



**New Jersey FFA Association
New Jersey Department of Agriculture
P.O. Box 330 | 369 South Warren Street
Trenton, NJ 08625-0330
Phone: 1-877-AgEdFFA | Fax: 609-633-2421**

In Cooperation with NJ Department of Education

TO: FFA Chapter Advisors, State Executive Board Members and FFA Members

FROM: Eric J. Nelson, State FFA Faciliator

CC: Nancy J. Trivette, State Program Leader for Agricultural Education, State FFA Advisor
Erin E. Noble, State FFA Specialist

RE: **87th State FFA Convention - *The Most Important FFA Event of the Year***

DATE: December 15, 2015

The 87th New Jersey State FFA Convention will be held May 25-27, 2016 in Pollak Theatre at Monmouth University in West Long Branch, NJ

ABOUT THE CONVENTION

HIGHLIGHTS OF THE 87TH NJ STATE FFA CONVENTION

- National FFA Southern Region Vice President – Abbey Gretsch
- CDE Awards and Talent Session

COMPETENCIES

Student participation in state convention, delegate operations, and career development events help them gain employability skills necessary for the future. The state FFA convention becomes an extension of the classroom and a laboratory in action where students learn and develop critical thinking and decision-making skills, as well as enhance interpersonal skills and basic skills in reading, writing and arithmetic. FFA events help students meet New Jersey's Core Curriculum Content Standards.

DELEGATES

The New Jersey FFA Constitution **requires two delegates from each chapter** to attend the annual state FFA convention to form the delegate assembly. Delegates should be chosen from the **top level leadership** positions in the chapter. Just as the state association reserves the leadership delegate positions for the president and vice president of the association, so should the chapter select the highest ranking officers to serve as official chapter delegates to conduct state association business. Serving as an official delegate is a prestigious and important experience for chapter members. Delegates will serve on committees, establish policy and elect new state officers.

CONVENTION

The convention is an educational experience that develops premier leadership, personal growth and career success. FFA members can look forward to being recognized for their achievements, participating in career development events held at convention and attending motivational workshops and sessions. More than \$30,000 in awards and scholarships will be presented to NJ FFA members at the convention.

CONVENTION DRESS CODE

When FFA members are in Official Dress, adults and other participants should be in Business Dress (BD).

Official Dress (OD): As described in the Official FFA Manual.

Business Dress (BD): For men this consists of dress pants with a button-up, collared shirt and tie. Jackets are optional. Dress shoes are appropriate while flip-flops, sandals and sneakers are not appropriate. For ladies, this consists of dress pants, or knee-length or longer skirts. Dress blouses are appropriate. Conservative summer dresses are also acceptable. Dress shoes are acceptable. Flip-flops, sandals and sneakers are not appropriate.

Business Casual Dress (BC): For men this consists of khakis or dress pants with a polo shirt or button-up, collared shirt. Dress shoes or dress sandals are appropriate. Flip-flops and sneakers are not appropriate. For ladies, this consists of khakis, dress pants, or dress capris. Knee length or longer skirts are also acceptable. Polo shirts or dress blouses are appropriate. Dress shoes or dress sandals are acceptable. Again, flip-flops and sneakers are not appropriate.

Casual Dress (CD): Includes everything except tank tops, halter tops, extremely short shorts or skirts, and cut-offs. Please use your best judgment.

ONSITE CHECK-IN

(Students may only compete in one national level Career Development Event during the state convention. Students already qualified for national level competition are not eligible to compete in national level CDEs during the state convention. See National guidelines 2012 - 2016 guidelines.)

Convention check-in will be held Wednesday, May 25 from 1:00 p.m. to 3:30 p.m. Further instructions regarding check-in will be provided closer to the event. The William T. Boylan Gymnasium, including the pool, will be available for recreation from 2:00 - 5:00 pm on Wednesday. **Advisors MUST accompany their students in the Recreation Center.** Convention check-in is NOT available prior to 1:00 p.m. Schools that arrive prior to that time will do so at their own discretion. The Office of Agricultural Education is not responsible for inclement weather or undesirable drop-off times of schools.

CONVENTION SCHEDULE

**The exact location of each event will be announced closer to the event and published in the State Convention Program. Schedule is subject to change.

WEDNESDAY, MAY 25, 2016

1:00 PM

- Convention Check-in Opens
- Nominating Committee Orientation

2:00 PM

- New Jersey Ag Ed Advisory Committee Meeting

- Recreation (Optional)

3:00 PM

- Talent Meeting/Practice
- Agricultural Issues Forum CDE
- Teach Agriculture CDE
- Official Ceremonies Event
- FFA Quiz Bowl
- Creed Speaking Finals
- Preliminary Creed Speaking*

3:30 PM

- Student Leadership Workshop #1

4:00 PM

- Courtesy Corps Orientation
- Landscape Design CDE Set-up

5:00 PM

- Dinner

5:30 PM

- Star Interviews

6:00 PM

- Delegate Orientation
- Landscape Design CDE
- Marketing Plan CDE
- Hall of States Event
- Student Leadership Workshop #2
- Ag Teachers and Chaperones Meeting

7:30 PM

- Convention Session I – *Pollak Theatre*

9:30 PM

- Recreation & Ice Cream Social

THURSDAY, MAY 26, 2016

7:00 Am

- Breakfast – *Magill Commons*

8:30 AM

- Convention Session II – *Pollak Theatre*

10:00 AM

- Delegate Committee Meetings
- 6-8 min. Public Speaking Finals
- Preliminary 6-8 min. Public Speaking*
- 3-5 min. Public Speaking Finals
- Preliminary 3-5 min. Public Speaking*
- Extemporaneous Speaking Finals ***Contestants will meet at 9:45 a.m. to draw lots for competition.***
- Preliminary Extemporaneous Speaking*

11:45 AM

- Lunch

1:00 PM

- Leadership Workshop #3

1:00 PM

- Individual Demonstration Event
- Team Demonstration Event (*if needed, prelims will be held at 10:00 am*)
- Parliamentary Procedure CDE
- Job Interview CDE
- Delegate Business Session I – *Pollak Theatre*

2:30 PM

- Convention Session III – *Pollak Theatre*

4:30 PM

- Chapters **MUST** attend one or the other:
 - CDE Awards Ceremony and Talent Review
 - OR**
 - Student Leadership Workshop #4

5:45 PM

- Dinner 7:30 PM
 - Convention Session IV – *Pollak Theatre*

9:30 PM

- FFA Dance
- Delegate Business Session II (*if needed*)

FRIDAY, MAY 27, 2016

8:30 AM

- Convention Session V – *Pollak Theatre*
 - State FFA Degree Ceremony *will be held at approx. 9:30 a.m. as part of Session V*
 - Election of 2015-2016 New Jersey State FFA Officers *will provide the culmination of the 87th annual New Jersey State FFA Convention as part of Session V*

12:00 PM

- 2015-2016 & 2016-2017 State Officer Luncheon

1:00 PM

- 2016-2017 New State Officer Meeting

* *The need for preliminary events will be determined based on convention event sign-ups*

SIGNING UP FOR THE CONENTION

PARTICIPANT LIST

Please submit participant list including chapter delegates and candidates for Courtesy Corps by April 8th. Participant list for members and advisors with payment is due by April 8th. Refunds are not possible. Please use the online form for state convention. This form can be accessed on the state website at:

http://www.jerseyageducation.nj.gov/agriculture/ag_ed/bulletin/ Email completed forms to: ag.ed.registration@ag.state.nj.us

ADVISOR STATEMENT OF ASSURANCES

Please complete the "Advisor Statement of Assurances" document and send it to the state office with the participant list. Advisors and other state convention chaperones are requested to sign this form.

CODE OF CONDUCT AND WAIVER

ALL students attending the State Convention must submit a code of conduct form. Student code of conduct and waiver forms are due with the participant list. The code of conduct and waiver can be found in the excel State Convention participant list. You can print as many copies as needed from the form. **ALL students (full package and partial package) are required to submit a form.**

LIVE STREAMING

www.ihigh.com is no longer available for live streaming. New avenues are being researched to offer live streaming of the convention. More information will be provided as details become available.

HOUSING

Convention housing is in Monmouth University Dorms. Once Monmouth University Housing Staff have assigned rooms, room changes may not be made.

*When completing your participation form for State Convention, please fill out the "Complete Package" tab by listing students in the same room you want to put together. This will assist the room assignment process. However, we cannot guarantee students will get placed in the rooming situation you indicate. Please note, if students are selected to serve on nominating committee or are running for state office, they may be reassigned to room with another nominating committee member/ state officer candidate and not with members of their chapter.

CONVENTION FEES

1. Complete Package (Residents) –	
LEADERSHIP RESOURCES:	\$25.00
LODGING, MEALS & OTHER INCIDENTALS:	\$135.00
TOTAL:	\$160 - to be paid to "Treasurer, State of New Jersey"

The \$25 Leadership Resources fee covers convention materials and related leadership experiences. The \$135 Meals and Other Incidentals fee covers five (5) meals, lodging (double occupancy only) for two (2) nights, recreation, dance, liability insurance and other costs to run the convention). **Add \$10.00 per person registered for late participant list (after April 17th).** **Chapters who have at least Blue Affiliation will receive up to a \$320 discount on State FFA Convention and waived CDE assessment fees.**

