

Minnesota FFA Association Policy and Procedure Manual



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Section 1. Organizational Background

HISTORY:

The Minnesota FFA Association is a state association of the National FFA Organization, a federal Career and Technical Student Organization (CTSO) for students grades 7-16 enrolled in school-based agricultural education courses at their local middle or high school. Smith Hughes Perkins Public Law 116-7. More than 15,000 students are members in nearly 200 chapters, statewide. Students study agriculture through diverse courses ranging from food chemistry to animal science and greenhouse management to agricultural mechanics. Programs exist in rural, suburban, and urban settings and we welcome students of all backgrounds and abilities as members.

Minnesota FFA chartered as an association of the National FFA Organization in 1929. Members in good standing of the Minnesota FFA Association are eligible participate fully in all National FFA programs including leadership conferences, scholarship opportunities, competitive events and awards and recognitions programs. Membership in the Minnesota FFA Association provides additional opportunities on local, regional, and state levels as well.

The Minnesota FFA Association works cooperatively with the Minnesota FFA Foundation and the Minnesota FFA Alumni to provide programmatic, financial, and volunteer support to students and teachers on the local and state level. Together, these entities operate to maintain and improve opportunities, partnerships, and a strong network for all Minnesota FFA programs in order to provide agriculture, food, and natural resources with a strong talent pipeline.



FFA VALUES:

Integrity * Service * Innovation * Growth * Respect * Teamwork * Transparency * Balance

FFA LEADERSHIP:

FFA State Office:

The Minnesota FFA State Office is located on the University of Minnesota - Saint Paul Campus, but staff travel frequently and are located throughout the state. The mailing address for the office is:

**Minnesota FFA Association
P.O. Box 221
Litchfield MN 55355**

Minnesota Agricultural Education and FFA Contacts:

Minnesota Department of Education

State Agricultural Education Staff [\[Website\]](#)

Vacant FFA State Advisor

Minnesota FFA

Association	PO Box 221 Litchfield, MN 55355	[Website]
<u>Dr. Lavayne Rada</u>	State Executive Director	605/ 695-1861
<u>Ms. Ashley Crowson</u>	State Leadership Development Coordinator	715/ 207-5137
Ms. Natasha Mortenson	State Career and Alumni Program Coordinator	320/ 815-8459
<u>Mr. Denny Bjorklund</u>	State CDE and LDE Coordinator	612/ 269-1742

Miriana Eiden	State Reporter (Buffalo)	
Mason Grams	State Treasurer (Buffalo Lake Hector Stewart)	
Katelyn Ketchum	State President (Lewiston Altura)	
Mackenzie Kuschel	State Sentinel (Sebeka)	
Alison Murrell	State Secretary (Braham)	
Tyler Ratka	State Vice President (ROCORI)	

Foundation	PO Box 365, Plainview, MN 55964	[Website]
<u>Ms. Val Aarsvold</u>	Executive Director	507/ 259-3586
<u>Ms. Amanda Sommers</u>	Program Coordinator	507/ 461-2214

Alumni	PO Box 131298, Roseville, MN 55113	
Ms. Natasha Mortenson	State Director	320/ 815-8459
Ms. Cara Soukup	Alumni Council President	612/ 272-9388
Ms. Amanda Zeidler	Alumni Council President-Elect	
Mr. Mark Jirik	Alumni Council Past-President	612/ 801-9199

MN Assn. of Ag Educators	PO Box 145, Mountain Lake, MN 56159	[Website]
Mr. Tom Appel	Executive Director	507/ 220-2928
Mr. A.J. Duerr	Legislative Consultant	651/ 434-0418
Ms. Mandy Brown	Ag In Action Newsletter Editor	
Mr. Mike Miron	Communications and Website	651/ 982-8495

MAAE Officers

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Ms. Lindsey Brockberg	State President (Mountain Lake)	320/ 979-7782
Ms. Nikki Flaan	State President – Elect (Zumbrota Mazzeppa)	651/ 345-7035
Ms. Christa Williamson	State Past - President (Kerkhoven Murdock Sunburg)	320/ 220-0661
Ms. Tyler Warren	State Vice President (Eden Valley Watkins)	320/ 221-3915
Ms. Becky Cronk	State Secretary (St. James)	507/ 375-3381
Mr. Eric Sawatzke	State Treasurer (West Central Area)	612/ 597-8413
Ms. Amber Seibert	State Membership-Secretary (Park Rapids)	218/ 237-6400

Minnesota Ag. Ed. Leadership Council

146 Ruttan Hall, 1994 Buford Avenue, St. Paul, MN 55108

[\[Website\]](#)

Ms. Sarah Dornink	Executive Director	612/ 624-6249
Ms. Kari Schwab	Program Coordinator	612/ 624-6256

Minnesota Ag. Ed. Teacher Education

University of Minnesota - Twin Cities	146 Ruttan Hall, 1994 Buford Avenue, St. Paul, MN 55108	[Website]
Dr. Amy Smith	Associate Professor (Teacher Education; FFA Lead)	612/ 624-6590
Dr. Laura Rice	Teaching Assistant Professor (Teacher Education)	
Dr. Troy McKay	CHS Digital Media Instructor (Communications Education)	612/ 626-5503
Dr. Garrett Steede	Assistant Professor (Communications Education)	612/ 624-6590
Dr. Rebecca Swenson	Associate Professor (Communications Education)	612/ 625-3866
Mr. Lee Thompson	Instructor (Teacher Education)	651/ 808-5994
University of Minnesota - Crookston	105 Hill Hall, 2900 University Avenue, Crookston, MN 56716	[Website]
Mr. Nathan Purrington	Lecturer; FFA Lead (Teacher Education)	218/ 281-8114
Ms. Heidi Lamb Castle	Teaching Specialist (Teacher Education)	218/ 281-8348
Southwest MN State University	CH 129 SMSU, 1501 State Street, Marshall, MN 56258	[Website]
Dr. Kristin Kovar	Assistant Professor (Teacher Education; FFA Lead)	507/ 537-6441

MN State - AFNR Post-Secondary

Nor. Ag Center of Excellence (Ag Centric)		[Website]
Mr. Keith Olander	Director and Dean (FFA Lead)	763/ 257-2881
Ms. Judy Barka	Assistant Director	320/ 221-0219
Mr. Tyler Grunewald	Program Coordinator	
Southern Agricultural Center of Excellence		[Website]
Ms. Tina LeBrun	Director and Dean (FFA Lead)	
Mr. Nathan Hanel	Project Coordinator	507/ 389-7435
Ms. Shyanne Rodning	Outreach and Recruitment Coordinator	
Minnesota PAS		[Website]
Mr. <u>Curt Yoose</u>	Executive Director	

AFNR Contacts by Program

Program	Contact	Phone
Technical Assistance		
- Ag Ed/Classroom/SAE Support	Vacant	
- FFA State Support	Dr. Lavyne Rada	605/ 695-1861
- FFA Region Support	Ms. Ashley Crowson	715/ 207-5137
- FFA Chapter Support	Ms. Ashley Crowson	715/ 207-5137
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<u>Alumni</u>		
- State Alumni Council	Ms. Natasha Mortenson	320/ 815-8459
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<u>Award Programs</u>		
- Agriscience Fair	Dr. Lavyne Rada	605/ 695-1861
- Ag Literacy	Dr. Lavyne Rada	605/ 695-1861
- Degrees (State/American)	Ms. Ashley Crowson	715/ 207-5137
- Honorary State/American Degrees	Dr. Lavyne Rada	605/ 695-1861
- Land of Service	Dr. Lavyne Rada	605/ 695-1861
- Models of Innovation	Ms. Ashley Crowson	715/ 207-5137
- National Chapter Award	Dr. Lavyne Rada	605/ 695-1861
- Proficiency Awards	Dr. Lavyne Rada	605/ 695-1861
- STAR Awards	Dr. Lavyne Rada	605/ 695-1861
- Triple Crown	Ms. Ashley Crowson	715/ 207-5137
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<u>Career and Leadership Development Events</u>		
- State Finals (State Convention)	Ms. Natasha Mortenson	320/ 815-8459
	Mr. Denny Bjorklund	612/ 269-1742
	Ms. Natasha Mortenson	320/ 815-8459
- UMN Twin Cities Invitationals	Mr. Denny Bjorklund	612/ 269-1742
- UMN Crookston Invitational		
- SMSU Ag Bowl	Dr. Kristin Kovar	507/ 537-6441
- Ag Communications	Dr. Rebecca Swenson	612/ 625-3866
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<u>Communications and Public Relations</u>		
- Calendar of Events (AET)	Dr. Lavyne Rada	605/ 695-1861
- FFA Archives	Dr. Lavyne Rada	605/ 695-1861
- FFA Newsletters	Mr. Jim Ertl	
- Press Releases	Dr. Lavyne Rada	605/ 695-1861
- Social Media	Dr. Lavyne Rada	605/ 695-1861
- Website	Ms. Ashley Crowson	715/ 207-5137
	Dr. Lavyne Rada	605/ 695-1861
<hr/>		
<u>Executive Leadership Boards</u>		
- Agricultural Education and FFA State Staff	Vacant	
- FFA Adult Board of Directors	Ms. Pam Koenen	507/ 874-3240
- FFA Adult Advisory Committee	Dr. Lavyne Rada	605/ 695-1861
- FFA Student Board of Directors	Ms. Ashley Crowson	715/ 207-5137
- FFA Foundation Board of Trustees	Ms. Val Aarsvold	507/ 259-3586
- FFA Alumni Council	Ms. Cara Soukup	612/ 272-9388

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Financial Services	Dr. Lavyne Rada	605/ 695-1861
- Accounts Receivable	Dr. Lavyne Rada	605/ 695-1861
- Budget and Audit	Dr. Lavyne Rada	605/ 695-1861
Foundation	Ms. Val Aarsvold	507/ 259-3586
- Board of Trustees	Ms. Julie Tesch	
MN. Assn. of Agriculture Educators (MAAE)	Mr. Tom Appel	507/ 220-2928
- Summer Annual Conference	Mr. Tom Appel	507/ 220-2928
- Winter Ag-Tech Conference	Mr. Tom Appel	507/ 220-2928
Membership Services	Dr. Lavyne Rada	605/ 695-1861
- Chapter Rosters	Dr. Lavyne Rada	605/ 695-1861
- AET Support	Dr. Lavyne Rada	605/ 695-1861
- Program Approval and Chartering	Vacant	
National FFA Convention	Dr. Lavyne Rada	605/ 695-1861
- CDE/LDE Certifications	Dr. Lavyne Rada	605/ 695-1861
- Delegate Operations	Ms. Ashley Crowson	715/ 207-5137
- National Officer Candidate	Ms. Ashley Crowson	715/ 207-5137
- State Trip/Bus	Mr. Wes Anderson	
Region Conferences		
- Greenhand Leadership Conferences	Ms. Ashley Crowson	715/ 207-5137
- <u>Habits to Own (H2O)</u>	Ms. Ashley Crowson	715/ 207-5137
Region Officers		
- Region Officer Leadership Orientation (ROLO)	Ms. Ashley Crowson	715/ 207-5137
- Providing Officers with Essential Resources (POWER)	Ms. Ashley Crowson	715/ 207-5137
Region Events		
- Region Banquets	Ms. Ashley Crowson	715/ 207-5137
- Region Officer Chapter Visits	Ms. Ashley Crowson	715/ 207-5137
Scholarship and Grant Programs	Ms. Val Aarsvold	507/ 259-3586
State Conferences		
- <u>State Greenhand Leadership Conference (SGLC)</u>	Ms. Ashley Crowson	715/ 207-5137
- <u>State Leadership Conference for Chapter Leaders (SLCCL)</u>	Ms. Ashley Crowson	715/ 207-5137
- <u>Agricultural Policy Experience (APEX)</u>	Ms. Ashley Crowson	715/ 207-5137
- <u>InTENse (Ag Careers and College)</u>	Ms. Natasha Mortenson	320/ 815-8459
- <u>Washington Leadership Conference (WLC)</u>	Ms. Ashley Crowson	715/ 207-5137

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State Convention

- Alumni Experience	Dr. Lavyne Rada	605/ 695-1861
- Arena and Sessions	Ms. Natasha Mortenson	320/ 815-8459
- CDE and LDE State Finals	Ms. Ashley Crowson	715/ 207-5137
- Courtesy Corps	Mr. Denny Bjorklund	612/ 269-1742
- Delegate Operations	Ms. Natasha Mortenson	320/ 815-8459
- Expo (Career Show)	Dr. Lavyne Rada	605/ 695-1861
- Foundation Experience	Ms. Ashley Crowson	715/ 207-5137
- Nominating Committee (State Officer Selection)	Ms. Amanda Sommers	507/ 461-2214
- Parking	Ms. Val Aarsvold	507/ 259-3586
- Registration	Dr. Lavyne Rada	605/ 695-1861
- Shopping and FFA Store (Alumni Stop and Shop)	Dr. Lavyne Rada	605/ 695-1861
- Workshops and Tours	Ms. Natasha Mortenson	320/ 815-8459
	Dr. Lavyne Rada	605/ 695-1861

State Fair

- FFA Superintendent	Mr. T.J. Brown	
- - Livestock, Tractor Driving, and Judging	Ms. Marie LeFebvre	651/ 288-4345
- - Crops	Ms. Jill Nathe	651/ 288-4344
- - Landscape Design	Ms. Virginia Mold	651/ 288-4440
- - Agricultural Mechanics & Technology	Mr. Nick Milbrandt	
- FFA Awards Program	Ms. Ashley Crowson	715/ 207-5137
- FFA Dorms	Ms. Stephanie Brandt	
- CHS Miracle of Birth Center	Mr. Jim Ertl	
- FFA Leadership Center and Chapter House	Dr. Lavyne Rada	605/ 695-1861
- Media	Dr. Lavyne Rada	605/ 695-1861

State Officers

- State Officer Requests	Ms. Ashley Crowson	715/ 207-5137
- State Officer Professional Development (SOPD)	Ms. Ashley Crowson	715/ 207-5137
	Ms. Val Aarsvold	507/ 259-3586

Statewide Events

- <u>Agriscience Fair (UMN Roland Peterson Agriscience Fair)</u>	Dr. Lavyne Rada	605/ 695-1861
- FFA Day at the Capitol	Dr. Lavyne Rada	605/ 695-1861
- <u>National FFA Week</u>	Ms. Ashley Crowson	715/ 207-5137
- State Officer Chapter Visit	Ms. Ashley Crowson	715/ 207-5137

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Adult Board of Directors:

The FFA Adult Board functions in tandem with the FFA State Officer Team to make decisions, set directions, and respond to organizational concerns. If one board takes action on an item, the other board will consider sustaining the motion.

The Adult Board of Directors board is composed of eight board officers that are teacher representative from each region, serving four-year terms. The FFA State Advisor is an ex-officio member of all committees and chairperson of the Board of Adult Directors. Three partner representatives of school administration, the FFA Foundation, and the FFA Alumni serve two-year terms. Minnesota FFA state staff serving in ex-officio roles as well as Teacher representatives. The Board meets three times a year (tentatively November, April, and July). Representatives are:

Role	Name/Contact Info	Term:
Chair:	Vacant	Not Applicable
Region One Director:	Ms. Abbie Savage abbies@ada.k12.mn.us	2022-2024 First Term
Region Two Director:	Mr. Magnus Nelson, Brainerd magnus.nelson@isd181.org	2021-2025 Second Term
Region Three Director:	Ms. Eleora DeMuth edumuth@ashbyps.org	2023-2026 First Term
Region Four Director:	Mr. Brad Nord Bradley.Nord@district196.org	2023-2027 First Term
Region Five Director:	Ms. Kayla Brune, Willmar brunek@willmar.k12.mn.us	2020-2024 First Term
Region Six Director:	Ms. Mary Hoffmann, Sleepy Eye mary.hoffmann@sleepyeye.mntm.org	2021-2025 First Term
Region Seven Director:	Ms. Pamela Koenen, Alden Conger (acting chair) pkoenen@ac242.us	2022-2026 First Term
Region Eight Director:	Mr. Rich Larson rich_larson@cps.k12.mn.us	2023-2027 First Term
FFA Foundation Representative:	Ms. Val Aarsvold, Foundation Executive Director val.aarsvold@mnffaoundation.org	Not Applicable
FFA Alumni Representative:	Ms. Cara Soukup, Alumni President cara.a.soukup@gmail.com	Not Applicable
School Administrators Representative:	Dr. Evan Gough egough@goodhue.k12.mn.us	2021-2025 First Term
FFA Association State Staff Representative (Ex-Officio):	Dr. Lavyne, Rada, Association Executive Director lrada@mnffa.org	Not Applicable
FFA Association State Staff Representative (Ex-Officio):	Ms. Ashley Crowson, Association Leadership Development Coordinator acrowson@mnffa.org	Not Applicable
FFA Association State Staff Representative (Ex-Officio):	Ms. Natasha Mortenson, Career and Alumni Program Coordinator Nmortenson@mnffa.org	Not Applicable

Frequent items of business that might come before the Adult Board include setting fees, providing direction for the FFA State Convention or identifying items for improvement in existing programs or policies. Advisors wishing to bring an item before the should communicate with their elected teacher region representative, or communicate with FFA State Staff. Students are encouraged to reach out to their Region President or members of the State Officer Team to have their voice represented.

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Committees: Minnesota FFA Advisors and partners work on committees year-round to administer and advance major FFA and agricultural education programs. Three year-round committees exist. These committees meet regularly in person and online. These committees are listed below, and questions can be directed to regional representatives or the committee chair.

