

Virginia FFA Guide



Virginia FFA does not discriminate against employees, students, or applicants on the basis of race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation.

The Virginia FFA Association is a resource and support organization that does not select, control, or supervise local chapter or individual member activities except as expressly provided for in the state FFA constitution, bylaws, or policies.

JOB INTERVIEW

Philosophy for Virginia FFA Career Development Events

Students are important customers of agricultural education and the FFA who recognize quality and value in products and activities. When provided an opportunity to fashion their educational experiences, they generally make wise decisions based on needs, perceptions, image and the opinions of others influence students. They value change based on their perceived personal needs as well as the needs of others. They sometimes value change for the sake of variety. Adults are concerned about the experiences of students and want to help organize experiences that will meet the future needs of students while accomplishing the purposes of agricultural education and the FFA organization. The Virginia FFA Association should assume the leadership role in developing and continuously improving relevant FFA career development events and awards. Although the Virginia FFA Association should be aware of the needs of local chapters and should react to those needs, it should help initiate opportunities that reflect relevant and emerging technology.

Virginia FFA career development events and awards should be developed with significant input from FFA members, teachers, partners, respective industry sponsors, and others involved in agricultural education. Virginia career development events and awards should reflect instruction that currently takes place in the entire agricultural education program, including classroom instruction, laboratory instruction, individualized instruction, and/or supervised agricultural experience. However, it is appropriate for the state organization to develop career development events and awards that stimulate instruction in emerging areas that reflect both current and future community, national, and global work force needs. The authority for insuring the relevance of an FFA activity is ultimately vested in the Virginia FFA Advisory Council.

The state association should promote individual, chapter, and team career development events and awards. Chapter and team career development events and awards should be based on cooperation and teamwork while recognizing the value of competition and individual achievement. The role of career development events and awards is to motivate students and encourage leadership, personal growth, citizenship, and career development.

Students should be recognized for achievement in career development events and awards. Quality standards should be used as a basis for achievement. The state association should ensure that the recognition is appropriate and meaningful. Recognition for achievement should be reflective of the total effort required by the chapter/team/individual and should take place at all levels of participation.

The Virginia FFA Association shall encourage accessibility and provide opportunities for achievement and recognition for students with diverse backgrounds. High expectations should be consistently communicated to those who are involved in career development events and awards.

GENERAL RULES and OFFICIAL POLICIES

Violations of any of the following rules may be grounds for the event superintendent to disqualify the participants.

State FFA Staff and CDE Superintendents will use the published rules and procedures to organize and implement the State FFA Career Development Events. Event activities may not be conducted due to lack of necessary materials, expertise or extreme impact to event budgets.

TEAM ACTIVITIES

The primary goal of team career development events and awards is to develop individual responsibilities, foster teamwork, and promote communications while recognizing the value of ethical competition and the value of individual achievement. A team career development event/award requires two or more members from one chapter working cooperatively. Team career development events and awards are intended to be an outgrowth of instruction.

Team career development events and awards should:

- include problem solving and critical thinking.
- promote an appreciation for diversity by reducing barriers to participation.
- promote new directions and focus on future needs of members and society.
- include cooperative activities.
- encourage broad participation among members and recognize excellence within levels of experience.
- recognize individual and team achievement, develop general leadership, and recognize levels of ability.
- provide local recognition for superior performance at the state and national level.

ELIGIBILITY OF PARTICIPANTS

- 1) Each participant must be a current bona fide dues paying FFA member in good standing with the local chapter, state FFA association, and the National FFA Organization at the time of the career development event (or by May 1 for the Virginia FFA, whichever date comes first.) In the event a participant's name is not on the chapter's official roster for the years in which the dues were payable to the National FFA Organization, a past due membership processing fee of \$35, in addition to the dues must be paid.
- 2) The participant, in a State Senior Career Development Event, must be:
 - a. A high school FFA member, (a graduating senior is considered eligible to compete in state career development events the convention directly after graduation.)
(High school refers to grades 9-12.)
 - b. A middle school team consisting of all 8th grade FFA members.
 - c. While in school, be enrolled in at least one agricultural education course during the school year and/or follow a planned course of study; either course must include a supervised agricultural experience program, the objective of which is preparation for an agricultural career. For this purpose a student needs to be enrolled in at least one agricultural education course during the year they qualified for the event. If the student was previously enrolled in an agriculture class and was an FFA member, they may compete in a contest if they have scheduling issues (ex. Advanced Placement classes) that do not allow them be enrolled in an agriculture class but they must still have an SAE.
- 3) The participant in a State Junior Career Development Event must be:
 - a. at the time of the state competition has qualified as either a 7th, 8th or 9th grade member.
 - b. While in school, be enrolled in at least one agricultural education course during the school year and/or follow a planned course of study; either course must include a supervised agricultural experience program, the objective of which is preparation for an agricultural career. For this purpose a student needs to be enrolled in at least one agricultural education course during the year they qualified for the event.
- 4) The participant in a State Middle School Career Development Event must be:
 - a. At the time of the state competition has qualified as either a 6th, 7th or 8th grade member.
 - b. While in school, be enrolled in at least one agricultural education course during the school year and/or follow a planned course of study; either course must include a supervised agricultural experience program, the objective of which is preparation for an agricultural career. For this purpose a student needs to be enrolled in at least one agricultural education course during the year they qualified for the event.

