

Rigor

Career Development

~ Revised Fall 2011 ~

Event Handbook

Relationships

Relevance

Illinois Association of
Vocational Agriculture Teachers
and
Illinois Association FFA

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- Food Science & Technology CDE
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Illinois Association of Vocational Agriculture Teachers General Rules For Career Development Events – 2011-12

I. Eligibility

- A. Any student is eligible who is under 21 years of age at the time of the career development event (CDE), who has not had more than six years' training (two years junior high school and four years high school) in any approved course in agriculture of less than college grade, and is enrolled in a junior high or high school class in agriculture or has had all of the agriculture offered and is carrying at least three units of regular high school work, with the exception that a person who has participated previously in any official National FFA judging/career development event shall not be eligible for the same kind of state event.
- B. Participants on a CDE team must all be students at the same schools. If an ineligible student is entered in any event, the team of which that student is a member shall be declared ineligible.
- C. Teams representing Illinois in National Career Development Events must agree to abide by the rules of that specific event and be certified members of the Illinois Association FFA. To advance to the National FFA competition all team members must be from the same FFA Chapter. (See Section V, Item C for information on Regional-level and National-level invitational events)

II. General Information

A. Team Size

1. The Horse and Agronomy teams may consist of four participants, but only the top three individual scores make up the team score.
2. The Agricultural Sales and Horticulture teams shall consist of five participants and all five participants' scores will be used to determine the team score.
3. Dairy Foods, Meats Evaluation, Dairy Cattle, Poultry, Livestock, Forestry, and Agriculture Business Management teams may consist of five participants but only the top three individual scores make up the team score.
4. The Agricultural Mechanics teams shall consist of five participants with one in each phase of the event and all five participants' scores will be used to determine team score. First place individuals in each section who are not on the section team may participate in the State Agricultural Mechanics Event, except no more than one (1) participant from one (1) school may compete in any phase of the Agricultural Mechanics Event.
5. A school may enter less than a full team in any event, but then the participant or participants will compete only as individuals.

B. Participation

1. No team or individual may register for a CDE unless accompanied to, at and from the event by their agricultural education teacher or an adult representative from the school district designated to represent the teacher.
2. Participants from a multiple teacher department shall have entry fees assessed based on the IAVAT membership status of the teacher, or adult designated to represent the teacher, escorting them to the event. If the team or individual is escorted to the event by an adult, not eligible for active IAVAT membership, the membership status of the teacher shall determine the entry fee.

C. Pre-registration/Registration

1. Pre-registration

- a. Pre-registration is required by the dates indicated in the Annual Information section for Horticulture, Agriculture Business Management, Agricultural Sales, Agricultural Mechanics Career Development Events, Job Interview, Ag Communications, Livestock

- (reasons division) and Agricultural Issues but is optional for Agronomy, Dairy Foods, Meats, Livestock (non-reasons division) and Dairy Cattle events.
- b. Each instructor is responsible for pre-registration of teams or individuals for events. Unless otherwise directed, all pre-registration is to be made through the office of the *IAVAT Executive Director, 3221 Northfield Dr., Springfield, IL 62702*. Fees must accompany pre-registration and are nonrefundable. Pre-registration forms will be available at <http://im.itcs.illinois.edu/> and www.iavat.org prior to each event.
2. Registration
 - a. Pre-registration is encouraged for all events, but registration is offered on-site for most CDE's with the exception of Ag Business Management, Ag Issues, Job Interview, Ag Mechanics, Ag Sales and Horticulture.
- D. Conduct of the Event
1. Participants
 - a. No substitutions will be permitted in any career development event after judging has started in that event. *"Late arriving" teams are allowed to participate upon arrival, but extra time or help to make up rings will not be allowed.*
 - b. No extra students will be permitted to participate or be present in the competition area before or during the event.
 - c. Eight to fifteen minutes will be allowed for judging each ring and recording the placing. One and one-half hours will be allowed for each phase of the Agricultural Mechanics Event.
 - d. Participants will not be allowed to handle cattle, hogs, poultry, meat, hay, horticulture plant materials, or forestry plant materials.
 - e. Participants in the Livestock and Dairy Cattle CDE's must comply with all bio-security rules of the University of Illinois or face disqualification. Plastic boots and hand sanitation will be required of all participants (students, teachers, and helpers). The IAVAT will provide these items.
 - f. Participants will not be required to give reasons on any rings, unless specifically entered in the reasons division of the Horse or Livestock CDE.
 - g. *Participants presenting reasons at any state career development event are required to be in official FFA dress while presenting those reasons.*
 - h. Participants on Meats Evaluation and Technology teams will do part of their judging in a cold (25^o to 30^oF) storage room and should dress accordingly.
 - i. All participants in the Meats Evaluation and Technology CDE will be required to wear a smock and hair net provided by the participants' chapter. Disposable frocks and hairnets are acceptable. Ball caps, visors, and the like are not acceptable. The host will not provide smocks or hairnets. Participants failing to comply will be disqualified.
 2. Non-Participants
 - a. Non-judging observers will be permitted only upon approval by the Event Superintendent and must be escorted at all times by an official escort.
 - b. No extra students will be allowed to judge.
 - c. The use of video recording equipment (still or movies) is limited to recording the activities of students from the same school as the person taking/using video equipment. The recording of CDE rings is NOT allowed until the CDE is concluded.
 - d. All teachers, or adults designated to represent the teacher, will report and turn in their assignment sheets to the superintendent of the divisions to which they have been assigned as soon as possible after registering their teams.
- E. Materials Required
1. Each participant must have a pencil (#2 lead recommended) or pen.

2. Clipboards are allowed in all events as long as no markings or information relating to the event are present. Clipboards are highly recommended for those CDE's which will be scored by Scantron.
 3. All participants in the Meats Evaluation and Technology CDE will be required to wear a smock and hair net provided by the participants' chapter. Disposable frocks and hairnets are acceptable. Ball caps, visors, and the like are not acceptable. The University will not provide smocks or hairnets. Participants failing to comply will be disqualified.
- F. Disqualification
1. Participants talking during or between the rings/practicums, except for questions directed to the group leader or assistant group leader, shall be subject to disqualification.
 2. Students from the same school found to be judging at a ring or participating at the same practicum at the same time shall be subject to disqualification.
 3. Any assistance given to a team member from any source during a Career Development Event will be sufficient cause to eliminate that participant and their team from the event.
 4. The use of tobacco products during the Career Development Events is not allowed and participants using tobacco products shall be disqualified.
 5. Participants failing to comply with the required dress for a Career Development Event shall be subject to disqualification.
 6. Participants failing to comply with the required bio-security procedures (Livestock and Dairy) for CDE's will be disqualified.
 7. Any participant found to be in possession of an electronic communication device (such as, but not limited to cell phone, walkie-talkie, radio transmitter, personal data assistant) during a CDE, shall be subject to disqualification.
 8. Any participant found to have printed materials in their possession, other than those provided by the IAVAT, the event host and/or those materials required by specific CDE rules, shall be subject to disqualification.
 9. Teachers, or designated adults, will be assigned responsibilities and may have their team(s) disqualified if they do not perform those duties.
 10. A team may be disqualified if a teacher, designated adult representative or a participant disregards the policies and/or instructions provided by the host of the event. Teams will be made aware of policies and/or instructions through printed rules, electronic messaging and/or instructions during registration the day of the event.
 11. A team may be disqualified if a teacher, or designated adult representative of the school, is found in the ring area before or during the event unless they are specifically assigned to that area.
 12. Should the IAVAT Board of Directors determine that cheating did occur, the school will be disqualified from the event and a letter, composed and mailed by the full Board of Directors, will be sent to the school's superintendent notifying the school of the violation and action taken. Situations and rules interpretations not covered by General Rules or specific Career Development Event Rules shall be ruled upon by the Event Superintendent.

III. CDE Scoring

A. Placing Cards

1. Only the one placing which the participant believes is correct should be circled on the placing card for each ring.
2. The identity of a sample is indicated by placing the sample number on the line next to the correct name of the sample.

3. The grade or evaluation of an animal, a carcass, or a product is indicated by placing an "X" opposite the number of the animal, carcass, or product and in the column marked with the correct grade. On the back of the production judging cards are blanks that can be filled in for convenience of the individual in deciding the final placing. The **final placing must be circled** on the front side of the card. The circled placing is the one that is scored. Cards are pre-numbered and will be sorted and scored according to these numbers. Therefore participants should be sure to **use their own cards** and to mark and **turn in the correct card for each ring**.
- B. Scantron Sheets
1. The Agronomy, Dairy Foods, Meats Evaluation & Technology, Poultry, Horse, Livestock, Dairy Cattle and Horticulture Career Development Events will be scored by Scantron and Scantron sheets will be used by participants for these events. Participants must have a #2 pencil to fill in their placings on the sheets. If necessary, special instructions will be given to participants the day of the event. Clipboards are highly recommended for CDE's which will be scored by Scantron.
 2. Scantron scoring will not be conducted at the event site. Scantron score cards will be taken to the Illinois FFA Center, where they will be processed and results determined.
- C. Scoring System
1. The Hormel Computing Slide and/or Scantron® will be used in scoring the judging rings. In general the amount of cut made in a participant's score for exchanging pairs varies; a smaller cut is made for reversing pairs that the official judge indicates are close.

IV. Contest Results

- A. Every possible effort will be made in computing the results of the Career Development Event in order to prevent errors. However, if the results announced and errors are revealed, the results will stand as announced and will not be corrected at a later date, except by a formal appeal, and approval by, a majority vote of the Board of Directors of the IAVAT. The formal appeal process shall be:
1. Notification of suspected discrepancies, specifically identifying the errors, must be made in writing by the local advisor to the President of the IAVAT and copied to the Executive Director of the IAVAT.
 2. Notification of suspected discrepancies must be made no later than seven (7) days following the post-marked date of the Career Development Event results letter.
 3. In a Level I Review, the President and Executive Director review the written notification and determine a review of the results by the full Board of Directors is in order.
 4. If a Level II review is necessary, a special meeting of the IAVAT Board of Directors will be called within ten (10) days of the receipt of the notification.
 5. The IAVAT Board of Directors, by majority vote can authorize a correction of the Career Development Event results.
 6. A decision at either level of review will be considered to be final.
- B. Resolving Ties in Scores
1. Breaking Ties
 - a. When using the Scantron, rings will be ranked by degree of difficulty and the student's scores will be automatically broken, based on those tie breakers.
 - b. Prior to the commencement of scoring by Scantron, the judge(s) will identify the class(es) in an individual Career Development Event that will be used to break individual ties.
 - c. Prior to the start of scoring by Scantron, the judge(s) will identify the class(es) in the Career Development Event that will be used to break remaining team tie.

- d. For events in which Scantron scoring is not used and the judge has not identified the class(es) to use as a tie-breaker, when two or more teams have the same total score, the team with the higher ranking individual shall be ranked higher.
2. In instances when two or more individuals and/or teams have the same total score and the event is scored by hand or the Scantron fails to break the tie, the following procedure will be used to break the ties.
 - b. Breaking Team Ties
 - i. When two or more teams have the same total score, the team with the higher ranking individual shall be ranked higher.
 - ii. Team ties in the Agricultural Sales CDE will be broken by totaling the five individual practicum scores. If a tie remains, the team with the highest team activity score will be ranked higher.
 - c. Breaking Individual Ties
 - i. Individual ties in the Agriculture Business Management Career Development Event will be broken using the highest score in the problem section.
 - ii. Individual ties in the Agriculture Mechanics Career Development Event will be broken as follows:
 - Ag Power**
 - 1st Tie Breaker - Analysis of engine and performance
 - 2nd Tie Breaker - Identification of gasoline tractor parts and small engine parts and tools
 - 3rd Tie Breaker - Safety inspection and condition of a tractor or small engine
 - 4th Tie Breaker - Written examination
 - Welding**
 - 1st Tie Breaker - Cutting / oxyacetylene exercises
 - 2nd Tie Breaker - Arc Welds
 - 3rd Tie Breaker - MIG welds
 - 4th Tie Breaker - Written examination
 - Surveying**
 - 1st Tie Breaker - Land measurement exercise
 - 2nd Tie Breaker - Interpreting leveling exercise notes
 - 3rd Tie Breaker - Recording leveling exercise notes and computing evaluations of leveling exercise
 - 4th Tie Breaker - Written examination and nomenclature
 - Electricity**
 - 1st Tie Breaker - Wiring exercise
 - 2nd Tie Breaker - Diagramming circuits
 - 3rd Tie Breaker - Materials identification
 - 4th Tie Breaker - Written examination
 - Carpentry**
 - 1st Tie Breaker - Marking and calculating a rafter, brace, and/or truss problem
 - 2nd Tie Breaker - Preparing a bill of materials
 - 3rd Tie Breaker - Measuring, squaring, and sawing a board
 - 4th Tie Breaker - Identification of hardware items, such as nails, bolts, screws, hinges, nuts, & washers
 - 5th Tie Breaker - Identification of parts of a building
 - 6th Tie Breaker - Written exam
 - iv. Individual ties in the Agricultural Sales CDE will be broken using the highest practicum score.

- v. Prior to the commencement of scoring, the judge(s) will identify the class(es) in an individual Career Development Event that will be used to break individual ties in any Career Development Event not noted in rules ii through v.
 - vi. Prior to the commencement of scoring, the judge(s) will identify the class(es) in the Career Development Event that will be used to break remaining individual ties after applying the tie breakers noted in rules ii through v.
 - vii. For ties in instances where judges fail to identify the classes to serve as tie-breakers and no other method of breaking ties has been identified.
 - When two or more individuals have the same total score, the individual with the greatest number of perfect scores shall be ranked higher.
 - If individuals have the same number of perfect scores, the higher ranking will be determined by the next highest score, until all individual scores have been considered.
 - If a tie remains after comparing the scores and the event has a written test, the higher ranking goes to the individual with the higher exam score.
- C. The results for Career Development Events will be calculated and mailed in a timely manner. Every effort will be made to post results within one week of the event, but the assurance of accuracy, number of participants and office schedule may cause results to be delayed.
- D. Awards
1. Ribbons will be awarded to each team that participates. Those teams whose scores place them in the upper third of the teams judging in a given division will receive blue ribbon awards, those in the next third will receive red ribbons, and those in the lowest third will receive white ribbons.
 2. Superior (purple) ribbons will be awarded to the top 10 teams in each division (but not more than the top half of the blue ribbon group) in place of the blue ribbons.
 3. Ribbons will be awarded to each individual that participates. Individuals whose scores place them in the upper third of those judging in a given division will receive blue ribbon awards, those in the next third will receive red ribbons, and those in the lowest third will receive white ribbons.
 4. Superior (purple) ribbons will be awarded to the top 10 percent of the individuals (not to exceed 10 individuals) in each division or phase in place of the blue ribbons.
- E. In the event any agriculture education instructor or representative of the school suspects that cheating occurred at a Career Development Event, the following procedure will be followed:
1. The instructor or school representative will notify the IAVAT President, or the highest ranking IAVAT officer present, at the time of the suspected cheating or before leaving the CDE site.
 2. In the event incidents of cheating do not come to light until after leaving the CDE site, then the incident must be reported within twenty-four (24) hours to the President of the IAVAT.
 3. Sufficient evidence to support the charges must be made in writing and signed by teacher or school representative making the complaint. The written evidence must be faxed to the attention of the IAVAT President and carbon copied to the Executive Director of the IAVAT no later than three (3) school days following the contest.
 4. In a Level I Review, the IAVAT President and Executive Director will review the evidence and determine if the complaint warrants a review by the IAVAT Board of Directors.
 5. If a Level II review is necessary, the IAVAT Board of Directors will meet, review the charges and render a decision within ten (10) days of the completion of the event.

6. A decision at either level of review will be considered final.
7. The agriculture education instructor under question will be invited to the special IAVAT Board of Directors meeting to review with the Board the charges and evidence presented.
8. The IAVAT Board of Directors will consider the evidence and explanations provided before determining the final results of the Career Development Event.
9. In the event the IAVAT Board of Directors determines that the cheating did occur, the team and individual participants will be disqualified from the contest and a letter, composed and mailed by the full Board of Directors, will be sent to the school's superintendent notifying the school of the cause for the disqualification.

V. Miscellaneous

A. Weather and Cancellations

Each event will be held on the date indicated regardless of the weather. In some events it will be necessary for the judging to be done outside, this is especially true in the forestry, dairy cattle, and livestock events. In other events it may be necessary for the participants to be outside part of the time. Consequently, participants are urged to come prepared for the event regardless of the weather conditions.

B. Individual Career Development Events are described in greater detail in separate sections.

C. National Invitational Events Other than National FFA Convention

The Illinois FFA Board of Directors is the responsible group in granting permissions to schools wishing to travel and represent the Illinois Association FFA at a regional-level and national-level invitational events. Permission must be received from the Illinois FFA Board of Directors when registrations forms require the signature of the State FFA Advisor or an Executive Staff Member.

Requests to represent the Illinois Association must be in writing and will be addressed at the next meeting (July, September, January or May) following the receipt of the request. Requests should identify the event, school the school who is making the request and a list of the individuals planning to compete and the individual who will serve as the chaperone for the event.

Permission to represent the Illinois Association FFA are normally limited to teams placing in the top three schools at the state-level event conducted by the IAVAT or the FFA.

Funding for a schools participation in regional-level and national-level events, other than those occurring at the National FFA Convention, are the local school's responsibility. A stipend is provided to schools representing Illinois FFA at events conducted at the National FFA Convention.

The list on the following page is not meant to be all-inclusive. There may be opportunities other than those listed, if so the request to represent at that event would follow the procedures listed previously.

<i>National & Regional-level Career Development Events</i> <i>(Participation limited)</i>		
CDE	Approximate Date	Usual Location(s)
Agronomy		
World Dairy Expo - Forage Management	End Sept	Madison, WI

Dairy		
World Dairy Expo	End Sept	Madison, WI
All-American Dairy Show	Mid Sept	Harrisburg, PA
North American International Livestock Expo	Early Nov	Louisville, KY
Dairy Foods		
World Dairy Expo	Early Oct	Madison, WI
Horse		
Quarter Horse Congress	4th Fri. in Oct	Columbus, OH
Arabian Nationals	3rd Weekend in Oct	Louisville, KY or Albuquerque, NM
National Appaloosa Show	24-Jun	Jackson, MS
National Western	2nd Wk Jan	Denver, CO
AQYHA	2nd Thurs in August	Fort Worth, TX
Morgan Grand Nationals	1st Sat in Oct	Oklahoma City, OK
Pinto National Youth Event	3rd Sat June	Tulsa, OK
National Appaloosa Event	1st Sun July	Oklahoma City, OK
American Junior Paint Horse Event	3rd Fri July	Ft Worth, TX
Walking Horse Celebration Event	4th Sat August	Shelbyville, TN
Horticulture		
NJHA Contest	Last Weekend in Oct	Changes Annually
Livestock		
American Royal	Early Nov	Kansas City, MO
National Western	2nd Week Jan	Denver, CO
Keystone International	1st Week Oct	Harrisburg, PA
Eastern National	2nd Wk Sept	Timonium, MD
Southeastern Regional **2 Teams per state	End October	Rocky Mount, NC
Meats		
National Western	2nd Wk Jan	Denver, CO
Parliamentary Procedure		
National Western	2nd Wk Jan	Denver, CO
The Big "E"		
	Late Sept	Springfield, MA
Thw Big "E" is an annual event offering a wide variety of invitational opportunities. Competitive events in the following area have been held in the past.		
Agriculture Mechanics	Extemporaneous Public Speaking	Job Interview
Agronomy	Farm Business Management	Livestock
Creed Speaking	Floriculture	Nursery/Landscape
Dairy Cattle	Forestry	Parliamentary Procedure Poultry
Dairy Foods	Horse Evaluation	Prepared Public Speaking

General Information

2011-2012 IAVAT State Career Development Events

Career Development Event	# on Team	# for Score	Team	Check-in or Registration	Fees per Participant Member - Nonmember	Date	Event Time	Location
Horse	Four	Top 3	1 reasons 1 nonreasons	7:30 am invitational	Member \$9 - reasons \$7 - nonreasons Non-Member \$30 - reasons \$28 - nonreasons	Tentative 9/15/12	9:00 am	Black Hawk East C.C.
Forestry	Five	Top 3	1/school	9:00 am on-site	\$7— \$28	Tentative 10/06/12	10:00 am	SIU
Food Science	Four	Four	1/school	9:00 a.m.	Determined by Host	11/05/11	10:00 am	Pleasant Hill High School
Ag Sales	Five	Five	1/school	Prereg. only 10/28/11	\$7— \$28	11/12/11	by appt.	Parkland College
Agronomy	Four	Top 3	1/school	8:30 am optional prereg. 11/30/11	\$7— \$28	12/10/11	10:00 am	U of I
Dairy Foods	Five	Top 3	1/school	8:30 am optional prereg. 11/30/11	\$7— \$28	12/10/11	10:00 am	U of I
Ag Issues	Three to Seven	All	1/school	Prereg. Only 1/27/12	\$7— \$28 per team	2/11/12	by appt.	WIU
Job Interview	N/A	Individual	N/A	Prereg. only 1/27/12	Determined by Host	2/11/12	by appt.	WIU
Meats Evaluation & Technology	Five	Top 3	1/school	9:00 am optional prereg. 2/17/12	\$7— \$28	Tentative 3/03/12	10:00 am	U of I
Poultry	Five	Top 3	1/school	9:00 am optional prereg. 2/17/12	\$7— \$28	Tentative 3/03/12	10:00 am	U of I
Parliamentary Procedure	Six	All	First & second teams from District	Automatically registered	None	3/24/12	by appt.	ISU
Ag Communication	Five	All	1/school	Prereg. Only 3/02/12	\$7— \$28 per team	3/24/12	by appt.	ISU
<i>District</i> Creed Speaking	N/A	Individual	First & second individual from Section	Automatically registered 03/02/12	None	4/04/12	The District I event will be held 3/08/12	5 district sites to be announced
<i>District</i> Extemp. Speaking	N/A	Individual	First & second individual from Section	Automatically registered 03/02/12	None	4/04/12	The District I event will be held 3/08/12	5 district sites to be announced

Career Development Event	# on Team	# for Score	Team	Check-in or Registration	Fees per Participant Member - Nonmember	Date	Event Time	Location
<i>District</i> Prepared Speaking	N/A	Individual	First & second individual from Section	Automatically registered 03/02/12 Speeches Due District 3/09/12	None	4/04/12	The District I event will be held 3/08/12	5 district sites to be announced
Horticulture	Five	Four	1/school	8:00 am Prereg. only 4/02/12	\$7– \$28	Tentative 4/27/12	10:00 am	U of I
Dairy Cattle	Five	Top 3	1/school	8:00 am optional prereg. 4/02/12	\$7– \$28	Tentative 4/27/12	10:00 am	U of I
Livestock	Five	Top 3	1/school	8:00 am optional prereg. 4/02/12	Member \$20 - reasons \$7 - nonreasons Non-Member \$48 - reasons \$28 - nonreasons	Tentative 4/27/12	10:00 am	U of I
<i>State</i> Creed Speaking	N/A	Individual	First & second individual from District	Automatically registered 04/04/12	None	5/05/12	10:00 am	ISU
<i>State</i> Extemp. Speaking	N/A	Individual	First & second individual from District	Automatically registered 04/04/12	None	5/05/12	10:00 am	ISU
<i>State</i> Prepared Speaking	N/A	Individual	First & second individual from District	Automatically registered 04/04/12 Speeches Due to State 4/13/12	None	5/05/12	10:00 am	ISU
Ag Business Management	Five	Top 3	1/school	5:45 pm Prereg. only 4/19/12	\$7– \$28	5/02/12	Evening, but time varies by District	5 district sites to be announced
Ag Mechanics	Five	Five	First team per section & all first place Individuals	9:00 am Pre-registration required 4/26/12	\$10– \$40	5/15/12	10:00 am	U of I

Illinois Association of Vocational Agriculture Teachers Agricultural Business Management CDE

A. General Information

1. **Team:** A team shall consist of five (5) participants. The three (3) participants with the highest scores shall constitute the team score.
2. **Placings/Scoring:** Questions and problems will be scored by individuals designated by IAVAT.
3. **Scorecards:** The Scantron card used in the event will be *Multi Purpose B - CDE form #228576*.
4. **Miscellaneous:**
 - a. The event is open to any school desiring to participate.
 - b. Participants may use non-programmable (will not store formulas), battery operated calculators if they provide them.
 - c. Calculators may not be shared.
 - d. Two (2) hours will be allowed for participants to complete the event.
 - e. Each district shall have the flexibility to set a start time, but no competing team or individual shall depart the event site prior to all teams having started the event.
5. **Additional Information:** Refer to the "General Rules" section for the current year for information concerning **Entry Fees, Registration, and Location** of the event.
6. **Preregistration is required.** Watch the *AgEd Listserve* for event details. Each agriculture teacher with either a participant or a team in the Agricultural Business Management Career Development Event must submit an entry form and non-refundable registration fees in advance of the announced deadline to the IAVAT office. Preregistration forms may be downloaded at <http://im.itcs.illinois.edu/> or www.iavat.org. Deadline dates for preregistration will be published in the *IAVAT Calendar of Events*.

B. Event Format

Part A. Consists of 25 True or False question valued at 1 point each. Five (5) sample questions are illustrated. [**Scoring note:** This section will comprise 25 of the possible 225 points]

Sample Questions

True or False: Make an appropriate choice of True or False

- _____ 1) A "bull" market suggests prices are likely to decline.
- _____ 2) Accounts payable is listed as an asset on a balance sheet.
- _____ 3) The balance sheet is the best financial statement for determining owner's equity.
- _____ 4) Beginning and ending inventory of a common year must be identical.
- _____ 5) The Farmers Home Administration is an example of a private lending institution.
- _____ 6) $\text{Equity} = \text{Total liabilities} + \text{Total assets}$
- _____ 7) Most Farm Businesses are incorporated.

Part B. Consists of 50 multiple choice questions related to applying principles of farm management, farm records, farm credit, budgets, break-even problems and costs. Five (5) sample questions are illustrated. [Scoring note: This section will comprise 100 of the possible 225 points]

Sample Questions

Multiple Choice: Make an appropriate choice of A, B, C or D

- _____ 1) The major advantage of renting or leasing a production input such as land or machinery is to
- A. reduce taxes.
 - B. release capital for other uses.
 - C. increase depreciation allowances.
 - D. improve output per worker.
- _____ 2) Long term credit should be used to purchase
- A. cattle.
 - B. machinery.
 - C. land and buildings.
 - D. fertilizers.
- _____ 3) In a period of declining farm prices, the manager could best maintain his labor income by
- A. reducing inputs.
 - B. increasing resources.
 - C. decreasing marginal expenses.
 - D. increasing output per worker.
- _____ 4) In analyzing the farm business, depreciation should be considered as
- A. a variable cost.
 - B. a fixed cost.
 - C. an opportunity cost.
 - D. an operating cost.
- _____ 5) It is profitable for a farmer to borrow money to expand a farm business when the borrowed money
- A. returns more than borrowed money.
 - B. can be secured at a low interest rate.
 - C. can improve the level of production.
 - D. will increase the volume of business.
- _____ 6) Short term credit is most likely used for
- A. fertilizer purchase
 - B. purchasing land
 - C. purchasing a tractor
 - D. building a new machine shed
- _____ 7) How many 80 -acre parcels of land can be divided from one and one-half sections of farmland?
- A. 8
 - B. 10
 - C. 12
 - D. 16

Part C. Consists of problems related to applying principles of farm management, farm records, farm credit, budgets, break-even problems and costs. A sample problem is illustrated. [Scoring note: This section will comprise 100 of the possible 225 points]

Sample Problem

Problem Section: Using the information provided below, complete the net worth statement for January 1 for this young farmer.

