



District Leadership Handbook

INDIANA FFA ASSOCIATION

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Welcome & Overview

Congratulations and welcome to your year of service with the Indiana FFA Association. Whether you are stepping into district leadership for the first time or beginning a new year with a new team, this experience offers a meaningful opportunity to serve members, strengthen programs, and grow as a leader. District leadership plays a vital role in supporting chapters, hosting high-quality events, and advancing the mission of the Indiana FFA.

Throughout the year, district presidents, officers, advisors, and support teams will work closely together to plan and implement district-level activities. This work will bring both challenges and rewards, requiring organization, clear communication, and a shared commitment to teamwork. Strong relationships, open dialogue, and a willingness to learn from one another are essential to a successful year.

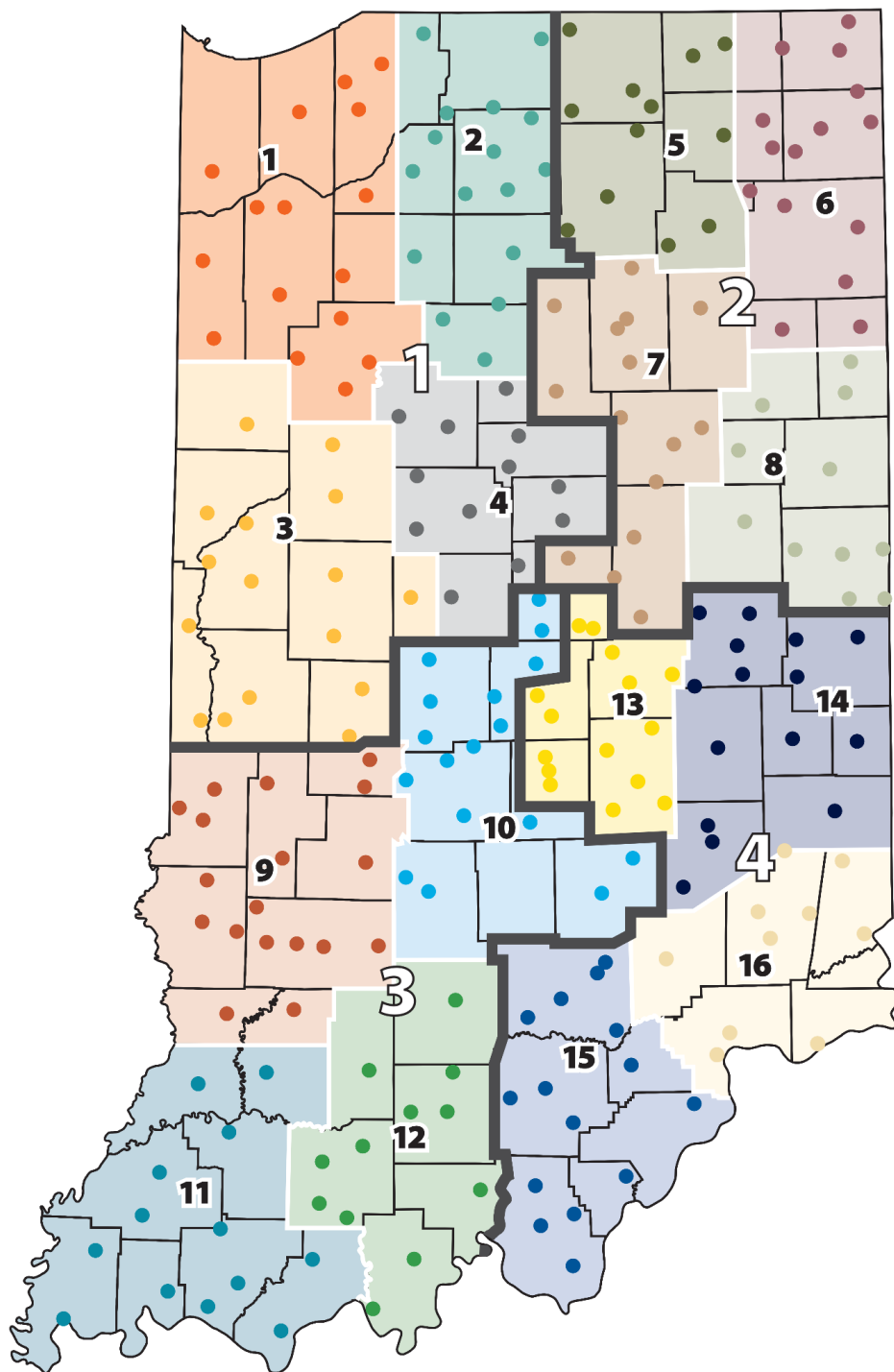
This handbook is designed to serve as a practical reference for district leadership throughout the year. It outlines roles and responsibilities, communication expectations, annual timelines, and event planning guides intended to promote consistency while allowing flexibility to meet the unique needs of each district. The resources included are not meant to be prescriptive, but rather to support effective leadership and informed decision-making.

As you move through the year, take time to reflect on each experience as an opportunity for growth. The impact of district leadership is not measured solely by events hosted, but by the confidence built, relationships strengthened, and members inspired along the way. Thank you for your commitment to serving Indiana FFA and making a positive difference within your district. Below are some helpful tips!

- COMMUNICATE with District Officers, Advisors, Chapters, State Staff, and your school clearly and on a regular basis.
- Ask LOTS of questions! If you are unsure of something, do not hesitate to ask. It will only make the task easier if you do it properly the first time.
- Set goals as an officer team for areas that you really want to improve and excel at over the course of the year.
- Embrace your time on the Indiana FFA Executive Committee. Use these meetings to get to know individuals from across the state and to leave an impact on the Association.
- Delegate tasks to all of your fellow officers throughout the year. At times, it may seem easier to just do it all yourself, but that may leave your fellow officers feeling unnecessary. You are a team for a reason, so make sure everyone has a meaningful task.
- Be willing to make and admit mistakes that are made throughout the year and do your personal best to make those mistakes right.
- Before each event, make sure that District Officers, Advisors, adult and student volunteers, as well as state staff are all on the same page and can answer the same questions you can answer. This will be especially important during District Leadership Convention.
- After each event, take time to sit down with your team to discuss what went well and what could be improved next time. These notes will be beneficial to you as well as to future district presidents and advisors.
- Keep a record of ALL documents created in your district drive to pass on to future presidents/advisors. You are welcome to keep a hard copy of these materials. However, you are encouraged to use the digital file system (Google Drive maintained by Indiana FFA) provided for you.

Indiana FFA District & Region Map

Below is the Indiana FFA District and Section Map. For information on specific chapters please use the online [Chapter Locator](#).



Indiana FFA Association Staff Contact Page

This handbook is designed to best prepare you for the coming year. However, there will probably be many questions that arise that are not located in this handbook. You are encouraged to use this contact page to seek out additional information to answer any questions that may arise.

Useful Websites

Indiana FFA: www.inffa.org

National FFA: www.ffa.org

Purdue Extension: www.extension.purdue.edu

Indiana FFA Association Contacts

Staff Name	Contact Information	Specific Questions
Mrs. Tamara Ketchen <i>Indiana FFA Association Executive Director</i>	tketchen@isda.in.gov 317-690-3133	- Rules and Guidelines - Business Sessions - Finances
Mrs. Holly Wagner <i>Indiana FFA Association Deputy Director</i>	Primary: stateofficerprogram@inffa.org Secondary: holwagner@isda.in.gov 463-245-7743	- Conferences - State Officers
Ms. Cassie Perrin <i>Indiana FFA Association Assistant Director of Youth Development</i>	cperrin@isda.in.gov 317-473-3819	- Executive Committee - FFA Roster - Waiver System - State Officers - SAE Awards
Ms. Amanda Mullins <i>Indiana FFA Association Assistant Director for Career and Leadership Development Events</i>	amullins1@isda.in.gov 317-517-1454	- Career Development Events - Rules, Guidelines, Materials - Leadership Development Events - Rules, Guidelines, Materials - Agriscience Fair

Indiana FFA Foundation Contacts

Staff Name	Contact Information	Specific Questions
Mrs. Lisa Chaudion <i>Indiana FFA Foundation Foundation Director</i>	lchaudion@inffa.org 317-878-4178	- Sponsorships - Donations
Mrs. Anna Ariens <i>Indiana FFA Foundation Development Coordinator</i>	aariens@inffa.org 317-648-4571	- Chapter Giving - Blue & Gold Gala

Samatha Perry <i>Indiana FFA Foundation Controller and Grant Specialist</i>	sperry@inffa.org 317-648-4571	• State Convention Community Service • Research and Execution of Grants
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Indiana FFA Leadership Center

Staff Name	Contact Information	Specific Questions
Mr. Adam Sweet <i>Indiana FFA Leadership Center Executive Director</i>	asweet@inffa.org 317-878-4179	• Chapter Workdays/Projects • Low Ropes Challenge Course • Customer & Community Outreach
Mrs. Jennifer Meredith <i>Indiana FFA Leadership Center Client Relations Manager</i>	clientrealtions@inffa.org 317-878-5464	• Leadership Center Facility Booking and Reservations

For more information on the specific responsibilities of Indiana FFA State Staff please visit inffa.org.

Indiana FFA State Officers

Meet the Team

State Officer	Home Chapter	Contact and Bio
Hayden Stookey <i>President</i>	Milford, IN Tippecanoe Valley FFA Chapter	president@inffa.org Bio
Katie McClain <i>Secretary</i>	Flora, IN Carroll@FloraFFA Chapter	secretary@inffa.org Bio
Jessie Frazee <i>Northern Region Vice President</i>	Hillsboro, IN Fountain Central FFA Chapter	nrvp@inffa.org Bio
Baron Riley <i>Southern Region Vice President</i>	Crothersville, IN CrothersvilleFFA Chapter	svvp@inffa.org Bio
Garrett Schwering <i>Treasurer</i>	Greensburg, IN North Decatur FFA Chapter	treasurer@inffa.org Bio
Jaylynn Goodwin <i>Reporter</i>	Holland, IN southridge FFA Chapter	reporter@inffa.org Bio
Khloe Hinojosa <i>Sentinel</i>	Warsaw, IN Warsaw FFA Chapter	sentinel@inffa.org Bio

Indiana FFA State Officer Request

Thank you for your interest in requesting an Indiana FFA State Officer at your event! The State FFA Officers are excited to serve the organization this year and keep members, supporters and sponsors believing in FFA!

The Indiana FFA State Officer Request will be completed through an online form. It can be found by clicking [here](#) or on the Indiana FFA website at www.inffa.org. The requests will be compiled and assigned to the State Officers on a first come, first serve basis.

If you have problems with your submission or any other questions, please contact Indiana FFA State Staff at stateofficerprogram@inffa.org.

Roles and Responsibilities

District President

Expectations
• Interact with members outside of home chapter • Model strong character traits for fellow members • Openness to new ideas and discussion • Seek guidance from officers, advisors, and state staff when questions arise • Communicate tasks/goals to teammates and Advisor
Responsibilities
• Create a meeting agenda • Work with team to design and order officer polos and Official FFA Jackets • Keep District Officers engaged by delegating tasks to officers in the planning and preparation of events • Be an active member of the State Executive Committee by attending meetings, participating in sub-committee work, attending Exec Training, theme discussion, etc. • Run the district's social media account. • Encourage participation in state fair set-up and experience days • Attend premier leadership training with your officer team • Communicate to chapters within the district in a bi-weekly update on upcoming events, reminders about service projects, etc. (joint task with District Advisor) • Communicate with State Staff and meet deadlines as set • Attend state convention to help with business session and elect the new officer team • Document your experience to better prepare the next leadership team
Event Lead
• District Officer Meetings • District Kickoff • District Chapter Meeting Contest • District Welding Contest • District Small Engines Contest • District Leadership Convention • (Optional) Community Service • (Optional) Fundraising • (Optional) Districtwide Gatherings

Region Directors

Expectations
• Interact with members outside of home chapter • Model strong character traits for fellow members • Openness to new ideas and discussion • Seek guidance from advisors and state staff when questions arise • Communicate tasks/goals to District officer teams and advisors

Responsibilities

- Work with other region directors to design and order director polos and Official FFA Jackets
- Be an active member of the State Executive Committee by attending meetings, participating in sub-committee work, attending Exec Training, theme discussion, etc.
- Run the region's social media account.
- Encourage participation in state fair set-up and experience days
- Attend premier leadership training
- Communicate with State Staff and meet deadlines as set
- Attend state convention to help with business session and elect the region director
- Document your experience to better prepare the next region director
- To the best of your ability attend district events within your region

Event Lead

- Region Chapter Meeting Contest
- (Optional) Community Service
- (Optional) Fundraising
- (Optional) Regionwide Gatherings

District Advisor and Deputy District Advisor

The District Advisor and Deputy District Advisor have shared duties that must be completed throughout the year. The District Advisor, Deputy District Advisor, and Board of Trustees Representative need to fill out the District Advisor, Deputy District Advisor, and BOT Representative Expectation Form, found in the appendix of this document.