- 5) To compete in the creed speaking event, the member has qualified as either a 7th, 8th or 9th grader by state convention.
- 6) CDE participants who start an event and do not complete the event without notifying event officials at the time of departure will be disqualified. This can affect the overall team rank and position. In some events this will also disqualify the entire team
- 7) The state supervisor/executive secretary of agricultural education must certify that participants are eligible. If an ineligible student is entered in any career development event, the entire team of which that student is a member may be declared ineligible.
- 8) The first contest that a school wins in the current year will be the contest that the individuals on that team will represent Virginia at the National FFA Convention. To explain, if an FFA chapter puts more than one current winner of an FFA contest on an additional team, then the second place team will be declared the State Winner and will compete at the National FFA Convention. If one person is a duplicate and the National rules allow for a three-person team, then the first place team will represent Virginia. If a student that wins a contest is declared ineligible, or cannot attend the Convention, then the other members of the team will be allowed to compete for individual awards only. (A medical waiver may be granted if a member of a winning team is unable to attend due to a medical condition.)
- 9) Individuals who have been state winners or have represented the state in any official national FFA career development event are not eligible to enter the same FFA event again. However, FFA junior division state winners are eligible for state senior division. Individuals on a state winning team cannot compete in that division again.
- 10) A chapter may enter any number of career development events; however, a chapter may have no more than one team in each division in each event.

CHECK-IN

Participants will check-in at the state FFA convention as indicated in the annual State Guidelines. Dates, hours and place of check-in will be sent annually to the agricultural education teacher. All participants will be given an identification number by which they will be designated throughout the event.

ADDITIONAL OPERATIONAL PROCEDURES AND POLICIES

- 1) **Emergency Conditions:** Under emergency conditions, a state team participating in a Virginia FFA Career Development Event may be made up of less than the required members. Fewer than the required number could compete if an emergency condition such as illness, death in the family or an act of God would occur. Those individuals competing would still be eligible to qualify for individual awards.
- 2) Event committees will strive to divide teams into groups so that no two participants from a team will be in the same group. In any case, no two members will be placed side-by-side.
- 3) **Disqualification:**
 - a. Any communication, verbal or non-verbal between participants during a career development event will be sufficient cause to eliminate the team member involved from the career development event. The only exception to this would be communication between team members during the team activity portion of a given career development event.
 - b. Teams arriving after the career development event has begun may be disqualified or penalized. No member substitutions may be made after the career development event begins.
 - c. Any assistance given to a team member from any source other than the career development event officials or assistants will be sufficient cause to eliminate the team from the career development event.
 - d. Event superintendents may stop any participant if they deem their manner to be hazardous either to themselves or others. Such stoppage shall deem the individuals disqualified for that section of the career development event.
 - e. CDE participants who start an event and do not complete the event without notifying event officials at the time of departure will be disqualified. This can affect the overall team rank and position. In some events this will also disqualify the entire team.
 - f. Participants will not be allowed to utilize personal electronic communication devices, other than those approved by the event officials, during the entire course of the event. Participants who access personal electronic communication devices without prior approval of the event officials will be disqualified.

- 4) Advisors
 - a. Advisors are not allowed to be in contact with their students at any point or time during the competition.
 - b. Advisors may only be allowed at the contest site if they are assigned to supervise a group or part of the contest
- 5) Participants are expected to observe the National FFA Code of Ethics and the Proper Use of the FFA Jacket during the career development events. (Please see the latest edition of the Official FFA Manual.)
- 6) Official FFA dress is highly recommended for all participants where appropriate and is required for the awards presentation and recognition.
- 7) Participants or advisors will not be allowed in the career development event area as designated in the specific career development event rules. Infractions of this statement may result in team disqualification.
- 8) Accessibility for all students—all special needs requests should be submitted two weeks prior to the event for scheduling of assistance during event.
- 9) Results of all Virginia State FFA Career Development Events will be announced during sessions at State Convention.