FFA Adult Board of Directors, 2023-2024 Finance Committee

Region One:	Ms. Abbie Savage, Ada Borup West (co-chair)
Region Two:	Mr. Magnus Nelson, Brainerd
Region Five:	Ms. Kayla Brune, Willmar (co-chair)
Region Six:	Ms. Mary Hoffmann, Sleepy Eye
Dept. Education	Vacant, Department of Education
FFA Foundation:	Ms. Val Aarsvold, Foundation Director
FFA Association:	Katie Ketchum, State President (Lewiston Altura)
FFA Association:	Mason Grams, State Treasurer (Buffalo Lake Hector Stewart)

FFA Adult Board of Directors, 2023-2024 Advisory (Operations) Committee

Region Three:	Ms. Eleora DeMuth (co-chair)
Region Four:	Mr. Brad Nord, School for Environmental Sciences
Region Seven:	Ms. Pam Koenen, Alden Conger (co-chair)
Region Eight:	Mr. Rich Larson, Caledonia
FFA Association:	Ms. Ashley Crowson, Association Leadership Development Coordinator
FFA Alumni:	Ms. Cara Soukup, Alumni President
FFA Association:	Mackenzie Kuschel, State Sentinel (Sebeka)
FFA Association:	Alison Murrell, State Secretary (Braham)

FFA Student Board of Directors, 2023-2024 Executive Committee

FFA Association:	Tyler Ratka, State Vice President (ROCORI; Co-chairperson)
FFA Association:	Miriana Eiden, State Reporter (Buffalo; Co-chairperson)
FFA Association:	Mason Grams, State Treasurer (Buffalo Lake Hector Stewart)
FFA Association:	Katelyn Ketchum, State President (Lewiston Altura)
FFA Association:	Mackenzie Kuschel, State Sentinel (Sebeka)
FFA Association:	Alison Murrell, State Secretary (Braham)
Region One:	Annabelle Begg, Region I President (Norman County East)
Region Two:	Torri Gunderson, Region II President (Grand Rapids)
Region Three:	Katlin Reitmeier, Region III President (ROCORI)
Region Four:	Travis Boyle, Region IV President (Foley)
Region Five:	Lauren Dolezal, Region V President (Redwood Valley)
Region Six:	Mary Lanoue, Region VI President (Marshall)
Region Seven:	Molly Neideregger, Region VII President (Mankato)
Region Eight:	Natalie Clemenson, Region VIII President (Zumbrota Mazeppa)
Administrator:	Dr. Evan Gough (Goodhue Superintendent)
Dept. Education	Vacant, Department of Education (Ex-Officio)
FFA Association:	Dr. Lavyne Rada, Association Director (Ex-Officio)
FFA Association:	Ms. Ashley Crowson, Association Leadership Development Coordinator (Ex-Officio)

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Minnesota Team Agricultural Education

Members include:

Val Aarsvold, MN FFA Foundation	Tom Appel, MAAE	Patrice Bailey, MDA
Judy Barka, AgCentric	Lindsey Brockberg, Mt. Lake HS	Dr. T.J. Brown, South Central
Dr. Brian Buhr, UMN	Mary Buschette, UMN CFANS	Becky Cronk, St. James HS
Jessica Daberkow, HLO HS	Kevin Dahlman, CLC	Pat Dingels, MN FFA Foundation
Sarah Dornink, MAELC	AJ Duerr, MAAE	Lara Durben, MN FFA Foundation
Nikki Flaaen, Lake City HS	Corynn Flood MN FFA Alumni	Tyler Grunewald, Ag Centric
Nathan Hanel, SACE	Dr. Frances Homans, UMN	Dr. Terry Hurley, UMN
Betsy Jensen, Northland	Mark Jirik, MN FFA Alumni	Michelle Kamenov, MDE
Sue Knott, Ag in the Classroom	Dr. Kristin Kovar, SMSU	Sarah Lindholm, UMN
Dr. Illana Livstrom, UMN	Robert Marzolf	Troy McKay, UMN
Tamara Nelson, AgriGrowth	William Nelson	Keith Olander, AgCentric
Steve Olson	Chris Overbo, Administration	Nathan Purrington, UMC
Dr. Lavyne Rada, MN FFA Association	Denise Reeser, South Central	Dr. Laura Rice, UMN
Dr. Megan Roberts, SACE	Shyanne Roning, SACE	Bob Roesler
Kari Schwab, MAELC	Amber Seibert, Park Rapids HS	
Keri Sidle, Ag in the Classroom	Kari Slinden, Ridgewater	Dr. Amy Smith, UMN Ag Ed
Amanda Sommers, MN FFA Foundation	Cara Soukup, MN FFA Alumni	Dr. Garrett Steede, UMN
Chuck Stranberg, MN PAS	Dr. Rebecca Swenson, UMN	Julie Tesch, Center for Rural Policy
Lee Thompson, UMN	Gerald Toland, SMSU	Christa Williamson, KMS HS

FFA Region Advisors

The Minnesota FFA Association is divided into eight administrative regions. Each region has a constitution which must be in alignment with state and national polices and constitutions. Each local chapter shall belong to its regional organization and pay individual dues as established by the regional association. Each FFA Region works cooperatively to offer opportunities to students that are members of chapters within that region. Each region offers leadership events and Career Development Events that qualify students to compete at state level events at the State Convention. Current region advisors include:

Region One:	Ms. Abbie Savage, Ada Borup West	Ms. Janelle Hueners, Lake Park Audobon
Region Two:	Mr. Shawn Linder, Grand Rapids	
Region Three:	Ms. Tamara Berger, ROCORI	Mr. Dan Ukkelberg, Battle Lake
Region Four:	Ms. Victoria Keiser, Foley	Mr. Joe Ramstad, Rockford High
Region Five:	Ms. Kayla Gratz, Eden Valley	Ms. Rebekka Paskewitz,, Glencoe Silver Lake
Region Six:	Mr. Jon Schreurs, Marshall	
Region Seven:	Mr. Tyson Cooley, Waterville Elysian Morristown	Ms. Spencer Roeglin, Sibley East
Region Eight:	Mr. Duane Pliscott, Cannon Falls	Ms. Nikki Flaaen, Zumbrota Mazzeppa

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FFA Career Development Event (CDE) and Leadership Development Event (LDE) Committee

A Minnesota Association of Agriculture Educators (MAAE) committee consisting of at least one representative from each region in the state. The CDE Committee meets twice, annually, in person (MAAE Ag Tech Conference and Summer Conference) and makes decisions regarding rules and policies about CDE and LDE programs. While this committee determines “what” the rules are, the FFA Adult and Student Boards of Directors and Minnesota Department of Education govern and operate state and regional CDE and LDEs. Members include:

Region One:	Mr. Lee Larsen, Pelican Rapids (2022-2025)
Region Two:	Mr. Stephen Funk, Park Rapids (2023-2026)
Region Three:	Mr. Duane Lichy, Albany (2022-2025)
Region Four:	Ms. Julie Mellum, Chisago Lakes (2023-2026)
Region Five:	Ms. Tracy Nelson, Dassel Cokato (2023-2026)
Region Six:	Ms. Jen Boersma, Russell Tyler Ruthton (2021-2024) (Chairperson)
Region Seven:	Mr. Michael Sheely, Maple River (2023-2026)
Region Eight:	Ms. Kristal Brogan, Spring Valley Wykoff (2021-2024)
MAAE Officer Rep:	Ms. Amber Seibert, Park Rapids
Dept. Education:	VACANT, State Supervisor and FFA Advisor (Ex-Officio)
Postsecondary:	(Ex-Officio)
FFA:	Mr. Denny Bjorklund, CDE Coordinator (Ex-Officio)
FFA:	Dr. Lavayne Rada, Executive Director (Ex-Officio)
FFA:	Ms. Natasha Mortenson, Career and Alumni Program Coordinator (Ex-Officio)

Agricultural Education Supervised Agricultural Experience (SAE) Committee

A committee created by the Department of Education, consisting of at least one representative from each MAAE region in the state. The MDE/MAAE SAE Committee meets twice a year (MAAE Ag Tech Conference and Summer Conference) and makes recommendations regarding rules and policies about SAE, WBL, and FFA recognition programs. SAE policy and decision making remains within the authority of the Department of Education and State Supervisor. Members include:

Region One:	Ms. Trescha Mitchell, Frazee (2022-2025)
Region Two:	Ms. Ashley Anderson, Park Rapids (2023-2026)
Region Three:	Ms. Megan Seifert, Melrose (2020-2023)
Region Four:	Ms. Leann Pietrzak, Milaca (Chairperson) (2021-2024)
Region Five:	Ms. Tyler Warren, Eden Valley Watkins (2022-2025)
Region Six:	Ms. Jessica Daberkow, Martin County West (2023-2026)
Region Seven:	Mr. Dan Dylla, United South Central (2020-2023)
Region Eight:	Ms. Stacy Fritz, Chatfield (2021-2024)
MDE:	VACANT, State Supervisor and FFA Advisor
UMN:	Dr. Amy Smith, University of Minnesota – Twin Cities (Ex-Officio)
FFA:	Dr. Lavayne Rada, Executive Director (Ex-Officio)
FFA:	Ms. Ashley Crowson, Leadership Development Coordinator
PAS:	Mr. Curt Yoose, PAS Executive Director

Minnesota FFA Association Policy and Procedure Manual

SECTION 1. ORGANIZATIONAL BACKGROUND

MAAE Board of Directors: Officers, Regional Directors, and Representatives

The Minnesota Association of Agricultural Educators Board of Directors is a member-elected board comprised of one representative from each MAAE region in the state and an elected team. These positions are updated annually and can be found at:

<https://www.mnaged.org/>. Members include:

President	Ms. Lindsey Brockberg, Mountain Lake
President Elect	Ms. Nikki Flaaen, Lake City
Past President	Ms. Christa Williamson, Kerkhoven Murdock Sunburg
Vice President	Mr. Tyler Warren, Eden Valley Watkins
Secretary	Ms. Becky Cronk, St. James
Membership Secretary	Ms. Amber Seibert, Park Rapids
Treasurer	Mr. Eric Sawatzke, West Central Area
Region One:	Ms. Trescha Mitchell, Frazee
Region Two:	Ms. Maria Ness, Menahga
Region Three:	Ms. Tammy Socha, Morris Area
Region Four:	Ms. Veronica Ward, Forest Lake
Region Five:	Ms. Tyler Warren, Eden Valley Watkins
Region Six:	Ms. Elizabeth Johnson, Tracy Area
Region Seven:	Ms. Lisa Sackreiter, Madelia
Region Eight:	Ms. Samantha Selness, St. Charles
MDE:	VACANT, State Supervisor and FFA Advisor
UMN:	Dr. Amy Smith, University of Minnesota – Twin Cities
FFA:	Dr. Lavyne Rada, Executive Director
FFA:	Ms. Ashley Crowson, Leadership Development Coordinator
PAS:	Mr. Curt Yoose, PAS Executive Director

State Teach Ag Results (STAR) Committee

STAR is an appointed committee in cooperation with the National Association of Agricultural Educators. In 2014, Minnesota was identified as a targeted state to develop partnerships and strategies to increase the number of students pursuing careers in agriculture in order to respond to the national shortage of agricultural educators. The committee meets three times a year electronically and has worked to initiate programs like the agricultural education summer internship and the Teach Ag internship at the State Convention.

Members include:

Val Aarsvold, MN FFA Foundation	Tom Appel, MAAE	Judy Barka, AgCentric
Lindsey Brockberg, Mountain Lake	Mary Buschette, UMN – CFANS	Sarah Dornink, MAELC
Mary Hoffman, Sleepy Eye HS	Karli Knopf, AgEd Student (UMN TC)	Dr. Kristin Kovar, SMSU
Keith Olander, Central Lakes College	Nathan Purrington, UMN - Crookston	Dr. Lavyne Rada, MN FFA
Dr. Laura Rice, UMN Ag Ed	Dr. Megan Roberts, SACE	Kari Schwab, MAELC
Dr. Zane Sheehan, MDE	Kari Slinden, Ridgewater College	Dr. Amy Smith, UMN Ag Ed
Amanda Sommers, MN FFA Foundation	Cara Soukup, FFA Alumni	Christa Williamson, KMS HS
Kimberly Bellah, National FFA		

SECTION 2. ORGANIZATIONAL POLICIES

Minnesota FFA Policies are established and endorsed by governing bodies throughout the organization. Policy recommendations or policy changes may originate from any source (local teacher or student, state officer team, committee work, state staff, etc.) but are not official policies until endorsed by the FFA Adult Board. Policies affecting CDE or SAE programs will not be approved by the FFA Adult Board until they have been considered and recommended by the respective committee.

Depending on the significance of the policy or change, a general vote may be used to assess student or teacher support for major changes or additions.

State level events and programs will be run in accordance with or in the spirit of existing policies in order to assure opportunities are universally accessible, understood and equitable.

Policies are divided into general areas of relevance as listed below.

- 1. Organization Policies**
- 2. Chapters and Membership**
- 3. Student Leadership Positions**
- 4. Career Development Events and Competitions**
- 5. Supervised Agricultural Experiences**
- 6. Student Awards and Recognition**
- 7. Adult Recognition**
- 8. State Convention**
- 9. State Level Leadership Opportunities/Events**
- 10. Regional & Local Activities**
- 11. Student Participation Expectations**
- 12. FFA Partner Organizations**
- 13. FFA Grievances**

Minnesota FFA: Organization Policies

1.2 Staff of the Association

Board Approval Date: November 18, 2023

Revision Date: _____

Executive Director

Job Description. The Executive Director will be responsible for managing staff, finances, and operations of the FFA Association and implementing the mission under the director of the BOD and in collaboration with stakeholders. The position will involve regular in-state and occasional out-of-state travel. The Executive Director will report to the Head of AECM and the Chair of the Adult Board of Directors (BOD) of the FFA Association / FFA State Advisor.

For the purposes of any constitutional or legal requirements referencing the Minnesota FFA Association's Executive Secretary, this role will be responsible. For the purposes of any constitutional or legal requirements referencing the Minnesota FFA Association's Executive Treasurer, this role will be responsible.

Leadership Development Coordinator

Job Description. The Minnesota FFA Association is seeking a proven trainer, facilitator, and curriculum developer to serve as the Leadership Development Coordinator. This position's overarching role is to develop future leaders in Minnesota by creating enhanced leadership development opportunities for FFA members. The successful candidate will guide, coach and mentor our FFA Association State and Regional Officers as well as facilitate numerous statewide conferences and workshops. The position will involve regular in-state and occasional out-of-state travel. The Leadership Development Coordinator will report to the Executive Director of the FFA.

Career and Alumni Program Coordinator

Job Description: This position's overarching role is to develop opportunities for FFA members and alumni to explore careers, develop career skills, and develop as life-long learners. The successful candidate will employ creativity and collaboration to provide opportunities for career exploration and skill development for FFA members and alumni. Candidates must possess the ability to efficiently and effectively manage multiple programs simultaneously and must have a strong understanding of current FFA and Alumni recognition programs, budget management, and new and emerging concepts in member and alumni development. The position will involve regular in-state and occasional out-of-state travel. The Career and Alumni Program Coordinator will report to the Executive Director of the FFA.

Minnesota FFA: Organization Policies

1.2 Reporting Structure

Board Approval Date: November 18, 2023

Revision Date: _____

Executive Director

The Executive Director will report to the Head of AECM and the Chair of the Adult Board of Directors (BOD) of the FFA Association / FFA State Advisor.

Leadership Development Coordinator

The Leadership Development Coordinator will report to the Executive Director of the FFA.

Career and Alumni Program Coordinator

The Career and Alumni Program Coordinator will report to the Executive Director of the FFA.

Minnesota FFA: Chapters and Membership

1.1 Active Membership

Board Approval Date: February 27, 2021

Revision Date: _____

FFA Active Membership is available to students in grades 7-12 enrolled in secondary agricultural, food, and natural resources education courses through a Minnesota Department of Education approved local school agriculture program. Student members must be listed on an FFA roster with a chapter in-good-standing for the current membership year (August 1-July 31) to participate in State or National FFA programs or opportunities or to be eligible to be considered for degrees or awards. Dues or chapter affiliation fees for regional, state, and national dues are paid directly to the FFA State Association; the State Association will forward regional dues and chapter affiliation fees to associated region accounts, and national dues to the national organization in lump sums.

FFA members may maintain membership until the fourth national convention after their graduation from high school. Students must remain as paid members on a roster to maintain this membership.

Minnesota FFA: Chapters and Membership

1.2 Alumni (including former Collegiate Membership)

Board Approval Date: February 27, 2021

Revision Date: _____

As of 2017, the National FFA Organization gifts all graduating seniors free, five-year membership to the National FFA alumni. This membership does not qualify a student to apply for awards, degrees, or scholarships.

Collegiate Membership is no longer a unique membership type, but opportunities exist for FFA members to participate after high school graduation. Students seeking to participate in award, leadership, showmanship or scholarship programs must maintain their membership with their local chapter, the state association and the National FFA Organization.

Minnesota FFA: Chapters and Membership

1.3 Roster Submission and Dues

Board Approval Date: February 27, 2021

Revision Date: _____

1.3A - MEMBERSHIP STRUCTURE

FFA membership is available through chapters in two structures: individual dues and chapter affiliation fees. Individual dues chapters must pay a set rate per student based upon the type of membership identified. Affiliate chapters pay a rate based upon the bracket within which their chapter membership falls. (Affiliation rates are based upon membership from the previous membership year). A chapter that has enrolled as an affiliate chapter and then chooses to leave the program may not re-enroll. Exceptions will be made for changes in chapter leadership (advisors). Chapters must submit the affiliation contract to the Minnesota FFA State Staff to enroll in the affiliation fee program no later than November 1. Chapters must submit a request in writing to State Staff by November 1 to leave the affiliation fee program.

1.3B – INITIAL ROSTER SUBMISSION AND PAYMENT

All chapters must submit a preliminary roster through theAET.com and forward payment to the FFA State Office no later than November 15. If a roster is not submitted electronically in AET, it will not be processed by the FFA State Office. State Staff will distribute a list of chapters in good standing to Region Advisors. Chapters that have not submitted a preliminary roster by November 15 and payment by December 15 will not be permitted to participate in FFA events or awards programs (including State Degrees, Region CDEs, and Proficiency Awards) until payment is received.

1.3C – ADDITIONAL ROSTER AND PAYMENT DEADLINES

Participation in the FFA State Convention requires that all participating students be added completely to FFA rosters and for payment to have been received in the State Office. The deadline for receipt of payment is April 1. Chapters can continue to add students for participation in summer activities until July 15. *State Fair participation is based upon the previous year's membership as State Fair exhibits are extensions of the previous year's SAE project. State Fair participants must assure they are FFA members by July 15 of the year they intend to show.

1.3D – FFA DUES AMOUNTS

- 1 Year Membership (Grades 7-12): \$13
- 3 Year Membership (Grade 13 to cover college participation): \$31.50
- 3 + 1 Year Membership (Grade 12 to cover college participation): \$39.50

*National FFA last increased their dues in 2010. Minnesota FFA last increased their dues in 2019.

Minnesota FFA: Chapters and Membership

1.3 Roster Submission and Dues (Continued)

1.3E – FFA AFFILIATE FEE RATES

Enrollment		National	State	Total	Enrollment		National	State	Total
		Aff. Fee	Aff. Fee	Aff. Fee			Aff. Fee	Aff. Fee	Aff. Fee
1	25	\$ 150	\$ 141	\$ 291	476	500	\$ 2,580	\$ 1,800	\$ 4,380
26	35	\$ 210	\$ 191	\$ 401	501	525	\$ 2,710	\$ 1,890	\$ 4,600
36	50	\$ 285	\$ 265	\$ 550	526	550	\$ 2,830	\$ 1,980	\$ 4,810
51	75	\$ 405	\$ 385	\$ 790	551	575	\$ 2,960	\$ 2,070	\$ 5,030
76	100	\$ 540	\$ 500	\$ 1,040	576	600	\$ 3,090	\$ 2,160	\$ 5,250
101	125	\$ 675	\$ 615	\$ 1,290	601	625	\$ 3,210	\$ 2,250	\$ 5,460
126	150	\$ 805	\$ 725	\$ 1,530	626	650	\$ 3,340	\$ 2,340	\$ 5,680
151	175	\$ 935	\$ 810	\$ 1,745	651	675	\$ 3,460	\$ 2,430	\$ 5,890
176	200	\$ 1,065	\$ 890	\$ 1,955	676	700	\$ 3,590	\$ 2,520	\$ 6,110
201	225	\$ 1,200	\$ 970	\$ 2,170	701	725	\$ 3,720	\$ 2,610	\$ 6,330
226	250	\$ 1,325	\$ 1,045	\$ 2,370	726	750	\$ 3,840	\$ 2,700	\$ 6,540
251	275	\$ 1,450	\$ 1,120	\$ 2,570	751	775	\$ 3,950	\$ 2,790	\$ 6,740
276	300	\$ 1,575	\$ 1,195	\$ 2,770	767	800	\$ 4,090	\$ 2,880	\$ 6,970
301	325	\$ 1,700	\$ 1,270	\$ 2,970	801	825	\$ 4,210	\$ 2,970	\$ 7,180
326	350	\$ 1,830	\$ 1,345	\$ 3,175	826	850	\$ 4,330	\$ 3,060	\$ 7,390
351	375	\$ 1,950	\$ 1,420	\$ 3,370	851	875	\$ 4,450	\$ 3,150	\$ 7,600
376	400	\$ 2,080	\$ 1,495	\$ 3,575	876	900	\$ 4,580	\$ 3,240	\$ 7,820
401	425	\$ 2,200	\$ 1,570	\$ 3,770					
426	450	\$ 2,330	\$ 1,640	\$ 3,970					
451	475	\$ 2,450	\$ 1,710	\$ 4,160					

* If more than 900 members: Contact State Office.

Affiliate fees are based upon membership from the previous academic year. In the first year of affiliation, membership brackets are determined by membership submitted through April 1.

Middle School Affiliation

Affiliated Middle School chapters will be assessed a \$200 state and \$300 national affiliation fee. Regional dues will also be assessed based on the regional affiliation scale.

1.3F – USE OF FFA MEMBERSHIP DATA AND INFORMATION

FFA members and teachers submit information through theAET.com to enroll as FFA members, register for conferences, and track SAE and FFA programs. Members and teachers also use FFA.org for registration and to apply for scholarships. This information is not accessible to any entity beyond FFA and will not be sold or shared to any outside organization. Students will receive FFA publications and information about upcoming FFA opportunities, but their data will not be used for marketing or fundraising purposes. Demographic information may be used for organizational evaluation or reporting purposes. In no way will demographic data be shared beyond membership enrollment in a way that is connected to student personal information. AET’s terms of use, privacy statement, and COPPA statement are available at: <https://www.theaet.com/signup>.

Minnesota FFA: Chapters and Membership

1.4 Adding Missing Years of Membership

Board Approval Date: February 27, 2021

Revision Date: _____

Eligibility for consideration for some awards and applications requires a minimum number of years of continuous membership. The Chapter FFA Advisor is responsible for assuring students are on the roster for each year they are a member. In the event a student is left off a roster or membership lapses, FFA advisors can have membership years added back.

1.4A – ADDING STUDENTS MISSING FROM CURRENT MEMBERSHIP YEAR

To participate in any FFA event or program, a student must be a paid member on the chapter's roster that has been submitted to the State Office. All chapters must submit a preliminary roster through theAET.com and forward payment to the FFA State Office no later than November 15. Additional members can be added by the FFA advisor through theAET.com until July 15. Advisors are responsible for submitting payment to the state office using the invoice from the State FFA Office. Local chapters are responsible for all regional, state, and national membership fees.

1.4B – ADDING STUDENTS MISSING FROM PREVIOUS YEARS OF MEMBERSHIP

State FFA Staff will not add a student to the roster without approval from the chapter advisor. To guarantee all applicants receive their degrees, the FFA State Office will work with local advisors to add missing years of membership as necessary. Chapters will then be invoiced for state and national dues as well as late fees for those students. For the purposes of American Degree applicants, an advisor's signature on the application indicates they believe the student is fully qualified for the degree and therefore indicates to the FFA State office that they have already approved membership for all necessary years.

Minnesota FFA: Chapters and Membership

1.5 Issuance, Suspension, and Revocation of Local Charters

Board Approval Date: February 27, 2021

Revision Date: August 14, 2023

FFA Chapters may be established in high schools or middle schools where approved agricultural education programs exist. Schools will work with the Minnesota Department of Education to identify requirements for teachers, coursework and course continuums that may exist for a high-quality Career and Technical Education program. Once a school has received Program Approval for their agricultural education program, they are eligible to apply for an FFA chapter charter. Chapters must meet certain requirements to be chartered and to remain in good standing and eligible for continued participation.

1.5A – APPLYING FOR AND RECEIVING A CHAPTER CHARTER

The agriculture teacher(s) must receive Program Approval from the Minnesota Department of Education and then submit the following to the state office: application for charter, a list of chapter officers, a complete list of chapter members, a copy of the chapter Program of Activities, and a copy of the chapter constitution. The application for charter and sample documents are available electronically from state staff or at mnffa.org. To be chartered during the current school year, all materials must be submitted to the State Office by March 1.

Once all documents are received and approved, state staff will work with the chapter advisor to establish necessary accounts and log-in information to give the chapter access to creating a roster, ordering FFA paraphernalia, and participating in FFA programs.

1.5B – SUSPENSION OF CHAPTER ACTIVITY

To remain in good standing, chapters must continue to offer agricultural education courses and remain up to date with financial and reporting responsibilities. If chapters fail to meet these requirements, their ability to participate will be suspended until requirements are met. Specifically, chapters will have the right to participate temporarily suspended if rosters and payment are not submitted in accordance to rules laid out in Policy 1.3. Chapters that do not submit annual membership rosters, annual reports, or payment by the end of the membership year risk having chapter participation suspended for the next membership year. Chapters must maintain compliance as outlined in Article V of the Minnesota FFA Constitution to be a Chapter in Good Standing.

1.5C – REVOCATION OF CHAPTER CHARTER

Chapters where agricultural education programs are no longer offered are not eligible to continue to participate with FFA. Chapters that have repeatedly violated state association policies risk having their chapter charter revoked.

1.5D – STUDENT PARTICIPATION AFTER CHARTER REVOCATION

If a chapter is disbanded due to a lack of agricultural education courses, students who have been members of FFA and taken all agricultural education courses available prior to the elimination of coursework may remain members of FFA (pending receipt of dues) until the end of their membership eligibility – the fourth National Convention after graduation from high school. These students are eligible to participate in CDEs and awards programs. No new students may participate as part of the FFA chapter. If a chapter charter is revoked for any reason other than an elimination of agricultural education courses, students are ineligible to participate in CDEs, awards programs, or events unless a charter is reinstated.

Minnesota FFA: Chapters and Membership

1.6 Reports to the FFA Association

Board Approval Date: February 27, 2021

Revision Date: _____

Per the National FFA Constitution and Minnesota FFA Constitution, local FFA Chapters must annually submit all reports as requested by the state association. Reports requested by the FFA state executive director (i.e., FFA executive secretary in the Minnesota FFA constitution) include:

- Newly elected officers;
- A list of the official delegates to the State Convention;
- Members and degrees earned;
- An annual chapter report on forms furnished by the Executive Director and progress reports as may be deemed advisable and called for by the Board of Student Officers and Board of Adult Directors;
- A report of any changes in, or amendments to, the local Constitution and Bylaws immediately following each such change.

1.6A – TEACHER INFORMATION:

Teachers must complete their profile information in AET including name, contact information, demographics, educational and work history, salary and extended contract information, and course offerings. Collection of these data in AET replaces the former Minnesota Department of Education statewide survey.

1.6B – STUDENT INFORMATION AND OFFICERS

Students must complete their profile information in AET including name, contact information, demographics, and course enrollment. Minnesota FFA encourages students to use AET for recordkeeping in work-based learning/SAE, leadership/FFA, and classroom instruction, as these records export to award applications and degrees, but is not required. FFA membership is submitted through AET to National FFA and the state association. Minnesota FFA will use these data to determine the list of members, degrees earned, and officers.

1.6C – DELEGATES TO THE FFA STATE COVENTION

Per the FFA constitution, to remain in good standing with the association, each chapter must provide a list of delegates to the FFA State Convention. Each chapter will submit its list by registering two delegates through the FFA State Convention registration system. Each chapter must be present for business meetings of the state and delegates must vote on behalf of the local chapter and region.

1.6D – PROGRAM OF ACTIVITIES

Per the FFA constitution, to remain in good standing with the association, each chapter must submit an annual program of activities/work (i.e., a strategic plan) to the state association. Chapters will submit programs of activities through the AET system using the calendar function and strategic planning tools. Further, Minnesota automatically populates state and regional events to local calendars using this system.

Minnesota FFA: Student Leadership Positions

Student Leadership Positions: General

Minnesota FFA is represented by student leaders at a variety of levels. Officers of FFA Board of Directors and the organization are a student president, student vice-president, student secretary, student treasurer, student reporter, and student sentinel; eight regional presidents; an adult executive secretary (executive director); an adult executive treasurer; and the state advisor. For the purposes of clarity of roles and responsibilities, the policies below handle each group of student leaders separately to address unique policies regarding their selection, support, responsibilities, and more.

Minnesota FFA: Student Leadership Positions

2.1 State Officers – State Officers

Board Approval Date: July 24, 2021

Revision Date: _____

2.1A – JOB DESCRIPTION

A Minnesota FFA State Officer is one of six FFA members selected to serve the association at large for one organizational year, from State Convention to State Convention. State Officers perform a wide variety of tasks to represent the association and its members including, but not limited to, writing and presenting leadership workshops, speaking to agricultural meetings, making presentations to sponsors and alumni, traveling to visit FFA chapters, acting as delegates to the National FFA Organization and board representatives for the Minnesota FFA governing bodies, meeting with legislative partners and planning, and executing portions of the FFA State Convention in cooperation with key staff and partners. Officers perform as individuals and part of a team; seek improvement and accept feedback graciously; remain current on agricultural and world news to be informed leaders and continually serve as for FFA members by adhering to the FFA code of ethics and conduct at all times.

2.1B – ELIGIBILITY AND SELECTION PROCESS

Students are eligible to run for a FFA State Office if they are a member in good standing of a Minnesota FFA Chapter who has earned or will earn the FFA State Degree at the convention at which they would be elected. Candidates must be a graduating senior or older to apply and must remain an active member throughout the entirety of their year of service. Candidates must submit a completed application online by March 1 (including a signed commitment form) and affirm their understanding of the commitment by watching and verifying their understanding of an online webinar.

State Officer applications will be scored by adult consultants to the nominating committee. No more than 18 qualified candidates will advance to the interview rounds held during the days prior to the FFA State Convention. Candidates will pay a fee to participate in the convention interviews which covers a portion of their meals and lodging during the selection process. During convention, candidates will be evaluated on FFA core competencies through a series of group or one on one interviews and observed practicums such as public speaking, facilitating, and delivering key messages to a variety of audiences. Scores are weighted to give more value to competencies identified as more essential to success as a state officer.

After the conclusion of interviews, the Nominating Committee will meet to evaluate candidate performance and develop a slate for the state officer team. The officer team slate will be announced during the final state convention session.

Details about the selection process are available in more detail in the State Officer Candidate Selection Process Handbook and details about the Nominating Committee are indicated in Policy 2.3. The selection process is periodically reviewed by a team of staff, stakeholders and students to assure it remains fair, relevant, and in line with FFA's goals and values. This evaluation happens at least once every three years but may happen more frequently if necessary. Revisions are presented to and approved by the Adult Board before taking effect.

Minnesota FFA: Student Leadership Positions

2.1 State Officers (continued)

2.1C – MANAGEMENT, SCHEDULING, AND SUPPORT

Management and Scheduling

State Officers are managed by state staff members who balance officer development, responsibilities, and major association events. Requests for State Officers at industry, regional, or chapter events should be made to state staff so that they can balance time, transportation, and financial commitments.

Chapter visits are scheduled on a rotational basis to reduce the travel requirements for officers. Officers are not permitted to travel on association business unless it has been approved by state staff, and they will not be reimbursed for mileage or expenses unless they are traveling for a state approved event. Chapters or regions can request state officers for their events even if that event is not an official chapter visit. Chapters or regions will be notified if they are responsible for any costs for state officer visits before officer travel is confirmed.

Developmental Support

State Officers are provided with directed training and coaching sessions as well as multiple opportunities for professional development. In addition to state staff support, officers have help identifying mentors to support them throughout their year of service.

Financial Support

Officers are not paid employees of the FFA State Association, but instead are volunteer student interns. The FFA Association helps to defer and reduce the costs of serving as an officer by providing officers with reimbursement for mileage, approved expenses, and a clothing stipend for FFA official dress.

2.1D – DISCIPLINE/REMOVAL FROM OFFICE

State Officers who fail to meet expectations will be asked to participate in conversations to identify areas and strategies for improvement. Officers who violate the code of ethics or code of conduct will meet with state staff to address the concern. If an officer has clearly violated a key component of the code of conduct or their commitment form, they may be considered for dismissal from their position on the team.

In the event an officer is considered for removal from the team, State Staff will meet with the officer to identify whether there is evidence enough to be grounds for removal. The student's local chapter advisor(s) will be included in subsequent conversations regarding officer behavior and potential removal. Officers may choose to resign prior to an Adult Board action to consider their removal. If the Adult Board determines the student has violated their commitment contract, they will be asked to resign or dismissed from the team by a board vote. State Officers will not be involved in any Adult Board conversations regarding the dismissal or discipline of a student.

Minnesota FFA: Student Leadership Positions

2.2 Region Presidents

Board Approval Date: July 24, 2021

Revision Date: _____

2.2A – JOB DESCRIPTION

Region Presidents are members of the Minnesota FFA Student Board of Directors and are officers on the board. Region Presidents are liaisons between the chapter/region level and the state association. They serve as part of a team of region officers and participate in select state association tasks. Region Presidents are unique because they have responsibilities to both the region and the state. Region Presidents also have duties with Minnesota FFA during summer leadership conferences and the FFA State convention.

2.2B – ELIGIBILITY AND SELECTION PROCESS

The selection process for Region Presidents differs by region. Each region has the authority to determine their selection method and timeline. Region Presidents must possess or receive their FFA State Degree by the convention at which they will be introduced as the new Region President. All students who have earned their state degree and will be an FFA member for the entire term are eligible to apply.

2.2C – MANAGEMENT, SCHEDULING, AND SUPPORT

Region Presidents work closely with their region chapters, teammates, and their region advisor for regional responsibilities. In addition to region tasks, Region Presidents will work with State Staff and State Officers to plan for state required events. In the case of state association events when Region Presidents travel in their own vehicle and not with a chapter, the association will reimburse drivers for mileage and travel expenses. The association will also coordinate or provide lodging/meals at events where Region Presidents are required to work as part of the program. Financially, Region Presidents will be provided with a \$50 clothing stipend to support their need for official dress for in-person FFA State events.

Region Presidents, on occasion, may be asked to attend State level activities that occur within their region such as farm shows, agricultural meetings, or business and industry tours. If asked to attend a State activity by Association state staff, Region Presidents are eligible to be reimbursed for mileage for that event. If asked to attend by a member of the Foundation staff, reimbursement is not provided from the Association, but may be available from the Foundation. Region Presidents should clarify reimbursement/mileage if necessary when asked to participate.

2.2D – DISCIPLINE/REMOVAL FROM OFFICE

Region Presidents are required to sign and adhere to the same commitment form and code of conduct/ethics that apply to Minnesota FFA State Officers. In the event that a Region President violates that commitment, they will follow the same policy and procedure as is outlined in Policy 2.1D regarding the discipline/removal of office for State Officers.

Minnesota FFA: Student Leadership Positions

2.3 Region Officers

Board Approval Date: July 24, 2021

Revision Date: _____

Region Officers are elected and serve under the direction of their region. Minnesota FFA Association will offer training opportunities for region officers to participate in, but officers are not required by the state to participate in order to serve as officers. Each region has the authority to establish their own requirements and expectations for their region officers. While the state association does not schedule or financially support region officers, it does provide support and guidance to regions upon request.

When the state officers are in a region, region officers will often be invited to participate in scheduled chapter visits or agricultural events. If a state level event is occurring within a geographic region, Region Officers may be invited to participate in events such as farm shows, agricultural annual meetings, or business and industry visits.

Minnesota FFA: Student Leadership Positions

2.4 Region Advisors

Board Approval Date: July 24, 2021

Revision Date: _____

Region Advisors are identified within each region by the region itself. Each region may have a different selection process and may have multiple region advisors. A single designated Region Advisor will receive a small stipend from the Minnesota FFA Foundation at the FFA State Convention in appreciation for their role throughout the year, but they are not paid employees of the Minnesota FFA Association. Region Advisors may help to coordinate Region Officers and region activities including CDEs, leadership events, and the evaluation of awards and degrees. The State Association does not directly schedule or manage regional activities but does provide assistance and resources to Region Advisors upon request and through regional advisor meetings that occur in the fall.

Minnesota FFA: Student Leadership Positions

2.5 Additional Student Leadership Positions

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2.5A National FFA Delegates

When Minnesota is awarded more National FFA delegates than available State Officers, additional students will be sought to fill the additional delegate positions. The number of delegates each state receives is determined by National FFA based on FFA State membership. Applications will be made available to students through Region Advisors and general communication (social media, teacher listserv). Interested students must be able to travel with the State Officer Team to National Convention and will have responsibilities Monday through Wednesday of the convention. Chapters will then be responsible for the student and their transportation during the remainder of convention. Region officers will be targeted for applications, but any student can apply if they are a dues-paid FFA member in good standing. Applications are reviewed by members of the Adult Board who do not have a student applicant and the board will make recommendations to state staff for which students should serve as delegates. Additional consideration may include available lodging or competition needs of state officers or delegates.

2.5B State Officer Nominating Committee

Nominating Committee applications are available online and distributed in early spring. Any student member in good standing is eligible for consideration as a member of the State Officer Nominating Committee. Each region will be represented by one student on the committee. Preference is given to students who have not previously served on the committee. Students from chapters with state officer candidates or with other obvious conflicts of interest are not eligible to be considered as members of the nominating committee. State Officers will evaluate applications to select a talented, experienced, and balanced Nominating Committee.

In addition to regional representatives on the committee, two immediate Past State Officers co-chair the committee process. The committee is observed and supported by four adult consultants: two representatives from Minnesota Association of Agriculture Educators and a total of two representatives from FFA Stakeholder groups including school administrators, the FFA Foundation, and the FFA Alumni. A designated adult coordinator of the nominating committee will be present throughout the selection process to keep the process on schedule, to assure the process is adhering to written guidelines, that the process is free from bias and that all participants (committee members, adults, and candidates) are supported.

In the event of a selected student or adult member being unable to attend the convention, best efforts will be made to find appropriate substitutes. Should a student or adult member become ill or unavailable within a week of convention, the process will advance forward regardless of whether an alternate can be provided. Unavoidable or emergency committee changes will not invalidate the selection process. The adult coordinator will make decisions to assure fairness and a quality experience for all involved.

2.5C National Officer Candidate

Any student who has or will receive their American Degree by the year of the selection is eligible to be considered for Minnesota's National Officer Candidate. Interested applicants must submit a letter of intent to State Staff after the FFA State Convention (deadlines will be distributed annually) and then participate in interviews by early June. Selection is based on the same competencies as State Officer Selection (See Policy 2.1B). A selected candidate will be supported with training and limited financial resources as they continue to prepare for the selection process at the National FFA Convention. Support is available from the Association and the FFA Foundation to support the candidate's convention hotel, flight, and registration, and one out of state training experience.

