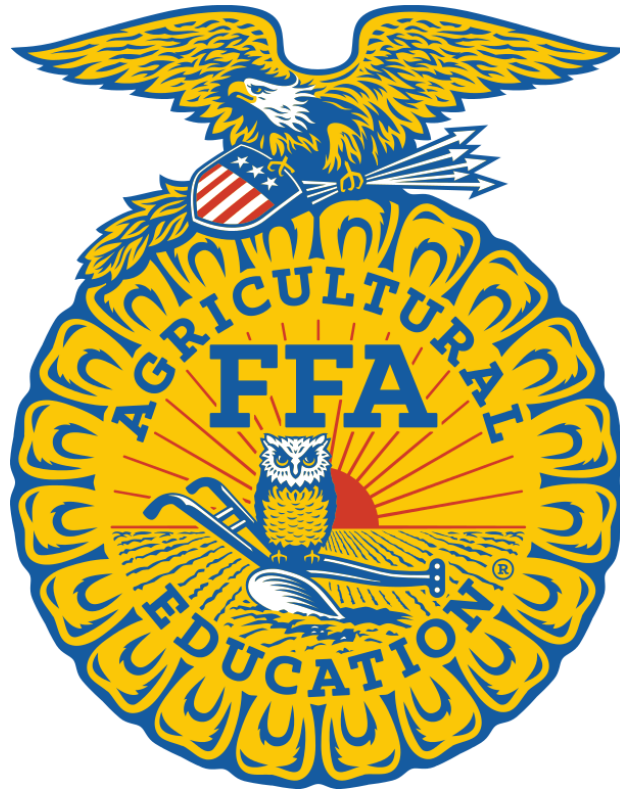


DUBLIN FFA



2024 - 2025 Policies & Procedures Handbook

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The purpose of this document is to effectively and efficiently supply information as well as serve as a communication and planning tool to enable the Dublin FFA Chapter to achieve success. This document is subject to change at the discretion of the Agriculture Science Instructors. Any changes made will be communicated and/or distributed to all members.

I. Mission Statement

The FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agriculture education.

II. FFA Motto

Learning to Do,
Do to Learn,
Earning to Live,
Living to Serve.

III. Membership

Any student who is taking an agriculture science course, pays his or her dues, and is in good standing with Dublin ISD (according to the discipline policies set forth by Dublin administration) is eligible for membership in the FFA.

An FFA member is only able to compete in a Leadership Development Event or Career Development Event if that student is enrolled for at least one high school credited Agriculture science class for the school year.

If a student has taken an agriculture science class and was an FFA member he or she is eligible to maintain FFA membership for one year when not enrolled in an agriculture science class.

Students are eligible to be Jr. FFA members if they are at least 8 years old and in the third grade. A student is eligible for Jr. Membership till the time when an Agriculture Science class is offered.

*High School FFA Membership dues for the 2022-2023 school year will be paid by Dublin ISD. The Jr. FFA Membership dues will be \$20 each and will be paid for by the Jr. FFA Member. This membership will pay for National, State, Area, District, and Chapter dues, FFA contest registration, and an FFA member banquet ticket.

Any FFA member deemed not in good standing by the Agriculture Science teachers will not be allowed to participate in any FFA related activities.

FFA members are subject to all UIL eligibility requirements.

All members are subject to Dublin ISD drug testing policy.

IV. 2024-2025 Dublin FFA Officer Team

President – NavaLee White
Vice President – Bailey Watson
Secretary – Paul Adams
Treasurer – Nicole Foster
Reporter – Jayden Rojas
Sentinel – David Greene

*****Support Officer Positions – The positions below, may be considered to fill based on budget, convention costs, and/or need. The positions below are not guaranteed from year to year.**

Student Advisor – Daniel Staud
Historian –
Parliamentarian –
Chaplin –

V. Agriculture Science Instructors/Points of Contact:

Dublin ISD has three Agriculture Science instructors/FFA Advisors; collectively this group oversees the program for the district. However, each teacher is a point of contact for specific areas of the program to plan, coordinate and disseminate information as follows.