TEAM AND INDIVIDUAL AWARDS

The ranking of teams and individuals in each of the career development events will be on the basis of three logical groups within the total range of scores. Awards will be distributed to the winning teams and individuals at award programs following the completion of the career development events.

VIRGINIA FFA ADVISORY COUNCIL

Purpose: To advise the State Staff on issues impacting both FFA Career Development Events and Awards to ensure:

- 1) All activities are consistent with industry needs.
- 2) All activities are available to all members.
- 3) All activities are conducted openly, fairly and in a quality manner.
- 4) Cooperation among various activities occurs, to the degree possible, to promote the interconnectedness of agriculture (i.e. forestry and agricultural mechanics or farm business management and dairy or livestock) and agricultural education (classroom, SAE, FFA).
- 5) New and innovative activities are being put forward for consideration.
- 6) As many students as possible have the opportunity to participate.
- 7) A constant process of local advisor in-service on proper use of these activities as tools for learning is being championed.
- 8) All activities are operated consistently with Advisory Council policy.
- 9) Activities are conducted within available budgets approved by the FFA Advisory Council and, if appropriate, Virginia FFA Foundation Board.

The Virginia FFA Advisory Council is a committee made up of sixteen members from all across the Commonwealth that meet bi-yearly. Along with sending their advice on important issues to the National FFA Board of Directors, the Council also discusses the past year's events, how to advance their association in the future, and address the suggestions and concerns brought up by agricultural teachers and other leaders of agriculture.

Membership of the Advisory Council

- 1) Ten members of the Virginia FFA Advisory Council are selected by the areas.
- 2) One member, who is agricultural education middle school advisor.
- 3) One member, who is a representative from Virginia Tech.
- 4) One member, who is a representative of Virginia State.
- 5) One member, who is the State FFA Advisor.

- 6) One member, who is a representative of FFA members, selected when elected State FFA President.
- 7) One member, who is the State FFA Specialist (State FFA Executive Secretary.)

Term

Members serve a three-year term except for the one FFA member representative who will serve a one-year term.

Chair

The chair of the advisory committee on awards and career development events will be elected each year.

Meeting Schedule

- 1) Annual fall meeting to report on the completion of activities at convention and provide input into the winter meeting agenda.
- 2) The annual spring meeting will allow for most of the committee's work to be conducted as a whole group and in sub-groups focused on specific issues or specific types of activities (e.g. team career development events, individual awards, chapter awards).

Local advisors should submit concerns suggestions to the state FFA Specialist/chair of the advisory board and their area representative at least two weeks in advance of the meeting.

Rules Committee on State Career Development Events

The advisory committee will meet only when needed and will make all final decisions on interpretation of the rules and regulations of the State FFA Career Development Events or awards programs.

Official judges' decisions are final. The announced results are the official results and awards may be duplicated as a result of the appeal.

Conflict of Interest

If there is a violation of a student whose advisor is a member of the advisory board, the advisor may not vote on the violation. A teacher from that area maybe used to fill in for the advisor whose student has possible committed the violation.

Official Dress Recommendations, Number of Participants, and Number of Scores from Team Total