Value of Machinery	\$48,000	
Value of Land	120,000	
Bank Checking Account	2,000	
Stored Wheat	9,000	
Steer Calves	15,000	
Cow Herd	10,000	
Value of Buildings	4,000	
The Operating Loan used to purchase calves due March 15 is \$8,000.		
The 20 Year Land Loan Balance is \$50,000 due July 1.		
Net Worth Statement		
ASSETS		
Current		
1. Bank Checking Account	\$2,000	
2. Stored Wheat	9,000	
3. Steer Calves	15,000	
Intermediate		
1. Value of Machinery	\$48,000	
2. Cow Herd	10,000	
Fixed		
1. Value of Land	\$120,000	
2. Value of Buildings	4,000	
Total Assets		208,000
LIABILITIES		
Current		
1. Operating Loan	\$8,000	
2. Part of Land Loan	5,000	
Intermediate		
	0	
Long Term		
1. Land Loan	\$45,000	
Total Liabilities		\$58,000
Net Worth		\$150,000

C. Suggested References

Primary Reference:

Steward, Jim, Raleigh Jobes, James Casey and Wayne Purcell, *Farm and Ranch Business Management*; Moline, Illinois: Deere & Company, 2005

Secondary References

CBOT/CME electronic resources - available at:

<http://www.cmegroup.com/education/index.html#>

MyCaert AG Business Units - available through your personal account log-in at:

www.agriculturaleducation.org

Missouri FFA Farm Management Contest - Exams and Keys - available at:

<http://agebb.missouri.edu/mgt/plainffa/index.htm>

4. Miscellaneous

Career Development Events Handbook 2006-2010. National FFA Organization, P.O. Box 68960, 6060 FFA Drive, Indianapolis, IN.46268-6060.

Catalog of instructional materials is available from ITCS Instructional Materials, University of Illinois at Urbana-Champaign, 1401 S. Maryland Dr., Urbana, IL 61801. (800) 345-6087 FAX (217) 333-3917 or available on the World Wide Web

<http://im.itcs.illinois.edu/>.

Illinois Association of Vocational Agriculture Teachers

Agricultural Issues CDE

Purpose of the Event

The integration of agricultural issue analysis in local school academic subject matter areas will help students develop an understanding of local, state, national and international issues facing agriculture today and in the future. Students gain an understanding of the principles and fundamentals of agricultural issue analysis as they select, research, plan and presentation of an agricultural issue. The event promotes career choices by providing an opportunity for individuals to become acquainted with professionals in the industry as they acquire knowledge and skills in community leadership.

A. General Information

1. **Team:** A team shall consist of a minimum of three and a maximum of seven students who are actively participating, orally presenting and available to answer the judges' questions. Each student must take an active role in the presentation in order for the team to qualify for awards. This includes active participation in the presentation and making themselves available for questions from the judges in all rounds of competition.
2. **Registration**
 - a) Schools interested in participating in the State Ag Issues CDE must file an "***Intent to Participate***" form with their IAVAT District Director on or before December 1st.
 - b) When more than two schools from the same district file an "***Intent to Participate***" form, the IAVAT District Director will conduct a District Agricultural Issues CDE on or before January 30th.
 - c) The teams with the top two scores in a district event shall advance to the State Agricultural Issues CDE.
 - d) Two schools from each IAVAT District may compete in the State Agricultural Issues CDE. A third place team from district competition will not compete in the state event, unless the third place team from each district can be accepted **and** the total number registered for state competition does not exceed ten teams.
 - e) Teams participating in the state event by using a video link from a satellite location, will be eligible for awards **only** when the IAVAT District Director or their designees is present at the satellite location to monitor the presentation.
 - f) Entry fees are not refundable.
3. **Miscellaneous**
 - a) Presentations may include official FFA dress, costumes, props, skits and other creative paraphernalia.
 - b) The purpose of the agricultural issues forum is to present a current issue to a public audience; therefore, 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.
 - c) No one will be allowed to observe any presentation.
4. **Scoring & Awards**
 - a) A minimum of three competent and impartial persons will be selected to judge the CDE. They will be instructed not to take sides on the issue(s). Professors and industry representatives are recommended as judges.
 - b) During the presentation, the judges will be seated in different sections of the room in which the event is held and they will score each presentation, using the score sheet provided.
 - c) Each judge shall formulate and ask questions that pertain directly to the team's issue.
 - d) Each judge will score the team presentation and the questions asked by all judges.
 - e) The full seven minutes for questions should be used.

- f) When all participants have finished speaking, each judge will total their score on each participant.
 - i) Participants shall be ranked in numerical order by each judge without consultation with any other judge.
 - ii) If any judge's scoring results in a tie between two or more presentations, the judge shall be asked to re-score so as to avoid the tie.
 - iii) After a judge has broken all ties in total score they will rank all presentations in numerical order without consulting any other judge. The rankings of the three judges shall then be added and the winner will be the team whose total of rankings is the lowest. Other placings shall be determined in the same manner (Low point score method of selection).
 - iv) If a tie occurs when adding the rankings of the three judges, the team who has the highest grand total score shall be ranked higher.

5. **Additional Information:** Refer to National FFA Career Development Events manual.

B. Career Development Event Format

1. The issue will come from one of the following eight agricultural issue topic areas as listed in the Focusing on Agricultural Issues instructional materials:
 - a) Environmental Issues
 - b) Agricultural Technology Issues
 - c) Animal Issues
 - d) Agricultural Career Issues
 - e) Economy and Trade Issues
 - f) Agricultural Policy Issues
 - g) Food Safety Issues
 - h) Biotechnology
2. Research on the topic must be current and students must be involved in all the research of the topic and development of the portfolio.
3. The same agricultural issue presentation and/or portfolio will not be used in subsequent years by the same chapter and/or advisor.
4. The portfolio should include items described in i, ii and iii below.
5. Portfolios are due (postmarked) to the host of the State Event on or before January 31st.

C. Career Development Events Divisions

1. Team Presentation

- a) Introduction, Pro, Con and Summary of Pro and Con (20 points each, 80 points total)
There will be a 5-point deduction from the scorecard of any team that draws a conclusion supporting a pro or con viewpoint during the formal presentation.
- b) Overall presentation (participation of each member of the team, quality and power of the presentations, creativity, stage presence) (20 points)
- c) Questions (25 points)

2. Portfolio

- a) The portfolio is limited to ten pages single-sided or five pages double-sided maximum, not including cover page.
- b) The portfolio shall consist of three parts, worth a total of 25 points.
 - i. The cover page will include the title of the issue, the date of the state qualifying event, name, address and phone number of the chapter.
 - ii. Summary of the Issue (5 points) - A maximum of two pages of the portfolio will include a summary of the issue, answering the questions that are most relevant to your topic:
 - List course(s) in which instruction occurred including the number of students involved in the instruction of the issue. (See Objective 6.)
 - Why is this issue important now?

- What is the nature of the issue?
 - Who is involved in the issue?
 - How can the issue be defined?
 - What is the historical background of the issue?
 - What caused the issue?
 - What are the risks?
 - What are the benefits?
 - Is there strong disagreement on the issue?
- iii. Bibliography (5 points) - A bibliography of all resources and references cited which may include personal interviews and any other supporting material.
- iv. Documentation of Local Forums (15 points) - Each team will conduct presentations on the issue developed and presented at the local level. A chapter must have a minimum of five high quality public forums prior to their state qualifying event in order to receive the maximum of 15 points. The documentation of the presentations at these local forums is required and should include:
- When were the forums presented
 - Where were the forums presented
 - To whom the forum(s) were presented were the forums presented
 - How many community members were in attendance at each of the forum(s)
 - Documentation that local forum(s) occurred prior to the District qualifying event such as:
 - Letters from organizations
 - News articles
 - Photos showing attendance at forums

Notes on Forums:

- Forum presentations given after having won the district competition are encouraged, but will not count toward the portfolio score.
 - Multiple organizations attending the same forum will count as one forum.
 - If more than one forum is held on the same day, the starting time of each forum must be independently documented.
 - Portfolio judges may take into consideration the quality and quantity of presentations made to audiences outside of the school.
 - No points will be awarded for school presentations to teachers and students.
 - In addition, no points shall be awarded for forums presented as any part of a local or state FFA competition.
- c) A maximum of ten (10) points will be deducted for exceeding the maximum amount of pages and /or for not including the cover page containing required information.
- d) Five copies of the portfolio must be sent to the event host on or before January 31st.

D. Time Limits

1. Five minutes will be allowed for set up.
2. The presentation will be a maximum of 15 minutes in length.
 - a) The presenters will receive a signal at 10 minutes and 14 minutes.
 - b) At 15 minutes the timekeeper will announce that time is up, and the presentation will end.
3. A maximum of seven (7) minutes for questions and answers will be allotted.
 - a) Questions and answers will terminate at the end of seven (7) minutes.
4. Three (3) minutes will be allowed for take down.

Portfolio Score Sheet

PORTFOLIO				
	POSSIBLE POINTS	15 – 11	10 – 6	5 – 1
1. Summary of the Issue (2 pages maximum)	5			
2. Bibliography	5			
3. Documentation of Local Forums	15			
Subtotal:	25			

Team Sub Total:

• Deduction for exceeding the maximum number of pages and incomplete cover page [10 pts. Max]:	Deduction:	()
• Deduction for portfolios received after postmark deadline [2.5 points Max]	Deduction	()

Total Score:

Presentation Score Sheet

TEAM PRESENTATION						
	POSSIBLE POINTS	25 – 21	20 – 15	14 – 10	9 – 5	4 – 0
1. Introduction Statement of the issue and its importance	20					
2. Pro View Point	20					
3. Con View Point	20					
4. Summary of Pro and Con	20					
5. Overall Presentation	20					
6. Questions	25					
7. Portfolio	25					
Total:	150					
Deduction for Presenting a Conclusion During Teams' 15 minute presentation	(5)					(___)

Team Presentation Total:

- E. **References** (This list contains references that may prove helpful during event preparation, is not intended to be inclusive. Other sources may be utilized and teachers are encouraged to make use of the very best instructional materials available.)

Updated Focusing on Agricultural Issues Instructional Materials

Located at: <http://web.ics.purdue.edu/~peters/> and is available for purchase through The Core Catalog, National FFA Organization.

Agricultural Issues: Ground Water Safety Video, available for purchase through The Core Catalog, National FFA Organization

“Helpful hints to give your students the best opportunity to do well in the Agricultural Issues Forum Career Development Event at the State and National FFA

Conventions” Located at <http://web.ics.purdue.edu/~peters/> and on the National FFA Website at link:

http://www.ffa.org/programs/cde/documents/cde_agissues_resources.pdf

Agricultural Issues CDE

Intent to Participate Form

Due to your District IAVAT Director by December 1st

Chapter _____

Preferred Time of Presentation: _____

If our chapter is selected to participate at the state level, we will compete at:

- Western Illinois University - the state host site
- A satellite location - arranged for by our District IAVAT Director

Identify which of the eight agricultural issue topic areas your presentation will focus on:

<input type="checkbox"/>	Environmental Issues
<input type="checkbox"/>	Agricultural Technology Issues
<input type="checkbox"/>	Animal Issues
<input type="checkbox"/>	Agricultural Career Issues

<input type="checkbox"/>	Economy and Trade Issues
<input type="checkbox"/>	Agricultural Policy Issues
<input type="checkbox"/>	Food Safety Issues
<input type="checkbox"/>	Biotechnology

Tentative list of team member:

(Teams may include a minimum of three and a maximum of five participants)

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____

- 1) Schools wanting to participate in the State Ag Issues CDE are required to send an Intent to Participate form to their District IAVAT Director by December 1st.
- 2) If more than two schools in a district submit an intent, the District IAVAT Director will hold a District Ag Issues CDE no later than January 30th.
- 3) Results of the District Ag Issues CDE and the participating teams' portfolios at the time of the district qualifying event or, in instances when a district qualifying event is not held, to Western Illinois University no later than January 30th.
- 4) The top two teams from district competition shall advance to the state event and should all presentation times not be filled, the host will allow the participation of all third place teams in district competitions.

Illinois Association of Vocational Agriculture Teachers Agricultural Mechanics CDE

A. General Information

1. **Participation:** Each sectional chairman should submit the names of the sectional winners immediately after the event and prior to the preregistration deadline to the IAVAT Executive Director, 3221 Northfield Drive, Springfield, IL 62702.
 - a. **Team:**
 - This Career Development Event is restricted to the winning team or alternate team of each sectional Agricultural Mechanics Career Development Event, plus the first place individuals in each section who are not on the section winning team. However, no school may have more than one (1) member compete in any single phase of the Agricultural Mechanics Career Development Event.
 - Each team shall consist of five members. Each five-member team has a different participant in each of the five phases of the CDE.
 - Each section with a participating team will be required to furnish two adult helpers for the event. One helper would normally be the coach of the team and the other a qualified volunteer helper from the section.
 - There will be a 90-minute maximum time limit per participant for each phase of the event.
 - Teachers and helpers shall bring and wear safety glasses where designated by the superintendent.
 - b. **Individual:**
 - This Career Development Event is restricted to the first place individuals in each section who are not on the section winning team, plus the winning team or alternate team of each sectional Agricultural Mechanics Career Development Event. However, no school may have more than one (1) member compete in any single phase of the Agricultural Mechanics CDE.
 - Individuals participate for individual awards only.
2. **Placings/Scoring:**
 - a. Each phase superintendent will oversee the scoring of their phase.
 - b. Agriculture teachers score the exams, exercises and tests as they become available.
3. **Miscellaneous:**
 - a. Participants may use non-programmable (will not store formulas), battery operated calculators if provided by the participant.
 - b. Calculators may not be shared.
5. **Additional Information:**
 - a. Refer to the current year's "*Annual Information and General Rules*" section for information concerning **Entry Fees, Registration and Event Location**.
 - b. *Effective 2009-10 all participants in the Agricultural Mechanics CDE must present a completed "Agricultural Mechanics CDE - Waiver, Release of Liability, Consent to Medical Attention, Authorizations, and Certifications" form when they check-in at the event site.*
6. **Preregistration is required:**
 - a. Deadline dates, vent detail and a preregistration form will be published in the "*IAVAT Calendar of Events*".
 - b. Each agriculture teacher with either a participant or a team in the Agricultural Mechanics Career Development Event must submit an entry form and non-refundable registration fees in advance of the announced deadline to the IAVAT office.

- c. Preregistration forms may be downloaded at <http://im.itcs.illinois.edu/> or www.iavat.org.

B. Career Development Event Divisions

1. Agriculture Power Phase

The agriculture power phase will include:	<u>Scoring</u>
Safety inspection and condition of a tractor or small engine.....	25 points
Analysis of engine and performance.....	25 points
Identification of tractor parts and small engine parts and tools.....	25 points
Written examination (based on listed references).....	25 points

The following item must be furnished by the participants in the Ag Power Phase:

- 1) **Safety glasses.** These safety glasses should be marked for easy identification in case they are misplaced. Safety glasses **must be worn** during the entire Agricultural Power phase except while taking the written examination.

2. Carpentry Phase

The carpentry phase will include:	<u>Scoring</u>
Identification of hardware items, such as nails, bolts, screws, hinges, nuts, & washers (Participants may use only a folding rule or flexible steel tape).	15 points
Identification of parts of a building.....	15 points
Preparing a bill of materials (Buying list and cutting list).....	15 points
Measuring, squaring, and power sawing a board.....	15 points
Calculating a rafter, brace and/or truss problem.....	15 points
Written examination (based on listed references).....	25 points

The following items must be furnished by the participants in the Carpentry Phase:

- 1) Carpenter’s square;
- 2) Pencil;
- 3) Folding rule or flexible steel tape;
- 4) **Two sawhorses;**
- 5) **Safety glasses.** All items should be marked for easy identification. Safety glasses **must be worn** during the entire Carpentry Phase except while taking the written examination.

All items should be marked for easy identification.

3. Electricity Phase

The electricity phase will include:	<u>Scoring</u>
Diagramming circuits.....	15 points
Wiring exercise.....	40 points
Materials identification.....	15 points
Written examination (based on listed references).....	30 points

The following items must be furnished by the participants in the Electricity Phase:

- 1) Electricians side-cutting pliers
- 2) Diagonal cutting pliers
- 3) Cable rippers; 4) Electrical screwdriver
- 4) Long-nose pliers; and
- 5) **Safety glasses.** Safety glasses **must be worn** during the entire Electricity Phase except while taking the written examination.

All items should be marked for easy identification.

4. **Surveying Phase**

The surveying phase will include:	<u>Scoring</u>
Written examination (based on listed references).....	25 points
Recording leveling exercise notes and computing evaluations of leveling exercise.....	25 points
Interpreting leveling exercise notes.....	25 points
Land measurement exercise.....	25 points

Everything will be furnished for this event phase; no safety glasses will be required. Participants will be provided and allowed to select a Dumpy Level, Builder’s level or Laser Level to use in completing a the “*Recording leveling exercise notes and computing evaluations of leveling exercise*” portion of the event.

5. **Welding Phase**

The welding phase may include metal-arc welding, <i>metal inert-gas (MIG) welding</i> , oxyacetylene brazing, and oxyacetylene cutting. It may include welds in different positions, with different thickness of metal and different welding rods.	<u>Scoring</u>
Welding exercises (including neatness and workmanship).....	80 points
Written examination (including safety) (based on listed references).....	20 points

The following **MUST** be furnished and worn by the participants in order to participate in the Welding Phase of the event:

- 1) **Safety glasses or goggles;**
- 2) Arc welding hood (helmet);
- 3) Welding gloves;
- 4) Oxyacetylene goggles;
- 5) Wire brush;
- 6) Chipping hammer;
- 7) Pliers or tongs to handle hot metal;
- 8) Suitable clothing for welding (non-insulated coveralls, leather high top shoes **no tennis shoes or jogging shoes**) as stated in VAS Unit 3022a.

All items should be marked for easy identification.

NOTE: A participant will be **disqualified immediately for laying down a lighted torch**. A participant will also be **disqualified immediately for welding without suitable eye protection**, which includes safety glasses under the welding hood. All persons in the welding area shall wear safety glasses. At any time, the superintendent may check tools, equipment and clothing at their discretion.

Penalties and point deductions will be made as follows:

Immediate Disqualification
Welding or cutting with no safety glasses
Laying down a lit torch
Wearing just a Tee shirt
5 points will be deducted for each of the following
Footwear that does not cover the ankles
Tennis shoes or open toed shoes
Holes in pants
Frayed seams on pants
Welding or cutting without gloves (5 points deducted per occurrence)

A superintendent shall have the right to disqualify any participant for improper clothing or equipment should the clothing or equipment be determined a hazard to the safety of any individual in the CDE area. **No persons may enter the Welding Laboratory with matches, liquid-fuel lighters, or butane lighters in their possession.**

C. Suggested References

Primary References:

- Ag Mechanics, Fundamentals and Applications** (5th Edition) -2005, by Dr. Ray V. Herron; Cengage Learning, Inc., P.O. Box 6904, Florence, KY 41022-6904
- Basic Electricity and Practical Wiring** - 1998, by Harry Hoener; AAVIM, 220 Smithonia Road, Winterville, GA 30683
- Welding: Principles and Applications** (5th Edition) - 2004, by Larry Jeffus; Cengage Learning, Inc., P.O. Box 6904, Florence, KY 41022-6904
- VAS Units** - ITCS Instructional Materials - University of Illinois, 1401 South Maryland Drive, Urbana, IL 61801
 - U3022a Safety in the Shop
 - U3014 Small Engines - Principles of Operation, Trouble Shooting, and Tune-Up
 - U3009a Using the Carpenter's Square,
 - U3051a Planning a Construction Project,
 - U3055 Lumber: Grading, Selecting, Buying, Using, and Storing,
 - U3003c Planning for Electrical Wiring,
 - U3016a Electrical Wiring Procedures,
 - Z3016b Electrical Wiring Exercises,
 - U3001a Oxyacetylene Welding and Cutting
 - U3004a Shielded Metal-Arc Welding
 - U3037 Metal Inert Gas (MIG) Welding,

Secondary References:

- Small Gas Engine Fundamentals** (9th Edition) - 2008, by Alfred C. Roth; Goodheart-Willcox Publisher, 18604 West Creek Drive, Tinley Park, IL 60477-6243
- Modern Carpentry** (11th Edition) - 2008, Willis H. Wagner and Howard Bud Smith; Goodheart-Willcox Publisher, 18604 West Creek Drive, Tinley Park, IL 60477-6243
- Electrical Wiring Residential** (16th Edition) - 2008, by Ray Mullin; ; Cengage Learning, Inc., P.O. Box 6904, Florence, KY 41022-6904
- VAS Units** - ITCS Instructional Materials - University of Illinois, 1401 South Maryland Drive, Urbana, IL 61801
 - U3019 Small Engines - Repair and Overhaul
 - U3020 The Two Cycle Engine
 - U3023 Micrometers and Related Measuring Tools
 - U3012a Electrical Hazards in Home, Farm and Business
 - U3038 Using Three-Phase Electrical Power on the Farm
 - U3058 Selecting Electric Motors for Use in Agriculture
 - U3059 Installing and Caring for Electric Motors in Agriculture
 - U3036 Tungsten Inert Gas (TIG) Welding,
 - U3041 Ferrous Metals - Properties, Identification and Treatment
 - U3010B Surveying in Agriculture
 - U2042 Land Surveys and Descriptions
 - MDS 340 Hand Tool Identification
 - MDS 320 Hardware and Fastener Identification

Catalog of instructional materials is available from ITCS Instructional Materials, University of Illinois at Urbana-Champaign, 1401 S. Maryland Dr., Urbana, IL 61801. (800) 345-6087 FAX (217) 333-3917 or available on the World Wide Web <http://im.itcs.illinois.edu/>.

AGRICULTURAL MECHANICS CAREER DEVELOPMENT EVENT

Waiver, Release of Liability, Consent to Medical Attention, Authorizations, and Certifications

In exchange for my being allowed to participate in the Agricultural Mechanics Career Development Event program, a program administered by the Illinois Association of Vocational Agriculture Teachers ("IAVAT"), I, and if I am not 21 years old, my parent or legal guardian (individually and collectively referred to below in the first person singular) agree to be bound by the following:

1. Voluntary Participation. I understand and confirm that my participation in the Program is voluntary.
2. Identification of Risks. I understand that IAVAT and its representatives may not be present during my participation in the Program. I understand that my participation in the Program may involve risk of injury and loss, both to person and to property. I also understand that the risk of injury may include the possibility of permanent disability and death.
3. Assumption of Risk. I understand that dangerous conditions can and do exist at the Program. I understand and affirm that I am aware of the damage, injury or death that I and any other participant may encounter. I assume all risks, known and unknown, foreseeable and unforeseeable, in any way connected with my participation in the Program. I accept personal responsibility for any liability, injury, loss or damage in any way connected with my participation in the Program.
4. Release and Waiver. I release IAVAT and its directors, officers, employees, agents, volunteers, successors, and assigns from any and all claims all liability for and waive any for injury, loss, or damage, including attorneys' fees, in any way connected with my participation in the Program (a "Claim"), whether or not caused in the whole or part by the negligence (but not the gross negligence) of IAVAT or any of the individuals mentioned above.
5. Consent to Medical Treatment. I authorize IAVAT to provide to me, through medical personnel of its choice, customary medical assistance, transportation, and emergency medical services. This consent does not impose a duty upon IAVAT to provide such assistance, transportation, or services.
6. Publication. I authorize IAVAT to use my name, photo, materials produced for the program, or presentation in program for IAVAT materials, including but not limited to, educational resources, press releases, web-based publicity, & other publicity materials.
7. Severability. Each term and provision of the instrument shall be valid and enforced separately to the fullest extent permitted by law.
8. Applicable Law. This instrument shall be governed, construed, and enforced in accordance with the law of the State of Illinois.
9. Acceptance. I agree that I am freely and voluntarily signing this waiver and I agree to have no other person with me during the Program who has not signed this release of liability.

THIS IS A WAIVER AND RELEASE OF LIABILITY. I HAVE READ THIS WAIVER, RELEASE OF LIABILITY AND CONSENT. I UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT. I AM SIGNING THIS WAIVER, RELEASE OF LIABILITY AND CONSENT VOLUNTARILY.

Participant's certification of eligibility and original effort, and authorization to use materials:

1. I hereby certify that I meet all eligibility requirements for participation in the above cited Career Development Event for the current year, as set forth in the "2009-10 Illinois CDE Handbook."

Participant: _____
Printed Name Signature Date

If the person participating in the program is not yet 21 years old, both parents or the legal guardian(s) must sign:

In exchange for my/our child or ward being allowed to participate in the Program, and as the parent(s) or legal guardian(s) of the above-named individual, I/we verify that I/we fully understand, agree to, and accept all provisions of this Waiver, Release of Liability and Consent.

Guardian: _____
Printed Name Signature Date

Guardian: _____
Printed Name Signature Date

Insurance Company: _____ Policy Number: _____

Witness: _____
Printed Name Signature Date

Administrator: _____
Printed Name Signature Date

Daytime Emergency Contact Information: Primary Telephone # _____
Secondary Telephone # _____

Illinois Association of Vocational Agriculture Teachers

Agricultural Sales CDE

Purpose of the Event

The marketing of agricultural products is a key to profitability in today's competitive economy and agricultural sales plays a major role in the marketing process. Through this event, students will have an opportunity to prepare for careers in sales by participating in a wide range of activities oriented around the total sales process.

Objective

The objective is to develop the skill sets necessary to be successful in sales. These would include the following:

Communication Skills

- Verbal Communication.
- Written Communication.
- Interactive Communication - to be able to listen and question in order to gather information.

Product Knowledge

- Features and benefits of a product.
- Identifying potential customer objections.
- Knowledge of proper product use.

Sales Process

- Identifying prospective customers through marketing data.
- Developing an approach that introduces your product to your prospective customer.
- Develop a sales call that determines and addresses customer needs and objections.
- Attempt trial closes to confirm customer interest.
- Understand the basic business structure necessary to sell and deliver a product.
- Attempt to close the sale by asking the customer to make a buying decision.

Maintaining Customers

- Establish and build customer confidence in you and your product.
- Address customer complaints including:
 - ◆ Defective merchandise.
 - ◆ Maintain customer contact and place additional orders for sales.
 - ◆ Review product performance.

A. General Information

1. **Team:** A team shall consist of *five* (5) members. Each team member will participate in the objective test and in one of the practicums. The team will work together to solve a Team Sales Situation.
2. **Awards:** All scores will be added to calculate the team score. Individual awards will be based upon the total of (a) the objective test score and (b) the practicum score.
3. **Miscellaneous:** No one will be allowed to observe any presentation. A project summary sheet should be prepared.
5. **Registration:** This event shall be open to any school desiring to participate. Pre-registration for this career development event is expected by a deadline to be announced on the *Ag Ed Listserve*. Entry fees are not refundable.
6. **Additional Information:** Refer to National FFA Career Development Events manual.

B. Career Development Event Format (Content is similar to the National Event, but has been shortened in length.)

The career development event shall consist of three parts: (1) Objective Test (2) Practicums (3) Team Sales Situation.

The career development event will consist of 150 points per team member: test, 50 points; practicum, 100 points.

C. Career Development Events Divisions

1. Objective Test: (50 points)

The objective test is designed to test each team member's understanding of the professional sales process, the role that selling plays in the marketing of agricultural products, and the knowledge possessed by students relative to the event areas of advertising and promotion, customer relations, products display, telephone skills, market analysis and customer prospecting, job application, and interviewing for a sales position.

- a. Team members will work individually.
- b. The test will consist of 50 multiple-choice questions.
- c. The test questions will be based on the attached list of required references.
- d. Twenty-five minutes will be allotted to complete the Objective Test, with each question worth one point for a total of 50 points.

