**FFA CEREMONIES**

**CAREER DEVELOPMENT EVENT**

**PURPOSE**

The FFA Ceremonies Career Development Event is designed for Middle School FFA members to develop, practice and demonstrate skills needed in conducting an Official FFA business meeting in a relaxed, professional, and realistic manner. The emphasis of this event is on speaking ability, the degree to which the judges are convinced that the members are able to conduct a meeting, and accuracy on scripted parts of the event. Movements, appearance, and other factors should be professional but realistic, as close to a real FFA meeting as possible. (Updated 10/7/23)

**EVENT RULES**

 **TEAM OF:** 7 Middle School FFA members

 **OFFICIAL DRESS** Yes

**APPROPRIATE:**

 **MATERIALS NEEDED:** No. 2 pencils

 **(ON THE DAY OF THE EVENT)** Secretary’s minutes

 Treasurer’s report

Gavel *(optional, as one will also be provided)*

**FORMAT**

This event consists of the following components:

*TEAM*

1. **Presentation of Opening Ceremony**
2. **Reading and Approval of Minutes**
3. **C. Reading of Treasurer’s Report**
4. **Presentation of ONE Main Motion**
5. **Presentation of Closing Ceremony**

*INDIVIDUAL*

1. **FFA Knowledge Exam**

1. **Presentation of Opening Ceremony**

Judging begins from the moment the team enters the room. The ceremony will be scored for accuracy compared to the most recent Official FFA Manual. The President will be seated during Vice President roll call if a chair is available. If no chair is available, President should step back from podium during Vice President roll call.

The Secretary should remain seated when saying, *“There are 7 members and numerous guests present, Mr./Mdm. President.”*

1. **Reading and Approval of Minutes**

The Secretary’s Minutes included in this handbook will be used as the official minutes, to be read in its entirety. Teams need not provide copies of the minutes for the judges, as only the presentation of the reports is judged.

When handling Secretary’s minutes:

*“Are there any corrections to the minutes? (Pause) If not, they stand approved as read.” TAP ONCE*

1. **Reading of Treasurer’s Report**

The Treasurer’s Report included in this handbook will be used as the official report, to be read in its entirety. Teams need not provide copies of the report for the judges, as only the presentation of the report is judged.

When handling Treasurer’s report:

*“Are there any questions? (Pause) The report will be filed.” NO TAP*

1. **Presentation of One Main Motion**

The main motion, a second, one discussion with a 20-second time limit, and vote on the motion are all that will be judged. Robert’s Rules of Order, Newly Revised 12th or most current Edition will be used as the official reference. Teams using more than one ability will not receive any of the ten (10) parliamentary ability points. Teams using more than 20 seconds of discussion will have one (1) point per second deduction this time does not include recognition by the chair.

It is not required that the maker of the motion debate the motion. Student advisors are allowed to vote on the motion.

1. **Presentation of Closing Ceremony**

Closing ceremony refers to the official closing ceremony outlined in the Official FFA Manual, and not closing ceremonies for a parliamentary meeting. All team members should salute the same flag (either the reporter’s station *or* the largest flag in the room.) during the Pledge of Allegiance.

Judging ends once the last student has left the room.

1. **FFA Knowledge Exam**: ***NO TEST IN 2023***

Students will have 30 minutes to take a 25 question multiple choice written exam.

Questions may only come from the official test bank located on the official Tennessee FFA website. (This test bank includes information from the current manual, student handbook and general Tennessee FFA History.) Questions will be 2 points each, and team average will be divided by ten and added to the overall score. This will be a maximum of 5 points.

**GUIDELINES**

1. Team members will **NOT** be allowed to enter the room for room setup or opening statements prior to the presentation.
2. All teams will be allowed to view the presentation room before the event begins. Advisors may enter with them.
3. The official FFA paraphernalia will be placed in the meeting room prior to the competition. A gavel will be provided either with or without a block.
4. Only portions of the presentation that are scripted should incur a points penalty for added words. Unscripted parts *(in between presentations of scripted Secretary and Treasurer’s reports, introduction to parliamentary section, etc.)* should not incur point deductions for added words. *(i.e. – The President saying “Thank you” to the Secretary after the report is given should not count as added words.)*
5. When judging for uniformity: so long as the students meet official dress standards, the team should **NOT** lose points due to differences in shoes, hairstyles, types of FFA ties or scarves, types of pants or skirts, etc.
6. Teams are encouraged to have an overall cohesiveness of presentation, but to remain realistic and avoid appearing “militaristic” in style.

**SCORING**

Chapters shall be ranked in numerical order on the basis of the final score to be determined by each judge. The judges’ ranking of each chapter then shall be added by the event coordinator, and the winner will be that chapter whose total ranking is the lowest. Other placings will be determined in the same manner (low point score method of selection).

**TIEBREAKER**

Ties will first be broken using the overall average on the FFA Knowledge Exam. Ties will then be broken based on the greatest number of low ranks. Team’s low ranks will be counted and the team with the greatest number of low ranks will be declared the winner. If a tie still exists, then the team’s raw scores will be totaled. The participant with the greatest total of raw points will be declared the winner.

**AWARDS**

Top two teams will be recognized on stage with plaques during the West TN Regional Banquet

**REFERENCES**

Refer to this list to access many of these references.

Current National FFA Manual: <https://www.ffa.org/official-manual/>

TNffa.org for the test bank (NO TEST in 2023)

Robert’s Rules of Order, Newly Revised 12th Edition

Report of the Treasurer of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FFA Chapter

Ending November 30, \_\_\_\_\_\_\_\_\_\_\_*(current year)*

|  |  |  |
| --- | --- | --- |
| Balance on Hand November 1 \_\_\_\_\_\_\_\_\_\_*(current year)*  |  | $1,253.25 |
| Receipts  |  |  |
|  Member’s Dues  |   |   |   | $630.00  |
| Proceeds from Fall Barbecue  |   |   |   | $296.75  |
|  Fines  |   |   |   | $12.00  |
|  **Total Receipts**  |  |  |  | **$938.75**  |
|  **Total**  Disbursements  |  |  |  | **$2192.00**  |
|  Rent of Hall  |   |   |   | $500.00  |
|  Custodial Service Fee  |   |   |   | $175.00  |
|  Stationary and Printing  |   |   |   | $122.40  |
|  Postage   |   |   |   | $84.00  |
|  **Total Disbursements**   |  |  |  | **$881.40**  |
| Balance on Hand November 30, \_\_\_\_\_\_\_\_\_\_\_ *(current year)*   | $1310.60  |
|  **Total**  | **$2192.00**  |

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,* Treasurer Audited and found correct,

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 Auditing Committee

Minutes of the Secretary of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FFA Chapter

Regular Monthly Meeting Minutes

November 14 *(current year)*

The regular monthly meeting of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FFA Chapter was held Tuesday, November 14\_\_\_\_\_\_\_\_\_\_\_ *(current year)* at 1:00 p.m., in the Ag Shop, the President being in the chair and the Secretary being present. The minutes of the last meeting were read and approved.

The report of the Treasurer was received and put on file submitting an on-hand balance of $1253.25 for October 31\_\_\_\_\_\_\_\_\_\_\_ *(current year).*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ moved “that our chapter purchase plaques and award pins for the chapter banquet from the National FFA Supply Service.” With a voice vote, this motion was adopted after debate.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ moved “that our chapter reward each retiring officer with a retiring officer pin at the chapter banquet.” After short debate, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ moved to amend the motion by striking out “pin” and inserting “plaque”. The primary amendment passed by voice vote. The motion as amended which stated that our chapter reward each retiring officer with a retiring officer plaque at the chapter banquet passed by a show of hands with 22 in favor and 10 in opposition.

The meeting adjourned at 1:24 p.m.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Chapter Secretary

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Chapter President

**FFA CEREMONIES**

**Presentation Rubric and Overall Scorecard**

**Chapter: Region: West**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | **4 POINTS**  | **3 POINTS**  |  **2 POINTS 1 POINT**  | **POINTS GIVEN**  |
| **Voice Quality** Extent to which voice is clear and rich  | Very clear & rich  | Clear & rich  | Somewhat clear & rich  | Muffled or lacking richness  |   |
| **Voice Pitch** Extent to which voice is enthusiastic without losing professionalism (fluctuation is present but not extreme)  | Enthusiastic but professional  | Enthusiasm lacking or fluctuation is a little extreme  | Not much enthusiasm or fluctuation is too extreme  | No enthusiasm or fluctuation is extremely unprofessional  |   |
| **Voice Force** Extent to which members are easily heard without sounding strained. Team sounds confident to speak up.  | Volume is professional, crisp, and easily heard without “yelling” or straining the voice  | Volume is a little too much or is a little quiet   | Volume is strained or is quiet.   | Volume is extremely loud (yelling) or extremely quiet to exude lack of confidence.   |   |
| **Articulation** Extent to which members maintain a proper cadence to be properly understood  | Speed of speech is smooth and slow enough to be understood. clearly  | Speed is a little fast or a little too slow or becoming “choppy”  | Speed is fast (sounds nervous) or much too slow  | Speed is very fast making it hard to understand what is said  |   |
| **Pronunciation** Extent to which members will sound out words properly (keeping in mind local dialect)  | Words are pronounced clearly without being “overdone”  | Pronunciation is clear but needs work on a few words (i.e. I, a, the, my, strive, etc.)  | Little evidence of working on correct way to pronounce words  | Words are not pronounced well, words are mumbled.   |   |
| **Stage Presence- Personal Appearance** Hair is neat and trimmed with modest hair coloring, makeup, jewelry, etc. Members should look professional. Official dress is mandatory.  | Members have neat appearance, everyone looks professional  | Some lack of professionalism  | Several members lack professionalism  | Team lacks professionalism (note: deduct ten points for each person not in official dress)  |   |
| **Poise and Posture** Teams should appear alert and sit up in the chairs and stand straight without looking as if they are in the military.   | Team appears alert throughout presentation   | Some members look a little stiff or slump.   | Some appear slothful or inattentive   | Team appears slothful or inattentive  |   |
| **Confidence** Extent to which team performs smoothly and deliberately without being “militaristic”.  | Team performs smoothly throughout  | Some members appear a little nervous  | Some members stumble or pause  | Several members stumble or pause  |   |
| **Personality** Extent to which members perform realistically and appear pleasant  | Team appears pleasant without being “cheesy”  | Some appear too tense, or pleasantness is unrealistic.   | Team appears too tense, or pleasantness is unrealistic.   | Team shows no personality or is too militaristic  |   |
| **General Effect- Unison Parts** Team should sound together and have roughly the same volume and pitch (president may be louder). Team should stand and sit together (realistically).   | Team presents part together and sound as one (consider male & female voices); stand and sit together  | Some are not in synch with the rest of the team in one portion of unison parts   | Some are not in synch with the rest of the team in more than one portion of unison parts.   | Team shows lack of practicing together in the unison parts   |   |
| **Accuracy** The “script” for the contest is the ceremonies as written in the official manual. Each word missed, for example, counts as one error. The Secretary and Treasurer will use the official script provided in the rules. Parliamentary procedure will follow Roberts Rules of Order. Going over during debate counts as 1 error.   | The team follows the script without error.   | No more than one error is performed.   | No more than two errors are performed.   | No more than three errors are performed. (Note: 0 points for four errors and each error above four will count 1 pt off)   |   |
|  |  |  | **TOTAL POSSIBLE**  | **44**  |
|  |  |  | **TOTAL PRESENTATION POINTS**  |     |
|  |  |  | **EXAM POINTS *(5 points max)***  |   NONE  |
|  |  |  | **TOTAL OVERALL TEAM SCORE**  |     |