NORTH DAKOTA FFA ASSOCIATION

Phone: 701-328-3185

www.ndffa.org

TO: FFA Advisors, District NDAAE Vice-Presidents, & Conference Hosts of the District FFA Leadership Conferences

FROM: Nikki Fideldy-Doll (Contact for District 1, 2, 7, 8), and Darin Spelhaug (Contact for District 3, 4, 5, 6)

DATE: September 2nd, 2025 – **Registration & all LDE materials uploaded online by 11:59pm on registration deadline below.**

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

District 1: October 8th. Location: Stanley. (Registration due October 1st)
District 2: November 12th. Location: Max (Registration due November 5th)
District 3: November 19th. Location: Rugby (Registration due November 12th)
District 4: December 3rd. Location: Mayville State University (Registration due November 25th)
District 5: November 20th. Location: NDSCS (Registration due November 13th)
District 6: October 8th. Location: Tappen (Registration due October 1st)
District 7: November 18th. Location: Bismarck (Registration due November 12th)
District 8: November 19th. Location: Medora (Registration due November 12th)

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 must be brought by the chapter. Applications will be brought by the state office. In the event your district is judging materials early, hosts will have access to a Google Drive folder for judging to occur remotely. 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.

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 . 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!

District Leadership Checklist

Conduct of Chapter Meetings:
☐Register members by _____

Creed:
☐Register member by _____

Demonstration:
☐Register members by _____

Employment Skills:
☐Student completes online application by _____– Click here for application
☐Advisor brings copies of students resume and cover letter. State Office brings copies of application.
☐Register member by _____

Extemporaneous Speaking:
☐Register member by _____

Greenhand Quiz:
☐Register members by _____

Quiz:
☐Register members by _____

Parliamentary Procedure:
☐Register members by _____

Prepared Public Speaking:
☐Advisor brings copies of students manuscript _____
☐Register member by _____

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
☐Ensure all students are on the FFA roster and submitted to state
☐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 3 copies 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 – Copy of manuscript