2. Practicums: (100 points)

Each participant will complete one of the five (5) designated practicums in the event. Practicums to be conducted will be coordinated with the National FFA Career Development Event, so that the same practicums will be used in both the State Career Development Event and the National Career Development Event. Each participant will be pre-assigned the practicum by the team coach prior to event registration. The event host will furnish all materials used in the practicums.

- a. Each practicum will be worth 100 points per individual.
- b. Fifteen minutes will be allotted to complete each practicum.
- c. Official FFA dress is required.

Designated Practicums:

a. Customer Relations

- The event officials will select a realistic scenario portraying a customer relations problem that may occur in agricultural sales.
- The participant will be evaluated primarily on their sales and human relation skills, and secondly on their technical knowledge of the subject matter.
- The sales person (participant) will be provided with the company policy or philosophy concerning merchandise return and refunds prior to performing the sales situation.
- It is possible the salesperson will have to develop a solution independently if the company policy does not specify one for the particular scenario. In this case the salesperson will be evaluated on their creativity, judgment and application of the philosophy of the company.
- The participant will have to obtain the majority of the information necessary to solve the problem by interaction with the customer. Examples of problems that may be used are:
 - ◆ Return of defective merchandise sold.
 - ◆ Lack of understanding in use of merchandise.

- ◆ Calming and regaining trust of a dissatisfied customer.
 - The participants will be given a scenario containing the guidelines for the situation.
 - The participants will be allowed eight (8) minutes to look over the information.
 - The participants may make notes as needed on the scenario and use the notes throughout the judging.
 - They must return the scenario to the event staff before they exit the area.
 - Seven (7) minutes will be allowed for the participants to demonstrate their customer relations skills interactively with all judges.
 - The Customer Relations Scenario will conclude at fifteen (15) minutes.
 - There will be a twelve (12) minute warning.
- b. **Order Taking/Customer Service**
- The event officials will select a scenario typical for an agricultural supply company.
 - The participants will demonstrate the skills used when taking an order and incorporating problem solving and/or suggestive selling of additional product(s).
 - The participants will be provided with a promotional flyer, catalog or other promotional material that has been mass mailed to select agricultural prospects and customers.
 - Participants will also be provided with an order form and any updated information since the mailing of the promotional material.
 - This may include such information as out of stock or price updates.
 - Participants will be given the scenario and supportive materials and allowed eight (8) minutes to look over the information.
 - Seven (7) minutes will be allowed for the participants to demonstrate their skills interactively with all judges.
 - The Order Taking/Customer Service Scenario will conclude at fifteen (15) minutes.
 - There will be a twelve (12) minute warning.
- c. **Prospecting for New Customers**
- The event officials will select a realistic sales situation scenario.
 - The participants will be given a product description.
 - The participants will then approach a customer and through interaction with that customer determine if they are a prospect.
 - The participants will then attempt to sell that product to the customer or gain an appointment for a future sales call, whichever is appropriate for the scenario.
 - The participants will have eight (8) minutes to read over the product description and the sales situation.
 - Seven (7) minutes will be allowed for the participant to demonstrate their sales prospecting skills interactively with all judges.
 - The Prospecting for New Customers Scenario will conclude at fifteen (15) minutes.
 - There will be a twelve (12) minute warning.
- d. **Host's Choice**
- The host will determine which practicum (Customer Relations, Order Taking/Customer Service or Prospecting for New Customers) will be used for the participants in this area.
 - All "host's choice" participants will complete the same practicum. All participants will complete Customer Relations or all participants will complete Order Taking/Customer Service or all participants will complete Prospecting for New Customers.
- e. **Sales Call**
- The participant will select an existing or realistic agricultural product from the list of seven (7) general product areas (listed below) and prepare the presentation in advance.

- ◆ Agricultural Mechanics
- ◆ Agricultural Production
- ◆ Agricultural Products and Processing
- ◆ Agricultural Supplies and Services
- ◆ Forestry
- ◆ Natural Resources and Rural Recreation
- ◆ Ornamental Horticulture
- The size of any props and products will not exceed what an individual participant can handle and will fit on a standard 30 inch x 48 inch folding table.
- **Note:** No flammable or corrosive materials can be brought into the event area.
- The participant will give three copies of the participant's project summary sheet to the judges before beginning their Sales Presentation.
- The requirements for the product summary sheet will be as follows:
 - ◆ The summary sheet is limited to one page, single sided and 12 pt. font (Times, Times New Roman or Arial).
 - ◆ Participant's name and state will be in the upper left-hand corner. The summary sheet should include the following:
 - ◆ Representation (company/chapter)
 - ◆ Role customer (event judge) is to play (such as dairy farmer, purchasing agent, etc.)
 - ◆ Product to be sold
 - ◆ Features of the product
 - ◆ Method of demonstration
 - ◆ Sales call objective
 - ◆ Product or service price
 - ◆ Examples of two or more competing products and their prices
- Each participant will be allowed fifteen (15) minutes for his/her sales call with a time warning at twelve (12) minutes.
- The judges will inform the participant when they are ready to begin.
- The sales call will conclude at fifteen (15) minutes. The sales call will be interactive between the participant and all judges.

3. Team Event: (200 points)

Team members work together to demonstrate group dynamics, problem solving, data analysis, decision making and oral and written communication skills while solving a Sales Situation. The following information will be provided to the team as if they were a group of professional salespeople:

1. A product (including features and price - if applicable)
2. Market situation (including competition)
3. Several potential customers

The team will then develop all the strategy necessary to prepare to sell the product in a face to face sales call. This strategy should include but not be limited to:

1. Determining potential customer needs and wants.
2. Identifying features and benefits of the products to address customers' needs and wants.
3. Identifying potential customer objections and prepare to address them.
4. Identifying potentially related products and suggested selling strategies.
5. Developing a sales plan and goals for each customer.

It is critical to remember that in addition to the final presentation being judged, teamwork and equal involvement of all team will also be judged. Also it is critical to not

only state what to do, but why to do it. Demonstrating the basic fundamentals necessary to accomplish your goal is essential. All members will be expected to participate. The judges will act as the audience, but will not engage in dialog during the presentation. It is important that all team members speak up during the entire process so that the judges can hear what is being said, as well as observe how the team works together. Participants may utilize any of the materials they are provided by the host (in the team event) for the presentation. Additionally, teams may bring a laptop computer and utilize PowerPoint for their presentations. However, if a laptop computer is utilized, the presentation will be presented on the laptop screen. Projectors will not be allowed. Desktop computers will not be allowed. Each team will be responsible for the power supply for their computer.

Each team will be given twenty-five (25) minutes to examine all the information provided, discuss and develop ideas and prepare a presentation. Each team will then have ten (10) minutes with an eight (8) minute warning to make their presentation, which will be followed by a five (5) minutes for questioning period.

D. Evaluation Criteria

1. Preapproach
 - a. Preparation for sale
 - b. Product knowledge
2. Approach
 - a. First impressions
 - b. Create customer attention
 - c. Establish rapport
 - d. Determine customer wants
3. Demonstration
 - a. Feature and related customer benefits
 - b. Allow customer to participate
 - c. Attempt trial closes
4. Handling customer objections
 - a. Identifying customer objections
 - b. Handle customer objections
5. Closing the sale
 - a. Ask for the order
 - b. Recognize closing opportunities

E. Required References

Career Development Events Handbook 2006-2010. National FFA Organization, P.O. Box 68960, 6060 FFA Drive, Indianapolis, IN.46268-6060.

ITCS Instructional Materials, University of Illinois, 1401 S. Maryland Dr., Urbana, IL 61801.
U6030 *The Relationship of Sales to Agriculture*
U6031 *Careers in Agricultural Sales*
U6032 *Agricultural Sales Communications*
U6033 *Steps in Preparing for an Agricultural Sales Call*

U6034 *Conducting an Agricultural Sales Call*

Instructional Materials Service, Texas A&M University, F.E. Box 2588, College Station, Texas 77843-2588.

8746 Agriscience 312, *Personal Skill Development in Agriculture*

Ditzenberger and Kidney, *Selling-Helping Customers Buy*. South-Western Publishing Company, Cincinnati, Ohio. 1986.

To order: 1-800-543-7972 - Stock number: S-20

Samson and Little, *Advertising Planning and Techniques*. South-Western Publishing Company, Cincinnati, Ohio. 1985.

To order: 1-800-543-7972 - Stock number: D-20

OPTIONAL REFERENCES

Agricultural Business Sales and Marketing, Curriculum Guide, Instructional Materials Laboratory, University of Missouri, Columbia. 1989.

To order: 1-800-669-2465; Instructional Materials Laboratory, 2316 Industrial Drive, Columbia, Missouri 65202. Student handout available.

Samson and Little, *Visual Merchandising - Planning and Techniques*. South-Western Publishing Company, Cincinnati, Ohio. 1985.

To order: 1-800-543-7982 - Stock number: D-21

CRISP Publications, 1200 Hamilton Court, Menlo Park, CA 94025-1427 1-800-442-7477) FAX 650-323-5800)

- *Professional Selling*, Rebecca L. Morgan ISBN 0-931961-42-4
- *Sales Training Basics*, Elwood N. Chapman ISBN 1-56052-119-8
- *Closing*, Virden J. Thorton ISBN 1-56052-318-2
- *Calming Upset Customers*, Rebecca L. Morgan ISBN 1-56052-384-0
- *Telephone Courtesy & Customer Service*, Loyd Finch ISBN 1-56052-064-7

Sales and Service, Mike Martin, Ditzenberger and Kidney.

Selling- Helping Customers Buy. South-Western Publishing Company, Cincinnati, Ohio, 1992, 1-800-543-7972) ISBN 0538605316

Brown and Kirkwood, *Developing the Agricultural Sale Professional* (video tape series), Farm Credit Services, St. Paul, Minnesota. 1990.

To order: 1-612-221-1458; Farm Credit Services, Education Training Department, 375 Jackson, St. Paul, Minnesota, 55102.

Video Titles: *Building Persuasive Sales Skills*

Assessing Customer Needs

Communicating Product Benefits

Getting and Giving Commitment

A Facilitator's Guide and student materials are available for each videotape.

Illinois Association of Vocational Agriculture Teachers Agronomy Career Development Event

A. General Information

1. **Team:** A team shall consist of four (4) participants. All three (3) participants' scores shall constitute the team score.
2. **Placings/Scoring:** The career development event consists of Objective Test, Crop Identification, Weed Identification, four (4) placing rings and a practicum. The total possible points per participant is 385. Official ring placings and reasons will be given immediately following the completion of the career development event.
3. **Scorecards:** The Scantron card used in the event will be *Multi Purpose B - CDE form #228576*.
4. **Additional Information:** Refer to the "Annual Information and General Rules" section for the current year for information concerning **Entry Fees, Registration, and Location** of the career development event.
5. Watch the *AgEd Listserve* for event details.

B. Event Format

1. Written Test
 - a. 25 question objective test (25 questions @ 3 points each)
2. Identification
 - a. **Crops:** Identify 25 specimens from the list of 44 crops (25 specimens @ 3 points each)
 - Specimens may include any combination of live plants, plant mount or seed - except where noted.
 - All grasses will include a mature plant, plant mount or seed if a seedling is used.
 - Specimens cannot be handled
 - b. **Weeds:** Identify 25 specimens from the list of 66 weeds (25 specimens @ 3 points each)
 - Specimens may include any combination of live plants, plant mount or seed - except where noted.
 - All grasses will include a mature plant, plant mount or seed if a seedling is used.
 - Specimens cannot be handled
3. Judge four (4) rings of any combination of the following: (4 rings @ 25 points each)
 - Corn (to be judged as market corn)
 - Soybeans (to be judged as seed)
 - Wheat (to be judged as seed)
 - Oats (to be judged as seed)
 - Silage (to be judged as feed)
 - Hay (legume or mixed hay).

[All grain and silage rings may be examined by stirring lightly with a writing utensil. Hay samples cannot be handled.]
4. Practicums (20 questions @ 3 points each)
 - a. **Insects:** (This practicum will be part of the CDE in all odd-numbered years)
This practicum requires the participant to demonstrate two skills with each specimen.
 - Identify 10 specimens from the list of 31 insects.
 - Answer one question on each specimen regarding the life cycle or potential damage.
 - b. **Soils:** (This practicum will be part of the CDE in all even-numbered years)
This practicum requires the participant to demonstrate two skills with each specimen.
 - Evaluate soil monoliths.

- Interpret soil surveys.

<p>Weed Identification 101 to 166 Seed, plant, or plant part</p> <p>101 Barnyardgrass <i>Echinochloa crus-galli</i></p> <p>102 Bitter nightshade* <i>Solanum dulcamara</i></p> <p>103 Broadleaf plantain* <i>Plantago major</i></p> <p>104 Buckhorn plantain <i>Plantago lanceolata</i></p> <p>105 Bull thistle* <i>Cirsium vulgare</i></p> <p>106 Burdock <i>Arctium minus</i></p> <p>107 Canada thistle* <i>Cirsium arvense</i></p> <p>108 Carpetweed* <i>Mollugo verticillata</i></p> <p>109 Cheat* <i>Bromus secalinus</i></p> <p>110 Chicory <i>Cichorium intybus</i></p> <p>111 Common chickweed* <i>Stellaria media</i></p> <p>112 Common cocklebur <i>Xanthium strumarium</i></p> <p>113 Common lambsquarters <i>Chenopodium album</i></p> <p>114 Common mallow <i>Malva neglecta</i></p> <p>115 Common milkweed <i>Asclepias syriaca</i></p> <p>116 Common mullein <i>Verbascum thaspus</i></p> <p>117 Common ragweed <i>Ambrosia artemisiifolia</i></p> <p>118 Curly dock <i>Rumex crispus</i></p> <p>119 Daisy fleabane* <i>Erigeron strigosus</i></p> <p>120 Dandelion <i>Taraxacum officinale</i></p> <p>121 Eastern black nightshade* <i>Solanum ptycanthum</i></p> <p>122 Fall panicum <i>Panicum dichotomiflorum</i></p> <p>*Plant or plant part only.</p>	<p>123 Field bindweed <i>Convolvulus arvensis</i></p> <p>124 Field pennycress <i>Thlaspi arvense</i></p> <p>125 Flower-of-an-hour (Venice mallow)* <i>Hibiscus trionum</i></p> <p>126 Foxtail barley* <i>Hordeum jubatum</i></p> <p>127 Giant foxtail <i>Setaria faberi</i></p> <p>128 Giant ragweed <i>Ambrosia trifida</i></p> <p>129 Goosegrass* <i>Eleusine indica</i></p> <p>130 Green foxtail <i>Setaria viridis</i></p> <p>131 Hedge bindweed* <i>Calystegia sepium</i> ssp. <i>sepium</i></p> <p>132 Hemp dogbane* <i>Apocynum cannabinum</i></p> <p>133 Hemp (Marijuana)* <i>Cannabis sativa</i></p> <p>134 Honeyvine milkweed* <i>Cynanchum laeve</i></p> <p>135 Horsenettle* <i>Solanum carolinense</i></p> <p>136 Horseweed (Marestail) <i>Conyza canadensis</i></p> <p>137 Ivyleaf morningglory <i>Ipomoea hederacea</i></p> <p>138 Jimsonweed <i>Datura stramonium</i></p> <p>139 Johnsongrass <i>Sorghum halepense</i></p> <p>140 Ladythumb smartweed <i>Polygonum persicaria</i></p> <p>141 Large crabgrass <i>Digitaria sanguinalis</i></p> <p>142 Musk thistle <i>Carduus nutans</i></p> <p>143 Peppergrass <i>Lepidium virginicum</i></p> <p>144 Perennial sowthistle* <i>Sonchus arvensis</i></p> <p>*Plant or plant part only.</p>	<p>145 Pigweeds (Redroot, Smooth) <i>Amaranthus</i> species</p> <p>146 Prickly lettuce* <i>Lactuca serriola</i></p> <p>147 Prickly sida <i>Sida spinosa</i></p> <p>148 Prostrate knotweed* <i>Polygonum aviculare</i></p> <p>149 Purslane <i>Portulaca oleracea</i></p> <p>150 Quackgrass <i>Elymus repens</i></p> <p>151 Shattercane <i>Sorghum bicolor</i></p> <p>152 Shepherd's-purse <i>Capsella bursa-pastoris</i></p> <p>153 Stinkgrass* <i>Eragrostis cilianensis</i></p> <p>154 Tall morningglory* <i>Ipomoea purpurea</i></p> <p>155 Velvetleaf <i>Abutilon theophrasti</i></p> <p>156 Waterhemp <i>Amaranthus tuberculatus</i></p> <p>157 Wild carrot <i>Daucus carota</i></p> <p>158 Wild garlic* <i>Allium vineale</i></p> <p>159 Wild mustard <i>Brassica kaber</i></p> <p>160 Wild parsnip <i>Pastinaca sativa</i></p> <p>161 Wild sunflower <i>Helianthus annuus</i></p> <p>162 Woolly cupgrass <i>Eriochloa villosa</i></p> <p>163 Yarrow* <i>Achillea millefolium</i></p> <p>164 Yellow foxtail <i>Setaria glauca</i></p> <p>165 Yellow nutsedge* <i>Cyperus esculentus</i></p> <p>166 Yellow woodsorrel* <i>Oxalis stricta</i></p> <p>*Plant or plant part only.</p>
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<p>Crop Identification</p>	<p>Insect Identification</p>
<p>201 to 244</p>	<p>301 to 331</p>
<p><i>Seed, plant, or plant part</i></p>	
<p>201 Alfalfa 202 Alsike clover 203 Barley 204 Birdsfoot trefoil 205 Broccoli 206 Bromegrass 207 Canola 208 Corn 209 Cotton 210 Cucumber 211 Fescue 212 Grain sorghum 213 Kentucky bluegrass 214 Ladino clover 215 Lettuce 216 Lespedeza 217 Lima bean 218 Muskmelon 219 Oats 220 Orchardgrass 221 Pea 222 Peanut 223 Perennial ryegrass 224 Popcorn 225 Potato* 226 Pumpkin 227 Red clover 228 Redtop 229 Rice 230 Rye 231 Safflower 232 Soybean 233 Strawberry* 234 Sudangrass 235 Sugar beet 236 Sunflower 237 Sweet clover 238 Sweet corn 239 Sweet potato* 240 Timothy 241 Tomato 242 Vetch 243 Watermelon 244 Wheat</p>	<p>301 Alfalfa weevil 302 Aphid 303 Armyworm larva 304 Assassin bug 305 Bean leaf beetle 306 Blister beetle 307 Chinch bug 308 Corn earworm larva 309 Corn rootworm larva 310 Cricket 311 Cutworm larva 312 European corn borer larva 313 Flea beetle 314 Grain weevil 315 Grasshopper 316 Green lacewing 317 Honeybee 318 Japanese beetle 319 Lady beetle larva 320 Leaf skeletonizer 321 Leafhopper 322 Mexican bean beetle 323 Scale 324 Spider mite 325 Spittlebug 326 Spotted cucumber beetle/Southern corn rootworm beetle 327 Stinkbug 328 Tobacco/tomato hornworm larva 329 Western corn rootworm beetle 330 White grub 331 Wireworm</p>
	<p>Life Cycle 401 to 403</p>
	<p>401 Complete metamorphosis 402 Incomplete metamorphosis 403 None/no metamorphosis</p>
	<p>Economic Impact 501 to 504</p>
	<p>501 None or predatory 502 Destruction of fruit/flower 503 Destruction of vegetative parts (roots and leaves) 504 Destruction by removal of plant fluids</p>
<p>*Plant or plant part only.</p>	

C. SUGGESTED REFERENCES

University of Illinois - ITCS

CD-ROMS

MDS707b Weed Identification CD-ROM

Booklets

J790 Crop Judging

X860 Crop Plants (color photos and descriptions)

U4073 The Weed Factor

Miscellaneous

Z7002 Sample Grain Classes

Z7003 Crop Seed Samples

Z7004 Weed Seed Samples

Additional CDE References available from ITCS:

C1383 Illinois Agronomy Handbook

X880d Field Crop Scouting Manual

X900 Crop Sciences Laboratory Manual

CDR900 Instructor Guide to Crop Sciences Laboratory Manual

X840a Vegetative Identification of Common Row Crop Weeds

NCR607 Common Weed Seedlings of the North Central States

X870 Insect Pest Identification of Corn, Soybeans, and Alfalfa

U4052a Understanding Soils

A catalog of instructional materials is available from ITCS Instructional Materials, University of Illinois at Champaign-Urbana, 1401 S. Maryland Dr., Urbana, IL 61801. (800)345-6087 FAX (217)333-3917 or available on the World Wide Web (<http://im.itcs.illinois.edu/>)

Additional CDE References available from Ohio Curriculum Materials Service

1046K Agronomy Insect Set

1044K Agronomy Plant Set

CDE Reference available from County Soil & Water Conservation Districts

Soil survey

ILLINOIS ASSOCIATION FFA

Rules for Creed Speaking CDE

Eligibility

1. The CDE is open to students who are regularly enrolled in agricultural education classes and who are active members of chartered FFA chapters in good standing with the State Association.
2. Participation in the Creed Speaking CDE is limited to FFA members who are freshman (9th grade) students at the time of competition.
3. Each chapter is entitled to one participant in a Section Career Development Event. It is suggested this member be selected in a chapter contest held prior to the Section Career Development Event.
4. Each participant must recite the Creed without any opening or closing comments. It is acceptable to introduce the FFA Creed by stating “The FFA Creed by E.M. Tiffany” and to conclude by stating “Thank you. Are there any questions?” Remarks beyond these comments can result in a reduction of the participant’s points.
5. Each participant must recite the Creed from memory. It is suggested that participants take advantage of all available training resources in their school to develop their speaking ability.

Method of Selecting Winner

1. Participants will draw for order of speaking. The room host will then introduce each participant by name. Applause shall be withheld until all participants have spoken.
2. Three competent and impartial persons will be selected to judge the CDE.
3. During the presentation, the judges will be seated in different sections of the room in which the event is held. They will score each participant upon the delivery of their presentation, using the score sheet provided.
4. From the “Approved List of Creed CDE Questions”, which deal with the participants’ knowledge and understanding of the Creed, the judges will select six (6) of the thirty (30) questions. A maximum of five (5) minutes will be allowed for the judges to ask the six (6) questions. Each judge shall ask the same question(s) to each participant and questions must be asked in the same order to all participants. Under no circumstances may the five-minute questioning period be exceeded and under no circumstances may more than the six questions be asked. [**Note:** Some participants may not utilize the entire five minute period for their answers, while other participants may provide lengthy answers and the five minute time period for questions will elapse before all six questions are asked.]
5. When all participants have finished speaking, each judge will total their score on each participant. If a judge has a tie between two or more speakers, the judge shall be asked to re-score to eliminate the tie.
6. After a judge has broken all ties in total score they will rank all participants in numerical order without consulting any other judge. The rankings of the three judges shall then be added and the winner will be the participant whose total of rankings is the lowest. Other placings shall be determined in the same manner (Low point score method of selection).
7. If a tie occurs when adding the rankings of the three judges, the individual who has the highest grand total score shall be ranked higher.
8. The Contest Superintendent in each Section shall designate a first and second place participant.

Levels of Competitions

1. All Section and District CDEs shall be conducted alike and conform to the State Creed Speaking rules.
2. Winners are eligible to participate only in the next succeeding section, district, state and national CDEs.
3. The first and second place participant at the Section Creed Speaking CDE will advance to the District competition.
4. The first and second place participants at the District Creed Speaking CDE will advance to the State Creed Speaking Finals.
5. The State Career Development Event shall be held in conjunction with State Public Speaking preliminaries. The State winner will be selected at State Public Speaking preliminaries and the State Creed Speaking winner will present the Creed during the State FFA Convention.
6. Awards shall be the same as Public Speaking awards on all levels. It is suggested the Creed Speaking Career Development Event be held in conjunction with all levels of the Public Speaking Career Development Events.

CREED SPEAKING CAREER DEVELOPMENT EVENT SCORING	
	Points
A. <u>OFFICIAL DRESS</u> Male - Black dress shoes(not tennis shoes), black socks, black dress pants(not jeans), white collared (or light colored), button down dress shirt, dark colored tie, and Official FFA jacket. No hats of any kind. Female - Black closed-toe dress shoes, black nylons, knee length black skirt or black dress slacks, white collared (or light colored), button down dress shirt, FFA scarf, and Official FFA jacket. No tall boots	50
A. <u>VOICE</u> Quality, pitch, force, articulation, pronunciation	100
B. <u>STAGE PRESENCE</u> Personal appearance, poise and posture, confidence, personality, ease before the audience	100
C. <u>POWER OF EXPRESSION</u> Fluency, emphasis, directness, sincerity, communicative ability, conveyance of thought and meaning	100
D. <u>GENERAL EFFECT</u> Extent to which the creed was pleasing, understandable, convincing, and held attention	100
E. <u>RESPONSE TO QUESTIONS</u> Ability to satisfactorily answer the questions to the judges, showing an understanding of the Creed	100
TOTAL	550

APPROVED LIST OF CREED CDE QUESTIONS - ILLINOIS

1. Who wrote the FFA Creed?
2. At what National Convention was the FFA Creed adopted?
3. At what National FFA Conventions was the FFA Creed revised?
4. What prompted you to participate in this career development event?
5. Why is the Creed important to the FFA?
6. What is the most important part of the Creed to you and why?
7. If you rewrote the Creed, what would you change?
8. Why must faith be born not of words but of deeds?
9. Is there a promise of better days in the future of Agriculture?
10. What are some of the "better things we now enjoy that have come to us from the struggles of former years"?
11. How do you interpret "joys and discomforts of agricultural life"?
12. How do you interpret "to work on a good farm is pleasant"?
13. How are experiences found in agriculture pursuits "pleasant as well as challenging"?
14. What is an achievement, won by past generations of agriculturalists, and how has it brought better days to the agriculture industry?
15. What achievements have been developed in your lifetime that will bring "better days through better ways" to the agriculture industry?
16. What discouragement do you expect to encounter as you become engaged in farming or another agricultural pursuit?
17. How do you interpret "I believe in leadership from ourselves and respect from others"?
18. How will you develop your own ability to work efficiently and think clearly?
19. How do you interpret "with such knowledge and skill as I can secure"?
20. What is a progressive agriculturist?
21. How do you interpret "to serve our own and the public interest in producing and marketing the product of our toil"?
22. What is the product of our toil?
23. How do you interpret "less dependence on begging and more power in bargaining"?
24. How do you interpret "life abundant and enough honest wealth to make it so"?
25. How do you interpret "in less need for charity and more of it when needed"?
26. How do you interpret "playing square with those whose happiness depends on me"?
27. How can American Agriculture hold true to the best traditions of our national life?
28. How do you interpret "best traditions of our national life" and why are they important to American Agriculture?
29. How can you and your fellow FFA members exert a positive influence on our homes and community?
30. How do you interpret "my part in that inspiring task"?

The FFA Creed

I believe in the future of agriculture, with a faith born not of words but of deeds--achievements won by the present and past generations of agriculturists; in the promise of better days through better ways, even as the better things we now enjoy have come to us from the struggles of former years.

I believe that to live and work on a good farm, or to be engaged in other agricultural pursuits, is pleasant as well as challenging; for I know the joys and discomforts of agricultural life and hold an inborn fondness for those associations which, even in hours of discouragement, I cannot deny.

I believe in leadership from ourselves and respect from others. I believe in my own ability to work efficiently and think clearly, with such knowledge and skill as I can secure, and in the ability of progressive agriculturists to serve our own and the public interest in producing and marketing the product of our toil.

I believe in less dependence on begging and more power in bargaining; in the life abundant and enough honest wealth to help make it so--for others as well as myself; in less need for charity and more of it when needed; in being happy myself and playing square with those whose happiness depends upon me.

