



# **Delaware FFA CDE/ LDE Handbook**

**Delaware FFA Association  
Delaware Department of Education  
John G. Townsend  
401 Federal Street, Suite 2  
Dover, DE 19901**

These are the official rules and regulations for Delaware FFA Career & Leadership Development Events. Refer to the CDE/ LDE Section of the Chapter Guide for the most up-to-date edition of the career development event handbook.

If you have questions concerning a Career or Leadership Development Event, please contact:

Dr. Bart Gill, Delaware FFA Adviser, Associate for Agriscience Education  
Delaware Department of Education  
401 Federal Street, Suite 2  
Dover, DE 19901

Or

Mrs. Amanda Powell, Delaware FFA Executive Secretary  
Delaware FFA Association  
1200 N. DuPont Hwy  
Ag Annex, Room 210B  
Dover, DE 19901

The Delaware FFA Association is a resource and support organization that does not select, control or supervise local chapter or individual member activities except as provided for in the National FFA Organization and Delaware FFA Association Constitution and Bylaws.

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

# Delaware FFA Career & Leadership Development Event Policies

## Participation in Career and Leadership Development Events (CDEs/LDE's) and Activities

(last updated October 2022)

### *Member Eligibility*

To be eligible for participation in FFA Career & Leadership Development Events, a participant must meet one of the following criteria:

1. Be an active member in good standing with the local bona fide chapter, State Association and National Organization for the school year during which the event is held, be enrolled in Agriscience Education, and maintain a Supervised Agricultural Experience (SAE) program. Dues must be paid by the CDE/ LDE or before May 1. Note: Certain exceptions may apply as follows. If a student is unable to enroll in an agriscience course due to extenuating circumstances, such as program closure or scheduling problems, that student may maintain active membership status for up to one membership year by paying local, chapter and state dues and by maintaining a SAE and active involvement with the local FFA chapter. This period of FFA membership will be terminated at the end of that membership year if the student does not re-enroll in a systematic program of agricultural instruction.
2. Members may retain their active membership until November 30, following the fourth National FFA Convention after graduating high school. This is especially important for those FFA Members who want to apply for their American Degree.
3. These members are not eligible to participate in judging events:
  - Any Delaware FFA Member on a first place team cannot participate on or in the same CDE / LDE again. Any member who has participated in a national CDE / LDE cannot participate in the same CDE/ LDE again.
  - Any member may continue to participate in any CDE/ LDE until they have won a National CDE/ LDE trip during the year. At this point, they may participate in State CDE's or LDE's only (Safe Tractor Driving and Opening and Closing Ceremonies) or Agriscience Fair, as per national rules.
4. For students to compete in Delaware FFA state level CDEs,/ LDE's the student must be part of an approved agriscience pathway. Middle School students, who do not have an agriscience program in their school, may not compete unless they are rising 8th graders who are scheduled for an agriculture class in 9th grade, in which

case they may compete in summer (June and July) CDE/ LDE activities. The student must also meet National FFA CDE/ LDE eligibility requirements.

5. If a winning chapter cannot attend a CDE / LDE trip, the next lower place team will be eligible to attend the CDE/ LDE. If the winning team needs additional members to field a complete team, additional members may be chosen from students within the school's chapter, if that number does not exceed more than half the team (ie 2 members of a 4 person team); otherwise the next place team will be given the option to participate. Due to National FFA rules, all students must be from the same chapter.

### *Registration*

1. Pre-registration must be received in the State Office either two weeks before the CDE/LDE or by the designated date, if one is stated.
2. All FFA chapters are required to submit by dates designated on the State FFA Calendar, the Program of Activities, current Chapter Constitution, Membership Roster, Dues and Budget. Any chapter not meeting the above deadlines will not be considered to be in good standing.
3. The Delaware FFA Waiver Release for Events must be properly signed and submitted before an event begins.

### *General Instructions*

1. The CDE/LDE year shall be considered September 1—August 31.
2. Advisors should properly instruct students how to participate in a CDE / LDE prior to arrival at the event (including Judging Card / scan-tron completion, contest expectations, etc.)
3. Contestants must provide their own pens, pencils, erasers, clip boards, and other necessary items necessary for competition. **Participants will not be allowed to possess any personal electronic devices (i.e. cell phones, smart watches, air pods, etc) other than those approved by event officials. Participants who possess personal electronic devices without prior approval of the event officials will be disqualified from the event.**
4. Placing/Grading cards and Scantrons will be furnished by the State Office for each CDE /LDE where applicable— usually in a folder assigned to each member. Folders will be distributed along with the scantron to keep them from getting wet or having damage to the side with the OMR. Drawing, writing, and any other marks on these folders is a 10 point deduction for that team member.
5. Late arrivals may be ineligible for competition. Decisions regarding participation will be made at the discretion of the CDE/ LDE Chair.
6. **FFA Members should be in official dress, appropriate to the event, and will be scored accordingly. (See Official Dress on page 5, for more details). FFA members will be disqualified from a CDE/LDE if they are not in proper attire as outlined in the CDE/LDE manual, at the start of the CDE/LDE.**
7. FFA Members and advisors should act in a manner that will reflect favorably on the FFA chapter and the school.
8. FFA Members must be accompanied by an advisor or school approved chaperone at all events.
9. Advisors are responsible for registering individuals or team members for events.

10. There shall be no communication among the contestants or between contestants and anyone else except as directed by the event coordinator while event is in progress. It is prohibited for advisors or anyone else to interfere with, interrupt, or distract a contestant while event is in progress. If there is an obvious and flagrant infraction of this rule, the event coordinator has the authority to disqualify the violator from competition.

11. Any assistance given to a team member from any source other than the CDE/ LDE officials or assistants will be sufficient cause to eliminate the team member from the CDE/ LDE

12. The CDE/LDE chair will inform the contestant and/or team and advisor as soon as disqualification occurs.

13. Participants will not be allowed to utilize personal electronic devices, other than those approved by the event officials. Participants who access personal electronic devices without prior approval of the vent officials will be disqualified.

14. Judging Cards or Scantrons that are incorrectly completed (ie. Contestant number not shaded in, stray marks, etc.) or ripped or otherwise destroyed will not be scored.

15. Whenever possible, all CDEs / LDE's should be held on neutral ground and/or with neutral material that no one has access to. However, individual teams are not to visit CDE / LDE's sites two weeks before the CDE/ LDE with the exception of CDEs/ LDE's held at the Delaware State Fair. The official judge of the CDE/ LDE is not permitted to train an individual team or give information to any advisor or team member that is not shared with the whole state. Violation of this rule will result in team disqualification. Any time an official judge holds a training session, all chapters must be invited.

16. A coaches meeting will be held, when possible, before a CDE/ LDE.

17. Rules and regulations pertaining to the CDE / LDE will be read to the contestants.

18. When a contestant finishes a CDE/ LDE, he/she will leave the judging and scoring areas.

### ***Tabulation of Results***

1. At the conclusion of each event, all completed cards or Scantron sheets will be delivered to the event coordinator for tabulation.
2. The CDE/ LDE committee will be provided facilities separate from the judging area for scoring, when possible. Scorers will be assigned by the CDE/ LDE Chair, prior to the CDE/ LDE. No one will be allowed in or out of the scoring area except with the permission of the State Advisor, Executive Secretary or CDE/ LDE Chair. Official judges' placings will be given to the CDE / LDE Chair who will supply them only to the scorers.
3. The CDE / LDE Chair or designated substitute will double check the scoring for corrections in tabulation.
4. State CDE / LDE results are considered unofficial until the scores have been verified by the State Office.
5. Awards/Plaques
  - Gold—95% of Winning Team's Score
  - Silver—90% of Winning Team's Score
  - Bronze—85% of Winning Team's Score
  - Black—Participation

### ***Official Judges***

1. Official judges for each event will be selected by the CDE / LDE Chair or his/her representative. Careful consideration should be given to select qualified and competent judges.
2. The official judges should make their placing in the same manner as is required of contestants with respect to handling specimens or animals.
3. The official judges will give their completed official placings and scores to the CDE/ LDE Chair.
4. Placings by the official judges must be kept confidential until the event is completed and public announcements are made.
5. Judges of Leadership events are encourage to use official comment cards provided to offer feedback to individual contestants.
6. Current FFA Advisors are not permitted to serve as judges.
7. Judges decisions are considered final.

### ***Tie Breakers***

Ties will be broken using the following procedure, unless otherwise noted by the CDE / LDE Chair:

1. In breaking a tie for a team, the team written exam total will be used and then by team placing class total will break the tie.
2. Individual ties will be broken by oral reasons first, followed by written exam, and then by a single placing class (chosen by CDE / LDE Chair). If any of these are absent from a CDE/ LDE, (ie. Oral reasons, written exam, etc), then the next highest point practicum will be used.

### ***CDE/ LDE Results Certification***

1. There will be no one other than state staff and the CDE / LDE Chair and Co Chair present in the scoring room while scores are being tabulated and/ or entered on Judging Card.
2. All advisors are welcome to congregate following the final scoring of the CDE/ LDE to review scores for 15 minutes before the chair and co chair and witnesses sign off on the official results sign off sheet.
3. All score discrepancies should be finalized by the chair/ co-chair (questionable scores shall be noted on official sign off sheet).

## Delaware FFA CDE/LDE Scoring Discrepancy Policy

1. CDE/LDE Chair and Co-Chair will be responsible for verifying answer key, scoring sheets, etc. are thoroughly checked and correct prior to the start of scoring.
2. Review and scoring are completed as will be completed by the state office or a designee of Delaware FFA.
3. There will be no one other than state staff and the CDE/LDE Chair and Co-Chair present in the scoring room while scores are being tabulated and/or entered on Judging Card.
4. At the conclusion of scoring, all advisors with a team are encouraged to review the components of the CDE/LDE. There will be a 1 hour window with the exception of State Convention to check for scoring and contest discrepancies before the chair, co-chair and witnesses sign off on the official results sign off sheet.
5. All competing advisors during State Convention will have until 10:00am on the second day to check for scoring and contest discrepancies.
6. Individual scores by team members will be made available within 24 hours of the event and/or posted on judging-card.com with the exception of State Convention.
7. All State FFA CDE/LDE results announced at a CDE/LDE event, State Convention, or by email from the State FFA Office are to be considered final.

