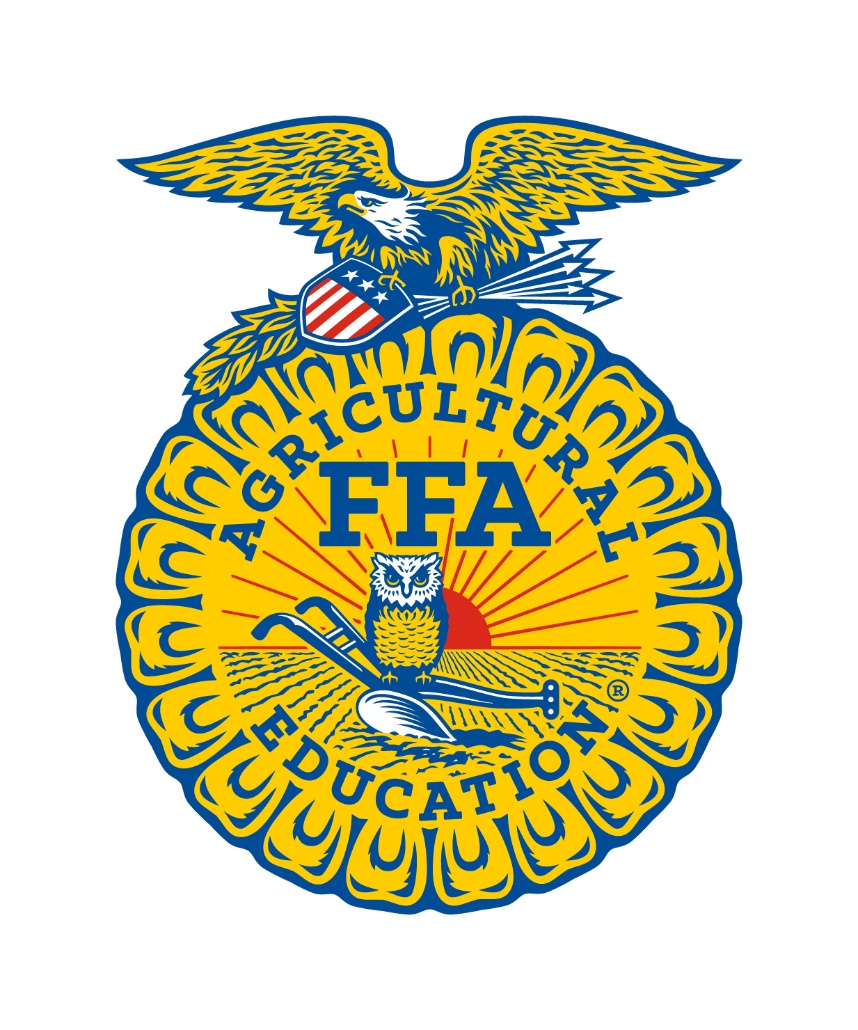
INDIANA FFA

District Leadership Career Development

Event Handbook



Revised

November 2019

**Di****strict Convention Support Team**

District Conventions are the largest and most intricate event held in our 12 Indiana FFA Districts. Each district is unique but all are centered on conducting most of our state qualifying Leadership Career Development Events. The conventions are led by the District Officer Team and District Advisor with the support of Indiana FFA State Staff and State Officers, other advisors in the district, other Executive Committee members, and volunteers. This section of the handbook is about the support team and their roles in conduction the convention.