2.5D State Fair Barnyard Attendants and Ambassadors

Students can serve as Barnyard Attendants in the CHS Miracle of Birth Center or Ambassadors in the FFA Chapter House for multiple day shifts during the Minnesota State Fair. Students may be asked to apply and interview to be considered. If selected, students receive assistance with housing and meal tickets/access to the fairgrounds for the days that they work. There is training in early August about key messaging and the State Fair shift length will be communicated through the application process. Students may sign up for multiple shifts.

Minnesota FFA: Career and Leadership Development Events

3.1 Overall CDE/LDE Management, Governance, and Eligibility

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Management

Rules and policies referenced in this section of the Association Policy Book are [linked](#) here for convenience as a duplicate of the Career and Leadership Development Event handbook managed by MAAE. Career and Leadership Development Event rules and policies are managed by the CDE Coordinator and the MAAE CDE Committee. This committee meets three times annually at the January and July MAAE conferences and the FFA State Convention in April. The committee may meet additional times throughout the year as necessary. CDEs/LDEs are offered at the Regional level (led at least in part by the Region's member of the CDE Committee) and at the State level. They may also be offered at CDE/LDE invitationals at various colleges or universities. The FFA Association provides access to rules for other events and assists in the coordination of State Level competitions. The majority of State CDEs/LDEs are offered at the FFA State Convention and are managed on site by a combination of faculty, teachers, and college student event chairs. These event chairs work with volunteers, assigned region advisors, and the CDE Committee and Coordinator to deliver a competitive event that adheres to the rules of the individual event and the general eligibility rules for all FFA Competitors. State events that occur outside of the FFA State Convention are managed individually as listed in Policy 3.4.

Revision

The MAAE CDE Committee reviews individual CDE/LDEs on a multi-year rotation. The committee may evaluate participation, budget as compared to other CDE/LDEs, relevance to classroom instruction or career expectations; National FFA revisions and/or feedback from FFA advisors. If a CDE/LDE is not scheduled for review, the committee may review the event if National FFA makes significant changes to the event in a non-revision year or if an MAAE member proposes changes to the CDE Committee. CDE/LDE revisions should be brought to the CDE Committee through a committee member or state staff member prior to the meeting at the January Ag Tech Conference. Between January and the July Summer MAAE Conference, committee members will work to finalize recommendations for any changes. Changes approved by the CDE Committee at their meeting during the summer conference and then brought before all MAAE members for a vote. Changes approved by both the MAAE CDE Committee and the MAAE general membership will go into effect for implementation at the following FFA State Convention.

Governance

CDE/LDEs are governed by written rules managed by the MAAE CDE Committee. Rules include information about participation eligibility, competition descriptions, and information about tie-breakers. Procedural or rule changes or changes to participation quotas are addressed at the MAAE Annual Summer Conference by the CDE Committee. Response to grievances (as outlined in Policy 3.7) are handled with the CDE Coordinator, the FFA State Advisor, and the FFA Executive Director. At the request of an advisor, an issue can be brought before the entire CDE Committee. The FFA Adult Board maintains responsibility for the operation of state finals events and the financial and liability decisions associated with that event. In the event of a health or safety concern, the FFA Adult Board may limit or cancel regional or state events. In the event of an equity concern, the FFA Adult Board or State Staff may work with CDE Committee members to identify solutions that allow for equitable participation.

Eligibility

To be eligible to participate in Region or FFA State CDE and LDEs, a student must be an FFA member of their local chapter, enrolled in an accredited AFNR class during the current year, and have paid regional, state, and national FFA dues to the FFA State Office. Students are eligible to participate in one Career Development Event, one individual Leadership Development Event and one team Leadership Development event at the FFA State Convention each year. If a student has already been identified as a member of the state winning team of Agricultural Communications or Food Science (events that occur prior to the FFA State Convention), they are not eligible to participate in a CDE or team LDE at the State Convention because students can only advance to the National FFA Convention in one CDE or LDE. Students who advance to the State Convention in an individual LDE may choose to participate. If they win their individual event, they will be expected to forfeit their spot on the state winning team. Chapters can replace team members if necessary.

Teams and individuals must be certified by their region to be eligible to compete at the State Level (except for non-convention CDEs). Once a student has competed on a team that has won the State event, they are no longer eligible to compete in the same CDE or LDE again. If a student is not a member of a state first place winning team but competes at the National FFA Convention in the event due to a substitution, they are no longer eligible to compete in the same CDE or LDE again. Unless otherwise noted, all students in grades 7-12 are eligible to participate in Minnesota FFA CDE/LDEs. The exceptions for the age requirement apply to Creed Speaking and Conduct of Chapter Meetings. Individual rules and specific restrictions should be found for each individual CDE and LDE through the Minnesota FFA website or confirmation with CDE/LDE Staff or coordinators.

Minnesota FFA: Career and Leadership Development Events

Minnesota FFA Association Policy and Procedure Manual

3.2 Regional CDE/LDE Management and Policies

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With the exception of Agricultural Communications, Agricultural Issues, and Marketing Plan, CDE/LDEs begin competition at the local and regional level. Regions advance a designated number of teams or individuals to compete at the FFA State Convention in April (see chart below). The operation of CDE/LDEs on the regional level is managed and governed by advisors on the region level with leadership from the regional representative to the CDE Committee. Region CDE/LDEs must be scheduled to produce results prior to the deadlines for FFA State Convention registration.

Regional CDE/LDE Quotas are determined in two ways. First, certain CDE/LDEs allot an equal number of participation spots to every region. Most commonly, CDE/LDEs allocate a base number of participation spots to each region – and then regions earn additional participation spots with success in that CDE/LDE at the previous state convention. The quota is developed and managed by the CDE coordinator at the University of Minnesota, Mr. Denny Bjorklund, and approved by the MAAE CDE Committee at the summer meeting. Details on how regions have earned additional spots in their quota can be directed to Denny Bjorklund for more information.

Baseline Quotas for Individual Career and Leadership Development Events

Region	I	II	III	IV	V	VI	VII	VIII	Total
Agricultural Mech & Tech Systems	3	3	4	2	3	4	4	3	26
Agricultural Sales	2	2	2	2	2	2	2	2	16
Companion Animal Science	6	6	5	7	7	6	6	6	41
Conduct of Chapter Meetings	2	2	2	2	2	2	2	2	16
Creed Speaking	3	3	3	3	3	3	3	3	24
Crops	4	3	4	2	6	6	4	5	34
Dairy Cattle Evaluation	5	4	6	7	8	7	7	8	52
Dairy Cattle Handling	4	4	4	4	4	4	4	4	32
Employment Skills	2	2	2	2	2	2	2	2	16
Extemporaneous Speaking	1	1	1	1	1	1	1	1	8
Farm Business Management	4	3	4	3	5	6	5	6	36
Fish & Wildlife Management	6	7	6	6	6	6	6	7	50
Floriculture	4	4	4	6	4	6	6	6	40
Food Science	2	2	2	2	2	2	2	2	16
Forestry	5	8	5	5	4	4	2	3	36
Horse Evaluation	4	5	6	5	7	4	7	7	45
Livestock Evaluation	6	5	5	5	8	8	8	8	53
Meats Evaluation & Technology	3	3	3	3	4	4	4	4	28
Milk Quality & Products	4	4	4	4	7	6	6	6	41
Nursery/Landscape	3	4	4	5	3	4	5	5	33
Parliamentary Procedure	2	2	2	2	2	2	2	2	16
Poultry Evaluation	3	3	3	5	6	6	5	5	36
Prepared Public Speaking	2	2	2	2	2	2	2	2	16
Soils	5	5	4	6	6	5	4	6	41
Talent	2	2	2	2	2	2	2	2	16

Minnesota FFA: Career and Leadership Development Events

3.3 State Convention CDE/LDEs and Competitive Events

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3.3A – Career and Leadership Development Events Held at State Convention

CDE/LDEs allow for participation of students in grades 7-12 unless otherwise indicated. All State Convention CDE/LDEs advance the first place team to the National level competition at the National FFA Convention (with the exception of Soils). In some cases, the National CDE/LDE is differently named than the state competition. These exceptions are noted.

Event	Coordinator (Contact for Questions)	Day of Event
Agribusiness Sales	Dr. Brent Sorenson	Monday
Agricultural Issues	Sarah Dornink	Tuesday
Agricultural Mechanics	Randy Barka/Bruce White	Monday
Companion Animal Science <i>Advances to Vet Science CDE at National FFA Convention</i>	Brad Nord	Monday
Conduct of Chapter Meetings	Joel Larsen/Ethan Dado	Sunday and Monday (finals)
Creed Speaking (Grades 7-9)	Mary Buschette/DelRay Lecy	Sunday and Tuesday (finals)
Crops <i>Advances to Agronomy CDE at National FFA Convention</i>	James Anderson/Dave Swanson	Monday
Dairy Cattle Evaluation & Handling	Dr. Anthony Seykora/Steve Hinrichs	Monday
Employment Skills	Trescha Mitchell	Monday
Extemporaneous Speaking	Dr. Brad Greiman	Sunday and Tuesday (finals)
Farm Business Management	TBD	Monday
Fish & Wildlife <i>Advances to Environmental-Natural Resources CDE at National FFA Convention</i>	Jennifer Menken/John Roberts	Monday
Floriculture	Jeff Lindeman	Monday
Food Science	Chair by Committee	*not held during State Convention
Forestry	Charlie Blinn/Shawn Linder	Monday
Horse Evaluation	Denise Reeser/Michael Reeser	Monday
Livestock Evaluation	Kyle Rozeboom/Ryan Steele	Monday
Marketing Plan	Dr. Laura Rice/Eleora DeMuth	Monday
Meat Evaluation	Ryan Cox/Jen Boersma	Monday
Milk Quality & Products	Tonya Shoenfuss/Andrew Steiner	Monday
Nursery & Landscape	Dan Dylla	Monday
Parliamentary Procedure	Jim Molenaar/VACANT	Sunday and Monday (finals)
Poultry Evaluation	Anup Johny/Josh Barron	Monday
Prepared Public Speaking	Dr. Amy Smith/Bob Roesler	Sunday and Tuesday (finals)
Soils <i>Does not advance to any CDE at the National FFA Convention.</i>	Curt Gjerstad/Dan Wheeler	Monday

Minnesota FFA: Career and Leadership Development Events

3.3 State Convention CDE/LDEs and Competitive Events

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3.3B – Non-CDE Or LDE Competitive Events Held at State Convention

In addition to Career Development Events and Leadership Development Events that are aligned to AFNR standards and advance to the National FFA Convention or other regional/national agricultural organization shows and competitions, the FFA State Convention provides activities to allow students to highlight knowledge, personal leadership skills, and talent. These competitions differ from those listed as CDEs and LDEs in section 3.3A because there is no requirement or guarantee that a state winner can advance to the next level of competition beyond the convention.

Event	Coordinator (Contact for Questions)	Day of Event
Best Informed Greenhand <i>(Winners and participants alike can choose to enter a Quiz Bowl knowledge competition offered at the National Competition but participation is not required to advance to this event and winners are not required to attend).</i>	Becky Cronk	Sunday
Discussion Meet <i>(This event is based upon the Farm Bureau Discussion Meet. There is no opportunity for advancement from this event. Students can compete in the future in the Collegiate or Young Farmers and Ranchers Discussion Meets, both offered through Farm Bureau.)</i>	Minnesota Farm Bureau	Sunday
Talent <i>(Participants in the Minnesota FFA Talent Competition must advance from the regional level. Any participants are eligible to apply for consideration in the National FFA Talent program- but winning the state talent competition does not guarantee selection for the national event).</i>	Rachel Moe	Sunday

Minnesota FFA: Career and Leadership Development Events

3.3 State Convention CDE/LDEs and Competitive Events

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3.3C – State Convention Competitive Event Recognition Schedule

CDE/LDE winners or finalists are notified pre-state convention if the event occurs outside of convention. If the event takes place at convention, finalists are notified through the State Convention app as soon as results are available – most finalists will be shared Monday night but some CDE/LDEs will not have results until early during session on Tuesday afternoon.

Event	Teams/Individuals Recognized Onstage	Recognition
Agricultural Communications	5 teams, 3 individuals	Tuesday morning, Group 1
Agricultural Issues	2 teams	Tuesday morning, Group 3
Agricultural Mechanics	5 teams, 3 individuals	Tuesday afternoon, Group 1
Agricultural Sales	5 teams, 3 individuals	Tuesday morning, Group 1
Best Informed Greenhand	5 teams, 3 individuals	Tuesday morning, Group 3
Companion Animal Sciences	5 teams, 3 individuals	Tuesday morning, Group 1
Conduct of Chapter Meetings	6 teams	Tuesday afternoon, Group 4
Creed Speaking	6 individuals	Tuesday afternoon, Group 4
Crops	5 teams, 3 individuals	Tuesday morning, Group 1
Dairy Evaluation	5 teams, 3 individuals	Tuesday afternoon, Group 1
Dairy Handler	3 individuals	Tuesday afternoon, Group 1
Discussion Meet	3 individuals	Tuesday morning, Group 3
Employment Skills	3 individuals	Tuesday afternoon, Group 3
Extemporaneous Speaking	4 individuals	Tuesday afternoon, Group 3
Farm Business Management	5 teams, 3 individuals	Tuesday morning, Group 2
Fish & Wildlife Management	5 teams, 3 individuals	Tuesday morning, Group 2
Floriculture	5 teams, 3 individuals	Tuesday afternoon, Group 1
Food Science & Technology	6 teams, 3 individuals	Tuesday morning, Group 2
Forestry	5 teams, 3 individuals	Tuesday afternoon, Group 2
Horse Evaluation	5 teams, 3 individuals	Tuesday afternoon, Group 2
Livestock Evaluation	5 teams, 3 individuals	Tuesday afternoon, Group 2
Marketing Plan	2 teams	Tuesday morning, Group 3
Meats Evaluation & Technology	5 teams, 3 individuals	Tuesday morning, Group 2
Milk Quality & Products	5 teams, 3 individuals	Tuesday afternoon, Group 2
Nursery & Landscape	5 teams, 3 individuals	Tuesday afternoon, Group 3
Parliamentary Procedure	6 teams	Tuesday afternoon, Group 4
Poultry Evaluation	5 teams, 3 individuals	Tuesday afternoon, Group 3
Prepared Public Speaking	6 individuals	Tuesday afternoon, Group 4
Soils	5 teams, 3 individuals	Tuesday afternoon, Group 3
Talent	10 acts announced to perform throughout convention. Top act only onstage on Tuesday.	Sunday, end of Talent show & Tuesday afternoon, Group 3

Minnesota FFA: Career and Leadership Development Events

3.4 Non-Convention CDEs and Competitive Events

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3.4A Agriscience Fair

The Roland Peterson Science Fair is held each spring at the University of Minnesota on the Saint Paul campus. While this event is not hosted by the Minnesota FFA Association, the Association accepts the results from this event to determine which student projects will advance to the National FFA event. In order to be considered for recognition as the FFA representative, all students contributing to the project must be FFA members prior to competition and members of an agricultural education program. The project must also fit within one of FFA's AgriScience Fair categories both in terms of participant age/grade level and category description. If a project does not meet the category description or is deemed as non-agricultural, participants may be disqualified from competing on the national level.

At the FFA State Convention, Minnesota FFA winners of the AgriScience Fair will be recognized onstage. In each award category, up to the top three individuals or teams will be recognized at convention.

3.4B Agricultural Communications

The Agricultural Communications Career Development Event is conducted outside of the FFA State Convention. The competition is hosted by the University of Minnesota Agricultural Communications & Marketing Department and is aligned to National FFA rules. It may not include all components of the National competition based upon resources, access to equipment and available time. Information about the Agricultural Communications event will be distributed through the AgInstructors listserv. Winners of the event will be recognized onstage at the State Convention as indicated in Policy 3.3C and the state winning team will advance to compete at the National FFA Convention.

3.4C Trap Shooting

The Minnesota Trap Shooting competition is hosted and managed by the Marshall FFA in the Marshall area. This is not a Minnesota FFA organized or managed event. Students will register through the Marshall FFA and adhere to rules as specified. Results will be made available shortly after the competition. Awards and recognition are provided by the event hosts.

Minnesota FFA: Career and Leadership Development Events

3.5 Exhibiting and Showing Livestock

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Livestock shows on any level are operated by the show host itself and not by the FFA State Association. Registration fees, show requirements, recognition and rules are determined by the show's management. Certain shows may require that students provide proof of membership to participate in the FFA show. The local FFA advisor can obtain proof of this membership using theAET.com.

COUNTY FAIRS

Rules for participation vary by county. If a county would like to open its show to students beyond the county, the State Association can help to distribute this information for promotion purposes.

STATE FAIR

The State Fair FFA livestock shows require students to be dues paid FFA members for the previous membership year as state fair exhibits are considered extensions of the previous year's SAE project. Students must be on a roster no later than July 31 of the year of the show or be allowed to buy back the membership if missed on the roster. Membership will be checked and chapters will be expected to pay to add members that are not active on their roster. In order to show at the State Fair, students must be entering 9th grade or older and must still be an active FFA member (up to their fourth summer after graduating high school). Chapters that are newly chartered cannot participate at the fair until they have been chartered for at least the full school year prior.

SUMMER FFA MEMBERSHIP

Due to timing of summer activities and the membership year, advisors must ensure all participants in summer activities are paid, active members for that membership year prior to arrival at the summer event and State Fair. To participate in a FFA State event or awards program (the State Fair FFA weekend counts as a FFA State event even though the Association does not manage the event), chapters are responsible for the state and national dues/fees as well as any applicable late fees to add students who are not properly registered as members.

Minnesota FFA: Career and Leadership Development Events

3.6 Career and Leadership Development Event Advancement

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3.6A DEADLINES

Region deadlines are established and enforced at the Regional level by region advisors or CDE or SAE committee representatives. State deadlines are established based upon the starting date of the FFA State Convention. Region deadlines and competition dates (including make-up dates) should be set in a way to allow qualified teams and individuals to appropriately register for state competitions and the FFA State Convention.

Events with manuscript submission requirements will have deadlines provided and promoted through the AgInstructors Listserv that allow for scoring of manuscripts in advance of the event itself. Competitors who do not provide manuscripts or registration information by established deadlines may incur a penalty or be prohibited from participating in the event entirely.

National FFA CDE/LDE Deadlines and responsibilities are as follows:

- Declaration of Teams: State Staff declares events in which Minnesota FFA anticipates having a competitor at the national level in late spring.
- Certification of Teams: State Staff identify the chapter of each team advancing to National Convention shortly after State Convention results are final. Teachers will complete certifications for their nationally qualified competitors through ffa.org by **September 1**. *Minnesota FFA strongly recommends teachers complete this task prior to the end of the school year to avoid stress with this end of summer deadline.*
- Accommodations for special needs including learning disabilities, physical disabilities, and food allergies must be submitted to FFA by **August 15** in order to be considered.
- Manuscripts or Portfolios for Ag Communications, Ag Issues, Employment Skills, Marketing Plan and Prepared Public Speaking are due by electronic upload by **September 1**. Employment Skills must also submit their application on **September 15**. FFA advisors are responsible for submitting manuscripts directly to National FFA as described in individual CDE/LDE rules.
- Teams with individuals competing in multiple events (CDE/LDE, Proficiency, National Chapter or AgriScience Fair) must notify National FFA of the conflict by **September 1**.
- Waivers must be signed and submitted electronically for all participating students in accordance with the dates set by National FFA. Minnesota FFA recommends advisors print a copy of all completed waivers and travel with them in addition to any permission slips or travel forms required by their school.

Advisors are also responsible for registering their students for participation at the National FFA Convention in addition to completing the tasks required to register them to participate in the competitive event. Convention registration opens in early September. Chapters must plan their arrival at the convention to allow for time to pick up registration materials prior to any CDE/LDE activities.

3.6B AVAILABLE SUPPORT

Minnesota FFA does not provide a formal support pathway for financial or development needs of selected advancing teams and individuals - but it does serve as a conduit for information that can connect supporters and participants. Financial contributions or relationships between educational or industry partners can be facilitated through FFA State staff.

3.6C NEXT IN LINE TO COMPETE

In the event a team member is unable to participate, it is possible to allow remaining students to compete. A team may replace a member at the state level in accordance with any existing region policies. At the national level, it is possible to replace team members 24 hours prior to convention with the proper paperwork and Association consent.

If a team/individual CDE/LDE competitor is unable to compete, the next ranked team/individual may be asked to represent Minnesota at the national level. Advisors of second place teams offered the opportunity to compete at National Convention have the choice to allow their team/competitor to advance or to deny that opportunity based upon their own judgement.

Minnesota FFA: Career and Leadership Development Events

3.6 Career and Leadership Development Event Advancement, cont.

3.6D PARTICIPATION RESTRICTIONS

Students may only advance to compete in a limited number of events at the National FFA Convention. They may compete in a maximum of one CDE or LDE per year.

Minnesota students may not compete in a CDE or LDE after they have won the state event. Students are also ineligible to compete again in a CDE or LDE if they have competed at the national level – even if their team did not place first at the state level. In the event of a tie for 1st, the team that is not given the opportunity to advance to the national level will be allowed to compete again on the state level.

3.7 Competition Grievances

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Revision Date: _____

3.7A TIMELINE BEFORE RESULTS ARE FINAL

FFA State results may be shared in one of two ways: through an on-stage announcement or through an email over the AgInstructors Listserv. After results are shared, there is a one-week period in which teachers can make appeals to the state office. Unless an ongoing appeal is announced publicly through the listserv, results are final one week after the results have been shared. The FFA State Office will share a notice that results are final as well as indicate which, if any, results were changed from the original announcement.

3.7B GRIEVANCES BEFORE STATE LEVEL

Regional CDE/LDEs are run and managed at the region level. Any concerns or petitions regarding a region event must be taken up with the region leaders. The FFA State Office provides support to regions but does not mandate or control the actions of the region. Minnesota FFA will not overturn a region result without the involvement of the CDE committee and engagement with region FFA advisors – but it can serve as a resource in resolving a conflict.

3.7C GRIEVANCES FOR STATE LEVEL RESULTS OR PROCEDURES

After CDE/LDE competition results, FFA State staff and MAAE CDE chairs will work to share scoring details with chapters as quickly as possible – usually within two business days of the initial results announcement. For convention CDE/LDEs, chapters will have five days (typically until 9 am the Monday after convention) to review these results and submit concerns about inadequacies in scoring to the CDE coordinator or – if the event is run outside of the state convention – to state staff. Staff will then evaluate and respond to the appeal within 2 business days. If an appeal is unable to be resolved by the time results become final, state staff will notify the state via Listserv that the results are still pending finalization of the review. Initial appeals cannot be made on the day results are expected to be made final (this does not prohibit a party involved in an existing appeal to request clarification or review).

Appeals of CDE/LDE results that occur outside of the State Convention should be brought to state staff within the timeline indicated in the initial sharing of results (no shorter than 48 hours). Staff will work to resolve appeals as quickly as possible and will share confirmation when results are finalized.

If there are grievances other than inaccuracies in scoring, they should be made to the CDE Committee and FFA State Staff. If a grievance is being made with the intent to revise a result, it must be brought forward within the same timeframe required for score-based appeals. State Staff will work with CDE staff, coordinators, or committee members to understand grievances and develop appropriate responses.

CDE/LDE grievances will be reported to the CDE committee on an annual basis in order to understand trends or needs for improvement.

Minnesota FFA: Supervised Agricultural Experiences

4.1 Work Training Agreements, AET, and Labor Laws

Board Approval Date: November 20, 2021

Revision Date: November 19, 2022

Supervised Agricultural Experiences (SAEs) are an integral component of the agricultural education model on a national level and have particularly emphasis within Minnesota. The purpose of SAE is for all students to develop agricultural and work skills that reinforce classroom instruction and develop career readiness. Minnesota FFA offers several degree and award programs to recognize excellence in SAE – but the purpose of SAE is not recognition. Minnesota FFA works to provide resources and support system to help local advisors administer Supervised Agricultural Experiences that maximize safety, provide for effective supervision, and adhere to any applicable laws and regulations.

4.1A WORK AGREEMENTS

As an integral piece of AFNR education, an SAE should include components that naturally lend themselves to evaluation – and therefore require some sort of supervision. Utilizing a work agreement can help to assure that these individualized experiences universally address student growth and student safety. Minnesota FFA strongly encourages the use of work agreements. A sample work agreement/individual training agreement that can be modified for use in a local program is located on AET.

4.1B AET (AG Experience Tracker)

Record keeping is an important piece of SAEs. From classroom grading to applying for state and national degrees and awards, students learn reliable and quality record keeping skills through SAE. National FFA SAE degrees and awards are hosted through the AET – but students do not need to have an AET subscription to be able to access and successfully complete and submit applications. Subscribers with AET memberships can have the records they are keeping in AET auto populate into degree and award applications.

Starting in 2020, Minnesota agricultural education coordinated a highly subsidized state subscription to AET for every program in the state. Unfunded components of AET subscriptions are eligible for levy reimbursement should a school choose to use that as a mechanism for payment. Schools have successfully used Perkins' or other funds for their agricultural education program to pay for student access to the AET because SAE is intracurricular and related to class content. It is possible to use the AET for functions other than SAE records and applications. Chapters can use AET functions to develop Programs of Activities, manage their chapter roster, and grade student SAE.

4.1C LABOR LAWS

SAEs are intended to provide high school students with appropriate, educational work experiences within the parameters of existing state and federal labor laws. Advisors should be mindful of current statutes and work with students and employers/supervisors, as part of the recommended work agreement, to assure that regulations are being followed.

Federal Resources Regarding Youth & Labor:

- United States Department of Labor - <https://www.dli.mn.gov/business/employment-practices/teen-workers>
- Agricultural Employment - <https://www.dli.mn.gov/business/employment-practices/agricultural-workers>
- YouthRules! – Preparing the 21st Century Workforce - <https://www.youthrules.gov/>

Minnesota Resources from the Department of Labor & Industry:

- Labor Standards – General Child labor laws - <https://www.dli.mn.gov/LS/ChildLabor.asp>
- Agricultural Labor Standards - <https://www.dli.mn.gov/LS/AgWorkers.asp>
- Take special note of the student learners in manufacturing - https://www.dli.mn.gov/LS/Pdf/manufacturing_child_labor.pdf

Minnesota FFA strongly supports opportunities for youth to work within agriculture and on farms. It is important for student development of career skills and is a key part of encouraging the next generation of employees and entrepreneurs to choose agricultural careers. Within this belief, FFA places an uncompromised emphasis on training, supervision and, at times, restrictions for tasks to assure student employees are safe throughout their work experience. Advisors must be mindful of safety and legal practices at SAE work sites and, if necessary, communicate needs for improvement with adults and students. Should a work experience be deemed unsafe by the AFNR teacher, FFA supports their judgement in terminating its status as a qualified SAE for their student.

Minnesota FFA: Supervised Agricultural Experiences

4.2 Degrees and Eligibility

Board Approval Date: November 20, 2021

Revision Date: November 19, 2022

FFA has structured a degree program that recognizes active FFA members for progress in all phases of leadership, skills, and occupational development. SAE is not the only component required to earn degrees, but it is a critical piece to the development of the AFNR education student. The Discovery FFA Degree, the Greenhand FFA Degree, and the Chapter FFA Degree are awarded at the chapter level by the chapter advisor. State associations members who have met the requirements with the FFA State Degree. The highest degree, the American FFA Degree, is conferred upon an elite group of members at the national level.

4.2A – DISCOVERY DEGREE

- Be enrolled in an AFNR class for at least a portion of the year while in grades 7-8.
- Have become a member of FFA at local, state, and national levels.
- Participate in at least one local FFA chapter activity outside of scheduled class time.
- Have knowledge of agricultural related career, ownership, and entrepreneurial opportunities.
- Be familiar with the local FFA chapter's Program of Activities.
- Submit a written application for the degree.

**As not all FFA chapters offer a middle school program, the Discovery Degree is the only degree not required to receive higher degrees.*

4.2B – GREENHAND DEGREE

- Be enrolled in AFNR education and have satisfactory plans for a supervised agricultural experience program.
- Be on record as a member of FFA at the local, state, and national levels.
- Learn & explain the FFA creed, motto, salute and FFA mission statement.
- Describe and explain the meaning of the FFA emblem and colors.
- Demonstrate knowledge of the FFA Code of Ethics and the proper use of the FFA jacket.
- Demonstrate knowledge of the history of the organization, the chapter constitution and bylaws, and chapter Program of Activities.
- Personally own or have access to the Official FFA Manual and the Official FFA Student Handbook.
- Submit a written application for the degree.

4.2C – CHAPTER DEGREE

- Have received the Greenhand FFA Degree.
- Have satisfactorily completed at least 180 hours of systematic school instruction in AFNR education at or above the 9th grade level.
- Be on record as a member of FFA at the local, state, and national levels.
- Have in operation an approved supervised agricultural experience.
- Be enrolled in an AFNR course.
- Have participated in the planning and conducting of at least three official functions in the Program of Activities.
- AFTER entering AFNR education, must have earned & productively invested at least \$150 by the member's own efforts; or worked at least 45 hours in excess of scheduled class time or a combination thereof; and must have developed plans for the continued growth and improvement in their SAE program.
- Have effectively led a group discussion for 15 minutes.
- Have demonstrated five procedures of parliamentary law.
- Show progress toward individual achievement within FFA award programs.
- Have a satisfactory scholastic record.
- Have participated in at least 10 hours of community service. Cannot be duplicated as paid or unpaid SAE hours and should be done to benefit someone other than the FFA chapter.

4.2 Degrees and Eligibility, cont.

4.2D – STATE DEGREE

- Have received the Chapter FFA Degree.
- Be on record as having been an active FFA member at the local, state, and national level for at least two years (24 months) at the time of receiving the FFA State Degree. Applicants may receive their degree during the convention occurring within the spring of their second year of membership providing they are at least a junior in high school.
- Have completed, or be in the process of completing, the equivalent of at least two years (360 hours) of systematic school instruction in AFNR education at or above the 9th grade level. If out of school, candidates must have completed the equivalent of two full years of agriculture and agribusiness instruction (360 hours) grade 9-12.
- Have in operation an approved SAE program aligned to skills outlined in the National AFNR standards. If out of school, at least one year of SAE records must have been completed during high school.
- AFTER entering AFNR education, must have earned & productively invested at least \$2000 by the member's own efforts, worked at least 600 hours in excess of scheduled class time, or a combination thereof. Hours are valued at \$3.33/hour.
- Demonstrate leadership ability by performing 10 procedures of parliamentary law, giving a six-minute speech on a topic relating to agriculture or FFA; serving as an officer, committee chairperson or participation member of a chapter committee; and participate in the planning and/or completion of the chapter's Program of Activities.
- Have a satisfactory scholastic record as certified by the local AFNR education instructor and the principal or superintendent.
- Have participated in at least 10 different FFA activities above the chapter level.
- Have participated in at least 25 hours of community service within at least two different community service activities. These hours cannot be duplicated as paid or unpaid SAE hours and should be done to benefit someone other than the FFA chapter.
- Submit a written application for the degree.

REGION INTERVIEWS & EVALUATION

In Minnesota, FFA members will verify their degree application in interviews that take place at the region level. Students bring their SAE records with them to this interview to help them explain how they have met the requirements. Records must be accurate and cannot be deliberately improvised. Students are to include a list of leadership abilities performed as part of their SAE records for the purpose of the interview using the State Degree Review Sheet. If a candidate does not interview or, through the interview process, is found to have not met the requirements, they may be denied the degree. In the event of a health or safety concern, regions may choose to conduct interviews in alternate ways to assure the integrity of the process while providing any necessary accommodations.

If the candidate feels the action of the regional committee is in violation of the constitutional requirement, he/she may file and appeal to the FFA State Office. Appeals must be channeled through Region Advisors and must be received at the State Office no later than March 1st of the application year.

Complete details about the Region State Degree Interviews and application processing are found in depth in the SAE Handbook under "Regional Responsibilities regarding the Minnesota FFA Degree."

STATE PRESENTATION

Minnesota FFA state degree recipients receive a certificate and a charm from the State Association and are recognized during the FFA State Convention. The Association does not provide the degree chain for wearing the state degree chain. They can be purchased individually from National FFA. It is not possible for an individual to order a replacement for a lost state degree charm individually from National FFA; all requests must be made through the State Association and will result in a small fee to cover the cost of the replacement.

4.2 Degrees and Eligibility, cont.

4.2E – AMERICAN DEGREE

- Have received the FFA State Degree.

Minnesota FFA Association Policy and Procedure Manual

- Be on record as having been an active FFA member at the local, state, and national level for the last three years (36 months) continuously. If a student application is found to have a gap in required membership, the advisor and student signature on the application will indicate permission for the FFA State association to secure missing membership years and bill the chapter as necessary.
- Have record of satisfactory participation in activities on the chapter and state level.
- Have satisfactorily completed the equivalent of at least three years (540 hours) of systemic secondary school instruction in an AFNR education program, or have completed at least the equivalent of 360 hours of systematic secondary school instruction in AFNR education and one full year of enrollment in a postsecondary agriculture program, or have completed the program of AFNR education offered in the secondary school last attended.
- Have graduated from high school at least 12 months prior to the national convention at which the degree is to be granted.
- Have in operation and have maintained records to substantiate an outstanding SAE program, through which the member has exhibited comprehensive planning and managerial and financial expertise.
- AFTER entering AFNR education, must have earned at least \$10,000 & productively invested at least \$7,500 by the member's own efforts; or earned and productively invested \$2,000 and worked at least 2,250 hours in excess of scheduled class time. Any combination of hours, times a factor of 3.56, plus actual dollars earned and productively invested must be equal to or greater than the number 10,000. Hours used for the purpose of producing earnings reported as productively invested income shall not be duplicated as hours of credit to meet the minimum requirements for the degree.
- Have a record of outstanding leadership abilities and community involvement and have achieved a high school scholastic record of "C" or better as certified by the principal or superintendent.
- Have participated in at least 50 hours of community service within at least three different community service activities. These hours cannot be duplicated as paid or unpaid SAE hours and should be done to benefit someone other than the FFA chapter.
- Submit a written application with signatures of the chapter advisor, superintendent or principal, and state advisor or state executive director, certifying the accuracy of all statements in the application and that the applicant conducted him/herself/themself in a manner to be a credit to the organization, chapter, and community.

MINNESOTA EVALUATION

In Minnesota, FFA members will verify their degree application in interviews that take place on the state level. The purpose of this issue is to identify potential issues or opportunities present within each student's individual application. Students are encouraged to bring their records with them to assist them in explaining or correcting any questions about the application. Several interview days will be made available.

NATIONAL FFA EVALUATION & PRESENTATION

The American FFA Degree is presented by the National FFA Organization. Each application will be evaluated at the national level after it has been approved on the state level and it must meet their definition of an agricultural experience. It is possible that the organization may request additional information or corrections prior to confirmation of the degree or that they may indicate a project approved on the state level does not adhere close enough to their definition of a SAE to receive the degree. Confirmation of National FFA approval of degrees comes from National FFA after their summer board meeting – typically late July or early August. The American FFA Degree is awarded onstage during the National FFA Convention in October. Degree recipients are traditionally awarded a complimentary ticket to the American Degree Ceremony on the Saturday of Convention. They are presented a certificate and a degree charm. It is not possible for individuals or state associations to order replacement degree certificates or charms – but they may be requested from the National FFA Organization.

Minnesota FFA: Supervised Agricultural Experiences

4.3 Region and State Stars

Board Approval Date: November 20, 2021

Revision Date: November 19, 2022

Annually, Minnesota FFA recognizes State Degree recipients with the most outstanding projects in four primary areas of agricultural skill development. Each region can identify and nominate one student in each area as Region Stars. These stars are then evaluated, ranked, and recognized at the FFA State Convention. Award areas in Minnesota FFA are:

- **Star in AFNR Sciences:** Students that may be considered as a Star in AFNR Sciences have projects related to an enterprise that is identified as related to Natural Resources, Environmental Science, science-based directed lab, or research/experimentation. SAE earnings may be from placement or entrepreneurship enterprises.
- **Star in Agribusiness:** Students that may be considered as a Star in Agribusiness have projects with earnings related to an enterprise that is identified as an agribusiness and is considered a non-production agricultural enterprise. Businesses of this type typically transport, process, service, sell, or add value to an agricultural or natural resources commodity. SAE earnings may be from placement or entrepreneurship enterprises.
- **Star in Production Placement:** Students that may be considered as a Star in Production Placement have projects with earnings from production agriculture placement (e.g., crop, livestock, or poultry) and are found on the placement and exploratory enterprise page of the Minnesota FFA Degree application. Earnings found on income and expense enterprise page should not be considered as part of the selection of the Star in Production Placement.
- **Star Farmer:** Students that may be considered as a Star Farmer have projects with earnings from entrepreneurship production agriculture (e.g., crop, livestock, poultry) and are found on the income and expense enterprise page/tab of the Minnesota FFA Degree application. Earnings found on the placement and exploratory enterprise page should not be considered as a part of the selection of the Star Farmer.

REGION & STATE SELECTION

Upon application for the FFA State Degree, all students within a region will interview with a committee at the region level. These adults will verify that minimum requirements have been met and will identify up to one student in each area as regional star candidates. Region identification and selection of Region Stars in each area is managed at the region level by the Region Advisor, the Region SAE Committee Representative, and/or the Region Adult Board Member. If a candidate is from the chapter of the Region Advisor or Adult Board Member, an unbiased person should be selected. Details are available in the State Degree Handbook.

