

# KENTUCKY FFA LEADERSHIP TRAINING CENTER 2017

## Time

The Kentucky FFA Leadership Training Center (hereafter referred to as LTC) is operated on Central Daylight Time.

## Registration

Chapters need to register at LTC before 11:00 a.m. (CDT) on Monday.

The Advisor should be prepared to update any changes to his/her chapter registration information submitted.

Chapters from a distance who plan to arrive Sunday afternoon must make arrangements with the LTC Director at least three weeks in advance of arrival for accommodations and insurance coverage.

## Fees

- A. The fee per FFA member per week of leadership training is \$150.00 (including insurance). All persons attending the Center must carry insurance. See general policies (page 3, #22) on insurance.
- B. A deposit fee of \$75.00 per FFA member must accompany reservation request. The balance of \$75.00, will be due when the Chapter Advisor submits their registration information. The \$40 air conditioner fee (page 2, #18) per chapter needs to be included along with the \$20 fee (if applicable page 7-High Ropes) for their Senior Member. Make checks payable to the "Kentucky FFA Leadership Training Center."
- C. The Advisor's fee \$150 (including insurance). Advisors may send \$75.00 deposit with reservations. Advisor's children age 5 and under are free. Advisor's children age 6 and older (not an FFA member) the fee is \$55.
- D. Deposits will be returned to Chapters ONLY if requested twenty one (21) days in advance of the period for which the Chapter has reservations. All reservation forms and checks for deposit must be in the Center Director's office, Hardinsburg. If the Chapter brings fewer members than they have reservations for, they receive refund of the deposit fee (\$75.00) for one member only. A Chapter will pay for a minimum of five (5) members (page 1, #3). EXAMPLE: A Chapter arrives with seven participants including Advisor; the reservations were for ten members unless a return of deposit had been requested twenty one days in advance of period for which registered, the chapter will receive a refund of the deposit fee for one member and forfeit the deposit fee for two members.

## Individual Awards

Leadership awards are presented to members who have displayed noteworthy leadership while at the LTC. Ten percent (10%) of members in attendance each week will receive leadership awards. Up to one-third of these will receive the "Outstanding Leader Award" and the remaining will receive the "Leadership Award." Recipients must have participated the entire week.

## General Policies and Regulations

1. Advisors and FFA members are expected to arrive and register before 11:00 am on Monday and remain through lunch on Friday. Advisors will bring only members who are current FFA members and are willing to participate in the complete program and will be in high school and FFA members the following year.
2. Advisors are on salary while attending a week of leadership training and are expected to discharge their assigned responsibilities. Each Advisor will be assigned specific jobs in the program at the LTC. Preferences for class assignment will be honored where possible.
3. Teachers of Agriculture attending a week of leadership training are to bring a minimum of five (5) FFA members. **NOTE:** a Chapter will pay for five (5) members even if attending the Center with fewer members is approved.
4. FFA members must be accompanied to the LTC by their Advisor who will be responsible for their conduct and welfare at all times.
5. Middle school FFA Chapters are encouraged to schedule and attend with their Senior FFA Chapters.

6. All Advisors are expected to remain at LTC during their session. Arrangements must be made with the LTC Director if it becomes necessary, for any reason, for an Advisor to leave. No one will be permitted to go to town during or after the night program.

7. LTC is NOT responsible for providing chaperones, male or female, for any group attending the Center. All persons attending the Center must be properly chaperoned. **NOTE:** There must be a minimum of 3 years age difference between program participants and chaperone.

8. Advisors are encouraged to attend classes and participate in program improvements when assigned duties do not interfere. Advisors not involved in special interest classes 4th period will meet to review LTC's instructional materials and/or participate in FFA update activities.

9. Vehicles are to be parked on the paved designated areas. Please refrain from parking in the few spots reserved for LTC Staff.

10. Participants are NOT to bring coolers, refrigerators, or beverages to LTC.

11. Soft drinks are not to be taken into the classrooms or cottages.

12. The LTC is a Tobacco-Free and alcohol-free State Facility. Use of tobacco products (including e-cigarettes) and or alcohol is prohibited in ALL buildings, parking lots and on the grounds. (This includes any illegal substances)

13. Turn off lights and showers when not in use.

14. Anyone caught fighting will be sent home immediately.

15. Anyone caught playing with a fire extinguisher will be sent home immediately and the Chapter will be assessed a \$50.00 recharge fee.

