officer Interviews – Centralia

Area IV FFA Banquet –

Area IV Trapshoot – Cedar Creek rod and Gun Club

Area IV Summer Activities – Locations varied by type of activity

Article II: Award Selection

Section A: Area IV State FFA Degree Selection

1. Two selection nights will be scheduled. The first night, prescreening, will be held and all applications must be checked. On the second night, the group will meet for selection and decision on stars.
2. Applications must be typed, completed for screening, with recordbook with all pages to verify information on the application.
3. Applications approved at the first night of screening shall be considered accepted.
4. Applications rejected 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 agriscience, agribusiness, placement, and production will be selected at the conclusion of the screening the second night.
 - a. Star candidates **must** have recordbooks present to be considered. Biographys will not be considered.
 - b. Star candidates must submit a one page, double spaced, 12pt font, 1 inch margins summary of their SAE so that those selecting the stars can better understand their SAE program. All those who submit an SAE summary and qualify for the State FFA Degree will be considered for the Star awards. The star award being applied for should be indicated on the SAE summary. Advisors will not speak about
 - c. Points on the star application will be considered with caps on. The Area State Degree committee (as defined in section 10) will recommend three candidates in each Star category to the Area ag teachers
 - d. Points on the star application will be considered with caps on.

- e. The state degree selection committee members will appoint three ag teachers with applications not in the degree area to make a recommendation on star to the whole group to vote upon. Agriculture teachers will vote on the final selection by secret ballot.
- f. Star Area Farmer FFA** applications will be scored without the placement, agribusiness, and agriscience points. Production will be defined as those enterprises listed in the State FFA Degree Handbook.
- Star Area Agribusiness** applications will be scored without the production, placement, and agriscience points. Agribusiness will be defined as those enterprises listed in the State FFA Degree Handbook.
- Star Area Placement** applications will be scored without production, agribusiness, or agriscience points.
- Star Area Agriscience** applications will be scored without production, agribusiness, and placement points.
7. Students will not be permitted to attend either night of screening, and will not be allowed to make any presentation during the star selection.
 8. Area Degrees will be presented to all candidates who meet the minimum requirements to receive the state degree, if they have not received the area degree the previous year.
 9. 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.
 10. Responsibilities of coordinating the Area IV State FFA degree selection will be conducted by Area IV Agricultural Education Teachers President and the two Area State FFA Degree Representatives.

Section B: Area 4 Proficiency Selection

1. The committee will consist of all Ag teachers not in the State FFA degree selection. The committee will be selected at the Area Proficiency and State degree workshop.
2. A committee assistant chairman will be selected at the January meeting to preside over the proficiency selection the following year.
3. No teacher will make decisions on a proficiency area that involves one of his/her students.
4. All applications must be typed, have no blinders, no covers, no laminating and on white paper. If the application does not meet these guidelines it will not be accepted. Recordbooks must have all pages printed.
5. All applications will be sent directly to the state after screening.
6. Minor changes may be made the evening of the screening. This is left to the discretion of the proficiency selection committee.
7. Point systems on the score sheet must be followed.
8. The inventory section of proficiency awards are to be scored in the following manner:
 - Any item listed with an ownership percent of 0 will receive no points.
 - Items normally sold or owned as a set may not be listed as individual parts. (example: A socket or wrench set must be listed on one line as a "set" not on several lines as individual wrenches or sockets.)

- All valid inventory entries will receive 1 point per line filled in plus up to ten lines. In addition up to ten more points will be added based on total inventory value using the scoring table listed below.

\$1	-	\$2000	=	1	Points
\$2001	-	\$4000	=	2	Points
\$4001	-	\$6000	=	3	Points
\$6001	-	\$8000	=	4	Points
\$8001	-	\$10000	=	5	Points
\$10001	-	\$12000	=	6	Points
\$12001	-	\$14000	=	7	Points
\$14001	-	\$16000	=	8	Points
\$16001	-	\$18000	=	9	Points
\$18001	&	Up	=	10	Points

9. Once the winners are posted by the chairman, the results will be final except in the case of multiple winners.
10. All applications must be in place by 5:00 pm.
11. The chairman is in charge of a scorecard to be utilized in the selection process.

