

**Hawaii FFA Association
Career Development Events (CDE)**

GENERAL RULES THAT APPLY TO ALL CDE'S

1. District Conferences shall be held no later than one month prior to the State Conference.
2. For the District Conference, each district shall set the limit to the number of participants in each CDE. For the State Convention, Kauai and Maui Counties may enter only one team. Oahu and Hawaii Counties may enter both first and second place district teams/winners.
3. The District CDE Chairperson shall be responsible for providing suitable judges.
4. Each chapter advisor shall submit a list of potential participants in each CDE at least 15 days prior to the District CDE to the District CDE Chairperson. Failure to do so will result in denial of participation in the respective CDE's. On the day of the CDE, each chapter advisor shall submit an updated list of participants' names for each CDE being entered to the District CDE Chairperson.
5. Official FFA dress should be worn by all participants at the District Conference and State Convention. Failure to do so will result in disqualification. Official Dress includes official FFA jacket, white shirt or blouse, tie or scarf, black dress pants or skirt, black socks or nylon hosiery and, black dress closed heel and toe shoes. When necessary, participants may change to appropriate wear, such as aprons, coveralls, etc., for a particular CDE. At District Conference, if an FFA jacket cannot be worn, white shirt/blouse, tie, and shoes should then be the minimum acceptable dress.
6. Chapter Advisors have the responsibility to provide appropriate substitutions for members of teams (limited to partial team substitution) that cannot compete in the State CDE. Should the entire team not be able to compete in the State CDE, the District Chairperson should be contacted as soon as possible to notify the next appropriate district team qualified to compete in the State CDE. (i.e. If the entire first place team cannot compete in the State CDE, the District Chairperson should contact the second place team and then the third place team to participate. If the first, second, and third place teams cannot participate, then there will be no representation from that district in the State CDE for that year.) In the case of individual participants of CDE's such as Creed Recitation, Prepared Public Speaking, Extemporaneous Public Speaking, etc., if the designated participant in the State CDE cannot participate, the District Chairperson should be contacted as soon as possible to notify next appropriate district winner qualified to compete in the State CDE. (i.e. If the first place winner cannot compete in the State CDE, the District Chairperson should contact the second place winner and then the third place winner to participate. If the first, second, and third place winners cannot participate, then there will be no representation from that district in the State CDE for that year.) The chapter advisor cannot provide a substitution for individual participant district CDE's in the State CDE.

7. Participants of all CDE's must be active members of a Hawaii FFA Association chapter. However, high school graduates and State FFA officers are limited to participation only to CDE's in which there may be National FFA participation such as Prepared Public Speaking and Extemporaneous Public Speaking CDE's. Participants must compete in their respective District CDE and upon satisfactory placement then compete in the State CDE. All other CDE rules apply.
8. Participants awarded first place in any State CDE will not be eligible to participate in the same CDE the following school year. The member/members may participate after the one year of ineligibility.
9. Participants may participate in more than one CDE at the District and State events.

AWARDS

1. The chapter placing first in the district or state conference will receive an appropriate award at the annual HIFFA State Conference.
2. Individuals placing first, second, or third at district or state conference will receive an appropriate award at the annual HIFFA State Conference.

DISTRICT CHAIRPERSON

The District Chairperson shall submit completed and signed judges' score sheets and completed placement sheets within five working days upon the completion of the District CDE to the State Advisor. There shall be no district ties. The District CDE Chairperson will assure that the appropriate tiebreaker is used to place individuals/teams in first, second, and third place ranking.

JUDGES

1. At least three competent persons shall be selected by the District and State CDE Chairpersons to judge each CDE. For Agricultural Demonstration, at least two judges should have an agricultural background. For Prepared and Extemporaneous Public Speaking, at least one judge should have an agricultural background. For Parliamentary Procedure, all judges should be well versed in parliamentary procedure.
2. At least one week prior to the competitions, the judges shall receive the rules and sample score sheets of the CDE he/she will judge. Judges for Agricultural Demonstration and Prepared Public Speaking will also receive copies of the doubled-spaced typewritten texts for pre-grading according to the score sheet criteria.
3. For Agricultural Demonstration and Prepared Public Speaking, judges should also formulate questions to be asked to each contestant/team at the conclusion of their presentations.

HAWAII FFA ASSOCIATION
DISTRICT AND STATE CONFERENCES

**AGRICULTURAL DEMONSTRATION
Career Development Event (CDE)**

General Announcements and Plans for Conducting the CDE

1. It is the responsibility of the chapter advisor to furnish four double-spaced typewritten copies of its oral presentation script to the District CDE Chairperson or the State Advisor for participation in the District Conference or State Convention, respectively. Copies must be postmarked or date stamped by the school office no later than 15 days prior to the District Conferences or State Convention. Any participant not meeting the criterion will be disqualified.
2. Each demonstration team shall consist of only two members from the same chapter.
3. Participants may choose their own subjects for their speeches. Any agricultural subject which is of general interest to the public will be acceptable.
4. Each demonstration shall be limited to twenty minutes in length with five additional minutes allowed each team to defend its production in response to questions asked by the judges. Participants may confer with one another before answering the judges' questions.
5. Note cards, charts, posters, and other paraphernalia may be referred to during the course of the presentation.

Purpose

The objectives of this CDE are:

1. To stimulate interest in the improvement of agriculture.
2. To acquire information and understanding of approved practices.
3. To demonstrate to others what has been learned regarding good agricultural practices.
4. To gain experience in speaking in public, in developing teamwork, and in fostering good sportsmanship.
5. To contribute to the improvement of agriculture in the community.
6. To develop appreciation of the value of the contribution of science to agriculture.
7. To encourage chapters to present agricultural demonstrations to community groups to promote good public relations.

Subject

1. Any demonstration on subjects pertaining to agriculture or horticulture may be selected.
2. Screening of demonstration topics submitted by the individual chapters is recommended to avoid, as best as possible, duplication of demonstrations and to determine beforehand if facilities for all demonstrations are available.

