

# Colorado Agricultural Education Handbook



**Updated July/August 2024 by TEAM Ag Ed**

Nathan Clark, CSU

Kellie Enns, CSU

Todd Everhart, CVATA

Andrew Williams, CVATA

Jessica Brown, CVATA

Shannon Baylie, State FFA

Heidi Sellers, LTS

Kelly Schmidt, LTS

John Stahley, Foundation

Emily Fickbohm, CCCS



# Colorado Agricultural Education Handbook

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**Submitted By**

**Desirae Weber**

**Agricultural Education**

In partial fulfillment of the requirements

For the Degree of Master of Agriculture

Colorado State University

Fort Collins, Colorado

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Masters Committee:

Advisor: Kellie Enns

Dawn Mallette

Nancy Irlbeck

## *ACKNOWLEDGEMENTS*

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## INTRODUCTION

You know when you buy a new tool, car, kitchen appliance, toy or even a flashlight; you always receive an owner's manual. Somehow, agricultural education, and education in general, missed the memo about manuals. The purpose of an owner's manual is to teach you how to use your new purchase. Similarly, agricultural education now has a manual to help educators to be successful.

I have been teaching Ag Ed for the last 13 years and a constant problem over the years has been communication. An ag education program is made up of three circles; FFA, SAE and classroom. Within these three pieces there are many components that will determine success or the lack thereof. As an agriculture teacher we are responsible to not only teach, but also provide supervision and guidance related to our supervised agricultural experiences, as well as be FFA advisors. All programs are also expected to have an advisory board as well as encouraged to have an alumni and possibly a foundation to help support their program. When a new teacher comes into the field of Ag Ed the learning curve is steep. So many events, activities, applications and expectations need to be kept up with. With that being said our state needed a handbook that would give them guidance on how to handle the many amazing opportunities of Colorado Agricultural Education.

One of the greatest resources of any successful group is the people that work each day to make that group what it is. When this asset is used to the advantage of the entire group great things happen. Utilizing this strategy, this handbook is the product of many people involved in agricultural education. The handbook was compiled to be a starting place for educators to get their feet wet and find the important information of the state of Colorado.

To put this manual together a group of individuals from Colorado State University Agricultural Education program, the Colorado Agricultural Education Program Director, the Colorado State FFA Advisor and the Colorado FFA Foundation Executive Director came together and made a list of the topics that should be included into the handbook; from there the topics were compiled. A specific

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template that was created to allow for all information to be consistent, to answer the frequently asked questions, give background information to each respective event or activity, give pertinent information specific to that event and give a contact person and location for additional information. The items were then arranged into the handbook based on the area in which they pertain to and the order in which they happen in a calendar year. Topics were sorted based on the three circle model of Colorado Ag Ed; FFA, SAE, classroom and then program related and foundation were added due to there being so much information from these two areas. This handbook also contains a general due date calendar to assist in meeting deadlines. When a new agriculture teacher steps into a position it can be very challenging to know what all the acronyms are and what is coming at you. So having a general due date calendar available for teachers on July 1 that they can go through, put on their calendars, and begin planning from there is very important. Due to the way that it is currently done in Colorado you may find out a month or a few weeks in advance of the event, which is very detrimental to some districts that need a lot of lead-time to get permission, travel and finances available through their district for the event. The inclusion of this item should benefit the entire profession.

Another important item included is a list of chapters and what district they are in. When you come into a new school it is important to know what district you are in and then from there, who you can contact for more guidance and help. Lastly, a contact list of all the individuals mentioned in the handbook is also included to allow easy access for someone using the handbook to have the information right there in one location.

Once the items were compiled and put into order, the handbook was dispersed out to 10 Ag teachers across the state. The teachers did a complete review of the information based on fluency, reliability, and usefulness of the information. Teachers sent back their information and corrections via email as well as through meeting and verbally discussing the changes or things they would like to see added into the handbook. During a regional event, the BIG conference, another 15 teachers were able to

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read and give feedback and adjustments to the handbook as well. The most exciting part of sharing the handbook is hearing comments from agriculture teachers stating that they cannot wait to get a copy of the handbook. As well as how wonderful it will be to have a guide and starting point in their jobs.

This handbook is the owner's manual that every agriculture teacher needs to be successful. The positive ramifications of this handbook are endless. From veteran teachers to new teachers, this handbook can help to ensure success for every chapter, student and instructor involved in Colorado FFA. Finally, this handbook will allow for less stress and hopefully an increase in retention of agriculture educators since they will know more about the profession and hopefully experience less surprises.



## Colorado Team Ag Ed

2023-24

### State Ag Ed & FFA Office

**Emily Fickbohm**

Program Directory, Agriculture, Energy & Natural Resources  
Colorado Community College System  
9101 E Lowry Blvd.

Denver, Colorado 80230

720-858-2808 (W) 970-222-0461 (c)

[Emily.Fickbohm@cccs.edu](mailto:Emily.Fickbohm@cccs.edu)

**Shannon Baylie**

Assistant Program Director Agriculture & State FFA Advisor  
Colorado Community College System  
9101 E Lowry Blvd.

Denver, Colorado 80230

303-378-7885 (W)

[shannon.baylie@cccs.edu](mailto:shannon.baylie@cccs.edu)

### Colorado FFA Foundation

**John Stahley**, Executive Director

P.O. Box 1000

Greeley, CO 80632

719-829-4483

Tami Arnold, Program Coordinator (including grants)

[tarnold@coloradoffafoundation.org](mailto:tarnold@coloradoffafoundation.org)

[grants@coloradoffafoundation.org](mailto:grants@coloradoffafoundation.org)

Bridget Thorn, Bookkeeper (including

scholarships) [bthorn@coloradoffafoundation.org](mailto:bthorn@coloradoffafoundation.org)

### National FFA Organization

**Ben Meyer**, State Relations Specialist

6060 FFA Drive, PO Box 68960

Indianapolis, IN 46268-0960

Cell/Work 406-239-1213

[bmeyer@ffa.org](mailto:bmeyer@ffa.org)

### Colorado State University – Agricultural Education Program

**Kellie Enns**, Associate Professor

Department of Agricultural and Resource Economics  
1172 Campus Delivery; B 334 Clark Building

Fort Collins, CO 80523-1172

(970) 491-0678 (w) (970) 397-6511 (C)

[Kellie.enns@colostate.edu](mailto:Kellie.enns@colostate.edu)

**Jenny Bennett**, Instructor, Outreach Coordinator Ag Literacy

Department of Agricultural and Resource Economics  
Colorado State University

CoBank Center for Agricultural Education

4492 E CR 56

Fort Collins, CO 80524

Phone: 970.491.3930; Cell: 720.281.5905

[jennifer.bennett@colostate.edu](mailto:jennifer.bennett@colostate.edu)

**Nathan Clark**, Instructor

Department of Agricultural and Resource Economics  
Colorado State University

CoBank Center for Agricultural Education

4492 E CR 56

Fort Collins, CO 80524

Phone: 970.491.3930; Cell 970.978.7207

[Nathan.clark@colostate.edu](mailto:Nathan.clark@colostate.edu)

## **Colorado Agricultural Education Local Teacher Success**

**Kelly Schmidt**

10301 County Road 69  
Fleming, CO 80728  
© 970-520-8058  
kschmidt@coaged.com

**TBD**

## **Colorado Vocational Agriculture Teachers Association**

Jessica Brown, President-Elect

Briggsdale High School

PO Box 125

Briggsdale, CO 80611

970-656-3417 (w)

303-582-4062 ©

msbrown@briggsdaleschool.org

Todd Everhart

315 Lee Street

PO Box 198

Merino, CO 80741

970-520-7424 (w)

970-520-2424 ©

everhartt@merinok12.com

Andrew Williams

Lamar High School

1900 S. 11th

Lamar, Co 81052

719-336-3488 (w)

806-632-0718 ©

Corey Wedel, Executive Secretary

20440 County Road 38

Bethune, CO 80805

719-348-5369 (w)

785-821-1899 (c)

[corywedel@strattonschools.org](mailto:corywedel@strattonschools.org)

## **Colorado FFA Alumni Association**

**Dave Summers**, President

1145 Aspen Ave

Craig CO 81625

(970)819-2915

[davsummers@aol.com](mailto:davsummers@aol.com)

## Colorado Agricultural Education Handbook

### Colorado FFA District List

<i><b>District I</b></i>	<i><b>District II</b></i>	<i><b>District III</b></i>	<i><b>District IV</b></i>	<i><b>District V</b></i>
Coal Ridge High School ( New Castle) Hayden School Moffat County High School (Craig) North Park School (Walden) Rangely High School Rifle High School Soroco High School (Oak Creek) West Grant High School (Kremmling)	Cedaredge Delta Fruita Gunnison Hotchkiss Montrose Olathe Plateau Valley West End (Nucla) Norwood Mesa Cty Career Center	Cortez Dolores Dove Creek (Dolores County) Durango Ignacio Pagosa Springs Bayfield	Alamosa Centauri Sanford Sangre De Cristo La Veta Sargent Monte Vista	Hoehne Rocky Ford Fowler Rye Pueblo County Custer County Crowley County Florence Aguilar Cheraw Manzanola Swink
<i><b>District VI</b></i>	<i><b>District VII</b></i>	<i><b>District VIII</b></i>	<i><b>District IX</b></i>	<i><b>District X</b></i>
Kim Pritchett Springfield Walsh Branson	La Junta Las Animas McClave Lamar Wiley Holly Granada	Eads Kit Carson Cheyenne Wells Burlington Stratton Bethune	Flagler Idalia Liberty Arickaree Woodlin High Plains	Limon Genoa -Hugo Karval Miami-Yoder Douglas County D11 Falcon Elbert Calhan South Park
<i><b>District XI</b></i>	<i><b>District XII</b></i>	<i><b>District XIV</b></i>	<i><b>District XV</b></i>	<i><b>District XVI</b></i>
Deer Trail Byers Bennett Brighton Warren Tech Westminster Wheat Ridge Englewood STEAD Bruce Randolph	Valley St. Vrain Valley Estes Park Roosevelt Windsor Poudre Thompson Valley Severance Berthod	Weld Central Ft. Morgan New Raymer Brush Weldon Valley Wiggins	Lone Star Yuma Akron Wray Otis	Peetz Sterling Caliche Haxton Holyoke Fleming Merino Sedgwick County (Revere) Julesburg
<i><b>District XVII</b></i>				
Grover Ault Highland Briggsdale Eaton Greeley West Platte Valley				

**To locate a teacher directory go to the AET or the Colorado Ag Ed Moodle.**

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To locate a teacher directory log into Colorado Ag Ed Moodle.

### Colorado Agricultural Education General Due Dates

**ALL FINAL DATES WILL BE POSTED ON AET. These are general timelines.**

*July 1* – CVATA Membership DUE

*July 31* – Enrollment Data Reporting

*July - 1<sup>st</sup> Week* – Band, Chorus, Talent Application DUE

*August* – Colorado State Fair

*September 1* – CTA Reimbursement due

*September – 3<sup>rd</sup> week* – Blue Jacket Society (before CSU Ag day)

*September - 3<sup>rd</sup> & 4<sup>th</sup> Weeks* – BIG Conference

*September 25* – Register for Fall Leadership Conference

*October 1<sup>st</sup> or 2<sup>nd</sup> weekend* – Fall Leadership Conference (CVATA meeting held at the same location)

*October - 1<sup>st</sup> week* – Archive your Summer Contract/ Journal, Course outlines, 5-year plan, other documentation as needed for your records

*October 15* – FFA membership Roster DUE

*October 15<sup>th</sup>* – POAs DUE

*November 15-* Heifer Wrangle Application, SAE Grants, Chapter Grants (School based SAE's), National FFA SAE Grants DUE

*December 1<sup>st</sup>* – Affiliation DUES

*December 3-7-* NAAE Convention

*December 15*—Foundation Sponsored Jacket requests-DUE

*January, Last 2 weeks* – National Western Stock Show

*January – last Wednesday- Thursday* – Colorado Farm Show

*January – 29-31* – CVATA Mid-Winter Conference

*February 1<sup>st</sup>* – National & Colorado FFA Scholarships DUE

*February 15* - State FFA Degree Applications DUE

*February 20* – Ag Hall of Fame Banquet

*March 1* – FFA Membership DUE

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*March 15 - State Proficiency Applications Due*

*March 30 – Deadline for Follow-up Data Reporting*

*April 1<sup>st</sup> –American Degrees Submitted to State*

*April 1<sup>st</sup> – State Officer Application, National Chapter Award, State Star Application DUE*

*April 1<sup>st</sup> – American Degree DUE*

*April 1 – Nominating Committee Application DUE*

*April 12- Registration open for State Convention*

*April 12 – State Career Development Event (CDE) Registration DUE*

*April 30 - Deadline for submission of program approval for FY 21 CTA funding eligibility*

*April 28-29 - Monday & Tuesday – State Career Development Event (CDE)-Mon.-Contests, Tue.-AM Awards (Tentative CVATA meeting held at the same location)*

*May 1--Final day to submit for District WLC Scholarships funded by the Foundation*

*May – 1 May 15 – CVATA Awards DUE*

*May 10 – State Convention Registration DUE*

*May 10 – State LDE Registration Convention Registration DUE*

*May 15 - Program renewals / revisions due for approval in FY 22*

*May 24 – Late State Convention Registration DUE*

*June – 1<sup>st</sup> Full week – State FFA Convention*

*June – 1<sup>st</sup> Full Week – Leadership Development Event (LDE) Competition held at State FFA Convention*

*June 15-19 - NAAE Region 2 Conference*

*June – - CVATA Summer Conference*

### **Structure of Colorado Ag Education**

#### **Program Oversight**

Career and Technical Education programs in Colorado at both the secondary and community college level are managed by the Colorado Community College System (CCCS) at 9101 East Lowry Boulevard, Denver CO 80230

#### **Program Management**

CCCS provides two staff positions to manage Ag Ed in Colorado. The program director oversees program approval, program funding, curriculum, instructional resources, courses and assessments. This position is held by Emily Fickbohm. This position has additional responsibilities to manage programs in Energy and Outdoor Recreation Leadership at both secondary and post-secondary levels

FFA and student leadership activities are managed by the Assistant Program Director. Kenton Ochsner holds this position along with the title of Colorado FFA State Advisor

#### **What is it?**

Program management entails approval of both secondary and community college programs. The office works closely with CSU Agricultural Education Teacher Training program and CVATA to plan and conduct teacher professional development workshops, new teacher onboarding programs as well as development of needed instructional resources for secondary Ag Ed programs.