### Official Dress

The uniform worn by FFA Members at local, state and national functions is called Official Dress. It provides identity and gives a distinctive and recognizable image to the organization and its members. Official Dress has been worn with pride by millions of FFA Members since 1933.

Official Dress for members includes:

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

Note: The skirt is to be at least knee-length, hemmed evenly across the bottom, with a slit no higher than two inches above the knee, excluding the kick pleat. Black slacks may be appropriate for traveling and outdoor activities as outlined in the safety exceptions.

### Career Development Event Classifications for Official Dress

FFA Members competing in the following CDEs/ LDE's should be in Official Dress as outlined above:

- Agricultural Communications
- Agricultural Sales
- Agriscience Fair
- Conduct of Chapter Meetings
- Creed Speaking
- Employability Skills
- Extemporaneous Speaking
- Farm Business Management
- Floriculture

- Food Science and Technology
- Marketing Plan
- Milk Quality and Products
- Opening and Closing Ceremonies
- Parliamentary Procedure
- Prepared Public Speaking

### Official Dress Exceptions for Safety

1. Appropriate attire should be worn for Meat Evaluation and Technology including hard hat, lab coat (FFA jacket underneath), hair net, slacks, and closed toe shoes.
2. Food Science and Technology attire also includes a lab coat.

FFA Members competing in the following CDEs/ LDE's should follow the dress guidelines in the specific CDE/ LDE rules:

- Meat Evaluation and Technology:  
Participants must come to the event prepared to work in a cold storage facility (approximately 0° C) for approximately two hours. Participants are **required** to wear protective clothing: 1) hard hats 2) clean, white frocks 3) hairnets 4) warm clothing and proper footwear. FFA Jacket is to be worn underneath during the event.
- Veterinary Science: It is required that participants be in an polo and khakis OR medical scrubs (only logos permissible on shirts are school or organizational logos). All team members must be dressed alike. Medical scrubs will be allowed IF all team members are wearing matching scrubs. All participants must wear closed toe, closed heel and flat shoes (no clogs, sandals or flipflops). No jewelry may be worn, including rings, bracelets, necklaces. Wrist watches are permitted.

### REASONABLE ADA AND SPECIAL REQUEST FOR ACCOMMODATION

Requests for reasonable accommodations and assistance will be submitted to the Delaware FFA Association 30 business days before the start of the event. Onsite requests will be reviewed, however, Delaware FFA makes no guarantee that we can secure and provide the requested accommodation.

The advisor should submit a 504 with the student's required accommodations to state staff 30 days prior to the event.

PLEASE NOTE: The Americans with Disabilities Act (ADA) recognizes and requires the National FFA Organization (and Delaware FFA Association) to provide accommodations in order for participation in events conducted by National FFA and Delaware FFA. These medical conditions, diagnosed by a recognized medical professional, will impact a students' ability to participate in activities offered during this FFA event. These may or may not require someone to assist the participant during the event.

At no time will a student participating in an 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.

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 FFA event, including but not limited to personal assistants, wheelchairs, crutches.

## Delaware FFA Annual Timeline for CDEs/ LDEs

### *State Convention (March)*

- Agricultural Sales
- Creed Speaking
- Employability Skills
- Extemporaneous Speaking
- Farm Business Management
- Floriculture (First portion to be held at Preliminaries, remaining portion to be held at Convention– high school only, middle school will do all components at State Convention)
- Marketing Plan
- Meat Evaluation and Technology (1 week before State Convention)
- Milk Quality and Products
- Parliamentary Procedure
- Conduct of Chapter Meetings
- Prepared Public Speaking

### *Post-State Convention (June)*

- Agriculture Communications
- Agriculture Mechanics
- Agriscience Fair
- Environmental and Natural Resources (April)
- Food Science and Technology
- Forestry
- Veterinary Science

### *Held at Delaware State Fair (July)*

- Agriculture Issues Forum
- Agronomy
- Dairy Cattle Evaluation
- Dairy Handlers
- Horse Evaluation
- Livestock Evaluation
- Nursery and Landscape
- Poultry Evaluation
- Tractor Driving

## Future Delaware FFA Career & Leadership Development Events

Any CDE/ LDE that has less than three teams for two consecutive years will not be hosted by the State Association the following year. If enough teams are interested at the beginning of state convention, these CDE's/ LDE's may be held in the state once again, time and location TBD.

**If any CDE/ LDE is held at separate times– ie prelims and state convention– the same team members must be used throughout the contest and cannot be substituted.**