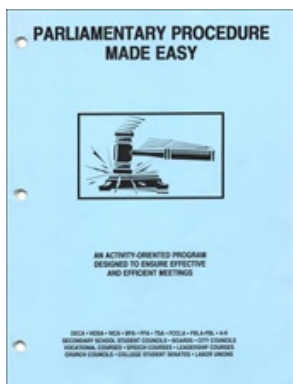




Instructional Modules

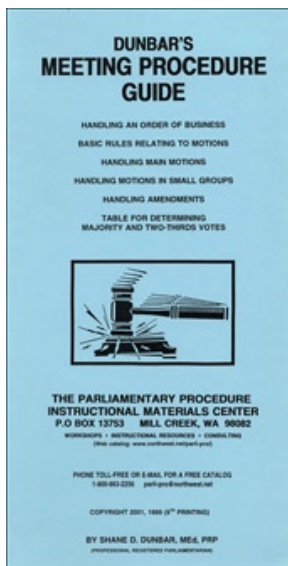


PARL-3 (bundle of 5)
Parliamentary Procedure Made Easy
 A best-seller
 Price: \$42.50

Teach a complete unit or train a team using this text-workbook. An activity-oriented text-workbook that features four meeting scripts. The rules and scripts describe the procedure for handling 27 common motions, a 320-word glossary, 12 class activities, public speaking skills, details on organizing and conducting meetings, writing and handling main motions and amendments, the precedence of motions, and much more. The required motions for both FFA CDE and the SkillsUSA-VICA, Chapter Business Procedure Skills Contest are covered. 130 pages, soft cover

PARL-4
Parliamentary Procedure Wall Chart Package
 Price: \$79.00

Display in your meeting room or class room for an instant reference. This comprehensive package includes one large (36-inch x 60-inch) parliamentary procedure wall chart, 15 miniature copies (11-inch x 17-inch), and reproducible masters and answer keys for seven worksheets, three word puzzles, and a 25-question multiple-choice test. The wall chart features 29 motions and seven basic rules to handle each one, e.g., if they require a second, if they may interrupt a member to propose, if amendable or debatable, vote required for adoption, if they may be reconsidered, and their precedence. The required motions for both FFA CDE and the SkillsUSA-VICA, Chapter Business Procedure Contest are included.



PARL-8 (bundle of 5)
Meeting Procedure Guide - Brochure
 Price: \$10.00

This brochure is an economical, easy-to-use parliamentary procedure guide for the organization's president and members. This brochure covers in detail the steps in handling an order of business, a main motion, and an amendment. The basic rules for 27 common motions and a table for determining majority and two-thirds votes are also included. Because it is made of heavy index paper and is a convenient size, it is durable and easily stored. (One FREE copy is shipped with every order.) The required motions for both FFA CDE and the SkillsUSA-VICA, Chapter Business Procedure Contest are covered. 6 pages, brochure

PARL-8A (bundle of 5)
Guide for Making Motions
 Price: \$10.00

The brochure covers the purpose and how to state motions and their basic rules. In addition, a brief listing of the steps in making main motions and amendments and a table for determining majority and two-thirds votes are also included. This is an economical, easy-to-use guide for your organization's members. Because it is made of index paper, and is a convenient 5.7-inch by 11-inch size, it is durable and easy to store. The required motions for both FFA CDE and the SkillsUSA-VICA, Chapter Business Procedure Contest are covered. 6 pages, brochure

Parliamentary Procedure

PARL-8B

Parliamentary Procedure Glossary, (bundle of 5)

Price: \$10.00

This heavy-weight 5.7" X 11" brochure explains over 200 parliamentary procedure terms in detail. All of the motions included in the FFA CDE and the SkillsUSA team event are included, along with their purpose. 6-page brochure.

PARL-10

Parliamentary Procedure Classroom Package

Price: \$249.00

The package contains 30 copies of *Parliamentary Procedure Made Easy* and the test masters, 1 copy of *Dunbar's Manual of Parliamentary Procedure Test Questions*, 1 computer program (*Parliamentary Procedure Test Questions*), 1 set of *Parliamentary Procedure Skill Sheets for Handling Motions*, and 1 copy of *Parliamentary Procedure True and False Test Questions*. Perfect for teaching a complete parliamentary procedure unit. Save \$200.00 over the cost of purchasing the items individually.

PARL-11

Parliamentary Procedure Sample Package

Price: \$199.00

Included in this package is one copy each of the following items: *Parliamentary Procedure Made Easy*, *Evaluation Masters for Parliamentary Procedure Made Easy*, *Dunbar's Manual of Parliamentary Procedure Test Questions*, *Parliamentary Procedure Test Questions* (computer program), *Parliamentary Procedure Skills Sheets for Handling Motions*, *Parliamentary Procedure True and False Test Questions*, *Parliamentary Procedure Word Puzzles*, and the *Parliamentary Procedure Computer Game*. Save over \$100 on these items purchased individually.

PARL-17

Software Package

Price: \$115.00

This package includes one copy of the *Parliamentary Procedure Computer Game*, one copy of *Dunbar's Manual of Parliamentary Procedure Test Questions* and one computer program, *Parliamentary Procedure Test Questions*.

PARL-22

Organizing and Conducting FFA Chapter Meetings Video Package

Price: \$139.00

This live action, interactive video features an award-winning FFA Chapter from Ritzville High School (WA) participating in a meeting using the entire order of business described in the FFA Official Manual (including opening and closing ceremonies). The presiding officer of the meeting also served as president of their parliamentary procedure team that placed first in the nation. Basic parliamentary procedure principles and the order of business details are also covered by an agricultural education instructor and a professional registered parliamentarian. The package includes six copies of *Parliamentary Procedure Made Easy*, masters and answer keys for the four interactive worksheets, a word puzzle, and a 25-question, multiple-choice evaluation. 45 minutes.

PARL-22A

Organizing and Conducting FFA Chapter Meetings Video Package

Price: \$14.95

Includes one set of 7 transparency answer keys.

PARL-23

Robert's Rules of Order Newly Revised

Price: \$12.95

This text has been used by organizations as their parliamentary authority for more than a century. It is this country's recognized guide to smooth, orderly, and fairly conducted meetings. It is an ideal book for parliamentarians and novice club members alike...the book from which to learn all about running and taking an effective part in meetings. 704 pages, plus 48 "tinted" pages, 2000, paperback

PARL-26

Parliamentary Procedure Self-Teaching Package

Price: \$69.00

Teach yourself parliamentary procedure at your own pace! Read a section in Robert's Rules of Order Newly Revised, answer and correct the multiple-choice and true and false questions in the two manuals provided (answer keys included), and then test yourself using the computer program. Includes 1 copy of each of the following: Robert's Rules of Order Newly Revised, Dunbar's Manual of Parliamentary Procedure (Multiple-choice) Test Questions, Parliamentary Procedure True and False Test Questions, and a computer program (Parliamentary Procedure Test Questions).

Student Activities

PARL-9

Parliamentary Procedure Word Puzzles

Price: \$49.00

This item includes 52 reproducible masters for 32 challenging word puzzles and their solutions covering over 400 parliamentary procedure concepts. Perfect for enrichment! Now on CD-ROM.

PARL-12

Parliamentary Procedure Computer Game

Price: \$69.00

A challenging game that will increase your parliamentary procedure knowledge! Contains a bank of over 1500 multiple-choice questions for the viewer to answer and complete for points to become the "Master Parliamentarian." Now on CD-ROM.

PARL-13

Parliamentary Procedure Skill Sheets for Handling Motions

Price: \$69.00

A comprehensive instructional aid. Each of the 27 skill sheets covers the steps, rules, and a script for handling a specific motion. In addition, there is a worksheet and a multiple-choice evaluation for each skill sheet (81 total reproducible masters.) Answer keys are provided. The required motions for both FFA CDE and the SkillsUSA-VICA, Chapter Business Procedure Skills Contest are covered. 92 pages. Now on CD-ROM.

PARL-19A

Workbook Packages

Price: \$102.00 (15 copies)

Fifteen copies of Parliamentary Procedure Made Easy and one set of Test Masters.

PARL-19B

Workbook Packages

\$204.00 (30 copies)

Thirty copies of Parliamentary Procedure Made Easy and one set of Test Masters.

Test Questions

PARL-1

Parliamentary Procedure Test Questions (Computer Program)

Price: \$69.00

This computer program contains the same 1147 basic multiple-choice questions and answers in *Dunbar's Manual of Parliamentary Procedure Test Questions*. You can view a question on the monitor, answer it, and receive immediate feedback. Perfect for self-teaching! Now on CD-ROM.

PARL-2

Dunbar's Manual of Parliamentary Procedure Test Questions

Price: \$29.00

A manual with 1147 basic and 453 challenging multiple-choice questions and answers covering all sections of *Robert's Rules of Order Newly Revised*. **Great for self-teaching! Adopted by many states as a source of questions for their FFA Parliamentary Procedure Career Development Event test.** 245 pages, soft cover.

PARL-3A

Parliamentary Procedure Made Easy, (Test Masters)

Price: \$20.00

Seven unit tests, a final test, and answer keys. The teacher's companion for *Parliamentary Procedure Made Easy* (CD-ROM).

PARL-16

Parliamentary Procedure True and False Test Questions

Price: \$19.00

This is a manual with over 1500 true and false test questions and answers from all sections of *Robert's Rules of Order Newly Revised*. Use as a study guide for self-teaching. 124 pages.

PARL-18

Test Question Package

Price: \$89.00

Materials in this package include one copy each of *Dunbar's Parliamentary Procedure Test Questions* computer program, *Parliamentary Procedure Test Questions* and *Parliamentary Procedure True and False Test Questions*.

PARL-24

Parliamentary Procedure Oral Questions

Price: \$109.00 (bundle of 8)

Over 500 parliamentary procedure oral questions, their answers, and the source page from *Robert's Rules of Order Newly Revised*. The manual includes questions covering all the required motions and minutes for the FFA Parliamentary Procedure Career Development Event and the Skills USA-VICA Chapter Business Procedure Competitive Event (contests). 67-pages

PARL-29

Parliamentary Procedure Multiple-Choice Tests

Price: \$89.00

This CD contains 70 printable multiple-choice tests with answer keys. The tests are ideal for preparing teams for the written-test phase of parliamentary procedure competitions, as well as for classroom work. Forty tests have questions from *Dunbar's Manual of Parliamentary Procedure Test Questions*. The other tests deal in specific subjects or motions from the manual.

Career Development Event Resources

PARL-5

Parliamentary Procedure 6-Member Team Package

Price: \$195.00

Included in this package are 6 copies of *Dunbar's Manual of Parliamentary Procedure Test Questions*, 6 copies of *Parliamentary Procedure Made Easy*, and 1 computer program (*Parliamentary Procedure Test Questions*). Save \$99 over the cost of these items purchased individually.

PARL-6

Parliamentary Procedure 5-Member Team Package

Price: \$169.00

Included are 5 copies of *Dunbar's Manual of Parliamentary Procedure Test Questions*, 5 copies of *Parliamentary Procedure Made Easy*, and 1 computer program (*Parliamentary Procedure Test Questions*). Save \$87.00 over the individual purchase price on the items.

PARL-7

Parliamentary Procedure 8-Member Team Package

Price: \$239.00

This package includes 8 copies of *Dunbar's Manual of Parliamentary Procedure Test Questions*, 8 copies of *Parliamentary Procedure Made Easy*, and 1 computer program (*Parliamentary Procedure Test Questions*). Save \$130.00 over the purchase price of individual items.

PARL-15

Parliamentary Procedure 7-Member Team Package

Price: \$217.00

Included in this package are 7 copies of *Dunbar's Manual of Parliamentary Procedure Test Questions*, 7 copies of *Parliamentary Procedure Made Easy*, and 1 computer program (*Parliamentary Procedure Test Questions*). Save \$99 over the cost of these items purchased individually.

Parliamentary Procedure Made Easy Video Package (FFA)

PARL-20DVD

Price: \$129.00

PARL-20VHS

Price: \$129.00

This live-action interactive package is ideal to use in training teams for the national FFA parliamentary procedure CDE. Features a review of the complete format of the national FFA parliamentary procedure CDE, instruction by teachers whose teams placed first in national competition, and demonstrations of the 24 permissible motions by an award winning FFA team from Ritzville High School (WA). Package includes a video (*The Fundamentals of Parliamentary Procedure and Training an FFA Team for State and National Competitions*), *Parliamentary Procedure Made Easy*, one copy of interactive worksheets and keys, a word puzzle, and a 25-question multiple-choice test. 68 minutes.

PARL-20A

Parliamentary Procedure Made Easy Video Package (FFA)

Price: \$16.95 (Set of 9 transparency answer key masters)

One set of 9 Video Package Transparency Answer Keys for the worksheets, word puzzle, and test.

Video package for the FCCLA Parliamentary Procedure Star Event

PARL-21DVD

Price: \$129.00

Parliamentary Procedure

PARL-1VHS

Price: \$129.00

This live action interactive video package is ideal to use in training teams. Features a review of the complete format of the national Parliamentary Procedure Star Event. Instructions are presented by a teacher whose team won a gold medal in national competition, a professional Registered Parliamentarian, and a demonstration of the entire event by a national gold medal team. Package includes a video, one copy of *Parliamentary Procedure Made Easy*, and masters and answer keys for 4 interactive worksheets, a word puzzle, and a 25-question multiple-choice evaluation. 68 minutes

PARL-21A

Video package for the FCCLA Parliamentary Procedure Star Event

Price: \$16.95 (Set of 7 transparency answer key masters)

One set of 7 video package transparency answer keys for the interactive worksheets, challenging word puzzles, and 25-question multiple-choice test.

PARL-28

Parliamentary Procedure Judging Guide, 2nd ed.

Price: \$15.00

This new edition is a comprehensive training manual for judges and teachers, covering the FFA Parliamentary Procedure CDE; also may be used for other competitive events. 111 pages.