2. **Partial Package -**

a. Leadership Resources*	\$25.00
<i>required for all partial registrants regardless of length of stay</i>	
b. Other Incidentals*	\$20.00
<i>required for all partial registrants regardless of length of stay</i>	
TOTAL:	\$45.00
c. Lodging (single occupancy)	\$44.00
Lodging (double occupancy)	\$37.00
d. Breakfast	\$8.40
e. Lunch	\$12.35
f. Dinner	\$16.10
g. FFA Dance	\$7.50

The \$25 Leadership Resources fee covers convention materials and related leadership experiences. The \$20 Other Incidentals fee liability insurance and other costs to run the convention). **Add \$10.00 per person registered for late participant list (after April 17th). Chapters who have at least Blue Affiliation will receive up to a \$320 discount on State FFA Convention and waived CDE assessment fees.**

3. **Convention Event Costs**

a. Agricultural Issues (per contestant, up to \$36)	\$9.00
b. Job Interview (per contestant)	\$9.00
c. Parliamentary Procedure (per team)	\$36.00
d. Official Ceremonies (per team)	\$36.00
e. Creed Speaking (per contestant)	\$9.00
f. 3-5 Minute Prepared Public Speaking (per contestant)	\$9.00
g. 6-8 Minute Prepared Public Speaking (per contestant)	\$9.00
h. Extemporaneous Public Speaking (per contestant)	\$9.00
i. Individual Demonstration	\$9.00
j. Team Demonstration (per contestant, up to \$36)	\$9.00
k. Marketing Plan CDE (per team)	\$27.00

4. **The replacement cost to chapters for unreturned room keys is a minimum of \$75 per key for any key not returned within 48 hours.** Additional fees may be assessed for lost dorm access cards/keys and/or calls for dorm entry assistance (lock-outs).

5. Any room/ dorm damages or losses that occur will be billed to the chapters whose students are registered for that dorm.

6. **Single occupancy rooms are not available as a part of the above package price. Advisors requesting single occupancy lodging will be assessed an additional \$14.00 per room.**

OTHER CONVENTION ACTIVITIES

1. Convention applications are due into the State Office on April 1, 2016 - as listed in Calendar of Events.

- a. NJ FFA Scholarship Application – 14.008
- b. Advisor of the Year Recognition – 14.009
- c. National Chapter Evaluation Form I & II (national application – www.ffa.org)
- d. Superior Chapter - National Chapter Evaluation Form I (national application – www.ffa.org)
- e. Most Improved Chapter – 15.014
- f. Member of the Year – 5.001
(Student must have received member of the month between May 2014 & April 2015 – updated applications are encouraged)
- g. FFA Week Application – 15.013
- h. State FFA Essay Event – 14.024
- i. Washington Leadership Conference Scholarship Application – 14.022
- j. Blue Jackets. Bright Futures Application – 14.010
- k. Princeton Agricultural Leadership Award 14.025
- l. NJ FFA's 8,000 Hour Challenge/Outstanding Community Service Award – 14.026
- m. National Convention Scholarship Application – 14.021
- n. State Talent Application – 14.027
- o. Chapter Challenge – 14.028
- p. Hall of States Exhibit Event – 14.030
- q. Marketing Plan CDE (5 copies of written plan) – 12.022

2. The following event sign-ups are included in the State Convention participant list form due on April 8 under the "Sign-up" tab.

- a. Chapter Scrapbook Event (*sign-up now and bring entry to convention*)
- b. Chapter Treasurer's Book Event (*sign-up now and bring entry to convention*)
- c. Chapter Secretary's Book Event (*sign-up now and bring entry to convention*)
- d. Job Interview (*Contestant must submit ten (10) copies of event materials (cover letter, resume & references) by participant list deadline of April 8*)*
- e. Agricultural Awareness Applications (*Register now and bring entry to convention*)
- f. Parliamentary Procedure
- g. Official Ceremonies
- h. Public Speaking
 - Creed
 - 3-5 Minute Public Speaking (*Ten type written copies with cover page due with participant list by April 8*)*
 - 6-8 Minute Public Speaking (*Ten type written copies with cover page due with participant list by April 8*)*
 - Extemporaneous Speaking
- i. Agricultural Issues (*Ten copies of portfolio due with participant list by April 8*)*
- j. Art Competition (*sign-up now and bring entry to convention*)
- k. Teach Ag CDE (*Ten copies of lesson plans due by April 8*)

****Please note, career development event materials due prior to convention will be allowed a one week grace period to allow for travel in the mail. Materials not physically in the***

office by April 15, 2016 will receive a 10% deduction in score.

These forms are available under separate tabs located on the bottom of the participant list spreadsheet.

