

# UPDATE

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U.S. Department of Education  
April 2002

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## DATES TO REMEMBER

May		
	1	International Leadership Seminar for State Officers (ILSSO) applications due (August 2002 departure), FFA Center
	15	FFA dues and membership rosters due, FFA Center
June		
	1	CDE Declaration form due, FFA Center
	15	Honorary American FFA Degree nominations due, FFA Center
	15	VIP Citation nominations due, FFA Center
	15	Distinguished Service citation form due, FFA Center
	30	American FFA Degree forms due, FFA Center
	30	H.O. Sargent (member and non-member) forms due, FFA Center

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## WHAT'S HAPPENING AT FFA

**Local Program Resource Guide CD-ROM.** Once again this year, FFA will produce and distribute the Local Program Resource Guide CD-ROM, a collection of publications, instructional materials and forms that assist teachers as they mold the lives of agriculture students. This year, the CD-ROM is sponsored by Syngenta as a special project of the National FFA Foundation. Through Syngenta's generous support, FFA can continue to offer the CD-ROM at no cost to FFA advisors. Look for your copy in early June.

### **National FFA Membership Update:**

During the 2002-2003 school year the National FFA Organization will continue to move toward making low-cost, timely and accurate on-line membership processing a reality for all of its members, advisors and state leaders. A stand-alone, web-based system and a spreadsheet template have been successfully tested by advisors in four pilot states.

To ease the transition to online membership, the National FFA Organization announced the following plan: For 2002-2003, the four pilot states will continue to use the web-based system, which will now be directly integrated with the PeopleSoft billing and financial modules. New states are being asked to wait until next year to join the web-based system for several reasons, including adequate system construction and testing time and the overall cost of training. When the web-based system meets all its objectives this year and our internal computer and training resources are adequate, we expect to offer this option to all states in the following year (2003-2004).

For states ready to improve their membership systems in 2002, the national office is

pleased to offer an improved membership method - an Excel spreadsheet template to record and edit their membership. Instead of a paper roster, chapters will receive a spreadsheet that contains all of their members from the previous year. Chapters will send their completed spreadsheets to their states or to the national office based on their state rules, either as an email attachment or on a physical diskette. States will be asked to use the spreadsheet upload as their primary method for transmitting data to the national office. States will also be able to send spreadsheets to the national office as e-mail attachments.

A more detailed membership communication was sent to state staff last week. If you have questions or require additional information, please contact [membership@ffa.org](mailto:membership@ffa.org) <<mailto:membership@ffa.org>>.

**Details for the 2002 BLAST Off** program are being finalized. BLAST Off is the first step in completing the FFA state officer continuum, and the program is sponsored by Cargill and Dow AgroSciences, LLC as a special project of the National FFA Foundation.

The following people have been selected as 2002 BLAST Off trainers: Kimberly Anderson (IA), Andy Armbruster (KS), Marshall Baker (FL), Brad Dodson (CA), Abby Dougherty (IN), Leslie Dyer Jr. (TN), Cory Epler (KS), Doug Kueker (MO), Jason Lacey (KS), Emily Lehning (KS), Andrea Lohr (KY), Donna Moore (NY) and Eric Schilling (NE). For additional information, please contact Tami LaMar, [tlamar@ffa.org](mailto:tlamar@ffa.org), or 317-802-4238.

**2002 National Leadership Conference for State Officers (NLCSO).**

Following are the 2002 NLCSO dates and attending states. NLCSO is sponsored by International Truck and Engine; Wrangler; Syngenta; and Wayne Farms, LLC as a special project of the National FFA Foundation.

Wyoming	June 17-20	States: MT, ND, WY
Nebraska	June 18-21	States: IA, KS, MN, MO, NE, SD, WI
Arkansas	June 25-28	States: AL, AR, LA, MS
Michigan	June 26-29	States: KY, MI, TN, IL, IN
Florida	June 24-27	States: FL, GA
New York	June 27 - July 1	States: NY, CT, ME, MA, NH, RI, VT
California	June 30 - July 3	States: CA, NV, ID, AK, WA, OR
New Mexico	July 1-5	States: NM, CO, UT, AZ
Delaware	July 29 - Aug.2	States: DE, MD, NJ, PA, VA, WV

Contact Tami LaMar, [tlamar@ffa.org](mailto:tlamar@ffa.org) <<mailto:tlamar@ffa.org>> or 317-802-4238, for more information.

**The national FFA convention *Survival Guide* makes its debut.** The usual convention *Advisors' Planning Guide* is sporting a new look and title this year. The *1<sup>st</sup> Edition Survival Guide* was mailed to chapters and state staff on Apr. 2. It contains all the same important information found in previous advisors' planning guides, from fundraising tips to convention housing, and it features a new pullout convention schedule. You'll find all the information you need and want about the 75<sup>th</sup> National FFA Convention. Watch for the *2<sup>nd</sup> Edition Survival Guide*, coming in August. As always, check the FFA convention website for the latest information. For other questions, contact Katie Dallam, [kdallam@ffa.org](mailto:kdallam@ffa.org) <<mailto:kdallam@ffa.org>>.

**Travel Contact.** The National FFA Center travel services office agent has changed her e-mail to her married name. Instead of sending travel requests to [jcompton@ffa.org](mailto:jcompton@ffa.org), please send it to [jcarnahan@ffa.org](mailto:jcarnahan@ffa.org) <<mailto:jcarnahan@ffa.org>> or [travel@ffa.org](mailto:travel@ffa.org) <<mailto:travel@ffa.org>>.

## COMPETITIONS

**Youth in Grazing Management Essay Competition.** The American Forage and Grassland Council's Youth in Grazing Management Essay Contest is funded by the generous support of R.L and Pat Dalrymple of Ardmore, Oklahoma. The deadline has been extended to May 1, 2002. All original entries should be sent to AFGC, P.O. Box 94, Georgetown, Texas 78627. Please see the March *UPDATE* for details and guidelines.

**Cooperative Awareness and Leadership Awards Program.** The National 4-H Council, with support from the Rural Business Cooperative Service of the U.S. Department of Agriculture, will award five \$2,000 prizes for the design of a business plan for a cooperative. The goal of the project is to have youth, in partnership with an adult, write a business plan for a cooperative for their community. Full details on this contest are available in the "Cooperatives Awareness" attachment to this e-mail.

**Risk Management Essay Contest Winners.** The winners of the 2002 Risk Management Writing Contest, announced on Mar. 20, are:

**Dolly Jane Barnes**, McNairy Central FFA, Selmer, TN, Advisor: Rod Barnes

**Ruth I. Bobbitt**, Deer Creek-Lamont FFA, Lamont, OK, Advisor: Tommy Wilkerson

**Lindsey Brown**, Grapeland FFA, Grapeland, TX, Advisor: Gary Graham

**Brittany Glazner**, Grapeland FFA, Grapeland, TX, Advisor: Gary Graham

**Nicole R. Henry**, Meridian FFA, Meridian, TX, Advisor: Bradley Fletcher

**John Hildebrand**, Stafford FFA, Stafford, KS, Advisor: Merlyn Spare

**Cierra Lyn Jones**, Emery FFA, Castle Dale, UT, Advisor: Corinne Dalton

**Kent David Leesman**, Hartsburg-Emden FFA, Hartsburg, IL, Advisor: Betsy Pech

**Brendon Lowe**, Chickasha FFA, Chickasha, OK, Advisors: Mike and Shirley Stephens

**J. Cole Mertens**, New Raymer FFA, New Raymer, CO, Advisor: Joe Kimmel

This year's assigned topic was "Risk Management Strategies for your Supervised Agricultural Experience Program (SAE)." The students were asked to select a risk management strategy for their SAEs, analyze the risks involved and discuss the "tools" that could be used to minimize the risks and how those tools could be applied to the SAEs. Judges from the USDA Risk Management Agency selected the top ten entries. Sponsored by the Risk Management Agency/USDA as a special project of the National FFA Foundation and the National Council for Agricultural Education.

