

TEXAS COLLEGIATE FFA State Convention Handbook



Updated as of January 2017

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Note: The Web Design Contest has been omitted from the Career Development Events list.

Business, industry and government rely on human resources to survive and prosper. Regardless of the industry in question, money and equipment are not sufficient to bring about change, growth and prosperity. Human beings are critical to all productive work. Agricultural education plays an important role in preparing individuals for careers and continuing education in a diverse group of occupations.

Agricultural Science programs provide education and training to individuals needed in our world. Collegiate programs allow students to put education and training into practice through service and activities. The FFA, at all levels, has the unique characteristic of binding the program together serving as the catalyst, advancing the student more rapidly toward success.

FFA is the national organization of, by and for students of agricultural education. Since the founding of the National FFA Organization in 1928, it has been an important part of the public school program of agricultural science and agribusiness. Now, in Texas and in other states, it is becoming an important vehicle for collegiate students as well. It is an essential teaching tool for the practical application of technical skills and lessons in leadership, cooperation, and citizenship. The Texas Collegiate FFA provides learning and personal development for all collegiate agriculturalists by challenging them with a program of leadership activities and incentive awards designed to complement and strengthen the instructional program in agriculture.

This manual details the Texas Collegiate FFA Official Dress standards, contains the requirements for and responsibilities of voting delegates, and explains the procedures for electing State Officers. The Texas FFA Career Development Events are educational activities organized by the State FFA Organizations and sponsored by colleges and universities, industry sponsors and others interested in future agriculturalists; this manual also lists the rules and entry requirements for the CDEs.

COLLEGIATE FFA OFFICIAL DRESS STANDARDS

Men:

Navy Blue Blazer

White collared button down shirt

Khaki Slacks

Closed toed black or brown shoes/boots

Tie (bowties not permitted)

Nametags are optional, but shall always be worn on the right side of the blazer. Label pins are permitted at the member's discretion.

Women:

Navy Blue Blazer

White collared blouse

Khaki Slacks

Closed toed black or brown shoes/boots

TEXAS COLLEGIATE FFA VOTING DELEGATE RESPONSIBILITIES

1. Description: Voting Delegates shall be the representatives of their respective Collegiate FFA chapters during the business session and State Officer election procedures of the Texas Collegiate FFA Convention.
2. Representation: Each Collegiate FFA chapter, registered and in attendance at the annual Texas Collegiate FFA Convention, shall be permitted a maximum of two (2) Voting Delegates.
3. Dress: Voting Delegates are required to wear Collegiate FFA Official Dress while serving.
4. Selection: Each Collegiate FFA Chapter shall be responsible for selecting their Voting Delegates in a manner of their own choosing.
5. Responsibilities: Voting Delegates are the voice of their respective chapters, and they alone carry the power to vote on business and candidates that decides the future of our State Association. Great care should go into the selection of Voting Delegates, and equal diligence should be paid by delegates to their voting responsibilities.

STATE OFFICER ELECTION PROCEDURES

1. Selection and Service: The Texas Collegiate FFA Officer Team is elected by the Voting Delegates at the annual State Convention. They will serve from the time of their induction until the induction of the new Officer Team at the following convention.
2. Representation: Each Chapter shall be entitled to one (1) representative on the Texas Collegiate FFA Officer Team. Chapters may also enter an alternate candidate in the event there are more positions than chapters present.
 - A. If there are less than six (6) chapters in attendance, all alternates may run for the remaining positions on the officer team.
 - B. If there are exactly six (6) candidates, the retiring State Officer Team and State Advisor(s) are authorized to install up to ten (10) officers, in which case all alternates may run for the remaining positions.
 - C. Possible officer positions on the State Officer Team include: President, Vice President, Secretary, Treasurer, Reporter, Sentinel, Student Advisor, Historian, Parliamentarian, and Chaplain

3. State Officer Position Selection: As each chapter is entitled to one (1) representative on the State Officer Team, the representatives are automatically installed as State Officers upon nomination by their respective chapter. However:

- A. Election by popular vote shall determine the candidate who will serve in each available position. Only Voting Delegates are eligible to vote on State Officer Candidates.
- B. Voting Delegates will be allowed to vote for two (2) candidates.
- C. Each candidate will give a brief campaign speech to the Voting Delegates and General Membership. They may also be required to answer a thought question determined by the retiring State Officers and State Advisor(s).
- D. Following the last candidate's speech, the votes will be collected and counted. The candidate with the highest number of votes will be the State President; the candidate with the second highest vote total will be Vice President, and so on.

