



2023

instruction book

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new for 2023

changes and important information

new for 2023

As usual, we will co-locate our in-person finals with the National FFA Convention & Expo in Indianapolis. This is typically held the last week in October, but this year it is the first week in November. This has shifted the days of our Finals:

- Our event is usually held the Wednesday and Thursday of FFA week, but to avoid having Halloween as a travel day for our TRC core team and Finalists, we shifted the days for finals presentations to Thursday, November 2nd and Friday November 3rd.
- The Awards Ceremony will be on Friday November 3rd following the final day of presentations. We will still live-stream the awards on **FacebookLive**.

Last year we introduced the new Safety Award (see **page 21**) and this year, we've expanded the Safety Report section (see **page 11**) to better illustrate what judges will be looking for. Note, there are no changes to what is expected, only a more detailed description:

- Expanded Safety Checklist with sections covering the facility, equipment, hazardous materials, and procedures.
- Tips on photography to illustrate your implementation of safety practices.

The new contact phone number is (502) 636-5118.

To returning competitors:

We are lucky to have so many teams, advisors, and mentors return year after year. Please make note of the changes noted here, and **download the current Resource Kit** with templates (see **page 15**).

Please be sure to follow our social media accounts, and check back often for announcements and updates about the competition.

To new competitors:

For those of you who are new to the Chevron Tractor Restoration Competition, we welcome you to the competition and the community. This Instruction Book is your source for all the requirements and guidelines for the competition. Reading every section, including the FAQ, can save you time in the long run, and set yourself up for success (and the road to the Finals).

TRC@deckelmoneypenny.com | (502) 636-5118

Remember to stay tuned to our social media feeds for all the important information you need!



section 1

instruction and getting started



competition overview

We are pleased to present the 2023 Chevron Tractor Restoration Competition (TRC). This prestigious national program is open to U.S. high school students. For over 25 years, the Chevron TRC has provided students with an array of opportunities to learn and grow — both professionally and personally — with hands-on exposure to real world skills.

The cornerstone of the competition is rooted in the clear demonstration of:

- Technical/mechanical knowledge and skills
- Safety practices - a precise understanding of what is required and the documentation of those safety procedures implemented in every step of the process
- The ability to provide accurate, detailed records, and present them in an organized manner in your Restoration Report.

All Chevron TRC entries are reviewed by our Pre-Judges for these criteria and 12 finalists are chosen to compete in the Finals in Indianapolis, Indiana in October. There, they orally present their restoration projects through pictures, video, and visual aids to demonstrate their skill and knowledge, as well as field questions from our panel of expert judges.

The Chevron TRC is a lot of hard work, but it's also a lot of fun and provides the opportunity for nationwide recognition and prizes! The competition awards prizes totaling up to \$20,000 with the recognition of a Grand Champion, Reserve Champion, and Third Place, as well as ancillary competition awards. Whether you're involved with FFA, 4-H, Skills USA, or simply interested in agriculture and/or the restoration process, the Chevron TRC is a rewarding experience which engages you, your families, educational advisors, mentors, and oftentimes entire communities!

\$10,000 grand champion

\$5,000 reserve grand champion, and \$3,000 third place

getting started

First and foremost, locate and secure an old tractor which needs a lot of love and attention! As a competitor - whether you're working solo or are part of a team - you'll work over the next few weeks and months to preserve the past and show the promise of the future through the complete restoration of a once-valuable, workhorse of a tractor. The end result? Your vintage tractor is transformed as a modern mechanical wonder and an important asset to our agricultural landscape.

You'll then begin the process of documentation of the tractor restoration experience, all of which will ultimately be submitted electronically in the official Restoration Report (instructions forthcoming in **section 2**). As you prepare, keep in mind that this is more than just a competition; it's an experience that showcases skills which will serve you throughout your lifetime, personally and professionally, which include:

- Project Management
- Safety Practices
- Time Management
- Problem Solving
- Budgeting
- Community Engagement & Fundraising
- Material Sourcing
- Records Management
- Effective Communication
- Presentation Skills
- Managing Supplier sourcing and relationships

important dates

- April 28** 2023 TRC officially opens including publication of Competition Instruction Book & Resource Kit available at **ChevronTractorRestoration.com**, and **Registration site goes live**
- August 14** Submission deadline for all entry components including Restoration Report, high resolution photos, and video
- August 29** Fan Favorite Award voting begins (link to voting site published on **ChevronTractorRestoration.com**)
- September 1** Cathy McCarty Hendrix Mentor of the Year nominations due
- September 6** Finalists announced live beginning at 5:30pm ET on the TRC Facebook page
- October 27** Fan Favorite Award voting closes
- November 2-3** Finals in Indianapolis
- November 3** Awards Banquet, winners announced on the TRC Facebook page at 8:00pm ET
- April 30, 2024** 2024 Competition officially opens

email: TRC@DeckelMoney Penny.com **call:** (502) 636-5118 **toll free:** (888) 501-7469 **visit:** ChevronTractorRestoration.com

Remember to stay tuned to our social media feeds for all the important information you need!



Ethan Van Delden, 2022 Grand Champion
before & after 1965, Oliver 770

section 2

competition entry requirements



restoration report planning & registration

Planning

Please review this Instruction Book to ensure you are clear on all requirements, as well as download the Resource Kit files available on ChevronTractorRestoration.com.

The following pages provide the information to successfully document and complete the materials needed for an electronic submission. **See entry submission instructions on page 29**, for file specifications to ensure you know and understand them **before you begin your documentation**.

Detail is important; however, we recommend you keep your content clear and concise, limiting your report to approximately 50–100 pages. While the basics of getting started were covered in Section I, the following will give you more detail on the components and content for your entry:

- Eligible tractors must be model year 1980 or earlier, and have an internal combustion engine.
- Additionally, the tractor model should have been tested by the [University of Nebraska Tractor Test Laboratory \(NTTL\)](#). The NTTL testing data allows the judges to have a standard set of specs to utilize in their evaluation

of restoration projects, as well as more clearly defines what falls under the category of “tractor” excluding things like combines and garden tractors. Please visit the [NTTL website](#) to look up your tractor model. If your tractor model does not appear on their listing of test reports, contact trc@deckelmoneypenny.com with your specific tractor information for eligibility review.

- Once you’ve located your tractor, document everything you possibly can about it: where it was found, year it was manufactured, who the previous owners were (if known) and anything else that makes it stand apart.
- Document the restoration with photography through the whole process from finding the tractor to the final product– **before AND after photos are a must!** Include photos with descriptive captions in your report. Use as many photos as you like as long as you stay within the 100-page Report limit.
- Video of the restoration process is optional, but can give you additional content to use in your video submission and/or Finals Presentation.

Registration & Entry

The process for registration and submitting all entry files is done on the [Registration & Entry site](#). Below is a list of components for a complete Chevron TRC entry. For detailed instructions, file specs, and upload procedures, see [section 6](#).

- Registration — basic information about your team and tractor (can be completed as early as April 29th!)
- File uploads can be completed at a later date:
 - Photo release — legal form(s) signed by all participants or their legal guardians
 - Restoration Report PDF
 - (5) High-res images
 - 3-4 Minute video file



restoration report content requirements

Templates are available in the [Resource Kit](#) downloads in Microsoft Word® and Excel® (see [page 15](#) for more information). Participants are encouraged to use these, however, you may use any other word processing or document layout software if you wish. PDF versions of the templates are available in the Resource Kit for formatting reference if you are not able to open the Microsoft Office file formats, but it is not required to use these to match the look and overall formatting of the template.

Requirements

- PDF preferred, but we will also accept Microsoft Word or PowerPoint, and Apple Pages or Keynote
- 100-page length limit (including photos)
- Page numbers required
- Fonts should be easy to read (i.e. Georgia or Helvetica), and a minimum of 10pt, single-spaced
- 25MB limit to upload directly to the Registration and Entry site, or for larger files we can accept direct download links to file sharing sites like [Dropbox.com](#), [Hightail.com](#), [Google Drive](#), etc.
- Report sections
 - Cover Page (must include your team/individual name, photo of your tractor, the year, make and model)
 - Table of Contents
 - Your Story
 - Your Tractor's Story
 - Restoration Process: Engine, Transmission, Final Drive, Ancillary Systems, Auxiliary Systems, External Appearance
 - Labor Report
 - Expense Report
 - Safety Report
 - Discovery Essay

Guidelines

Your Story

This portion is truly your story, so it is up to you how to tell it, but below are some questions that might get you thinking.

- What compelled you to enter the Chevron TRC?
- Did you grow up in an agricultural/farming community?
- Have you always been interested in agriculture and/or machinery?
- Is your family/community a driving force in your interest?
- Have you restored other tractors or vehicles?
- Do you want to ultimately work in an agricultural capacity as a career?
- What other hobbies or interests do you have

Your Tractor's Story

This section is also one that can be told in many ways. Here are a few questions to give you ideas on content that could be included here.

- How did you find this tractor?
- Why did you choose this one to restore?
- How was the tractor used?
- How did it fall into disrepair?
- Was there anything significant about this tractor in terms of technology at the time, how it fit into the larger industry, or that manufacturer's line?
- Is there anything to note about the overall condition that does not fall into the later sections?

Restoration Process

Summarize the overall condition of each section of your tractor before work began, and what work was done to restore it. Be descriptive and thorough, but as concise as possible. Support your narrative with photos and captions and highlight any interesting or unusual features in all sections.

Engine

- Did it run? Were any tests performed to determine its condition?
- Was it stuck? How was it disassembled without damaging its components?
- Describe in detail what was involved in the restoration of the engine — including but not limited to — cylinder bores, pistons, bearings, valves, etc.

Transmission

- Include in your summary of the overall condition any of the following that apply: clutch, torque converter, torque amplifier, hydrostat drive, etc.
- Describe in detail what was involved in the restoration of these components; examples include bearings, seals, gears, clutch linings, clutch packs, etc.

Final Drive

- Include in your summary of the overall condition any of the following that apply: differential, ring and pinion, axles, steering clutches (e.g. crawler tractors), wheels or tracks, brakes, etc.
- Describe in detail what was involved in the restoration of these components, such as bearings, gears, shafts, seals, etc.

Ancillary Systems

- Include in your summary of the overall condition any of the following that apply: fuel system, cooling system, governor, ignition system, steering system, electrical charging system, starting system, etc.
- Describe in detail what was involved in the restoration of these components.

Auxiliary Systems

- Include in your summary of the overall condition any of the following that apply: seat, hydraulic system, 3-point hitch, power take off, lighting, and instrumentation.
- Describe in detail what was involved in the restoration of these components, seat suspension parts, hydraulic seals, valves, piping, PTO clutches, gauges, cab upholstery, heating, air conditioning etc.

