

ND FFA



STATE

CONVENTION

CDE GUIDE

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DELEGATE REPRESENTATION

Every FFA Chapter is to be represented by their quota of Official Delegates:

- | | | |
|----|-------------------|-------------|
| a. | 1 - 75 members | 2 delegates |
| b. | 76 - 125 members | 3 delegates |
| c. | 126 - 175 members | 4 delegates |
| d. | 176 - 225 members | 5 delegates |
| e. | 226 - 275 members | 6 delegates |
| f. | 276 - 325 members | 7 delegates |

CREED SPEAKING LDE

The procedure and rules will be the same as that used in the district leadership events. The two top participants from each district will be evaluated at the state FFA convention creed event. All entries will be rated as gold, silver, or bronze with the first place winner designated to give the Creed at a convention session and will receive the "baby bison" trophy and a national convention travel stipend award to participate in the national Creed Speaking LDE.

PREPARED AND EXTEMPORANEOUS PUBLIC SPEAKING LDE

Each district may be represented by two speakers in each event - Prepared and Extemporaneous. An elimination round will be held, consisting of two groups of eight speakers selected by alternating first and second place district winners. For example, Group A would be set up with the first place speaker from District 1, second place speaker from District 2, first place speaker from the District 3, etc. Group B would then start with the second place speaker from District 1, etc.

The procedure, rules and scorecards will be identical with those used in the district events. The judges will select the two top contestants from Groups A and B and these four will be the finalists.

All contestants will be rated as gold, silver, or bronze. The first place speakers will receive the "baby bison" trophy, travel stipend, traveling trophy and a check for \$100 from the National FFA Foundation and will be eligible to represent North Dakota in the National Leadership Development Events.

DEMONSTRATION LDE

Procedures, score sheets and rules will be the same as those used at the district level. All entries will be rated gold (medal), silver, or bronze. The two top demonstrations from each district are eligible for state competition. Demonstrations can be given by an individual or team of 1 to 3 members.

The high team/individual will receive the "baby bison" trophy(s), and possession of the revolving trophy for one year, plus a travel stipend(s) to National FFA Convention and \$100 scholarship(s).

QUIZ LDE

The top two quiz teams from each district are eligible to compete in the state contest. The opening round of the State Quiz Contest will be the same as the format used at the district leadership meetings. The state office will generate a one-hour written exam. This exam will be different than the exams used at the district contests. The top three contestant scores will be totaled for the team score, and those top three individuals of the four top teams will advance to the final rounds. From the results of the written contest, the top four teams will compete

in the final round tournament (game show format) using the electronic buzzer/scoring system. These contests will be held at a time agreed upon by all teams involved. Team ties will be broken by the highest individual score.

The District & State Quiz tests shall include various questions in the following categories:

1. Dates and events of State & National FFA historical significance
2. State contest team winners of current year
3. State contest high individuals of current year (excluding proficiency winners)
4. State sponsors of activities and awards (excluding proficiency sponsors)
5. State & National awards & Degree recipients
6. Parliamentary procedure and meeting procedures
7. Names of State & National leaders in FFA
8. FFA program general knowledge - events, awards, & activities
9. Locations of State & National activities
10. FFA general knowledge - creed, motto, symbols, etc.
11. FFA Constitution, By-laws and Operation
12. FFA publications

Teams in the final four will be placed one (1) versus four (4) and two (2) versus three (3). All four teams in the championship round will receive Gold Team Awards and State Multi-Year Plaques (or add to them).

All other teams will be rated silver or bronze. All individuals will be rated gold, silver or bronze based on their scores in the opening round written exam (gold receive medals). The high individual will receive the "baby bison" trophy and a travel stipend to national FFA convention or a \$100 Scholarship. The high team will add their names to the Traveling Trophy, maintain possession of it for one year, and will receive travel stipends to the national FFA convention where they are eligible to compete in any National Quiz competitions. Members of previous championship teams are not eligible to compete in this event for team awards.

STATE FFA DEGREE

State FFA Degree Applications will be completed using The AET online system. Completed applications are to be mailed to the State FFA Office prior to the due date (see the state Ag Education Calendar on ndffa.org). No application will be considered unless it is typewritten. Use of the American FFA Degree application computer version is subject to guidelines specified in the State FFA Degree instructions.

The National Constitution provides that states may determine the number of active members to be elected to the State FFA Degree each year. Individual evaluation of each application by a committee of alumni and others selected by the State Advisor will take place to determine eligibility and quality of each application to determine the number of recipients.

Individuals must meet all requirements of Article VI Section E of the National Constitution to be recommended for the State FFA Degree. Active members in good standing may make application for as long as three years following graduation. Potential candidates must maintain active membership for two full years for eligibility. A State FFA Degree charm and certificate will be provided for each recipient at the installation ceremony during the state convention.

Up to four finalists for Star Farmer, Star of Agribusiness, Star of Agriscience and Star of Ag Placement will be selected from qualified applicants. Each star finalist will be visited on location of their SAE operation by a team of judges and be interviewed. One State Star in each area will be selected from the applicants each year based on their application and interview. They will receive checks in the amount of \$300, traveling trophies and special plaques.

AMERICAN FFA DEGREE

American FFA Degree Applications will be completed using The AET online system. Completed applications are to be mailed to the State FFA Office prior to the April deadline (see the state Ag Education Calendar on ndffa.org). No application will be considered unless it is typewritten. Applicants must meet all requirements of the National FFA Constitution to be recommended to receive this degree.

Procedure for selecting American FFA Degree Recipients

Section A – Applications for the degree must be approved by the state advisor, or representative(s) thereof, and be received by the national organization not later than the announced national due date.

Section B – Applications must be submitted on the official application form provided by the National FFA Organization for the current year.

Section C – The National FFA Board of Directors shall review the American FFA Degree applications and recommend those candidates meeting the minimum qualifications. Final approval of the candidates shall be given by the delegates present at the national FFA convention.

It is required that these candidates have maintained continuous membership (36 months of continuous active membership). The state staff may nominate one candidate for American Star Farmer, American Star in Agribusiness, Star of Ag Placement and Star of Agriscience each year. Travel to the National Convention to receive this Degree Award is optional but highly recommended. Recipients of the American FFA Degree will receive the American FFA Degree Key and Certificate. The State Association will provide support to individuals chosen as National Star Finalists.

OFFICERS BOOKS

As an incentive to strive for excellence, and recognize outstanding **chapter vice-presidents**, secretaries, treasurers, and reporters, those officer books submitted to the state convention will be evaluated by a panel of judges appointed by the state office. Entries must be submitted at the registration desk at state convention. **Scoring rubrics can be found on ndffa.org under FFA Events-State Convention that outline criteria for evaluation.** All entries will be rated as gold (gold pins), silver, or bronze.

STATE FFA CHORUS

Applications are provided to the chapters and are to be sent to the State FFA Office (see the State FFA calendar). As a general rule, all participants recommended by their local band/choral directors are eligible to participate and will be accepted to the state chorus.

Members who perform are eligible to apply for the national band/chorus. Travel stipends are available for those band or chorus members selected to participate at the national level. Selection is based on applications sent to the National Band and Chorus directors.

Members applying for the State FFA Chorus must realize that this will be their most important assignment at the convention. Do not assume a number of conflicting obligations in other convention events that will limit attendance at rehearsals/performances.

TALENT

The performance of talented FFA members at the state FFA convention adds greatly to the enjoyment of those attending. FFA members may submit entries by the due date (see the state Ag Education Calendar on ndffa.org) for either group or individual acts. The talent application is located on the ND FFA Website. All participants will be ranked as gold (medals), silver, or bronze and suitable awards presented. Acts which, in the opinion of the talent directors, are of the quality to perform at the national convention will be encouraged to apply to participate at the following National FFA Convention. Travel stipends are available to applicants selected to participate in the National Talent program. The "Don Erickson" traveling trophy goes to the top talent participant.

PROFICIENCY AWARDS

District winners in all approved areas will receive plaques and the state winners will receive checks for \$250 either from special sponsors or the National FFA Foundation. State winning applications will be submitted to the National Judging Committee. All in-school FFA members and those out of school one year are eligible to submit applications for proficiency award recognition. Applications are to be judged at the district level and the top two district applications are to be submitted to the state office (See the State FFA Calendar). Those selected to be National Proficiency Finalist(s) will receive a travel stipend to attend the National Convention. See the "General Rules" section.

COURTESY CORPS

- a. The courtesy corps will be directed by advisors.
- b. The courtesy corps consists of approximately 40 members for the following reasons:
 1. So the advisors get to know them better.
 2. So they can be evaluated fairly.
 3. So we do not have corps members with nothing to do.
 4. If the 40 selected are not all present at the convention, volunteers would be accepted.
- c. Applications should be sent to the State FFA Office by the designated due date. (see the state Ag Education Calendar on ndffa.org)
- d. Courtesy corps members must dress as outlined in the North Dakota Code of Ethics when on duty. Members who cannot comply with the official dress will not be allowed on the courtesy corps.
- e. Courtesy corps members will be expected to be familiar with official dress code and the FFA Code of Ethics so they can make corrections as needed. They should also be familiar with the convention program.

- f. Some of the duties of the courtesy corps are listed below:
 1. Six corps members will be assigned to work back stage with an advisor.
 2. Corps members will be assigned to assist in the convention office during the day.
 3. Keep the convention hall neat and orderly, straighten the chairs and pick up the trash after each session.
 4. Greet convention guests and escort them to their seats.
 5. Assist the state officers as needed.

6. Assist the state president and sentinel in maintaining order. This includes preventing people from leaving during the sessions.
 7. Assist with the banquets and dances.
 8. Assist with any other duties that may arise during the convention.
- g. Courtesy corps members will be excused to participate in other career development activities.
- h. The courtesy corps members will be rated gold, silver, or bronze based on the following criteria:
1. Appearance
 2. Attendance
 3. Performance

Three courtesy corps members will be rated as Outstanding Courtesy Corps members and be recommended for the National Courtesy Corps. These three will be selected to receive travel stipends to attend the National FFA Convention. (See general guidelines section) Additional members of these chapters are also encouraged to take part in the national courtesy corps.

CAREER DEVELOPMENT EVENTS

General Rules

1. Registration for CDEs must be completed using the online registration system. A link for this system can be found on ndffa.org and the deadline for registration can be found on the state Ag Education Calendar on ndffa.org. If necessary changes may be made at registration on Monday.
2. Teams will be divided into squads so that no two participants from the same school will be together during the event. Participants must meet all eligibility requirements as listed in the "General Guidelines" section.
3. Communication between participants during an event will be sufficient cause to disqualify the team. Use of electronic communication devices during CDEs or LDEs will also be cause for disqualification.
4. Any assistance given to a team member from any source during an event will be sufficient cause for disqualification.
5. Participants are urged to bring and use clipboards during events to facilitate the holding of placing and grading cards. The clipboards are to be clean and free of markings. Blank paper will also be permitted for taking notes and recording placings; however, these sheets will not be allowed when giving oral reasons or taking written examinations. See specific rules for each event.