CAREER DEVELOPMENT EVENTS

General Rules:

1. Registration for the Texas Collegiate FFA CDE's must be completed at the Texas Collegiate FFA Convention.
2. An entry fee will be assessed for each entry. See rules for each contest for entry fees. ***Entries must be paid in full before competition.*** Entry fees may be paid at the conference registration booth. Checks should be made to the Texas CFFA.
3. Eligibility of all team members will be verified by checking the chapter's CFFA roster submitted to the Texas CFFA Association. Teams that have members declared ineligible (due to not being listed on the chapter's CFFA roster submitted for state purposes), will be required to pay the member's state dues before competing.
4. All students shall be in **Collegiate FFA Official Dress** for competition.
5. **There is no limit to the number of events a student may participate in.**
6. **Number of Entries:**
 - **1 entry per chapter is permitted for the Chapter Activity Presentation**
 - **2 entries per chapter are permitted for the Team Research Poster Presentation**
 - **5 entries per chapter are permitted for Individual Contests, including Job Interview, Extemporaneous Public Speaking, Prepared Public Speaking, and Lesson Plan contests.**

7. There will be six separate events as follows:
 - a. Chapter Activity Presentation
 - b. Job Interview
 - c. Agricultural Quiz Bowl
 - d. Extemporaneous Speaking
 - e. Public Prepared Speaking
 - f. Poster Presentation
 - g. Lesson Plan

8. Results and awards will be announced at a time designated by State Officer Team and State Advisor(s).

CHAPTER ACTIVITY PRESENTATION

TEXAS COLLEGIATE FFA ASSOCIATION

The purpose of the Chapter Activity Presentation is to:

1. Serve as a forum for sharing event ideas utilized by individual chapters;
 2. Hone presentation skills of individual members; and
 3. Encourage chapter activities in all areas stated in the Chapter Activity Presentation rules.
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1. Entry fee will be \$20 per team. Only one team per chapter is eligible.

 2. Teams will consist of a max of 4 members

 3. Presentations will be a maximum of 10 minutes. Time will be called at 10 minutes and team participants will be asked to stop.

 4. The Texas Collegiate FFA will provide a laptop, projector, slide advancer, and screen. Each presentation will be delivered off the same equipment. Backup equipment will be available in the event of technical difficulties.

 5. Chapters will be required to submit PowerPoint or link to presentation to dbacon@leomail.tamuc.edu by 10:00 pm on **Sunday, July 9**. Presentations must be Microsoft compatible.

 6. At least one (1) representative from each team must verify the presentation at 8:00 am on **Monday, July 10** at Contest Registration.

7. All team members must participate equally.
8. There will be no audience/judge/participation interaction.

FORMAT / RULES

Presentations are to be delivered over the chapter's yearly activities. All activities should be grouped into the following broad activity categories:

1. Leadership & Professional Development
2. Service to Agricultural Youth,
3. Community Service
4. Fundraising
5. Public Relations
6. Social & Cooperative Activities

Each activity area must be included in the presentation, although a team may decide to focus on one of the areas alone. Awards will be presented for outstanding activities in each activity category, an overall winner will also be announced. The overall award winner will be judged on presentation skills and activity qualities.

JOB INTERVIEW

TEXAS COLLEGIATE FFA ASSOCIATION

The purpose of the CFFA Job Interview Event is for CFFA members to develop, practice and demonstrate skills needed in seeking employment in the agricultural industry. Each part of the event simulates "real world" activities that will be used by real world employers.

FORMAT / RULES

The event is developed to help participants in their current career path search. Therefore, the cover letter, resume and references submitted by the participants must reflect their current skills and abilities and must be targeted to a position for which they would like to apply. In other words, participants cannot develop a fictitious resume for a fictitious position. Instead, they are expected to target the resume toward a real position for which they are qualified.