I believe that American agriculture can and will hold true to the best traditions of our national life and that I can exert an influence in my home and community which will stand solid for my part in that inspiring task.

The creed was written by E. M. Tiffany, and adopted at the 3rd National Convention of the FFA. Revised at the 38th Convention and the 63rd Convention.

FINAL RANKING SHEET CREED SPEAKING CAREER DEVELOPMENT EVENT

When all contestants have finished speaking, the chairperson of the CDE will assemble the score sheets from all judges. Totals shall then be compiled. The CDE chairperson should then complete the "Final Ranking Sheet" **USING THE RANKING ONLY, NOT THE ACTUAL SCORES.**

Rankings taken from judges' score sheets

Order of Speaking										
Contestant's Name or Code Number										
Judge #1										
Judge #2										
Judge #3										
Total of Judges' Rankings										
Final Ranking										

Note: In arriving at final rankings, the lowest total of the Judges' rankings receives first place, the next lowest total is second, etc. However, if two of three judges rank any contestant first, that contestant shall receive first place regardless of the opinion of the third judge. If a tie occurs when adding the rankings of the three judges, the individual who has the highest grand total score shall be ranked higher.

Judge's Name or Number: _____

Illinois Association FFA Judge's Score Sheet - Creed Speaking CDE

		Order of Speaking									
		Names or Code Numbers of Participants									
Items to be Scored	Points Allowed	Points Awarded to Participants									
1. Official Dress	50										
2. Voice	100										
3. Stage Presence	100										
4. Power of Expression	100										
5. General Effect	100										
6. Response to Questions	100										
Total Points (Gross) (All ties must be broken)	550										
Contestant Rank											

*The final ranking sheet included with the rules shall be used to summarize judges' score sheets.

Illinois Association of Vocational Agriculture Teachers Dairy Foods Career Development Event

A. General Information

1. **Team:** A team shall consist of five (5) participants. The three (3) individuals with the best scores shall constitute the team score.
2. **Placings/Scoring:** The scoring for the Dairy Foods CDE is the reverse of other Career Development Events, as correct answers receive zero points and incorrect answers add points to the participant's score. Official ring placings will be given immediately following completion of the event.
3. **Scorecards:** The Scantron card used in the event will be *Dairy Foods - CDE Form #239561-1*.
4. **Team Event:** Participants will solve a selected situation from the sanitation, marketing and distribution, or issues in dairy health area. It is worth 20 points.
5. **Additional Information:** Refer to the "General Rules" section for the current year for information concerning **Entry Fees, Registration, and Location** of the event.
6. Watch the *AgEd Listserve* for event details.

B. Event Format

1. Score one ring of ten (10) samples of milk and criticize the same ten (10) samples of milk for flavor and odor. Each sample is valued at 2 points for identifying the criticism and a maximum of ten points for the scoring each sample. [**Scoring Note:** Two points are added to the student's score if they incorrectly identify the criticism. Additionally, the point difference between the student's score and the judge's score for each milk sample will be added to the student's results.]

Milk Flavors and Scoring*			
<u>Criticism</u>	<u>Slight</u>	<u>Definite</u>	<u>Pronounced</u>
Acid	3	2	1
Bitter	5	3	1
Feed	9	8	5
Flat/Watery	9	8	7
Foreign	5	3	1
Garlic /Onion	5	3	1
Malty	5	3	1
Oxidized	6	4	1
Rancid	4	2	1
Salty	8	6	4
No Defect	<i>A sample with no defect will be scored a 10.</i>		
* Suggested scores are given for the three intensities of flavor. All numbers within the range may be used. Intermediate scores may also be used; for example, a bitter sample of milk may score 4.			

2. Score and criticize one ring of five (5) milker unit heads. Identifying the criticism(s) for each unit is valued at **.5 point** per criticism and a maximum of **4.0 points** for the scoring each unit. [**Scoring Note:** One point is added to the student's score if they incorrectly identify a criticism. Additionally, the point difference between the student's score and the judge's score for each milker unit head will be added to the student's results.]

<u>Potential Defects</u>	
<u>Rubber Parts</u>	<u>Metal or Rigid Plastic</u>
Dirty or Milkstone	Dirty or Milkstone
Checked or Blistered	Dented or Damaged
Leaky	Open Seam
Poorly Fitted	Pitted or Corroded
<i>A milker unit with no defects will be scored a 4.0.</i>	

3. Identify one ring of ten (10) samples of cheeses. [Scoring Note: Each sample is valued at 2 points]

<u>Cheese Varieties</u>			
Blue	Colby	Monterey (Jack)	Romano
Brick	Cream/Neufchatel	Mozzarella/Pizza	Swiss
Brie/Camembert	Edam/Gouda	Muenster	
Cheddar (mild)	Feta	Processed American	
Cheddar (sharp)	Havarti	Provolone	

4. Complete a written examination on milk and milk products. It consists of ten (10) true-false questions and ten (10) multiple choice questions. All questions will be based on information found in the material from the reference list for the National Event. [Scoring Note: Each question is valued at 2 points.]
5. Score one ring of four (4) samples of milk using the California Mastitis Test. Samples should be scored using even numbers from 0 to 8 inclusive according to the following scoring guide. [Scoring Note: The point difference between the student’s score and the judge’s score for each sample will be added to the student’s results]

<u>California Mastitis Test</u>	
<u>Test Appearance</u>	<u>Participant Score</u>
Mixture liquid, no precipitate	0
Slight precipitate, tends to disappear with paddle movement	2
Distinct precipitate but does not gel	4
Distinct gel formation	6
Strong gel formation which tends to adhere to paddle. Forms a distinct central peak.	8

6. Identify one ring of Dairy versus Non-dairy Products. The purpose of this ring is to determine the participant's ability to distinguish between real and artificial dairy foods/products. Samples may include any of the following as well as additional items. [Scoring Note: Each sample is valued at 2 points.]

<u>Dairy Products</u>	<u>Non-Dairy Products</u>
Butter	Margarine
Half & Half	Coffee Whitener
Cheese	Imitation Cheese
Ice Cream	Imitation Ice Cream
Milk	Non-dairy drink
Sour Cream	Imitation Sour Cream
Whipped cream	Whipped Non-dairy Topping
Flavored Milk	Non-dairy Flavored Drink
Non-flavored yogurt	Imitation Non-dairy Flavored Yogurt

7. **Team Event.** All team members will be responsible for cooperatively solving a selected situation from one of the following: sanitation, marketing and distribution, and current issues in dairy health or industry. [Scoring Note: The team event is valued at 20 points.]

Sample problems: Calculate the amount of sanitizer (of a given concentration) it would take in 100 gallons of water to get a solution that had 200 ppm. The bacterial count in the bulk tank is high. Given the temperature history, type of disinfectant used, cow environment, and herd health records, find the cause of the high count and recommended (a) solution(s).

C. Miscellaneous

At the discretion of the Dairy Foods CDE Superintendent, a committee of three FFA Advisors may be appointed to review the official scores assigned to samples at the event.

D. Suggested References

1. Judging Booklet

J250c--Judging and Identifying Dairy Products. ITCS Instructional Materials, 1401 South Maryland Dr., Urbana, IL 61801 (800) 345-6087 FAX (217) 333-3917

2. Other References

Career Development Events Handbook 2006-2010. National FFA Organization, P.O. Box 68960, 6060 FFA Drive, Indianapolis, IN.46268-6060.

Hoard's Dairyman. Publisher's address: PO Box 801, Fort Atkinson, WI 53538. Phone (414) 563-5551. School subscription rate: \$7.00 per year. Issues used are from September of previous year to August of current year.

California Mastitis Test. Order from: NASCO, 901 Janesville Ave., Fort Atkinson, WI 53538. Cost: \$11.00, catalog number 06059N. Toll free (800) 558-9595 or toll call (414) 563-2446.

Dairy Foods - Producing the Best (Cat. #10-4170A), Instructional Materials Library, University of Missouri, 1400 Rock Quarry Center, Q139, Columbia, MO 65211.
www.iml.missouri.edu (800) 669-2465

4-H/FFA Dairy Foods Contest Coaches Guide, 4-H Department Purdue University, Co-Authoring by Keith M. Russell and Graduate Research Assistant, available at
<http://www.four-h.purdue.edu/downloads/judging/945.pdf>

Farmer's Bulletin #2259 USDA, Judging and Scoring Milk and Cheese, Dairy Standardization Branch, Dairy Programs, AMS, United States Department of Agriculture, PO Box 96456, Room 2750, South Building Washington, DC 20520, available at
<http://www.ams.usda.gov/AMSV1.0/getfile?dDocName=STELDEV3004794>

Catalog of instructional materials is available from ITCS Instructional Materials, University of Illinois at Urbana-Champaign, 1401 S. Maryland Dr., Urbana, IL 61801. (800) 345-6087 FAX (217) 333-3917 or available on the World Wide Web (<http://im.itcs.illinois.edu/>).

Aid for ordering all hand scored cards for individual participants:

No. of teams x No. of participants per team x No. of rings = No. of cards needed,
i.e., 20 teams x 5 participants per team x 1 ring(s) = 100 cards needed.

My event: ____ teams x ____ participants per team x ____ ring(s) = ____ cards.

ILLINOIS ASSOCIATION FFA

Rules for Extemporaneous Public Speaking CDE

Eligibility

1. The CDE is open to students who are regularly enrolled in agricultural education classes and who are active members of chartered FFA chapters in good standing with the State Association.
2. Each chapter may enter one FFA member.
3. Props or equipment are not to be used in this CDE.
4. A participant will be permitted to use notes while speaking.
5. All participants are required to wear official FFA dress when delivering their speech.

Subject

1. Prior to the event, the participant should select an area of agriculture from the list below and gather research and references to assist them in composing their speech. The four major agriculture areas are:
 - Agriscience & Technology
 - Agrimarketing & International Agriculture Relations
 - Food & Fiber Systems
 - Urban Agriculture
2. Approximately twenty-five (25) minutes prior to their scheduled speaking time, each participant will draw two topics, which have not been publicized, from their agriculture area. [Note: Sample topics are included in these rules, but the topics used in the CDE are not limited to these examples]
3. The participant will speak on the one of the topics chosen and both topics will be placed back in the pool for possible use by a succeeding participant.
4. Each participant will have twenty (20) minutes in which to prepare their speech. The participant may use any reference material brought by themselves to the preparation room. No handwritten reference materials of any type will be allowed.
5. Uniform note cards will be provided each participant. Any notes for speaking must be made during the 20-minute preparation period. Notes may not be prepared prior to the CDE.
6. Each participant's speech is to be the result of his or her own efforts. Training in both composition and delivery are limited to the resources of the school from which the participant comes, but facts and working data may be secured from any source.

Time Limit

1. Two timekeepers shall be designated to record the time used by each participant in delivering their speech, noting under-time or over-time, if any, for which deductions should be made. Timekeepers should be seated together.
2. Each participant must speak a minimum of three minutes without penalty. At the end of this time, the timer will stand or otherwise signal. The participant may then have two additional minutes to summarize and complete the presentation.
3. Participants are to be penalized one point per second on each judge's score sheet for being over five minutes or under three minutes.
4. Time commences when the speaker begins talking.
5. The participant's speech will be followed by a five (5) minute period, during which the judges will ask them questions relating to their speech. The time for the question period will begin when the first judge begins asking a question.

6. At the end of the five-minute question period, the timekeeper(s) will call time. When time is called the speaker, if interrupted, may complete the sentence they were saying or they may stop in mid-sentence with no penalty.

Method of Selecting Winner

1. Participants will draw for order of speaking. The room host will then introduce each participant by name and topic. Applause shall be withheld until all participants have spoken.
2. Three competent and impartial persons will be selected to judge the CDE. When possible, the judges should have an agricultural background.
3. During the presentation, the judges will be seated in different sections of the room in which the event is held. They will score each participant upon the delivery of their presentation, using the score sheet provided.
4. Each judge shall formulate and ask questions that pertain directly to the speaker's subject. All judges will ask at least one question.
5. Questions containing two or more parts should be avoided.
6. Judges will score each participant on their ability to answer all questions asked by all judges.
7. The full five minutes for questions should be used.
8. When all participants have finished speaking, each judge will total their score on each participant. The timekeepers' records will be used in computing the final score for each participant.
9. Participants shall be ranked in numerical order by each judge without consultation with any other judge.
10. If any judge's scoring results in a tie between two or more speakers, the judge shall be asked to re-score so as to avoid the tie.
11. After a judge has broken all ties in total score they will rank all participants in numerical order without consulting any other judge. The rankings of the three judges shall then be added and the winner will be the participant whose total of rankings is the lowest. Other placings shall be determined in the same manner (Low point score method of selection).
12. If a tie occurs when adding the rankings of the three judges, the individual who has the highest grand total score shall be ranked higher.

LEVELS OF COMPETITION

1. All section and district CDEs shall be conducted alike and conform with the State Extemporaneous Public Speaking CDE rules.
2. Winners are eligible to participate only in the next succeeding section, district, state and national CDEs.
3. The first and second place participant at the Section Extemporaneous Public Speaking CDE will advance to the District competition.
4. The first and second place participants at the District Extemporaneous Public Speaking CDE will advance to the State Extemporaneous Public Speaking Semi-Finals.
5. The top three finalists from the semi-finals will compete for the state award at the State FFA Convention.
6. Awards shall be the same as Public Speaking awards on all levels.

Sample Topics for Extemporaneous Public Speaking

(These are samples. Additional topics maybe used for the actual CDE)

Agriscience & Technology

Using Hydroponics to Produce Food
Crops
Using the Earth's Resources
Reproducing Plants
Using Biotechnology to Improve Life
Applying Principles of Soil Science
Applying Science to Food
Preservation
Designing and Conducting
Agricultural Research
Controlling Electrical Current:
Circuits,
Conductors & Insulators
Soil and Water Relationships:
Permeability and Drainage
Animal Breeding and Reproduction

Agrimarketing & International

Agriculture Relations

Selecting a Marketing Strategy
Establishing Prices for Meat Animals
Careers in Agriculture Sales
Using Commodity Futures
Manufacturing and Distributing
Agricultural Equipment
Marketing Horticultural Products and
Services
Understanding the World Food and
Fiber Chain
United States Policies Affecting World
Markets
The Effect of Tariffs and Embargoes
on World Trade
How Foreign Competition Affects
U.S. Trade Opportunities

Food & Fiber Systems

Methods of Harvesting Timber
Selecting Seed
Developing Conservation Plan
Managing the Cow-Calf Herd
Managing Market Hogs
Maximizing Your Crop Harvest
Conservation Tillage
The Use of Chemicals in Livestock
Feed
Principles of Field Scouting
Maintaining Animal Health

Urban Agriculture

Improving Life with Companion
Animals
Urban Encroachment on Farmland
Developing a Community Garden
Managing a Pet Store
Lawn Chemicals and the Urban
Environment
Indoor Landscaping
Managing a Greenhouse
Developing Community Parks
Establishing a Farmers Market
Ag Literacy Activities for Urban
Residence

EXPLANATION OF SCORE SHEET POINTS

Extemporaneous Public Speaking		Points
A. <u>OFFICIAL DRESS</u>	Male - Black dress shoes(not tennis shoes), black socks, black dress pants(not jeans), white collared (or light colored), button down dress shirt, dark colored tie, and Official FFA jacket. No hats of any kind. Female - Black closed-toe dress shoes, black nylons, knee length black skirt or black dress slacks, white collared (or light colored), button down dress shirt, FFA scarf, and Official FFA jacket. No tall boots	100
B. <u>KNOWLEDGE of SUBJECT</u>	Importance and appropriateness of the subject Suitability of the material used Accuracy of the statements included Evidence of purpose	200
C. <u>ORGANIZATION of MATERIAL</u>	Relevance to the topic selected Organization of the content Unity of thought Logical development Language used Sentence structure Accomplishment of purpose -- conclusions	150
D. <u>POWER of EXPRESSION</u>	Fluency Emphasis Directness Sincerity Communicative ability Conveyance of thought and meaning	150
E. <u>VOICE</u>	Quality Pitch Articulation Pronunciation Force	100
F. <u>STAGE PRESENCE</u>	Personal appearance Poise and body posture Attitude Confidence Personality Ease before audience	100
G. <u>GENERAL EFFECT</u>	Extent to which the speech was interesting Extent to which the speech was understandable Extent to which the speech was convincing Extent to which the speech was pleasing Extent to which the speech held attention	100
H. <u>RESPONSE to QUESTIONS</u>	Originality of response Demonstrates a familiarity with the subject An ability to think quickly	200
Total		1100

Note: Judges should meet prior to the CDE to prepare and clarify the questions to be asked.

FINAL RANKING SHEET

EXTEMPORANEOUS PUBLIC SPEAKING CAREER DEVELOPMENT EVENT

When all contestants have finished speaking, the chairperson of the CDE will assemble the score sheets from all judges and timekeepers. Totals shall then be compiled. The CDE chairperson should then complete the "Final Ranking Sheet" **USING THE RANKING ONLY, NOT THE ACTUAL SCORES.**

Rankings taken from judges' score sheets

Order of Speaking										
Contestant's Name or Code Number										
Judge #1										
Judge #2										
Judge #3										
Total of Judges' Rankings										
Final Ranking										

Note: In arriving at final rankings, the lowest total of the Judges' rankings receives first place, the next lowest total is second, etc. However, if two of three judges rank any contestant first, that contestant shall receive first place regardless of the opinion of the third judge. If a tie occurs when adding the rankings of the three judges, the individual who has the highest grand total score shall be ranked higher.

Judge's Name or Number: _____

**Illinois Association FFA
Judge's Score Sheet - Extemporaneous Public Speaking CDE**

		Order of Speaking									
		Names or Code Numbers of Participants									
Items to be Scored	Points Allowed	Points Awarded to Participants									
1. Official Dress	100										
2. Knowledge of Subject	200										
3. Organization of Material	150										
4. Power of Expression	150										
5. Voice	100										
6. Stage Presence	100										
7. General Effect	100										
8. Response to Questions	200										
Total Points (Gross) (All ties must be broken)	1100										
Less over-time or under-time deductions	1 Point per Second										
Total Points (Net)											
	Contestant Rank										

*The final ranking sheet included with the rules shall be used to summarize judges' score sheets.

Illinois Association of Vocational Agriculture Teachers

Food Science & Technology CDE

Purpose of the Event

To stimulate learning activities in food science and technology related to the food industry and to assist students in developing a good working knowledge of sound principles used in a team decision-making process.

Objectives

1. To encourage FFA members to gain an awareness of career and professional opportunities in the field of food science and technology, marketing and management occupations.
2. To give FFA members the opportunity to experience group participation and leadership responsibilities in a competitive food science and technology program.
3. To help FFA members develop technical competence and personal initiative in a food science and technology occupation.
4. To provide opportunities for FFA members to participate in activities where they gain an appreciation for cooperative effort in the food industry.

A. General Information

1. **Team:** A team shall consist of four (4) members, with all four scores counting towards the team score.
2. **Awards:** All scores will be added to calculate the team score. Individual awards will be based upon the total of the objective test score, the team product development project, a practicum in food safety and quality and a practicum in sensory evaluation.
3. **Miscellaneous:** Each participant must have a clean, free of notes clipboard, two sharpened No. 2 pencils and an electronic calculator. Calculators used in this event should be battery operated and nonprogrammable. No other calculators are allowed to be used during the event. Teams and/or individuals will not be permitted to use electronic media during the event.
5. **Registration:** This event shall be open to any school desiring to participate. Pre-registration for this career development event is expected by a deadline to be announced through the *Ag Ed Listserve*. Entry fees are not refundable.
6. **Tiebreakers:** Should a tie occur in the overall team placing, the tie will be broken by the highest team product development project score. If this score does not break the tie, then the highest number of total points earned from the objective test (adding all four team member scores) will break the tie. To identify the high individual for this event in case of a tie, the highest examination score will be used as the first tiebreaker, followed by the highest Food Safety and Quality practicum score, as the second tiebreaker.
7. **Additional Information:** Refer to National FFA Career Development Events manual.

B. Career Development Event Format

The career development event shall consist of three parts: Objective Test, Individual Practicums and the Team Marketing Scenario.

C. Career Development Events Divisions

1. Objective Test: (100 points)

The objective test is designed to determine each team member's understanding of the basic principles of food science and technology. It will encompass the knowledge required of the team event and the two practicums, i.e., food safety and quality and sensory evaluation, as well as material in the list of references.

- a. Team members will work individually.
- b. The test will consist of fifty (50) multiple-choice questions.
- c. The test questions will be based on the attached list of required references.
- d. Fifty (50) minutes will be allotted to complete the Objective Test, with each question worth two (2) points for a total of 100 points.

2. Practicums: (150 points each)

Each team member will compete in both practicums. Each practicum will be worth 150 points per individual. The event host will furnish all materials used in the practicums.

a. Food Safety and Quality Practicum

Part I - Customer Complaint Letter (50 points)

Each participant will be given a representative consumer complaint letter received by a food processing company. The participant must determine if the complaint involves a food quality or food safety problem and respond accordingly. If the complaint involves a food quality problem, the participant should ascertain the cause of the quality defect and identify a possible solution. If the complaint letter describes a food safety problem, the participant should determine whether the problem is biological, chemical or physical in nature and its possible mitigation. The possible solutions include:

- Inform legal staff
- Recall product if needed
- Inform the packaging line of the problem
- Write a letter to a customer
- Offer a refund or replacement of the product

Regardless of the problem each participant will write out his or her answer using paper provided.

- Identification of Problem 20 points
 - ◆ Cause of Quality Defect (10 of the 20 points)
 - ◆ Identify the Nature of the Problem (10 of the 20 points)
- Solution to Problem 30 points

Fifteen (15) minutes will be allowed for this part of the practicum.

Part II - Food Safety/Sanitation (100 points)

Ten (10) photos of potential food safety and/or sanitation problems will be displayed, with each photo serving as a separate station. Each participant will be given a numbered list of potential food safety and/or sanitation problems at the beginning of this practicum segment. The list will contain such standards as good manufacturing practices (GMP) and hazard analysis critical control point (HACCP). The list will contain more than ten (10) potential problems.

The participant must identify the type of problem in the photo sheet by recording the number from the list on an answer card provided to each participant. Each participant will start at a station to view a photograph and record an answer.

After one minute, the participants will be told to move to the next station. This will continue until each participant returns to his or her original station.

Ten (10) minutes will be allowed for this part of the practicum.

b. Sensory Evaluation

Each participant will be given one minute at each station before being told to move to a new station. When each person returns to his or her original station this practicum is completed

Part I - Triangle Tests (45 points)

Three different triangle tests will be conducted. Participants are expected to identify the different sample through aroma, visual cues or textural differences.

Answers will be given on the sheet provided. No list will be provided for this segment of the practicum. Each test is worth 15 points.

Part II - Difference Testing (45 points)

Three samples will be tasted. Participants will be expected to discern the different taste of each sample when compared to a control or normal sample. Each station is worth 15 points.

Part III - Aromas (60 points)

Each participant will be asked to identify six (6) different aromas from vials provided at each station and record the answer on the sheet provided. A list of potential aromas will be provided to each person. Possible aromas include:

- | | | |
|---------------|----------------------|--------------------|
| 01. Almond | 12. Grape | 23. Oregano |
| 02. Banana | 13. Lemon | 24. Peanut Butter |
| 03. Basil | 14. Licorice (anise) | 25. Peppermint |
| 04. Butter | 15. Lime | 26. Pine |
| 05. Cherry | 16. Lilac | 27. Raspberry |
| 06. Chocolate | 17. Maple | 28. Smoke (liquid) |
| 07. Cinnamon | 18. Menthol | 29. Strawberry |
| 08. Clove | 19. Molasses | 30. Vanilla |
| 09. Coconut | 20. Nutmeg | 31. Wintergreen |
| 10. Garlic | 21. Onion | |
| 11. Ginger | 22. Orange | |

Each station is worth 10 points.

3. Team Event: (300 points)

Each team will receive a marketing scenario describing a need for a new or redesigned product that would appeal to a potential market segment. This scenario will contain a description of the existing marketing situation, competition, economic considerations and potential target market segment to be served by the new product. It is the task of the team to design a new food product or reformulate an existing product.

The team will be responsible for understanding and using the following concepts:

- Formulation of product to meet specified market requirements.
- New package design to reflect the developed product.
- Nutritional label development and adjustments.
- Equipment used to produce and package the product.
- Provide quality control and safety programs, i.e., good manufacturing practices (GMP) and hazard analysis critical control points (HACCP).

<u>Sample Nutrition Label</u>	
Nutrition Facts	
Serving Size _____	
Servings Per Container _____	
Amount Per Serving	
Calories _____	Calories from Fat _____
% Daily Value*	
Total Fat _____	_____%
Saturated Fat _____	_____%
Cholesterol _____	_____%
Sodium _____	_____%
Total Carbohydrate _____	_____%
Dietary Fiber _____	_____%
Sugars _____	
Protein _____	
Vitamin A _____%	Vitamin C _____%
Calcium _____%	Iron _____%
*Percent Daily Values are based on a 2,000 calorie diet.	

Each team will be provided with packaging materials, ingredients and information necessary on each ingredient in order to develop a final product label. The team will respond to the marketing scenario and reformulate or develop a new product, calculate a nutritional label, develop the ingredient statement and educational panel and develop the front or principal display panel to reflect the new product and its market.

Possible products to include, but are not limited to:

Cereal	Dairy Products	Processed Fruit Snacks
Breakfast Bars	Desserts	Sandwich
Candy	Beverages	Convenience Meals
Snack Mixes	Pizza	Stir-Fried Vegetables

Total time involved for each team will be sixty (60) minutes. Total number of points possible for this activity will be 300 points.

D. Required References

Food Science and Safety, 1998, Seperich, Interstate Publishers, Inc.

Institute of Food Technology website, <http://www.ift.org>

Additional References

Career Development Events Handbook 2006-2010. National FFA Organization, P.O. Box 68960, 6060 FFA Drive, Indianapolis, IN.46268-6060.

Food Science: The Biochemistry of Food and Nutrition, 2002, Mehas & Rogers.

This curriculum contains a student text, student lab manual, teacher's annotated lab manual, and teacher's resource binder. All materials are available through the Glencoe Secondary Catalog: Family & Consumer Sciences.

Principles of Food Sanitation, 1999, Marriott, Aspen Publishers, Inc.

USDA Food Safety and Inspection Service website, <http://www.fsis.usda.gov>

Penn State Food Entrepreneur Resources Website,
http://www.foodscience.psu.edu/Outreach/Fun_Food_Science.html

Illinois Association of Vocational Agriculture Teachers Forestry Career Development Event

A. General Information

1. Team:

A team shall consist of five participants. The three participants with the highest score shall constitute the team score.

2. Placings/Scoring:

Official ring placings will be given immediately following completion of the event.

3. Miscellaneous:

- a) Under no circumstances will any participant be allowed to touch or handle plant material during the event. Any infraction of this rule will be sufficient cause to eliminate this team member from the event.
- b) Observers will not be permitted in the event area while the event is in progress. Any participant caught cheating and/or talking during the event will be disqualified.
- c) All participants are expected to be prompt at their stations throughout the event. No provision will be made for tardiness and late participants will risk losing event points.
- d) Participants will be assigned to group leaders who will escort them to various event staging sites.
- e) All participants will be given a participant number by which they will be designated throughout the event.
- f) Each participant is to stay with his or her group leader throughout the event or until told to change leaders by the event chairman.
- g) Participants should come prepared to work in adverse weather conditions; they should have raincoats and proper clothing.
- h) All written materials will be furnished for the event. Each participant should provide a clipboard and pencil; electronic calculators will be allowed.
- i) Unless prior arrangements are made with the event chairman, each participant should provide a tree scale stick (Biltmore).

4. Additional Information: Refer to the *Annual Information and General Rules* section for the current year for information concerning **Entry Fees, Registration, and Location** of the event.

