

OPENING & CLOSING CEREMONIES CONTEST

AIMS AND PURPOSES

1. To encourage all Ventura Sectional FFA Chapters to practice proper procedure in the opening and closing of their FFA meetings.
2. To encourage uniformity among all local chapters in conducting FFA meetings and to incorporate this activity as part of the classroom instructional program.
3. To encourage this activity to be used as an instructional tool. To improve public speaking and leadership qualities among chapter members.
4. To encourage local FFA chapter to train a parliamentary procedure team.

RULES AND PROCEDURES

1. A team in Opening and Closing Ceremonies shall consist of six members. Each of the members shall represent the following offices: President, Vice President, Secretary, Treasurer, Reporter, and Sentinel. The Advisor will not be represented.
2. *Three teams per novice & open division may be entered by each school*
3. There will be three separate divisions, Novice (1st year freshman and sophomores) Open (any member), and the official FFA Officer Teams of each chapter.
4. Full official FFA uniform dress will be required for advanced team contestants. Novice team participants will be required to wear the official FFA uniform from the waist up (See Section III SOP General Rule #10 Uniform and Dress). Appearance and grooming standard requirements will be part of the team's total score. See attached scorecard and scorecard explanation.
5. Contest teams shall use the Opening & Closing Ceremonies as found in the latest published *Official FFA Manual*.
6. Team participants may read their parts, but 1/2 of the points possible for memorization will be deducted from their individual scores. See attached contest script and score card.
7. The current Sectional FFA Officers shall properly and completely open and close the contest. This will reduce "competition pressure" on the first and last teams in the chairs.
8. Only the Sectional Officers will ask; "FFA members why are we here?" However, each team in the chairs will recite the "Purpose of the meeting." Only the Sectional Officers will conduct the Salute to the Flag.
9. The Host school is to provide appropriate rooms to conduct each division level contest. Official FFA meeting paraphernalia is to be provided for contest room. Head tables and sufficient seating shall be provided for contestants, judges, and spectators.
10. The Host school is responsible for obtaining three judges for each division level contest and provide judges with judging packets. Judging packets shall include contest rules, score card note paper, official FFA dress description, and Opening & Closing Ceremony script.
11. Winning teams shall be determined according to the highest combined scores received.
12. A person should be provided to monitor each team's memorization of the ceremony script. For notation purposes, separate ceremony scripts should be used for each team. Each script and notations for adherence shall be turned into the judges and used to assist them in scoring the memorization and correctness of procedure portions of the team scorecard.
13. A person should be provided as a script prompter.
14. Team seating arrangement shall be the same as that used in Parli-Pro contest. Sentinel sits to right of reporter.

AWARDS FOR EACH DIVISION

- a. First and second place plaque, for novice and advance teams provided by the Sectional FFA.
- b. Third through fifth place team ribbons provided by the Sectional FFA for both contests.
- c. Each participating member will receive a Certificate of Achievement provided by Host school.
- d. Individual awards for outstanding officers for each team will be provided by the Sectional FFA.

Explanation of the Score Card

- A. DIGNITY and GENERAL BEARING: Refers to the manner in which a team recites their individual parts.
- B. MEMORIZATION: All team members shall adhere to the outlined Opening and Closing Ceremonies in the current Official FFA Manual and the contest Guidelines (see attached ceremony script). Any deviation from this outline will be scored against. For those who chose to READ their parts, ONE-HALF of the possible memorization points will be deducted.
- C. ENUNCIATION: Team members will speak clearly and at an adequate volume and pitch for the judges to understand.
- D. APPEARANCE: Team members should be properly groomed and neatly dressed. Advanced teams shall be in full FFA uniform dress, Novice teams shall be in full uniform dress from the waist up. (See Section III SOP General Rule #10 Uniform and Dress)
- E. CORRECTNESS OF PROCEDURE: This will include the use of the gavel, correct placement of the paraphernalia at the Officer's stations, and the proper introduction and recitation of the Purpose of the Meeting by each Chapter.
- F. GENERAL IMPRESSIONS: General observations by the judges, which shall include each team presentation style, techniques, use of hands, and overall impressions.

Seating Arrangement for Contest

Placement of the Chairs

Team #1	Sentinel	Reporter	Vice President	President	Secretary	Treasurer
	Team #2		Team #3			Team #4
	Sentinel		Sentinel			Sentinel
	Reporter		Reporter			Reporter
	Vice President		Vice President			Vice President
	President		President			President
	Secretary		Secretary			Secretary
	Treasurer		Treasurer			Treasurer

Team order will be determined by number draw. Teams rotate in a clockwise direction. Seating arrangement of team members in the chairs will be in the same order in which they are seated on the assembly floor.