Method of Selecting Winners

1. Each team will perform its demonstration with appropriate explanation after which it will respond to whatever questions the judges deem necessary.
2. During the CDE, judges shall seat themselves apart from one another in different sections of the room in which the CDE is held.
3. At the District Conference, immediately after the demonstration, each of the judges, in rotation, shall ask the participants questions that relate directly to the demonstration. At the State Convention, the judges will submit questions to the CDE Chairperson prior to the event. The CDE Chairperson will appoint someone to compile and read the questions.
4. There shall be no demonstration samples given to CDE judges and audience before, during, or after the CDE.
5. Teams shall draw at random for the order of participation in the program. The CDE chairperson shall introduce each team and announce its topic in the order of the drawing.
6. A timekeeper shall be designated who shall record the time consumed by each team in delivering its production, noting overtime, if any, in excess of 20 minutes for each team, for which deductions will be made by the judges. The deductions for overtime will be 2 points for each minute or major fraction thereof, the 2 points to be deducted from the score of each of the three judges. A timekeeper will not stand at the end of 19 minutes as a signal to the speaker.
7. The decision of the judges is final.
8. Judges questions shall pertain only to subject matter.
9. Judges will not consult with each other except in the event of a tie. If a tie occurs, judges may dialogue to determine final placements.

HAWAII FFA ASSOCIATION
DISTRICT AND STATE CONFERENCES

CHAPTER RECORDS
Career Development Event (CDE)

General Announcements and Plans for Conducting the CDE

1. Please submit the Secretary's Book, the Treasurer's Book and the scrapbook to the CDE chairperson the day of your arrival to the District Conference or State Convention.
2. After the announcement of the CDE winners, the CDE chairperson will return the CDE materials to the delegates of the participating chapters.

Purpose

The objectives of keeping chapter records are:

1. To encourage each chapter to keep temporary and permanent records current.
2. To aid the chapter in conducting its activities.
3. To keep a scrapbook to illustrate and narrate the program of work.
4. To determine how accurately, neatly, and skillfully each chapter has recorded:
 - a. History of the chapter
 - b. List of members -- active, associate, and honorary
 - c. List of officers from the time the chapter was chartered
 - d. Attendance
 - e. Dues
 - f. Degree advancement
 - g. Minutes
 - h. Committee reports
 - i. Thrift accounts
 - j. Constitution
 - k. Program of work with accomplishments
 - l. Budget -- receipts and expenditures
 - m. Annual report of accomplishments
 - n. List of awards and prizes
 - o. Stories of tours

CDE Rules

SECRETARY'S BOOK

1. Should begin June 1 and end May 31. It should contain the following:
 - a. List of current national, state, and chapter officers
 - b. National, state, and local constitution
 - c. List of standing committees with chairpersons and members
 - d. Current national, state, and chapter program of work
 - e. Attendance record of all meetings and activities
 - f. Membership roll
 - g. Minutes of meetings, executive summer and general meetings. Minutes should be written according to the establishment order of business.
 - h. Officers' report and committee reports
 - i. Sections for correspondence
 - j. Yearly report summary

2. Should be neat, free from ink or dirt, smears and blotches. It may be typed or printed without errors, concise, and grammatically correct.

TREASURER'S BOOK

1. Should begin June 1 and end May 31.
2. Entry in the ledger shall be written in ink.
3. Names of members may be typed.

SCRAPBOOK

1. Should begin June 1 and end May 31. (This is to illustrate the chapter program of work for the current year, not half of the past year and half of the current year. Current year officers should be responsible for current program of work.) It should be not more than two inches thick. (The equivalent of one pack of filler paper and one pack of refill. This restriction is to prevent the excess spending for the scrapbook and photos and to have chapters leave out extraneous material).

2. The scrapbook should:
 - a. be arranged according to the chapter program of work.
 - b. have objectives of the program of work arranged in order and should be easily identifiable.
 - c. include a copy of the current program of work.
 - d. have appropriate and relevant captions and title pages.
 - e. use colored and/or black and white photos.
 - f. display skillful use of color schemes, attractiveness, and absence of gaudiness.
 - g. be neat and free from ink, dirt, and glue spots.
 - h. be free from irrelevant material such as pictures from magazines or other material which does not contribute to illustrating the program of work.

JUDGES

1. At the District Conference, local chapter advisors of the district are eligible to be judges.
2. Local chapter advisors may not score his/her own chapter's records, but may score all others.
3. At the State Convention, FFA advisors whose chapter is not entered in the State Chapter Records CDE, may judge.

HAWAII FFA ASSOCIATION
DISTRICT AND STATE CONFERENCES

COMMODITY DISPLAY
Career Development Event (CDE)

General Announcements and Plans for Conducting the CDE

1. This CDE is a state event only.
2. Each Chapter will have only one display in this CDE.
3. Commodity must be those grown on the school farm and certified as being grown on school premises.
4. Each commodity exhibit will be restricted to a table not more than 8 feet long and 30 inches wide, or a round table with a radius of not more than 48 inches.
5. The CDE Chairperson shall be responsible for providing suitable judges.

Purpose

The objectives of this CDE are:

1. To stimulate the use of the land laboratory to grow vegetables and other commodities.
2. To demonstrate to others what has been learned in growing these commodities.
3. To develop appreciation of the value of a well planned exhibit.
4. To encourage chapter to present part of the activities carried out during the school year.