Expectations

- Support officer team and district members
- Guide District Officer Meetings
- Communicate tasks/goals to District President
- Critical and rational thinking in regard to ideas and implementation
- Problem solve during events and throughout the year

Responsibilities

- Oversee the District Officer team
- Handle finances within the district at district or state convention and consider having the Deputy District advisor audit the books
- Assist with running the social media account
- Plan and run the informational District Kickoff Advisor Meeting for fellow advisors within the District
- Establish dates, times, and locations for required Events (found right) and work with location to identify which rooms to use for required events/activities
- Communicate with other advisors by providing a bi-weekly update on upcoming events, reminders about service projects, etc. (joint task with District President)
- Help identify judges and volunteers for events
- Communicate with State Staff and meet deadlines as set

Event Lead

- District Officer Meetings
- District Kickoff Advisor Meeting
- District Chapter Meeting Contest
- District Welding Contest
- District Small Engines Contest
- District Leadership Convention
- District Officer Elections
- (Optional) Community Service
- (Optional) Fundraising
- (Optional) Districtwide Gatherings

District Board of Trustees Representative

Expectations

- Believe in and support the Indiana FFA Association's mission, vision, purposes, goals, policies, and programs, while knowing its strengths and needs.
- Suggest possible nominees to the Board who are men or women of achievement who can make significant contributions to the work of the Board and the progress of the FFA Organization.
- Work with fellow Board members to fulfill the obligations of Board membership as articulated in these performance expectations, and in keeping with all other policies of the Indiana FFA Association.
- Act in a way that contributes to the effective operation of the Board – and work with fellow Board members and staff to assure that the Board functions well. This includes – but is not necessarily limited to the following:
 - Focus on the good of the organization, independent of personal agenda, self-interest, or the influence of others.
 - Maintain confidentiality of committee, Board, and organization work unless authorized otherwise.
 - Support Board decisions once these are made.
 - Participate in appraisal of own performance and the performance of the Board and its committees.
 - Support the organization's policies and procedures for conducting business.
- Be available to serve as a committee or task force chair or member. Be a prepared and active participant.
- Keep informed and attend activities and events sponsored by the Organization whenever possible.
- Keep informed about the organization's connection to the community and maintain a conscientious connection outside the organization.
- Respect the authority of the executive director and staff; and, adhere to the limitations of the Board, its committees and individual Board members.
- Agree to step down from Board position if unable to fulfill these expectations.

Responsibilities

- Commit to the 3 year term for all Board of Trustee Representatives
- Regularly attend committee meetings
- Exercise prudence with the Board in the control and transfer of funds

Indiana FFA Code of Conduct

Responsibilities of Members

For a chapter to operate effectively, each member must play an active role. FFA is truly an organization of, by and for its members. Members decide and direct the activities of their own chapter. They hold positions of leadership and conduct all activities. The success or failure of chapter activities and programs rests with the membership.

Each member is charged with the responsibility of upholding the ideals and principles of the organization, as well as participating in all chapter activities.

Both protecting members from abuse and reporting known instances of abuse are responsibilities of members.

It is also the responsibility of all members to refrain from actions constituting harassment and bullying as defined in the FFA Code of Behavior.

FFA Code of Ethics

FFA members conduct themselves at all times to be a credit to their organization, chapter, school, community and family. As an FFA member, I pledge to:

- ☐ Develop my potential for premier leadership, personal growth and career success.
- ☐ Make a positive difference in the lives of others.
- ☐ Dress neatly and appropriately for the occasion. (See page 28 for proper use of Official Dress.)
- ☐ Respect the rights of others and their property.
- ☐ Be courteous, honest and fair with others.
- ☐ Communicate in an appropriate, purposeful and positive manner.
- ☐ Demonstrate good sportsmanship by being modest in winning and generous in defeat.
- ☐ Make myself aware of FFA programs and activities and be an active participant.
- ☐ Conduct and value a supervised agricultural experience program.
- ☐ Strive to establish and enhance my skills through agricultural education in order to enter a successful career.
- ☐ Appreciate and promote diversity in our organization.

Adopted by the delegates at the 1952 National FFA Convention. The Code of Ethics was revised by the delegates at the 1995 National FFA Convention.

FFA Value Statements

The FFA Value Statements, passed by the national delegates at the 94th National FFA Convention and ratified by the National FFA Board of Directors, promote a more inclusive, equitable organization for all FFA members. These four statements create a foundation to ensure we open doors and remove barriers for every individual in agricultural education to experience premier leadership, personal growth and career success through FFA.

- ☐ We respect and embrace every individual's culture and experiences.
- ☐ We welcome every individual's contribution to advance our communities and the industry of agriculture.
- ☐ We cultivate an environment that allows every individual to recognize and explore their differences.

- ☐ We create leadership opportunities for every individual to enhance their personal and professional endeavors.

FFA Code of Behavior

- ☐ I promise that my attitude, conduct and appearance will be such to reflect credit on my local chapter, state FFA Association and the National FFA Organization.
- ☐ I promise to abide by the National FFA Code of Ethics and FFA Values Statements.
- ☐ FFA members and participants assigned to hotel rooms: I will stay in the hotel room I am assigned during the time period of the event and not participate in any inappropriate conduct during the event and/or as a representative of FFA.
- ☐ I will not possess or use drugs, alcohol or tobacco at any time during an event and/or as a representative of FFA. This includes but is not limited to smoking cigarettes, e-cigarettes, chewing tobacco, vaping and other substances.
- ☐ I will not have in my possession any firearms, knives, dangerous weapons, explosive compound or an object that can reasonably be considered and/or used as a weapon. I will not engage in bullying, which includes hazing; menacing; taunting; intimidating; the use of lewd, profane or vulgar language; verbal or physical abuse of others; or other threatening behavior toward others in person or through acts of cyberbullying including but not limited to all social media platforms.
- ☐ I will not engage in any behavior that might be deemed sexual harassment. Behaviors constituting sexual harassment include sexual teasing, bullying, making propositions, sexual jokes, indecent or vulgar remarks, staring that causes humiliation or discomfort and posting sexually oriented pictures, cartoons, or other visual materials that are viewed as offensive. Perception is an important factor: Whether certain behavior constitutes sexual harassment depends on the perceptions of those affected and the impact of the behavior. It is the responsibility of all members to refrain from actions constituting harassment and bullying and to help protect others from these types of acts.
- ☐ I will at all times respect all public and private property, including but not limited to all event venues and the lodging accommodations in which I am housed.
- ☐ I will pay for all personal costs and any damage of public or private property, event venues and the lodging accommodations before I depart. My sleeping room will be kept neat and clean.
- ☐ I acknowledge that failure to abide by any of these rules could result in immediate dismissal (travel costs incurred will be at my own expense) from the event, and my advisor, state staff and parent(s)/ guardians(s) will be notified.

All event participants are expected to obey all local, state and federal laws. Participants shall abstain from abusive, disruptive or inappropriate behavior before, during or after the event in all forms, including in-person, via digital or social media and any other form of communication.

The National FFA Organization may act in its discretion to address any attendee(s), group(s) or participant(s) it believes fail to uphold the criteria of the FFA Code of Ethics or Code of Conduct, including but not limited to revoking event access without refund or reduction of any fees paid or payable, removal from participation in awards and recognition programs, and revocation of awards and recognition earned.

Calendar of Events

Over the course of the next twelve months, you will be focusing on a variety of different events. This calendar outlines the months when different events should be occurring. It will be up to you, Indiana FFA, and the schools within your district to establish the details regarding these events. Community Service Projects and Fundraising can occur at any time throughout the year. Districts or Regions who wish to host additional events such as a recreation night, sporting event, or dance should also add those dates to their calendar.

District Event	Time Frame	Event Led
Executive Committee Training	July	District Presidents and Regional Directors
State Fair Setup Days	July	
State Fair Experience Days	August	
Premier Leadership Training	August	Presidents/Directors/District Advisors
District Kickoff	September	President/District Advisors
SOAR Conference	October	<i>Application for Counselor</i>
Executive Committee Meeting	October	Presidents/Directors
FIRE Conference	November	<i>Application for Counselor</i>
Executive Committee Meeting	November	Presidents/Directors
District Chapter Meeting	December	Presidents/District Advisors
District Welding	December	President/District Advisors
Executive Committee Holiday Party	December	Presidents/Directors
District SAE Award Grading	January	BOT Rep
Region Chapter Meeting	January	Regional Director
National FFA Scholarships	January	
LDW Conference	January	
Executive Committee Meeting	January	President/Director
District Small Engines	February	President/District Advisors
National FFA Week	February	
District Conventions	March	President/District Advisors
Executive Committee Meeting	April	President/Director
District Officer Interviews	April/May	President/District Advisors
State Convention	June	
District Section Elections	June	Presidents/Directors/Advisors

Communication Guidelines and Expectations

Executive Committee Email and Google Drive

Purpose of Executive Committee Email Accounts

- ☐ Executive Committee email accounts are strictly for official business related to Indiana FFA
- ☐ These accounts should never be linked to personal accounts, personal social media accounts, websites, or used to sign-up for any services without approval.
- ☐ All communications sent from these accounts should be professional, accurate, and respectful.

Account Use and Responsibility

- ☐ Check the inbox regularly and respond to messages within a reasonable timeframe.
- ☐ Keep messages clear, concise, and relevant to your leadership role.
- ☐ Do not include personal information about yourself or others.
- ☐ Do not use the account for personal conversations or unrelated school activities.
- ☐ Maintain a respectful tone at all times, even when handling conflicts or difficult questions.

Google Drive Expectations

- ☐ The Google Drive linked to your email is the primary location to store, create, and manage files related to your position.
- ☐ Keep folders organized by event, category, or date so future officers can navigate them easily.
- ☐ Store only organizational content. No personal photos, homework, or unrelated files.

Google Calendar Responsibilities

- ☐ The officer account is linked to a public Google Calendar.
- ☐ This calendar should be updated with all relevant organization events, deadlines, and announcements.
- ☐ Do not include personal commitments or personal details about any student.
- ☐ All postings should be appropriate for public visibility.
- ☐ Keep event titles and descriptions clear and factual.

Social Media

Overall Principles

- ☐ Live Above the Line: All content- including comments or reports- should be respectful, constructive, and uphold FFA values.
- ☐ Don't Post Without Permission: Only post photos or videos if you have permission from subjects, state staff, and/or sponsors.
- ☐ Think Like a Professional: National FFA recommends- "Everything can live forever... Be mindful of what future employers may see."
- ☐ Follow FFA Code of Ethics: If it violates any ethics code, don't post it. This includes profanity, offensive language, or criticism of FFA members/adults.
- ☐ Submit captions and photos to District advisor or deputy District advisor prior to posting.

Platform-Specific Guidelines

- ☐ Facebook & Instagram

- ☐ Share multi-frame photo carousels, short reels, and behind-the-scenes images showcasing member stories, service, SAE highlights, and conventions.
- ☐ Showcase officer visits and student successes; always include captions that summarize the impact.
- ☐ Tag relevant chapters, sponsors, or educational impact.
- ☐ Don't post personal or political opinions not tied to the FFA mission.
- ☐ Don't share identifiable youth content (especially minors) without explicit parent/advisor consent.
- ☐ TikTok
 - ☐ Build connections with storytelling styles like POV, "a day in the life," chapter takeovers, or FAQ's.
 - ☐ Use trending sounds and captions but prioritize message alignment with FFA values.
 - ☐ Include clear calls to actions- like "drop an emoji" or invite duets- to build interaction.
 - ☐ Don't react emotionally or join diverse trending challenges.

Best Practices

- ☐ Ensure Quick Responses: Reply professionally to comments & DMs- refer back to the respectful engagement approach.
- ☐ Maintain Content Calendars: Plan monthly themes to keep your storytelling consistent and strategic.
- ☐ Free Up Resources: Let teams focus on channels where impact is clear- Facebook, Instagram, TikTok- not on outdated platforms.
- ☐ Archive & Repurpose: Highlights from stories, reels or FFA moments can fuel evergreen content weeks or months later.

*Branding Materials are available on www.inffa.org with other district materials.

District Website

District Website Purpose

- ☐ The District Website is designed to be a one-stop-shop for all district related information.
- ☐ The website should increase information availability for advisors and students within the district.

District Website Updating

- ☐ The District Website can only be updated by a member of Indiana FFA State Staff.
- ☐ There will be an open window to request website changes between Executive Committee Training and PLT.
- ☐ Changes should be long-lasting changes, meaning that asking for something to be updated every month is impractical. Changes should last for the whole year.
- ☐ The District President or Region Director has the capability to update the calendar on their website by adding events to their inffa.org google calendar. It is the District President/Region Director's responsibility to keep these calendars up-to-date and accurate.
- ☐ By inviting ffaindiana@gmail.com to the event it can get added to the state calendar.

The district websites can be found on www.inffa.org. Click on 'PARTICIPATE' > 'MEMBERS LEADERSHIP' > 'DISTRICT & REGION OFFICERS' > *"Scroll to the bottom and click on your district/region's link"*

Priority Tasks

Important Meetings

School Board Presentation (Optional)

- ☐ While this is not a requirement, meeting with your School Board is a great way to advocate for agriculture and FFA. Your presentation should include how, over the course of the next year, this leadership opportunity will bring in numerous students, agriculture professionals, and educators from across the various counties within your district. You can even invite them to attend events throughout the year and even judge a District Leadership Contest.

Principal and School Secretary/Administrative Assistant

- ☐ As President and Advisor, this meeting will help you establish a strong connection between your agriculture department and school administration.
- ☐ In this meeting you should discuss district event dates as well as the impact this will have on your school.
- ☐ You may also mention that this leadership role would require you to miss school at some points.
- ☐ If your home school will not be hosting these events throughout the year, then you will need to contact a different location within the district that may be interested in hosting these events such as other schools within your district or your local Ivy Tech campus about dates for the required events.

Initial District Officer Meeting

- ☐ Discussion of Account Information (Finances and Social Media. Ensure to keep a record of account names, passwords, etc. on your district drive.
 - ☐ Finances
 - ☐ Will the District Treasurer have any role in the bookkeeping?
 - ☐ Establish a system for payment and record keeping
 - ☐ Social Media
 - ☐ Who will update the social media accounts?
 - ☐ Provide the necessary information to the officer in charge of social media
- ☐ Brainstorm ideas for Service Projects and Fundraising
- ☐ These ideas and an action plan should be finalized by District Kickoff so that you can launch the projects at that time.
- ☐ Establish a regular meeting schedule for the team

Polo and Jacket Ordering

Designing & Selecting Polos

- ☐ Polos will be worn at State Fair Experience Days, PLT, District Kickoff, Spring CDEs, and other events throughout the year. Make sure your team agrees on a color that can be worn with khakis.
- ☐ It is important to make these decisions either at State Convention or within the first three weeks of holding office to ensure the polos arrive in time for the State Fair.
 - ☐ Name, District, and Office should be on the polo

Official FFA Jackets

- ☐ At the first District Officer meeting, explain how the jacket needs to be ordered. Some districts pay for officer jackets, while other districts require the officers/chapters to pay for their jacket. Either way, it is important that the jackets are consistent.
 - ☐ Front: Name, District, Office, Year
 - ☐ Back: Indiana, District/Region

Executive Committee Training

What to Expect at Training

- ☐ Indiana FFA Association Staff and Interns will host this training. Unless you have a valid reason for not attending your attendance is REQUIRED.
- ☐ One day of training will be held at Elanco Animal Health in Indianapolis and the other day will be held at the Indiana FFA Leadership Center in Trafalgar.
- ☐ Training materials will range from roles, responsibilities, and expectations to calendar of events and committee goals.

Expectation Forms

- ☐ Expectation Forms will be sent to all District Advisors prior to the State Convention. These forms need to be submitted to State Staff prior to Executive Committee Training. ALL elected officers need to complete this form. No digital/typed signatures will be accepted.

District Policy Handbook

Purpose

- ☐ The District Policy Handbook is a governing document for the district that outlines the rules and procedures followed by the district.
- ☐ Similar to the bylaws, members of the district have to follow the procedures established in this document. However the handbook can be modified on a year to year basis by the district officer team, District Advisor, Deputy District Advisor, and Board of Trustees Representative.

Updating the Policy Handbook

- ☐ Every year the District is given the opportunity to update their policy handbook for the upcoming year.
- ☐ A revised copy of the handbook needs to be turned into Indiana FFA State Staff at PLT, annually.
- ☐ A revised copy needs to be approved by the District President, District Advisor, District Deputy Advisor, and Board of Trustees Representative.

Publication

- ☐ At PLT a pdf copy of the District Policy Handbook will be added to the respective District Website.
- ☐ The editable google doc will live in the respective district inffa.org google drive.

Contents

- ☐ The District Policy Handbook needs to contain the following:
 - ☐ List of Chapters
 - ☐ Roles and Responsibilities for Officers and Advisors
 - ☐ District Calendar of Events (Can be rough timeframes)
 - ☐ District Elections and Nominating Committee

- ☐ Grievance Policy
- ☐ Good Standing Policy
- ☐ Financial Tracking Policy
- ☐ Newly Chartered/Rechartered Chapters Policy
- ☐ Advisor Expectation Form
- ☐ The District Policy Handbook CAN contain the following:
 - ☐ Rules for District contests
 - ☐ Information on how polos and jackets are ordered
 - ☐ Policy on how locations are determined for events
 - ☐ Information about other district events, such as community service, fundraising, or district-wide gatherings.

District Account Ledger

Purpose

- ☐ A District Account Ledger is required for all Districts.
- ☐ The ledger tracks revenue and expenses to ensure the district is operating within budget.
- ☐ At the end of the fiscal year, the ledger will be submitted to Indiana FFA State Staff.

Updating the Ledger

- ☐ The ledger should be managed by the selected individual(s) outlined in the District Policy Handbook.
- ☐ The ledger MUST be owned by the districts inffa.org google drive. However it can be shared with the necessary people to track spending and revenue.
- ☐ A new ledger must be made for each fiscal year. A template is available on www.inffa.org or districts can make and use their own template.

State Fair

Set-Up Days

- ☐ The District Officer team should attend their designated set-up day. This is a great opportunity for your team to bond and brainstorm ideas for the year.
- ☐ As District Leadership, you should encourage the chapters within your district to attend these days.
 - ☐ Attire: Work clothes and closed-toe shoes
 - ☐ Waivers: ALL participants must bring the signed State Fair waivers found on inffa.org to the State Fair

Experience Days

- ☐ During this time, the District Officer team will have the opportunity to work the different stations within the FFA Pavilion. Reach out to chapters within your district about attending the district day.
 - ☐ Attire: Work clothes and closed-toe shoes
 - ☐ Waivers: ALL participants must bring the signed State Fair waivers found on inffa.org to the State Fair

Premier Leadership Training

What to Expect

- ☐ Three-day training at the Indiana FFA Leadership Center for the entire District Officer team hosted by Indiana past state officers.
- ☐ Participants will stay in the cabins at the Center and should pack accordingly. Items to pack include bedding, toiletries, polo/khakis, casual dance attire, and Official Dress.
- ☐ This is a great time to get District Officer team photos!

District Kickoff Planning

- ☐ During PLT, there is a designated time for you and your team to plan District Kickoff. Use the planning time provided to think through the details of the event as well as the big picture.

Event Planning and Management Guides

District Kickoff

Event Description

District Kickoff is the District's first impression of you and your team! Make the best of this experience and have fun. District Kickoff will be your chance to get members in your District excited about the upcoming year and inspire them to get involved. At this meeting, you will have the opportunity to share your goals for the year as well as launch your service projects and fundraisers.

Helpful Tips & Tricks

- ☐ It is your responsibility to set the tone for Kickoff. If you and your teammates are frustrated or lack excitement, that will reflect in chapter members and guests.
- ☐ Work with the State Officers and State Staff to understand the District Kickoff agenda.
- ☐ Attire should be Official Dress for opening ceremonies and polos/khakis for the facilitated activities.
- ☐ Consider having upbeat music playing when chapters arrive to get them excited about the upcoming activities.
- ☐ While chapters are waiting on opening ceremonies to begin, consider having some District Officers lead members in short games such as Guess the Advisor, Minute to Win It challenges, or Guess the District Officer.
- ☐ When planning for Kickoff, do not forget about the little details such as decorations, PowerPoint presentation, music playlist, photo booths, and dividing tasks amongst the officer team. While not required, these details will add to the event.

Pre-Event Tasks

Date, Time, Location

- ☐ State Staff will set the date and time of District Kickoff. This information can be found on the inffa.org calendar and will be discussed during Executive Committee training.
- ☐ You are responsible for securing the event location. If this event will not be held at your school, you will need to contact either another within your district or your local Ivy Tech campus about event space.

Room assignments

- ☐ Before securing the locations, check with State Staff to confirm the room needs as these may change each year.
 - ☐ General meeting space for opening ceremonies, meeting, and closing ceremonies. This could be an auditorium, cafeteria, or gymnasium.
 - ☐ At least 3-6 large, open spaces for the facilitation activities. Ideas for these spaces include a cafeteria, gymnasium, outside, or hallway.
 - ☐ Advisor: A room with projector access for the Advisor Meeting. This could be the ag classroom or other classroom in the building.

Sponsors/Adult Volunteers

- ☐ This event will not require judges. However, you will need to work with sponsors for the meeting portion of the event. At least one adult volunteer per area officers are facilitating are required to help direct students and supervise events.
- ☐ District Kickoffs are sponsored by an individual or business associated with the IN FFA Foundation, such as Ivy Tech. Local sponsors may be used to sponsor specific parts (ex: snacks) of the event.
- ☐ Invite the State Band and Chorus President and Region Directors to Kickoff and let them introduce themselves during the meeting. Region Directors should give an energetic message that includes a fun challenge to help students meet new people.

Classroom Visits

- ☐ The District President will be invited to facilitate classroom visits with the State Officer team for the day of your District Kickoff in your district. Training for classroom facilitation will be conducted at PLT. In addition, a follow-up zoom call or in-person meeting will take place for additional training. If your administration requires any documentation to permit the District President to attend this facilitation, please contact Indiana FFA State Staff, Cassie Perrin-cperrin@isda.in.gov

Material Prep

- ☐ Script
 - ☐ You will need to make a script for the center podium and divide the talking points among the District Officer team.
 - ☐ Suggested order of script
 - ☐ Opening ceremonies
 - ☐ Welcome to a New Year
 - ☐ Special guest remarks
 - ☐ Introduce State Officers to give directions for evening events
 - ☐ Introduce Service Projects and Fundraiser
 - ☐ Announcements
 - ☐ Closing ceremonies
- ☐ Facilitation Activities
 - ☐ During PLT, you will learn what activities will be facilitated during Kickoff and how to facilitate them to a group of members.
- ☐ Meeting Room
 - ☐ For opening and closing ceremonies, you will need to have tables, chairs, and a podium in the front of the room. Do not forget to place the paraphernalia in the correct order. Depending on the size of the room, you may need access to microphones.
- ☐ Entertainment
 - ☐ Make sure you have an appropriate playlist prepared for the evening.
 - ☐ If you decide to have an activity hosted by District Officers while chapters wait for the night to begin, you will need to have all those materials as well.
- ☐ Refreshments
 - ☐ If your district will be providing refreshments at the end of Kickoff, you will need to decide on what those refreshments will be.
 - ☐ Consider asking local businesses and/or your Farm Bureau if they are willing to donate funds.

- ☐ You should consider having a meal for your fellow officers as well as the state officers prior to Kickoff beginning.

Advisor Communication

- ☐ Prior to the event, send an email to ALL advisors with information on the evening's activities such as where to park, what door to enter, timing, and location of Kickoff.
- ☐ Since this is likely the first time you will be communicating with all the advisors in the district, make sure the email list is accurate and updated.

Event Day Tasks

Registration

- ☐ Have a table at the entrance doors as registration
- ☐ District Officers will run this portion
 - ☐ Have a spreadsheet of chapters in the district
 - ☐ Record how many from each chapter are present
 - ☐ Mark numbers on each member's hand for the activities later in the evening (1-6)
- ☐ Have advisors verify their contact information for ease of communication for the rest of the year

Activities

- ☐ Facilitated activities will be conducted after the first portion of the meeting
- ☐ During the activities, all advisors in the district will meet to discuss dates, changes in the district, and plans for the year

Member Management

- ☐ Before members arrive, you will need to walk the State and District Officers through the facilitation rooms.
- ☐ Dividing members by numbered groups will help you rotate members through the facilitation activities.

Recap of Event

- ☐ At the next District Officer meeting or end of District Kick-off, sit down with your team and discuss the following:
 - ☐ What went well?
 - ☐ What should we have done differently?
- ☐ After the meeting, archive ALL the materials you used to put on this event as a reference to future District Leadership.
- ☐ Please share any State specific items or ideas with State Staff to assist with District Kick-Off planning in the future.

Timeline

Time	Activity	Responsible Role
July	Secure Event Location	District President/District Advisor/Deputy Advisor
August	Invite special guests	District President/District

		Advisor/Deputy Advisor
August	Create a script for the beginning of kickoff	District President
2 weeks prior	Gather needed materials	District President
2 weeks prior	Email advisors information about kickoff. Also consider posting on social media	District President
DAY OF	Check in students as they arrive	District President
DAY OF	Host the activities and help keep time and move students from activity to activity	District President
DAY OF	Assist with advisor meeting	District Advisor/Deputy Advisor/BOT
After	Hold a meeting to discuss gems and opps of the event	District President/District Advisor/Deputy Advisor
After	Put all dates on the district calendar	District President/District Advisor/Deputy Advisor

Roles and Responsibilities

District Officers	District Advisor & Deputy District Advisor
• Registration Table • Entertainment prior to kick-off (Photobooth, games, etc.) • Readers for the script • Facilitation of events • Pass out refreshments	• Oversee Registration • Host and facilitate District Advisor meeting ◦ Finalize dates for ALL other District events ◦ Discuss changes in the District ◦ Vision for the year ◦ Calendar of events

Chapter Meeting

Event Description

District Chapter Meeting is one of the first contest events District Leadership is in charge of planning and hosting. The Chapter Meeting contest consists of chapters conducting a mock chapter meeting using Parliamentary Procedure. This event will help you prepare for District Leadership Convention in the Spring. Take note of the opportunities you could improve on as well as areas of the event that went well. Most of the materials will be provided to the judges by state staff.

Helpful Tips & Tricks

- ☐ When establishing your lead judges in each room, consider the level of experience and familiarity with the contest.
- ☐ If your chapter does not have two full sets of paraphernalia, contact a chapter who will be competing to see if they will bring a set for you to borrow.
- ☐ Use a recording device that will allow you to easily download the files and send in an attachment to the respective chapter.
- ☐ If the contest will be held in the evening after school, consider having a parent of a district officer make a meal for the judges and workers prior to the event.

Pre-Event Tasks

Date, Time, Location

- ☐ Work with the advisors in your District to establish a date and time for this contest. The date and time should be finalized at the District Advisor meeting during District Kick-Off. If it is held in the winter, consider a weather date as well.
- ☐ All district chapter meeting contests must be completed by Saturday, December 12th, 2026.
- ☐ After setting the date for the contest, set a registration open and close date as well. Registration must close at least two weeks before the contest date.
- ☐ If this event will not be held at your school, you will need to contact another chapter or Ivy Tech campus about the availability of rooms.

Room assignments

- ☐ Two classroom style rooms for Novice division – one room will be used as the prep room, the other for the contest.
- ☐ Two classroom style rooms for Senior division – one room will be used as the prep room, the other for the contest.
- ☐ General holding room for teams as they wait to enter the contest. This space could be another classroom, a larger hallway away from contest rooms, or the ag room.

Judges

- ☐ Each division (Novice and Senior) will need three to five judges. Three is the absolute minimum; however, you should plan for dropouts.
 - ☐ One judge will be the Lead Judge, and one will act as the timekeeper.
- ☐ Contacting judges should occur two months prior to the contest.
 - ☐ Indiana FFA has a list of approved chapter meeting judges, please use this list.
 - ☐ When contacting judges, communicate what they will be doing and where they can go to find contest materials and resources (inffa.org, ffa.org, etc.). Additionally, you should mention the date, time, and location of the event.

- ☐ Collect contact information from each judge (phone number, email, and mailing address).
- ☐ District Judges Contact Information is due to Ms. Mullins (amullins1@isda.in.gov) by October 16th, 2026
- ☐ Once you have secured your judges for each division, report them to State Staff. It is IMPORTANT that you indicate the Lead Judge on the list you send to the State, so they get the proper materials. You will report your judges via the Google Form that is sent to you from state staff.
 - ☐ State Staff will then create the contest materials and send a packet to each of the judges.
- ☐ Judges are taking time out of their day to serve your district. As a result, your team should show your gratitude.
 - ☐ This does not have to be something big, but a note signed by all of the District Officers would be greatly appreciated

Material Prep

- ☐ Since State Staff designs this contest, you will not need to print rubrics or get contest type materials around.
- ☐ Materials for the contest
 - ☐ Two sets of paraphernalia are REQUIRED – one per contest room, including gavels
 - ☐ Stopwatch per room
 - ☐ Pen/Pencils for Judges
 - ☐ Paper/Pen for contestants
- ☐ Contest rooms will need to be set up in a formal meeting room style as outlined in the FFA Manual with seats in the middle for chapter members.
 - ☐ A table for the judges will also need set-up
- ☐ Two video recording devices – one per contest room
- ☐ Judges should be provided with dinner if this is happening during an evening.

Advisor Communication

- ☐ Prepare a contest order for both Novice and Senior divisions
 - ☐ Consider the distance a chapter will need to travel for this event when making the contest order.
 - ☐ Email the contest order at least one week ahead of time to ALL chapters competing.

Event Day Tasks

Registration

- ☐ As chapters arrive, have a spreadsheet to check-off that all chapters and registered members are present
- ☐ Direct chapters to the holding, prep, and contest rooms

Activities/Judges Meeting

- ☐ Since State Staff will be sending contest information and materials directly to the Judges, the Judges meeting will occur in the contest room prior to the event led by the Lead Judge
 - ☐ While the Lead Judge will have many answers to questions, it is your responsibility to ensure the judges understand the rules/guidelines of the contest and that results are correctly reported.
- ☐ Each chapter's meeting will be recorded in the room. After contests, you will need to email a copy of the video to the respective chapter. Do NOT send all of the videos to every chapter.

Member and Contest Management

- ☐ District Officers should meet the judges when they arrive and show them to their room.
- ☐ Chapters will be directed at registration and District Officers will help teams get to the contest rooms.

Tabulations

- ☐ Judges will tally up the rubrics and report the placings to the District Advisor.
- ☐ The District Advisor will then double check the math and report the results to State Staff.

Recap of Event

- ☐ At the next District Officer meeting or end of Chapter Meeting, sit down with your team and discuss the following:
 - ☐ What went well?
 - ☐ What should we have done differently?
- ☐ Send thank-you notes to the judges
- ☐ After the meeting, archive ALL the materials you used to put on this event as a reference to future District Leadership.
 - ☐ Create a spreadsheet with the names and contact information for each judge. This will be very helpful for future teams.
- ☐ Please share any State specific items or ideas with State Staff to assist with Chapter Meeting planning in the future.

Timeline

Time	Activity	Responsible Role
September	Set Date, Time, & Location by District Kickoff	District Advisor/Deputy Advisor/BOT
1-2 months prior	Set up a registration system for chapters- Work with state staff to complete this.	District President/District Advisor/Deputy Advisor
September	Reserve the facility being used	District President/District Advisor/Deputy Advisor
September	Use the provided list of chapter meeting judges to reach out and secure judges for the contest	District President/District Advisor/Deputy Advisor
November	Gather materials for contest	District President/District Advisor/Deputy Advisor
1 week prior	Send out another reminder email to advisors and judges	District President/District Advisor/Deputy Advisor
DAY OF	Check in chapters as they arrive	District President/District Advisor/Deputy Advisor
After	Send thank you notes, and have a team meeting to discuss what went well and what didn't	District President/District Advisor/Deputy Advisor

Roles and Responsibilities

District Officers	District Advisor & Deputy District Advisor
• Registration • Greeting Judges • Prep room/hall monitors • Recording the meetings • Directing chapters from the prep room to the contest room • Sending out thank you cards after the event	• Greeting Judges • Results and tabulation • Problem solving • Submitting results to State Staff • Emailing or mailing the videos to the appropriate chapter

Welding

Event Description

District Welding is the second contest District Leadership is in charge of planning and hosting. The Welding contest consists of chapters competing in the two divisions of the Welding CDE in teams of two. Each district has various team limitations for their district event. All registration happens on the Indiana FFA website. More details and communication will come from state staff.

Helpful Tips & Tricks

- ☐ Work with your District advisor, host site and advisor to establish the logistics and needs of this event.
- ☐ Secure judges that are familiar with our contest and rules.
- ☐ Communication with the host site and state staff is a must.

Pre-Event Tasks

Date, Time, Location

- ☐ Work with the advisors in your District to establish a date and time for this contest. The date and time should be finalized at the District Advisor meeting during District Kick-Off. If held in the winter, consider a weather date as well. Be sure to meet the deadline set by state staff.
- ☐ All District Welding contests must be completed by Saturday, December 12th, 2026.
- ☐ After setting the date for the contest, set a registration open and close date as well. This will allow for time to plan for the number of materials and judges needed.
- ☐ If this event will not be held at your school, you will need to contact another chapter or host location about availability of rooms. Keep in mind that the facility of your choice needs to have ample welding booths.

Room assignments

- ☐ Welding booths- Be sure that the welders are capable of the welding required for both divisions of the contest.
- ☐ One classroom style for proctoring the written exam.
- ☐ General holding room for teams as they wait to enter the contest. This space could be another classroom, larger hallway away from contest rooms, or the ag room.

Judges

- ☐ Talk with your host site and advisors in your district for potential judges and how that has been handled in the past. Each district does things slightly differently.
- ☐ Contacting judges should occur one to two months prior to the contest.
 - ☐ When contacting judges, communicate what they will be doing and where they can go to find contest materials and resources (inffa.org, ffa.org, etc.). Additionally, you should mention the date, time, and location of the event.
 - ☐ Collect contact information from each judge (phone number, email, and mailing address).
- ☐ Written Exam- State staff will write this exam and get it to the proper adult in charge of the exam.
- ☐ Judges are taking time out of their day to serve your district. As a result, your team should show your gratitude. This does not have to be something big, but a note signed by all of the District Officers would be greatly appreciated

Material Prep

- ☐ Each district handles materials differently. Some districts have the materials donated; some purchase so please work with the advisors in your district on this.
- ☐ Materials needed: metal, welding rods, written exams (You will need to make copies of the exam.)

Advisor Communication

- ☐ Be sure to communicate location, start time, door to enter, etc with advisors at least one week in advance to the event.
- ☐ Be sure to communicate the registration deadline for the event to the advisors as soon as that is established.
- ☐ Communication should happen often and be timely, professional, and concise if possible.

Event Day Tasks

Registration

- ☐ As chapters arrive, have a spreadsheet to check-off that all chapters and registered members are present
- ☐ Direct chapters to the holding, prep, and contest rooms

Tabulations

- ☐ Judges will tally up the rubrics and report the placings to the District Advisor.
- ☐ The District Advisor will then double check the math and report the results to State Staff.

Recap of Event

- ☐ At the next District Officer meeting or the end of District Welding sit down with your team and discuss the following:
 - ☐ What went well?
 - ☐ What should we have done differently?
- ☐ Send thank-you notes to the judges
- ☐ After the meeting, archive ALL the materials you used to put on this event as a reference to future District Leadership.
 - ☐ Create a spreadsheet with the names and contact information for each judge. This will be very helpful for future teams.
- ☐ Please share any State specific items or ideas with State Staff to assist with Welding planning in the future.

Timeline

Time	Activity	Responsible Role
September	Set Date, Time, & Location at District Kickoff	District Advisor/Deputy Advisor/BOT
October	Secure location, materials, and judges	District Advisor/Deputy Advisor/BOT
November	Follow up with judges, host site, and chapters	District Advisor/Deputy Advisor/BOT

1 week prior	Make copies of exam, answer sheet, scoring rubrics, guidelines	District President/District Advisor/Deputy Advisor
1 week prior	Send out another reminder email to advisors and judges	District President/District Advisor/Deputy Advisor
DAY OF	Check in chapters as they arrive	District President/District Advisor/Deputy Advisor
After	Send thank you notes, and have a team meeting to discuss what went well and what didn't	District President/District Advisor/Deputy Advisor

Roles and Responsibilities

District Officers	District Advisor & Deputy District Advisor
• Registration • Greeting Judges • Prep room/hall monitors • Proctor the written exam • Directing chapters from the prep room to the contest room	• Obtaining metal, welding rods, and supplies for CDE. • Greeting Judges • Results and tabulation • Problem solving • Submitting results to State Staff

Small Engines

Event Description

District Small Engines is the third event District Leadership is in charge of planning and hosting. The Small Engines contest consists of chapters competing in teams of two to complete the Small Engines CDE. Each district has **set limitations** per chapter. Please work with your advisor and other advisors in the district to enforce this.

Helpful Tips & Tricks

- ☐ When establishing your judges consider the level of experience and familiarity with the contest. Each chapter should be providing a judge to assist with this contest.
- ☐ If the contest is held in the evening after school, consider having a parent of a District Officer make a meal for the team prior to the event.
- ☐ Communication with your district, state staff, and host site are integral for the success of this event.

Pre-Event Tasks

Date, Time, Location

- ☐ Work with the advisors in your District to establish a date and time for this contest. The date and time should be finalized at the District Advisor meeting during District Kick-Off. If held in the winter, consider a weather date as well.
- ☐ All District Small Engines contests must be completed by Saturday, April 3rd, 2027.
- ☐ After setting the date for the contest, set a registration open and close date as well. This will allow for time to plan for the number of rooms and judges needed.
- ☐ If this event will not be held at your school, you will need to contact another chapter or Ivy Tech campus about availability of rooms

Room Assignments

- ☐ Work with your host site and knowledgeable advisors about the needs of this contest.

Judges

- ☐ Work with your district to handle the judging portion of this event. Most districts have advisors or people from each participating chapter help judge and score this event.
- ☐ Judges are taking time out of their day to serve your district. As a result, your team should show your gratitude. This does not have to be something big, but a note signed by all of the District Officers would be greatly appreciated

Material Prep

- ☐ Written exams will be provided by state staff.
- ☐ Other materials and needs vary for each district. Work with your district to establish these needs and fulfill them as soon as possible.
- ☐ Refreshments for the Judges

Advisor Communication

- ☐ Communicate registration open and close times early.

- ☐ Communicate site location, where to enter, schedule, and any other important information about the needs and logistics of this event.

Event Day Tasks

Registration

- ☐ As chapters arrive, have a spreadsheet to check-off that all chapters and registered members are present
- ☐ Direct chapters to the holding, prep, and contest rooms

Member and Contest Management

- ☐ District Officers should meet the judges when they arrive and show them to their room.
- ☐ Chapters will be directed at registration and District Officers will help teams get to the contest rooms.

Tabulations

- ☐ Judges will tally up the rubrics and report the placings to the District Advisor.
- ☐ The District Advisor will then double check the math and report the results to State Staff.

Recap of Event

- ☐ At the next District Officer meeting or end of District Small Engines, sit down with your team and discuss the following:
 - ☐ What went well?
 - ☐ What should we have done differently?
- ☐ Send thank-you notes to the judges
- ☐ After the meeting, archive ALL the materials you used to put on this event as a reference to future District Leadership.
 - ☐ Create a spreadsheet with the names and contact information for each judge. This will be very helpful for future teams.
- ☐ Please share any State specific items or ideas with State Staff to assist with Small Engines planning in the future.

Timeline

Time	Activity	Responsible Role
September	Set Date, Time, & Location at District Kickoff	District Advisor/Deputy Advisor/BOT
October	Secure location	District Advisor/Deputy Advisor/BOT
1-2 months prior	Set up a registration system for chapters- Work with state staff to complete this.	District President/District Advisor/Deputy Advisor
1 month	Follow up with judges, host site, and chapters	District Advisor/Deputy Advisor/BOT

1 week prior	Make copies of exam, answer sheet, scoring rubrics, guidelines	District President/District Advisor/Deputy Advisor
1 week prior	Send out another reminder email to advisors and judges	District President/District Advisor/Deputy Advisor
DAY OF	Check in chapters as they arrive	District President/District Advisor/Deputy Advisor
After	Send thank you notes, and have a team meeting to discuss what went well and what didn't	District President/District Advisor/Deputy Advisor

Roles and Responsibilities

District Officers	District Advisor & Deputy District Advisor
• Help greet chapters and judges • Help move students around in the contest • Help adults with collecting score sheets, etc.	• Greeting Judges • Results and tabulation • Problem solving • Submitting results to State Staff

District SAE Award Grading

Event Description

District SAE Award Grading consists of advisors within the district, getting together with all of the submitted District SAE Awards and grading them according to the rubrics that are provided. This event is led by the Board of Trustees District Representative with assistance by the District Advisors and District Officers. This event does not require as much preparation as other events throughout the year. However, this event is just as important as the others. Use this opportunity to get to know the other advisors and catch up on news within the district.

Helpful Tips & Tricks

- ☐ If your district has formal business that needs to be conducted, this event is a great opportunity to gather the District Executive Committee together to accomplish that business.
- ☐ Divide the SAE Award applications by area so it is easier to place them after scoring.
- ☐ Try to make sure advisors are not grading a SAE Award area that their students are competing in. While this is not always possible, it is highly encouraged to prevent potential issues.
- ☐ If your grading is held in the evening after school, consider providing a meal to all of the advisors as a thank you for their hard work.
- ☐ Select a backup date in case of bad weather.

Pre-Event Tasks

Date, Time, Location

- ☐ The date, time, and location of District SAE Award Grading should be established at the initial advisor meeting during District Kickoff.
 - ☐ The date for this event must be prior to the Association's deadline for submitting District SAE Award results.
- ☐ Prior to the date of the contest, make sure you have secured a room for the grading to take place. A general classroom type setting would be sufficient for this event.

Judges

- ☐ This event asks advisors from across the district to gather and grade the applications for this event. The more advisors that are present, the faster the judging will go.
- ☐ Make advisors aware at least one month in advance the details of this event. This will allow you enough time to find additional judges if absolutely necessary.
 - ☐ New this year: **Advisors submitting a state proficiency application** must also provide a qualified judge for the state-level evaluation process. Applications submitted without a qualified judge will not be eligible for evaluation.
 - ☐ New this year: All previous state-winning applications must be resubmitted to compete again. Because every application is being evaluated as a new submission, this process ensures a fair and consistent competition for all participants. Each district may advance up to two applications per proficiency area for state-level evaluation.

Material Prep

- ☐ Prior to grading, you will need to print out rubrics for each of the applications that are submitted.
- ☐ Locate and download the state's spreadsheet for entering the SAE Award grading results from inffa.org. This will be very helpful when submitting the results to the state.

Advisor Communication

- ☐ One and two weeks prior to the event, send an email to all advisors in the district with information regarding the following:
 - ☐ Date, time, and location
 - ☐ Where to park and what door to enter
 - ☐ Importance of bringing printed applications to grading
 - ☐ Whether or not a meal will be provided

Event Day Tasks

Special Note: Depending on the District Advisor and planning process, it is not required for the District President to be present at the SAE Award grading

Registration

- ☐ District SAE Award Grading does not require advance registration. However, on the day of the contest, it will be important for you to check-in all of the different applications.
 - ☐ This will ensure that all applications have been scored and accounted for at the conclusion of the grading.
 - ☐ Some districts require chapters to report which applications they are bringing so they can print rubrics in advance and get a better idea of timing.

Activities/Judges meeting

- ☐ When all advisors have arrived and the applications have been turned in, you will need to separate them by SAE Award area.
- ☐ Divide the SAE Award areas amongst the advisors who will be grading. Try to make sure that advisors are not grading an area in which they have a student participating. While this is not always possible, it will prevent bias in scores.
- ☐ Provide a set of rubrics for each application and provide a brief description of how to grade and the importance of not being biased.

Member and Contest Management

- ☐ Since this event only requires advisors to grade applications, there are no members present, so management is not required.
- ☐ In terms of contest management, keep the advisors focused on grading applications, so that it can be done in an efficient manner.
- ☐ As application areas are completed, begin the placement process by entering the results into a spreadsheet to send to state staff.

Tabulations

- ☐ All SAE Award applications will be placed by the end of grading. All placings should be recorded in a spreadsheet and shared with state staff. At the end of grading, all of the advisors should know the results and share them with their students.

Timeline

Time	Activity	Responsible Role
September	Set Date, Time, & Location at District Kickoff	District Advisor/Deputy Advisor/BOT
October	Secure a room to hold grading in	BOT
December	Collect information on who will be coming advisors and other judges	BOT
January	Print off scoring rubrics for the event	BOT
January	Email advisors and other judges information about the event	BOT
1 week prior	Send out another reminder email to advisors and judges	BOT
DAY OF	Check in applications as they arrive	BOT
DAY OF	Grade applications and keep tabulations	BOT
After	Submit results to INFFA	BOT

Roles and Responsibilities

District Officers	District BOT Representative
District Officers are not required to attend this event. However, if they choose to attend, they could help with the following tasks: - Organizing SAE Award applications by area - Dividing applications amongst advisors - After results, separate applications by chapter	- Assisting in communication with advisors about date, time, location, etc. - If officers are not present: - Organizing SAE Award applications by area - Dividing applications amongst advisors - After results, separate applications by chapter - Record the placings and submit the results to State Staff at the conclusion of grading - Answer any questions about the grading - Refer to state staff if question is out of your understanding

District Leadership Convention

Event Description

District Leadership Convention will be your BIGGEST event of the year! At this event, members from across the district come together to compete in a variety of Leadership Development Events in hopes of moving onto State contests in June. Every moment leading up to this has prepared you for a successful convention. Staying organized, communicating clearly and often, delegating to teammates, and establishing deadlines are crucial in planning this event. The description outlined below is a guide to assist you in this planning. Feel free to adjust these ideas to meet the needs of your specific district.

Helpful Tips & Tricks

- ☐ Invite your school board members, local and state government officials, business owners, and others to either judge or come and observe the events that are taking place.
- ☐ Make sure to set deadlines, follow deadlines, and communicate diligently with advisors, teammates, volunteers, school personnel, and judges.
- ☐ Consider asking local businesses to either donate or help sponsor your convention.
- ☐ Prepare all of the judge thank-you notes/gifts prior to the day of the contest. These can either be placed in the contest room or passed out during registration. This will ensure that no judge is left out.
- ☐ Walk through the contest building with your District Officers and volunteers to show them where the various events will be held.
- ☐ Consider creating maps of the school where the contest rooms are highlighted. Judges, members, advisors, and volunteers will find this very helpful throughout the event.
- ☐ Assign reads for the script in advance so they can have their parts memorized/practiced before they present in front of the entire district.
- ☐ Make sure the school's custodial staff is aware of time and location of the convention as they are essential to ensuring a successful event. Be sure to thank them for their efforts and contribution.

Pre-Event Tasks

Date, Time, Location

- ☐ The date, time, and location of your District Convention will need to be set at the initial Advisor meeting during District Kickoff. Once the date, time, and location has been set and approved, the District President should report that information to State Staff to add to the Indiana FFA Calendar of Events.
 - ☐ If this event will NOT be held at your school, then you will need to contact another chapter within your district or other location about room availability for the convention. If held at another location, it is still your responsibility to plan, prepare, and host the event.

Room Assignments

- ☐ Room assignments are a crucial part to the pre-planning phase of this event, and should be discussed with your school at the beginning of the school year. The first task is to identify how many rooms you will need for the contests that night. For example, demonstrations tend to run more efficiently if there are two rooms the judges move between, allowing time for set-up.
- ☐ Also consider the type of classroom set-up that is needed for each of the different contests:
 - ☐ Essay and Extemporaneous Public Speaking will need access to computers; Agricultural Mechanics demonstration may be best in an ag shop setting, Demos work best in rooms that have table and tile floors, etc.

- ☐ In addition to contest rooms, you will also need rooms set aside for other purposes throughout the event.
 - ☐ Establish a 'Home Base' for the officer team. This will be where you keep your personal items and it is the location you should be if someone has a question.
 - ☐ If possible, provide chapters with an area within the facility for them to unload all of their materials and wait for contests. Cafeterias, auditoriums, and gymnasiums work well as a 'Chapter Home Base.'
 - ☐ Tabulations will need access to computers for filling in spreadsheets as results come in and contests are finished.
 - ☐ Exhibits will need to be held in a location where there is access to multiple outlets in case an entry needs electricity. Hallways or lobby areas tend to work well for this contest. (You may want to have a few extension cords on hand just in case a chapter forgets theirs.)
 - ☐ Quiz Bowl and Discovery Quiz Bowl will take up a lot of space, so you may consider holding this contest in the gymnasium, auditorium, or cafeteria.
 - ☐ If your district has a talent contest, you will need to have the necessary equipment available. The band or choir room would work well.

Pre-Registration and Contest Order

- ☐ Two months prior to convention, send an email to all advisors with information regarding how to register on the IN FFA website for District Leadership Convention and the deadline for submitting registration. If your District will be charging a contest entry fee, that information should also be provided with registration information. Work with state staff to set up district registration on the IN FFA portal.
- ☐ Set a clear and firm deadline for chapters to register members for contests. **This must be no later than 2 weeks prior to the contest.**
- ☐ When all chapter registrations have been submitted, you will need to create a contest order for each contest. After the first draft is complete, email a copy to all of the advisors in your district to double check that their students are not scheduled to be in two contests at one time. **No additions may be made once the initial schedule has been sent out.** Once finalized, you will need to print an order for each contest room as well as for the judge packets.