	Courses	Areas for “Point of Contact”
Darren Price darrenp@dublinisd.us Office: 254-445-7131 Cell: 817-229-3112	• Ag Mechanics • Ag Equipment/Structures • Practicum in Agriculture • Dual Credit Welding	• Ag Mechanics Projects • FFA Degrees • Chapter, District, Area, and State Officers • Proficiency Awards • Scholarships • LDEs, SDEs, & CDEs
Sophie Hayhurst shayhurst@dublinisd.us Office: 254-445-7115	• Scientific Research • Greenhouse Mangement • Livestock Production • Floral Design	• Sheep, Goat and Rabbit Projects • FFA Degrees • Chapter, District, Area, & State Officers • Proficiency Awards • Scholarships • LDEs, SDEs, & CDEs
Derek Dunlap ddunlap@dublinisd.net Office: 254-445-7143	• Principles of Agriculture, Food, & Natural Resources • Advanced Animal Science • Wildlife Management	• Swine and Cattle Projects • FFA Degrees • Chapter, District, Area, & State Officers • Proficiency Awards • Scholarships • LDEs, SDEs, & CDEs

VI. Leadership Development Events (LDEs)

LDEs are annual events held in the fall of the year. UIL guidelines for participation will be adhered to and all participating members must be in good standing with the chapter. The respective training instructor/advisor(s) make final determinations on all matters concerning their team(s). Members will have the opportunity to sign up for and/or “try out” for events of choice. FFA Official Dress is required.

Listed below are all the possible LDEs FFA members/chapters may compete in:

Jr. & Sr. Chapter conducting	Jr. & Sr. Creed Speaking
Jr. & Sr. Quiz	Jr. & Sr. Farm Skills demonstration
Jr. & Sr. Radio	Job Interview
Public Relations	Ag Issues
Jr. & Sr. Ag. Advocacy	Jr. & Sr. Spanish Creed Speaking

Students who do not follow through with competing at events in which they are entered may be required to absorb the entry fees to relieve the financial burden of the chapter.

VII. Career Development Events (CDEs)

CDEs are annual events held in the spring of the year. UIL guidelines for participation will be adhered to and all participating members must be in good standing with the chapter. The respective training instructor/advisor(s) make final determinations on all matters concerning their team(s). Members will have the opportunity to sign up for and/or “try out” for events of choice. Dublin FFA will be traveling to various invitational, area, state, and national FFA contests throughout the year. State approved dress is required for all contest.

Listed below are possible CDEs FFA members/chapters may compete in:

Livestock Judging	Dairy Cattle	Milk Quality and Products
Poultry	Horse Judging	Nursery/Landscape
Wildlife	Forage	Floriculture
Farm Business Mgt.	Agriculture Mechanics	Entomology
Forestry	Land	Vet Tech.
Range	Tractor Tech.	Cotton

Students who do not follow through with competing at events in which they are entered may be required to absorb the entry fees to relieve the financial burden of the chapter.

VIII. Chapter, District, Area, State and National Meetings/Travel Opportunities

Chapter Meeting /banquets/functions

The student must be an FFA member or be interested in joining the FFA.
A student must adhere to the DISD policies.

District Meeting/Convention

The requirements for attending district FFA meetings and convention are:

- A student must be academically eligible.
- A student must be in good standing with the Chapter FFA.
- A student must make arrangements in advance with FFA advisors to attend.
- A student must wear official dress.

Area Meeting/Convention

The requirements for attending Area meeting and conventions are:

- A student must have a purpose for attending. (Ex: Voting delegate, area contestant, district officer etc.)
- A student must be in good standing with the Chapter and District FFA.
- A student must make arrangements with advisors 2 weeks in advance to attend.
- A student must wear official dress.

State Convention

Students may be **eligible** to attend the State FFA Convention that meets the following requirements: (Final list of students attending convention will depend on yearly budget)

- A student must be in good standing with the Chapter, District, and Area FFA.
- A student must be in good UIL standing.
- All current Chapter FFA Officers and current state qualifiers may attend if in good standing with UIL & all levels of the FFA.
(this includes top ten state placing teams that competed in a state non-qualifying contest)
- Chapter Officers must sell a minimum of ten items during the annual meat sale.
- A student must have participated in at least 60% of all chapter activities
- Students receiving awards take precedence over those not receiving awards.
- A student must wear official dress during convention sessions.

National Convention

In the event the Dublin FFA chapter and/or member(s) qualifies to go, out of state travel must be approved by Dublin ISD Superintendent and/or Dublin ISD Board of Trustees.

IX. Fundraising Opportunities

Dublin FFA completes fundraising opportunities annually to raise money to improve the organization, by supporting CDE's, LDE's, banquets, promotions, charities, etc.

