

Colorado FFA Association



Policies and Procedures Handbook

Colorado Community College System

9101 E. Lowry Blvd.

Denver, Colorado 80230

Phone: 303-595-1562

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Contents

SECTION I. INTRODUCTION	4
A. FOREWORD	4
B. HISTORY OF COLORADO FFA.....	4
C. LOCAL LEVEL.....	4
D. DISTRICT LEVEL.....	4
E. STATE LEVEL	5
F. REGIONAL LEVEL	5
G. NATIONAL LEVEL	5
H. FFA DISTRICT LIST	6
SECTION II. STATE GOVERNING COMMITTEES AND INDIVIDUALS	7
A. EXECUTIVE COMMITTEE	7
B. DUTIES OF STATE OFFICERS	7
SECTION III. FINANCIAL POLICIES AND PROCEDURES GOVERNING COLORADO FFA ACTIVITIES	9
A. FUNDING SOURCES	9
B. FUNDING POLICIES.....	9
SECTION IV. LEADERSHIP DEVELOPMENT ACTIVITIES	11
A. STATE CONVENTION AND LEADERSHIP CONFERENCE.....	11
B. PURPOSES OF THE CONVENTION AND LEADERSHIP CONFERENCE ARE:.....	11
C. NATIONAL CONVENTION.....	11
D. WASHINGTON LEADERSHIP CONFERENCE.....	11
E. STATE PRESIDENTS' CONFERENCE IN WASHINGTON, D.C.	12
F. NATIONAL LEADERSHIP CONFERENCE FOR STATE OFFICERS	12
G. COLORADO CAREER AND TECHNICAL STUDENT LEADERSHIP CONFERENCE	12
I. BIG CONFERENCE.....	12
J. STATE FFA ALUMNI COLT CAMP	13
K. ADULT SPONSORS	13
SECTION V. STATE FAIRS AND SHOWS	14
A. CVATA FAIRS AND SHOWS COMMITTEE.....	14
B. CHILDREN'S BARNYARD AND RANCLAND.....	14
C. FFA HEIFER WRANGLE CLASS	14
D. FFA DORMITORY	14
E. COLORADO STATE FAIR SWEEPSTAKES.....	14
F. GEORGE OCHSNER MEMORIAL FUND	14

- SECTION VI. STATE PUBLICATIONS, REPORTS AND REQUIRED MATERIALS..... 15**
 - A. MEMBERSHIP ROSTER AND DUES..... 15
 - B. PROGRAM OF ACTIVITIES..... 15
 - C. COLORADO FFA WEBSITES & PRESS RELEASES 15
 - D. FFA ANNUAL REPORT..... 15
- SECTION VII. COLORADO STATE AG EDUCATION/FFA CAREER DEVELOPMENT EVENTS..... 16**
 - A. PURPOSES OF AGRICULTURAL EDUCATION/FFA CAREER DEVELOPMENT EVENTS 16
 - B. STATE CONTESTS..... 16
 - C. NATIONAL CONTESTS..... 17
- SECTION VIII. STATE AND NATIONAL FFA DEGREES, RECOGNITION, SCHOLARSHIPS AND AWARDS 19**
 - A. STATE FFA DEGREE..... 19
 - B. DISTRICT STAR AWARDS 19
 - C. STATE STAR AWARDS..... 19
 - D. AMERICAN FFA DEGREE (Applications are on www.ffa.org) 19
 - E. HONORARY STATE FFA DEGREE 19
 - G. NATIONAL RECOGNITION AWARDS (Award forms are available from the National FFA Association.) 20
 - H. SCHOLARSHIPS..... 20
 - I. AWARDS..... 20
- SECTION IX. STATE AND NATIONAL OFFICES..... 22**
 - A. NOMINATION OF STATE OFFICERS 22
 - B. SELECTION OF NATIONAL OFFICER CANDIDATE 22
- SECTION X. COLORADO FFA RULES, REGULATIONS, AND SCORECARDS FOR CONTEST AND DEGREES..... 23**
 - A. FFA HEIFER WRANGLE CONTEST..... 23
 - B. FFA DORMITORY RULES AND REGULATIONS..... 28
 - C. SWEEPSTAKES SCORECARD..... 29
 - D. PROFICIENCY AWARD APPLICATIONS..... 30
 - E. GARDEN AND HOME SHOW - FFA LANDSCAPE CONTEST 31
 - F. STATE FFA DEGREE APPLICATION DIRECTIONS..... 34
 - G. STATE FFA DEGREE APPLICATION PROCEDURES FOR DISTRICT AND STATE APPLICATIONS 35
- SECTION XI. POLICIES AND PROCEDURES FOR CONDUCT OF THE COLORADO FFA AND ENFORCEMENT OF OFFICIAL DUE DATES..... 36**
 - A. POLICIES AND PROCEDURES FOR CONDUCT OF THE COLORADO FFA AND ENFORCEMENT OF OFFICIAL DUE DATES 36
 - B. COLORADO FFA DISCIPLINE POLICY AND PROCEDURES 36
 - C. OFFICIAL DRESS CODE FOR ALL OFFICIAL FFA ACTIVITIES (Including the State Career Development Events)..... 38

D. PARENTAL CONSENT FORM..... 40

E. HOUSING CONDUCT FORM FOR COLORADO AGRICULTURAL EDUCATION AND FFA MOTEL/HOTEL/DORM USE
CONCERNING CONDUCT OF FFA MEMBERS AND CHAPTERS..... 41

F. LIABILITY INSURANCE 42

SECTION I. INTRODUCTION

A. FOREWORD

This handbook has been developed to provide each Colorado FFA Chapter with a guide for the major FFA activities which occur throughout the school year in Colorado. Chapter advisors and members should be thoroughly familiar with the contents of this handbook.

It is our belief that the Colorado FFA program is worthwhile to the degree that it provides an opportunity to develop aggressive agricultural leadership, cooperation and citizenship, and is further designed to enhance the agricultural education instructional program. The policies and procedures presented in this handbook are intended to maintain the high quality and standards that the Colorado FFA has maintained in the past. Suggestions that would improve this handbook are always welcome. The handbook will be revised periodically and provided to local chapters.

B. HISTORY OF COLORADO FFA

Colorado became a chartered association of the National FFA Organization in 1929. The Colorado Association was the 15th state admitted to the National FFA Organization after the original formation of FFA in 1928. FFA on the local, district and state levels in Colorado is sponsored by the Colorado Community College System in cooperation with the local school districts.

Opportunities to develop PREMIER LEADERSHIP, PERSONAL GROWTH AND CAREER SUCCESS THROUGH FFA, the youth organization for students enrolled in agricultural education. FFA in Colorado is an integral part of the local Agricultural Education program and is classified as an intra curricular activity.

C. LOCAL LEVEL

The local chapter is organized in each school that has a agricultural education program. It is a chartered member of the State and National FFA. Each chapter must fill out the application form and apply for chapter charter (see Section XI for application).

Each local chapter elects six constitutional officers: president, vice president, secretary, treasurer, reporter and sentinel to serve as local officers. Other officers may be elected as specified in the local constitution.

The local chapter member has the opportunity to participate in competitive and leadership activities and conferences at the local, district, state and national levels in order to develop aggressive agricultural leadership, cooperation and citizenship.

D. DISTRICT LEVEL

The Colorado FFA is organized into twelve FFA districts (see a complete District list enclosed).

The Instructor-Advisors in each district elect one Instructor-Advisor to serve as the District Advisor. He/she assists in any district functions.

Each district elects six constitutional officers and others as specified in the District Constitution.

District activities are the responsibility of the District FFA officers and advisors. District activities are organized and conducted to meet the needs of the FFA members and are not to be in conflict with the State or National FFA organization.

District policies, constitution, and bylaws shall not be in conflict with state policies, constitution, and bylaws.

E. STATE LEVEL

The Colorado FFA is a chartered State Association of the National FFA Organization and operates under a state constitution and bylaws developed by the membership. Operating within these articles, the Colorado FFA is governed by student members and adult advisors.

The Colorado FFA Association is served by ten officers: president, vice president, secretary, treasurer, reporter, sentinel and four executive committee members. The state officers are selected each June at the State FFA Leadership Conference and Convention by a nominating committee and approved by the delegate body. Each state officer serves a one-year term. The term begins and ends at the State Convention. These officers are responsible to the membership for leadership of the state organization. These officers should be available for any assigned duties throughout the year and should not plan on attending college during their term without prior approval from the executive committee advisors, the state advisor and the state director for agriculture education.

The adult sponsorship includes the Agricultural Education staff and four (4) agricultural education teachers elected by the Colorado Vocational Agriculture Teachers Association. The advisor will be a member of the state staff of Agriculture employed by the State Board for Community Colleges and Occupational Education and is responsible for the overall operation of the Colorado FFA.

Please refer to the list of the current FFA Executive Committee in the Colorado Agricultural Teachers Directory.

F. REGIONAL LEVEL

The Colorado FFA is a member of the CENTRAL Region of the FFA that is made up of 12 states including: Colorado, Iowa, Kansas, Minnesota, Montana, Missouri, Nebraska, North Dakota, Oklahoma, South Dakota, Wisconsin, and Wyoming.