|  |  |  |
| --- | --- | --- |
| **District Convention Support Team Organization Chart** | | |
| **Team Member** | **Role** | **Contact Information** |
| INFFA State Staff- | * State Association Project Lead * First Point of Contact for District Officer Team and Advisor * Interprets LDE Rules & Guidelines * Receives Judges Information and Results | Rob Hays  INFFA Director  [Rhays1@isda.in.gov](mailto:Rhays1@isda.in.gov)  317-690-3133  New Hire  LDE/LDE Program Manager  Email  Cell |
| INFFA State Staff- Support | * State Association Project Support * Point of Contact if the Director Cannot be Reached * Awards (Assistant Director) * State Officer Point of Contact (Program Specialist) | Sam Miller  INFFA Assistant Director  [Smiller3@isda.in.gov](mailto:Smiller3@isda.in.gov)  317-690-4639  Joe Martin  INFFA Program Specialist  [jmartin@inffa.org](mailto:jmartin@inffa.org)  765-490-2484 |
| INFFA State Officers | * Provides State LDE Materials Day of Event (Specified Later in the Handbook) * Conduct & Score Quizbowl LDEs In coordination w/ Judge * Award District Stars and Assist with Awards Ceremony * Assist with Convention Needs Day of the Event * Resource in the Preplanning Process * WILL NEVER BE ASKED TO JUDGE OR INTERPRET LDE RULES | Executive Committee Contact Sheet |
| District Officer Team and Advisor | * Facility Preparation * Event Registration and Event Logistics (LDE scheduling, registration table, judges meeting, tabulation room set up, LDE set up, etc.) * Volunteer List and Preparation (includes Judges) * First Point of Contact for District Advisors and Volunteers * Awards Ceremony * Meal Options (Depends on the District) * Submits Results and Judges Contact List to INFFA Director | District Officer Contact Sheet |
| Other Advisors in the District | * Guidance for Past District Practices * Resource in the Preplanning Process and Day of Event | IAAE Directory:  See Chapter Advisor for |
| Executive Committee Members | * Resource in Preplanning Process * Assistance the Day of Event | Executive Committee Contact Sheet |
| Volunteers | * Judges for LDEs * Registration Table & Tabulation Room * Guides * Other Logistical Needs as Assigned | District Records and New Additions |

**District Convention Logistics**

Due to the complexity of District Convention it is of the upmost importance to preplan, document, stay organized, and communicate frequently with the support team. This section of the handbook is designed to help the District Officer Team and Advisor with convention logistics but will not be all inclusive as each district is unique.

| **Pre-Planning Timeline** | | |
| --- | --- | --- |
| **Action Item** | **Timeline** | **District Deadline** |
| Reserve necessary areas of the school and request a school administrator to be present. Notify teachers in the school that their rooms will be used and explain the events in a memo so they understand the usage needs of the facilities.  A list of areas include:   * Classrooms (LDE and Chapter Home Rooms) * Computer Labs (Essay and Regular and Freshman Extemporaneous Speaking) * Office or Secure Room for Tabulations * Auditorium (Awards Ceremony, Orientation, and Talent) * Cafeteria (Meal Functions and Social Area for Members) * Media Center (Often Used for Judges Meeting) * Entry Areas or Other Open Space (Registration) | At the beginning of the school year |  |
| Communication with the chapters in the district   * Location, Date, Time * District LDE Registration Form * Cost of Registration * Deadlines for registration, speeches, and other prejudged materials * Where to locate updated LDE Rules and Guidelines (inffa.org) * Some LDE’s will be on separate days as the District Convention * Upon receiving the last changes to the registrations, draft a schedule for the contests. Send these to all advisors to verify that there aren’t conflicts. Then fix the schedule. | 1 –2 months prior to the events. |  |
| Meet as a District officer team and Advisor to divide out responsibilities for the events. | 2 months prior to the events. |  |
| District President should collect judges’ information at least two month prior to the events from District Officers and chapters.  Send a letter to the judges with the information about the event they are judging.   * Include any copies of reports, speeches, etc. that they will need to judge prior to coming to the event. | 2 month prior to the event. |  |
| Meal Arrangements need to made at least one month prior to the event.   * Not all districts offer meals to members and advisors if your district does the cost might need to be covered through registration costs. * Most districts have judges’ and volunteer meals as well as refreshments during the events. | One month prior to event |  |
| Volunteers to help with event logics need to be secured and roles assigned. They could be members of the host chapter who are not participating in LDEs (Courtesy Corp) and community members that aren’t judging.  Tasks would include but aren’t limited to the following:   * Event set-up and clean-up * Set-up and run event registration table * Post event order on appropriate rooms * Direct students and judges to their areas * Organize and serve refreshments and meal * Oversee events while District Officers compete * Run tabulation room * Adult volunteers could be alternates for judges when judges cancel | Two – three weeks prior to event |  |
| Send out a reminder emails one week prior to the event as a reminder to the judges, chapters, and host school facility and staff.   * Send a final reminder email the day before contest * Send chapters contest schedule again to check for conflicts | One week prior to event |  |
| Utilizing the LDE needs sheet, gather all the supplies needed for the LDE’s and create appropriate signs to be placed around the school including a contest order for each room. | One week prior to event. |  |

