Illinois Association FFA/Illinois Association of Vocational and Agriculture Teachers
CDE/LDE Supervision Responsibilities

Ag Business CDE:

Contest Host:	Contest Superintendent (5 IAVAT Board Reps)	Committee Rep.	FFA State Staff
Pre-Event -Secure computer lab -Prepare signage for the event -Provide contacts to IAVAT for any food, transportation, restroom and parking needs. -Assist IAVAT office in creating exam (Main host creates) - Provide state staff with a map/location for parking. During Event - -Provide exam proctor Post Event - -Release all contest exams, scenarios, practicums, etc. for training purposes - Make notes to improve contest moving forward.	Pre-Event -Work with Host, State Staff to review Exam - Secure/share locations with State Staff at least 2 months in advance -Prepare schedule(s) for district sites. During Event -Help Host(s) coordinate students/teachers with contest times, locations, etc. - Help validate official scores from Host Post Event -Work with state staff to finalize results - Make notes to improve contest moving forward.	Pre-Event -Work with Host, State Staff to review Exam During Event -Help Host(s) coordinate students/teachers with contest times, locations, etc. - Help validate official scores from Host Post Event - Make notes to improve contest moving forward.	Pre-Event -Contact everyone at **least** 1 month prior to contest with information, contact info, etc. - Inform host of any rule changes -Help review exam - Share locations with teachers at least 2 months in advance -Prepare location schedule for contest. -Collect registration information from teachers, provide updates to host(s) and district superintendents. During Event --Help Host(s) coordinate students/teachers with contest times, locations, etc. Post Event -Work with superintendent to finalize results -Send out the results to stakeholder. -Work with host to post exams, scenarios, practicums for training purposes on ILAGED - Make notes to improve contest moving forward.

Ag Communications CDE:

Contest Host:	Contest Superintendent	Committee Rep.	FFA State Staff
Pre-Event - Secure 8 rooms with tables and chairs for every room. - Secure judges for the team presentations (3-5) - Secure judges for individual rooms (4-8) - Secure timer (1) - Communicate with State Staff to share judges information (rubrics, rules, etc.) - Provide state staff with a map/location for parking. - Provide State Staff with Contest Map to share with participating teams During Event - Host judges orientation meeting alongside Sup. and Rep. - Work with judges to get official scores - Judge media plans Post Event - Help State Staff finalize results and send listserv. -Release all contest exams, scenarios, practicums, etc. for training purposes - Make notes to improve contest moving forward.	Pre-Event - Work with host to review scenarios, exams, and practicums - Work with state staff to identify teams During Event - Help state staff keep students on schedule - Assist judges with any issues - Potentially help judge Media Plans - Help validate official scores from Host Post Event - Help State Staff finalize results and send listserv. - Make notes to improve contest moving forward.	Pre-Event - Work with host to review scenarios, exams, and practicums During Event - Help state staff keep students on schedule - Assist judges with any issues - Potentially help judge Media Plans - Help validate official scores from Host Post Event - Make notes to improve contest moving forward.	Pre-Event -Contact everyone at **least** 1 month prior to contest with information, contact info, etc. - Inform host of any rule changes - Work with Host to prepare scenarios, exams, practicums, etc. -Create schedule which should be sent no later than a week in advance. - Work with teams to collect then distribute media plans to judges. - Work with host to share rubrics with judges prior to the contest. - Share Contest Map with participating teams During Event - Set up and manage team registration - Help Sup. and Rep. keep students on schedule - Assist judges with any issues Post Event - Work with Sup. and Rep. to finalize and send results listserv. - Make notes to improve contest moving forward.

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Ag Education CDE:

Contest Host:	Contest Superintendent	Committee Rep.	FFA State Staff
Pre-Event - Secure 4 rooms, one including a computer and projector, for the contest. - Secure at least 4 judges and no less than 8 but no more than 16 non-competing students to serve as students during the presentation. - Work with Sup., Rep., and State Staff to create an exam - Set up room for an exam, as well as another room for a reflection recorded by contestants. - Provide state staff with a map/location for parking. During Event - May serve as a judge - Help with any technology issues - Assist State Staff with scoring Post Event - Work with State Staff to send results -Release all contest exams, etc. for training purposes - Make notes to improve contest moving forward.	Pre-Event - Work with State Staff and IAVAT District Directors to identify qualifying students. - Help host review exam - Help host identify 8-16 students to assist in the presentation room. During Event - Help organize contestants and move them from room to room - Help with judges, assist when needed - Help validate official scores Post Event - Work with state staff to send results. - Make notes to improve contest moving forward.	Pre-Event - Help host review exam - Help host identify 8-16 students to assist in the presentation room. During Event - Help organize contestants and move them from room to room - Help with judges, assist when needed - Help validate official scores Post Event - Make notes to improve contest moving forward.	Pre-Event -Contact everyone at **least** 1 month prior to contest with information, contact info, etc. - Inform host of any rule changes - Work with host to prepare exam, rubrics for contest. - Collect Lesson Plans by deadline decided by State Staff - Work with IAVAT District Directors to identify qualifying contestants - Create competition schedule, share with teachers and host at least 1 week before contest. During Event - Set up registration areas, work with teachers to prepare students based on schedule - Help organize contestants and move them from room to room - Help with judges, assist when needed Post Event - Work with host and Sup. to send results - Make notes to improve contest moving forward.