G. NATIONAL LEVEL

The National FFA Organization is composed of 50 state associations plus Puerto Rico, Guam and the Virgin Islands. The National FFA Organization elects six national officers including: the president, secretary and four vice presidents, one for each of the regions. These officers are selected by a nominating committee and elected by the delegates. The selection and election take place at the National Convention in Indianapolis, Indiana in October of each year.

The FFA is a National Organization and received its federal charter in 1950. Complete organizational information can be found in the Official FFA Manual.

H. FFA DISTRICT LIST

<p><u>Colorado River Valley (7)</u> Meeker Moffat County (Craig) North Park (Walden) Soroco (Oak Creek) Rangley Rifle West Grand</p>	<p><u>Cache La Poudre (10)</u> Ault Briggsdale Eaton Greeley West Grover (Pawnee) New Raymer (Prairie) Platte Valley (Kersey) Roosevelt Valley (Gilcrest) Windsor</p>	<p><u>South Platte (9)</u> Brush Caliche Fleming Fort Morgan Merino Peetz Sterling Wiggins Weldon Valley (Weldona)</p>	<p><u>Northeast (7)</u> Akron Haxtun Holyoke Lone Star Otis Wray Yuma</p>
<p><u>Gunnison River Valley (8)</u> Cedaredge Delta Fruita Gunnison Hotchkiss Montrose Olate Plateau Valley</p>	<p><u>North Central (8)</u> Bennett Boulder TEC Brighton Byers Hidden Lake (Westminster) Douglas County St. Vrain Valley Weld Central</p>	<p><u>San Luis Valley (5)</u> Alamosa Centauri Centennial Sanford Sangre de Cristo</p>	<p><u>High Plains (11)</u> Agate Arickaree Bethune Burlington Flagler Hi-Plains Idalia Liberty (Joes) Limon Woodlin Stratton</p>
<p><u>Southwest (5)</u> Cortez Dolores Dove Creek (Dolores County) Durango Ignacio</p>	<p><u>San Isabel (10)</u> Branson Crowley County Custer County (Westcliff) Fowler Hoehne Kim Pueblo County Rocky Ford Las Animas LaVeta</p>	<p><u>Arkansas Valley (7)</u> Cheyenne Wells Eads Genoa-Hugo Holly Karvel Kit Carson McClave</p>	<p><u>Southeast (7)</u> Granada Lamar Pritchett Springfield Vilas Walsh Wiley</p>

SECTION II. STATE GOVERNING COMMITTEES AND INDIVIDUALS

The Committees and/or individuals responsible for governing FFA functions and activities shall be the following: State FFA Executive Committee, Agricultural Education Teachers Advisory Committee, and State Agricultural Education staff.

A. EXECUTIVE COMMITTEE

The Executive Committee of the State Association of FFA shall consist of the ten State Officers, four elected executive committee members of CVATA, and the state advisor.

The Committee shall perform the usual duties of an executive committee: review and approve receipt and disbursements, be responsible for the welfare of the organization, select the top four candidates for each of the following: State Star Farmer, State Star in Agribusiness, State Star in Ag Placement, State Star in Agriscience. Select for each district, the District Star Farmer, and District Star in Agribusiness, District Star in Ag Placement and District Star in Agriscience award recipients from applications sent in by qualified members which have been approved by the local and district advisors, and be actively involved in ranking National Chapter and Proficiency Award applications sent in by qualified members and chapters that have been approved by the local advisors.

The State Advisor and four agricultural education instructors elected by the Colorado Agricultural Education Teachers Association shall be ex-officio members of the committee.

The State FFA Executive Committee has been delegated the responsibility for making decisions relative to any or all of the FFA Activities (except those delegated elsewhere) or any other FFA matters for the good of the Colorado FFA Association.

B. DUTIES OF STATE OFFICERS

The Colorado FFA State Officer Team is composed of ten active FFA members possessing the State FFA Degree and elected to office at the state convention. These officers are the president, vice president, secretary, treasurer, reporter, sentinel, and four executive committee members. These officers form the basis of the Executive Committee and serve a one-year term. The president, vice president, secretary, and reporter are required to be available at all times during their term of office to fulfill their duties and responsibilities.

The state officers are directly responsible to the State FFA Advisor and shall stand ready and willing to perform any and all duties assigned by the state advisor. Some of these duties include the following:

1. Represent the Colorado FFA Association
2. Attend the National Leadership Conference for State Officers
3. Attend the State President's Conference
4. Attend the Colorado CTSO Training Conference
5. Maintain the Children's Barnyard at Colorado State Fair
6. Conduct activities at the State Career Development events
7. Attend the National FFA Convention
8. Participate in the National Western Stock Show
9. Maintain Children's Ranchland at National Western Stock Show
10. Participate in the Garden and Home Show activities
11. Conduct the Colorado Business and Industry Tours
12. Attend FFA Executive Committee Meetings
13. Plan and conduct the State FFA Convention
14. Conduct an official visit of all Chapters
15. Speak at Chapter banquets (at the invitation and expense of the local Chapter)
16. Plan and Conduct District Officer Leadership Workshops
17. Participate in Made for Excellence Program
18. BIG Conference
19. Review State FFA applications at the State level

The State Officers will visit assigned chapters and participate in other chapter and district activities as requested. These activities must be approved by the State Advisor.

The State Officers shall also be available to represent the Colorado FFA Association in activities and functions of various organizations.

The Executive Committee has designated the responsibility for directing the enforcement of the rules pertaining to Colorado Career Development Events to the Agricultural Education Teachers Advisory Committee.

SECTION III. FINANCIAL POLICIES AND PROCEDURES GOVERNING COLORADO FFA ACTIVITIES

A. FUNDING SOURCES

The Colorado FFA operates from the following sources:

1. Membership dues
2. Fee based events/activities
3. Contributions from individuals, business and industry, the Colorado FFA Foundation, Inc.
4. National FFA Organization (including the National FFA Foundation, Inc.)

Funds from the above-listed sources are utilized for carrying out all those activities officially sanctioned by the FFA Executive Committee and the membership.

B. FUNDING POLICIES

The Executive Committee authorizes the State FFA Advisor to approve expenditures of the FFA Association. Policies for funding the major activities of the Colorado FFA Association are listed and explained below:

1. State Career Development Events, Fort Collins, Colorado

The state Career Development Events are financed by charging the amount necessary in registration fees to cover total contest costs and Colorado FFA Foundation for Awards.

Meals, lodging and transportation costs are paid by the members, local chapters or school districts.

2. The National FFA Convention

Expense of individuals or local chapters attending the National FFA convention are paid by the person or persons attending or by the local chapters. This includes all expenses such as meals, lodging, transportation, and registration fees.

The state and national FFA Association provides expenses for official delegates and alternates meals, lodging, transportation, and registration.

National Career Development Events - as funding is available, state certified teams may receive assistance from the State and National FFA Foundations.

National Officer Candidate - the state FFA Association shall provide lodging, meals, registration and transportation.

3. The National Western Stock Show

Expenses of individuals or local chapters attending the National Western Stock Show are paid by the person or persons attending, or by the local chapters. This includes all expenses such as meals, lodging, transportation and tickets.

4. State FFA Convention

The state FFA convention is financed by charging the necessary registration fees to finance the total convention.

Many contributions from agricultural businesses and industry are also used to finance the state convention costs, especially in the area of awards presentations through the Colorado FFA Foundation.

Meals, lodging and transportation costs are paid by the members, local chapters or school districts.

The following cash awards are presented at the state FFA convention:

- a. Cash awards may be presented to proficiency award winners. The executive committee reserves the right to decide in which category these cash awards will be presented each year. The money is provided by the National FFA Foundation, the Colorado FFA Foundation, and from business and industry contributors in the state.
 - Cash awards are presented to State Star Recipients in each of the four respective categories. The state FFA Executive Committee reserves the right to decide which category these cash awards will be presented each year. The money is provided by the Colorado FFA Foundation, and from business and industry contributions to the state.
 - Cash awards are given to recipients of the Jane Carroll Trust. The executive committee reserved the right to determine the recipient of these funds. Monies are provided by the Jane Carroll Trust through the Colorado FFA Foundation if available funds exist.
 - Funds are given to recipients of the Washington Leadership Conference annually; recipients are chosen by designees of the Colorado FFA Foundation and funded through the Colorado FFA Foundation if funds exist.

The state creed, public and extemporaneous speaker may receive cash awards from the National FFA Foundation. The state winning CDE Teams may be awarded monies to assist with travel to the National FFA Convention; these monies are funded through the Colorado FFA Foundation.

5. Colorado State Fair

The Colorado State Fair contracts with the Colorado FFA to operate and manage the FFA dorm and barnyard. The State FFA officers are reimbursed for expenses while on official duty at the Colorado State Fair. Each local member is responsible for dorm fees, meals, and entry fees while attending the fair.

6. Garden and Home Show

Colorado FFA chapters participating in the Garden and Home Show construct and display outstanding horticultural garden exhibits. The Colorado FFA chapters compete against each other in the FFA garden exhibit division. (See rules in Section X) Members and individual chapters are responsible for financing their own exhibit. An entry fee is required to cover awards, plaques, and miscellaneous expenses.