External Appearance

- Include in your summary the overall appearance of your project before you started working on it: was sheet metal missing, dented, rusted through? Did it have a cab and what condition was it in? The condition of the grill and fenders, etc.?
- Describe in detail what was involved in the restoration of the hood, fenders, grill, etc. Was body work performed? Was welding required? Was glass replaced in the cab? What were the steps used in painting? Were decals and emblems purchased?
- Be sure to include photos that specifically show the sheet metal fit and finish.

a picture is worth 1,000 words

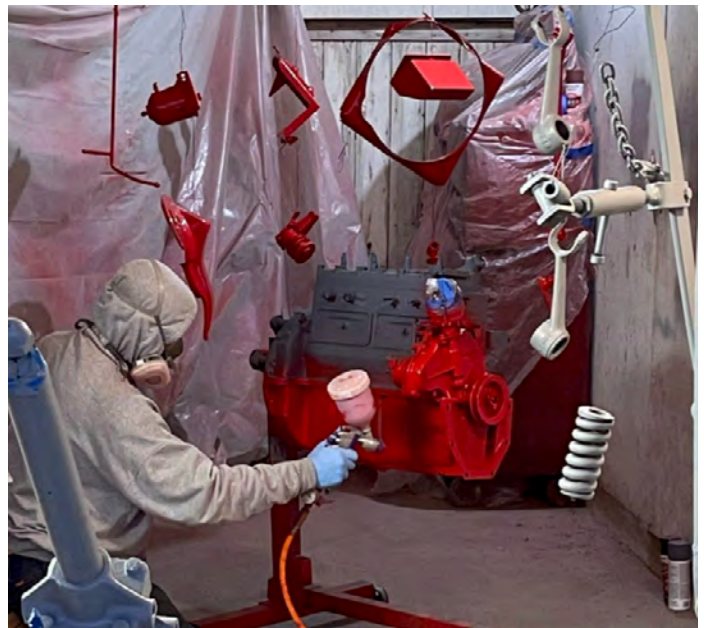


Safety Report

Safety is a Chevron top priority for this competition, and as a competitor it must be a focus throughout your restoration. The Safety Report is a critical component of your entry to not only demonstrate your knowledge to the judges, but to ensure you are following all safety precautions, and documenting appropriately. To provide appropriate recognition to the team that excels in this aspect of their project, we added the Safety Award (see page ##) to the competition.

From the start of your restoration, before even sourcing and transporting your tractor, begin with your safety planning for each phase of the project. Utilize the checklist provided here, procedures provided by your school or FFA/4H chapter, or utilize a Job Safety Analysis (JSA) for which templates can be found online. Your safety report should include:

- Detail on how you made and carried out your safety plan
- Evidence to support your safety claims with photos and/or video
 - Your shop/workspace
 - Areas and equipment included on the safety checklist
 - Task-appropriate PPE worn properly
 - Storage and cleaning procedures
- Documentation of and demonstrated understanding of safety features on your tractor such as guards, safety decals, flashing lights, etc., NOTE: do not be concerned if your project has few safety features, we understand that many older tractors were built with very few of these.



safety photo tips

The TRC Judges have been doing this a long time, and they know all the tricks entrants use to try to hide less than stellar safety precautions. Nothing piques their suspicion faster than tight crops and angles that hide the background and/or people performing the work.

Be sure to take photos that show your restoration work as well as the safe conditions in which you're working!

Safety Checklist

Equipment

- ☐ All protective equipment is maintained in a sanitary condition and ready for use. This can include approved Personal Protective Equipment (PPE) such as:
 - ☐ Safety glasses/googles or face shields
 - ☐ Dust masks or respirators
 - ☐ Gloves
 - ☐ Steel toe boots
 - ☐ Paint suits
 - ☐ Sand-blasting protections
- ☐ Working ground space is clear of obstructions
- ☐ Work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant
- ☐ All tools and equipment used are in good working condition
- ☐ Tools and other Items are stacked safely and stored properly in a dry location
- ☐ Hoisting equipment available and used for lifting heavy objects and are hoist ratings and characteristics appropriate for the task
- ☐ Jack is checked periodically to ensure they are in good operating condition
- ☐ Hooks with safety latches or other arrangements used when hoisting materials so that slings or load attachments won't accidentally slip off the hoist hooks
- ☐ Securing chains, ropes, chockers or slings are adequate for the job to be performed
- ☐ All cord-connected, electrically operated tools and equipment effectively grounded or of the approved double insulated type
- ☐ All ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached and movable parts operating freely

Hazardous Materials

- ☐ If there is any potential for being exposed to any toxic substances or harmful physical agents, the appropriate information "Safety Data Sheets" been posted or otherwise made readily available
- ☐ All chemicals and hazardous materials are properly stored
- ☐ All spilled hazardous materials or liquids, including blood and other potentially infectious materials, cleaned up immediately and according to proper procedures
- ☐ All spills of flammable or combustible liquids cleaned up promptly
- ☐ Combustible scrap, debris, and waste materials (oily rags, etc.) are stored in covered metal receptacles and removed from the worksite promptly

Facility

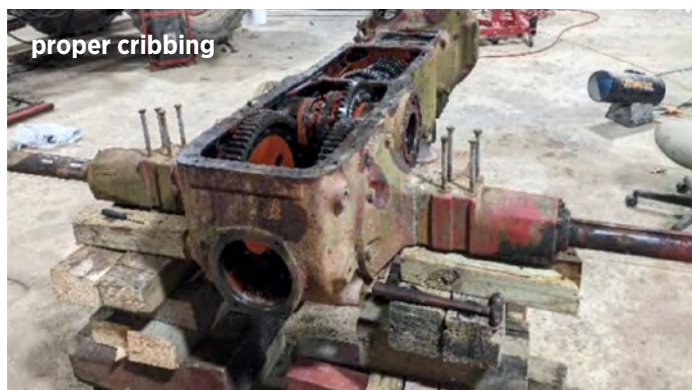
- ☐ There are working fire & carbon dioxide alarm that are checked regularly
- ☐ Fire extinguishers are sufficient and working
- ☐ Emergency exits are accessible and unobstructed
- ☐ Emergency telephone numbers posted
- ☐ Working water station/hand sink
- ☐ Doors and Windows including screens (if used) are in good condition
- ☐ Sufficient lighting in good working order
- ☐ Facility is well-ventilated
- ☐ Holes in the floor or other walking surface repaired properly, covered or otherwise made safe
- ☐ There is a safe clearance for equipment through aisles and doorways
- ☐ First-aid kits are easily accessible to each work area and fully stocked with necessary supplies
- ☐ Quick drenching or an eye flush station are available if working with corrosive liquids or materials
- ☐ Safety/OSHA/in event of an emergency signs are posted in professional working facilities

Procedure

- ☐ Safety standards are present, understood and followed 100% of the time
- ☐ A safety check is completed before every working session to determine if hazards that require the use of personal protective equipment (e.g. head, eye, face, hand, or foot protection) are present
- ☐ Shop is clean and organized
- ☐ DOT standards followed precisely for towing / hauling
- ☐ Excellent workholding and supporting
- ☐ Use proper manner when lifting heavy objects, support practice, hazard mitigation, and working stances
- ☐ Appropriate safety guards are taken when using grinders, saws and similar equipment
- ☐ Power tools are used with the correct shield, guard, or attachment, recommended by the manufacturer
- ☐ Rotating or moving parts of equipment are guarded to prevent physical contact
- ☐ No loose clothing, jewelry, or long hair that isn't tied-up
- ☐ Properly fitted personal protective equipment must be worn correctly in every instance.
- ☐ Protective gloves, aprons, shields, or other means provided and required when there is a risk of being cut or where there is anticipated exposure to corrosive liquids, chemicals, or other potentially hazardous materials
- ☐ Painting and sandblasting are performed in well-ventilated room or outdoors
- ☐ When hoisting material or equipment, provisions should be made to assure no one will be passing under the suspended loads

Download a printable version of the checklist like the one on the previous page to post in your shop from the [TRC Resource Kit](#).

You don't have to be in a state-of-the-art shop to restore a winning tractor, and you don't need the latest equipment to stay safe. There are creative ways to accomplish a task even if you're working in a barn, backyard, or driveway. Also remember that while the adults in your life are invaluable resources for advice, beware of falling into the trap of "that's the way I've always done it." The person advising you might be using decades-old practices that are out of alignment with modern safety standards so do your own research as well.



lot burdick

advisor/instructor, dubiski career high school

"I know I am fortunate to have a great facility to work in, but I have had to makeshift all kinds of things in my life. Anytime I must do things when I do not have the correct equipment, I think about the best way to achieve what I am trying to accomplish before acting. A little thought and preparation ahead of time goes a long way. We have painted the main tractor in the shop rather than taking it over to the spray booth. We setup a plastic sheeting, put several exhaust vents over the area, and wet the floor to help the paint to not stick to the floor as well as catch some of the paint particles. This can be done in most shops. They need to think about ventilation and blowing debris during the painting process."

Labor Report

- This report should accurately document the hours you spent on your project along with hours worked by others who helped, including engine, electrical, diesel, or other machine shop services used.
- This report is an important part of the Restoration Report and should include the dates all work was performed, who did the work, a brief description of the work performed, hours spent that day, and any resources used.
- Please total the hours used at the end of the report.
- You'll find a more detail on the labor report following in [section 3](#).

Date	Name	Description of Work	Hours	Resources
11/15/18	John Doe	Engine work	2.00	John Doe
11/15/18	John Doe	Electrical work	1.00	John Doe
11/15/18	John Doe	Diesel work	1.00	John Doe
11/15/18	John Doe	Machine shop work	1.00	John Doe
11/15/18	John Doe	Painting	1.00	John Doe
11/15/18	John Doe	Assembly	1.00	John Doe
11/15/18	John Doe	Testing	1.00	John Doe
11/15/18	John Doe	Final inspection	1.00	John Doe
11/15/18	John Doe	Documentation	1.00	John Doe
11/15/18	John Doe	Shipping	1.00	John Doe
11/15/18	John Doe	Receiving	1.00	John Doe
11/15/18	John Doe	Storage	1.00	John Doe
11/15/18	John Doe	Disposal	1.00	John Doe
11/15/18	John Doe	Other	1.00	John Doe
11/15/18	John Doe	Total	14.00	John Doe

Expense Report

- This report should accurately document your expenses for this project.
- This report is an important part of the Restoration Report and should include all parts and supplies purchased, a brief description of the items, the costs and where they were purchased.
- Please total the cost of the purchased items and include an estimated value for any donated items.
- You'll find more detail on the expense report following in [section 3](#).