16. Visitors are welcome at LTC. Visitors are expected to sign-in upon arrival and sign-out upon departure. Visitors are requested to arrive no earlier than the evening meal and leave no later than thirty (30) minutes following the night session. Please **note** that there is a charge for all meals at LTC.

17. LTC and/or Staff are not responsible for lost or damaged property. Participants are discouraged from bringing large sums of money, valuable jewelry, etc.

18. All Chapters will be assessed \$40.00 for air conditioner usage.

19. Use of cell phones by students and/or advisors is restricted to time when there are not scheduled activities. Cell phones are not to be seen or heard. There is not to be any receiving or sending of communications (voice or text) from cell phones during class time, night sessions, or during any other scheduled sessions.

NOTE: Wireless computer connection is available in the Administration Building, Cafeteria, and Pavilion

#### Supplies and Equipment

20. Each participant will bring the following items:

- a) Linens (extra long twin {38"x 79"} sheets, pillowcase), blanket, and pillow.
- b) Bath and hand towels, soap, shampoo, toothpaste, and other personal items.
- c) Modest swimming attire only **no visible midriff** (no monokini or bikini swimwear permitted, tankini's are acceptable).
- d) Swimwear to be worn for swimming only, no other games or activities.
- e) Clothes for camp (including sweater or jacket).
- f) Paper and pencil for taking class notes.
- g) Clearly identified personal athletic equipment (softball glove, tennis racket, etc.)
- h) Musical instrument (if desired) and Fishing equipment (if desired).
- i) Official dress if instructed so by your Advisor.

#### Administration Offices

21. LTC administrative offices are private space for use by staff members ~ NOT public areas. Please treat them as such including the use of office equipment, telephone, computers, etc.

#### Health Care

22. All participants attending LTC must carry insurance: Please **note** "Campers Accident and Illness Insurance" (page 8).

23. Medical History Forms will be sent to each Advisor. These forms may be duplicated and must be completed for each participant. Upon arrival, completed signed forms must be given to the LTC Director.

24. First aid supplies and equipment are available as needed.

25. Advisors are responsible for the welfare, health, and conduct of their students. Be certain students get proper medical care as needed. In case of injury to a student, report the accident to LTC Staff as soon as possible. LTC Staff will make arrangements for person injured to receive medical treatment, preferably at a doctor's office if accident occurs during the day. If at night, follow same procedure and LTC Staff will make arrangements for injured person to receive medical treatment at the local hospital. Important: It is the responsibility of the Advisor to see that insurance forms are completed and signed in the LTC Office as soon as possible.

**NOTE:** Please closely supervise students on prescription medication.

#### Cottage/Housing Inspection and Supervision

26. Cottage and grounds must be kept clean. Please **note** the comments under "Cottage Inspection Guidelines" (page 8).

27. All groups utilizing LTC should conduct a daily inspection of all cottages.

28. The Advisor and members will be housed together, where appropriate (page 2, #7), and the Advisor will be responsible for member conduct and welfare at all times.

29. Advisors are to supervise students at all times, especially from "lights out" to "wake up" call. Keep students inside the cottage at night. Keep the noise level low. LTC Staff is NOT responsible for discipline. Inform LTC Staff if you have difficulty with a neighboring cottage. Sit near or with your students during group programs.

30. Cottage inventories ~ leave cottage as you found it if not better. Report all damages in cottage early.

31. Students should NOT be in any other cottage than their own. Men and women must NOT enter each other's cottages.

32. Fireworks are prohibited on campus.

#### Dining Hall/Meals

33. Participants are NOT to leave LTC for meals or bring meals to the Center. The only exception to this will be activities coordinated by the LTC Director.

34. Get to meals on time. The Dining Hall is closed when the line gets empty.

35. Shirts and shoes are required in the Dining Hall. Caps may NOT be worn in the Dining Hall.

36. Groups doing KP should report to the kitchen **10** minutes before mealtimes. If not enough students show up for KP, the first students in line will be drafted.

37. The general use of the Dining Hall and Kitchen is restricted to allotted meal times. Utensils (trays, glasses, etc.) are to remain in the building.

### Recreation

38. Swimming will be permitted only at designated times and under the supervision of a qualified lifeguard. Swimming is permitted in the swimming pool only.
39. Athletic Field Rules
- Shoes must be worn at all times.
  - No spikes on field. Turf shoes are permitted.
  - Use the athletic equipment responsibly.
  - Demonstrate good sportsmanship on the athletic field.
  - Report injuries immediately to the LTC Staff.
  - No dunking or grabbing basketball rims.
  - Do not hang on the volleyball nets.
40. Pool Rules
- Modest swimming attire only **no visible midriff** (no monokini or bikini swimwear permitted, tankini's are acceptable).
  - Swimwear to be worn for swimming only, no other games or activities.
  - Obey the lifeguard at ALL times.
  - Take a shower (especially wash hair) before coming into the pool area.
  - Spray feet at gate.
  - No gum, candy, or drinks in pool area.
  - No running or pushing.
  - Use clean language. Questionable language is not tolerated.
  - Don't hang on the dividing (buoyed) rope.
  - No dunking, chicken fighting, or unnecessary splashing.
  - Do not wear band-aids into the pool.
  - The deep end is for diving only.
  - Towel fighting will not be tolerated.
41. Diving Rules
- One person on the board at a time.
  - Wait for the person in front of you.
  - Only one spring on the board per dive.
  - Dive straight off the end of the board.
  - Swim to the nearest Ladder. Do NOT swim across the path of the other board.
42. **Lake is closed for Summer 2017**

### Meals

The Dining hall will be open for meals as indicated in the daily schedule (page 5). Chapters that arrive before Monday @ 9 am CDT or leave after Friday noon should arrange for their meals elsewhere. **NOTE:** Participants may return for additional portions ("seconds") once everyone has been served.

### Recreation

Program participants in attendance each week will be divided into groups for the recreation program. Each group will select its own teams for the various events. An Advisor will be assigned to each group or activity.

The recreation program begins Monday afternoon and concludes Thursday night. The daily recreation program shall consist of two 1 hour and 30 minute sessions. Program participants will alternate competing on the fields while the other half uses the swimming pool. Some competition may be played under the lights after the night program.

Representatives from each of the groups will play organized games in various sports. Competition will be set up with a point value and at the end of the week the winning group will be given recognition.

### Night Program

Participating Chapters will do the official opening and closing ceremony for all FFA members each night. The slots can be requested when registering. The program on Monday night will include orientation, assignments, and an address by a State FFA Officer. The program each of the remaining three nights will last approximately 50 minutes, and may include safety, motivational, educational, or entertaining programs. Following the night program, everyone is free to swim, play shuffleboard, Ping-Pong, horseshoes, checkers, cards, or participate in athletics under the lights (tennis, basketball, volleyball, badminton, softball, etc.).

**NO member is to be in the cottage area or near the lakefront during the night recreational period until at least 9:30pm.**

#### FFA Quiz

The FFA Quiz is held each Thursday night. One middle school FFA member or Freshman FFA member **only** from each chapter is eligible to participate in the quiz. Questions about the FFA on the National, State, and/or Local level may be part of the quiz. Questions for the quiz will come **primarily** from the *Official FFA Manual, Student Handbook*, State or National FFA websites. A copy of the most current material to be on the quiz will be given to Advisors upon request. **NOTE:** Two finalists from each week will be invited to compete in an overall FFA Quiz contest on the first Friday of The Kentucky State Fair. Plaques will be given to FFA Quiz winners. **NOTE:** An FFA Member may participate in the FFA Quiz only one time.

#### Camp Council

The Camp Council is made up of six (6) FFA Members elected from a group composed of one (1) nomination from each chapter in attendance. A delegate body made up of one (1) delegate from each chapter in attendance elects Camp Council. Two (2) Advisors selected by the other Advisors will also serve on the Council. Council selections are made Monday night. As soon as selected, the Council will meet to plan activities for the week (cottage inspections, presenting programs, making announcements, saying "grace" before meals, presenting awards, etc.). **Members receive 3 leadership points for serving on the Camp Council.** Camp Council meets during 2nd period.

#### FFA Talent Show

Thursday night following the FFA Quiz contest a talent show will be held. All chapters are urged to bring and enter a participant.