SECTION IV. LEADERSHIP DEVELOPMENT ACTIVITIES

A. STATE CONVENTION AND LEADERSHIP CONFERENCE

The State Convention and State Leadership Conference is held annually each June. Each Chapter will be represented by two official delegates on the floor of the convention.

B. PURPOSES OF THE CONVENTION AND LEADERSHIP CONFERENCE ARE:

1. Transact official State business
2. Train Chapter Officers
3. Recognize members' accomplishments
4. Recognize chapters' accomplishments
5. Recognize and honor friends of the FFA
6. Elect State Officers

As of June 2009, the convention site will be determined by the Executive Committee and approved by the delegates; based upon bids submitted by communities to have no more than four locations to rotate the convention for multiple years. The following sites have been approved to host convention for the next six years:

2011	Alamosa
2012	Pueblo
2013	Sterling
2014	Alamosa
2015	Pueblo
2016	Sterling

Information will be sent out prior to the convention on registration, housing, activities and conduct.

Chapters are encouraged to bring to the convention as many responsible members as are interested.

C. NATIONAL CONVENTION

The National Convention is held annually in October at a site selected by National FFA. The State President and the State Vice President of the Colorado Association serve as official delegates. Additional official delegates will be based on state FFA membership.

Chapters will receive registration material for the National Convention from the National FFA Organization. Each chapter is responsible for their own transportation to the convention and we urge districts to cooperate with each other.

D. WASHINGTON LEADERSHIP CONFERENCE

The Washington Leadership Conference is operated by the National FFA Organization in cooperation with the U.S. Department of Education, Washington, D.C. The Conferences are designed to serve Chapter FFA officers, members and advisors. District officers are also eligible to participate.

During the five-day event, attendees learn how to become effective leaders by teaching them to know their purpose, value people, take action, and serve others. They leave WLC with the knowledge and the confidence to act in ways that help their schools, community, and their country.

E. STATE PRESIDENTS' CONFERENCE IN WASHINGTON, D.C.

The State Presidents' Conference in Washington, D.C. is designed to serve the needs of the newly-elected State Presidents from each of the State Associations. In addition to the State President, whose travel is funded, each state may send one other State FFA Association Representative to be determined by the State Executive Committee at the expense of the state. Colorado sends the State Vice President if funds are available.

SPC is the final conference in the state FFA officers training series. Its advanced leadership training that builds on the first two components of the state FFA officer leadership continuum, [BLAST Off](#) and [NLCSO](#).

Two officers from each state association travel to Washington, D.C. to begin the delegate committee process, and share ideas among all state FFA associations.

In addition to leadership development, participants develop an understanding of partner relationships and begin the initial phase of the national delegate process. In addition to becoming personally acquainted with all six national officers, the State Presidents will have the opportunity to meet personally with their individual Congressmen, the Secretary of Agriculture, and the President of the United States.

F. NATIONAL LEADERSHIP CONFERENCE FOR STATE OFFICERS

Each summer the newly elected state officers attend the National Leadership Conference for State Officers (NLCSO). The conference is hosted by the states in our sub region which are: Utah, New Mexico, Arizona, and Colorado. The conference is led by two National Officers. The purpose of the conference is to develop the leadership abilities of the state officers for their year of service to the Colorado FFA. All State FFA Officers are required to attend.

G. COLORADO CAREER AND TECHNICAL STUDENT LEADERSHIP CONFERENCE

Each summer a leadership conference for state officers of all Colorado Career and Technical Student Organizations is held for FCCLA, DECA, Skills USA, FBLA, PBL, HOSA, TSA and FFA.

The program is designed to develop public speaking abilities, organizational qualities, and motivation to help them carry out the duties of their office. The conference is sponsored and financed by the State Board for Community Colleges and Occupational Education. All state FFA officers and one adult FFA executive committee member is required to attend. The adult executive committee member will be appointed by the State Advisor.

H. COLORADO FALL LEADERSHIP DEVELOPMENT CONFERENCE

Each October, the Colorado FFA Association will provide a Leadership Conference for any FFA members that are able to attend. This conference will be presented by contracted individuals as determined by the FFA Executive Committee. These conferences will motivate all levels of members to build relationships, set goals, communicate effectively, and serve their community. Information concerning these conferences will be sent from the state office on a yearly basis.

I. BIG CONFERENCE

The BIG Conference (Becoming Involved as a Greenhand) will be held each fall and will be located in several locations around the state. The conference will be conducted by the State FFA Officers to encourage first year members to become involved. Information concerning these conferences will be sent out from the state office.

J. STATE FFA ALUMNI COLT CAMP

The State FFA Alumni COLT Camp is held each summer. The camp is coordinated by past state FFA officers and the Colorado FFA Alumni Association. Information concerning the Camp will be mailed to chapters from the State FFA Office on a yearly basis.

K. ADULT SPONSORS

Proper adult sponsorship shall be provided by the local chapter for all State and National FFA activities. It is required that adult sponsors be provided for members of both genders while attending and participating in State and National activities.

SECTION V. STATE FAIRS AND SHOWS

A. CVATA FAIRS AND SHOWS COMMITTEE

The Colorado Vocational Agriculture Teachers Association maintains a Fairs and Shows Committee.

The duties of this committee are to recommend policies and procedures concerning FFA activities in fairs and shows in Colorado and manage the heifer wrangle display at the Colorado State Fair, assist with the Heifer Wrangle contest at the National Western Stock Show, assist in managing and coordinating the Agricultural Mechanics Show and Crop Show at the Colorado State Fair. The Fairs and Shows Committee consists of at least four agricultural education teachers selected by the Colorado Vocational Agriculture Teachers Association.

B. CHILDREN'S BARNYARD AND RANCLAND

The Children's Barnyard at the Colorado State Fair and the Children's Ranchland at the National Western Stock Show are two of the FFA Association's major public relations activities. They are maintained by the Colorado State FFA Officers with the help of the local FFA chapters as contracted by the State Advisor.

C. FFA HEIFER WRANGLE CLASS

All Wrangle Heifers must be exhibited at the first Colorado State Fair held immediately following the National Western Stock Show at which they were caught.

The rules, regulations, suggestions for writing letters to sponsors, and the score sheet for FFA Wrangle Heifers are found in Section X. The official application is found at www.coloradoffa.org.

D. FFA DORMITORY

The Colorado FFA dormitory is operated by the Colorado FFA State Officers for the use by members, advisors and guests at the Colorado State Fair. FFA Dormitory Rules and Regulations are found in Section X.

E. COLORADO STATE FAIR SWEEPSTAKES

The Colorado State Fair Sweepstakes provides members and chapters recognition for efforts in showing their SAE Projects at the State Fair. Sweepstakes score sheet is found in Section X. The Sweepstakes entry form can be found at www.coloradoffa.org.

F. GEORGE OCHSNER MEMORIAL FUND

A George Ochsner Memorial Fund will provide sweepstakes plaques each year in the junior division of beef, sheep, swine, and dairy.

SECTION VI. STATE PUBLICATIONS, REPORTS AND REQUIRED MATERIALS

A. MEMBERSHIP ROSTER AND DUES

All local chapters will have a copy of their membership roster, with dues paid, on file with the State FFA office by the official due dates. The FFA roster must be submitted electronically online. As per our Constitution and Bylaws: All chapters must have submitted their original current year roster and unified dues by the official state due date (roster submitted by October 15, paid by December 1), and all new add members must be added to the chapter's roster and paid their unified dues by March 1 for the new add member to be eligible to participate at any State Career Development Event. Furthermore, all chapters and their members must follow the above guidelines to be eligible to receive any individual or chapter awards from the Colorado FFA Association. (Revised by the Delegates at the 77th State FFA Convention 2005)

Chapters are reminded to fill out the roster completely and accurately to insure proper registration to members and delivery of the New Horizons Magazine. Members are not officially considered members until their name has been submitted to the State FFA office on the official roster.

B. PROGRAM OF ACTIVITIES

ALL chapters must have a functioning Program of Activities in order for a chapter to meet Superior Chapter requirements and be in good standing with the State FFA Association. The Program of Activities must be sent to the State FFA Office by the official due date. A chapter budget is not required to be submitted with the program of activities in Colorado, but each chapter must develop and operate with a budget.

C. COLORADO FFA WEBSITES & PRESS RELEASES

The Colorado FFA has chosen to use the official website, www.coloradoffa.org to post all chapter news, state news and press releases pertinent to Colorado FFA. Chapters should submit feature articles or their chapter newsletter for publication. Please include a picture or pictures, if possible, along with identification of people and what is happening in the picture.

All news should be sent to the State FFA reporter by the 15th of each month.

D. FFA ANNUAL REPORT

The local FFA President and Secretary, in cooperation with the local advisor, are responsible for completing and filing the Annual FFA Report with the State FFA office by the official due date (May 1).

This report is necessary to allow the State Organization to complete the report form of the National Organization and thus remain in good standing. The Annual Report is required by the due date to be eligible for 100%, 110%, 120% chapter awards. The Annual Report Form is found at www.coloradoffa.org.

