

## Kansas FFA Association – Review of State FFA Degree Application

District: \_\_\_\_\_ Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

**DEGREE ACCEPTED**

**State FFA Degree Application Meets All Minimum Requirements and can be forwarded to the State FFA Office**

**DEGREE NOT ACCEPTED**

**State FFA Degree Application Does Not Meet Minimum Requirements for the Following Reason(s) –  
Checked box indicates requirement not met.**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	1. Pages of application that transfer numbers from one location to the next have been printed on the same day. The same version number appears on the bottom of the page.
<input type="checkbox"/>	<input type="checkbox"/>	2. Candidate has a satisfactory record of scholarship as certified by a school administrator – <b>Cover Page.</b>
<input type="checkbox"/>	<input type="checkbox"/>	3. Candidate has provided all required personal and chapter information – <b>Page 2.</b>
<input type="checkbox"/>	<input type="checkbox"/>	4. Candidate’s year that they began FFA membership (Page 2) is the same or after the year that they entered Agricultural Education (Page 3)? The student may have started their SAE after they joined FFA, but they cannot count hours for years before their actual membership started.
<input type="checkbox"/>	<input type="checkbox"/>	5. Candidate has indicated they earned their Greenhand and Chapter FFA Degrees – <b>Page 2.</b>
<input type="checkbox"/>	<input type="checkbox"/>	6. Years of Ag Ed <b>offered</b> reflects the Ag Ed Program and not the years that the student was enrolled. If this is a traditional ag program only offered in high school the number should be 4. This number could vary if there is a middle school program or a part-time ag program. Candidate has completed at least 360 hours (2 years) of agriculture education instruction <u>while in high school</u> – <b>Page 2. STUDENT MUST INCICATE BOTH YEARS AND HOURS.</b>
<input type="checkbox"/>	<input type="checkbox"/>	7. Candidate has completed at least 360 hours (2 years) of agriculture education instruction <u>while in high school and before the application is submitted</u> – <b>Cover Page B. STUDENT MUST INCICATE HOURS. One semester course or equivalent equals 90 hours.</b>
<input type="checkbox"/>	<input type="checkbox"/>	8. The year the FFA member began in Agricultural Education corresponds with the years listed on the application – <b>Page 3.</b>
<input type="checkbox"/>	<input type="checkbox"/>	9. Candidate records end December 31, 2021. If “No” and 2022 financial records are removed, the member may not meet the minimum qualifications – <b>Page 3.</b>
<b>GENERAL SAE CHECKS</b>		
<input type="checkbox"/>	<input type="checkbox"/>	10. Candidate has indicated the SAE Type(s) that correspond with this application – <b>Page 3.</b>
<input type="checkbox"/>	<input type="checkbox"/>	11. Records to substantiate each SAE type marked are present in the application. <i>(i.e. Research was selected there must be a research information page.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	12. SAE projects are listed as the correct type ( <i>Entrepreneurship, Placement or Research</i> ) with the correct type of supporting records included in application. <i>Example: Animals owned by the applicant may not be listed as Placement projects. Research projects conducted by applicant must be listed as Research projects not Placement projects.</i>
<input type="checkbox"/>	<input type="checkbox"/>	13. SAE projects are not duplicated as multiple SAE types or as both paid and unpaid hours. <i>Examples: Same project listed as both Research and Placement. Same projects listed as Entrepreneurship and Placement. Same placement projects hours listed as both Paid and Unpaid.</i>

<input type="checkbox"/>	<input type="checkbox"/>	14. Application includes at least two years of SAE records, including the most recent year ended Dec 31.
<input type="checkbox"/>	<input type="checkbox"/>	15. Each project included in the application provides enough detail for an outside reviewer to understand what it is and how it is agriculturally related. ( <i>i.e. Description should include name of employer/project, duties and responsibilities of applicant, description of employment/project.</i> )
<input type="checkbox"/>	<input type="checkbox"/>	16. <b>Basic Award Setup Information</b> has no errors – <b>Page 3</b> _____ Members at this age should be documenting cash on hand, cash in savings, etc. If a “0” is indicated for their ending value at end of last compete record year this is incorrect.
<input type="checkbox"/>	<input type="checkbox"/>	17. Candidate has indicated any income other than earnings (gifts/inheritances) – <b>Basic Award Setup Information – V.a.</b> (Page 3)
<input type="checkbox"/>	<input type="checkbox"/>	18. Candidate has indicated personal expenses – <b>Basic Award Setup Information – V.c.</b> (Page 3)
<input type="checkbox"/>	<input type="checkbox"/>	19. