

Wisconsin Association of FFA

SPEAKING CONTEST HANDBOOK



**Revised
September 2007**

Wisconsin Association of FFA Speaking Competitions

General Information

Competitions

The Wisconsin Association of FFA makes available seven speaking events for Wisconsin FFA members to participate in. These seven competitions include Creed Speaking, Prepared Public Speaking, Extemporaneous Public Speaking, Parliamentary Procedure, Discussion Meet, Quiz Bowl and Job Interview.

Eligibility

Any FFA member competing in a speaking competition must be currently in Junior High/Middle School (Grades 7-8) or High School (grades 9-12) and a current bona fide dues paying member in good standing with the local FFA chapter, state FFA association and the National FFA Organization at the time of his/her participation. If members are competing in the State and National Level competition, they can be a current graduate of their high school in order to finish the competitions they have advanced to.

The participant while in school, must 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.

The National FFA Constitution provides flexibility to meet the needs of students enrolled in non-traditional programs. For this purpose a student needs to be enrolled in at least one agricultural education course during the year they participant in an event.

FFA members are allowed to compete in no more than **two** individual events and **one** team event at the district level of competition during the current school year. Once a member as won a State Level Competition in a particular event, they cannot compete in that event again.

Members cannot compete in other district or sectional competitions other than their own. If a member cannot attend a scheduled district or sectional contest, the competitor cannot go to another district or section to compete. District and sectional hosts can do whatever possible to accommodate members who may have a conflict with the contest date, but the district host is not required to hold a separate competition for those individuals. Due to the nature of this competition, inclement weather, illness or other events could interfere with the contest date. However, to readjust the scheduled competition is very difficult and the competition will go forth as scheduled, unless all the schools in that district agree to accommodate these individuals.

The following infractions will disqualify a speaking contest participant.

1. Participating in more than 2 individual and/or more than 1 team event. Breaking of this rule will also disqualify the entire team if the infraction occurs with the team event.
2. Not submitting the proper bibliography for a prepared manuscript.
3. Proof that plagiarism has occurred.

4. Any participant sharing information at the contest site with another contestant will be disqualified. This included sharing questions asked during competition or other information that would give someone a distinct advantage in the contest.
5. 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.

In order for an individual and/or team to advance to the next level of competition (ie. from district to sectional; from sectional to state), an individual and/or team must be present at the qualifying competition in order to advance even if there is only one or two individuals or teams entered to compete. They must technically “qualify” onsite to advance to the next level. When qualifying as a team, the team must have the minimum number of participants on the representing team at the competition in order to qualify to advance.

A team is allowed to make the necessary substitutions throughout the various levels of competition, however, they must always have at least the minimum number of team members and not exceed the maximum number of members on a team in order to advance.

A chapter is allowed to have 2 members from their chapters participate in all individuals competitions as well as 2 teams in the quiz bowl competition. Only 1 team per chapter is allowed to participate in the Parliamentary Procedure competition.

Substitutions

Substitutions are allowed on the quiz bowl and parliamentary procedure teams when moving from one contest level to the next. Students can be replaced or added on a team with students who may have not have competed at preceding levels of competitions. However there must always be the number of students that fall within the eligibility requirements of that team (3-5 members for quiz bowl and 5-7 for parliamentary procedure).

If an individual in an individual speaking contest is unable to advance to the next level of competition, the student must inform the Wisconsin FFA Center and the next student that was ranked in the competition will be invited to participate in the next level of competition. No substitutions from a chapter are allowed in individual events.

Levels of Competition

Local Competitions: Speaking competitions begin at the local level. All local competitions are under the direction of the local FFA advisors who set local policy for how members are selected to represent their FFA chapter. Local competitions should be completed on or before December 1. Each local chapter is allowed to send two competitors/teams to the district competition except for Parliamentary Procedure where only one team is allowed.

District Competitions: District competitions should be held between January 15 and February 15 at the school of the designated district host. There will be 30 district competitions held. District competitions are typically held immediately after school at the host chapters school. These competitions depending on the number competitors and efficiency of the competition may last until 6:30 - 7:00 p.m. All competitors must follow the rules in each of the specific speaking competitions as set for by the Wisconsin Association of FFA. Two individuals/teams will be selected to advance to the sectional competition for each of the events.

Sectional Competitions: Sectional competitions are held during the month of March at the school of the State Officer from the corresponding section. There will be 10 sectional competitions held. Sectional competitions are typically held immediately after school at the host chapters school. These competitions depending on the number of competitors and efficiency of the competition may last until 6:30 - 7:00 p.m.

All competitions must follow the rules in each of the specific speaking competitions as set forth by the Wisconsin Association of FFA. One individual/team will advance in each event to the state level of competition.

State Level Competitions: State level competition is held in conjunction with the State FFA Convention. The state competitions will be coordinated by the State FFA Executive Director with the help of contest managers and the state FFA president. All competitors must follow the rules in each of the specific speaking competitions as set for by the Wisconsin Association of FFA. Each competitor will begin at the semi-final level. There will be one representative from each section. From the semi-finals, four individuals/teams will be selected to advance to the final round.

At the state level, it is determined on a rotational basis of which sections compete against each other. One year the even and odd sections will be grouped together. The following year Section 1-5 and Section 6-10 will compete in the semi final round. Thus the next year it would rotate back to the even and odd sections competing in the semi-final round.

National Level Competitions: Currently the following competitions advance to the national level of competition at the National FFA Convention - Creed Speaking, Prepared Public Speaking, Extemporaneous Public Speaking, Parliamentary Procedure and Job Interview. Individuals/teams selected as State Winners will advance to the National Competitions. All rules set forth by the National FFA Organization must be followed at this level. All competitions must be certified by the State FFA Executive Director by July 1. If an individual were unable to compete at the National Competition, the State Runner-Up would be offered the opportunity to compete.

It is the responsibility of the state winner to coordinate their travel to the National FFA Convention and the national competition. Each state winner will receive a packet of information with the national competition details after they are fully certified to compete through the National FFA office.

Hosting District and Sectional Speaking Competitions

All FFA chapters are expected to host a district contest when it becomes their turn in alphabetical rotation (by Post Office Box Town/City) within their district. If, for any reason, a chapter feels that they cannot host when it is their turn, a chapter may request to the State FFA Executive Director and State FFA Board of Directors to be skipped in the rotation. If a school who is scheduled to host a district competition has a new instructor, that chapter would automatically be skipped over, so a new instructor does not have this responsibility placed on their shoulders during their first year of teaching.

The underlined chapter in each district on the annual list of updated chapters is the host school and in charge of the district contest. The contest may be held at an alternate location if mutually agreed upon by the chapters in that district, but the underlined chapter is still in charge of the contest. State officers will be available to assist district hosts as long as their schedule works out with the scheduled contest date.

It is the responsibility of the district host to determine the date of the contest, notify chapters in their district, select judges for each competition and coordinate all material provided to them in the District Speaking Contest Host Handbook provided by the Wisconsin FFA Center.

The sectional speaking competition is hosted by the current state FFA officer and their advisor in each of the 10 sections. It is the responsibility of the state FFA officers and their advisor to select a date, notify chapters in their sections, select judges and coordinate all material provided to them in the Sectional Speaking Contest Host Handbook provided by the Wisconsin FFA Center.

Each host will be provided with a complete host handbook containing step by step information on how to run a speaking competition in addition to all of the necessary rules, scorecards and result sheets.

Special Needs

Any participant requiring special assistance, must contact the host of the contest so all possible opportunity is given to address the member's needs.

Awards

The State FFA Association will provide awards for district winners and runners-up funded through the Wisconsin FFA Foundation, Inc. as funding is available. Awards will also be provided to sectional and state winners. More award plaques, pins and money can be provided to contestants as more sponsors are found through the Wisconsin FFA Foundation, Inc. Speaking competition projects are currently available for funding.

Confidential Information

Labeled as Confidential Information is the necessary information to complete the various speaking contests which only the judges can view. This information includes Creed questions, Extemporaneous Speaking topics, Parliamentary Procedure items of business, abilities and questions, selected Discussion Meet topics and Quiz Bowl questions.

This Confidential Information is generated out of the office of the Wisconsin FFA Executive Director. Once a competition is completed ALL Confidential Information must be returned to the Wisconsin FFA Center. Advisors and competitors are not allowed to reproduce this information.

Proper Official Dress

Participants are expected to observe the National FFA Code of Ethics and the Proper Use of the FFA Jacket during competitions. Proper Official Dress is required for all speaking competitions with an exception in the Junior High Quiz Bowl Competition at the District and Section Levels.

Proper Official Dress consists of the following:

Males: Official FFA Jacket zipped to the top, black slacks, black socks, black dress shoes, a white collared-shirt with official FFA tie.

Females: Official FFA Jacket zipped to the top, black skirts or pants are acceptable, white-collared blouse with official FFA blue scarf, black dress shoes with a closed heel and toe, black nylon hosiery. The skirt is to be at least knee length, hemmed evenly across the bottom, with a slit no longer than two inches above the knee, excluding the kick pleat. (Taken from the FFA Official Manual page 10).

In looking proper in the Official FFA dress, a member should:

- Look neat in their appearance with shirts tucked in and ties and scarves tied properly.

Rules and Procedures Review

State FFA rules for speaking competitions will be reviewed annually by the State FFA Executive Director to keep current with any changes forwarded from the National FFA Organization. Rules and procedures may be revised to address concerns or changes in the various contests.

Every five years, a group of FFA advisors will review all speaking contests for any changes to the current speaking contests. These recommendations will be presented to the State FFA Board of Directors for acceptance or rejection. The State FFA Board of Directors has the right to forward any rule changes to the delegates at the State FFA Convention for a final vote.

The State FFA Board of Directors will give final approval of the addition of any new speaking competitions either forwarded from the National FFA Organization or recommended from FFA state officers and/or advisors. They will also give final approval for any major changes recommended in rules or procedures.

