IOWA
FFA ASSOCIATION

SECRETARY'S BOOK
EVENT

Table of Contents

Section	Page
General Leadership Development Event Rules	2
Overview	5
AFNR Career Cluster Content Standards	5
Event Rules	5
Resource Information	5
Awards	5
Event Hosting Guidelines/Checklists	6
Event Forms	7

1055 SW Prairie Trail Pkwy
Ankeny, IA 50023
P: 515-965-7376
F: 515-965-7373
iowaffa.com

LEADERSHIP DEVELOPMENT EVENT (LDE)
GENERAL POLICIES, RULES, RESULTS AND STANDARDS

*Violations of any of the following rules may be grounds for the disqualification of the participants.

I. Board Policies

The following board policies (https://www.iowaffa.com/about.aspx, "Governing Documents" link on the right) apply directly or in part to LDEs:

- Board Policy #2-2: Changes to Judging Event Results
- Board Policy #2-3: Use of Electronic Storage/Transmission Devices
- Board Policy #2-4: Substitution of Team Members
- Board Policy #2-5: Advancement of Teams to National FFA Competition

II. Eligibly of Chapters and Participants

A. Events are open to all FFA chapters in good standing with the Iowa FFA Association. The first qualifying level of participation varies among sub-district, district, and state levels. Refer to event specific rules to identify the initial level of participation.

B. It is recommended, but not required, to have local FFA advisors or their designee enter teams in the initial level of an event their intent to have a team on Iowa FFA On-Line (http://anfmp01.dmacc.edu/fmi/webd#) seven (7) days prior to the initial event.

C. Participants in the following events may compete in only one sub-district, one district and one state FFA event:

- Ag Broadcasting
- Ag CSI
- Ag Impact
- Ag Issues & Perceptions
- Ag Sales (Individual)
- Chapter Program
- Chapter Website (Event Day Presenter)
- Conduct of Meetings
- Experience the Action
- Extemporaneous Speaking
- FFA Creed Speaking
- Job Interview
- Parliamentary Procedure
- Public Speaking

D. Only one entry per chapter is permitted in each official event with the following exceptions: Ag CSI and Ag Impact. It is strongly recommended that local events be utilized to determine the local winner to broaden the base of competition at the local level.

E. After an FFA Advisor registers the chapter's intent to enter an event, it is suggested, but not required, to enter the names of the participants on Iowa FFA On-Line (http://anfmp01.dmacc.edu/fmi/webd#) by noon three (3) days prior to the event. Any member not listed on Iowa FFA On-Line will need to be registered as an FFA member on the National FFA Roster (https://www.ffa.org/). Changes to online entries may be made the day of the event. State and National FFA Dues will be invoiced in accordance with Iowa FFA Association policies and by-laws.

F. A participant, at the time of his/her participation in the state event and selection as a national team member, must:

1. Be a current bona fide dues paying FFA member in good standing with the local chapter, state FFA Association and the National FFA Organization at the time of the LDE in which he/she participates.
2. Be a middle school or high school FFA member. A graduating senior is considered eligible to compete in state and national LDEs up to and including their first national convention following graduation. Middle school refers to students in grades 7-8 and high school refers to students in grades 9-12.
3. Currently be an active FFA member of the chapter making entry into the event.

G. A member may not participate in both a state 4-H and state FFA event when said events are held on the same day.

H. If an entry in an LDE is not able to advance, the designated alternate(s) will become the participant(s).

I. Members are eligible to participate for up to two years in the following LDEs on the sub-district/district level. Once they have participated in one of those events on the state level they are ineligible to participate in that event in future years.

- Ag Broadcasting
- Ag CSI
- Ag Impact
- Ag Issues & Perceptions
- Ag Sales (Individual)
- Chapter Program
- Conduct of Meetings
- Experience the Action
- Extemporaneous Speaking
- FFA Creed Speaking
- Job Interview
- Parliamentary Procedure
- Public Speaking

J. At the Sub-District and District level, it is permissible to deliver the written materials to the Sub-District Advisor or District Advisor respectively. Written materials will be returned following the respective event and may be revised before the next event. Written materials advancing to the State event must be postmarked to the FFA Enrichment Center seven (7) business days following the District event. Events with written materials include:
   - Ag CSI
   - Ag Impact
   - Ag Sales (Individual)
   - Chapter Program
   - Experience the Action
   - Job Interview
   - Public Speaking

K. No student may participate in more than one LDE/CDE each year at the national level.
L. Accommodations for participants can be made upon request of the FFA Advisor. The accommodation form must be submitted no less than 14 days prior to the respective event. Any assistance given to a team member from any source other than the LDE officials or assistants will be sufficient cause to eliminate the team from the LDE.
M. Proctors that are identified for online or virtual components shall have proper credentials to deliver educational programs to youth and shall not have a conflict of interest with participants in the event. The FFA advisor(s) and/or assistant FFA advisor(s) shall not serve as a proctor.
N. Participants shall not initiate contact with the judges. Doing so will result in a 5% deduction of points. Interactions allowed between the judges and participants are identified in each respective LDE's rules.
O. Items needed for specific phases of each LDE will be noted under their specific rules.
P. Participants are expected to observe the National FFA Code of Ethics and the Proper Use of the FFA Jacket during the career development events found in the Official FFA Manual (https://www.ffa.org/official-manual/).
Q. Official FFA dress is expected for all participants when appropriate. If official dress is not appropriate, official casual dress should be worn. Official casual dress shall consist of 1) FFA t-shirt or polo shirt and 2) khaki or nice denim pants or shorts.