Eligibility of Participants

1. The student must be a FFA member in good standing with the local chapter, State FFA Association, and the National FFA Organization at the time of the state event.
2. The student must be under 21 years of age at the time of the state event.
3. The student must be (1) a junior high or high school student and (2) enrolled in at least one agricultural education course for an agricultural occupation and/or following a planned course of study, including a supervised agricultural experience program the objective of which is establishment in an agricultural occupation. (Students graduating during the current year are eligible to participate through the completion of that activity.)
4. All eligibility guidelines outlined in the "General Guidelines" of the State Career Development Events Guide must be met. Alternates on past national teams are not considered as having previously participated and are eligible only if they did not judge in the national contest.

Selection of Teams to Represent the State at Nationals

See the “General Guidelines” section of this publication.

The Livestock, Dairy Cattle, Milk Quality and Products, Meats, Ag Mechanics, Food Science, Ag Communications, Job Interview, Ag Sales, Horse, Farm Business Management, Parliamentary Procedure, Floriculture, and Nursery/Landscape teams (or other teams from events developed for state participation) to represent the State FFA Association at the national convention shall be made up of the high team at the State Career or Leadership Development Event. The coach of the high team will serve as coach for the national team provided that coach is still employed as an agricultural education instructor in the same school. If not, the successor will be designated as team coach. The state Livestock, Agronomy and Ag Sales teams will be determined at the State CDE Event in Minot in March. The State Parliamentary Procedure team is selected in Bismarck in October.

If one chapter wins more than one of these events, the winning coach, in cooperation with the State FFA Advisor, will select an advisor to assist in coaching the other team. The high individual in Dairy Cattle Handlers is eligible to represent the State FFA Association in the national dairy handlers’ recognition program. By national rule, a member may only compete in one national FFA event per year and all members of the team must be from the same chapter.

While the following are the rules for our state events, chapters should also consult the National FFA Career Development Events Guide. As revisions are made in the national events, our rules will be reviewed and if deemed necessary, changed to correspond with them.

Agriscience Fair

The North Dakota Agriscience Fair recognizes student researchers studying the application of agricultural scientific principles and emerging technologies in agricultural enterprises. The agriscience fair is for middle and high school students.

1. Agriscience fair system categories:

- a. Animal Systems
- b. Environmental Services/Natural Resource Systems
- c. Food Products and Processing Systems
- d. Plant Systems
- e. Power, Structural and Technical Systems
- f. Social Science

2. Agriscience fair divisions:

- a. Division 1—indivial member in grades 7 and 8
- b. Division 2—team of two members in grades 7 and 8
- c. Division 3—indivial member in grades 9 and 10
- d. Division 4—team of two members in grades 9 and 10
- e. Division 5—indivial member in grades 11 and 12
- f. Division 6—team of two members in grades 11 and 12

3. Scoring rubrics for the event can be found at ndffa.org under ‘FFA events State Convention.’

4. The Written Report template can also be found at ndffa.org under ‘FFA events State Convention.’ There are two templates—one for divisions 1-2 and one for divisions 3-6.

5. Refer to the National Agriscience Fair Guide for all other items.

Basic Agricultural Technology & Mechanical Systems

1. Purpose

The Basic Agricultural Technology and Mechanical Systems CDE is comprised of technical content and practical hands-on skills.

2. Objectives

The Basic Agricultural Technology & Mechanical Systems event provides the opportunity for the participant to:

- a. Master the identification and uses of various tools common in the mechanical industry.
- b. Show basic skill levels in carpentry.
- c. Demonstrate knowledge of plan reading.

3. Rules

- a. Each chapter may enter one participant who was in the 7th, 8th or 9th grade in the current school year. The student may not have entered this event before - Members can compete only once in this event. **An individual may only participate in one Agriculture Mechanics event each year.**
- b. The event will be held in cooperation with Agriculture Systems Management department at North Dakota State University.
- c. Participants will be furnished with all necessary tools and materials.
- d. Each participant must furnish his or her own coveralls.
- e. Official dress is not required for this event. However official dress must be worn for awards.
- f. Personal eye protection and other safety precautions are a must during all phases of the shop work. (Proper hair protection, no neckties, appropriate shoes, etc.)
- g. **All portions of this CDE will take place on ONE day. (The written test will not be held in the evening.)**

4. Format

The Basic Agricultural Technology & Mechanical Systems CDE will consist of:

- a. Written Test—100 points
- b. Tool Fitting, Maintenance, Identification, and Operation - Hand tools will be emphasized—100 points

Hand Woodworking	Cold Metal Working	Measurement	Plumbing	General tools/supplies
Chisels	Taps and dies	Calipers	Wrenches	Wrenches
Hammers	Hammers	Micrometers	Vices	Pliers/Screwdrivers
Planes	Chisels	Rulers	Copper Working tools	Clamps and Glues
Squares	Pop Riveter	Scales & Tapes	Fittings	Nails & Screws
Clamps	Saws	Feeler Gauges	Cutters	Sand paper & Bolts
Saws	Files			

- c. Carpentry – Small woodworking projects and reading directions and drawings. 100 Points
- d. Bill of Materials – Prepare, interpret, and identify common types and kinds of materials and hardware. Prices and amounts included. 100 Points.

5. Scoring

Activities	Points
Written Test	100
Tool Questions	100
Carpentry	100
Bill of Materials	100
Maximum Points	400

6. Awards

- a. Individual scores will be tabulated and ranked gold, silver or bronze.
- b. Gold individuals will receive gold medals and power tool awards as provided by sponsors.
- c. The high individual receives the "baby bison" trophy, a \$100 stipend, and possession of the high individual traveling trophy.

Intermediate Agricultural Technology & Mechanical Systems

1. Purpose

The Intermediate Agricultural Technology and Mechanical Systems CDE is comprised of technical content and practical hands-on skills.

2. Objectives

The Intermediate Agricultural Technology & Mechanical Systems event provides the opportunity for the participant to:

- a. Master the identification and uses of various tools common in the mechanical industry.
- b. Show basic skill levels in carpentry and welding.
- c. Demonstrate knowledge of plan reading.

3. Rules

- a. Each chapter may enter one participant who has just completed the ninth or tenth grade. The student may not have entered this event before – a member may only compete in this event once. **An individual may only participate in one Agriculture Mechanics event each year.**
- b. The event will be held in cooperation with Agricultural Systems Management department at North Dakota State University.
- c. Participants will be furnished with all necessary tools and materials.
- d. Each participant must furnish their own coveralls and welding gloves.
- e. Personal eye protection and other safety precautions are a must during all phases of shop work. - (proper hair protection, no neckties, appropriate shoes, etc...)
- f. Official dress is not required for this event. However official dress must be worn for awards.
- g. **All portions of this CDE will take place on ONE day. (The written test will not be held in the evening.)**

4. Format

- a. Written Test. 100 points

b. Tool Fitting, Maintenance, Identification, and Operation - Power tools will be emphasized. 50 points.

Power Equipment	Tool Knowledge	Tool Fitting
Routers & Bits	Belt Speeds	Screw Drivers
Saws & Blades	Horsepower	Twist drills
Grinders & Wheels	Amps & Watts	Cold Chisels & Punches
Drills & Bits	Nameplate Data	Wood Chisels & Plane Irons
Sanders	Adjustment	Spade & Auger Bits

c. Carpentry – Woodworking projects of a sophomore level may be constructed, interpreted, or drawn. (Plywood Layout.) 50 Points.

d. Bill of Materials – Prepare, interpret, and identify common types and kinds of materials and hardware. Prices and amounts included. Twenty five questions (25) worth 2 points each.

e. Arc Welding – Select heat ranges, electrodes, and do butt, lap, and tee welds in flat positions. Welding questions (ten (10)/3 points each) and actual arc welding (50 points).

5. Scoring:

Activity	Points
Written Test	100
Tool Fitting	50
Carpentry	50
Bill of Materials	50
Welding (actual)	50
Welding Questions	30
Maximum Points	330

6. Awards

- Individual scores will be tabulated and ranked gold, silver or bronze.
- Gold individuals will receive gold medals and power tool awards as provided by sponsors.
- The high individual receives the "baby bison" trophy, a \$100 stipend, and possession of the high individual traveling trophy.

Advanced Agricultural Technology & Mechanical Systems

1. Purpose

The Advanced Agricultural Technology & Mechanical Systems CDE helps students develop their technical skills and knowledge and their ability to work with others to solve complex problems.

2. Objectives

This career development event selects and awards those students and teams that demonstrate:

- Mastery of the subject matter and skills common to the systems areas.
- Effective communication skills
- Superior problem solving techniques.
- An understanding of modern technology.
- The ability to function as individuals and as team members working together.

3. Rules

- a. Each chapter may enter up to four members who have completed at least the 10th grade and have not been a participant in the national event.
- b. The top three scores will be added for the team score.
- c. An individual may only participate in one Agriculture Mechanics event each year.
- d. The event will be held in cooperation with Agricultural Systems Management Department at North Dakota State University.
- e. Each participant must compete in all phases of the event.
- f. Each Individual must furnish their own welding gloves, shop glasses and coveralls or shop coat.
- g. Participant must wear official dress for awards presentations only.
- h. Industrial standard eye protection and other safety precautions are a must during all phases of shop work. Appropriate clothing must be worn, must be in good repair and fit properly. Long sleeves are required for welding or cutting.
- i. All tools, equipment and materials will be furnished. All written materials will be furnished, Individuals must provide their own clipboards and two sharpened number 2 lead pencils. The use of an electronic calculator is encouraged. Personal computers will be provided if needed to be used for problem solving activities.
- j. All portions of this CDE will take place on ONE day. (The written test will not be held in the evening.)
- k. Teams will be pre-registered for three time slots—7:30 am, 10:00 am, and 1:30 pm. All team members must compete in the same time slot and are responsible to show up on time for their assigned time slot or be disqualified.

4. Format

The state Advanced Agricultural Technology and Mechanical Systems CDE will be developed from the subject matter areas that are listed following each of the five systems associated with the agricultural mechanics industry.