The talented authors win an all-expense-paid trip to Washington, D.C. Apr. 24-28, where they will meet with USDA officials and their state representatives. Read the winning essays at <http://www.ffa.org/programs/riskmgmt/index.html>.

**The First Annual FFA Chapter T-Shirt Design Contest winners have been chosen!** FFA received over 160 designs from 73 chapters. Five t-shirt designs were selected and

will be sold through the 2002-2003 Blue catalog and [www.ffa.unlimited.org\\_store](http://www.ffa.unlimited.org_store) beginning Sept. 1, 2002. The winning chapters and designs are:

***Mattabeset FFA Chapter*** (CT) -- "Building Blocks of Success"  
***New Glarus FFA Chapter*** (WI) -- "Leaders at Work"  
***Metacalf C. Middle Jr. High FFA Chapter*** (KY) -- "FFA Survivor"  
***Cass FFA Chapter*** (GA) -- "Field of Dreams"  
***Sutton FFA Chapter*** (NE) -- "Got Blue"

These chapters will receive 50 percent of the gross profits from the sale of their winning t-shirt designs from Sept. 1, 2002-Aug. 31, 2003. We look forward to making this opportunity available to chapters again next year, so be on the lookout this coming fall for more information!

## EDUCATOR NEWS

**Biotechnology 101 Conferences.** Register now to reserve your space and attend the first ever Biotechnology Conferences for educators! It's not just for agriculture teachers, so invite your science teacher or biology teacher to come along. At the conferences, you'll be able to meet leaders from the biotechnology industry addressing biotechnology's past, present and future. You'll also have access to:

- Grant writer/resource information to help you acquire necessary resources
- Useful websites, references and cutting-edge information
- Biotechnology career information for your students
- Hands-on classroom activities
- Tips on communicating biotechnology to broad populations
- A behind-the-scenes tour of a biotechnology facility

### ***Dates & Locations***

Ames, IA Aug. 1 - 4

Davis, CA Aug. 8 - 11

Mystic, CT Aug. 15 - 18

### ***Registration Fee (Includes 6 meals)***

\$200 If payment/registration received before Apr. 15, 2002

\$250 After Apr. 15, 2002

For more information, visit <http://www.ffa.org/conferences/html/biotech.html>, or use the registration form attached to this edition of *UPDATE*.

## STATE STAFF NEWS

**State Staff Employment Positions APB:** State Staff members, please send us current employment opportunities in your state so they can be publicized on [ffa.org](http://ffa.org). If your state maintains a separate employment database, send us a link to the site where your opportunities are posted. The FFA Career Center employment database is not being fully utilized, and it's only as good as the information we receive. At a time when the agriculture teacher shortage is a constant message in all our communications, it's important that we make the best use of the resources available to attract qualified

teachers to the opportunities we know exist. Submit your employment openings to [webmaster@ffa.org](mailto:webmaster@ffa.org) <mailto:webmaster@ffa.org> or post online at <http://www.ffa.org/careers/agedjobpostings/states/jobsubmission.html>.

## PREVIOUSLY REPORTED IN UPDATE

**Washington Leadership Conference (WLC).** It is time to begin planning for your state group to attend the 2002 WLC. The Rosslyn Westpark Holiday Inn and the Eisenhower Holiday Inn will again be the two hotels for the summer. There will be nine counselors and three assistant managers for this year's conference. The cost of the program will remain the same this year at \$495 per student. Advisor program rates are: advisor single, \$700; advisor double, \$525; and advisor/guest package \$875. This year we have created an individualized package, ideal for chaperones who want to secure a room for the week, for \$430. The individualized package provides the option of choosing which, if any, activities the chaperone would like to participate in. Look for more WLC information on [ffa.org](http://ffa.org). For more information or to register your state group contact Kassie Lucero at (317) 802-4319 or Tina Paris, 317-802-4309.

### **2002 Career Development Event (CDE) Information**

Contact: Wendy Baird, 317-802-4263 or [wbaird@ffa.org](mailto:wbaird@ffa.org)

**2002 certification deadline:** The National Convention begins October 30, 2002. The deadline date for CDE certification forms is July 11, 2002. Please mark your calendars for the 2002-2003 school year.

**2002 CDE Certification Forms from State Guide:** States must submit their CDE Team Declaration form to the National FFA by June 1st. This form is used to indicate all CDE event areas in which your state will be participating, regardless of state qualification dates. All certification forms for participating teams qualified prior to the July 11th deadline must be submitted by the deadline, as well. Please refer to the 2002 National FFA State Leadership Guide CD-ROM or <http://www.ffa.org/programs/cde/html/resources/stateguidemenu.html> for the 2002 Certification Forms. 2002 requires membership numbers, for participants, be submitted at time of certification.

**CDE Student Waiver:** Each member participating in a National FFA CDE must submit the proper Waiver, Release of Liability and Consent to Medical Treatment form. The National FFA CDE Coordinator must receive the form by September 30, 2002. If a team does not qualify for participation in the national event until after this deadline, the waiver form must be submitted with the certification form. Students who do not submit this form will not be allowed to participate.

**Certification payment:** Page 2 of the introduction section of the CDE handbook, "Selection and Certification of State Teams," item number 4 states: Each entry in team or individual CDEs will be charged an entry-processing fee, payable at certification (Fee is \$25.00 per entry). All certification-processing fees for CDE teams must be paid with the certification form. Dairy Handlers and events that are demonstrations do not have a processing fee. Certification forms will not be processed until payment has been received.

### **Deadlines for Manuscripts and Portfolios:**

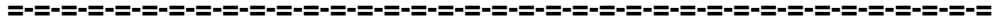
- All Prepared Public Speaking manuscripts must be submitted to the National FFA office by August 15, 2002.
- All portfolios for Agricultural Communications, Agricultural Issues and Marketing Plan must be submitted to the National FFA office by September 15, 2002.

- All cover letters, resumes and references for Job Interview must be submitted by September 15, 2002.

**Agricultural Mechanics Theme: Material Handling Systems**

Please refer to the following website for complete information regarding the 2002 Agricultural Mechanics CDE: <http://www.missouri.edu/~pavt0689/natcon.html>.

**UPDATE** is also available each month at [www.ffa.org/news/update/index.html](http://www.ffa.org/news/update/index.html) <http://www.ffa.org/news/update/index.html>. Attachments are available online.



**The FFA Mission**

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

**The Agricultural Education Mission**

Agricultural Education prepares students for successful careers and a lifetime of informed choices in the global agriculture, food, fiber and natural resources systems.

The National FFA Organization is a resource and support organization that does not select, control or supervise state association, local chapter or individual member activities except as expressly provided for in the National FFA Organization Constitution and Bylaws.

The National FFA Organization affirms its belief in the value of all human beings and seeks diversity in its membership, leadership and staff as an equal opportunity employer.

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Phone: 317-802-4225 Fax: 317-802-5225

**FFA Mission**

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



Cooperatives  
awareness and Lea..



biotechconfreg.pdf  
(189 KB)



## **Cooperative Awareness and Leadership Awards Program**

National 4-H Council, with support from the Rural Business Cooperative Service of the U.S. Department of Agriculture, would like to announce the availability of five (5) \$2,000 awards for the design of a business plan for a cooperative. The basic purpose of a business plan is to define how the cooperative will operate and how it will be organized (its structure). The goal of the project is to have youth, in partnership with an adult, write a business plan for a cooperative for their community. The project is not limited to any specific type of cooperative, and could include an agricultural, dairy, housing, utility, health cooperative, etc. **For more information about cooperatives, go to <http://www.rurdev.usda.gov/rbs>.**

A team of judges will review the cooperative business plans. Decisions on awards will be based on how well the business plan includes and addresses the appropriate elements for a business plan, with specific reference to cooperative business elements. These include the following<sup>1</sup>:

**Cover sheet**

**Statement of purpose**

**Table of contents**

### **Description of business (cooperative):**

In this section, provide a detailed description of the business. An excellent question to ask is: "What type of business will the cooperative conduct?" In answering this question include products, market and services as well as a thorough description of what makes the business unique. It is useful to explain why you think starting a cooperative in your area is a good idea (i.e. conduct an informal "feasibility study" outlining what economic and/or financial analysis led to the decision to form the cooperative). Remember, however, that as you develop the business plan, you may have to modify or revise your initial questions. Questions specific to cooperatives that should be considered include:

- What type of cooperative will it be (agricultural, housing, etc.)?
- How many members will there be in the cooperative?
- How will the interest of these members be developed (e.g. informational meetings)?
- How will members of the cooperative benefit from using the cooperative?
- When will the member equity drive be conducted?