#### **Who to contact?**

If the question deals with program design, classroom instruction or SAE call the program director at 720-858-2808, 970-222-0461 or [emily.fickbohm@cccs.edu](mailto:emily.fickbohm@cccs.edu)

If the question is about FFA events, awards, scholarships, fees or FFA.Org website contact Shannon Baylie at 303-595-1562 [shannon.baylie@cccs.edu](mailto:shannon.baylie@cccs.edu)

### Team Ag Ed

- **Date of Occurrence or Due Date** Team Ag Ed meets quarterly with the CVATA officers.
- **What is it?** Team Ag Ed is a united effort in promoting local program success, focused on the delivery of school-based Agricultural Education at the secondary level.
- **Who is Involved?** Team Ag Ed is made of the CCCS Ag, Energy, and Natural Resources Program Director - Emily Fickbohm; Assistant Director/ State FFA Advisor - Shannon Baylie; Colorado State University Agricultural Education Program Faculty - Kellie Enns, Nathan Clark; Local Teacher Success Program Coordinators - Kelly Schmidt and Heidi Sellers; CVATA Officers - Jessica Brown, Todd Everhart, and Andrew Williams; Colorado FFA Foundation Director, John Stahley
- **Primary Contact Person CVATA President**, Jessica Brown, [msbrown@briggsdaleschool.org](mailto:msbrown@briggsdaleschool.org)

### Team Ag. Ed. Communication Plan

### Teaching License and CTE Endorsement

- **Requirements** - In order to teach in an approved CTE program in Colorado you must hold a **teaching license** with **AFNR endorsement** through the Colorado Department of Education. A program operating with a teacher who is not licensed with AFNR endorsement or holds a CTE Ag Authorization will be placed on inactive status and will not be eligible for state or federal funding and will have the FFA Charter suspension process activated.
- **Teacher License** If you are a licensed teacher in another discipline or applying for a Colorado license the first time and add the AFNR endorsement on your teaching license you will meet state requirements for teaching CTE approved courses. This can be accomplished by passing the Ag Praxis text and submitting an application to CDE at <https://www.cde.state.co.us/cdeprof> If you already hold the license in another discipline then adding the AFNR endorsement will meet this requirement. *You do not need to apply for the CTE Ag Authorization.*
- **Ownership**. The license is owned by the teacher and is the teacher's responsibility to maintain it in an active status. Initial License and Authorizations must be renewed (with additional requirements met) within three years. Professional level documents require renewal every five years. The school district may require a copy of the license or authorization for their files, but they will not apply for the initial license nor make the renewal application. The license comes from the individual teacher.
- **Cost of participation** Application for the license has a \$90 fee payable to CDE.
- **Location of additional information** Guidelines and the application process can be found at the CDE licensure site at <http://www.cde.state.co.us/cdeprof>. You can check the status of an existing license at <http://www.cde.state.co.us/cdeprof/educatorcredentialsearch>
- **Primary Contact Person** Questions about the process can be directed to [emily.fickbohm@cccs.edu](mailto:emily.fickbohm@cccs.edu)



### Program Approval

- **Date of Occurrence or Due Date** Program approvals are required for all programs through Perkins V. Once an approval is in place it must be renewed based on the approval duration to continue Perkins funding. Any time course offerings are changed in the local program there must be a revision made to the program approval document at CCCS. Courses listed on the approval must match the courses taught at the local school as listed in enrollment materials and student transcripts or CTA funding will not be allowed.
- **What is it?** Program approvals are the document which enables your school district access to both federal Perkins funds and Colorado Technical Act funds. It is also required for your program to maintain their FFA Charter and active chapter status. It is a document that resides at CCCS and is accessible to the school district and teacher through the program approval website at [www.Coloradocte.com](http://www.Coloradocte.com)
- **Who is Involved?** In most smaller school districts the ag teacher may be responsible for their program approval. When a teacher enters the district they will need to be added to the district's CTE approval account. Your superintendent or CTE director can do this from their dashboard on the site. Teachers can then access their program approval and open it for either renewal or revision ( revision opportunities will only be granted once a year.)
- **Middle School Programs** If a school has courses at the middle school level it can have access to state funding if it is approved through the state office. The middle school program approval process is completed through the same website as high school programs. Middle school program do not have access to Perkins funding.

FFA Membership is offered to middle school students in approved programs only. Middle school FFA membership must be submitted through FFA.org (not AET). For questions, contact Kenton Ochsner.

- **Location of additional information** Additional information on the program requirements, renewal/revision process can be found in the administrators handbook on the CCCS CTE website at [http://www.coloradostateplan.com/admin\\_handbook.htm](http://www.coloradostateplan.com/admin_handbook.htm). Resources for program approval including assurance documents will be on Moodle under Program Approval Resources.

**Primary Contact Person** [emily.fickbohm@cccs.edu](mailto:emily.fickbohm@cccs.edu)

### Approved Program Design

Starting with the 20-21 school year all approved programs in Agriculture must follow the requirements listed below.

- All Secondary and Middle School programs in Agriculture will be under the 019999 CIP
- An approved program must contain at least one pathway from the AFNR cluster
  - A pathway must contain a minimum of four semesters of coursework with at least one of the two at level 2 or above.
  - Courses in the pathway Program of Study are selected from the state CTE course matrix for the AFNR cluster
  - Courses that are unique to the community / region can be submitted for approval and inclusion in the program.
  - Post-secondary courses that are identified in the state matrix or reside in a PS POS aligned to the secondary program can be added to the pathway courses.
  - Pathway courses can be found in the CTE course Matrix on the following page.
- Secondary programs must identify programs at the Post-Secondary level that align to the pathways offered. These Post-Secondary programs represent the next level of education for the student in their individual pathways and are used to provide guidance for course selection in high school.
- Programs must conduct a program survey using the National Quality Program Standards (NQPS) tool and submit the resulting growth plan to show where targeted efforts will be made for program improvement.
  - The program will be evaluated against these goals at the time of renewal.
- SAE engagement is required for all students in the program with participation in Immersion SAE counting for CTE WBL engagement for State CTE and Perkins data reporting.
- An advisory committee of at least 51% industry representation covering all pathways offered in the program is required. This body should also be gender and ethnic balanced representing the community and program enrollment.
- The program must operate a Career Tech Student Organization (CTSO) as an integral component of the courses. In AFNR this CTSO is FFA.
- The program abides by the Specific Program Requirements and Quality Indicators for AFNR programs as outlined in the CTE Administrators handbook found on [www.coloradostateplan.com/administrator/](http://www.coloradostateplan.com/administrator/)

# Colorado Agricultural Education Handbook

## Level 1

[Introduction to Agriculture A/B](#)

## Level 2

Agribusiness	Animal Science	Food Science	Plant Science	Natural/ Environmental	Power, Structure, & Technical
<a href="#">-Principles of Agribusiness A/B</a>	<a href="#">-Principles of Animal &amp; Vet Science</a>	<a href="#">-Principles of Food Science</a> <a href="#">-Principles of Food Production</a>	<a href="#">-Principles of Plant Science A/B</a> <a href="#">-Principles of Horticulture Science A/B</a>	<a href="#">-Principles of Natural Resource Management A/B</a>	<a href="#">-Principles of Ag. Power, Structure, and Technical Systems</a>

## Learning ABOUT work = FOUNDATIONAL SAE

## Level 3

Agribusiness	Animal Science	Food Science	Plant Science	Natural/ Environmental	Power, Structure, & Technical
<a href="#">-Ag. Sales &amp; Marketing</a>	<a href="#">-Animal Production A/B</a> <a href="#">-Intermediate Animal Science A/B</a> <a href="#">-Equine Science</a>	<a href="#">-Food Processing &amp; Safety A/B</a>	<a href="#">-Crop Production &amp; Management</a> <a href="#">-Soil Science</a> <a href="#">-Greenhouse Production</a> <a href="#">-Floriculture A/B</a>	<a href="#">-Forestry Management</a> <a href="#">-Wildlife &amp; Fish Management</a>	<a href="#">-Advanced Welding Tech</a> <a href="#">-Structure Design &amp; Fabrication</a> <a href="#">-Engine &amp; Equipment Technology</a> <a href="#">-Industrial Maintenance Tech</a>

## Level 4

Agribusiness	Animal Science	Food Science	Plant Science	Natural/ Environmental	Power, Structure, & Technical
-AGE102 Principles of Econ -CIS118 Intro to Computers	<a href="#">-Advanced Animal Production A/B</a> <a href="#">-Advanced Vet-Production A/B</a> -ASC100 Intro to Ani Sci	-	<a href="#">-Irrigation &amp; Water Management</a> <a href="#">-Landscape &amp; Construction Management</a> <a href="#">-Urban Farm Management</a> -AGY100 Crop Production HLT101 Hort Sci	<a href="#">-Range Ecology</a> <a href="#">-Colorado Watershed Management</a>	<a href="#">-Metal Fabrication</a> <a href="#">-Plumbing &amp; Electrical Installation</a> <a href="#">-Engine Equipment Tech A/B</a> <a href="#">-Applied Ag. Tech</a> -CTE courses in AME, WEL, CON
<a href="#">-Ag. Leadership</a>	<a href="#">-Capstone</a>	<a href="#">-Work based Learning</a>	-AGB102 Fundamentals of Ag. Business		

## Learning THROUGH/AT work = IMMERSION SAE

### Curriculum Design

- **Date of Occurrence or Due Date:** Course outlines should be built throughout the summer contract months.
- **What is it?** Course outlines and curriculum maps (in conjunction with the state approved scope and sequence) allow for a seamless education to meet educational goals of a program, and to have systematic programs which lead to careers in Ag and agricultural instruction.
- **Who is Involved?** After development of the curriculum maps by the teacher(s), it is highly suggested that approval from a local Agricultural Education Advisory Committee and local administration.

#### **Location of additional information**

- A. The following steps are suggested for the process of developing curriculum maps in Colorado. Please see Colorado Ag Ed Moodle or Program office for additional help or resources.
- B. Determine courses and sequences to be offered (a program map, per se). Approved course titles are provided in an attachment to this form.
- C. Count the number of instructional days in each class from your district calendar. Be sure to indicate dates for statewide and local Ag Ed events including BIG conference, National Convention, and Stock Show if your school participates.
- D. Determine instructional outcomes from each course. (in conjunction with scope and sequence documents)
- E. Choose lesson titles for each instructional day
- F. Map standards to outcomes to make sure that you have adequately hit on all standards necessary for program achievement
- G. Validate curriculum with local advisory committee and administration
- H. Seek example course outlines on Moodle or ask Kellie Enns to help locally.

- **Primary Contact Person:** Kellie Enns at [kellie.enns@colostate.edu](mailto:kellie.enns@colostate.edu)

### Course Scope and Sequence Documents

- ***What is it?*** Every course on the Colorado State CTE Course Matrix has a Scope and Sequence (S&S) document created which outlines the essential content (units of instruction) for the course and the associated / aligned standards, outcomes and measurements. The content identified on the S&S document represents approximately 60% of the instructional time in a semester length course. Schools can adapt the S&S content to their academic calendar by taking the % of instruction recommended for individual topic X the number of instructional days in a semester to determine how long should be spent on each topic. The remaining 40% of the instruction time in the course can be used for FFA / SAE instruction, additional essential units based on the community / industry or greater depth in the identified topics.
- S&S documents will be evaluated on an ongoing basis to ensure their relevance to the industry and usefulness to the instructor.
- Documents are housed on the Colorado State Plan website at <http://coloradostateplan.com/agriculture/>

#### **Primary Contact Person**

Questions or issues with using the Course Matrix & S&S documents can be addressed to Emily Fickbohm at the state office. [emily.fickbohm@cccs.edu](mailto:emily.fickbohm@cccs.edu)

### Extended Contract Report

- **Date of Occurrence or Due Date** Occurs during the summer months between the school year and during the school year when activities occur outside of the school day during the school year. The extended contract is a specific program requirement listed for AFNR programs. The instructor must ensure that they comply with the local expectations for fulfilling the contract and provide reports to administration on activities conducted.
- **Where is it?** Using the teacher journal in the AET system is the easiest way to record the extended contract information. This application allows the teacher to record the hours, date and activity and will create a journal report for any time period the teacher chooses. Recording this information into AET will also serve as a storage location for the multiple years of reports. It also meets the expectation of submitting this report to the state office at the end of summer since the program director can pull the information directly from the system without any involvement from the local teacher. The report can be found under the tracker tab / teacher activity T1 "Record Activities to Support your Contract"
- **Why do this?** The purpose of this report is to document the utilization of your extended contract time or, in the case where the teacher does not have extended contract days to justify the need for this part of the teaching contract. Having multiple years of extended contract reports available can be useful if the contract days are ever questioned. If you do not currently have the extended contract, being able to show the work done in the past can justify the need for the school district to fund them in the future. The teacher journal feature in AET provides the different types of allowable activities that are selected from when entering an entry. This provides the parameters of what the extended contract days can be used for. For additional support on what extended contract days can be used for or calculating a growth plan for administration to build out extended contract days, check out this [link](#).
- **Who is Involved?** This is the responsibility of the individual teacher. There is no penalty for not maintaining the extended contract report but, if your contract is ever threatened it is difficult for you or the state director to justify the need if there is no record of past work.
- **Any special considerations** Keeping the journal during the school year to record hours spent outside of the school day can be beneficial to show the extra time required providing the complete program for all students. It may not result in additional salary, but having that information available is always useful.
- **Primary Contact Person**  
Assistance or questions on this report can be addressed to the state program director.  
[emily.fickbohm@cccs.edu](mailto:emily.fickbohm@cccs.edu)

### Enrollment Data Reporting

- **What is it?** Enrollment reporting is the process through which local programs submit student data to the state CTE office. This data is required from any approved CTE program that is in operation and it meets expectations for both CTA and Perkins funding programs. The data is reported on the [Coloradocte.com](http://Coloradocte.com) website in the Data Reporting section
- **What data is collected?** Schools report student enrollment, demographics, program completion and follow-up data on students enrolled in the program the previous fiscal year. Not submitting enrollment data can lead to a program not being renewed by CCCS and loss of state and federal funding.
- **When is it submitted?** Enrollment data is reported twice during the school year. At the completion of the school year the enrollment, demographics and completion data is due to the state office by July 31st. Students who are reported as completers (as based on the definition in the program approval) are maintained on the data set for the school to submit follow-up information by March 31 of the next year.
- **Where is the data submitted?** All enrollment data is reported to the system office (CCCS) through the CTE portal at [www.Coloradocte.com](http://www.Coloradocte.com). Reporting of CTE data in the system may or may not be the responsibility of the individual teacher. In larger districts this task is performed by district CTE staff.

- **Primary Contact Person**

Questions on enrollment data collection should be directed to [emily.fickbohm@cccs.edu](mailto:emily.fickbohm@cccs.edu)

### SAE - Supervised Agricultural Experience

- **Date of Occurrence or Due Date** SAE is an ongoing program for every student enrolled in the approved agricultural education course. It occurs during the school year and may continue throughout the summer.
- **What is it?** The SAE is the individualized student program/project which is aligned to their individual career goal. It is conducted outside the direct instructional time of the course and may occur on school grounds, at the student's home, at a place of business or agricultural production farm or ranch.
- **Who is Involved?** The student, their parents or guardians, the teacher and other individuals are involved in the determination, implementation and conducting of the SAE program. Ongoing supervision of the student's work is provided by the instructor and may also involve other adults as determined by the instructor.
- The student maintains records and other data relative to the SAE program in the AET data system provided by the school. Records of supervision are maintained by the instructor in the AET system. Students should initiate utilization of the SAE and data collection within the first semester of Ag Ed coursework.
- There is no cost to the student for access to AET as it is provided as a component of the school's affiliation fee paid to the state FFA Association. Financing of the actual SAE program & projects is the responsibility of the student through various sources including grants from the national FFA and state FFA along with local support. Procuring financial support for an SAE is part of the educational goal of the program.
- There are two types of SAE; foundational and immersion. Foundational SAE's begin in the level 1 and 2 courses where students explore various careers through 5 components of career exploration and planning, employability skills for college and career readiness, personal finance management and planning, workplace safety, and agricultural literacy. Immersion SAE is the application of foundational; gaining real-world, hands-on experience. Students can participate in internships, entrepreneurship, research, school-based enterprises, and service learning. For more information visit <https://saeforall.org/>.
- **Location of additional information** SAE guidelines can be found at [www.saeforall.org](http://www.saeforall.org)
- Additional resources for teaching SAE and AET can be found at [www.FFA.org](http://www.FFA.org) and [www.theaet.com](http://www.theaet.com)
- **Primary Contact Person** [emily.fickbohm@cccs.edu](mailto:emily.fickbohm@cccs.edu)



### **Sources of Funding for Ag Ed Programs: Overview of where your money comes from**

#### **Local District Support**

The majority of funds spent on delivery of the local Agricultural Education program will come from the district budget. These are the same funds that are used to deliver elementary, middle and other high school programs. The district receives funding from Colorado Department of Education based on their total student enrollment and a multitude of categorical calculations based on various factors. These funds are distributed to the various programs and uses through the district budget. Ag Ed programs may have their own line item in the budget, may be part of a CTE line item or may be embedded into the high school line item. It may also be split into instructional costs, salary, travel, equipment, ETC. There is no one way the funds are distributed within the district budget. It is beneficial to Ag Ed teachers to understand the district budget and how money is allocated. That said, don't go to the district office and demand a copy of the budget. Approach the district board clerk and ask them if they would provide you a budget so you can better understand the allocation of funds and the difficulty of managing the district accounts.