- a. FFA Quiz Bowl – *Two teams of three may be registered*
- b. Individual Demonstration* *(Ten type written copies of the demonstration outline are due with participant list by April 8)*
- c. Team Demonstration* *(Ten type written copies of the demonstration outline are due with participant list by April 8)*
- d. Portable Exhibit *(sign-up now and bring entry to convention)*
- e. Art Competition *(sign-up now and bring entry to convention)*
- f. Art Competition Entry Tag
- g. Advisor Statement of Assurances - *must be signed and sent to the State Office*
- h. Student Code of Conducts - *must be signed and sent to the State Office*
- i. T-Shirts – *T-shirts will not be provided to all participants this year as the funding source that provided them in the past is no longer available. However, convention t-shirts are available for purchase.*

3. **Names of Official Chapter Delegates, Courtesy Corps Candidates, and participants are due April 8th.** Delegate's packets will be e-mailed to advisors and posted on the state convention section of the website prior to convention. Please review these materials with your chapter and delegates so they are familiar with them. Courtesy Corps selections will be made in advance and teachers will be notified. Potential Nominating Committee members must be listed as a delegate in order to be eligible to serve on the committee. Please designate someone as an alternate.
4. **All state officer candidates must submit their application, Advisors Appraisal Form and \$100 application fee to the State FFA Office by May 1, 2016.** Applications will not be accepted after this deadline or at the state convention. Candidates must attend in official dress. The state officer application has been updated. ONLY applications revised as of 1/2015 will be accepted. **State Officer Candidates will complete the exam and writing scenario portion of the selection process via MyCAERT.com on May 18, 2016. Additional information will be provided in a letter to the candidates in early May.** *Newly elected state officers will meet following the close of the convention until approximately 4:00 p.m., on Friday, May 27. Please plan transportation accordingly.*
(Note: **A \$100 refundable application fee per state officer candidate is required from the FFA Chapter.** The State FFA Officer Application will not be considered complete without this application fee. If not elected to a year of service, the chapter will be refunded the \$100. Upon completion of the year of service, the chapter will be refunded the \$100 application fee. If an elected officer does not complete his/her year, the \$100 application fee is forfeited and the fee will be used to cover expenses incurred, such as State Association FFA Jacket, AAA membership, polo shirts, and planners.)
5. **Applications due on-site at convention on May 25, 2016** should be brought to the assigned room from 4:00 – 5:00 pm. Room assignments will be announced closer to the event. Portable Exhibits should be assembled on the assigned table from 3:00 – 5:00 pm. Artwork should be displayed in the assigned location by 5:00 pm. Location of the Art Competition will be announced closer to the event. Chapters advancing in the Hall of States Exhibit Event will be notified of their room assignment. Displays must be set-up between 6:00 – 6:30 pm, unless otherwise noted.

CONVENTION RULES AND INFORMATION

1. Members must attend each convention session. No members will be in the dormitories during the convention. Members who are found in dorms during convention sessions without permission will be sent home. School administrators and parents will be notified. Convention sessions and organized activities are conducted continuously through the convention.
2. Members receiving awards, participating in contests, and serving in official capacities must be in official dress. All members attending sessions must also wear official dress or other appropriate business/professional clothing.
3. Members receiving Proficiency Awards, Garden State FFA Degrees, Career Development Event Awards, and Chapter Awards should meet in Pollak Theatre at least 15 minutes prior to the session to be seated in an award winners section of the auditorium.
4. Members and advisors must bring their own:
 - a. Towels & toiletries
 - b. Sleeping bag or sheets, blankets and a pillow
 - c. Equipment & appropriate clothing for recreation
 - d. Official FFA Dress (see FFA manual)
 - e. Other personal items
5. Teachers/Advisors must accompany their students at all times during the convention. **Ratio of students to advisors/chaperones must be at least 10:1. Teachers/Advisors/Chaperones are responsible for their students at all times. Male and female chaperones are strongly recommended.** We will do our best to house chaperones near students from the same school. **All teachers and chaperones must attend the Convention Chaperone Orientation meeting at 6:00 p.m. on Wednesday.** Exact location will be communicated closer to the event.
6. Advisors of standing committees will be scheduled to meet with delegates on Thursday, May 26, 2016 at 10:00 a.m. This is immediately following Session II.
7. Advisors may be asked to assist with events, Courtesy Corps, and Recreation. Contact Erin Noble if you have an interest in a specific area.
8. Recreation is scheduled for Wednesday from 2:00-5:00 p.m. This includes swimming, tennis, volleyball, basketball, etc. at the William T. Boylan Gymnasium. Additional recreation will be scheduled for Thursday from 12:30 to 2:30 p.m. The fitness center is NOT available to convention attendees.
9. **Emergency Telephone Numbers**
 - FFA Emergency Phone – TBA
 - MUPD Headquarters (MU Police Department) – 732-571-4444
 - Conference & Event Services – 732-571-3473
 - Residential Life – 732-571-3465