HAWAII FFA ASSOCIATION
DISTRICT AND STATE CONFERENCES

CORSAGE
Career Development Event (CDE)

Rules and Guides

1. Each team will consist of two members working independently. (No talking or coaching)
2. Each participant will make two corsages -- a one-flower and a three-flower corsage.
3. Each participant will choose his or her own supplies from a community box. Participants are expected to utilize supplies selected from the community box. All unused materials must be returned to the contest coordinator with the completed corsages. Judges may deduct up to 10 points per participant for unused supplies. Judges will determine the appropriateness of unused supplies and determine if any point deduction is warranted. Judges decisions are final.
4. In case of a tie, awarding the team who completes the corsages in a combined least amount of time will break the tie.
5. Corsages will be judged on workmanship with the following points given for the following:

Taping -----	10 points
Ribbon making -----	10 points
Net making -----	10 points
Wire usage -----	<u>10 points</u>
 TOTAL THIS UNIT	 40 points
6. Corsages will be judged for floral design with the following points given for the following:

Basic floral arrangement	25 points
Net and ribbon arrangement	<u>15 points</u>
TOTAL THIS UNIT	40 points
 TOTAL POINTS:	 80 POINTS
7. Maximum combined team score shall be 320 points. Total score from two individual total scores will determine winners.
8. Time limit: 1 hour. Participants exceeding the time limit will be disqualified.

HAWAII FFA ASSOCIATION
DISTRICT AND STATE CONFERENCES

FFA CREED RECITATION
Career Development Event (CDE)
(For First Years Members Only)

General Announcements and Plans for Conducting the CDE

This CDE is designed to develop leadership and the ability to appear before groups by first year members. This event supplements the public speaking CDE in developing leadership. This emphasis is placed upon knowledge of the FFA Creed. The rules governing the district and state CDE's are as follows:

1. Each participant will recite from memory, the FFA Creed without any opening or closing comments.
2. FFA advisors may be used as judges but may not judge participants from their chapters.
3. Prompters may be used in district CDE, but judges shall make note of how many times they are needed and score accordingly.
4. Points to be considered in scoring participants are:
 - a. Voice ----- 100
Quality, pitch, force, articulation, pronunciation
 - b. Stage Presence ----- 100
Personal appearance (well dressed, well groomed, shoes), poise and body posture, attitude, confidence, personality, ease before audience, eye contact
 - c. Power of Expression ----- 200
Fluency, emphasis, directness, sincerity, communicative ability, conveyance of thought and meaning (GESTURES WILL NOT BE USED)
 - d. General Effect ----- 100
Extent to which the speech was understandable, convincing, pleasing and held attention

TOTAL ----- 500
5. Points will be deducted for inaccuracy and prompting. Refer to score sheet.
6. Participants will be asked one question by a judge. The State Advisor will supply the question to the judge. The question will pertain to the creed and will be the same for each participant.

Creed 1

Eligibility

The CDE will be open only to first year FFA students who were regularly enrolled in agricultural education during the current calendar year. To be eligible to represent Hawaii at the National Creed Speaking CDE, the student must be in grades 7, 8 or 9 and enrolled in an agriculture education class in the school year following the qualifying state convention. Participants must be active members of a chartered FFA chapter and the National Organization. A state winner must score 85% (average of three judges scores) of the possible score in order to represent Hawaii at the National CDE.

Awards

1. The winner of the HIFFA Creed Speaking CDE will thereby win the right to represent Hawaii in the National Public Speaking CDE to be held in Indianapolis, Indiana.
2. The second place winner of the Creed Speaking CDE at the Annual HIFFA Conference will be the alternate.

The FFA Creed

I believe in the future of agriculture, with a faith born not of words but of deeds--achievements won by the present and past generations of agriculturists; in the promise of better days through better ways, even as the better things we now enjoy have come to us from the struggles of former years.

I believe that to live and work on a good farm, or to be engaged in other agricultural pursuits, is pleasant as well as challenging; for I know the joys and discomforts of agricultural life and hold an inborn fondness for those associations which, even in hours of discouragement, I cannot deny.

I believe in leadership from ourselves and respect from others. I believe in my own ability to work efficiently and think clearly, with such knowledge and skill as I can secure, and in the ability of progressive agriculturists to serve our own and the public interest in producing and marketing the product of our toil.

I believe in less dependence on begging and more power in bargaining; in the life abundant and enough honest wealth to help make it so--for others as well as myself; in less need for charity and more of it when needed; in being happy myself and playing square with those whose happiness depends upon me.

I believe that American agriculture can and will hold true to the best traditions of our national life and that I can exert an influence in my home and community which will stand solid for my part in that inspiring task.

HAWAII FFA ASSOCIATION
DISTRICT AND STATE CONFERENCES

EDUCATIONAL EXHIBIT
Career Development Event (CDE)

General Announcements and Plans for Conducting the CDE

1. This CDE is a state event only.
2. Each chapter will have only one display in this CDE.
3. Exhibit will be of an informative and educational nature.
4. Each exhibit will be restricted to a table not more than 8 feet long and 30 inches wide or a round table with a radius of not more than 48 inches. The height may be no more than 5 feet from the table.
5. The chapter will supply all equipment and paraphernalia.
6. Printed materials may be used as long as they contribute to the exhibit.
7. The CDE Chairperson shall be responsible for providing suitable judges.

Purpose

The objectives of the CDE are:

1. To stimulate chapters to relate to other activities carried out through exhibition of informational and educational matters.
2. To develop appreciation of the value of informational and educational exhibits.
3. To provide further instructional activities to FFA members.

HAWAII FFA ASSOCIATION
DISTRICT AND STATE CONFERENCES

**EXTEMPORANEOUS PUBLIC SPEAKING
Career Development Event (CDE)**

General Announcements and Plans for Conducting the CDE

1. The participants shall use the microphone.
2. The participants shall be seated on the stage with the CDE Chairperson.
3. The Participant's Certification will be the same for Hawaii and National Extemporaneous Public Speaking CDE.

Purpose

The Extemporaneous Public Speaking CDE is designed to develop the ability of all FFA members to express themselves on a given subject without having prepared or rehearsed its content in advance, therefore causing FFA members to formulate their remarks for presentation in a very limited amount of time. The final CDE will be held in connection with the National Convention.

Additional Information

Copies of the rules and score sheet will be supplied to CDE participants in advance of the CDE.

Eligibility

The CDE will be open only to students who were regularly enrolled in agricultural education during the current calendar year, or who are still in high school but have completed all the agricultural education offered. When selected, participants must be active members of a chartered FFA chapter and the National Organization. A state winner must score 85% (average of three judges scores) of the possible score in order to represent Hawaii at the National CDE.

Subjects

The selection of topics shall be held 30 minutes before the CDE. The participants will draw one topic from each of three specific themes relating to the industry of agriculture. After selecting the topic they desire to speak on, all three topics will immediately be returned to the District CDE Chairperson or the State Advisor.

- Topics shall be prepared by the District CDE Chairperson or the State Advisor and will cover the following three themes:
 - a) agriscience & technology;
 - b) agrimarketing; and
 - c) international agricultural relations.
- Participants will draw at random to determine the order of speaking. Participants will be admitted to the preparation room at 15-minute intervals and given exactly 30 minutes for topic selection and preparation.
- Reference material will be screened by the officials in charge of the CDE on the following basis:
 - a. Must be printed material such as books or magazines (cannot be notes or speeches prepared by the participant or notes prepared by another person for the purpose of use for this CDE).
 - b. Shall be limited to five items. To be counted as one item, a notebook or folder of collected materials may contain NO MORE THAN 100 PAGES.
- Each speech shall be the result of the participant's own effort using approved reference material which the participant may bring to the preparation room. No other assistance may be provided. Uniform note cards will be provided each participant. Any notes for speaking must be made during the 30-minute preparation period.
- A list of all possible topics will be given to and reviewed by the judges prior to the beginning of the CDE.

Time Limit

Each speech shall be at least four and not more than six minutes in length with five additional minutes allowed for related questions to be asked by the judges. The CDE Chairperson shall introduce each participant by name and district, and each participant may introduce his or her speech by title only. Participants will be penalized one point per second on each judge's score sheet for being under four minutes or over six minutes. Time commences when the speaker begins talking. Speakers may use a watch to keep a record of their time.

Method of Selecting Winner - District and State

1. The District CDE Chairperson shall be in charge of this CDE at the District Conference. The State Advisor or his/her designee shall be in charge of this CDE at the State Convention.
2. Participants shall draw at random for places on the program. The CDE Chairperson shall then introduce each participant in order of the drawing. A participant will be permitted to use notes while speaking, but deductions in scoring may be made for this practice if it detracts from the effectiveness of the presentation. Applause shall be withheld until all participants have spoken.
3. Two timekeepers shall be designated to record each participant's time in delivering his or her speech, noting under time or overtime, if any, for which deductions should be made. Timekeepers should sit together.
5. At the time of the CDE, the judges will be seated apart in different sections of the room in which the CDE is held. They will score each participant upon the delivery of the speech, using the score sheet provided.
6. Each judge shall formulate and ask questions. Questions shall pertain directly to the speaker's subject. Questions containing two or more parts should be avoided. Judges will score each participant on the ability to answer all questions asked by all judges. The full five minutes should be used.
7. When all participants have finished speaking, each judge will total the score given each participant. The timekeeper's record will be used in computing the final score for each participant.
8. Participants shall be ranked in numerical order on the basis of the final score to be determined by each judge without consultation. The judges' ranking of each participant shall then be added and the participant whose total of rankings is the lowest will be the winner. Other placings shall be determined in the same manner (low point score method of selection). In case of a tie, the participant with the highest grand total score shall win the place.

Explanation of Score Sheet Points

1. *Content related to topic* includes:
Appropriateness of the content of the entire speech to the topic selected
Extent to which the speaker addressed the topic selected
2. *Knowledge of subject* includes:
Importance and appropriateness of the subject
Suitability of the material used
Accuracy of the statements included

3. *Organization of material* includes:
 - Organization of the content
 - Unity of thought
 - Logical development
 - Language used
 - Sentence structure
 - Accomplishment of purpose-conclusions
 - Material related to sub-topic
4. *Voice* includes:
 - Quality
 - Pitch
 - Articulation
 - Pronunciation
 - Force
5. *Stage Presence* includes:
 - Personal appearance
 - Poise and body posture
 - Attitude
 - Confidence
 - Personality
 - Ease before audience
6. *Power of Expression* includes:
 - Fluency
 - Emphasis
 - Directness
 - Sincerity
 - Communicative ability
 - Conveyance of thought and meaning
7. *General Effect* includes:
 - Extent to which the speech was interesting, understandable, convincing, pleasing and held attention.
 - Evidence of purpose
8. *Response to questions* includes:
 - *Ability to answer the judges' questions indicating originality, familiarity with subject and ability to think quickly.

*NOTE: Judges should meet prior to the CDE to prepare and clarify the types of questions to be asked.

HAWAII FFA ASSOCIATION
DISTRICT AND STATE CONFERENCES

**ORNAMENTAL PLANT IDENTIFICATION
CAREER DEVELOPMENT EVENT (CDE)**

General Announcements and Plans for Conducting the CDE

1. Each chapter will be represented by a team consisting of two members working independently.
2. Each individual representing the chapter will use an *Ornamental Plant Identification Answer Sheet*.
3. The CDE Chairperson will select plants to be used at the District/State CDE from the official list of 100 plants only.
4. This CDE will be conducted during the District Conference and State Convention.
5. The CDE Chairperson will provide an answer key to the judges with the list of plants to be identified.
6. For the State CDE, the State Advisor shall determine which plants will be brought to the convention from each district. Of these plants, an identification number will be selected by advisors not having a chapter enter the State Plant Identification CDE to be used for the state CDE.
7. Time limit will be 60 minutes.
8. In the event of a tie score (total number correct), the team that finishes with a combined lowest time will be declared the winner.

Purpose

The objectives of the CDE are as follows:

1. To enable students to identify 100 ornamental plants.
2. To learn to correctly recognize both common and scientific names.
3. To pronounce common and scientific names of plants.

Scoring the CDE

Score sheets will be provided by the HIFFA.

Participants should limit their number of answers to the number of plants. Points will be deducted for extra answers.

ORNAMENTAL PLANT IDENTIFICATION STUDY SHEET

	COMMON NAME	GENUS	SPECIES
1	African Violet	Saintpaulia	'Hybrid'
2	Aloe	Aloe	sp.
3	Anthurium	Anthurium	andraeanum
4	Areca Palm or Golden Fruited Palm	Dypsis	lutescens
5	Arrowhead Vine or Nephthytis	Syngonium	podophyllum
6	Avocado	Persea	americana
7	Azalea	Rhododendron	sp.
8	Baby Tears or Creeping Pilea	Pilea	depressa
9	Bamboo Palm	Rhapis	excelsa
10	Be-still Tree	Thevetia	peruviana
11	Beach Naupaka	Scaveola	sericea
12	Bird of Paradise	Strelitzia	reginae
13	Boston Fern	Nephrolepis	exaltata
14	Bougainvillea	Bougainvillea	spectabilis
15	Caladium	Caladium	bicolor
16	Chinese Banyan	Ficus	microcarpa
17	Chrysanthemum	Chrysanthemum	morifolium
18	Coarse Asparagus Fern	Asparagus	densiflorus 'Sprengeri'
19	Coffee Tree	Coffea	arabica
20	Coleus	Solenostemon	scutellarioides
21	Common Red Hibiscus	Hibiscus	rosa-sinensis
22	Commutatum Evergreen	Aglaonema	commutatum elegans
23	Croton	Codiaeum	variegatum
24	Crownflower	Calotropis	gigantea
25	Dendrobium Orchid	Dendrobium	sp.
26	Dieffenbachia or Dumb Cane	Dieffenbachia	maculata
27	Dracaena or Money Tree	Dracaena	marginata
28	Dwarf Palm or Neanthe Bella	Chamaedorea	elegans 'Bella'
29	English Ivy	Hedera	helix
30	Fern Tree	Filicium	decipiens
31	Fiddle Leaf Fig	Ficus	lyrata
32	Gardenia	Gardenia	augusta
33	Geranium	Pelagonium	zonale
34	Golden Eranthemum	Pseuderanthemum	carruthersii var. Reticulatum
35	Green Peperomia	Peperomia	verdis
36	Honeysuckle	Lonicera	japonica
37	Ilima	Sida	fallax
38	Impatiens	Impatiens	walleriana
39	Indian Hawthorne	Raphiolepis	indica
40	Ironwood	Casuarina	equisetifolia
41	Italian Cypress	Cupressus	sempervirens
42	Ixora	Ixora	coccinea
43	Jade Plant	Crassula	argentea
44	Japanese Black Pine	Pinus	thunbergii
45	Juniper	Juniperus	sp.
46	Kukui or Candlenut Nut	Aleurites	moluccana
47	Lantern Ilima	Abutilon	sp.
48	Lau`ae Fern	Phymatosorus	scolopendria
49	Leather Leaf Fern	Rumorha	adiantiformis
50	Lychee	Litchi	chinensis

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ORNAMENTAL PLANT IDENTIFICATION STUDY SHEET

	COMMON NAME	GENUS	SPECIES
51	Madagascar Periwinkle	Catharanthus	roseus
52	Mango	Mangifera	indica
53	Ming Aralia or Moss Panax	Polycias	fruticosa
54	Mock Orange	Murraya	paniculata
55	Mondo Grass	Ophiopogon	japonicus
56	Monkey Pod Tree	Samanea	saman
57	Nandina or Sacred Bamboo	Nandina	domestica
58	Natal Plum	Carissa	macrocarpa
59	Norfolk Island Pine	Araucaria	columnaris
60	Octopus Tree or Umbrella Tree	Schefflera	actinophylla
61	Oleander	Nerium	oleander
62	Pakalana or Chinese Violet	Telosma	cordata
63	Papaya	Carica	papaya
64	Paperbark Tree	Melaleuca	quinquenervia
65	Philodendron	Philodendron	hastatum
66	Pikake	Jasminum	sambac
67	Pink Tecoma Tree	Tabebuia	heterophylla
68	Pittosporum	Pittosporum	tobira
69	Plumbago	Plumbago	capensis
70	Plumeria	Plumeria	sp.
71	Podocarpus	Podocarpus	elongata
72	Poinsettia	Euphorbia	pulcherrima
73	Portulaca	Portulaca	grandiflora
74	Pothos or Devils Ivy	Epipremnum	pinnatum
75	Privet	Ligustrum	sp.
76	Purple Trailing Lantana	Lantana	montevidensis
77	Red Bottle Brush	Callistemon	citrinus
78	Red Ginger	Alpinia	purpurata
79	Rose Flowered Jatropha	Jatropha	integerrima
80	Sago Palm	Cycas	revoluta
81	Sea Grape	Coccoloba	uvifera
82	Singapore Holly	Malpighia	coccigera
83	Smooth Shell Macadamia	Macadamia	integrifolia
84	Snowbush	Breynia	disticha
85	Spider Plant	Chlorophytum	comosum 'Variegatum'
86	Star Jasmine	Jasminum	multiflorum
87	Stephanotis	Marsdenia	floribunda
88	Strawberry Guava	Psidium	littorale var. longipes
89	Surinam Cherry	Eugenia	uniflora
90	Swedish Ivy	Plectranthus	australis
91	Tecomaria or Cape Honeysuckle	Tecomaria	capensis
92	Ti Plant	Cordyline	terminalis
93	Tiare Gardenia or Tahitian Gardenia	Gardenia	taitensis
94	Trailing Gazania	Gazania	uniflora leucoleana
95	Tree Fern	Cibotium	chamissoi
96	Vanda	Vanda	hybrid 'Miss Joaquim'
97	Wandering Jew	Tradescantia	fluminensis
98	Warnecki Dracaena	Dracaena	deremensis var. Warneckii
99	Wedelia	Wedelia	trilobata
100	Yellow Allamanda	Allamanda	cathartica

Ornamental Plant Identification 3 / Revised 8/2001

HAWAII FFA ASSOCIATION
DISTRICT AND STATE CONFERENCES

**PARLIAMENTARY PROCEDURE DEMONSTRATION
CAREER DEVELOPMENT EVENT (CDE)**

General Announcements and Plans for Conducting the CDE

1. The State Advisor shall select the subject of the CDE.
2. Each team will be given the same subject.
3. The State Advisor will mail the sealed envelope to the District CDE Chairperson one week prior to the District CDE.
4. The teams will draw at random for order of appearance.
5. The District CDE Chairperson will give the sealed envelope to the team chairperson.
6. The time will begin when the subject is presented to the team chairperson.
7. Participating teams shall be isolated when not performing.

Purpose

The objectives of this CDE are:

1. To improve the ability of FFA members to conduct meetings according to proper parliamentary procedure.
2. To develop leadership by active participation in parliamentary procedure drill by each FFA chapter.
3. To teach members to think and make quick/instant decisions (while under pressure?).

Eligibility

1. Five active Chapter members will constitute a team from each chapter.
2. Each team will present a parliamentary procedure demonstration not to exceed fifteen minutes.
3. Previous state winners may not participate in district or state parliamentary procedure CDE's.

Rules and Regulations

1. "Robert's Rules of Order," revised edition, shall be the final authority on parliamentary procedure.
2. Minutes of the meetings will not be recorded nor read during the CDE.
3. The presiding officer shall call for new business when he/she opens the meeting.
4. Long and involved motions and other time-consuming maneuvers shall not be included and judges will score against these occurrences.
5. Constructive debate from the floor is just as important as proper parliamentary procedure.
6. Should any member of any team use a book or other parliamentary help after opening the CDE, the entire team shall be disqualified. Furthermore, no notebooks or notepads other than the written motion is allowed.
7. Presiding officers should guard against continually recognizing the same members.
8. A team that continuously rises to minor "points of order" whereby interfering with the general progress of the meeting, will be discriminated against by the judges. Only one recess, not to exceed 15 seconds, may be taken.
9. Permissible Motions
 - a. Main motion
 - b. Amendments and Amendments to Amendments
 - 1) Amend by substituting
 - 2) Amend by striking out
 - 3) Amend by adding to
 - c. Commit or refer
 - d. Postpone indefinitely
 - e. Postpone definitely
 - f. Lay upon and take from the table
 - g. Previous question
 - h. Reconsider
 - i. Points of order
 - j. Questions of privilege
 - k. Appeal from decision of chair
 - l. To withdraw (or renew) motion
 - m. Division of the house
10. Judges will score against any absurd motions or statements introduced only for time consuming purposes.

Judges

1. Teams shall be ranked in numerical order on basis of final score to be determined by individual judges without consulting each other.
2. Judges will ask questions pertaining to technical points introduced by the team members.
3. The decision of the judges will be final.
4. Judges should be aware that participants are high school students and not master parliamentarians.
5. Identical questions will be asked of each team. Questions will be relevant to parliamentary procedure only.

Awards

1. The winning team of the HIFFA Parliamentary CDE will thereby win the right to represent Hawaii in the National Parliamentary CDE to be held in Indianapolis, Indiana.
2. The second place team of the Parliamentary CDE at the Annual HIFFA Conference will be the alternate.

HAWAII FFA ASSOCIATION
DISTRICT AND STATE CONFERENCES

**PREPARED PUBLIC SPEAKING
CAREER DEVELOPMENT EVENT (CDE)**

General Announcements and Plans for Conducting the CDE

1. It is the responsibility of the chapter advisor to furnish four double-spaced typewritten copies of the manuscript to the District CDE Chairperson or the State Advisor for participation in the District Conference or State Convention, respectively. Each Manuscript shall have a title page with the name of participant and chapter. Copies must be postmarked or date stamped by the school office no later than 15 days prior to the District Conference or State Convention. Any participant not meeting the criterion will be disqualified.
2. The participants shall use the microphone.
3. The participants shall be seated on the stage with the CDE Chairperson.
4. The Participant's Certification will be the same for Hawaii and National Public Speaking CDE's.

Purpose

The FFA National Public Speaking CDE is designed to develop rural and agricultural leadership by providing for member participation in agricultural public speaking activities. Preliminary CDE's are of a local, county, sectional, state, and regional character and are held under the auspices of the respective FFA unit concerned. These preliminary events culminate in the national CDE held at the time of the National FFA Convention and in which one participant who has been declared a winner from each of the four FFA regions of the United States is eligible to compete.

In addition to the contribution that these public speaking CDE make to the development of rural and agricultural leadership, they contribute materially to the basic scientific knowledge of agriculture and related sciences of the individual participants. Each participant spends a great amount of time and study during the school year preparing his speech which usually deals with some scientific, economic, or social phases of agriculture.

Additional Information

1. It is suggested that all participants learn to speak in front of a microphone. At the National Public Speaking CDE, the participants are compelled to use the microphone because of the size of the Auditorium. It accommodates over 1,000 people.
2. The participant should not repeat the title of his/her speech unless he/she is told to do so by the chairperson. The chairperson will announce the title of the speech.

3. The participant should learn to answer the question directly without asking to repeat the question. Statements such as: "I did not get the question," "Will you repeat the question?", "Does that answer your question?" should be avoided. It implies that the speaker did not understand the question asked by the judge. The judge will most likely ask you another question if he/she is not satisfied with your answer.
4. It is suggested that the speaker refrain from giving unclear yes or no answers such as, "Yes, Mr. Judge," "Yes, Sir," "No, Sir".