#### **State CTE support**

Details on this can be found on the handbook page titled CTA Reimbursement.

This source is a reimbursement to the district based on Ag Ed expenditures from the previous year. The amount is determined by formula which requires the district to solely fund the program up 70% of the state funding amount (PPOR/Per Pupil Operating Revenue). They receive reimbursement for funds above that 70% level. This is based on a cost per student so when enrollments are high in the program the amount spent per student goes down and thus the reimbursement decreases. Therefore, low enrollment and high costs receive the biggest return.

#### **Federal Perkins Funds**

Details on this can be found on the handbook page titled Perkins funding.

This source of funding is formula based and requires a grant submission process by the district or the consortium the district belongs to. Perkins funds are for program enhancement or improvement. It cannot replace funds from the local district and is restricted in how the money can be spent.

Innovations in CTE grant is a program using reserved funds from the Perkins funding formula. \$1.5 million in total rewards with recipients receiving up to \$250,000. The purpose of the grant is to promote innovations within CTE programs that are aligned to the State Strategic plan and the schools regional needs assessment.

### **Carl D. Perkins Federal Funding**

**What is it?** Perkins funds are provided by the federal government as support for CTE programs at the secondary and post-secondary level. Funds are distributed to the state CTE agency (CCCS) based on a formula. States can use 12% for state level activities (CTE Staff & Program Support) with the rest distributed to the local level as determined by formula. There is no way for a school district to change the funding allocation. Local Perkins funds in Colorado are split 60% to post-secondary and 40% secondary.

**Purpose of Perkins funding** The federal Perkins funds are not to be used for normal day to day operation of the CTE program. These costs are the responsibility of the local district and are supported with state CTA funds. Perkins should be used to enhance the program, expand the content of the program or provide equipment, training or resources needed to enable the program to move into new areas of the industry. The projects outlined in the local Perkins Grant must align to priorities identified by the regional needs assessment that occurs every two years.

**How do I access Perkins funding?** Schools must apply for Perkins funds via a local plan application process. Intent to participate letters are due to the state office in the spring of the year with the grant application due by July 1. Final approval of the grant/plan is given after state Perkins coordinators have determined the use of the funds to be appropriate for fund use. The federal legislation requires schools to receive at least \$15,000 in funds to submit a plan. School districts below the \$15,000 allocation must enter into a consortium from which the grant application is submitted. Most rural Ag Ed programs belong to a consortium managed by the BOCES the district belongs to.

**How do I access Perkins funds?** Ag instructors need to be involved in the development of the Perkins plan. If the school is in a consortium, then they should work with teachers from the other schools to plan how the funds will be used. This could include selection of new equipment & training, teaching resources, or attending a professional development.

**How is Perkins funds spent?** Once the plan is approved by the state Perkins coordinator the district is authorized to expend funds. The district must first expend their own funds then submit documentation to the state Perkins office for reimbursement. Spending funds prior to plan approval are not eligible for reimbursement. Spending funds for items, services or materials not identified and approved in the plan will also disable those costs for reimbursement. Any funds allocated to a district not claimed by the end of the fiscal year are forfeited and will be returned to state Perkins office.

**What can't Perkins funds be used for?** You cannot purchase supplies for the shop, greenhouse or classroom with Perkins funds. Any permanently attached structure or classroom furniture are also disallowed. Replacing equipment already in the program is not allowed unless the new equipment is significantly different from what is being replaced. (This could be more technologically advanced)

**Special requirements for Perkins funds** Only approved programs with credentialed instructors can spend Perkins funds. Allowing program approval to lapse or not being credentialed during the school year eliminates the school from spending money on that program.

**Perkins Innovation Grants** Starting in FY 21 a part of reserve funds will be placed into a competitive grant process to provide for increased level of funding for local / regional/ state initiatives. The Perkins Innovation grant program is a separate application process that occurs each spring. Projects can request

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up to \$250,000 for one year projects aligned to regional needs assessments. Additional information on Innovation grants can be found at

<http://coloradostateplan.com/administrator/perkins/perkins-forms-and-files/>

***Primary Contact Person*** [emily.fickbohm@cces.edu](mailto:emily.fickbohm@cces.edu)

### CTA State Level Program Funding

**Date of Occurrence or Due Date** Application for CTA Funding is due to the system office before September 1 of the fiscal year.

**What is it?** CTA is funding available to secondary approved CTE programs as provided in the Colorado Technical Act. These funds are distributed to local school districts as reimbursements in the fiscal year following the year when the funds were expended. Schools must submit program expenses and other required data to the system office via the website at [www.coloradocte.com](http://www.coloradocte.com)

**Who is Involved?** One individual at the district level is responsible for submitting the expenses. This is usually a CTE director or district level administrator. In small rural districts the Ag instructor may be the person submitting this form. This is not recommended as it requires additional time on the instructor's part.

**What costs are allowable for CTA reimbursement?** Nearly all expenses of operating the CTE program are allowable. This includes teacher salary, supplies, equipment, vehicles, mileage, professional development expenses, sub pay for CTE related events, CTSO (FFA) registrations, fees, student travel. All expenses must be paid from district accounts to qualify for reimbursement. Expenses paid from FFA or student accounts cannot be submitted for CTA reimbursement.

**Location of additional information** Guidelines, rules and regulations for CTA can be found on the Colorado CTE web page at [http://www.coloradostateplan.com/CTA\\_faq.htm](http://www.coloradostateplan.com/CTA_faq.htm)

**Critical Information** The reimbursement is based on student enrollment in approved CTE courses as listed on the program approval for the Ag program. Courses listed on the program approval must match those taught during the school year being reimbursed. If a course is not on the program approval, any costs incurred for that course and a percentage of the teacher salary is excluded from CTA reimbursement.

CTA reimbursement is based on cost/FTE above 70% of the districts Per Pupil Operating Revenue. Large class numbers will decrease the cost/FTE thus reducing the level of reimbursement received. The CTA funding program is designed to supplement general education funds to cover the additional costs of CTE program delivery. Part of these additional costs is an expectation for smaller class size to enable the instructor to deliver hands-on education that CTE is based on.

**Primary Contact Person** [emily.fickbohm@cccs.edu](mailto:emily.fickbohm@cccs.edu)

### **Teacher Professional Development and Local Teacher Success Initiative**

**What is it?** An effective agricultural educator never stops learning. The demands of the Ag curriculum combined with the fast pace of change in the industry require the teacher to constantly update their technical knowledge and skills. Combine this with the need to hone the teaching skills in the lab and classroom and you have a continuous need for professional development.

**Who is Involved?** All partners in Colorado Ag Ed are focused on providing professional development for our instructors. These may be workshops at CVATA conferences, one day workshops provided by CSU or the System office or multiple day events hosted by a collaboration of Colorado, Nebraska and Kansas. Heidi Sellers serves as the part-time Local Teacher Success and part-time Work-based learning specialist. Kelly Schmidt serves as the full-time Local Teacher Success Coordinator. Their primary focus is to assist 1st-3rd year teachers to assist them with their induction into Colorado Ag Ed. Additionally, they are here to serve all teachers in Colorado Ag Ed. Kelly Schmidt can be reached at [kschmidt@coaged.com](mailto:kschmidt@coaged.com) and Heidi Sellers at [hsellers@coaged.com](mailto:hsellers@coaged.com).

**How to fund professional development?** Professional development activities are an allowable expense for Perkins funds. If the professional development topic/event aligns with the Perkins matrix and it is written into the local Perkins plan, then this is an excellent source for funding. If it will not fit the Perkins matrix or not in the plan, then dollars expended for the teacher's professional development can be claimed on the CTA reimbursement by the district.

**Primary Contact Persons** John Stahley, [jstahley@coloradoffaoundation.org](mailto:jstahley@coloradoffaoundation.org)

# Ag Experience Tracker Online Data System (AET) & Student Portfolio Site

### **What is it?**

AET is the online data collection system provided to every approved Ag Ed program as a part of their affiliation fees paid to the State FFA office. The AET provides three separate systems for the program. The teacher can manage their courses, communicate with students, grade SAEs, journal their extended contract activities, and manage course outcomes. The chapter can create a chapter calendar with all state activities already included, plan, conduct, and record data on chapter activities with the ability to import that into the National Chapter Award application, maintain chapter financial records and host a chapter website. Individual students can maintain all their financial records from their SAE, journal classroom experiences, FFA, and SAE activities, align SAE knowledge and skills with ARNR outcomes and compile documents for individual portfolios.

### **Where do you access AET?**

AET is available online at [www.theaet.com](http://www.theaet.com). Each program has an account on the system. Access is provided by the program's FFA Chapter number and a unique password. New teachers will be provided the chapter password by the state office once they start on the job at their new school. They can reset the password once they log in.

### **How do students gain access to AET?**

Student access to the chapter account is controlled by the local instructor. Instructors must create courses for the school year and assign students into those courses. This provides access to the student for their SAE records, chapter calendars, chapter activities and other features.

### **How do I learn to use AET?**

New teacher workshops, CVATA sessions at Mid-Winter and Summer Conference and other AET sessions are all provided to assist the teacher to learn the AET system. There is also an extensive library of resources on the AET website to assist teachers and students learn how to operate the site. Fellow teachers are also excellent resources on how to utilize AET in the classroom and chapter.

### **What about FFA awards and Degrees?**

All applications for FFA awards and state degree must be generated out of AET. The system provides a step by step process to help the student prepare the application. The students' SAE data in the AET system is automatically transferred into the FFA application. These can be submitted to National FFA for American degree and national proficiency awards.

### **How does AET and FFA rosters work?**

FFA membership to state and national levels are submitted through AET. Students must be enrolled in the program's courses for the year and their names must be pushed from AET to National FFA by using the FFA roster helper tool provided in AET. Students who are in their second semester of ag class must be pushed to national membership. If you are sure the student will be enrolled for the second semester you can push them to national membership once they

start the course. Any student on the national roster in May will be in the affiliation count to determine the program affiliation fee for the following school year.

**Who is your best source to get questions answered?**

There is a link on the lower LR side of any AET page labeled “Ask AET”. Submitting your question to this site sends an email to the people in Texas who designed and operate the system. They are usually quite quick in their response unless they are at National FFA CDEs or Texas events. The AET crew is extremely helpful and knowledgeable about your situations. This should be your first resort to answer questions.

**How do I stay current on AET revisions?**

The AET designers are constantly revising and updating the system to make it more useful for teachers and functional for students. To stay current, AET sends out weekly emails to all teachers registered in the system along with periodical updates on new features and tools. It can be frustrating when you log in and things change, but our students adapt quickly and can help teachers figure things out.

### Setting Up AET

All the resources needed to set up your AET system are found at [www.theaet.com](http://www.theaet.com). If you forget your chapter number (CO00XX) and your log-in information, you may contact Emily Fickbohm for this info. All other information can be found on AET under the “Teacher Help” tab.

**Primary Contact Person** [emily.fickbohm@cccs.edu](mailto:emily.fickbohm@cccs.edu)



### CoAgEd Moodle

- **What is it?** The Moodle group is the official communication system for Colorado Ag Ed and FFA. It is located at [www.ecboces.org](http://www.ecboces.org). The site contains a main group COAGED and multiple other groups including district groups and special groups as needed. Every teacher is enrolled into the main Coaged group and into their appropriate district group. Not every district chooses to use the Moodle group so this may or may not be an active group.
- **Who is Involved?** The Moodle group contains resources, links and other items essential to Ag Ed. It also has a forum that is for distribution of information to all users enrolled in the group. Specific categorical forums have been set up in each folder; FFA, program approval, SAE, etc. This forum is set to send every posted message into your email 30 minutes after the composer hits send in the forum. In some cases, you may not receive these email notifications due to technological issues. Even so, you are responsible for the information posted in the main group forums. To ensure you are aware of these messages it is recommended that you log into the Moodle site and check the forum for any new posted information.
- **Gaining access to Moodle** Teachers are added to Moodle by the program director prior to the start of the school year. She will provide you with the username and password. You need to change your password once you log in. The profile in your account contains the email address that mail is sent to. If your email address changes, you are responsible for making the changes in your profile.

Know whom you are addressing!

Forum posts can be replied to in two different ways; if the message comes into your email and you use the reply button on your email service (Gmail, outlook, etc.) you are sending your message to the person who posted the message or if you use the reply button that is at the bottom of the message and it requires you to log into the Moodle site, then your message will be sent to every teacher who is enrolled in that group. Make sure you know who you are sending the message to before you hit submit or send. If you do mistakenly reply inside the forum (all teachers in the state) there is a 30-minute delay between your submission and when Moodle sends it out. During this time, you can edit or delete the message.

**Primary Contact Person:** Emily Fickbohm; [emily.fickbohm@cccs.edu](mailto:emily.fickbohm@cccs.edu)

### Steps for Implementing National Quality Program Standards (NQPS)

- **Date of Occurrence or Due Date** Annual review by the chapter
  - **What is it?** The National Quality Program Standards for Secondary (Grades 9-12) Agriculture, Food and Natural Resource Education is a tool designed for local agriculture, food and natural resource education programs to analyze their program and develop clear goals and objectives for program growth. This tool is designed to be used by local teacher(s) in cooperation with administrators, community partners, advisory committees, FFA support groups and/or an external assessment team. It is also a requirement for program approval. The Growth Plan created from the NQPS survey process is uploaded to the program approval site and is used to evaluate the program at the time of renewal.
  - **Access the NQPS document** at: <https://ffa.app.box.com/s/cphmlhr1ycnvgkjicslsa2kboxdry0uyo>
  - A condensed version of NQPS is available on Moodle.
  - **Review the document prior to utilizing in your local programs.** NQPS are NOT curriculum standards. NQPS stands for National Quality Program Standards. This is a document to help you to manage efficiently and effectively a total program of agricultural education. The seven sections of NQPS include: Program Design and Instruction, Experiential, Project and Work Based Learning, Leadership and Personal Development, School and Community Partnerships, Marketing, Certified Agriculture Teachers and Professional Growth, Program Planning and Evaluation.
1. Establish your evaluation group (advisory committee, stakeholders, administration) – see document for clarification
  2. Do a pre assessment yourself of the section to review; contact a member of Team Ag Ed for clarification on any standards/quality indicator
  3. During monthly advisory meeting, work through a section or provide your pre-assessment as a starting point for discussion and ask for specific feedback from each of the review committee members
  4. Have specific minutes taken for suggestions and baseline information
  5. Partnerships and Marketing can both be handled in one meeting
  6. Upload the results from the survey using the Quick Access Guide on Moodle into the [Colorado CTE Gateway](#) during program approval renewal time.
  7. Analyze the rubric results to identify deficit or strength areas of the program. Deficit areas should be utilized in collaboration with your advisory committee to build the Advisory Committee Program of work for the coming years to elevate the deficit areas.
  8. Be sure to list ONLY 3 achievable goals – do not solve all programmatic issues in one year.
  9. Completion of this will help to drive Perkins Funds Grant, assist with CCCS program renewal (required component), and local requirements for program goals and assessment and be used as one of your artifacts for SB191 Teacher Effectiveness.

