

District IV Nebraska Agricultural Educators Association

District Policy and Procedures Manual

Updated 9/2/2026

Introduction

1. This manual has been developed to provide a guide for major agricultural education and FFA Activities throughout the year. Agricultural Educators, FFA advisors and other local instructors should be familiar with the contents of this manual. This manual was adopted by voting members of District IV Nebraska Agricultural Educators Association for the purpose of managing programs as a part of district responsibilities.
2. A District IV Chapter is defined as a school that has an agricultural education program, is recognized by the Nebraska Agricultural Educators Association and is a chartered member through the Nebraska State FFA Association and National FFA Organization.
3. A District IV Advisor is defined as an individual who is a certified agricultural educator recognized by the Nebraska Department of Education, or a non-certified agricultural educator recognized by the school district they are representing in partnership with a certified agricultural educator.
4. This manual was developed under the direction of the local instructors of District IV, and is to be maintained when necessary and with timely updates.
5. Refer to the State Policy and Procedures manual for information on state events, charters, membership, etc. (can be found on www.neaged.org)
 - a. NAEA Policy, Procedure, Bylaws
 - b. Nebraska FFA Association Policy, Procedures, Bylaws
 - c. SAE, Membership, etc.
6. Appropriate Advisor dress is a necessary part of creating a professional atmosphere at FFA events. Appropriate Advisor dress is expected during any and all official FFA events including: LDE's, CDE's, State Degree & Star Application Interviews, State Convention, etc.

Leadership and Responsibilities

District IV NAEA governance includes a District NAEA Chair, District NAEA Chair-Elect, District Secretary, District Treasurer, District Contest Chair and District FFA Board Representative. Dist. Chair and Chair-Elect will be selected from NAEA Dues paying members. Roles and responsibilities include:

1. ***District IV Chair/NAEA Board Representative*** - Emma Lammers, Hartington-Newcastle
 - a. Represent the district at all official NAEA Board Activities and Meetings
 - b. Set and arrange for a time, place, and agenda for all meetings
 - c. Coordinate information with any external partners for event
 - d. Host the Post CDE awards meeting
 - e. Elected in accordance with State NAEA Policy - 3 year term

2. **District IV Chair-Elect** - Allison Clausen, Laurel/Concord/Coleridge
 - a. Elected in conjunction with the State NAEA Dist Chair Policy - 3 year term
 - b. Know and understand District IV Policies and have a copy of all policies at all events
3. **District IV Contest Chair** -Craig Flaming, Randolph
 - a. Know and understand all CDE contest rules
 - b. Assign ribbon placings for all district level contests
 - c. Coordinate the annual purchase of award materials
 - d. Serve as contest discrepancy/policy chair in accordance with District IV cheating/fairness policy and placing discrepancy policy
 - e. Elected annually
4. **District IV Treasurer** - Debi Doerr, Creighton
 - a. Have control and maintain financial records pertaining to the collection of district dues and checking account
 - b. Maintain and order necessary medals, ribbons, trophy plates, trophies, and any other district awards, recognitions, and expenses
 - c. Disseminate all awards to appropriate schools/individuals
 - d. Elected annually
5. **District IV Secretary** - Amanda Hafer, Lutheran High Northeast
 - a. Maintain minutes of regular meetings and disseminate minutes in a timely manner to all district members
 - b. Elected annually
6. **District IV FFA Board Representative** - Jacob Goldfuss, Summerland
 - a. Represent the district at all official FFA Board Activities and Meetings
 - b. Coordinate with NAEA chair to create agenda for all meetings
 - c. Coordinate District Leadership Development Events, Proficiency Review, and State Degree Review Processes
 - d. Know and understand all LDE, Proficiency, State Degree and Star Application rules
 - e. Coordinate information with the Nebraska FFA Association for events
 - f. Elected in accordance with State FFA Board Policy-3 year term

Governance

1. All District IV dues paying chapters receive one vote on any and all issues pertaining to District IV at any scheduled meeting.
2. Regular meetings will be held through traditional, in person meeting formats. Proxy voting will be allowed in person only. Email/Electronic voting on specific items may be used in extreme cases ONLY if time does not allow for an in person meeting to take place via special meeting.

