



**Opening and Closing
Ceremonies
Middle School**

Purpose

The FFA Ceremonies Leadership 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

Event Rules

The Tennessee FFA Ceremonies Leadership Development Event will be limited to seven middle school FFA members. The participant must be in grades 6th, 7th, or 8th grade.

- FFA official dress is required for this event.
- Three competent and impartial persons will be selected to judge the event.
- Any participant in possession of any electronic device is subject to disqualification.

Event Format

The event will consist of the following:

- Presentation of Opening Ceremony
- Reading and Approval of Minutes
- Reading of Treasurer's Report
- Presentation of ONE main motion
- Presentation of closing ceremony.

Team Event

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."*

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. The student can read the report from the paper, but if words/numbers are missed, then it will be counted as an accuracy error.

When handling Secretary's minutes:

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

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. The student can read the report from the paper, but if words/numbers are missed, then it will be counted as an accuracy error.

When handling Treasurer's report:

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

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.

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.

Guidelines

- Team members will **NOT** be allowed to enter the room for room setup or opening statements prior to the presentation.
- All teams will be allowed to view the presentation room before the event begins. Advisors may enter with them.
- 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.
- 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.*)
- 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.
- Teams are encouraged to have an overall cohesiveness of presentation, but to remain realistic and avoid appearing "militaristic" in style.
- Accuracy deductions – teams missing four words will receive a score of 0 on the appropriate section in the rubric. Teams missing more than four words will receive a deduction of one additional point for every word missed.

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).

Activity	Team
Ceremonies Presentation	100
Total possible points	100

Indicators	Very strong evidence of skill 5–4 points	Moderate evidence of skill 3–2 points	Weak evidence of skill 1–0 points	Points Earned	Weight	Total Points
Pace Extent to which voice is clear and rich	Speaks very articulately at rate that engages the audience	Speaks articulately but occasionally speaks too fast or has long unnecessary hesitations	Speaks too slow or too fast to engage audience		X2	
Tone Extent to which voice is enthusiastic without losing professionalism (fluctuation is present but not extreme)	Voice is upbeat, impassioned and under control	Voice is somewhat upbeat, impassioned or under control	Voice is not upbeat; lacks passion and control		X2	
Volume Extent to which members are easily heard without sounding strained. Team sounds confident to speak up.	Emitted a clear, audible voice for the audience present	Emitted a somewhat clear, audible voice for the audience present	Emitted a barely audible voice for the audience present		X2	
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.)	Pronunciation is unclear and words are not pronounced well.		X2	
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.	Portrays confidence and composure through appropriate body language (stance, posture, facial expressions). Team didn’t stumble or pause during presentation	Maintains control most of the time; rarely loses composure. Few pauses or stumbles	Team often lacked confidence and composure. Didn’t maintain proper eye contact. Many pauses or stumbles.		X2	
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 sync with the rest of the team in one portion of unison parts	Some are not in sync with the rest of the team in more than one portion of unison parts or shows lack of unison throughout the presentation.		X2	

Indicators	Very strong evidence of skill 5–4 points	Moderate evidence of skill 3–2 points	Weak evidence of skill 1–0 points	Points Earned	Weight	Total Points
Team Appearance All team members should be in proper official dress as outlined in the current FFA manual.	Members are all following official dress requirements as outlined in the current FFA manual.	One to three members aren't following official dress requirements as outlined in the current FFA manual	More than half the team isn't following official dress requirements as outlined in the current FFA manual		X2	
Team Personality Extent to which members perform realistically and appear pleasant during presentation	Team appears pleasant and performs ceremonies without appearing robotic or overly unrealistic	Some members appear too tense or perform in an unrealistic manner	Team exhibits militaristic or unrealistic styles of presentation and lacks overall personality during presentation		X3	
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 errors.	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 point off)		X3	
					Gross Total Points	
					Accuracy deduction (-1 pt for every error after four)	
					Total Points	

Treasurer Report

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	\$2192.00

Disbursements

Rent of Hall	\$500.00
Custodial Service Fee	\$175.00
Stationary and Printing	\$122.40
Postage	\$84.00

Total Disbursements	\$881.40
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Balance on Hand November 30, _____ *(current year)* \$1310.60

Total	\$2192.00
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Audited and found correct, _____, Treasurer

Auditing Committee

Secretary Minutes

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