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- **Plan to spend about 8 hours with the review process over one year.** It will take a much longer time frame for the teacher in planning, preparation and goal setting following the process.
- **Primary Contact Person:** [emily.fickbohm@cccs.edu](mailto:emily.fickbohm@cccs.edu)

### **Programs of Study**

#### **What, Why & How?**

- Programs of Study are required for every approved program participating in Perkins funding. More importantly they are the critical tool which enables every student to develop their personal career plan (ICAP).
- Under Perkins V, local education agencies and postsecondary institutions should offer more than one program of study that: A) incorporates challenging State academic standards; B) addresses both academic and technical knowledge and skills, including employability skills; C) is aligned with the needs of industries in the economy of the State, region, Tribal community, or local area; D) progresses in specificity (beginning with all aspects of an industry or career cluster and leading to more occupation-specific instruction); E) has multiple entry and exit points that incorporate credentialing; and F) culminates in the attainment of a recognized postsecondary credential.
- The programs of study are aligned to pathways and the post-secondary degree and award programs available at community colleges or CSU. When the program approval is created the program must identify at least one post-secondary program that each pathway aligns to. This provides the instructor and student access to the next level of education available for careers in the pathway. Programs should also include POS for AS and BS degree programs in addition to the certificate and AAS programs listed in the program approval site.

#### **How does the POS relate to the SAE?**

- The revised SAE Philosophy and Guiding Principles adopted by the National Council for Agriculture Education in 2015 expects every Ag student to start their SAE with career exploration experiences designed to connect the student's interest with a career opportunity. This leads to the creation of their career plan (ICAP) and the selection of the SAE experiences that provide the student work-based learning opportunities aligned to their career objective. The POS document provides the student information needed for them to complete their career plan portion of the SAE by informing them of the course work required at the post-secondary level which guides the selection of the courses they take in high school.

#### **How does the POS relate to the FFA?**

- When a student is knowledgeable of their career goal and the steps necessary to prepare for that career then they can use that information to make informed choices concerning their involvement in FFA. Selection of CDE's, leadership roles, and other educational and personal development activities can be focused on preparing the student for their next level of education and the workplace.

#### **How to use the POS?**

- They can use the POS to learn more about the post-secondary program they are working toward that is aligned to their secondary program. Understanding the cost of the program, application processes and other items concerning the institution are all part of preparing for life after high

school. The career plan then becomes part of the SAE supervision, reflection and growth discussions per the SAE for All program that occur throughout the student's high school Ag career. If at some point in time they determine they need to make a change in their career direction, then providing them the POS that aligns to their new interest allows them to adjust the career plan accordingly.

### **Other uses for the POS**

- Make a chart of the information on the POS and post them around the classroom to promote careers. Put your student's pictures on the POS they are following to show other students who are interested in their same career area. The POS and Career Plans become the guiding document telling the student why they are in the Ag course and why they need to learn the knowledge, skills and abilities taught in the other courses. If they are following the career plan they created which was based on information from the POS in their career path, then every course they are taking is related to their career goal.

### **Where do I find the POS?**

- Every program identified multiple POS as part of the program approval in 2020. These can be accessed through the ColoradoCTE.com website in your individual program approval document. In the Program of Study section of the document click the Page icon at the far RH side of the PS program listed to see the details on the individual POS.

### **Adult Education/Colorado Young Farmers Educational Association**

The Colorado Young Farmers Educational Association was dissolved in 2019. The Foundation still offers a scholarship to students. Information on how to apply will be distributed by the CYFEA Foundation through the ag teacher communication system (Moodle) and email list serves. Scholarship applications are also emailed to counselors. The local Young Farmers chapter may still be in your community and the ag teacher may still serve as the advisor of the local chapter. Please contact your local chapter Young Farmers president for further information on the ag teachers role.

### Alumni

- **Date of Occurrence or Due Date** Through their commitment to FFA and agricultural education, Colorado FFA Alumni help guide the students in their communities down the path to success.
- **What is it?** Agriculture teachers rely on FFA Alumni to help them get more support from the community for their agriculture programs and to give them more time and freedom to do what they do best – teach kids.
- **Who is Involved?** FFA relies on alumni members for help with recruiting students and raising funds for chapter activities and scholarships. FFA Alumni also assist at FFA camps and conferences, the National FFA Convention & Expo and other personal development programs.
- **Registration or early due dates involved** None.
- **Cost of participation** Membership fees vary from \$0 cost (Associate) to \$160 (Lifetime) depending on the type of membership. More information on membership types and fees can be found at <http://www.coloradoffaalumni.org/join>
- **Location of additional information** There is a wealth of information regarding the Alumni, including starting a local Alumni Chapter, can be found at: <http://www.coloradoffaalumni.org>.
- Each year during the State FFA Convention, the Alumni put on a meal function fundraiser so the Alumni can fund WLC scholarships and provide other support to FFA members across Colorado. It is highly recommended that chapters purchase tickets and support the alumni “Feed Trough.”
- **Primary Contact Person:** Dave Summers, Alumni President [davsmmers@aol.com](mailto:davsmmers@aol.com)

### Local Ag Advisory Committee

- **Date of Occurrence or Due Date:** Local Ag Advisory committee should meet all year as needed, with a minimum of two meetings per year.
- **What is it:** The local Ag Advisory Committee is a group of community members who give input and advice to the local Agriculture Education Program. Activities may include: review of curriculum, Program evaluation (NPQS), selection of awards, review of FFA Activities, development of school based SAE's, and general support of the instructor.
- **Who is involved:** The committee must be made up of 51% business and industry people and represent a diverse cross-section of ethnicity and gender. Every pathway in the Program approval should have industry representation on the committee. Members may also include: administrators, school board members, students and the instructor. Parents can be included if needed to provide ethnic representation and balance if there is not industry representation available.
- **Where to find more information:**  
<http://coloradostateplan.com/administrator/advisory-committee/>
- **Contact Person(s) :** Emily Fickbohm [emily.fickbohm@cccs.edu](mailto:emily.fickbohm@cccs.edu)



### **Teacher Effectiveness (RANDA)**

#### **Date:**

Ongoing – twice annually for formal evaluations (minimum)

#### **Who:**

All teachers will be evaluated annually for obligations to the Colorado Department of Education. Evaluations are completed by the local administrators in school districts.

#### **What:**

Through Colorado Senate Bill 10-191 it is required that all teachers in Colorado go through a rigorous evaluation system annually (see <https://www.cde.state.co.us/educatoreffectiveness/overviewofsb191>).

The teacher effectiveness measure is done through the State Model Evaluation System. The teacher rubric that is used for the evaluation system is found here: <https://www.cde.state.co.us/educatoreffectiveness/revised-teacher-rubric>. Many school districts utilize RANDA as the delivery mechanism for teachers and administrators to interface the evaluation system and artifacts of effectiveness.

There are currently four quality standards and subsequent elements under each of the quality standards that teachers can be assessed on. The Quality Standards include

- Quality Standard I – Teachers demonstrate mastery of and pedagogical expertise in the content they teach.
- Quality Standard II – Teachers establish a safe, inclusive and respectful learning environment for a diverse population of students.
- Quality Standard III – Teachers plan and deliver effective instruction and create an environment that facilitates learning for their students.
- Quality Standard IV – Teachers demonstrate professionalism through ethical conduct, reflection, and leadership

For specific examples for implementation, please see

<https://www.cde.state.co.us/educatoreffectiveness/resourceguideteacherpp>.

#### **Special Considerations:**

A group of Joint Staff and Teachers in Colorado Agricultural Education have developed an implementation guide to provide assistance to administrators for evaluating the whole agricultural education model in the agricultural teachers' evaluation. See the CDE Teacher Evaluation Website for this document.

#### **Suggested Implementation:**

1. To be most effective, consider pre-conferencing with your administrators regarding what they are looking for in the evaluation.

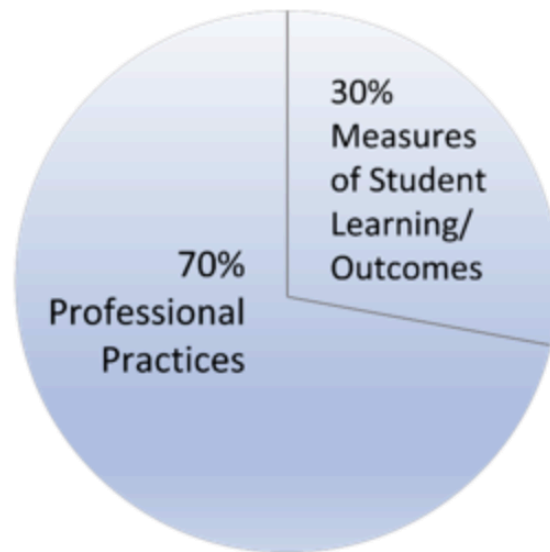
2. Plan effectively for the lesson – read the rubric prior to your evaluation and implement specific strategies from the standards.
3. Post-conference for areas of improvement.
4. Be coachable and considerate. Try to not take constructive criticism personally – if there are items that you don't agree with, don't argue with your administrator but instead take time to formulate a response.
5. Remember that this is only a portion of your evaluation – measures and documentation of student growth are also considerate in your overall effectiveness rating.



**Primary Contact:**

emily.fickbohm@cccs.edu

## Measures of Student Learning



### MSL requirements for teachers:

- o A measure of individually attributed student growth.
- o A measure of collectively attributed student growth.
- o **When available**, state summative assessment results.\*
- o For subjects with statewide summative assessment results in two consecutive grades, results from the Colorado Growth Model.\*

The weight of the MSL requirements are determined at a district level. If state summative assessment results are used they can be as low as 5% of the total. Other student growth assessments can include DIBELS, NWEA MAPS, iREADY, etc. These are based on Common Core standards around reading, language usage, math, and science.

### Examples of MSL's:

1. Utilize the districts School or District Performance Framework (SPF/DPF)
2. Aligning MSL's to the schools UIP goals and your implementation.
3. Merging collective and individual student growth measures.

### Examples of MSL's from the agriculture classroom:

1. Increase in student growth in foundational and immersion SAE's as documented by AET.
2. CPASS or certification completion by May of that school year in a specific content area.
3. Using collective measures of NWEA, DIBELS, iREADY, etc as a classroom based measure for inclusion of Common Core reading, writing, and math into the agriculture curriculum.
4. Data collection on the successful implementation and understanding of formative assessment practices.

### **Teaching in the Laboratory**

Well planned lessons for the laboratory are as essential as well planned lessons in the classroom. The laboratory setting is a great way for students to gain many experiential learning opportunities. However, the quality of the experience is only as great as the planning, preparation, execution, and assessment provided by the instructor.

#### **Outcomes/Objectives**

Good teaching always begins with the end in mind. This is as true in a laboratory setting as anywhere. Before planning any lab activity, whether it be ANS injections, PLS greenhouse work, PSTS project construction, etc. teachers should always start with the identification of what the students will learn and gain from these experiences. Outcomes are standards based but also should reflect the skill attainment of the students. Turning in a quality finished product should not be the sole purpose of any project. Quality work is important yes, but should be an expectation of all work turned in not just from a finished project. The true learning in laboratory experiences happens when students are able to connect the physical activity they are doing with the academic content the teacher is covering. The objectives and outcomes for the laboratory experiences should reflect this. Thus, an outcome for a greenhouse cuttings lab should not only be to successfully asexually propagate a plant using the cuttings method, students should also be able to explain why the cutting method was used, describe the procedure for properly executing the cutting method, how it is used in industry, etc. Same goes for project construction in the PSTS pathway. The successful construction of a specific project to a degree of high quality craftsmanship is one important outcome of a project. However, what about all the learning that will happen DURING the construction of the project? What outcomes or objectives should the students gain during this time? Some examples may be: Proper tool selection for a specific job, reading and executing a blueprint or plan, identifying why certain materials are used instead of others, etc. As teachers build their outcomes for a laboratory experience, remember that the final product is less of a learning outcome and really a result of the labor, effort, and learning that will happen during the process and students will need help identifying the fact that they are learning in the process.

#### **Daily Plan**

As the teacher sets up laboratory experiences, especially long term projects, it is still important that teachers have a daily plan for what is expected of the students. Many times teachers look forward to project time because they think students can come to class and they say ok “go to work”. However, what does that really mean? As the instructor it is important that even though it is work time, teachers have a plan for what the outcomes of the day will be. This plan should include opportunities for students to identify learning that occurred during the lab experiences of the day.

#### **Assessment/Growth Measurement**

Any successful lesson is only as good as the growth a student gains from the experience. This may or may not include that of a “letter grade” but more importantly, must allow a student the opportunity to see how they have grown while working on the laboratory project. Just as a letter grade may not be an “accurate” indication of the student’s growth during a project, only assessing the student’s final project also is not enough to truly measure the growth of a student. The use of benchmark assessments and measurements during a project is a good way to assess student’s work on a project, what they are learning, along the way, and to provide feedback as to the quality of the project. One tool for assessing growth and providing feedback to students during a project is through the use of a Performance Assessment Sheet (PAS). The PAS is a list of steps provided to students indicating how to complete a lab project or task. Each step in the PAS is assessed by the instructor with the opportunity to not only provide a “score” for the step but also instructor feedback regarding the student’s progress through the task. An example of one can be provided upon request. The use of the PAS is one example

of measuring growth. Another tool for growth measurement is that of active reflection by the student. Providing students with a means of reflection on how the experiences are shaping their education is another avenue for measuring growth from laboratory experiences. Through the use of tools to measure growth during a project and the use of active reflection strategies, laboratory teaching can go from being only hands on to experiential education.

**Primary Contact Person** Nathan Clark at [Nathan.clark@colostate.edu](mailto:Nathan.clark@colostate.edu)

### **Agricultural Mechanics Psychomotor Skill Development**

- **What is it** The Agricultural Mechanics Psychomotor Skill Development Model was created by Nathan Clark, Dr. Kellie Enns, and Dr. Michael Martin, a team of researchers from Colorado State University. The purpose of his model was to create an instructional model for developing agricultural mechanics skills (Clark, 2014). The Agricultural Mechanics Psychomotor Skill Development Model focuses on student learning, skill development, while increasing the amount of time working with students and decreasing the amount of time spent on procedures and rules (Clark, 2014).

The framework for this model is based upon three stages of development presented by (Phipps, Osborne, Dyer, & Ball, 2008); early cognitive development, practice/fixation, and autonomy. Stage one of the model focuses on early cognitive development which involves observation and attention. Stage two focuses on student practice. The third stage is the autonomy stage in which students become automatic with the skill, and efficiency and accuracy is improved. This model is shown in figure 1.

As the framework suggests, the Agricultural Mechanics Psychomotor Skill Development Model is divided into three stages of skill development. Prior to class, students are required to read safety rules for the tools being covered and watch a video demonstration on the operation and maintenance of each tool. When students return to class they are required to take a safety test and pass with a score of 100%. When students complete the safety exam they are moved directly to the mechanic's laboratory, thus allowing more time for guided practice (Clark, 2014).

A performance assessment sheet (PAS) is provided to each student when they enter the shop. The PAS is a set of instructions detailing a step by step procedure for operation and practice of each tool (Clark, 2014). As students move through the PAS they are evaluated against a rubric so that the teacher can assess performance of the skill, and evaluate them based upon their performance of the task (Clark, 2014).

After students have completed the PAS, students should become more efficient and accurate when using a tool, and hence should be more confident in their use. When testing this model in a college teacher preparation classroom, researchers found that many students responded with a positive attitude toward the model and expressed a positive perception toward the use of flipped classrooms, stating that it alleviated many of the frustrations they had due to lack of practice from overly long demonstrations (Clark, 2014). Students also expressed their liking of the PAS and video demos saying that it improved their overall knowledge of the tool and better prepared them for operation of the tool (Clark, 2014).

- **Location of additional information**

Additional Performance Assessment Sheets, Safety Rules, Tests, Keys and Videos are available. Please also see the Colorado Agricultural Education Laboratory Management Manual for information on organizing, managing, and facilitating effective instruction in the Ag Mechanics Lab. This can be found on the Colorado Ag Ed Moodle – Topic 12.