Event	Official Dress	Participants Per Team	Participants Per Chapter at Districts	State Winner Advances to Nationals
Creed	Yes	1	2	Yes
Discussion Meet	Yes	1	2	No
Extemporaneous Speaking	Yes	1	2	Yes
Job Interview	Yes	1	2	Yes
Parliamentary Procedure	Yes	5-7	1 team	Yes
Prepared Speaking	Yes	1	2	Yes
Quiz Bowl	Not required at Districts; Recommended at Sectionals; Required at State	3-5	2 teams	No

Commonly Asked Questions...

How many speaking competitions is a student allowed to participate in?

As passed by the delegates at the 70th state FFA convention, a member can participate in two individual events and one team event during a current school year starting at the district level.

What happens if a first or second place individual/team who is to advance to the next level of competition cannot compete?

If either the first or second place individual depending upon the level of competition cannot compete in the next level of competition, the next individual/team in line will be asked to compete.

If there is only one individual or team competing in an event at the district competition, do I or our team still need to compete?

YES. Any individual or team who wants to advance to the sectional competition must compete in a district level competition even if they would automatically advance based on the number of competitors.

Can I use props in my Prepared Speech presentation?

No. Props are not allowed at any level of competition.

Can people sit in and watch members competing in the various events?

Recently the policy has been updated that an “open door” to those who want to view competitions is allowed. However, no one can enter or leave the room during a participant’s performance. If an open door procedure is used at the contest site, there **MUST** be a holding room for competitors in the Creed and Quiz Bowl competitions as the same questions are used for all participants.

If a district contest wishes to have a more closed door policy that would have to be decided by the advisors in attendance at that contest. What this would mean is that for individuals who wish to watch a member/team compete, that once the person watching enters the room to listen to a competitor, they must stay in the room for the entire competition. No one is to leave the room once they have heard a competitor except for the contestant themselves or no audience is allowed.

Who should break a tie in a speaking competition?

It is the responsibility of the judges to make the final decision. One winner must be selected. In addition, at least four places should be indicated in case the first and/or second place contestants cannot advance to the next level of competition. Remember the decision of the judges is final.

Is the Quiz Bowl competition a single or double elimination competition?

The FFA Quiz Bowl competition is a single elimination contest. If only three teams are competing, a round robin form of bracketing should be used as described in the FFA Quiz Bowl contest rules.

When and to who are the manuscripts to be sent for the Prepared Public Speaking Contest and the Resumes and Cover Letters for the Job Interview Contest?

The Prepared Speaking manuscripts and Job Interview material must all be **POSTMARKED TWO WEEKS** before the scheduled contest and sent to the host advisor of the chapter in charge of the contest.

Can I change my Prepared Speech manuscript or Job Interview materials after I have competed?

YES. Changes are allowed between competitions. The main thing is that you get the materials to the host advisor POSTMARKED TWO WEEKS before the competition.

Are there published Extemporaneous Speaking Contest topics that the contestants can practice and study?

No there are no prepared topics for contestants to practice with before the contest. The first time the students see the topics will be at the contest. Refer to the rules of the Extemporaneous Speaking contest to see what general topic areas will be covered.

When do the Discussion Meet Topics get released?

Official Discussion Meet topics will be posted on the Wisconsin FFA website by December 1. These will be the actual topics used at the different levels of competitions. Contestants should study these topics well.

Questions you need answered....Contact the Wisconsin FFA Center (715) 659-4807.

FFA CREED SPEAKING CONTEST

Objective

The FFA Creed Speaking contest is designed for FFA members on a one-time only basis, to develop their communication skills and the ability to present themselves before a group, as they become members of the FFA. Because sophomores, juniors and seniors are ineligible to participate in this contest, younger members have an opportunity to excel and receive recognition for their efforts in the FFA.

Rules and Regulations

- Limited to members in 7th, 8th and 9th grade, **on a one-time only basis**; sophomores, juniors, and seniors are not eligible.
- The latest edition of the FFA Creed, as published in the Official FFA Manual, will be used.
- Each contestant must recite from memory, the FFA Creed without lengthy openings or closing comments. The underlined portion does not constitute disqualification. In fact, a graceful introduction by the contestant might be as follows: "The FFA Creed, by E.M. Tiffany." The closing simply "Thank you."
- Each chapter may enter **two** qualified contestants in the district contest.
- **Two** district winners will advance to the sectional contest; (These may be from the same school, if so selected by the judges.) one sectional winner per section will advance to the state contest. District, sectional, and state contests will be conducted simultaneously with the FFA Speaking Contests.
- The Official FFA Dress must be worn by all contestants in district, sectional and state contests. Refer to the Official FFA manual for proper official dress.
- After the delivery of the FFA Creed, the contestant will be asked three questions provided to the judges to determine the contestant's depth of understanding of the FFA Creed. Questions will be restricted to the content and meaning of the FFA Creed. No questions pertaining to national agricultural policies or issues will be asked. Because each contestant will be asked the same questions, the contestants may not enter the contest room until invited to perform in the contest. Members who have not competed in the contest will be asked to stay in a waiting room until after they have competed.
- Judges score and rank contestants based on the scorecard. The decision of the judges is final.

Scoring

Points to be considered in scoring contestants are:

20 points	<i>Voice</i> (quality, pitch, force, articulation, pronunciation)
20 points	<i>Stage Presence</i> (personal appearance, poise, body posture, attitude, confidence, personality, ease before an audience, use of proper official dress)
20 points	<i>Power of Expression</i> (fluency, emphasis, directness, communicative ability, sincerity, conveyance of thought and meaning)
10 points	<i>General Effect</i> (extent to which the speech was understandable, convincing, pleasing, and held attention)
30 points	<i>Response to Questions</i> (ability to satisfactorily answer one question by each of the three judges on the FFA Creed indicating familiarity with the subject.)
Accuracy Deduction	Minus 1 point per skipped word.

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.

<p><i>The Creed was written by E. M. Tiffany, and adopted at the 3rd National Convention of the FFA. Revised at the 38th Convention. (Revised at the 63rd Convention)</i></p>

FFA CREED SPEAKING CONTEST SCORE SHEET

Contestant Name: _____ Chapter: _____

Items to be scored	Points allowed	Points earned	Comments
1. Voice - Quality 4 - Pitch 4 - Force 4 - Articulation 4 - Pronunciation 4	20		
2. Stage Presence - Personal Appearance 4 - Poise & Posture 4 - Attitude 4 - Confidence 4 - Personality & ease before an audience 4	20		
3. Power of Expression - Fluency 3 - Emphasis 4 - Directness 2 - Sincerity 4 - Communicative Ability 4 - Conveyance of thought and meaning 3	20		
4. General Effect - Extent to which speech was understandable, convincing, pleasing and held attention.	10		
5. Response to Questions Ability to answer satisfactorily the questions asked by the judges indicating familiarity with the subject.	30		
Skipped words 1 point off per word			
TOTAL SCORE ON DELIVERY	100		
Contestant's Rank			

Prepared Speaking Contest

Objective

The FFA Prepared Speaking Contest is designed to develop agricultural leadership by providing for member participation in agricultural public speaking activities and stimulating interest in leadership and citizenship.

Rules and Regulations

Eligibility: An FFA member must be in good standing with the local chapter and the state FFA association. The member cannot have graduated from high school at the time of the district contest for the given competition year. A State Prepared Speaking winner may not compete again in any Prepared Public Speaking contest in succeeding years.

An FFA chapter may have **two** entries for Prepared Public Speaking at the district contest in a given year. The top two district speakers will qualify for the sectional contest (These may be from the same school, if so selected by the judges.)

The Official FFA dress must be worn by all contestants participating. Deductions for deviations from Official FFA dress will be at the discretion of the judges who will consider special situations when presented prior to the contestant's presentation.

Manuscript: Each student's manuscript will be the result of the student's own efforts. It is expected that the contestant will take advantage of all available training facilities in their local school in developing their speaking ability. Facts and working data may be secured from any source. Contestants may speak on any issue or topic related to agriculture or FFA/leadership. Official judges shall disqualify a contestant who speaks on a non-agriculture or non-FFA/leadership topic.

Participants must provide the host chapter advisor with 3 copies of their speech POSTMARKED 2 weeks before the date of the contest in order that the judges have adequate time to review the manuscripts. Every day that the prepared speech is late, the contestant will lose 25 points. The manuscript must be double-spaced typewritten on 8.5 " x 11" white bond paper with cover page that gives the speech title, participant's name and chapter. The body of the manuscript will have 1" margins. Fonts size must be 10-12 using, Times New Roman, Arial or Courier font. Follow the APA style manuals for developing references and bibliography. Do not bind or place in folders, special binders or covers. Place a staple in upper-left corner. Manuscripts not meeting these guidelines will be penalized.

Prior to the contest, the judges will be furnished with copies of the contestants' manuscripts, which they will read and score on content and composition, recording their judgment on a score sheet which will also be provided.

Bibliography: All contestants should give credit to others where any direct quotes, phrases, or special data are used in the manuscript, in order not to be guilty of plagiarism. A bibliography **MUST** be included as part of the public speaker's manuscript, and direct quotes from any source of information must be marked in "quotes" on the manuscript and be identified in the bibliography and foot or end notes. Failure to do so will disqualify a contestant. See information on recommended format. Follow the APA style manuals.

Use of Note Cards: Contestants may use note cards at the district contest only. Contestants may not have the manuscript or note cards before them at sectional, state or national contests. Penalties for the need for prompting will be assigned by the judges; their discretion and judgment in the amount of penalty to be assessed will be final.

Props: The use of props and a podium are **not** permitted in any level of competition.

Order of Participation: The chairman of the contest or another designated individual shall draw for the order of competition in an impartial manner. A designated individual shall then introduce each contestant by name to the judges and in order of the drawing. Applause shall be withheld until all contestants have spoken.

Time Limit: Each speech shall be a *minimum of six minutes in length and a maximum of eight minutes*. Contestants are to be penalized one point per second on each judge's score sheet for being under six minutes or over eight minutes. Each contestant will be allowed five minutes additional time immediately following their speech, in which they will be asked questions relating to their speech. The official timer will keep track of time during the speech, for the judges. The official timekeeper will not indicate the time to the contestant at any point during the contest. The timekeeper will announce the conclusion of the five-minute time period for questions for each contestant. Timing for the question section of each contestant's presentation will begin when a judge has completed the first question to that contestant.

Method of Selecting a Winner: Three competent and impartial judges will be selected to judge the contest. At least one judge should have an agricultural background. At the time of the contest, the judges will be seated in different sections of the room in which the contest is held. They will score contestants upon the delivery of their speech, using the score sheet provided. Decision of the judges is final.

When all contestants have finished speaking, each judge will total the score on composition and delivery for each contestant. The timekeepers' record will be used in computing the final score for each contestant. The judges' score sheets will then be submitted to contest chairman.

Note: Contestants 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 contestant then shall be added and the winner will be that contestant whose total of rankings is the lowest. Other placings shall be determined in the same manner. (Low point score method of selection.) In case of a tie, that individual who has the highest grand total score shall have prior rating.

Score Sheet Points:

Part I: Content & Composition:

Content of Manuscript :

Importance and Appropriateness of the subject, Suitability of the material used, Accuracy of the statements included, Evidence of purpose, Completeness and Accuracy of bibliography

Composition of the Manuscript:

Organization of content, Unity of thought, Logical development, Language used, Sentence structure, Accomplishment of purpose-conclusions.

Part II: Delivery of Speech:

Voice: Quality, Pronunciation, Pitch, Force, Articulation

Stage Presence: Personal Appearance, Poise and body posture, Attitude, Confidence, Personality, Ease before an audience, Use of proper official dress.

Power of Expression: Communicative ability - Fluency, Emphasis, Directness, Sincerity, Conveyance of thought and meaning

Response to Questions: Ability to answer the questions on the speech which are asked by the judges, indicating originality, familiarity with the subject and ability to think quickly.

General Effect: Extent to which the speech was interesting, understandable, convincing, pleasing and held attention.

PROPER BIBLIOGRAPHY DOCUMENTATION

According to National FFA rules for the Prepared Speaking Competition, participants must follow the APA (American Psychological Association) or Chicago style manual for developing references and bibliography. All Prepared Speaking manuscripts must document all sources of information. Please refer to an official stylebook in your school or the internet sites below using one of these methods of documentation. You must cite sources you have drawn information from.

Information concerning documentation can be found on the following sites:

Siting Sources in APA – Indiana University

http://www.indiana.edu/~wts/pamphlets/apa_style.shtml

American Psychological Association APA - Style Workshop – Purdue

<http://owl.English.purdue.edu/workshops/hypertext/apa/index.html>

Another source to refer to is <http://www.wisc.edu/writing/Handbook/index.html>

FFA PREPARED SPEAKING CONTEST SCORE SHEET

Contestant Name: _____ **Chapter:** _____

	Max. Points	Score	Comments
1. Content of Manuscript <ul style="list-style-type: none"> • Importance and appropriateness of the subject • Suitability of the material used • Accuracy of the statements • Evidence of purpose • Completeness and accuracy of bibliography 	200		
2. Composition of Manuscript <ul style="list-style-type: none"> • Organization of content • Unity of thought • Logical development • Language used • Sentence structure • Accomplishment of purpose-conclusions. 	100		
3. Voice <ul style="list-style-type: none"> • Quality, Pitch • Articulation • Pronunciation • Force 	100		
4. Stage Presence <ul style="list-style-type: none"> • Personal appearance • Poise and body posture • Attitude, Confidence, & Personality • Ease before audience • Use of proper official dress 	100		
5. Power of Expression <ul style="list-style-type: none"> • Communicative ability - Fluency, Emphasis, Directness, Sincerity • Conveyance of thought and meaning 	100		
6. Response to Questions <ul style="list-style-type: none"> • Ability to answer the questions on the speech, which are asked by the judges, indicating originality, familiarity with subject and ability to think quickly. 	300		
7. General Effects <ul style="list-style-type: none"> • Extent to which the presentation was interesting, understandable, convincing, pleasing and held attention. 	100		
Total Points	1000		

TOTAL POINTS _____

*Less time deductions: (1pt./sec.) _____

Late Manuscript Deduction: _____

GRAND TOTAL: _____

Rank of Contestant: _____

Judge's Signature: _____

Date: _____

Extemporaneous Speaking Contest

Objective

The FFA Extemporaneous Public Speaking Contest is designed to develop the ability of all FFA members to express themselves on a given subject without having prepared or rehearsed its content in advance, therefore, causing FFA members to formulate their remarks for presentation in a very limited amount of time.

Rules and Regulations

Eligibility: An FFA member must be in good standing with the local chapter and the state FFA association. The member cannot have graduated from high school at the time of the district contest for the given competition year. A State Extemporaneous Public Speaking winner may not compete again in any FFA Extemporaneous Public Speaking contest in succeeding years.

An FFA chapter may have **two** entries for Extemporaneous Public Speaking at the district contest in a given year. The top two district speakers will qualify for the sectional contest (These may be from the same school, if so selected by the judges.)

The Official FFA dress must be worn by all contestants participating. Deductions for deviations from Official FFA dress will be at the discretion of the judges who will consider special situations when presented prior to the contestant's presentation.

Order of Participation: The chairman of the contest or another designated individual shall draw for the order of competition in an impartial manner. A designated individual shall then introduce each contestant by name to the judges and in order of the drawing. Applause shall be withheld until all contestants have spoken.

Subjects: The selection of topics shall be held 30 minutes before the contestant is to present their speech before the judges. Contestants will be admitted to the preparation room at 15 minute intervals and given exactly 30 minutes for topic selection and preparation. The contestants will draw three specific topics relating to a) agriscience and technology b) agrimarketing and international agricultural relations c) food and fiber systems d) urban agriculture. There will be three topics developed by the State FFA Executive Director under each topic area listed above for a total of 12 topics in the hat.

From the three topics drawn, the contestant must select one topic for their speech. All three topics will be returned to the original group of topic areas prior to the next drawing. (It is possible for two or more contestants to select the same topic.)

At the contest, judges will receive a complete list of all possible topics the contestant could select from.

Time Limit: Each speech shall be *not less than four nor more than six minutes*, with five minutes additional time allowed for related questions which shall be asked by the judges.

The Chairman of the contest (or designated individual) shall introduce the contestant by name and chapter and the contestant may introduce his or her speech by title only. Contestants are to be penalized one point per second on the judges' score sheet for being over six minutes or under four minutes in speech length. Time commences when the speaker begins talking. Speakers may use a watch to keep record of their own time. Official timekeepers will not relay any timing information to the contestants.

Reference materials: Reference materials will be screened by the officials (contest chair or designated individual) conducting the contest on the following basis:

- * Must be printed materials such as books or magazines. Cannot be notes or prepared speeches by the contestant or notes prepared by another person for the purpose of use for this contest. **Books are not limited to a particular number of pages.**

- * Shall be limited to five items. To be counted as one item, a notebook or folder of collected materials may contain NO more than 100 pages - one-sided or 50 pages front/back. Clippings, photocopies, and brochures may be included in such a notebook, but materials written, typewritten or word processed for the purpose of this contest are strictly forbidden.

Each speech shall be the result of the contestant's own effort using approved reference materials which the contestant may bring to the preparation room. No other assistance may be provided. Uniform note cards will be provided to each contestant by the contest chair. Any notes for speaking must be made during the 30 minute preparation period.

Contestants may not use any reference materials in the room they are preparing. For example, if the student is preparing in a library, they cannot use references in that library. The contestant must bring in their own materials.

Method of Selecting a Winner: A contestant will be permitted to use note cards while speaking, but deductions in scoring may be made for this practice if it distracts from the effectiveness of the presentation. Applause shall be withheld throughout the competition. Speakers should be recognized en masse at the end of the competition and in any awards ceremonies.

Two timekeepers shall be designated who will record the time used by each contestant in delivering their speech, noting under time or overtime, if any, for which deductions should be made. Timekeepers should be sitting together.

Three competent and impartial persons will be selected to judge the contest. At least one judge should have an agricultural background. At the time of the contest, the judges will be seated in different sections of the room in which the contest is held. They will score each contestant upon the delivery of the production, using the score sheet provided.

Each judge shall formulate and ask questions. Questions shall pertain directly to the speaker's subject. Questions containing two or more parts should be avoided. Judges will score each contestant on the ability to answer all questions asked by all judges. The full five minutes for questions should be used.

When all contestants have finished speaking, each judge will total the score on each contestant. The timekeepers' record will be used in computing the final score for each contestant. The decision of the judges is final.

Note: Contestants shall be ranked in numerical order on basis of final score to be determined by each judge without consultation with each other. The judges' ranking of each contestant then shall be added and the winner will be that contestant whose total of ranking is the lowest. Other placings shall be determined in the same manner. (Low point score method of selection.) In the case of a tie that individual who has the highest grand total score shall have prior rating.

Score Sheet Points:

Content Related to Topic:	Appropriateness of the total speech content to the topic selected, Extent to which the speaker addressed the topic selected, Suitability of the material used, Accuracy of the statements, Relationship to the content of agriculture.	
Organization of Material:	Organization of the content Unity of thought Logical development Material related to sub-topic	Language used Sentence structure Accomplishment of purpose- conclusions
Voice:	Quality Articulation Force	Pitch Pronunciation
Stage Presence:	Personal Appearance Poise and Body Posture Confidence Ease before an audience	Attitude Personality Use of proper official dress
Power of Expression:	Communicative Ability - Fluency, Emphasis, Directness, Sincerity Conveyance of thought and meaning	
General Effect:	Extent to which the presentation was interesting, understandable, convincing, pleasing and held attention.	
Response to Questions:	Ability to answer the questions on the speech, which are asked by the judges, indicating originality, familiarity with the subject and ability to think quickly.	

FFA EXTEMPORANEOUS SPEAKING CONTEST SCORE SHEET

Contestant Name: _____ **Chapter:** _____

ITEMS TO BE SCORED	Max. Points	Score	Comments
1. Content Related to Topic <ul style="list-style-type: none"> • Appropriateness of the total speech content to the topic selected • Extent to which the speaker addressed the topic selected • Suitability of the material used • Accuracy of the statements • Relationship to the content of agriculture. 	300		
2. Organization of Materials <ul style="list-style-type: none"> • Organization of the content • Unity of thought • Logical development • Language used • Sentence structure • Accomplishment of purpose-conclusions • Material related to sub-topic. 	100		
3. Power of Expression <ul style="list-style-type: none"> • Communicative ability - Fluency, Emphasis, Directness, Sincerity • Conveyance of thought and meaning 	100		
4. Voice <ul style="list-style-type: none"> • Quality, Pitch • Articulation • Pronunciation • Force 	100		
5. Stage Presence <ul style="list-style-type: none"> • Personal appearance • Poise and body posture • Attitude, Confidence, & Personality, • Ease before audience • Use of proper official dress 	100		
6. General Effect <ul style="list-style-type: none"> • Extent to which the presentation was interesting, understandable, convincing, pleasing and held attention. 	100		
7. Response to Questions <ul style="list-style-type: none"> • Ability to answer the questions on the speech, which are asked by the judges, indicating originality, familiarity with subject and ability to think quickly. 	200		
TOTAL POINTS	1000		

TOTAL POINTS _____

*Less time deductions: (1pt./sec.) _____

GRAND TOTAL: _____

Rank of Contestant: _____

Judge's Signature: _____

Date: _____

PARLIAMENTARY PROCEDURE CONTEST

Objective

The FFA Parliamentary Procedure Contest is designed to develop the leadership ability of members, and to improve the techniques of FFA members in the conduct of meetings by employing correct parliamentary procedure. *Contests at the District, Sectional and State levels will follow the *Parliamentary Procedure Contests, Rules and Regulations Guide, revised 1990*. These can be requested from the Wisconsin FFA Center by writing, Cheryl Zimmerman, Wisconsin FFA Center, P.O. Box 110, Spencer, WI 54479 or by calling (715) 659-4807.

Rules and Regulations

Eligibility: Team members must be FFA members in good standing and must not have graduated from high school at the time of the district contest during the given year.

All FFA Chapters will be eligible to participate, including the host school. Participating team members must all wear official FFA dress. Any proposed alternative to official dress must be presented to the judges prior to the beginning of the contest. The judges will use their own discretion in penalizing a team for lack of official dress, and any judge may use discretion in considering the proposed alternative dress, should any be presented.

A team will consist of not less than five, nor more than seven members. Substitutions may be made in subsequent events with qualified FFA members. A chapter may have only one team participating in the district contest.

Members of the state winning team **may not** participate in any parliamentary contest in subsequent years. However, a team's secretary may serve as a demonstrator, or a demonstrator may serve as the team secretary in one subsequent year.

Two teams may advance from the district contest to the sectional contest. Only one team will be eligible to advance to the state competition from each section.

Order of Participation: The chairman of the contest or another designated individual shall draw for the order of competition in an impartial manner. The contest chair or another designated individual shall then introduce each team, by school name, in the order of drawing.

Procedures:

1. Each team member shall wear a card, (about 3" x 5" in size), on which his/her name is legibly printed or written large enough so the name can be read legibly by the judges. The card shall be worn on the FFA jacket in the space where the member's name is located.
2. A competing team shall not be allowed to listen to other teams until the competing team has given its demonstration (Team members may remain in the contest room after competing, if approved by the advisors of teams participating in the contest.)
3. Robert's Rules of Order Newly Revised shall be the final authority on questions of parliamentary procedure.
4. The first team chair designated by the judge shall open the meeting by calling the meeting to order and asking the team secretary for the first item of business, which will be the first item of business on the Contest Agenda provided by the contest host. As the second designated team member assumes the position of the chair, the secretary upon request of the team chair, will read the second item of business; this procedure will continue during the demonstration. After the last item of business, the meeting should close with a formal motion to adjourn.

5. The gavel shall be used to open the meeting (two taps) and to close the meeting (one tap); for purposes of the contest, the chair should indicate with one tap of the gavel when the motion is disposed of to signal the end to the timekeepers.
6. The Contest Items will include a demonstration of selected kinds of motions listed on the sheet entitled *Kinds of Motions*. No extra credit will be given for the demonstration of any additional motions or abilities not requested in the announced contest items to be demonstrated.
7. Items of Business will be provided by the contest host to the judges before the contest; the judges will provide the team secretary with a copy of the Items of Business, as the team begins its contest demonstration. Only the secretary of the team shall see the Contest Items of Business. There can be no talking or whispering between team members. Judges may deduct up to five points for each infraction.
8. Advisors or their assistants will not be allowed to contact their teams after the contest begins. Advisors may be seated in the contest room, but back of the contest judges. No one except judges, host school officials, state staff or assigned contest assistants, may communicate in any way with teams waiting to participate after the contest has begun.
9. Use of a written script by a member during the contest will disqualify a team.
10. The chair of the judges shall designate the member of the team who is to act as presiding officer for each ability. The presiding officer shall be changed for each ability demonstrated.
11. Each debatable motion must be discussed as follows, before it is disposed of:
 - a. At least two different members discuss the debatable item.
 - b. An amendment cannot be counted as discussion.
12. In a contest situation, when a motion has been made by a team member, the chair must announce the action required, but only for the ability to be demonstrated; this includes whether a second is required, if it is debatable, is amendable or a simple majority vote. This does not apply to preceding motions which lead into the ability to be demonstrated or the formal motion to adjourn, made to close the meeting.
13. The judges will ask questions of contestants in the question and answer portion of the contest. The judges will at all times, designate the contestant who is to respond to the question. All contestants, however, must be asked one question in rotation before any contestant may be asked the second question, no contestant can be asked more than two questions.
14. One team member will serve as secretary, but will not serve as presiding officer; the secretary should not enter into discussion and not be asked any questions by the judges. The question sheet should include a reminder to the judges that the secretary should not be included in the questioning part of the contest.
15. The secretary must leave with the team at the conclusion of the contest, and deliver the minutes to the chair of the judges to use in the event of a tie.

A proposed room arrangement is included in this handbook. Any deviation from this may be approved at the discretion of the judges in consultation with the contest chairperson. All teams in a contest will use the same room arrangement.

Time Limit: Two timekeepers will record the time used by each team by the use of stop watches; they will submit their record to the chair of the judges at the conclusion of the contest. The chair of the judges by averaging the time reported by each timekeeper will determine any time deduction necessary.

Each team shall have *a minimum of eight minutes and a maximum of ten minutes*, in which to demonstrate proper parliamentary procedure. The time clock will be stopped at the end of the demonstration of an ability; time will start again when the next chair begins the demonstration of the designated ability. The timekeeper will notify the chair of the competing team by rising when eight minutes have expired, but will not signal when the ten minutes have expired.

A penalty of three points per minute or major fraction thereof, shall be assessed for using more or less than the allotted time. Contest teams will lose points on time infractions; no point deductions will be made if the secretary is requested to reread an item of business or the ability to be demonstrated.

Judges & Selecting a Winner: The Contest Chair shall provide three competent contest judges. Every effort should be made to obtain competent impartial persons to judge the contest. One of the judges shall be appointed as "chair of the judges." The decision of the judges is final.

The judges should meet at the contest site at least one hour before the contest and obtain the sealed envelope containing contest items from the contest host. Judges should open sealed envelope and meet privately without contest host present, if host school is also in the contest. During this period, judges should review contest rules and procedures, study contest items and questions, study the contest scoring guides and materials provided and prepare some notes on what is expected from the contestants' demonstration. Keep additional notes on what is said and done by each team as they perform. The contest moves rapidly; be prepared. Using a tape recorder will allow judges the opportunity to play back any presentation or portion which they desire to review. While this is not mandatory, it may be very helpful.

Using the Score Card:

1. Using the scoring sheets, each judge will independently score and rank each team.
 - a. Item 1 - Knowledge of Correct Parliamentary Procedure: Award each of the five chairpersons 10 points for doing everything correctly in his/her demonstration. If a "chairperson" during his/her demonstration incorrectly demonstrates the ability asked of him/her, he/she loses 10 points. His/her team members can recover up to 7 points, if they are alert, rise to the points of order or do other things to "redeem the lost situation".
 - b. Item 2, 3, and 4 - These items evaluate not only the "chairperson" as he/she is demonstrating an ability, but also all the members of the team as they participate in this demonstration. The score sheet permits scoring all items completely as each ability is demonstrated.
 - c. Item 5 - Response to Questions: Award each of the contestants 2 points for correctly answering the first six questions; award 3 points for the seventh question.
 - d. Overtime or under time deductions are to be made after the other scoring has been completed. The contest judge will determine the time deduction, if any.
 - e. Minutes by the team secretary should be used to break any contest ties which may occur, and must be turned into judges as the team leaves the stage or contest platform.
2. The "low-point" score system will be used to determine the winner. (The sum of the teams "rank" by each of the three judges, determines the team's ranking score; low score is the winner.)
3. Judges will also rate participating teams as Gold, Silver or Bronze teams.
4. Select the contest winner and designate an alternate in case the winner cannot participate in the next event.
5. Two teams may advance from the district contest to the sectional contest. Only one team will be eligible to advance to the state competition from each section.