3. Traditional meetings include:
 - a. Late August or early September (Fall meeting)
 - b. January during the District Livestock Judging contest (Livestock meeting)
 - c. February during the State Degree/Proficiency selection process (State Degree interview meeting)
 - d. Late February or early March following the District CDE Contest (Awards Meeting)
 - e. June during the NCE Conference. (NCE meeting)
 - f. Other meetings may be called as necessary.
4. District IV quorum is defined as a majority of the dues paying programs in the district.

Financial Policies and Procedures

1. The District IV financial account will be funded through the collection of annual dues from each certified Agricultural Education Program in District IV.
 - a. These dues will be utilized to provide awards such as medals, ribbons, trophies, plates, opportunities, etc. to the members in District IV, as well as to cover the cost associated with any and all contests at the district level.
 - b. Any additional fund usage may be approved by majority vote of the members present at any District IV meeting or District IV committee meeting.
2. Other district activities, as deemed worthy by a vote of the district members, may utilize the funding for the betterment of the teachers and/or students within the district.
3. Dues will be set annually at the Fall meeting.

Event/Activity Policies and Procedures

1. High School involvement is limited to:
 - a. Dues paying FFA members as defined by the National FFA Organization for all FFA events, and Agricultural Education students currently enrolled in an agricultural education program, as defined by the Nebraska State Department of Education, for all Career Development Events.
 - b. Students in the 9th grade or above
2. Middle School involvement is limited to:
 - a. Dues paying FFA members as defined by the National FFA Organization for all FFA events, and Agricultural Education students currently enrolled in an agricultural education program, as defined by the Nebraska State Department of Education, for all Career Development Events.
 - i. Refer to state policy for middle school membership.
 - b. Students in the 7th grade and 8th grade
 - c. All middle school involvement decisions lie with the local chapter.
 - i. If allowed locally, state policies regarding middle school involvement apply.

Proficiency Award Review

1. The District IV FFA Board Representative will coordinate the proficiency review process. This representative will provide:
 - a. Orientation and instructions
 - b. Review Rubrics
 - c. Results template (typically provided by the state)
 - d. Submit all required forms/results to the State FFA Association
2. All proficiency categories will be reviewed utilizing a “committee approach” made up of no less than two advisors per committee. Experience in proficiency judging should be diverse and considered when assigning committees. Final committee assignments will be at the discretion of the District IV FFA Board Representative.
3. The district proficiency review will be scheduled annually at the Fall meeting. This date will coincide with the state due date to allow for proper time for review and revision of the application as necessary/allowed.
4. All proficiency applications will be due on the date/time established at the Fall meeting. Special circumstances may be considered from time to time as a deviation from the established date and time.
5. Advisors should review all of their chapter proficiencies for completeness before submitting to the district for review. Incomplete applications will not be scored at the district level.
6. Care and consideration will be taken that no instructor evaluates an application from their own program, or any applicant with a known conflict of interest.
7. Critique sheets should be completed on all applications.
8. If necessary, other district advisors may be consulted in regards to district winner and/or state qualifying applications.
9. Final approval of state qualifying applications lies with the District IV FFA Board Representative, or designee if the board representative’s chapter is involved, and the original review.
10. All District IV instructors will review and evaluate applications for the purposes of:
 - a. Providing individual feedback to members on their applications, SAE programs and future endeavors in this area.
 - b. Rating applications
 - c. Selecting applications to move forward to the state level
 - d. Provide learning and education in the proficiency award program
11. Other individuals may be utilized in the process as well as deemed necessary. (ex. Retired Ag teachers, student teachers, practicum students, industry individuals)
 - a. These individuals must be approved by a certified agricultural educator from District IV and their ratings may be subject to review by the District IV FFA Board Representative.

State Degree and Star Application Review

1. The District IV FFA Board Representative will coordinate the State Degree and Star Application review process. This representative will provide:
 - a. Orientation and instructions

- b. Review Rubrics
 - c. Results template (typically provided by the state)
 - d. Submit all required forms/results to the State FFA Association
- 2. The State Degree and Star Application review will be scheduled annually at the Fall meeting.
- 3. All State Degree Applications and Star Applications with supporting materials will be due on the date/time established. State Degree Applications and Star Applications will be due prior to the interview date, on AET (The Academic Experience Tracker). Special dire circumstances may be considered from time to time as a deviation from the established date.
 - a. Participation is limited to District IV schools in Nebraska FFA Chapter in Good Standing, NAEA good standing, and District IV good standing.
- 4. All interviews must be conducted in-person on the date and time established
 - a. Alternative interviews, only in extreme circumstances and with majority district approval, must be in person and concluded within one week of the original interview date.
- 5. All District IV instructors will review and evaluate applications.
 - a. Instructors will review their assigned State Degree applications prior to the interview date.
 - b. No instructor will review a student from their own chapter or any other applicant with a known conflict of interest.
 - c. Star Applications within an area will be evaluated by the same interview team.
 - d. If warranted, other district advisors will be consulted on the selection of star candidates.
 - e. The primary responsibility of star selection lies on the review committee the star applications are assigned to.
 - f. Instructors will provide individual feedback to members on their applications
- 6. Other individuals may be utilized in the process as well as deemed necessary. (ex. Retired Ag teachers, student teachers, practicum students, industry individuals)
 - a. These individuals must be approved by a certified agricultural educator from District IV and their ratings may be subject to review by the District IV FFA Board Representative.
- 7. Discrepancies/Denial
 - a. Any discrepancy/denial of a State Degree application will be addressed with the local advisor of the student, the review team, and the District IV FFA Board Representative.
 - b. If the District IV FFA Board Representative, review team, and local advisor deem it necessary, all the district advisors will be briefed by the interview team the reasons for the denial.
 - i. The district advisors will then vote on the granting or denial of the degree. If denied, the local advisor will be provided the process to appeal to the State FFA Board of Directors.

- c. The local advisor will have an opportunity to explain any special circumstances surrounding any denied application.

Leadership Development Events (LDE)

1. All state rules, policies, and procedures apply. Modifications may be made at the Fall meeting with a majority vote of the District IV Advisor.
2. LDE Coordinator is defined as host school advisor or other specified designee.
3. Host school responsibilities rotate based on alphabetical order of chapter name. If the host school is not able to “host”, that school’s advisor is required to find their own suitable replacement site, to take their place. Schools are NOT allowed to trade places in alphabetical order. Ex. 1st year teacher, new program, etc.
4. Each chapter may have two entries per LDE except for Agricultural Demonstration where only one entry per school will be allowed and junior high events are allowed unlimited entries if space and time allows. Decisions on the number of junior high event participants will be made by the LDE Coordinator.
5. Some events will be divided into pools with a preliminary and final round, dependent upon the number of entries and determined by the LDE Coordinator with the assistance of the host school.
6. No spectators are allowed in any LDE.
7. Prior to the LDE date:
 - a. A random order of appearance will be drawn by the LDE Coordinator with the aid of at least one additional District IV advisor present and will be shared with the entire district by one week prior to the event.
 - b. Each chapter will submit the names of a minimum of 2 and a maximum of 5 qualified judges for the events, along with any event preferences of the judges, and any conflicts of the judges. In addition, judges should be vetted and knowledgeable of the LDE prior to submission. These will be submitted to the LDE Coordinator. A \$50.00/judge fee will be assessed to any chapter not providing the required minimum judges, payable to the host school to be used by the host school as they see fit.
 - i. Said fee will be paid in full prior to the judges’ meeting the day of the contest. If unpaid, the culpable chapter will not be allowed to participate and all contestants will forfeit their LDEs.
 - c. Each District IV Advisor will be assigned an LDE to coordinate prior to the event.
 - i. These advisors will be responsible for delivering manuscripts, assisting judges, and assuring the contest runs smoothly and efficiently.
 - ii. These advisors are expected to coordinate their event during the duration of the LDE.
 - iii. Advisors need to stay at their contest to keep things running smoothly.