Discovery Essay

This section is a brief 1-2 page essay describing what you/your team learned and experienced during the restoration. This is your opportunity to tell the story of your restoration. Here are some tips for what to include:

- What was the best part of the project? The most memorable? The most rewarding?
- What did you learn about yourself? Your teammates?
- Describe any teamwork required to be successful: how did you divide the work? Track your time and expenses? Plan and manage your budget?
- What did you learn about yourself that surprised you?
- What would you do differently, if anything, if you had to do it all over again?
- What was the most special thing about your tractor?

did you know Delo rhymes with Jello?

video submission

Video adds compelling and engaging sight, sound and motion; however, you may also use still photos to create portions of your video. Please keep in mind, the judges need to see and hear your tractor running, therefore **footage of starting and running** is required so they can see your restoration project is complete! Any submission received without a video will be disqualified, as our judges view the videos for pertinent visual context and information regarding your restoration. The videos will also be uploaded to the public TRC YouTube account and made available for viewing to anyone voting for the Fan Favorite Award. Don't be afraid to get creative and tell your story!

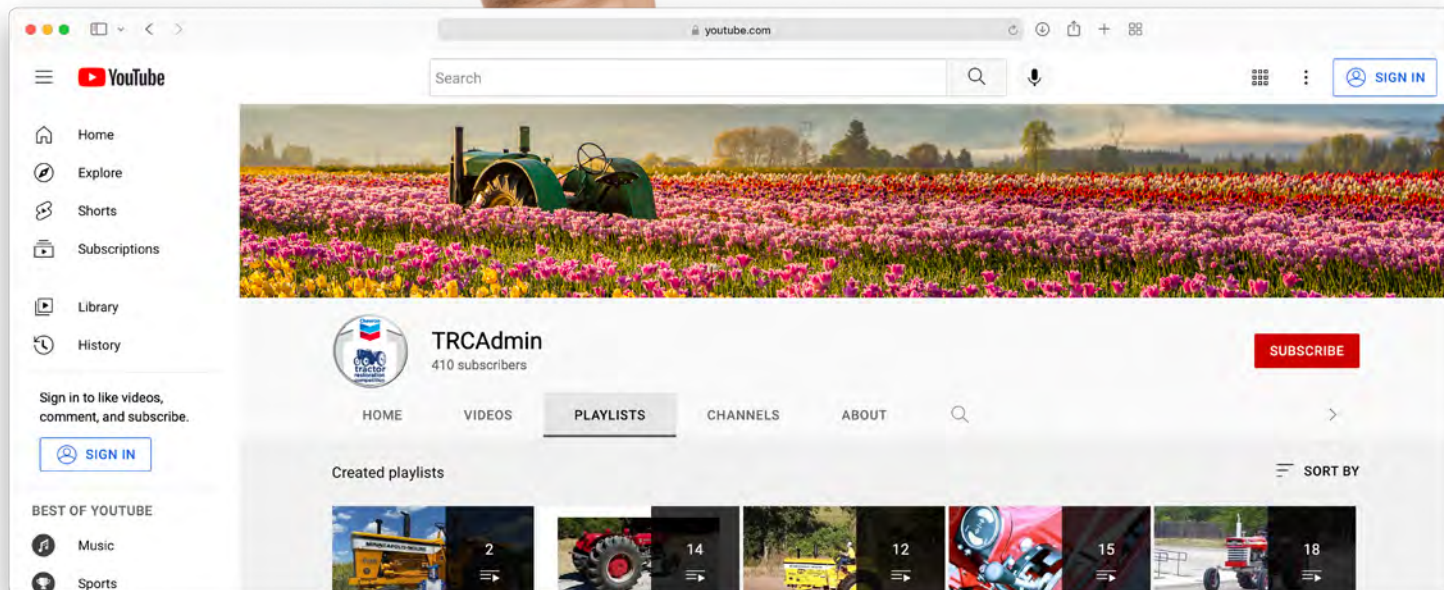


Requirements

- 2GB maximum file size
- AVI, FLV, MOV, MP4, MPEGs, WMV file types accepted
- 3-4 minutes in length
- A 360-degree walk around of the finished tractor so the judges can view the restoration from all angles.
- The tractor being started from the driver's seat or hand cranking position.
- Functioning gauges
- Operating the tractor in forward (through all gears) and in reverse.
- Operation of PTO, brakes, hydraulics, three-point hitch, etc.

Guidelines

- Capture **horizontal video** for maximum impact on-screen
- Recommended size of 1920x1080 (HD)
- Get creative and tell your story!
- Integrate a combination of video and still images
- A variety of software is available for video creation including Microsoft Power Point, Apple Keynote, iMovie, OpenShot.
- Royalty-free music can easily be found online including (FreeMusicArchive.org is a good resource) and is your best option if you wish to feature a musical 'soundtrack' in your video. Why? While you may wish to include a song by a top artist, his/her music is likely protected by copyright laws and unauthorized usage is copyright infringement and may result in your video being removed from TRC social channels.



photography

It is important to utilize photography to document your restoration process from start to finish. This includes Before photos showing the condition of your tractor, and if possible, the location where you found it. You should also capture details of the restoration work along the way; include yourself and your teammates in the photos so the judges can see you in action. Remember to follow all appropriate safety procedures to showcase your know-how! And finally, get some amazing After shots of your completed restoration. It is important to get some shots of the tractor on its own, as well as with you and your team.

You will include your photos in your Restoration Report with descriptive captions. You will also choose five favorites to submit as individual files. These will be used on TRC social media, made available to those voting for the Fan Favorite Award, and for use on the TRC Finalists' calendar.

Requirements

- Five image files
 - At least 300 DPI at 8" x 10"
 - 5MB maximum file size
 - BMP, GIF, JPEG, JPG, PNG, TIF file types accepted
 - Submitted separately from Restoration Report PDF file
- Photographic documentation of the restoration process included in the body of the Restoration Report
 - Before image of the original condition
 - Documentation of work in progress
 - After images of completed restoration
 - Descriptive captions for all

Guidelines

- When capturing photos that could be your main before, after and final restoration images, be sure to set your camera/phone to the highest resolution setting. The five image files that are uploaded separately should be the absolute highest quality you have available. They may be reproduced at large scale if you are a Finalist.
- Aspect ratio of 4:3 in a landscape orientation work best for multiple uses for the five image files (social media, Fan Favorite voting, calendar)
- Choose interesting and/or attractive backgrounds for your After photos, e.g. a school sign, farm field, barn etc.
- If photos are not inserted into your document properly they may move around; search for help on your software's website for how to properly insert them.
- You may use downsized image files or image compression on the images within your report to manage the size of your final Report output size.

However, remember that the judges need to be able to zoom in and see detail so don't make your images too small.





restoration report do's

- Do submit your registration online as early as possible. Registration and all entry material submissions are done online. The registration can be submitted as soon as the competition materials are published independently of the entry materials or at the same time.
- Do check for your confirmation email. You will receive an automatic email confirmation. Within two business days, you will receive an email from a TRC Program Coordinator to confirm your entry is complete or notification of any issues. If you do not receive a confirmation, please call (502) 636-5118.
- Do remember this is a project sponsored by Chevron and the product name is **Delo (rhymes with Jello)**.
- Do request donations. See [page 16](#) for instructions on how to locate a Chevron Marketer to request a Delo products donation.
- Do take lots of photos! Photos help tell your story so do use as many as you wish in your workbook to document your project. They should be large enough to see what is going on and include brief captions, so the judges know what you are describing/showing.



restoration report don'ts

- Don't take credit for work you did not perform. If you use an outside source to help with any portion of the restoration effort, document it.
- Don't assume the judges know as much about your tractor and/or farming as you do. Even though the judges are professionals, present your work with full descriptions, making it as self-explanatory as possible.
- Don't include information that is not relevant. Review each section and ask yourself "Is all this information necessary?"
- Don't feature competitive lubricant products in your report or video (this competition is sponsored by Chevron).
- Don't use copyrighted music in your video. It could result in your video being removed from TRC social media channels.



finals presentation

If selected as one of 12 Chevron TRC Finalists, you will be invited to present your project during the National Finals, co-located with the National FFA Convention, this coming October in Indianapolis. Chevron TRC judges are vastly experienced in tractor restoration and will listen carefully to your oral presentation, then ask a variety of detailed questions. Making a compelling, winning, presentation takes confidence, knowledge, and a lot of preparation. You've restored your tractor, you've made it to Indy and the stage is now yours. The following are some tips we've gathered from the pros to help you deliver a knockout presentation.

Requirements

- Guests of presenting teams may watch presentations. No other competitors will be allowed in the room.
- 10 minutes total for set-up and tear down
- 20 minutes to present
- 15 minutes for Q&A

Guidelines

- Start with an outline of what you want to cover, identifying key points as you want to feature all the highlights of your project including what you learned.
- Determine how you want to present your information and organize it, so it makes sense to the judges.
- A digital presentation is recommended, but not required. There will be a lectern with a microphone, projector and screen, and a table for props. A laptop is provided or you can use your own (HDMI and USB-C available). You can send your presentation file ahead of time, or bring it on a USB drive.
- **Practice, practice, practice!** Rehearse in front of friends and family and ask for their feedback remembering that all feedback is good feedback.
- Tell your story using visuals: bring old tractor parts to help describe how each piece worked as you disassembled your tractor. Props and demonstrations are great provided they help tell your story.
- With more than one presenter, it's recommended each person choose an area of expertise on which to focus. Be a subject matter expert for your particular role in the restoration. If one team member will graduate the year before your submission, be sure and transfer the knowledge so another can tell the story.
- There are a number of excellent public speaking organizations to help guide you, such as [Toastmasters.org](#) which offer fellowship and structure for learning and polishing your public speaking skills.
- And finally, don't be shy, relax and be confident, entertain your audience, this is your moment!

section 3

resources



report templates

All templates are available for download on ChevronTractorRestoration.com in Microsoft Office and PDF formats. Using these templates is optional.

Restoration Report Template

A Restoration Report template is available in Microsoft Word, as well as a PDF for reference in case you are not able to open Word files, but you may use any program to create your entry. Please keep in mind that your cover page must follow the general format provided in the template, and include your name and/or team name, school or affiliated organization (i.e. FFA chapter), a photo of your restored tractor with a caption and the year, make and model of the tractor. Apache OpenOffice Writer is a free open source word processing software that can even open our Word template to get you started.

Expense Report

This should be used to document you and/or your team's expenses, along with donated goods and services for the duration of your restoration. A template is available in Excel and PDF formats in the template packet available

for download on the TRC website. Even if you don't use the template, your report must include the date, vendor or provider, a description and the amount. You can also include additional items such as the invoice number, part numbers, etc. Remember to include the estimated value of the donations received and total all expenses at the end.

Labor Report

This should be used to document you and/or your team's time spent on the renovation for the entire duration of your restoration. This is available as Excel and PDF formats. Even if you do not use the template, your records should follow this format to include the date, worker name(s), hours, and a description of the work performed. You should also include totals for the number of hours worked by any additional helpers or advisors. You do not need to provide separate totals for interior and exterior work.



file formatting

Your Restoration Report files may be quite large, mostly due to the number of photos included in your report and cannot be sent as an attachment via regular email. There are a variety of ways to transmit large files online; below are a few options that may work for your needs:

- Hightail, free limited service to upload and send large files
- iCloud for Apple product users
- OneDrive for Microsoft product users
- Google Drive requires a Google account
- **Dropbox** free account with storage up to 2GB

If you experience any difficulties with an electronic upload, or would like to receive a link to upload to our Dropbox account, email our TRC Coordinator at **TRC@DeckelMoney Penny.com**, call (502) 636-5118, or toll free to (888) 501-7469. Please note, all electronic entries must be received by midnight Monday, August 14, 2023.

We also strongly recommend that your final report be converted to a PDF file and submitted as such, however, this is not mandated. With Microsoft Word 2007 and all later versions, simply save your document as a .pdf file (ex: JaneDoeChevronTRC2023Report.pdf).

If you're using Google Docs, you can share a link to download as a PDF. On a Mac, simply use the PDF dropdown menu from the Print dialog in any word processing software. If none of these methods work for you, download a free PDF converter like PrimoPDF.

safety checklist

We have moved the Safety Checklist to the **Safety Report on page 9**. Please utilize the checklist provided, and if you're ever in doubt of the proper procedure, consult an expert!

Download a printable checklist to post in your shop from the **TRC Resource Kit**.

delo product requests

To request a donation of official Chevron Delo products for your tractor restoration, follow these simple steps:

- Use the **Chevron Marketer Locator** to find a Delo (rhymes with Jello) distributor near you.
- Contact your local marketer via phone, email or in person with a list of products you need and request the donation.
- For questions or further guidance, contact our TRC Coordinator at **TRC@DeckelMoney Penny.com**, call (502) 636-5118, or toll free to (888) 501-7469.

Information for Chevron Marketers

For specific information about this program, refer to your Lubrication Marketing Manager or Lubrication Sales Manager. Lubrication Marketers (LMs) have up to \$500 in Max Funds available for reimbursement for product provided to TRC participants. See the 1st Source Marketer Brochure for details.

LMs can also support the TRC by helping to spread the word about program, or helping students find mentors or tractors to restore, as well as recommending trusted vendors for other supplies, parts, and services.

For questions about student eligibility or competition details, visit **ChevronTractorRestoration.com**, or contact our TRC Coordinator at **TRC@DeckelMoney Penny.com**, call (502) 636-5118, or toll free to (888) 501-7469.



Chevron Delo® Bumper-to-Bumper Protection for Agricultural Equipment

Engine Crankcase

- Delo 600 ADF 15W-40
- Delo 400 XLE 10W-30
- Delo 400 XLE 15W-40
- Delo 400 SDE 15W-40

Coolant System

Delo ELC Advanced Antifreeze/Coolant
Delo ELC Antifreeze/Coolant
Delo XLC Antifreeze/Coolant

Hydraulic System

- Chevron Synthetic All Weather THF
- Chevron 1000 THF

Bearings

Starplex® HD
Starplex EP

Differentials & Gear Drives

- Delo Syn-Gear XDM 75W-90
- Delo Syn-Gear HD 75W-90
- Delo Gear EP-5 80W-90
- Delo Gear ESI® Transmissions
- Chevron Synthetic All Weather THF (Single Sump Design)
- Chevron 1000 THF (Single Sump Design)

Transmissions (Manual & Automatic)

- Delo Syn-Trans XE 75W-90
- Delo Syn-Trans HD 50
 - Delo Syn ATF HD
 - Chevron Synthetic All-Weather THF (Single Sump Design)
 - Chevron 1000 THF (Single Sump Design)

TIP:

Need Delo products for your restoration?

See page 16 for details of how to request Delo product donation.

Available as ISOCLEAN® Certified

These product recommendations provide general guidelines. All manufacturers have different coolant and lubricant requirements and recommendations. It will be important to contact a Chevron representative or refer to the Original Equipment Manufacturer manual to confirm the proper product is used for the application. Visit chevron-gsc.force.com/lubeteksupport for confirmation of specific OEM specifications.



instructor/advisor competition plan

High School Student Coursework for Agriculture, Career, and Technology Educators and Advisors

For 25 years, the Chevron Tractor Restoration Competition (Chevron TRC) has provided an opportunity for high school students to learn valuable life skills they can use in their post-academic careers. Lifelong friendships are developed as students learn hands-on and engage the community for assistance in their project. Working individually or in teams, entrants compete for prizes including a top prize of \$10,000 and overall totaling \$20,000, and learn valuable life skills in the process.

This Competition Plan is designed to create and grow leaders in your community. For more information on the Chevron TRC, visit ChevronTractorRestoration.com or email at TRC@DeckelMoney Penny.com, call (502) 636-5118, or toll free at (888) 501-7469. For more information about Delo for the Agriculture industry, visit DeloPerformance.com.

For additional curriculum building resources and educator training opportunities, [Curriculum for Agricultural Science Education \(CASE\)](#). This organization is an initiative of the FFA's National Council for Agricultural Education whose mission is to impact student career readiness by empowering teachers with improved instructional practices and relevant

curricula sustained by professional development.

Objective

- Project-Based Learning
- Project and Record Management
- Budgeting and Fundraising
- Time Management
- Planning and Sourcing
- Project Documentation
- Safety Procedures
- Teamwork
- Presentation Skills

Skills Required

- Curiosity
- Motivation
- Organization
- Communication
- Mechanical
- Tenacity

Materials

- Old tractor
- Source or repair parts
- Community support for resources, expertise & fundraising



buster padgett

agriscience instructor/ffa advisor

"The Chevron TRC program provides the perfect opportunity not only for hands-on learning and the application of skill sets, but teamwork, leadership development, project management and interview skills. No other program has provided such a complete experience for my students. As a teacher and parent of students who have participated over the years, I've found it provides the confidence and skills to be successful in any career choice. The Chevron TRC is a tool for me to continue making a positive impact on the education and lives of my students."

section 4

awards & criteria



tractor restoration awards

Once all of the Restoration Reports and entry materials are received, they are reviewed by our pre-judges. All experts in tractor restoration, they evaluate the reports on the various aspects of the restoration from the final drive to the paint job, as well as the execution of the report itself. But the most important components they evaluate is the clear demonstration of mechanical and technical knowledge combined with proper safety procedures.

Once the pre-judges' scores are totaled and combined, the top scoring 12 teams are named the #2023ChevronTRC Finalists. These Finalists will be announced live on **Facebook** on Wednesday, September 6, 2023. Finalists will be notified of their assigned presentation time by a TRC Coordinator no later than Friday, September 8, 2023. Then the Finalists have seven short weeks to prepare themselves to present their restorations in front of our panel of four veteran TRC Judges.

The awards for Grand Champion, Reserve Grand Champion, and Third Place along with all the other awards listed here

will be awarded at the TRC Banquet on Friday, November 3, 2023 and livestreamed on the **TRC Facebook** page. All winners will be posted to the **TRC Facebook** page by approximately 10:00pm ET.

- **Grand Champion – \$10,000** and act as the TRC ambassador, and opportunity to show your restored tractor at live events (travel opportunities subject to change)
- **Reserve Grand Champion – \$5,000** and the opportunity to fulfill the role of TRC ambassador should the Grand Champion not be able to attend any in-person events
- **Third Place – \$3,000**

fan favorite award

In past years known at the 'Best Video Contest' this award is now known as the 'Fan Favorite Award' – because while it's an official component of your Chevron TRC entry, the award is actually bestowed on the entrant whose video, photos, and 1,000 word description received the most votes

on ChevronTRCVoting.com (note this site is only live during the voting window). These votes are cast by the public as well as your friends and family, because after all, they are your biggest fans!

Each of your entries for the TRC competition will automatically be entered into the Fan Favorite Award. While this contest has been designed to engage your families, friends, and your communities, it is primarily designed to showcase your creativity, along with the 'fun factor' of the competition. Please note, all video votes do not affect the final outcome of the official competition.

- Votes will be captured electronically at ChevronTRCVoting.com.
- Voting will begin Tuesday, August 29, 2023 and conclude Friday, October 27, 2023.
- A maximum of three votes a day are allowed from each email address.
- No voting automation software tools may be used.
- The winner and runner up will be the individuals/teams which garner the most and second most votes.
- Video voting prizes for the first-place winner(s) and runner(s) up will be awarded to each member of the team for up to a total seven team members.
- First place will receive a \$150 Visa Gift Card for each team winner (up to 7 team members - \$1,050 total).
- The runner-up will receive a \$100 Visa Gift Card for each team winner (up to 7 team members - \$700 total).

best photo award

The competition for this award is always high! So many of our entrants include high-quality photography with their entries, our judges always have a hard time making their selections. All entries are automatically entered for this award using the five high-resolution photo files submitted.

- Judges are photography, creative, and/or design professionals appointed by Chevron.
- Photos will be judged on: composition, cropping, resolution, scenery, and overall quality.
- The Best Photo winner will receive a framed print of the chosen photo, plus a \$100 gift card per team member featured in the photo, up to seven members.
- While we're all fairly good photographers using our smartphones, we don't encourage selfies; consider engaging a local photographer or experienced amateur/friend who's really good at taking professional-grade shots.



best presentation award

The ability to effectively present your ideas to others with confidence and clarity is an invaluable skill no matter what your career path. In addition to mechanical skills, knowledge and application of safety procedures, and written communication skills, the Chevron Tractor Restoration Competition will be a test of Finalists' oral delivery.

- The judges are Chevron representatives who will evaluate:
 - Presentation skills
 - Confidence – body language, voice projection and clarity, reliance on notes/reading rather than presenting
 - Mastery of the subject – understanding of the content, divergence from the Restoration Report, equal participation among team members
 - Quality of communication – information is clear and concise, tell a story or recitation of facts, balance between slides and verbal communication
 - Visual aids, props, and creativity
 - Prepared and organized
- The winner of the Best Presentation Award will be selected from the Finalists who present in Indianapolis.
- The winner will receive a \$100 gift card per team member who participates in the live presentation, up to seven members. Restoration team members who do not present to the judges are not eligible.





safety award

As safety is a high priority for Chevron, and a critical component of every restoration project.

Additionally, learning and implementing proper procedures is an important life skill for students.

Finalists are evaluated based on their documentation of safety procedures

in their Restoration Reports including all photography, videos, oral presentation, as well as Q&A. The winner of this award will need to clearly demonstrate not only awareness and understanding of proper procedures, but application of these principles to their best of their ability in their workspace(s).

The winner of the Safety Award will be selected from the Finalists who present in Indianapolis. The Finals Judges

will select the Safety Award winner based on the their demonstrated understanding and application of the best practices as outlined in the **Safety Report on page 9**.

The winner receives a \$500 gift card (this is a single \$500 award regardless of the number of individuals in a team).



**2022 winners Dubiski Career High School
Grand Prairie, TX**



Cathy McCarty Hendrix mentor of the year award

This award has been named in honor of Cathy McCarty Hendrix who coordinated the TRC program for over 10 years. Cathy was known for her warmth, drive, and passionate commitment to the TRC program. While Cathy loved the program, she was even more dedicated

to the young individuals who took part in it. It is in her name that we honor the dedication of our TRC mentors. It is their spirit and commitment to not only teaching these students new skills, but how to become young adults and future leaders that is the lifeblood of this program.