FFA PARLIAMENTARY PROCEDURE CONTEST SCORE CARD

Worksheet for Scoring Teams

School Team _____

I. Knowledge of Parliamentary Procedure

Points allowed/ability/team chair-person

Ability	Team Member	Score (Circle score given)									
1		1	2	3	4	5	6	7	8	9	10
2		1	2	3	4	5	6	7	8	9	10
3		1	2	3	4	5	6	7	8	9	10
4		1	2	3	4	5	6	7	8	9	10
5		1	2	3	4	5	6	7	8	9	10
TOTAL POINTS EARNED BY TEAM											

Comments on Part I

1. _____

2. _____

3. _____

4. _____

5. _____

10 points

II. Poise & Manner Displayed

Points allowed per chairperson and team member (2)

Ability	Team Score
1	0 - 1 - 2
2	0 - 1 - 2
3	0 - 1 - 2
4	0 - 1 - 2
5	0 - 1 - 2
TOTAL POINTS	

15 Points

III. Grammar & Sentence Structure

Points allowed per chairperson and team member (3)

Ability	Team Score
1	0 - 1 - 2 - 3
2	0 - 1 - 2 - 3
3	0 - 1 - 2 - 3
4	0 - 1 - 2 - 3
5	0 - 1 - 2 - 3
TOTAL POINTS	

10 Points

IV. Voice & Expression

Points allowed per chairperson and team member (2)

Ability	Team Score
1	0 - 1 - 2
2	0 - 1 - 2
3	0 - 1 - 2
4	0 - 1 - 2
5	0 - 1 - 2
TOTAL POINTS	

15 Points

V. Response to Questions

Points allowed per team member answering (2-3)

Question	Score
1.	0 - 1 - 2
2.	0 - 1 - 2
3.	0 - 1 - 2
4.	0 - 1 - 2
5.	0 - 1 - 2
6.	0 - 1 - 2
7.	0-1-2-3
TOTAL POINTS	

VI. Summary of Points Earned by Team

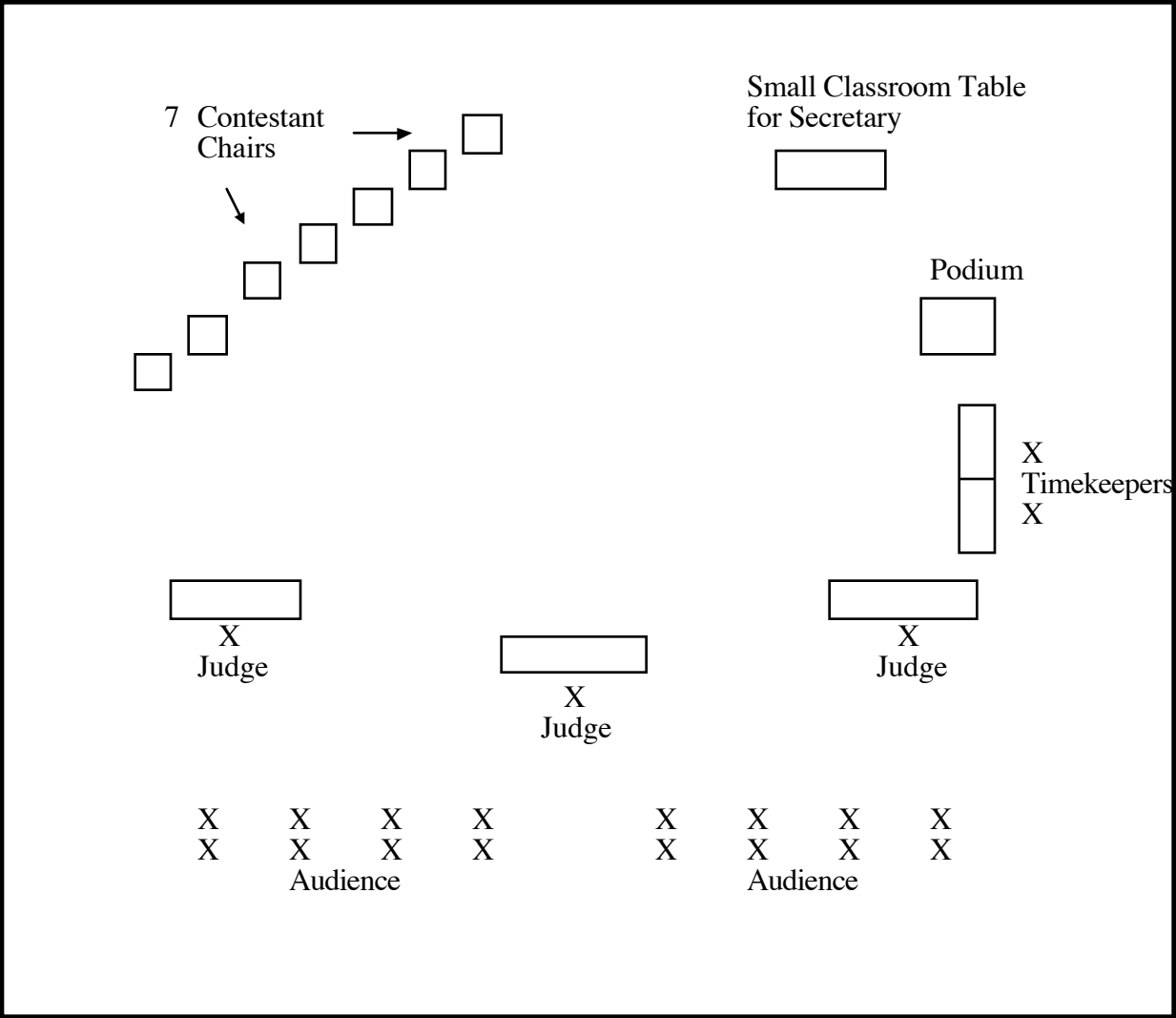
	POINTS
I. Knowledge	
II. Poise	
III. Grammar	
IV. Voice	
V. Questions	
Total Points by Team	
Minus Penalty Points: Overtime	
Undertime	
NET SCORE	
TEAM RANKING	

PARLIAMENTARY PROCEDURE CONTEST

SUMMARY SCORE CARD

Items to be Scored	Points Allowed	Points Awarded Per Team								
		1	2	3	4	5	6	7	8	9
1. Knowledge of Correct Parliamentary Procedure	50									
2. Poise and Manner displayed - posture, ease, sincerity, dignity and businesslike manner.	10									
3. Grammar and Sentence Structure - correct English, clear, concise, direct and well phrased sentences (<i>especially in impromptu and spontaneous remarks, or putting a question to vote</i>).	15									
4. Voice and Expression - Clear, adjusted to room and audience, so that all can hear reasonably well. Reasonably fluent and free from repetition.	10									
5. Response to questions by the judges.	15									
GROSS SCORE	100									
Less overtime deduction for each minute over 10 (<i>or major fraction thereof</i>).	3									
Less undertime deduction for each minute under 8 (<i>or major fraction thereof</i>).	3									
Net Score										
Team Placing - Ranking										

**ROOM DIAGRAM FOR
FFA PARLIAMENTARY PROCEDURE
CONTEST**



DISCUSSION MEET CONTEST

Objective

The Discussion Meet Contest allows participants to exchange ideas and information in an effort to solve a problem. It is an exercise in **problem-solving** using techniques of letting the participants discuss subjects, with the questions, answers and statements.

Rules and Regulations

Eligibility: An FFA member must be in good standing with the local chapter and the state FFA association. The member cannot have graduated from high school at the time of the district contest for the given competition year. A State Discussion Meet winner may not compete again in any Discussion Meet contest in succeeding years.

An FFA chapter may have **two** entries for the Discussion Meet at the district contest in a given year. The top two district speakers will qualify for the sectional contest (These may be from the same school, if so selected by the judges.)

The Official FFA dress must be worn by all contestants participating. Deductions for deviations from Official FFA dress will be at the discretion of the judges who will consider special situations when presented prior to the contestant's presentation.

Group Discussion Topics: Topics for the Discussion Meet will be released for each year's competition by no later than November 15 for the January/February contests. Each year there will be 7 topics. Three topics will be indicated for the district competitions and four topics for sectional and state competitions. A specific topic will only be used once during a given competition year.

Suggested Sources for Information/Study: Your local school, college or public library; All FFA publications-both state and national; Any agriculture publication; American, Wisconsin and County Farm Bureau Federation (www.fb.com) ; Popular News Media; Legislative personnel; Department of Agriculture Trade and Consumer Protection; Department of Public Instruction.

Personnel Needed: Three judges, one or two timekeepers and a moderator are needed for the contest and it is a good idea to have a door monitor so that no one enters or leaves the room during a contest. No one may leave the contest room once a round starts, until that round is over. Persons may leave between rounds of the contest, in any contest where more than one round occurs.

Set-Up: Contestants should be seated at two tables set at approximately a 90 degree angle to another. This allows them to see each other and to see judges and timekeeper. Host school must provide name tents on the tables with names on both sides for identification during discussion.

Responsibilities: All contest officials and contestants will be in the competition room at the appointed time, as directed by the contest manager. Important: Contestants may **not** bring research information into any of the Discussion Meet rooms! They may have only a blank paper and pen/pencil with them for the purpose of making notes during the actual contest.

The moderator is to introduce the topic and contestants and to start the discussion, keep the contest on track and see that no one monopolizes the time. This is the first time that the contestants will know the exact topic for the session. They should be given two minutes to gather thoughts after the announcing of the topic. The object of the contest is for participants to exchange ideas and information in an effort to solve a problem.

A time keeper must be provided for this contest. Possibly using a state officer who is familiar with timing this contest.

