

GUIDELINES FOR HOSTING A CAREER DEVELOPMENT EVENT

THE DISTRICT ADVISOR IS RESPONSIBLE FOR THE COORDINATION, ASSIGNMENTS AND ADMINISTRATION OF DISTRICT AND SECTIONAL EVENTS

GENERAL GUIDELINES

1. Timely correspondence and notification before CDE including rules, map, time and date.
2. Obtain the awards and sponsor presenters.
3. Secure qualified judges.
4. Provide the judges with rules and score sheets in advance of the CDE.
5. Arrange for and reserve facilities.
6. Set-up the meeting room and/or CDE area.
7. Refreshments where appropriate.

SPECIFIC CDE GUIDELINES

SOILS

1. Arrange a large meeting place, usually a fairgrounds, where we can accommodate all of the students for registration, lunch, awards, in a location that is both protected from the weather and has plenty of parking.
2. Arrange separate location for scoring. A heated room where we can set up 4 long tables, put 3-4 chairs around each, and has electricity available for running a computer. Doesn't necessarily have to be at the fairgrounds.
3. Arrange to locate a site for CDE pits. One location where we have 4 different soils - 1 for practice, 3 for CDE - is ideal. Instructor should take the lead in locating possibilities. Sometimes it works to have the practice pit at the fairgrounds where we register, than simply travel to the CDE site for the other 3. Soil & Water Conservation Districts are normally willing to help with locating pits.
4. Arrange a backhoe to dig pits. Local instructor should take the lead on this. Need to arrange for contributed services. We don't have a budget to pay for it. Need to schedule a date to dig - usually Thursday or Friday of the week just before the CDE. If it looks like it will rain, then we need to either cover the pits or put pallets down in them so that students are not walking in knee deep water.
5. Arrange transportation to CDE pits. If all 3 are at one location, then it's not much of a problem. Each school can simply drive their students out, and then we assemble them on site, divide them into 3 big groups, and rotate around. If CDE pits are far enough apart that we need to transport between, then we really need to have enough big busses to do that. It's much more awkward trying to use schools' mini busses and vans, especially when many of them have their overnight gear in them as well.
6. Arrange official judges. Usually professional soil scientists from NRCS, BLM, USFS, DSL, OSU, others.
7. Arrange scorers. We need 6-9 people - adults, not students - who can sit at the scoring tables and grade scorecards from about 10:30 until 1:30. The local instructor should take the lead - parents, alumni, local agency or farm service supporters, etc. We'll provide the help needed to get everything set up in the computer scoring program, enter all of the CDE data, and run the program to create the outputs with all the results.
8. Sometimes the local host chapter chooses to make and sell either sack lunches or a BBQ of some kind. Not mandatory, but if they wish to do this as a fund raiser, we attempt to get

a count of how many participating schools plan to buy a lunch. (let me know if you want to do this part)

NURSERY-LANDSCAPE

1. Host

- Provide Rooms (5 plus scoring room)
- Find Judges (4)
- Plant ID (50 plants - borrowed or purchased)
- Created by Community members with items borrow/purchased as needed by host school (we will ask them to send these to us to make copies and take to the contest):
 - Landscape Drawing
 - Problem Solving
 - Team Activity

2. State Staff:

- Test
- Make & Bring all Score Cards
- Spreadsheet
- Either state staff or additional advisors to be present when judges are being prepped.
- Pest and Disease ID pictures
- Tools (Actual item or photo)
- Have the drawing, problem solving, and team activities sent to state staff by those that created them and make all copies.

FLORICULTURE

1. Things Host will do for Floriculture:

- Provide Rooms (12 plus scoring room)
- Find Judges (15)
- Plant ID (50 plants - borrowed or purchased)
- Center Piece (order supplies & containers)
- Created by Community members with items borrow/purchased as needed by host school (we will ask them to send these to us to make copies and take to the contest):
 - Customer Sales (face to face)
 - Asexual Propagation of Plants
 - Potting Plant Cuttings

2. Things Oregon FFA will do:

- Test
- Make & Bring all Score Cards
- Spreadsheet
- Either state staff or additional advisors to be present when judges are being prepped.
- Problem Solving
- Team Activity
- Pest/Disorder Pictures for ID
- Tools for ID (Actual item or photo)
- Product Display scenario & items for displays
- Make copies of all materials made by Community members as needed

VET SCIENCE

1. Judges

- 6 for handling/restraining
- 3 for team activity
- 1 for math practicum
- 2 for scenario (usually someone good at grading papers/essays since it is written work)
- 1 supervisor/grader for ID room
- Volunteers to grade tests (if no scantron)

2. Rooms

- 2 for team activity (1 prep, 1 presentation)
- 1 for the math practicum
- 1 for the test
- 1 for the ID (Breeds, Parasite, & Equipment)
- Computer lab for the written scenario
- 6 rooms for handling/restraining/clinical. (4 for A & 2 for B)

AG SALES

1. Judges

- 8 for sales presentations (2 per room)
- 5 for team activity (2 in prep & 3 in presentation)
- 2 for the Customer Relations Practicum
- 2 for the Prospecting Practicum
- 2 for the Telephone Practicum
- 2 for the Advertising Practicum
- Volunteers to grade tests (if no scantron)

2. Rooms

- 4 for Sales Presentations
- 4 for Team Activity (planning, prep (2), presentation)
- Computer Lab for Advertising
- 2 for telephone practicum
- 1 for prospecting
- 1 for customer relations
- 1 for test

SECTIONAL EVENT

State Staff will:

- Collect Speaking manuscripts and Job Interview Resume & Cover Letters for judging.
Materials will need to be submitted to state staff two weeks prior to the sectional event for judging.
- Print of all scorecards and rules, create judge packets
- Coordinate collection of results
- Create Advisor packets following event with all scorecards to be returned
- Create script for officers to present following verification of results and release of scorecards to advisors
- Make sure all procedures are followed correctly and facilitate any grievance that should arise
- Coordinate with Sectional Host on:

- Coordination of Event Participants
- List of Needed Minimum Judges (judges will need to be prepped with a min of two advisors per room) - Each district should supply a qualified judge for each event. Judges should not have judged or evaluated any member in the same event that they are judging.
 - Parli Pro - 3
 - Beginning Parli Pro - 3
 - Advanced Public Speaking - 3
 - Beginning Public Speaking - 3
 - Sophomore Public Speaking - 3
 - Extemporaneous Public Speaking - 3
 - Creed Speaking - 3
 - Job Interview - 3
- Room Assignments & Logistics
 - Parli Pro
 - Beginning Parli Pro
 - Advanced Public Speaking
 - Beginning Public Speaking
 - Sophomore Public Speaking
 - Extemporaneous Public Speaking - 2 rooms needed (Prep & Presentation)
 - Creed Speaking - 2 rooms needed (Holding & Presentation)
 - Job Interview
- Event Timers as Needed
- Coordination of Food for members, advisors, & judges.
 - A fee may be charged