



Congratulations!

Rev. August 1, 2025
All times EDT.

Your hard work and determination have earned you a coveted position representing your state in the 2025 National FFA Parliamentary Procedure LDE. Your team should be proud of its accomplishment. Here are suggestions on how to have the best experience possible.

We encourage you to use the [CDE/LDE webpage](#) to stay current and locate the event materials. Please review the [General Orientation](#) for essential details, materials, deadlines and assistance. Be sure to read through the handbook and event information sections.

Competition Schedule

This year, all event components will be conducted on-site in Indianapolis. We will host a virtual team orientation on [Tues., Sept. 30, at 5:30 p.m.](#) Eastern. A Zoom invite will be emailed to the certified advisor. This will be recorded and posted on the CDE/LDE Page under event orientation. Before orientation, email questions to me at will_fett@yahoo.com to ensure they are addressed and included in the recording.

Wednesday, Oct. 29, will be the exam, minutes practicum, and preliminary team problem-solving. **Please note this alternate event location for Wednesday's activities—the JW Marriott.** Thurs. Oct. 30, will be the preliminary presentation round. The exam scores will seed the teams into morning and afternoon rounds. Friday, Oct. 31, will be the semifinal round in the morning, team awards at midday, and then the finals round in the afternoon.

Adjustment for the change from Virtual components to in-person

- **Required/Necessary Equipment and Technology Needs** — We ask each team to bring one laptop with the necessary user and administrative privileges. Your device should be fully charged for the Preliminary and Semi-Final Team Problem-Solving portions of the event. Bring your power cord just in case. Participants must be able to log into their computer or device and connect to an Internet web browser to submit their work via JotForm.
- **Please work with your school administration to allow participants to work on their laptops in an Eastern Time Zone** (some school laptops lock students out during off-school hours) **and to connect to external Wi-Fi networks.** Students should be able to set up and operate their laptops independently, including any passwords or admin codes necessary to operate this device.
- **Wi-Fi Access and Testing** – Wi-Fi access will be provided for each team. Please ensure your participants can connect to Wi-Fi networks before the contest. It is strongly recommended that teams perform a Wi-Fi connection test on Tuesday, Oct. 28, between noon and 8:30 p.m. Testing can take place in Griffin Hall, just past Starbucks at the JW Marriott. Detailed instructions will be provided in the testing room. If any issues arise during the testing, do not hesitate to seek assistance by calling the designated support line in the room.

Event Preparation Details

The rules outline current practices for the seeding process, the rounds of presentation and the description of the section for the Minutes and Other Records. Adequate time has been allocated for the minutes practicum to allow students to view the recording. A rubric for assessing written minutes has been provided in the handbook. This year, during the practicum, students will watch a video and then respond to a multiple-choice test. They are encouraged to take notes while watching the video.

Here are additional suggestions on how to have the best experience possible.

1. Practice with Past Tests: We encourage you to use the [CDE/LDE webpage](#) to keep up to date and locate the materials for the event. Navigate to the Parliamentary Procedure "Preparation" tab and select from the choices - Finals Videos or Past Tests and Practicums. A webinar on minutes writing, [Minutes Webinar 2025](#), is provided as a resource.
2. Ask questions: Read all the material provided on the website. Read the [event rules](#) closely as a team, but do not hesitate to contact me if you have any questions. I am happy to help.
3. Reach out to other professional parliamentarian organizations: The American Institute of Parliamentarians (AIP) and the National Association of Parliamentarians (NAP) are two examples. Both organizations have

members willing to help your team as you finalize preparations. Google their websites. Two fun industry connections for our event:

- Any student who competes in the National FFA Event is eligible to apply for complimentary membership in the AIP from the year of competing until the age of 30.
- Any student who passes the exam with an 80% or higher earns the title “Accredited Parliamentarian” from the Society of Agricultural Education Parliamentarians.

4. We use the 12th edition of RONR as the official parliamentary authority.

Dress

We recommend that students compete in Official Dress. Student cell phones should remain outside of the event holding room and the event competition rooms.

Recognition

The top 4 teams will compete on stage in the 500 Ballroom of the Indiana Convention Center on Friday. All teams and individuals will be recognized at the Awards Program. Team participants, coaches, advisors, and family are welcome to attend, but should have a convention badge. This ceremony will be streamed on the convention webpage.

The final four teams’ placings will be presented on stage during the Sixth General session in Lucas Oil Stadium.