Procedure:

1. There are 3 to 7 contestants in a contest session. If more than 7 contestant are present at a district contest, the contest may be split into two sessions, and the top two from each session will go on to the finals, using the second topic provided. If there are not at least 3 people to conduct Discussion Meet contest, the host advisor would be allowed to ask for extra participants with the consent of the discussion meet participants at the contest site to just sit in and discuss the topic. These people would not be judged, they would simply be used to enhance the contest for those competing and give the contestants some experience in the discussion contest before competing at the sectional level. At Sectional and State Contests, the maximum number of contestants will be 6 and 5 respectively, so no need for split sessions will occur.
2. The moderator will call the contest session to order and announce the topic to be discussed and introduce the timekeepers(s) and contestants. The FFA member would be able to begin writing on their blank sheet of paper immediately following the announcement of the Discussion Meet topic. No writing is allowed before that time.
3. The moderator will then call on the contestants to make a 30-second opening statement (Statements will be made in voluntary order of the contestants). The timekeeper will stand at 30 seconds during each contestant's opening remarks and remain standing until that contestant finished their remarks. Judges may subtract points at their discretion for contestants abusing the time limit.
4. The moderator will then indicate the opportunity for open discussion which will run for a total of 12 minutes for 3 contestants, 15 minutes for 4 contestants, 18 minutes for 5 contestants, 21 minutes for 6 contests, or 24 minutes for 7 contestants. The moderator will, at their discretion, give "directed discussion" by encouraging contestants to consider other aspects of the topic under consideration, should they feel that the contestants are missing some aspect of the problem or are stuck on one small facet of the problem. The contestants are encouraged to bring up a point and work on that point until they agree on a solution and a course of action, if one is possible, before moving on to another point. The timekeeper will indicate to the moderator when the total time for the open discussion phase of the contest has elapsed
5. The moderator will call for a minute of quiet time allowing the contestants to consider a closing statement. The moderator will call upon each contestant (again in voluntary order) to make up to a one-minute closing statement. The timekeeper will stand at one minute into each contestant's closing statements and again remain standing until that contestant is completed. Judges may, at their discretion, penalize contestants for abuse of time limit.
6. The moderator will recognize the judges and request contestants to leave the room to allow the judges to finalize the tabulation of their score sheets.

Scoring: Judges will not be permitted to confer with each other prior to the completion of their tabulation. The moderator, with the assistance of the timekeeper, will supervise the final tabulation by the judges, and report results to the group. Judges will use a point system indicated on the score sheet to assist in selecting their winners. Each judge will be instructed to break all tie scores. The moderator and timekeeper will rank the panel winners, based on the total scoring given by each judge; i.e., 1 point for first, 2 second, etc. The contestant with the lowest ranking score will be judged the winner and announced to the audience. The decision of the judges is final.

Judges should look for the following:

Opening Statement: Look to see if the contestant knows about the topic. He/she should not start discussion on the topic but give an overview of what he/she knows about the topic and its importance to agriculture and FFA. It is very easy to tell if the contestant has researched the topic.

Discussion:

Cooperative Attitude - See that everyone gets involved. No one takes control. No one is rude. Watch that one individual does not dominate the discussion.

FFA Impact- Since this is an FFA contest, you should look for solutions which involves FFA chapters and members.

Solution - As the discussion progresses, the contestant should be working toward a solution to the problem incorporating what other contestants are suggesting.

Knowledge - Throughout the discussion, note how the contestant uses facts and figures and indicates knowledge of the subject discussed.

Closing Statement: Look for compromise. See how the contestant used everyone's information to come up with his/her final solution. Look for FFA member/chapter involvement.

DISCUSSION MEET CONTEST SCORE CARD

PARTICIPANT'S NAMES (LEFT OF MODERATOR)			TOPIC	PARTICIPANT'S NAMES (RIGHT OF MODERATOR)		
			Opening Statement: Definition of topic or problem – Importance, causes, effects, relevancy of problem 10 points possible			
			Analysis of topic or problem: Does contestant attempt to identify problem causes and remain on topic? Knowledge, extent and accuracy of facts. 20 points possible			
			Problem Solving and Implementation: Ability and judgment in seeking answers and solutions, planning and organizational understanding in implementing action programs. 20 points possible			
			Delivery: Voice quality, loudness, clear enunciation, communicativeness, desirable sentence structure and interesting choice of words. 10 points possible			
			Cooperative attitude: Listening, asking pertinent questions, airing all points of view, securing major agreement, minimizing major differences, courtesy to other participants. 20 points possible			
			FFA Impact: Possible impact FFA could have on the resolution of the topic, effect of various points on FFA, etc. How is FFA affected by this issue. 10 points possible			
			Closing Statement: Total effectiveness. A general evaluation of overall problem solving performance by the contestants. 10 points possible			
			Total (Total score for each contestant is to be tabulated by judge. Any tie scores are to be broken by judge.			
			Rank of each contestant (1 through 7)			

Judge's Signature:

Date:

DISCUSSION MEET

WHAT JUDGES SHOULD LOOK FOR...

IMPORTANT— Contestants may not bring research information into any of the FFA Discussion Meet! They may have only a blank paper and pen/pencil with them for the purpose of making notes during the actual contest.

1. OPENING STATEMENT

Look to see if the contestant knows about the topic. He/she should not start discussion on the topic but give an overview of what he/she knows about the topic and its importance to agriculture and the FFA.

2. DISCUSSION

Cooperation - See that everyone gets involved. No one takes control.
No one is rude.

FFA Impact - Since this is an FFA contest, you should look for solutions which involve FFA chapters and members.

Solution - As the discussion progresses, the contestant should be working toward a solution to the problem incorporating what other contestants are suggesting.

Knowledge - Throughout the discussion, note how the contestant uses facts and figures and indicates knowledge of the subject discussed.

3. CLOSING STATEMENT

Look for compromise. See how the contestant used everyone's information to come up with his/her final solution. Look for FFA members/chapter involvement.

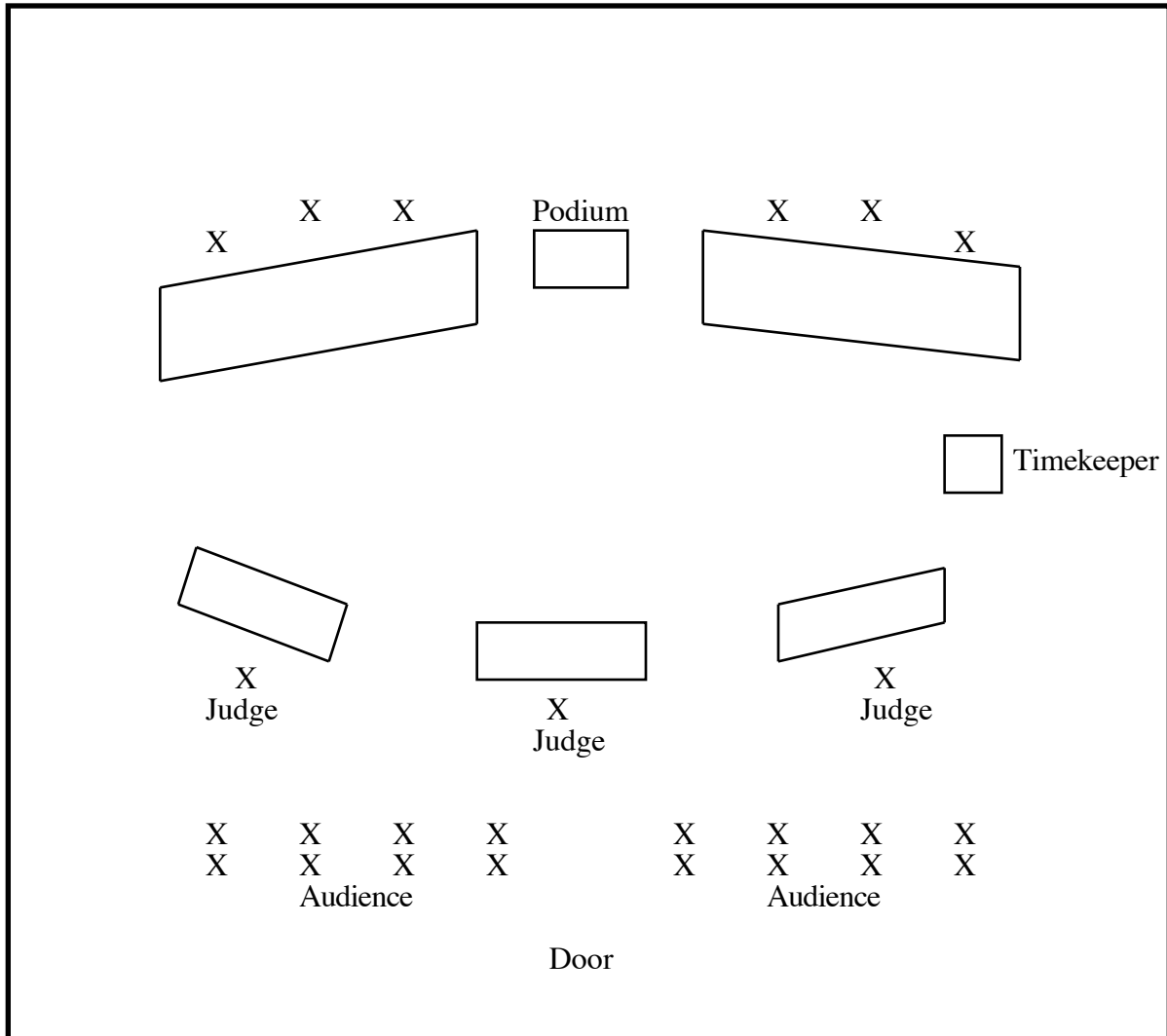
4. OTHER THINGS TO LOOK FOR...

*It is very easy to tell if the contestant has researched the topic.

*Don't necessarily judge for speaking style, but for the effectiveness of what is spoken. Although, a poor speaker will generally deduct from overall effectiveness.

ROOM DIAGRAM FOR DISCUSSION MEET

Contestants should be seated at two tables set at approximately a 90 degree angle to one another. This allows them to see each other and to see the judges and time keepers. Each contestant should have a card visible in front of them on the discussion table that includes their name, and is visible by judges and fellow contestants. The contestants will also have a name badge on their jacket in order that their name is clearly seen. A podium should be placed between these two tables for the moderator.



