

Teacher Chairperson Responsibilities

Timeline for Organizing Maryland FFA Career Development Events

January – Secure Superintendent for Career Development Event.

Send a copy of the National FFA CDE to the Superintendent.

Contact the Superintendent to review the CDE and assign responsibilities.

Submit to State FFA Office a list of how the event will differ from the National rules and the specific format of the state event.

Two Months Prior- Secure Judges for the Career Development Event and contact Teacher Assistants to help with the Event.

Start securing materials needed for the Event. Organize the Event as close to the National CDE as permitted, given the time frame and settings.

Develop Written Exam and Answer Keys if not being done by the Superintendent.

E-mail and /or all FFA advisors on specific contest format.

One Month Prior- Submit to the Maryland FFA Executive Secretary the names of the Teacher Assistants, and Event Judges (including addresses).

Send formal letter of verification to Judges including the date, time, place and CDE details.

One week Prior- Contact FFA Executive Secretary for count of FFA members participating in the Event. Obtain materials, as needed for the Event practicums.

Day of Event- Pick up materials from the Registration area. This would include the Teacher Chairperson Folder containing CDE rules, Event report forms, Event tally/scoring sheets and Event Evaluation forms. Also available would be office supplies needed for the Event.

Review the rules of the Career Event with the Judges and Assistants.

Set up Career Event materials for the practicums.

Assign Teacher Assistants their duties. These duties may include: Monitoring of students during the Event. The timing of the Event and/or segments within the Event, collecting materials, assisting with the scoring of the Event, assisting with the cleaning up after the Event.

Present the Judges with Certificates of Appreciation provided by the Executive Secretary.

Following Event: Inventory CDE supplies, Turn in the Results and the Teacher Chairperson Folder and supplies to the Executive Secretary.

Send letters of Thanks to the Superintendent and Judges for assisting with the Career Development Events.