Ag Issues CDE:

Contest Host:	Contest Superintendent	Committee Rep.	FFA State Staff
Pre-Event - Secure 3 rooms with tables and chairs for every room. - Secure judges for the team presentations (3-5) - Secure timer - Communicate with State Staff to share judges information (rubrics, rules, etc.) - Provide state staff with a map/location for parking. During Event - Host judges orientation meeting alongside Sup. and Rep. - Work with judges to get official scores - Judge portfolios Post Event - Help State Staff finalize results and send listserv. -Release all contest exams, scenarios, practicums, etc. for training purposes - Make notes to improve contest moving forward.	Pre-Event - Work with host to review scenarios, exams, and practicums - Work with state staff to identify teams During Event - Help state staff keep students on schedule - Assist judges with any issues - Potentially help judge portfolios - Help validate official scores Post Event - Help State Staff finalize results and send listserv. - Make notes to improve contest moving forward.	Pre-Event - Work with host to review scenarios, exams, and practicums During Event - Help state staff keep students on schedule - Assist judges with any issues - Potentially help judge portfolios - Help validate official scores Post Event - Make notes to improve contest moving forward.	Pre-Event -Contact everyone at **least** 1 month prior to contest with information, contact info, etc. - Inform host of any rule changes - Work with Host to prepare scenarios, exams, practicums, etc. - Identify teams and create schedule which should be sent no later than a week in advance. - Work with qualifying teams to collect then distribute portfolios to judges. - Work with host to share rubrics with judges prior to the contest. During Event - Set up and manage team registration - Help Sup. and Rep. keep students on schedule - Assist judges with any issues Post Event - Work with Sup. and Rep. to finalize and send results listserv. - Make notes to improve contest moving forward.

Ag Mechanics CDE:

Contest Host:	Contest Superintendent	Committee Rep.	FFA State Staff
Pre-Event - Secure rooms for exams and shop space for all areas of the contest. - Secure materials required for all contest, as well as tools/equipment students will need to complete practicums. (see RFP) - Create practicums and exams for each contest area. - Provide judges for each of the areas to score practicums and exams (will also have teachers to help) - Provide state staff with a map/location for parking. During Event - Help organize students in their contest areas and supervise different judges and practicum areas. - Help with official scoring - Assist teachers in timing for different events. Post Event - Help finalize scores -Release all contest exams, scenarios, practicums, etc. for training purposes - Make notes to improve contest moving forward.	Pre-Event - Work with host to review practicums and exam - Work with state staff to identify teachers willing to help with the contest During Event - Help host and state staff organize participants in their contest area - Help validate official scores - Assist teachers in timing for different events. Post Event - Help state staff finalize scores and send listserv results. - Make notes to improve contest moving forward.	Pre-Event - Work with host to review practicums and exam - Work with state staff to identify teachers willing to help with the contest During Event - Help host and state staff organize participants in their contest area - Help validate official scores - Assist teachers in timing for different events. Post Event - Make notes to improve contest moving forward.	Pre-Event -Contact everyone at **least** 1 month prior to contest with information, contact info, etc. - Inform host of any rule changes - Share registration numbers with host at least 2 weeks before contest - Help Rep. and Sup. identify teachers to help with contest During Event - Registration setup. - Help organize students in their contest area - Record official scores Post Event - Work with Rep, Sup, and Host to finalize results - Send Listserv - Work with Host to share resources to help future contestants. - Make notes to improve contest moving forward.

Ag Sales CDE:

Contest Host:	Contest Superintendent	Committee Rep.	FFA State Staff
Pre-Event - Reserve at least 7 rooms for contest, including at least 12 tables, and at least 30 chairs for contest. - Find 13 judges for the event, preferably with sales experience. - Prepare sales scenarios and exam for contest, with the help of superintendent, rep, and state staff. - Order lunch for contest judges, not teachers or students - Share judges emails and information with state staff to prepare rubrics. - Print exam and scenarios once approved by all parties - Provide state staff with a map/location for parking. During Event - Work with state staff, superintendent, and rep. To present judges orientation. - Help judge as needed Post Event - Work with State Staff to send results -Release all contest exams, scenarios, practicums, etc. for training purposes - Make notes to improve contest moving forward.	Pre-Event - Work with host and state staff to prepare scenarios and exam. - Work with IAVAT district directors to report qualifying teams to state staff. During Event - Work with host, rep, and state staff to present judges orientation. - work with state staff on moving teams from room to room Help validate official scores Post Event - Work with State Staff to review scores and finalize listserv results - Make notes to improve contest moving forward.	Pre-Event - Work with host and state staff to prepare scenarios and exam. During Event - Work with host, rep, and state staff to present judges orientation. - work with state staff on moving teams from room to room Help validate official scores Post Event - Make notes to improve contest moving forward.	Pre-Event - Contact everyone at **least** 1 month prior to contest with information, contact info, etc. - Inform host of any rule changes - Prepare product materials for state contest based on National FFA Materials - Organize and update rubrics based on state rule changes - Work with District IAVAT Reps to collect qualifying teams for state contest. - Set up schedule for contest with qualifying teams as well as collect participant names - Create judge packets - Work with Host, Sup. and Rep. to create scenarios and exam - Update judges orientation PPT. During Event - Help host set up rooms - Prepare registration area - Work with host, Sup., and Rep. to present judges orientation - Share rubrics with judges and make sure everything scores correctly - Work with Sup. and Rep. to move teams Post Event - Work with Sup. and Rep. to finalize scores and publish listserv. - Make notes to improve contest moving forward.