To all of our participants this year, we want you to think about the contributions of your mentor(s) to your project. They are the unsung heroes who are already winners to so many of you; they've been with you on-call, nights and weekends, in every phase of your restoration. And now, Chevron wants to give you the opportunity to recognize them with our Chevron TRC Mentor of the Year Award which includes a trophy and \$1,000 gift card. To nominate your mentor:

- Write a 250-1,000 word nomination letter about your restoration experience and how your mentor embodies the spirit of the award.
- Include you/your team's name, mentor(s) name, and at least one contact phone and email of a nominator.
- Email your nomination to TRC@DeckelMoney Penny.com by Friday, September 1, 2023.
- Nominations for this award are open to any adult serving in an advisory or mentor capacity to a valid TRC team – not only an official FFA/4H advisor or teacher.
- The mentor(s) name(s) must be listed on the official entry registration to qualify.
- Each mentor can only be nominated once per entrant/team. In the event of multiple mentor nominated by one entrant/team and selected as the winners, the prize will be equally divided among the respective mentor.
- Winners do not need to be present at the TRC Awards Banquet to win; they will be notified via their email address provided in the entry.



**2022 winner Dave Jorgensen
mentor to Analisa Jorgensen, Atascadero, CA**

section 5

tips & FAQ



helpful hints & tips

- Job safety analysis forms can be found online, and check out [OSHA's website](#) for great info on job and workplace safety
- A picture's worth a thousand words: when submitting your Restoration Report always include photos – don't forget the caption descriptions!
- Ensure your Restoration Report cover includes you and/or your team's name, along with a great shot of your tractor and/or your team with the tractor
- Speaking of photos, always include both 'before' and 'after' pictures
- Show your gratitude by acknowledging those who help you during the restoration (and also give them shout outs on social media!)
- Avoid a software meltdown and be sure to save your report frequently as it's not uncommon for computer programs to sometimes close your work unexpectedly
- Keep all receipts and document your time, materials and notes daily during the restoration process
- When using a smartphone to record video for your restoration entry, always make sure it's rotated horizontally to capture the most compelling content
- However, when posting an [Instagram](#) Story, be sure your smartphone is always rotated vertically
- The live presentation portion of our competition is an excellent opportunity for you to learn and practice valuable, lifelong public speaking skills
- Early registration alerts us to be on the lookout for your entry
- Log in on social media for updates and check out the competition while you show off your own work! Follow us on [Facebook](#), [Instagram](#), [Twitter](#), and [YouTube](#)



judges' tips

Our teams of pre-judges and finals judges not only have years of experience in determining Chevron TRC champions, they also have hands-on expertise when it comes to tractor restorations. Additionally, they all have exacting standards about what they look for in the final submitted Restoration Report and oral presentation. All of them are restoration experts with decades of collective involvement and the know-how. To help assist you, each offers his hints and suggestions for a winning report.

pre-judges

Dave Mowitz

Executive Editor, Successful Farming Magazine and the Ageless Iron Almanac. Host & Field Producer, Successful Farming television show, Des Moines, IA

Dave was raised on the plains of Nebraska tending to chores on an irrigated family farm, part of this he owns today. He serves as Executive Editor of Successful Farming Magazine, Editor-In-Chief of the Ageless Iron Almanac, a

bi-monthly publication covering the hobby of agricultural collectibles, and as Host and Field Producer of Successful Farming's weekly television program.



"Thoroughness in the report is an important pass gate for me as it is a reflection of the knowledge the applicant has learned from their project."

Chris Jowett

Vice President, Construction Equipment Services Repair and Restoration, Odessa, MO

Chris and his father own Construction Equipment Services Repair and Restoration where they specialize in antique steam traction engine repair, restoration, and "R" Stamp boiler repair. They also have a side specializing in heavy equipment and farm tractor repair. Chris is also an avid collector of steam

traction engines and prairie tractors for 3 generations. He has been restoring tractors since 2000.



"I like professionalism in the reports and how they are presented. Highlight the details and key features that show you learned and understood the functions and systems you were assessing and repairing."

Tabetha Hammer

Innkeeper, Arlington Inn & Spa, Arlington, VT

Tabetha is a two-time TRC Grand Champion for 2003 and 2004. She earned a BA in Automotive Restoration, then spent the next decade as a car culture evangelist, overseeing youth, education and heritage programs, and engaging more than 15,000 kids in the car community. She is also now responsible for the preservation and operations of a 175-year old Vermont Inn.



"Competitors should learn about themselves personally while also gaining new skills and honing existing knowledge. Your documentation reports should be honest, convey accuracy and detail and highlight your own unique personality. This should be FUN! I want to learn about who you are through your work.."

Lou Buice

Owner of Vintage Power, LLC, Waco, TX

Lou grew up in a farming community in central Texas, where his family has been collecting and restoring tractors for five generations and counting. Still in their collection is his grandfather's Hart Parr tractor, purchased new in 1930. Lou bought his first antique tractor in 1974.



Prior to starting his own corn and sorghum seed company, Lou held numerous sales/marketing positions within the agriculture industry. He is the Co-Founder and former President of Golden Acres Genetics, Ltd.

"Contestants should have an emotional tie to whatever they restore; the passion in a project shows in the final result!"

finals judges

Hez Salsbury

Owner, H.P.K. Restoration L.L.C., Pueblo, CO

Hez, a former college instructor in mechanical and electrical components and engineering, has been involved with the TRC since 1999, and a judge since 2009. He has been using and working on tractors since 1970, and collecting and restoring since 1990.



"I want to know that students understand how different parts of the tractor (transmission, PTO, clutch, torque amplifiers, hydraulic systems, etc.) work. After a major restoration you should know this, so it's my job as a judge to test them. I expect detailed descriptions of the work that was done, along with captioned photos that clearly exhibit what's shown. I like to know

what challenges were faced during the restoration process and how they were overcome."

Brian Holst

Vintage Power Specialist, Aumann Auctions, Davenport, IA

Brian has over 35 years in the technical, restoration, and preservation of the history of agricultural equipment. He enjoys listening and sharing information whether it be at tractor shows, auctions, or tractor pulls. Previously a pre-judge, Brian has been a finals judge since 2017 and restoring tractors since 1982.



"All aspects of safety is what I am looking for in each and every project. Safety glasses, gloves, and air respirators are only a few of the areas that catch my eye. Trailer loading and load securement, jack stand, air nozzles and other tools fall into the safety category as well."

Dennis Rupert

Owner, The Agricultural Heritage Company, Hillsdale, MI

Dennis grew up around old farming machinery, tractors and steam engines and began attending "Threshers Reunions" in the late 50's. The hobby became a passion, and in 1976 developed into collecting and restoring these grand old machines. Dennis says he has been "honored" to be a judge since 2002.



"The Restoration Report has specific guidelines which must be followed, and students who do not are at a disadvantage because adhering to instructions and documenting each step of the work is a very big portion of his/her score. Details are extremely important so that I have a complete understanding of all the work performed. We typically see

projects that were completely torn down and rebuilt, and the contestants must be clear they did the work and have complete knowledge and understanding of the steps and procedures applied to his/her tractor."

Luke Chennell

Associate Prof. of Technology, McPherson College, McPherson, KS,

Luke has been involved in restoring antique cars and tractors since he was five years old. He currently teaches at McPherson College in central Kansas, specializing in drive train and chassis restoration. He has two tractors, a 1960 John Deere 435 and a 1951 John Deere R. Previously a pre-judge, this is Luke's third year as a finals judge.



"I look for attention to detail and mechanical competency in looking at workbooks. I want to see that someone not only understands how to restore a component, but also how it should properly function."

past winners



Ethan Van Delden 2022 Grand Champion

"Being a part of Chevron TRC as Grand Champion has been an incredible experience. The program gave me the opportunity to share my passion for tractor restoration, meet new people and improve my public speaking and presentation skills. Though the restoration process, I have learned about setting goals, time management and organizational skills that I will need in the future. I have gained more knowledge about inner workings of engines, transmissions and hydraulics. I have also learned that through hard work and determination anything is possible."



Matthew Machicek 2019 Grand Champion

"Winning the Chevron TRC is an accomplishment in and of itself. The memories, speaking abilities, time management, skills, and techniques that you have learned to complete your project will stick with you forever as long as you retain it. No matter what, don't let something difficult stop you in your tracks. Accepting something that is a lost cause or difficult can be and will be one of the biggest regrets you can make. No matter if it's a project or your dreams. Find the flaw, improve on it or solve it, and continue on. Remember: Find it! Fix it! Finish a winner!"



Annika Ernstrom 2021 Grand Champion

"I am beyond honored to have been apart of such a remarkable program that not only encourages your passion for tractors but connects you to people and resources that will always be there to help. You will surprise yourself with how much growth and improvement you make in less than a year. I not only found my passion, I found confidence in what I do, the importance of building and nourishing relationships with those around you, and how incredible agricultural mechanics really is. I will never hesitate to recommend a project like this no matter your level of knowledge about mechanics or tractors. I knew nothing in the beginning and still have a lot to learn, but when someone told me I couldn't win, I said challenge accepted."



Ricky Schilling 2018 & 2020 Grand Champion

"It is a great honor to be one of the twelve finalists in the Chevron TRC. Winning Grand Champion is even more exciting and opens doors to travel, meeting interesting people from all over the USA, and making life long friends. In the three years I competed, I learned so much about mechanical design, presentation of ideas, and how to communicate concisely. The hard work involved in tractor restoration taught me the value of dedication, determination, and uncompromising excellence. Winning gave me the confidence to pursue any goal. The memories and friends I made during the competitions are priceless, and I will treasure these for the rest of my life."

FAQ

The Basics

Q: Who is eligible to compete in the Chevron Tractor Restoration Competition?

A: All high school students are eligible to compete in the Chevron Tractor Restoration Competition (TRC). Any student on the team may graduate during the academic year prior to the competition deadline in August and still compete in the finals if the team is selected. For safety reasons, the restoration work should be completed while the student is in high school (and of high school age), or during the summer following graduation for seniors.

Q: Is there a certain type of tractor I must restore?

A: Historically, students restore tractors that were once a vital part of daily farming. Eligible tractors must have an internal combustion engine and be model year 1980 or earlier. Tractors produced after this date have more complex electrical and computer systems. Establishing 1980 as a cut-off date helps keep the complexity and cost down of restorations and allows students to focus on fundamental mechanical skills.

The tractor model should have been tested by the **University of Nebraska Tractor Test Laboratory (NTTL)**.

Q: What is the University of Nebraska Tractor Test Laboratory (NTTL), and how do I know if my tractor has been tested?