- **Primary Contact Person** Nathan Clark at [Nathan.clark@colostate.edu](mailto:Nathan.clark@colostate.edu)

## Agricultural Mechanics Psychomotor Skill Development Model

Students Does	Instructor Does
<ul style="list-style-type: none"> <li>Prior to class:               <ul style="list-style-type: none"> <li>Read safety rules of tools being covered in class (usually 2-3 tools).</li> <li>Watch a video demonstration on operation and maintenance of each tool.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Prior to class:</li> <li>Preparation of materials for students (minimum of 5 days prior to class):               <ul style="list-style-type: none"> <li>Provide students with link/access to videos of tools which are to be covered (usually 2-3 tools).</li> <li>Provide students with safety rules for each tool</li> </ul> </li> <li>Preparation of class/laboratory (prior to start of class on day of):               <ul style="list-style-type: none"> <li>Have safety tests ready for students to take (preferably online versions for immediate feedback).</li> <li>Set up laboratory with practice stations for tools covered.</li> <li>Ensure there are clear sight lines for all practice stations.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>In classroom:               <ul style="list-style-type: none"> <li>Ask clarification questions from videos.</li> <li>Take a safety test over each tool.</li> <li>Grade and obtain a score of 100% on each test.</li> <li>If a perfect score is not obtained, review videos for clarification.</li> <li>After passing, fill out the safety section of the skill card</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>In classroom:               <ul style="list-style-type: none"> <li>Answer clarification questions and reinforce any pertinent information. Allocation of time for this task restricted to no more than 5 minutes.</li> <li>Administer safety tests and grade when students are done.</li> <li>Verify and sign off on skill card affirming skill level attainment of the student</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>In laboratory:               <ul style="list-style-type: none"> <li>Follow steps of the Job Operation Sheet to practice using tool.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>In laboratory:               <ul style="list-style-type: none"> <li>Hand out skill Job Operation Sheets and break class into rotation groups.</li> <li>Station yourself with clear sight lines to all stations</li> </ul> </li> </ul>

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<ul style="list-style-type: none"><li>◦ Upon completion, report to the instructor with JOS for assessment of steps and feedback.</li><li>◦ After completing the JOS, fill out more sections of the skill card indicating level of skill development</li></ul>	<ul style="list-style-type: none"><li>◦ Observe students practicing tool skills</li><li>◦ Assess student performance for each step of the JOS according to what you observed</li><li>◦ Provide feedback on where the student needs to improve</li><li>◦ Verify and sign off on skill card once more affirming skill level attainment of the student</li></ul>
<ul style="list-style-type: none"><li>• Future skill development<ul style="list-style-type: none"><li>◦ After multiple uses of tools or at the conclusion of a project student revisits the skill cards each time to indicate skill level for each tool and to show growth while enrolled in the program</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Future skill development<ul style="list-style-type: none"><li>◦ Verify and sign off on skill card each time students fill them out affirming the skill level attainment of each student while enrolled in the program</li></ul></li></ul>

Please contact Nathan Clark for materials that are more specific. [Nathan.Clark@colostate.edu](mailto:Nathan.Clark@colostate.edu)



### **Making Payments to Colorado FFA Association**

Payments that go to the Colorado FFA include Membership Affiliation and AET fees, BIG Conference registration, MFE/ALD registration, State CDEs and LDEs registration, State Convention registration.

Payments may be paid with a check and mailed to:

Colorado FFA Association  
9101 Lowry Blvd  
Denver, CO 80230

**OR**

Payments may also be made with a credit card. Follow the “Buy Now” link on the Colorado FFA website. [www.coloradoffa.org](http://www.coloradoffa.org) Homepage

**OR**

E-Check from QuickBooks invoice

**OR**

Credit card at the event

\*Be sure to include a copy of your registration invoice or other documentation noting the purpose of your payment.

**Primary Contact Person:** Shannon Baylie shannon.baylie@cccs.edu

### BIG Conference

**Date of Occurrence** or Due Date Generally occurs during the third and fourth week of September.

**Where is it held** BIG Conferences are held in the following regions across the state. Specific locations for each region can be found on the AET calendar.

- Northeast Region
- Southeast Region
- Northern Region
- Southern Region
- San Luis Valley Region
- Western Slope Region

**What is it** The Colorado FFA BIG Conferences are designed to help beginning FFA members get excited about the organization they have just joined. During the conference, members will learn about many of the opportunities FFA offers them as well as develop self-confidence and meet other first-year members in their area. These conferences will be conducted by the state officers. **Students are to wear appropriate school attire. Official Dress is not required.**

**Who is Involved** The BIG Conferences are for younger FFA members – freshman or those students who are just joining the organization. Bring your whole class!

**Location of additional information** To register, please visit [www.judgingcard.com](http://www.judgingcard.com). You will login by using your AET username and password, select your location from the calendar and enter the number of students and adults. The registration fee is \$15 per student and \$10 per adult. This fee includes lunch and a T-shirt for every student. Process Payment per the handbook.

**Primary Contact Person** shannon.baylie@cccs.edu

*The Colorado BIG Conferences are being made possible by funding from American AgCredit as a special project of the Colorado FFA Foundation.*

### Fall Leadership Conference

- **Date of Occurrence or Due Date** Generally occurs the first or second weekend of October.
- **Where is it held :** TBD
- **What is it:** Fall Leadership is a great way to “kick-start” your students to new levels of chapter leadership. It is a 2-day conference which you will need lodging for.
- **Who is Involved** FLC is available for any FFA member that is interested in pursuing leadership in themselves.
- **Any Special Considerations or dress required** Official Dress is required for workshops and the dance is school appropriate casual dress.
- **Location of additional information** **Registration** fee is \$45 per person for FFA members and advisors participating. The registration can be found at: [www.judgingcard.com](http://www.judgingcard.com) . This is to be completed by **September 25**. All meals are on your own. There is a wide variety of restaurants in the area that should meet your needs.
  - Lodging information can be found on the Co Ag Ed Moodle. Payment will be made directly to the Hotel.
  - To register, please visit [www.judgingcard.com](http://www.judgingcard.com), You will login by using your AET username and password, select the event from the calendar and enter the number of students and adults. Process payment per the handbook.
- **Primary Contact Person** shannon.baylie@cccs.edu

### National FFA Convention Planning--

- **Date of Occurrence or Due Date:**

Usually the fourth week of October

- **Where is it held** Indianapolis, Indiana

- **What is it** National FFA Convention & Expo serves as a celebration of FFA and an experience full of educational relevancy for students.

- **Any special considerations or dress required** Students should wear FFA Official Dress and Advisors wear professional attire for all formal Convention functions (sessions, contests, award dinners, etc.). Casual attire that represents maturity and professionalism is appropriate for other activities (meals, tours, etc.).

- **Location of additional information** [www.ffa.org/events/conventionandexpo](http://www.ffa.org/events/conventionandexpo)

- **Registration or early due dates involved** Approximate Dates:

May 1 State housing block opens (first come, first served)

Aug. 15 Convention pre-registration opens

Sep. 15 Convention pre-registration closes

(Registration is open through Convention; it is in your best interest to register as soon as possible)

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- **Planning considerations:**

<i>Done</i>	<i>Task to be completed</i>
	Overnight/ out of state trip approval from school
	Application or selection process for student participants
	Chaperone requirements per school policy (typically at least one of each gender and an appropriate adult to student ratio);
	Selection of chaperones; school required background check and training
	Funding (fundraising, school provided, student payment, etc.)
	Forms required for participants (conduct, liability, medical, etc.)
	Transportation (travel to convention and transportation while there)
	Convention parking (through registration)
	Housing (use State or National housing block for verified housing availability, safety and quality standards, and discounted Convention registration fee). Housing requests will open around the 1 <sup>st</sup> of May.
	Substitute teacher and plans
	Purchasing methods while planning (PO, school credit card or check)
	Purchasing methods while traveling and at Convention for teacher, students, and chaperones (petty cash, individual funds, school credit card)
	Student excuse process
	Full schedule to parents, participants, and administrators (full schedule should include detailed plans for the entire time students are under your care- from the time you meet to the time students are released back to parents)
	Schedule items: Convention sessions, workshops, career expo and FFA shopping mall; Tours (planned individually and/or through Career Success Tours through Convention registration); Meals; Recreation or Entertainment (planned individually and/or through Convention registration);
	Contact information for chaperones and a pre-established “home base” or a standard meeting place for students in case of separation

### National FFA Convention Colorado Housing Block

- **Date of Occurrence or Due Date** The Colorado housing block information comes out in Late April. It is available on a “first come, first served” basis as there are a limited number of rooms in this block. It is your responsibility to provide rooming lists and early arrivals or late departures.
- **What is it** The housing block is a group of rooms for Colorado FFA members that are attending National Convention. There is an initial email that comes out through Moodle to all of the Colorado FFA Advisors. The housing block is a first come first served basis. There are a limited number of rooms available.
- **Who is Involved** Any approved Ag program in Colorado could receive these rooms.

- **Location of additional information** Moodle and/or [www.ffa.org](http://www.ffa.org)
- **Cost of participation** You must use a Credit Card to make the reservations. There is a \$50 per room cancellation fee Pay hotel directly at check in. **Indiana does not take tax exempt certificates.** Louisville, KY does take tax exempt.
- **Primary Contact Person** Shannon.Baylie@cccs.edu

### Important Dates and Information

#### Reservation Method Options

**Reservations Online Option:** All attendees will be booking online on the Housing website with a valid credit card. Credit cards must have an expiration date of October 28, 2018 or later. State Blocks have pre-assigned inventory. Reservations may be booked online by your attendees into your state block utilizing this designated access code or URL: <https://aws.passkey.com/go/StateCO2018>

**Late Arrivals:** If any party will be arriving after the reservation check-in day, please contact the hotel in advance to inform them of the change in arrival date. Not providing advanced notice to the hotel may result in a charge of one night's room and tax and loss of rooms.

**Early Departures:** An early departure fee of one night's room and tax may be charged to a guest who departs prior to the reserved check-out date. Guests wishing to avoid this fee must advise the hotel at or before check-in of any change in the scheduled length of stay. The hotel will inform the guest of this fee upon check-in; giving the guest the option to change the check-out date upon arrival without penalty.

**Purchase Orders:** Arrangements to pay final hotel bill by purchase order must be made in advance directly with the hotel. A purchase order may not be an acceptable form of payment at all hotels.

### National CDE Team Certification

- **Date of Occurrence or Due Date** The date is in early August. Do not wait! Register as soon as you can! You should get this done before you leave for summer.
- **Where is it held** This is an online process no travel necessary
- **What is it** This is a process of the state winning CDE team to “Register/certify” who is coming to nationals. It is also important as they use this information to give the teams all the info for their competitions. They also use it to notify you of changes.
- **Who is Involved** You as the advisor need to do the registration, you will also need the members of the team to fill out forms.
- **Registration** Log in to FFA.org

Then you open the My Tool Box- Instructor

In the Application Hub click Certification/Declaration

This will open your dashboard where you need to click the event on National FFA CDE/LDEs, click on the registration for your area you have qualified.

Once you have done this you should see the area you are looking for. Click Certification, and fill out all information which includes member information. **DO NOT FORGET TO CLICK SAVE.**

You should now be back to the info boxes and you will see you are missing the waiver forms. Click on forms and print and have students sign them. **MAKE A COPY AND KEEP AS A BACKUP.**

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Mail your completed Waivers to:

**National FFA Organization**

**Career Development Event**

**6060 FFA Drive**

**Indianapolis, IN 46268**

- **Cost of participation** N/A for this part no money is needed.

- **Location of additional information / Primary Contact Person**

FFA.org is where you will find all that you need. Contact person is in the CDE department and that # is 317-802-6060



### Band, Chorus and Talent Applications

- **Date of Occurrence or Due Date** Applications are due around the first week of July.

The application is found online at FFA.org in the teacher's tool box. **START EARLY** because of the audition part it takes a little time.

Then they are reviewed by the National FFA Band, Chorus and Talent Directors.

Applicants will be notified of their application status by Mid- August via email.

- **Where is it held** The selected individuals will be expected to arrive a little early to national convention; having learned and ready to perform the sections of music for that year.
- **What is it?** National FFA Band and Chorus members have claimed some of the best seats at the National FFA Convention & Expo for more than 60 years – right on stage! The National FFA Band and Chorus are assembled of musically talented FFA members from all across the nation. National FFA Band and Chorus is sponsored by Dow Agro Sciences.

National FFA Talent show off their skills and compete to be named best of the best. Play the fiddle? Throw a mean yoyo? Sing along with your guitar? National FFA Talent is the next performance for you! National FFA Talent is sponsored by Wrangler.

The opportunity to meet members from anywhere there is a chapter

- **Any special considerations or dress required** Official dress is the only requirement.
- **Registration or early due dates involved** Once you are picked an information packet comes with any and all special requirements.
- **Cost of participation** Application fee, National Convention trip cost.
- **Location of additional information /Primary Contact Person** For any additional questions, please contact [bct@ffa.org](mailto:bct@ffa.org) .

## State Leadership Development (LDE) Activities - Quiz Bowl, Parliamentary Procedure, Prepared Speaking, Extemporaneous Speaking, Creed Speaking, Agriscience Fair

- **Date of Occurrence or Due Date** These LDEs take place at State FFA Convention during the first week of June. Refer to contest rules for deadlines for manuscripts, abstracts, or other contest specific materials.
- **Where is it held** These LDEs take place at State FFA Convention during the first week of June.
- **What is it** Each district may have one representative for each contest at the state event. Participants must qualify at the district level to be eligible to participate at the state level, with the exception of Agriscience Fair. Contact your district advisor or representative for information regarding that contest.

Contest rules and processes can be found on the Colorado FFA website. Additional contest information and resources can be found at FFA.org.

### Contest descriptions:

*Quiz Bowl:* Teams of three participate in a timed quiz bowl event; there are four rounds (single elimination bracket) that are divided into the following areas: Animal Science, FFA/Ag Ed, Agribusiness, Plant Science, Natural Resources/ Environmental Science, and Agricultural Power, Structure, & Technical Systems. Each round shall have no less than 3 and no more than 4 questions from each category listed for a total of 21 questions in the round.

*Parliamentary Procedure:* Teams of six students conduct a mock chapter meeting to demonstrate their knowledge of basic parliamentary law and the correct use of parliamentary procedures. Follow Roberts Rules of Order.

*Creed Speaking:* Students must present the FFA Creed from memory and answer questions about its meaning and purpose. The event boosts self-confidence and develops their ability to communicate in a powerful, professional manner. Colorado allows first year students who are in 9<sup>th</sup> or 10<sup>th</sup> grade only. National FFA allows members who were in 7<sup>th</sup>, 8<sup>th</sup>, or 9<sup>th</sup> grade in their qualifying year.

*Extemporaneous Speaking:* Participants are given 30 minutes to deliver a four- to six- minute speech on one of six assigned agricultural topics; then answer five minutes of questions. Students must learn to think on their feet and develop an argument quickly and persuasively.

*Prepared Speaking:* Students write and deliver a 6-8-minute speech about a current agriculture-related topic; then answer 5 minutes' worth of questions from judges. The speaking skills gained through this event help students excel in school, community and career.

*Agriscience Fair:* Recognizes student researchers studying the application of agricultural scientific principles and emerging technologies in agricultural enterprises. The agriscience fair is for middle

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and high school students. Participation begins at the local level and progresses to state and national levels.

- **Any special considerations or dress required** - Student participants need to be in Official Dress and teachers should wear professional attire.
- **Registration or early due dates involved** Refer to contest rules for deadlines for manuscripts, abstracts, or other contest specific materials.
- **Cost of Participation** - Contest fees are posted in Judging Card registration.
- **Location of additional information** – [www.coloradoffa.org](http://www.coloradoffa.org)
- **Primary Contact Person** Shannon Baylie; shannon.baylie@cccs.edu

### State Career Development Events (CDE)

- **Date of Occurrence or Due Date** The Colorado state career development events are held the first Sunday and Monday of May. April 15th is the registration deadline for all Career Development Events. Complete registration via [www.judgingcard.com](http://www.judgingcard.com).
- To register, please visit [www.judgingcard.com](http://www.judgingcard.com), You will login by using your AET username and password, select the event from the calendar and enter the number of students and adults. Process payment per the handbook.

- **What is it** The state Career Development Event is where the competition for the following events takes place.

Ag Mechanics  
Ag Sales  
Dairy Evaluation  
Farm and AgriBusiness Management  
Field Crops  
Floriculture  
Horse Judging  
Employment Skills  
Land Judging  
Livestock Evaluation  
Meats Evaluation  
Milk Quality and Products  
Vet Science

- **Who is Involved** Any Colorado Ag Ed student in an approved Ag program in good standing in Colorado would be eligible to participate.
- **Location of additional information** You can find additional information on the Colorado Moodle site and at <http://ffa.cccs.edu/colorado-ffa-career-development-events/>
- ***EVERY STUDENT MUST COMPLETE AN INDIVIDUAL LIABILITY WAIVER.***
- Multiple deadlines must be met in order for student to compete. Check with the calendar deadline to ensure dates are met.
- **Primary Contact Person** shannon.baylie@cccs.edu [Kellie.Enns@ColoState.edu](mailto:Kellie.Enns@ColoState.edu)

### Proficiency Awards

- **Date of Occurrence or Due Date:** *Submitted in AET by* February 15<sup>th</sup>, due to Colorado State Office.
- **What is it?** The Agricultural Proficiency Awards honor FFA members who, through their SAEs, have developed specialized skills that they can apply toward their future careers. Students can compete for awards in 47 areas covering everything from Agricultural Communications to Wildlife Management. A list of area and descriptions can be found at [www.ffa.org](http://www.ffa.org). Applications can only be completed on AET.  
District review – encouraged prior to submitting to state.  
  
There is an extensive review completed by educators and business partners and awards will be presented at State Convention.
- **Who is Involved?** Students must have 2 years or more SAE records through students that have graduated high school within the past year.
- **Location of additional information:** [www. FFA.org](http://www.ffa.org); [www.theaet.com](http://www.theaet.com)
- **Primary Contact Person:** Shannon Baylie; [shannon.baylie@cccs.edu](mailto:shannon.baylie@cccs.edu)

### State and American FFA Degrees

- **Date of Occurrence or due Date** State Degree applications must be reviewed and approved at the district level. The district advisor then submits them to the state by April 1. (Refer to the state calendar on AET to confirm due date.) American Degrees are due by April 1.
- **What is it** Applications must be started on or after January 1 of the application year. Applications are found (and completed on) AET. Student SAE records, FFA activity journal, and community service hours' journal entries must be completed in AET to complete an application.

Degrees are awarded at the State and National Conventions; attendance at the Convention is not required for students to receive their degrees.

FFA members can earn degrees as they progress through the phases of their leadership, academic and career skills development. The Discovery Degree, Green hand Degree, and Chapter FFA Degree are all earned at the chapter level. State FFA Associations recognize their top members with a State FFA Degree. The National FFA Organization awards top members from each state with the American FFA Degree.

- **Location of additional information** State FFA Degree Requirements are found at <http://ffa.cccs.edu/about-colorado-ffa/>

American FFA Degree Requirements are found at <https://www.ffa.org/participate/awards/american-ffa-degree>

Students must be kept active in AET

American Degree -

Have received the State FFA Degree, have been an active member for the past three years (36 months) and have a record of satisfactory participation in the activities on the chapter and state level.

Have graduated from high school at least 12 months prior to the national convention at which the degree is to be granted.

Refer to AET help guides to complete records and applications.

- **Primary Contact Person**: Shannon Baylie, [Shannon.Baylie@cccs.edu](mailto:Shannon.Baylie@cccs.edu)

### National Chapter Award

- **Date of Occurrence or Due Date:** April 1, application is due.
- **Where is it held?** Recognition occurs at the State FFA Convention.
- **What is it?** The National Chapter Award program recognizes FFA chapters that successfully complete an annual Program of Activities (POA), which includes a series of activities designed to encourage its members to grow as individuals, to work as part of a team and to serve others.

*State FFA Superior Chapter Award* - Chapters that complete and document at least 15 activities will receive a State Superior Chapter Award certificate from their state FFA association. They will also be eligible to compete for their state's Gold, Silver and Bronze chapter awards

To be able to be considered you must submit your program of activities (POA) on Moodle by Oct 15.

Applications are located at [www.theaet.com](http://www.theaet.com)

- **Who is Involved?** Eligibility - In order to qualify for a state or national award, your chapter must complete at least 15 activities: one for each of the five quality standards in each of the three divisions.
- **Location of additional information:** [www.ffa.org](http://www.ffa.org) ; [www.theaet.com](http://www.theaet.com)
- **Primary Contact Person:** Shannon Baylie; [shannon.baylie@cccs.edu](mailto:shannon.baylie@cccs.edu)

### State Stars

- **Date of Occurrence or Due Date:** April 1
- **Where is it held?** Recognition will happen during State Convention.
- **What is it?**

*State Star Farmer* - The FFA member with the top production agriculture SAE program each year is recognized as the State Star Farmer. Four state finalists vie for the star award. Considered the highest recognition in the state for an aspiring young farmer, the award recognizes achievement in both career and leadership development.

*State Star in Agribusiness* - Each year one member with the best non-production entrepreneurial agribusiness SAE and proven leadership skills is selected to be the Star in Agribusiness. Four state finalists compete for this prestigious award, the highest achievement for a person pursuing a career in agribusiness.

*State Star in Agricultural Placement* - One member with the best placement SAE program and proven leadership skills is selected to be the state Star in Agricultural Placement. The member's placement experience can include paid labor hours or directed laboratory unpaid labor hours.

*State Star in Agriscience* - The Star in Agriscience winner will have an SAE program in which the student is actively engaged in agriscience research and experimentation. This includes students who are actively engaged in doing their own research individually, as well as those students who may be cooperating on research projects with others including but not limited to teams in school, experiment stations or colleges/universities. The hypothesis may be formulated by the student or provided to them by a co-researcher. The students must be actively involved in the development of the experimental design, collection of data, interpretation of the data and publicizing the results to be considered as a Star in Agriscience. Their program could be an entrepreneurship or placement type program. The placement type program does not have to be paid hours, but the member must have met the minimum requirements for the State FFA Degree.

*Selection:* The four finalists in each of the above areas are selected prior to State Convention based on the application. Those students are expected to create a display board about their SAE and participate in an interview at the State Convention to select the State Star. The application is worth 40% and the interview and display board is worth 60% of the total score.

Applications must be completed in AET.

A district review is **required** prior to submitting to state office.

- **Who is Involved?** *Qualifications* - FFA members who have or are earning their State FFA Degrees are eligible for the State Star Awards. State FFA Degree must be earned the same year that a candidate is applying for a Star Award.
- **Location of additional information:** [www.FFA.org](http://www.FFA.org); [www.theaet.com](http://www.theaet.com)
- **Primary Contact Person:** Shannon Baylie; [shannon.baylie@cccs.edu](mailto:shannon.baylie@cccs.edu)



### State FFA Convention

- **Date of Occurrence or Due Date** The Colorado State FFA Convention is typically held the first full week of June on Tuesday, Wednesday and Thursday. Registration will be due 1<sup>st</sup> Friday in May.
- **What is it** The state FFA convention is the time of year when all members gather to recognize accomplishments of the FFA chapters and its members throughout the year. Every chapter is expected to have two delegates to participate in the conduct of Business of the State Association. At convention, the Leadership Development Events compete. You must qualify in your district in order to compete. There are also sessions that members attend as well as the election of the new Colorado FFA state officers.
- **Who is Involved** All approved Ag programs in Colorado would be eligible to participate. FFA members and guests are welcome to come and take part in the functions of the convention.
- **Location of additional information** You can find additional information on the Colorado Moodle site and at <http://ffa.cccs.edu/state-ffa-convention/>
- **Primary Contact Person** Shannon Baylie; shannon.baylie@cccs.edu

### State FFA Convention Planning

- **Date of Occurrence or Due Date** The first full week of June Tuesday through Thursday.
- **Where is it held** Colorado State University-Pueblo
- **What is it** State FFA Convention serves as a celebration of FFA association, members and sponsors, an educational experience for students, and the site of State Leadership Development Events.
- **Any special considerations or dress required** Students should wear FFA Official Dress and Advisors wear professional attire for all formal Convention functions (sessions, contests, award dinners, etc.). Casual attire that represents maturity and professionalism is appropriate for other activities (meals, tours, etc.).
- **Location of additional information** Schedule, housing information, and other event details are distributed via Moodle. Registration will happen on [judgingcard.com](http://judgingcard.com).
- **Registration or early due dates involved** April 15

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- **Planning considerations:**

	<i>Task to be completed</i>
	Overnight trip approval from school
	Application or selection process for student participants
	Chaperone requirements per school policy (typically at least one of each gender and an appropriate adult to student ratio); selection of chaperones; school required background check and training
	Funding (fundraising, school provided, student payment, etc.)
	Forms required for participants (conduct, liability, medical, etc.)
	Transportation
	Housing (often dorms are available or a hotel block is organized; there is no requirement to use state housing blocks)
	Purchasing methods while planning (PO, school credit card or check)
	Purchasing methods while traveling and at Convention for teacher, students, and chaperones (petty cash, individual funds, school credit card)
	Full schedule to parents, participants, and administrators (full schedule should include detailed plans for the entire time students are under your care- from the time you meet to the time students are released back to parents)
	Schedule items: Convention sessions, workshops, career show and SAE exhibits; Tours (planned individually); Meals; Recreation or Entertainment (planned individually and/or through Convention registration)
	Contact information for chaperones and a pre-established “home base” or a standard meeting place for students in case of separation

- **Primary Contact Person** Kenton.Ochsner@cccs.edu

### Colorado State FFA Officer Selection

- **Date of Occurrence or Due Date** State officer candidate applications are due April 1<sup>st</sup>. State officer candidates will then participate in the interview process which begins the Sunday before State Convention and runs through Tuesday of State Convention.
- **Where is it held** Interviews for a state officer candidate will be held at the location of the current State FFA Convention.
- **What is it** Each year the Colorado FFA Association selects ten student members to represent the association as a state FFA officer. Throughout the year, this group has a variety of responsibilities. They are elected officials expected to represent the student membership during Executive Committee meetings. They are teachers of leadership and teamwork to regional FFA officers and chapter members. They are motivational speakers who will inspire members and non – members to heights they did not think they could achieve. They are communicators and public relations specialists on behalf of the Colorado FFA Association building positive relationships across the state and across our nation.
- **Who is Involved** FFA members that are in good standing, have achieved the State FFA Degree and have graduated high School. Each chapter may only send two candidates.
- **Location of additional information** You can find additional information at <http://ffa.cccs.edu/state-officer-candidates/> under FFA members. In order to cover the additional costs for housing and food for the candidates during the Nominating Committee process, there is a \$75 fee per candidate. This fee will be part of the Chapter's registration on [www.judgingcard.com](http://www.judgingcard.com) for convention.

**Where to access help:** Follow the link: <http://ffa.cccs.edu/state-officer-candidates/> and click the State Officer Selection Handbook. You may also want to look at [www.ffa.org/FFAResources/NOSelection/Pages/default.aspx](http://www.ffa.org/FFAResources/NOSelection/Pages/default.aspx) .

- **Primary Contact Person** Shannon Baylie; shannon.baylie@cccs.edu

### State Nominating Committee

- **Date of Occurrence or Due Date:** Applications are due April 1.
- **Where is it held** Nominating committee will select officers 3 days prior to the State FFA Convention.
- **What is it?** Nominating committee is a selected group of nine members that come together to select this upcoming years new state officer team.

Applications can be found at <http://ffa.cccs.edu/state-officer-candidates/> under the section for state officer.

**Who is Involved? Procedures for Selection of Nominating Committee:** Nominating committee members will be selected prior to the State FFA Convention based upon the following criteria and minimum qualifications:

1. A nominating committee consisting of nine official state convention delegates—one from each of the four regions (a region would be a grouping of 4 districts) of the state, and five others selected at large—shall study and review the qualifications of each eligible candidate. This committee shall submit its nominations to the delegates assembled at the state convention. There will also be three Adult consultants (non-voting members) to the committee, appointed by the State Advisor, to serve a three-year term. One consultant will be a past state officer, one will be from business and industry, and one from agricultural education. Their roles will be defined in the State Officer Selection Handbook.

2. In order to be eligible, a delegate must be a bona-fide FFA member, have attained the Chapter FFA Degree prior to the convention, have been continuously enrolled in agricultural education classes and actively involved in the FFA for a minimum of seventeen (17) months prior to the State Convention, and have attended one convention prior to the time he/she will be serving on the nominating committee. The delegate could be a graduated member.

3. A delegate shall not be eligible to serve on the State Officer Nominating Committee if that member is involved in any contest or activity that requires that committee member to be absent from the committee process.

- **Location of additional information:** <http://ffa.cccs.edu/state-officer-candidates/>

- **Primary Contact Person:** Shannon Baylie; shannon.baylie@cccs.edu

### FFA Membership Roster

- **Date of Occurrence or Due Date** October 15 or any day prior after school begins. Second semester enrollments by March 1.
- **Where is it held** All students entered into AET Records.
- **What is it** The membership roster is compiled through the AET record keeping system and is “pushed” from the local chapter to the National FFA and the State FFA. Students must be on the roster before they can be registered for any state or national event.
- **Who is Involved** Local Ag Teacher
- **Any special considerations or dress required** –All students must be entered into AET by October 15, with all appropriate address information completed for each student. FFA membership roster is generated by AET and makes this process relatively simple. Teachers may submit this any time after all students are entered into AET. Second semester enrollments should be added to the roster with the same process by October 15 or March 1.
- **Registration or early due dates involved** October 15 or March 1
- **Location of additional information – pushing membership to National FFA:** After students have completed their profile follow these directions to push membership roster. AET record book → Accounts TAB □ Manage All Accounts □ National Roster Utilities – follow prompts to submit. Follow-up on National FFA website and log in to your “My FFA” account □ My Toolbox – Teacher □ Manage Roster □ Submit Roster for State Approval.
- **Primary Contact Person** Shannon Baylie; shannon.baylie@cccs.edu

### Affiliation/Dues

- **Date of Occurrence or Due Date** The affiliation fee assessed to your program will be based on student count from National FFA on May 1<sup>st</sup> of previous year. Your payment is DUE on December 1<sup>st</sup>, to the Colorado FFA.
- **What is it** The affiliation fee will provide each student enrolled in your approved courses access to state and national FFA programming & resources plus a full year subscription to AET for student, chapter and program records management.
- Please refer to the Program Approval page for information on Middle School members.
- **Who is Involved** Any approved Ag program in Colorado and every student/member in the approved courses is considered an FFA member. Also teachers will receive the invoice by email. Middle school Ag students do not need to be in AET.
- 
- **Primary Contact Person** Shannon Baylie; shannon.baylie@cccs.edu

### Program of Activities (POA)

- **Date of Occurrence or Due Date** POAs should be submitted to the state by October 15 via Moodle upload. Refer to the state calendar on AET to confirm due date.
- **What is it** FFA chapters use the Program of Activities (POA) to plan and develop their goals for the year. A well-developed POA serves to define the chapter goals and outlines steps needed to meet those goals. The POA also provides a written guide for administrators, advisory committees, and others with a calendar of events the chapter will follow in the year ahead.