Agronomy CDE:

Contest Host:	Contest Superintendent	Committee Rep.	FFA State Staff
Pre-Event - Prepare contest materials and exam - Work with state staff on registration numbers - Provide state staff with a map/location for parking. During Event - Monitor rooms, report any issues that could effect contest scoring to State Staff. - Provide State Staff with a key to begin scantron scoring Post Event - Work with state staff to finalize results and send listserv. -Release all contest exams, scenarios, practicums, etc. for training purposes - Make notes to improve contest moving forward.	Pre-Event - Work with host to make sure event conforms with contest rules. During Event - Help administer exam - Work with host/volunteers to monitor rooms/move groups - Help validate official scores Post Event - Work with state staff to finalize results and send listserv. - Make notes to improve contest moving forward.	Pre-Event - Work with host to make sure event conforms with contest rules. During Event - Help administer exam - Work with host/volunteers to monitor rooms/move groups - Help validate official scores Post Event - Make notes to improve contest moving forward.	Pre-Event -Contact everyone at **least** 1 month prior to contest with information, contact info, etc. - Inform host of any rule changes - Share registration numbers with host. - Prepare scantron instruction sheets - Share rule updates with host. - Secure volunteers to monitor rooms/serve as group leaders During Event - Set up registration area and work with teachers to check in students. - Break up students into groups - Set up scoring room after key is finished and set up scantron machine. - Make any changes to scoring based on issues with contest materials Post Event - Run all scantron sheets, check for errors, and finalize results with Sup. and Rep. - Send listserv results - Make notes to improve contest moving forward.

Conduct of Chapter Meetings LDE:

Contest Host:	Contest Superintendent	Committee Rep.	FFA State Staff
Pre-Event - Secure 4 rooms, tables and chairs for each room (See RFP for specifics) - Secure Parliamentarian for the event. - Secure 3-5 judges for the presentation, 1 exam proctor - Work with Sup. and Rep. to write and prepare exam and scenarios. - Provide state staff with a map/location for parking. During Event - Coordinate judges orientation - Set up and have rooms ready prior to contest. Post Event -Release all contest exams, scenarios, practicums, etc. for training purposes - Make notes to improve contest moving forward.	Pre-Event - Work with host to review exam and scenarios. - Help in securing a parliamentarian - Work with state staff to identify qualifying teams During Event - Coordinate judges orientation - Help coordinate student start times in exam room and presentation room. - Help validate official scores Post Event - Work with state staff to finalize scores and send Listserv results. - Make notes to improve contest moving forward.	Pre-Event - Work with host to review exam and scenarios. - Help in securing a parliamentarian - Work with state staff to identify qualifying teams - Help validate official scores During Event - Coordinate judges orientation - Help coordinate student start times in exam room and presentation room. Post Event - Make notes to improve contest moving forward.	Pre-Event -Contact everyone at **least** 1 month prior to contest with information, contact info, etc. - Inform host of any rule changes - Work with Host, Sup, and Rep. to locate a parliamentarian - Work with Sup. to identify qualifying teams - Work with qualifying teams to prepare schedule for contest. - Share schedule with everyone at least 1 week prior to contest. During Event - Set up and organize team registration. - Coordinate judges orientation - Help coordinate student start times in exam room and presentation room. - Work with judges to finalize scores in each room. Post Event - Work with host to release materials for training purposes. -Work with Sup. to finalize scores and send Listserv results. - Make notes to improve contest moving forward.

Dairy Cattle Evaluation CDE:

Contest Host:	Contest Superintendent	Committee Rep.	FFA State Staff
Pre-Event - Secure 7 rings of cattle and prepare exam - Secure areas for livestock, large space for exam. Provide space and judges for reasons presentations - Work with state staff on registration numbers - Provide state staff with a map/location for parking. - Provide state staff with a map/location for parking. During Event - Monitor rings, report any issues that could effect contest scoring to State Staff. - Provide State Staff with a key to begin scantron scoring Post Event - Work with state staff to finalize results and send listserv. -Release all contest exams, scenarios, practicums, etc. for training purposes - Make notes to improve contest moving forward.	Pre-Event - Work with host to review exam - Inform host of any rule changes During Event - Help administer exam - Work with host/volunteers to monitor rings/move groups - Help validate official scores Post Event - Work with state staff to finalize results and send listserv. - Make notes to improve contest moving forward.	Pre-Event - Work with host to review exam - Inform host of any rule changes During Event - Help administer exam - Work with host/volunteers to monitor rings/move groups - Help validate official scores Post Event - Make notes to improve contest moving forward.	Pre-Event -Contact everyone at **least** 1 month prior to contest with information, contact info, etc. - Share registration numbers with host. - Prepare scantron instruction sheets - Share rule updates with host. During Event - Set up registration area and work with teachers to check in students. - Break up students into groups - Set up scoring room after key is finished and set up scantron machine. - Make any changes to scoring based on issues with contest materials Post Event - Run all scantron sheets, check for errors, and finalize results with Sup. and Rep. - Send listserv results - Make notes to improve contest moving forward.