5. Watch the *AgEd Listserve* for event details.

B. Event Format

1. General Knowledge (100 points)

Fifty objective-type multiple-choice questions, from the listed references, will be selected from areas of the forestry industry. This phase of the event will test the participant's knowledge and understanding of basic principles of forestry. Each participant will be allowed 50 minutes to complete this phase of the event. Each answer has a value of 2 points for a maximum score of 100 points.

2. Tree Identification (150 points)

Twenty-five specimens from the following list will be displayed for participants to identify by common names. Each specimen will be designated by a number. Each participant will be allowed 30 minutes to complete this phase. Six points will be given for each correctly identified specimen for a maximum of 150 points.

American Basswood	Hickory, Pignut	Pine, Eastern White
American Hophorn Beam	Hickory, Shagbark	Pine, Jack
Ash, Green	Kentucky Coffetree	Pine, Pitch
Ash, White	Locust, Black	Pine, Red
Aspen, Quaking	Locust, Honey	Pine, Scotch
Baldcypress	Maple, Red	Pine, Virginia
Birch, Paper; Birch, White	Maple, Silver	Redbud, Eastern
Birch, River	Maple, Sugar	Redcedar, Eastern
Black Cherry	Oak, Black	Sassafras
Box Elder	Oak, Bur	Spruce, Norway
Catalpa	Oak, Chinkapin	Sumac
Cottonwood, Eastern	Oak, Northern Red	Sweetgum
Elm, American; Elm, White	Oak, Pin	Sycamore, American Planetree
Elm, Red; Elm, Slippery	Oak, Post	Tulip-poplar
Hackberry	Oak, Shingle	Walnut, Black
Hemlock, Eastern	Oak, White	Willow, Black
Hickory, Bitternut	Pecan	
Hickory, Mocknut	Persimmon	

3. Equipment Identification (100 points)

Twenty pieces of equipment from the following list will be displayed for participants to identify by technical names. Each piece of equipment will be designated by a number. Each participant will be allowed 30 minutes to complete this phase, or approximately 1½ minutes for each equipment station. Five points will be given for each piece of equipment identified correctly for a maximum of 100 points.

Abney Level	Hand Compass	Single bitted axe
Bark Gauge	Hand Lens/Field	Stadia Rod
Chain Saw	Microscope	Staff Compass
Chaps	Hypsometer	Stereoscope
Diameter Tape	Increment Borer	Surveying pins
Double bitted axe	Jacobs Staff	Tally Meter
Drip Torch	Peavy/canhook	Tree Caliper
Ear Protectors	Planimeter	Tree injector
Fiberglass measuring tape	Plastic flagging	Tree planting hoe or bar
Fire Rake	Pulaski forester axe	Tree scale stick
Forestor's Chain	Relaskop	Wedge Prism
Fusee	Safety glasses	
GPS Receiver	Safety hat	

4. Practicums

Participants will compete individually in four practicums from the following list.

Every year - participants will compete in the “Timber Cruising for Board Volume” practicum and the “Map Reading practicum”.

Even-numbered years - participants will also compete in the “Forest Management Evaluation - Timber Stand Improvements (TSI) and/or Thinning” and “Compass Reading” practicums.

Odd-numbered years - participants will also compete in the “Chain Saw Part Identification, Troubleshooting, and Safety” and “Tree/Forest Disorders” practicums.

a. **Tree Management - Timber Cruising for Board Volume** (Every year)

- 1) Using a tree scale stick, each participant will measure ten (10) pre-numbered trees on a fractional acre plot for board foot volume as specified by the division superintendent. The participant must record the Diameter Breast Height (DBH) computed to the nearest inch, and the merchantable height of each tree, height rounded down to the nearest 8-foot log. Participants must calculate the volume of each tree.
- 2) The following minimum diameters and log length will be:

Minimum Saw Timber

DBH	12 inches
Top Diameter (inside bark)	8 inches
Height	16 feet

- 3) Time: Participants will be allowed 30 minutes to measure height, record DBH and calculate volume.
 - 4) Volume tables will be provided at the event site.
 - 5) Scoring: Three points will be allowed for the correct DBH; 3 points for the correct height and four points will be allowed for the correct volume per tree. A maximum score for this practicum is 100 points.
- b. **Map Interpretation** (Every year)
- 1) Participants will be furnished a U.S. Geological Survey topographic map with specific points marked for the participant to identify. The participant shall know legal descriptions, recognize topographic map symbols, understand the meaning of map symbols and size, and describe location of 40 acres or more in a section.
 - 2) Ten points on the map will be clearly marked with a number or arrow pointing to a section, symbol, or area on the map to be identified.
 - 3) Examples:
 - a) What is the legal description of the area boxed?
 - b) What is the item located at this point?
 - c) What is the acreage of the area enclosed?
 - d) In what section is the city of Marshall located?
 - 4) Legal descriptions will be written or described according to the following:
 - NW - Northwest
 - T - Township
 - SE - Southeast
 - R - Range
 - S - Section (640 acres)
 - $\frac{1}{4}$ - Quarter of a section (160 acres) or a quarter of a quarter (40 acres of the 160)
 - 5) Time: Thirty minutes will be allowed for this phase.
 - 6) Scoring: Ten questions or problems will be completed. Five points will be awarded for each correct answer. The maximum possible score for this practicum is 50 points.

- c. **Forest Management Evaluation - Timber Stand Improvement (TSI) and/or Thinning** (Even-numbered years)
- 1) The ten (10) trees selected and designated for use in this part of the event may be all of one species or a mixture of species.
 - 2) A timber stand area will be selected and identified by ribbons, paint, rope, etc. The area will contain ten (10), marked trees that need thinning or some TSI work.
 - 3) The participants will be given a *situation* concerning the forest management objectives of the stand selected. Information that will be needed to help participants in their decisions will include:
 - a) Markets available - including hardwood.
 - b) Wildlife habitat considerations - scope, etc.
 - c) Present condition of stand.
 - d) Final goal of the management plan.This information will be given to participants at the site before they start evaluation of the stand orally, by poster, or a *handout* sheet.
 - 4) All trees in the selected area will be considered part of a forest management site and each marked tree will be scored using one of the following options.
 - a) Harvest - utilize the tree.
 - b) Leave - the tree should remain in the stand for a good reason
 - c) Deaden - undesirable tree, not merchantable or beneficial to wildlife, should be deadened or cut down and left in the woods.
 - 5) Time: Participants will be given 30 minutes to make their decisions.
 - 6) Scoring: Five points will be allowed for each correct deciding to Deaden, Leave or Cut/Harvest each specimen. Additionally, five points will be allowed for identifying the correct reason to Deaden, Leave or Cut/Harvest each specimen. The maximum possible score for this practicum is 100 points.
- d. **Compass Practicum** (Even-numbered years)
- 1) The participant will use a hand compass and pacing to the nearest full foot to simulate the determination of the property lines on a tract of timber. The compass course will have 10 marked points. The student will start at any point and record the compass reading and distance to the next point. Azimuth readings shall be recorded.
 - 2) Time: Thirty minutes will be provided for this portion of the test.
 - 3) Scoring: A total of 100 points is possible - 10 points for each correctly numbered site; 5 points for correct azimuth, and 5 points for correct distance. Partial credit will be given with a deduction of 1 point for each 2 degrees or 2 feet the participant is off the correct answer.
- e. **Chain Saw Part Identification, Troubleshooting, and Safety** (Odd-numbered years)
- This practicum is divided into three parts:
- Part 1: Part Identification**
- In the chain saw part identification each participant will identify parts of a chain saw. These parts will be labeled on a saw or will be removed from the saw.

Part 2: Troubleshooting

The participant will identify *problems or troubles*. Each station will have a part, component, saw, or written situation with problem areas clearly marked. The participant may pick up parts or touch the saw.

Part 3: Safety

The participant will observe photos, actual parts, written situations, and/or problems to identify a safety hazard or unsafe practice.

- 1) Time: Thirty minutes will be allowed
- 2) Scoring: The maximum possible score for this practicum is 100 points.

f. **Tree/Forest Disorder (Odd-numbered years)**

- 1) Symptoms of at least 10, and not more than 20, disorders from the following list will be displayed for participants to identify by common names.

<ul style="list-style-type: none"> Aphid Scale Gypsy Moth Douglas Fir Tussock moth Spruce Budworm Spider mite Cicada Leaf Spot Beetles Wood Bore Wildlife/Livestock Damage Needle Cast Sawfly Sunscald Air Pollution 	<ul style="list-style-type: none"> Canker Damping off Mistletoe Wetwood or Slime flux Chemical Damage Tent Caterpillar Mechanical logging/construction Landscape maintenance equipment damage Girdling Roots Fire Damage Climatic injury: Snow, Wind, Frost, Drought, Hail Nematode Rust Lightening Damage Butt or Heart Rot
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- 2) The symptoms will be presented in one or more of the following forms:
 - a) Actual Sample
 - b) Picture(s)/Slide(s)
 - c) Written Description
 - d) Written case history

Each set of symptoms representing a disorder will be designated by a number.

- 2) Time: Each participant will be allowed 30 minutes to complete this practicum.
- 3) Scoring: Each disorder will be valued equally. The maximum possible score for this practicum is 100 points.

C. Suggested References

Primary

Holland, I.I., G.L. Rolfe, and D.A. Anderson. *Forests and Forestry*, 4th Ed. Interstate Publishers, Inc., Danville, IL.

Harlow, W.M., E.S. Harrar, J.L. Hardin, and F.M. White. 1991. *Textbook of Dendrology*, 7th Ed. McGraw-Hill, St. Louis, Missouri.

McManar Collins, B. and F.M. White, *Elementary Forestry*. Reston Publishing Co., Reston, VA

U.S. Forest Service, *Silvics of Forests of the United States*. Handbook 271. U.S. Forest Service, Washington, DC.

Haygreen, J.G., and J.L. Bowyer. 1989. *Forest Products and Wood Science*, 2nd Ed. Iowa State University Press, Ames, Iowa.

Other

Wenger, K. (ed.). 1984. *Society of American Foresters*. Forestry Handbook. John Wiley & Sons, NY.

Mohlenbrock, R.H. 1983. *Forest Trees of Illinois*, 4th Ed. Illinois Dept. of Conservation.

Society of American Foresters. 1981. *Choices of Silviculture for American Forests*. Bethesda, MD.

Information Technology and Communication Services. *Land Surveys and Descriptions* (U2042). University of Illinois.

Career Development Events Handbook 2006-2010. National FFA Organization, P.O. Box 68960, 6060 FFA Drive, Indianapolis, IN.46268-6060.

D. Judging Cards

Cards for this event may be ordered from Information Technology and Communication Services, University of Illinois at Urbana-Champaign, 1 (800) 345-6087 OR (217) 333-3871

Name _____ School _____

J999.130

General Knowledge Test

Directions: Circle the letter corresponding to the answer on the test.

Question Number	Answer Selection	Question Number	Answer Selection
1.	A B C D	26.	A B C D
2.	A B C D	27.	A B C D
3.	A B C D	28.	A B C D
4.	A B C D	29.	A B C D
5.	A B C D	30.	A B C D
6.	A B C D	31.	A B C D
7.	A B C D	32.	A B C D
8.	A B C D	33.	A B C D
9.	A B C D	34.	A B C D
10.	A B C D	35.	A B C D
11.	A B C D	36.	A B C D
12.	A B C D	37.	A B C D
13.	A B C D	38.	A B C D
14.	A B C D	39.	A B C D
15.	A B C D	40.	A B C D
16.	A B C D	41.	A B C D
17.	A B C D	42.	A B C D
18.	A B C D	43.	A B C D
19.	A B C D	44.	A B C D
20.	A B C D	45.	A B C D
21.	A B C D	46.	A B C D
22.	A B C D	47.	A B C D
23.	A B C D	48.	A B C D
24.	A B C D	49.	A B C D
25.	A B C D	50.	A B C D

J999.120G

Name _____ School _____

TREE IDENTIFICATION LIST

_____ American Basswood	_____ Oak, Black
_____ American Hophornbeam	_____ Oak, Bur
_____ Ash, Green	_____ Oak, Chinkapin
_____ Ash, White	_____ Oak, Northern Red
_____ Aspen, Quaking	_____ Oak, Pin
_____ Baldcypress	_____ Oak, Post
_____ Birch, Paper; Birch, White	_____ Oak, Shingle
_____ Birch, River	_____ Oak, White
_____ Black Cherry	_____ Pecan
_____ Boxelder	_____ Persimmon
_____ Catalpa	_____ Pine, Eastern White
_____ Cottonwood, Eastern	_____ Pine, Jack
_____ Elm, American; White Elm	_____ Pine, Pitch
_____ Elm, Red; Elm, Slippery	_____ Pine, Red
_____ Hackberry	_____ Pine, Scotch
_____ Hemlock, Eastern	_____ Pine, Virginia
_____ Hickory, Bitternut	_____ Redbud, Eastern
_____ Hickory, Mockernut	_____ Redcedar, Eastern
_____ Hickory, Pignut	_____ Sassafras
_____ Hickory, Shagbark	_____ Spruce, Norway
_____ Kentucky Coffeetree	_____ Sumac
_____ Locust, Black	_____ Sweetgum
_____ Locust, Honey	_____ Sycamore, American Planetree
_____ Maple, Red	_____ Tulip-poplar
_____ Maple, Silver	_____ Walnut, Black
_____ Maple, Sugar	_____ Willow, Black

Number wrong _____ Score _____

LJB

Name: _____
 School: _____

Equipment Identification
 (100 points)

Directions: Place the corresponding number of the sample opposite the correct name.

_____ Abney Level	_____ Peavy/canhook
_____ Bark Gauge	_____ Planimeter
_____ Chain Saw	_____ Plastic flagging
_____ Chaps	_____ Pulaski forester axe
_____ Diameter Tape	_____ Relaskop
_____ Double bitted axe	_____ Safety glasses
_____ Drip Torch	_____ Safety hat
_____ Ear Protectors	_____ Single bitted axe
_____ Fiberglass measuring tape	_____ Stadia Rod
_____ Fire Rake	_____ Staff Compass
_____ Forester's Chain	_____ Stereoscope
_____ Fusee	_____ Surveying pins
_____ GPS Receiver	_____ Tally Meter
_____ Hand Compass	_____ Tree Caliper
_____ Hand Lens/Field Microscope	_____ Tree injector
_____ Hypsometer	_____ Tree planting hoe or bar
_____ Increment Borer	_____ Tree scale stick
_____ Jacobs Staff	_____ Wedge Prism

Number wrong _____ Score _____

Name: _____
 School: _____

Timber Cruising
 (100 points)

Using appropriate forest measuring tools, measure each of the numbered trees to determine board-foot volume, merchantable height, and diameter breast height (DBH). Minimum diameters are:
 Saw Timber 12 inches DBH
 Top diameter, inside bark 8 inches

Tree Number	Merchantable Height	Diameter Breast Height (DBH)	Volume
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Score			
Total Score			

Name: _____
 School: _____

Map Reading
 (50 points)

		Score
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
Total Score		

Name: _____
 School: _____

Compass Reading
 (100 points)

Station	Distance	Azimuth	Score
1 to 2			
2 to 3			
3 to 4			
4 to 5			
5 to 6			
6 to 7			
7 to 8			
8 to 9			
9 to 10			
10 to 1			
Total Score			

Timber Stand Improvement Practicum (100 points)

Place an X in the box that corresponds to the action you recommend and the reason you recommend that action. If you select "Other" you must explain what that "Other Reason".

	1	2	3	4	5	6	7	8	9	10
Deaden										
Undesirable species complex (TSI)										
Interfering with the growth and development of a more desirable species (crop tree management)										
Cull tree - poor form which renders it useless as a merchantable stem or as cordwood (TSI)										
Wildlife tree (den tree, cavity observed, obvious visual defect)										
Other reason not listed (explain)										
Leave										
Desirable species, however not mature (less than the utilization as prescribed in the narrative)										
Wildlife tree (leave as hard mast tree for wildlife benefit, may or may not be used as a den tree)										
Leave as a seed tree for regeneration (good genetics, only mature specimen in the vicinity)										
Aesthetics (based on landowners objectives or narrative)										
Threatened or endangered tree species										
Other reason not listed (explain)										
Cut/Harvest										
Dead & diseased (if meets utilization standards - DBH & Merchantable Log Length)										
Mature for site and species (combinant of age. Soils, environment, species, etc.)										
Firewood (as prescribed in the narrative)										
Meets diameter requirement, but has a defect which still renders it useable as sawtimber.										
Cull trees (does not meet sawtimber requirements, but may be used as pulpwood/cordwood)										
Other reason not listed (explain)										

Name: _____

School: _____

Chainsaw ID, Troubleshooting & Safety
(100 points)

- 1 _____ 11 _____
- 2 _____ 12 _____
- 3 _____ 13 _____
- 4 _____ 14 _____
- 5 _____ 15 _____
- 6 _____ 16 _____
- 7 _____ 17 _____
- 8 _____ 18 _____
- 9 _____ 19 _____
- 10 _____ 20 _____

Score _____

Name: _____

School: _____

Tree/Forest Disorders
(100 points)

Directions: Place the corresponding number of the sample opposite the tree/forest disorder.

- _____ Aphid
- _____ Scale
- _____ Gypsy Moth
- _____ Douglas Fir Tussock moth
- _____ Spruce Budworm
- _____ Spider mite
- _____ Cicada
- _____ Leaf Spot
- _____ Beetles
- _____ Wood Bore
- _____ Wildlife/Livestock Damage
- _____ Needle Cast
- _____ Sawfly
- _____ Sunscald
- _____ Air Pollution
- _____ Canker
- _____ Damping off
- _____ Mistletoe
- _____ Wetwood or Slime flux
- _____ Chemical Damage
- _____ Tent Caterpillar
- _____ Mechanical logging/construction
Landscape maintenance
equipment damage
- _____ Girdling Roots
- _____ Fire Damage
- _____ Climatic injury: Snow, Wind,
Frost, Drought, Hail
- _____ Nematode
- _____ Rust
- _____ Lightening Damage
- _____ Butt or Heart Rot

Number wrong _____

Score _____

Illinois Association of Vocational Agriculture Teachers Horticulture Career Development Event

A. General Information

1. **Team:** A team shall consist of five (5) participants. The four (4) individuals with the best scores shall constitute the team score.
2. **Placings/Scoring:**
 - a. Official placings and reasons will be given immediately following completion of the career development event.
 - b. The horticulture career development event is about equally balanced with approximately 50% of the points based on the participant's knowledge of floriculture and 50% of the points based on the participant's knowledge of landscaping.
 - c. Practicums will be scored and count as part of the participant and team score.
3. **Scorecards:** The Scantron card used in the event will be *Multi Purpose B - CDE form #228576*.
4. **Miscellaneous:**
 - a. The first place FFA team in the state takes its choice of the two divisions (Floriculture or Nursery/Landscape) for the national FFA competition.
 - b. The second place FFA team in the state CDE will be offered the other division.
 - c. Participants should have clipboards and #2 pencils for use during the CDE.
 - d. Participants may use non-programmable (will not store formulas), battery operated calculators if provided by the participant.
 - e. Calculators may not be shared.
5. **Additional Information:** Refer to the "Annual Information and General Rules Section" for the current year for information concerning **Entry Fees, Registration and Location** of the career development event.
6. **Preregistration is required.**
 - a. Each agriculture teacher with either a participant or a team in the Horticulture Career Development Event must submit an entry form and non-refundable registration fees in advance of the announced deadline to the IAVAT office.
 - b. Preregistration forms may be downloaded at <http://im.itcs.illinois.edu/> or www.iavat.org.
 - c. Deadline dates for preregistration will be published by ITCS Instructional Materials in *News & Notes* and in the *IAVAT Calendar of Events*.

B. Career Development Event Format and Cards Used

1. Judge eight (8) classes as follows: (25 points each)
 - a. **One class of cut flowers*** which may include:

1. Carnation	3. Snapdragon
2. Gladiolus	4. Spray mum
 - b. **Two classes of flowering container plants*** which may include:

1. Pot mum	4. African violet
2. Geranium	5. Kalanchoe
3. Azalea	6. Cyclamen
 - c. **One class of foliage plants*** which may include:

1. Jade plant	5. Dumbcane
2. Peperomia	6. Weeping fig
3. Philodendron	7. Pilea
4. Rubber plant	8. Schefflera

- d. One class of ground covers** which may include:
1. Ajuga - *Ajuga reptans*
 2. Ivy - *Hedera helix*
 3. Barren strawberry - *Waldsteinia ternata*
 4. Sedum - *Sedum* species
 5. Wintercreeper euonymus - *Euonymus fortunei*
 6. Vinca - *Vinca minor*
- e. One class of deciduous trees or shrubs** which may include:
1. Maple - *Acer* species
 2. Ash -- *Fraxinus* species
 3. Linden -- *Tilia* species
 4. Burning bush -- *Euonymus* species
 5. Barberry -- *Berberis thunbergii*
 6. Potentilla -- *Potentilla* species
 7. Flowering fruit trees (i.e., crabapple, hawthorn, plum, etc.)
 8. Viburnum -- *Viburnum* species
- f. Two classes of evergreen trees, shrubs, or broadleaf plants** which may include:
- | Trees | Shrubs | Broadleaf Plants |
|------------|---------------|------------------|
| 1. Spruce | 1. Arborvitae | 1. Rhododendron |
| 2. Pine | 2. Juniper | 2. Boxwood |
| 3. Yew | 3. Yew | 3. Holly |
| 4. Juniper | | |

2. Complete a written examination on general horticulture. This exam consists of 50 multiple choice and/or True/False questions; a Scantron sheet is used to record student responses to questions (100 points).
3. Identify 50 plant materials which may include: (300 points)
- | | |
|---|----------------------------|
| a. Bulbs, undergrounds stems, or plants | g. Herbaceous perennials |
| b. Bedding plants | h. Ground covers and vines |
| c. Foliage plants | i. Deciduous shrubs |
| d. Flowering container plants | j. Deciduous trees |
| e. Cut flowers and foliage | k. Broadleaf evergreens |
| f. Herbs | l. Coniferous plants |

Note: The code sheet that is used to identify the plant materials on the Scantron card is attached with these rules.

4. Each participant will complete one (1) floriculture and one (1) landscape practicum (100 points per practicum).
- B. Sample Practicums** (beginning in 2010, the practicums will be used in a three-year rotation)
- 1. Floriculture**
- a. **Floral Arrangement - Year 1**
- Make a flower arrangement, with a retail value of up to \$35.00. The type of arrangement will be announced by the CDE superintendent. All plant and non-plant materials needed to construct the arrangement will be provided. Participants will be allowed sufficient time, not to exceed thirty-five (35) minutes, to complete their arrangements and prepare itemized bills.
- Participants will be provided the retail price of the flowers and foliage they will use in their arrangements at the beginning of the practicum. The markup will be built into the retail price of the flowers and foliage used in the arrangement. The retail

cost of flowers and foliage given to the participant will be determined by horticulture staff at the University of Illinois.

b. Make and Package a Corsage - Year 2

Make and package a corsage, with a retail value of up to \$15.00. The type of corsage and information about the corsage will be announced by the CDE superintendent at the beginning of the practicum. All plant and non-plant materials needed to construct and package the corsage will be provided. Participants should be knowledgeable and possess skills to make a corsage. Participants will be allowed sufficient time, not to exceed thirty-five (35) minutes, to complete the construction of the corsage and complete an itemized bill.

c. Identifying and Controlling Plant Disorders - Year 3

Each participant will be given a plant with a nutritional, environmental, disease, or insect disorder. If the disorder is nutritional or environmental, the participant will identify the disorder and prescribe treatment. If the disorder is caused by a disease or insect, the participant will describe the preparation and application of a treatment for the disorder. Participants will be allowed sufficient time, not to exceed thirty-five (35) minutes, to complete this practicum.

2. Landscape

a. Nursery Landscape Tool ID - Year 1

Twenty-five (25) pieces of equipment from the following list will be displayed for participants to identify by technical names. Each piece of equipment will be designated by a number. Samples to identify may include a picture or the actual item. Participants will be allowed sufficient time, not to exceed thirty-five (35) minutes, to complete this practicum.

1. anvil-and-blade pruner	17. hedge shears	33. reel mower
2. architect's scale	18. hoe	34. rotary mower
3. bow saw	19. by-pass pruner	35. rototiller
4. broadcast (cyclone) spreader	20. leaf rake	36. round point shovel
5. bulb planter	21. loppers	37. safety goggles
6. compressed air sprayer	22. mattock	38. scoop shovel
7. chain saw	23. measuring wheel	39. siphon proportioner
8. drip emitter, irrigation	24. oscillating sprinkler	40. soaker hose
9. dust mask	25. planting/earth/soil auger	41. soil sampling tube
10. edger (power or hand)	26. pole pruner	42. spade
11. garden (spading) fork	27. pop-up irrigation head	43. square point (flat) shovel
12. garden (bow) rake	28. post hole digger	44. string trimmer
13. gas mask	29. power leaf blower	45. tape measure
14. gravity (drop) spreader	30. power hedge trimmer	46. tree caliper
15. grass shears	31. propagation mat	47. trowel
16. hearing protection	32. pruning saw	48. t- square

b. Pruning Nursery Stock - Year 2

This practicum is designed to evaluate participants' knowledge of and ability in 1) assessing the problem presented, 2) reviewing alternative courses of action based on individual knowledge or reference information provided, and 3) deciding on a solution. Possible solutions will be presented in multiple-choice form for the participant to mark on a score sheet.

One or more nursery plants will be displayed with points marked for possible pruning cuts. No plant will actually be pruned. Participants are to evaluate each labeled

point and decide if the plant part should be pruned or not for the improvement of the plant's health, form, and overall quality. The answer choice then will be the combination of cuts that should be made. Participants will be allowed sufficient time, not to exceed thirty-five (35) minutes, to complete this practicum.

c. Landscape Drawing - Year 3

This practicum is designed to evaluate participants' knowledge of and ability in 1) evaluating a landscape design, 2) reading a landscape drawing, 3) measuring and calculating materials needed to execute a landscape plan, and 4) evaluating factors that affect profitability of a landscape business.

A landscape drawing and scratch paper will be provided to the participants. There will be 10 objective questions about the landscape plan. The questions may include, but are not limited to, such areas as determining how accent was provided in the public area, the form and size specified for a certain plant, the cost of fencing, the number of patio pavers required, the area of sod to be installed, the volume of mulch required, and the labor cost to install a ground cover bed. Participants will be allowed sufficient time, not to exceed thirty-five (35) minutes, to complete this practicum.

C. Suggested References

1. Information Technology and Communication Services (ITCS)

Numerous slide sets, filmstrips, subject matter units, transparency sets, and photo CDs are available from Information Technology and Communication Services (ITCS), 1401 S. Maryland Drive, Urbana, Illinois 61801. (800) 345-6087 FAX (217) 333-3917 or available on the World Wide Web (<http://im.itcs.illinois.edu/>).

2. Miscellaneous

Dirr, M.A. 1998. *Manual of Woody Landscape Plants*. Stipes Publishing Co., 10-12 Chester St., Champaign, IL

Griffiths, M. 1994. *Index of Garden Plants*. Timber Press, Inc., Portland, OR

Hartmann, H.T. & D.E. Kester. 2002. *Plant Propagation*. Prentice-Hall, Inc., Englewood Cliffs, NJ.

Janick J. 1986. *Horticultural Science*. W.H. Freeman and Company, San Francisco, CA.

Schrock, D. (editor), 2001. *Illinois Master Gardener Manual*. ITCS Instructional Materials, University of Illinois, Urbana, IL

Still S. 1995. *Manual of Herbaceous Ornamental Plants*. Stipes Publishing Co., 10-12 Chester St., Champaign, IL

3. Judging Guides

* Classes 1a through 1c shall be judged according to:

University of Wisconsin at River Falls. A manual for flower judging (Pi Alpha Xi), eighth edition. Department of Plant and Earth Science, River Falls, WI 54022. (715)425-3345

** Classes 1d through 1f shall be judged according to:

American Association of Nurserymen. 1973. American Standards for Nursery Stock. AAN, 230 Southern Building, Washington, DC.