The business description section is divided into three primary sections. Section 1 actually describes the business, Section 2 the product or service the cooperative will be offering and Section 3 the location of the business, and why this location is desirable. In addition, include a brief explanation of why you chose the cooperative form of business over other types (i.e., what are the benefits of a cooperative, etc.).

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<sup>1</sup> Information from the U.S. Small Business Administration, available online at <http://www.sba.gov/starting/indexbusplans.html>.

## **Marketing Plan:**

Develop a marketing plan for the business by answering these questions. The marketing plan should be included in the business plan and contain answers to the questions outlined below.

- Who are the customers? Define the cooperative's target market(s).
- Are the markets large enough to expand?
- How will the cooperative attract, hold, increase its market share?
- What pricing strategy will the cooperative use?

## **Financial Management Plan:**

To effectively manage finances, plan a sound, realistic budget by determining the actual amount of money needed to open the business (start-up costs) and the amount needed to keep it open (operating costs). The first step to building a sound financial plan is to devise a start-up budget. Your start-up budget will usually include such one-time-only costs as major equipment, utility deposits, down payments, etc. **With a cooperative a key consideration is how the members of the cooperative will finance it, both at the start of the cooperative and during its existence.**

An operating budget is prepared when the cooperative is actually ready to open for business. The operating budget will reflect priorities in terms of how the cooperative will spend its money, the expenses it will incur and how it will meet those expenses (income). The operating budget also should include money to cover the first three to six months of operation. It should allow for expenses including personnel, advertising/promotion, supplies, rent, utilities, etc.

## **The Management/Governance Plan:**

The management plan, along with the marketing and financial management plans, sets the foundation for and facilitates the success of the business (cooperative). The management plan should answer questions such as:

- How will the cooperative (new board) find a manager with the necessary skills and understanding of cooperatives?
- How will members' background/business experience help in this business?
- What are the potential weaknesses and how can the cooperative compensate for them?
- How will the Board be structured (e.g. how many directors)?
- How will these directors be chosen?
- What should their strengths be?
- What are their duties?
- Are these duties clearly defined?
- How do director duties differ from the manager's duties?
- What are the cooperative's current personnel needs?
- What are the cooperative manager's plans for hiring and training personnel?
- What salaries, benefits, vacations, and holidays will it offer?
- What benefits, if any, can the cooperative afford at this point?



Mail your original and five copies of the cooperative business plan (no faxes accepted) to:

**Sarah Cahill  
Environmental Program Manager  
National 4-H Council  
7100 Connecticut Avenue  
Chevy Chase, MD 20815**

**The cooperative business plans MUST be received by Friday, May 17, 2002**

**Schedule**

Deadline to receive cooperative business plans: Friday, May 17, 2002

Business Plan Review/Awards Made: Friday, June 14, 2002



## Announcing...

...**Biotechnology 101** for the Agricultural Education Instructor

### **This professional development conference will include...**

- ...leaders from the biotechnology industry addressing biotechnology past, present and FUTURE
- ...grant writer/resource info aimed at helping acquire necessary resources
  - ...useful websites references and cutting edge info
  - ...biotechnology career information for your students
  - ...hands-on classroom activities
  - ...communicating biotechnology to broad populations
  - ...behind the scenes tour of a biotechnology facility

### **Choose from three sites nationally...**

- ...Ames, Iowa – August 1-4 – (Closest airport – Des Moines)
- ...Davis, California – August 8-11 – (Closest airport – Sacramento)
- ...Mystic, Connecticut – August 15-18 – (Closest airport, Providence, RI)

