

# West Virginia FFA CDE Policy

Adopted April 14, 2023

## CDE Committees Yearly Timeline

The CDE competitive year goes from August 1<sup>st</sup> through July 31<sup>st</sup>.

January-February: Conduct CDE Committee Meetings and Proposals

- Teacher committees will meet with coordinators to address ideas and changes.
- WVU will create updated documents and send to committees for review.
- Committee will send to Ms. Elizabeth
- Final Versions should be sent to Ms. Elizabeth By February 28th

March 1st: All proposed updates are posted for review.

Early April: Team Ag Ed Summit – The Governing Body will vote on proposed changes that came out of the committees, as well as have open time for proposals from the floor. WVU will update the documents

May: WVU will send documents for final review of the committee. Committee sends approved documents to Ms. Elizabeth

June 1st: All updated CDE Documents are posted to WVU Ag Ed Webpage.

## CDE Committee Expectations

1. Lead the change proposals to improve student experience with the Event experience and content.
2. Provide a member to:
  1. Confirm the expectations of the event meet the requirements in the rules and regulations.
  2. Confirm the scoring is correctly set up in Judging Card, prior to event start.
  3. Approve Final scores (with names and chapters removed) prior to the awards ceremony.
3. Serve as support for teachers with questions about preparing students for the event.

## Scantron Scoresheet Directions

Must be given by Coordinators at the beginning of each Contest

### **DIRECTIONS: IMPORTANT!!!!**

1. Students must possess a #2 pencil or a mechanical pencil with similar type lead. They must also have a hard surface to write on. All numbers, names, and answers must be DARK. If bubbles are not DARK and completely filled

there is a chance that the Scantron Reader may not correctly read their answers, thus they may receive no points.

2. Students must not fold, bend, or roll the edges of the Scantron sheet. If they are using clipboards, students should not lift the Scantron sheet or they will bend the top portion of it. They should depress the clip and remove the sheet from the bottom of the clipboard to mark the back side if necessary.
3. Group leaders should check periodically to see that the students are placing his/her answers in the appropriate category or section of the Scantron sheet.

**EXAMPLE:** Make certain that they darken in the correct placing for the class they are evaluating...DON'T MARK CLASS 1 if you are starting with CLASS 2. All possible sections for placing each class are located from top to bottom under each CLASS.

### **Rules, Regulations, and Recognition**

1. The teacher must complete all registration information online ([judgingcard.com](http://judgingcard.com)) for each event. Teams not properly registered will be declared ineligible to participate.
2. When the Career Development Event registration deadline is broken, the teacher will have an alternative method of registering his/her team(s): If the teacher wants his/her teams to participate, a late registration penalty of \$100 per contest will be imposed. The penalty must be paid at the time of registration with cash or a personal check. The late registration penalty will be donated to the West Virginia FFA Foundation in the name of the WV Career Development Events." (Passed 11/10/2008)
3. The State FFA Advisor will verify membership for each student competing in the CDE Events. If a student is not an active member, the advisor must update the membership status before the student will be permitted to compete.
4. A final registration/check-in of teams will take place. The check in will be used to provide each contestant with a name badge/contestant number. This badge must be worn at all times during the contest (unless it poses a safety hazard). Changes in team members will be taken care of by the contestants filling out the scantron cards properly. Teams will report directly to the designated contest location.
  1. Advisors must turn in the standard
5. A team shall consist of four students. See the first section of each respective contest or the "Maximum Number of Participants per Team" section to determine the number of scores that will count as the team score.
6. Check the program of events so that you will avoid scheduling the same student(s) for two contests which may overlap due to unforeseen circumstances.
7. Students may compete in a Career Development Event even if their school does not have a full team (3 or 4 members). If a school has less than 3 team members, the students are only eligible for individual awards.

8. A school may enter only one team (maximum 4 students) per event. (Passed 11/6/2006)
9. All chaperones attending the Career Development Events must be formally approved by the local Board of Education.
10. Any student who fails to correctly enter his/her team and student numbers on the Scantron sheets, will be disqualified from the event and remain unscored.
11. All members must submit the Standard FFA notarized permission form prior to the start of the event in order to participate.