The organizing committee is here to help ensure that this event represents the best of parliamentary knowledge and skill. Our committee includes Marshall Baker (Oklahoma); Jim Connors, PRP (South Dakota); Kay Crews, CPP-T, PRP (Texas); Mary-Lou Genaway (New York); Roger Hanshaw, CPP, PRP (West Virginia); Matt Lewis (Arizona); Richie Roberts (New Mexico); Brittaney Schwing (Georgia); Wanda Sims, CP, PRP (Florida); Stephen Tennant (West Virginia); and Brandon Walters, PRP, CP (North Carolina);

Feel free to contact me if you have any questions. Safe travels to all, and I'll see you in Indianapolis.

Sincerely,

*Will Fett, Registered Parliamentarian
Event Superintendent, Parliamentary Procedure
Cell: 406-217-3751 – email: will_fett@yahoo.com*



PARLIAMENTARY PROCEDURE LEADERSHIP DEVELOPMENT EVENT

2025 EVENT SCHEDULE

All times EDT. Schedule subject to change.

Date	Time	Event	Location
Tuesday, Sept. 30	5:30 p.m.	Team Orientation	Zoom
Tuesday, Oct. 28	Noon- 8:30 p.m.	Wi-Fi Testing	Griffin Hall (JW)
Wednesday, Oct. 29	10:30 a.m.	Drop/Add Deadline for team members	Log into Profile to change in certification
	11:30 a.m.	Doors Open/Team Check-in	Grand Ballroom 1-3 (JW)
	Noon – 3:30 p.m.	Written exam, Minutes and other records, Team problem-solving	Grand Ballroom 1-3 (JW)
	6:30 p.m.	Open House/Flight Announcement	Regency Ballroom C/D (HR)
Thursday, Oct. 30	7:30 a.m. 12:30 p.m.	Holding Room	Regency Ballroom E-F (HR)
	8 – 11:30 a.m. 1 – 5 p.m.	Preliminary Presentations	Regency Ballroom A, B, C/D (HR)
	5 p.m.	Advancement Announcement	Regency Ballroom C/D (HR)
Friday, Oct. 31		Holding Room	Regency Ballroom E-F (HR)
	8 – 11:30 a.m.	Semi-Finals	Regency Ballroom A/B, C/D (HR)
	12:30 p.m.	Advancement Announcement	Regency Ballroom C/D (HR)
	12:45 – 1:30 p.m.	Awards Program	500 Ballroom (ICC)
	2 – 4 p.m.	Finals	500 Ballroom (ICC)
	7 p.m.	Final Placings- Sixth General Session	Lucas Oil Stadium

Location Guide

- **JW Marriott (JW):** 10 S. West St. Indianapolis, IN 46225
- **Hyatt Regency Indianapolis (HR):** 1 S. Capitol Ave, Indianapolis, IN 46204
- **Indiana Convention Center (ICC):** 100 S Capitol Ave, Indianapolis, IN 46225
- **Lucas Oil Stadium:** 500 S. Capitol Ave., Indianapolis, IN 46225



CAREER AND LEADERSHIP DEVELOPMENT EVENTS

2025 GENERAL INFORMATION

Revised: April 18, 2025

Congratulations! We're excited to welcome you to the National FFA Career and Leadership Development Events (CDEs/LDEs) as part of the 98th National FFA Convention & Expo. Information for this year's events is on the [CDE/LDE webpage](#). Go to the webpage now to subscribe to email notifications when updates occur.

COMMUNICATIONS

All communications will be sent to the email in the advisor's FFA.org profile. This email and the mobile number provided are the Advisor's Contact Information. Please add cde@ffa.org to your allowlist to receive important updates. You can also specify a second contact for additional communications. If the advisor's email changes after certification, update it in Certification or email cde@ffa.org with the state, event, and new advisor details.

EVENT HANDBOOKS

Each event will adhere to the rules and procedures outlined in its handbook. Any changes can be found in the Detailed Summary of CDE/LDE Handbook Updates. The current handbooks were posted on the webpage in Jan. 2025 and include all updated formats, lists, and rubrics. Participants should review the event components thoroughly before competing.

CERTIFICATION

All CDE and LDE teams must be certified by Tuesday, Sept. 2. You must certify all team members by the certification deadline. Most certifications may be amended prior to the competition dates. The [How to Certify a Team or Member \(PDF\)](#) contains step-by-step instructions.

TEAM MEMBER CHANGES

Team members can be added or removed from the certified list in Profile on FFA.org until one hour before the first event activity begins. The deadline will be noted in the Event Schedule.

