

HAWAII FFA ASSOCIATION
DISTRICT AND STATE CONFERENCE
CHAPTER RECORDS
Career Development Event (CDE)

General Announcements and Plans for Conducting the CDE

1. Please submit the Secretary's Book, the Treasurer's Book and the scrapbook to the CDE chairperson the day of your arrival to the District Conference or State Convention.
2. After the announcement of the CDE winners, the CDE chairperson will return the CDE materials to the delegates of the participating chapters.

State Standards Met:

- NCO 6.1
- NCO 6.2

The objectives of this CDE are:

1. To encourage each chapter to keep temporary and permanent records current.
2. To aid the chapter in conducting and assessing its activities.
3. To keep a scrapbook to illustrate and narrate the program of work.
4. To determine how accurately, neatly, and skillfully each chapter has recorded:
 - a. History of the chapter
 - b. List of members- active, associate, and honorary
 - c. List of officers for the time that chapter was chartered
 - d. Attendance
 - e. Dues
 - f. Degree advancement
 - g. Minutes
 - h. Committee reports
 - i. Thrift accounts
 - j. Constitution
 - k. Program of Activities (POA) with accomplishments
 - l. Budget- receipts and expenditures
 - m. Annual report of accomplishments
 - n. List of awards and prizes
 - o. Stories of tours

Secretary's Book

1. Should begin June 1 and end May 31. It should contain the following:
 - a. List of current national, state, and chapter officers
 - b. National, state, and local constitutions
 - c. List of standing committees with chairpersons and members
 - d. Current national, state, and chapter program of work
 - e. Attendance record of all meetings and activities
 - f. Membership roll
 - g. Minutes of meetings, executive summer and general meetings. Minutes should be written according to the establishment order of business.

2. Should be neat, free from ink or dirt, smears and blotches. It may be typed or printed without errors, concise, and grammatically correct.

Treasurer's Book

1. Should begin June 1 and end May 31.
2. Entry in the ledger shall be written in ink.
3. Names of members may be typed.

Scrapbook

1. Should begin June 1 and end May 31. (This is to illustrate the chapter program of activity (POA) for the current year, not half of the past year and half of the current year. Current year officers should be responsible for current POA.) It should be not more than two inches thick. (The equivalent of one pack of filler paper and one back of refill. This restriction is to prevent the excess spending for the scrapbook and photos and to have chapters leave out extraneous materials.)
2. The scrapbook should:
 - a. Be arranged according to the chapter's POA.
 - b. Have objectives of the POA arranged in order and should be easily identifiable.
 - c. Include a copy of the current POA.
 - d. Have appropriate and relevant captions and title pages.
 - e. Use colored and/or black and white photos.
 - f. Display skillful use of color schemes, attractiveness, and absence of gaudiness.
 - g. Be neat and free from ink, dirt, and glue spots.
 - h. Be free from irrelevant materials such as pictures from magazines or other materials which does not contribute to illustrating the POA.

Method of Selecting Winners:

1. Total score is based on all three materials.
2. The decision of the judges is final.

Check List Before, During, and After the Chapter Records CDE

BEFORE

- ✓ Send Judges competition rules
- ✓ Copy of Placement Sheet
- ✓ Copy of Score sheet (one per Judge)

DURING

- *Copy of Score sheet (one per Judge) were distributed*
 - *Collect Chapter Records from participating Chapter(s)*
 - *Writing utensils for Judges*

AFTER

- ❖ Placement Sheet signed and filled out
- ❖ All score sheets are completed and signed by individual judges
 - ❖ Winners are correctly placed on Placement Sheet
 - ❖ All equipment is returned
- ❖ Placement and Score Sheets are turned into appropriate chairperson

CHAPTER RECORDS CONTEST

List of names of chapters competing:

Chapter _____

Chapter _____

Chapter _____

Chapter _____

Chapter _____

Chapter _____

FIRST PLACE: Chapter _____ Adviser _____

Secretary _____

Treasurer _____

Reporter _____

SECOND PLACE: Chapter _____ Adviser _____

Secretary _____

Treasurer _____

Reporter _____

THIRD PLACE: Chapter _____ Adviser _____

Secretary _____

Treasurer _____

Reporter _____

JUDGES:

Name _____

Address _____

Name _____

Address _____

Name _____

Address _____

Contest Chairperson _____

Chapter Records Contest

Judges Score Sheet	Perfect	Team	Team	Team	Team	Team	Team
	Score	1	2	3	4	5	6
SECRETARY'S BOOK	150						
1. Neatness and legibility	50						
2. Accuracy, form, and completeness	100						
a. National, State, and chapter officers	10						
b. National, State, and chapter constitutions	10						
c. Standing committees	10						
d. National, State, and chapter program of work	10						
e. Attendance record	10						
f. Membership roll	10						
g. Minutes	10						
h. Officers reports and committee	10						
I. Correspondence	10						
j. Yearly report summary	10						
TREASURER'S BOOK	250						
1. Neatness and legibility	25						
2. Accuracy and form	225						
a. Complete records called for on pg. 3 of the Treasurer's Book	25						
b. Statement of chapter worth	25						
c. Chapter budget	25						
d. Member dues and assessment record	25						
e. Chapter cash receipts	25						
f. Chapter disbursements	25						
g. Chapter investments	25						
h. Chapter loans granted	25						
i. Chapter financial summary	25						
SCRAPBOOK	150						
1. Neatness	25						
2. Attractiveness	25						
3. Arrangement of material	25						
4. Completeness with which it illustrates program of activities	50						
5. Absence of irrelevant material	25						
TOTAL POINTS	550						
Signature of Judge:							
Contest Chairperson:							