1. Advisors will only leave their LDE to escort a competitor from a holding room to the presentation room or to another contest.
 - iv. At the end of the LDE, results sheets should be returned by the contest advisor to the tabulation room.
- d. A one paragraph synopsis of the following LDEs are due prior to the event. At the Fall meeting, the deadline and submission guidelines will be provided.
 - i. Cooperative Speaking, Natural Resources Speaking, Junior Public Speaking, and Senior Public Speaking
- e. Employment Skills materials are due prior to the event. At the Fall meeting, the deadline and submission guidelines will be provided. The LDE Coordinator is responsible for getting these materials to the contest judges at minimum two days prior to the event.
 - i. One unaffiliated, neutral judge will score all resumes, cover letters, and reference documents prior to the LDE Contest. This score will be added to the "face-to-face interview score" in order to calculate the total.
- f. Extemporaneous Speaking participants may have 10 minutes starting at the beginning of their 30 minute preparation time to conduct research using an electronic device provided by the participant's school.
 - i. LDE Coordinator with the host school will assign a specified person to monitor time and appropriate device usage in accordance with event rules.
- g. Full teams are required for participation in the following LDEs.
 - i. Conduct of Chapter Meetings, Parliamentary Procedure, and Agricultural Demonstration
- h. The LDE Coordinator will assign a specified person to keep time inside each LDE room in accordance with event rules.
8. The District IV FFA Board Representative will coordinate the Leadership Development Events with the Host School. The Host School will provide:
 - a. Orientation and instructions
 - b. Event Rules
 - c. Time Cards
 - d. Score sheets
 - e. Coordinate room signs with order of events
 - f. The District IV FFA Board Representative will submit all required forms/results to the State FFA Association
 - g. Coordinate the assignment of judges to the events
 - h. Communicate the LDE assignments, meal information, and all other information necessary for the judges prior to LDEs.
 - i. Provide the setup of the LDE and room assignments for each LDE
 - j. Provide a facility for results and awards large enough to accommodate participants.

- k. Assign a “tabulation room” for advisors to sort results, score sheets, etc.
 - l. Provide (at district expense) the judges’ meal
- 9. Ag Demonstration participants must be able to set up their own demonstration within 5 minutes of being called to begin setup; participants must setup, demonstrate, and cleanup on their own with no outside help. (Ex. parents, advisor, etc)
- 10. Host school is not responsible for the availability of, or operation of, technical equipment. Any and all supplies needed for any LDE, not outlined in the district supply list, are the sole responsibility of the participating school.
- 11. A sequestration room is required for Creed Speaking, Conduct of Chapter Meetings, and Senior Parliamentary Procedure.
- 12. The district will provide each individual LDE champion an award and each team LDE champion a trophy.

Career Development Events (CDE)

- 1. District IV Chair/NAEA Board Representative
 - a. Submit all qualifying schools for qualifying events in a timely manner
 - b. Disseminate any changes and modifications to the events in a timely manner
- 2. District IV Contest Chair
 - a. Oversee the coordination of all district CDEs
 - b. Communicate directly with Northeast Community College on all matters pertaining to District CDEs
 - c. Coordinate the ribbon breaks for individuals and teams and evaluate all discrepancies on rules and scoring
 - i. Top ½ of all contestants will ribbon individually based on natural breaks in scoring
 - ii. Each individual champion will receive a medal.
 - iii. Ribbons will be awarded purple, blue, and red
 - iv. District champion teams will receive trophies, with the remainder of teams receiving ribbons.
 - v. To earn a ribbon as “a team”, a minimum of 75% of the allowable team members must receive an individual score. (Ex. livestock judging team of 3 receives a ribbon, 2 does not)
- 3. Dairy Evaluation
 - a. Date, time, and place will be set at the NCE meeting
 - b. Each school is allowed:
 - i. 8 Senior contestants (11th-12th grade)
 - ii. 8 Junior contestants (9th-10th)
 - iii. 8 Junior High contestants (7th-8th)
 - iv. 4 Alternate contestants (7th-12th)
 - v. Additional contestants may be accepted, if space warrants such additional contestants, at the discretion of the host school.
Additional contestants must be allocated equally among all district

schools participating, but only after a school has already filled vertically, utilizing their original allotted spots.

- c. District IV utilizes the “take 8, score 4” procedure for Dairy Evaluation.
 - d. Students are allowed to compete up a division (Ex. 10th grader competing in senior division), but can not compete below their division, based upon their grade level.
 - e. All participating schools are expected to assist in the scoring of cards, supervision of the event, and other duties assigned by the host school
4. Poultry Evaluation
- a. Date, time, and place will be set at the NCE meeting
 - b. Each school is allowed:
 - i. 10 contestants (7th-12th grade)
 - ii. Additional contestants may be accepted, if space warrants such additional contestants, at the discretion of the host school. Additional contestants must be allocated equally among all district schools participating, but only after a school has already filled vertically, utilizing their original allotted spots.
 - c. District IV utilizes the “take 10, score 4” procedure for Poultry Evaluation.
 - d. All participating schools are expected to assist in the scoring of cards, supervision of the event, and other duties assigned by the host school
5. Livestock Evaluation
- a. Northeast Community College (NECC) will host, coordinate, and score this event.
 - b. District IV utilizes the “take 8, score 4” procedure for Livestock Evaluation.
6. Forestry
- a. Haskell Agricultural Laboratory (HAL) will host, coordinate, and score this event.
 - b. Only the top 4 individual scores will be included in the Forestry team composite score. A “Team Component” will not be utilized.
7. District CDEs
- a. All CDEs will align with state rules unless otherwise noted below.
 - b. Northeast Community College will host, coordinate, and score all events, unless otherwise specified below.
 - i. Agriscience CDE
 - 1. Held in conjunction with the events hosted by NECC
 - 2. An advisor, or committee of advisors, will be selected to coordinate the event.
 - ii. Meats Evaluation and Technology CDE
 - 1. Held in conjunction with the events hosted by NECC
 - 2. An advisor, or committee of advisors, will be selected to coordinate the event.
 - iii. Environmental and Natural Resources CDE
 - 1. Held in conjunction with the events hosted by NECC

