

# Opening and Closing

## Ceremonies CDE (rev. Nov.-2016)

### Purpose

The purpose of the Opening and Closing Ceremonies CDE is to help members of the officer team develop and strengthen their oral communication skills and self-confidence.

### Eligibility

There are two (2) divisions for the Opening and Closing Ceremonies CDE. The middle school division is held at State Convention. The middle school participant must be an active member of a chartered Delaware FFA Chapter and enrolled in 7th-8th grades. The high school division is held in the Fall at the Delaware FFA Chapter Officer Leadership Training (COLT) (Team structure).

### Event Procedures

- A. Team make-up— Each team must consist of the six (6) constitutional FFA officers a state officer will read the advisor part. The advisor part will not receive points, in other words, it will not count for or against your team.
- B. The team must be registered through the State FFA Office using the appropriate form (Middle School: State Convention Registration Form; High School: COLT Registration Form)
- C. All participants must be in official FFA dress for this event. The judges will use the official Delaware FFA Official Dress Scoring Rubric on page 6 of this manual for each team member.
- D. The order of appearances will be at random. For middle school, the appearances will be determined ahead of time by state staff. For high school, a drawing of the chapter names will be done with the first chapter picked being the first to compete, etc. The order of high school chapters will be posted after lunch that day.
- E. Teams will not be allowed to observe other demonstrations.
- F. The team’s advisor(s) may not be present during the presentation.
- G. Any participant in possession of an electronic device in the event area is subject to disqualification.

### Event Format

- A. Setup
  1. The room will be set up as outlined in the Official FFA Manual (see attached).
  2. Middle School: the room will already be setup with station markers at their respective positions.
  3. High School: The Sentinel of each FFA Chapter shall set up the paraphernalia.
  4. The President’s station shall have a podium. There

will be chairs for the other officer’s stations. Each team shall have its officers present at the start of the CDE or may be subject to disqualification.

### B. Demonstration

After each officer is at their proper station, opening ceremonies should be performed. The student should recite their part from memory.

1. The team will perform:
  - a. Opening Ceremonies
  - b. Secretary’s Report—this report follows this section in the CDE Handbook. The same report will be provided at the CDE and officers may read these reports.
  - c. Treasurer’s Report-this report follows this section in the CDE Handbook. The same report will be provided at the CDE and officers may read these reports.
  - d. Closing Ceremonies
2. No other business transactions should be presented. After the last tap of the gavel, the team should exit the meeting room.

### Scoring

- A. The attached scoresheets will be used by the judges:
- B. The judges shall rank the contesting teams by score once the event is completed.

Scored on:	Individual	Team
Official Dress	50	300
Reciting Performance	40	240
Reciting Accuracy	50	300
Team Unison		20
Specialized Officer		
Responsibilities		
	Middle School	15
	High School	25
Total Score (Middle School)	140	875
Total (High School)	140	885

### Tiebreakers

The tiebreakers for the Opening and Closing Ceremonies CDE is as follows:

1. 1st tiebreaker: Team’s ceremony score- the team’s ceremony score, from each judge will be added; the team with the highest score will win.
2. 2nd tiebreaker: The president’s score will be added for each judge, the team with the highest president score will win.

3. 3rd tiebreaker: The Vice President score will be added for each judge, the team with the highest VP score will win.
4. 4th tiebreaker: The Secretary score will be added for each judge, the team with the highest secretary score will win.

### Awards

The Opening and Closing Ceremonies CDE is a state-level event. There is no corresponding event at the National Level. The results of the High School CDE will be announced at COLT. Both Middle School and High School Opening and Closing CDEs will have results read at State Convention and certificates presented to the teams.

