

## KANSAS FFA DEGREE REVIEW EVALUATION FORM for STARS

Student Name: \_\_\_\_\_

Chapter: \_\_\_\_\_

**This form is for the local advisor and the district review committee to confirm the District Star State Degree application and record book are in agreement and that they are found to be correct.** This form is a part of the Kansas FFA Degree Application and must be left attached to the application.

The purpose of the Kansas FFA Degree District Review Committee is to verify the financial records and leadership activities of the candidate's SAE program with the candidate's State FFA Degree Application.

**INSTRUCTIONS:** On each line provided, the candidate and local advisor should be able to answer each question with a "yes." This should be done prior to the district selection day. During the district selection day, the District Review Committee should check the application against the record book for accuracy and completeness, and determine if information in the application can be verified by the record book. Only the items listed below are to be evaluated during this district review process. If the committee answers "no" for any of the items listed, write a comment or explanation where appropriate and send the application back to the candidate to re-apply through the appeal process.

- Has the candidate maintained and completed two (2) consecutive calendar years or records that follow the recommendations set by the Kansas Association of Agriculture Educators? The constitution, Article IV, Section 4, paragraph 1 says that the student must "have been an active **member of the FFA for at least two years** and have maintained and completed **two consecutive calendar years of record books.**" If the student entered as a sophomore in the fall of 2013, their 2 years of FFA membership will be 2013-14 and 2014-15, they will be eligible in the 2015-16 school year to apply for the degree. In addition, they need 2 complete calendar years of books - 2014 and 2015 would be the 2 years of records, again qualifying them in the spring of 2016 to apply. (The committee established the record book should report the following information. How the information is recorded and recovered is not mandated. Any form of records that provide this basic information is acceptable.) \*Represents pages included in Record Book

Local Advisor	District Comm		Local Advisor	District Comm	
_____	_____	Long-Range Goals*	_____	_____	Inventory of Current/Operating Assets
_____	_____	FFA Leadership Activities*	_____	_____	Inventory of Non-Current/Capital Assets
_____	_____	Career Development Events*	_____	_____	Inventory or Personal Assets
_____	_____	Other FFA Activities / Leadership Outside the FFA*	_____	_____	Depreciation Schedules (only if appropriate)*
_____	_____	Major Public Presentations*	_____	_____	Current/Operating Liabilities
_____	_____	Parliamentary Skills Performed*	_____	_____	Non-Current/Capital Liabilities
_____	_____	Income Section	_____	_____	Financial Statement*
_____	_____	Expense Section	_____	_____	Income and Expense Summary*
_____	_____	Cash Flow Statement*	_____	_____	Appropriate SAE Packets, including: (SAE Program Description; Goals; SAE Agreement*; Competencies and Hours*; SAE Summary)*
_____	_____	Balance Sheet – Accuracy Check*	_____	_____	

2. Has the candidate demonstrated proficiency in at least 10 parliamentary procedure motions? These must be **signed and documented by the local advisor** in the **record book** and included on the **Manual Review Sheet of the State Degree Application**.

**Local Advisor** \_\_\_\_\_ **District Committee** \_\_\_\_\_

3. Does the candidate have a record of satisfactory participation in eight (8) different FFA activities above the chapter level recorded on **Leadership/FFA Activities page of the State Degree Application as well as in the record book**.

**Career Development Events**

<b>Local Advisor</b>	<b>District Comm</b>		<b>Local Advisor</b>	<b>District Comm</b>	
_____	_____	Ag Bus Management	_____	_____	Forestry
_____	_____	Ag Communications	_____	_____	Horse
_____	_____	Ag Issues	_____	_____	Job Interview
_____	_____	Ag Sales	_____	_____	Land
_____	_____	Ag Technology Management	_____	_____	Leadership School
_____	_____	Agronomy	_____	_____	<i>FFA Information Test</i>
_____	_____	Creed Speaking	_____	_____	<i>Parliamentary Procedure</i>
_____	_____	Dairy Cattle Evaluation	_____	_____	<i>Ritual Demonstration</i>
_____	_____	Dairy Foods	_____	_____	Livestock
_____	_____	Dairy Handler's Activity	_____	_____	Marketing Plan
_____	_____	Entomology	_____	_____	Meats
_____	_____	Environmental/Natural Resource	_____	_____	Nursery/Landscape
_____	_____	Envirothon	_____	_____	Poultry
_____	_____	Extemporaneous Public Speaking	_____	_____	Prepared Public Speaking
_____	_____	Floriculture	_____	_____	Quiz Bowl
_____	_____	Food Science	_____	_____	Range Management

**Conferences or Activities**

_____	_____	Ag Ed Speech	_____	_____	Kansas State Fair
_____	_____	Ag Science Fair	_____	_____	<i>AgriLand Assistance</i>
_____	_____	Chevron Tractor Restoration	_____	_____	<i>FFA Building Assistance</i>
_____	_____	County Collective Booth	_____	_____	Leader Lab
_____	_____	Courtesy Corp	_____	_____	National FFA Band
_____	_____	CTSO Citizenship Day	_____	_____	National FFA Chorus
_____	_____	District Banquet	_____	_____	National FFA Convention
_____	_____	District FFA Officer	_____	_____	National FFA Talent
_____	_____	Exhibiting SAE	_____	_____	State Conference for Chapter Leaders
_____	_____	FFA Proficiency Award	_____	_____	Stand & Deliver
_____	_____	Greenhand Conference	_____	_____	State FFA Band
_____	_____	K-ACTE Day on the Hill	_____	_____	State FFA Chorus
_____	_____		_____	_____	State FFA Convention
_____	_____		_____	_____	Washington Leadership Conference