2. An advisor, or committee of advisors, will be selected to coordinate the event.

iv. **Ag Technology and Mechanics CDE**

1. Scoring for event will follow official placing by NECC

EXCEPT:

- a. team problem/component will only be counted once towards "team score"
- b. team problem/component score will NOT be added to "individual totals"
- c. All advisors will be assigned a job by the District IV Contest Chair during the CDEs. Advisors are expected to assist in that aspect for the entirety of the day. Ex. Score meat tests, score agriscience tests, run shuttle bus, monitor the gym, etc.
- d. Formal Advisor dress is expected during CDEs.

Tractor Driving

1. Is held in conjunction with the Pierce "Threshing Bee"
2. General Rules
 - a. Contest is limited to:
 - i. students that have obtained a vehicle operator's permit. Ex. school permit, drivers license, learners permit, tractor operator certification, etc.
 - ii. Contestant, at advisor's discretion, must have operated a tractor prior to the contest
 - b. Lowest total score wins the contest
 - c. There is no team portion
 - d. All written portions of the contest are to equal 150 pts. The number of questions for each portion are to be decided by the contest coordinator with each question to be of equal value.
 - e. Students gain points for each incorrect answer, up to 150 pts., with a perfect score equaling 0 pts.
 - f. There are 10 blanks per Safety Inspection Sheet. Only 10 blanks will be graded. Any additional safety notes will be ignored.
 - g. Any Parts ID or Inspection discrepancies are to be decided upon by the contest coordinator and 2 other advisors.

State Fair

1. Refer to state policy manual, State Fair, and State Fair FFA Division rules and policies.
2. All middle school involvement decisions lie with the local chapter.
3. If allowed locally, state policies regarding middle school involvement apply.

County Fair

1. All middle school involvement decisions lie with the local chapter.

2. If allowed locally, state policies regarding middle school involvement apply.
3. Refer to local agricultural society rules.

Cheating/Fairness Policy

Persons involved: (Voting Committee consists of 5 members)

Line of Governing Succession

1. District IV Contest Chair- for continuity (serve as governing committee chair)
2. District IV Chair- for continuity
3. Event Coordinator: Host school Advisor
4. Two additional advisors- Governing Committee Chair will select at random two additional advisors to serve on the voting committee
5. In the event any one individual can not fulfill their role on this committee, a replacement advisor will be selected at random by the "governing committee chair".
6. Two additional "Non Voting" members will include the "Protesting school advisor" and "Offending school advisor". These individuals will each be allowed time to state their case, but will not be allowed in the room during the actual vote.

The committee members will hold a discussion as soon as possible, when prompted by a District IV Advisor, and form a conclusive decision based on provided evidence or comments. Written protests are preferred but may not be feasible for every situation.

Placing Discrepancy Policy

Persons involved: (Voting Committee consists of 5 members)

Line of Governing Succession

1. District IV Contest Chair- for continuity (serve as governing committee chair)
2. District IV Chair- for continuity
3. Event Coordinator: Host school Advisor
4. The first two schools whose placings will be "minimally" impacted. (Ex. already "just" missing state qualifying, therefore doesn't really matter)
5. In the event any one individual can not fulfill their role on this committee, a replacement advisor will be next in line from item 4.
6. One additional "Non Voting" member will include the "Protesting school advisor." This individual will be allowed time to state his/her case, but will not be allowed in the room during the actual vote.

The committee members will hold a discussion as soon as possible, when prompted by a District IV Advisor, and form a conclusive decision based on provided evidence or comments. Written protests are preferred but may not be feasible for every situation.