|  |  |  |
| --- | --- | --- |
| **Day of Event Timeline** | | |
| **Action Item** | **Timeline** | **Responsibility of** |
| District officer meeting:   * Review procedures for the day of the event (agenda) * Go over student meeting and awards program scripts * Practice opening and closing ceremonies * Tour the facilities to make sure the team knows where each event is taking place | Evening before event. | District Officer Team and Advisor |
| Setting Up   * Begin registration with attendance numbers are taken for each event * Meal tickets and school maps are distributed * Invoices and receipts are available * Have separate judges’ check-in. * Prep Facilities: Place gathered supplies in appropriate LDE areas, unlock doors, etc. * Meal set up | 1- 2 hours before event start time | District Officers and Advisor |
| Hold student meeting where students are made aware of:   * schedule for the day * any restricted areas * school rules | 1-1/2 hour before event start time | District Officer Team and school administrator |
| Hold judges meeting where judges are made aware of:   * schedule of the day * general judging procedures * proper scoring procedures * updated member participation lists * question and answer period | 1-1/2 hour before event start time | District Advisor and State Officers |
| Complete score tabulations and enter results that will be announced in binder to be placed on podium at awards program. | Immediately after event end (during meal) | District Advisor |
| Begin awards program close to the end of tabulations. If you start with Star awards and proficiencies you will be ready to give LDE awards by the time the tabulations are finished up. | Close to the end of tabulations. | District and State Officers |

**General Comments**

1. Make maps of the contest location for each judge and a few for each chapter showing:

* Entrances
* Bathrooms
* Registration Table
* Where opening/closing ceremonies and awards will be presented
* Judges meeting room
* Practice Rooms
* Contest Rooms
* Social area (area for attendees can be before they go to their prep rooms or when they’re finished competing)
* It may be helpful to attach a simple listing of room numbers and their use

2. Registration table:

* Advisors make any changes to a master schedule
  + Copy for chapters and judges (delivered before the conclusion of the judges meeting)
* Judges will check in and verify their information on a judge’s sheet
  + Sent to Mr. Hays immediately after the conclusion of your contest.
* Advisors and judges will be given maps of the building.
* Chapters will be told where to meet and at what time opening ceremonies will be conducted or when the first contest will start.
* Judges will be told where the judges meeting will be held and when it will begin.
* Advisors will pay any registration fees, if necessary.

3. Make sure you keep the facilities custodial staff is well informed at all times about the convention. They will be a critical part of the success of the event. Be sure to recognize their efforts appropriately and thank them for their contributions.

4. Set deadlines, follow deadlines, copy all teammates, district advisor[s] and anyone else the information pertains to in all emails and correspondence.

5. If your district has registration fees we recommend informing them they will be billed based on the registration they turn in on the deadline. If you allow them to drop contests and be refunded, allow them to do this up until a certain point (consider 2 weeks before the event).

6. Awards program:

* Podium and microphone
* AV needs as program requires (facility AV technicians on-site)
* Have a tables near podium/microphone for State Officers to place awards
* Script (Opening and closing ceremonies, announcements and chapter communications about the event, proficiency awards, Star awards (state officers will present), LDE results, other items as required for the district)
* Paraphernal and gavel
* Table and Chairs for officer team beside the podium

7. Have copies of all correspondence to back yourself up if an advisor claims you didn’t do something you did… that said, follow through, be consistent and over communicate!

**District Convention Volunteers**

Volunteers are critical to running a successful District Convention. Not only are the volunteers your judges to your Leadership Career Development Events but they will be the ones that will help carry out the logistics of the day while the District Officers are in and out of competing themselves. This section is directed around organizing your volunteer network for District Convention.

**Preplanning**

1. Secure a minimum of four judges at least one month prior to the event.

* Having four judges will allow enough judges for the LDE if a judges ends up not being able to attend the day.

2. Be sure and get judges from all parts of the district to ensure a random sampling of unbiased, knowledgeable judges.

* Do not use parents or relatives in contests where child is competing.
* No event should have more than one judge from the same chapter.
* Choose qualified individuals with expertise in the proper events. For instance: Past FFA Members, Businesspeople, Teachers, Parents, etc.

3. Send out reminder letters after securing judges to help them understand the event they will be evaluating and to give them the details of the actual event day.

4. Encourage judges to find a replacement for themselves if they cannot attend at the last minute.

5. Send out all pre-judged items with the reminder letter such as applications, speeches, written plans, etc.

6. Be sure to secure adults and members not participating in a LDE to help run the logistic of the day. They need to be well informed and individuals who can take directions easily. Please be sure to select volunteers you can trust to do the work without being supervised at all times.

**Day of Convention**

1. Judges Meeting:

* Agenda
  + Welcome/thank
  + Convention Schedule
  + Overall Procedure of the Judging Process
  + Judges’ Packets and Review
  + Review Scoring Procedures
  + Questions?

2. Overall Procedure:

* One judge should be designated as a timekeeper who will record the time used by each student, noting under time or over time and calculating any point deductions resulting from time violations.
* At the time of the event, the judges will be seated in different sections of the room in which the event is held.  They will individually score each student upon the quality of presentation, using the score sheet provided.
* When questions are needed, each judge shall formulate and ask questions.  Questions shall pertain directly to the speaker’s subject and questions containing two or more parts should be avoided.  Judges will score students on the ability to answer all questions asked by all the judges.
* When time is called during the question phase by the timekeepers, questioning by the judges and answering by the students’ ends immediately.

3. Judges’ Packets and Review:

* Review the items in the packet with the judges.
* Allow judges to have the time to review the packets and ask clarification questions.
* Encourage judges to orally critique the students, as this is an educational event. Be sure to remind them to give both positives and improvements.

4. Judges Packet:

* Rules of the LDE
* Score sheets
* Scratch Paper
* Pre Information that Should Have Been Sent (Speeches, applications, etc.)
* Calculators
* Writing Utensils
* Time Piece or Stopwatch
* Envelope
* List of Participants
* Schedule of LDE’s
* Map of event Areas
* Results Sheet
* Pitcher of Water and Glasses
* Other Necessary Items for individual events

5. Scoring Procedures:

* When all students have finished presenting, each judge will total the score on each student using the timekeeper’s record.
* Students shall be ranked in numerical order on the basis of final score to be determined by each judge without consulting with each other.
* The judges ranking of each shall be added (not the actual numerical scores), and the winner will be the student that scores the lowest sum of rankings.
* In case of a tie, the individual who has the highest grand total numerical score shall have priority rating.
* After all students have participated, have the judges walk the results to the tabulation room.
* Have the judges fill out an evaluation of the event at that time and confirm their placing of the students to avoid any confusion after they leave.

6. Once the events have begun, check with the judges often, but definitely after the first students have competed to insure there is no confusion amongst judges on how to evaluate the students.

**General Comments**

1. Meet with District Advisor/District Officer Team to match judges with LDE’s. Plan to have 4 judges/contest.

2. Send thank you notes to all those who helped (judges, school administration, teachers, etc) to thank him/her, and encourage that individual to help again in the future.

3. Complete the database of results and forward to the state within three days of the conclusion of the contest on the state supplied excel template.

4. Review the Judges Information Cards and provide the names and contact information (preferably email) for any judges who indicated a desire to be considered as a judge for the State LDE Events. Please send contact information to State FFA Director at [rhays1@isda.in.gov](mailto:rhays1@isda.in.gov).

**District Convention Leadership Career Development Events**

District Leadership Career Development Events are the major focus of the District Conventions. It is absolutely paramount that they are well prepared and conducted to give each member a great experience as well as identify the best representative from the district to compete at the state level event. In this section we will work through the individual Leadership Career Development Events to be properly prepared for the District Convention.