SECTION VII. COLORADO STATE AG EDUCATION/FFA CAREER DEVELOPMENT EVENTS

The awards and contests of the FFA are conducted in order to put to use the skills learned in the Agricultural Education program and to create interest and provide incentive and recognition to members in the different fields of agriculture.

A. PURPOSES OF AGRICULTURAL EDUCATION/FFA CAREER DEVELOPMENT EVENTS

These events are conducted in order to put to use the skills learned in agricultural education and to create interest and provide incentive and recognition to members in the different careers of agriculture. Further, it is the purpose of the Colorado Agricultural Education Career Development Event to:

1. Stimulate interest and enhance the instructional program.
2. Stimulate interest and establishment in agricultural occupations.
3. Recognize FFA members at the local, state and national levels for exceptional accomplishments in progressing toward specific occupational objectives in agriculture.
4. Provide practical experiences and assist students to develop skills necessary for employment in agriculture.

B. STATE CONTESTS

1. State Career and Technical Events

The state of Colorado conducts different contests to be held yearly at Colorado State University, Fort Collins, Colorado.

Approved contests to be held in the State of Colorado are:

Ag Mechanics	Horse Judging
Agriculture Communications	Land Classification
Agriculture Issues Forum	Nursery Landscape
Agricultural Sales and/or Service	Livestock
Dairy	Marketing Plan
Farm Business Management	Meats
Field Crops	Job Interview
Floriculture	

For specific contest rules, refer to the official State Career Development Events Handbook, found at www.coloradoffa.org.

Any new contests must be approved no later than six months prior to the State Career and Technical Event by the State Contest Committee, which is the State Vocational Agriculture Teacher Advisory Committee.

2. State Leadership Events

The state of Colorado conducts different events to be held yearly at the Annual State FFA Convention.

Approved contests to be held in the State of Colorado are:

Creed Speaking Contest
Public Speaking Contest
Extemporaneous Speaking Contest
Parliamentary Procedure
Quiz Bowl
Agriscience Fair

3. Miscellaneous FFA Contests

The Colorado FFA Association conducts contests for incentive to improve chapter records, individual records, and Ag Ed notebooks. Unless otherwise specified, entry forms for all the following contests are found in Section XI.

- a. Secretary Books
- b. Supervised Agricultural Experience Records Book
- c. Chapter Scrapbooks
- d. Ag Ed Notebooks – Ag I, II, III, IV, Ag Placement and Horticulture
- e. Treasurers Books
- f. State Fair Sweepstakes Contest

C. NATIONAL CONTESTS

Procedures and Criteria for National Contest Participation

Colorado will participate only in those contests approved by the Colorado Agriculture Education Instructor Advisory Committee and the State FFA Executive Committee.

In order for a new contest to be sanctioned, the contest must meet the following criteria:

- a. Must have a functioning successful state contest in operation.
- b. Must be a contest that meets the skills and/or leadership needs of an agricultural education student's occupations objective.
- c. The contest must be in an agriculture occupation as defined by the Colorado Vocational Agriculture Teachers Advisory Committee.
- d. Each individual, chapter or school is responsible for providing their own finances for participation in any national contest. (See Section III for Funding.)
- e. There will be a minimum one-year waiting period before participation in any new national contest is allowed

Any agricultural education teacher or FFA member in the state may propose participation in a new national contest through the proper channels. (Colorado Agriculture Education Instructor Advisory Committee, State FFA Executive Committee, State FFA Convention.)

Colorado participates in the following contests on the National level:

- Ag Issues Forum
- Agriculture Communication
- Ag Sales and Service
- Agricultural Mechanics

- Agronomy
- Creed
- Dairy
- Dairy Cattle Handler
- Farm and Ranch Management
- Floriculture
- Extemporaneous Public Speaking
- Horse Judging
- Livestock
- Marketing Plan
- Meat Evaluation
- Nursery/Landscape
- Parliamentary Procedure
- Prepared Public Speaking

Colorado Judging Teams will consist of the top scoring team on the State level.

The second high scoring Horse Team at the contest may participate in the National Western Stock Show if a contest.

The second high scoring Livestock Team will represent Colorado at National Western Stock Show.

SECTION VIII. STATE AND NATIONAL FFA DEGREES, RECOGNITION, SCHOLARSHIPS AND AWARDS

A. STATE FFA DEGREE

Candidates must meet the qualifications as set down in the Official FFA Manual and State Constitution, and complete the current standard application as supplied by the State Association.

Selection of the degree recipients will be made by the State FFA Executive Committee using the same procedure as used for district selection and approval. (Refer to Section X for District and State Procedures for Reviewing State FFA Degree Applications.

B. DISTRICT STAR AWARDS

District Star Awards shall be selected from State FFA applications submitted from each district. Final selection is based upon total score on the State FFA application and official action by the State FFA Executive Committee. The District Star Awards will be recognized at the state convention by presenting them with a pin.

C. STATE STAR AWARDS

State Star Awards will be selected from the Star Applicants. The top four applications in each area (Farmer, Agribusiness, Agriscience and Placement) will be interviewed by a committee selected by the state advisor. State Stars will be judged from the following criteria 60% Interview and 40% application.

The candidates may be visited by representatives of the FFA Executive Committee or designated persons to verify the candidate's application and records.

The State Star Award recipients will be recognized at the State Convention with the following:

- A check for the National FFA Foundation
- State Star Plaque
- State Star Pin
- Additional scholarships will be awarded as funds are available

D. AMERICAN FFA DEGREE (Applications are on www.ffa.org)

American FFA Degree applications shall be reviewed and approved by the State FFA Executive Committee.

E. HONORARY STATE FFA DEGREE

Any individual who has rendered outstanding service to the FFA or Agricultural Education may be nominated for and considered for, the Honorary State FFA Degree.

1. Teachers of Agricultural Education (see application form found at www.coloradoffa.org).
2. The Colorado FFA Executive Committee will select the individuals to receive the Honorary State FFA Degree annually. (Nomination form is found at www.coloradoffa.org)

F. HONORARY AMERICAN FFA DEGREE

The Colorado FFA Association may submit to the National FFA Organization names of individuals to receive the Honorary American FFA Degree. (Forms are available from the National FFA Association.)

Nomination forms are in two areas:

1. Agricultural Education Instructor.
2. Other individuals who have rendered outstanding service to FFA and Agricultural Education.

G NATIONAL RECOGNITION AWARDS (Award forms are available from the National FFA Association.)

1. FFA Distinguished Service Award
2. FFA VIP Award

H. SCHOLARSHIPS

Scholarship applications available to FFA members through local advisors provided by the state office:

1. Washington Leadership Conference Scholarship
2. The National FFA Organization Scholarship Program (applications sent to each chapter from National FFA)
3. The Jane Carroll Grant
4. CADA (Colorado Agriculture Development Authority)
5. CHDA (Colorado Horse Development Authority)
6. Colorado FFA Foundation Scholarship(s)
7. Colorado Young Farmers Educational Association Scholarship (contact the Executive Director of CYFEA)

I. AWARDS

1. Agricultural Proficiency Awards (See guidelines in Section X).

There are numerous proficiency areas in which members may apply in the State of Colorado.

Medals and awards are free to members at the chapter level and are furnished by the National FFA Foundation when ordered by chapters on the Foundation Award Medal Request Form provided by the National FFA Association.

Chapters may submit two applications in each area plus additional applications based on the number of members in the local chapter. Refer to enclosed Proficiency Award application guidelines sheet found in Section X.

Proficiency awards are presented in Gold, Silver, and Bronze categories. Those not meeting the standards in the previous three categories will receive no award on the State level. State winners will receive a monetary award from the National FFA Foundation.

State winners will then represent Colorado in the National level competition.

2. Agriscience Student and Agriscience Fair

The Agriscience Student Program recognizes high school students who are studying the application of scientific principles and emerging technologies in an agricultural enterprise.

The program provides financial assistance to FFA members planning to pursue a college degree in agricultural science while helping to provide a reliable supply of Agriscience graduates to meet the private and public agribusiness sectors' needs. It is also designed to educate parents, school officials and the public about career opportunities and placements available for Agriscience students.

3. Chapter Awards Program (Applications will be provided by the National FFA Association.)

The Chapter Award program is designed to award those FFA chapters that actively implement the mission and strategies of the organization. These chapters improve chapter operations using a program

of activities that emphasizes student development, chapter development and community development. Chapters are rewarded for providing educational experiences for the entire membership. This application process assists chapters in assessing their accomplishments.

All chapters that are chartered by state FFA associations are eligible for and encouraged to participate in the Chapter Award program. Chapters are eligible for recognition in the program each year. Reports must be submitted only on the official report forms, which include the computerized version.

Judging is based on:

1. The number of standards completed.
2. The extent of membership participation in meeting the standards.
3. The quality and appropriateness of activities conducted by chapters.

Four awards are given by the state: State Superior Chapter Award, State Bronze, State Silver and State Gold. Ten percent of the total State Chapters will be sent to National staff for consideration. National awards will be presented at National Convention.

4. Most Improved Chapter Award

Each district may submit one application to the State. The winning chapter will receive a monetary award, pending approval of special funds each year. This is a State level award only. The application is found at www.coloradoffa.org.