Article III: Officer Selection

Section A. Area Officer Selection

1. Selection will be made on a designated night prior to the Area 4 Banquet.
2. Application must be filled out prior to the interview.
3. Officers will be announced at the Area 4 Banquet.

Section B. State Officer Selection

1. An agreement sent out by the state office, must be filled out and submitted.
2. A candidate biography must be submitted.
3. Each candidate must submit a copy of the leadership page from their state FFA degree application for observation by the selection committee.
4. Selection will be done by a committee of 2 current state officers and 3 advisors not from Area 4. The 3 advisors will be nominated at the State degree and proficiency award workshop in January.
5. The State officer scorecard must be followed by the committee.
6. Each FFA chapter may have only one candidate.
7. An advisor must score the leadership page and tabulate the points from on the scorecard.
8. Interviews will be the night of the Area 4 FFA Contests and will start at 5:00pm.
9. One of the advisors on the selection committee will bring a 5 – 10 minute team activity that will be scored by the committee.
10. The interview committee will independently use the scorecard and rank each candidate. The scorecards will then be submitted to the superintendent who will add the rankings and provide the committee with the top two candidates for final selection. There is to be no discussion about the candidates until after the committee receives the names of the top two candidates.

Article IV: Area 4 Contests

1. Committee assignments will be made by the Area 4 Ag teacher executive committee.
2. Official FFA dress must be worn. An FFA member in official dress according to the new National Guidelines listed in the FFA Manual (black boots for males will be acceptable and black slacks for females will not be acceptable). Official dress will be evaluated by a group of three Ag teachers, appointed by the Area IV MVATA President annually, to determine if it meets guidelines. If it does not meet guidelines, scores will be reduced according to the state contest manual.
3. Area president is responsible for sending contest results to the state office.
4. Recommended that judges cannot be used two years in a row. Emergency changes may be made by the Area 4 executive committee and the contests chair. Judges cannot be used if they are judging at the district or state contests in the same year.

Section A: FFA Knowledge

1. Rules posted in the state bulletin will be followed.
2. Contest chairman is responsible for providing the Area 4 test and key.
3. Contest chairman is responsible for providing the test to all area advisors.

Section B: Creed Speaking, Prepared Public Speaking, and Extemporaneous Public Speaking

1. Rules posted in the state bulletin will be followed.
2. Recommended that the judges are not used two years in a row and they must be from three different schools.

Section C: Parliamentary Procedure

1. Area 4 advisors are not allowed to judge, video tape or time the Area 4 contest.
2. Rules in the state contest bulletin will be followed.
3. Judges must follow the state score sheet.
4. Recommended that judges are not used two years in a row and not judge at district or state that year.

Section D: FFA Book Contests

1. Score sheets must be used as provided in the state contest bulletin.
2. Contest chairman will provide the score sheets.
3. Each book will be scored individually and score sheets placed in the book for critiquing purposes.
4. Each book will be judged by at least two advisors that do not have books in the contest.

Article V: Area 4 Ag Teacher Executive Committee Responsibilities

1. Consists of all officers in the Area 4 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 contest bulletin.
5. Attend district planning meeting.

6. Selection process of one officer will be made at the Area 4 summer meeting and each officer ascend to the next office.

Section A: President

1. Preside at meetings.
2. Make committee assignments for the Area 4 ag teachers.
3. Represent Area 4 Ag teachers at official functions.
4. Record Area 4 contest, state degree, and proficiency award results.
5. Secure Advisors for state officer interviews.

Section B: Vice President

1. Assume duties of the president in his/her absence.
2. Ex-officio member of all Area 4 teacher committees. (State degree and proficiency award)
3. Serves as chairman of the Proficiency selection.