Eligibility

1. No more than one participant from each chapter may participate in the District CDE. If all chapters within the district are not represented, the second participant from the chapters submitting may fill the vacant slots at the discretion of the District CDE chairperson. A state winner must score 85% (average of three judges' scores) of the possible score in order to represent Hawaii at the National CDE.
2. The CDE shall be open to members less than 21 years of age who are regularly enrolled undergraduate at a post secondary institution or high school students successfully carrying at least three units of regular high school work during the school year. They must be active members of chartered FFA chapters in good standing with the State and National organizations at the time they are selected to participate in the state CDE. FFA members who are in high school and who have completed all of the Career and Technical Education (CTE) agriculture classes offered in their school may be eligible. Any member who received training in composition or delivery of his/her speech outside of his local school shall be disqualified from participating in the state CDE. Sources of information and references may be secured from any source
3. All participants in any previous State Public Speaking CDE are eligible to compete in the State CDE again. The exception is the first place winner who participated in the National Public Speaking CDE.

District CDE Winner

1. Each district CDE winner is eligible to compete in the state public speaking CDE. As mentioned in the General Rules, the chapter advisor shall provide four copies of the manuscript to the State Advisor prior to the State conference. Each Manuscript shall have a title page with the name of participant and chapter. Copies must be postmarked or date stamped by the school office no later than 15 days prior to the State conference. Any participant not meeting the criterion will be disqualified.
2. The title of the speech, name of member, and his/her home/post office address should appear either at the top of the first page of the manuscript or near the top of the outside cover or title page. Late entry or delivery shall be used to determine the placing order of each participant by each judge.

3. The State Advisor shall disqualify any participant whose speech is not in accordance with the rules governing speaking CDE's found in the latest National FFA CDE Bulletin and his decision is final. Any disqualified participant shall be so notified.

Subjects

Participants may choose any current subject for their speeches which is of an agricultural character (nature), and which is of general interest to the public. Official judges of any FFA Prepared Public Speaking CDE shall disqualify a participant if he/she speaks on a non-agricultural subject.

Time Limit

Each speech shall be a minimum of six minutes and a maximum of eight minutes in length. Each participant will be allowed five minutes additional time to answer questions from the judges relating to his/her speech. Deductions of 20 points per minute, or major fraction thereof, will be made from the score of each judge for speeches under six minutes or over eight minutes in length.

Method of Selecting the Winner - District and State

1. At the time of the CDE, the judges shall seat themselves apart from one another in different sections of the room in which the CDE is held and shall score each participant upon the delivery of his/her production, using the score sheet provided.
2. Immediately following the delivery of a speech, each of the judges, in rotation, shall stand and ask the participant questions that relate directly to the topic of the manuscript. The judges may prepare the questions before the CDE and may allow an assigned person to ask the questions for them.
3. Time keepers shall be designated who will record the time consumed by each participant in delivering his production, noting overtime, if any, in excess of eight minutes for each participant, or below six minutes for which deductions shall be made by the judges. Deductions of 20 points per minute, or major fraction thereof will be made for speeches under six minutes or over eight minutes -- the 20 points to be deducted from a score of each of the three judges. A timekeeper shall not stand at the end of seven minutes as a signal to the speaker.
4. A drawing shall be held at the opening session of the conference to determine the speaking order of the participants in each group. The program chairperson shall call each participant by his/her name and announce his/her subject in the order of the drawing.
5. Each judge shall formulate and ask questions. Questions shall pertain directly to the speaker's subject and be short and concise. Judges will score each participant on his/her ability to answer all questions asked by the judges.

6. When all participants have finished speaking, the chairperson of the CDE shall collect the score placing sheets from each judge and the final selection of the winners will be announced. Only the first, second, and third place winners shall be announced.
7. Participants shall be ranked in numerical order on basis of final score to be determined by each judge without consultation with each other.
8. The participant who receives two first places shall automatically be declared the winner.
9. The judges' ranking of each participant then shall be added and the winner will be that participant whose total of ranking is the lowest (low point score method of selection).
10. In case of a tie in the judges' ranking, that individual who has the highest grand total score shall have prior rating.
11. In case of a tie in the grand total score, the judges will confer to select the winner.
12. Any speech not directly related to agriculture shall be disqualified by the judges or the county advisor or staff official or agricultural education prior to the CDE and the participant shall not participate.
13. Participants are not allowed to use scripts, but may use one 3" X 5" note card.
14. The CDE chairperson shall provide an official prompter.

Awards

1. The winner of the HIFFA Public Speaking CDE will thereby win the right to represent Hawaii in the National Public Speaking CDE to be held in Indianapolis, Indiana.
2. The second place winner of the Public Speaking CDE at the Annual HIFFA Conference will be the alternate.

Explanation of Score Sheet Points

PART I -- For Scoring Content and Composition

1. Content of manuscript includes:
 - Importance and appropriateness of the subject
 - Suitability of the material used
 - Accuracy of the statements included
 - Evidence of purpose
 - Completeness and accuracy of bibliography

2. Composition of the manuscript includes:
 - Organization of the content
 - Unity of thought
 - Logical development
 - Language used
 - Sentence structure
 - Accomplishment of purpose -- conclusions

PART II -- For Scoring Delivery of Production

1. Voice includes:
 - Quality
 - Pitch
 - Articulation
 - Pronunciation
 - Force
2. Stage presence includes:
 - Personal appearance
 - Poise and body posture
 - Attitude
 - Confidence
 - Personality
 - Ease before audience
3. Power of expression includes:
 - Fluency
 - Emphasis
 - Directness
 - Sincerity
 - Communicative ability
 - Conveyance of thought and meaning
4. Response to questions includes:
 - *Ability to satisfactorily answer the questions on the speech which are asked by the judge indicating originality, familiarity with subject, and ability to think quickly.
5. General effect includes:
 - Extent to which the speech was interesting, understandable, convincing, pleasing, and held attention.
 - *NOTE: Judges should meet prior to the CDE to prepare and clarify the questions to be asked.

