

Purpose

The purpose of the Career Development Events is to provide incentives for students to further develop skills and abilities that are taught in secondary programs of agriculture. Competition at the state level is designed to assess the level of proficiency each student has achieved.

Objectives

- I. To motivate students to acquire additional knowledge
- II. To encourage students to develop skills and abilities in agriculture
- III. To encourage students to develop problem-solving and communication skills
- IV. To stimulate student interest in furthering their education

Guidelines for Adding Events

The following criteria apply to adding a new event in Missouri:

1. A curriculum is available before a new event is initiated.
2. Fifty percent of Missouri schools must be teaching a unit in the area to be considered.
3. An interest survey of teachers will be conducted by the Contest Advisory Committee. At least 50 percent of the teachers surveyed must be interested in conducting a CDE and at least 50 percent of the schools must respond to the survey.
4. The joint staff, teachers, and universities shall agree to establish an event.
5. An ad hoc committee will be appointed to develop the new CDE guidelines, rules, and procedures.
6. A pilot of the new CDE will be conducted for all six districts.
7. The proposed new CDE will be re-evaluated by the joint staff, teachers, and universities and a final decision made.

Guidelines for Dropping Events

The following procedure shall be followed in dropping a event in Missouri:

1. The joint staff in Agricultural Education shall recommend that an event be dropped.
2. The MVATA FFA Relations-Contest Advisory Committee shall recommend that an event be dropped.
3. The teachers shall approve the recommendation of the FFA Relations-Contest Advisory Committee.

Guidelines for Student Conduct

Instructors are responsible for the conduct of their students. Reasonable rules of conduct must be followed. Unacceptable conduct will be justification for disqualifying the school from competition or representation for the current year. Disciplinary action will be the responsibility of the proctors designated by the districts on the following rotational basis. The teacher representatives will be selected at the January district meeting.

Proctor Guidelines

Cooperation by Agricultural Education instructors serving as Proctors with State CDE Superintendents is vital to the success and transparency of the State Career Development Events.

1. Ensure fairness of the event and that students follow guidelines of student conduct.
2. Report any/all concerns, problems, cheating, etc. to the event superintendent.
3. Career Development Event proctors should report to the event superintendent **AT LEAST 30 minutes prior to the event.**
4. **State CDE Committee members will serve as "LEAD" proctors for each event.**
5. **Proctors should work with the event superintendent to review the respective CDE according to the proctor responsibility list (last 2 pages of this document) prior to the event. If there is a duplicate or other issue with a sample, the LEAD proctor should work with the event superintendent to correct the sample before the event begins. During the CDE's proctors may be asked to supervise a group of students throughout the contest or a section of the CDE. This may include providing directions, keeping time or assisting with rotations. In other CDE's proctors may confirm the CDE is properly set up and then be excused from the testing area. Additional expectations will be communicated to proctors prior to State events.**
6. Only teachers who are proctors should be present during an event -- all others will be asked to leave the event area until the event is finished (rule 21 Event Rules will be strictly enforced).
7. Each District will provide one proctor per CDE. One MVATA FFA Relations – CDE committee member will be represented on each CDE.
8. **DESE Agricultural Education Staff will work with the State CDE Coordinator providing a list of proctors at least two weeks prior to the State CDE.**

Recognition

Individual and team contestants will be ranked according to their total score in each individual event. The rankings for both individuals and teams will be divided with approximately 25% Group I, 50% Group II, and 25% Group III of those classified. Teams with less than three individuals will not be ranked. Teams and members may be designated as unclassified at the discretion of the superintendent.

Gold medals will be awarded to individuals in each event who receive a Group I rating in the event. The fourth member or alternate of each team will be eligible for individual rankings. The Missouri FFA Association provides the medals.

Plaques will be awarded to the first, second, and third place teams in each event. The plaques will be presented at the State FFA Convention. Sponsors for the plaques will be announced at the time of presentation.

Event Rules

1. Only teams and team members (including first and last name) who have been certified by their respective districts may compete in the State Career Development Events. **Parliamentary Procedure teams will consist of six members and may designate two alternates. Agricultural Issues Forum teams may consist of three to seven members. All other teams, including FFA Knowledge, will consist of three or four students with the top three scores being used as the team score and the fourth team member (if applicable) considered as the alternate.**
2. NOTE: "Memorandum of Cooperation with 4-H" (included).