5. Garden and Home Show

This is an opportunity for Horticulture programs/students to participate in a learning and educational event. The competencies of landscape design, construction and maintenance are learned firsthand. This is also a chance to show the public what students are learning and can do in our Horticulture programs.

See Rules and Regulations in Section X and entry form at www.coloradoffa.org.

SECTION IX. STATE AND NATIONAL OFFICES

A. NOMINATION OF STATE OFFICERS

Members must hold the State FFA Degree, and submit, prior to State Convention, a completed application form to the State Association.

Candidates will be interviewed by a Nominating Committee at the State Convention which will be composed of two Adult Advisors selected by the State FFA Executive Committee and one FFA member from each FFA District, that member to be selected by a random drawing of the delegates from that district or appointed by that district. The member must represent a school which does not have a candidate for State Office. Nominations for State Officers can be accepted from the delegate body after the acceptance of the Nominating Committee report. Only members that have been interviewed by the Nominating Committee can be nominated for a state office. (Application Form may be found at www.coloradoffa.org)

Each chapter may nominate a maximum of two state officer candidates each year.

B. SELECTION OF NATIONAL OFFICER CANDIDATE

Successful candidates for the American FFA Degree or those possessing the American FFA Degree, are eligible for nomination for an office in the National FFA Organization.

If there is more than one candidate, the Colorado FFA Association shall select its National Officer Candidate by July in an interview process by a committee selected by the State Advisor.

Interested candidates shall submit to the State Advisor a completed application form by the due date on official Due Date Calendar.

SECTION X. COLORADO FFA RULES, REGULATIONS, AND SCORECARDS FOR CONTEST AND DEGREES

A. FFA HEIFER WRANGLE CONTEST

1. The National Western Stock Show or the State of Colorado will not be responsible for any accidents connected with this contest.
2. The contestant must be a freshman or sophomore in a first-year or second-year Colorado high school agricultural education program and be an active member of an FFA chapter, whose state and national dues have been paid by the official due date.
3. One application per chapter may be submitted to the state office and must be approved by the contestant's FFA advisor. However, each chapter may have an alternate, and their applications will be due at the same time. If there are not enough applications to fill all positions, then the CVATA Fairs and Shows Committee will look at the alternate candidate's applications. Chapters involved will be notified by the state office should this occur.
4. After a contestant has caught one calf in the National Western FFA Heifer Wrangle, she/he is not eligible to enter again.
5. Each contestant who catches a calf will agree to exhibit this animal at the next Colorado State Fair.
6. It is agreed and understood the ownership of the heifer shall be in the name of the Colorado Vocational Agriculture Teacher Association (CVATA)/Colorado FFA. Ownership will be transferred to the contestant at the state convention following the heifer having her first calf. If heifer has not calved at this time then ownership will be transferred after she has calved.
7. This heifer shall be bred to a bull of equal or better quality at the contestant's own expense. There are high quality AI bulls available for a very reasonable price and your FFA advisor will be able to assist in the selection.
8. The selection for the wrangle will take place after the application due date deadline, which is the date of the MFE/ALD conference. Applications, which have not been received by the due date, will not be considered. Due date is listed on the official Colorado FFA due date calendar.
9. Participant substitutions will not be permitted. If a contestant is not able to enter the arena to catch his or her calf, or is not in attendance, a qualified alternate will be selected by the CVATA Fairs and Shows committee to take his or her place in the arena.
10. A maximum of two contestants per calf will go into the arena to participate in the event.
11. A halter will be provided for each contestant to take into the arena. The halter must be placed on the head of the animal in the proper manner.
12. The contestant catching the calf is required to lead the calf to the gate without aid.
13. When one contestant has hold of a calf, no other contestant will be allowed to touch it. If two or more contestants catch a calf at the same time, the calf will be turned loose.
14. A contestant catching a calf will be required to carry insurance on the heifer until the contract has been fulfilled. These heifers are not to be sold, traded or disposed of, except by the consent of the CVATA Fairs and Shows Committee until the contract has been fulfilled. The payment for one year's premium for insurance and other expenses will be made at the NWSS.
15. ***Contestants, along their FFA advisor, and parents, have until March 1st, 2011 to select a heifer of their choice and to notify the Colorado FFA Foundation. The Colorado FFA Foundation will then issue a check to the producer of the heifer. The bill of sale will be made out to the CVATA /Colorado FFA and/or contestant's name.(example – CVATA/Colorado FFA and/or Tom Jones)***
16. ***The bill of sale and insurance forms must be turned in to the Chairperson of the CVATA Fairs and Shows Committee by March 15th, 2011. With the understanding that the insurance form is only good for 14 days after your local veterinarian has inspected her because it is a current health inspection.***
17. The contestant will be required to write one letter by the tenth of each month beginning in February after the participant has selected their heifer until the state convention in June after the heifer has calved. The participant will write a letter every month and send a copy to his or her sponsor, CVATA

Fairs and Show Committee representative, and the Colorado Community College System – Agriculture Education – Administrative Assistant. This letter should be in the form of a progress report on the calf. One copy of each letter must be on file with the chapter advisor. Each contestant will receive their sponsors name and address at the Stock Show from the CVATA Fairs and Shows Committee.

18. The heifer must be exhibited at the Colorado State Fair where special prizes will be offered. Contestants are responsible for entering their heifer in the Colorado State Fair, using the premium book found on line at coloradostatefair.com. Entries are due by the State Fair’s entry deadline. Awards will be based upon the following: live animal evaluation and showmanship. All prize money will belong to the contestant. The contestant will be required to turn in their record book and scrapbook at the Colorado State Fair.
19. The local FFA advisor or his/her designated adult sponsor must be present at the State Fair to sponsor the contestant exhibiting a heifer.
20. If the heifer should die, contestant will be able to use the insurance money to purchase a replacement heifer of equal quality.
21. Contestants will be required to provide an up-to-date SAE record book and personal scrapbook to be reviewed by the CVATA Fairs and Shows Committee at the State FFA Convention and at the Colorado State Fair. The records may be a working copy. The personal scrapbook of the heifer wrangle project should include, but not be limited to; copies of letters to sponsors, photographs, agriculture teacher visitation record, ribbons and awards, health certificates, registration information and other important papers or events.
22. The CVATA Fairs and Shows Committee reserve the right to inspect the heifers at any time.
23. Any contestant who does not continue with agricultural classes after the heifer is caught and before the heifer calves will be reviewed by the CVATA Fairs and Shows Committee to determine action to be taken concerning the retention of the heifer.
- 24. The local FFA advisor agrees to visit the contestant and assist in the management, record keeping and show preparation of the heifer. A picture of the heifer will be taken every 90 days and submitted with the instructor’s progress report. A copy will be sent to the sponsor, Fairs and Shows Committee chairman, and the Colorado Community College System – Agriculture Education –Administrative Assistant. (March, June, September, December, March, and June).**
23. The CVATA Fairs and Shows Committee reserves the right to take possession of the heifer from any participant who does not abide by any of the rules and regulations, or who does not fulfill their duties as set forth in the contract. If the heifer is taken away and sold, the sponsor will be reimbursed the dollar amount that they sponsored, the brand inspection will be paid, and then the student will receive 50% of the amount remaining to help offset some feed expenses, only if there is money left over. The remaining money will go to the Colorado FFA Foundation.

ADVISOR RESPONSIBILITIES

- 1. Quarterly reports and photos documenting progress and visitations.**
2. Communicate with committee
3. Guide student in nutrition, breeding, calving, as well as making sure it is a valid learning experience.
4. Assure delivery of record book and scrapbook to:
 - a. State Convention
 - b. State Fair
5. Assure that the participant has entered the Colorado State Fair.

STUDENT RESPONSIBILITIES

1. Show heifer in the designated show at the Colorado State Fair.
2. Write and send monthly letters to sponsor by the 10th of each month:
 - a. Copy to the sponsor

- b. Copy to the CVATA Fairs and Shows Committee chairman
 - c. Copy to Colorado Community College System – Agriculture Education –Administrative Assistant
 - d. Copy for your FFA advisors records
 - e. One copy for your file
 - f. Heifer’s breeder—optional
3. Send pictures to the sponsor quarterly.
 4. Arrange for the heifer to be bred with the assistance of your FFA advisor.
 5. Keep an accurate record book, detailing the progress of the project. (*Mustache Publishing Record Book* provided by Committee.)
 6. Keep a current scrapbook of the heifer wrangle project.
 7. Provide for the proper humane care and treatment of the heifer.

COMMITTEE RESPONSIBILITIES

1. Correspond with the heifer recipients, advisors and sponsors.
 - a. Assure that the project is a valid learning experience.
 - b. Supply brand papers upon verification of the delivery of the calf and completion of records at the Colorado FFA State Convention.
 - c. Make project visits to assist the local FFA advisor and to represent the CVATA Fairs and Shows Committee.
 - d. Supply each student with the REQUIRED Record Book (Mustache Publishing)
 - e. Enforce rules of the FFA/CVATA Heifer Wrangle.

The following procedures are what the Fairs and Shows committee will follow when dealing with letters, correspondence, and record books.