- Machinery and Equipment Systems: repair and maintenance, materials handling, processing, adjustments, metal fabrication
- Electrical Systems: AC/DC power, electrical safety, electrical standards, sensing devices, electrical wiring, controls, electronics, motors and other electrical loads, operating instructions, and manufacturer's recommendations.
- Energy Systems: mechanical power, chemical power, wind power, solar power, hydraulic power, engine operation, maintenance, trouble-shooting, repair
- Structural Systems: structures, storage, concrete, masonry, plumbing, electrical, fabrication, construction, building materials, ventilation, heating, air conditioning
- Environmental and Natural Resource Systems: water quality, sustainable agricultural practices, soil and water conservation, biological waste handling

Themes that will be used include:

- 2017 - Material Handling Systems—Equipment: Skid Steer Loader
- 2018 - Processing Systems
- 2019-Plant Production Systems
- 2020-Integrated Pest Management Systems
- 2021-Animal Production System

a. Written Exam

1. A written exam consisting of multiple choice questions will be developed from the five system areas.

2. Participants will have 60 minutes to complete the exam.
3. The written exam will be worth 100 points.
- b. Problem Solving/Skill Development Activities
 1. Each individual will perform skills associated with each of the five systems.
 2. A total of 20 minutes will be allowed for each section. Each section is worth 30 points.
 3. These individual performance activities will be developed from the skill competency/problem solving lists identified in the chart below.
 4. Total points for this section is 150 points.
- c. Team Problem Solving Activity
 1. Participants will compete as a team to solve an integrated problem associated with the theme selected with the event.
 2. A broad scenario will be presented to the team, the team will then have the freedom to use any and all information, organize themselves to solve the problem in their own way, and determine how they will put their solution together.
 3. The team activity is worth 250 points.

2017 Theme:	Material Handling Systems
Equipment:	Skid Steer Loader
Practicums:	Skid Steer Loader (questions may be based on actual equipment and/or operators manual)
	Metal Fabrication (MIG or Arc)
	Electric Motors, controls, and sensing devices
	Engine systems (large or small engines)
	Concrete, Masonry, and plumbing
Team:	Material Handling Systems-Skid Steer Loader

5. Scoring

Activity	Individual	Team
Written Test	100	300
Problem Solving (5 @ 30 pts.)	150	450
Team Activity		250
Maximum Points		

6. Awards

- a. Individual
 1. Individual scores will be tabulated (and do not include the team activity) and broken into gold, silver, and bronze award areas.
 2. Individual ties will not be broken
 3. The high individual receives the "baby bison" trophy and a \$100 stipend.
- b. Team
 1. Team scores will be tabulated by adding the top three team member scores and the team activity. They will be broken into gold, silver, and bronze.
 2. The high team shall be eligible to represent North Dakota in the National Agricultural Technology & Mechanical Systems career development event. The high team receives the Traveling Trophy and travel stipends to participate in the National Event.
 3. Team Tie Breakers: 1. Written Exam Score, 2. Total of Individual Performance Scores, 3. Team Problem Solving Score

Agricultural Communication

1. Purpose

The purpose of the agricultural communications career development event is to provide individuals with practical communications skills necessary to pursue career opportunities in agricultural communications. Public communications about agricultural products, practices and policies are essential to the future of agriculture. Students who are equipped with strong communication skills, have developed teamwork skills and who can use a variety of media to help the public understand issues related to the industry of agriculture have a bright future in the job market.

2. Event Rules

- a. Teams will consist of three-five members.
- b. It is highly recommended that participants wear FFA Official Dress for this event.
- c. Team members will work together to prepare a written media plan prior to state FFA convention. The team will also be responsible for presenting the plan at the state event and completing individual practicums and tests.
- d. During the practicum portion of the event, one team member will be responsible for completing a written communication activity, one team member will be responsible for completing an electronic media activity and one team member will be responsible for completing a visual design activity.
- e. Any participant in possession of an electronic device in the event area is subject to disqualification.

3. Event Format

A. Team Activities

1. Agriculture-related Media Plan (200 points/team)

- a. Teams will play the role of communications consultants and will develop a media plan for an assigned scenario. The scenario will identify a client with a communications need and a budget. Please reference the current event specifications on the CDE webpage. <https://www.ag.ndsu.edu/agcomm/ffa-ag-communications-cde>
- b. A media plan is a written document that describes the following:
 - i. Objectives: What the group wants to accomplish with the media plan.
 - ii. Target Audience: Description of who the client is trying to reach, including demographic data.
 - iii. Strategic plan and tactics: Ways in which the objectives can be accomplished.
 - iv. Timeline: When the objectives will be accomplished.
 - v. Evaluation: How the results will be measured.
 - vi. Budget: How much the plan will cost.

c. Guidelines for media plan

The media plan should be:

- A maximum of 15 typed pages not including cover page, table of contents, references or appendices.
- Double-spaced with 1" margins.

- Paginated (numbered pages not including cover page).
- 12-point Times New Roman font (not including display text or headings).
- Formatted and edited according to the Publication Manual of the American Psychological Association (APA) when citing sources.

The media plan must include the following sections (points will be deducted for missing or incomplete sections):

1. Cover page

- Must include the title of the media plan, CDE name, state, chapter name, team member names and year.
- May include a creative design.

2. Table of Contents

3. Executive Summary- 1 page maximum

- Brief description of the contents of the media plan. The executive summary previews the main points of the complete plan. It allows the reader to get the main points without reading the whole document.
- Helpful tip: complete this after the plan has been written.

4. Introduction and Overview- 2 pages maximum

- Introduction- a brief background of the issue/topic and a statement of the problem establishing the need for this media plan.
- Overview- a brief preview of what is contained in the plan and how it will benefit the client.

5. Audience- 2 pages maximum

- Who the client is trying to reach with the media plan.
- The demographic characteristics of the intended audience.

6. Strategic Plan- 6 pages maximum

- The heart of the plan, including the objectives.
- Key messages or themes to communicate to the audience.
- Explanation of how the objectives will be met, including justification of chosen media tactics.
 - A minimum of three examples must be included in the appendices.
 - Examples of tactics include but are not limited to social media, broadcast advertising, print advertising, press releases, fliers, brochures, web site, blogging and displays.
 - Description of how the plan will be executed.

7. Timeline- 1 page maximum

- Explanation of the duration of the plan and the timing of the media tactics.

8. Evaluation- 1 pages maximum

- Description of proposed methods to determine if the objectives were met.

9. Budget - 1 page maximum

- a. Table of all costs associated with implementing the media plan.
- b. Narratives typically will not be included with the budget table.

10. Conclusion- 1 page maximum

- a. A final summary of key points related to the strategic plan and a statement persuading the client that the plan is a good solution to the communication problem.
- b. Not a restatement of the introduction and overview.

11. References

- a. Formatted and edited according to the Publication Manual of the American Psychological Association (APA).

12. Appendices/Examples

A media plan must be submitted at registration. A penalty of 10% will be assessed for documents received after the deadline.

B. Media Plan Presentation (125 points/team)

- a. The team should present the media plan as if pitching it to the client identified in the scenario.
- b. The presentation should follow the structure of the written media plan.
- c. Teams are encouraged to bring examples of materials that would be used in the execution of the plan (e.g. social media, broadcast advertising, print advertising, press releases, fliers, brochures, web site, blogging and displays).
- d. Each team member must participate in the presentation.
- e. Each team will be allowed 15 minutes to present its media plan to a panel of judges, who will play the role of the client. Five points will be deducted for each major fraction of a minute over the 15 minutes allowed for the presentation. Following the presentation, judges will be allowed five minutes to ask questions.
- f. Provided equipment includes an easel, projector screen and table.
- g. Note: Teams may bring additional equipment for the presentation as long as they are able to set up and tear down equipment in the time allowed.
- h. In the case of equipment failure, the team may be asked to move forward with the presentation.

C. Individual Activities

1. Tests

- a. Editing exercise- 25 points/individual; 75 points/team (Odd Years)

Because editing is a critical skill for all communicators, each team member will complete an editing exercise. They will be given a printed document that contains 25 mistakes. In correcting the mistakes, team members will be required to use correct proofreading marks (see Associated Press Stylebook). Style, grammar, punctuation and spelling mistakes will be included. Team members will NOT be able to use the style manual or a dictionary during this exercise.

- b. Communications quiz- 25 points/individual; 75 points/team (Even Years)

Each team member will complete a quiz that covers the content of the current Associated Press Stylebook. Questions may come from any section excluding sports guidelines. Team members will NOT be able to use the style manual or a dictionary during this exercise.

2. Practicums- 100 points/individual; 300 points/team

The practicums will consist of three individual events. Each team must assign a member to one of the following areas PRIOR to arriving at the national event: 1. Design, 2. Electronic Media, 3. Writing

All teams will meet in a central location for an orientation and press conference. Teams will be seated by practicum group. All team members will be given an orientation at the beginning of the practicums to last no more than 10 minutes. The press conference will be held following the orientation meeting. Each team member will receive a press packet with background information on the agricultural topic and expert to use during the event. An expert will speak on a current agricultural topic for 20 minutes. Students will be provided with paper to take notes if they wish. After the 20- minute presentation, the non-writers will be dismissed to a different area to complete their assigned practicums. The writers will then be involved in a 10-minute question and answer period with the expert (speaker). Each writer will stand to be recognized before asking a question. Writers may ask more than one question; however, the expert will attempt to address questions from as many different participants as possible. No electronic devices of any kind, including tape recorders and cell phones, will be allowed during this portion of the event. Upon completion of the 10-minute question and answer session, remaining participants will be dismissed to complete their assigned practicums.

a. Designer

Each designer will use the press packet and information that was gathered in the press conference to develop a graphic design layout. The specific type of layout and details will be announced each November for the next convention on the CDE webpage. The objective is effective communication or information sharing through visual tools. Each participant will have 60 minutes to complete the practicum. The activity may be chosen from the following:

- Magazine page layout
- Web page layout
- Electronic publication layout
- Flier/poster

b. Electronic Media Specialist

Each electronic media specialist will use the press packet and information that was gathered in the press conference to develop an electronic media message. The specific medium and details will be announced each November for the next convention on the CDE webpage. Participants will have 60 minutes to complete the practicum. The activity may be chosen from the following:

- Digital news broadcast
- Blog
- Social media
- Video

c. Writers

Writers are to write a journalistic piece based on the press packet and information that was gathered in the press conference. The specific activity and details will be announced each November for the next convention on the CDE webpage. It should be written for an appropriate audience, have a strong focus and lead (opening paragraph) and include a headline. The story will then be word processed by the student on a computer and turned in to be scored. Participants will have 60 minutes to complete the practicum. The activity may be chosen from the following:

- Press release
- News story
- Feature story

4. Scoring

Participants will be ranked in numerical order on the basis of the final score to be determined by each judge without consultation. The judge's ranking of each participant then shall be added, and the winner will be that participant whose total ranking is the lowest. Other placings will be determined in the same manner (low point

method of selection). Weighted rank scoring will be implemented to maintain point value emphasis between individual and team events. The criteria and points can be found on the scorecards in Appendix B.

<u>Event Points</u>		<u>Tests</u>	
Media Plan Proposal	200	Communications Quiz	75 (25 pts/member)
Media Plan Presentation	125	Editing Exercise	75 (25 pts/member)
Practicums (300 pts possible)			
Writer Practicum	100	Total Individual Score	125
Electronic Media Practicum	100	Total Team Score	700
Design Practicum	100		

5. Tiebreakers

a. Team tiebreakers will be settled in the following order:

1. Combined individual practicum rank score
2. Proposal rank
3. Presentation rank

b. Individuals tiebreakers will be settled in the following order:

1. Practicum score
2. Communications quiz score
3. Editing exercise score

6. Awards

Awards will be presented to individuals and/or teams based upon their rankings.

7. References

This list of references is not intended to be all-inclusive. Please refer to National CDE guide for updated list.

Dairy Cattle Evaluation & Management

1. Purpose

The Dairy Cattle Evaluation and Management CDE helps students develop skills in dairy cattle selection and her management. Participants evaluate the cattle's physical characteristics, explain their various classes and analyze herd records.

2. Objectives

The Dairy Cattle Evaluation and Management CDE provides the opportunity for the participant to:

- a. Gain practical experience to help prepare for dairy cattle industry positions or in management of a modern dairy herd.
- b. Develop skills in observation, analysis, communication and team collaboration
- c. Gain experience in the evaluation of dairy cattle type, production records and dairy herd management.

3. Rules

- a. Each chapter may enter a team of three to five participants.
- b. Team scores will be determined by totaling the three highest individual team members' scores.
- c. Participants must meet all eligibility requirements listed in the "general guidelines" section of the state career development events guide.
- d. All classes will be selected from the breeds of Dairy Cattle available to the NDSU Dairy Barn.
- e. Using Universal Form C #705C-1,
- f. Participants will be permitted to view the animals from all angles but will not be permitted to handle them. The squad leader will arrange for rear view, side view, front view, and close-up inspection (optional) of all classes.

4. Format

The Dairy Cattle Evaluation & Management CDE will consists of

- a. Placing classes
 1. Five or six placing classes of four animals will be placed on type. Classes may range from heifers to mature cows and will be provided by NDSU Dairy Barn.
 2. Twelve (12) minutes will be allowed per class for placing. Fifteen (15) minutes will be allowed for classes that oral reasons will be presented on.
 3. Classes will be worth 50 points each.
- b. Oral Reasons
 1. Two (2) sets of oral reasons will be given. The reasons classes will be designated at the beginning of the event by the co-chair advisors.
 2. Participants will have 15 minutes to judge these classes, at least 12 minutes to prepare reasons, and no more than 2 minutes to give the reasons.
 3. No notes will be permitted while delivering reasons.
 4. Reasons will be scored on the basis of 50 points for a perfect score.
- c. Two (2) of the following exercises--Pedigree Class, Sire Selection Exercise, Herd Record Evaluation or Written Dairy Management Exercise—will be completed on a rotational basis.

ROTATION OF ADDITIONAL DAIRY EXERCISES

2017 - Sire Selection & Written Exercise

2018 - Written Exercise & Pedigree

2019 - Herd Record Evaluation & Sire Selection

2020 - Pedigree & Herd Record Evaluation

1. Sire selection

- a. Sire selection exercise will consist of selecting for the mating of a dairy cow with the more appropriate bull.
- b. Linear evaluation information on the cows and/or sire information will be provided to each participant.
- c. Four bulls will be ranked (placed) for their potential/merits as the best choice to whom the cow should be bred.
- d. Fifteen (15) minutes will be allowed for this class.
- e. This class is worth 50 points.

2. Written dairy management exercise

- a. Written Dairy Management exercise will consist of 25 multiple choice questions.

- b. Ten questions will target the use of herd summaries to make management decisions. Information necessary to answer the questions will be provided on appropriate DHIA forms. The remaining questions will be concerned with various dairy management and industry related topics.
- c. Thirty (30) minutes will be allowed to complete this section of the contest.
- d. This exam is worth 50 points.

3. Pedigree Evaluation

- a. The pedigree evaluation class (no animals present) will consist of pedigrees of four cows/bulls for evaluation and placing by the participant.
- b. Pedigrees are to be evaluated to the degree they indicate the animals ability to transmit production type traits to its offspring. Completeness, accuracy, level of performance and profitability are factors to consider in evaluating pedigrees.
- c. Fifteen (15) minutes is allowed for this exercise.
- d. This class will be worth 50 points.

4. Dairy Herd Evaluation

- a. The Dairy Herd Evaluation section of this event requires analysis of individual cow production records (DHIA) of a 50 - 75 cow herd.
- b. Ten questions will be asked.
- c. Thirty (30) minutes will be allowed.
- d. This class is worth 5 points per question for a total of 50 points.

5. Resources

- a. Previous years tests found on ndffa.org
- b. National CDE tests

6. Scoring

Activities	Individual Points	Team Points
Placing Classes (6 @ 50/Each)	300	900
Oral Reasons (2 @ 50)	100	300
Additional 2 exercises (2 @ 50)	100	300
Maximum Points	500	1500

7. Awards

- a. Individual
 - 1. Individual scores will be tabulated and broken into gold, silver, and bronze award areas.
 - 2. Individual ties will not be broken.
 - 3. The high individual receives the "baby bison" trophy and a \$100 stipend.
- a. Team
 - 1. Team scores will be tabulated by adding all three team member scores and the team activity. They will be broken into gold, silver, and bronze.
 - 2. The high team shall be eligible to represent North Dakota in the National FFA Dairy Cattle Evaluation & Management career development event. The high team receives the Traveling Trophy and travel stipends to participate in the National Event.
 - 3. Team Tie Breakers: 1. Oral Reasons Team Score, 2. Placing Team Score.

DAIRY CATTLE HANDLERS ACTIVITY

1. Purpose

The Dairy Cattle Handlers Activity is to recognize the contributions of the handlers in presenting each animal to its best advantage in the evaluation of the dairy cows and heifers.

2. Rules

- a. Each chapter may enter one participant.
- b. Form 1 (found on ndff.org) will be used to evaluate the skills of the individual in presenting dairy animals to their best advantage. This form will be returned to the chapter after award presentation.
- c. This activity will take place during the dairy cattle evaluation career development event.
- d. Participants will not be required to participate in either the preparation or finishing of the animals for showing.
- e. The first round will consist of presenting the animals to the dairy cattle judging event with the finals scheduled immediately after this activities conclusion.
- f. Dairy exhibitors dress code - white dress shirt/blouse, dark jeans/slacks (white optional-not required), boots, no hats or caps. FFA jacket not recommended.

3. Scoring

Appearance of the Handler	10
Control of the animal by the handler	20
Poise and calmness of the handler	20
Demonstrates:	40
Setting up the animal (10)	
Maintaining the animal in the correct pose (10)	
Effectively restraining and not exciting the animal (10)	
Moving the animal as requested (10)	
Displaying a courteous, cooperative and helpful attitude	10
Total points	100

4. Awards

- a. All participants will be recognized and no defined quota shall be assigned for the gold, silver, or bronze emblem awards.
- b. Gold individuals will receive state gold dairy showmanship pins.
- c. The high individual shall be awarded the "baby bison" trophy and a travel stipend to national FFA convention to represent North Dakota in the Dairy Handlers recognition program.

FARM AND AGRIBUSINESS MANAGEMENT

1. Purpose

The Farm and Agribusiness Management CDE provide competition that fosters information assimilation, critical thinking and problem-solving skills necessary for successful business management. The skills learned in this event can be used to successfully manage a farm, agribusiness, pursue agricultural business careers and can be applied to personal financial management.

2. Objectives

The Farm and Agribusiness Management CDE is for participants to demonstrate their ability to:

- a. Analyze business management information.
- b. Apply economic principles and concepts of business management to the decision-making process.
- c. Evaluate business management decisions.

3. Rules

- a. Each chapter may enter a team of three to five individuals with the three highest scores tallied for the team score.
- b. Team members will work as individuals for all parts of the CDE.
- c. Non-programmable, silent calculators can be used and must be furnished by participant.
- d. Scranton scorecards will be used for all parts of the CDE.
- e. Participants should bring #2 pencils.

4. Format

The Farm and Agribusiness Management Event will consist of two parts

- a. Part 1 - A Written Test
 - a. The written test is designed to test team members' understanding of the application of economic principles in farm management.
 - b. Multiple choice questions, some related to problematic situations, form the basis for testing this understanding.
 - c. Team members work as individuals and each will complete the written test.
 - d. There will be 50 multiple choice questions with 60 minutes allowed for completion of this section.
 - e. One hundred points allowed for this section with each question worth two points.
- b. Part 2 - Problem Solving Analysis
 1. The problem solving analysis portion is designed to determine the team members' ability to use decision-making and problem-analysis skills while applying the economic principles and concepts taught in farm business management.
 2. Multiple-choice questions will also be used for this section.
 3. Team members work as individuals and complete all problems assigned.
 4. There will be a total of 50 multiple choice questions.
 5. One hundred twenty minutes (2 hours) is allowed for completion of this section of the contest.
 6. Two hundred points allowed for this section. (4 points per question)
 7. An information packet will be presented to each participant for use during the event. The information packet may include any of the financial background information needed to solve the problem.
 - 8.

9. Problems to be used may include:

- A. Balance Sheet
- B. Income Statement
- C. Cash Flow Projection
- D. Enterprise Budget Analysis
- I. Analysis of the Farm Business
- E. Marketing Situation
- F. Family Living Analysis
- G. Income Tax Management
- H. Investment Analysis

5. Resources

- a. John Deere "Farm and Ranch Business Management" by Jobes, Steward, Casey and Purcell (2004).
- b. Current North Dakota Farm Management "State Averages" booklets.
- c. Past three (3) years State Farm Management tests.
- d. Past two (2) years National Farm Management Contest tests.
- e. Past Years' Farmer's Tax Guide (IRS)
- f. Past Years' USDA Farm Program Guide (FSA)

6. Scoring

Activity	Individual	Team
Written Test	100	300
Problem Solving	200	600
Total Maximum points	300	900

7. Awards

a. Individual

- 1. Individual scores will be tabulated and broken into gold, silver, and bronze award areas.
- 2. Individual ties will not be broken
- 3. The high individual receives the "baby bison" trophy and a \$100 stipend.

b. Team

- 1. Team scores will be tabulated by adding the top three individual team member scores. They will be broken into gold, silver, and bronze
- 2. The high team will receive possession of the traveling trophy, travel stipends and be eligible to represent North Dakota in the National Career Development Event.
- 3. Tie breaking will be decided by using the problem solving questions listed above as tie breakers (in ascending order).

FLORICULTURE

1. Purpose

The Floriculture CDE is designed to create an interest in career preparation for all current and future aspects of the floriculture industry.

2. Objectives

- a. Identify plant materials, supplies, and equipment utilized in the industry.
- b. Demonstrate the principles of design and develop related skills.
- c. Demonstrate interpersonal skills necessary for successful employment in the industry.

3. Rules

- a. Each chapter may enter up to five (5) participants. The team score will be determined by the three highest scores from that chapter.
- b. Under no circumstances will any participant be allowed to touch or handle plant materials during the event except in the practicum. Any violation of this rule will result in the participant's disqualification.
- c. No team, team member, or team coach shall visit the event facilities to observe plant materials a week prior to the event. Any team, team member or team coach reported and proven to do so will cause the disqualification of that team.
- d. Students will use Universal Form C #705C-1 for most practicums. Any participant caught cheating will be dismissed from that phase of the event.
- e. To facilitate the holding of scorecards during the event, participants are urged to bring and use clean un-marked clipboards. All participants must bring their own #2 hardness lead pencil(s).

4. Format

a. Plant Identification

1. Fifty specimens from Form 15 will be displayed to be identified by technical and common names. Each specimen will be designated by a number.
2. Floriculture Plant Identification Answer Sheet Form 15043, will be used in recording selections.
3. Five points will be award for each specimen that is correctly identified. (Total 250 points.)
4. Participants will be allowed 50 minutes to complete this phase, or approximately 60 seconds for identifying each plant specimen.
5. No plants may be touched or handled in any way.

b. Customer Assistance/Sales Practicum

1. This practicum in interpersonal relations is designed to evaluate the participant's knowledge and ability in verbal communications, salesmanship, customer relations, and completion of business forms and knowledge of plant materials, floral selection and design.
2. Individuals will be provided an order form plus any other materials appropriate for the practicum.
3. The participant will assume the role of an employee of a small flower shop/greenhouse - "Campus Florals" An event official will assume the role of a customer desiring to place an order. Interaction between the employee and the customer may be by telephone or face to face. Limited information will be provided by the customer upon placing the order, the remaining required information must be gathered through interaction with the customer.
4. A maximum of five minutes will be allowed for taking the order. An additional five minutes may be used for completion of the order form.
5. The order form will be the only material used. Participants will use the "Campus Florals" order form. The resulting written order form will be evaluated and scored as a part of this phase.
6. This practicum is worth 100 points.

c. Corsage and Boutonniere Practicum

1. Participants will be given thirty (30) minutes in which to complete a corsage and matching/complimentary boutonniere.
2. All plant and non-plant materials needed to complete these practicums shall be provided.
3. The corsage shall be multiple flowered and must have a bow or other such appropriate condiment. This corsage should be of the design to be worn pinned on a dress.
4. The corsage is worth 100 pts.
5. The boutonniere shall be a single flower with appropriate condiments and shall match/compliment the corsage.
6. The boutonniere is worth 100 pts.
7. The completed boutonniere and corsage are to be placed in corsage bags along with corsage/boutonniere scorecards. Participants are not to mist or seal the bags. Attach the bags containing the completed products with a pin and hand in.

d. Written Test

1. Fifty objective type multiple-choice questions will be selected from the areas on the following list:

1. Plant Materials	2. Planting or Growing media	3. Diagnosis of Plant Disorders	4. Materials: growth regulators, fertilizer, etc.
5. Propagation	6. Safety	7. Cultural Instructions	8. Floral marketing

2. This phase of the event will test knowledge and understanding of the basic principles relating to the following areas of horticulture (for example: questions for the plant materials area may deal with such features as anatomy of a flower or leaf, physiology of specific types of plants important to the horticulture industry, etc.).
3. Individuals will be allowed 30 minutes to complete this phase.
4. Each answer has a value of 5 points for a total of 250 points.

e. Problem Solving

1. Each participant will solve 8 problems related to the various aspects of the floriculture industry using commonly accepted standards and available information to solve a problem specific to a particular area of floriculture production or retailing.
2. See the National FFA Career Development Events Guide for examples.
3. Participants will be allowed 20 minutes to complete this phase.
4. Each correct solution has a value of 25 points for a total of 200 points

5. Scoring

Part	Minutes/Part	Individual Points	Team Points
Written Test	30	250	750
Problem Solving	20	200	600
Corsage & Boutonniere	30	200	600
Customer assistance/sales	50	100	300
Plant Identification	50	250	750
Total		1000	3000

6. AWARDS

a. Individual

1. Individual scores will be tabulated and broken into gold, silver, and bronze award areas.
2. Individual ties will not be broken
3. The high individual receives the "baby bison" trophy and a \$100 stipend.

b. Team

1. Team scores will be tabulated by adding the top three member scores. They will be broken into gold, silver, and bronze.
2. The high team shall be eligible to represent North Dakota in the National FFA Floriculture career development event. The high team receives the Traveling Trophy and travel stipends to participate in the National Event.
3. Team Tie Breakers: 1) Team Plant ID; 2) Team Written Exam Score; 3) Corsage Team Score.

SAMPLE CUSTOMER SERVICE/SALES ORDER PROBLEMS

1. A single sided arrangement for a 14-year-old boy in the hospital with a broken leg from a football game.
2. A small tabletop arrangement for a coffee table, to be used at a spring meeting of the neighborhood social committee.
3. A full arrangement to be used at the dinner table for Thanksgiving.
4. A small funeral arrangement for an elderly acquaintance.
5. An end-table arrangement for the Christmas season.
6. A friendship arrangement for a classmate.
7. A Valentine arrangement for a Grandmother living in a retirement home.
8. A "bunch" of roses for a spouse on their birthday.
9. A Mother's Day arrangement.
10. Long-stem roses for a high school coronation.
11. A corsage for a prom date.
12. An alter arrangement for the church Easter services.

EXAMPLE CUSTOMER SERVICE/SALES PROBLEM

Information given when placing the order

1. Arrangement is needed for presentation to the Queen at a High School Homecoming Coronation.
2. Price range is \$20-\$25

Information to be provided through questions

1. Location of the coronation - Anytown High School, 1111 11th Ave. North, Fargo
2. Date - June 15, 1:30 pm
3. Delivery - by 1:00 pm
4. School Colors - Blue, Yellow and White
5. School Logo - Rockets
6. Flower Preference - Mums and Carnations
7. Type of Arrangement - Single sided
8. Card - "Congratulations from the Anytown Alumni!"
9. Billing - Credit card - FM Charge FMFS222-58000

Frank Smith, Box 222, Fargo, ND 58100 - Phone - 237-7777

Information Given to the Participant

1. Greenhouse - "Campus Florals"
2. Location - North Fargo
3. Delivery policy - free in-town delivery
4. Pricing - All prices include applicable taxes
5. Flowers available - Pom Pom Mum, Spider Mum, Daisy, Gladioli, Carnation, Rose.

Food Science and Technology

Updated scantron and team scorecard on ndffa.org

1. Purpose

The food science and technology career development event is designed to promote learning activities in food science and technology related to the food industry and to assist students in developing practical knowledge of principles used in a team decision-making process.

Each year this career development event will focus on one food product category as a theme. Each activity in this event will use the theme food product category to achieve the project objectives. The state event will follow the theme selected by the National FFA.

Possible Products:

Ready-to-Eat Cereal	Breakfast Bars	Candy
Ready to Eat Snacks	Cheese	Ice Cream
Processed Fruit Snacks	Stir-Fried Vegetables	Processed Meat
Imitation Seafood		

2. Objectives

The Food Science and Technology Career Development event provides the opportunity for the participant to:

- a. Gain an awareness of career and professional opportunities in the field of food science and technology.
- b. Experience group participation and leadership responsibilities in a competitive food science and technology program.
- c. Develop technical competence and personal initiative in a food science and technology occupation.

3. Rules

- a. This event will be a four (4) or 5 (five) person team activity. Individuals may participate and will not complete the team activity.
- b. All team members will participate in each of the activities.
- c. No programmable calculators will be allowed to be used during any part of this CDE.
- d. Participants will utilize Food Science Form #479-4 for the entire event.
- e. See Career Development Events section for further rules on eligibility, selection of teams, and general rules.

4. Format

The Food Science and Technology CDE will consist of four activities:

a. Written Test

1. The written test questions will be designed to determine each team member's understanding of the basic principles of food science and technology. It will encompass the knowledge required of the team event and the two practicums, as well as test a participant's knowledge of the equipment used to manufacture the theme product and product nutritional analysis.
2. Team members will work individually to answer each of the fifty (50) questions. Fifty (50) minutes will be given to complete the examination.
3. Each questions will be worth three (3) points.

b. Problem Solving/Math Practicum

1. Participants will answer a series of five mathematical calculations based on common food science themes. Questions may include nutrition calculations, ingredient quantity, cost benefit analysis, estimation of cost/margin of good sold, conversions, processing conditions, etc.
2. This section is worth 25 points.

3. Example:

The perfect glass of sweet tea is 20 percent sugar. Jim is making a one-gallon container of sweet tea. How many cups of sugar should he add?

- a. 2.4 cups **b. 3.2 cups** c. 3.4 cups d. 4 cups

c. Food Safety and Quality Practicums

1. Customer Inquiry

- a. Each participant will be given five scenarios representing general consumer inquiries. Participants must determine if the consumer inquiry reflects a quality or safety issue (2 points per scenario) and determine if it is a biological, chemical, or physical concern or hazard (3 points per section).
- b. This is for a total of 25 points.

2. Product Specification Compliance

- a. Students will be given sample sets (actual products and/or data sets) and will be responsible for determining compliance with the provided specification requirements.
- b. This may include, but is not limited to, determining if the product(s) is within the net weight standards, product sizing requirements, pH, color, analysis, viscosity measurement, fill level tolerance, packaging specification compliance, etc.
- c. Participants will be asked five questions regarding potential compliance violations presented within the sample set.
- d. This is for a total of 25 points.

d. Sensory Evaluation

1. Aroma Identification

- a. Each participant will be asked to identify four different aromas from vials provided. A list of potential aromas is included on the scorecard and listed below.
- b. Each aroma is worth 5 points for a total of 20 points.

