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TO: Colorado FFA & Agriculture Education Instructors and Students

FROM: Melanie Calderwood
 Colorado FFA CDE Coordinator

DATE: April, 2014

RE: FFA Career Development Events

We look forward to having you visit the Colorado State University campus for the Colorado FFA Career *D*evelopment *E*vents on **Sunday, May 4 and Monday, May 5.**

All participants are to bring their own **pens, pencils, clipboards, and calculators** as indicated in the following chart:

Event	Team Entry Fee	Lunch Included	Clipboard Required	X = #2 Pencil Required	Calculator
Ag Communications	\$40			X & PEN	
Ag Issues	\$10				
Ag Mechanics	\$100	X		X	
Ag Sales	\$10			X	
Dairy Cattle	\$100	X	X	X	
Farm Business Mgmt.	\$10			X	furnished
Field Crops	\$15			X	furnished
Floriculture	\$60		X	X	
Horse	\$75	X	X	X	
Job Interview	\$10			PEN	
Land	\$45		X	X	
Livestock	\$55	X	X	X	
Marketing Plan	\$30				
Meat	\$70		X	X	X
Nursery Landscape	\$20		X	X	furnished
Milk Quality & Products	\$10		X	X	
Vet Science	\$10		X	X	X
Envirothon	\$15			X	
Additional Fees:					
Chapter Administrative Fee	\$25				
Per Student Administrative Fee	\$2				
Parking Permits—each Required on ALL buses and vehicles	\$8				

Vehicle Parking.....Monday, May 5.....as per Parking Services

All vehicles (including all buses) must have a parking permit.

- Permits will be available for pick-up at the welcome rally.
- Scratch the proper date on the hang-tag permit.
- Display hang-tag permit from the rear-view mirror.
- Purchase parking permits through the State FFA office when registering your team(s).
- Do not park in a meter lot with a parking permit.
- Vehicles must fit within the white lines.
 - Extended mirrors only park in Moby Lot 195 (on Shields).

All buses (large AND small) must have a parking permit and park in Moby Lot 195.

- Hang from the rear-view mirror on the front windshield OR tape on the front windshield (same area) and **park in Moby lot 195 in the far west double row** that is closest to Shields St. **Pull through** the parking row (facing west/east—not across it) so a large bus will take up only two parking places.
- Please, do not drive on campus with your bus. You can park in the Moby Lot 195.
- **Do not park any bus at any time in Lot 455 (behind Animal Science Bldg.) or in Lot 310 (Lory Student Center)**—not even the small ones. **You Will be ticketed if you park in these lots!**
- *Important: Parking only in Moby Lot 195*

REMINDER: If you receive a ticket, it is your responsibility to take care of it.

See the following **campus map:** <http://parking.colostate.edu/maps/mapside.pdf>.

Important 2014 Dates:

Tuesday, April 15	Team Entry Deadline
	Upload Deadline for Portfolios in Ag Issues, Marketing Plan, Ag Communications Plan
	Upload Deadline for Job Interview Portfolios. ALL uploads to judgingcard.com
	Postmark or Email Deadline for Medical Release/Parental Consent Form (completed form to be sent to Melanie Calderwood)
Tuesday, April 22	Postmark Deadline for Registration checks (sent to Kenton Ochsner)
Thursday, May 1	Ag Issues and Marketing Plan back-up Power Point presentations due uploaded.
	Registration changes close at 5:00 p.m.
Sunday, May 4	Ag Mechanics registration check-in, written exam, and welding practicum in Greeley
	Milk Quality & Products, Vet Science, and Envirothon in Greeley
	Floriculture at Front Range Community College, Ft. Collins
Monday, May 5	Colorado FFA Career Development Events

REMINDER: #2 pencils for use on scan sheets. No colored ink because the scanner will not pick it up and you won't receive a score.

NOTE: All participants need to submit a new, completed “**Authorization, Medical Release, Parental Consent**” Form to the State FFA Office. It is a requirement to participate at the Colorado FFA Career Development Events. The **form** is **in** the State CDE **Handbook**: <http://www.ffa.cccs.edu/cde.htm>. **Mail or scan and email to Melanie Calderwood.**

NOTE: **Earlier** team member change date (**registration closes**) on “Important 2014 Dates”

NOTE: On the day of the events, **all participants must be registered and there can be no substitution of participants and no extra students sent to an event to take part.**

NOTE: Be on time for your event and/or bus ride as some events move to different rooms/buildings/towns. Be sure you are on the bus for your event.