SUGGESTED OUTLINE FOR THE DISCUSSION MEET MODERATOR

Welcome to the District # ____ FFA Discussion Meet Competition. I am _____ and I will serve as moderator for this afternoon's district discussion meet. Serving as timekeeper for this round is _____

The top two finalists in this round will compete in the final round later this afternoon with the top two finalists from the other group. The top two contestants in the Final Round this afternoon will advance to the Sectional Competition.

The contestants for this meet are:

_____, _____, _____, _____

and _____.

Before we begin, I will review the procedure we will follow for this session. Once the topic is announced the contestants will have 2 minutes to prepare their thoughts. We will then begin this discussion with 30-second opening statements from each contestants in voluntary order. The timekeeper will stand at 30 seconds and remain standing.

After each contestant has given his or her opening remarks I will announce that we will have open discussion for a total of:

- 24 minutes for 7 participants
- 21 minutes for 6 participants
- 18 minutes for 5 participants
- 15 minutes for 4 participants
- 12 minutes for 3 participants

The time keeper will indicate when there is 5 minutes remaining in the discussion. I will interrupt the discussion to announce the remaining time.

The timekeeper will indicate to me when the total time has elapsed for discussion. Contestants will then have one minute of quiet time to prepare their one-minute closing statement.

Contestants, the topic selected for this round is:

You have two-minutes to prepare your opening statements:

Contestants, time is called. You may now – in voluntary order – make your 30-second opening statements. Please stand and direct you opening statements to the audience. (opening statements given – timekeeper will signal)

Moderator:

You have heard the opening statements. The contestants may now proceed with the discussion. Contestants, please direct your discussion to your fellow panel members

(Open discussion occurs based on number of contestants and time allowed – timekeeper will signal)

Contestants, you have five minutes of open discussion remaining.
(five minutes of open discussion – timekeeper will signal)

Time has been called. Please prepare your closing statements. I ask that the audience remain silent for one minute to aid the contestants in their preparation.
(one minute preparation time – timekeeper will signal)

Please put down your pencils, and in voluntary order please stand and give your one-minute closing statement.
(closing statements – timekeeper will signal)

Let's show these contestants our appreciation for a job well done. (applause)

The judges for this round are:

_____, _____,

and _____. Let's thank them for their efforts today.

I now ask the participants to leave the room.

Thank you!

MIDDLE SCHOOL/JUNIOR HIGH QUIZ BOWL CONTEST

Objectives

To offer a specific program for competition in middle grade levels of FFA membership on a district, sectional, and state level basis.

To better acquaint middle/junior high school agricultural education member to the FFA organization and assist them in knowing key information about the organization. Members participating in this contest may not have reached the 9th grade.

Rules and Regulations

Eligibility: Only members under 9th grade will be allowed to compete in this contest.

Teams Allowed: A minimum of three to a maximum of five members can make up a team in the quiz bowl competition. Two teams compete against one another at one time.

A school will be allowed to have a maximum of two teams entered at the district level, with a maximum of two teams advancing to the sectional contest from each district. Only one team from each section advances to the state contest, which is held at the State FFA Convention in Madison.

Recording of Questions and Answers: No written materials or notes taken by any audience member or team member can be removed from the contest room at the conclusion of the quiz bowl competition. Judges will monitor note takers in the room. As individuals leave the competition room, the judges must collect any notes that were taken during the competition by any one observing or competing in the contest. This also means that no videotaping will be allowed during the quiz bowl competition. (This revision of the rules was passed by the State FFA Board of Directors at the March 2007 meeting.)

Bracketing: Brackets will need to be set up by the host advisor. Teams from the same school do not have to compete against each other in the first bracket, unless they are the only teams competing. At the sectional contest, the district winners compete against the runner-up from another district.

What happens if there are three teams competing in quiz bowl?

Answer: See Example Below:

Draw for positions

Team 1 would compete against **Team 2** - **Team 2** Wins

Team 2 would compete against **Team 3**

If **Team 2** would win against **Team 3**, they would be **Winner Overall** and you would have Team 1 compete against Team 3 to determine 2nd Place.

If **Team 3** wins, **Team 3** would be the **Winner Overall** because they beat the team (Team 2) that beat the other team (Team 1). Team 2 would be second place since they beat Team 1 earlier.

This is the fastest and simplest way to set up a competition amongst 3 teams.

What happens if there are 5,6, or 7 teams?

Answer: Set up a bracket and draw for position. Keep in mind that if you bracket over 4 teams, you will need 8 brackets. If you only have 5 teams, you will then have to put 3 byes into the hat for drawing position. If you have two teams from the same school you can position them to compete against another school in the first round.

Clarification on Answering Questions: If the answer is a PROPER NAME for example, "Cheryl Zimmerman", the member must provide **both the first and last name** for the team to have the correct answer. No longer is just saying the last name accepted. (This revision of the rules was passed by the State FFA Board of Directors at the March 2007 meeting.)

Procedure: The contest will consist of **three rounds** for each bracket of competition.

Round 1 - During this round of questions, **the students are not allowed to confer**. Each student is asked **one** question in alternating fashion. Each team will be asked a total of five questions (even if they only have three members on the team, then the first two would be asked another question until 5 questions have been asked per team.) The question will be asked **one time to the receiving team member**. Once the question is read, you have 10 seconds to answer. If there is no answer when time is called, the question is over. **Questions are worth one point each**. Maximum score per team is 5 points.

Round 2 - This round will consist of a total of 30 questions, with each team being asked 15 questions. **Team members can confer with each other**. If a team fails to answer the question correctly, the question will then be asked to the next team PLUS the next team will then be asked their corresponding question. **The question will be read one time to the receiving team**. Once the question is read, the team has 10 seconds to answer. When time is called, the question is over and the other team has the opportunity to steal. The question can be reread for the stealing team, **however**, they have only 10 seconds to answer once the other team fails to answer or gives a wrong answer. **Each question will be worth 1 point each**.

Round 3 - This round consists of a total of 10 questions, with each team being asked 5 questions worth 2 points each. **Team members can confer with each other**. If a team fails to answer the question correctly, the question will then be asked to the next team PLUS the next team will then be asked their corresponding question. **The question will be read one time to the receiving team**. Once the question is read, the team has 10 seconds to answer. When time is called, the question is over and the other team has the opportunity to steal. The question can be reread for the stealing team, **however**, they have only 10 seconds to answer once the other team fails to answer or gives a wrong answer. **Each question is worth 2 points each**.

Tie Breaker - A tie will be broken by sudden death. **Sudden death** - Team A will answer their question. If they fail to answer it, the question goes to Team B. If they answer it successfully, they will be named the winner. If incorrectly answered, the round will begin again with Team A and a new question will be asked. (NOTE: If Team A answers their question correctly the first time, Team B should still be asked the next question. If they incorrectly answer their question, Team A wins.) **The question will be read one time only for the receiving team**. Each team gets 10 seconds to answer their question. Once time is called at the end of 10 seconds, no answer can be given and the other team has an opportunity to steal.

Questions: All questions will be FFA related questions. Questions will cover the entire scope of the FFA organization including history, dates, people, programs, activities and current events of the organization.

FFA questions come from the following sources:

Official FFA Manual

(Produced by National FFA)

State FFA Annual Report

(Produced by Wis. FFA)

National FFA Convention Proceedings

(Produced by National FFA)

Wisconsin FFA Website www.wisconsinffa.org

National FFA Website www.ffa.org

FFA Student Handbook

(Produced by National FFA)

Career Development Events Handbook 2006-2010

(Produced by National FFA)

American FFA Degree Handbook 2006-2010	(Produced by National FFA)
Agricultural Proficiency Awards Handbook 2006-2010	(Produced by National FFA)
Chapter Planning and Recognition Handbook 2006-2010	(Produced by National FFA)
FFA New Horizons Magazines - The Following Issues	(Produced by National FFA)
of the current school year...	
July/August	
Sept./October	
November/December	
January/February	

In order to help in developing questions for the FFA Quiz Bowl Contest, we are asking those chapters who are going to participate in the Quiz Bowl Contest to submit questions. These questions will create a pool from which to select and will give us a better idea of what type of questions people are looking for in a Quiz Bowl Contest. **PLEASE NOTE:** Not all questions may be used and the State FFA Executive Director has the right to develop other questions not submitted by chapters.

Follow the procedure below for submitting questions:

1. Develop 25 questions you and your students feel would be appropriate to ask in a Quiz Bowl Contest. They should be short answer questions **not** multiple choice or true/false.

Example: What are the first seven words of the FFA Creed?

Answer: I believe in the future of agriculture...

2. Indicate, with each question, what source it came from. The following sources may be used for questions:

State FFA Annual Report, National FFA Convention Proceedings, Chapter Management Guide, the Official FFA Manual (most recent addition), the FFA Student Handbook, National Awards and Programs Handbooks (such as proficiency/American degree and national chapter award handbooks)

3. Indicate what level the question is - District, Sectional or State.

All possible Quiz Bowl Questions must be submitted by November 1st.

Submit questions to: Cheryl Zimmerman
Wisconsin FFA Center
P.O. Box 110
Spencer, WI 54479

EXPLANATIONS FOR QUIZ BOWL BRACKETING

1. What happens if I only have three teams competing in quiz bowl?

Answer: See Example Below:

Draw for positions.