**Preplanning**

| **Leadership LDE Needs List** | | |
| --- | --- | --- |
| **Event** | **State to Provide** | **District to Provide** |
| Agriculture Sales Presentation | N/A | 3 Judges; stop-watch; scorecards (75); prep & event room signs; rules & guidelines |
| **DEMONSTRATIONS** |  |  |
| Agricultural and Farm Business Management Demonstration | N/A | 3 Judges; stop-watch; scorecards (75); prep & event room signs; rules & guidelines |
| Agriculture Mechanics and Technology Demonstration | N/A | 3 Judges; stop-watch; scorecards (75); prep &event room signs; rules & guidelines |
| Animal Science Demonstration | N/A | 3 Judges; stop-watch; scorecards (75); prep & event room signs; rules & guidelines |
| Food Science Demonstration | N/A | 3 Judges; stop-watch; scorecards (75); prep & event room signs; rules & guidelines |
| Horticulture Science & Landscape Management Demonstration | N/A | 3 Judges; stop-watch; scorecards (75); prep & event room signs; rules & guidelines |
| Natural Resources Demonstration | N/A | 3 Judges; stop-watch; scorecards (75); prep & event room signs; rules & guidelines |
| Plant and Soil Science Demonstration | N/A | 3 Judges; stop-watch; scorecards (75); prep & event room signs; rules & guidelines |
| Essay | Topic Cards | 3 Judges; stop-watch; scorecards (75); paper and pencils; event room signs; rules & guidelines. Computer lab space for 15 with Word, Internet, and printer capability. |
| Exhibit | N/A | 3 Judges; copy of event rules; plug-ins; extension cords; scorecards (50); prep & event room signs; rules & guidelines |
| Extemporaneous Public Speaking | Topic Cards | 3 Judges; scorecards (75); stop-watch; prep & event room signs; rules & guidelines |
| Freshman Creed | N/A | 3 Judges; scorecards (75), prep & event room signs; rules & guidelines |
| Freshman Extemporaneous Public Speaking | Topic Cards | 3 Judges; scorecards (75); stop-watch; prep & event room signs; rules & guidelines |
| Freshman Public Speaking | N/A | 3 Judges; mailed speeches to judges; stop-watch; scorecards (75); prep & event room signs; rules & guidelines |
| Employment Skills (Job Interview) | Online Job Application | 3 Judges; mailed cover letters and applications to judges; scorecards (75); prep, and interview room signs; rules & guidelines |
| Leadership Ambassador | Contest Questions | 3 Judges; mailed Hoosier Degrees, Resumes and Transcripts to judges; scorecards (75); prep & event room signs; rules & guidelines |
| Prepared Public Speaking | N/A | 3 Judges; mailed speeches to judges; stop-watch; scorecards (75); prep & event signs; rules & guidelines |
| Quiz Bowl | Quiz Bowl Test Questions | 1 Judge; prep & event room signs; rules & guidelines; Scantron machine and cards (if not available contact state) |
| Scrapbook-Multimedia | N/A | 3 Judges; scorecards (75); rules & guidelines |
| Scrapbook-Traditional | N/A | 3 Judges; scorecards (75); rules & guidelines |
| Talent (optional for districts) | N/A | 3 Judges; scorecards (75); rules & guidelines. Possibly AV needs depending on registration |
| Discovery Creed | N/A | 3 Judges; scorecards (75, prep & event room signs; rules & guidelines |
| Discovery Degree Demonstrations #1 and #2 See rules for specifics of each | N/A | 3 Judges; stop-watch; scorecards (75); prep & event room signs; rules & guidelines |
| Discovery Degree Prepared Public Speaking | N/A | 3 Judges; mailed speeches to judges; stop-watch; scorecards (75); prep & event signs; rules & guidelines |
| Discovery Quiz Bowl | Quiz Bowl Test Questions, | 1 Judge; prep & event room signs; rules & guidelines; Scantron machine and cards (if not available contact state) |

**Day of Convention**

## 1. Leadership LDE General Rules

* Official Dress is required for all leadership LDE events unless otherwise noted.
* Each chapter is entitled to one entry in a district leadership LDE event.
* Each district is entitled to one entry in a state event.
* All students must be currently enrolled in a high school agriculture education course at the time of the district event and have their state dues paid to be eligible to compete, with the exception of the Talent event (see official Talent rules).
* The first place teams, or individuals at district events will advance to the state event.

