



# NORTH DAKOTA FFA ASSOCIATION

Phone: 701-328-3185

[www.ndffa.org](http://www.ndffa.org)

TO: FFA Advisors, District NDAAE Vice-Presidents, & Conference Hosts of the District FFA Leadership Conferences  
FROM: Nikki Fideldy-Doll (Contact for West Districts), Breanna Mueller (Contact for East Districts)  
DATE: September 25, 2023 – **Registration & all LDE materials uploaded online by 11:59pm on Monday, November 20th**  
RE: FFA District Leadership Conference Room Requirements

Below is the schedule, the room, and equipment requirements we will follow during the FFA District Leadership Conferences.

Monday, December 4th – Districts 2 & 3 Locations: Rugby & Minot  
Tuesday, December 5th – Districts 1 & 4 Locations: Stanley & Larimore  
Wednesday, December 6th – Districts 5 & 8 Locations: Wahpeton & Dickinson  
Thursday, December 7th – Districts 6 & 7 Locations: Tappen & Bismarck

8:00-8:45 am – Registration – Lobby Area – Need 1 table, 4 chairs and 2 host chapter officers to handle lunch tickets, if necessary. Advisors will confirm with state officers their online pre-registration.

8:50 am-3:00 pm – General Assembly Auditorium – Opening Ceremonies will begin at 8:50 am. This room is the home base for District Leadership. Used for opening ceremonies, roll call, welcome, awards, and any leadership workshops.

Auditorium – 8:00 am – Needs 1 podium, 1 gavel, 1 microphone, 2 tables for awards, chairs for 150-250 people, 1 United States flag, paraphernalia/officer stations and chairs for opening ceremonies.

Room 1 – 9:00 am-12:00 pm – Parliamentary Procedure & Conduct of Chapter Meetings Test Room – Needs tables and chairs for 12 officers to spread out and test at. Also, one district assigned individual (Advisor or Judging Volunteer) to administer the test for both LDEs. This could be two separate rooms if need be.

Room 2 – 9:00 am-12:00 pm – Parliamentary Procedure Ready Room – Small Room – Needs 1 table and 6 chairs.

Room 3 – 9:00 am-12:00 pm – Parliamentary Procedure Demonstration Room – Needs 1 podium, 2 tables, 6 chairs, paraphernalia/1 gavel/FFA officer stations. 2 tables and 6 chairs for judges. Set room according to the diagram in the Parliamentary Procedure Handbook.

Room 4 – 9:00 am-12:00 pm – Conduct of Chapter Meetings Ready Room – Small Room – Needs 1 table, 6 chairs.

Room 5 – 9:00 am-12:00 pm – Conduct of Chapter Meetings Demonstration Room – Needs 1 podium, 2 tables, 6 chairs, paraphernalia/1 gavel/FFA officer stations. 2 tables and 6 chairs for judges. Set room according to the diagram in the Conduct of Chapter Meetings Handbook.

Auditorium/Other Room – 9:00 am-9:45 am – Quiz & Greenhand Quiz – Need tables and chairs for approximately 100 people.

Room 6 – 9:30 am-12:30 pm – Creed – Need 1 podium (optional), 2 tables, 3 chairs, and 3 judges.

Room 7 & 8 – 9:30 am-12:30 pm – Employment Skills – **6** judges needed. Materials will be submitted online, and hosts will have access to a Google Drive folder for judging to occur remotely or be printed by the District and judged in person the morning of the event. Start **3** Judges in a room at 9:30 am by reviewing and scoring written materials including resume, application for employment and letter of application, if not completed prior to the LDE. Needs 2 tables, 3 chairs. Interviews in another room with the other **3** judges at 9:30 am. Need 2 tables and 4 chairs for interview room.

**Room 9** – 9:30 am-2:00 pm – Extemp. Public Speaking Ready Room – Small Quiet Room – Need 2 tables, 4 chairs.

**Room 10** – 9:30 am-2:00 pm – Extemp. Public Speaking Judging Room – Need 1 podium (optional), 2 tables, 4 chairs, 3 judges, 1 timer.

**Room 11** – 9:30 am-12:30 pm – Prepared Public Speaking – Need 1 podium (optional), 2 tables, 4 chairs, 3 judges, 1 timer. Manuscripts will be submitted online and available to the district host or advisor in charge of the LDE.

