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**MEMORANDUM**

To: FFA Advisors

From: Wendy Warner, State Event Superintendent

Re: Agricultural Education Career Development Event

The state Agricultural Education CDE will be conducted using an online format. This event is open to one FFA member per FFA chapter in grades 11 and 12. The lesson plan, video of lesson, and written reflection are due by **Wednesday, March 13<sup>th</sup>, 2024**.

ONLINE SUBMISSION INSTRUCTIONS

1. Go to [ncffa.org](https://ncffa.org) and underneath the main homepage area, you will see 3 boxes – click on the one that says [Register & Request](#).
2. Click on [Agricultural Education CDE registration](#).
3. Chapter name, advisor email address, student name, and student email address are *required*.
4. A completed and signed waiver form must also be submitted for each registered student. A copy of the waiver can be found at [this link](#).
5. The lesson plan and reflection can be submitted using Word, PDF, Excel, or compressed file format.
6. The video of the lesson should be uploaded to YouTube and the visibility set to unlisted. Please provide the URL to your video.
7. Click Submit when all the applicable fields have been entered and an email confirmation will be sent that includes all the attached files.

A tentative timeline\* for the administration of the event is as follows:

March 13<sup>th</sup>, 2024: Teaching materials (lesson plan, video of lesson, reflection) are due.

March 14<sup>th</sup> – March 25<sup>th</sup>, 2024: A review of materials will take place.

March 26<sup>th</sup> – March 28<sup>th</sup>, 2024: Participants placing in the top 5 will be contacted via email to set up a date and time for an interview via Zoom.

April 1<sup>st</sup> – April 5<sup>th</sup>, 2024: Zoom interviews (~15-20 minutes) will be held.

Week of April 8<sup>th</sup>, 2024: Event results will be published.

First General Session of the NC FFA State Convention: Top three students will be recognized on stage.

\* Timeline is dependent on number of participants. Any substantial revisions to the timeline will be communicated via email to participants and advisors.

A few reminders:

- Participants in this event should wear official dress as described in the FFA manual or professional dress. Official dress for an FFA member includes: an official FFA jacket zipped to the top, black slacks and black socks/nylons or black skirt and black nylons, with black closed toe dress shoes. Professional dress would be described by a nice blouse/collared shirt, dress pants/skirt (or a dress), socks/hosiery, and dress shoes.
- Participation waivers are required for this event and must be signed by a parent if the student is under the age of 18. Waivers will be collected electronically when submitting registration. *Waivers should be submitted electronically prior to the event.* **No waiver = no participation.**
- The lesson plan should reflect the individual effort of the participant. Lesson plans created by someone other than the participant may not be used in this event.
- The video of lesson must be continuous and unedited, with no interruption in the events.

For questions or concerns regarding the Agricultural Education CDE, please email [wjwarner@ncsu.edu](mailto:wjwarner@ncsu.edu).