

**MEMORANDUM**

TO: Colorado Agriculture Education Instructors

FROM: Pam Schell *Pam*  
Colorado FFA CDE Coordinator

DATE: March 20, 2009

RE: Career Development Events

Colorado Agriculture Education Career Development Events will be on **Monday, May 4, 2009**, and we look forward to having you visit the Colorado State University campus.

**For CDE information and registration, see the following websites:**

[www.agsci.colostate.edu/outreach/ffa.html](http://www.agsci.colostate.edu/outreach/ffa.html)  
[www.ffa.cccs.edu/cde.htm](http://www.ffa.cccs.edu/cde.htm)

**\*\*\*Share all the information in this memo with your students as they must read the information for their event to be properly prepared.\*\*\***

**All participants must submit a completed “Authorization, Medical Release, Parental Consent” Form to the State FFA Office postmarked by April 17. It is a requirement to participate at the Colorado FFA Career Development Events.**

**Registration will be done on the Colorado FFA website.** Please **arrange for your checks now** and send them to me by the April 21 postmark deadline. Print out the “Team Entry Fees” list for your accounting department and mark the events you will be in, number of parking permits needed, and the administration fee is already marked. They can do the check from that. Checks for the full payment must be postmarked by April 21 and received before May 1. You will receive an email from me upon receipt of your payment.

If you had a refund of \$10 or more coming from last year’s FFA CDEs, you will receive an email from Kenton Ochsner. You can deduct that from your entry fee this year. If you fail to use it, you will forfeit the refund.

**On the day of the events, all participants MUST be registered and there will be no substitution of participants. No extra students can be sent to an event to take part in any way.**

Friday, April 17	Team Entry Deadline
	Postmark Deadline for Job Interview Portfolios
	<b>Email</b> Deadline for Ag Issues and Marketing Plan Portfolios
	Postmark Deadline for Medical Release/Parental Consent Form (completed form to be sent to the State FFA Advisor)
Tuesday, April 21	Postmark Deadline for Entry/Parking Permit checks <b>Make checks to: Colorado State University</b> Mail to: Pam Schell, College of Ag Sciences, 121 Shepardson, Fort Collins, CO 80523-1101 Checks for full payment must be received before May 1—email sent upon receipt.
Thursday, April 30	Marketing Plan Power Point presentation due by email
	Ag Issues Power Point presentation due by email
Sunday, May 3	Registration changes close at 12:00 Noon. If you are in Fort Collins and need to make changes prior to 12:00, there are computers in the hall of Shepardson Building that you can use.
	Ag Mechanics registration and check-in, written exam, and welding practicum in Greeley
Monday, May 4	Colorado FFA Career Development Events

NOTE: BE ON TIME for your events and bus rides. Events move to different rooms/buildings. Be sure you are on the bus for your event.

NOTE: Participants need to bring their own pencils for all events and clipboards for Dairy, Floriculture, Horse, Land, Livestock, and Meats due to use of scan sheets.

NOTE: No electronic communication devices (cell phone, pager, PDA, etc.) allowed at the events. These will be cause for disqualification and will be taken.

NOTE: Calculators will be furnished for Farm Business Management, Field Crops, and Nursery Landscape. No others will be allowed, except the participants in Meats must furnish their own non-programmable calculators.

NOTE: Scan Sheets— Most of the events use a scan sheet to score their event—**Ag Sales, Dairy Cattle, Farm Business Management, Field Crops, Floriculture, Horse, Land, Livestock, and Meats.** Land uses three different scan sheets. **Please instruct your students on the use of a scan sheet.** Samples of each have been supplied on the website. If you have any questions regarding the scan sheet, please call me or the superintendent of that event. Participants must furnish their own pencils and clipboards for use with scan sheets (**however, Ag Sales, Field Crops, and Farm Bus. Mgmt. do not need a clipboard**).

### **Vehicle Driving and Parking**

Vehicles must fit within the white lines and have a daily parking permit. You can purchase parking permits from me for \$6 each—indicate the number needed when you enter your teams. I will mail the permits to you upon receipt of payment.

**All buses** (small and large) must park in Moby lot 195 in the far west double row that is closest to Shields St. Pull through the parking row (facing west/east—not across it) so it will take up only two parking places. NO parking permit needed on a bus. See map located on the FFA website.

### **Lunch**

The **entry fees** include **Monday lunch for the participants in Ag Mechanics, Dairy, Horse, and Livestock.** These groups are either off campus and/or must remain in their own group until their event is finished. If you need a vegetarian lunch for anyone on these teams, e-mail me at [Pam.Schell@ColoState.edu](mailto:Pam.Schell@ColoState.edu) stating the event and the participant so I can have the appropriate lunch for them.

**All other participants are “on their own” for lunch on Monday.** Plan to visit one of the many food dispensaries in Lory Student Center such as Subway, Carl’s Jr., Bagel Place, That’s A Wrap, Panda Express, Taco Bell, Ramskeller, Spoons Soups & Salads, and Villa Pizza. There is also Sweet Sensations for a special coffee, smoothie, or sweet roll.

### **Schedule of Events**

The “Colorado Agriculture Education CDE Schedule of Events” lists the meeting room schedule for Sunday and Monday—**participants need to be on time.** Some events meet in the designated rooms and then go to other locations. **Horse** and **Dairy** participants need to be sure which side of the Pavilion lawn they are on—Dairy on east lawn and Horse on west lawn to get on the appropriate buses.

### **Additional notes:**

**\*\*\*Read the event information on the website.\*\*\***

**All participants need to bring their own pens, pencils, and clipboards as indicated by each event.**

**As per the Colorado Agriculture Education Instructor Advisory Committee, all four-person team scores will be based on the top three scores.**

**Agricultural Communications—Participant will furnish all their own equipment with the exception of use of the computer lab.**

**Agricultural Issues—Email Portfolio in Word to [Dennis.Lamm@ColoState.edu](mailto:Dennis.Lamm@ColoState.edu) by Friday, April 17.** Your Power Point presentation should also be emailed to Dr. Lamm and bring it on a USB Flash or Jump Drive (or CD or both).

**Ag Mechanics**—Is a two-day event occurring Sunday, May 3, 2009, at Aims Community College Welding Technology facility and Monday, May 4 at the CSU ARDEC facilities. Agriculture instructors are required to drop off and pick up students on Sunday at Aims Welding Technology facilities in Greeley. We anticipate the activities on Sunday to take approximately 2 hours and 30 minutes. On Monday the students will be bused to ARDEC and brought back to campus following the event.

**Ag Sales**—Bring pencils for the exam. You will be using scan sheets but no clipboard is needed.

**Dairy**—Participants will be using scan sheets—**bring pencils and clipboard**. You will meet at the Stock Judging Pavilion and be bused as a group to Greeley.

**Farm Business Management**—**We will furnish calculators for this event—no others will be allowed.** You will be using scan sheets but no clipboard is needed.

**Field Crops**—**We will furnish calculators for this event—no others will be allowed.** **No** clip boards needed for this event.

**Floriculture**—**BE ON TIME—*this is very important.*** Floriculture will be using scan sheets and **need to bring your own clipboard.** No refunds on the Floriculture teams unless dropped by the Team Entry Deadline.

**Horse Judging**—Participants will be using scan sheets to score—be sure you have a **clipboard and pencils**. You will meet at the Stock Judging Pavilion and be bused as a group to the Equine Center.

**Job Interview**—See deadline list and Event Information for instructions. You may bring a copy of your resume to the event for use with the Employment Application.

**Land Judging**— The “Land Judging in Colorado” Manual is located on our website at [www.agsci.colostate.edu/outreach/ffa.html](http://www.agsci.colostate.edu/outreach/ffa.html). For best results use a color printer for full benefit of the pictures. You will be using scan sheets—**bring pencils and a clipboard.** **Read land section of the “State Handbook” for further details and other materials needed.**

**Livestock Judging**—Event will be held on campus. You will be using scan sheets—**bring pencils and a clipboard.**

**Marketing Plan**—**Email** your **Portfolio** to [Jennifer.Bond@ColoState.edu](mailto:Jennifer.Bond@ColoState.edu) in one attachment file by Friday, April 17. Your Power Point presentation should also be emailed by April 30.

**Meat Evaluation**—Read the “State Handbook” section for Meats. **Participants must come prepared to work in a cold storage facility for approximately two hours. Each participant will be required to wear a hard hat, hair net, warm clothing and footwear, and a clean white frock.** Instructors and coaches are welcome at critiques.

**Nursery Landscape—BE ON TIME—*this is very important*. Calculators will be furnished for the Nursery Landscape event for the Practicum exam; however, students must furnish their own Engineer's Scale.**

**Award Ceremony**—High Individual and Team Awards will be given out for each event at the Award Ceremony that will begin at 6:00 p.m. in the Main Ballroom of the Lory Student Center.

## **Reminders:**

1. There is **no chewing tobacco** at the Awards Ceremony or at any of the events. We will be charged if there is any mess found from it. Please advise your students about this and the pride of FFA.
2. **Only one team per chapter per event**. Only register the number of allowed participants—keep in mind changes can be made to your roster but numbers need to be accurate because arrangements depend on those numbers—buses are expensive.

I hope this memo answers many of your questions; however, if you need anything further, feel free to call me or the superintendent for an individual event. Our emails and phone numbers are listed on the Committee page.

**I encourage you to tour our campus while you are here and take advantage of visiting with our students and faculty.**