A: The **NTTL** is a standard reference for tractors sold in North America. Their testing reports provide standard sets of specifications for tractor models on items like drawbar pull, pulling power for plows, belt horsepower, operating convenience, fuel consumption, and operator comfort. The TRC judges can utilize these standards in their evaluation of restoration entries.

Please visit the **NTTL website** to look up your tractor model. If your tractor model does not appear on their listing of test reports, please contact **trc@deckelmoneypenny.com** with your specific tractor information for eligibility review.

Q: Can my tractor have implements attached?

A: No, tractors with implements are not eligible. Any implements on the tractor should be removed prior to restoration.

Q: Can I/we have help?

A: We encourage parents, agriculture teachers and advisors, as well as other adult mentors to be active in your restoration project from an advisory standpoint.

They should be there to supervise and offer help with questions, explain best practices, observe and enforce safety precautions, and be your go-to person for any questions. However, this is a student project. Advisors, mentors, and parents should not be completing the Restoration Report or restoring tractor components without student involvement. We also encourage students to reach out to the community and Chevron lubrication marketers (distributors) who may also provide advice or technical information. Visit **DeloPerformance.com** to locate a Chevron marketer (distributor) in your area.

Q: How can I fund my project?

A: Cost management and budgeting will be valuable skills learned through your restoration effort. It's a good idea to set an initial budget and track your budget along the way. Be sure and document how you manage it in your Restoration Report. Some students may have sponsors who underwrite their project expenses so it's important to document for your accountability. How you manage your resources (time and materials) is more important than the total cost of the restoration. Always think about the return on investment. For example, is it worth buying a new fender when you can weld in a replacement patch?

Q: Are there any resources for helping to finance the restoration?

A: Here are some ways that you might consider raising funds for your project:

- Research grants through FFA, 4H or similar orgs
- Hold yard sales at your school and ask for donated items and baked goods from local businesses
- Host car washes at a local business
- Use social media to ask for help, you might be surprised what you will get
- Set up a fundraiser on **GoFundMe.com**
- Reach out to antique tractor clubs or tractor enthusiast clubs for donations and/or expertise
- Print and sell t-shirts
- Sell tickets to raffle off the tractor after the competition.
- Sell Chevron TRC calendars (made available for free to anyone working on a TRC entry; order online in sets of 50 at **ChevronTRCVoting.com/calendar**)
- Contact your **local Delo marketer/distributor** to request donated product
- Titan Tires has a history of product donations, but due to supply chain shortages, temporarily discontinued their program in early 2021. As of the publication of this document, there was no information on when it would re-start, but you can check their website for information: **titan-intl.com** or **titan-intl.com/antique-tractor-restoration**.

Q: I am a Chevron Lubricant Marketer (LM). How can I support a local student getting involved in TRC?

A: LMs have up to \$500 in Max Funds available for reimbursement for product provided to TRC participants. (see 1st Source Marketer Brochure for details). LMs can also support TRC by helping to spread the word about the program to your customers, as well as helping students find mentors or tractors to restore, or recommending vendors for other supplies, parts, and services.

Q: I am an Ag educator, where can I find resources to build my curriculum to incorporate a tractor restoration?

A: For additional curriculum building resources and educator training opportunities, **Curriculum for Agricultural Science Education (CASE)**. This organization is an initiative of the FFA's National Council for Agricultural Education whose mission is to impact student career readiness by empowering teachers with improved instructional practices and relevant curricula sustained by professional development.

In addition to a variety of agriculture curriculum, they offer a course for instructors called Ag Equipment Maintenance & Technology. With this training and curriculum, instructors can prepare students to enter the ag technician field through hands-on identification and cause and correction of equipment failures in electrical, fluid, diesel, precision, and mechanical systems. A tractor restoration as part of this curriculum can be used as a TRC entry.

Your Restoration & Report

Q: Where do I begin? Where do I get a tractor?

A: Drive around your town or rural surrounding areas. Check online to see if anyone is selling an antique tractor, or to find upcoming auctions. Check with your School Ag teacher, FFA/4H advisor, etc. – he/she may be able to assist you in finding a tractor. If you are interested in restoring a specific make of tractor (e.g. Allis Chalmers, John Deere, Case, etc.), you may find collector clubs and individuals who might help with expertise or even sponsoring a restoration. Use **Facebook, Instagram** and **Twitter** to promote your desire to locate and restore a tractor.

Q: What are the requirements for the format of the Restoration Report?

A: There is a 100-page length limit (including photos), and page numbers are required. If you have a lot of photos, learn how to place multiple images on a single page, but remember to include captions and make sure the images are large enough for the judges to see what is important to tell your story. The report should be easily read, which means using simple fonts like Georgia or Helvetica, and a minimum of 10pt, single-spaced type, though larger type and double-spacing is appreciated by the judges. The TRC Coordinators will review Reports for legibility when they are submitted and may be sent back for revisions if they do not meet minimum standards.

Q: How do I add photos to my Restoration Report?

A: Photo placement tips can be found online on your software program's website (e.g., Microsoft Word). Proper placement of photos in your document will prevent photos from moving around and potentially obscuring text that describes a portion of your restoration. Don't forget to include caption descriptions!

Submitting My Project

Q: When do I need to get my completed TRC Restoration Report to you?

A: The deadline for report submissions is midnight, Monday, August 14, 2023, but it is best if you try to get it in early. We encourage students and teams to register in advance of the competition deadline, so we know to look out for the entry.

Q: How do I know if the formatting of my report is "easily readable?"

A: The best thing to do is to give the report to several adults, preferably at least one who requires glasses, to review and ask if it is easy for them to read. While experience has its advantages in life and tractor restoration, it takes a toll on the eyes. Also remember that cumulatively, our judges will be reading hundreds of pages, which can easily lead to eye strain and fatigue. Teachers are an excellent resource for knowing what formatting issues will hinder readability.

Q: What if I don't finish my project in time?

A: We know that finishing a project such as this is hard work and you have other priorities. Even if you've already submitted your registration, you are not obligated to submit your entry this year. You can enter a restoration project the following year as long as you are in grade 12 or lower in the spring the year of the entry and the restoration work was completed while in high school. Feel free to use this Instructions Book as a guide, but note there could be changes to the requirements the next year.

The Finals

Q: I/my team has been recognized as a finalist! What happens now?

A: Congratulations! Finalists will be notified first on **Facebook**, followed by an official email with details about the live presentations which will be held during the FFA Convention November 2-3, 2023 in Indianapolis. Finalists will be invited to deliver an oral presentation on their restoration project to the judging panel. All participants are responsible for their travel expenses. Once selected as a finalist, be sure to make arrangements as soon as possible to attend the convention. You won't be able to bring your tractors with you; just you and/or your team, and your parents/guardians/student advisors and/or mentors.

Q: What happens during the Finals?

A: At the finals, you will present your restoration project to a panel of expert judges. The judges will have reviewed your Restoration Report and video so be sure to present new information. Feel free to use any type of visual display – PowerPoint presentations, storyboards, actual parts from the old tractor, etc. The judges want to get a sense of who you are, what you discovered and learned. After you give your presentation, there is a Q&A period where the judges can ask you questions about your presentation and/or your project. Be prepared to know specifics about tasks that you performed and your documentation.

Q: An Oral Presentation? What should I do?!

A: You've done the hard work of restoring your tractor. The oral presentation provides the opportunity for finalists to present their project from start to finish. It's acceptable to have your talking points written in your PowerPoint presenter notes or note cards, but try not to read directly from a script. While it's great if you can memorize your speech, don't feel obligated to do so. We want you to be totally comfortable talking to the judges. Remember that there may be resources such as Toastmasters.org to help you with public speaking skills. Practice is very important; don't try to wing it!

Q: What happens after I give my presentation?

A: Finalist teams present over the span of two days during the National FFA Convention in Indianapolis on Thursday, November 2, and Friday, November 3, 2023, and the Awards Ceremony follows on Friday evening. All finalists will be recognized at the awards ceremony. Chevron executives will present the program and winners.

Q: Who is invited to the Awards Ceremony?

A: Finalists, advisors/mentors, and parents typically attend the Awards Ceremony. We have limited seating so additional family members are welcome, within reason, provided we have seating available. Finalists will receive an email invitation with a link to RSVP. It is critical that we know how many people are attending so we can properly plan for seating and catering.

Q: I am grateful to the judges and Chevron for their time and review of my project. Is it OK to give them a memento of appreciation?

A: While it is a nice gesture to thank the judges and Chevron, we respectfully ask that no gifts of any monetary value be given to the judges as it may create a perception of favoritism. After the judging is complete and winners announced, if you would still like to express appreciation, please reach out to the **TRC@DeckelMoney Penny.com** and your comments will be shared.

section 6

entry submission & official rules

entry submission instructions

Please review the instructions and file specifications to ensure all materials are completed for final submission to **officially enter** the 2023 Chevron TRC NO LATER THAN MONDAY, AUGUST 14, 2023. If you have any questions regarding, or issues with, submission of your files please contact the Chevron TRC coordinator via email at TRC@DeckelMoney Penny.com, call (502) 636-5118, or toll free to (888) 501-7469.

Registration can be completed ahead of time, or at the same time as submitting your entry files. It is highly recommended to submit a registration for your entry as early as possible. This lets us know to expect your entry and allows us to send you any special announcements, updates and reminders as the entry deadline approaches.

To complete **Registration**, you will need the following information:

- Restored tractor information including model/make, model year, and serial number
- Official restoration team name – this will be used to identify your entry on social media and in TRC materials. For an individual entry this could be your name, or for teams the name of your school, FFA Chapter, etc.
- Designation as an independent entry or an affiliation with a school, FFA Chapter, 4H Chapter, etc.
- If affiliated, provide organization contact information
 - School/Chapter name
 - Street address, city, state, zip, phone and/or fax if applicable
 - Advisor or Mentor (school/teacher, FFA, shop etc.) name, phone number and email
- Name, age, grade, and email for each member of the Restoration team. Only include names for those who worked on the tractor entry being registered.
- Signed **Release Form** for each team member
- Recipient of prize money – The registration form will ask how you would want a cash prize check addressed. If it will go to a school or organization chapter, we will collect a Tax ID number for that entity on the registration form. If prize money will go directly to member(s) of the team, parent, or guardian, we will collect a W-9 form for each addressee after the announcement of winners.

Entry files can be submitted at the same time as **Registration**, or at a later date. Due to technical requirements, file uploads are separated into two sections and are completed on two sites.

- File Upload Step 1: **Registration & Report submission site**
 - Restoration Report file (PDF preferred)
 - Restoration start and end dates
 - Total hours spent on the project
 - Total Expenses
 - You will be automatically redirected to the second site upon clicking Submit on the form after file upload
- File Upload Step 2: **Photos and Video**

These elements are utilized by the judges but are also used for the Fan Favorite Award and will be input into an online voting site. As such, this step requires that you set up an account on that site and input some additional information about the entry.