Once submitted to the State Association (due by February 22), FFA staff will schedule interviews of each of the candidates in mid to late March which will identify, within each award area, up to 4 region stars, up to 4 state star finalists and 1 overall state winner. Staff will share tentative dates for interviews and will try to schedule around known conflicts but cannot guarantee accommodation of conflicts with volunteer evaluators and up to 32 star finalists to evaluate.

INTERVIEWS

Each star finalist will be interviewed by a committee of agriculture and agricultural education leaders. Students will be asked to showcase their SAE while answering questions from the committee members through a virtual interview of regional finalists. State finalists will be interviewed in-person at the State FFA Convention.

If a student is not available to interview during the selected week, FFA will make efforts to be flexible with scheduling. State staff will publicize the dates of the Regional Finalist Star Interviews to teachers and then to interview finalists as early as possible to help prevent conflicts. It is not guaranteed that the state will be able to coordinate the interview committee to meet outside of the scheduled Star Interviews. Chapter advisors will be made aware of whether students are region or state stars - but the state winner will not be released until the FFA State Convention.

RECOGNITION

All region and star finalists are recognized onstage at the FFA State Convention. Region and State Finalists all receive plaques from the State. Parents, advisors, administrators, and employers are welcome to attend the State Convention to celebrate their finalists – the state will coordinate reserved seating for a designated number of guests for each of these students.

Minnesota FFA: Supervised Agricultural Experiences

4.4 Proficiency Awards

Board Approval Date: November 20, 2021

Revision Date: November 19, 2022

Proficiency Awards recognize student achievement within SAE. This recognition is designed to incentivize SAE, not to serve as the purpose for SAE. While not all students may develop a project that earns state or national recognition, all students can benefit from developing the ability to reflect upon and effectively communicate the skill development and intentional growth that has come through their individual SAE. The Proficiency Award program provides a competitive aspect to a fundamentally individual component of FFA. It encourages students to compete with themselves from year to year and uses peer success to model excellence that motivates personal improvement.

CATEGORY

Minnesota FFA participates with the category designations issued annually by the National FFA Organization. National FFA offers approximately 45 categories each year, but the number may grow or shrink based upon available funding. Participants in the Proficiency Awards program should review the award area descriptions each year. Individuals are responsible for choosing an award area in which their project fits. Projects that do not fit an award area may risk disqualification.

Once a student has won a first-place state proficiency award in a certain category and advances to national competition, they are no longer eligible to compete in that category again.

MINIMUM REQUIREMENTS

The proficiency award program is designed to recognize growth over time, but it is possible to apply for recognition prior to the end of an FFA career. Students who meet only two basic requirements are eligible to apply and be recognized as state winners.

1. Have a record of being an active FFA member at the local, state and national level.
2. Have a minimum of 12 full months of SAE hours/earnings/etc. recorded in the application. A minimum of 24 full months of SAE hours/earning/etc. are required to advance to National FFA competition.
3. Be a high school student for all or part of the last year of the application. Students applying in 2024, for example, will submit records through December of 2023. A college freshman would have graduated in May or June of 2023 so they would still be eligible to submit an application.

REGION REVIEW AND TIMELINES

All SAE recognition begins at the region level. Applications must be submitted to the region for review by the regionally determined deadlines. Regions will review each application and rank them. Regions then submit up to the top three applications in each category and the region ranking to the state by the third Friday in February for coordination of the state evaluation.

Regions will submit information listing all applications by award area, ranking them numerically. State staff will work to confirm all applications were received, and, if necessary, reach out to advisors of missing applications prior to the state level evaluation. Students can only win one proficiency award at the state level each year – therefore students advancing as region winners in more than one proficiency area must also submit a proficiency award preference form indicating their preference for which category they prefer, should they win multiple areas at the state level.

STATE REVIEW AND RECOGNITION

A committee of advisors from all regions will gather to review proficiency awards after they have been reviewed and ranked on the region level. Each application is evaluated according to the National FFA provided rubrics by multiple teachers from several regions. Advisors will score applications and rank them. Top ranked applications are again reviewed by a separate committee of FFA advisors. State evaluators will not break the rank established by the region level – if a student's application is top ranked in the state but they are ranked second place in the region, they will not be eligible to be recognized above the higher ranked application from their region. FFA State Staff compile results and adjust results if a student is determined the state winner in multiple categories using the Proficiency Award Preference Form.

All proficiency award applications that are submitted to the state level will receive a certificate from the state with the gold, silver or bronze rating they received at the region level. Proficiency awards ranked first, second, or third at the state level will be recognized onstage at the state convention and will receive a plaque.

4.4 Proficiency Awards, cont.

ADVANCEMENT

The top ranked application at the state level will have the chance to be forwarded to National FFA for consideration in the national selection process. Students will have a chance to revise their application between state evaluation and submission on the national level. State staff and SAE committee members can provide feedback to help students and teachers submit the strongest applications possible. Applications are due to State Staff by June 1.

National FFA reviews proficiency award applications from each state with a committee of agricultural education professionals from across the nation. Applications are evaluated and earn rankings of Gold, Silver, Bronze, or Participant if they meet the requirements of the award area. Applications may still be disqualified if the committee at National FFA identifies inaccuracies in the application (pages put together from separate application versions, information from ineligible years of membership included on the application, concerns of application integrity), or if they determine the application does not fit the award area closely. It is important that students and advisors review the application to assure all rules and requirements are met prior to submitting the application to the national level. This evaluation process will identify four National Finalist applications out of all applications in the nation to move forward to an interview.

If students are selected as National FFA Proficiency Award Finalists, SAE leaders in Minnesota FFA may provide support to help students prepare for the next level of competition. National Finalists will interview at the National FFA Convention as the final step to the evaluation. They will be recognized onstage during the National FFA Convention where the winner will be announced.

Minnesota advisors may have the opportunity to help review proficiency award applications on the national level upon request. This is an excellent opportunity to help teachers grow in perspective and confidence. Teachers interested in volunteering for opportunities during the summer or at the National FFA Convention should reach out to state staff to make their interest known for future opportunities.

Minnesota FFA: Student Awards and Recognition

5.1 Chapter Awards

Board Approval Date: March 18, 2023

Revision Date: _____

As part of the FFA State Convention, Minnesota FFA will provide recognition for chapter level accomplishments. Current recognition areas are outlined below.

AGRICULTURAL LITERACY

As a result of a previous state officer team initiative, chapters are recognized for efforts to educate the public about agriculture. Chapters submit information about projects online. Chapters with information submitted by the deadline will be recognized with a certificate at the FFA State Convention. The top three chapters will be recognized onstage at the convention and will receive a plaque.

LAND OF SERVICE

As a result of a previous state officer team initiative, chapters are recognized for hours and efforts made to serve their communities. Chapters submit information about these projects online. Chapters with information submitted by the deadline will be recognized with a certificate at the FFA State Convention. The top three chapters will be recognized onstage at the convention and will receive a plaque.

MEMBERSHIP AWARDS

In an effort to encourage membership growth, Minnesota FFA recognizes chapters with outstanding accomplishments in the area of membership. Recognition is based upon members that have been successfully added online in that membership year - and for which total payment has been received at the FFA State office by April 1. Members added prior to the start of the membership year (September 1) or added after April 1- or for whom payment is received after April 1- will not be considered for these awards. Chapters will be recognized with a certificate if they meet the requirements of any of the following categories:

- Membership growth from the previous year of 10% or more.
- 100+ chapter members.
- 85% of agricultural education students enrolled as FFA members (to be considered for this award schools must have submitted enrollment data to on AET prior to the April 1 deadline).

NATIONAL CHAPTER AWARDS

Chapters earn recognition for their well-rounded, local Program of Activities through the National Chapter Award. Students apply with a two-step process – first evaluating their chapter on a list of fundamental chapter components and then describing the strongest activities the chapter runs in each of the quality standard areas. More details about the application process can be found at www.ffa.org. Applications are reviewed by a committee in mid-March. Top applications will advance to national evaluation based upon the number of active, dues-paid chapters in Minnesota for that membership year.

In addition to recognizing top chapters, the state level also recognizes the top chapters with innovative activities in each of the three divisions: growing leaders, building communities, and strengthening agriculture. The Models of Innovation program identifies unique and successful activities that are part of submitted National Chapter Award applications. These exceptional activities are later evaluated on their own merit at the FFA State Convention.

National Chapter Award applicants not ranked in the top 10% of the number of Minnesota chapters (e.g., 10% of 200, 19-20 applications) will receive a certificate. First year applicants in the top chapters (known as gold ranked) will receive a plaque from the National FFA Organization. All gold ranked chapters will receive a spur for their plaque on a yearly basis. Minnesota's top ten chapters will receive an additional plaque as recognition. Models of Innovation winners and National Chapter Award gold ranked chapters will all be recognized onstage at the FFA State Convention.

PREMIER CHAPTER

Ten high school chapters will be identified as Gold-Ranking Top Ten chapters. These chapters exhibit exemplary qualities in all categories of growing leaders, building communities, and strengthening agriculture. An overall state winner will be chosen out of the gold ranking chapters as the overall Premier Chapter.

Minnesota FFA: Student Awards and Recognition

5.1 Chapter Awards

Board Approval Date: March 18, 2023

Revision Date: _____

TRIPLE CROWN AWARD

To incentivize well-rounded success, Minnesota offers the Triple Crown Award to chapters that excel in terms of participation in leadership activities, SAE, and Career Development Events. Chapters do not need to apply for this award – FFA State staff will use state records to identify chapters that have met minimum qualifications in all three areas. Triple Crown chapters will receive a certificate at the FFA State Convention.

Minnesota FFA: Student Awards and Recognition

5.2 Scholarships

Board Approval Date: March 18, 2023

Revision Date: _____

National FFA and Minnesota FFA coordinate scholarship opportunities for FFA members in good standing. Minnesota FFA Staff will help to publicize and distribute information about scholarship applications. Local chapters are responsible for adding members to the roster and paying for their membership prior to the scholarship application deadlines to qualify for awards. State staff will work to process membership and support advisors in adding students to meet any necessary deadlines.

NATIONAL FFA SCHOLARSHIPS

The National FFA Scholarship Program is run by the National FFA Organization and funded by contributions from FFA sponsors and partners. The application is electronic through ffa.org but requires the submission of a printed and signed signature page. In order to access the application, students must be added to their chapter roster for that membership year and have access to their ffa.org account. Usernames and passwords are available through the advisor's roster on ffa.org.

Questions about the application itself can be made to scholarships@ffa.org – but advisors are encouraged to have students begin the application process long before the February deadlines.

While students will have access to apply for scholarships as soon as they are on the chapter roster, they are only eligible to win a scholarship if their membership has been submitted to the state and national level. This requires local advisors to be mindful of the students on their roster – particularly with students who have already graduated. Students who are selected as scholarship recipients who are found not to be active members may be disqualified.

MINNESOTA FFA FOUNDATION SCHOLARSHIPS

The Minnesota FFA Foundation works to secure and manage funds that can be distributed for educational scholarships to FFA members and AFNR education students. Foundation staff will oversee the distribution of information, the evaluation process, and committees of volunteer evaluators. Information about FFA Foundation scholarships will be distributed directly to FFA advisors through the [aginstructors listserv](mailto:aginstructors@ffa.org).

PROGRAM SCHOLARSHIPS

Annually, the FFA Association works with various groups (Minnesota FFA Alumni, Minnesota FFA Foundation, Minnesota Foundation for Student Organizations) to distribute information about and, occasionally, coordinate scholarship programs for students to attend FFA summer conferences. While these programs are not guaranteed from year to year and Minnesota FFA does not oversee or mandate the selection processes, the Association works with these groups to accept scholarship funds and credit them to students. The Association will work with scholarship providers to support timelines that allow students to apply for scholarships prior to registering for conferences or submitting payment for the events themselves so as to reduce administrative and accounting redundancies.

FFA association staff do not oversee or guarantee any scholarship programs but will work, within reason, to support requests for membership information to determine eligibility.

Minnesota FFA: Student Awards and Recognition

5.3 Supervised Agricultural Experience Awards

Board Approval Date: March 18, 2023

Revision Date: _____

Minnesota FFA SAE Awards are governed by policies 4.2 to 4.4 of this handbook.

Minnesota FFA: Student Awards and Recognition

5.4 D.K Baldwin Award

Board Approval Date: March 18, 2023

Revision Date: _____

The D.K. Baldwin Award is presented at the Minnesota State Fair to a single student each year in recognition of contributions over time to the State Fair FFA Show that demonstrate integrity, character, cooperation, courtesy, commitment and competence. Applications are due to the FFA State Fair Superintendent by noon on Sunday during FFA Weekend of the State Fair. The winner is determined from received applications, and selections are made by the State Fair Show FFA Superintendent and Assistant Species Superintendents. Student recipients are recognized on Labor Day at the Parade of Champions and Award Program.

Minnesota FFA: Adult Recognition

6.1 Honorary State Degrees

Board Approval Date: March 18, 2023

Revision Date: _____

The Honorary State Degree is awarded to adults who have made significant contributions to the FFA State Association over time. The Association only awards a limited number of degrees each year. Recipients are recognized at the FFA State Convention and are invited to attend the Monday Night session at the State FFA Convention where they will be celebrated on stage. Honorary State Degree recipients will receive complimentary access to that evening's session for themselves and a limited number of guests.

ELIGIBILITY

Honorary Degree nominees should be individuals with a record of accomplishment and service to FFA over time. Regions are eligible to nominate a single teacher each year. Parents of winning State Star recipients and FFA State Officers will be recognized with the Honorary Degree in honor of their contributions to agricultural leadership through their children. State and community leaders who have contributed significantly can be nominated by contacting a member of state staff.

SELECTION PROCESS

State Staff maintain a database of current and former nominees and work with the members of the State Officer Team and representatives to the Adult Board to evaluate and select recipients.

Minnesota FFA: Adult Recognition

6.2 Honorary American Degrees

Board Approval Date: March 18, 2023

Revision Date: _____

The Honorary American Degree is the highest degree of recognition an individual can earn through the FFA. With the exception of very few lifetime achievement awards, the Honorary American Degree is the best way for the State Association to recognize individuals who have contributed at and beyond the state level.

While the Honorary American Degree is a distinguished form of recognition, it does not need to be an end of career award.

ELIGIBILITY

There are two categories of recognition with the Honorary American Degree – Teacher and General. General recognition requires an individual has a record of achievements and contributions to FFA and agricultural education at the state level and beyond. Teacher recognition requires an advisor to have spent at least ten years in the classroom and have at least 85% of their agriculture students enrolled as FFA members.

APPLICATION PROCESS

There is a specific application process to nominate individuals for the Honorary American Degree that must be completed and submitted by a member of state staff. Individuals wishing to recommend someone as one of Minnesota's five general nominations should reach out to state staff to support their application.

Minnesota FFA Association staff manage the application process in cooperation with nominations from stakeholders and teachers. Applications are generally submitted in late May for National FFA consideration.

Minnesota FFA: Adult Recognition

6.3 Distinguished Service Citations & VIP Award Recognition

Board Approval Date: March 18, 2023

Revision Date: _____

ELIGIBILITY

The Distinguished Service Citation honors organizations, agencies, businesses, or other groups who have made outstanding contributions to FFA and agricultural education. The VIP citation honors individuals who have dedicated many years of service to FFA and agricultural education. These are “capstone” type recognitions and are not awarded on an annual basis.

APPLICATION PROCESS

FFA State Associations can nominate businesses, organizations, or individuals for recognition with these awards. Individuals desiring to recommend an individual or organization for this type of recognition on the state or national level should contact FFA State Staff to confirm eligibility and begin the nomination process.

Minnesota FFA: Adult Recognition

6.4 Alumni and Supporter Recognition

Board Approval Date: March 18, 2023

Revision Date: _____

The Minnesota FFA Alumni Association works to recognize individuals for their contributions to the state association and local chapters. They offer multiple award areas and recognize alumni at their annual conference and at the annual State FFA Convention at the Alumni and Supporters Recognition. Award areas include:

- **Outstanding FFA Alumni Member:** Recognizes an individual FFA alumni member for their contributions to local and/or state levels.
- **Outstanding FFA Alumni Affiliate:** Recognizes alumni chapters that plan innovate programming and promote agriculture, food, and natural resource education and the FFA.
- **Outstanding Young FFA Alumni Member:** Recognizes young FFA alumni members for their early contributions on the local and/or state levels.
- **Outstanding FFA Alumni Coaching Award:** Recognizes an individual FFA alumni member and the FFA alumni chapter that have assisted or coached their FFA chapter with Career and/or Leadership Development Events at local, regional, state, national and invitational events.
- **Minnesota FFA Hall of Fame:** A collaborative effort between the FFA Association, FFA Alumni and Supporters, and FFA Foundation, the Minnesota FFA Hall of Fame recognizes individuals who have been influential and supportive of Minnesota FFA and who have demonstrated a high level of service and longstanding commitment to agriculture, agribusiness, and/or education in agriculture. Note: recipients do not need to be official FFA Alumni members.
- **Day-Frederick Award:** Recognizes an individual who has dedicated a lifetime of service to the FFA and the FFA alumni.

ELIGIBILITY

With the exception of the Hall of Fame and the Day-Frederick Award, individuals must be official members of the FFA Alumni and Supporters.

APPLICATION PROCESS

Applications for all awards are available through the Minnesota FFA Alumni and Supporters website.

Minnesota FFA: State Convention

7.1 Dates and Planning

Board Approval Date: March 18, 2023

Revision Date: _____

DATES AND LOCATION

The Minnesota FFA Convention takes place in the month of April. Dates have traditionally been the third Sunday to Tuesday of the month but vary by year because of venue availability. FFA negotiates exact dates with each contract series. The FFA State Association will set dates as far in advance as possible.

Confirmed Future Convention Dates and Locations:

- April 21-23, 2024 – University of Minnesota Twin Cities Campus, Saint Paul, MN
- April 27-29, 2025 – University of Minnesota Twin Cities Campus, Saint Paul, MN (tentative)
- April 19-21, 2026 – University of Minnesota Twin Cities Campus, Saint Paul, MN (tentative)

PLANNING

A large committee representing stakeholder organizations (teachers, alumni, foundation), partners, FFA student officers, and staff coordinate planning for the FFA State Convention. The committee meets monthly between January and April and often works individually to plan pieces of that year's convention.

FFA State Staff works with each of the stakeholder and partner groups to coordinate facility and logistic needs and to manage the overall budget to set fees and sponsorship needs. Staff also works on behalf of the Association to identify and secure contracts for vendors or facilities that are in the best interest of the convention and the organization. Staff conduct long-term planning in multi-year increments. Minnesota FFA plans convention dates, venues, and major changes several years in advance to be able to provide as much advance notice as possible to local teachers.

Minnesota FFA: State Convention

7.2 Registration Fees

Board Approval Date: March 18, 2023

Revision Date: _____

DESCRIPTION

Every chapter is required to register with a chapter registration fee and then to register individual student participants with student participation fees. These fees cover the overall cost of the convention. In 2024, Convention fees are \$590 for chapter registration and \$32 per participating student. Chapters with advisors that are active members of the Minnesota Association of Agriculture Educators (MAAE) receive a \$400 discount on their registration.