#### Miscellaneous

The wearing of clothing or caps with messages deemed offensive and inappropriate (racial, alcohol, drugs, morally questionable) is prohibited.

**Note:** If a "Completion Certificate" is withheld from an FFA member in a Chapter participating in the Chapter Volleyball or Chapter Waterball contests, the FFA Chapter will forfeit any Chapter recognition for these events.

#### Daily Schedule

<u>Morning (a.m.)</u>	<u>Afternoon (p.m.)</u>
6:00 ~ Wake Up	1:00*~ 2nd Special Interest Class
6:15 ~ Swimming	2:00 ~ Athletic Group Meetings **
7:00 ~ BREAKFAST	2:15 ~ 1st Period Athletics
7:30 ~ Cottage Clean-up	3:45 ~ 2nd Athletic Period
7:45 ~ Flag Raising	5:00 ~ SUPPER
8:00*~ Officer's Class	6:15 ~ Flag Lowering
9:00*~ Chapter Time (Hour)	6:30 ~ Night Program
10:00*~ Chapter Time (Hour) (continued)	7:30 ~ Recreation
11:00 ~ 1st Special Interest Class	10:30 ~ Athletics & Canteen Close

12:00 ~ LUNCH

10:45 ~ Call to Quarters

11:00 ~ ALL lights Out & Quiet

\* 10 minute break between classes.

\*\* athletic groups will pick up litter before recreational activities begin.

### Leadership Training Material

Each Advisor should bring for Leadership Training:

- a) Current *Official FFA Manual* for each FFA member.
- b) Copy of *Dunbar's Parliamentary Procedure Competitive Event Handbook*.
- c) *Official Chapter Secretary's Book* with your local **Chapter Program of Activities**.
- d) *Official Chapter Treasurer's Book*.
- e) Current *FFA Handbook*.
- f) Current *FFA Advisor's Handbook*.

### Official Dress

Official dress as outlined in the *Official FFA Manual* must be worn to participate in the FFA Quiz Contest, participate on Camp Council, and to preside at night sessions.

### Canteen

The canteen will be open only at specified times. Snacks, ice cream, soft drinks, power drinks, Center T-shirts, drawstring bags, water bottles, etc., will be available in the canteen.

### Recreation Hall

The Rec Hall is an area where campers may play pool, foosball, and ping pong. Pool cues and ping pong balls may be picked up from the sports equipment office. Rec Hall hours will be posted and operated by Camp Staff.

### Leadership Training Program

The Leadership Training Program begins Monday noon and ends Friday noon.

#### 1st Period (50 min.)

Duties and Responsibilities of Chapter Officers - Presidents, Vice Presidents, Secretaries, Treasurers, Reporters, Sentinels, and Committee Chairmen meet in their respective groups to discuss their duties and responsibilities. An Advisor who may use members of the class as assistants will lead each group.

#### 2nd & 3rd Period (110 min.)

Chapter Hour - Chapter members will meet with their Advisor(s) to evaluate their Chapter **Program of Activities**. The Chapter should make definite plans for carrying out the Program of Activities. Special emphasis should be given to new Chapter activities as well as those activities that need improving.

Chapters will be asked to display a poster with some of their goals and a POA sheet with one new activity.

Chapters will be assigned a day to participate in the Ropes/Challenge Course activities during this period.

#### 4th and 5th Periods Special Interest Classes

Special interest classes will be offered during the 4th and 5th periods. A member elects two (2) special interest classes (one each period) and should be ready to confirm their choices at registration. Because of limited class size one may not get the class requested. Classes are filled on a first-come-first-serve basis until classes are capped.

**Agricultural Careers** - Participants interested in non-production careers in agriculture should find this class interesting and informative. A representative from one of the State Universities will teach agricultural careers class on a rotational basis.

**The Great Outdoors** - This exciting "hands-on" class taught by The Division of Forestry professionals has an emphasis on general forest management and discusses how trees benefit the environment along with careers in forestry. Wildlife management is also taught.

**Alternative Energy/Fuels** - class includes aspects of electrical wiring and safety used in homes and on the farm. It also discusses and develops bio fuels during the course.

**Going to College** - This practical course will help those considering college. Bring your concerns and questions about going to college to this course. Topics to be discussed include: college selection, finances/scholarships, housing, roommates, selecting a major, grades, time management, selecting a fraternity/sorority, etc.