3. A student may participate at the state level in a specific Career Development Event only once. The alternate team and/or team member who competes at state will be considered a participant. Students participating in a State Career Development Event will not be allowed to compete at District or Area in the same Career Development Event in any years following their state level participation. A student will not be allowed to compete more than one time at the state level in Prepared Public Speaking Division I, Prepared Public Speaking Division II, Prepared Public Speaking Advanced, or Extemporaneous Public Speaking.

4. Certification for State Competition:

A. Students must participate in the district CDE or LDE to be certified by the district; each district's CDE committee representatives can deal with district issues that may arise.

B. **CDE's:** Complete team membership including **one alternate member per team** must be furnished to the State CDE Coordinator. Only team members certified by the district and received by the State CDE coordinator by **Monday, 12:00 PM April 14th 2025** are eligible to compete.

C. **LDE's:** Complete district Leadership Development Event results (including alternates as described in specific LDE guidelines) must be furnished to the State FFA Office. Only individuals and/or team members certified by the district and received by the State FFA Office by **12:00 PM Monday April 14th 2025**, are eligible to compete.

5. Only one alternate team may be submitted from each district in each event. If the alternate team is to be substituted for another team in the State Event, the State Director of Agricultural Education and the State CDE Coordinator must be notified by **Monday, 12:00 PM April 14th 2025**, the week prior to the State Event.
6. All State Event participants must be currently enrolled in agriculture at the secondary level (grades 9-12) and not more than 21 years of age.
7. Contestants are not allowed to enter any event area or holding room with reference materials or notes except where noted in the specific event rules. (**See individual event rules regarding clean paper, clipboards, steno-pad, the use of tools, equipment, calculators, appropriate clothing, etc. in each event**).
8. **Students should not have any cell phones or other electronic communication devices including Apple watches, Fitbits, or any other electronic device that can send or receive communications. If a phone or watch goes off during the event, they will be disqualified. Please give any electronics to your instructor or power them completely down and keep them out of sight. You must remove any smart watches from your wrists. If a student has a phone as part of their medical device, please instruct them to turn it on vibrate and if they need it during the event, please let a proctor know. EXCEPTION: Ag Issues & Ag Sales may use laptops as part of their presentation.**
9. No Advisors, Coaches, Student Teachers or Alternate team members are allowed in the holding room once the event begins. Also, the advisor shall not consult with the team after the event begins. If facilities are not applicable it is the superintendent's discretion to enforce.
10. **Calculators/Flash Lights/Magnifying glasses** may be used in all events when needed. Any non-graphing and non-programmable calculators may be used.
11. Only one team per school may enter each event.

12. The team score in any event shall be the sum of the different scores of the top three individual team members, **with the exception of Parliamentary Procedure and Ag Issues Forum, and Conduct of Meetings**. A critique sheet on the performance of each team member (at the discretion of the CDE superintendent) may be provided to the school.
13. The number of teams eligible to participate at the state level from each district is based on the number of teams participating in district CDEs the previous year. Check on Allocation of Teams on the following pages (updated each year). The maximum number of teams, which can be certified from each district, is provided on the following pages (be sure the table is for the current event year).
14. **Tie scores among teams in all events should be broken using the high individual team member's score.** In case the scores are tied, the scores of the second high individual on each team should be used.
15. **A student cannot participate in state CDEs that are scheduled to compete at the same time. Please check the schedule carefully.**
16. Students cannot compete in State CDE's or LDE's that are scheduled for the same time.
17. **During State events, if scoring discrepancies are noticed within an event, please contact the state CDE coordinator (Heather Eberlin 417-773-9663) or state tabulator (John Tummons 573-680-9467).**
18. All State CDE results will not be declared final until 5 pm Friday one week following the closing of the State FFA Convention or until all appeals are finalized.
19. Appeals of event results should be made to the DESE Director of Agricultural Education by **5 pm Tuesday** following the closing of the State FFA Convention. Appeals Committee will include the DESE Director of Agricultural Education, Chair of the Department of Agricultural Education at the University of Missouri, MVATA FFA Relations-Contest Advisory Committee Chair, and the CDE Superintendent. An appeal must be related to the scoring of the event and any teacher involved with the appeal must have had students competing in the specific event. The teacher filing an appeal will have the opportunity to address the Appeals Committee. After filing an appeal the teacher appealing must leave the meeting and will **not** be allowed to vote.
20. **Unofficial** event results will be posted as available on judgincard.com.
21. Only event workers will be allowed in the event area prior to the event and only contestants, proctors, and workers will be allowed in the area during the event. Teachers will be permitted to view the event set up after the event is completed at the superintendent's discretion. **Teachers may be permitted to exit through the animal holding area prior to the state event after checking in their teams (i.e., Dairy Cattle, Livestock, and Horses).** Teachers will **not** be allowed to communicate with the judges until event grading has been completed. **No team may visit event site following the last District Event - doing so will eliminate the team from competition (This includes all University of Missouri farms, ENNS Entomology Museum and any other campus laboratory, shop or location where contest materials may originate.** A signed formal complaint indicating the violation must be filed with the Director of Agricultural Education by 5 pm Tuesday following the closing of the State FFA Convention.

22. Each State CDE Superintendent may, at their own discretion and at an appropriate fee, provide educational materials and services to be used during the CDE season, however teachers and/or students are NOT to have contact with State CDE Superintendents after the last District CDE.
23. State CDE Superintendents must submit by email ALL written tests and practicums to the State CDE Coordinator no later than the Friday prior to the State CDE.
24. Scansheets for the CDE's have been developed by www.judgingcard.com. Samples of these scansheets used in state events can be previewed on-line on the DESE Ag Ed website under the CDE handbook tab.
25. A list of References is provided in each of the CDE guidelines. Any references attributed to IML (Instructional Materials Laboratory) can be found on the DESE website.
26. Duplicate items may not be used in the Identification portions of the following CDE's: Agricultural Mechanics, Entomology, Floriculture, Forestry, Meats, Nursery & Poultry.
27. Teacher Conduct Policy:
 If an Ag teacher has conduct unbecoming of a professional towards a CDE superintendent, student helper, proctor or state staff before, during or after the state CDE, in person (face to face) or on social media.
 Any of the following or all of the actions will take place:
 a. The teachers district supervisor will have an in person visit with the offending teacher
 b. If the problem is not solved or a teacher has a 2nd offense, the teacher's school principal will be contacted and the problem will be discussed with them.
 c. If the problem is still not corrected or a teacher has a third offense, then the teacher's school superintendent will be contacted and the problem will be discussed with them.
28. **Reasonable ADA and Special Request for Accommodation**
 A. Requests for reasonable accommodations and assistance will be submitted, by **12:00 PM**, to the State CDE Coordinator by the **Monday** the week prior to the state events
(MONDAY APRIL 14th 2025) If request are not received by the deadline Missouri FFA makes no guarantee that the accommodation can be provided.
 B. If an accommodation is selected from the list below, the participant will be required to fill out the Reasonable ADA and/or Special Request for Accommodation form located on the DESE Ag Education website. Upon completion of the form, the State CDE Coordinator or a Missouri FFA staff member will contact the participant to gather additional information and/or discuss the reasonable accommodation(s) or assistance being requested.
 *Mobility *Vision *Hearing *Other
 C. PLEASE NOTE: The Americans with Disabilities Act (ADA) recognizes and requires the Missouri FFA Organization to provide accommodations in order for participation in events conducted by Missouri FFA. These medical conditions, diagnosed by a recognized medical professional, will impact a students' ability to participate in activities offered during this Missouri FFA event. These may or may not require someone to assist the participant during the event.
 D. At no time will a student participating in a Missouri FFA event be responsible for the care or observation of another student. If a student requires care or observation, an adult must register to attend with the student at their cost.
 E. Short-term, temporary conditions such as surgery recovery or injury recovery, i.e., limbs in a cast due to fractures, crutches, etc., are not covered by the Americans with Disabilities Act. Participants are responsible for all assistance and equipment necessary to participate in the activities during the Missouri FFA event, including but not limited to personal assistants, wheelchairs, crutches.
 F. Wheelchairs are NOT provided by Missouri FFA; however, the participant may bring their own or rent from a local medical supply store in the area.

MEMORANDUM OF COOPERATION

A Memorandum of Cooperation Among the Agricultural Education Section of the Missouri Department of Elementary and Secondary Education and the University of Missouri and Lincoln University Cooperative Extension Services.

The primary objective of 4-H and FFA membership is to provide a variety of educational experiences for youth which should lead to the further development of knowledge and leadership abilities. The state, community and nation will ultimately profit if large numbers of youth avail themselves of these opportunities.

FFA through agriculture education and 4-H through Cooperative Extension were organized as complementary educational efforts. The two organizations also operate as complementary groups in Missouri. Each can make a definite contribution to the growth and development of youth. Agriculture instructors and extension personnel have superior competencies in certain fields because of academic training and personal preferences. Agents and instructors are encouraged to share these competencies when it will be mutually advantageous to each and to youth enrolled in the respective programs.

In order to maintain the harmony and wholesome attitude that now exist, and to foster a spirit of common purpose among those engaged in developing Missouri's youth, the staff and advisory committees of the agricultural section of the Missouri Department of Elementary and Secondary Education and the Missouri Cooperative Extension Service suggests that this MEMORANDUM OF COOPERATION serve as a guideline for interaction between the members and leaders of these two organizations.

1. Extension personnel and agricultural instructors should counsel prospective students and members to assist them in reaching their highest potential in keeping with their future educational and vocational interests, needs, and abilities.
2. Agriculture instructors and extension personnel should each make a personal effort to be aware of all the educational opportunities afforded in 4-H and FFA. An exchange of information relative to educational programs is encouraged.
3. County extension personnel should encourage youth interested in agriculture to take advantage of agricultural education.
4. Agriculture instructors should encourage youth to enroll in 4-H club work.
5. If youth are dually enrolled, they may carry the same enterprise in 4-H and supervised agricultural experience programs.
6. If members win a state contest in one organization, they are eligible to compete in the comparable state contest of the other organization during the same calendar year as long as they are members of both organizations.
7. A member may not serve on the State FFA Executive Committee and the State 4-H Council Executive Committee at the same time.
8. A list of state contest winners and State Executive Committee members will be exchanged between state offices for the purpose of implementing items 6 and 7.
9. Members should be encouraged to continue their education beyond the secondary level – education is always an unfinished task.

(This document was adopted on March 15, 1966 and revised in 1969, 1980, 1987, 1995 and 2005.)

Allocation of Teams

The maximum number of teams allowed in each state event is listed in the following chart.

Agricultural Mechanics	45	Forestry	44
Agricultural Sales	24	Horses	48
Agronomy	60	Livestock Judging	60
Dairy Cattle Judging	60	Meats	48
Dairy Foods	50	Nursery/Landscape	50
Entomology	48	Poultry	48
Farm Management	48	Soils	48
Floriculture	60	FFA Knowledge	52
Food Science	24		

MOASK IRC CDE's: Seventeen (17) automatic berths will be distributed to each district based on the number of schools in the district. Districts with less than 50 schools receive 2 automatic berths, districts with 50 to 74 schools receive 3 automatic berths, districts with 75 or more schools receive 4 automatic berths. Automatic berths for 2025, based on schools in each district are:

Central District = 3

Southwest District = 4

Northeast District = 3

South Central District = 2

Northwest District = 3

Southeast District = 2

Remaining allotments will be based on the number of quality teams at each district contest using the previous three-years-average. A "quality teams" will be defined as a team of at least three members that meet the state MOASK score.

Non MOASK IRC CDE's & LDE's:

Allocation for **Agricultural Sales and FFA Knowledge** will follow the guidelines below:

- a. Each district is entitled to one (1) automatic berth for Ag Sales and three (3) automatic berths for FFA Knowledge
- b. The remainder of the berths are filled by determining each district's percentage of the total number of teams participating in the six district events in the prior year and applying that percentage to the remaining number of berths available for each event.

*Formula

Total number of Passing MOASK teams competing in all districts = state total

$\frac{\text{Number of teams in district}}{\text{State Total}} = \text{district allocation \%}$

Subtract the automatic berths from the number of teams allowed in the State Event = the remaining berths to be allocated (e.g. FFA Knowledge 52 - 18 = 34 berths to be allocated).

District allocation % x remaining berths = additional district berths.

Number of automatic berths + additional district berths = number of available berths from district to state.

*(All based upon previous year participation.)