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Dairy Cattle Handlers CDE:

Contest Host:	Contest Superintendent	Committee Rep.	FFA State Staff
Pre-Event - Secure 7 rings of cattle - Secure areas for livestock - Work with state staff on registration numbers - Provide state staff with a map/location for parking. - Secure judges to score students During Event - Monitor cattle, report any issues that could effect contest scoring to State Staff. Post Event - Work with state staff to finalize results and send listserv. -Release all contest exams, scenarios, practicums, etc. for training purposes - Make notes to improve contest moving forward.	Pre-Event During Event - Work with host/volunteers to monitor rings/move groups - Help validate official scores Post Event - Work with state staff to finalize results and send listserv. - Make notes to improve contest moving forward.	Pre-Event During Event - Work with host/volunteers to monitor rings/move groups - Help validate official scores Post Event - Make notes to improve contest moving forward.	Pre-Event -Contact everyone at **least** 1 month prior to contest with information, contact info, etc. - Share registration numbers with host. - Share rule updates with host. - Create Contestant Numbers During Event - Set up registration area and work with teachers to check in students. - Make any changes to scoring based on issues with contest materials Post Event - Total all scores, check for errors, and finalize results with Sup. and Rep. - Send listserv results - Make notes to improve contest moving forward.

Dairy Foods CDE:

Contest Host:	Contest Superintendent	Committee Rep.	FFA State Staff
Pre-Event - Secure dairy products for the contest based on registration numbers. - Set up rings, score official placings for all classes. - Develop exam - Create team scenario - Provide state staff with a map/location for parking. During Event - Score official placings of classes - Help coordinate teacher/group leader orientation Post Event - Provide official scores to participants -Release all contest exams, scenarios, practicums, etc. for training purposes - Make notes to improve contest moving forward.	Pre-Event - Work with host to review exam. - Work with State Staff to identify teachers to help with contest During Event - Help coordinate teachers/group leaders orientation - Help collect scantron cards to score once students are finished. - Help validate official scores Post Event - Work with state staff to finalize scores and send listserv. - Make notes to improve contest moving forward.	Pre-Event - Work with host to review exam. - Work with State Staff to identify teachers to help with contest During Event - Help coordinate teachers/group leaders orientation - Help collect scantron cards to score once students are finished. - Help validate official scores Post Event - Make notes to improve contest moving forward.	Pre-Event -Contact everyone at **least** 1 month prior to contest with information, contact info, etc. - Share registration numbers 2 weeks prior to the contest (final numbers) - Work on updating supervisor instruction sheets - Prepare scantron instruction sheets - Share rule updates with host. During Event - Set up and organize registration. - Split students into groups. - Help coordinate teacher/group leaders - collect scantron cards once contest has finished. Post Event - Work to finalize scores and send out results listserv - Make notes to improve contest moving forward.

Food Science CDE:

Contest Host:	Contest Superintendent	Committee Rep.	FFA State Staff
Pre-Event - Secure products for contest (See RFP) - Set up rings - Develop a multiple question (problem solving) test related to food product formulation. -Create Math Practicum based on contest rules -Create customer inquiry scenarios based on contest rules -Determine triangle tests based on contest rules - Provide state staff with a map/location for parking. During Event - Provide official placings for contest rings - Help coordinate teacher/group leader orientation Post Event - Provide official scores to participants -Release all contest exams, scenarios, practicums, etc. for training purposes - Make notes to improve contest moving forward.	Pre-Event - Work with host to review exam. - Work with State Staff to identify teachers to help with contest - Share updated procedures of contest with host. During Event - Help coordinate teachers/group leaders orientation - Help collect scantron cards to score once students are finished. - Help validate official scores Post Event - Work with state staff to finalize scores and send listserv. - Make notes to improve contest moving forward.	Pre-Event - Work with host to review exam. - Work with State Staff to identify teachers to help with contest - Share updated procedures of contest with host. During Event - Help coordinate teachers/group leaders orientation - Help collect scantron cards to score once students are finished. - Help validate official scores Post Event - Make notes to improve contest moving forward.	Pre-Event -Contact everyone at **least** 1 month prior to contest with information, contact info, etc. - Share registration numbers 2 weeks prior to the contest (final numbers) - Work on updating supervisor instruction sheets - Prepare scantron instruction sheets - Share rule updates with host. During Event - Set up and organize registration. - Split students into groups. - Help coordinate teacher/group leaders - collect scantron cards once contest has finished. Post Event - Work to finalize scores and send out results listserv - Make notes to improve contest moving forward.

Forestry CDE:

Contest Host:	Contest Superintendent	Committee Rep.	FFA State Staff
Pre-Event - Prepare contest materials and exam - Secure rooms/areas for practicums, large room for exam. - Work with state staff on registration numbers - Provide state staff with a map/location for parking. - Secure volunteers to monitor rooms/serve as group leaders During Event - Monitor rooms, report any issues that could effect contest scoring to State Staff. - Provide State Staff with a key to begin scantron scoring Post Event - Work with state staff to finalize results and send listserv. -Release all contest exams, scenarios, practicums, etc. for training purposes - Make notes to improve contest moving forward.	Pre-Event - Work with host to review exam During Event - Help administer exam - Work with host/volunteers to monitor rooms/move groups - Report any issues that could affect scoring to State Staff - Help validate official scores Post Event - Work with state staff to finalize results and send listserv. - Make notes to improve contest moving forward.	Pre-Event - Work with host to review exam During Event - Help administer exam - Work with host/volunteers to monitor rooms/move groups - Report any issues that could affect scoring to State Staff - Help validate official scores Post Event - Make notes to improve contest moving forward.	Pre-Event -Contact everyone at **least** 1 month prior to contest with information, contact info, etc. - Share registration numbers with host. - Prepare scantron instruction sheets - Share rule updates with host. During Event - Set up registration area and work with teachers to check in students. - Break up students into groups - Set up scoring room after key is finished and set up scantron machine. - Make any changes to scoring based on issues with contest materials Post Event - Run all scantron sheets, check for errors, and finalize results with Sup. and Rep. - Send listserv results - Make notes to improve contest moving forward.

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Greenhand Quizbowl LDE:

Contest Host:	Contest Superintendent	Committee Rep.	FFA State Staff
Pre-Event - Secure 1 room, tables and chairs (See RFP for specifics) - Secure moderator for the event. - Secure timer - Work with State Staff to write and prepare questions. - Provide state staff with a map/location for parking. During Event - Set up and have rooms ready prior to contest. Post Event -Release all contest questions for training purposes - Make notes to improve contest moving forward.	Pre-Event - Work with host to review questions - Help in securing a moderator - Work with state staff to identify qualifying teams During Event - Help coordinate team start times. - Help validate official scores Post Event - Work with state staff to finalize scores and send Listserv results. - Make notes to improve contest moving forward.	Pre-Event - Work with host to review questions - Help in securing a moderator - Work with state staff to identify qualifying teams During Event - Help coordinate team start times. - Help validate official scores Post Event - Work with state staff to finalize scores and send Listserv results. - Make notes to improve contest moving forward.	Pre-Event -Contact everyone at **least** 1 month prior to contest with information, contact info, etc. - Inform host of any rule changes - Work with Host, Sup, and Rep. to locate a moderator - Work with Sup. to identify qualifying teams - Work with qualifying teams to prepare schedule for contest. - Share schedule with everyone at least 1 week prior to contest. During Event - Set up and organize team registration. - Help coordinate student start times. - Work with judges to finalize scores in each room. Post Event - Work with host to release materials for training purposes. -Work with Sup. to finalize scores and send Listserv results. - Make notes to improve contest moving forward.

Horse Evaluation CDE:

Contest Host:	Contest Superintendent	Committee Rep.	FFA State Staff
Pre-Event - Prepare horse patterns and share with state staff as well as secure horses/riders for the contest - Secure arena, rooms for reason presentations, holding area. - Work with state staff on registration numbers - Provide state staff with a map/location for parking. - Secure volunteers to monitor rooms/serve as group leaders Secure judges for reasons presentations During Event - Monitor classes, report any issues that could effect contest scoring to State Staff. - Provide State Staff with a key to begin scantron scoring - Provide instructions for reasons participants/judges - Supervise reasons schedule Post Event - Work with state staff to finalize results and send listserv. -Release all contest exams, scenarios, practicums, etc. for training purposes - Make notes to improve contest moving forward.	Pre-Event - Help host secure judges for reasons participants - Inform host of any rule changes During Event - Help move groups to different classes - Help organize reasons participants and judges - Help validate official scores Post Event - Work with state staff to finalize results and send listserv. - Make notes to improve contest moving forward.	Pre-Event - Help host secure judges for reasons participants - Inform host of any rule changes During Event - Help move groups to different classes - Help organize reasons participants and judges - Help validate official scores Post Event - Make notes to improve contest moving forward.	Pre-Event -Contact everyone at **least** 1 month prior to contest with information, contact info, etc. - Share registration numbers with host. - Prepare scantron instruction sheets - Share rule updates with host. - Share patterns with participating schools the Monday before event During Event - Set up registration area and work with teachers to check in students. - Break up students into groups - Set up scoring room after key is finished and set up scantron machine. - Make any changes to scoring based on issues with contest materials Post Event - Run all scantron sheets, check for errors, and finalize results with Sup. and Rep. - Send listserv results - Make notes to improve contest moving forward.

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Horticulture CDE:

Contest Host:	Contest Superintendent	Committee Rep.	FFA State Staff
Pre-Event - Secure products for contest (See RFP) - Set up rings - Develop exam - Provide state staff with a map/location for parking. During Event - Provide official placings for contest rings - Help coordinate teacher/group leader orientation Post Event - Provide placings and reasons to participants -Release all contest exams, scenarios, practicums, etc. for training purposes - Make notes to improve contest moving forward.	Pre-Event - Work with host to review exam. - Work with State Staff to identify teachers to help with contest During Event - Help coordinate teachers/group leaders orientation - Help collect scantron cards to score once students are finished. - Help validate official scores Post Event - Work with state staff to finalize scores and send listserv. - Make notes to improve contest moving forward.	Pre-Event - Work with host to review exam. - Work with State Staff to identify teachers to help with contest During Event - Help coordinate teachers/group leaders orientation - Help collect scantron cards to score once students are finished. - Help validate official scores Post Event - Make notes to improve contest moving forward.	Pre-Event -Contact everyone at **least** 1 month prior to contest with information, contact info, etc. - Share registration numbers 2 weeks prior to the contest (final numbers) - Work on updating supervisor instruction sheets - Prepare scantron instruction sheets - Share rule updates with host. During Event - Set up and organize registration. - Split students into groups. - Help coordinate teacher/group leaders - collect scantron cards once contest has finished. Post Event - Work to finalize scores and send out results listserv - Make notes to improve contest moving forward.

Job Interview CDE:

Contest Host:	Contest Superintendent	Committee Rep.	FFA State Staff
Pre-Event - Secure 6 rooms with tables and chairs for every room. - Secure judges for all areas of the contest (10) (See RFP) - Secure timer - Communicate with State Staff to share judges information (rubrics, rules, etc.) - Provide state staff with a map/location for parking. During Event - Host judges orientation meeting alongside Sup. and Rep. - Work with judges to get official scores Post Event - Help State Staff finalize results and send listserv. -Release all contest exams, scenarios, practicums, etc. for training purposes - Make notes to improve contest moving forward.	Pre-Event - Work with state staff to identify qualifying individuals During Event - Help state staff keep students on schedule - Assist judges with any issues - Help validate official scores Post Event - Help State Staff finalize results and send listserv. - Make notes to improve contest moving forward.	Pre-Event - Work with state staff to identify qualifying individuals During Event - Help state staff keep students on schedule - Assist judges with any issues - Help validate official scores Post Event - Make notes to improve contest moving forward.	Pre-Event -Contact everyone at **least** 1 month prior to contest with information, contact info, etc. - Inform host of any rule changes - Identify qualifying teams and create schedule which should be sent no later than a week in advance. - Work with qualifying individuals to collect then distribute job interview materials to judges. - Work with host to share rubrics with judges prior to the contest. During Event - Set up and manage individual registration - - Help Sup. and Rep. keep students on schedule - Assist judges with any issues Post Event - Work with Sup. and Rep. to finalize and send results listserv. - Make notes to improve contest moving forward.

Land Use CDE:

Contest Host:	Contest Superintendent	Committee Rep.	FFA State Staff
Pre-Event - Prepare 5 pits, 4 contest and 1 practice. - Secure indoor area to copy answers to official scorecards. - Work with state staff on registration numbers - Provide state staff with a map/location for parking. During Event - Monitor pits, report any issues that could effect contest scoring to State Staff. - Provide State Staff with a key to begin scantron scoring Post Event - Work with state staff to finalize results and send listserv. -Release all contest exams, scenarios, practicums, etc. for training purposes - Make notes to improve contest moving forward.	Pre-Event - Work with state staff to secure pit/group leaders During Event - Help supervise pits - Work with host/volunteers to monitor rooms/move groups - Report any issues that could affect scoring to State Staff - Help supervise contestants transferring answers to official scorecards after the contest conclusion - Help validate official scores Post Event - Work with state staff to finalize results and send listserv. - Make notes to improve contest moving forward.	Pre-Event - Work with state staff to secure pit/group leaders During Event - Help supervise pits - Work with host/volunteers to monitor rooms/move groups - Report any issues that could affect scoring to State Staff - Help supervise contestants transferring answers to official scorecards after the contest conclusion - Help validate official scores Post Event - Make notes to improve contest moving forward.	Pre-Event -Contact everyone at **least** 1 month prior to contest with information, contact info, etc. - Share registration numbers with host. - Prepare scantron instruction sheets - Share rule updates with host. During Event - Set up registration area and work with teachers to check in students. - Break up students into groups - Set up scoring room after key is finished and set up scantron machine. - Make any changes to scoring based on issues with contest materials Post Event - Run all scantron sheets, check for errors, and finalize results with Sup. and Rep. - Send listserv results - Make notes to improve contest moving forward.

Livestock Evaluation CDE:

Contest Host:	Contest Superintendent	Committee Rep.	FFA State Staff
Pre-Event - Secure 1 ring each of hogs, beef cattle, sheep, and goats, 1 keep cull ring each of beef cattle, hogs, and sheep, and one ring of slaughter cattle for yield grading. - Secure locations for each ring of livestock - Work with state staff on registration numbers - Provide state staff with a map/location for parking. - Secure volunteers to monitor rings/serve as group leaders - Secure rooms and judges for reasons presentations During Event - Monitor rooms, report any issues that could effect contest scoring to State Staff. - Provide State Staff with a key to begin scantron scoring Post Event - Work with state staff to finalize results and send listserv. -Release all contest exams, scenarios, practicums, etc. for training purposes - Make notes to improve contest moving forward.	Pre-Event - Work with host to secure livestock. - Inform host of any rule changes During Event - Help administer contest rotations - Work with host/volunteers to monitor rooms/move groups - Report any issues that could affect scoring to State Staff - Help validate official scores Post Event - Work with state staff to finalize results and send listserv. - Make notes to improve contest moving forward.	Pre-Event - Work with host to secure livestock. - Inform host of any rule changes During Event - Help administer contest rotations - Work with host/volunteers to monitor rooms/move groups - Report any issues that could affect scoring to State Staff - Help validate official scores Post Event - Make notes to improve contest moving forward.	Pre-Event -Contact everyone at **least** 1 month prior to contest with information, contact info, etc. - Share registration numbers with host. - Prepare scantron instruction sheets - Share rule updates with host. During Event - Set up registration area and work with teachers to check in students. - Break up students into groups - Set up scoring room after key is finished and set up scantron machine. - Make any changes to scoring based on issues with contest materials Post Event - Run all scantron sheets, check for errors, and finalize results with Sup. and Rep. - Send listserv results - Make notes to improve contest moving forward.

Illinois Association FFA/Illinois Association of Vocational and Agriculture Teachers
CDE/LDE Supervision Responsibilities

Marketing Plan CDE:

Contest Host:	Contest Superintendent (5 IAVAT Board Rep)	Committee Rep.	FFA State Staff
Pre-Event -Secure judges for before and during the contest -Prepare signage for the event -Provide contacts to IAVAT for any food, transportation, restroom and parking needs. - Provide state staff with a map/location for parking. - Work with state staff to share written plans with the judges for grading During Event - -Provide timer for presentations Post Event - -Release all contest exams, scenarios, practicums, etc. for training purposes - Make notes to improve contest moving forward.	Pre-Event Work with State staff to identify participating teams -Help state staff prepare schedule for contest During Event -Help Host(s) coordinate students/teachers with contest times, locations, etc. - Help validate official scores from Host Post Event -Work with state staff to finalize results - Make notes to improve contest moving forward.	Pre-Event Work with State staff to identify participating teams -Help state staff prepare schedule for contest During Event -Help Host(s) coordinate students/teachers with contest times, locations, etc. - Help validate official scores from Host Post Event -Work with state staff to finalize results - Make notes to improve contest moving forward.	Pre-Event -Contact everyone at **least** 1 month prior to contest with information, contact info, etc. - Inform host of any rule changes -Prepare location schedule for contest. -Collect registration information from teachers, provide updates to host(s) and district superintendents. During Event - Help Host(s) coordinate students/teachers with contest times, locations, etc. Post Event -Work with superintendent to finalize results -Send out the results to stakeholders. - Make notes to improve contest moving forward.

Illinois Association FFA/Illinois Association of Vocational and Agriculture Teachers
CDE/LDE Supervision Responsibilities

Meat Evaluation and Technology CDE:

Contest Host:	Contest Superintendent	Committee Rep.	FFA State Staff
Pre-Event - Secure products for contest (See RFP) - Set up rings based on contest rules (See RFP) - Develop team problem solving activity related to meat product formulation - Provide state staff with a map/location for parking. During Event - Provide official placings for contest rings - Help coordinate teacher/group leader orientation Post Event - Provide placings and reasons to participants -Release all contest exams, scenarios, practicums, etc. for training purposes - Make notes to improve contest moving forward.	Pre-Event - Work with host to review team problem. - Work with State Staff to identify teachers to help with contest - Share updated procedures of contest with host. During Event - Help coordinate teachers/group leaders orientation - Help collect scantron cards to score once students are finished. - Help validate official scores Post Event - Work with state staff to finalize scores and send listserv. - Make notes to improve contest moving forward.	Pre-Event - Work with host to review team problem. - Work with State Staff to identify teachers to help with contest - Share updated procedures of contest with host. During Event - Help coordinate teachers/group leaders orientation - Help collect scantron cards to score once students are finished. - Help validate official scores Post Event - Make notes to improve contest moving forward.	Pre-Event -Contact everyone at **least** 1 month prior to contest with information, contact info, etc. - Share registration numbers 2 weeks prior to the contest - Work on updating supervisor instruction sheets - Prepare scantron instruction sheets - Share rule updates with host. During Event - Set up and organize registration. - Split students into groups. - Help coordinate teacher/group leaders - collect scantron cards once contest has finished. Post Event - Work to finalize scores and send out results listserv - Make notes to improve contest moving forward.

Illinois Association FFA/Illinois Association of Vocational and Agriculture Teachers
CDE/LDE Supervision Responsibilities

Parliamentary Procedure LDE:

Contest Host:	Contest Superintendent	Committee Rep.	FFA State Staff
Pre-Event - Secure 4 rooms, table and chairs in each room according to RFP requirements - Secure Parliamentarian for the event. - Secure 8-11 judges for the presentation, 1 exam proctor - Work with Sup. and Rep. to write and prepare exam and scenarios. - Provide state staff with a map/location for parking. During Event - Coordinate judges orientation - Set up and have rooms ready prior to contest. Post Event -Release all contest exams, scenarios, practicums, etc. for training purposes - Make notes to improve contest moving forward.	Pre-Event - Work with host to review exam and scenarios. - Help in securing a parliamentarian - Work with state staff to identify qualifying teams During Event - Coordinate judges orientation - Help coordinate student start times in exam room and presentation room. - Help validate official scores Post Event - Work with state staff to finalize scores and send Listserv results. - Make notes to improve contest moving forward.	Pre-Event - Work with host to review exam and scenarios. - Help in securing a parliamentarian - Work with state staff to identify qualifying teams During Event - Coordinate judges orientation - Help coordinate student start times in exam room and presentation room. - Help validate official scores Post Event - Make notes to improve contest moving forward.	Pre-Event -Contact everyone at **least** 1 month prior to contest with information, contact info, etc. - Inform host of any rule changes - Work with Host, Sup, and Rep. to locate a parliamentarian - Work with Sup. to identify qualifying teams - Work with qualifying teams to prepare schedule for contest. - Share schedule with everyone at least 1 week prior to contest. During Event - Set up and organize team registration. - Coordinate judges orientation - Help coordinate student start times in exam room and presentation room. - Work with judges to finalize scores in each room. Post Event - Work with host to release materials for training purposes. -Work with Sup. to finalize scores and send Listserv results. - Make notes to improve contest moving forward.