HAWAII FFA ASSOCIATION
DISTRICT AND STATE CONFERENCES

VEGETABLE JUDGING
CAREER DEVELOPMENT EVENT (CDE)
(TOMATOES AND CUCUMBERS)

CDE Rules and Guides

1. Each team will consist of two members working independently.
2. Judging will be done only by visual means -- no one is allowed to touch the vegetables. Any flaw will be made visible to the participants.
3. Each participant will judge 25 tomatoes and 25 cucumbers.
4. For each correct grading, participants will be awarded 4 points.
5. For each error over judgment (B grade to A grade), the team will lose 2 points. For any double fault (e.g., OG grade to A grade), the team will lose 4 points.
6. For each error of under judgment (A grade to B grade), the team will lose 1 point. Two points lost for any double fault on under judgment.
7. Each grading will be A or B or OG or #1 or #2 or #3.
8. Market grading guide listed below will be used.
9. Each participant will have one minute at each station and move on signal to the next station.
10. The winners will be determined by the total score of both individuals.
11. Ties will be broken by pre-selected specimens by the CDE chairperson and will continue down the list (of the 10 most difficult) until the tie is broken.

GRADING CRITERIA

TOMATOES	CUCUMBERS
<p><u>A Grade</u> perfect round fruit 2½ inches in diameter or larger color perfect no visible flaw</p>	<p><u>A Grade</u> perfect shape— straight and at least 6 inches long no discoloration of the fruit at least 2 inches in diameter no flaws to the fruit</p>
<p><u>B Grade</u> slightly off-shape – not perfectly round 2 inches in diameter to 2½ inches coloring a bit off minor flaws to the fruit</p>	<p><u>B Grade</u> fruit shape slightly off – not straight fruit at least 6 inches long slight discoloration of the fruit at least 2 inches in diameter</p>
<p><u>(OG) Off Grade</u> less than 2 inches in diameter major flaws to the fruit</p>	<p><u>(OG) Off Grade</u> less than 6 inches in length major flaws to the fruit</p>

HAWAII FFA ASSOCIATION
DISTRICT AND STATE CONFERENCES

JOB INTERVIEW
Career Development Event (CDE)

Purpose

The Hawaii FFA Job interview Career Development Event is designed for FFA members to develop, practice and demonstrate skills needed in seeking employment in the agricultural industry. Each part of the event simulates “real world” activities that will be used by real world employers.

Event Rules

1. Each participant’s cover letter and resume will be the result of his or her own efforts.
2. Participants will submit a signed statement of originality on the certification form provided through their state FFA association.
3. Participants shall be ranked in numerical order on the basis of the final score to be determined by each judge without consultation. The judges’ ranking of each participant then shall be added, and the winner will be that participant whose total ranking is the lowest. Other placings will be determined in the same manner (low point score method of selection).

Event Format

A. Equipment

Students are allowed to bring the following items into the event:

- Writing Utensils
- Blank paper
- Resume
- Cover letter
- Letter of references
- Business cards

B. Activities

The event is developed to help participants in their current job search (for SAE projects, part-time and full-time employment). Therefore, the cover letter, resume and references submitted by the participant must reflect their current skills and abilities and must be targeted to a job for which they would like to apply. In other words, participants cannot develop a fictitious resume for a fictitious job. Instead, they are expected to target the resume towards a real job for which they can qualify. Fifteen (15) days prior to the participant is competing they will submit the following:

- a. Cover Letter (100 Points)
 - i. One Copy of a single-spaced 8 ½” x 11” white bond paper letter of intent. The paper is to be single sided, block justified using Times, Times New Roman or Arial 12 point minimum font.
 - ii. The letter is to be addressed to the Superintendent of the Career Development Event and dated for the first day of the event.
 - iii. Score from the preliminary round will be transferred to the scorecard for those participants who participate in the final round
- b. Resume (150 Points)
 - i. One copy of a single spaced 8 ½” x 11” white standard bond paper (do not use cardstock, color or specialty paper for the event. The resume is to be single sided only, typed not more than two pages total. Suggested format can be found in The Gregg Reference Manual.
 - ii. Resume must be non-fictitious and based upon their history
 - iii. Students are to submit three letters of reference.
 - iv. One copy of the cover letter, resume and references must be sent to the Career Development Event Program Manager, Hawaii State Office postmarked 30 days to the State Convention. A penalty of 10% will be assessed for documents received after the postmark deadline. If document is not received seven days after postmark deadline, the team may be subject to disqualification.
 - v. Score from the preliminary round will be transferred to the scorecard for those participants who participate in the final round
- c. Personal Interview (450 Points)
 - i. Judges shall determine a list of interview questions that will be used for all participants.
 - ii. The personal interview will consist of an interview in front of a panel of judges for 5 minutes.
- d. Follow Up Letter (100 Points)
 - i. Participants will submit a follow up letter after their interviews. Students will be provided computers with word processing software to compose and type a follow up letter. Thirty minutes will be given.
 - ii. Letter is to be addressed to the Superintendent of the Career Development Events, and should be a response to their most recent interview.

Tie Breakers

Ties will be broken based on the greatest number of low ranks. Participant’s low ranks will be counted and the participant with the greatest number of low ranks will be declared the winner. If a tie still exists, then the event superintendent will rank the participant’s response to questions. The participant with the greatest number of low ranks from the response to questions will be declared the winner. If a tie still exists then the participant with the greatest total of raw points will be declared the winner.

Awards

Awards will be presented at an awards ceremony. Awards are presented to individuals based upon their rankings. Awards are sponsored by a cooperating industry sponsor(s) as a special project, and/or by the general fund of the Hawaii FFA Foundation.

Eligibility

The CDE will be open only to students who were regularly enrolled in agricultural education during the current calendar year, or who are still in high school but have completed all the agricultural education offered. Chapters may select up to 5 members to participate at the state competition. Participants must be active members of a chartered FFA chapter and the National Organization. A state winner must score 85% (average of three judges scores) of the possible score in order to represent Hawaii at the National CDE.

Scoring

The event participants are all evaluated one round.

Section.....	Points
Cover letter.....	100
Resume.....	150
Personal Interview	450
Follow up letter	100
Total Possible.....	800