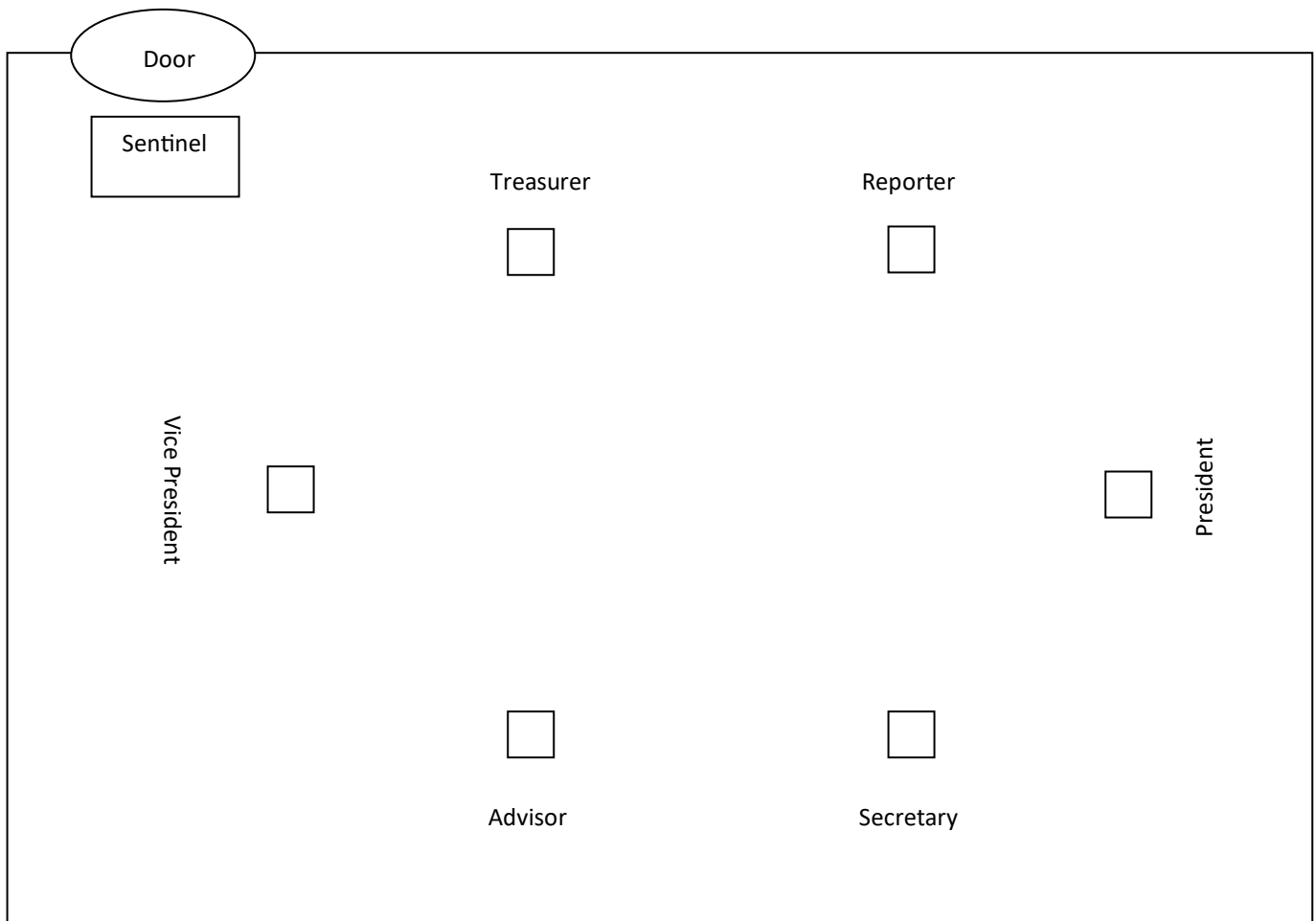
### References

The Official FFA Manual

<https://www.ffa.org/documents/openceremonies.pdf>

This symbol indicates the chair. Chairs will be set up prior to demonstrations and may not be moved. The President’s station will have a podium available. Depending on the location of the door etc.... the room set up may vary slightly. Station markers will be provided.

#### EXAMPLE ROOM SET UP



# Delaware FFA Opening and Closing Ceremonies

## Sample Script

**President:** *(Taps gavel once, all officers sit except president; pause and tap the gavel twice)*

“The \_\_\_\_\_ (meeting room, banquet hall, etc.) will come to order. We are now holding a meeting of the \_\_\_\_\_ (chapter name, district name, etc.) FFA \_\_\_\_\_ (chapter, district, etc.) Mr. / Mdm. Vice President, are all officers at their stations?”

**Vice President:** (Rising and facing the president) “I shall call the roll of officers, determine if they are at their stations and report back to you, Mr./Mdm. President.”

*(President takes a step back from podium)*

**Vice President:** (Calling roll of officers) “The sentinel.”

**Sentinel:** “Stationed by the door.”

**Vice President:** “Your duties there?”

**Sentinel:** “Through this door pass many friends of the FFA. It is my duty to see that the door is open to our friends at all times and that they are welcome. I care for the meeting room and paraphernalia. I strive to keep the room comfortable and assist the president in maintaining order.”

**Vice President:** “The reporter.”

**Reporter:** “The reporter is stationed by the flag.”

**Vice President:** “Why by the flag?”

**Reporter:** “As the flag covers the United States of America, so I strive to inform the people in order that every man, woman and child may know that the FFA is a national organization that reaches from the state of Alaska to Puerto Rico and from the state of Maine to Hawaii.”