III. Holding Room Operating Procedures

A. Only holding room supervisor(s) and FFA participants are allowed in the holding area while competitive events are in session.
B. Participants will be escorted to the bathroom by an official FFA student or courtesy corps member. If participants are in procession of electronic storage or transmission devices, participants will hand over technology to student escort during that time.
C. In case of emergency, the sub-district or district advisor will be notified immediately, as well as the participant's advisor(s) and holding room supervisors.
D. In the event of an emergency contact which must be made with a participant, the message will be relayed to the participant by means of the holding room supervisor(s), and/or the holding room supervisor accompanying the advisor(s) delivering the message.
E. In the event that participants are arriving late, the participants will be met at the main entrance of the event and escorted by an event official to the holding room area and immediately check in with the holding room supervisor(s). Allowance of a late arrival is at the discretion of the host advisor.

IV. Judging Results and Awards

A. All events at sub-district, district and state levels are to be judged on a group ranking basis of Gold Emblem, Silver Emblem, and Bronze Emblem. Members placing below the three rankings will be listed as participants. Only if a written rule is violated will a "participation" ranking be given. This will prevent that entry from advancing. If necessary for entry in a regional or national event, one or more of the winners will be selected.
B. First, second, and third place shall be designated in every event at the state level.
C. In sub-district, district and state events, effort will be made to secure three (Ag Sales and Job Interview events shall have four) qualified and impartial persons to serve as judges whose decisions shall be final.
D. Judges:
   1. Effort will be made to make the comments of judges on strong and weak features available to all advisors for their participants, after the placings have been made.
   2. Of all events should make every effort to supply comments on individuals and team events.
   3. Must obtain permission from the LDE Chairperson before issuing a "participation" rating.
E. The results of all district FFA events will be released only by the District FFA Advisor, upon completion of the events at the district level.

F. Results of sub-district, district, and state events are to be released to the press and radio services so that parents and others at home may know of the outcome of the FFA events at the earliest opportunity. Release dates should be STRICTLY observed.
G. All references to awards to be provided by the National FFA Foundation, Inc. or Iowa FFA Foundation, Inc., are tentative, pending final announcement by the organization.
H. Should an unusual interruption occur while an event is in progress it is expected that good judgment will be exercised in maintaining fairness to all participants.
I. Officer books advancing to the state level of competition will not be displayed at the district event in order to assist the district advisors in meeting their obligations to preserve the materials for further competition. They will be displayed at the state leadership conference.

V. <u>Video Recording</u>

A. Recording performances at the sub-district and district level is strictly prohibited.

B. Requests to record a performance at the state competition shall be submitted to state FFA staff for consideration at least 3 weeks before the event date.

C. Approval for a request to record a performance at state competitions shall be at the discretion of state FFA staff.

V. <u>AFNR Career Cluster Content Standards</u>

AFNR Content Standards are specifically outlined within each respective LDE.

Secretary's Book Event

2027 Chairpersons: Alyssa Amelon, Tiffin
Committee: Melissa Appel, Eddyville

I. Overview

This event is designed to stimulate the keeping of complete and accurate records of the chapter's activities. An opportunity is provided members and others to observe the record books maintained by chapter secretaries.

This is a District and State event.
Please check with District Advisor for date of District Book Judging.

II. AFNR Career Cluster Content Standards

To Be Determined

III. Event Rules

The rules governing Sub-District, District and State events, in addition to those for all events, are as follows:

A. Any form of the secretary's record book may be submitted with the only restriction being that a protective cover may be used on the outside, but not on individual pages.
B. The Secretary's book shall be submitted to the District Advisor at the District Event or at a time determined by the District FFA Advisor. Secretary's books eligible for the state event shall be received by the state office 20 days before the State FFA Leadership Conference. The record books will be obtained from the District FFA Advisor.
C. Secretary's books will be returned to the chapter at the district event, except for the top two books from each district that will advance to the state event. The two books qualifying for state will not be displayed at the District Convention.
D. Officer books may extend one additional day and not be penalized. (Example: Jan 1 to Jan 1). The record book shall cover one of the following time periods:
   - Calendar year (January 1-December 31).
   - Event year (February 1-January 31).
   - Current officer year (may not be a full year and cannot be more than 12 months).
E. Secretary's books will be judged no later than the time of the district event. Comment sheets will be completed by judges to provide feedback for the chapter.
F. Judges shall score the secretary's book on accuracy and completeness, not on the basis of volume.
G. Membership roll and attendance/participation records are included for each chapter member. All members on the National FFA roster are included in the secretary's book.
H. Officers: list of officers that are elected to serve during the time period of this secretary's book. (chapter, district, state, and national) May be from the books start date, end date or both.
I. List of Standing and/or Special Committees and its members are included. May be either those when the book was started or those when the book was completed or both, and may be in any order preferred by the chapter reporter. (Example: Standing and/or Special Committees) Standing committees may be the three POA Divisions or 15 quality standards.
J. The chapter name and secretary name(s) and time period covered are on the cover.
K. The record book is completed in ink, typed, or computer generated.
L. There are monthly agendas and minutes must be included.
M. There are committee and officer reports included.
N. A copy of the chapter constitution and by-laws must be included.