Team 1 would compete against **Team 2** - **Team 2 Wins**
Team 2 would compete against **Team 3** -

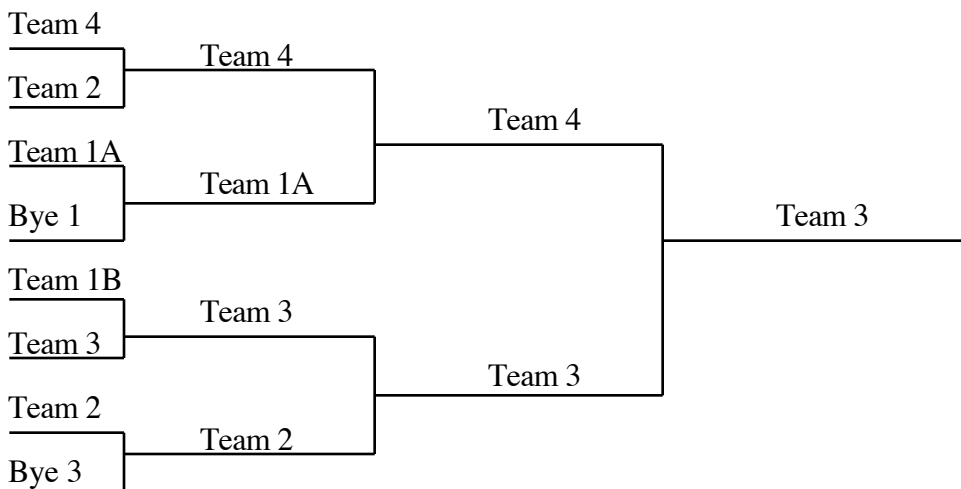
If **Team 2** would win against **Team 3**, they would be announced **Winner Overall** and you would have Team 1 compete against Team 3 to determine 2nd Place

If **Team 3** wins, **Team 3** would be the **Winner Overall** because they beat the team (Team 2) that beat the other team (Team 1). Team 2 would be second place since they beat Team 1 earlier.

This is the fastest and simplest way to set up a competition with only 3 teams.

2. What happens if I have 5, 6 or 7 teams for bracketing?

Answer: Set up a bracket and draw for positions. Keep in mind that if you bracket over 4 teams, you will need 8 brackets. If you only have 5 teams, you will then have to put 3 byes into the hat for drawing position. If you have two teams from the same school you can position them to compete against another school in the first round. See Example Below:



NOTE: Team 1A and 1B are from the same school

If you have any questions about contest bracketing, please contact Cheryl Zimmerman, State FFA Executive Director.

BRACKETING QUIZ BOWL CONTEST

If there are one or two teams the bracket would be a two team bracket:

1st Bracket Questions	
-----------------------	--

If there are three or four teams the bracket would be a four team bracket:

	2nd Bracket Questions	

If there are five, six, seven, or eight teams the bracket would be an eight team bracket:

		3rd Bracket Questions -

If there are nine through 16 teams you would use a 16 team bracket and then your final bracket (4th) you would use the 4th Bracket Questions.

If there are more than 16 teams, you would use a 32 team bracket. There is no possibility of more than a 32 team bracket, and we expect that there would be no more than a 16 team bracket.

When drawing the brackets, make certain that no byes get drawn together unless absolutely necessary. If you have any questions prior to the contest, please call the FFA Center at (715) 659-4807.

FFA QUIZ BOWL CONTEST SCORE SHEET

Competitors: Team A: _____ Team B: _____

ROUND ONE

Team A _____

Number Correct _____ X 1 Point = _____

Team B _____

Number Correct _____ X 1 Point = _____

ROUND TWO

Team A - Number Correct _____ x 1 Point = _____

Team A	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Number Correct															
Number Correct															
Team B	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Team B - Number Correct _____ x 1 Point = _____

ROUND THREE

Team A - Number Correct _____ x 2 Points = _____

Team A	1	2	3	4	5
Number Correct					
Number Correct					
Team B	1	2	3	4	5

Team B - Number Correct _____ x 2 Points = _____

Total Team A-- Rnd 1 _____ + Rnd 2 _____ + Rnd 3 _____ = Total _____

Total Team B-- Rnd 1 _____ + Rnd 2 _____ + Rnd 3 _____ = Total _____

Job Interview Contest Rules

Objective

This contest is designed to stimulate interest and acquaint FFA members with employment procedures they will face when applying for a job. The contest also allows students to demonstrate oral and written communications.

Rules and Regulations

Eligibility: An FFA member must be in good standing with the local chapter and the state FFA association. The member cannot have graduated from high school at the time of the district contest for the given competition year. A State Job Interview winner may not compete again in any FFA Job Interview contest in succeeding years.

An FFA chapter may have **two** entries for the Job Interview Contest at the district contest in a given year. The top two district interviewers qualify for the sectional contest (These may be from the same school, if so selected by judges.) The sectional winner advances to the state competition.

The Official FFA dress must be worn by all contestants participating. Deductions for deviations from Official FFA dress will be at the discretion of the judges who will consider special situations when presented prior to the contestant's presentation.

Contest Procedures

1. Contestants must submit three copies of their resume and cover letters postmarked two weeks before the district contest to the district host. Those advancing to the sectional contest must submit three copies of their resumes and cover letters postmarked two weeks before the sectional contest to the sectional host. Those advancing on to the state contest must submit six copies of their resumes and cover letters to the Wisconsin FFA Center postmarked two weeks before the State Convention or the date set by the State FFA Executive Director, whichever comes first. Twenty-five points will be deducted each day the resume and cover letter is late.

2. 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 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 resume for a fictitious resume for a fictitious job. Instead they are expected to target the resume towards a real job that they can qualify.

The job/career selected must be an agriculturally-based occupation and must be a job that the contestant would be qualified to do as a high school graduate and/or student.

3. The cover letter and resume must contain **current facts** about the contestant. The resume should be present day information about the contestant. The cover letter is to be a single spaced 8 1/2" x 11" white bond paper. The paper is to be single sided, block justified using Times, Times New Roman or Arial 12 point minimum font. The resume is to be single spaced 8 1/2" x 11" white standard bond paper. The resume is to be single sided only, typed not to exceed two pages total. Suggested formats can be found in The Gregg Reference Manual.

4. The cover letter should focus on introducing the contestant and why they are interested in the job. The district contest letters should be addressed to the district host. The sectional contest letters addressed to the sectional host. The state level letter shall be addressed to the following:

Cheryl Zimmerman, State FFA Executive Director
Wisconsin FFA Center
P.O. Box 110
Spencer, WI 54479

5. Each contestant will complete an employment application. An application form will be provided at the time of the contest. The only materials that may be brought into the contest by the contestant is a copy of the personal resume and a pen. Notes are not allowed to complete the application of the contestant's current resume. Each contestant will have 15 minutes to complete the application. The job application is given to the judges prior to the interview.
6. Contestants are allowed to bring a portfolio to the interview. It is to the discretion of the judges to evaluate materials brought into the interview. The interview is treated as any real life interview.
7. There shall be three judges. All judges will score the contestant in making the final decision. All three judges will ask questions during the interview. The decision of the judges is final.
9. Each contestant will be allowed 10 questions or a maximum of 10 minutes for the interview. The contest chairperson will call time at the end of 10 minutes.

Scorecard

Employment Application Form - 50 points possible

1) Overall Impression	5
2) Legible	10
2) Neat – Grammar and Punctuation	10
3) Completed according to directions and information requested	10
4) Consistent with resume	15

Cover Letter - 100 points possible

Composition	
1) Correct format and stationery	10
2) Punctuation	10
3) Grammar	10
4) Spelling	10
5) General Appearance	10
Content	
1) Career goal specified	15
2) Proper qualifications	35

Resume - 150 points possible

General Appearance	
1) Presented in proper format	15
2) Pleasing to the eye	40
- Captures interest	
- Layout	
- Easily read	
3) Grammar	20
- Punctuation	
- Typing	
- Spelling	
Composition	
1) Personal data	10
2) Career Objective	10
3) Educational Background	20
4) Work experience/skills	20
5) Special experiences, activities, honors	10
6) References	5

Interview – 450 points possible	
Appearance and courtesty	45
Greetings and Introduction	45
Speech	45
Grammar, Vocabulary, Volume, Enunciation	
Attitude and Personality	45
Forcefulness, Poise, Temperament, Sincere	
Ability to convince and impress interviewer	
Persuasiveness and Self-Confidence	
Knowledge and presentation of abilities	45
Educational experience	
Occupational experience	
Reliability	45
Frankness, Consistency, Accuracy	
Poise	45
Tact, Discretion, Questions ask of interviewer	
Career Objective	45
Degree to which the contestant had determined career objective	
Conclusion of interview	45

FFA JOB INTERVIEW CONTEST SCORE SHEET

Employment Application Score Card

	Possible Points	Score
Overall Impression	5	
Legible	10	
Neat *Grammar *Punctuation	10	
Completed according to directions and information requested	10	
Consistent with resume	15	
Total Points for Employment Application	50	

Cover Letter Score Card

COMPOSITION	Possible Points	Score
Correct format and stationery	10	
Punctuation	10	
Grammar	10	
Spelling	10	
General Appearance	10	
Composition Sub Total:	50	
CONTENT		
Career Goal Specified	15	
Proper Qualifications	35	
Content Sub Total:	50	
Total Cover Letter Score:	100	

Resume Score Card

GENERAL APPEARANCE	Possible Points	Score
Presented in Proper Format	15	
Pleasing to the eye *Captures interest *Layout *Easily read	40	
Grammar *Punctuation *Typing *Spelling	20	
General Appearance Sub Total:	75	
COMPOSITION		
Personal data	10	
Career Objective	10	
Educational Background	20	
Work experience/skills	20	
Special experiences, activities, honors	10	
References	5	
Composition Sub Total:	75	
Total Resume Score:	150	

Job Interview Score Card

	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 and 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 Objective * Degree to which the contestant had determined career objective	45	
Conclusion of interview	45	
Total Interview Score	450	

TOTAL POINTS – EMPLOYMENT APPLICATION _____

TOTAL POINTS – COVER LETTER _____

TOTAL POINTS – RESUME _____

TOTAL POINTS – INTERVIEW _____

Late Cover Letter/Resume Deduction: -25 point per day late _____

GRAND TOTAL: _____

Rank of Contestant: _____

Judge's Signature: _____ Date: _____