

STEPS IN SETTING UP SECTIONAL LEADERSHIP DEVELOPMENT EVENTS

Please read this section thoroughly.

Setting up your Sectional Leadership Development Events is not as difficult as you may think. Enclosed you will find the information you need to conduct a successful event. The most common advise past hosts have given is to start early. This will help your events run smoothly and be more enjoyable for you as a host.

1. SELECT YOUR DATE: Pick a date in March that works best for you and the chapters in your Section. Avoid dates that could conflict with other events. If you plan to utilize university judges for any contest make sure to contact them to confirm your date. Cheryl Zimmerman will assist you with sending your date to UW-River Falls to confirm. Once date is confirmed, we will publicize the date.

In case of a cancellation/change of your date, please make sure to inform the Wisconsin FFA Center and all the chapters in your Section immediately. If for some reason weather is a factor, make sure that you work the best to accommodate the schools in your Section. If several schools would cancel due to bad weather, consider rescheduling the date in order that schools can participate. Schools must compete in their Section, so your event is the only time they can compete. Sectional hosts can do whatever possible to accommodate members who may have a conflict with the event date, but the Sectional 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 event date. However, to readjust the scheduled competition is very difficult and the competition will go forth as scheduled, unless all the schools in that Sectional agree to accommodate these individuals.

2. CONTACT CHAPTERS ADVANCING TO SECTIONAL EVENTS:

You will need to contact the chapters in your Section that have qualifying individuals/teams to inform them about the event you are hosting. Make sure to inform chapters what time registration begins and when the events officially start. Also include information about how to get to your school, especially for new teachers in your Section who may not have visited your school.

When contacting chapters, make sure to inform them of these important items...they should also already know this from participating in the District Leadership Development Events...

A. 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.

B. Review rules and procedures for the Leadership Development Events in the Official Wisconsin FFA Leadership Development Event Rules and Rubrics online at www.wisconsinffa.org. There are specific documents online that each advisor should review with their students concerning the rules, procedures and scorecards of each individual event. It is important all participants follow the current updated rules published by the Wisconsin FFA Center.

C. An individual FFA member can **only compete in 2 individual events and 1 team event** starting at the District Level of competition. If a member violates this rule, they will be disqualified from all the events they participated in. This is very important that ALL members follow this rule.

D. All participants must be active, dues paid members at the time of participation in the Sectional event.

E. Remind chapters about the rule concerning Prepared Speaking Manuscripts and Employment Skills Resumes, Cover Letters and Job Descriptions. All of these documents **must be postmarked two weeks before the event** to the Sectional host or 25 points will be deducted for each day it is late (Monday through Friday only).

F. The DISCUSSION MEET TOPICS are online at www.wisconsinffa.org.

G. Participants must wear name badges (about 3"x5") for both Discussion Meet and Parliamentary Procedure events on which his/her name is legibly printed and visible.

H. All contestants MUST HAVE PROPER OFFICIAL DRESS. Quiz Bowl can be the only exception at the District and Sectional Level Only. Proper Official Dress: Please reference the latest edition of the Official FFA Manual.

3. SELECTING JUDGES: Three judges are needed for each of the following events: Creed, Prepared Speaking, Extemporaneous Speaking, Parliamentary Procedure, Discussion Meet and Employment Skills. You need three people to operate the Quiz Bowl event. It is always a good idea to select people who are familiar with agricultural topics, communications, FFA, etc.

Suggestions for judges include: English teachers or forensic coaches at school or neighboring schools, principals, guidance counselors, FFA alumni members, retired ag teachers, Farm Bureau Members, other farm/commodity organizations in your area, farm/agribusiness individuals in community, other organization leaders in your community (i.e. Women's Clubs, Kiwanis, Rotary, Lions, etc.), university representatives, fellow agricultural education instructors in schools not having participants in particular events.

4. ORIENTATING JUDGES: Once judges are selected, send a copy of the rules and scorecard to them before the actual event date so they can review and ask any questions. Make sure the judges for your prepared speaking and employment skills events understand they are to judge the manuscripts and resumes before arriving at the event. Give these judges enough scorecards to do this before the event.

The day of the event, make sure to have an orientation meeting with your judges before the event begins. Ask all judges to report to your school 30 minutes before the start of the event. You are required to orientate the judges and clarify any questions they have. These 30 minutes gives judges an opportunity to review the rules and get prepared to judge their particular event. Judges need to understand the rules and procedures for their event and know what to be watching for when judging. This is a great time to answer any last questions they may have and help them feel comfortable with what you have asked them to do.