Event	Official Dress Appropriate	Number of Participants	Number of Scores Allowed (per team) for Team Total
Agricultural Communications	Yes	5	5
Agricultural Issues Forum	Yes	3-7	Team Score Event
Agricultural Mechanics Sr.	FFA Shirt	4	Top 3 Scores
Agricultural Mechanics Jr.	FFA Shirt	3	3
Agricultural Sales	Yes	4	4
Crops Judging	*Yes/FFA Shirt	4	3
Computer Applications	Yes	1	1
Creed Speaking	Yes	1	Individual Event
Dairy Cattle Evaluation	*Yes	4	Top 3 Scores
Dairy Cattle Handlers' Activity	White/Jacket	1	Individual Event
Dairy Foods	Yes	4	Top 3 Scores
Envirothon	*Yes/FFA Shirt	4	4
Extemporaneous Public Speaking	Yes	1	Individual Event
Farm Business Management	Yes	4	Top 3 Scores
Floriculture	*Yes/FFA Shirt	4	4
Food Science and Technology	Yes	4	4
Forestry Field Day	FFA Shirt	7	7
Forestry Senior	FFA Shirt	4	Top 3 Scores
Forestry Junior	FFA Shirt	4	3
Horse Evaluation	*Yes	4	Top 3 Scores
Horse Hippology	Yes	4	Top 3 Scores
Horticulture Demonstration	FFA Shirt	1/2	1/2
Job Interview	Yes	1	Individual Event
Jr. Dairyman's	FFA Shirt	4	Top 3 Scores
Jr. Forester's	FFA Shirt	4	Top 3 Scores
Jr. Stockman's	FFA Shirt	4	Top 3 Scores
Livestock Evaluation	*Yes	4	Top 3 Scores
Marketing Plan	Yes	3	Team Score Event
Meats Evaluation & Technology	FFA Shirt	4	Top 3 Scores
Middle School Agriscience Technology	FFA Shirt	4	3
Middle School FFA Quiz Bowl	Yes	4	4
Middle School Food & Fiber	FFA Shirt	4	3
Middle School Plant Science	FFA Shirt	4	3
Middle School Small Animal Care	FFA Shirt	4	3
Nursery/Landscape	FFA Shirt	4	Top 3 Scores
Parliamentary Procedure Senior	Yes	6	Team Score Event
Parliamentary Procedure Junior	Yes	6	Team Score Event
Poultry Evaluation	FFA Shirt	4	Top 3 Scores
Prepared Public Speaking Senior	Yes	1	Individual Event
Prepared Public Speaking Junior	Yes	1	1
Small Engines	FFA Shirt	1	1
Soils Judging	FFA Shirt	4	Top 3 Scores
Tractor Operator's	FFA Shirt	1	1
Tractor Troubleshooting	FFA Shirt	2	2

Please remember that all participants are required to wear complete official dress, as outlined in the National FFA Official Manual, to all award functions.

***Official Dress is required for the reasons part of this CDE**

-An FFA Shirt is any shirt purchased from the National, State or Local FFA or any plain shirt that has an FFA emblem or FFA sticker on it.

JOB INTERVIEW

I. PURPOSE

The State FFA Job Interview Career Development Event is designed for FFA members to develop, practice and demonstrate skills needed in seeking employment in the agricultural industry. Each part of the event simulates “real world” activities that will be used by real world employers.

II. EVENT RULES

1. The State FFA Job Interview Career Development Event will be limited to one participant per chapter.
2. The State FFA Job Interview Career Development Event will only be for students who are regularly enrolled in agricultural education during the calendar year, have a planned course of study/independent study, or who are still in high school, but have completed all the agricultural education offered. When selected, participants must be active members of a chartered FFA chapter and the State and National FFA Organization.
3. It is highly recommended that participants be in official FFA dress in each event.
4. Each participant’s cover letter, résumé and application will be the result of his or her own efforts.
5. Participants shall be ranked in numerical order on the basis of the final score to be determined by each judge without consultation. The judges’ ranking of each participant then shall be added, and the winner will be that participant whose total ranking is the lowest. Other placings will be determined in the same manner (low point score method of selection).
6. The State FFA staff and Virginia FFA Advisory Board will be in charge of this event.

III. EVENT FORMAT

A. EQUIPMENT

Students are allowed to bring the following items into the event:

- Writing Utensils
- Blank Paper
- Resume
- Cover Letter
- List of References
- Business Cards

B. ACTIVITIES

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

At the time of check in at State Convention the participant will submit the following:

a. Cover Letter (*Points - 100*)

1. Three copies of a single spaced 8 1/2” x 11” white bond paper letter of intent. The paper is to be single sided, block justified with Times, Time New Roman, or Arial 12 point minimum font.

2. Letter is to be addressed to the Superintendent of the Career Development Event and dated for the first day of the event.
- b. Résumé (Points - 150)**
1. Three copies of a single spaced 8 1/2" x 11" white bond paper. The résumé is to be single sided only, typed not to exceed two pages total. Suggested formats can be found in the Greggs Manual.
 2. Résumé must be non-fictitious and based upon their work history.
 3. Students are to **submit** three letters of reference.
 4. Cover letter, résumé and references must be submitted at the time of check in at State Convention.
2. At the State FFA Career Development Event the following will be completed:
- a. Application (Points - 50)**
1. Students will complete a standard job application on-site, prior to the personal interview.
- b. Personal Interview (Points - 450)**
- Students will interview with three separate judges. Each interview will last twenty minutes.
- c. Follow Up Letter (Points - 100)**
1. Participants will submit a follow up letter after each round of interviews. Students will be provided computers with word processing applications to compose and type a follow up letter. Thirty minutes will be given.
 2. Letter is to be addressed to the Superintendent of the Career Development Event, and should be a response to their most recent interview.