**Vice President:** “The treasurer.”

**Treasurer:** “Stationed at the emblem of Washington.”

**Vice President:** “Your duties there?”

**Treasurer:** “I keep a record of receipts and disbursements just as Washington kept his farm accounts—carefully and accurately. I encourage thrift among the members and strive to build up our financial standing through savings and investments. George Washington was better able to serve his country because he was financially independent.”

**Vice President:** “The secretary.”

**Secretary:** “Stationed by the ear of corn.”

**Vice President:** “Your duties there?”

**Secretary:** “I keep an accurate record of all meetings and correspond with other secretaries wherever corn is grown and FFA members meet.”

**Vice President:** “The advisor.”

**Advisor:** “Here by the owl.”

**Vice President:** “Why stationed by the owl?”

**Advisor:** “The owl is a time-honored emblem of knowledge and wisdom. Being older than the rest of you, I am asked to advise you from time to time, as the need arises. I hope that my advice will always be based on true knowledge and ripened with wisdom.

“Mr./Mdm. Vice President, why do you keep a plow at your station?”

**Vice President:** “The plow is the symbol of labor and tillage of the soil. Without labor, neither knowledge nor wisdom can accomplish much. My duties require me to assist at all times in directing the work of our organization. I preside over meetings in the absence of our president, whose place is beneath the rising sun.”

**Advisor:** “Why is the president so stationed?”

**Vice President:** “The rising sun is the token of a new era in agriculture. If we will follow the leadership of our president, we shall be led out of the darkness of selfishness and into the glorious sunlight of brotherhood and cooperation. Mr./Mdm. President, all officers are at their stations.”

**President: (Approaches podium and faces the vice president)** “Thank you, Mr./Mdm. Vice President.”

**(All take seats at tap of gavel.)** “The secretary will call the roll of members.”

**Secretary:** “There are \_\_\_\_\_ members and \_\_\_\_\_ guests present, Mr./Mdm. President.”

**President:** “Thank you. FFA members, why are we here?” **(All members stand at three taps of gavel.)**

**All members in unison:** “To practice brotherhood, honor agricultural opportunities and responsibilities and develop those qualities of leadership which an FFA member should possess.” **(All are seated at one tap of gavel.)**

**President:** “May we accomplish our purposes. I now declare this meeting of the \_\_\_\_\_ FFA Chapter duly open for the transaction of business, or attention to any matters which may properly be presented.”

Madam Secretary what is the first item of business?

**Secretary: The Secretary’s report**

The regular monthly chapter meeting of the \_\_\_\_\_ FFA Chapter was held on August 20, 20\_\_ in the agricultural education classroom at 6:30pm with President \_\_\_\_\_ presiding.

Roll call showed 31 members and 7 guests present, Madam/Mr. President.

I move to accept the secretary’s report.

**Any Officer: I second the motion**

**President:** It has been properly moved and seconded to accept the secretary’s report. Is there any discussion on the motion? Seeing none, all those in favor of accepting the secretary’s report signify by saying I.

**All: I**

**President:** All those opposed signify by doing the same. Motion passes.

The secretary’s report will stand as read.

Madam Secretary, What is the next item of business?

**Secretary: The treasurer’s report**

# Delaware FFA Opening and Closing Ceremonies

**Treasurer:**

Balance from last chapter meeting .....	\$1,325.00
Income:	
Beef Jerky Fundraiser Sales .....	\$350.00
Membership Dues .....	\$155.00
 Total Income: .....	 \$505.00
Disbursements	
FFA Meeting Refreshments.....	\$36.00
FFA Officer Manuals & Notebook.....	\$162.00
 Total Disbursements.....	 \$198.00
Current Balance.....	\$1,632.00

I move to accept the treasurer’s report.

**Any Officer:** I second the motion

**President:** It has been properly moved and seconded to accept the treasurer’s report. Is there any discussion on the motion? Seeing none, all those in favor of accepting the treasurer’s report signify by saying I.

**All: I**

**President:** All those opposed signify by doing the same. Motion passes.

The treasurer’s report will stand as read.

**President:** “Mr./Mdm. Secretary, do you have a record of any further business which should now be transacted?”

**Secretary:** (Rises, replies and is seated.) “I have none, Mr./Mdm. President.”

**President:** “Does any member know of any new or unfinished business which should properly come before this meeting? (If no answer, proceed as follows.)

“We are about to adjourn this meeting of the \_\_\_\_\_ (chapter name, district name, etc.) FFA \_\_\_\_\_ (chapter, district, etc.). As we mingle with others, let us be diligent in labor, just in our dealings, courteous to everyone and, above all, honest and fair in the game of life. Fellow members and guests, join me in a salute to our flag.”