4. Other

Career Development Events Handbook 2006-2010. National FFA Organization, P.O. Box 68960, 6060 FFA Drive, Indianapolis, IN.46268-6060.

	BULBS, UNDERGROUND STEMS, OR PLANTS		FOLIAGE PLANTS, continued
101	Amaryllis	148	False Aralia, <i>Dizygotheca elegantissima</i>
102	Caladium	149	Friendship Plant, <i>Pilea involucrata</i>
103	Canna	150	Grape Ivy, <i>Cissus rhombifolia</i>
104	Crocus	151	Hawaiian or Dwarf Schefflera, <i>Brassaia arboricola</i> (<i>Schefflera arboricola</i>)
105	Dahlia	152	Heartleaf Philodendron, <i>Philodendron scandenoxycardium</i>
106	Gladiolus	153	Jade Plant, <i>Crassula ovata</i>
107	Hyacinth	154	Mother-in-law's Tongue, <i>Sansevieria trifasciata</i>
108	Bearded Iris	155	Nephthytis or Trileaf Wonder, <i>Syngonium podophyllum</i>
109	Lily	156	Norfolk Island Pine, <i>Araucaria heterophylla</i>
110	Narcissus	157	Ovalleaf Peperomia, <i>Peperomia obtusifolia</i>
111	Tuberous Begonia	158	Parlor Palm, <i>Chamaedorea elegans</i>
112	Tulip	159	Peace Lily, <i>Spathiphyllum floribundum</i>
	BEDDING PLANTS	160	Piggyback Plant, <i>Tolmiea menziesii</i>
113	Ageratum, <i>Ageratum houstonianum</i>	161	Prayer Plant, <i>Maranta leuconeura kerchoveana</i>
114	Cabbage, <i>Brassica oleraceae</i> v. <i>capitata</i>	162	Red Edge Dracaena, <i>Dracaena marginata</i>
115	Celosia, <i>Celosia</i> species	163	Rubber Plant, <i>Ficus elastica</i>
116	Coleus, <i>Coleus</i> species	164	Spider Plant, <i>Chlorophytum comosum</i>
117	Dusty Miller, <i>Senecio cineraria</i>	165	Sprenger Asparagus, <i>Asparagus densiflorus</i> 'Sprengerii'
118	Green Pepper, <i>Capsicum grossum</i>	166	Strawberry Begonia, <i>Saxifraga stolonifera</i>
119	Impatiens, <i>Impatiens wallerana</i>	167	Striped Dracaena, <i>Dracaena deremensis Warneckii</i>
120	Ivy Geranium, <i>Pelargonium peltatum</i>	168	Swedish Ivy, <i>Plectranthus</i> species
121	Lobelia, <i>Lobelia erinus</i>	169	Tahitian Bridal Veil, <i>Gibasis geniculata</i>
122	Marigold, <i>Tagetes</i> species	170	Umbrella Schefflera, <i>Brassaia actinophylla</i>
123	Moss Rose, <i>Portulaca grandiflora</i>	171	Wandering Jew, <i>Zebrina pendula</i>
124	New Guinea Impatiens, <i>Impatiens</i> species	172	Watermelon Peperomia, <i>Peperomia argyreia</i>
125	Pansy, <i>Viola x wittrockiana</i>	173	Wax Plant, <i>Hoya carnosia</i>
126	Petunia, <i>Petunia x hybrida</i>	174	Weeping Fig, <i>Ficus benjamina</i>
127	Regal Geranium, <i>Pelargonium x domesticum</i>	175	Zebra Plant, <i>Aphelandra squarrosa</i>
128	Salvia, <i>Salvia splendens</i>		FLOWERING CONTAINER PLANTS
129	Snapdragon, <i>Antirrhinum majus</i>	176	African Violet, <i>Saintpaulia ionantha</i>
130	Sweet Alyssum, <i>Lobularia maritima</i>	177	Azalea, <i>Rhododendron</i> species
131	Tomato, <i>Lycopersicon esculentum</i>	178	Bromeliad, <i>Aechmea</i> species
132	Vinca, <i>Catharanthus roseus</i>	179	Christmas cactus, <i>Schlumbergera bridgesii</i>
133	Verbena, <i>Verbena x hybrida</i> cv.	180	Cineraria, <i>Senecio x hybridus</i>
134	Wax or Fibrous-rooted Begonia, <i>Begonia x semperflorens-cultorum</i>	181	Cyclamen, <i>Cyclamen persicum</i>
135	Zinnia, <i>Zinnia elegans</i>	182	Fuchsia, <i>Fuchsia x hybrida</i>
136	Zonal Geranium, <i>Pelargonium x hortorum</i>	183	Gardenia, <i>Gardenia jasminoides</i>
	FOLIAGE PLANTS	184	Gloxinia, <i>Sinningia speciosa</i>
137	Aloe Vera, <i>Aloe barbadensis</i>	185	Hydrangea, <i>Hydrangea macrophylla</i>
138	Aluminum Plant, <i>Pilea cadierei</i>	186	Kalanchoe, <i>Kalanchoe blossfeldiana</i>
139	Artillery Plant, <i>Pilea microphylla</i>	187	Persian Violet, <i>Exacum affine</i>
140	Boston Fern, <i>Nephrolepis exaltata</i> 'Bostoniensis'	188	Pocketbook Plant or Calceolaria, <i>Calceolaria crenatiflora</i>
141	Chinese Evergreen, <i>Aglaonema modestum</i>	189	Poinsettia, <i>Euphorbia pulcherrima</i>
142	Corn Plant, <i>Dracaena fragrans</i>	190	Primrose, <i>Primula</i> species
143	Creeping Fig, <i>Ficus pumila</i>	191	Tricolor Bromeliad, <i>Neoregelia caroliniae</i> 'Tricolor'
144	Croton, <i>Codiaeum variegatum pictum</i>		
145	Devil's Ivy, <i>Epipremnum aureum</i>		
146	Dumbcane, <i>Dieffenbachia</i> species		
147	Emerald Ripple Peperomia, <i>Peperomia caperata</i> 'Emerald Ripple'		

CUT FLOWERS AND FOLIAGE	
192	Alstroemeria/Peruvian Lily
193	Baby's-Breath
194	Cymbidium Orchid
195	Emerald Palm
196	Eucalyptus
197	Florist's Chrysanthemum
198	Freesia
199	Gerbera/Transvaal Daisy
200	Leatherleaf Fern
201	Liatris
202	Miniature Carnation
203	Phalaenopsis Orchid
204	Pittosporum
205	Plumosus Asparagus
206	Rose
207	Salal
208	Scotch Broom
209	Standard Carnation
210	Statice
211	Wax Flower
HERBS	
212	Basil, <i>Ocimum basilicum</i>
213	Chives, <i>Allium schoenoprasum</i>
214	Lavender, <i>Lavandula angustifolia</i>
215	Oregano, <i>Origanum vulgare</i>
216	Parsley, <i>Petroselinum crispum</i>
217	Thyme, <i>Thymus</i> species
HERBACEOUS PERENNIALS	
218	Astilbe, <i>Astilbe x arendsii</i>
219	Blanketflower, <i>Gaillardia x grandiflora</i>
220	Bleeding Heart, <i>Dicentra spectabilis</i>
221	Columbine, <i>Aquilegia x hybrida</i>
222	Coreopsis, <i>Coreopsis</i> species
223	Daylily, <i>Hemerocallis</i> species
224	Delphinium, <i>Delphinium</i> species
225	Fountain Grass, <i>Pennisetum setaceum</i>
226	Foxglove, <i>Digitalis purpurea</i>
227	Lamb's Ear, <i>Stachys byzantina</i>
228	Oriental Poppy, <i>Papaver orientale</i>
229	Peony, <i>Paeonia lactiflora</i>
230	Plantain Lily, <i>Hosta</i> species
231	Purple Coneflower, <i>Echinacea purpurea</i>
232	Shasta Daisy, <i>Leucanthemum x superbum</i>
233	Zebra Grass, <i>Miscanthus sinensis</i> 'Zebrinus'
GROUND COVERS AND VINES	
234	Ajuga or Bugleweed, <i>Ajuga reptans</i>
235	Barren Strawberry, <i>Waldsteinia ternata</i>
236	Boston Ivy, <i>Parthenocissus tricuspidata</i>
237	Clematis, <i>Clematis</i> species
238	Creeping Bentgrass, <i>Agrostis palustris</i>
239	Creeping Phlox, <i>Phlox subulata</i>
240	Dragon's Blood Sedum, <i>Sedum spurium</i>
241	English Ivy, <i>Hedera helix</i>
242	Japanese Spurge, <i>Pachysandra terminalis</i>
243	Kentucky Bluegrass, <i>Poa pratensis</i>

GROUND COVERS AND VINES, cont'd	
244	Periwinkle, <i>Vinca minor</i>
245	Purpleleaf Wintercreeper Euonymus, <i>Euonymus fortunei</i> 'Coloratus'
246	Red Fescue, <i>Festuca rubra</i>
DECIDUOUS SHRUBS	
247	Alpine Currant, <i>Ribes alpinum</i>
248	Amur Privet, <i>Ligustrum amurense</i>
249	Anthony Waterer Spirea, <i>Spiraea x bumalda</i> 'Anthony Waterer'
250	Arrowwood Viburnum, <i>Viburnum dentatum</i>
251	Burkwood Viburnum, <i>Viburnum x</i> <i>burkwoodii</i>
252	Common Lilac, <i>Syringa vulgaris</i>
253	Compact Burning Bush, <i>Euonymus alata</i> 'Compacta'
254	Cranberry Bush Viburnum, <i>Viburnum</i> <i>opulus</i> or <i>Viburnum trilobum</i>
255	Firethorn, <i>Pyracantha coccinea</i>
256	Flowering Quince, <i>Chaenomeles speciosa</i>
257	Forsythia, <i>Forsythia x intermedia</i>
258	Japanese Barberry, <i>Berberis thunbergii</i>
259	Miss Kim Lilac, <i>Syringa patula</i> 'Miss Kim'
260	Oakleaf Hydrangea, <i>Hydrangea quercifolia</i>
261	Potentilla, <i>Potentilla fruticosa</i>
262	Red Twig Dogwood, <i>Cornus alba</i>
263	Rockspray Cotoneaster, <i>Cotoneaster</i> <i>horizontalis</i>
264	Weigela, <i>Weigela florida</i>
DECIDUOUS TREES	
265	Bradford Callery Pear, <i>Pyrus calleryana</i> 'Bradford'
266	Common Thornless Honeylocust, <i>Gleditsia</i> <i>triacanthos inermis</i>
267	Eastern Redbud, <i>Cercis canadensis</i>
268	European Beech, <i>Fagus sylvatica</i>
269	Flowering Crabapple, <i>Malus</i> species
270	Flowering Dogwood, <i>Cornus florida</i>
271	Ginkgo, <i>Ginkgo biloba</i>
272	Green Ash, <i>Fraxinus pennsylvanica</i>
273	Horsechestnut, <i>Aesculus hippocastanum</i>
274	Littleleaf Linden, <i>Tilia cordata</i>
275	London Plane Tree, <i>Platanus x acerifolia</i>
276	Norway Maple, <i>Acer platanoides</i>
277	Pin Oak, <i>Quercus palustris</i>
278	Red Maple, <i>Acer rubrum</i>
279	Red Oak, <i>Quercus rubra</i>
280	River Birch, <i>Betula nigra</i>
281	Saucer Magnolia, <i>Magnolia x soulangiana</i>
282	Serviceberry, <i>Amelanchier</i> species
283	Sour (Black) Gum, <i>Nyssa sylvatica</i>
284	Sugar Maple, <i>Acer saccharum</i>
285	Sweetgum, <i>Liquidambar styraciflua</i>
286	Tulip Tree, <i>Liriodendron tulipifera</i>
287	Washington Hawthorn, <i>Crataegus</i> <i>phaenopyrum</i>
288	White Oak, <i>Quercus alba</i>
289	Willow, <i>Salix alba</i>

	BROADLEAF EVERGREENS
290	Bayberry, <i>Myrica pensylvanica</i>
291	Boxwood, <i>Buxus</i> species
292	Catawba Rhododendron, <i>Rhododendron catawbiense</i>
293	Meserve Holly, <i>Ilex x meserveae</i>
294	Oregon Grapeholly, <i>Mahonia aquifolium</i>
295	Rhododendron PJM, <i>Rhododendron</i> 'PJM Hybrids'
296	Yucca, <i>Yucca</i> species
	CONIFEROUS PLANTS
297	American Arborvitae, <i>Thuja occidentalis</i>
298	Bald Cypress, <i>Taxodium distichum</i>
299	Blue Colorado Spruce, <i>Picea pungens glauca</i>
300	Canadian Hemlock, <i>Tsuga canadensis</i>
301	Douglasfir, <i>Pseudotsuga menziesii</i>
302	Juniper, <i>Juniperus</i> species
303	Larch, <i>Larix</i> species
304	Mugo Pine, <i>Pinus mugo</i>
305	Norway Spruce, <i>Picea abies</i>
306	White Fir, <i>Abies concolor</i>
307	White Pine, <i>Pinus strobus</i>
308	Yew, <i>Taxus</i> species

Illinois Association of Vocational Agriculture Teachers

Job interview CDE

Purpose of the Event

The Job Interview Career Development Event is designed for the participants 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.

A. General Information

1. The Job Interview Career Development Event will be limited to one individual per school.

2. Registration

a) The Job Interview Career Development Event will be limited to one individual per school.

b) Additional information: refer to the "General Rules" section for the current year for information concerning entry fees, deadlines for preregistration, submission of cover letter, resume, and references.

c) Entry fees are not refundable.

3. Equipment

a) Students are expected to bring the following items to the event:

- Writing Utensils
- Blank paper
- Resume
- Cover letter
- List of references
- Portfolio Cover (this can only contain the previous list of items)

4. Miscellaneous

a) Official Dress is required for the event.

b) Each component of the event will be timed.

c) Each participant's cover letter, resume and application will be the result of his or her own efforts.

5. Scoring & Awards

a) Participants shall be ranked in numerical order on the basis of the final score to be determined by each judge. The judges' ranking of each participant then shall be added, and the winner will be the participant whose total ranking is the lowest. Other placings will be determined in the same manner (low ranking method of selection).

6. **Additional Information:** Refer to National FFA Career Development Events manual.

B. Career Development Event Format

1. The event is developed to help participants in their current job search (for SAE projects, part-time and full-time employment). Therefore, the cover letter, resume, and references submitted by the participants must reflect their current skills and abilities and must be targeted to an agriculturally related job for which they would like to apply. In other words, participants cannot develop a fictitious resume for a fictitious job. Instead, they are expected to target the resume towards a real job for which they can qualify.

C. Career Development Events Divisions

1. Due in Advance by Deadline - Prior to Arrival

a) Cover Letter (100 points)

i. Seven copies of single spaced 8 ½" x 11" white resume paper letter of intent. The paper is to be single sided and typed block justified.

- ii. The letter is to be addressed to the Superintendent of the Career Development Event as specified by the contest host.

b) Resume (150 points)

- i. Seven (7) copies of single spaced 8 ½" x 11" white resume paper (do not use cardstock, color or specialty paper for the event). The resume is to be single sided only, typed not to exceed two pages total.
- ii. Resume must be non-fictitious and based upon their work history.
- iii. Students are to submit three (3) letters of reference. Seven (7) copies of the three (3) individual's letters must be received by the contest host.
- iv. All entries must be received by the contest host by the postmark date specified for the current year. No late entries will be accepted.

2. Completed at the CDE Site - After Arrival

At the State FFA Career Development Event the following will be completed in this order:

a) Application (50 points)

- i. Students will complete a job application prior to the personal interview. The application used will be one of the five provided examples. No social security number will be required.
- ii. Approved equipment listed may be used while completing the application.
 - Writing Utensils
 - Blank paper
 - Resume
 - Cover letter
 - List of references
 - Portfolio Cover (can only contain the previous list of items)
- iii. Participants will have 20 minutes to complete the application.

b) Telephone Interview (100 points)

- i. The student goal is to obtain a personal interview with the company to which they are applying. The student will call the employer. A card will be provided with the phone number to call. Student should interview with the understanding the company has received their cover letter, resume and three letters of reference.
- ii. Students will interview with the employer themselves.
- iii. One judge will conduct and score all phone interviews.
- iv. The judge will have a copy of the participant's cover letter, resume and three letters of reference.
- v. The telephone interview will last approximately five minutes.

c) Personal Interview (450 points)

- i. The personal interview will consist of an interview lasting approximately 20 minutes in front of a panel of three or five judges.
 - (1) When the total number of CDE entrants does not exceed 25 participants, a single panel of three or five judges will interview all participants.
 - (2) When the total number of CDE entrants exceeds 25 participants, the event host will divide the entrants into two groups by conducting a blind draw
 - (a) Each group of participants will be scored by a separate panel of three or five judges in a preliminary interview.
 - (b) The top three individuals from each group will advance to a final interview round.
 - (c) The final round interviews will be scored by a panel composed (in equal numbers) of judges from the previous round of interviews or by an entirely new panel of three or five judges

- ii. When registration exceeds 25 entrants and a final round interview is required, the preliminary round interview shall be 20 minutes in length and the final round interview shall be 10 minutes in length.

d) **Follow-up Letter (100 points)**

- i. Participants will submit a follow-up letter after the personal interview.
- ii. Students will be provided access to computers with word processing software to compose and type of follow-up letter.
- iii. The follow-up letter is to be addressed to the superintendent of the Career Development Event, and should be a response to their personal interview.
- iv. The approved equipment listed may be used while composing the follow up letter.
 - Writing Utensils
 - Blank paper
 - Resume
 - Cover letter
 - List of references
 - Portfolio Cover (can only contain the previous list of items)
- v. No sample follow-up letters may be used.
- vi. The participant will have thirty (30) minutes to complete this part of the event.

D. Scoring

1. When there are 25 entrants or less registered for the CDE, the scoring will be:

- Cover Letter – 100 points
- Resume – 150 points
- Application – 50 points
- Telephone Interview – 100 points
- Personal Interview – 450 points
- Follow-up Letter – 100 points
- Total points possible - 950

2. When there are more than 25 entrants registered for the CDE:

- a) The preliminary round of interviews will be scored:

- Cover Letter – 100 points
- Resume – 150 points
- Application – 50 points
- Telephone Interview – 100 points
- Follow-up Letter – 100 points
- Personal Interview – 450 points
- Total points possible - 950

- b) The final round of interviews will be scored:

- Cover Letter – 100 points (*score is carried over from preliminary round*)
- Resume – 150 points (*score is carried over from preliminary round*)
- Application – 50 points (*score is carried over from preliminary round*)
- Telephone Interview – 100 points (*score is carried over from preliminary round*)
- Follow-up Letter – 100 points (*score is carried over from preliminary round*)
- Preliminary Round Interview – 0 points
- Final Round Personal Interview – 450 points
- Total points possible - 950

E. Tiebreakers

1. When there are 25 entrants or less registered for the CDE, the tiebreakers will be:

- 1st Tiebreaker - Personal Interview
- 2nd Tiebreaker - Follow-up letter
- 3rd Tiebreaker – Resume

2. When there are more than 25 entrants registered for the CDE, the tiebreakers will be:

- 1st Tiebreaker – Final Personal Interview
- 2nd Tie Breaker – Follow-up Letter
- 3rd Tiebreaker – Resume

F. **References** (This list contains references that may prove helpful during event preparation, is not intended to be inclusive. Other sources may be utilized and teachers are encouraged to make use of the very best instructional materials available.)

Sabin, William. 2005. *The Gregg Reference Manual, 10th edition*. McGraw Hill Irwin Co., 1221 Ave. of the Americas, New York, NY

Strunk and White. 1999. *Elements of Style, 4th edition*. Allyn & Bacon, Pearson Education Co., Needham Heights, MA

101 Toughest Interview Questions...and Answers That Win Jobs Daniel Porto, Daniel Porot / Paperback / Published 1999

25 Reasons Why I Won't Hire You! What You Did Wrong Before, During & After the Interview! Zenia Glass / Paperback / Published 1998

Best Answers to the 201 Most Frequently Asked Interview Questions Matthew J. DeLuca, Mathew J. DeLuca / Paperback / Published 1996

The Complete Job Interview Handbook John J. Marcus / Paperback / Published 1994

G. **Sample Score Cards**

Participant Name: _____

Chapter: _____

Cover Letter - Scoring Criteria

Composition	Possible Points	Score
Correct format and stationery	10	
Punctuation (1 point per error up to 10 points)	10	
Grammar (1 point per error up to 10 points)	10	
Spelling (1 point per error up to 10 points)	10	
General appearance	10	
Content		
Career/Job Goal Specified	15	
Proper Qualifications	35	
Total Points Earned	100	

Participant Name: _____

Chapter: _____

Application - Scoring Criteria

	Possible Points	Score
Overall Impression	5	
Legible & Neat	10	
Language (1 point per error up to 10 points) <ul style="list-style-type: none"> • Grammar • Punctuation 	10	
Completed & Correct	10	
Consistent with resume	15	
Grand Total	50	

Participant Name: _____

Chapter: _____

Resume - Scoring Criteria

General Appearance	Possible Points	Score
Presented in proper format and printed as outline in rules	15	
Pleasing to the eye <ul style="list-style-type: none"> • Captures interest • Layout • Easily read 	40	
Grammar (1 point per error up to 20 points) <ul style="list-style-type: none"> • Punctuation • Spelling 	20	
Composition		
Personal data	10	
Career/Job objective	10	
Educational background	20	
Work experience/skills	20	
Special experiences, activities, honors	10	
References	5	
Total Points Earned	150	

Participant Name: _____

Chapter: _____

Telephone Interview - Scoring Criteria

	Possible Points	Score
Introduction	20	
Initiative and ambition	20	
Communicated effectively and efficiently	20	
Diplomatic and courteous	20	
Gathered appropriate information <ul style="list-style-type: none"> • Contact name • Address • Date • Time 	20	
Total Points Earned	100	

Participant Name: _____

Chapter: _____

Follow-Up Letter - Scoring Criteria

	Possible Points	Score
General appearance	5	
Composition	10	
Express appreciation	10	
Comments on interview activities	15	
Express interest in position	15	
Review of relevant qualifications	15	
Grammar & Spelling (1 point per error up to 10 points)	10	
Provisions for follow-up stated	20	
Grand Total	100	

Participant Name: _____

Chapter: _____

Personal Interview - Scoring Criteria

	Possible Points	Score
Appearance & courtesy (appropriate Official Dress)	45	
Greetings & introduction	45	
Speech <ul style="list-style-type: none"> • Grammar • Vocabulary • Volume • Enunciation 	45	
Attitude and personality <ul style="list-style-type: none"> • Forcefulness • Poise • Temperament • Sincere 	45	
Ability to convince or impress interviewer <ul style="list-style-type: none"> • Persuasiveness • Self-confidence 	45	
Knowledge and presentation of abilities <ul style="list-style-type: none"> • Educational experience • Occupational experience 	45	
Reliability <ul style="list-style-type: none"> • Frankness • Consistency • Accuracy 	45	
Poise <ul style="list-style-type: none"> • Tact • Discretion • Questions asked of interviewer 	45	
Career/Job Objective <ul style="list-style-type: none"> • Degree to which the contestant has determined career/job objective 	45	
Conclusion of interview	45	
Grand Total	450	

Illinois Association of Vocational Agriculture Teachers

Livestock Career Development Event

A. General Information

1. **Team:** A team shall consist of five (5) participants. The three (3) participants with the highest scores shall constitute the team score.
2. **Placings/Scoring:** Official ring placings and reasons will be given at the Beef Barns immediately following completion of the event.
3. **Scorecards:** The Scantron card used in the event will be *Horse & Livestock CDE form #239559-3*.
4. **Miscellaneous:**
 - a. Participants in the Livestock and Dairy Cattle CDE's must comply with all bio-security rules of the University of Illinois. Plastic boots and hand sanitation will be required of all participants (students, teachers, and helpers). The IAVAT will provide these items.
 - b. Participants should have clipboards and #2 pencils for use during the CDE.
5. **Additional Information:** Refer to the "General Rules" section for the current year for information concerning **Entry Fees, Registration, and Location** of the event.
6. **Preregistration is available and encouraged.** Watch *News and Notes* and AgEd Listserve for event details and a pre-registration form. Preregistration forms may downloaded at <http://im.itcs.illinois.edu> or www.iavat.org

B. Event Format

1. Judge four rings as follows.
 - a. One ring of breeding or market hogs. (50 points)
 - b. One ring of breeding or market beef animals. (50 points)
 - c. One ring of breeding or market sheep. (50 points)
 - d. One ring of meat-type market goats. (50 points)
2. Evaluate three (3) keep-cull rings. Production records will be used and selection is based 50 percent on production and 50 percent on type.
 - a. One ring of breeding swine. (50 points)
 - b. One ring of breeding beef. (50 points)
 - c. One ring of breeding sheep. (50 points)

Scoring Note: Keep-Cull classes consist of eight animals, from which the student must identify the four most desirable animals. If a student fails to select four animals or selects more than four animals they will receive zero points.
3. Grade one ring of five (5) animals each as follows:
 - a. One ring of slaughter cattle on USDA quality grades and cutability (Yield Grading). (50 points) [**Scoring Note #1:** Five points are added to the participant's score for correctly identifying the Quality Grade, 3 points for being off ½ grade, 1 point for being off two ½ grades, and zero points for being off three ½ grades or more.]

[**Scoring Note #2:** Five points are added to the participant's score for correctly identifying the cutability (Yield grade), 4 points for being off ½ grade, 3 points for being off two ½ grades, 2 points for being off three ½ grades, 1 point for being off four ½ grades and zero points for being off five ½ grades or more.]
4. Oral Reasons Presentation: Those teams registered for the Reasons Division shall present Oral Reasons on three of the four species identified in Part B1 of these rules. (For 2010 the species shall be beef, swine and sheep). Each reasons presentation shall have a maximum score of 50 points per set of reasons, making this section worth 150 points.
 - a. Reasons shall be the final activity in the Reasons Division of the Livestock CDE.
 - b. Reasons shall be presented in Official FFA Dress

C. Suggested References

1. Judging Booklets

- J100a *Judging Beef Cattle*
- J140a *Judging Sheep*
- J160a *Judging Swine*

2. Slidefilms and Slide Sets

- F103-1.1 *Aberdeen Angus Judging Classes, Pt. I*
- F103-1.2 *Aberdeen Angus Judging Classes, Pt. II*
- F103-2.1 *Hereford Judging Classes*
- F106 *Judging Yearling Beef Heifers*
- F146-1.1 *Hampshire Sheep Judging Classes*
- F146-1.2 *Hampshire Sheep Judging Classes*
- F171-1.1 *Duroc Swine Judging Classes*

3. Units

- 1033b *Selecting and Purchasing Hogs*
- 1061 *Using Livestock Production Records*

4. Video Tapes

- V100 *Visual Appraisal of Yearling Beef Heifers*
- V101 *Selection, Attributes, and Faults*
- V102 *Placing and Discussion of Commercial Chianina Heifers*
- V103 *Oral Reasons in Livestock Judging*

5. Other Publications

Official United States Standards for Grades of Pork Carcasses, Agricultural Marketing Service, United States Department of Agriculture.

Career Development Events Handbook 2006-2010. National FFA Organization, P.O. Box 68960, 6060 FFA Drive, Indianapolis, IN.46268-6060.