Judges/Speakers

- ☐ Begin contacting judges no later than three months prior to the event date. This will likely be the most difficult part of convention. Ask your District Officers and advisors to help find judges too.
- ☐ Judges should represent ALL areas of the district and should be qualified individuals with expertise in selected events. (No parent or relative should be a judge in a contest where their child is competing.)
- ☐ **You must use the Judges Interest Form (Google Form) provided by Ms. Mullins. This needs to be filled out by the judges and not by the District Officers.**
 - ☐ You will need at least four (4) judges per contest.
 - ☐ Contact potential judges by phone, email, and/or send them a letter in the mail asking them to judge.
 - ☐ When contacting judges, send them a document that outlines the different contests that are offered and ask them to rank them in the order they prefer. Also, have them indicate any relation to current FFA members. This will be crucial in preventing bias within the contest room.
 - ☐ Collect contact information from each judge (phone number, email, and mailing address) and put them into a local database (ex: Google Sheet) for future leadership teams.
 - ☐ As judge confirmations come in, begin placing them into contests. The judges assigned to each contest are likely to change throughout the course of your planning, so wait until closer

to convention to give them their assignment. However, make sure you respond to them in recognition that you are grateful for their help and will be in contact with more information soon.

- ☐ Once all contests and judge assignments have been finalized, send an email to all of the judges with their judging assignment, details about registration time, location, meal, and where they can find more information about the contest they will be judging.
- ☐ If a judge cancels at the last minute, encourage them to find a replacement for their contest.
- ☐ Your judges have taken the time to support you and your District's FFA. While not required, it would be greatly appreciated if you thanked them with a small gift and/or thank you note. These can either be in the contest rooms when the judges arrive or passed out during judge registration.

Volunteers

- ☐ Volunteers are the key to a successful contest! Utilize as many as you can to help make this event run smoothly.
- ☐ Collect contact information from your volunteers in a Google Form or Spreadsheet for use by future leadership teams.
- ☐ Volunteers can be used for:
 - ☐ Running the judge and chapter registration tables
 - ☐ Escorting judges to the meal and their contest rooms
 - ☐ Collecting meal tickets and passing out meals
 - ☐ Setting up contest rooms and making sure they are all back in order at the end of contests
 - ☐ Directing chapters and members to contest rooms
 - ☐ Tabulations
- ☐ Potential volunteers include:
 - ☐ Teachers from the school
 - ☐ School club members (National Honor Society, Student Council, etc. – offer volunteer hours)
 - ☐ District Officer parents
 - ☐ Home chapter members and parents
 - ☐ Past FFA members
 - ☐ Ag Teachers from different districts

Material Prep

- ☐ Awards Program
 - ☐ Script: You will need to make a script for the center podium and divide the talking points amongst the District Officer team. Suggested order of script:
 - ☐ Opening ceremonies
 - ☐ Special Guest remarks and Sponsorship Recognition
 - ☐ Give final report on service projects and fundraisers
 - ☐ Award Presentation (SAE Award, Star Awards, LDE results, and any others)
 - ☐ Announcements/Chapter Communications
 - ☐ Closing ceremonies
 - ☐ Other materials you will need include:
 - ☐ Podium/microphone
 - ☐ AV needs (make sure the facility AV technician is on-site)
 - ☐ Paraphernalia and gavel
 - ☐ Table and chairs for the officer team beside the podium
- ☐ Contest Site/Technology
 - ☐ Inform chapters in your district of technology available to them at host site or if they are to bring all their own equipment needs

- ☐ Work with technology/IT for Wifi, tech equipment available within contest rooms, projector and screen with microphone for judge meeting, opening ceremonies, and awards
- ☐ Extemporaneous Public Speaking and Essay- computers to use to research, type, and print are needed.
- ☐ Prep Rooms– It is NOT ideal to use classrooms for these. Using large general spaces like cafeteria, commons, and gyms where students are not left unsupervised in a classroom is the better option.
- ☐ Contest Materials
 - ☐ Since the District Leadership Convention will encompass a variety of different contests, you will need to make sure all of the contest materials and rubrics are prepared in advance and placed in a judge's packet to be passed out at the judge's meeting.
 - ☐ Judge Packets should consist of the following items and be placed in a manila envelope to be passed out during registration or the judge's meeting:
 - ☐ One set of contest rules and guidelines per judge
 - ☐ One scoring rubric per contestant per judge (Put extras in the packet)
 - ☐ List of participants
 - ☐ Schedule of LDEs
 - ☐ Stopwatch/timer
 - ☐ A pen and/or pencil per judge
 - ☐ Scratch paper
 - ☐ Map of the school with room assignment
 - ☐ Meal tickets if applicable
 - ☐ In addition to the general Judge Packet material, some contests may require additional materials.
 - ☐ Essay judges will need access to a printer and a list of the different topics for the judges to pick their 1 topic from. This list of topics is provided by State Staff.
 - ☐ Extemporaneous Public Speaking: requires an adult proctor in the prep room as well as instructions for the proctor, topic cards for contestant selection as well as blank notecards, paper, and writing utensils in the prep room. Topic cards will be provided by State Staff.
 - ☐ All contest room windows should be covered to prevent distractions and any potential cheating.
 - ☐ If your district collects member materials on the day of the contest, have a box prepared for the registration tables where chapters can drop off their contest materials when they arrive. You will need a box for Employability Skills, Prepared Public Speaking (All 3 Divisions), Ag Sales Customer Profile, and Premier Leadership.
 - ☐ These materials will be delivered to the contest room with the judges before contests begin.
 - ☐ If your district collects these materials in advance, ensure that the materials are provided in the contest rooms.
 - ☐ Have wifi available for contestants and judges

Awards

- ☐ State Staff/Officers will bring the awards for all SAE Award contests with them when they come.
- ☐ You will pick up all of the LDE Awards at an Executive Committee meeting prior to District Convention.
- ☐ If you and your team wish to recognize the others, you will need to come up with your own award.
- ☐ Practice handing out the awards prior to the ceremony so that the meeting is run as efficiently as possible.
- ☐ Since the awards will not be arriving until the day of the contest, make sure you assign officers to set them out on the awards presentation table.

- ☐ If would also be a good idea to mark in the script who will be reading names and who will be passing out the awards.

Meal if Applicable

- ☐ District Leadership Convention will take a long period of time. As a result, it will likely overlap at mealtimes. Providing a meal to your judges and asking chapters/members to purchase meal tickets with their registration is something to consider.
 - ☐ Your District may elect to not provide a meal and that is okay too!
- ☐ If providing a meal, you will need to decide what the meal options will be, how much you will charge per meal, and make sure that there are enough funds to provide judges with a free meal. You should also consider dietary restrictions while planning out your meal.
 - ☐ Consider all of your options when selecting a meal and price for members. Judges should not have to pay for their meal since they are volunteering their time in support of FFA. (Either hold a fundraiser to go towards judge meals or increase the cost of member meals by a dollar or two to cover the cost of judge meals.)
- ☐ Meal ideas could include:
 - ☐ Catering (Subway, local catering business, etc.)
 - ☐ Grill out burgers and hotdogs
 - ☐ Pizza
 - ☐ Fish Fry
 - ☐ Pulled Pork/Creamed Chicken
 - ☐ Beef/Chicken and Noodles
 - ☐ Walking Tacos
 - ☐ Talk to your school's cafeteria

Advisor Communication

- ☐ One and two weeks prior to the event, send an email to all advisors in the district with information regarding the following:
 - ☐ Date, time, and location of event (including registration time)
 - ☐ Where to park and what door to enter
 - ☐ Importance of bringing any contest materials
 - ☐ Invoice with amount paid or owed is available via the registration portal on inffa.org
 - ☐ Copy of their registration for contests (ask if there are additions, corrections, or drops)

Event Day Tasks

District Officer Meeting

- ☐ To ensure everyone is on the same page, hold a District Officer meeting before the event, could be a week or days before. At this meeting, you will need to:
 - ☐ Review the procedures/agenda for the event
 - ☐ Go over the meeting and awards program scripts
 - ☐ Tour the facilities to make sure all officers know where events are taking place

Registration

- ☐ Have two separate tables set up for registration (1 for judges and 1 for chapters) – Volunteers can work these tables.
- ☐ Consider meeting with your volunteers in advance to explain what they will be doing. If needed, the registration volunteers can also work in tabulations.
 - ☐ Judge Registration

- ☐ Have a document of all the judges separated by contest. As judges arrive, have them sign-in.
- ☐ Hand them a meal ticket if applicable and direct them to the Judge's Meeting room.
- ☐ Make sure the updated judge information is sent to State staff at the end of the event.
- ☐ Chapter Registration
 - ☐ Have a summary of contests for each chapter as well as a document indicating how many meal tickets they purchased and Invoice status.
 - ☐ Place any contest materials they brought in the marked boxes.
 - ☐ Make any changes to their registration (drops, substitutions, etc.)
 - ☐ When contests begin, have a volunteer find all of the contest rooms that have a drop and scratch them from the order.
 - ☐ Collect any payments and provide receipts where applicable.
 - ☐ Provide a map of room assignments and meal tickets (if applicable) to the advisors.
 - ☐ Direct them to the supply drop-off location and chapter gathering area.

Pre-Contest

- ☐ Prior to the event beginning, you and your officer team will need to make sure a few things are finalized.
 - ☐ All rooms will need to be set-up for the contest they will be holding:
 - ☐ Demonstration rooms need a table in front of the room and a desk or chair for the judges.
 - ☐ Public Speaking rooms will only need seats set up for the judges.
 - ☐ Computers in the Extemporaneous prep room and the Essay room will need logged on.
 - ☐ Make sure there is a plan for re-setting the rooms at the end of the evening.
 - ☐ Hang a contest order and pen on the outside of the door for contestant reference.

Judge's Meeting

- ☐ The Judge's Meeting is typically conducted by a State Staff member or their representative.
- ☐ In this meeting, state staff will:
 - ☐ Thank the judges for their time
 - ☐ Explain the order of events
 - ☐ Discuss materials within the judge packet
 - ☐ General rules and guidelines for judges
 - ☐ Importance of NOT assuming rules
 - ☐ If there is a question...ask!
 - ☐ How to use the ranking sheet
 - ☐ Where to go when they are finished
 - ☐ Who to contact if they have questions

Student Meeting

- ☐ The District Officers and school administration should host a student meeting an hour before the contests begin to ensure students are aware of the schedule of events, any restricted areas in the school, as well as the school rules they will need to follow.

Member and Contest Management

- ☐ Your job is to be a problem solver! Make sure the advisors, members and judges have everything they need to have a successful event.

- ☐ Do not forget about your contests too! While you are in charge of this event, you should continue to put effort into your own contests too.
- ☐ District President and Advisor should check-in frequently with each other and the other officers to make sure everything is running smoothly.
- ☐ Double check that all awards are set out on the tables and ready for the presentation.
- ☐ Make sure that contests are running smoothly and that judges are on track. Check-in on the tabulations room to ensure they are prepared for ranking sheets to come in.

Tabulations

- ☐ State Staff will give you access to the spreadsheets for reporting district results.
- ☐ As contests finish and judges bring in their ranking sheets, make sure that the rankings are clear and that ALL ties are broken.
 - ☐ Rankings should be reported on the spreadsheet, not the raw scores.
- ☐ Make sure there are 2 to 3 volunteers assigned to the Tabulations room.
 - ☐ One will fill out the ranking spreadsheet for the state while another fills in the names for your script at the awards ceremony.

Awards Ceremony

- ☐ Begin the District meeting and awards program towards the conclusion of the final LDE contests. By the time opening ceremonies and the business portion of the meeting are finished, the rest of the results should be in for you to present.

Recap of Event

- ☐ Ensure that ALL individuals who volunteered to help (judges, adult volunteers, custodial staff, school administration, etc.) have been properly thanked for their support and efforts during the convention.
- ☐ Complete the database of results and send them to the State within three (3) days of the conclusion of the event.
- ☐ Review the Judge Information Cards and ensure that contact information for any judge interested in judging at the
- ☐ state level is forwarded on to the Indiana FFA Assistant Director for Career & Leadership Development Events.
- ☐ At the next District Officer meeting or end of District Kick-off, sit down with your team and discuss the following:
 - ☐ What went well?
 - ☐ What should we have done differently?
- ☐ After the meeting, archive ALL the materials you used to put on this event as a reference to future District Leadership.