The judges are the individuals who make the final decision of the placing of their contestants in the event they are judging. If they need to consult with each other, they are allowed to do so. They must break any ties. They also must use their best judgment in determining penalties for prompting, use of notes, etc. *The decision of the judges is final.*

Before the event ends: Make sure all judges have signed the OFFICIAL RESULTS sheets. Judges must turn in confidential information they used during their event.

Please ask judges to stay around shortly after their event is completed to give any ideas to contestants on areas of improvement. Mention to the judges that contestants like to get feedback and this helps to make the event more of a learning experience for the members.

In your Host materials, you will find a Judge's Comment Card. Make copies of this card so the judges can provide contestants with feedback. It is fine to return the judge's score sheet to the contestants only if the judge indicates that it is ok. Sometimes judges write comments on the score sheets that they do not want contestants to see, so make sure the judge says it's ok to return the scorecards.

Make sure to thank your judges for their time. A small gift of appreciation is always nice.

5. TABULATION ROOM: A separate area should be designated by the host of the event for the judges to report to after they have completed their judging. The judges are to report to the tabulation room to turn in all scorecards, official result sheets and confidential information. A fellow advisor or an alumni member could serve as the chair of the tabulation room. In this area, all judges must turn in their materials, verify their results and sign the proper documents before leaving the event site.

6. MANUSCRIPTS AND RESUMES: You **must** receive **four copies** of each prepared speakers' manuscript and **four copies** of each employment skills participants' resume, cover letter and job description **postmarked two weeks before** your event date or 25 points will be deducted for each day it is late (Monday through Friday only). It is fine to receive manuscripts and resumes through fax, however, the final manuscripts and resumes will be in "fax" form. This is a chance the contestant will take if they fax you materials. They should fax the information to you four times so you do not need to make copies for the judges.

Prepared Speaking manuscripts and Employment Skills resumes, cover letters and job description should be sent to the judges before the actual event date. This will give the judges plenty of time to develop proper questions and review the written materials since each contestant receives a score in this area.

7. TIMERS: You need two timers for Prepared, Extemporaneous, Parliamentary Procedure and Discussion Meet. You need one timer for Quiz Bowl and Employment Skills. Note: It may be possible to use only one time keeper for each event, *however*, two time keepers help make sure the correct time is recorded.

8. MODERATOR: You will need one individual to moderate the Discussion Meet. This person introduces the topic and keeps the discussion moving if the participants stop discussing the topic. This person would also recognize each participant to give opening and closing statements. The moderator is not a judge and should leave the room when the event is completed. State officers and Farm Bureau members in your area make great moderators for this event.

9. DOOR/HALL MONITORS: Have FFA members serve as door/hall monitors to make sure no one enters or exits the event rooms while a participant is competing. It will also keep noise down, if there are students in the hallways. These monitors need to make sure that once someone enters the room for a competition that they stay in the room until the entire competition is completed especially for Creed, Quiz Bowl and Parliamentary Procedure. We need to keep this fair for all participants so confidential questions cannot be shared with those who have not yet participated.

10. HOLDING ROOM: It is REQUIRED to have a monitored holding room for contestants competing in Creed Event, Extemporaneous Event, Discussion Meet and Quiz Bowl, since the same questions are asked of each contestant. There has been a problem with contestants from the same school revealing questions before their fellow contestant has competed.

11. PREPARATION ROOM MONITOR: You need one individual in the preparation room for the Extemporaneous Speaking LDE. This individual should be a fellow FFA advisor or another adult to check materials brought into the preparation room. The contestants can only have the following items with them in the preparation room: (Taken from the 2016-2017 National FFA LDE Handbook)

1. Must be limited to five items
2. Printed material such as books or magazines
3. Printed compilations of materials collected from internet research.
4. To be counted as one item, a notebook or folder of collected materials may contain NO more than 100 single-sided pages or 50 pages double-sided numbered consecutively.
5. References should be in original format.
6. There can be no notes or speeches prepared by the participant or by another person for the purpose of use in this event. Cutting and pasting into a Microsoft Word document will be considered prepared notes.
7. Participants may not use any reference materials in the room where they are preparing. For example, if the student is preparing in a library, they cannot use references in that library. The participant must bring in their own materials.
8. Be sure the Extemporaneous Preparation Room Monitor returns all topics back into the hat before the next contestant draws.

12. ROOM SET-UPS: Rooms should be located in one general area.

Creed, Prepared and Extemporaneous Events: A regular classroom set up is fine for these events. The participant will stand in the front of the room and the judges should be spread throughout the classroom.

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. See diagram in host handbook.

The host must also provide paper for each contestant as they enter the room to compete.

Parliamentary Procedure: See diagram in host handbook. The host must also provide the paper and gavel for the Secretary and Chairperson for each competing team as they enter the competition room.