1. Letters are required every month. These will start in February after you have selected your heifer and will continue until June 10, 2012
2. Your record book and scrap book will be required to be at Colorado State FFA Convention. You will also be required to be at Colorado State FFA Convention for an interview by the Fairs and Shows Committee.
3. Your record book and scrap book will be required to be at Colorado State Fair.
4. You will be required to pre-enter your heifer at the Colorado State Fair. Entry forms can be found at www.coloradostatefair.com.
5. You will be required to show your heifer at the Colorado State Fair.
6. Upon your heifer calving you will need to take pictures, write a letter, and send it to the CVATA Fairs and Shows Committee.
7. *The Overall Grand Champion Heifer and Reserve Champion Heifer awards will be presented at the Colorado State FFA Convention in June. Record books, scrapbooks and letters will be evaluated at this time for the awards. Show ring placings at the State Fair will not be included in the scores. Ownership papers will be presented at the State FFA Convention if heifer has calved prior to the State FFA Convention. All heifer wrangle participants will be required to attend the State FFA Convention.*

As correspondence and keeping things up to date are part of the requirement of running a successful production SAE, as well as keeping sponsors involved and content, we will set the following guidelines. Missing any of the above requirements will be considered a single offense.

- **1st offense** – A letter or phone call will be sent to you as the member and to your FFA advisor reminding you that they are due.
- **2nd offense** – You will receive a phone call reminding you that you have had another offense, your parents will receive a letter, and your school administration will receive a letter.

- **3rd offense** – Your school administrator, Ag Teacher, and parents will receive a phone call, and the CVATA Fairs and Shows committee will take possession of the heifer.

If a heifer is taken into the possession of the CVATA Fairs and Show Committee, the heifer will be sold. The sponsor will be reimbursed the dollar amount that they sponsored, the brand inspector will be paid, and then the student will receive 50% of the amount remaining to help offset some feed expenses if there is money left over. The remaining money will go to the Colorado FFA Foundation.

SUGGESTIONS ON HOW TO WRITE LETTERS TO SPONSORS

By the 10th of each month, you will write your heifer sponsor a letter, which should be in the form of a progress report on the heifer. A copy of this letter must also be sent to: your designated CVATA Fairs and Shows member, Colorado FFA Foundation, Colorado Community College – Miki Gann, Administrative Assistant, and your FFA advisor. A letter to the breeder of your heifer would also be very acceptable.

A few suggestions for the contents of the letters follow:

1. In your first letter, express your thanks and appreciation for the donor's interest in the program and the help they are giving you in getting started in the livestock business. Send a photo of yourself and the heifer on the day you pick her up. This picture will begin the bond that will form between you and the sponsor.
2. Explain the first few days with your heifer, including the halter breaking process.
3. Indicate rations being fed, pasture, grain, alfalfa hay, etc.
4. Indicate growth of animal in pounds. If you have no scale, estimate weight with the use of a tape measure.
5. Describe any unusual happenings such as the sickness of the animal, etc.
6. Describe good management practices being followed in the raising of this calf.
7. Include any prizes won at any fairs or shows.
8. Include interesting activities of your FFA chapter or Agricultural Education classes
9. Describe interesting incidents that have happened to you such as being on an FFA judging team, making the honor roll in school, any sports you are involved in, etc.
10. Remember that the success of this program will depend a great deal on the impression you make on the sponsor through these reports. Your letter may be informal, but should always be courteous and show appreciation for the help our donor is giving you in getting started in a breeding program.
- 11. Please have your FFA advisor read each letter before you mail it. The letters should show proper use of grammar as well as interesting to the sponsor.**

SCORE SHEET FOR JUDGING FFA WRANGLE HEIFERS

A. SHOW RING PLACING POINTS SCORED

- 1st Place – 9 points
- 2nd Place – 8 points
- 3rd Place – 7 points
- 4th Place – 6 points
- 5th Place – 5 points
- 6th Place – 4 points
- 7th Place – 3 points
- 8th Place – 2 points
- 9th Place – 1 point

B. SHOWMANSHIP

The FFA members and heifers will be rated up to a maximum of 20 points based on their grooming and showing of the animal.

C. SCRAPBOOK

The members will be rated on a scale of 0-15 upon the neatness and information in their scrapbook.

D. LETTERS

Contestants will be awarded 4 points for each letter sent to sponsors up to a maximum of 32 points.

E. RECORDS & MANAGEMENT

All contestants will use the Colorado Agricultural Education Record Book. Points will be awarded as follows:

Agreement	3 points
Inventory	5 points
Budget	8 points
Expense & Income	10 points
Financial Statement	6 points
Production Goals	6 points
Breeding Record	2 points
Instructor Visits	2 points
Diary and Notes	2 points - This should include feed rations, heat periods, etc.

Total Points 120 points

B. FFA DORMITORY RULES AND REGULATIONS

Listed below are the rules and regulations for all FFA members and guests who are staying in the FFA Dormitory. These rules are based on, and are in agreement with the FFA policies for dorm operations.

Please read and observe:

- Keep the area CLEAN. Place trash in the designated containers. We are always before the public.
- Make your beds and arrange room neatly when arising in the morning.
- Respect others while they are resting – DAY or NIGHT!
- Report all illness or injury immediately to the office.
- Behavior of FFA members and their guests should be above reproach at all times.
- The toilets and showers are for dorm occupants ONLY! DO NOT INVITE YOUR FRIENDS TO USE THEM, PLEASE.
- Please keep the showers and toilets clean.
- Do not remove anything from the rooms, including your personal belongings, without first getting a release from the dorm manager.
- Each dorm occupant will be assigned clean-up duty by the dorm manager.
- Outside doors will be locked at 11:30 pm. Lights out at 10:30 pm unless otherwise specified.
- This is an official function. Please observe the rules for such functions.
- The FFA dorm has facilities for both male and females. Please respect the boundary areas and privacy of each.
- The use of drugs (except prescribed medications), beer, or other alcoholic beverages is strictly prohibited for anyone who is part of this special function and is staying in FFA housing.
- No Smoking rules apply for inside FFA housing, in compliance with Fire Codes.

"I UNDERSTAND THE ABOVE DORM POLICIES AND AGREE TO ABIDE BY THEM AT ALL TIMES."

Signature

Advisor's Name

Chapter

Date

C. SWEEPSTAKES SCORECARD

A feature of the Colorado State Fair will be the awarding of a Sweepstakes and Reserve Sweepstakes Trophy to the FFA Chapters who accumulate the most points under the following scoring system.

POINT SYSTEM

POINTS FROM PREMIUM EARNED

- For each dollar earned as a premium in FFA Crops and Livestock Division, excluding breed champion and breed special awards.....1 point
- For each dollar earned as a premium in the FFA Agriculture Mechanics show, including the chapter exhibit premiums awards..... 1 point

POINTS FOR ENTRIES SHOWN BUT NOT PLACING IN THE FFA DIVISION

- Each Crop Entry.....1 point
- Each Beef and Dairy Entry.....2 points
- Each Sheep and Swine Entry.....2 points
- Each Goat Entry.....2 points
- Each entry in the Agriculture Mechanics Show will receive 1 point less than the number of dollars awarded for the 5th place premium in each class

POINTS FOR MILEAGE

Additional points will be allowed for the distance the exhibits travel (one way). These points will be added only once regardless of the number of exhibits from any one chapter. One-tenth of 1 point will be added for each road map mile between Pueblo and the chapter's post office. (Mileage taken from the Colorado Highway Department Map.)

NOTE: The Colorado FFA Sweepstakes Award is based only on entries and winnings in the junior show. NO POINTS ARE ALLOWED FOR ENTRIES OR WINNINGS IN THE OPEN SHOW.

D. PROFICIENCY AWARD APPLICATIONS

- The due date for all Proficiency Award applications is on the official calendar of events. Applications must be postmarked, or in the State FFA office by the due date (March 15). There will be no appeal process for applications not turned in by the official due date posted in the Ag Ed and FFA Due Date Calendar.
- Only applications on current Proficiency Award forms will be accepted. Copies for Chapter-level competition must be duplicated by your department.
- Proficiency Awards are available in many areas as determined by the National FFA Organization. Foundation medals to be given at the local level are available from the National Office. Turn in your order by completing the order form mailed out by the National FFA Organization.
- Agricultural Proficiency Awards are available to all FFA members enrolled in high school Agricultural Education. Applicants must have completed one full calendar year of records (12 Months, Jan-Dec). Freshmen or first year members are NOT eligible to apply for state level proficiency awards.
- Members who have been out of high school not more than one year and who have completed at least three full years of agricultural education or all the agricultural education offered in the school, are also eligible.
- The state FFA Executive Committee will review all applications prior to judging for completeness and accuracy and has the authority to bronze or disqualify applications. Incomplete applications will automatically be disqualified or placed in the bronze category at the discretion of the executive committee.
- The state FFA Executive Committee has the authority to bronze or disqualify applications that are entered in non-applicable areas.
- At the state level, a member may apply for more than one Agricultural Proficiency Award per year, but is eligible to receive the same Foundation Award only once. Members who do not receive the top award are eligible to reapply for the award in the same area. A member receiving more than one state award will choose which award they want to send to the National Contest.
- Applications for these awards may include reports of activities and records completed up to January 1 of the year the application is submitted. Any recipient of either the plaque or cash award is not eligible for further competition in that area in the state.
- FFA Foundation monies will be presented to award winners representing Colorado in the National Contest.
- Each Chapter is entitled to submit two Proficiency Award applications in each of the areas. Additional applications based on current FFA Chapter membership can be submitted as follows (These are total additional applications, not additional in each area):
 - 1 – 50 members.....1 Additional Proficiency application
 - 51 – 75 members.....2 Additional Proficiency applications
 - 76 – 100 members.....3 Additional Proficiency applications
 - 101 – 150 members.....4 Additional Proficiency applications
 - 151 – 200 members.....5 Additional Proficiency applications
- **Applications must be printed from the online computer generated application, having standard elite-size print or larger. Smaller print will not be accepted.**
- Applications with over 5 percent mathematical error within the application will be disqualified.
- No supportive evidence (other than that allowed) on the application may be submitted.
- **Applications that are sent in with an “Opt Out” or “Not to be a State Winner” option will NOT be judged or given recommendations.**