## 2. Leadership LDE Eligibility

* Any member competing at National FFA Convention in a specific LDE is no longer eligible to compete in that specific LDE in future years at the district, state, or national level. They are still eligible in any other LDE area.
* State Winners No Longer Eligible to Compete in Leadership LDE
  + Demonstrations (may compete in a different demonstration area)
  + Public Speaking
  + Extemporaneous Public Speaking
  + Essay
  + Job Interview
  + Quiz Bowl (Discovery Degree Quiz Bowl winners can compete in regular Quiz Bowl Division when they are age appropriate)
* State Winners Eligible Every Year
  + Scrapbook
  + Exhibit

**General Comments**

## 1. Demonstrations LDE

* Carefully consider the rooms utilized for these contests. Many contestants may require certain AV needs, have heavy equipment that cannot be transported up stairs.
* Communicate with the teachers/professors who utilize these rooms about what will occur, what you must do to return the rooms to their normal condition and if there is projector access.
* Use Indiana FFA website to secure rubrics/scorecard

## 2. Essay LDE

* Be sure to provide all materials as outlined in the LDE needs list.
* Use Indiana FFA website to secure rubrics/scorecard

## 3. Freshman Extemporaneous and Extemporaneous LDE’s

* Be sure to provide all materials as outlined in the LDE needs list. (Timecards)
* At the proper time as outlined in the guidelines, have the students pick their topic from the cards are face down on a table.

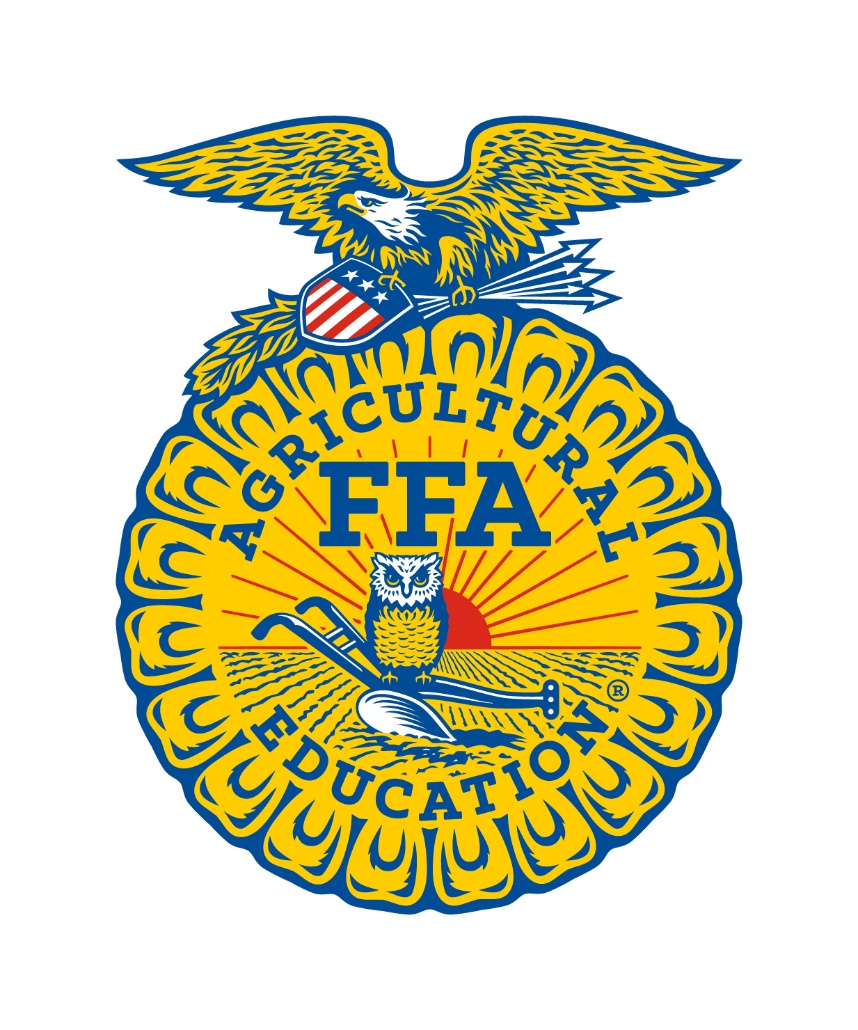
## 4. Employment Skills (Job Interview) LDE

* Be sure to provide all materials as outlined in the LDE needs list.
* Have students submit their job application, cover letters and resumes prior to the event or have them bring them day of.
  + Having students submit the cover letters and resumes prior to the event will allow you to get the information out the judges to score prior to the event.
* Remember you **NEED** 2 sets of judges for this event. One to grade all pre-submitted materials, one to evaluate the interview portion.

## 5. Quiz Bowl LDE

* Be sure to provide all materials as outlined in the LDE needs list.
* Will be graded via ZipGrade – INFFA State Officers will bring necessary materials and grading app.

District Convention Handbook Appendix



District Leadership Career Development Events

### Judge’s Information Card

First Name: Last Name:

Home Address:

City: State: Zip:

Phone: Email:

Occupation:

Name of Employer: Occupation Title:

Business Address:

City: State: Zip:

Business Phone: Business Email:

Local FFA Chapter Affiliation:

Former FFA Member (circle one): Y N

Former FFA Chapter:

Former Agriculture Teacher Name:

I would like to be considered to be a judge for a State LDE: Y N

INDIANA FFA ASSOCIATION

### District LDE Entry Form

Chapter:

Address:

City: State: Zip:

School Phone: Advisor email:

District Number: Advisor Name:

Local Chapter Entries in District LDE’s

Send entries to the District Advisor of your FFA District by the date your district announces.

Please enter the names of the participants you wish to enter for the District LDE’s.

*For team events attach sheet with student names*

| **Contest** | **Student Name (s)** | **Student Name (s)** |
| --- | --- | --- |
|  |  |  |
| Agriculture Sales Presentation |  |  |
| DEMONSTRATIONS |  |  |
| Agricultural and Farm Business Management Demonstration |  |  |
| Agriculture Mechanics and Technology Demonstration |  |  |
| Animal Science Demonstration |  |  |
| Food Science Demonstration |  |  |
| Horticulture Science & Landscape Management Demonstration |  |  |
| Natural Resources Demonstration |  |  |
| Plant and Soil Science Demonstration |  |  |
| Essay |  |  |
| Exhibit |  |  |
| Extemporaneous Public Speaking |  |  |
| Freshman Creed |  |  |
| Freshman Extemporaneous Public Speaking |  |  |
| Freshman Public Speaking |  |  |
| Job Interview |  |  |
| Leadership Ambassador |  |  |
| Prepared Public Speaking |  |  |
| Quiz Bowl |  |  |
| Scrapbook-Multimedia |  |  |
| Scrapbook-Traditional |  |  |
| Talent (Optional at the District) |  |  |
| Discovery Creed |  |  |
| Discovery Degree Demo #1 (Plant/Soil/Nat. Resources/Horticulture) |  |  |
| Discovery Degree Demo #2 (Animal Science or Food Science) |  |  |
| Discovery Degree Prepared Public Speaking |  |  |
| Discovery Quiz Bowl |  |  |

***Note: All Leadership LDE participants must be enrolled in a high school agriculture education class during this calendar year and have their FFA state dues paid. Discovery Degree Members must be due paid members.***

Chapter President: Date:

Chapter Advisor: Date:

### Sample Judge’s Request Letter:

### TO: Potential 2016 District Leadership Contest Judge

### FROM: <Insert Name Here>

### DATE: <Insert Date Here>

### RE: District Leadership Career Development Event Information

### First, on behalf of the <Insert District Here> FFA< we would like to thank you for all you to aid in the development of our youth. The <Insert District Here> FFA will be holding the 2016 <Insert District Here> FFA Leadership Contest on <Insert Date> at <Insert Location>. The purpose of this event is to evaluate our FFA members’ skills and talents in various areas of competition. The evaluation of these members will reflect the abilities with which they will be able to compete at higher levels of competition, and ultimately direct how they continue to develop themselves as young agricultural leaders.