**Agriculture Advocacy/Public relations** - Basic principles of photography, taking video, tweeting, blogging, and Facebook posts will be discussed. Reporters will find this class particularly useful. Participants must bring their camera and/or video camera.

**Supervised Agricultural Experience (SAE)** - This practical class will help FFA members plan and implement their SAE. Participants will learn ways to identify sources of "start-up" money and explore ways to make their SAE beneficial and profitable. The relationship between SAE, classroom instruction, and FFA (e.g. FFA Degrees, 47 proficiencies, FFA Career Development Events) success will be explored. SAE support grants may be earned in this class.

**Conservation** - This exciting "hands-on" class taught by NRCS professionals with emphasis on person involvement in wise natural resource use and conservation.

**Communication Skills** - One of the most popular classes and taught by Kentucky State FFA Officers. Class is limited to two (2) Chapter members per class period. We will be offering this course twice each period for a maximum chapter participation of (8).

**Ag Issues** - What's the Problem? This class will focus on Agriculture Issues affecting agriculture entities in America. Content will be based on extemporaneous topic of the National FFA CDE. Students will identify the problems and discuss possible solutions and outliers.

**Parliamentary Procedure** - Elements of parliamentary procedure will be introduced as well as a summary of contest preparation. (Limited to two (2) students per chapter per period).

**Beginning Archery** - The rudiments of archery will be taught. A Teacher of Agriculture will teach archery. Class is limited to one (1) Chapter member per class period.

**Advanced Archery** – Advanced methods of archery will be taught. Class is limited to one (1) Chapter member per class period.

**Livestock Judging** - Participants will be instructed on how to judge and give oral reasons in any judging/CDE activity. Participants are expected to have previous experience in judging. Class is limited to two (2) Chapter members per class.

**AG Safety** "100 Ways to Survive on the Farm" – Various aspects of farm equipment safety, power tools safety and water safety. Class is recommended for two (2) members per Chapter. Members will be able to take information back to their chapters for local presentations to help their peers better understand Ag Safety.

**Welding** – This class will be taught by KWI instructors. Novice students will be taught the basics of welding. Students with welding experience will be given the opportunity to improve their skills. Class is limited to only one student (1) per chapter. Student will take this class both morning and afternoon for their Special Interest. Advisor will need to choose an alternate in case the class is not full. Alternates will be chosen from a drawing by the LTC Director. Welding supplies and equipment will be furnished. Students may bring their own, however the LTC will not be responsible for lost or stolen items.

**Tractor Driving** - Tractor safety and operations will be emphasized in this course. Elimination leading to the State Tractor Driving Contest will be held weekly as a portion of this class. Two drivers with the best scores from each week will advance to compete in the State Tractor Driving Championship Contest held on Friday of the last week of FFA Leadership Training. A two-wheeled trailer will be used in both weekly and final contests and the "FFA Tractor Driving Contest" rules will be applied. Class is limited to ONLY one (1) Chapter member. Plaques and reward check will be given to the FFA Tractor Driving winner. An FFA Member may participate in Tractor Driving only one time.

**High Ropes** – This course is for **one SENIOR** member only per chapter. There is a **\$20 additional fee** for this course. The student will have the opportunity to complete 4-5 high ropes elements during their three day special interest course. **It is essential that the student be on time – all of the time** to ensure completion of the elements in a timely fashion. This class will take 1 ½ hours. The course will start at 11-12:30pm. The students will gather for lunch with their ropes instructor and debrief during the remaining 30 minutes of lunch.

Chapter Cottage Awards

Cottages that do well on daily inspection will be designated a "Cottage Award." Cottages scoring above 375 points for the week will earn a certificate. Cottage inspections will be made by the Camp Council elected on Monday night.

Cottage Inspection Guidelines

Cottages should provide a comfortable place for campers and should be kept clean and neat in appearance. The health and well being of campers and maintenance and preservation of the cottages for future use should be considered. Chapter members should keep their personal possessions and cottage materials uniformly (e.g., all windows either open or closed depending on weather condition).

Windows and facings should be clean and free of foreign materials. Blinds should be gently dusted and adjusted uniformly. All windows should either be open or closed.

Floors should be clean.