 - Contact name
 - Team Name
 - Tractor year, make, and model
 - Description of how you restored the tractor (1,000-word limit)
 - Video file (AVI, FLV, MOV, MP4, MPEGs, WMV accepted)
 - Images (BMP, GIF, JPEG, JPG, PNG, TIF accepted)
 - Review video voting rules and accept Terms and Conditions

2023 chevron tractor restoration competition (the “trc”) official rules

THE TRC IS OPEN ONLY TO HIGH SCHOOL AGE STUDENTS IN THE UNITED STATES. DO NOT ENTER THE TRC UNLESS YOU ARE A HIGH SCHOOL AGE STUDENT IN THE UNITED STATES.

THE TRC IS SUBJECT TO ALL FEDERAL, STATE, PROVINCIAL AND LOCAL/MUNICIPAL LAWS. VOID WHERE PROHIBITED OR RESTRICTED BY LAW. NO PURCHASE NECESSARY TO ENTER OR TO WIN.

- **Sponsor / Administrator:** The TRC is sponsored and administered by Chevron Products Company, a division of Chevron U.S.A. Inc. (“Sponsor”) located at 6001 Bollinger Canyon Road, San Ramon, California 94583. All entrants agree and understand that they are providing their information to the Sponsor and not to Facebook. All questions, comments or complaints regarding the TRC should be directed to the Sponsor at the respective address listed above and not to Facebook.
- **TRC Period and Selection of Winners:** The TRC runs from Friday, April 28, 2023 at 12:01 AM (PT) through Monday, August 14, 2023 11:59 PM (PT) (the “TRC Period”).

A panel of judges, selected by the Sponsor in its sole discretion, will score each entry and choose one team winner for each of the top 3 prizes as follows: (1) Grand Champion, (1) Reserve Champion, and (1) Third Place. Eligible entrants are only eligible to win 1 of the top 3 prizes. The winners of the top 3 prizes and all other entrants are eligible to win the following additional prizes:

Best Presentation – A panel of judges, selected by the Sponsor in its sole discretion, will score each entry and choose one team winner for Best Final Presentation. Each team member must be listed on the original Registration Web Form.

Fan Favorite Award – The Fan Favorite will be judged and selected by the public via Sponsor’s online video vote platform. One team winner and one team runner up will be selected. Each team member must be listed on the original Registration Web Form.

Best Photo – The Best Photo will be judged and selected by the Sponsor in its sole discretion, on the following criteria: composition, resolution, cropping, scenery, and overall quality. One team winner will be selected. Each team member must be listed on original Registration Web Form.

Safety Award – A panel of judges, selected by the Sponsor in its sole discretion, will score each entry and choose one team winner for the Safety Award. Each team member must be listed on the original Registration Web Form.

Eligibility

The TRC is open to legal residents of the Eligible Region who are high school age students in their respective state or province or territory of residence. If an entrant is under the age of 18, a parent or guardian signature is required on their original Release Agreement submitted with Registration. Entrants must select a tractor that has an internal combustion engine to be eligible to compete in the TRC.

Employees, suppliers, representatives and agents of the Sponsor, its affiliated companies, subsidiaries, advertising and promotional agencies and the immediate families and/or members of the households of any of the above are not eligible to enter the TRC or win a prize.

Conditions of Entry: By entering, entrants agree to accept, abide by and acknowledge compliance with these Official Rules, including but not limited to all eligibility requirements and the decisions of the Sponsor and its representatives. The decision of the Sponsor and its representatives in respect of any matter related to the TRC (either before or following selection) is final and without appeal.

How to enter

To register for the TRC, each entrant must complete their registration online and submit all required release form, Restoration Report, video, and image files, during the TRC Period:

- **Registration Web Form** – This is the first portion of the online entry process. One form can be completed for the entire team. Include a mobile phone number (if available).
- **Release Agreement** – The Release Agreement is available for download from **ChevronTractorRestoration.com** Resource Kit. One Release Agreement must be filled out by each student who is involved with the team project.

Form submissions must be received by 11:59 PM PT on August 14, 2023. Your submission of the Registration and the Release Agreement will indicate your acceptance and agreement of these Official Rules. Form submissions must be received by 11:59 PM PT on August 14, 2023.

Prize and Winner Notification.

- Chevron TRC Grand Champion: \$10,000
- Chevron TRC Reserve Champion: \$5,000
- Chevron TRC Third Place Award: \$3,000

Total approximate retail value (ARV) of Grand Champion, Reserve Champion and Third Place Prizes is USD \$18,000.00.

- **Fan Favorite Award:** The team with the most votes will receive a \$150.00 Visa Gift Card for each team winner (up to 7 team members - \$1,050.00 total). The runner-up team will receive a \$100.00 Visa Gift Card for each team winner (up to 7 team members - \$700.00 total).
- **Best Photo:** \$100.00 Visa Gift Card for each team winner (up to 7 team members - \$700.00 total).
- **Best Presentation Award:** \$100.00 Visa Gift Card for each team winner (up to 7 team members - \$700.00 total).
- **Safety Award:** \$500.00 Visa Gift Card for the team winner (one gift card regardless of team size - \$500.00 total).

Total approximate retail value (ARV) of Best Presentation, Fan Favorite, Photo, and Safety Prizes is USD \$950.00 to \$3,650.00 maximum.

TRC Updates, Finalists and Winner Notifications: The competition updates will be given on Facebook, Instagram, Twitter and YouTube during the TRC Period.

Finalists will be announced on Facebook on September 6, 2023.

Winners shall be announced at the 2023 Chevron Tractor Restoration Competition Awards Ceremony on November 3, 2023 in Indianapolis, Indiana. Winners need to be present to win the Prize and will also be notified via their email address provided in the Registration Form.

Prize Redemption: Winners must accept their Prize within two (2) business days of notification. If a winner does not accept their Prize for any reason within the time frame provided by these Official Rules, their Prize will be forfeited and Sponsor will award the Prize to another winner based on the next highest score received, as solely determined by Sponsor. Upon receipt, the selected entrant must have previously completed, signed, and submitted Sponsor's Release Form, confirming compliance with the Official Rules and releasing the Sponsor and its affiliates, and respective advertising, promotional agencies, Facebook, Instagram, Twitter, YouTube, Titan Tire, CASE from all liability. Selected entrants' traveling companion(s) (subject to Sponsor's approval) must sign Sponsor's Release Form and return to the Sponsors' office within 2 business days of it having been signed. If the selected entrant (or any of their traveling companions) cannot be contacted, fails to complete, sign and send in the Release Form, or if any such person otherwise fails to comply with these Official Rules, entrant(s) will be disqualified and an alternate entrant(s) may, at the sole discretion of the Sponsor, be selected in his or her place from among all remaining eligible entries received. The Sponsor is not responsible for late, lost, stolen, delayed, illegible, incomplete, destroyed, misdirected or unsuccessful efforts to notify selected entrants. All prizes must be accepted as awarded in the name of the winner and may not be transferred, exchanged, or assigned prior to pick-up, and have no cash surrender value in whole or in part. The Sponsor reserves the right to substitute any of the prizes or any portion thereof for a prize of at least equal value in the event of unavailability, or for any reason whatsoever. The Sponsor is not responsible if the prize is lost, stolen or mutilated and the prize will not be replaced. The value of the prize may be taxable as income; winners are responsible for any applicable taxes. All taxes, fees, duties and surcharges on the prize and/or the redemption thereof are the sole responsibility of the winner(s). Winners must agree to provide required personal information to the Sponsor in order to generate tax documents, if required. Each winner agrees to indemnify and hold harmless the Sponsor, its employees and agents from and against any liability for such taxes.

Other Terms and Conditions.

By entering the TRC, each entrant agrees that if they are a winner of any prize and they accept their prize the Sponsor may use his/her name, statements, likeness and/or photograph, in any and all media, and in any and all future advertising or publicity, without further consideration, except where prohibited by law. BY ACCEPTING A PRIZE, EACH WINNER AGREES THAT THE SPONSOR, ITS SUBSIDIARIES, AFFILIATES, ADVERTISING AND PROMOTIONAL AGENCIES, FACEBOOK, INSTAGRAM, TWITTER, YOUTUBE, TITAN TIRE, CASE AND ALL OF THE OFFICERS, DIRECTORS, EMPLOYEES, REPRESENTATIVES AND AGENTS, THEIR SUBSIDIARIES AND AFFILIATES WILL HAVE NO LIABILITY WHATSOEVER FOR, AND WILL BE HELD HARMLESS BY EACH WINNER FOR, ANY LIABILITY, INJURY, LOSS OR DAMAGES OF ANY KIND, TO WINNER OR OTHER PERSONS, INCLUDING (WITHOUT LIMITATION) INJURIES, LOSS OR DAMAGES ARISING OUT OF OR RELATING TO DEATH, INJURIES, DAMAGES OR LOSSES TO PROPERTY, DUE IN WHOLE OR IN PART, DIRECTLY OR INDIRECTLY, FROM THE ACCEPTANCE, POSSESSION, USE OR MISUSE OF A PRIZE OR PARTICIPATION IN THIS TRC OR ANY TRC OR PRIZE ACTIVITY.

If, for any reason, the TRC cannot be run as planned, including arising out of or caused by, directly or indirectly, forces beyond its control, including, without limitation, natural disasters such as floods, tornadoes, earthquakes and hurricanes and acts of people such as acts of terrorism, riots, strikes, wars and medical epidemics, and interruptions, loss or malfunctions of utilities, communications or computer (software and hardware) services, or due to tampering, unauthorized intervention, fraud, technical failure, human error or any other causes beyond the control of the Sponsor that corrupt or affect the administration, security, fairness, integrity, or proper conduct of the TRC, the Sponsor reserves the right in their sole discretion, to disqualify any person who tampers with the entry process, to cancel, terminate, modify or suspend the TRC and if the Sponsor does so, select winners from among all valid entries received to that point during the TRC Period through all methods of entering to the date of termination. If an entrant is disqualified, Sponsor reserves the right to terminate entrant's eligibility to participate in the TRC. In the event the TRC is compromised by non-authorized human intervention or other causes beyond the control of Sponsor which corrupts or impairs the administration, security, fairness or proper play of the TRC, Sponsor reserves the right in its sole discretion to terminate all or any portion of the TRC. No substitution of prize or cash equivalents will be awarded except at the sole discretion of Sponsor, in which case a prize of equal or greater value will be awarded. **An IRS form 1099 will be issued for all prizes with a retail value in excess of \$600.00 per individual award recipient.** The TRC is subject to all federal, state and local laws and regulations. Winner is responsible for all applicable federal, state and local income and any other taxes, fees and surcharges. For the purposes of these Official Rules, entrant(s) are the person(s) whose name appears on the Registration Form and it is to such person(s) to whom the prize will be awarded if he/she is selected and declared a winner.