E. GARDEN AND HOME SHOW - FFA LANDSCAPE CONTEST

- Registration forms with entry fees shall be returned to State FFA Office postmarked by the official due date. The entry fee shall be determined by the State Office with general consent of instructors.
- The State Office shall work with the show personnel and horticulture instructors on acquiring and designating the individual plots. Plot designations shall be mailed December 30 to those schools who have returned registration forms and entry fees.
- The State Office shall notify all chapters when set-up can begin. No chapter shall begin set-up until stated time. Any chapter starting sooner than stated time shall be disqualified.
- Each FFA Chapter shall submit a blueprint of the landscape prior to starting. Hauling material and placing edging shall be allowed before plan submittal. All other written materials for judging shall also be submitted before starting display set-up.
- All design, construction, and assembly of the gardens is to be done by the students. Although coaching is allowed, no active designing, construction, or assembly of the gardens shall be done by the instructor.
- All students participating in the design, construction, and assembly of the gardens must be enrolled in an approved Agricultural Education/Horticulture program and must be active members of the FFA Chapter, state and national organizations.
- Landscapes shall be completed by 10 a.m. for judging on the day before show opening. Judging shall begin at 12:30 p.m. Any landscape which is incomplete at judging time shall be judged as is.
- Instructors and students shall not be anywhere in the landscape areas during judging. Any instructor or student found in the area during judging shall disqualify the chapter.
- Students receiving awards shall be dressed in FFA official dress.
- Banners--Each chapter will provide an FFA chapter banner to designate the display upon the completion of the judging.
- The certification form shall be filled out and submitted with the landscape blueprint prior to starting (see Rule 4).
- Chapter displays will not have any identification other than plot designation until the judging is completed.
- Landscape blueprints will be identified only by plot designation prior to judging.

JUDGES:

1. Official Rules and Score sheets will be provided to each judge prior to the contest. (Policies and Procedures Handbook)
2. Each judge shall independently score all plots.
3. The judges shall select one judge to give an oral summary and evaluation of the landscapes.

4. A State Office Representative shall work with the judges and arrange for space to work on the landscape plans.

SCORING:

1. The state staff of the Colorado FFA Association shall be responsible for totaling scores from the completed judges' scorecards.

PLACINGS:

1. Each chapter exhibit will be presented a plaque for entry in the Home and Garden Show.
2. Plaques will be presented to the chapters placing highest in the following areas:

Landscape Plan	Plant Material
Construction Techniques	Ease of Maintenance
Aesthetics	Functionality

**JUDGES SCORECARD
GARDEN AND HOME SHOW
COLORADO FFA CHAPTER GARDENS**

JUDGE

PLEASE SCORE IN WHOLE NUMBERS ONLY								
PLOT	LANDSCAPE PLAN	PLANT MATERIALS	CONSTRUCTION TECHNIQUES	EASE OF MAINTENANCE	AESTHETICS	FUNCTIONALITY		TOTAL SCORE
A								
B								
C								
D								
E								
	20 PT MX	20 PT MX	20 PT MX	20 PT MX	20 PT MX	10 PT MX	10 PT MX	100

REFERENCE CRITERIA:

<u>LANDSCAP PLAN (20)</u>		<u>PLANT MATERIALS (20)</u>		<u>CONSTRUCTION TECHNIQUES (20)</u>	
Working Plan:	2				
Readability	2	Proportion		4	Plan detail 3
Neatness	2	Color		4	Craftsmanship 7
Completeness	2	Texture		4	Plant Placement:
Scale	2	Plant Compatibility		4	Spacing 1
Plant Key	2	Plant Placement		4	Height 1
Directional Arrow	2				Safety 4
Plant Sizes	2	Note: Flowers are not considered in the judging of plant materials.			Grading 2
Legend	2				Plan vs. Actual Construction 2
Sales Presentation	2				Note: Craftsmanship includes building of
Cost Estimate:					Desks, bridges, waterfalls, concrete,
Materials	1				Plant boxes, etc.
Cost of Labor	1				
<u>EASE OF MAINTENANCE (10)</u>		<u>AESTHETICS (10)</u>		<u>FUNCTIONALITY (20)</u>	
Low Maintenance	4	Year Round Appearance		5	Components are Functional 10
Low Water Requirements	3	Design Lines		1	(walks, patios, sod, water, decks edging)
Ease of Cleaning	3	Interest and Variety		1	Components are for 10
		Appeal		1	(Leisure, recreation, appearance only)
		Use of Textures		1	
		Color Use		1	

F. STATE FFA DEGREE APPLICATION DIRECTIONS

- Applicants must keep the entire application intact when submitting to district or state for acceptance with a single staple in the upper left corner.
- No supplemental pages of any kind are to be added or attached to the application.
- All achievements listed in the application are to be reported as of December 31 of the year prior to receiving the degree.
- Applications must be computer generated on the current official FFA State Degree Application.
- Applicants must be an active, dues-paying member and meet all constitutional requirements; otherwise the application will be disqualified.
- All signatures must appear on the application as requested or disqualification may result.
- Record books are not required when submitted to the state level for scoring, but may be REQUESTED by the FFA Executive Committee. Records should be kept in the Colorado Agricultural Education Record Book, however, other record books are allowable including computer print-out sheets provided all material in the Colorado Record Book are shown in the alternate system.
- Dates/times printed on the bottom of each page of the application must match throughout the entire application. Excludes star battery pages.

There will not be an appeal process for late applications or applications disqualified by the state FFA Executive Committee; however the applicant may reapply the following year.

- Activities listed outside the lines on the application will not be scored.
- The applicant, Agricultural Education teacher, and District Review Committee should utilize and complete the current official check sheet provided by the state advisor.

The FFA Executive Committee reserves the right to adjust for minor errors or omissions that are not related to the degree's financial portions. Furthermore, the FFA Executive committee reserves the right to call for record books and/or disqualify an application if they believe that the application has financial errors that were not identified at the district review.

G. STATE FFA DEGREE APPLICATION PROCEDURES FOR DISTRICT AND STATE APPLICATIONS

(The following procedures must be followed exactly in order for applications to qualify for the State FFA degree.)

All applications and record books must be complete and must be reviewed by the district review team. The district review team will meet twice. The first district review will consist of the following:

- All applications will be checked with the applicants completed record books. Any discrepancy between the application and record books will cause the application to be rejected. (See Item 5 below for review process.)
- All applications will be checked for errors. Any error will cause the application to be rejected.
- Any rejected application will be considered at the second review upon the correction of the errors.
- Any application not meeting these requirements will not be sent to the state for consideration.
- The district review team MUST consist of the Agricultural Education teachers in the district and may consist of the elected district FFA officers,
- The Agricultural Education teacher from the district that represents the other teachers on the Colorado Agriculture Education Instructor Advisory Committee shall be the chairman of the review committee and shall make the final recommendation for each applicant (they shall sign off on each approved application). The district FFA Advisor shall assist the chairman.
- Complete and accurate supervised agricultural experience record books must accompany each application for all years of the SAE listed on the application. The records must not have more than 5 percent mathematical error or the application will be disqualified. The 5 percent error can be from one page or entry or from a combination of errors.

Applications must derive from a valid SAE as defined by the Colorado Guidelines and Expectations for SAE Programs in Colorado (Stated below).

A student's SAE is considered appropriate and applicable for a state FFA degree when the teacher and student is able to answer "yes" to question i. and "yes" to either question ii or iii.

i. Does the supervised experience involve the application of agriculture content standards and employability skills? *

AND

ii. Does the supervised experience contribute to the production, processing and/or marketing of an agricultural, horticultural, or natural resource products or the scientific research of an agricultural product or process?

OR

iii. Does the supervised experience provide a service for the industries of the AFNR cluster?

***Application of technical agriculture and employability skills clarification: Must include 3 identifiable leadership/employability content standards; and 2 identifiable technical content standards in two separate Agriculture career pathways or 6 identifiable technical competencies in one pathway.**

SECTION XI. POLICIES AND PROCEDURES FOR CONDUCT OF THE COLORADO FFA AND ENFORCEMENT OF OFFICIAL DUE DATES

A. POLICIES AND PROCEDURES FOR CONDUCT OF THE COLORADO FFA AND ENFORCEMENT OF OFFICIAL DUE DATES

Agricultural education student organization policies and procedures are designed to maintain a high standard of respect and regard for the Colorado FFA Association. Refer to the enclosures for Policies and Procedures regarding violation of the Colorado FFA policies pertaining to membership conduct.