Apple	Chocolate	Garlic	Lime	Orange	Sage
Banana	Cinnamon	Ginger	Maple	Oregano	Smoke (liquid)
Basil	Clove	Grape	Molasses	Peach	Strawberry
Butte	Coconut	Lemon	Nutmeg	Peppermint	Vanilla
Cherry	Coffee	Licorice (anise)	Onion	Raspberry	Watermelon
					Wintergreen

2. Triangle Tests

- a. Four triangle tests will be conducted. In each test, there will be three samples, two that are the same and one that is different in some way. Participants are expected to identify the different sample through aroma, visual cues or textural differences.
- b. Each test is worth 5 points for a total of 20 points.

e. Team Product Development

1. Each team will receive a marketing scenario describing a need for a new or redesigned product that would appeal to a potential market segment. This scenario will contain a description of the existing marketing situation, and potential target market segment to be served by the new product. Each team will be provided with package materials, supplies for designing package, ingredients and ingredient labels.
2. The team will be responsible for understanding and using the following concepts:
 - a. Formulation of a product to meet specific market requirements
 - b. New package design to reflect the developed product
 - c. Nutritional label development and adjustments
 - d. Equipment used to formulate the product
 - e. Address any potential quality control and assurance issues
3. The team will have sixty (60) minutes to respond to the marketing scenario and reformulate or develop a new product, correctly calculate a nutritional label, develop the ingredient statement and educational panel and develop the front or principal display panel to reflect the new product and its market.
4. After this time period, each team member will be expected to participate in a ten (10) minute oral product development proposal.
5. In addition, there will be a five (5) minute question period in which each team member will be expected to answer questions from the judges

5. Resources

- a. Food Science Safety and Nutrition-the National Council of Agricultural Education
- b. National FFA Food Science and Technology CDE guide/materials.

6. Scoring

Activities	Individual Points	Team Points
Team Product Development		400
Written Test	150	600
Problem Solving/Math Practicum	25	100
Food Safety and quality	50	200
Sensory Evaluation	40	160
Maximum Points	265	1560

7. Awards

a. Individual

1. Individual scores will be tabulated (and do not include the team activity) and broken into gold, silver, and bronze award areas.
2. Individual ties will not be broken
3. The high individual receives the "baby bison" trophy and a \$100 stipend.

b. Team

1. Team scores will be tabulated by adding all four team member scores and the team activity. They will be broken into gold, silver, and bronze.
2. The high team shall be eligible to represent North Dakota in the National FFA Food Science career development event. The high team receives the Traveling Trophy and travel stipends to participate in the National Event.
3. Team Tie Breakers: 1) Team Product Development Score; 2) Team Written Test Score; 3) Team Questions to Product Development Score

HORSE EVALUATION & SELECTION

1. Purpose

The purpose of the Horse Evaluation CDE is to promote the study of and interest in equine science, selection, care and well-being, management and production.

2. Objectives

Through this CDE participants will be able to:

- a. Create a foundation of career choices in the equine industry.
- b. Advance knowledge in equine science, selection, care and well-being, management, and horse production
- c. Provide the opportunity to evaluate, make decisions, and orally justify decisions on conformation traits and performance of horses.

3. Rules

- a. Each chapter may enter one team of three to five active members. The score made by the three high individuals on the team will constitute the team score in determining team ratings.
- b. Chapters with less than three participants may enter individuals for individual awards only.
- c. Participants will be permitted to view the horses from all angles; three minutes each on rear, side, front, and moving stations; two minutes close up (optional); and six minutes general time.

- d. All attire and tack is assumed legal in the selection classes.
- e. The event will consist of four halter classes and two performance classes (as horses are available) and a team problem solving activity.
- f. Students will use Universal Form C #705C-1 for to place their classes and for written test and will be given two placing cards for oral reasons.

4. Format

a. Placing Classes

1. Four halter classes (as horses are available)
 - a. In halter classes the participants will be allowed 20 minutes to place the class.
 - b. Halter classes may be represented by the following breeds and types: Quarter Horse, Conformation Hunter, Appaloosa, American Saddlebred, Arabian, Paint, Morgan, or recognized draft breed.
 - c. All halter classes will be judged as sound.
 - d. Each class will be worth 50 points.
2. Two Performance classes (as horses are available)
 - a. For performance classes the participants will be allowed 20 minutes to place the class.
 - b. Performance classes may include: Western Pleasure, Western Riding (Pattern 1), Reining (AQHA Patterns 1 or 2), English Pleasure (Saddle Seat), Hunter Under Saddle (Hunt Seat), and Hunter Hack.
 - c. Performance classes are to be judged as presented.
 - d. Each class will be worth 50 points.

b. Oral reasons

1. Oral reasons will be required on two classes; one for a halter class and one set for a performance class.
2. The reasons classes will be designated by the event chairperson at the **end** of the event.
3. No notes will be allowed while the participant is delivering oral reasons.
4. Participants will have at least 12 minutes to prepare reasons and not more than two minutes in which to deliver reasons.

c. Team Activity

1. The Problem-Solving component requiring all members of the team to work cooperatively to complete a 50-point test.
2. This may be a 10 - 25 item problem-solving test with multiple-choice answers.
3. Time allowed will be thirty (30) minutes.
4. Team topics will rotate on the following schedule: 2017 – Feed & Nutrition; 2018 – Horse Anatomy, 2019 – Breeds; 2020 – Tack/Equipment.

5. Scoring

Activity	Individual Points	Team Points
Placing classes	300	900
Oral Reasons	100	300
Team Activity		50
Total Points	400	1250

6. Awards

a. Individual

1. Individual scores will be tabulated (and do not include the team activity) and broken into gold, silver, and bronze award areas.
2. Individual ties will not be broken
3. The high individual receives the “baby bison” trophy and a \$100 stipend.

b. Team

1. Team scores will be tabulated by adding the top three team member scores and the team activity. They will be broken into gold, silver, and bronze.
2. The high team shall be eligible to represent North Dakota in the National FFA Horse Evaluation career development event. The high team receives the Traveling “Becky Fisher Memorial” Trophy and travel stipends to participate in the National Event.
3. Team Tie Breakers: 1) Team Oral Reasons Total; 2) Team Placings Total; and 3) Team Problem Solving.

Job Interview LDE

I. General Plan

- a. Each Chapter may enter one active member to participate in the district event.
- b. Members who have taken part in a previous national FFA Job Interview event are not eligible. Persons who have taken part in a previous state event but did not participate in the national event may enter. A chapter winner is eligible to participate only in the next succeeding district, state and national events.
- c. Each participant’s cover letter, resume, and application shall be the result of his or her own efforts.

II. Procedure for the district and state event

- a. The top two individuals from each District are eligible to advance to the State event held at the State FFA Convention in June. District winners will be divided into two groups for the preliminary rounds.
- b. Participants shall be ranked on the basis of the final score to be determined by each judge without consultation. The judges’ ranking of each participant then shall be added, and the winner will be that participant whose total ranking is the lowest. Other placing will be determined in the same manner.
- c. There will be one round at the state event.

III. Event Format

- a. Participants are allowed to bring the following items to the event.
 - i. Cover Letter
 - ii. Resume
 - iii. Business Cards
 - iv. Blank Paper
 - v. Writing Utensils
 - vi. List of References

- b. Activities to be completed

- i. This event is developed to help participants in their current job search (for SAE projects, part-time, and full-time employment). Therefore, the cover letter, resume, and references submitted by the participant must reflect their current skills and abilities and must be targeted to a job for which they would like to apply. In other words, participants cannot develop fictitious resume for a fictitious job. Instead, they are expected to target the resume towards a real job for which they can qualify.
- ii. The following must be submitted at the registration table.
 - a. Cover Letter (100 Pts)
 - a. 3 Copies of a single spaced 8 1/2" X 11" white bond paper letter of intent. The paper is to be single sided, block justified using Times, Times New Roman or Arial font, 12 point minimum font.
 - b. The letter is to be address to
 - i. Joe Agriculturist
 - ii. 555 Any Street NE
 - iii. Fargo ND 58105
 - b. Resume (150 Pts)
 - a. Three copies of a single spaced 8½" X 11" white bond paper. The resume is to be single sided only, typed not to exceed two pages total.
 - b. Resume must be non-fictitious and based upon their work history.
 - c. Students are to list three references.
- iii. Activities to be completed at the event
 1. Application (50 Pts)
 - a. Students will complete a standard job application, on site prior to the personal interview.
 2. Personal Interview (450 Pts)
 - a. Students will interview in front of a panel of judges.
 - b. Each interview will last a maximum of twenty minutes.
 3. Follow Up Letter (100 Pts) (State Only)
 - a. Participants will submit a follow up letter after each round of interviews. Students will be provided computers with word processing software to compose and type a follow up letter.
 - b. Thirty minutes will be allowed to complete this section.
 - c. Letters should be addressed to
 - i. Joe Agriculturist
 - ii. 555 Any Street NE
 - iii. Fargo ND 58105

IV. Scoring

Section	Points
Cover Letter	100
Resume	150
Application	50
Personal Interview	450
Follow up Letter	100 (State Only)
Total Possible	850

V. Awards

- a. Individual scores will be tabulated and broken into gold, silver, and bronze award areas. The High Individual at the State Event will be named and receive a “baby bison” trophy, a travel stipend, and be eligible to participate in the National Job Interview LDE.
- b. Ties will be broken by scores in the following order: 1. Personal Interview, 2. Resume, 3. Follow up Letter, 4. Cover Letter, & 5. Application.

MEATS EVALUATION & TECHNOLOGY

1. Purpose

In the Meats Evaluation CDE, students develop the skills needed for careers in the meat animal industry.

2. Objectives

- a. Develop employment skills for students who are interested in a career in the meat industry.
- b. Become knowledgeable consumers of meat animal products.
- c. Develop analytical skills, critical thinking strategies, and an understanding of appropriate meat terminology.

3. Rules

- a. Participants must come prepared to work in a cold storage room for approximately two hours.
- b. Individuals may be expected to wear protective clothing including hard hats and white frocks, which may or may not be furnished. Individuals will be provided with hairnets to be worn under the cap.
- c. Two number-two lead pencils are required to mark scan sheets.
- d. Clipboards are encouraged, but must be clean and free of markings.
- e. Clean paper - free of notes - will be allowed for use during the event.
- f. Pocket calculators that are battery operated, non-programmable and silent may be used.
- g. Individuals and official judges are to make their placings and identifications without handling the meat.
- h. No conversation will be allowed between participants after the event begins.
- i. Participants shall not use any mechanical or instructional aide, such as a tape measure, ruler, light, grid, gauge, chart etc. in arriving at a decision.

