



New Jersey Department of Agriculture
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In cooperation with the New Jersey Department of Education

MEMO

TO: New Jersey Agriculture Teachers/FFA Advisors

FROM: Kristianne Goodenough, *State FFA Specialist*

CC: Erin Noble, *State Program Leader for Food, Agriculture and Natural Resources Education, State FFA Advisor*

DATE: April 21, 2021

RE: Guidance and Requirements for Virtual Convention Material Submissions

AS MATERIALS FOR THE VIRTUAL NEW JERSEY STATE FFA CONVENTION ARE BEING PREPARED, PLEASE CONSIDER SOME OF THESE GUIDELINES AND REQUIREMENTS.

- All materials must be submitted to Google Classroom by the appropriate deadlines. The class code is ***jucef3i***.
 - Please label all individual event materials as ***EventName-StudentLastName_StudentFirstName-Chapter*** and all team event materials as ***EventName-Chapter***.
 - Materials such as portfolios, outlines, lesson plans and manuscripts that were due on April 9 should be submitted through the convention registration.
 - Videos, chapter books, and art should be submitted by 11:59 PM on Tuesday, May 25.
- Students are encouraged to wear official dress or business dress when competing.
- Before the students begin, they must watch this video: <https://tinyurl.com/integrity2021> .
- All pre-recorded material should be a one cut video of their presentation with no editing. Please record video in the horizontal or landscape position.
- The use of cue cards, teleprompters or other related aides is prohibited. Notecards are permissible but may result a reduction in score.
- Videos of group entries are encouraged to utilize virtual meeting programs (Zoom, Google Hangouts or Meet, Skype) to record all event participants simultaneously.
- Submission formats accepted:
 - Videos – .mpg, .flv, .avi
 - Pictures – .jpeg, .jpg, .png, .pdf
 - Chapter Scrapbook, Treasurer and Secretary Books – See below

FOR EVENT SPECIFIC GUIDELINES, PLEASE SEE BELOW.*a. Agricultural Issues Forum*

- Pre-registration is required. Portfolio was due April 9 through convention registration.
- This event will be pre-recorded.
- Participants are to record one cut video of their presentation with no editing.
- Videos are to be uploaded to Google Classroom by 11:59 PM on Tuesday, May 25.
- Awards will be announced during convention session on Thursday, May 27.

b. Art Competition

- Pre-registration is required.
- Photos of artwork and completed entry tags are to be uploaded to Google Classroom by 11:59 PM on Tuesday, May 25.
- There should be no filters, or alterations through picture editing made to submitted pictures. For best results, take the picture against a solid background.
- Awards will be announced during convention session on Thursday, May 27.

c. Chapter Books (Treasurer, Secretary, Scrapbook)

- Pre-registration is required.
- Completed books are to be uploaded to Google Classroom by 11:59 PM on Tuesday, May 25.
 - i. Treasurer and Secretary
 1. Three forms of submission will be accepted:
 - a. One PDF document that includes all materials to be submitted for the individual book to the Google Classroom.
 - b. Scorecard areas can be compiled into an individual PDF and labeled with the area and submitted to the Google Classroom
 - c. A Google Drive Folder can be created. Within the folder, sub-folders should be created for each scorecard area where materials are compiled. The shareable link for the folder can be submitted via Google Classroom.
 - ii. Scrapbook
 1. Three forms of submissions will be accepted:
 - a. Pictures of a hard copy scrapbook can be compiled into a PowerPoint or Google Slides and submitted to the Google Classroom.
 - b. Scrapbook pages can be created using PowerPoint or Google Slides and submitted to the Google Classroom.
 - c. Digital scrapbooking platforms may be utilized and saved as a PDF and uploaded to the Google Classroom.
- Awards will be announced during convention session on Thursday, May 27.

d. Demonstration Event

- Pre-registration is required. Outlines were due April 9 through convention registration.
- This event will be pre-recorded.
- Participants are to record one cut video of their demonstration with no editing.
- Videos are to be uploaded to Google Classroom by 11:59 PM on Tuesday, May 25.
- Awards will be announced during convention session Friday, May 28.

e. *FFA Quiz Bowl*

- Pre-registration Event will be held in the form of an exam.
- Exams will be available via ClassMarker beginning Monday, May 17 and are to be completed by 11:59 PM on Tuesday, May 25.
- Only one exam will be submitted per chapter. Electronic copies of the exam will be made available so all students can collaborate and have access to the questions.
- Log-in credentials will be shared with participating chapters on May 14.
- Students are encouraged to utilize virtual meeting programs (Zoom, Google Hangouts or Meet, Skype) to collaborate. A proctor is needed for this event.
- Awards will be announced during convention session on Friday, May 28.

f. *Parliamentary Procedure*

- Pre-registration is required.
- Written Exams will be administered through ClassMarker. Exams will be available beginning Monday, May 17 and are to be completed by 11:59 PM on Tuesday, May 25.
- Log-in credentials will be shared with participating chapters on May 14.
- Each student should complete their own exam without consulting with fellow teammates. The average score of the six team members will be used to compute the total team score that will be utilized for each round. ***Team members are asked to begin the exam at the same time and to take it on the same day that the demonstration is recorded.***
- A proctor is needed for the written exam.
- Demonstration will be pre-recorded. The scenario will be posted to Google Classroom by Monday, May 17. Chapters are expected to complete the event within five minutes of accessing the scenario and must not consult with others prior to beginning the recording.
- Participants are to record one cut video of their demonstration with no editing.
- There is a 10-minute limit for the demonstration. Any recorded content past the 10 minutes will not be evaluated.
- Videos are to be uploaded to Google Classroom by 11:59 PM on Tuesday, May 25.
- Awards will be announced during convention session on Thursday, May 27.

g. *Hall of States Exhibit*

- Pre-registration is required.
- Photos of the exhibit (or a prototype) are to be uploaded to Google Classroom by 11:59 PM on Tuesday, May 25.
- Participants are to record a one cut video of their presentation with no editing.
- Videos are to be uploaded to Google Classroom by 11:59 PM on Tuesday, May 25.
- Awards will be announced during convention session on Thursday, May 27.

h. *Landscape Design*

- Designs were due March 1.
- The top five candidates are invited to advance to the Final Round.
- Participants are to record one cut video of their presentation with no editing and provide a photo of their design.
- Videos and photos are to be uploaded to Google Classroom by 11:59 PM on Tuesday, May 25.
- Awards will be announced during convention session on Thursday, May 25.

i. *Marketing Plan*

- Pre-registration is required. Written Plan was due April 9 (uploaded to convention registration).
- This event will be pre-recorded.
- Participants are to record one cut video of their presentation with no editing.
- Videos are to be uploaded to Google Classroom by 11:59 PM on Tuesday, May 25.
- Awards will be announced during convention session Thursday, May 27.

j. *Conduct of Chapter Meetings*

- Pre-registration is required.
- Written Exams will be administered through ClassMarker. Exams will be available beginning Monday, May 17 and are to be completed by 11:59 PM on Tuesday, May 25.
- Log-in credentials will be shared with participating chapters on May 14.
- Each student should complete their own exam without consulting with fellow teammates. The average score of the six team members will be used to compute the total team score that will be utilized for each round. ***Team members are asked to begin the exam at the same time and to take it on the same day that the demonstration is recorded.***
- A proctor is needed for the written exam.
- Demonstration and ceremonies will be pre-recorded. The scenario will be posted to Google Classroom by Monday, May 17. Chapters are expected to complete the event within five minutes of accessing the scenario and must not consult with others prior to beginning the recording.
- Participants are to record one cut video of their demonstration with no editing.
- There is a 13-minute limit for the demonstration. Any recorded content past the 13 minutes will not be evaluated.
- Videos are to be uploaded to Google Classroom by 11:59 PM on Tuesday, May 25.
- Awards will be announced during convention session on Thursday, May 27.

k. *Portable Exhibit*

- Pre-registration is required.
- Photos of the exhibit (or a prototype) are to be uploaded to Google Classroom by 11:59 PM on Tuesday, May 25.
- Awards will be announced during convention session on Thursday, May 27.