The following fundraising will be carried out during the year:

- Fall meat sale
- Other miscellaneous fundraising activities as deemed necessary and approved throughout the school year.

The incentives for selling fundraising items are:

- The top seller will be awarded a custom belt buckle at the end of the year banquet.
- Members will have their names put into a drawing to win \$100 for every ten items that they sell. Example: 10 items sold = name in drawing 1 time, 30 items sold = name in drawing 3 times
- Members will receive one dollar for each item they sell, when they sell a minimum of 10 items.
 - Member must pick up their items on delivery day to receive incentive.

X. Supervised Agriculture Experience Programs

1. **Livestock:** A student may show livestock as a member of the Dublin FFA if the following conditions are met:
 - a. Projects must be under the supervision of the agriculture science instructor(s).
 - b. These projects are student projects. All decisions regarding the care of that project are to be made by that student and their family. The Agricultural Science teacher will advise students and family on selection, care, feeding practices, showing tips, fitting and general animal care.
 - c. Ag Teachers and DISD Administration will determine which stock shows the chapter will attend as a group and the hauling procedures for the chapter. These shows will be communicated after all show entries are officially submitted by Ag Teachers. Students may attend any show on their own.
 - i. 2024-2025: Ag Teachers will haul projects to the following events: Validations, Erath County Show, Fort Worth Market, San Angelo Market, San Angelo Gilt.
 - d. Students will remain responsible for their animal during any show they attend, and will be representing Dublin FFA; therefore, all school policies are in effect.
 - e. A student must be in good standing with the Dublin FFA Chapter.
 - f. A student is subject to all UIL rules **"No Pass, No Show"**. (If a student is ineligible due to grades, he/she will not be allowed to travel or show as a part of Dublin FFA.)
2. **Agriscience Fair:** A student may compete their research SAE project as a member of the Dublin FFA if the following conditions are met:
 - a. Projects must be under the supervision of the agriculture science instructor(s).
 - b. These projects are student projects. All decisions regarding the care of that project are to be made by that student and their family. The Agricultural Science teacher will advise student(s) on topic selection, written paper development, speech rehearsal, and submission of their projects to compete.
 - c. Ag Teachers and DISD Administration will determine which stock shows the chapter will attend as a group and the traveling procedures for the chapter. These shows will be communicated after all show entries are officially submitted by Ag Teachers. Students may attend any other contents at state stock shows on their own.
 - d. In order for students to be able to compete their project at the stock shows in the fall with the school they MUST compete at the Texas FFA State Contest the summer before. For example, projects that are completed in the 2023-2024 school year will compete at the 2024 State FFA Convention, 2024 Heart of Texas, and 2025 San Antonio Livestock Show.
 - i. 2024: Ag Teachers will haul agriscience fair projects to the following events: Heart of Texas Fair, San Antonio Livestock Show, and the Texas FFA Convention.
 - e. Students will remain responsible for their project during any contest they attend, and will be representing Dublin FFA; therefore, all school policies are in effect.
 - f. A student must be in good standing with the Dublin FFA Chapter. (Cont.)

- g. A student is subject to all UIL rules “No Pass, No Show”. (If a student is ineligible due to grades, he/she will not be allowed to travel or show as a part of Dublin FFA.)
- h. The chapter will absorb the costs of the students Agriscience Fair entry fee to the Texas FFA State Convention, Heart of Texas Fair and Rodeo, and San Antonio Livestock Show.
 - i. Students who do not follow through with their competition will lose this opportunity and will be responsible for all Agriscience Fair entry costs from there on.
 - ii. Students MUST make the Ag Teachers aware that they will not be able to compete BEFORE entries are submitted. Dates of competition will be given at the annual August Stock show Meeting.
 - 1. 2024 August Stock show Meeting: August 26th at 6 PM at the Ag Building

XI. DISD Agriculture Science Facility

All members with projects at the DISD Agriculture Science Facility must complete and abide by the Dublin FFA Project Center Facility Contract.

See Appendix A

XII. Advanced Degrees/Awards

By being enrolled in agriculture science courses, becoming an FFA member, and keeping accurate records, students may be eligible to apply for advanced degrees and awards. These are outlined in the National FFA bylaws and Dublin FFA will adhere to those bylaws. Applications will be made available to determine chapter winners. Exceptional applications will be taken to District, Area, State, and National Conventions for further opportunities if they qualify.

The degrees that can be earned throughout the years (Grades 9-12 and beginning of college) in the FFA are:

Greenhand FFA Degree
Chapter FFA Degree
Lone Star FFA Degree
American FFA Degree

Qualifications for these degrees are outlined in the official FFA manual.

Star awards: Awarded to members who excel above their peers when earning the above-mentioned degrees.

Proficiency awards: Members who excel in their SAE programs and apply for these awards may be recognized through the Proficiency award program.

Career Development Event/Leadership Development Event: A student may earn a Pin by excelling in these contests.

XIII. Officer Elections

The election of officers will occur during the spring semester prior to the end of the year banquet.

FFA members wishing to become an officer must be in good standing with the Dublin FFA Chapter/Dublin ISD and be academically eligible. An Officer must maintain enrollment in an Agriculture science class at least one semester of the school year during which they serve.

Freshman candidates and sophomore officers will not be eligible for the position of president unless extenuating circumstances arise.

Officers must sign and abide by an Officer Contract to maintain officer status.

Officers will be selected by the following parts:

▪ Popular Vote	50%
▪ 50-question officer exam	20%
▪ Application	20%
▪ <u>60-90 second election speech video</u>	<u>10%</u>
▪ Total	100%

XIV. Appendices

- A. Agriculture Science Facility/Farm Contract
- B. Agriscience Fair Participation Contract
- C. Calendar of Events
- D. Officer Commitment Pledge
- E. Letter Jacket Requirements
- F. Ag Mechanics Show Requirements

Dublin FFA Project Center Contract Agreement and Rules

The Dublin FFA Project Center is the property of Dublin ISD and is for the convenience of a student who has no place to keep an FFA project animal while being a paid FFA member at Dublin ISD. All equipment and facilities are under the direct control of the Agricultural Science Teachers and Dublin ISD. Before a student is allowed to place an animal in the facility, the rules and guidelines must be understood fully by the students and parents. After these rules are fully explained, the students and parents will sign this contract and signify they understand and will abide by these rules.

If students and parents do not comply with these rules and upon receiving their third written barn warning the student will have to remove their animal within 24 hours.

Animal Care & Housing Procedures

1. Stall assignments will be determined by the Agriculture Science Teachers (ASTs).
2. The student is required to remove all projects and supplies from the Ag center following the animal show career. Final day for animals to be removed from the project center is the first business day in March.
3. All animal health issues (surgeries, de-worming, vaccination, castration, de-horning, etc.) are the responsibility of the exhibitor. The Ag teachers are not veterinarians.
4. Animals should not be brought into the Ag Project Center without prior approval from one of the ASTs. Only livestock approved by ASTs for stock show projects will be allowed at Ag farm.
5. If a student locks an animal stall, the student must provide a key/combination to the ASTs.
6. Students are required to participate in a mandatory barn clean up at the end of the show season. This date will be issued by the AST(s).
7. Animals needing a barn stall outside of the growing season will be at the AST(s) discretion.
8. Once a student fails to clean out their stall by the date issued by the AST(s), the student will lose raising privileges for the next growing period and the situation will be reported to the Dublin ISD Administration for further consideration.

9. All animals must be fed, watered, and have the pens cleaned on a DAILY basis. If unacceptable conditions persist the student and animal(s) will be evicted. The student will have 48 hours from notice of eviction to remove the animal(s); if not removed, the situation will be turned over to the Dublin ISD Administration.
10. An evicted student will lose all privileges to obtain a stall in the barn for one year following the eviction.
11. Do NOT handle, move, and/or feed anyone else's project without permission from the person or from the AST(s).
12. Wash animals at the designated wash racks ONLY.
13. Keep the wash racks clean of hair, hay, dirt, manure, etc.
14. Turn water off and roll up all water hoses and return all tools to the proper area when finished.
15. There are to be no show boxes, tack boxes, fan, feed bins/tubs, etc. in the barn aisle. There are designated areas to keep all supplies.
16. Remove all manure, hair and wool from trim stands, scales, and wash racks when completed trimming.
17. Gates/Doors of the barn should remain closed at all times, and should be double checked to make sure that they are properly closed.
18. No project should be left unattended in aisles at any time.
19. Do not stand or sit on any of the gates; this can ruin the hinges and latches.
20. Report any broken or stolen equipment or supplies immediately to one of the AST's.
21. All wheelbarrows will be emptied after each use.
22. Dispose of manure, shavings, and/or stall pellets in the designated area outside of the barn.
23. No glass containers are allowed.
24. No pets are allowed in the barn; this includes working dogs.
25. School dress code applies to the Dublin ISD Ag Project Center. Closed toe shoes must be worn at all times on the property. Flip-flops or open toed shoes are not recommended, including parents & guests.
26. No alcohol or tobacco products are to be used or consumed on Ag. Farm Property