There are four (4) sections to this event: 1) Cover Letter; 2) Resume; 3) Personal Interview and 4) Follow-up/Thank You Letter.

1. Entry Fee is \$10 per participant.
2. This event is limited to five (5) entries per chapter.

3. Each contestant should bring enough materials to supply 3 sets of materials (Cover Letter, Resume) for an interview, and judges' evaluation.
4. Personal Interview
 - a. The personal interview will consist of an interview in front of a panel of judges.
 - b. Each interview will last a maximum of ten (10) minutes.
 - c. All judges may ask questions during the personal interview.
 - d. Contestants may bring a copy of their submitted resume and cover letter or business cards to the interview. They may also bring portfolios and work samples.
5. Follow-up/Thanks you Letter
 - a. Contestants will complete a standard follow-up/thank you letter on-site, after the personal interview.
 - b. Computers and printer will be provided to type thank-you letters.
6. An electronic copy of resume and cover letter will be submitted to dbacon@leomail.tamuc.edu no later than midnight, July 7. Judges will review cover letters and resumes and score them using the National FFA score sheets for cover letters and resumes. The top 6 contestants will be announced at the State CFFA convention prior to the actual interview.

CFFA AGRICULTURAL KNOWLEDGE QUIZ BOWL

TEXAS COLLEGIATE FFA ASSOCIATION

The purpose of this contest is to promote and encourage agriculture students to strive for academic excellence through the course of their studies. Through friendly competition students will be afforded the opportunity to evaluate themselves and achieve the satisfaction of competing. It should be noted that the intent of this contest is to allow a means of rewarding those students who are successful in the normal course of studies and not as a means to increase any special studies to increase competition.

FORMAT / RULES:

1. Entry fee will be \$10 per chapter participating. An unlimited number of members from each chapter may participate.
2. Judges decisions are final.
3. Teams shall consist of 3-4 members.

4. All teams will compete simultaneously.
5. Teams will be asked questions by a panel of judges. Teams will be allowed one minute to record their answer on a white board. After one minute each team will reveal their answers to the judges. Each team with a correct answer will receive a point.
6. A bracket will be developed based on the number of teams entered. The winner of each round will advance to the next level until a final winner is established.
7. Ties in each round will be broken using a sudden death round consisting of one question from each area. If a tie still remains, previous round score totals will be used as a tiebreaker.
8. Each round will consist of 15 questions from the following areas:
 - a. Agricultural Economics/Farm Business Management
 - b. Agricultural Mechanics
 - c. Agronomy/Horticulture
 - d. Animal Science
 - e. Wildlife/Natural Resources
 - f. Vet tech/Small Animal Production
 - g. FFA

EXTEMPORANEOUS SPEAKING

TEXAS COLLEGIATE FFA ASSOCIATION

The purpose of this event is to develop the ability of all FFA members to express themselves in given subjects without having to prepare or rehearse its content in advance. The ability to think quickly and work diligently are both highly valued in today's society.

FORMAT / RULES

1. Entry fee will be \$10 per contestant
2. **This event is limited to five (5) entries per chapter.**
3. The first selection of topics shall be held thirty minutes before the event. The contestant will draw three specific topics relating to the industry of agriculture. After the first contestant selects a topic, all three topics will be returned to the original group of topic areas. The next contestant will then draw three topics and then select a topic. This process continues for each contestant. Each contestant shall have 30 minutes of preparation time prior to their performance.

4. Topics shall be prepared by the Texas CFFA Contest Committee and State Advisor(s), and concentrate on current topics in agriculture and agricultural education.

5. When not preparing or performing, contestants will remain sequestered in a holding area until after they perform unless they are competing in another CDE. Contestants will participate according to the order in which was allotted. The first contestant will be admitted to the preparation room at 30 minutes prior to the event and subsequent contestants at 15-minute intervals.

6. Reference material will be screened by two members of the administrative board on the following basis:

a. Must be printed material such as books or magazines (cannot be notes or speeches prepared by the students or notes prepared by another person for use of this event). Materials from industry or academic websites may be used.

Authorship of the printed Internet material may be subject to verification. URL's must be present on the materials.

b. Shall be limited to five items. To be counted as one item, a notebook or folder of collected items containing NO more than 100 one-sided pages (or 50 double-sided pages). All five items may consist of separate notebooks.