Poultry CDE:

Contest Host:	Contest Superintendent	Committee Rep.	FFA State Staff
Pre-Event - Prepare contest materials and exam - Secure rooms/areas for practicums, exam. - Work with state staff on registration numbers - Provide state staff with a map/location for parking. - Secure volunteers to monitor rooms/serve as group leaders During Event - Monitor rooms, report any issues that could effect contest scoring to State Staff. - Provide State Staff with a key to begin scantron scoring Post Event - Work with state staff to finalize results and send listserv. -Release all contest exams, scenarios, practicums, etc. for training purposes - Make notes to improve contest moving forward.	Pre-Event - Work with host to review exam - Inform host of any policy/procedure changes During Event - Help administer exam - Work with host/volunteers to monitor rooms/move groups - Report any issues that could affect scoring to State Staff - Help validate official scores Post Event - Work with state staff to finalize results and send listserv. - Make notes to improve contest moving forward.	Pre-Event - Work with host to review exam - Inform host of any policy/procedure changes During Event - Help administer exam - Work with host/volunteers to monitor rooms/move groups - Report any issues that could affect scoring to State Staff - Help validate official scores Post Event - Make notes to improve contest moving forward.	Pre-Event -Contact everyone at **least** 1 month prior to contest with information, contact info, etc. - Share registration numbers with host. - Prepare scantron instruction sheets - Share rule updates with host. During Event - Set up registration area and work with teachers to check in students. - Break up students into groups - Set up scoring room after key is finished and set up scantron machine. - Make any changes to scoring based on issues with contest materials Post Event - Run all scantron sheets, check for errors, and finalize results with Sup. and Rep. - Send listserv results - Make notes to improve contest moving forward.

Public Speaking LDE:

Contest Host:	Contest Superintendent	Committee Rep.	FFA State Staff
Pre-Event - Secure 9 rooms, tables and chairs for 40 people (See RFP) - Secure judges for each division (3 per division, 4 for extemp) - Secure timers (1 per division) - Share judges information with state staff to share rubrics, materials, etc During Event - Coordinate judges training/orientation - Assist judges/staff in scoring Post Event - Work with State Staff to finalize scores. -Release all contest exams, scenarios, practicums, etc. for training purposes - Make notes to improve contest moving forward.	Pre-Event - Work with state staff to identify qualifying participants During Event - Coordinate judges orientation - Help coordinate student start times - Help validate official scores Post Event - Work with state staff to finalize scores and send Listserv results. - Make notes to improve contest moving forward.	Pre-Event - Work with state staff to identify qualifying participants During Event - Coordinate judges orientation - Help coordinate student start times - Help validate official scores Post Event - Make notes to improve contest moving forward.	Pre-Event -Contact everyone at **least** 1 month prior to contest with information, contact info, etc. - Inform host of any rule changes - Identify qualifying individuals and create schedule which should be sent no later than a week in advance. - Work with qualifying individuals to collect then distribute prepared speech materials to judges. - Work with host to share rubrics with judges prior to the contest. During Event - Set up and manage team registration - - Help Sup. and Rep. keep students on schedule - Assist judges with any issues Post Event - Work with Sup. and Rep. to finalize and send results listserv. - Make notes to improve contest moving forward.

Veterinary Science CDE:

Contest Host:	Contest Superintendent	Committee Rep.	FFA State Staff
Pre-Event - Secure products for contest (See RFP) - Set up practicums - Develop exam - Provide state staff with a map/location for parking. During Event - Provide rubrics for practicums chosen, share exam key - Help coordinate teacher/group leader orientation Post Event - Provide reasons to participants -Release all contest exams, scenarios, practicums, etc. for training purposes - Make notes to improve contest moving forward.	Pre-Event - Work with host to review exam. - Work with State Staff to identify teachers to help with contest During Event - Help coordinate teachers/group leaders orientation - Help collect scantron cards to score once students are finished. - Help validate official scores Post Event - Work with state staff to finalize scores and send listserv. - Make notes to improve contest moving forward.	Pre-Event - Work with host to review exam. - Work with State Staff to identify teachers to help with contest During Event - Help coordinate teachers/group leaders orientation - Help collect scantron cards to score once students are finished. - Help validate official scores Post Event - Make notes to improve contest moving forward.	Pre-Event -Contact everyone at **least** 1 month prior to contest with information, contact info, etc. - Share registration numbers 2 weeks prior to the contest (final numbers) - Work on updating supervisor instruction sheets - Prepare scantron instruction sheets - Share rule updates with host. During Event - Set up and organize registration. - Split students into groups. - Help coordinate teacher/group leaders - collect scantron cards once contest has finished. Post Event - Work to finalize scores and send out results listserv - Make notes to improve contest moving forward.