4. Format

- a. Six meat classes will be selected to be placed and may include:
 - Class of four beef carcasses;
 - Class of four wholesale cuts of beef;
 - Class of four pork carcasses;
 - Class of wholesale pork cuts;
 - One or two classes of four retail cuts. (beef, pork or lamb).
 1. FFA Placing Card Form 12134 will be used.
 2. Ten minutes will be allowed to place each class.
 3. Fifty (50) points for each class

- b. Meat class questions

1. The 6 meat placing classes selected in Section a. will be placed by the student and then 10 total questions will be asked covering two (2) of these classes.
2. Five (5) points is allowed for each question for a total of 50 points.
3. Sample question: Which beef carcass had the highest % of kidney, pelvic, and heart fat? The student will respond by writing a 1, 2, 3, or 4 on an answer card, which will be provided.

c. Retail Meat Cut ID

1. Students will Identify 30 retail cuts of meat.
2. They will be given 30 minutes to identify the cuts according to the Meat Identification Card.
3. The Species, Primal Cut, Retail Cuts, and Cookery Method for each sample must be identified using the numerical system on this Identification Card.
4. Students will be given 1 point for correct species identification, 1 points for correct primal cut identification and 3 points for correct retail cut identification and 1 point for correct cookery- 180 points total.

d. Quality and Yield Grade

1. Participants will quality and yield grade three to six beef carcasses.
2. Twenty (20) minutes will be allowed for this portion of the event.
3. Students will give each carcass a quality grade, based on marbling and maturity, using the letters as explained on the "Beef Carcass Grading Card".
4. Participants must also give each carcass a yield grade score, using the letters shown on the grading card and based on USDA grading standards as explained in the National Career Development Events Guide.
5. This portion is worth 60 to 120 points (depending on number of carcasses).

e. Written Test

1. Each participant will be given a written test relating to meat storage and handling, cookery, nutrition, food safety (HACCP principles, bio-security and personal safety), animal welfare and animal identification systems.
2. Questions could include multiple choice, true/false or situation based questions.
3. Maximum points possible on the exam is 75 points.
4. All questions will be based on materials taken from the "Meat Science and Food Safety" DVD available through CEV Multimedia as listed on the resource material list. See specific DVD chapters to be used each year below:

Even Years:

Meat Storage and Handling, Meat Cookery, Processed Meats and Food Safety

Odd Years:

Legislation and History, Animal Care and Handling, Meat Nutrition, Purchasing Meat

f. Meat Formulation

1. Each student will be given a situational problem involving the least cost formulation of a batch of particular meat products (hamburger, wiener, bologna, etc.).
2. Multiple-choice answers will be provided for each of the 8 questions and a solution will be determined.
3. This section is worth 50 points.

g. Team Activity-Value Based Pricing

1. Value based pricing class (beef, pork, or lamb)
2. As a team you will review a grid pricing sheet given by the officials. Team members are to evaluate, communicate and reach a conclusion on the correct placing of the class based on the value of the carcasses or wholesale/primal cuts
3. Refer to the National FFA Meats Evaluation CDE guide for further information. (Pages 16- Team Practicum Example #4, 5 (individual value-based pricing information), and 25-27.)

5. Resources

- a. For additional information see the National Career Development Events Guide

6. Scoring

Activities	Individual points	Team Points
Written Test	75	225
Meat Formulation	50	150
Meat ID	180	540
Quality & Yield Grading	60-120	180-360
Placing of classes	300	900
Questions on placing classes	50	150
Team Activity		50
Total Points	715-775	2195-2375

7. Awards

a. Individual

4. Individual scores will be tabulated (and do not include the team activity) and broken into gold, silver, and bronze award areas.
5. Individual ties will not be broken.
6. The high individual receives the “baby bison” trophy and a \$100 stipend.

b. Team

1. Team scores will be tabulated by adding the top three member scores and the team activity. They will be broken into gold, silver, and bronze.
2. The high team shall be eligible to represent North Dakota in the National FFA career development event. The high team receives the Traveling Trophy and travel stipends to participate in the National Event.
3. Team Tie Breakers: 1) Team Meat ID Score; 2) Team Quality & Yield Score; 3) Written Test Team Score.

MILK QUALITY AND PRODUCTS

1. Purpose

The purpose of the Milk Quality and Products CDE is to promote practical learning activities in milk production, product quality and safety, raw milk marketing, and facility operations.

2. Objectives

This event will provide participants the ability to:

- a. Recognize causes of off flavors in milk and milk quality
- b. Utilize knowledge of milk pricing
- c. Utilize knowledge of composition and quality characteristics of raw and pasteurized milk and milk products.

3. Rules

- a. Each chapter may enter a team of three to five participants or one or two individuals.
- b. Team scores will be determined by totaling the three highest individual scores.
- c. Utensils for sampling will be provided (cups, spoons, etc.).
- d. Apples will be allowed for taste bud refreshing. Participants may use their own cups if desired.

4. Format

a. Milk samples to be scored on quality (Identification and Evaluation)

1. Ten (10) Milk samples will be provided for Identification of flavor/odor and scored for intensity.
2. For each sample the participant must bubble in one oval identifying the defect and bubble in one oval giving the sample a score of intensity (1 to 10) using only the numbers found on the chart below.
3. All samples of milk are prepared from pasteurized milk intended for table use.
4. Milk samples will be tempered to 60 degrees F.
5. Use whole numbers when scoring "Flavor and Odor" of milk.
6. Check only the one most serious defect in a sample even if more than one flavor or odor is detected.
7. For example: If no defect is noted, bubble the oval "No defect" and score the sample "10".
8. Five (5) points for milk flavor and five (5) points for milk score for a total of 100 points.

<u>Defect</u>	<u>Slight</u>	<u>Definite</u>	<u>Pronounced</u>
Acid	3	2	1
Bitter	5	3	1
Feed	9	8	5
Flat/Watery	9	8	7
Foreign	5	3	1
Garlic/Onion	5	3	1
Malty	5	3	1
No Defect	10	10	10
Oxidized	6	4	1
Rancid	4	2	1
Salty	8	6	4

b. Cheese Identification/Characteristics

*** New cheeses will be added in 2017. Cheese characteristics will be added in 2018.***

1. Ten Cheese samples for identification will be selected from those listed.
2. Cubes of the cheeses will be available for tasting. Use toothpicks, do not handle cheese.
3. Cheeses to be identified include: Bleu, Brie, Cheddar Mild, Cheddar Sharp, Cream/Neufchatel, Edam/Gouda, Monterey Jack, Mozzarella, Processed American,

Provolone, Swiss, Colby, Feta, Havarti, Gruyere, Muenster, Parmesan, Queso Fresco, Ricotta, Romano

- The cheese characteristic matrix and reference table are below. A reference sheet will be placed with the cheeses for students to use.
- Five (5) points per sample for cheese ID and five (5) points per sample for characteristics (characteristics will begin in 2018).

Cheese Characteristics Matrix (Will be added in 2018)

Variety	Moisture (%) (Maximum) ¹	Fat (%) (Minimum) ²	Pasta Filata ³	Brine/Surface Salted	Ripened by	Origin
Blue/Bleu	46	50	No	Yes	Mold	France
Brie	52.5	20	No	No	Bacteria & Mold	France
Cheddar Mild	39	50	No	No	Bacteria	England
Cheddar Sharp	39	50	No	No	Bacteria	England
Colby	40	50	No	No	Bacteria	US
Cream	55	33	No	No	Unripened	US
Feta	60	42	No	Yes	Bacteria	Greece
Gouda	45	48	No	Yes	Bacteria	Netherlands
Havarti	54	30	No	No	Bacteria	Denmark
Gruyere	39	45	No	Yes	Bacteria	Switzerland
Monterey Jack	44	50	No	No	Bacteria	US
Mozzarella	60	45	Yes	Yes	Bacteria	Italy
Muenster	46	50	No	No	Bacteria	France
Parmesan	32	32	No	Yes	Bacteria	Italy
Processed American	40	50	No	No	Bacteria	US
Provolone	45	45	Yes	Yes	Bacteria	Italy
Queso Fresco	59	18	No	No	Unripened	Mexico
Ricotta	73	4	No	No	Unripened	Italy
Romona	34	38	No	Yes	Bacteria	Italy
Swiss	41	43	No	Yes	Bacteria	Switzerland

1. Some cheeses have a range in moisture permitted, but these are the highest permitted amounts

2. Some cheese standards use percentage by weight of total solids (e.g., cheddar) while others use percentage by weight of the cheese (e.g., cream)

3. Curd is stretched in hot water to align the protein molecules and provide stretch to the curd.

Cheese Characteristic Reference Table

A.	Maximum moisture=39%	Any cheese with a maximum moisture of 39% or less you would bubble in "A".
B.	Minimum fat in the solids=33%	Any cheese with a minimum fat in the solids of 33% or less you would bubble in "B".
C.	Receives "pasta filata treatment"	If the cheese receives this treatment bubble in "C".
D.	Salted in Brine	If the cheese is salted in brine bubble in "D".
E.	Ripened by molds	If the cheese is ripened by mold bubble in "E".
F.	Originated in England	If the cheese originated in England bubble in "F".

**Each cheese may have more than one characteristic bubbled in. **

1. **Five** milk samples to be evaluated using the California Mastitis test method
2. Score the California Mastitis test using even numbers from 0 to 8 inclusive.
3. See the National Career Development Events Guide for the scoring guide for this section of the event.
4. **Eight (8) points per sample for a total of 40 points.**

d. Written Test

1. Twenty-five objective type questions on milk production and twenty-five on milk marketing.
2. 100 points

e. Problem Solving--Individual

1. Apply concepts involved in decision making processes to answer questions about the dairy foods industry based on supplied information. (Answer questions that require a problem to be solved.)
2. Time - 18 minutes.
3. 20 questions, 5 points per question

f. Product Identification-Milk Fat Content.

1. Milk Fat Content of fresh milk products will be determined by participants. Choices are coffee cream (18%), half & half (10.5 %), Milk (3.3%), Nonfat milk (<0.5%), reduced fat milk (2%), or whipping cream (30%)
2. Five (5) samples
3. Three (3) points per sample for a total of 15 points.

g. Team

1. Team activity in which all team members' work together to solve a selected situation from one of the following: sanitation, marketing and distribution and current issues in dairy health.
2. Fifty (50) points

5. Resources

- a. See the national Career Development Events Guide for details on this activity.
- b. Recommended references to study for the event are listed in the National FFA Career Development Events Guide. General livestock and dairy production references available in most agricultural education departments should be helpful also.

6. Scoring

Activity	Individual Points	Team Points
Milk Samples	100	300
Cheese ID/Characteristics	50	150
California Mastitis Test	40	120
Written Test	100	300
Problem Solving-Individual	100	300
Product Identification-Milk Fat Content	15	45
Team event		50
Total Points	405	1265

7. Awards

a. Individual

3. Individual scores will be tabulated (and do not include the team activity) and broken into gold, silver, and bronze award areas.
4. Individual ties will not be broken
5. The high individual receives the “baby bison” trophy and a \$100 stipend.

b. Team

4. Team scores will be tabulated by adding the top three member scores and the team activity. They will be broken into gold, silver, and bronze.
5. The high team shall be eligible to represent North Dakota in the National career development event. The high team receives the Traveling Trophy and travel stipends to participate in the National Event.
6. Team Tie Breakers: 1) Written Test; 2) Milk ID & Evaluation; 3) Cheese ID.