Official due dates will come from the State Office and/or the Agricultural Education Calendar of Events. It is recommended that all chapters review and post all official due dates and check all mailings to assure their arrival in the state office on time. All materials shall be accepted by the postmark date, provided it is on or before due date on Official Calendar of Events.

ANY DUE DATE NOT COMPLIED WITH WILL RESULT IN AUTOMATIC REJECTION OF THE APPLICATION, ETC.

B. COLORADO FFA DISCIPLINE POLICY AND PROCEDURES

Course of action to be taken in case of misconduct by an FFA member at State or National FFA functions (including the Colorado State Fair and National Western Stock Show).

POLICIES

1. Members will be prohibited from participation without local supervision (Ag instructor or appropriate adult sponsor) provided by the chapter or school. If members of both genders attend a function, then sponsors must be provided for both genders.
2. The first occurrence of damage to property by an FFA member or conduct of an FFA member, which causes a legitimate complaint to be lodged, will place the individual and/or the chapter on probation for 13 months or until the day after that same event concludes the following year (whichever is longer).
3. Any occurrence involving the possession or consumption of beer or any intoxicating beverage, marijuana or any hallucinogenic drugs by an FFA member, which causes a legitimate complaint to be lodged, will result in immediate suspension of those individuals involved from State and/or National FFA activities for a period of 13 months. The chapter will be placed on probation.
4. Any chapter that is on probation can be suspended if any member is involved in an occurrence of misconduct (property damage, possession or consumption of beer or intoxicating beverages, marijuana or any hallucinogenic drugs) during the time of probation.
5. Use of tobacco in any form by an FFA member will be considered as misconduct, and may be cause for a legitimate complaint to be lodged.
6. Any involvement in violation of dress code will be considered as misconduct and may be cause for a legitimate complaint to be lodged.
7. Any violation of curfew will be considered as misconduct and may be cause for a legitimate complaint to be lodged.

8. Members of the opposite sex are not allowed in sleeping rooms together in hotels, motels, or dorms unless the official chapter sponsor is present in the room. Any violation of this rule may be considered as misconduct and may be cause for a legitimate complaint to be lodged.
9. Any misconduct of a State FFA Officer (during the term of office) will not result in any disciplinary action against the local chapter of which they are a member.
10. Any FFA member attending the State Contests who is not in one of the contests or who is not a State Officer will be disqualified from any further participation. No alternates or other members will be allowed. Requests for exception to this rule must be made to the State Office prior to the contests.
11. No FFA member may drive a car to, from, or during any official state FFA activity unless accompanied by an adult sponsor approved by the school administration. This does not include State Officers.
12. Advisors will stay with their members in the motel or hotel and be with them when their time is not occupied by program events. These contests are an extension of the classroom.

NOTE:

1. Misconduct is any act which brings criticism or discredit to the Colorado FFA and/or the chapter which the member represents.
2. For the purpose of interpreting these rules, a State or National activity or event will start at the time an FFA member leaves home and continue until the member returns home.
3. Any member staying in the FFA dorm at the State Fair will be governed by the same disciplinary policies as those members who are exhibiting.

PROCEDURES

1. All official complaints must be:
 - a. Written and postmarked (or delivered in person) to the State FFA Advisor within ten (10) working days following the event.
 - b. A legitimate complaint consists of a written, signed statement lodged by a person or persons believing they have evidence to substantiate the complaint. This includes commercial establishments, state Ag Ed staff, CSU Teacher Education staff, FFA members, FFA advisors, and other affected persons.
2. The affected individual and/or chapter (chapter advisor and superintendent of school) will be notified by letter that an official complaint has been received within ten (10) working days following receipt of the written complaint; they will be notified of the meeting date of the hearing, if necessary, and requested to attend. Any individual or chapter may elect not to attend the hearing.
3. The state staff will conduct the hearing, if necessary, and the State FFA Advisor will determine the disposition of the complaint.

4. The following action may be taken in response to a legitimate complaint:
 - a. Case dismissed
 - b. Letter of reprimand sent to school administration, agricultural education instructor and chapter.
 - c. Chapter and/or member may be placed on probation for a maximum of 13 months
 - d. Chapter and/or member may be placed on suspension for a maximum of 13 month
5. The school Superintendent and chapter advisor shall be notified in writing of the decision of the state staff within ten (10) working days.
6. Within ten (10) working days after receiving the decision, the member or chapter may appeal the decision to the state staff in writing.
7. Within ten (10) working days, the state staff must inform the member or chapter of the scheduled meeting date of the State FFA Executive Committee advisors. The four teachers serving as executive committee advisors shall constitute the final appeal board in FFA disciplinary actions. After private deliberation, the decision will be made at the meeting of the Executive Committee advisors.
8. The state staff will inform the member and/or chapter advisor and the superintendent in writing of the FFA Executive Committee Advisor's decision within ten (10) working days after the decision is made.

NOTE:

1. Probation shall be interpreted to mean a warning to the individual or chapter. Probation will not eliminate the member or chapter from participation in State or National activities or events.
2. Suspension shall be interpreted to mean that any member and/or chapter will not be allowed to participate in any State or National activity for a period of up to 13 months. Under suspension, State awards and offices for the individual and chapter for the current year shall be withdrawn.

C. OFFICIAL DRESS CODE FOR ALL OFFICIAL FFA ACTIVITIES (Including the State Career Development Events)

The official dress was amended to meet the National FFA standards at the 2005 Colorado FFA Convention (see the constitution and bylaws found in the current Convention Proceedings or the current National Official FFA Manual).

Official Dress for female members will include a black skirt, white collared blouse with an official FFA scarf, black dress shoes with closed toes and heels, black hosiery, and an official FFA jacket zipped to the top. The skirt should be at least knee length, hemmed evenly across the bottom with all slits at appropriate lengths.

Official Dress for male members will include black slacks, a white collared shirt with an official FFA tie, black dress shoes or boots, black socks and, an official FFA jacket zipped to the top.

NOTE:

1. State Career Development Events: Appropriate dress should be worn for the actual judging. Official dress will be worn by all members at the awards ceremony.
2. Heifer Wrangle at the State Fair: Official dress will be worn for showing in the special class.
3. State FFA Convention: All FFA members attending the convention are required to be in official dress. Members not in official dress will not be admitted to the convention hall.
4. Made for Excellence: Official dress will be worn by all members in attendance, per conference schedule.
5. Washington Leadership Conference: Official dress will be worn by all members in attendance.
6. State FFA Camp: Official dress will be worn at certain functions only.
7. National FFA Convention: Official dress will be worn at all times.

D. PARENTAL CONSENT FORM

I, _____,
(Parent or Guardian's Name) (Relationship)

of _____
(Name) (Age) (Social Security No.)

of _____
(Complete Home Address, including ZIP Code)

_____, hereby authorize in advance any
(Area Code and Telephone No.)

necessary medical treatment required by _____
(Name)

while he/she is absent from home _____ to _____
(Date) (Date)

(Signature)

(Notary's Signature)

(Date)

E. HOUSING CONDUCT FORM FOR COLORADO AGRICULTURAL EDUCATION AND FFA MOTEL/HOTEL/DORM USE CONCERNING CONDUCT OF FFA MEMBERS AND CHAPTERS

(Please complete this form in duplicate. One copy to Ag Instructor (FFA Advisor), and the other left with the motel/hotel/dorm to be picked up by the State FFA Executive Committee.)

FFA Chapter _____

Motel/Hotel/Dorm _____

Date of Stay _____

_____ We have no complaint about the conduct of this FFA Chapter or any of its members during their stay with us.

We have the following complaints concerning this FFA Chapter:

NOTE: Any written complaints listed above must be filled out in the presence of the Ag Instructor (FFA Advisor).

A copy of any written complaint is to be submitted to the State FFA Office, CCCS – 9101 E. Lowry Blvd., Denver, CO 80230.

Motel Personnel Signature

Ag Instructor/FFA Advisor Signature

Date

F. LIABILITY INSURANCE

As you are all aware, the State CTSO Staff has worked hard to secure liability insurance coverage that is affordable and serves the wide variety of functions that our organizations sponsor. The coverage which has been secured does cover activities as the local, district, state, and even national events of the associations.

In order for your chapter to be in compliance with this policy, the following support documents must be on file at the State FFA Office by the posted deadlines:

1. Listing of local events/activities of the chapter - **by association affiliation deadline**
2. Membership affiliation form with specific names - **by association affiliation deadline**
3. Listing of parents, administrators, alumni, etc. attending various activities - **by May 1**

This policy has been reviewed by System staff who regularly deal with insurance issues and was recommended to meet our needs.

The cost of this policy is \$1.50 per member and advisor. This amount is automatically part of the State Dues. This is in addition to the established state and national dues.

If you have any general questions, please contact the State Office. Thank you for your support in providing for the needs of our students and organizations.