VI. SCORING

The Job Interview CDE will be judged as follows

Section.....	Points
Cover letter	100
Resume	150
Application	50
Personal Interview	450
TOTAL POSSIBLE.....	750

IV. TIEBREAKERS

Ties will be broken based on the greatest number of low ranks. Participant's low ranks will be counted and the participant with the greatest number of low ranks will be declared the winner. If a tie still exists, then the event superintendent will rank the participant's response to questions.

The participant with the greatest number of low ranks from the response to question will be declared the winner. If a tie still exists then the participant's raw scores will be totaled. The participant with the greatest total of raw points will be declared the winner.

V. AWARDS

Awards will be presented during a session at state convention. Awards are presented to individuals based upon their rankings.

VI. REFERENCES

This list of references 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. The following list contains references that may prove helpful during event preparation.

Greggs Manual

Elements of Style - Strunk and White

Microsoft Word résumé templates

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!
Zenja 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

Job Interview

Name: _____ Contestant Number: _____

Chapter: _____

Cover Letter

<i>Composition</i>	Possible Points	Score
Correct format and stationery	10	
Punctuation	10	
Grammar	10	
Spelling	10	
General appearance	10	
<i>Content</i>		
Career Goal Specified	15	
Proper Qualifications	35	
Total Points Earned	100	

Judge's Name

Judge's Signature

Date

Job Interview

Name: _____ Contestant Number: _____

Chapter: _____

Employment Application Scorecard

	Possible Points	Score
Overall Impression	5	
Legible	10	
Neat <ul style="list-style-type: none">• Grammar• Punctuation	10	
Completed according	10	
Consistent with resume	15	
Total	50	

Judge's Name

Judge's Signature

Date

Job Interview

Name: _____ Contestant Number: _____

Chapter: _____

Follow-Up Letter Scorecard

	Possible Points	Score
General appearance	5	
Composition	10	
Express appreciation	10	
Comments on interview activities	10	
Express interest in position	15	
Review of relevant qualification	15	
Is required information addressed	15	
Provisions for follow-up stated	20	
Total	100	

Judge's Name

Judge's Signature

Date

Job Interview

Name: _____ Contestant Number: _____

Chapter: _____

Personal Interview Scorecard

	Possible Points	Score
Appearance and courtesy	45	
Greetings and 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	
Career Objective <ul style="list-style-type: none"> • Degree to which the contestant had determined career objective 	45	
Conclusion of interview	45	
Total	450	

Judge's Name

Judge's Signature

Date

Job Interview

Name: _____ Contestant Number: _____

Chapter: _____

Resume Scorecard

General Appearance	Possible Points	Score
Presented in proper format	15	
Pleasing to the eye <ul style="list-style-type: none">• Captures interest• Layout• Easily read	40	
Grammar <ul style="list-style-type: none">• Punctuation• Typing• Spelling	20	
Composition		
Personal data	10	
Career objective	10	
Educational background	20	
Work experience/skills	20	
Special experiences, activities, honors	10	
References	5	
Total	150	

Judge's Name

Judge's Signature

Date

JOB INTERVIEW CAREER DEVELOPMENT EVENT

What is it?

Choose this event to polish your skills in landing a job and launching your career. At the competition, each member submits a resume, completes a job application and participates in an interview via telephone, in person one-on-one and with a panel of possible employers.

Career Opportunities

Career Clusters:

- Agricultural and Forestry Production
- Management and Financial Specialties
- Marketing, Merchandising and Sales Careers
- Science and Engineering
- Social Services
- Education and Communication

Career opportunities found in the career cluster areas:

****The Job Interview CDE can be applied to all of the career clusters, as all occupations require you to go through the interview process.**

Educational Requirements

Regardless of the type of education one receives, the Job Interview CDE would be beneficial. In addition to being beneficial towards pursuing a career, interview skills can be applied too much more. Examples include applying for a scholarship where interviews are conducted, interviewing for a Chapter or State FFA officer, interviewing for a proficiency award, and countless other opportunities.

SAE Opportunities

Employment at the media and public relations booth at your county fairgrounds, conducting media interviews, preparing and editing news releases, job shadowing at a public relations firm, develop an FFA newsletter and conduct interviews with FFA members

Proficiency Award Areas

Agricultural Communications

Curriculum Resources

- *Greggs Manual*
Elements of Style- Strunk and White
Microsoft Word resume templates
- *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!*
Zanja Glass/ Paperback/ Published 1998
- *Best Answers to the 201 Most Frequently Asked Interview Questions*
Matthew J. Deluca / Paperback / Published 1996
- *The Complete Job Interview Handbook*
John J. Marcus/ Paperback / Published 1994