Entry Becomes Property of Sponsor

All summaries ("entry" or "entries" or "materials") you submit in this TRC become the sole property of Sponsor and will not be returned. By submitting any materials in the TRC, you, i) agree such materials do not infringe the rights of any third party, and ii) assign copyright in such materials to Sponsor, and agree to take further steps, and execute further documents, reasonably required to confirm such copyright assignment. Sponsor shall have all rights that are afforded to a copyright owner in such materials, including but not limited to the rights to: (a) reproduce, distribute copy, display, and perform all entries submitted in any and all media throughout the world in perpetuity; (b) alter, amend, edit or change entries at any time; and (c) register the copyright for all entries. Sponsor may exercise all of the foregoing rights for purposes of advertising and trade, and for any other lawful purpose, without further compensation to you. Sponsor is not under any obligation to use entries. All comments, offers, suggestions, ideas, recipes, concepts, inventions, or other information ("information and ideas") that you disclose in any entry, or in connection with any entry, are not submitted in confidence and shall not be deemed to be confidential information. Sponsor assumes no confidentiality obligation to you by considering such information and ideas (either as part of an entry or otherwise). By entering into the TRC, you agree to assign to Sponsor your entire right, title, and interest in such information and ideas.

PRIVACY: By completing the Registration Form, all entrants consent to the collection, use and distribution of their personal information by the Sponsor solely for the purposes of: (i) running the TRC; and (ii) as permitted by these Official Rules (for example, pursuant to these Official Rules, all entrants who accept a prize consent to the use of their personal information for publicity usages) including as permitted by any release signed. Personal information is defined as anything that identifies an entrant as an individual, such as home telephone number, age, home address, email address, gender. The Sponsor may share entrant personal information with the Sponsor, its affiliates, agents and representatives, solely for the purposes set out above. Sponsor will not sell or transmit this information to any other third parties. For more information on the Sponsor's handling of personal information, see the Privacy Statement for the Sponsor at **www.chevron.com/privacy**. Any inquiry concerning the personal information held by the Sponsor should be addressed to the Sponsor as follows: Privacy Officer, Chevron Products Company, 6001 Bollinger Canyon Road, San Ramon, CA 94583.

Disputes

Entrants agree that any and all disputes, claims, and causes of action arising out of or connected with the TRC or any prize awarded shall be resolved individually, without resort to any form of class action, and exclusively by the appropriate court in the State of California. All issues and questions concerning the construction, validity, interpretation, and enforceability of these Official Rules, participants' rights and obligations, or the rights and obligations of the Sponsor in connection with the TRC, shall be governed by, and construed in accordance with federal law and to the extent not inconsistent, the laws of the State of California. Except where prohibited, participants in the TRC agree that: (1) any and all disputes, claims, and causes of action arising out of or connected with this TRC, or any prizes awarded, or the administration of the TRC or the determination of winners, shall be resolved individually, without resort to any form of class action, and exclusively by arbitration, to take place in the State of California, U.S.A. pursuant to the Rules of the American Arbitration Association, then effective; (2) any and all claims, judgments and awards shall be limited to actual out-of-pocket costs incurred, including costs associated with entering this TRC, but in no event attorneys' fees; and (3) under no circumstances will a participant be permitted to obtain awards for and participants hereby waive all rights to claim punitive, incidental and consequential damages and any other damages, other than for actual out-of-pocket expenses, and any and all rights to have damages multiplied or otherwise increased.

Winners list

A list of all winner(s) for the TRC will be made available on the 2023 Tractor Restoration Competition website, **ChevronTractorRestoration.com**, or by email request: **TRC@DeckelMoney Penny.com**.

The TRC is not sponsored, endorsed, administered by or associated with Visa, Titan Tire, CASE, Facebook, Instagram, Twitter, YouTube, GoFundMe, or any OEMs referenced herein. Trademarks are the property of their respective owners.

2023 Chevron TRC Cathy McCarty Hendrix Mentor of the Year Contest (the “contest”) official rules

The Contest is sponsored and administered by Chevron Products Company, a division of Chevron U.S.A. Inc. located at 6001 Bollinger Canyon Road, San Ramon, California 94583 (“Chevron” or “Sponsor”). By entering, you agree to these Official Rules and the decisions of the Sponsor, which are final and binding. The Contest runs from August 14, 2023 through September 1, 2023 (the “Contest Period”). The Contest is void where prohibited by law and is subject to all applicable federal, state and local laws and regulations. NO PURCHASE NECESSARY TO ENTER OR TO WIN.

1. Eligibility

Except as provided herein, all 2023 TRC mentors (“Mentors”) who are not employees of Chevron and its subsidiaries aged 18 or over and nominated by TRC team(s) during the Contest Period are eligible to enter for a chance to win. Contractors of Chevron, TRC Coaches and members of Sponsor’s organization who participated in the development of the Contest or who assisted in running the 2023 TRC are not eligible to participate. No person can win more than one prize.

2. How to enter

To enter a TRC Mentor, each TRC team must submit, during the Contest Period, the following criteria (“Contest Requirements”):

- A written summary containing 250-1,000 words explaining in detail (with examples) why your Mentor deserves to win
- Mentor’s name and Email address
- Your TRC team name, one contact phone number and one Email address for your TRC team

Once you have submitted your valid entry with all the Contest Requirements via Email, your submission will indicate your acceptance (and the nominated Mentor’s acceptance) of these Official Rules. Each Mentor can only be entered once by each TRC team.

Entries must be sent to TRC@DeckelMoney penny.com and received by 11:59 PM PT on September 2, 2023.

3. Use of entries

Entry constitutes a winner’s permission for Sponsor and its designees to use the winner’s name in connection with the notification of winners on Sponsor’s intranet site and via email to any eligible entrants.

4. Determination of winners

A panel of judges, selected by Sponsor in its sole discretion, will score each entry and choose the winner(s). In the event multiple Mentor are entered by one TRC team and selected as the winners, the Prize will be equally divided among the respective winners. This shall apply to TRC teams with more than one Mentor.

5. Prize and Winner Notification.

1 - \$1,000.00 (USD) Visa® Gift Card

Winners shall be announced at the 2023 Chevron Tractor Restoration Competition Awards Ceremony on November 3, 2023 in Indianapolis Indiana. Winners do not need to be present to win the Prize and will also be notified via their Email address provided in the entry. Winners must accept their Prize within two (2) business days of notification. If a winner does not accept their Prize for any reason within the time frame provided by these Official Rules, their Prize will be forfeited and Sponsor will award the Prize to another winner based on the next highest score received, as solely determined by Sponsor.

6. General Conditions

By entering the Contest, you agree that Sponsor and Visa and their affiliates and all of their respective officers, directors, employees, representatives and agents shall have no liability for, and shall hold all such parties harmless against damage, loss or injury that may arise in whole or in part, directly or indirectly, from the acceptance, possession, use or misuse of prizes or participation in this Contest. Persons found tampering with or abusing any aspect of this contest as solely determined by Sponsor will be disqualified. If an entrant is disqualified, Sponsor reserves the right to terminate entrant’s eligibility to participate in the Contest. In the event the Contest is compromised by non-authorized human intervention or other causes beyond the control of Sponsor which corrupts or impairs the administration, security,

fairness or proper play of the Contest, Sponsor reserves the right in its sole discretion to terminate any portion of the Contest. No substitution of prize or cash equivalents will be awarded except at the sole discretion of Sponsor, in which case a prize of equal or greater value will be awarded. **An IRS form 1099 will be issued for all prizes with a retail value in excess of \$600.00. The Contest is subject to all federal, state and local laws and regulations.** Winner is responsible for all applicable federal, state and local income and any other taxes, fees and surcharges.

7. Your Entry Will Become the Property of Sponsor.

All summaries (“entry” or “entries” or “materials”) you submit in this Contest become the sole property of Sponsor and will not be returned. By submitting any materials in the Contest, you, i) agree such materials do not infringe the rights of any third party and ii) assign copyright in such materials to Sponsor, and agree to take further steps, and execute further documents, reasonably required to confirm such copyright assignment. Sponsor shall have all rights that are afforded to a copyright owner in such materials, including but not limited to the rights to: (a) reproduce, distribute copy, display, and perform all entries submitted in any and all media throughout the world in perpetuity; (b) alter, amend, edit or change entries at any time; and (c) register the copyright for all entries. Sponsor may exercise all of the foregoing rights for purposes of advertising and trade, and for any other lawful purpose, without further compensation to you. Neither Sponsor nor Administrator is under any obligation to use entries. You may not submit any entry (regardless of whether it is chosen for an award in this Contest) in any other contest or make any further use of it for any purpose.

8. Entry Information Submitted shall not be deemed to be confidential information

All comments, offers, suggestions, ideas, recipes, concepts, inventions, or other information (“information and ideas”) that you disclose in any entry, or in connection with any entry, are not submitted in confidence. Sponsor assumes no confidentiality obligation to you by considering them or using them (either as part of an entry or otherwise). By entering into the Contest, you agree to assign to Sponsor your entire right, title, and interest in such information and ideas.

9. Publicity

Except where prohibited, participation in this Contest constitutes winner’s consent to Sponsor’s unqualified and unconditional use of any winner’s name, likeness, image, video, voice, opinions, entry video and/or hometown and state for promotional purposes in any media, worldwide, without further payment or consideration.

10. Disputes

Participants agree that any and all disputes, claims, and causes of action arising out of or connected with the Contest or any prize awarded shall be resolved individually, without resort to any form of class action, and exclusively by the appropriate court in the State of California. All issues and questions concerning the construction, validity, interpretation, and enforceability of these Official Rules, participants’ rights and obligations, or the rights and obligations of the Sponsors in connection with the Contest, shall be governed by, and construed in accordance with federal law and to the extent not inconsistent, the laws of the State of California. Except where prohibited, participants in the Contest agree that: (1) any and all disputes, claims, and causes of action arising out of or connected with this Contest, or any prizes awarded, or the administration of the Contest or the determination of winners, shall be resolved individually, without resort to any form of class action, and exclusively by arbitration, to take place in the State of California, U.S.A. pursuant to the Rules of the American Arbitration Association, then effective; (2) any and all claims, judgments and awards shall be limited to actual out-of-pocket costs incurred, including costs associated with entering this Contest, but in no event attorneys’ fees; and (3) under no circumstances will a participant be permitted to obtain awards for and participants hereby waive all rights to claim punitive, incidental and consequential damages and any other damages, other than for actual out-of-pocket expenses, and any and all rights to have damages multiplied or otherwise increased.

11. Winners list

A list of all winner(s) for the Contest will be made available on the Tractor Restoration Competition website, **ChevronTractorRestoration.com**. Visa, Titan Tire, Facebook, Instagram, Twitter, YouTube, and all OEMs referenced herein, are not sponsors of the Mentor of the Year Contest or the TRC Contest. Trademarks are the property of their respective owners.

The Contest is not sponsored, endorsed, or administered by, or associated with Visa, Titan Tire, Facebook, Instagram, Twitter, YouTube, and all OEMs referenced in these Contest Official Rules. Trademarks are the property of their respective owners.