POAs are typically completed by FFA Chapter Officers and/or Committee chairman with the help or guidance of the Advisor(s).

Complete the POA on AET.

- **Location of additional information**  
[www.ffa.org/resources/chapter-resources/program-of-activities](http://www.ffa.org/resources/chapter-resources/program-of-activities)  
[www.theaet.com](http://www.theaet.com)  
POA Short Form found on Moodle/ColoAgEd/New & Returning Teachers Documents/Program of Activities Documents/Anytown Short Form POA
- **Primary Contact Person:** Shannon Baylie; shannon.baylie@cccs.edu



### Colorado State Fair--

- **Date of Occurrence or Due Date:** Generally the last week of August through Labor Day.
- **Where is it held?** Colorado State Fair Grounds, Pueblo, Colorado
- **What is it?** Colorado State Fair is an opportunity for FFA members to exhibit part of their SAE related to Market/Breeding Livestock, Field Crops, Horticulture Production, and exhibit Agriculture Mechanics projects that the student has constructed.
- **Who is Involved?** FFA members exhibit and the CVATA Fair and Shows Committee is responsible for assisting in putting on and communicating the detail of the event.

Nomination and Entry Dates:

All Junior Market Livestock must be nominated through the county Extension Office before June 1, Entries must be made by August 1. Junior Market Shows occur during the first week of the fair.

**Field Crops and Horticulture are entered the Monday before the Show. Crops show the last weekend of August. All entries are released immediately following the class, Open show champions will be released on Labor day.**

- **Cost of participation:** Entry Fees vary
- **Location of additional information:**

<http://www.coloradostatefair.com/>

**Hotel Reservation should be made six months in advance.**

**FFA Members and Advisors may stay in the Growing Minds Dorm.**

### National Western Stock Show

- **Date of Occurrence or Due Date** Generally the second through the fourth weekend of January.
- **Where is it held** National Western Stock Show Grounds, Denver, Colorado
- **What is it?** Many Chapters attend the National Western Stock Show as an activity of the chapter. FFA Day occurs in the week following Martin Luther King Day. The State FFA Officers provide tours and educates the public at the National Western Nursery. For students who want to exhibit livestock visit: <http://www.nationalwestern.com/>
- **Any special considerations or dress required** Members will need to wear comfortable shoes for walking. Official dress is not required.
- **Registration or early due dates involved** Group Ticket sales are available around the first of November.
- **Cost of participation** Cost of admission and cost of rodeo tickets vary.
- **Location of additional information** <http://www.nationalwestern.com/>

### Colorado Farm Show

- **Date of Occurrence or Due Date** The Colorado Farm Show is held on the last Tuesday, Wednesday and Thursday of January.
- **Where is it held** The Colorado Farm Show is held at Island Grove Regional Park in Greeley.
- **What is it** This is a production Ag expo that is open to the public.
- **Who is Involved** Any local Ag program can attend this event and walk through the vendors and attend the seminars.
- **Location of additional information** You can find additional information at [www.coloradofarmshow.com](http://www.coloradofarmshow.com)
- **Primary Contact Person** Shannon Baylie; shannon.baylie@cccs.edu

### State Officer Chapter Visit

- **Date of Occurrence or Due Date** The current State Officers begin contacting the teachers by October 1<sup>st</sup> to set up the dates. Chapter visits will occur between October through December. You can schedule a second visit for the Spring semester with the officers.
- **If you would like an officer to attend a chapter banquet, district event or any additional requests, please fill out the State officer Request form which can be found at:**  
<http://ffa.cccs.edu/colorado-ffa-state-officers/>

Chapters are responsible for cost at this point.

- **Where is it held** The officers will ask you for your preferred day while they are in the area. The officers will spend at least the day with each of your classes.
- **What is it** As a service to our members, the State Officers spend at least a day with each of your classes providing leadership and career workshops to your students. They could also attend a chapter meeting, Advisory Committee meeting, and/or meet with your administration.
- **Who is Involved** Every local Ag program will be contacted and visited by the State Officers.
- **Location of additional information** You can find additional information at: [www.coloradoffa.org](http://www.coloradoffa.org)
- **Primary Contact Person** Shannon Baylie; shannon.baylie@cccs.edu

### State FFA Policies and Procedures Handbook

- **Date of Occurrence or Due Date** The most current version of the State FFA Policies and Procedures can be found at: <http://ffa.cccs.edu/>
- **What is it** The Policies and Procedures Handbook contains a comprehensive description of Policies and Procedures the events and activities of the Colorado FFA Association with specific Policies for misconduct of FFA members.
- **Location of additional information** You can find additional information at: <http://ffa.cccs.edu/>
- **Primary Contact Person** Shannon Baylie; shannon.baylie@cccs.edu

### Colorado Vocational Agriculture Teacher Association Membership

- **Date of Occurrence or Due Date** Dues should be paid as close to July 1 for the coming school year as possible.
- **What is it** CVATA is your professional organization. We are a unified dues state; when you become a member of CVATA, you also become a member of: National Association of Agriculture Educators, Association for Career and Technical Education, and Colorado Association for Career and Technical Education.

NAAE seeks to advance agricultural education and promote the professional interests and growth of agriculture teachers as well as recruit and prepare students who have a desire to teach agriculture. The organization is dedicated to developing professional pride and competency, to nourishing a spirit of unity among classroom teachers, and to recognizing members for conducting outstanding programs. It monitors governmental affairs affecting agricultural education and assists in the development of priorities and strategies to effect federal legislation and appropriations.

Membership Dues are often paid for by school funds. Speak to your accounts secretary to ask what process to follow. Dues may be paid by check or credit card. Dues forms are posted by and returned to **Cory Wedel, Executive Secretary 20440 County Road 38, Bethune, CO 80805.**

CVATA Constitution, previous minutes, and other documents are found in the CVATA folder in Moodle.

#### **Cost of Participation**

Amount Due

CVATA \$2/\$1,000 of your salary

NAAE \$60

ACTE \$80

CACTE \$50

\*CVATA provides complimentary CVATA dues for a first year teachers right out of college.

Must still pay NAAE, ACTE, CACTE.

- **Location of additional information**  
[www.naae.org](http://www.naae.org)  
[www.cacte.org](http://www.cacte.org)  
[www.acte.org](http://www.acte.org)
- **Primary Contact Person** CVATA Officers or Cory Wedel, CVATA Executive Secretary

### CVATA/NAAE Awards

#### Awards available:

**Outstanding Agricultural Education Teacher Award:** distinguishes NAAE members who are at the pinnacle of their profession — those who are conducting the highest quality agricultural education programs. The award recognizes leadership in civic, community, agriculture/agribusiness, and professional activities.

**Outstanding Early Career Teacher Award:** a means of encouraging young teachers to remain in the profession and to encourage and recognize participation in professional activities. NAAE members who are in their third, fourth, fifth, sixth or seventh year of teaching at the time they apply are eligible for this award.

**Outstanding Middle/Secondary Program Award:** a goal of NAAE is to promote outstanding programs in agricultural education and effectively communicate success stories. The Outstanding Middle/Secondary School Ag Ed Program Award promulgates that goal. Agricultural education programs in middle schools and secondary schools are eligible to participate in this recognition program.

**Outstanding Postsecondary Agriculture Program Award:** recognizes exemplary 2-year postsecondary institutions and full time young farmer and adult agricultural education programs. Qualifying young farmer and/or adult agriculture education program staff must devote at least 50 percent of their teaching time to this level of instruction.

**Teacher Mentor Award Application:** If you ask agriculture teachers what motivated them to enter and stay in the teaching profession, predominantly they will attribute their decision to another agriculture teacher who encouraged them. Many state agricultural education associations have recognized the importance of positive relationships between beginning and experienced teachers by creating formal organizational structures to connect beginning and experienced teachers. This award program will provide additional incentives for experienced teachers to become mentors for beginning teachers, and it will provide beginning teachers a way to say thank you to the experienced teachers who have influenced them.

**Ideas Unlimited Award:** The Ideas Unlimited state contest is held at the Mid-Winter conference and is designed to give members an opportunity to exchange classroom, SAE, leadership, and other teaching ideas.

**Outstanding Cooperation Award Application:** recognize organizations, agribusiness companies, and others who have given outstanding support to agricultural education with the Outstanding Cooperation Award. The idea may be original or borrowed. Each application should specify how the idea was used by the applicant and how the idea could help others in their teaching. All active NAAE members, except current members of the NAAE board of directors, who are teaching agricultural education are eligible to enter this competition. In addition, each applicant must have been a NAAE member the three previous years or continuously since he/she began teaching.

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**Outstanding Service Citation Application:** recognize current and retired NAAE members who have made significant contributions to agricultural education at the state, regional, and national levels with the Outstanding Service Citation.

**Lifetime Achievement Award Application:** recognize retired NAAE members who have made significant contributions to agricultural education at the state, regional, and national levels with Lifetime Achievement Award.

More information about these awards can be found at <http://www.naae.org/resources/awards/index.cfm>

### ***CVATA Timeline:***

Award winners will be selected by CVATA officers with the help of Team Ag Ed members and nominations from throughout the state.

Award winners (and their administrators) will be notified and encouraged to attend the Summer Conference Banquet.

Awards will be given at the Summer Conference Banquet.

Nominations for NAAE Awards will be asked from each district by April 1st during the Mid-Winter Conference. Letters will be sent out to the nominees to encourage them to apply. The application process will be posted on Moodle for the nominees as well as others to apply even if they were not nominated.

Winners at the State NAAE level will receive a \$50 Cash prize at the Summer Conference. An additional \$250 will be given to the winner once they submit their application to NAAE next year and are verified by our CVATA President as our State Winner to represent Colorado at the Regional level. We encourage our Colorado Ag Teachers / Programs / and Supporters can get the recognition they deserve!!



### Mid-Winter Conference

- **Date of Occurrence or Due Date** Last Wednesday through Friday of January, coinciding with the Colorado Farm Show.
  - **Where is it held** At Colorado Farm Show and the CoBank Center for Agricultural Education.
- \*Please see AET for dates on registration.*
- **What is it** Professional Development to assist in managing your program, working with your community, and enhancing your curriculum. Participate in workshops hosted by other ag teachers, as well as industry experts, Team Ag Ed updates, CVATA Business meeting.
  - **Who is involved** CVATA, State and National FFA, Colorado Community College System, Colorado State University, Colorado FFA Foundation,. All Colorado Agriculture Educators are encouraged to attend.
  - **Registration or early due dates involved** Preliminary schedule, hotel block, and registration form available in late fall
  - **CVATA Officers**  
Jessica Brown, 2024-2025, President, [msbrown@briggsdaleschool.org](mailto:msbrown@briggsdaleschool.org)  
Todd Everhart, 2024-2025, President-Elect, [everhartt@merinok12.com](mailto:everhartt@merinok12.com)  
Andrew Williams, 2024-2025, Secretary, [andrew.williams@lamarschools.org](mailto:andrew.williams@lamarschools.org)

### Summer Conference

- **Date of Occurrence or Due Date** Typically the Last Monday through Thursday of June.
- **Where is it held** Moves throughout the state

*\*Please see AET for official dates*

- **What is it** This conference serves as the Annual Business Meeting of CVATA. We also hold our annual Banquet in which new officers and elected committee members are installed and awards are given. Members participate in workshops hosted by other Ag teachers, as well as industry experts. Team Ag Ed updates.
- **Who is involved** CVATA, State and National FFA, Colorado Community College System, Colorado State University, Colorado FFA Foundation
- **Registration or early due dates involved** Preliminary schedule, hotel block, and registration form available by April 1. Early registration due June 1; late registration available through conference start
- **CVATA Officers**  
Jessica Brown, 2024-2025, President, [msbrown@briggsdaleschool.org](mailto:msbrown@briggsdaleschool.org)  
Todd Everhart, 2024-2025, President-Elect, [everhartt@merinok12.com](mailto:everhartt@merinok12.com)  
Andrew Williams, 2024-2025, Secretary, [andrew.williams@lamarschools.org](mailto:andrew.williams@lamarschools.org)

### Colorado FFA Foundation

**Website:** [www.coloradoffafoundation.org](http://www.coloradoffafoundation.org)

**Mission:** The Colorado FFA Foundation seeks resources - human, financial and in-kind - to support agricultural education in Colorado, including students (FFA, Ag Education Alliance and CYFEA), teachers (CVATA) and alumni.

**History:** In 1983, a group of volunteers organized the Colorado FFA Foundation to provide a strong support system for the Colorado FFA Association and its student members. In 1989, the Foundation was incorporated as a non-profit entity and began actively seeking funds to support Colorado Team Ag Ed and its members by funding leadership development, personal growth and career success activities, events and scholarships. In 2009 the Foundation hired its first full time director. In 2012 the foundation launched its first ever capital campaign and four years later the CoBank Center for Agricultural Education at CSU was completed on time and on budget. This was a result of a \$3.3 million campaign to construct the building and ensure Agricultural Education in Colorado and at CSU would be viable for the next 100 years. In the past five years, the Foundation has raised and invested more than \$2,500,000 in Colorado's FFA members and Colorado FFA Association programs.

**Role:** The foundation is operated by an Executive Director who reports to an elected board of directors. All foundation related expenses are paid for by the foundation, its gracious donors, and extensive fundraising efforts. The primary role of the foundation is to raise funds and support activities administered by one of the Colorado Team Ag Education entities. **Typically, a Team Ag Education partner will request funding for a specific event or activity from the Foundation. The foundation will then accept or deny the funding request. If accepted, then the foundation raises the funds needed for that activity/event/program and then turns the funds over to the Team Ag Education entity for administration of said program. The partner will need to complete the evaluation piece of the request before applying for future funds.** The goal is to fund programs that have statewide reach whenever possible. The foundation operates several grant programs that have significant local impact for chapters and FFA members at the local level. The foundation works with state and national companies located in Colorado as well as individual donors that believe in the mission. Where possible, the Foundation will notify the local agricultural education instructor if they are working with/soliciting donors in a local community. In that occurrence the foundation tries to work cooperatively with the local instructor and will not ask a local donor to switch their funding of local activities to statewide support. The donor may choose to support both locally and the Colorado FFA Foundation and that is their right to choose how they bestow their gifts.

### FFA Jacket Program—currently sponsored by NJC

- **Date of Occurrence or Due Date** Fall Semester
- **What is it** The Colorado FFA Foundation generously gives one FFA jacket per chapter for a student in need. **If you have more than one student that cannot afford a jacket, please let the Foundation Director know—our foundation wants to make sure every student that needs a jacket has one.** The local teacher can determine need. The instructor fills out an online request and a \$60 check is sent to the FFA chapter. We usually have a first round of requests and then if there are still jacket vouchers left another round of jackets vouchers can be requested. A patch is sent along with the voucher—the patch is to be placed on the inside of the FFA jacket as a reminder of the scholarship the student received. The student is expected to send a letter of thanks to the donor.
- **Who is involved** The Colorado FFA Foundation and NJC.
- **Registration or early due dates involved** Online requests can be filled out after September 15<sup>th</sup> and before December 15<sup>th</sup>. Checks are processed in mid to late December and payable only to the FFA Chapter.
- **Location of additional information** Registration and information is at <http://coloradoffafoundation.org>
- **Primary Contact Person** John Stahley, [johnjstahley@gmail.com](mailto:johnjstahley@gmail.com)
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### Blue Jacket Society/Legenday Owl Recognition

- **Date of Occurrence or Due Date** This program operates year around, but the annual Blue Jacket Society/ Legendary Owl Breakfast is usually scheduled to coincide with the “Ag Day” Celebration at CSU in the fall and during a home CSU football game.
- **Where is it held** The breakfast and ceremony is held at the CoBank Center for Agricultural Education, located on the CSU, ARDEC Research Farm, 4492 East County Road 56, Fort Collins, CO 80524. The Blue Jacket Society is also headquartered at the CoBank Center.
- **What is it** The Blue Jacket Society/Legenday Owl was formed to support scholarships for FFA members and to provide signing bonuses for teachers that choose to teach agricultural education and FFA in Colorado. In order to receive the bonus, the teacher must be just graduating from college. Currently people teaching as a second or subsequent career are not eligible for the new teacher bonus. Annually the Foundation and the Blue Jacket Society/Legenday Owl give over \$2000 in FFA member scholarships. Students that fill out the National FFA Scholarship application are automatically eligible for consideration.