Roles and Responsibilities

District Officers	District Advisor & Deputy District Advisor
• Assisting in the set-up for contest rooms and the registration area: ◦ Make sure each contest door has the most updated contest order attached ◦ Officers can also assist with updating the contest order as changes arise at registration with adds and drops	• Assisting in communication with advisors about date, time, location, etc. • Be a problem solver throughout the planning process as well as during the time of contests • Support and encourage the District President by keeping them on task

• Escort judges from the judge's meeting to their respective contest rooms • Assist in resetting the contest rooms at the conclusion of the event • District Officers will also assist with the awards ceremony in reading and passing out the awards	• Oversee the tabulations room to ensure all ties are broken and that all results are recorded properly: ◦ Report scores to State Staff once all results have been finalized • Ensure contests and events of the evening are running smoothly • Have District SAE Award results available • Coordinate technology with host site
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District Elections

Event Overview

Every year the District Officer Leadership team will pass the torch to a new team. This new team is elected based on the process as described in your district by-laws and your District Policy Handbook. However the State Association requires all applicants to have submitted the “District Officer Expectations” form and all District President applicants have ALSO submitted the “Executive Committee Letter of Commitment” and the “District Advisor Letter of Commitment”.

State Convention

Event Description

One of your final tasks as a District President and member of the Indiana FFA Executive Committee is to assist with matters regarding the Indiana FFA State Convention. If you elect to run for State Office or to be a member of the Nominating Committee, you will still have responsibilities at convention.

General Notes

- ☐ During Business Sessions, you will need to hold your respective district sign and report District votes on business.
- ☐ You will be conducting your final District Business Meeting to officially elect the new District Officer team. Make sure you have all of the materials you need for the meeting and that all new officers fill out the contact form for the Association. Many of these materials will be given to you at state convention, check with state staff.

District Elections

- ☐ Work with the Secretary to get an official delegate count for the chapters present at elections.
- ☐ Conduct an official business meeting where delegates discuss and vote on slate, officers, and other district business.
- ☐ Ensure that all of the new officers complete the information sheet for the State Association with their contact information.

Roles and Responsibilities

District Officers	District Advisor & Deputy District Advisor
• Run District Elections • Ensure the new team fills out the contact database form	• Work with the District President to ensure elections are held in a timely and official manner. • Pass any materials or information onto the new District Leadership Team. • Submit Officer Expectation Forms for all new officers to the State Association.

Appendix

District Convention Support Team

District Conventions are the largest and most intricate event held in our 12 Indiana FFA Districts. Each district is unique, but all are centered on conducting most of our state qualifying Leadership Career Development Events. The conventions are led by the District Officer Team and District Advisor with the support of Indiana FFA State Staff and State Officers, other advisors in the district, other Executive Committee members, and volunteers. This section of the handbook is about the support team and their roles in conducting the convention.

District Convention Support Team Organization Chart

Team Member	Role	Contact Information
INFFA State Staff - Lead	- State Association project lead - First point of contact for district officer team and advisor - Interprets CDE/LDE rules and guidelines - Receives judges information and results - Awards	Amanda Mullins INFFA Assistant Director - CDE/LDE amullins1@isda.in.gov 317-517-1454
INFFA StateStaff-Support	- State Association project support - Point of contact if the Assistant Director for Career and Leadership Development Events cannot be reached - State officer point of contact	Tamara Ketchen INFFA Executive Director tketchen@isda.in.gov 317-690-3133 Holly Wagner INFFA Deputy Director stateofficerprogram@inf fa.org Cassie Perrin INFFA Assistant Director cperrin@isda.in.gov
INFFA State Officers	- Provides state LDE materials day of event (Specified in the handbook) - Conduct & score quiz bowl LDEs - Award district stars and assist with awards ceremony - Assist with convention needs day of the event - Resources in the preplanning process - WILL NEVER BE ASKED TO JUDGE OR INTERPRET LDE RULES	Executive Committee Contact Sheet
District Officer Team/District Deputy	- Facility preparation - Event registration and event logistics (LDE scheduling, registration table, judges meeting, tabulation room set up, LDE set up, etc.)	District Officer Contact Sheet

Advisor/District Advisor	• Volunteer list and preparation (includes judges) • First point of contact for district advisors and volunteers • Awards ceremony • Meal options (depends on the district) • Submits results and judges contact list to INFFA director • and INFFA assistant director for career and leadership development events	
Other Advisors in the District	• Guidance for past district practices • Resources in the preplanning process and day of event	IAAE Directory
Executive Committee Members	• Resource in preplanning process • Assistance with day of event	Executive Committee Contact Sheet
Volunteers	• Judges for LDEs • Registration table & tabulation room • Guides • Other logistical needs as assigned	District records and new additions

District Convention Logistics

Due to the complexity of the District Convention, it is of the utmost importance to preplan, document, stay organized, and communicate frequently with the support team. This section of the handbook is designed to help the District Officer Team and Advisor with convention logistics but will not be all-inclusive as each district is unique.

Pre-Planning Timeline

Action Item	Timeline	District Deadline
Reserve necessary areas of the school and request a school administrator to be present. Notify teachers in the school that their rooms will be used and explain the events in a memo, so they understand the usage needs of the facilities. A list of areas include: • Classrooms (LDE and Chapter Home Rooms) • Computer Labs (Essay and Regular and Freshman Extemporaneous Speaking) • Office or Secure Room for Tabulations • Auditorium (Awards Ceremony, Orientation, and Talent) • Cafeteria (Meal Functions and Social Area for Members) • Media Center (Often Used for Judges Meeting) • Entry Areas or Other Open Space (Registration)	At the beginning of the school year	
Communication with the chapters in the district • Location, Date, Time • District LDE Registration Form • Cost of Registration • Deadlines for registration, speeches, and other prejudged materials • Where to locate updated LDE Rules and Guidelines (inffa.org) • Some LDE's will be on separate days as the District Convention • Upon receiving the last changes to the registrations, draft a schedule for the contests. Send these to all advisors to verify that there aren't conflicts. Then fix the schedule.	1-2 months before the events	
Meet as a District officer team and Advisor to divide out responsibilities for the events.	2 months before the event	
District President should collect judges' information at least two months before the events from District Officers and chapters. Send a letter to the judges with information about the event they are judging. Include any copies of reports, speeches, etc. that they will need to judge before coming to the event.	2 months before the event	

Meal Arrangements need to be made at least one month before the event. - Not all districts offer meals to members and advisors if your district does the cost might need to be covered through registration costs. - Most districts have judges' and volunteer meals as well as refreshments during the events.	One month before the event	
Volunteers to help with event logic need to be secured and roles assigned. They could be members of the host chapter who are not participating in LDEs (Courtesy Corp) and community members that aren't judging. Tasks would include but aren't limited to the following: - Event set-up and clean-up - Set-up and run event registration table - Post-event order on appropriate rooms - Direct students and judges to their areas - Organize and serve refreshments and meal - Oversee events while District Officers compete - Run tabulation room - Adult volunteers could be alternates for judges when judges cancel	2-3 weeks before the event	
Send out reminder emails one week before the event as a reminder to the judges, chapters, and host school facility and staff. - Send a final reminder email the day before the contest - Send chapters contest schedule again to check for conflicts	One week before the event	
Utilizing the LDE needs sheet, gather all the supplies needed for the LDE's and create appropriate signs to be placed around the school including a contest order for each room.	One week before the event	

Day of Event Timeline

Action Item	Timeline	Responsibility of
District officer meeting: - Review procedures for the day of the event (agenda) - Go over student meeting and awards program scripts - Practice opening and closing ceremonies - Tour the facilities to make sure the team knows where each event is taking place	The evening before the event	District Officer Team and Advisor
Setting Up Begin registration with attendance numbers are taken for each event	1-2 hours before event start time	District Officer Team and Advisor

- Meal tickets and school maps are distributed - Invoices and receipts are available - Have separate judges' check-in. - Prep Facilities: Place gathered supplies in appropriate LDE areas, unlock doors, etc. - Meal set up		
Hold student meetings where students are made aware of: - schedule for the day - any restricted areas - school rules	1-½ hours before event start time	District Officer Team and school administrator
Hold judges meeting where judges are made aware of: - schedule of the day - general judging procedures - proper scoring procedures - updated member participation lists - question and answer period	1-½ hour before event start time	District Advisor and State Officers
Complete score tabulations and enter results that will be announced in the binder to be placed on the podium at the awards program	Immediately after the event end	District Advisor
Begin awards program close to the end of tabulations. If you start with Star awards and SAE Awards, you will be ready to give LDE awards by the time the tabulations are finished up.	Close to the end of tabulations	District and State Officers

General Comments

- ☐ Make maps of the contest location for each judge and a few for each chapter showing:
 - ☐ Entrances
 - ☐ Bathrooms
 - ☐ Registration Table
 - ☐ Where opening/closing ceremonies and awards will be presented
 - ☐ Judges meeting room
 - ☐ Practice Rooms
 - ☐ Contest Rooms
 - ☐ Social area (area for attendees can be before they go to their prep rooms or when they're finished competing)
 - ☐ It may be helpful to attach a simple listing of room numbers and their use
- ☐ Registration table:
 - ☐ Advisors make changes to a master schedule
 - ☐ Copy for chapters and judges (delivered before the conclusion of the judges' meeting)
 - ☐ Judges will check in and verify their information on a judge's sheet
 - ☐ Send to Ms. Mullins immediately after the conclusion of your contest.
 - ☐ Advisors and judges will be given maps of the building.
 - ☐ Chapters will be told where to meet and at what time opening ceremonies will be conducted or when the first contest will start.
 - ☐ Judges will be told where the judge's meeting will be held and when it will begin.
 - ☐ Advisors will pay any registration fees, if necessary.

- ☐ Make sure you keep the facilities custodial staff is always well informed about the convention. They will be a critical part of the success of the event. Be sure to recognize their efforts appropriately and thank them for their contributions.
- ☐ Set deadlines, follow deadlines, copy all teammates, district advisor[s], and anyone else the information pertains to in all emails and correspondence.
- ☐ If your district has registration fees, we recommend informing them they will be billed based on the registration they turn in on the deadline. If you allow them to drop contests and be refunded, allow them to do this up until a certain point (consider 2 weeks before the event).
- ☐ Awards program:
 - ☐ Podium and microphone
 - ☐ AV needs as the program requires (facility AV technicians on-site)
 - ☐ Have a table near podium/microphone for State Officers to place awards
 - ☐ Script (Opening and closing ceremonies, announcements and chapter communications about the event, SAE Award awards, Star awards (state officers will present), LDE results, other items as required for the district)
 - ☐ Paraphernalia and gavel
 - ☐ Table and Chairs for officer team besides the podium
- ☐ Have copies of all correspondence to back yourself up if an advisor claims you didn't do something you did... that said, follow through, be consistent, and over-communicate!

District Convention Volunteers

Volunteers are critical to running a successful District Convention. Not only are the volunteers your judges to your Leadership Career Development Events but they will be the ones that will help carry out the logistics of the day while the District Officers are in and out of competing themselves. This section is directed around organizing your volunteer network for District Convention.

Preplanning

- ☐ Secure a minimum of four judges at least one month before the event.
 - ☐ Having four judges will allow enough judges for the LDE if a judge ends up not being able to attend the day.
- ☐ Be sure and get judges from all parts of the district to ensure a random sampling of unbiased, knowledgeable judges.
 - ☐ Do not use parents or relatives in contests where the child is competing.
 - ☐ No event should have more than one judge from the same chapter.
 - ☐ Choose qualified individuals with expertise in the proper events. For instance: Past FFA Members, Businesspeople, Teachers, Parents, etc.
- ☐ Send out reminder letters after securing judges to help them understand the event they will be evaluating and to give them the details of the actual event day.
- ☐ Encourage judges to find a replacement for themselves if they cannot attend at the last minute.
- ☐ Send out all pre-judged items with the reminder letter such as applications, speeches, written plans, etc.
- ☐ Be sure to secure adults and members not participating in an LDE to help run the logistic of the day. They need to be well informed and individuals who can take directions easily. Please be sure to select volunteers you can trust to do the work without being always supervised.

Day of Convention

- ☐ Judges Meeting:
 - ☐ Agenda
 - ☐ Welcome/thank
 - ☐ Convention Schedule
 - ☐ Overall Procedure of the Judging Process
 - ☐ Judges' Packets and Review
 - ☐ Review Scoring Procedures
 - ☐ Questions?
- ☐ Overall Procedure:
 - ☐ One judge should be designated as a timekeeper who will record the time used by each student, noting under time or overtime, and calculating any point deductions resulting from time violations.
 - ☐ At the time of the event, the judges will be seated in different sections of the room in which the event is held. They will individually score each student upon the quality of presentation, using the score sheet provided.
 - ☐ When questions are needed, each judge shall formulate and ask questions. Questions shall pertain directly to the speaker's subject and questions containing two or more parts should be avoided. Judges will score students on the ability to answer all questions asked by all the judges.
 - ☐ When time is called during the question phase by the timekeepers, questioning by the judges and answering by the students ends immediately.
- ☐ Judges' Packets and Review:
 - ☐ Review the items in the packet with the judges.