Catalog and price list for the above are available from ITCS Instructional Materials, 1401 South Maryland Urbana, IL 61801 (800) 345-6087 FAX (217) 333-3917 or available on the World Wide Web (<http://im.itcs.illinois.edu/>).

Aid for ordering cards for sectional events:

No. of teams x No. of participants per team x No. of rings = No. of cards needed,
i.e., 20 teams x 5 participants per team x 3 ring(s) = 300 cards needed.

My event: ____ teams x ____ participants per team x ____ ring(s) = ____ cards.

Regular Placing Card

TEAM NUMBER	PARTICIPANT NUMBER	RING NUMBER

DIRECTIONS – Below are all the possible placings for a ring of 4 individuals. Draw a circle around the placing which you consider correct for the ring you are judging.

A=1-2-3-4	G=2-1-3-4	M=3-1-2-4	S=4-1-2-3
B=1-2-4-3	H=2-1-4-3	N=3-1-4-2	T=4-1-3-2
C=1-3-2-4	I=2-3-1-4	O=3-2-1-4	U=4-2-1-3
D=1-3-4-2	J=2-3-4-1	P=3-2-4-1	V=4-2-3-1
E=1-4-2-3	K=2-4-1-3	Q=3-4-1-2	W=4-3-1-2
F=1-4-3-2	L=2-4-3-1	R=3-4-2-1	X=4-3-2-1

Keep-Cull Card

TEAM NUMBER	PARTICIPANT NUMBER	RING NUMBER

Female Selection Class
(Keep - Cull)

Circle only the numbers of the four animals you want to keep

1 - 2 - 3 - 4 - 5 - 6 - 7 - 8

Swine Grading

TEAM NUMBER	PARTICIPANT NUMBER	RING NUMBER

Swine Grading

Animal No.	Degree of Muscling			Average Back Fat (Inches at last rib)				U.S. Grade				SCORE			
	Superior	Average	Inferior	Less than 1"	1.01" to 1.24"	1.25" to 1.49"	1.5" and over	1	2	3	4	Muscling	Back Fat	U.S. Grade	Total
1															
2															
3															
4															
5															

J-HF

TOTAL SCORE

Illinois Association of Vocational Agriculture Teachers Meats Evaluation and Technology Career Development Event

A. General Information

1. **Team:** A team shall consist of five (5) participants. The three (3) individuals with the highest score shall constitute the team score.
2. **Placings/Scoring:** Official ring placings and reasons will be given immediately following completion of the event.
3. **Scorecards:** The Scantron cards used in the event will be CDE form #239562-1.
4. **Team Event:** The Ground Beef Formulation Problem will be solved cooperatively by all team members at the beginning of the event. It is worth 50 points per team
5. **Miscellaneous:**
 - a. Part of the event is held in a cold storage room (25 to 30°F), dress appropriately.
 - b. Participants may use non-programmable (will not store formulas), battery operated calculators if they provide them.
 - c. Calculators may not be shared.
 - d. Participants should not have any measuring devices during competition.
 - e. Participants should have clipboards and #2 pencils for use during the CDE.
 - f. All participants must wear hair nets and smocks. No exceptions will be allowed.
6. **Additional Information:** Refer to the "General Rules" section for the current year for information concerning **Entry Fees, Registration and Location** of the event.
7. **Preregistration is available and encouraged.** Watch *News & Notes* and the *AgEd Listserve* for event details and a preregistration form. Preregistration forms may be downloaded at www.aces.uiuc.edu/itcs/im or www.iavat.org

B. Event Format

1. **Placing Rings:** 5 rings (50 points each) from the following list. (Meat cannot be handled):
 - a. Beef carcasses
 - b. Pork carcasses
 - c. Lamb carcasses
 - d. Wholesale/sub-primal pork cuts
 - e. Wholesale/sub-primal beef cuts
 - f. Beef retail cuts - one of the following options
 - Ribeye Steak
 - Top Loin Steak
 - Boneless Loin Steak
 - Bone-in Loin Steak (includes both T-bone and Porterhouse steaks)
 - g. Pork retail cuts - one of the following options
 - Smoked Ham Center Slice
 - Rib Chop
 - Loin Chop
 - Center Rib Roast
 - Blade Steak
 - h. Lamb retail cuts - one of the following options
 - Arm Chop
 - Rib Chop
 - Loin Chop
 - Square Cut Shoulder Roast

2. Grade one ring of six (6) beef carcasses for QUALITY. [Scoring Note: Fifteen points are added to the participant's score for correctly identifying the Quality Grade, twelve points for being off 1/3 grade, eight points for being off two 1/3 grades, three points for being off three 1/3 grades and zero for missing the correct grade by four or more places. The quality grading ring is valued at 90 points]

3. Grade one ring of six (6) beef carcasses for YIELD. [Scoring Note: Fifteen points are added to the participant's score for correctly identifying the Yield Grade, twelve points for being off 1/3 grade, eight points for being off two 1/3 grades, three points for being off three 1/3 grades and zero for missing the correct grade by four or more places. The quality grading ring is valued at 90 points]

Yield Grade 1 (YG1)	Yield Grade 2 (YG2)	Yield Grade 3 (YG3)	Yield Grade 4 (YG4)	Yield Grade 5 (YG5)
High - 1.00 - 1.33	High - 2.00 - 2.33	High - 3.00 - 3.33	High - 4.00 - 4.33	High - 5.00 - 5.33
Avg. - 1.34 - 1.66	Avg. - 2.34 - 2.66	Avg. - 3.34 - 3.66	Avg. - 4.34 - 4.66	Avg. - 5.34 - 5.66
Low - 1.67 - 1.99	Low - 2.67 - 2.99	Low - 3.67 - 3.99	Low - 4.67 - 4.99	Low - 5.67 - 5.99

4. Identify one ring of **thirty (30)** retail cuts of meat. [Scoring Note: Participant's receive one point for correctly identifying the species, two points for correctly identifying the primal cut, and three points for correctly identifying the retail cut. There are a total of six points possible for each cut **making this portion of the event worth 180 points.**] Listed on the following page are the Primal and Retail cuts of meat and the code that is required for the Scantron answer sheet.

BEEF (B)	Primal	Retail	PORK, FRESH (P)	Primal	Retail	LAMB (L)	Primal	Retail
Brisket			Ham/Leg			Breast		
Brisket, Whole (Bnls)	02	011	Center Slice	05	050	Breast	01	010
Brisket, Corned	02	102	Rump Portion	05	030	Riblets	01	029
Flat Half (Bnls)	02	020	Shank Portion	05	032			
Point Half (Bnls)	02	027	Loin			Leg		
Chuck			Back Ribs	08	005	American Style Roast	07	001
Arm Roast	03	003	Blade Chop	08	076	Center Slice	07	050
Arm Pot Roast (Bnls)	03	004	Blade Chop (Bnls)	08	077	Frenched Style Roast	07	021
Arm Steak	03	046	Blade Roast	08	006	Sirloin Chop	07	083
Arm Steak (Bnls)	03	047	Butterfly Chop (Bnls)	08	078	Sirloin Half (Portion)	07	036
Blade Roast	03	006	Center Loin Roast	08	012	Shank Portion	07	032
Blade Steak	03	048	Center Rib Roast	08	013			
Chuck Eye Roast (Bnls)	03	014	Country Style Ribs	08	015	Loin		
Mock Tender Roast	03	026	Loin Chop	08	080	Double Chop	08	079
Mock Tender Steak	03	054	Rib Chop	08	081	Loin Chop	08	080
Seven (7) Bone Roast	03	031	Sirloin Chop	08	083	Loin Roast	08	025
Seven (7) Bone Steak	03	059	Sirloin Cutlets	08	062			
Top Blade Steak (Bnls)	03	070	Sirloin Roast	08	035	Rib		
			Tenderloin Roast (Whole)	08	040	Rib Chop	10	081
Flank			Top Loin Chop	08	084	Rib Chop (Frenched)	10	082
Flank Steak	04	053	Top Loin Chop (Bnls)	08	085	Rib Roast	10	028
			Top Loin Roast (Bnls)	08	043			
Loin			Top Loin Double Roast (Bnls)	08	044	Shoulder		
Porterhouse Steak	08	056				Arm Chop	13	075
Sirloin Steak	08	060	Shoulder			Blade Chop	13	076
Sirloin Steak (Bnls)	08	061	Arm Picnic	13	002	Neck Slice	13	055
T-Bone Steak	08	066	Arm Roast	13	003	Shoulder (Bnls)	13	034
Tenderloin Roast (Bnls)	08	040	Arm Steak	13	046	Square Cut (Whole)	13	039
Tenderloin Steak	08	067	Blade, Boston	13	007			
Top Loin Steak	08	071	Blade Steak	13	048	Variety Meats		
Top Loin Steak (Bnls)	08	072	Side "Belly"			Heart	16	087
Top Sirloin Steak (Bnls)	08	074	Fresh Side	14	022	Kidney	16	088
			Spareribs			Liver	16	089
Plate			Spareribs	15	038	Tongue	16	092
Short Ribs	09	033						
Skirt Steak (Bnls)	09	063	Variety Meats					
			Heart	16	087			
Rib			Kidney	16	088			
Eye Roast	10	018	Liver	16	089			
Eye Steak	10	051	Tongue	16	092			
Large End Roast	10	024						
Small End Roast	10	037	Various					
Small End Steak	10	064	Cube Steak	17	095			
Small End Steak (Bnls)	10	065	Ground Pork	17	097			
			Hocks	17	098			
Round			Sausage	17	099			
Bottom Round Roast (Bnls)	11	008	Sausage Links	17	100			
Bottom Round Rump Roast (Bnls)	11	009						
Bottom Round Steak	11	049	PORK, SMOKED/CURED					
Eye Round Roast	11	019	Ham/Leg					
Eye Round Steak	11	052	Center Slice	05	104			
Heel of Round Roast	11	023	Ham (Bnls)	05	105			
Round Steak	11	057	Ham (Whole)	05	106			
Round Steak (Bnls)	11	058	Rump Portion	05	112			
Tip Roast	11	041	Shank Portion	05	113			
Tip Roast, Cap Off	11	042						
Tip Steak	11	068	Jowl					
Tip Steak, Cap Off	11	069	Jowl	06	108			
Top Round Roast	11	045						
Top Round Steak	11	073	Loin					
			Back Ribs	08	101			
Shank			Canadian Bacon	08	103			
Cross Cuts	12	016	Loin Chop	08	109			
Cross Cuts (Bnls)	12	017	Rib Chop	08	111			
			Shoulder					
Variety Meats			Picnic (Whole)	13	110			
Heart	16	087						
Kidney	16	088	Side "Belly"					
Liver	16	089	Slab Bacon	14	114			
Oxtail	16	090	Sliced Bacon	14	115			
Sweetbread	16	091						
Tongue	16	092	Spareribs					
Tripe	16	093	Spareribs	15	116			
Various Meats			Various Meats					
Beef for Stew	17	094	Hocks	17	107			
Cube Steak	17	095						
Ground Beef	17	096						

5. **Team Event.** All team members will be responsible for cooperatively solving a ground meat formulation problem. Round decimals for the final answer only. [Scoring Note: The team event is valued at 50 points]

Sample problem: Assume that you manage a meat plant that manufactures ground beef for a chain of retail stores. Your goal is to produce a fresh, wholesome product that complies with all meat inspection regulations and will have three days' shelf life in the meat case. The fat content must comply with the specifications of the stores. The cost of the product should be as low as possible.

Rounding a decimal: 5-9 will be rounded up; 1-4 will be rounded down. Remember, do not round numbers until you get to your final answer.

Example:

Use the Pearson Square to formulate a batch of ground beef to the desired fat content.

Meats:

- (1) Boneless cow meat (10% fat--\$.99/lb.)
- (2) 75% lean beef trimmings (25% fat--\$.79/lb.)

Desired Final Fat Content: 20%
Batch Size: 1,000 lbs.

Determine:

- a. The amounts of the two types of meat that must be blended together to give the desired fat content.
- b. The meat cost of the finished product.

From preceding information:

(A) 10%		(D) 5
	20%	
(B) 25%		(E) <u>10</u>
		15 (Sum)

Proportions:

- (1) Boneless cow = $5/15 = 0.33$
(x 1,000 lbs. = 330 lbs.)
- (2) 75% Beef trim = $10/15 = 0.67$
(x 1,000 lbs. = 670 lbs.)

Verify Final Fat Content:

330 lbs. X 0.10 (fat) = 33 lbs.
670 lbs. X 0.25 (fat) = 167 lbs.
= 200 lbs. Fat/1,000 lbs.
Batch (20% fat)

Cost per Pound:

Boneless cow meat	0.33 x	\$.99/lb	.=	<u>.327</u>
75% trim	0.67 x	\$.79/lb.	.=	<u>.529</u>
				.856 or
				\$.86/lb.

Pearson Square

(A)	(D)
Fat Content	Difference Between
of Meat 1	B and C
	(C)
	Desired Fat Content
	of Finished Batch
(B)	(E)
Fat Content	Difference Between
of meat 2	<u>A and C</u>
	Sum of (D) and (E)

Proportion of ingredient (A) = (D)/(Sum)
Proportion of ingredient (B) = (E)/(Sum)

Suggested References

1. Judging Booklet

J180f *Meat Judging and Grading*

2. Slidefilms & Slide Sets

F/S180-1 *Identification of Retail Meat Cuts*

F/S181a *Identification of Kinds of Meat*

F/S183b *Retail Beef Cut Identification, with study guide*

F/S183b (Supp) *Retail Beef Cut Identification, with study guide*

F/S186 *Retail Pork and Lamb Cut Identification, with study guide*

F/S186 (Supp) *Retail Pork and Lamb Cut Identification, with study guide*

F260 *Quality and Yield Grading of Beef Carcass*

F/S261 *Beef Slaughtering*

F/S264-1 *Pork Carcass Cutting and Processing, Part 1: Fabrication*

F/S264-2 *Pork Carcass Cutting and Processing Part II: Curing and Smoking*

F/S270-1 *Meat Evaluation Classes, Part 1: Beef*

F/S270-2 *Meat Evaluation Classes, Part II: Pork and Lamb*

3. CD-ROM's

MDS100 *Retail Meat Cut Identification and Technology*

MDS100-10 *Retail Meat Cut Identification and Technology Quiz Pack*

4. Other

X180b *Retail Meat Cut Identification--Flash Card Set*

Career Development Events Handbook 2006-2010. National FFA Organization, P.O. Box 68960, 6060 FFA Drive, Indianapolis, IN.46268-6060.

Catalog of instructional materials is available from ITCS Instructional Materials, University of Illinois at Urbana-Champaign, 1401 S. Maryland Dr., Urbana, IL 61801. (800) 345-6087 FAX (217) 333-3917 or available on the World Wide Web (<http://www.aces.uiuc.edu/itcs/im>).

Aid for ordering non-Scantron cards:

No. of teams x No. of participants per team x No. of rings = No. of cards needed,
i.e., 20 teams x 5 participants per team x 5 ring(s) = 500 cards needed.

My event: ____ teams x ____ participants per team x ____ ring(s) = ____ cards.

ILLINOIS ASSOCIATION FFA PARLIAMENTARY PROCEDURE CDE

PURPOSE

The purpose of this activity is to encourage students to learn how to effectively participate in a business meeting and to assist in the development of their leadership skills.

OBJECTIVES

Students will be able to:

- Use parliamentary procedure to conduct an orderly and efficient meeting.
- Demonstrate knowledge of parliamentary law.
- Present a logical, realistic and convincing discussion.
- Record notes from a meeting.

EVENT RULES

The event is open to one team per chapter.

A team will consist of six members. All team members must be active FFA members and appear on the Official FFA Roster. One member will be designated as Chairperson and one member will be designated as Secretary. The secretary will also serve as a floor member. The other four members will be floor members.

Participants must appear in Official FFA Dress, *as described in the Official FFA Manual*, during all phases of the CDE.

The FFA Manual indicates “Official Dress should be worn where appropriate.” In a situation where business is being conducted in a professional manner, there is an expectation students will dress professionally. The term “Official Dress” is defined in the FFA manual and is the standard that members should strive to meet. However, the Illinois FFA Board of Directors understands the difficulties young members have in meeting the “Official Dress” as defined in The FFA Manual and has established the following as minimum official dress that must be met to avoid penalties in scoring.

Male - Black dress shoes (not tennis shoes); black socks, black dress pants (not jeans); white-collared (or light colored), button-down dress shirt; dark colored tie, and Official FFA jacket. No hats of any kind.

Female - Black, closed-toe dress shoes (no tall boots); black nylons, knee length black skirt or black dress slacks; white-collared (or light colored), button-down dress shirt; FFA scarf; and Official FFA jacket.

Failure to be in Official Dress will cause point deductions in the team’s “General Effect”.

The event will have four phases: written examination, a ten minute presentation of parliamentary procedure, oral questions following the presentation and notes prepared by the team secretary in consultation with the team chairperson.

The advisor shall not consult with the team after the event begins.

EVENT FORMAT

WRITTEN TEST (150 POINTS)

A written test will consist of 25 objective-type true-false, matching and/or multiple-choice questions covering basic parliamentary law. Thirty minutes will be allowed to complete the test. Each contestant may score a maximum of 25 points. The total score of the six team

members will be used to compute the team's score for this phase of the event. If a team does not have six members, the missing members will be scored a "0".

All participants must bring their own pencils or pens.

PRESENTATION (580 POINTS)

The order of appearance for each team will be determined prior to the start of the event. Requests for a specific presentation time will be granted when there are no conflicting requests. Requests for the same presentation time will be resolved with a random draw.

Prior to the start of the event, judges will prepare a main motion and draw two subsidiary motions, two incidental motions and one privileged or unclassified motion from the list of required motions. The judges will then prepare six cards (one for each team's participants) and on the five cards to be provided to the floor members, a specific motion will be designated. Each of the five cards will have a different motion designated to indicate which procedure that floor member is required to demonstrate, but all cards will list 1) the main motion used, 2) all the required motions to be used in the session, 3) the motion that may be "Taken from the table" and 4) the motion that may be "Reconsidered". The chairperson's card will show all motions, but will not identify which floor member is responsible for a specific procedure. The cards will be placed face down on each contestant's chair prior to each round of presentations and will be collected after the ten-minute presentation time. Cards are not to be taken from the presentation room.

Note: It may be necessary for a member of the team to purposely make a parliamentary error so another team member can demonstrate that a Point of Order or Appeal. Students are not penalized for that parliamentary error provided they use a motion other than the motion they were assigned to present.

Without discussion, the team members will have one minute to review the main motion and the required motion they have been assigned. After one minute the demonstration will begin.

Only the motions from the following list of Required Motions will receive points. Any motion not on the list will not receive any points. The list of Required Motions is:

SECTION EVENT

SUBSIDIARY

Lay on the Table
Previous Question
Postpone Definitely
Refer to a Committee
Amend
Postpone Indefinitely

INCIDENTAL

Point of Order
Appeal
Division of Assembly
Parliamentary Inquiry

PRIVILEGED/UNCLASSIFIED

Adjourn
Recess
Question of Privilege

DISTRICT EVENT

SUBSIDIARY

Lay on the Table
Previous Question
Limit Debate
Postpone Definitely
Refer to a Committee
Amend
Postpone Indefinitely

INCIDENTAL

Point of Order
Appeal
Division of Assembly
Parliamentary Inquiry
Suspend the Rules
Withdraw a Motion
Divide a Question

PRIVILEGED/UNCLASSIFIED

Adjourn
Recess
Question of Privilege
Take from the Table
Reconsider

STATE EVENT**SUBSIDIARY**

Lay on the Table
 Previous Question
 Limit Debate
 Postpone Definitely
 Refer to a Committee
 Amend
 Postpone Indefinitely

INCIDENTAL

Point of Order
 Appeal
 Division of Assembly
 Parliamentary Inquiry
 Suspend the Rules
 Withdraw a Motion
 Divide a Question
Object to the Consideration of a Question*

PRIVILEGED/UNCLASSIFIED

Adjourn
 Recess
 Question of Privilege
 Take from the Table
 Reconsider
Fix Time to Adjourn*
Call for Orders of the Day*

Motions marked by an asterisk () may be demonstrated at the State CDE for credit as additional motions, but will not be used as an assigned motion. Additionally the motion to **Rescind** may be demonstrated, but unrealistic or canned debate on the motion to rescind may be penalized at the judges' discretion.*

1. The chairperson shall start the presentation by saying, "Is there any further business that should be presented to the chapter at this time?" The demonstrating team shall assume that a regular chapter meeting is in progress and no motions are currently being considered.
2. The chairperson should use contestant numbers rather than names when recognizing contestants.
3. A team member will then *move the main motion from the card*.
4. Unless the motions to "Take from the table" and/or "Reconsider" have been assigned to a team member those motions may not be used to start the presentation.
5. If the judges designate "reconsider" or "take from the table" as a motion to be demonstrated, *the team should assume it is to "reconsider" or "take from the table" a motion that was presented at the last meeting*. Example: "I move to take from the table the motion that was tabled at our last meeting about having an FFA hayride." The motions to "reconsider" and "take from the table" can only be used on *the motion printed on their card*. *Teams are strongly discouraged from having a canned debate on these motions*.
6. A team may use more than one main motion as long as it pertains to the assigned main motion.
7. A motion that requires a second shall not be considered properly presented and is not eligible to receive points until it is seconded.
8. If a contestant fails to present their assigned motion, 100 points shall be deducted from their score. However, if the motion is presented and fails to receive a second, it will be scored a zero and no penalty points will be deducted.
9. The state event will have three rounds: a section round, a district round and a state final. Two teams may advance from the section to the district and two teams may advance from the district to the state.
10. Each team will be provided motions that address an item of business selected from recognized FFA activities (i.e. National Chapter, Food for America, PALS, POA, Proficiency Awards and National FFA Convention-consult the official FFA Manual and handbook). The motions will be specific and must be moved as it is written.
11. An individual may present a motion one time. Additional presentations of the same

motion, by the same individual will score “0”. Other individuals on the team may present the same motion, and will receive points for their first presentation. [Example: Contestant 2 moves, “I call for Previous Question.” It will be scored by the judges, but the next time Contestant 2 presents a “Call for Previous Question” it will be scored a “0”. However, Contestant 3 on the same team may still present a “Call for Previous Question” and receive points for their first presentation of that motion.]

12. All teams must close their session with an adjournment.
13. A team shall be allowed a maximum of ten minutes in which to demonstrate its knowledge of parliamentary law without penalty. Warnings will be given at eight and ten minutes. A deduction of 50 points will be made for every 30 seconds over the first 30 seconds or major fraction thereof. A timekeeper will furnish the time used by each team at the close of the event. *A warning light will be used to warn contestants when eight minutes of the session have expired. A second light will be lit when the team has completed its ten minute time allotment. No verbal time warnings will be provided, but a digital timer will be in the presentation room.*

<u>Time of Presentation</u>	<u>Penalty assigned</u>
Up to 10 minutes 30 seconds	None
10 minutes 31 seconds to 10 minutes 45 seconds	50 points
10 minutes 46 seconds to 11 minutes 15 seconds	100 points
11 minutes 16 seconds to 11 minutes 45 seconds	150 points
11 minutes 46 seconds to 12 minutes 15 seconds	200 points
12 minutes 16 seconds to 12 minutes 45 seconds	250 points

- 50 penalty points will continue to be assigned at 30 second intervals until the session is closed.

ORAL QUESTIONS (120 POINTS)

Each of the six team member will be asked a minimum of two (2) planned questions relating to their assigned motions or to their understanding of parliamentary law in the case of the chairperson. Attempts should be made to require the answers to these questions to be explanatory in nature. No one may step forward to help correct answers on the first six questions. Following these six questions, the judges will have two additional minutes to ask questions for clarification of the presentation, after which time will be called.

PRESENTATION NOTES (50 POINTS)

Each team will have a secretary take notes of the presentation. A possible score of 50 points will be allowed for the notes.

- Adequate paper will be supplied for both the Secretary and Chairman to take notes during the presentation.
- Following the presentation the secretary, in consultation with the chairperson, will have 15 minutes to prepare the notes. Time in and time out of the area set aside to prepare the notes will be kept by a timekeeper.
- There is no required format for the secretary to use regarding the keeping of notes, but samples of acceptable formats are attached.
- The notes should be dated and signed by the secretary and chair.
- The notes should be written to communicate complete thoughts. Since these are notes and not minutes, complete sentences are not required as long as the specific thoughts are captured in a complete manner.
- A minimum of two judges shall use the “Score Sheet for Secretary’s Notes” to score the notes of the presentation. A dictionary will be permitted.
- The judges will read, review and grade the notes after completion. Notes should refer to the participants by their number, rather than their name, as state event judges will

be scoring from video tape and do not know the individual's names.

- The scores will be averaged and provided to the presentation judges after the event for use in computing final scores.

SCORING GUIDELINES

Judges for the presentation should observe the following guidelines:

DISCUSSION

1. It is essential that each judge observe and maintain consistent criteria in scoring discussion for the duration of the event.
2. Judges must overlook personal opinions and beliefs and score discussion in an unbiased manner. All discussion should be scored at the time it is delivered.
3. Characteristics of effective discussion include: a) completeness of thought, b) logical reasoning, c) clear statement of speaker's position, d) conviction of delivery, and e) concise and effective statement of discussion.
4. A suggested grading scale is as follows:

<i>Excellent</i>	<i>20 points</i>
<i>Good</i>	<i>15 points</i>
<i>Average</i>	<i>10 points</i>
<i>Fair</i>	<i>5 points</i>
<i>Poor</i>	<i>0 points</i>

An excellent discussion *is extremely* unusual and would be characterized by a truly stirring delivery and brilliance in terms of information provided and/or suggestions for action offered. Poor discussion would be characterized by a lack of effective delivery, poor grammar, reasoning and substance. An example might be: "I think this is a good idea." Simply stating "I agree with the previous comments" is not an effective discussion and will be scored a "0".

Most discussion would fall in the range of an average score (*8-12 points*). An example of an average discussion might be: "I think this is a very significant motion that should be passed for the following reasons.... For these reasons, I urge everyone to vote for this motion." Good discussion would be characterized by effective delivery, substance, creative and visionary thought delivered in a convincing and compelling manner.

5. ***A participant's score on discussions will be determined by adding their top four (4) discussion scores.*** An individual earning an average number of points on each motion discussed would need to be recognized three of four times to earn the maximum *60 points*.

ADDITIONAL MOTIONS

1. **An individual may earn a maximum of 10 points for each additional motion. A participant's score on additional motions will be determined by adding the top three (3) scores, not to exceed 20 points, on motions they were not "assigned" to present.**

CHAIRPERSON

The guidelines for scoring the chair are as follows:

1. Ability to preside-handling of motions, keeping members informed, use of the gavel, distribution of discussion. (75 points)
2. Leadership - stage presence, poise, self-confidence, politeness and voice. (30 points)

EVENT SCORING

DETERMINING CONTESTANT SCORES

Contestant scores will be determined by adding the following:

Chairpersons: Ability to Preside + Leadership + Oral Question + Written Test

Secretaries: Completeness & Accuracy of Notes + Spelling/Legibility/Format + Written Test

Floor Members: Required Motion + Discussion + Additional Motions + Questions + Written Test

DETERMINING TEAM SCORES

WRITTEN TEST (Total score of the 6 members)....	150 points
NOTES OF THE PRESENTATION.....	50 points
ORAL QUESTIONS.....	120 points
PRESENTATION.....	625 points
GENERAL EFFECT.....	50 points

A deduction of 5-20 points will be made for each parliamentary mistake

Failing to present the assigned motion will result in a deduction of 100 points

Deduction (as explained earlier) will be made for presentations exceeding their time limits.