**Room 12** – 9:30 am-12:30 pm – Demonstration – Need 2 tables for participants, 2 tables, 4 chairs, 3 judges, 1 timer.

**Room 13** – 9:00 am-3:00 pm – Tabulations, Advisors, Initial Room for Judges, Lounge – Need coffee/water/rolls, tables, chairs, Wi-Fi Connection and Password – Evaluate officer books in this room or designate a different room.

**Room??** – Additional rooms for any additional district specific events and needs.

12:30 pm – Lunch – 100 – 250 students, 21 judges, advisors, etc. (Plan for lunch at the host facility or local restaurants.)

2:15 pm – Awards

**Checklist for recommended number of Judges & Volunteers:** Utilize FFA Alumni members from within your Districts.

- Parliamentary Procedure – minimum of 3, maximum of 6 – 9:00 am-12:30 pm
- Conduct of Chapter Meetings – minimum of 3, maximum of 6 – 9:00 am-12:30 pm
- Demonstration – 3 – 9:00 am – 12:30 pm
- Creed – 3 – 9:00 am – 12:30 pm
- Employment Skills – 3 (3 for written material scoring and 3 for interviews) – 9:00 am-12:30 pm
- Prepared Public Speaking – 3 – 9:00 am-1:00 pm
- Extemporaneous Public Speaking – 3 – 9:00 am -1:00 pm (depending on numbers)
- JudgingCard will be used for the Greenhand Quiz and Quiz. – Advisors
- People to serve as timers for: Extemporaneous Public Speaking, Prepared Public Speaking, Parliamentary Procedure, Conduct of Chapter Meetings, and Demonstration.

**Host Site Checklist:**

- Ensure completion of the Google based host site form on [www.ndffa.org](http://www.ndffa.org) . All advisors can help complete.
- District setup LDE room and hang signs on rooms prior to the day of the event. Maps encouraged for multiple buildings.
- Advisors are needed to help run LDE events with the FFA State Officers throughout the day.
- ND FFA state officer team will arrive at approximately 7:15 am. Verify time with the state office contact for your district to ensure buildings and rooms are unlocked and accessible.

**Host Chapter Checklist:**

- Host Chapter Officer Team/Designated Officer Team performs opening ceremonies at 8:50 am.
- Member to provide appropriate prayer/reflection to begin the day.
- Administrator or other local business host provide a brief welcome (if applicable).

If you have questions, please contact your state office contact for your district.  
Thank you for your help and serving as a host for successful FFA District Leadership Conferences!

# Registration Due by **November 20th**. Registration is available on judging card.

\*It is encouraged to submit registration early.

## **District Leadership Checklist**

### **Conduct of Chapter Meetings:**

Register members by November 20th

### **Creed:**

Register member by November 20th

### **Demonstration:**

Register members by November 20th

### **Employment Skills:**

Student completes online application by November 20th – [Click here](#) for application

Advisor uploads students resume and cover letter during online registration by November 20th

Register member by November 20th

### **Extemporaneous Speaking:**

Register member by November 20th

### **Greenhand Quiz:**

Register members by November 20th

### **Quiz:**

Register members by November 20th

### **Parliamentary Procedure:**

Register members by November 22<sup>nd</sup>

### **Prepared Public Speaking:**

Upload student manuscript during online registration by November 20th

Register member by November 20th

### **Every Event:**

Read LDE handbooks and prepare students

Teach student how to fill out scantrons for events that use them

Teach students their chapter #

### **Miscellaneous:**

Complete student permission waivers in AET prior to registering

Ag Teachers in district completed host form and all preparations for event are completed

## **Packing Checklist**

### **Dress:**

- Students – Full official dress
- Advisors – Business attire

### **Contests:**

- Conduct of Chapter Meetings – #2 pencil
- Creed – themselves
- Demonstration – All materials needed for presentation
- Employment Skills – themselves and may have a copy of resume & cover letter for interview
- Extemporaneous Speaking – Notecards, stopwatch & #2 pencil
- Greenhand Quiz – #2 pencil
- Quiz – #2 pencil
- Parliamentary Procedure – #2 pencil
- Prepared Public Speaking – themselves