OPENING AND CLOSING CEREMONIES

Ventura Section FFA

(revised from the 2018 - 19 Official FFA Manual)

(When the time set for the opening of the meeting arrives, the President, after quietly arranging for necessary officer substitutions, rises, raps the gavel for attention, secures order, and proceeds as indicated below. **The other officers rise as called upon by the vice-president, and remain standing until seated by the President**)

(The President will tap once to restore order, (pause one-one-thousandth, let officers sit), then tap twice to open the meeting.)

President: “The meeting room will come to order. We are now holding a meeting of the Ventura Section FFA. Mr./Mdm. Vice President, Are all officers at their stations?”

Vice-President: “ I shall call the role of officers, determine if they are at their stations and report back to you, Mr./Mdm. President.”
(President is seated)

Vice-President: (calling the role of officers) “ The Sentinel.”

Sentinel: “Stationed by the door.”

Vice-President: “Your duties there?”

Sentinel: Through this door pass many friends of the FFA. It is my duty to see that the door is open to our friends at all times and that they are welcome. I care for the meeting room and paraphernalia. I strive to keep the room comfortable and assist the president in maintaining order.”
(**remain standing**)

Vice President: (rising and facing the vice-president) “The reporter.”

Reporter: “The reporter is stationed by the flag.”

Vice President: “Why by the flag?”

Reporter: “As the flag covers the United States of America, so I strive to inform the people in order that every man, woman and child may know that the FFA is a national organization that reaches from the state of Alaska to the Virgin Islands and from the state of Maine to Hawaii.”
(**remain standing**)

Vice President: "The Treasurer."

Treasurer: (rising and facing the vice-president)
"Stationed at the emblem of Washington."

Vice President: "Your duties there?"

Treasurer: "I keep a record of receipts and disbursements just as Washington kept his farm accounts- carefully and accurately. I encourage thrift among the members and strive to build up our financial standing through savings and investments. George Washington was better able to serve his country because he was financially independent."
(Remain standing)

Vice President: "The Secretary."

Secretary: (rising and facing the vice-president) "Stationed by the ear of corn."

Vice President: "Your duties there?"

Secretary: "I keep an accurate record of all meetings and correspond with other secretaries wherever corn is grown and FFA members meet."
(remain standing)

Secretary; "Mr./Mdm. Vice President, why do you keep a plow at your station?"

Vice President: "The plow is the symbol of labor and tillage of the soil. Without labor, neither knowledge nor wisdom can accomplish much. My duties require me to assist at all times in directing the work of our organization. I preside over meetings in the absence of our president, whose place is beneath the rising sun."

Secretary: "Why is the president so stationed?"

Vice President: "The rising sun is the token of a new era in agriculture. If we will follow the leadership of our president, we shall be led out of the darkness of selfishness and into the glorious sunlight of brotherhood and cooperation. Mr./Mdm. President, (let President rise) all officers are at their stations."

President: "Thank you, Mr./Mdm. Vice President." (Everyone sits at the tap of gavel EXCEPT THE SECRETARY!) "The Secretary will call the roll of members."

Secretary: "There are numerous members and guests present, Mr./Mdm. President."

President: "Thank you. (Secretary sits down) FFA members, Why are we here?" (All members stand at the 3 taps of the gavel)

Team Members Only: “To practice brotherhood, honor agricultural opportunities and responsibilities, and develop those qualities of leadership which an FFA member should possess.”

(All take a seat at the tap of the gavel)

President: “May we accomplish our purposes. I now declare this meeting of the Ventura Section FFA duly opened for the transaction of business, or attention to any matters which may properly be presented.”

(Pause for 2 –3 seconds then continue to the closing ceremonies)

CLOSING THE MEETING

President: “Mr./Mdm. Secretary, (let Secretary rise) do you have a record of any further business which should now be transacted?”

Secretary: (rising, replying to president) “I have none, Mr. /Mdm. President”
(Secretary sits down)

President: “Does any member know of any new or unfinished business which should properly come before this meeting?”

“We are about to adjourn this meeting of the Ventura Section FFA. As we mingle with others, let us be diligent in labor, just in our dealings, courteous to everyone, and, above all, honest and fair in the game of life.”

President: “I now declare this meeting adjourned.” (Tap once with gavel, everyone stands)

_____ Team ____ now relinquishes the gavel to the next team. (Turn and leave the same way you came in.)