- ☐ Allow judges to have the time to review the packets and ask clarification questions.
- ☐ Encourage judges to orally critique the students, as this is an educational event. Be sure to remind them to give both positives and improvements.
- ☐ Judges Packet:
 - ☐ Rules of the LDE
 - ☐ Score sheets
 - ☐ Scratch Paper
 - ☐ Pre-Information that Should Have Been Sent (Speeches, applications, etc.)
 - ☐ Calculators
 - ☐ Writing Utensils
 - ☐ Time Piece or Stopwatch
 - ☐ Envelope
 - ☐ List of Participants
 - ☐ Schedule of LDEs
 - ☐ Map of event Areas
 - ☐ Results Sheet
 - ☐ Pitcher of Water and Glasses
 - ☐ Other Necessary Items for individual events
- ☐ Scoring Procedures:
 - ☐ When all students have finished presenting, each judge will total the score on each student using the timekeeper's record.
 - ☐ Students shall be ranked in numerical order based on the final score to be determined by each judge without consulting with each other.
 - ☐ The judges ranking of each shall be added (not the actual numerical scores), and the winner will be the student that scores the lowest sum of rankings.
 - ☐ In case of a tie, the individual who has the highest total numerical score shall have a priority rating.
 - ☐ After all, students have participated, have the judges walk the results to the tabulation room.
 - ☐ Have the judges fill out an evaluation of the event at that time and confirm their placing of the students to avoid any confusion after they leave.
- ☐ Once the events have begun, check with the judges often, but after the first students have completed ensuring there is no confusion amongst judges on how to evaluate the students.

General Comments

- ☐ Meet with District Advisor/District Officer Team to match judges with LDEs. Plan to have 4 judges/contest.
- ☐ Send thank you notes to all those who helped (judges, school administration, teachers, etc.) to thank him/her, and encourage that individual to help again in the future.
- ☐ Complete the database of results and forward it to the state within three days of the conclusion of the contest on the state-supplied excel template.
- ☐ Review the Judges Information Cards and provide the names and contact information (preferably email) for any judges who indicated a desire to be considered as a judge for the State LDE Events. Please send contact information to the INFFA Assistant Director for Career and Leadership Development Event Program Manager.

District Convention Leadership & Career Development Events

District Leadership Career Development Events are the major focus of the District Conventions. It is paramount that they are well prepared and conducted to give each member a great experience as well as identify the best representative from the district to compete at the state-level event. In this section, we will work through the individual Leadership Career Development Events to be properly prepared for the District Convention.

Leadership LDE Needs List

Event	State to Provide	District to Provide
Agriculture Sales Presentation	N/A	3 Judges; stop-watch; scorecards (75); prep & event room signs; rules & guidelines
Agricultural and Farm Business Management Demonstration	N/A	3 Judges; stop-watch; scorecards (75); prep & event room signs; rules & guidelines
Agriculture Mechanics and Technology Demonstration	N/A	3 Judges; stop-watch; scorecards (75); prep & event room signs; rules & guidelines
Animal Science Demonstration	N/A	3 Judges; stop-watch; scorecards (75); prep & event room signs; rules & guidelines
Food Science Demonstration	N/A	3 Judges; stop-watch; scorecards (75); prep & event room signs; rules & guidelines
Horticulture Science & Landscape Management Demonstration	N/A	3 Judges; stop-watch; scorecards (75); prep & event room signs; rules & guidelines
NaturalResources Demonstration	N/A	3 Judges; stop-watch; scorecards (75); prep & event room signs; rules & guidelines
Plant and Soil Science Demonstration	N/A	3 Judges; stop-watch; scorecards (75); prep & event room signs; rules & guidelines
Persuasive Essay	Topic Cards	3 Judges; stop-watch; scorecards(75); paper and pencils; event room signs; rules & guidelines. Computer lab space for 15 with Word, Internet, and printer capability.
Exhibit	N/A	3 Judges; copy of event rules; plug-ins; extension cords; scorecards (50); prep & event room signs; rules & guidelines
Extemporaneous Public Speaking	Topic Cards	3 Judges; stop-watch; scorecards (75); prep & event room signs; rules & guidelines

Freshman Creed	N/A	3 Judges; stop-watch; scorecards (75); prep & event room signs; rules & guidelines
Freshman Extemporaneous Public Speaking	Topic Cards	3 Judges; stop-watch; scorecards (75); prep & event room signs; rules & guidelines
Freshman Public Speaking	N/A	3 Judges; e-mail speeches to judges; stop-watch; scorecards (75); prep & event room signs; rules & guidelines
Employment Skills	Online Job Application	3 Judges; e-mail cover letters and applications to judges; scorecards (75); prep, and interview room signs; rules & guidelines
Premier Leadership	Contest Questions	3 Judges; Hoosier Degree signature page, Resume, FFA/SAE Scope scorecards (75); prep & event room signs; rules & guidelines
Prepared Public Speaking	N/A	3 Judges; e-mail speeches to judges; stop-watch; scorecards (75); prep & event signs; rules & guidelines
Quiz Bowl	Quiz Bowl Exam	State Officers proctor the exam; prep & event room signs; rules & guidelines; Scantron machine and cards (if not available contact state)
Scrapbook-Multimedia	N/A	3 Judges; scorecards (75); rules & guidelines
Scrapbook-Traditional	N/A	3 Judges; scorecards (75); rules & guidelines
Talent (optional for districts)	N/A	3 Judges; scorecards (75); rules & guidelines. Possibly AV needs depending on registration
Discovery Creed	N/A	3 Judges; scorecards (75, prep & event room signs; rules & guidelines
Discovery Degree Demonstrations See rules for specifics of each	N/A	3 Judges; stop-watch; scorecards (75); prep & event room signs; rules & guidelines
Discovery Degree Prepared Public Speaking	N/A	3 Judges; e-mail speeches to judges; stop-watch; scorecards (75); prep & event signs; rules & guidelines
Discovery Quiz Bowl	Quiz Bowl Test Questions	1 Judge; prep & event room signs; rules & guidelines; Scantron machine and cards (if not available contact state)
Discovery Degree Extemporaneous Speaking	Topic Cards	3 Judges; stop-watch; scorecards (75); prep & event room signs; rules & guidelines

Extemporaneous Prep Room	Topics Cards	Adult volunteer to proctor the selection of topics, research time, and send students to their contest time at appropriate times.
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Day of Convention

- ☐ Leadership LDE General Rules
 - ☐ Official Dress is required for all leadership LDE events unless otherwise noted.
 - ☐ Each chapter is entitled to one entry in a District Leadership LDE event.
 - ☐ Each district is entitled to one entry in a state event.
 - ☐ All students must be currently enrolled in a high school agriculture education course at the time of the district event and have their state dues paid to be eligible to compete, except for the Talent event (see official Talent rules).
 - ☐ The first-place teams or individuals at district events will advance to the state event.
- ☐ Leadership LDE Eligibility
 - ☐ Any member competing at National FFA Convention in a specific LDE is no longer eligible to compete in that specific LDE in future years at the district, state, or national level. They are still eligible in any other LDE area.
 - ☐ State Winners No Longer Eligible to Compete in Leadership LDE
 - ☐ Demonstrations (may compete in a different demonstration area)
 - ☐ Public Speaking
 - ☐ Extemporaneous Public Speaking
 - ☐ Essay
 - ☐ Job Interview
 - ☐ Quiz Bowl (Discovery Degree Quiz Bowl winners can compete in regular Quiz Bowl Division when they are age-appropriate)
 - ☐ State Winners Eligible Every Year
 - ☐ Scrapbook
 - ☐ Exhibit

General Comments

- ☐ Demonstrations LDE
 - ☐ Carefully consider the rooms utilized for these contests. Many contestants may require certain AV needs, have heavy equipment that cannot be transported upstairs.
 - ☐ Communicate with the teachers/professors who utilize these rooms about what will occur, what you must do to return the rooms to their normal condition, and if there is projector access.
 - ☐ Use the Indiana FFA website to secure rubrics/scorecard
- ☐ Essay LDE
 - ☐ Be sure to provide all materials as outlined in the LDE needs list.
 - ☐ Use the Indiana FFA website to secure rubrics/scorecard
- ☐ Freshman Extemporaneous and Extemporaneous LDE's
 - ☐ Be sure to provide all materials as outlined in the LDE needs list. (Timecards)
 - ☐ At the proper time as outlined in the guidelines, have the students pick their topic from the cards are face down on a table.
- ☐ Employment Skills (Job Interview) LDE
 - ☐ Be sure to provide all materials as outlined in the LDE needs list.
 - ☐ Have students submit their job applications, cover letters, and resumes before the event or have them bring them the day of.
 - ☐ Having students submit the cover letters and resumes before the event will allow you to get the information out to the judges to score before the event.

- ☐ Remember you NEED 2 sets of judges for this event. One to grade all pre-submitted materials, one to evaluate the interview portion.
- ☐ Quiz Bowl LDE
 - ☐ Be sure to provide all materials as outlined in the LDE needs list.
 - ☐ Will be graded via Zip Grade – INFFA State Officers will bring necessary materials and grading app.

Sample Judge Request Letter/Email

TO: Potential 2025 District Leadership Contest Judge
 FROM: <Insert Name Here>
 DATE: <Insert Date Here>

RE: District Leadership Career Development Event Information

First, on behalf of the <Insert District Here> FFA we would like to thank you for all your aid in the development of our youth. The <Insert District Here> FFA will be holding the 2025 <Insert District Here> FFA Leadership Contest on <Insert Date> at <Insert Location>. The purpose of this event is to evaluate our FFA members' skills and talents in various areas of competition. The evaluation of these members will reflect the abilities with which they will be able to compete at higher levels of competition, and ultimately direct how they continue to develop themselves as young agricultural leaders.

We hope you understand the magnitude of the opportunity you must develop these young leaders and would like to extend an invitation to you to participate in the evaluation of these young competitors.

Enclosed in this letter is an information card. It would be greatly appreciated if you would inform us if you will be able to help in the evaluation of our students no later than <Insert Date>.

Thank you again for the ways you support today's youth, and we look forward to hearing from you. If you have any questions, you may contact <Insert Contact> at <Insert email/phone>.

Regards,
 <Insert Information>

Sample Judge Letter/Email

TO: 2025 District Leadership Career Development Event Judges
 FROM: <Insert Name Here>
 DATE: <Insert Date Here>

RE: District Leadership Career Development Event Packet

Thank you for agreeing to be a partner with the Indiana FFA Organization as a 2025 Career Development Event Judge on <Insert Date> at <Insert Location>. On that day, we ask that you arrive <Insert Time> and report to <Insert Place> for a brief judges meeting. There you will receive your registration information, meet your fellow judges, and learn about the logistics for the day's events.

Enclosed in this packet are the following materials:

- Event guidelines, scores card, and vital information
- School Map
- Student Entry Copies (only for public speaking, freshman public speaking, job interview, agricultural communications, and leadership ambassador judges)
- Listing of all Career Development Event Judges
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Please look at this packet and be sure to read the event guidelines carefully. If you have any questions, please feel free to call me at <give school phone number> or speak with my agricultural instructor, <Insert Name> before the event date.

District Advisor, Deputy Advisor, and BOT Expectations Form

District Advisor, Deputy Advisor and Board of Trustees Member will meet annually and assign roles and responsibilities for the upcoming year. This form must be completed, signed, and submitted to State Staff. All districts must assign State REQUIRED Tasks, as the District sees fit they can assign specific tasks within the district, such as a District Barn Dance (See example below).

State REQUIRED Tasks

Role/Responsibility	Time of Year	Assigned to
District Officer Meetings	As Needed	
District Kickoff Advisor Meeting	September	
District Chapter Meeting Contest	December	District President/District Advisor/Deputy Advisor
District Welding Contest	December	District President/District Advisor/Deputy Advisor
District Small Engines	January/February/March	District President/District Advisor/Deputy Advisor
District Leadership Convention	March/April	District President/District Advisor/Deputy Advisor
District Officer Elections	April/May	
District SAE Award Grading	February	BOT
Social Media Oversight	As Needed	

District Specific Tasks

Role/Responsibility	Time of Year	Assigned to
EXAMPLE (District Barn Dance)	EXAMPLE (October)	EXAMPLE (District Advisor)

District Advisor Name

Deputy District Advisor

Board of Trustees Member

Signature

Signature

Signature