

# DISTRICT LEADERSHIP DEVELOPMENT EVENT INVITATION EXAMPLE

December 15, 20\_\_

Dear District \_\_\_\_ Chapters:

Before the rush of the Holiday Day Season, we would like to provide you with information about the 20\_\_ District Leadership Development Events, which we will be hosting for District (\_#\_) in January/February. The date of the District (\_#\_) Contest is \_\_\_\_\_ at the \_\_\_\_\_ High School. We will begin registration at \_\_\_\_\_. Please enter through \_\_\_\_\_ when you arrive at our school.

Please make sure to register online all FFA members participating in the District Leadership Development Events. This is **REQUIRED** of all chapters competing at the District Level. **Online Registration is due two weeks before our District Contest on or before Day \_\_\_\_ Date \_\_\_\_\_.**

Substitutions are allowed on site at the contest. **HOWEVER NO NEW REGISTRATIONS WILL BE ALLOWED ON SITE.** There is a substitution form that you can complete if you have a change at the time of the contest. You can only substitute for a student's registration....No NEW registrations can be made after the registration deadline except for team events. If you register a team you can add, subtract or substitute members as needed as long as the team is entered.. All registrations are coming to the Wisconsin FFA Center first and then are transferred to the District Host.

There are several reminders for the upcoming competition:

1. All students participating in FFA Leadership Development Events must be listed as ACTIVE FFA members on the chapter's current school year membership roster. Advisors need to make sure the students are entered on their roster or their student's membership is properly renewed.
2. Please review all the rules and procedures for the Leadership Development Events in the Official Leadership Development Event Rules online at [www.wisconsinffa.org](http://www.wisconsinffa.org). It is important all participants follow the current updated rules published by the Wisconsin FFA Center.
3. An individual FFA member can **only compete in 2 individual events and 1 team event** at the district competition. If a member violates this rule, they will be disqualified from all the events they participated in.
4. Chapters are allowed **2** participants/teams in each contest EXCEPT parliamentary procedure. All participants must be active, dues paid members at the time of participation in the district competition.
5. FFA members participating in Prepared Speaking LDE and Employment Skills LDE must have their manuscripts (4 copies) and/or resumes, cover letters and job descriptions (4 copies) postmarked to the \_\_\_\_\_ High School on \_\_\_\_\_, 20\_\_. This follows the rule that manuscripts, resumes, cover letters and job descriptions **must be postmarked two weeks before the contest** or 25 points will be deducted for each day it is late (Monday through Friday only).
6. The DISCUSSION MEET TOPICS are online at [www.wisconsinffa.org](http://www.wisconsinffa.org).
7. Participants must wear name badges (about 3"x5") for both Discussion Meet and Parliamentary Procedure contests on which his/her name is legibly printed and visible.

Finally, all contestants **MUST HAVE PROPER OFFICIAL DRESS** if competing. Quiz Bowl can be the only exception as members can wear proper business attire for this event. Proper Official Dress is defined in the Speaking Contest Handbook and the Official FFA Manual.

We look forward to hosting the District Leadership Development Events. If you have any questions, please make sure to contact us.

Sincerely,  
(Name of District Host)