Section C: Secretary

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

Section D: Treasurer

1. Receive, record, and keep track of Area 4 teacher monies.
2. Collect Area 4 Ag teacher dues.
3. Be responsible for securing refreshments for all Area 4 Ag teacher functions.

Area Officer Interview Guidelines

Area officers will be determined by points using the following process.

Points will be as follows:

50 points - FFA and parliamentary procedure knowledge

An FFA knowledge and parliamentary procedure test will be given to all the candidates consisting of 15 general FFA knowledge questions and 10 general parliamentary procedure questions at 2 points each. All questions must come from the current Official FFA Manual. The test will be written by an Area 3 instructor to be selected by the Area Advisor.

50 points – Leadership Page from State Degree Application

Each candidate will bring a completed copy of the leadership page from the state FFA degree. This page will be scored using the State Degree Handbook. The score will be factored as follows: Top Candidates score = 50 points
Candidates Score/Top Candidates Score * 50 = Score Each candidates score will be percentage of the top candidates leadership page score.

100 points – Interview scores given by interviewing committee composed of 2 delegates from each school using the interview scorecard

The first interview round will be limited to 5 minutes per person. The interview will be conducted by the outgoing area officers. The questions to be asked will be developed just prior to the start of the interview. An emphasis will be placed on asking questions designed to discover the candidate's ability to serve as an effective area officer. Each candidate will be given all of the questions when they enter the room. It will be the candidate's choice as to the order they answer the questions. The Area officers may ask questions for points of clarification during the interview. The Interviewing committee members may not discuss candidates during the first round and the Area advisor may not score the interviewees. The scores will be averaged to determine the candidates' final interview score. The delegates from the candidates' school will not be allowed to score that candidate.

The top candidates who will serve as Area Officers will be identified based on the scores from the test, leadership page, and interview scores. The Outgoing Area Officers and Area Advisors will then conduct a second round of interviews with the top candidates and determine the officer slate. The slate will not be revealed until the Area Banquet.

If a student is in violation of the official dress rules, then 10% of their total score will be deducted.

Area IV Officer Interview Score Card

Rate each candidate's performance on the items below using the following scoring guide.

1 or 2 – Very Poor

3 or 4 – Below Average

5 or 6 – Average

7 or 8 – Excellent

9 or 10 – Outstanding

Name	Speaking Order									
Items to be Scored	Pts	1	2	3	4	5	6	7	8	9
Speaking										
Voice	10									
Stage Presence	10									
Power of Expression	10									
General Effect	10									
Response to Questions										
Understandable	10									
Direct & to the Point	10									
Reflects Ability to Serve as an officer	10									
Personal Competence										
Organized	10									
Confident	10									
Personable	10									
Total out of 100 pts.										

Area Four Officer Interview Score Card Explanations

Speaking Ability:

1. **Voice** includes:
Quality, pitch, force, articulation, pronunciation.
2. **Stage Presence** includes:
Personal appearance, poise and body posture, attitude, confidence, personality, ease before audience.
3. **Power of Expression** includes:
Fluency, emphasis, directness, sincerity, communicative ability, conveyance of thought and meaning.
4. **General effect** includes:
Extent to which the speech was understandable, convincing, pleasing, and held attention.

Response to Questions:

1. **Understandable:**
The answers were logical and made sense.
2. **Direct and to the Point:**
The questions were answered concisely, to the point, and without rambling.
3. **Reflects Ability to Serve as an Officer:**
The candidate's responses to the questions indicate they have the ability to serve as an area officer.

Personal Competence:

1. **Organized:**
Did the candidate appear to be organized in their answers and approach to the interview but not overly rehearsed or using canned answers?
2. **Personable:**
Is the candidate friendly and do they appear to be a person that is easy to get along with?
3. **Confident:**
Does the candidate appear confident in their ability to speak in front of others and serve as an Area Officer?