\_\_\_\_\_ Other Events at the District Discretion (Only 2) \_\_\_\_\_

- 3. Does the candidate have a 25 hours of community service in two (2) unduplicated activities recorded on **Community Service page of the State Degree Application as well as in the record book.**

**Local Advisor** \_\_\_\_\_ **District Committee** \_\_\_\_\_

- 4. Has the candidate given at least a six minute oral presentation or speech over an agriculture related topic? **This must be documented in Manual Review Sheet of the State Degree Application as well as the record book.**

**Local Advisor** \_\_\_\_\_ **District Committee** \_\_\_\_\_

- 5. Has the candidate served as an officer and/or other committee chairperson or a participating member of a major committee? **This must be documented in Manual Review Sheet of the State Degree Application as well as the record book.**

**Local Advisor** \_\_\_\_\_ **District Committee** \_\_\_\_\_

- 6. Has the candidate included depreciation schedules, if appropriate?

**Local Advisor** \_\_\_\_\_ **District Committee** \_\_\_\_\_

- 7. Has the candidate included signed a SAE Agreements for each SAE used to achieve the State FFA Degree? **Agreements for SAE’s included in the last year of the application must be current.**

**Local Advisor** \_\_\_\_\_ **District Committee** \_\_\_\_\_

- 8a. Do the entries in the “Personal Cash Income & Expense” section on the application (KS Page 3, Lines V. b and c) match the Cash Flow -- Personal Expense and Non SAE income as recorded in the record book?

**Local Advisor** \_\_\_\_\_ **District Committee** \_\_\_\_\_

- 8b. Do the entries in the III. Assets, 1. Current/Operating Assets (Page 3) Value at Beginning Date on the application match the Year 1 Beginning Financial Summary as recorded in the record book?

**Local Advisor** \_\_\_\_\_ **District Committee** \_\_\_\_\_

- 8c. Do the entries in the III. Assets, 1. Current/Operating Assets (Page 3) Value at Ending Date of last Complete Record Year on the application (Page 3) match the Final Year Financial Summary as recorded in the record book?

**Local Advisor** \_\_\_\_\_ **District Committee** \_\_\_\_\_

8d. Have all the minimum qualifications for the Kansas State FFA Degree been met as verified on the Kansas FFA Degree Checklist of Minimum Qualifications (second to last page)?

**Local Advisor** \_\_\_\_\_ **District Committee** \_\_\_\_\_

**ENTREPRENEURSHIP SAE PORTION** (Placement applicants skip to question 12)

9. Do the entries in the “Candidate Inventory Statement – Current Inventory” in the application (Sections A - D) match the SAE as recorded in the record book?

**Local Advisor** \_\_\_\_\_ **District Committee** \_\_\_\_\_

10. Do the entries in the “Candidate Inventory Statement – Non-Current Inventory” Inventory section of the application (Sections E - I) match the SAE Inventory as recorded in the record book?

**Local Advisor** \_\_\_\_\_ **District Committee** \_\_\_\_\_

11. Are the values consistent with the year and the items listed below? Check if the dollar figure in the candidate’s record book matches the application. If the dollar figures are in error greater than 5% accuracy, the book and application need to be returned for corrections. The pages referenced below are found in the State Degree Application.

	First Year		Second Year		Third Year		Fourth Year	
	Local Advisor	District Comm	Local Advisor	District Comm	Local Advisor	District Comm	Local Advisor	District Comm
Income (Income & Expense SAE Summary – Lines 1d-f; Line 4f; Page 3, Ill. V. a & b)								
Notes & Accounts Receivable (Financial Balance Sheet, Line1c)								
Current Inventory – Ending (Income & Expense SAE Summary – Line 1a)								
Expenses (Income & Expense SAE Summary – Lines 2. f and 4 b-d)								
Notes & Accounts Payable (Financial Balance Sheet, Line B.1.c & B.2.c)								
Current Inventory – Beginning (Income & Expense SAE Summary – Line 1b)								
Non-Current Inventory – Beginning (Income & Expense SAE Summary – Line 4e)								

If Line 6C states “REVIEW” (Relates to non-current inventory ending values don’t align with purchases, transfer or gifts), please look for clarification.

**PLACEMENT SAE PORTION**

12. Are the values consistent with the year and the items listed below? Check if the figure in the candidate's record book matches the application Supervised Agricultural Experience – Placement and Exploratory pages. If the figures are in error greater than 5% accuracy, the book and application need to be returned for corrections

	First Year		Second Year		Third Year		Fourth Year	
	Local Advisor	District Comm	Local Advisor	District Comm	Local Advisor	District Comm	Local Advisor	District Comm
Hours Worked								
Total Income								
Total Expenses								

Recommendations from the Review Committee: