

CHAPTER BOOKS

1. District Advisors must submit the list of district winners by the date listed in the Oregon FFA Calendar.
2. Each district may select two books in each area. No sectional contests will be held. Gold, silver, bronze and honorable mention certificates will be awarded at the state level at the discretion of the evaluation committee.
3. The attached score cards will be used for the scoring of specific items, and will be developed for and attached to each book with a written critique.
4. No section shall receive a score less than zero (0).
5. All books will run from beginning of the State FFA Convention to the beginning of the next State FFA Convention. Only current books will be judged.
6. Committee Responsibility
 - a. Each committee is charged with the responsibility of reviewing, scoring, and ranking the books in their assigned Area(s). All books will also receive written critique from the committee.
 - b. This is a confidential process and all information and the decisions made must remain confidential within the committee.
 - c. No committee materials should leave the room during the process. All materials must be checked out each morning and checked in each evening by the committee chair. Materials will be housed in the committee coordinators room.
7. Role of Committee Advisors

The role of the FFA advisor(s) for the committee is advisory only. Advisors must be sure that the review and scoring process is fair and has professional supervision at all times and that the final decision has not been compromised.
8. Recommended Committee Meeting Schedule
 - a. Committees will meet during regular convention hours, not to conflict with normal meal times, 12 - 1 PM and 5 - 7 PM.
 - b. Not excessively early or late.

All committee reports must be submitted to the committee coordinators by Noon on Sunday.
9. Committee Process
 - a. Roll call of district representatives on committee. NOTE: No member from a chapter with a book may serve on the committee. If every district is not represented, then the committee chair should find the Committee Coordinator to seek replacement members.
 - b. Review committee responsibilities. *(See the responsibilities printed above.)*
 - c. Handout and explain the Book Rubric.
 - d. Each committee member will, independently, rank the books, first to last, after their scoring is completed and the chairman will compile all committee members' rankings to determine the final ranking of all books that are submitted

in the given area. Committee will also determine rankings of Gold, Silver, Bronze, and Honorable Mention.

- e. Committee Chair should collect all materials and deliver them to the Committee Coordinator's office along with the final ranking of books. *The committee should not be released and the chair should not leave until a Committee Coordinator has verified that the task is complete.*
10. In the event an Advisor chooses to disagree with a particular committee selection, there will be a protest procedure, as follows:
- a. Advisors will have 1 hour/60 minutes from the time the initial list is posted to file a written protest. Protests will only be allowed for actual errors in the selection process. Protests based on disagreement with the selection, rumors, innuendos or similar reasons will be disallowed.
 - b. All protests must be filed by an Advisor in writing and be delivered, within the time frame, to a committee coordinator and must be accompanied with a \$50 refundable cash protest fee.
 - c. Two committee coordinators will meet with the protested award committee advisor(s), chairman, assistant chairman and a member of Oregon FFA Association state staff. The protest will be evaluated for merit and either be disallowed or the selection of the winner will be returned to the full committee for reconsideration. Protests found to have merit will have the fee returned; all others will have the fee donated to the State FFA Officer travel fund. Selections determined by reconsideration by the whole proficiency committee may not be protested.

Upon the completion of the protest hour and any protests that have been submitted, the proficiency winner list will become final.

CHAPTER SCRAPBOOK

1. Use only the official FFA scrapbook.
2. The book is to be organized under definite headings of the chapter's choice. Use systematic, consistent organization.
3. Each page should be well defined and self-explanatory, with easily identified dates, names and other pertinent information.
4. A picture of the entire chapter and officers shall be included.
5. All material in the book shall be securely fastened.
6. Points will be awarded on the based on attractive organization and liberal spacing of entries, combined with completeness, accuracy, quality, neatness, spelling, grammar, and usefulness of information.
7. No section shall receive a score of less than zero (0).
8. The scrapbook shall completely tell the story of the chapter for the period covered.



Recommended Scrapbook Content Areas

1. Introduction
 - ❖ Chapter Name
 - ❖ Dates Book Covers
2. Table of Contents
 - ❖ Organized
3. Officers
 - ❖ Local
 - ❖ State
 - ❖ National
4. Chapter Photos
 - ❖ Officers
 - ❖ Chapter
5. Chapter Level Activities
 - ❖ CDE's
 - ❖ Meetings
 - ❖ Community Service
 - ❖ Fundraisers
 - ❖ SAE
 - ❖ Retreats
 - ❖ Etc.
6. District Level Activities
 - ❖ CDE's
 - ❖ Shows & Fairs
 - ❖ Camps
 - ❖ Etc.
7. Sectional Level Activities
 - ❖ CDE's
 - ❖ Etc.
8. State Level Activities
 - ❖ CDE's
 - ❖ Convention
 - ❖ State Fair
 - ❖ Etc.
9. National Level Activities
 - ❖ CDE's
 - ❖ Convention
 - ❖ Conferences
 - ❖ Etc.

CHAPTER SECRETARIES BOOK

1. Secretary Books is a legal, working document.
2. Points will be awarded on the basis of completeness, accuracy, quality, neatness, spelling, grammar, and ease of referring back to the minutes for information.
3. The chapter secretary will designate the six (6) sets of chapter minutes and six (6) sets of executive committee minutes to be judged. No lamination or sleeves will be allowed on any pages of the book (other than the front and back covers.)
4. Minutes will be printed in ink, or computer printout. Printed pages must have 1 inch margins and be in 10-12, readable font.
5. Points will be awarded for attached supportive documents and records that show the usefulness of the book.
6. The book shall be organized in such a way as to be of maximum value to the chapter as a working and legal document.
7. All entries shall be completely self-explanatory to the evaluation committee.
8. Scores are to be figured on the total points received per section.
9. Executive committee minutes shall be evaluated on the basis of six (6) sets.
10. Chapter minutes shall be evaluated on the basis of six (6) sets.

Secretary's Book Content Areas

1. Cover
 - ❖ Chapter Name
 - ❖ Dates Book Covers
 2. Table of Contents
 - ❖ Organized
 3. Officers
 - ❖ Local
 - ❖ State
 - ❖ National
 4. Constitutions
 - ❖ Local
 - ❖ State
 - ❖ National
 5. Membership
 - ❖ Roster
 - ❖ Activities Record
 - ❖ Degrees
 - ❖ Supporting Materials
 6. Committees
 - ❖ Standing Committees
 - ❖ Committee Reports
 7. Chapter Meetings
 - ❖ Agendas
 - ❖ Minutes
 - Date/Time/Location & Presiding Officer
 - Attendance
 - Reading of Minutes
 - Reports:
 - Treasurer
 - Committees
 - New Business
 - Old Business
 - Adjournment
 - ❖ Meeting Attendance Records
 - ❖ Supporting Materials
 8. Executive Officer Meetings
 - ❖ Agendas
 - ❖ Minutes
 - Date/Time/Location & Presiding Officer
 - Attendance
 - Reading of Minutes
 - Reports:
 - Treasurer
 - Committees
 - New Business
 - Old Business
 - Adjournment
 9. Chapter Application
 10. Program of Activities
 11. Supporting Materials
- Record of Business Conducted
- Record of Business Conducted

CHAPTER TECHNOLOGY SCRAPBOOK

1. Technology Scrapbooks must fit on a flash drive and must not exceed ten minutes, or they will lose 50 points per every 30 seconds over the time limit. It must be in power point or media player format.
2. The presentation is to be organized under definite headings of the chapter's choice. Use systematic, consistent organization.
3. An introductory (or cover) page must be included with each entry. The same information provided on the cover page of a traditional chapter scrapbook must also appear in the technology scrapbook.
4. Definite dates, names and other pertinent information should accompany each entry that is not self-explanatory.
5. A picture of the entire chapter shall be included.
6. Attractive organization and liberal spacing of entries is to be combined with neatness and clarity.
7. Point evaluation shall be made on the basis of neatness, accuracy, completeness, and attractiveness.
8. The technology scrapbook shall completely tell the story of the chapter for the period covered.

CHAPTER TREASURER'S BOOK

1. Points will be awarded on the basis of completeness, accuracy, quality, neatness, spelling, grammar, and usefulness of information.
2. No lamination or sleeves will be allowed on any pages of the book (other than the front and back covers.)
3. No extra credit will be given to chapters that type their treasurer's book. Records of receipts and disbursements and dues receipts can be handwritten (accounting ledgers) or computerized. Officer generated materials must have 1 inch margins and be in 10-12 font.
4. Scores are to be figured on the total points received per section.
5. The book shall be used in such a way as to be of value to the chapter.
6. All entries shall be completely self-explanatory.

Treasurer's Book Content areas (bullets are suggested content/not required):

1. Cover
 - ❖ Chapter Name
 - ❖ Dates Book Covers
2. Table of Contents
 - ❖ Organized
3. Account Information
 - ❖ Account Listing
 - ❖ All Chapter Accounts
4. Chapter Inventory
 - ❖ Livestock Equipment
 - ❖ Technology
 - ❖ Horticulture Supplies
 - ❖ Etc
5. Chapter Budget
 - ❖ Activity
 - ❖ Expenses Per Event
 - ❖ Income per Event
 - ❖ Gross/Net Profit
6. Membership
 - ❖ Roster
 - ❖ Dues/Dues Receipts
7. Account Activity
 - ❖ Receipts
 - ❖ Disbursements
 - ❖ Supporting Materials
8. Outside Funding Sources
 - ❖ Alumni Funding Docs
 - ❖ Signed Contracts/Student Information
9. Supporting Materials
 - ❖ Copies of Applications
 - ❖ Constitution
 - ❖ Program of Activities
 - ❖ Other Chapter Materials