EVENT UPLOADS

Four events—*Agricultural Issues, Employment Skills, Marketing Plan, and Prepared Public Speaking*—require document uploads, including an Authenticity Statement. Use these directions to [Upload a PDF for a CDE/LDE](#). See each event's superintendent letter for further details.

SCHEDULE CONFLICTS

Members may only participate in one CDE/LDE each year. Members participating in multiple award programs may have a scheduling conflict. We encourage students to choose a competitive event or interview over an awards ceremony. If the student or team cannot attend the main stage award presentation, we request a stand-in be sent for the specified session.

ACCOMMODATION REQUESTS

Students needing accommodations or with allergies affecting event participation or provided snacks/meals must complete a [request form](#) at least 30 days in advance (by Sept. 15). This form will remain confidential, and National FFA staff will contact the advisor after receiving the request.

PRACTICE MATERIALS

Sample scan sheets, practicums, and written exams from previous years can be found under "Event Preparation" on the [CDE/LDE webpage](#).

ORIENTATION MEETINGS

All advisors and available team members should attend and review the virtual orientation meetings. Orientation recordings will be posted under "Event Orientation" on the CDE/LDE webpage. The orientation packet contains meeting details and a link to the meetings.

CONVENTION REGISTRATION

[Convention registration](#) is required to compete in the Career and Leadership Development Events, which includes a waiver.

SEE SOMETHING, SAY SOMETHING

We want to hear from you if you notice inappropriate behavior at an FFA event. You will be directed to a third party to file the report, but all reports will be sent to National FFA. If you [see something, say something](#).

INDIANA STATE FAIRGROUNDS SHUTTLES

Courtesy shuttles between the Indiana Convention Center and the Indiana State Fairgrounds ([map](#)) are available for all registered CDE participants. Shuttles depart approximately every 15 minutes. Allow 20 minutes for one-way travel. Shuttles will run from 6 a.m. to the end of your event on Wednesday and Thursday. Check the convention website for details.

THANKING OUR PARTNERS

Our partners' financial commitment is vital to this program's continued success. Contact information is on the [CDE/LDE webpage](#), allowing you to express your appreciation for their support.

CDE/LDE FINALS — INDIANA CONVENTION CENTER

See the top CDE/LDE students compete in their finals. Live streaming is available on [FFA.org](#).

Event	Date	Time (EDT)	Room
Creed Speaking	Wed., Oct. 29	6 -6:30 p.m.	500 Ballroom
Extemporaneous Public Speaking	Thurs., Oct. 30	9:30 -11 a.m.	500 Ballroom
Prepared Public Speaking	Thurs., Oct. 30	Noon-1:30 p.m.	500 Ballroom
Agricultural Issues Forum	Thurs., Oct. 30	4:30-6:30 p.m.	500 Ballroom
Conduct of Chapter Meetings	Fri., Oct. 31	9-11 a.m.	500 Ballroom
Marketing Plan	Fri., Oct. 31	9-11 a.m.	126-128
Parliamentary Procedure	Fri., Oct. 31	2-4 p.m.	500 Ballroom

AWARDS PROGRAMS AND MAIN STAGE RECOGNITION

CDE/LDE awards programs are open events (no tickets required) to recognize all participants and teams. Capture memorable moments! Selfie photo stations will be available for competitors at every event location and during the awards program.

Main stage recognition will announce the national winners, including the top four teams and the top ten individuals, as applicable.

Cash award recipients will receive information on how to claim their award. For more details, see the [Cash Awards Guidelines](#).

National CDE/LDE Advisor Checklist

- ☐ Read this document, General Orientation.
 - ☐ Ensure cde@ffa.org is added to your safe sender list.
 - ☐ Sign up for CDE/LDE updates on the CDE/LDE webpage: <https://www.ffa.org/participate/cde-lde/>.
 - ☐ Note key dates for the release of schedules, event orientation packets and locate preparation materials.
 - ☐ Review the current handbook.
 - ☐ Review/update your profile on FFA.org with your current email address and mobile number.
 - ☐ By August 8th – Download/print the Event Orientation packet at <https://www.ffa.org/participate/cde-lde/>.
 - ☐ Sept. 2 – Deadline: Certify your students and upload applicable event documents on FFA.org.
 - ☐ Sept. 15 – Deadline: Submit Reasonable Accommodations Requests, <https://form.jotform.com/adarequests/reasonable-ada-accommodations-req>
 - ☐ Sept-Oct. — Attend event orientation
- Before leaving for the national event at the convention**
- ☐ Confirm certified team members on FFA.org.