TOTAL POINTS POSSIBLE..... 995 points

TIEBREAKERS

Tiebreakers for **teams** will be:

1. The total presentation rank,
2. The team's average score on the written test, and
3. The total score for questions.

Tiebreakers for **chairpersons** will be:

1. Ability to preside score, and
2. Score on the questions.

Tiebreakers for **secretaries** will be:

1. Completeness and accuracy
2. Spelling/legibility/format

RECOMMENDED REFERENCES

Written test questions and the judge's questions will be taken from:

"Parliamentary Procedure," VAS Unit U7004.

"Dunbar's Manual of Parliamentary Procedure Test Questions"; Shane Dunbar, Everett, Washington (1997)

Additional references may include Robert's Rules of Order, FFA New Horizons magazine, the Official FFA Manual, and the FFA Student Handbook.

AWARDS

SECTION: A plaque or medal will be provided by the State Association for top chairperson, top secretary, and the top two teams. Additional awards may be provided by the section.

DISTRICT: A plaque will be provided to the first and a second place teams by the Illinois Foundation FFA.

STATE: A State Winners plaque will be presented to the first place team and all teams will be ranked gold, silver or bronze by the State Association.

JUDGES

There will be a minimum of three floor member judges, a minimum of two chairperson judges and a minimum of two secretary judges for the event. The secretary judges are to score the secretary's notes. Judges are to be obtained by the adult FFA Board member for the district and state events. The judges for the section event are to be obtained by the host school.

PERMISSIBLE MOTIONS ILLINOIS FFA PARLIAMENTARY PROCEDURE - CAREER DEVELOPMENT EVENT					
MOTION	SECOND	DEBATE	AMEND	VOTE REQUIRED	RECONSIDER
Privileged					
Fix the time to Adjourn	Yes	No	Yes	Majority	Yes
Adjourn	Yes	No	No	Majority	No
Recess	Yes	No	Yes	Majority	No
Question of Privilege	No	No	No	None	No
Call for Orders of the Day	No	No	No	None, but a 2/3 vote can set aside	No
Incidental					
Appeal	Yes	Yes/No	No	Majority	Yes
Point of Order	No	No	No	None	No
Parliamentary Inquiry	No	No	No	None	No
Suspend the Rules	Yes	No	No	2/3	No
Withdraw a Motion	No	No	No	None	No
Object to the Consideration of a Question	No	No	No	2/3	Yes (negative vote only)
Division of the Question	Yes	No	Yes	Majority	No
Division of the Assembly	No	No	No	None	No
Subsidiary					
Lay on Table	Yes	No	No	Majority	No
Previous Question	Yes	No	No	2/3	Yes (before vote)
Limit Debate	Yes	No	Yes	2/3	Yes
Postpone Definitely	Yes	Yes	Yes	Majority	Yes
Refer to a Committee	Yes	Yes	Yes	Majority	Yes
Amend	Yes	Yes	Yes	Majority	Yes
Postpone Indefinitely	Yes	Yes	No	Majority	Yes (vote only)
Main	Yes	Yes	Yes	Majority	Yes
Unclassified					
Take from Table	Yes	No	No	Majority	No
Reconsider	Yes	No/Yes	No	Majority	No
Rescind	Yes	Yes	Yes	Majority (2/3 if no advance written notice)	Negative Vote Only

Team # _____ FFA Chapter _____

SCORE SHEET FOR SECRETARY'S NOTES		
Ability	Possible Points	Actual Points
<u>Completeness and Accuracy</u> Including pertinent motions, seconds & discussions and the individual involved Notes must convey complete thoughts, but not necessarily complete sentences.	25	
Content of Notes (3 pts. Each) Date Time Place Chairperson's signature Secretary's signature	10	
Spelling/Legibility/Format Correct spelling (deduct 1 point/mistake) NOTE: In the instance of the same word being repeatedly misspelled, 1 point should be deducted for each occurrence up to a maximum of 10 points. (In other word after the fifth occurrence of the same incorrectly spelled word there are no additional deductions for spelling on that word, but other misspelled words would be penalized) Legibility (ease to read) (0-10 points) Format (structure of notes) (0-5 points)	15	
TOTAL POINTS EARNED	50	
Comments:		

Team # _____ FFA Chapter _____

<i>Score Sheet for Chairperson</i>		
Criteria	Possible Points	Judges Score
<p>Ability to Preside</p> <p>1. Handling of motions</p> <p style="padding-left: 20px;">a. Proper order of precedence (20 points)</p> <p style="padding-left: 20px;">b. Correct voting procedure (20 points)</p> <p>1. Keeping members informed (15 points)</p> <p>2. Use of gavel (10 points)</p> <p>3. Distribution of discussion (10 points)</p>	75	
<p>Leadership</p> <p>1. Stage Presence (15 points)</p> <p>2. Voice (10 points)</p> <p>3. Politeness (5 points)</p>	30	
Total Points Earned	105	
Comments:		
<p>Individual Questions (Average of presentation judges scores) This average score should be transferred to the team presentation sheet</p>		

Contestants	Test	Required Motion	Discussion	Additional Motions	Individual Questions	Total
	25 points maximum	25 points maximum/member	60 points maximum/member 20 points maximum/item	20 points maximum/member 10 points maximum/item Score the top 3 motions	20 points maximum	
1						
2						
3						
4						
5						
Team's General Effect		Includes: Official Dress - Flow of Presentation - Realism - Etc. 50 points maximum				
Chair		Ability to Preside 75 points maximum	Leadership 30 points maximum		Questions 20 points max.	
Secretary <i>The score on the written test is used to determine Secretary Rankings</i>		Completeness & Accuracy of Notes 25 points maximum	Content of Notes 10 points maximum	Spelling/Legibility/Format 15 point maximum		
Deductions	Parliamentary Mistakes		- 5 to 20 points maximum penalty per mistake - 100 points maximum			
	Overtime		- 50 points for each 30 seconds (or major fraction thereof) over			
	Fails to Present an Assigned Motion		-100 points per assigned motion omitted			
				Team Total		
Judges Comments						

TABULATION SHEET FOR RANKING TEAMS						
Team	Rankings for Highest-Scoring Teams					Final Ranking
	Judge 1	Judge 2	Judge 3	Judge 4	Judge 5	
Team 1						
Team 2						
Team 3						
Team 4						
Team 5						
Team 6						
Team 7						
Team 8						
Team 9						
Team 10						

First place team receives 1 point, second place receives 2, etc. Final ranking will be low score is first, second low score is second, etc.

TIME _____

SCHOOL _____

SECTION CONTEST

	CONTESTANT				
	1	2	3	4	5
LAY ON THE TABLE					
PREVIOUS QUESTION					
POSTPONE DEFINITELY					
REFER TO A COMMITTEE					
AMEND					
POSTPONE INDEFINITELY					
POINT OF ORDER					
APPEAL					
DIVISION OF ASSEMBLY					
PARLIAMENTARY INQUIRY					
ADJOURN					
RECESS					
QUESTION OF PRIVILEGE					
MOTION POINTS SUBTOTAL					
DISCUSSION					
DISCUSSION					
DISCUSSION					
DISCUSSION					
DISCUSSION					
DISCUSSION					
DISCUSSION POINTS SUBTOTAL					

- If a parliamentary mistake is made -5 to -20 points are deducted from the score
- Each contestant's required motion (25 pts maximum) should be highlighted on score card
- Other additional motions are worth 10 points maximum, with 20 points maximum/contestant.
- Score only the top 3 motions
- Each additional motion is scored only once
- Discussions are worth a maximum of 20 points/discussion, with a maximum of 60 points/contestant. *A team is not limited in the number of discussions they may present. All discussions presented will be scored, but no participant will receive more than 20 points for a single discussion and no participant can receive more than a total of 60 points for all the discussions they present.*

TIME _____

SCHOOL _____

DISTRICT CONTEST

	CONTESTANT				
	1	2	3	4	5
LAY ON THE TABLE					
PREVIOUS QUESTION					
LIMIT DEBATE					
POSTPONE DEFINITELY					
REFER TO A COMMITTEE					
AMEND					
POSTPONE INDEFINITELY					
POINT OF ORDER					
APPEAL					
DIVISION OF ASSEMBLY					
PARLIAMENTARY INQUIRY					
SUSPEND THE RULES					
WITHDRAW A QUESTION					
DIVIDE A QUESTION					
ADJOURN					
RECESS					
QUESTION OF PRIVILEGE					
TAKE FROM THE TABLE					
RECONSIDER					
MOTION POINTS SUBTOTAL					
DISCUSSION					
DISCUSSION					
DISCUSSION					
DISCUSSION					
DISCUSSION					
DISCUSSION					
DISC. POINTS SUBTOTAL					

- If a parliamentary mistake is made -5 to -20 points are deducted from the score
- Each contestant's required motion (25 pts maximum) should be highlighted on score card
- Other additional motions are worth 10 points maximum, with 20 points maximum/contestant.
- Score only the top 3 motions
- Each additional motion is scored only once
- Discussions are worth a maximum of 20 points/discussion, with a maximum of 60 points/contestant. *A team is not limited in the number of discussions they may present. All discussions presented will be scored, but no participant will receive more than 20 points for a single discussion and no participant can receive more than a total of 60 points for all the discussions they present.*

TIME _____

SCHOOL _____

STATE CONTEST

CONTESTANT

1 2 3 4 5

LAY ON THE TABLE					
PREVIOUS QUESTION					
LIMIT DEBATE					
POSTPONE DEFINITELY					
REFER TO A COMMITTEE					
AMEND					
POSTPONE INDEFINITELY					
POINT OF ORDER					
APPEAL					
DIVISION OF ASSEMBLY					
PARLIAMENTARY INQUIRY					
SUSPEND THE RULES					
WITHDRAW A QUESTION					
DIVIDE A QUESTION					
ADJOURN					
RECESS					
QUESTION OF PRIVILEGE					
TAKE FROM THE TABLE					
RECONSIDER					
FIX TIME TO ADJOURN					
OBJECT TO THE CONSIDERATION OF A QUESTION					
CALL FOR ORDERS OF THE DAY					
RESCIND					
MOTION POINTS SUBTOTAL					
DISCUSSION					
DISCUSSION					
DISCUSSION					
DISCUSSION					
DISCUSSION					
DISCUSSION					
DISCUSSION POINTS SUBTOTAL					

- If a parliamentary mistake is made -5 to -20 points are deducted from the score
- Each contestant's required motion (25 pts maximum) should be highlighted on score card
- Other additional motions are worth 10 points maximum, with 20 points maximum/contestant.
- Score only the top 3 motions
- Each additional motion is scored only once
- Discussions are worth a maximum of 20 points/discussion, with a maximum of 60 points/contestant. *A team is not limited in the number of discussions they may present. All discussions presented will be scored, but no participant will receive more than 20 points for a single discussion and no participant can receive more than a total of 60 points for all the discussions they present.*

These are samples only, additional formats may be added for use. No new format may be added after the first team in a CDE has begun their presentation. In addition to these formats, blank lined paper should be provided for all CDE's.

PLACE:				
DATE:				
START TIME:				
FINISH TIME:				
Presenter	Second	Motion	Discussion	Vote

*Secretary's Notes
Sample #1*

Motion	2nd	Details of the Motion/ amendment/discussion...etc.	Vote Count		Pass/Fail
			For	Against	

*Secretary's Notes
Sample #2*

Name	Motion	Comments

*Secretary's Notes
Sample #3*

Motion		Detail	Action
Main	Second.		

*Secretary's Notes
Sample #4*

Delegate	2nd	Main Motion and/or Discussion	Vote

*Secretary's Notes
Sample #5*

Illinois Association of Vocational Agricultural Teachers

Poultry Career Development Event

A. GENERAL INFORMATION

1. Eligibility

Any student is eligible who is under 21 years of age at the time of the event, who has not had more than four years training (two years junior high school and four years high school) in any approved course in vocational agriculture of less than college grade, and is enrolled in a high school class in vocational agriculture or has had all of the vocational agriculture offered and is carrying at least three units of regular high school work. The exception is that a person who has participated previously in any official national FFA poultry judging event is ineligible. If an ineligible student is entered in any event, that student's team will be declared ineligible. The winning team represents Illinois in the National FFA Poultry Career Development Event.

2. Team

Five team members from each school are permitted to judge. The three individuals earning the highest total scores constitute the team score (a school may compete with three members).

A school may enter less than a full team, but then the member(s) will compete only as individuals.

No substitution is permitted in any division after judging has started and **extra students** are not permitted to judge.

Handling of live birds (in Classes 2 & 5) is not permitted. Handling of eggs is permitted only in Class 7.

Each participant should have a pencil. In addition to the placing cards provided by the event superintendent, a clipboard (optional) may be used, and also a piece of paper (4 x 6 inches or less) may be used to record placings for the participant's use. There should be no written material on paper or clipboard at the start of the event.

Students are not required to give reasons on any rings.

Every possible effort is made in computing the results to prevent errors. If, however, after the precautionary measures have been taken and the results announced, errors do show up, the results will stand as announced and will not be corrected at a later date.

3. Additional Information

Refer to the "General Rules" section for the current year for information concerning **Entry Fees, Registration and Location** of the event. Scantron Card #239563-3 will be used for this event.

4. Awards

Ribbons will be awarded to each team that participates. Those teams whose scores place them in the upper third of the teams judging in a given division will receive blue ribbon awards, those in the next third will receive red ribbons, and those in the lowest third will receive white ribbons.

Superior (purple) ribbons will be awarded to the top 10 teams in each division (but not more than the top half of the blue ribbon group) in place of the blue ribbons.

Ribbons will be awarded to each individual that participates. Individuals whose scores place them in the upper third of those judging in a given division will receive blue ribbon awards, those in the next third will receive red ribbons, and those in the lowest third will receive white ribbons.

Superior (purple) ribbons will be awarded to the top 10 percent of the individuals (not to exceed 10 individuals) in each division or phase in place of the blue ribbons.

5. Miscellaneous

Immediately after the event, the official placings for the rings are given. Coaches and participants are not permitted in the rooms where the rings are located prior to the event. Non-participants should observe the rings after the event is completed.

B. EVENT FORMAT AND CARDS USED

Classes 2 & 5 Production: 50 points per ring - 10 minutes per ring. For section events use **Regular Placing Card** shown below.

Each ring of four (4) birds will be egg production stock (White Leghorns). The birds are judged by comparison and placed in the order of past production.

The Hormel Grading System will be used. In general, the amount of cut made in a participant's grade for exchanging pairs varies, a smaller cut is made for reversing pairs that the official judge indicates are close.

TEAM NUMBER	PARTICIPANT NUMBER	RING NUMBER

DIRECTIONS - Below are all the possible placings for a ring of 4 individuals. Draw a circle around the placing which you consider correct for the ring you are judging.

A=1-2-3-4	G=2-1-3-4	M=3-1-2-4	S=4-1-2-3
B=1-2-4-3	H=2-1-4-3	N=3-1-4-2	T=4-1-3-2
C=1-3-2-4	I=2-3-1-4	O=3-2-1-4	U=4-2-1-3
D=1-3-4-2	J=2-3-4-1	P=3-2-4-1	V=4-2-3-1
E=1-4-2-3	K=2-4-1-3	Q=3-4-1-2	W=4-3-1-2
F=1-4-3-2	L=2-4-3-1	R=3-4-2-1	X=4-3-2-1

Class 4: Carcass Grading (Ready-to-cook (dressed - whole chickens only) poultry): 50 points - 20 minutes. For section events use **Dressed Market Bird Grading Card**.

Ten (10) ready-to-cook carcasses (1 ½ to 6 pounds) are graded A, B, C or No Grade (reject). The latest edition of the Poultry Grading Manual, Agricultural Handbook No. 31* is the guide used by the judges.

A carcass that does not meet the requirements for A, B or C grade is classified as a No Grade (formerly reject). Factors which result in a no grade or reject classification include: tumors, sores, large bruises which render that part unfit for consumption, missing parts such as leg, breast or back—wings may be missing for “C” grade - or excessive trimming of the breast and legs to the extent that the normal meat yield is materially affected.

Abrasion (discoloration's) caused by the dressing operation are not considered. Abrasions are defined as the removal of the outer layer of skin resulting from the use of water that is too hot, or from rough treatment by picking machinery. Filoplumes and pinfeathers are disregarded.

An incision made on the carcass for the purpose of removal of viscera is not considered as a tear or cut, even though it may extend to a meaty part of the carcass.

For each bird, the correct placing is five (5) points. An incorrect placing results in the loss of two (2) points for each grade missed with a maximum loss of five (5) points per bird. An “A” bird incorrectly called a reject or vice versa results in a maximum loss of five (5) points or a score of zero (0); incorrectly called a “B” results in a score of three (3) points; incorrectly called a “C” results in a score of one (1) points.

Failure to mark a grade or column for a bird results in a score of zero (0). If two grades or columns are checked, the grade which results in the lower score is used. An error involving a reject or no grade has the same penalty as any other comparable decision.

DRESSED MARKET BIRD GRADING					
Bird No.	Quality				Score
	A	B	C	No Grade	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
					Score _____

Each participant will identify ten poultry parts. Poultry parts to be identified will be randomly selected and consistent with those used in the chicken processing and merchandising industries. The participant may not touch any part.

Thirty chicken parts are identified as:

1. Half
2. Front Half
3. Rear half
4. Whole breast with ribs
5. Boneless, skinless whole breast with rib meat
6. Whole breast
7. Boneless, skinless whole breast
8. Split breast with ribs
9. Boneless, skinless split breast with rib meat
10. Split breast
11. Boneless, skinless split breast
12. Breast quarter
13. Breast quarter without wing
14. Tenderloin
15. Wishbone
16. Leg quarter
17. Leg
18. Thigh with back portion
19. Thigh
20. Boneless, skinless thigh
21. Drumstick
22. Boneless, skinless drum
23. Wing
24. Drumette
25. Wing Portion
26. Liver
27. Gizzard
28. Heart
29. Neck
30. Paws

IDENTIFICATION OF CHICKEN PARTS										
Directions: Check the part of the chicken that you consider correct for each item.										
Part No.	1	2	3	4	5	6	7	8	9	10
Breast with ribs										
Breast without ribs										
Wishbone										
Breast tenderloin										
Boneless, skinless whole breast										
Boneless, skinless breast, half										
Drumstick										
Thigh										
Skinless, boneless thigh										
Leg										
Wing										
Wing, mid-joint (flat)										
Back										
Half										
Breast quarter										
Breast quarter without wing										
Leg quarter										
Thigh with back										
Drumette										
Liver										
Gizzard										
Heart										
Neck										

Scoring 30 Points — 5 Points Each Score _____
 9999-312 Rev 97

Ring 12: Written Poultry Test: 50 points - 10 to 15 minutes.

The test will consist of 25 questions taken from the information in *Poultry Science Manual for National FFA Contest*, No. 0418-3 (most recent edition). Questions will be limited to the portion of the reference that will be included at the next National FFA Poultry CDE Event. For even-number years examination items will be derived from this reference except for those sections related to health, waste, environment and marketing. For odd-number years examination items will be derived from this reference except for those sections related to poultry hatcheries, broiler breeders, market broilers, and turkey breeders.

Class 14: Ready to Cook Poultry: 50 points - 10 minutes. For section events use **Regular Placing Card**

Each participant will place a class of four whole dressed birds. The whole dressed birds may be either 4 chickens or 4 turkeys. Criteria for placing will be derived from USDA standards. Participants may not touch any carcass; doing so will result in disqualification. If used, the shackle holding a carcass may be rotated to show the entire carcass.

C. SUGGESTED REFERENCES

Judging Booklet

Poultry Science Manual for National FFA Contest, No. 0418-3 third edition, available from IMS, Texas A & M University.

Additional References

J120b - *Judging and Grading Poultry and Eggs*, ITCS - University of Illinois, 1401 S. Maryland Drive, Urbana, IL 61801 (217) 333-3871 Fax (217) 333-0005.

U1052, *Caring for the Small Laying Block*, ITCS - University of Illinois, 1401 S. Maryland Drive, Urbana, IL 61801 (217) 333-3871 Fax (217) 333-0005.

*Agriculture Handbook No. 31 and No. 75 are available from the Superintendent of Documents, Government Printing Office, Washington, DC 20402.

Aid for ordering CDE Cards

No. of teams x No. of participants per team x No. of rings = No. of cards needed,
(Be prepared to identify the rings you will conduct in your local event)

i.e., 20 teams x 5 participants per team x 1 ring(s) = 100 cards needed.

ILLINOIS ASSOCIATION FFA Rules for Prepared Public Speaking CDE

Eligibility

1. The CDE is open to students who are regularly enrolled in agricultural education classes and who are active members of chartered FFA chapters in good standing with the State Association.
2. Each chapter may enter one FFA member.
3. Props or equipment are not to be used in this CDE.
4. A participant will be permitted to use notes while speaking, but deductions in scoring may be made for this practice if it detracts from the effectiveness of the presentation.
5. All participants are required to wear official FFA dress when delivering their speech.

Subject

1. Each participant may choose his or her own subject.
2. The subject must be related to agriculture. Official judges shall disqualify any participant who speaks on a non-agricultural subject.
3. All speeches used in the CDE must be of the problem-solution type.
4. Ten days prior to the CDE, four typed copies of each speech must be forwarded to the contest superintendent.
5. The oral presentation by each participant should follow their written speech.
6. **Each participant's speech is to be the result of his or her own efforts. Training in both composition and delivery are limited to the resources of the school from which the participant comes, but facts and working data may be secured from any source.**

Note

Credit must be given to others when any direct quotes, phrases or specific dates are used in order that the participant is not guilty of plagiarism. The Boards of National Officers and Directors of the FFA at the October 1960 meeting in Kansas City, Missouri, adopted the following:

"A bibliography **MUST** be included as part of the public speaker's manuscript, and direct quotes from any other source of information must be marked in 'quotes' on the manuscript and be identified in the bibliography. Failure to do so will automatically disqualify a participant. This applies to all CDEs above the local level."

The State FFA Convention recommended that the State CDEs be held to coincide with the National rules; therefore, the above rules will apply to Illinois sectional, district and state public speaking CDEs.

Time Limit

1. Two timekeepers shall be designated to record the time used by each participant in delivering their speech, noting under-time or over-time, if any, for which deduction should be made. Timekeepers should be seated together.
2. Each participant must speak a minimum of six minutes in length and a maximum of eight minutes.

3. Deductions of 20 points per minute, or a major fraction thereof, will be made from the score of each judge for speeches under six minutes or over eight minutes in length. (To prevent being penalized, a participant must speak over five minutes 30 seconds, but less than eight minutes 30 seconds).
4. Time commences when the speaker begins talking.
5. **The participant's speech will be followed** by a five (5) minute period, during which the judges will ask them questions relating to their speech. The time for the question period will begin when the first judge begins asking a question.
6. At the end of the five-minute question period, the timekeeper(s) will call time. When time is called the speaker, if interrupted, may complete the sentence they were saying or they may stop in mid-sentence with no penalty.

Method of Selecting Winner

1. Participants shall draw for order of speaking. The room host shall then introduce each participant by name and speech title. Applause shall be withheld until all participants have spoken.
2. Three competent and impartial persons will be selected to judge the CDE. When possible, the judges should have an agricultural background.
3. During the presentation, the judges will be seated in different sections of the room in which the event is held. They will score each participant upon the delivery of their presentation, using the score sheet provided.
4. Judges will be furnished typed copies of the participants' manuscripts, which they will read and grade on content and composition prior to the CDE.
5. Each judge shall formulate and ask questions that pertain directly to the speaker's subject. All judges will ask at least one question.
6. Questions containing two or more parts should be avoided.
7. Judges will score each participant on their ability to answer all questions asked by all judges.
8. The full five minutes for questions should be used.
9. When all participants have finished speaking, each judge will total their score on each participant. The timekeepers' records will be used in computing the final score for each participant.
10. Participants shall be ranked in numerical order by each judge without consultation with any other judge.
11. If any judge's scoring results in a tie between two or more speakers, the judge shall be asked to re-score so as to avoid the tie.
12. After a judge has broken all ties in total score they will rank all participants in numerical order without consulting any other judge. The rankings of the three judges shall then be added and the winner will be the participant whose total of rankings is the lowest. Other placings shall be determined in the same manner (Low point score method of selection).
13. If a tie occurs when adding the rankings of the three judges, the individual who has the highest grand total score shall be ranked higher.

LEVELS OF COMPETITION

1. All sectional, district and state CDEs shall be conducted alike and conform with the National Prepared Public Speaking rules.
2. Winners are eligible to participate only in the next succeeding section, district, state and national CDEs.

3. The first and second place participant at the Section Prepared Public Speaking CDE will advance to the District competition.
4. The first and second place participants at the District Prepared Public Speaking CDE will advance to the State Prepared Public Speaking Finals.
5. The top three finalists from the semi-finals will compete for the state award at the State FFA Convention.
6. Awards shall be the same as Public Speaking awards on all levels.

EXPLANATION OF SCORE SHEET POINTS

Prepared Public Speaking		Points
A. Official Dress: Male - Black dress shoes (not tennis shoes), black socks, black dress pants (not jeans), white collared (or light colored), button-down dress shirt, dark colored tie, and Official FFA jacket. No hats of any kind. Female - Black closed-toe dress shoes (no tall boots), black nylons, knee length black skirt or black dress slacks, white collared (or light colored), button-down dress shirt, FFA scarf, and Official FFA jacket.		100
B. Content of the Manuscript includes:	Importance and appropriateness of the subject Suitability of the material used Accuracy of the statements included Evidence of purpose Completeness and accuracy of bibliography	200
C. Composition of the Manuscript includes:	Organization of the content Unity of thought Logical development Language used Sentence structure Accomplishment of purpose -- conclusions	100
D. Voice includes:	Quality Pitch Articulation Pronunciation Force	100
E. Stage presence includes:	Personal appearance Poise and body posture Attitude Confidence Personality Ease before audience	100
F. Power of expression includes:	Fluency Emphasis Directness Sincerity Communicative ability Conveyance of thought and meaning	200
G. General effect includes:	Extent to which the speech was interesting Extent to which the speech was understandable Extent to which the speech was convincing Extent to which the speech was pleasing Extent to which the speech held attention	100
H. Response to questions includes: subject	Originality of response Answer demonstrates a familiarity with the An ability to think quickly	200
Total		1100

Note: Judges should meet prior to the CDE to prepare and clarify the questions to be asked.

FINAL RANKING SHEET

PREPARED PUBLIC SPEAKING CAREER DEVELOPMENT EVENT

When all contestants have finished speaking, the chairperson of the CDE will assemble the score sheets from all judges and timekeepers. Totals shall then be compiled. The CDE chairperson should then complete the "Final Ranking Sheet" **USING THE RANKING ONLY, NOT THE ACTUAL SCORES.**

Rankings taken from judges' score sheets

Order of Speaking										
Contestant's Name or Code Number										
Judge #1										
Judge #2										
Judge #3										
Total of Judges' Rankings										
Final Ranking										

Note: In arriving at final rankings, the lowest total of the Judges' rankings receives first place, the next lowest total is second, etc. However, if two of three judges rank any contestant first, that contestant shall receive first place regardless of the opinion of the third judge. If a tie occurs when adding the rankings of the three judges, the individual who has the highest grand total score shall be ranked higher.

Judge's Name or Number: _____

**Illinois Association FFA
Judge's Score Sheet – Prepared Public Speaking CDE**

Order of Speaking

Names or Code Numbers of Participants										

Items to be Scored	Points Allowed	Points Awarded to Participants									
1. Official Dress	100										
2. Content of Manuscript	200										
3. Composition of Manuscript	100										
4. Voice	100										
5. Stage Presence	100										
6. Power of Expression	200										
7. General Effect	100										
8. Response to Questions	200										
Total Points (Gross) (All ties must be broken)	1100										
Less over-time or under-time deductions for each minute or major fraction	20 points each										
Total Points (Net)											
	Contestant Rank										

*The final ranking sheet included with the rules shall be used to summarize judges' score sheets.