5. There will be 16 teams/participants in the State Parliamentary Procedure, Prepared Public Speaking (All Divisions), Creed Speaking, Extemporaneous Speaking, Job Interview, and Ag Issues Forum events. The automatic berths per district will equal the number of areas within the district. The number of entries per district in the FFA Leadership CDEs is based upon the number of areas within the district, as passed at the 1986 MVATA Conference.(District winners in the FFA Leadership CDEs may or may not be from the same area.)

2025 Allocation of Teams From Each District

Total number of teams allowed in each state event:

2025 CDE Teams To State							
	C	NE	NW	SC	SE	SW	Total
Agricultural Mechanics	8	6	9	4	7	11	45
Agricultural Sales	4	5	3	4	3	5	24
Agronomy	8	14	8	2	2	26	60
Dairy Cattle	8	11	10	7	7	17	60
Dairy Foods	9	11	10	6	4	10	50
Entomology	8	10	9	6	4	11	48
Farm Management	8	10	9	6	3	12	48
Floriculture	13	13	10	7	4	13	60
Food Science	7	4	3	3	3	4	24
Forestry	6	9	8	6	4	11	44
Horses	6	8	9	5	7	13	48
Livestock	11	13	8	9	6	13	60
Meats	10	9	10	3	3	13	48
Nursery/Landscaping	11	9	7	6	3	14	50
Poultry	9	10	7	6	6	10	48
Soils	8	7	12	4	3	14	48
TOTAL	134	149	132	84	69	197	765
2025 LDE Teams/Participants To State							
	C	NE	NW	SC	SE	SW	Total
Parliamentary Procedure	3	3	2	2	2	4	16
Prepared Public Speaking							
Division I	3	3	2	2	2	4	16
Division II	3	3	2	2	2	4	16
Advanced	3	3	2	2	2	4	16
Creed Speaking	3	3	2	2	2	4	16
Extemporaneous Speaking	3	3	2	2	2	4	16
FFA Knowledge	11	9	8	7	7	10	52
Job Interview	3	3	2	2	2	4	16
Agricultural Issues Forum	3	3	2	2	2	4	16
Conduct of Chapter Meetings	3	3	2	2	2	4	16

STATE CDE PROCTOR GUIDELINES

<u>CDE</u>	<u>Proctor Review Needed</u>	<u>Proctors Do NOT Review</u>
Ag Mech	All Skill Areas & Safety Equipment No Duplicates within event Team Activity	Written Test
Ag Sales	Official Dress	Written Test Practicum
Agronomy	Seed Identification (No duplicates) Plant Identification (No duplicates) No more than one plant Plant Disorders (No duplicates)	Written Test Problem Solving/Calculations
Dairy Cattle	Live Animal Classes	Written Exam and Genomics activity
Dairy Foods	Milk Flavor Milker Units Cheese Identification	Written Test/Milk Marketing
Entomology	Insect Identification(No duplicates) Practicum A: Insect/Plant Diagnosis	Written Test Practicum B - Pesticide Formulation
Farm Management		Written Test - Problem Solving & Multiple Choice
Floriculture	Plant Identification(No duplicates) Plant Disorders(No duplicates/ Only 1 disorder) Tool Identification(No duplicates)	Written Test Practicum A: Pricing Floral Arrangements Practicum B: Chemical Problem Solving
Food Science	Sensory Evaluation: Triangle Test Sensory Evaluation: Aroma Identification Food Safety/Sanitation Customer Inquiry	Written Exam Problem Solving/Math Practicum Team Activity
Forestry	Tree Identification Equipment Identification Timber Cruising Timber Stand Improvement Tree/Forest Disorders	Written Test Map Reading

Horse	Live Animal Classes	Written Test
Livestock	Live Animal Classes	Beef Selection Activity
Meats	Retail Cut Identification(No Duplicates) Judging Classes Questions on Judging Classes	Written Test Formulation Problem
Nursery Landscape	Plant Identification(No Duplicates) Plant Disorders(No Duplicates & only 1disorder)	Written Test Landscape Design Problem
Poultry	Live Bird Evaluation RTC Parts & Carcasses Interior & Exterior Eggs & Factors Part ID (No Duplicates) Further Processed Boneless & Bone-In Products	Written Test (Multiple Choice & Calculation Problems)
Soils	Review all Judges Comments	