The FFA Boards of Directors and delegates at an FFA State Convention set an annual budget, including a suggested registration fee. If Minnesota FFA anticipates a cost increase, staff will work with MAAE and other communication methods to make teachers aware as early as possible.

DETAILS ON MAAE DISCOUNT FOR CDE AND LDE STATE FINALS

MAAE manages and assists in the operation of CDE and LDE State Finals, held during the FFA State Convention. As MAAE directs the rules and provides staff for the events during the Convention, including supplies, scoring, and operation of the programs, FFA can defer considerable costs to deliver these programs. Schools with teachers who are members of MAAE receive a discount for convention registration. Instructors should direct questions about MAAE membership or the convention discount to MAAE.

CHAPERONES AND SUPERVISION

Minnesota FFA does not coordinate supervision for this event. Students are under the supervision of their local FFA advisor during this event. Each FFA chapter must document all advisors, chaperones, and guests on state convention registration for reporting and security. See 7.5 for details on student-to-teacher ratio.

Minnesota FFA: State Convention

7.3 Career Development Event Participation

Board Approval Date: March 18, 2023

Revision Date: _____

Participation in State Convention Career and Leadership Development Events is governed by the policies in section 3 of the policy book. All CDE/ LDE policies are set by and shared from the MAAE CDE Committee developed CDE policies.

To participate in CDEs at the state level, all students competing must be FFA members no later than April 1. Chapters may not be able to add students for participation after the April 1 deadline. Chapters without initial payment received by April 1 may not be able to participate at the State Convention.

Minnesota FFA: State Convention

7.4 Band/Chorus/Talent

Board Approval Date: March 18, 2023

Revision Date: _____

DESCRIPTION

Students can apply to participate in Band, Chorus and Talent at the state level. Each of these programs is offered at the national level but participation at the state level does not guarantee the ability to participate at the national level. Information about expectations for each program is listed below:

BAND

Students interested in participating in the FFA State Band must be available during the Sunday and Monday afternoons of convention for rehearsal and performance. The band performs prior to the Monday evening and Tuesday afternoon sessions. Students complete an online application, but there is no requirement for an audition.

Selected students must register with a participation fee (\$35 in 2024) that covers the cost of the director, facilities and meals on Monday evening and Tuesday lunch. Participants are required to wear official dress, print their own music and bring their own instrument and music stand. An exception is made for large percussion instruments which will be provided on site as indicated by the band director.

CHORUS

Students interested in participating in the FFA State Chorus must be available during the Sunday and Monday afternoons of convention for rehearsal and performance. The chorus performs prior to the Monday evening and Tuesday afternoon sessions and during the Monday awards night program. Students complete an online application but there is no requirement for an audition.

Selected students must register with a participation fee (\$35 in 2024) that covers the cost of the director, facilities and meals on Monday evening and Tuesday lunch. Participants are required to wear official dress and download their own music prior to the convention.

TALENT

Talent participants compete at the region level to earn the opportunity to compete and perform at the FFA State Convention. Deadlines and competition information for regional competition must be accessed at the regional level. Each region can send two competitors to the FFA State Convention. All talent representatives audition on Sunday afternoon and up to ten will be selected to perform onstage throughout the convention. Attire and content of talent performances must be stage appropriate and students are not allowed to make changes between their audition and their onstage performance.

NATIONAL LEVEL OPPORTUNITIES

National FFA manages band, chorus, and talent opportunities for students across the country to perform at the National FFA Convention in October/November. Students interested in participating must complete an online application that includes an application fee and the submission of an audition video or recording in late spring/early summer. If students are selected to participate in band/chorus or talent, they are expected to travel to Indianapolis several days before the start of convention for rehearsal. Participants are responsible for any costs, supervision, and travel arrangements on their own. The FFA State Office will provide information to advisors with selected students so they can choose to coordinate or share transportation or supervision. National FFA is the best resource for information about National FFA Band, Chorus, or Talent programs.

Minnesota FFA: State Convention

7.5 Chaperones/Supervision

Board Approval Date: March 18, 2023

Revision Date: _____

DESCRIPTION

Minnesota FFA provides support staff and volunteers to run components of the convention, but these adults do not provide supervision to local FFA members. Chapter advisors are responsible for assuring all student participants from their school are adequately supervised by qualified chaperones. At least one licensed AFNR instructor and FFA advisor must supervise students from their school at FFA State Convention. Chapter advisors are responsible for meeting both the requirements of supervision by the host facility and the requirements set forth by their local school district. Minnesota FFA does not require schools to submit chaperone qualifications to the state, but districts must submit registration information for all advisors, adults, and guests with their convention registration.

RATIO

The University of Minnesota recommends various supervision ratios that vary based on student age. For students in grade nine or prior, the University recommends one chaperone for every ten students; for older students, recommended ratios are one to twelve. Advisors should consider additional unique circumstances that may impact their needs for supervision such as off-site responsibilities, student travel needs, and general student readiness. Individual venue supervision requirements do not supersede expectations from local school districts or state school officials.

Minnesota FFA: State Convention

7.6 Photography/Media

Board Approval Date: March 18, 2023

Revision Date: _____

AWARD WINNERS/CANDIDATES

Minnesota FFA employs a team of professional and volunteer photographers and media staff throughout the convention. The association works to capture photos and to publish results and media as quickly as possible. Students who participate in career and leadership development events, awards programs or selection processes will have their photo and name used to share results. Photos will be available for student/chapter use as quickly as possible after the close of convention. Students/advisors can use these photos for personal use or with local media outlets crediting the source of the photo.

GENERAL PHOTO USE

Members and guests attending the State Convention may be photographed during the proceedings of the convention. By attending the convention, participants acknowledge their presence in a public event and recognize their consent to be photographed or broadcast.

WITHDRAWAL OF CONSENT

Participants who desire to remove their consent to be photographed must work directly with the FFA State Office to identify ways in which they can participate with the convention and avoid intentional or accidental use of their image. Requests should be made with the state office no later than two weeks prior to the start of the convention. Chapter advisors must communicate any necessary accommodations on behalf of any individuals traveling with their school to the state.

Minnesota FFA: State Convention

7.7 Waiver of Liability

Board Approval Date: March 18, 2023

Revision Date: _____

The Minnesota FFA State Convention is operated as an opportunity for chapters to participate in as school groups. Students who are participating in the convention do so as a member of their school and are supervised and coordinated by the local FFA advisor. While the association maintains liability for facilities and the event, local school districts maintain primary liability for all students during their travel to and participation in the Minnesota FFA State Convention.

Students and adults participate in all FFA events with an understanding that the most current recommendations for health and safety will be implemented by Minnesota FFA and that they are aware of and accepting that there is reasonable risk by participating.

Student: Lavyne Rada (from Profile)		Last Updated: 11/11/2023 7:28:07 PM CST	
Phone Number:	<input type="text"/>		
Email:	<input type="text"/>		
Father / Parent / Guardian (from Profile)		Mother / Parent / Guardian (from Profile)	
Name: (first and last)	<input type="text"/>	Name: (first and last)	<input type="text"/>
Phone Number:	<input type="text"/>	Phone Number:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>
Emergency Contact Information		Doctor/Physician Information	
Person's Name:	<input type="text"/>	Doctor/Physician's Name:	<input type="text"/>
Phone Number:	<input type="text"/>	Phone Number:	<input type="text"/>
Relationship to Student:	<input type="text"/>	Insurance Co. and Policy #:	<input type="text"/>
Medical/Dental Conditions		Allergies	
List any medical/dental conditions that a medical doctor/dentist should be made aware of: <i>(if none, type "none")</i>		List any allergies that a medical doctor/dentist should be made aware of, including food allergies: <i>(if none, type "none")</i>	
<input type="text"/>		<input type="text"/>	

Minnesota FFA Association Policy and Procedure Manual

**2023-2024 General Yearly FFA Release Form
MEDICAL RELEASE/AGREEMENT TO ACCEPT FINANCIAL RESPONSIBILITY**

I hereby authorize any necessary medical/dental treatment required for this student. I/we further agree that I/we will assume all expenses involved in such medical/ dental procedures and will not hold the CTSO or its representatives liable for said expenses.

LIABILITY

The undersigned being the parent or guardian of student named above hereby agrees to student has permission to attend FFA/Agriculture field trips &/or class/shop/meats lab/greenhouse/school barn activities throughout the current school year.

The undersigned being the parent or guardian of student named above hereby agrees to release the CTSO, its representatives, agents, servants, volunteers and employees from liability for injury to the said minor resulting from any cause whatsoever occurring to the said minor at any time while attending a conference or meeting, including travel to and from said meeting, excepting only such injury or damage resulting from the willful acts of such representatives, agents, servants, and employees.

CODE OF CONDUCT AND DRESS CODE

Students are to conduct themselves in accord with exemplary standards of ethics and behavior, including zero tolerance for any actions that violate any civil or criminal codes. Students found to be in violation of any laws, regulations or policies established for the CTSO event they are attending will be subject to disciplinary action and/or prosecution. Their parents or guardians and school officials will be notified and the student may be removed from the event. Dress is to reflect the CTE/CTSO image and to follow guidelines for specific events. Each CTSO has specific dress code guidelines. Reading and understanding completely the policies, practices, and procedures that will serve to govern the conduct and attire of persons attending a CTSO event, I do hereby agree to follow said policies, procedures, and practices and abide by any consequences of any violations.

PUBLICITY - STANDARD RELEASE FORM

CTSO photographers and videographers will be taking photos and video throughout the meeting for use in any manner the CTSO deems appropriate, including, but not limited to, publications, use on the association's website, and in connection with Competitive Events. Names will not appear on photos or in videos. By attending the meeting, you grant the CTSO the right, without approval, to photograph, record, use, and edit your photograph, video, image, likeness, appearance, performance, and any other indication of identity, in any format whatsoever, and to publish, disseminate, exhibit, publicly display, give, sell, and/ or transfer the same in any and all forms of media or distribution now known or hereafter discovered or developed (including, but not limited to, print media, internet, web casting, video streaming, television, or radio), for the use of the CTSO, its affiliates, or any individual, organization, business, publication, network, or other third party, in perpetuity, without payment or any consideration.

Minnesota FFA: State Level Leadership Opportunities and Events

8.1 General Registration and Payment

Board Approval Date: March 18, 2023

Revision Date: _____

ELIGIBILITY

Minnesota FFA leadership opportunities and events are for members of FFA only, unless otherwise indicated. Advisors are responsible for assuring students are eligible to participate in FFA both as members in good standing of the state association and as students in good standing at their local school.

A student's eligibility to participate in conferences or events is dependent upon their adherence to the FFA Code of Conduct and any individual rules for the specific event. Should a student violate rules or regulations, both the state and chapter may send the student home at their own expense for their safety or the assurance of the experience for other participants.

REGISTRATION ONLINE

Registration for Minnesota FFA events takes place via online registration platforms. Registration is on a "first-come, first-served" basis and advisors are responsible for registering in a timely manner to assure their spot at the conference. Registration is not complete for any program or event until the FFA State Office has received both the online registration and payment. Even if a student has received a scholarship to participate through one of Minnesota FFA's partner organizations (e.g., the FFA Foundation or the FFA Alumni and Supporters), their participation is not guaranteed unless they have submitted both payment and an online registration form. Students who do not register online before all the conference sells out may be added to a waiting list. If a scholarship recipient does not register for the conference before it is full, their scholarship may be reallocated to a student who has a guaranteed spot at the event through their timely registration.

SUBMITTING PAYMENT

Instructors must submit conference registration payments by the individual event registration date, unless otherwise indicated by the registration system. Schools should submit payment via check with an enclosed invoice or with student and chapter names in the memo line. Schools should mail all payments to the FFA State Office as listed at the start of the Policy Book; FFA staff do not accept payment on site at events. Cash is not accepted as payment.

CANCELLATIONS/REIMBURSEMENTS

Minnesota FFA does not allow cancellations or offer refunds on registrations. If a student registers for an event and is unable to attend, we encourage instructors to sell their spot to another school. Students who are "no shows" will not receive a reimbursement. Schools with cancellations due to extreme or extenuating circumstances may petition the FFA Board of Directors for special consideration.

Minnesota FFA: State Level Leadership Opportunities and Events

8.2 Washington Leadership Conference (WLC)

Board Approval Date: March 18, 2023

Revision Date: _____

RECOMMENDED AUDIENCE

The Washington Leadership Conference is a capstone experience for FFA members and as such it is recommended for students in the summer between junior and senior year.

DESCRIPTION

WLC is a five-day conference in Washington, DC. The conference provides opportunities to meet members from across the country, to schedule appointments with national representatives, and explore concepts about leadership, relationships, and service. The conference balances leadership with DC experiences including Arlington, National Monuments, museums, and the Capitol.

When Minnesota coordinates a group, the state will arrange travel for the group and provide adult chaperones for the trip. This will extend the trip to either six or seven days depending on availability of transportation options.

REGISTRATION, SCHOLARSHIPS, AND PAYMENT

Students can register themselves for the Washington Leadership Conference if they do not want to travel (or cannot travel) with the Minnesota group. Registration and conference information is available at www.ffa.org.

Registration fees for the conference itself are \$1050. Attending with the Minnesota delegation provides management of the registration, transportation, additional lodging (if necessary), supervision and provides access to scholarships. The additional fee to cover costs is determined annually (\$700 in 2024) to travel with the state delegation. The association balances cost and transportation needs in order to recruit the minimum number of students to be able to register a group (National FFA requires 40 registrations).

Students traveling with the Minnesota delegation can apply for scholarships in various amounts (\$200-\$550). Students who earn scholarships are responsible for paying the difference between their scholarship and the total fee owed by the given timelines.

Payment is required by payment dates: March 15 and April 15. Exact amounts will be shared each year based upon that year's payment.

Students who choose to register as individual cannot register until after February 15. Payment and registration deadlines will vary based upon the National FFA requirements for that week.

CANCELLATIONS/REIMBURSEMENTS

Students who sign up for the WLC trip with the Minnesota delegation will not be eligible to receive their deposit after April 15 or be eligible for any reimbursement after April 27, 2024.

If a student signs up for a WLC trip and is unable to attend, it may be possible to substitute their spot on the trip and have another student pay to take their place. While the state may have a list of students waiting to attend, the responsibility to replace themselves on the trip lies with the student or chapter. Students who cancel their WLC trip after the February 1 deadline are still responsible for payment, in full, of registration fees. If students previously received a scholarship, they may be expected to pay the scholarship back to the providing entity so that it can be distributed to another student that is attending the conference.

Minnesota FFA: State Level Leadership Opportunities and Events

8.2 Washington Leadership Conference (WLC) continued...

Board Approval Date: March 18, 2023

Revision Date: _____

CHAPERONES AND SUPERVISION

Minnesota FFA sends two chaperones with the Minnesota FFA delegation to support needs during travel. Chaperones travel at no cost for registration or transportation. Traditionally, these chaperones are an agriculture teacher and their spouse, but FFA will consider sending any pair that can share a hotel room. Interested parties should reach out to the FFA State Office for consideration and to be placed on the waiting list for future WLC trips.

Minnesota FFA: State Level Leadership Opportunities and Events

8.3 State Greenhand Leadership Conference (SGLC)

Board Approval Date: March 18, 2023

Revision Date: _____

RECOMMENDED AUDIENCE

SGLC is designed for Greenhand – or first year – FFA members. The recommended audience is students entering grades eight or nine, but occasionally students entering grade 10 may also attend the conference.

DESCRIPTION

SGLC focuses on the development of qualities for self-leadership, introduction to FFA's opportunities and traditions and establishing relationships. SGLC is a five-day, four-night experience that is offered each summer and the content is the same from year to year. No transportation is provided to or from the conference, but some regions coordinate regional bussing on their own. SGLC is traditionally held at Deep Portage Nature Reserve in Hackensack, MN. Students receive 12 meals, four nights lodging, overnight supervision, conference workbooks, and conference materials as part of their registration fees.

REGISTRATION, SCHOLARSHIPS, AND PAYMENT

See 8.1 General Registration and Payment.

FFA Advisors must register students online for SGLC. Once registered, advisors will receive a confirmation email including reminders about payment and links to required waivers/paperwork. Students should submit online waivers one week prior to the conference state date.

Information about scholarships to attend summer conferences is available through the AgInstructors listserv. Students receiving scholarships must submit the balance of their registration prior to the state of the conference.

CANCELLATIONS/REIMBURSEMENTS

See 8.1 General Registration and Payment.

CHAPERONES AND SUPERVISION

Minnesota FFA will coordinate supervision for this event. Adult chaperones will not pay fees for lodging, meals, or registration costs, and may receive a stipend for their time and efforts. Adult chaperones are AFNR educators with a valid teaching license, but FFA may also use agricultural education teacher candidates or other industry professionals for additional support.

Minnesota FFA: State Level Leadership Opportunities and Events

8.4 State Leadership Conference for Chapter Leaders (SLCCL)

Board Approval Date: March 18, 2023

Revision Date: _____

RECOMMENDED AUDIENCE

SLCCL is designed for FFA members serving in positions of leadership or acting as identified chapter leaders. The recommended audience is students entering grades ten to twelve, but occasionally students entering grade nine may also attend the conference.

DESCRIPTION

SLCCL focuses on the development of qualities for leading others and specifically focuses on identifying skills or practices for strengthening local FFA chapters. The SLCCL is a three-day, two-night experience offered multiple times during the summer. The content of SLCCL is repeated at each offering. No transportation is provided to or from the conference, but some regions coordinate regional bussing on their own. SLCCL is traditionally held at Deep Portage Nature Reserve in Hackensack, MN. Students receive seven meals, two nights lodging, overnight supervision, and conference materials and instruction as part of their registration fee.

REGISTRATION, SCHOLARSHIPS, AND PAYMENT

See 8.1 General Registration and Payment.

FFA Advisors must register students online for SLCCL. Once registered, advisors will receive a confirmation email including reminders about payment and links to required waivers/paperwork. Students should submit online waivers one week prior to the conference state date.

Information about scholarships to attend summer conferences is available through the AgInstructors listserv. Students receiving scholarships must submit the balance of their registration prior to the state of the conference.

CANCELLATIONS/REIMBURSEMENTS

See 8.1 General Registration and Payment.

CHAPERONES AND SUPERVISION

Minnesota FFA will coordinate supervision for this event. Adult chaperones will not pay fees for lodging, meals, or registration costs, and may receive a stipend for their time and efforts. Adult chaperones are AFNR educators with a valid teaching license, but FFA may also use agricultural education teacher candidates or other industry professionals for additional support.

Minnesota FFA: State Level Leadership Opportunities and Events

8.5 Habits to Own (H2O)

Board Approval Date: March 18, 2023

Revision Date: _____

RECOMMENDED AUDIENCE

H2O welcomes students from all experience levels but most participants are in grades 9-12.

DESCRIPTION

Habits to Own is a one-day conference offered cooperatively with AFNR teacher gatherings such as adult board meetings or awards evaluation days. H2O is a general leadership experience that is based upon developing basic leadership skills and perspectives. Students receive a workbook and lunch in addition to conference materials and instruction as part of their registration fee.