**(Tap three times with gavel to call members to stand)**

**All in unison:** “I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.”

**President:** “I now declare this meeting adjourned.” **(Tap once with gavel and the meeting is adjourned.)**

Delaware FFA Association Opening and Closing Ceremony CDE

Team: \_\_\_\_\_ Score Sheet

<u>Participants:</u>	<u>Official Dress:</u> (50 points) Transferred from DE Official Dress Scorecard.	<u>Reciting Performance:</u> (40 points) See additional scoring key Tone, Command, poise, eye contact.				<u>Reciting Accuracy:</u> (50 points) Deduct 5 points for each word missed or added.	<u>Total</u>
		<u>T</u>	<u>C</u>	<u>P</u>	<u>EC</u>		
Vice President:						/140pts	
Sentinel:						/140pts	
Reporter:						/140pts	
Treasurer:						/140pts	
Secretary:						/140pts	
President:						/140pts	
Team Unison:	FFA members, Why are we here?						/10pts
	Pledge of Allegiance:						/10pts
<i>Individual Participant Scores</i>						840 points	
<i>Team Unison Score</i>						20 points	
<i>Specialized Officer Responsibility Scores</i>						Middle School 15 points /High School 25 points	
<b>Grand Total Points</b>						Middle School 875 points / High School 885	

Delaware FFA Association Opening and Closing Ceremony CDE

Specialized Officer Responsibilities		<u>Points Earned</u>
Sentinel (High School Only)	Proper “setup up” and arrangement of meeting room – 10 points Deduct 2 points for each position out of arrangement	/10pts
President	<u>Proper facilitation of meeting</u>	
	Proper gavel usage before opening statement (1 tap, then 2)	/3pts
	2. Backs away from the podium while Vice-President calls the roll of officers.	/3pts
	3. Taps gavel to seat officers upon opening ceremonies (1 tap)	/1pt.
	4. Proper taps of gavel: to bring chapter to standing at the end of “FFA Members, Why are we here” (3 taps)	/3pts.
	5. Proper taps of gavel: To seat group after “FFA members, why are we here” has been recited(1 tap)	/1pt.
	6. To bring chapter to standing at the end of “Fellow members and guests, join me in a salute to our flag” (3 taps)	/3pts.
7. Taps gavel to end the meeting (1 tap)	/1pt.	
<b>Total of Specialized Officer Responsibilities</b>		/25pts

Delaware FFA Association Opening and Closing Ceremony CDE

Performance Indicator	<i>Very strong evidence skill is present 10-8 pts.</i>	<i>Moderate evidence skill is present 6-4 pts.</i>	<i>Strong evidence skill is not present 2-0 pts</i>
<b>Tone</b>	<p>Appropriate tone is consistent. Speaks at the right pace to be clear. Pronunciation of words is very clear and intent is apparent and purposeful .</p>	<p>Appropriate tone is usually consistent. Speaks at the right pace most of the time, but shows some nervousness. Pronunciation of words is usually clear, sometimes comes across as memorized.</p>	<p>Has difficulty using an appropriate tone. Pace is too fast; nervous. Pronunciation of words is difficult to understand or sounds robotic in reciting part.</p>
<b>Command</b>	<p>Speaker uses power of presentation to engage and captivate the audience with the message of the speech.</p>	<p>Speaker presents speech as mere repeating of facts and speech comes across as a report</p>	<p>Speaker possesses lack of enthusiasm and power to deliver the speech.</p>
<b>Poise</b>	<p>Is extremely well-poised. Poised and in control at all times. Great posture (confident) with positive body language.</p>	<p>Usually is well-poised. Poised and in control most of the time; rarely loses composure. Occasionally slumps; sometimes negative body language.</p>	<p>Not always well-poised. Sometimes seems to lose composure. Lacks positive body language; slumps.</p>
<b>Eye Contact</b>	<p>Eye contact constantly used as an effective connection. Constantly looks at the entire audience (90-100% of the time).</p>	<p>Eye contact is mostly effective and consistent. Mostly looks around the audience (60-80% of the time).</p>	<p>Eye contact does not always allow connection with the speaker. Occasionally looks at someone or some groups (Less than 50%)</p>

**Team Unison Score:**

10 points for each "Why Are We Here?" and the Pledge.

- 2 pts – Incoherent, jumbled
- 4pts – Hesitation, unclear
- 6 pts – Stated, but not in unison
- 8 pts – Clear yet not projected loudly as a group
- 10 pts – Loud, Clear in Unison