

**Jason Davis**

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**Department of Agricultural &
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North Carolina State University is a land-

grant university and a constituent institution

of The University of North Carolina

January 4, 2019

**Memorandum**

To: Middle Grades Advisors

RE: Middle Grades Rally

From: Jason Davis, State FFA Coordinator

FFA Advisors of Middle Grades Event Attendees:

I am pleased to announce the continuation of the Middle Grades Career Development Events Rally to be held **Friday, March 8, 2019** at North Carolina A&T State University in Greensboro**. You must pre-register your teams online by Friday, March 1, 2019 at ncffa.org** (see page 3 for more detailed instructions).

Registration for these events will begin at 9:00am in the lobby of the General Classroom Building. At 9:30am, we will begin with an opening session in the auditorium A218. The events will begin promptly at 10:00am in the following locations. Buses, cars, and vans should park in the football stadium lot across from Carver Hall. **There is not a registration fee for this event but there is a non-refundable meal charge of $5 per participant and advisor/chaperone.** You will be emailed an invoice upon completion of your online registration.

Students that are not competing in career development events may participate in a leadership workshop provided by the state FFA officers developed specifically for middle grades students. Students will also receive a tour of the NC A&T campus. Registration, waivers, and the meal feel are required for all participants of the leadership workshops. Please meet in Auditorium A218 for the opening session to check in.

Important Items:

* Due to the growth in the number of participants, chapters may only register one team or participant per event.
* Manuscripts for prepared public speakers are due at the state office by 5pm on March 1, 2019. Manuscripts may be submitted electronically by emailing them to Jason Davis at jason\_davis@ncsu.edu.
* Please review the dress code for each event prior to the event.
* Possession of a cell phone, ipod, smart watch, or other electronic device will result in a total team disqualification. Students are reminded to wear closed toe shoes for this event.
* Please review the cell phone, electronic device, dress code and tobacco use policy for state level career development events with your students prior to the event.
* Please notify the state office prior to March 1,2019 if you have students with special needs or dietary restrictions for this event.
* **No tobacco products are permitted.** *The NC FFA Tobacco Use Policy will also be in effect during this event. This means that tobacco products, Juuls, e-cigarettes, and vapes are not to be used at any time during any official FFA event.*

***All students are required to have a completed waiver signed by their parent/guardian in order to attend this event. Students that do not submit a completed waiver at team check-in prior to the event will not be allowed to participate.***

**Prepared Public Speaking**

General Classroom Building A105 (Prep) and A107 (Event)

**Parliamentary Procedure**

General Classroom Building A208 (Prep) and A211 (Event)

**Exploring Biotechnology**

Carver Hall Room 116

 **Lunch** (provided)

Carver Hall Room 262 and 268

**Biotechnology Quiz Bowl**

Auditorium A218

**Awards Ceremony**

Auditorium A218

Please visit <http://www.ncat.edu/admissions/undergraduate/visit-us/map-directions.html> for maps and driving directions, including a very helpful link to a Google map of all the building locations. Buses, cars, and vans should park in the football stadium lot across from Carver Hall.

If you are registering for multiple career development events, you must follow the below procedure for each event.

ONLINE REGISTRATION INSTRUCTIONS

PLEASE REGISTER BY **March 1, 2019**

1. Go to ncffa.org and underneath the main homepage area, you will see 4 boxes – click on the one that says **Register and Request**.
2. Click on **CDE Registration**
3. Advisor email is required. You should receive a confirmation of your registration.
4. Chapter Name and Number – Please type your chapter name, followed by your chapter number (NCxxxx)
5. Advisor Name is required.
6. Career Development Event – select the event from the drop-down list.
7. Student Name 1 – 4 list the names of students you are registering for the event *(Please submit only the appropriate number of team participants! Alternates are not allowed at state CDE events)*
8. A meal is included for each student that you register. Indicate the number of ADDITIONAL meal tickets you will need for advisors, bus drivers, chaperones, etc.
9. Click Submit when all the applicable fields have been entered and you have printed a copy for your records (optional).
10. If you are registering for multiple career development events, you must follow the above procedure for each event.

If you have any questions or concerns, please contact our office at 919-515-4206.

**Advisor Checklist**

To help things go smoothly during registration, please make sure you have completed the following prior to checking in:

☐ Signed waiver for each participant

☐ Two sharpened #2 pencils with erasers for each participant

☐ Review registration material and Chapter Guide

☐ Check dress code!

☐ No shorts

☐ Closed-toe shoes

☐ No cell phones

☐ No smart watches

☐ No tobacco/vapes/Juuls

**On-Site Checklist/After Registration**

☐ Disperse and adhere name badges

☐ Disperse meal tickets

☐ Direct participants to assigned group