Quiz Bowl - Contestants should be seated at two long tables in front of room. Each team will be seated at a table.

Employment Skills - Set the room as a job interview would occur. A table for the three judges and a chair out in front of the table for the contestant.

13. EVENT PROGRAM: Select a location in the school where everyone can gather for a brief opening to the event. Below is a sample agenda you could follow for beginning a event.

Welcome from the advisor

Welcome from a school official

Welcome from the state FFA Officer

Explanation of how the events will operate, if there are any special rules to point out and location of the rooms.

Some advisors have even put together a printed program for participants including room numbers for each contest, judges, timekeepers, names of other individuals helping with the contest and a thank you to them, a list of the schools in that Section and other acknowledgments.

14. REGISTRATION TABLE: Have an area set up where each contestant and/or team checks in as they arrive. Your order of competition can be set up before contestants arrive. Remember, some people may be competing in more than one event so make sure to make adjustments in your order so you are not delayed waiting for someone.

At Registration You Need to:

1. Make sure all contestants are listed under their correct event.
2. Review the correct spelling of names and identify correct chapter.
3. Review names of all team members for parliamentary procedure and quiz bowl.

You should have extra 3" x 5" white index cards and pins available for Parliamentary Procedure teams, Discussion Meet participants and for Extemporaneous speakers in the preparation room.

NOTE: District results will be provided to you from the Wisconsin FFA Center. Order of participation can be decided ahead of the contest. This helps the event run more efficiently, especially if you have several individuals participating in multiple leadership development events.

15. A – DISCUSSION MEET REGISTRATION

**** NOTE**** If there are not at least 3 contestants to conduct a 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 event before competing at the sectional level.

16. REFRESHMENTS: You may want to have refreshments for your event participants and advisors. Cheese and crackers, cookies, milk and coffee can be set up. Sometimes these events do last until 7:00 p.m. so plenty of food is nice if you are going over the dinner hour.

17. HANDING OUT AWARDS: You are provided with plaques for the first place winners in each event. Make sure that all of those competing in the particular event are present at the time of the award presentation. You do not need to wait until all events are complete. Just make sure your participants for a particular event are all present.

Introduce the judges of the competition and let winners know they can speak to the judges after the winners are announced.

Announce that the 1st place winners advance to the State Event and announce that date.

Finally, announce winners - 2nd place first; 1st place last - Builds suspense. It would be good to announce at least the top three or four placings as some participants may not be able to compete at the State Event.

18. HAND OUT COMMENT CARDS AND RETURN MANUSCRIPTS, JOB RESUMES, COVER LETTERS AND JOB DESCRIPTIONS: These materials may be given to the participant or their advisor. Materials should not be left with the host.

19. ROLE OF YOUR STATE OFFICER: The state officer can assist with the following including meeting and greeting participants, registration, giving a welcome, escorting participants to their event rooms, monitoring holding room or Extemp. Prep room, handing out awards, serving as a moderator for the discussion meet, timing, etc. The state officer SHOULD NOT serve as a judge for any event. The state officer may be able to clarify questions concerning your contest, however, if there is a major question or concern, please call your Executive Director at office: (715) 659-4807 or cell: (715) 207-5093.

**20. SIGNED OFFICIAL RESULT SHEETS: MAKE THREE (colored-coded is nice) COPIES-one for host, one for state officer, the 3rd copy SCAN AND SEND IMMEDIATELY TO: czimmerman@wisconsinffa.org
tbernick@wisconsinffa.org**

We need this information for the State event. Please make sure **all participant FIRST AND LAST** names are spelled clearly and correctly and that their chapters are listed on the result sheet. **THE RESULT SHEETS ARE LOCATED ONLINE. ALL OFFICIAL RESULTS MUST BE RECORDED ON THESE FORMS.**

21. ALL OTHER CONFIDENTIAL MATERIALS, UNCLAIMED MANUSCRIPTS, COVER LETTERS, RESUMES AND JOB DESCRIPTIONS GIVE TO THE STATE OFFICER TO RETURN TO THE FFA CENTER

SUGGESTION FOR CONDUCTING THE EMPLOYMENT SKILLS LEADERSHIP DEVELOPMENT EVENT

- Have judges come with scores for resume and cover letter and job descriptions completed prior to competition
- Have separate set of judges score the job application and then provide those scores to the interview judges for final tallies of all scores.
- Start the contest thirty minutes earlier, when first extemporaneous speaker goes in to begin preparation
- Have ten minute interviews scheduled at 15 minutes so judges can have time to do some scoring
- Be flexible with time contestants can fill out application especially if they are in multiple events (this can be done easier if there are separate judges for the application)