Beds should be made-up uniformly with pillows at the head of bed (**head to toe**). Empty beds do not have to be made-up, but must be kept neat.

Shelves should be neat and clean and articles displayed in an organized manner.

Suitcases and similar baggage should be closed and placed at the foot of camper's beds. Smaller baggage may be placed on top of larger baggage or placed on shelves.

Shoes should be placed on the floor in an orderly and uniform manner.

Clothes, towels, and washcloths (not in luggage) should be hung uniformly and neatly on the clothes racks. Wet items should be hung neatly on the **clothes lines provided** behind the bathhouses.

For maintenance reasons, screens should NOT be handled excessively. Screens should be lightly cleaned, in place, and hooked, if possible. Screens will not be taken into consideration during cottage inspection.

Halls should be clean and all equipment should be in the proper place. Trash cans should be empty. Trash should be taken to the dumpster only.

Please place recyclable (plastic, cardboard, paper stock, etc.) in the appropriate containers.

Inside walls, ceilings, and all light fixtures should be clean.

Energy conservation is a must. When leaving rooms and cabins turn lights out. The area in front of the cottage should be neat and free of debris.

Campers Accident and Illness Insurance

Insurance obtained by the Center Covers:	
Accidental Medical Expense .....	\$3,000
Dental Expense Limit (Natural Teeth Only) .....	500
Illness Medical Expense .....	1,000
Medical Expense from Specific Diseases .....	3,000
Accidental Death (for losses within 100 days of accident) .....	3,000
Dismemberment as Specified in Policy Schedule up to .....	7,500
<small>(For losses within 100 days of accident which causes loss of both hands or both feet, or which one hand and one foot, or the total and irrecoverable loss of the sight of both eyes)</small>	
Dismemberment as Specified in Policy Schedule up to .....	3,750



(For losses within 100 days of accident which causes loss of one hand or one foot, or the total and irrecoverable loss of the sight of one eye)

This policy does **NOT** cover the following:

- |                                     |                                 |                       |
|-------------------------------------|---------------------------------|-----------------------|
| 1) eyeglass replacement             | 4) pregnancy                    | 7) In-house treatment |
| 2) Hernia in any form               | 5) pre-existing conditions      | 8) snow sports        |
| 3) suicide or self-inflicted injury | 6) loss covered by workers comp | 9) dental treatment.  |

Coverage begins when the camper leaves the school en route for camp and remains in force until the camper returns to the school.

**Please Note:** Advisors are responsible for filing all insurance claims with the Administrative Specialist prior to leaving LTC at the end of their session.

### **Policy Clarifications**

Center Policy on Family Participation:

- Advisors are encouraged to include their family in their leadership week.
- Advisors will provide a designated adult to supervise their children at all times.
- Preschool age children are to be supervised by a designated adult during class periods and outside the classroom.
- Participating family members will be expected to provide proof of their own health/accident insurance coverage in addition to the policy provided by the Center.
- Bicycles and other toys are not to be played with on any of the roadways leading onto LTC, in front of the old and new administration buildings, or to the shop and dumpster area.

**Center Policy on Chaperones:** Chaperones must be at least one year past their high school graduation and there must be a minimum of 3 years age difference between program participants and chaperone

### **NOTICE**

The *Kentucky FFA Leadership Training Center* concurs with the statewide mandate. Kentucky FFA Leadership Training Center is a Tobacco Free and Alcohol Free Campus. This also includes Illegal Substances.

### **Vandalism Policy**

Any participant identified as participating in vandalism will pay reparations to LTC through his/her local FFA Chapter and may be sent home immediately and if deemed other chapter members had knowledge of the activity LTC reserves the right to send the entire Chapter home. Also the Chapter may be barred from attending LTC for up to two years. Appeal may be made to the Advisory Committee.

<p><b>KENTUCKY DEPARTMENT OF EDUCATION</b></p> <p><b>AND</b></p> <p><b>KENTUCKY FFA LEADERSHIP TRAINING CENTER</b></p> <p><b>DO NOT DISCRIMINATE ON THE BASIS</b></p>
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OF RACE, COLOR, NATIONAL ORIGIN, GENDER,  
RELIGION, AGE, MARITAL STATUS, OR DISABILITY  
IN EMPLOYMENT FOR THE PROVISION OF SERVICES