NOTE: No electronic communication devices (cell phone, pager, PDA, etc.) allowed at the events. These will be cause for disqualification and will be taken.

NOTE: Calculators will be furnished for Farm Business Management, Field Crops, and Nursery Landscape. Meats must furnish their own non-programmable calculators.

NOTE: **Scan Sheets and Clip Boards**— Most of the events use a scan sheet to score the event and the **scan sheets will be supplied at the event**—**Ag Sales, Dairy Cattle, Farm Business Management, Field Crops, Floriculture, Horse, Land, Livestock, Meats, Nursery Landscape, Dairy Foods, Vet Science, and Envirothon.** Land uses three different scan sheets. See the “**Example Scan Sheets**” link on the FFA CDE website. If you have any questions regarding a scan sheet, please call me or the superintendent of that event. Participants must furnish their own #2 pencils and clipboards for use with scan sheets; however, **Ag Sales, Field Crops, and Farm Bus Management do not need a clipboard.**

FILL OUT THE SCAN SHEET COMPLETELY.....INCLUDING THE BUBBLES OF EACH LETTER AND NUMBER.....TO RECEIVE YOUR SCORE.

Avoid getting the scan sheet wet and/or wrinkled as it may not scan.

Use only #2 pencils for marking scan sheets.

The following are very important:

Team Number = Your chapter number assigned by the State FFA office; such as,

0001 = Akron

0012 = Dolores

0113 = Limon

If you don't know your chapter number, please refer to chapter # file on CDE website.

Code = Team member number you are individually assigned by the FFA CDE event superintendent on the day of the event. It will be 01, 02, 03, or 04.

State = CO for Colorado

Last Name and First Name = Your name. Very important to fill in the bubbles or your name will not appear on the results sheet.

Team Name = Write your School/Chapter name.

Lunch

The **entry fees** include **Monday lunch for the participants in Ag Mechanics, Dairy, Horse, and Livestock**. These groups are either off campus and/or must remain in their own group until their event is finished. If you need a vegetarian lunch for anyone on these teams, e-mail me at Melanie.Calderwood@colostate.edu stating the event and the participant so I can have the appropriate lunch for them.

All other event participants are “on their own” for lunch on Sunday and Monday.

The Lory Student Center is under construction and not available for lunch

NEW for 2014, Advisors will have the opportunity to purchase tickets for the dining halls for \$7/ person. Tickets will be available for pick-up at the Welcome Rally. Available for the first 750 lunches. With the Lory Student Center under construction lunch options on campus are limited to temporary food trucks on W. Pitkin St., Spoons Soups & Salads and Subway in Clark A wing, and T-Lex food trailer next to the Morgan library.

Schedule of Events

The “FFA CDE Schedule of Events” (located on FFA CDE website) lists the event meeting room schedule for Sunday and Monday. On Monday, all events begin at Moby Arena for the ‘Welcome’ event. Then some events board buses and others meet in designated rooms on campus before going to a new location.

Reminder:

On the day of the events, **all participants must be registered and there can be no substitution of participants and no extra students sent to an event to take part**. Each chapter can have only one team per event. Be sure all team member changes are done by the deadline listed on “Important Dates” on this memo.

Recruiting Activities:

This year the College of Ag Sciences will be hosting CSU Ram Hunt to allow student to explore CSU’s campus and to learn what it means to be an Aggie. The event is open all afternoon with check-in to begin the event beginning at 1:00 p.m. with the last check-in at 3:00 p.m. on the Monfort Quad. Teams of two students will be given a scavenger hunt to discover cool things on campus. There will be prizes for ALL who complete the hunt with Grand prizes awarded at the awards ceremony for the fastest times.

Event notes:

Agricultural Communications—Participant will furnish all their own equipment with the exception of use of the computer lab. **Upload your Portfolio to Judging Card by Tuesday, April 15.**

Agricultural Issues—**Upload your Portfolio to Judging Card by Tuesday, April 15.** Your back-up Power Point presentation should be emailed in addition to bringing it on a USB Flash/Jump Drive to the event.