Current or former Ag Teachers can be nominated for a “Legendary Owl” membership in the Blue Jacket Society. Cost to nominate someone is \$2500. Their name and the donor/nominator names are placed on a plate, mounted on a wood carved owl that resides at the CoBank Center for Agricultural Education. The nominator also makes a short video about their nominee and what makes them Legendary.

Chapters can join the society for a fee of \$2500 and pay that commitment over a 5-year period. A jacket displaying the chapter name will be permanently displayed in a shadow box at the CoBank Center.

Memberships are also available for individuals and families at a rate of either \$2500 or \$5000.

Periodically the FFA Foundation will work with a local community member to host a Blue Jacket Society event around the state. The local teacher will always be invited and notified of the event and their assistance in promoting the event is always appreciated.

- **Any special considerations or dress required** Official dress for FFA members is suggested for the breakfast ceremony. Most other attendees wear game day attire. All chapters are invited to attend the breakfast and ceremony any year that they would like.
- **Registration or early due dates involved** RSVP counts are usually due one week before the event---the event dates changes from year to year depending on the home football schedule for CSU.
- **Who is Involved** The FFA Foundation, State FFA Officer Team, Blue Jacket Society Members, Donors to the FFA Foundation, CSU Agricultural Education, and Members of the Colorado Agricultural Hall of Fame are invited to join the breakfast. Chapters contemplating membership are always welcome to attend.

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- **Location of additional information** Several posts will be posted on Moodle and registration is at [www.coloradoffoundation.org](http://www.coloradoffoundation.org)
- **Primary Contact Person** John Stahley or Tami Arnold

### Heifer Wrangle Grant Program

- **Date of Occurrence or Due Date** Applications are due in October. Check the AET Official Calendar for due dates.
- **What is it** The Heifer wrangle program is designed for Freshman and Sophomore students that have an interest in the beef industry. Successful applicants receive a \$1500 grant to purchase a heifer of their choosing. The heifers are purchased in the spring, raised, cared for, and exhibited at the Colorado State Fair in August. Grant recipients write bi-monthly letters to their donor and make blog posts on the off months on a bi-monthly basis within a closed Facebook group. Letters and posts go from March through August and then a letter when the heifer calves. They also meet their donor at a reception at the National Western Stock Show in January, and are expected to complete an interview two State FFA Conventions while in the program and at the conclusion of the program.
- **Who is involved** The Colorado FFA Foundation funds the grants, but the Fairs and Shows Committee from CVATA operates the program.
- **Any special considerations or dress required-** Official dress for the reception during NWSS & convention and Official dress when showing at the Colorado State Fair.
- **Registration or early due dates involved-** Applications are due in October. Check the AET Official Calendar for due dates.
- **Cost of participation-** The grant funds are used as an INITIAL investment. There are additional costs with feeding, grooming, and exhibiting the heifer.
- **Location of additional information** Application and more details are found in AET in the Application Manager.
- **Primary Contact Person** Tami Arnold for grant related information. Fairs and Shows Committee for program related information. Contact person from Fairs and Shows Committee is **Andrew Williams from Lamar.**

### SAE Grant Program

- **Date of Occurrence or Due Date** Applications are due in October. Check the AET Official Calendar for due dates.
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- **What is it** The SAE grant program provides startup funds for FFA members to start or expand their SAE. Students invest in their SAE with the grant funds and are obligated to write bi-monthly letters to their donor and make blog posts on the off months on a bi-monthly basis. Members receive their checks at a reception in January during the Stock Show on FFA Day and put together a display board and meet with their donors at the State FFA Convention.
- **Who is involved** The Colorado FFA Foundation funds the grants, CVATA Fairs and Shows Committee helps with the program. Colorado FFA Association oversees the entire program.
- **Any special considerations or dress required** Official dress for the reception during NWSS and convention.
- **Registration or early due dates involved-** Applications are due in October. Check the AET Official Calendar for due dates.
- **Cost of participation** Depends on the SAE—there usually are additional costs. This is used as an INITIAL investment.
- **Location of additional information** - The application can be found in AET in the application manager.
- **Primary Contact Person** Tami Arnold for grant related information. Fairs and Shows Committee for program related information.



### School Based SAE's and Program Improvement Grants

- **Date of Occurrence or Due Date** Applications are due in October. Check the AET Official Calendar for due dates.
- **What is it** The Colorado FFA Foundation school based SAE and program Improvement Grant program is designed to assist ag education programs with establishing, or enhancing school based SAE's or the purchase of equipment or curriculum. It is the goal of the donors that the funds will supplement existing equipment or programs—not be the sole source of income. Donors have specific requirements and not all programs may qualify for all grants, but one application is used for all grant funds.

**Grant funds will not be awarded for projects that will not be completed during the fiscal year (or at least phasable).**

It is HIGHLY recommended that other parties be assisting the program as well. If the school, the program or FFA Chapter, or no other partners are involved, you will likely not receive the grant. Recipients receive their checks at a reception in January during the Stock Show and programs are required to put together a display board at the State FFA Convention.

- **Who is involved** The Colorado FFA Foundation funds the grants and reviews the applications.
- **Any special considerations or dress required** It is expected that signage be placed on equipment, facility, or banquet recognition is offered denoting it was acquired through grant funds.
- **Registration or early due dates involved** Applications are due in October. Check the AET Official Calendar for due dates.
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- **Location of additional information**  
<http://ffa.cccs.edu/reports-applications-forms-for-students/>
- **Primary Contact Person** John Stahley, [jstahley@coloradoffafoundation.org](mailto:jstahley@coloradoffafoundation.org)

### Colorado Agriculture Hall of Fame presented by the Farm Credit Associations of Colorado

- **Date of Occurrence or Due Date** February 20, 2024
- **Where is it held** –The Westin in Westminster.
- **What is it** This is an annual gala/fundraiser for the FFA Foundation. People who have made significant impacts on Colorado and national agriculture are recognized for their efforts. This is considered a lifetime achievement award. The application is found on the website:  
[www.coloradoffafoundation.org](http://www.coloradoffafoundation.org)
- **Who is involved** The Colorado FFA Foundation and CSU students are involved with the delivery of the event. Local chapters are encouraged to attend for a discounted price. Local chapters on the western slope are also given the opportunity to sell tickets to the event as a fundraiser for their chapter. More information regarding the satellite location is provided in late fall.
- **Any special considerations or dress required** Official Dress for FFA members, business dress for instructors—no jeans – coat and tie expected.
- **Registration or early due dates involved** Mid-February
- **Cost of participation-** Tickets are \$125 but chapters can come for \$75. Price is subject to change depending on hotel costs.
- **Location of additional information** Registration and information is at  
<http://coloradoffafoundation.org>
- **Primary Contact Person** Tami Arnold

### National FFA and Colorado FFA Scholarships

- **Date of Occurrence or Due Date** Applications for National and State FFA Foundation collegiate/continuing education scholarships are all completed through the National FFA Scholarship Application. This is online and usually due February 1<sup>st</sup> with a week grace period to mail signature pages.
- **What is it** See National FFA website for their guidelines. The Colorado FFA Foundation state level collegiate/continuing education scholarships are selected using the National FFA Scholarship application. Students must complete and file the application with National FFA to be considered for all state level scholarships. In mid April, National FFA sends the Colorado FFA Foundation a list of all Colorado applicants scored and ranked. The Foundation then applies “donor intent” to the list of students and hands out the scholarships using that information. Then the following steps occur:

The ag instructor and students are notified that they received the scholarship.

The student writes a thank you to the sponsor and sends a copy of their class schedule to the Foundation.

The Foundation releases the funds to either the institution the student is attending.

Access code can be found at [ffa.org](https://www.ffa.org) under teacher resources.

- **Who is involved** The Colorado FFA Foundation funds the scholarships through our partners. Current scholarship partners are: Transwest Truck Trailer RV, Colorado Agriculture Development Authority, The Glassey Family, Murdoch’s, Norgren Family Fund, Cleon Kimberling, and The Blue Jacket Society. Each entity has their own guidelines for awarding scholarships.
- **Registration or early due dates involved** Applications are due online to National FFA on February 1st. (usually)--check final deadline as set by National FFA.
- **Location of additional information** <https://www.ffa.org/participate/grants-and-scholarships>
- **Primary Contact Person** Tami Arnold or Bridget Thorn

### Edward B. Cordes Memorial Scholarship

- **Date of Occurrence or Due Date:** Spring of each year. See [www.coloradoffafoundation.org](http://www.coloradoffafoundation.org) for the most current information.
- **What is it:** A scholarship program for FFA members. Successful candidates will receive full tuition up to \$13k and potentially a housing stipend for up to four years of education.
- **Objective:** The Edward B. Cordes Scholarship Program

The Colorado FFA Foundation is pleased to offer the Edward B. Cordes Scholarship Program. Ed Cordes along with his wife Polly Jessen, son Matt Cordes, and daughter Katie Cordes have pledged a transformational gift to the Colorado FFA Foundation to create a scholarship fund which will provide one scholarship that covers the cost of tuition, fees, and a books stipend capped at \$13,000 per academic year to eligible Colorado FFA members who will be attending college/university or vocational/technical school, or pursuing professional certification in Colorado. A housing stipend of up to \$6,000 annually will potentially be offered as well, contingent upon demonstrated need. The scholarship is renewable for a total of four academic years of assistance.

Edward B. Cordes grew up in Roggen, Colorado on a diversified farm. In high school, his agricultural education instructor and FFA Advisor, Mr. Wayne Ball had a profound impact on his life. Mr. Ball played a key role in motivating Ed to complete his Bachelor's Degree from Colorado State University and a Master's Degree from the University of Nebraska. Ed eventually started his own successful business - Cordes & Company, became the chairman of the Board of Guaranty Bank and Trust, and served on a number of public and charitable boards. Through all of his travels and business experiences, Ed remembered how impactful Mr. Ball, and his experiences in FFA were on his life and how much they contributed to his success. Over the last six years Ed has served on the Colorado FFA Foundation board of directors (several as Chairman) and has assisted in raising funds to positively impact FFA members across the state. "I thoroughly enjoyed my time on the board and we did incredible things for FFA and ag education in Colorado, but this one is very personal. This scholarship is for students that have drive and ambition, but might not be able to attend college or a trade school because of

financial constraints. This fund alleviates that burden and will allow FFA members across Colorado to better themselves and better those around them—the very mission that FFA teaches all of its members—just like Mr. Ball did for me. This is in honor of him.” said Ed Cordes. The scholarship also honors Benny Mendoza, who taught Mr. Cordes “respect for the dignity of his fellow human beings regardless of race, creed, or economic circumstances.” The scholarship selection criteria contemplate that approximately 50% of scholarship funds will be awarded to qualified students of Latin American descent.

To apply, applicants need to complete the official application form sent through Moodle and assemble all of the supplemental materials specified in the application form to be submitted to [info@coloradoffafoundation.org](mailto:info@coloradoffafoundation.org).

- **Any special considerations or dress required:** FFA members should wear Official FFA Dress while interviewing.
- **Who is involved:** The Colorado FFA Foundation and a special committee of family members.
- **Location of additional information:** Application and more information can be found at [www.coloradoffafoundation.org](http://www.coloradoffafoundation.org) and on Moodle.
- **Primary Contact Person:** John Stahley, [jstahley@coloradoffafoundation.org](mailto:jstahley@coloradoffafoundation.org)

### Meat and Greet

- **Date of Occurrence or Due Date:** November 15, 2023. See [www.coloradoffafoundation.org](http://www.coloradoffafoundation.org) for the latest information.
- **What is it:** A foodie event that features Colorado proteins, (beef, pork, lamb, and goat) Colorado beverages, Colorado kids (4-H and FFA Members), and responsibly raised livestock that will be on display in November and exhibited at the National Western Stock Show in January.
- Students that are selected to participate as “Meat and Greet” students will receive \$1000 scholarship for participating if they complete the requirements of the program.
- **Objective:** Create greater awareness of agriculture and the youth that exhibit at the National Western Stock Show and the wide variety of entrepreneurs across Colorado through relationship building between exhibitors and FFA members and the professional demographic of the greater Denver metro area. Other benefits will include:

Significant presence at the unique and inaugural pre-Stock Show event at the National Western Complex, which will be marketed to the professional demographic of Metro Denver area. This group may not typically participate in youth exhibitor events, but does have an interest in the Stock Show and the Western spirit. Young Professionals groups will be invited to attend.

Mutual benefit will occur for the Colorado FFA Foundation, and the Growing Minds buyers group for the NWSS Junior Livestock Sale and Educational Exhibits at the Stock Show.
- **Any special considerations or dress required:** FFA members usually wear clothes provided by CINCH. Attendees usually wear western attire or business casual.
- **Registration or early due dates involved:** Registration links can be found on the Colorado FFA Foundation website for attendee’s
- **Who is involved:** The Colorado FFA Foundation and State FFA Officers. Chapters that are in close proximity to Denver are invited to assist with serving food, assisting guests, and helping exhibitors.
- **Cost of attendance:** Tickets for the event are \$75 per person. Discounted tickets are available for Ag Teachers and their spouses.
- **Location of additional information:** Registration and more information can be found at [www.coloradoffafoundation.org](http://www.coloradoffafoundation.org)
- **Primary Contact Person:** Tami Arnold

**List of Acronyms**

<b>ACTE</b>	<b>Agriculture Career and Technical Education</b>
<b>AET</b>	<b>Agriculture Experience Tracker</b>
<b>BIG</b>	<b>Becoming Involved as Greenhands</b>
<b>BOCES</b>	<b>Board of Cooperative Education Services</b>
<b>CACTE</b>	<b>Colorado Association of Career and Technical Education</b>
<b>CCCS</b>	<b>Colorado Community College System</b>
<b>CDE</b>	<b>Career Development Events</b>
<b>CDE</b>	<b>Colorado Department of Education</b>
<b>CDIP</b>	<b>Career Development Incentive Program</b>
<b>CSU</b>	<b>Colorado State University</b>
<b>CTA</b>	<b>Colorado and Technical Act</b>
<b>CTE</b>	<b>Career and Technical Education</b>
<b>CTSO</b>	<b>Career and Technical Student Organizations</b>
<b>CVATA</b>	<b>Colorado Vocational Agriculture Teachers Association</b>
<b>CYFEA</b>	<b>Colorado Young Farmer Education Association</b>
<b>DLC</b>	<b>District Leadership Conference</b>
<b>IEP</b>	<b>Individual Education Plan</b>
<b>FLC</b>	<b>Fall Leadership Conference</b>
<b>LDE</b>	<b>Leadership Development Event</b>
<b>MSL</b>	<b>Measure of Student Learning</b>
<b>NAAE</b>	<b>National Association of Agricultural Educators</b>
<b>NWSS</b>	<b>National Western Stock Show</b>
<b>NQPS</b>	<b>National Quality Program Standards</b>
<b>POA</b>	<b>Program of Activities</b>
<b>PWR</b>	<b>Postsecondary Workforce Readiness</b>

<b>SAE</b>	<b>Supervised Agricultural Experience</b>
<b>VE135</b>	<b>Vocational Education reporting form 135</b>
<b>WBL</b>	<b>Work Based Learning</b>