NURSERY/LANDSCAPE

1. Purpose

The purpose of the Nursery/Landscape CDE is to promote career interest in all aspects of the industry including producing, marketing, and maintaining landscape plants, as well as related production and landscaping products, equipment, and services including design.

2. Objectives

- a. Apply nursery and landscape practices as they impact residential, commercial, and public areas.
- b. Identify, select, and utilize nursery and landscape plants, materials, and turf grass.
- c. Demonstrate knowledge of the principles and techniques of landscape design, estimating, and construction.

3. Rules

- a. A team will consist of three to five members from the same chapter, with the three highest scores compiled for the team score.
- b. Under no circumstances will any participant be allowed to touch or handle plant materials. Any infraction of this rule will be sufficient cause to eliminate the individual from the event.
- c. Any communication between the participants during the event will result in zero score on that phase of the event when said infraction occurred.
- d. Students will use Universal Form C #705C-1 for most practicums. Any individual caught cheating will be disqualified.
- e. To facilitate the holding of score cards participants are urged to bring and use a clean clipboard. All students must bring their own #2 hardness lead pencil(s).

4. Format

a. Identification of Plant Materials (250 points)

1. Fifty specimens from Form 14 will be displayed for participants to identify by technical and common name.
2. Each specimen will be designated by number. The individual is to write the appropriate number in the space next to the specimen's number on the official score card SFN 15042.
3. Five (5) points will be given for each specimen correctly identified.

4. Participants will be allowed 30 minutes to complete this part of the event or approximately 30 seconds per station.

b. Customer Assistance/Sales Practicum (100 points)

1. This practicum in interpersonal relations is designed to evaluate the participant's knowledge and ability in verbal communications, salesmanship, customer relations, completion of business forms and knowledge of plant materials culture and problems and garden center supplies and equipment.
2. Each participant will be furnished an order form, plus any other materials appropriate for the activity.
3. The participant will assume the role of an employee in a retail garden center that offers plants, landscape services, and gardening supplies. An event official will assume the role of a customer requesting assistance. Interaction between the employee and customer may be by telephone or face to face. Assistance requested may include such things as availability of a specific plant, planting instructions, fertilization procedures, delivery and installation of purchased plants, or using ground covers.
4. The participant will be given one minute to review any supplied information prior to the start of this practicum.
5. Five minutes will be allowed for the conversation and two minutes allowed to finish writing the order.
6. Individuals will use the "Campus Garden Center" practicum order form. The resulting written order will be evaluated and scored as a part of this phase.

c. Written Test (200 points)

1. Fifty objective type multiple-choice questions (4 points each) will be selected from the areas listed below.
2. This phase of the event will test the participant's knowledge and understanding of the basic principles relating to the following areas of horticulture (for example: questions for the plant materials area may deal with such features as anatomy of a flower or leaf, physiology of specific types of plants important to the horticulture industry, etc.)
3. Participants will be allowed 30 minutes to complete this phase. Each answer has a value of 4 points.

Areas for testing include:

1. Plant Materials
2. Salesmanship
3. Diagnosis of Plant Disorders
4. Records and Reports
5. Interpersonal Relations
6. Safety
7. Cultural Practices
8. Supplies and Equipment
9. Landscape Design and Construction
10. Equipment Operation and Maintenance

d. Practicum Landscape Drawing (150 points)

1. Participants will be furnished with a landscape drawing and scratch paper.
2. Each individual will answer ten objective questions about the landscape drawing such as determining the cost of fencing, cost of patio blocks or the cubic yards of gravel necessary to cover a specific area.
3. Each answer has a value of 15 points.
4. Students will be furnished with a measuring device or ruler.
5. A battery-operated calculator may be used if desired but not shared with other participants.

6. Twenty minutes will be allowed for this phase. A sample drawing and questions have been supplied.

e. Equipment/Supplies Identification and/or Maintenance Practicum (100 points) & Plant Pests/Disorders Practicum

1. Twenty stations of nursery and landscape equipment and supplies will be presented with multiple choice answer choices that may require identification, possible maintenance needs, corrective actions and/or operating/usage specifications.
2. Supplies, power or hand equipment or their operator’s manual will be placed to observe all components in the answering choices without handling the item.
3. One minute per station or twenty minutes total.
4. Each question worth 5 points.
5. See the list of Nursery and Landscape Equipment and Supplies that is included in the National Career Development Events Guide

6. Scoring

Activity	Individual Points	Team Points
ID of Plant Materials	250	750
Customer Assistance/Sales	100	300
Written Test	200	600
Landscape Practicum	150	450
Supplies & Equipment Practicum	100	300
Total	800	2400

7. Awards

a. Individual

1. Individual scores will be tabulated and broken into gold, silver, and bronze award areas.
2. Individual ties will not be broken
3. The high individual receives the “baby bison” trophy and a \$100 stipend.

b. Team

1. Team scores will be the sums of the scores of the top three- (3) team members. They will be broken into gold, silver, and bronze.
2. The high team will receive the traveling trophy, travel stipends and be eligible to represent North Dakota in the National Career Development Event.
3. Team Tie Breakers: 1) Team Plant ID Score; 2) Team Written Exam Score; 3) Landscape Practicum Team Score.

NURSERY CUSTOMER ASSISTANCE PRACTICUM

Judges Information

INFORMATION GIVEN IN PLACING THE ORDER

1. Flowering Crab Trees are needed to landscape the front yard.
2. Price range of items is \$25-\$35; depending if installed

INFORMATION TO BE PROVIDED THROUGH QUESTIONS

1. Location of home: 1441 University Ave. W., Fargo

2. Phone: 232-1900
3. Billing: Jim Jones, 1441 University Avenue, Fargo, ND 58000
4. Size of yard: 70' X 100'
5. Need four (4) Flowering Crab Trees for the front yard.
6. Will pay when job is completed. - Credit Sale

INFORMATION GIVEN TO THE PARTICIPANT

1. Nursery – “Campus Garden Center”
2. Location - 222 2nd Ave North, Fargo, ND
3. Delivery policy - Free delivery when we install
4. Pricing - 5% sales tax on all items
5. Thunderchild Crabapple - very hardy, disease resistant, reddish flowers
Spring Snow Crabapple - very hardy, white flowers, fairly disease resistant
6. Guarantee - one-year free replacement from date of purchase
7. Tree cost \$25; installation charge \$10/tree
8. Spacing of trees - 10-12 foot centers

SMALL ANIMAL CARE

1. Purpose

This career development event is designed to assess student knowledge, application, analytical, and evaluation abilities in the area of small animal care, veterinary skills, and pet store management.

2. Objectives

3. Rules

- a. Each team may be comprised of three to five members.
- b. Each team member will take part in the first three portions of the event individually.
- c. The top three scores among the team members will constitute the team score.
- d. Team members will work together for the team problem-solving portion of the event and submit one copy of their answer sheet. This score will be added to the team score to determine team rankings.
- e. The following timelines will be enforced:

1. Written Test	40 minutes
2. Math Practicum	20 minutes
3. Breed Identification	50 minutes
4. Anatomy Practicum	20 minutes
5. Team Activity	20 minutes
- f. Members are to wear Official FFA Dress for this event.

4. Format

a. Written Test

1. The written test will be comprised of 50 multiple-choice questions. Each question will be worth four points.
2. Below are six topic areas that will be covered on the written test:
 - Anatomy and Physiology 20%
 - Nutrition 20%

- Diseases and Parasites 20%
- Breeding and Genetics 10%
- Breeds and Grooming 10%
- Housing and Management 10%
- Veterinary Terminology 10%

b. Math Practicum

1. There will be 5 math based questions worth 10 points each.
2. Participants will have 20 minutes to complete the entire math application practicum.
3. Questions may include conversions, dose calculations, dilutions, cost calculations and invoices.
4. Examples of these questions can be found in the 2013-2015 National Veterinary Science Math Practicums which can be accessed on FFA.ORG

c. Breed Identification

1. The breed identification portion of this event will be comprised of 50 questions.
2. Each question will be worth four points.
3. Power point slides will be utilized for this portion of the contest, in the interest of saving labor and materials in its preparation, and in contributing to smooth operation of the event.
4. There will be six different species of animals and parasites that contestants will need to identify. They will be broken down with the following numbers per area:
Dogs—15, Cats—10, Birds—5, Fish—10, Parasites—5, Rabbits--5

d. Anatomy Practicums

1. This portion of the contest will follow a theme, which will rotate from year to year.

Rotation	Year	Anatomical Diagram
1	2017	Reproductive Systems Diagrams
		Respiration and Vascular Systems Diagram
		**All on Mammals Only
2	2018	Skeletal Diagrams
		Digestive/Excretory System Diagrams
		Reproductive Systems Diagrams
		**On Avian and Reptile animals only
3.	2019	Skeletal Diagrams
		Digestive/Excretory Systems Diagrams
		Nervous System Diagrams
		**All on Mammals Only

e. Team Problem

1. This portion of the event will consist of mathematical problems that will help build contestant awareness of pet related products.
2. Problems may also deal with management, pet nutrition, and health issues.
3. The following is the rotation for team problems:

Rotation	Year	Topics
1	2017	Sales Problems
		Kennel Management Problems

2	2018	Nutritional Problems
		Health Issues
3	2019	Pet Food Problems
		Fish Aquarium Related Problems

5. Resources

The following is a list of possible resources that will assist you in finding information that pertains to the Small Animal Care Career Development Event:

- b. Comprehensive Health Care for Dogs, by James E. McKay
- c. Small Animal Care and Management-A Delmar Text, by Dean M. Warren
- d. Dog Fancy Magazine
- e. Cat Fancy Magazine
- f. The Aquarium Fish Handbook, by Mary Bailey and Nick Dakin
- g. Love of Dogs, by Todd Berger
- h. National FFA Veterinary Science CDE Written Exams and Math Practicum Exams.

6. Scoring

Practicum	Individual Points	Team Points
Written Test	200	600
Math Practicum	50	150
Breed ID	200	600
Anatomy	50	150
Team Problem		50
Maximum Points	500	1550

7. Awards

a. Individual

1. Individual scores will be tabulated and broken into gold, silver, and bronze award areas.
2. Individual ties will not be broken
3. The high individual receives the "baby bison" trophy and a \$100 stipend.

b. Team

1. Team scores will be the sums of the scores of the top three (3) team members. They will be broken into gold, silver, and bronze.
2. The high team will receive the traveling trophy, travel stipends and be eligible to represent North Dakota in the National Career Development Event.
3. Team Tie Breakers: 1st - Breed ID, 2nd – Written Test.