Student Behavior

1. Students are expected to act appropriately and in a professional manner at all times at the Ag Project Center. Any activities which endanger the health or physical wellbeing of any persons, animals, or property will not be permitted.
2. Loitering or other activities not directly related to the furtherance of the SAEP will not be permitted on school grounds. Persons may be asked to leave if these activities occur.

Disciplinary Action/Eviction

The following in the process that will be followed to enforce disciplinary action:

1. DISD Ag Teachers, Barn Monitors, and DISD Administration reserve the right to pursue immediate eviction and/or other disciplinary action when warranted, including but not limited to the following;
 - a. Animal abuse or neglect of any form
 - b. Diseased or infected animals
 - c. Animals that are unsafe to handle
 - d. Students, parents, or guests who fail to observe rules.
2. **In summary; if the student, parent, or guest fails to abide by any of the rules in this agreement, actions can be taken to remove that person immediately and/or ban any future agriculture facility privileges.**
3. Failure to follow instructions (verbal or written) regarding pen maintenance and feeding will result in violation notices. The following is the discipline policy for violations as indicated above or in the policy handbook.
 - a. **First offense:** Teacher issues verbal or written warning to student.
 - b. **Second offense or failure to heed first warning:** a written violation notice is issued to parent, student, and administration.
 - c. **Third offense:** Project is removed from the facility within three days. Written notice will be given to student, parent, and administration. Expenses to haul animal away will be paid by student.
4. Failure to adhere and abide by the above provisions and all Dublin ISD rules and student code of conduct will constitute breach of contract and authorize the AST(s) to assess a \$100 hauling/handling fee to deliver the animal to the nearest auction barn. The proceeds from the auction barn will be deposited into the FFA Activity Account and will not be returned.

Specifics

Cattle Barn

1. All boxes and barrels are to be placed in the designated areas. The wash racks are not suitable places.
2. All tack, show sticks, and grooming materials left out of the boxes will be stored with the AST(s).
3. Water hoses must be coiled and wrapped neatly.
4. Hair clippings or manure in the trim chutes/scales will be picked up immediately.

Swine Barn

1. All swine will remain in the swine barn or walking pens. At no point are swine allowed to be in the cattle or sheep/goat stalls.
2. Electrical cords must be bound and zip-tied leaving no loose ends; loose cords could result in animal harm.
3. All tack must be stowed away in boxes or barrels. Any found out of these areas will be stored with the AST(s).
4. Water hoses will be coiled and stacked neatly.
5. Only approved bedding will be permitted for swine.

Sheep/Goat Barn

1. All tack must be stowed away in boxes and barrels. Any found out of these areas will be stored with the AST(s).
2. Water hoses will be coiled and stacked neatly.
3. ALL hair/wool must be cleaned from shearing areas directly after shearing/clipping.
4. Electrical cords must be bound and zip-tied leaving no loose ends; loose cords could result in animal harm

Dublin FFA Project Center Contract Agreement & Rules
Signature Page

I, _____, have read all of the rules and regulations in the Dublin FFA Project Center contract and hereby agree to abide by all rules and face all consequences handed down.

Student Signature

Date

Parent Signature

Date

Ag. Science Signature

Date

B. Agriscience Fair Participation Contract

Agriscience Fair Chapter Policy

A student may compete their research SAE project as a member of the Dublin FFA if the following conditions are met:

- Projects must be under the supervision of the agriculture science instructor(s).
- These projects are student projects. All decisions regarding the care of that project are to be made by that student and their family. The Agricultural Science teacher will advise student(s) on topic selection, written paper development, speech rehearsal, and submission of their projects to compete.
- Ag Teachers and DISD Administration will determine which stock shows the chapter will attend as a group and the traveling procedures for the chapter. These shows will be communicated after all show entries are officially submitted by Ag Teachers. Students may attend any other contents at state stock shows on their own.
- In order for students to be able to compete their project at the stock shows in the fall with the school they MUST compete at the Texas FFA State Contest the summer before. For example, projects that are completed in the 2023-2024 school year will compete at the 2024 State FFA Convention, 2024 Heart of Texas, and 2025 San Antonio Livestock Show.
 - 2024: Ag Teachers will haul agriscience fair projects to the following events Heart of Texas Fair, San Antonio Livestock Show, and the Texas FFA Convention.
- Students will remain responsible for their project during any contest they attend, and will be representing Dublin FFA; therefore, all school policies are in effect.
- A student must be in good standing with the Dublin FFA Chapter.
- A student is subject to all UIL rules “No Pass, No Show”. (If a student is ineligible due to grades, he/she will not be allowed to travel or show as a part of Dublin FFA.)
- The chapter will absorb the costs of the students Agriscience Fair entry fee to the Texas FFA State Convention, Heart of Texas Fair and Rodeo, and San Antonio Livestock Show.
 - Students who do not follow through with their competition will lose this opportunity and will be responsible for all Agriscience Fair entry costs from there on.
 - Students MUST make the Ag Teachers aware that they will not be able to compete BEFORE entries are submitted. Dates of competition will be given at the annual August Stockshow Meeting.
 - 2024 August Stock show Meeting: August 26th at 6 PM at the Ag Building

Student Name

Student Signature & Date

Parent Signature & Date

AST Signature & Date

Melissa Summers (Superintendent)

Norma Villicana-Arreguin (Principal)

C. Calendar of Events

(See attachment on website)

D. Officer Commitment Pledge

Dublin FFA Officer Commitment Pledge

As a Dublin FFA Officer I will:

1. Be dedicated and committed to FFA and the total agricultural education program.
 - a. Attend State FFA Convention on July 5-9, 2021
 - b. Attend Area IV Convention on May 17, 2021
-and/or-
Attend Area IV Leadership Camp on June 14-16, 2021
 - c. Participate on at least 1 LDE and 1 CDE team
2. Be willing to commit the entire year to Chapter officer activities.
3. Become knowledgeable of agriculture, agricultural education, and the FFA.
4. Through preparation and practice, develop myself into an effective public speaker and project a desirable image of FFA at all times.
5. Regularly and on time write all letters, thank-you notes, reports and other correspondence, which are necessary and desirable.
6. Accept and search out constructive criticism and evaluation of my total performance.
7. Be willing to take and follow instructions as directed by those responsible for me.
8. Be mindful of the impact that I will have during my year as a chapter officer and always act or behave accordingly.
9. Follow the Chapter Officer Code of Ethics as explained below: To forego all alcohol and tobacco while holding the title of Chapter Officer.
 - a. To treat all FFA members equally by not favoring one over another.
 - b. To conduct myself in a manner which commands respect without display of superiority.
 - c. To maintain dignity while being personable, concerned, and interested in my contacts with others.
 - d. To avoid places or activities which in any way would raise questions as to my moral character or conduct.
 - e. To consider FFA officer activities and school as my primary responsibilities.
 - f. To use wholesome language in all speeches and informal conversations.
 - g. To maintain proper dress and good grooming for all occasions.
 - h. Work in harmony with fellow FFA officers, and not knowingly engage in conversations detrimental to other FFA members, officers or adults.
 - i. To serve as a member of the chapter officer team always maintaining a cooperative attitude.
 - j. To keep myself up-to-date on current items.
 - k. To maintain and protect my health.
 - l. To be a professional and be on time to all meetings or other officer activities.
 - m. Follow a set curfew at all FFA activities.

I have read & studied and understand & accept the above points. As a chapter officer, I will carry out my responsibilities in accordance with these statements and understand that the Advisors will remove me from office if I do not satisfactorily follow these established standards for chapter officers using a 3-strike policy. I also understand that, if removed, I will be responsible for paying back the chapter for any expenses incurred during my service as officer.

Officer's Signature: _____ **Date:** _____

Parent's Signature: _____ **Date:** _____

D. Letter Jacket Requirements

(See attachment)

<https://dublin.ffanow.org/DocDownload.aspx?ID=13749>

<https://dublin.ffanow.org/DocDownload.aspx?ID=13750>

E. Ag Mechanics Show Requirements

(See attachment)

<https://dublin.ffanow.org/DocDownload.aspx?ID=30721>