### We hope you understand magnitude of the opportunity you have to develop these young leaders, and would like to extend an invitation to you to participate in the evaluation of these young competitors.

### Enclosed in this letter is an information card. It would be greatly appreciated if you would inform us if you will be able to help in the evaluation of our students’ no later than <Insert Date>.

### Thank you again for the ways you support today’s youth, and we look forward to hearing from you. If you have any questions, you may contact <Insert Contact> at <Insert email/phone>.

### Regards,

### <Insert Information>Sample Judge’s Letter:

TO: 2016 District Leadership Career Development Event Judges

FROM: <Insert Name Here>

DATE: <Insert Date Here>

RE: District Leadership Career Development Event Packet

Thank you for agreeing to be a partner with the Indiana FFA Organization as a 2016 Career Development Event Judge on <Insert Date> at <Insert Location>. On that day, we ask that you arrive <Insert Time> and report to <Insert Place> for a brief judges meeting. There you will receive your registration information, meet your fellow judges and learn about the logistics for the day’s events.

Enclosed in this packet are the following materials:

* Event guidelines, score card and vital information
* School Map
* Student Entry Copies (only for public speaking, freshman public speaking, job interview, agricultural communications and leadership ambassador judges)
* Listing of all Career Development Event Judges

Please take a look at this packet and be sure to read the event guidelines carefully. If you have any questions, please feel free to call me at <give school phone number> or speak with my agricultural instructor, <Insert Name> before the event date.

Thanks for your support of youth and the future of agriculture!

**Career Development Event Official Results Sheet**

## Winner Selection Procedures

1. Using individual scorecards, the judges **individually** score the students based upon their own judgments.
2. After all students have competed, each judge determines their own rank based upon the scores they have tabulated.
3. The lowest judges score for each contestant will be dropped. ***(This is optional but highly recommended for District competition but should only be done if there is a minimum of four judges scoring the contest).***
4. The students’/teams’ rankings from each judge are added together to determine with final ranking. The person with the lowest number for the ranking total is the winner. A tie should be broken by adding in the judges’ score that was dropped. If no score was dropped a tie should be broken by the ranking of the “question” phase of the contest.

# *Example*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Student/Team*** | ***Judge 1 Ranking*** | ***Judge 2 Ranking*** | ***Judge 3 Ranking*** | ***Judge 4 Ranking*** | ***Judge 5 Ranking*** | ***Judge 6 Ranking*** | ***Judge 7 Ranking*** | ***Total*** | ***Overall Rank*** |
| *John Doe* | *1* | *2* | *1* | *3* | *4* | *2* | *1* | *10* | *2* |
| *Sally Fields* | *5* | *6* | *5* | *5* | *6* | *6* | *7* | *33* | *6* |
| *John Brown* | *7* | *4* | *7* | *7* | *7* | *7* | *5* | *37* | *7* |
| *Joe Willis* | *4* | *5* | *6* | *2* | *3* | *5* | *6* | *25* | *4* |
| *Lisa Smith* | *3* | *3* | *3* | *4* | *2* | *1* | *4* | *16* | *3* |
| *Abby Brown* | *2* | *1* | *2* | *1* | *1* | *3* | *2* | *9* | *1* |
| *Brian Jones* | *6* | *7* | *4* | *6* | *5* | *4* | *3* | *28* | *5* |

*In this example, Abby Brown comes in first, followed by John Doe, Lisa Smith and Joe Willis.*

## Ranking Section

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Student/Team*** | ***Judge 1 Ranking*** | ***Judge 2 Ranking*** | ***Judge 3 Ranking*** | ***Judge 4 Ranking*** | ***Judge 5 Ranking*** | ***Judge 6 Ranking*** | ***Judge 7 Ranking*** | ***Total*** | ***Overall Rank*** |
|  |  |  |  |  |  |  |  |  |  |
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## Judges’ Verification Section

### **We verify the following ranking of the students’/teams’ in the Career Development Event.**

## Judges’ Signature

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_