Ag Mechanics—Bring all equipment listed in the Event information of the FFA CDE manual. Equipment will be checked. Students are not allowed to participate if ANY equipment is missing. Ag Mechanics is a two-day event occurring Sunday at Aims Community College Welding Technology facility and Monday at the CSU ARDEC facilities. Agriculture instructors are required to drop off and pick up students on Sunday at Aims Welding Technology facilities in Greeley. On Monday the students will be bused to ARDEC from Moby and brought back to Moby Arena following the event.

Ag Sales—You will take an exam and be using scan sheets; however, no clipboard is needed since the event is in a classroom-style setting.

Dairy—Participants will be using scan sheets. **Bring your clipboard.** You will be bused as a group from Moby Arena to Greeley.

Farm Business Management—Calculators will be furnished—no others will be allowed. You will be using scan sheets; however, no clipboard is needed.

Field Crops—Calculators will be furnished—no others will be allowed. You will be using scan sheets; however, no clipboard is needed.

Floriculture—**(Sunday only event)** This event will be held at Front Range Community College, 4616 S. Shields, Fort Collins. Participants will be using scan sheets—**must have a clipboard.** No refunds on the Floriculture teams unless dropped by the Team Entry Deadline.

Horse Judging—Participants will be using scan sheets--**bring a clipboard.** You will be bused as a group to the Equine Center from Moby Arena.

Job Interview—Participant may bring a copy of their resume to the event for use with the Employment Application. The cover letter should be addressed to: Ms. Beka Crocket, Career Development Events, Colorado State University, Room 121 Shepardson Building, Ft. Collins, CO 80523-1101.

Land Judging—The “Land Judging in Colorado” manual is located on the FFA CDE website. For best results use a color printer for full benefit of the pictures. You will be using scan sheets and **need clipboards.** Be sure to read the Land section of the “State Handbook” for further details and other materials needed.

Livestock Judging—Event will be held on campus. You will be using scan sheets and **need clipboards.**

Marketing Plan—**Upload your portfolio to Judging Card by Tuesday, April 15th. Upload your final presentation by May 1st at 5:00 p.m. to judgingcard.com.**

Meat Evaluation—Read the “State Handbook” section for Meats. Participants must come prepared to work in a cold storage facility for approximately two hours. Each participant will be required to wear a hard hat, hair net, warm clothing and footwear, and a clean white frock. Instructors and coaches are welcome at critiques. You must **furnish** your own non-programmable **calculators** and **clipboards.**

Nursery Landscape—Scan sheets will be used—bring a clipboard. Calculators will be furnished for the Nursery Landscape event for the Practicum exam; however, students must furnish their own Engineer’s Scale.
Scan sheets will be used—must have a clipboard.

Award Ceremony—Awards Ceremony will take place at 5:00 p.m. in Moby Arena.

I hope you find this memo helpful and that it answers your questions; however, if you need anything further, feel free to call me or the event superintendent. Our emails and phone numbers are listed on the FFA CDE website.

I encourage you to tour the CSU campus while you are here and take advantage of visiting with the students and faculty.

Good Luck!

See Advisor Checklist below

2014 CO FFA Career Development Events

Advisor Checklist

___ April 15th Registration Deadline for all Career Development Events and Leadership Development Events

___ April 15th Upload deadline for Ag Issues, Marketing Plan, Ag Communications Plan, Job Interview Portfolios to Judging Card

___ April 15th Postmark deadline for Medical Release Forms. To be mailed (preferred) to Melanie Calderwood 1172 Campus Delivery, Fort Collins, CO 80523-1172 or emailed to Melanie.Calderwood@colostate.edu

___ April 22nd Postmark deadline for all Registration checks. To be mailed to Kenton Ochsner, State FFA Advisor, Colorado Ag Education, 9101 E. Lowry Blvd, Denver, CO 80230.

___ May 1st 5:00 p.m. All CDE team name changes due on Judging Card

___ May 1st 5:00 p.m. Marketing Plan presentations due uploaded on Judging Card

___ May 1st Upload deadline for Public Speaking manuscripts and Agriscience Fair applications to Judging Card

___ May 22nd 5:00 p.m. All LDE team name changes due on Judging Card