### **Use of Technology in WV Career Development Events**

1. The use of all electronic devices are prohibited during all West Virginia Career Development Events. If an event requires the use of calculators, the event coordinator will provide exact specifications on the type(s) of devices (including functions) that will be permitted.
2. Failure to comply with this regulation will result in the elimination of the entire team from the competition. A letter will be sent to the school principal and superintendent by the state staff detailing the reasons for the dismissal.

### **Use of Reference Materials in WV Career Development Events**

1. Students participating in West Virginia Career Development Events are prohibited from bringing reference materials, paper, and/or other aids into the contest area unless the materials/aids are specified by the event coordinators in the official rules and regulations. The exception, all students are permitted to use a standard clipboard.
  - Cover sheets will be provided for all contestants in all contests.
  - Contestants participating in contests with oral reasons will be provided two sheets of unlined white paper to take notes.
2. Failure to comply with this regulation will result in the elimination of the entire team from competition. A letter will be sent to the school principal and superintendent by the state staff detailing the reasons for the dismissal

### **Eligibility**

1. Student must be a current high school student (9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students), enrolled in secondary agriculture, and an FFA member to be eligible to participate in the Career Development Events (Exception: students who recently graduated from high school (May-June of current year) are eligible to compete in the events until August 1<sup>st</sup>).
2. Middle school students are eligible to compete on in the 7<sup>th</sup> & 8<sup>th</sup> Grade Agriscience and the Middle School Food Science Contests.
3. Students are eligible to participate in the same contest four years

Secondary students of agriculture meeting the following requirements are eligible for officially designated National FFA Career Development Events.

1. The student is a bona fide dues paying FFA member in good standing with the local chapter, state association and the National Organization at the time of his or her selection and at the time of the Nation Career Development Events in which he or she competes.
2. The student, at the time of his/her selection as a state/national team member, must be:
  - i. a high school student (or a recent graduate),
  - ii. enrolled in at least one course for an agricultural occupation and/or following a planned course of study, including a supervised agricultural experience program the objective of which is related to the field of agriculture.
3. The State Supervisor of Agricultural Education must certify that contestants are eligible. If an ineligible student is entered in any contest, the team of which that student is a member shall be declared ineligible.
4. Teams and/or schools or teachers/coaches will not visit the WVU livestock facilities or greenhouse with **60 days of the event**.
5. No advisor or coach will be allowed in the livestock pavilion or within 300 feet of penned livestock while students are judging, unless his/her assistance is needed to help facilitate the contest.
6. A school must enter a minimum of six contests to be eligible for the Sweepstakes Award.
7. The sweepstakes award will be based upon the cumulative team placing standings in the high six contests. In case of a tie, the team with the most first places, then second places, etc., will win. *Winning the sweepstakes award does not denote the best secondary agriculture program in WV.*
8. The sweepstakes year will run from August 1<sup>st</sup> to July 1<sup>st</sup> with the Sweepstakes award presented at State FFA convention ceremony.
9. Student participation in all Career Development Events is limited to four years.
10. Members of first place teams may not participate in the same contest again.

## **AWARDS**

All announcements of winners and presentation of awards will be made at the Awards Program which is held on the final day(s) of the Career Development Events.

1. Plaques will be presented by representatives of the various Divisions to the winning teams in the contests. Competition areas are requested to select a method of breaking team and individual ties so as to eliminated misunderstanding and confusion.
2. Agricultural & Extension Education will award medals to the three high scoring individuals in each contest.
3. The West Virginia FFA Association will present the sweepstakes award.

4. The winning high team in any contest is given the right to represent West Virginia in any national career development event in which FFA teams are eligible to participate
  1. If not planning on taking a team to Nationals, the State Coordinator must be notified by July 15<sup>th</sup>.
  2. The state coordinator will proceed down the team placements until a team willing and able to travel to national convention is identified.
  3. All teams must have their members certified in the National FFA system by August 25<sup>th</sup>, If not the next eligible team will be able to compete.
5. All plaques and trophies become the permanent possession of the school.
6. Full contest results will be sent out to the agriculture teachers a minimum of 12 hours before the awards ceremony. Agriculture teachers will have until the designated time to bring attention to any mistakes in the scoring process, so it can be remedied before the awards ceremony.
7. If a mistake is made in judging and an incorrect team is announced as a winner, the team with the highest number of points after the scoring is corrected will be the team to represent West Virginia at the National FFA Convention regardless of how it was announced.