Secretary's Book Rules Checklist

Missing checklist items will result in a participation rating.
(Check if Met)

- The chapter name, Secretary's name(s), and time period covered are on the cover. (No dates outside this time period are covered within the book)
- The record book is completed in ink, typed, or computer generated.
- A membership roll and record of participation is included.
- The Secretary's book covers one of the following time periods: (Circle which period is covered)

a. Calendar Year (January 1 – December 31)
b. Event Year (February 1 – January 31)
c. Current officer year (may not be a full year and cannot be more than 12 months)

- There are meeting agendas & minutes included.
- There are officer & committee reports included.
- A copy of the chapter constitution & by-laws is included.
- A protective cover may be used on the outside of the book, but not on individual pages or dividers.
- List of officers is included.
- List of members is included.
- List of standing and/or special committees are included.

Secretary's Book Rubric

List of Officers (Chapter-District-State-National)		5
Membership Roll & Attendance Records		10
Minutes & Agendas of Chapter Meetings		30
Officer Reports		10
Committee Reports		10
List of Committees & Committee Members		5
Secretary's Correspondence		10
Other Chapter Correspondence		5
Chapter Constitution & By-Laws		5
Neatness, Permanence, & Legibility		10
	Total	**100**

IV. Resource Information

V. Awards

Sub-District:	Chapters:	FFA Certificate	(Available online)
	Individuals:	FFA Certificates	(Available online)
District:	Chapters:	FFA Certificate	(Available online)
	Individuals:	FFA Certificates	(Available online)
State:	Chapters:	FFA Certificate	(Available online)
	Individuals:	FFA Certificates	(Available online)
	Champion Chapter:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded after SLC)
	Reserve Chapter:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded after SLC)
	Third Place Chapter:	Plaque	(Awarded on Stage at SLC)

All awards subject to available sponsorship.

VI. Event Hosting Guidelines/Checklists

Needed Materials Checklist:

____ Submitted Secretary's Books
____ Secretary's Book Judges Score Form on white (1 copy x 3 judges x Total Number of Participants)
____ General Critique Forms on blue (1 copy x 3 judges x Total Number of Participants)
____ Secretary's Book Summary Form on yellow (1 copy)
____ Enough tables to display all books for Judges
____ 3 Chairs for Judges
____ Pens/Pencils for Judges

Event Chairperson: Refer to the "Advisor's Handbook" for specific directions

VII. Event Forms

Iowa FFA Association
FFA Enrichment Center
1055 SW Prairie Trail Parkway
Ankeny, IA 50023
www.iowaffa.com

Judge's Score Form

FFA Secretary's Book Event

Judge _____

_____ Sub-District of the _____ District (list)

_____ District (list)

_____ Date of Judging

	School P.O. (Town)	Participants	Officer Names (National, State, District, Chapter)	Membership Roll and Records	Minutes/Agendas of Chapter Meetings	Officer Reports	Committee Reports	Standing Committees and Committee Members	Secretary's Correspondence	Other Chapter Correspondence	Chapter Constitution & By-Laws	Neatness, Permanence, and Legibility		TOTAL SCORE	Gold Emblem	Silver Emblem	Bronze Emblem	Participation	Advanced to Next Level
			5	10	30	10	10	5	10	5	5	10		100					
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
12																			

Secretary's Book Rules Checklist

Chapter PO (Town)	Secretary's Name(s)	Date

Check if complete	
	The chapter name and Secretary's name(s) are on the cover. (No dates outside this time period are covered within the book)
	The record book is completed in ink, typed, or computer generated.
	A membership roll and record is included.
	The records cover one of the following time periods: A. Calendar Year (January 1-December 31) B. Event Year (February 1-January 31) C. Officer Year (may not be a full year and cannot be more than 12 months)
	There are agendas and minutes included.
	There are officer & committee reports included.
	A copy of the chapter constitution and by-laws are included.
	A protective cover may be used on the outside of the book, but not on individual pages or dividers.
	List of officers is included.
	List of members is included.
	List of standing and/or special committees are included.

Judge's Secretary's Book FFA Event Summary

This form is to be used by Event Chairperson to report results of the judging.

Judge Names:

_____

_____

_____

Event: Secretary's Book

_____ Sub-District of _____ District

District/State: _____

Date of Event: _____

	School P.O. (Town)	Participant Name	Use letters to indicate ratings G - S - B - P			Total Points	G = Gold	S = Silver	B = Bronze	P = Participation	Advance to Next Event
			Judge 1	Judge 2	Judge 3						
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											