7. Each speech shall be the result of the contestant's own effort using approved reference material that the contestant may bring to the preparation room. No other assistance may be provided. The event superintendents shall provide all note card used by contestants. Any notes for speaking must be made during the 30 minute preparation period.

8. Each speech shall be no less than four (4) nor more than six (6) minutes with five (5) minutes additional time allowed for related questions, which shall be asked by the judges. Contestants will be penalized one point per second on each judge's score sheet for being over six minutes or under four minutes. Time commences when the contestant generates their first sound. Contestants may use a wristwatch only to keep record of time.

9. This event will be closed to spectators.

10. Rules of the National FFA Organization's extemporaneous speaking career development event will be followed as they appear.

PUBLIC PREPARED SPEAKING
TEXAS COLLEGIATE FFA ASSOCIATION

FORMAT / RULES

1. Entry fee will be \$10 per contestant
2. This contest is limited to five (5) entries per chapter.
3. The topic will be decided by each contestant; however, they must pertain to agricultural education or the agriculture industry.
4. Speeches shall be a minimum of six (6) minutes, but no more than twelve (12) minutes, in length. A 5-minute question and answer period pertaining to the contestant's topic will follow the conclusion of the speech.
5. Eligibility of participating contestants is based on the following criteria:
 - a. Contestants must be members of the CFFA and listed on the state roster of a chapter in current good standing.
6. Manuscripts must be submitted per the following:
 - a. Three (3) copies submitted
 - b. Typewritten or computer-generated on 8 ½" x 11" white paper
 - c. Cover page included which includes the speech title, participant's name, college or university name, name of speaking event and date
 - d. 1" margins on all sides
 - e. 10-12 point Times New Roman font
 - f. Follow APA style manual for manuscript composition and format and for developing and citing references and bibliography*
 - g. Bound only by staple in the upper left corner.
7. At the designated start time of the events, contestants will be sequestered in a holding room until they are called to deliver their speech.
8. This event will be closed to spectators.
9. Electronic devices shall not be permitted in the holding or preparation rooms.
10. Videotaping of events is not permitted.
11. Each contestant must email a copy of their speech on or before midnight on

July 7th so that it may be scored prior to the actual speaking event. Email manuscripts dbacon@leomail.tamuc.edu

POSTER PRESENTATION

TEXAS COLLEGIATE FFA ASSOCIATION

The CFFA Poster Presentation contest is designed to give members an opportunity to illustrate a scientific undergraduate and graduate research and to help participants in their current career path search.

FORMAT / RULES

A scientific poster is a large document that can communicate your research, and is composed of a short title, an introduction, an overview of the research approach, the results, discussion of results, a listing of previously published articles that are important to the research, and some brief acknowledgement of the assistance and financial support. The poster should be designed to be fully understood.

1. Entry Fee is \$10 per participant.
2. This event is limited to five members **per team, and up to 2 teams per chapter.**
3. **Contestants will have ten (10) minutes to present their poster, followed by five (5) minutes of questions from the judges.**
4. Contestants will submit one poster sized 48"x36" for display.
5. Contestants will present the poster in a group setting to conference attendees and judges.

Assistance and Examples:

<http://www.swarthmore.edu/NatSci/cpurrin1/posteradvice.htm>

<http://www.acm.org/crossroads/xrds3-2/posters.html>

http://www.posterpresentations.com/html/free_poster_templates.html

LESSON PLAN

TEXAS COLLEGIATE FFA ASSOCIATION

The CFFA Lesson Plan contest is designed to give members an opportunity to exchange classroom teaching ideas by developing a lesson plan to be used in agricultural education classrooms and to help participants in their current career path search.

FORMAT / RULES

The lesson plan may use any standard format but must include, but is not limited to the following; lesson plan title, member name, class name, TEKS, objectives, material required, procedures, closure and assessment. Furthermore, all supporting materials must be included, such as quizzes, guided readings, PowerPoints and handouts.

1. Entry Fee is \$10 per participant.
2. This event is limited to five (5) members per chapter.
3. Contestants will email lesson plan and all supporting materials dbacon@leomail.tamuc.edu on or before midnight of July 7th for judging prior to the convention.