(ROOM BLOCKS BEING HELD FOR THIS CONFERENCE AT HOTEL SITES UNTIL JUNE 1 – HOTEL CONTACT INFO WILL BE SENT WITH CONFERENCE REGISTRATION ACCEPTANCE)

### **Conference includes –**

#### **Day one**

- Travel to conference site with Kickoff Dinner beginning at 6:00 PM at host hotel
- Dinner program to include experts view of practical biotechnology and issues past and present

#### **Day Two and Three**

- Biotechnology Basics – complete a biotechnology industry orientation program lead by researchers, scientists, communications and marketing staff from leading biotechnology companies.
- Special programs at breakfast, lunch and supper addressing biotechnology topics, and featuring recognition of outstanding “Ideas Unlimited” entries (all workshop attendees are encouraged to submit any classroom activities they have used for biotechnology and related instruction – cash awards will be presented to outstanding submissions at each conference.)
- Grant writing and grant sources
- SAE opportunities in the biotechnology industry
- Career opportunities in the biotechnology industry – high school graduates, technical school graduates, university graduates and advanced degree
- Behind the scenes tour of biotechnology facility
- Closing session with noted industry speaker on the future of biotechnology (conference scheduled to end by 6:00 PM on Saturday)

#### **Day Four**

- Travel home with a toolbox of information, resources, and activities to implement in your program.

**Conference registration** -- \$250 includes 6 meals (2 dinners, 2 lunches, 2 breakfasts) – (**Conference special** – all applicants with paid registration in by April 15 will receive a \$50 discount – all registrations must be postmarked no later than May 20!!!) – No exceptions. **Registration will be limited to the first 75 registrants at each site, confirmation for acceptance will be sent out in return mail – DO NOT MAKE FLIGHT RESERVATIONS/HOTEL RESERVATIONS UNTIL YOU RECEIVE CONFIRMATION OF YOUR ACCEPTED RESERVATIONS!!!**



# Biotechnology 101 Conference

Registration Form - Due **May 20, 2002**

**PARTICIPATION IS LIMITED – REGISTRATION WILL CLOSE ONCE THE LIMIT HAS BEEN MET FOR ALL THREE LOCATIONS.**

**DO NOT WAIT!!**

NAME: \_\_\_\_\_ SCHOOL: \_\_\_\_\_  
Prefix First Last

**(PLEASE PROVIDE AN ADDRESS FOR WHICH TO SEND YOUR CONFIRMATION)**

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ (Providing an email address will speed up confirmation)

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

## Site Locations & Dates

Ames, Iowa – **August 1-4** – (Closest airport – Des Moines)  
Davis, California – **August 8-11** – (Closest airport – Sacramento)  
Mystic, Connecticut – **August 15-18** – (Closest airport, Providence, RI)

Conference Site **First** Choice: \_\_\_\_\_ **Second** Choice (if any): \_\_\_\_\_

Enclose a check, money order, approved school purchase order or supply credit card info:

Credit Card Type: \_\_\_\_\_ Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name as it appears on Credit Card: \_\_\_\_\_

## IMPORTANT INFORMATION – PLEASE READ

**Conference registration** – \$250 includes 6 meals (2 dinners, 2 lunches, 2 breakfasts)

**Conference special** – all applicants with paid registration in by **April 15th** will receive a **\$50** discount – all registrations must be postmarked **no later than May 20!!!** – **No exceptions.**

**Registration will be limited to the first 75 registrants at each site**, confirmation for acceptance will be sent out in return mail or email.

**DO NOT MAKE FLIGHT RESERVATIONS/HOTEL RESERVATIONS UNTIL YOU RECEIVE CONFIRMATION OF YOUR ACCEPTED RESERVATIONS!!!**

Mail this registration to: Michele Gilbert  
Local Program Success Team  
National FFA Organization  
P.O. Box 68960  
Indianapolis, IN 46268-0960

Fax to: (317) 802-5301

Email to: [mgilbert@ffa.org](mailto:mgilbert@ffa.org)