Trophies to Be Presented

DISTRICT IV FFA CAREER DEVELOPMENT EVENTS

Champion individual medal

Tractor Driving
Sr. Dairy Evaluation
Jr. Dairy Evaluation
JH Dairy Evaluation
Sr. Livestock Evaluation
Jr. Livestock Evaluation
JH Livestock Judging
Ag Biotechnology
Ag Sales
Machinery/Equipment Systems
Structural Systems
Energy Systems
Environmental & Natural Resource Systems
Agriscience
Agronomy
Environmental & Natural Resources
Farm Business Management
Floriculture
Food Science
Forestry
Meats Evaluation
Nursery & Landscape
Poultry Evaluation
Veterinary Science
Oxygen Acetylene Welding
Shielded Metal Arc Welding
Gas Metal Arc Welding
Gas Tungsten Arc Welding

Champion team trophy

Sr. Dairy Evaluation Team
Jr. Dairy Evaluation Team
JH Dairy Evaluation Team
Poultry Evaluation Team
Sr. Livestock Evaluation Team
Jr. Livestock Evaluation Team
JH Livestock Evaluation Team
AgriScience Team
Ag Biotechnology Team
Ag Sales Team
Ag Mechanics Team
Agronomy Team
Envirothon Team
Environmental & Natural Resources Team
Farm Business Mngt. Team
Floriculture Team
Food Science Team
Forestry Team
Livestock Management Team
Meats Evaluation Team
Nursery & Landscape Team
Veterinary Science Team
Welding Team

DISTRICT IV FFA LEADERSHIP DEVELOPMENT EVENTS

Champion team trophy:

Ag Demonstration
Parliamentary Procedure
Conduct of Chapter Meetings
Junior High Quiz Bowl Champion
Junior High Quiz Bowl Runner Up

Champion individual medal:

Cooperative Speaking
Ag Literacy Speaking
Creed Speaking
Discovery Speaking
Employment Skills
People in Ag Poster
Extemporaneous Speaking
Junior Public Speaking
Senior Public Speaking
Natural Resources Speaking

District IV LDE Contest

Host School Duties with assistance from LDE coordinator

One year in advance:

1. Choose two or three dates for the district to vote on if possible; vote on date at the Livestock meeting.
2. Reserve the date for the contest with your administration; host school should not be in session on that date if possible

2 months in advance:

1. Prepare a school map with all needed classrooms, cafeteria, and entrances labeled; you will need about 21 rooms for all the contests including a gym and Ag shop; if possible keep high school and junior high students separated throughout the day. Depending on the number of participants, some LDEs may require two rooms, one for each pool.
 - a. Gym – school gathering/hangout place
 - b. Creed speaking room
 - c. Creed Speaking sequester room (if space allows)
 - d. Cooperative speaking room
 - e. Extemporaneous speaking room (as close to prep room as possible)
 - f. Extemporaneous speaking prep room (preferably a library)
 - g. Natural Resources speaking room
 - h. Conduct of Chapter Meetings and Senior Parliamentary Procedure testing/holding room; should be large enough for all teams to be sequestered
 - i. Senior Parliamentary Procedure post-demo room (*may be shared with Extemporaneous speaking prep room*)
 - j. Senior Parliamentary Procedure room
 - k. Conduct of Chapter Meetings room
 - l. Senior Public speaking room
 - m. Junior Public speaking room
 - n. Ag Demonstration room – Ag shop or similar space with outside access
 - o. *Optional* Ag Demonstration holding room – Ag classroom
 - p. Job Interview pre- and post-interview room (*may be shared with Extemporaneous speaking prep room*)
 - q. Job Interview room #1
 - r. Job Interview room #2
 - s. Advisor and Judges Hospitality and Tabulation room

Separate from high school students if possible:

- t. Junior High Quiz Bowl room
 - u. Junior High Quiz Bowl holding/hangout room – large enough for all teams
 - v. Junior High Discovery speaking room
 - w. Junior High Ag Literacy Speaking room
 - x. Junior High People in Ag Poster
2. Plan lunch menu with your school administration and lunch staff
 3. *Optional* Plan for concession stand for date of the event

1 month in advance:

1. Collect the LDE Tub from the advisor who hosted last year
2. Inform all district chapters of the type of computer systems used at host school so they may be prepared accordingly; the following contests require computers with projectors and screens:
 - a. Ag Demonstration
 - b. Extemporaneous Speaking
3. Remind all district chapters that they must bring all presentations on their own USB drive (or laptop) to be presented during the above contests
4. Remind all district chapters of the following rules:
 - a. No folders or covers on manuscripts or resumes
 - b. Single staple on all resumes and manuscripts
 - c. Student may bring 1 copy of his/her resume (on any kind of paper) for reference during the interview; the 4 judges copies must be on plain printer paper
 - d. Resumes, references and cover letters must be submitted as a single PDF document via email to contest host advisor by the due date before the contest for judges to review
 - e. All resumes and manuscripts must be returned to the participant's school
 - f. All chapters must provide their minimum 2 judges please give judges the Judges Expectations list ahead of time so they will know what to expect the day of the contest; screen your judges carefully and choose those who will give our students the best experience possible
 - g. Remind students/advisors that their technology components are their responsibility. They should have a backup/alternate solution prepared for these issues.
 - h. Ag Demonstration: Participants must be able to set up their own demonstration within 5 minutes of being called to begin setup; participants must setup, demonstrate, and cleanup on their own with no outside help (Ex. parents, advisor, etc)
5. Send out the registration form and above rules to all district advisors; have them due back 2 weeks before contest

2 weeks in advance:

1. Collect registration from all advisors and compile them in the LDE schedule template
 - a. *plan a “scheduling meeting”, with the LDE coordinator, for slating of contest times.
2. Send out the LDE schedule to all advisors so they can check for conflicts
3. Confirm lunch numbers and judges
4. Collect resumes and distribute to Employment Skills judges for preview
5. Copy all materials needed for the contest including the Judges Expectations

Contest day:

1. LDE Coordinator with assistance from the Host advisor and District IV FFA Board Representative should brief all judges about 30 minutes before events begin on their duties and expectations; hand out the Judges Expectations sheet
2. Advisors in charge of each contest should review the contest format, rules, materials, and judges expectations with the judges before beginning; make sure the room is set up properly and the timer is working
3. Please collect any ribbons not picked up by students to be distributed to their chapter.
4. Specific Contest Supplies Needed:
 - a. Stop Watches (24)
 - b. Calculators (24)
 - c. Pencils (200)
 - d. Note cards (50)
 - e. Quiz Bowl Questions (supplied by Nebraska State FFA Advisor)

Judges Expectations

1. Please read all contest rules and materials before beginning the contest
2. Refer any questions or concerns to the advisor in charge of your contest
3. Keep to the schedule provided to the best of your ability because some students must return back to their schools on time or report to another contest.
4. If you choose to or are required to ask participants questions, please ask all participants the same number of questions with similar difficulty
5. Use the rubrics provided to score each participant; if you choose to omit or add rubric items, please do so for all participants and discuss first with the contest advisor
6. Please be mindful that these students have worked very hard on their contests and we wish for them to have a positive learning experience
7. If a participants' technology component does not work properly, please alert the contest advisor/supervisor. If repair is not possible, the contestant will be expected to compete without that technology.

Appendix 4

Sample Job Interview Judges Letter

11/26/15

On behalf of the District IV Agriculture Instructors, I would personally like to thank you for taking the time to help with this year's Leadership Skills Events for our FFA students. For this year's contest, which is scheduled for December 4th in Randolph, NE at the Randolph Public High School, you have been selected to help judge the "**Job Interview**" Contest.

Contained in this packet you will find the application materials for all students competing in the contest. Each student/advisor is instructed to send all materials to the contest supervisor in a PDF format. As such, each resume/cover letter is exactly as was sent. You are asked to read through each of these packets carefully before arriving at the contest. Please feel free to take notes or make other markings and notations on them as you see fit, as these copies will be yours to aid in judging the contest. They should be evaluated just like if they were sent to you by a potential employment candidate.

I do ask that you ignore/do not count the following items in your notes/evaluation:

- * The packets have been stapled for organizational purposes
- * The plain white copier paper is to minimize cost for the contest supervisor

Otherwise any critiques you have are "fair game". Please be critical of the students work while being constructive in any criticism you have. We want this to be a positive experience for the students, keeping in mind that it is still a contest, and some students work will be better than others.

On the day of the contest, please bring the application packet and any notations you have made, with you. A judges meeting will be held at the high school: 207 N. Pierce St., Randolph, NE 68771, beginning at 8:30 sharp.

If you have any additional questions, please don't hesitate to contact me in any of the means below.

Sincerely,