REGISTRATION, SCHOLARSHIPS, AND PAYMENT

See 8.1 General Registration and Payment.

FFA Advisors must register students online for H2O. Once registered, advisors will receive a confirmation email including reminders about payment and links to required waivers/paperwork. Students should submit online waivers one week prior to the conference start date.

There are currently no available scholarships for the H2O conference from the state level.

CANCELLATIONS/REIMBURSEMENTS

See 8.1 General Registration and Payment.

CHAPERONES AND SUPERVISION

Minnesota FFA does not coordinate supervision for this event. Students are under the supervision of their local FFA advisor during this event.

Minnesota FFA: State Level Leadership Opportunities and Events

8.6 Ag Policy Experience (APEX)

Board Approval Date: March 18, 2023

Revision Date: _____

RECOMMENDED AUDIENCE

APEX is designed for older students with the ability to communicate passionately and professionally. Ideally, students will be in grades 11 and 12. Students should have an interest in advocacy, government, and policy. Students do not need to have previous experience in advocacy, government, or policy to be a fit for this program.

DESCRIPTION

APEX is a three-day, two-night experience designed to equip and empower students to tell their story and engage with the officials elected and appointed to represent them. It connects students with professionals working in government and provides a series of experiences centered on government, agricultural policy, and networking. The conference schedule and content may differ every other year as the legislative session determines when certain opportunities are available, but it is not recommended that students attend APEX more than once. APEX may be run concurrently or separately from FFA Day at the Capitol. Four meals, a reception, two nights lodging, transportation, and overnight supervision are provided along with conference content as part of the registration fee.

REGISTRATION, SCHOLARSHIPS, AND PAYMENT

See 8.1 General Registration and Payment.

FFA Advisors must register students online for APEX. Once registered, advisors will receive a confirmation email including reminders about payment and links to required waivers/paperwork. Students should submit online waivers one week prior to the conference start date.

There are no designated scholarships for APEX available from the state level at this time.

CANCELLATIONS/REIMBURSEMENTS

See 8.1 General Registration and Payment.

CHAPERONES AND SUPERVISION

Minnesota FFA will coordinate supervision for this event. Adult chaperones will not pay fees for lodging, meals, or registration costs, and may receive a stipend for their time and efforts. Adult chaperones are AFNR educators with a valid teaching license, but FFA may also use agricultural education teacher candidates or other industry professionals for additional support.

Minnesota FFA: State Level Leadership Opportunities and Events

8.7 inTENse: An Agricultural Career Experience

Board Approval Date: March 18, 2023

Revision Date: _____

RECOMMENDED AUDIENCE

inTENse is available to students entering grades 10 or 11 who have an interest in agricultural careers, rural community futures, and college exploration. inTENse is not limited to FFA members but because the conference is coordinated by FFA a majority of the positions on the trip will be reserved for FFA members to assure they have the opportunity to participate.

DESCRIPTION

inTENse is a five day, four night traveling conference that focuses on providing students with hands-on experiences that help them make decisions about college and careers. Students travel to multiple campuses within Minnesota and experience opportunities throughout the Agriculture, Food and Natural Resources Pathways. Participants receive 12 meals, 4 nights' accommodations, coordinated travel on a coach bus, supervision, and conference materials and supplies in addition to programming as part of registration fees.

REGISTRATION, SCHOLARSHIPS, AND PAYMENT

See 8.1 General Registration and Payment.

FFA Advisors must register students online for inTENse. Once registered, advisors will receive a confirmation email including reminders about payment and links to required waivers/paperwork. Students should arrive at the conference with waivers in hand.

There are no designated scholarships for inTENse available from the state level at this time.

CANCELLATIONS/REIMBURSEMENTS

See 8.1 General Registration and Payment.

CHAPERONES AND SUPERVISION

Minnesota FFA will coordinate supervision for this event. Adult chaperones will not pay fees for lodging, meals, or registration costs, and may receive a stipend for their time and efforts. Adult chaperones are AFNR educators with a valid teaching license, but FFA may also use agricultural education teacher candidates or other industry professionals for additional support.

Minnesota FFA: State Level Leadership Opportunities and Events

8.8 FFA Chapter Visits

Board Approval Date: March 18, 2023

Revision Date: _____

8.8A - OFFICIAL CHAPTER VISITS

FFA State Officers are scheduled to visit about 25% of the state's chapters each year for formal chapter visits. Minnesota FFA maintains a record of which chapters are scheduled for a formal visit and will initiate communication to schedule visits. To effectively steward resources, Minnesota FFA Officers will try to visit multiple programs on the same trip; Advisors may be asked to work within available dates to maximize travel while minimizing missed class and travel expenses.

During the first year a chapter is chartered, or when a chapter has an advisor in their first year of teaching, Minnesota FFA will work with the advisor to provide chapter visits. Each chapter in this qualification can request one chapter visit of their choosing during the year.

Chapter visits serve local chapter needs. Advisors with specific requests for officer tasks are welcome to communicate that directly with assigned officers. Officers will also develop a few options of prepared workshop choices if an advisor is looking for some direction. During a year with an official chapter visit, a chapter does not need to pay for officer mileage to have them visit their school. Including officers in opportunities for meals can be an easy way to provide casual interaction with students and support officers who often have hectic travel schedules.

8.8B – UNOFFICIAL CHAPTER OR REGION VISITS

Chapters or regions are always able to request a state officer visit. Requests for visits should be made online and not through individual officers. Officers will be scheduled as they are available – but in the event an officer is not available, past officers or other FFA leaders may be available.

Officers are available for regional conferences, chapter visits or retreats, chapter banquets and more. Minnesota FFA frequently receives multiple requests for officers on the same date during busy seasons. In the event of a conflict, Minnesota FFA will work to provide officers to as many locations as possible – if a location requests multiple officers, Minnesota FFA may only be able to provide one officer to provide at least one officer to each location that requests one.

FINANCIAL RESPONSIBILITY

With the exception of rotational official chapter visits, chapters or regions are responsible for covering travel costs for visiting state officers. Chapter banquets, retreats, regional events and off-season school visits should plan to provide officers with travel expense reimbursement. FFA State Staff can provide guidance for possible reimbursement options as necessary.

Minnesota FFA: State Level Leadership Opportunities and Events

8.9 Region Officer Trainings

Board Approval Date: March 18, 2023

Revision Date: _____

MN FFA offers a continuum of leadership trainings for Region Officers. None of the trainings are required by the state for regions or for individual region officers but they are provided as a resource to support the activities happening on the region level.

Region training options include:

ROLO (Region Officer Leadership Orientation) –

ROLO is a single-day training that can come into each region on a date of their choosing. It focuses on initial development of teams and establishing some primary skills for officers. Regions are responsible for coordinating dates, securing a training facility, and providing lunch. Most regions choose to bring ROLO into their region prior to POWER but the timing is the choice of the region.

POWER (Providing Officers With Essential Resources) –

POWER is a multiple day conference offered for all regional officers at the same time. Minnesota FFA coordinates lodging, meals, and programming for all officers. POWER includes a strong focus on facilitation skills, accountability, and team dynamics. Regions can bring all of their officers and their region advisor to the training with no cost. Regions are required to bring an advisor as a chaperone and as a guide for the officers throughout their planning and are responsible for coordinating travel. Region officers are not permitted to travel to the conference without their region.

Minnesota FFA: Regional and Local Activities

9.1 Local Activity Supervision/Governance

Board Approval Date: March 18, 2023

Revision Date: _____

The state association has limited procedural oversight at local activities of FFA chapters. No local or regional policy or constitution can conflict with state or national policies; local activities must be in harmony with the ideal and purposes of the National FFA Organization. The state association does not plan or set fees for chapter level events but does work with local advisors to provide support or guidance. Decisions about chapter elections, regional events, event results, etc. are made at the local level in accordance with local rules and state policies about equity, access, and safety.

Questions about decisions made or actions taken at the chapter level should be made to the advisor at that level.

Minnesota FFA: Regional and Local Activities

9.2 State Officers at Region or Local Activities

Board Approval Date: March 18, 2023

Revision Date: _____

The presence of State Officers at the region or local level is governed by the policy in section 8.8A and 8.8B.

State Officers are not allowed to travel on behalf of the state association without it being coordinated through the State FFA Association. Local advisors may request state officer support at chapter events from State FFA Staff. Staff will communicate any conflicts or needs for the visit with advisors to assure all liability and financial needs are met.

See policy in section 8.8A and 8.8B.

Minnesota FFA: Student Participation Expectations

10.1 Code of Ethics

Board Approval Date: February 27, 2021

Revision Date: _____

FFA members will conduct themselves at all times in order to be a credit to their organization, chapter, school, and community by:

1. Develop personal potential for premier leadership, personal growth and career success.
2. Make a positive difference in the lives of others.
3. Dressing neatly and appropriately for the occasion.
4. Showing respect for the rights of others and their property
5. Being courteous, honest and not taking unfair advantage of others.
6. Communicate in an appropriate, purposeful and positive manner.
7. Demonstrating sportsmanship in the showing, at career development events and meetings, and being modest in winning and generous in defeat.
8. Make themselves aware of FFA programs and activities and be an active participant.
9. Conduct and value a supervised agricultural experience program
10. Strive to establish and enhance skills through agricultural education in order to enter a successful career.
11. Appreciate and promote diversity in the organization.

Minnesota FFA: Student Participation Expectations

10.2 FFA Official Dress

Board Approval Date: February 27, 2021

Revision Date: _____

FFA Official Dress guidelines are established on the national level by the National FFA Organization and are the same for all levels of the organization. It is important that students learn and understand official dress requirements and that proper official dress is accessible and inclusive of all members. It is important to note that the official dress guidelines were revised in 2017 by the National FFA delegates. No student should be penalized for their choice to wear pants versus a skirt or religious attire as long as it aligns with the official guidelines.

Official Dress for an FFA member includes:

- An official FFA jacket zipped to the top.
- Black slacks and black socks/nylons or black skirt and black nylons.
- White collared blouse or white collared shirt.
- Official FFA tie or official FFA scarf.
- Black dress shoes with closed heel and toe.

Note: official garb of recognized religions may be worn with official dress.

Minnesota FFA: Student Participation Expectations

10.3 Photo Policy and Release

Board Approval Date: February 27, 2021
Revision Date: _____

When an FFA member or guest participates in an FFA conference, event or award program, their likeness may be used for publicity or recognition purposes. When guests attend public events such as the FFA State Convention, FFA asks that they acknowledge the public nature of those events and understands the potential for the use of their image in the background of photos or broadcasts. When students attend conferences, participate in competitions, or submit applications for award programs, they are asked to provide authorization for FFA’s use of their image as appropriate.

“Publication and Promotional Release. I grant FFA permission to photograph and/or videotape me for possible appearance and inclusion in any of the FFA publications, promotional materials, on-air broadcasts or website or used in any other way that is deemed appropriate for FFA for education or for promotion of the State or National FFA. I release FFA of any liability, claims, demands, damages, actions and causes of actions arising from or connected in any way with the use of the photographs and/or video. I understand that I will receive no compensation for participation and that all photography and video resulting from participation will become sole property of FFA. I authorize FFA to use my name, photo, materials produced for the program, or presentation in program for FFA materials, including but not limited to educational resources, press releases, web-based publicity and other publicity materials.”

Minnesota FFA: Student Participation Expectations

10.4 Waiver of Liability

Board Approval Date: February 27, 2021
Revision Date: _____

The Minnesota FFA Association develops and delivers programs as opportunities for chapters to participate in as school groups. Students who are participating in the convention do so as a member of their school and are supervised and coordinated by the local FFA advisor. While the association maintains liability for facilities and the event, local school districts maintain primary liability for all students during their travel to and participation in FFA State activities.

Occasionally, students may participate as individuals and not as part of a chapter group (e.g., inTENse or APEx). In these situations, students will provide completed waivers for participation. Minnesota FFA does not assume liability for travel to or from FFA events or provide automobile or health insurance for participants.

Participating students are required to submit necessary paperwork to the event itself including but not limited to waivers, health forms, and contact information for guardians and FFA advisors (including phone numbers during the event).

Minnesota FFA: Student Participation Expectations

10.5 Diversity, Inclusion, and Harassment

Board Approval Date: February 27, 2021

Revision Date: _____

We Believe

As different as we are, we all desire the same. No matter who we choose to love, how big our bank account, how light or dark our skin, who we vote for, how old or young, where we grew up, how strong our accent or what language we speak, we have a need for the same thing. We all want a sense of belonging. We all want a place where we are respected, connected and affirmed.

Our Vision

To build an empowered community and more inclusive organization where every person is respected, connected, and affirmed.

Our Opportunity

Deliver state-level programs and provide resources that serve as a model in removing barriers and creating opportunities for success for every student, every day, in every classroom.

ACCOMMODATIONS: Minnesota FFA will respond to the best of its ability to barriers or participation needs of all students. Accommodations should be requested directly to state or program staff as early in advance of the event as possible to allow for solutions to be identified. State staff will work with local FFA advisors to understand needs and work to provide solutions to support the equitable participation of FFA members of all backgrounds and abilities. Local FFA advisors may be asked to help provide support to delivering accommodations, if necessary. Accommodations might include:

- Dietary or nutrition requests.
- Accommodations for competitive events for documented IEP needs or to provide access for students with disabilities
- Translation support for hearing-impaired students.

HARASSMENT: FFA is committed to maintaining and fostering a space where every person is treated with decency and respect. FFA prohibits harassment or discrimination based on sex, age, ability, perceived disability, marital status, personal appearance, sexual orientation, race, color, religion, national origin, or any other legally protected characteristic. No form of unlawful discriminatory or harassing conduct toward any employee, volunteer, or participant will be tolerated.

FFA is committed to taking reasonable steps to prevent harassment and will make reasonable effort to promptly and completely address and correct any harassment that may occur. However, FFA cannot take prompt and effective action unless each participant assumes the responsibility of reporting any incident of harassment immediately to an appropriate leader (local FFA advisors, event coordinators, state staff, etc.). State staff should be made aware of any reports of harassment immediately by those receiving a claim and may take action immediately or pursue more information/involvement.

Every report of harassment will be investigated with effort being made to maintain confidentiality. Complainants and accused will be informed of the results of the investigation. Participants found guilty of harassment will receive appropriate corrective and remedial action, up to and including being discharged from events at their own expense or being discharged from leadership positions or positions of employment. No participant should fear retaliation for truthfully reporting harassment through the proper channels.

Minnesota FFA: FFA Partner Organizations

11.1 FFA Alumni and Supporters

Board Approval Date: February 27, 2021

Revision Date: _____

The primary purpose of the FFA Alumni and Supporters is to support and promote the FFA organization, FFA activities, and AFNR education. Minnesota FFA supporters are encouraged to connect with their local FFA program as members of a local affiliate and to participate on the state level with the Minnesota FFA State Alumni and Supporters.

Minnesota FFA Alumni and Supporters provides significant opportunities to students, school districts and its members through scholarship and development programs. Minnesota FFA works cooperatively with the Alumni and Supporters but does not control or direct the organization.

Information about policies, membership fees and opportunities available as an alumni member can be found at www.mnffaalumni.org/

Minnesota FFA: FFA Partner Organizations

11.2 FFA Foundation

Board Approval Date: February 27, 2021

Revision Date: _____

The Minnesota FFA Foundation works to secure resources for the FFA and other partners of Team AgEd, a group of Minnesota organizations committed to promoting local program success. These resources include financial support and other in-kind support that advances agricultural education in Minnesota.

The Minnesota FFA Foundation provides significant resources for the FFA Association, the Minnesota Association of Agricultural Educators, Agricultural Education Teacher Preparation Programs, the Professional Agricultural Student (PAS) Organization and the Minnesota FFA Alumni and Supporters Association. The association and its members benefit greatly from the work of the Foundation, but the Association does not control or direct the work of the Foundation.

Information about policies, programs or opportunities to contribute to the Foundation can be found at www.mnffaoundation.org

Minnesota FFA: FFA Grievance Policy

12.1 FFA Grievance Policy

Board Approval Date: November 20, 2021

Revision Date: _____

12.1A Purpose

To provide a process for FFA Advisors to discuss complaints and/or problems affecting the FFA Association.

12.1B Policy:

- (a) This policy is not intended to replace the appeals policies and procedures delineated in handbooks and policies related to leadership development events, career development events, or any other program with an appeal or complaint process described in the program rules. State staff will help redirect misfiled grievances if necessary.
- (b) The organization's intent in implementing this grievance policy is to encourage all problems/concerns be resolved at the lowest possible level. If resolution is not possible, alternative steps are available as outlined in this policy.
- (c) The time limits set forth in this policy are designed to ensure that complaints are resolved in a timely manner. The timelines should be strictly adhered to unless circumstances, such as illness, weather, or conflict with other FFA required activities prevent such adherence.
- (d) All formal grievances must be submitted on Standard Grievance Forms referenced by this policy.

12.1C Procedures

- (a) All FFA advisors should try to resolve informally any complaints that may arise, with the assistance of the Executive Director.
- (b) If the informal complaint is not resolved to the satisfaction of the advisor, the advisor shall submit to the Executive Director a completed Grievance Form (available online at <https://forms.gle/DUZZ8bfAFWsYhyMbA> and through State Staff) no later than 10 working days from the date of the informal complaint. Once a complaint is filed, advisors are encouraged to email the Executive Director to confirm receipt. The Executive Director shall have 10 working days upon written receipt of the formal complaint to resolve the complaint or respond to the complaint in writing.
- (c) An advisor shall have 10 working days from the receipt of the official grievance response to accept the Level One Decision or file an appeal via email. After completion of the ten-working day appeal period, a Level One Decision shall be considered accepted and closed. Appeals must be filed with the Chair of the Adult Board by forwarding the response to the grievance and indicating concerns with the response. The Chair of the Board will have access to the originally filed grievance forms and will not need to have them shared. Appeals must be electronically time stamped within the 10-day appeal period. The Chair of the Adult Board shall notify the Executive Director of said appeal. The Executive Director shall submit to the Chair all documentation related to the grievance.
- (d) If an FFA advisor has a complaint against the Executive Director or other State Staff involving discrimination, retaliation, or unethical behavior, the FFA Advisor may communicate directly with the Chair of the Minnesota FFA Adult Board who shall notify the Executive Director of said grievance and will submit the complaint and Executive Director's response to the Board of Directors.
- (e) Upon receipt of an Appeal, the Chairman of the Adult Board will set the grievance to be considered at a future board meeting.
- (f) All decisions of the Adult Board are final.

Section 3. Additional Resources

Calendar of Events:

<http://www.theaet.com/Homepage/Default.aspx?ID=5717&P=1>

Constitution and By-Laws:

https://docs.wixstatic.com/ugd/91c887_85bc08843cab422cac97aaef1e217e7.pdf

Additional Individual Program Handbooks:

CDE Rules and Procedures:

<https://www.mnffa.org/cde>

CDE Resources:

<https://www.mnffa.org/cde>

SAE and State Degree Handbook:

<https://www.mnffa.org/awards-and-degrees>

State Officer Selection Process Handbook

<https://www.mnffa.org/state-officer>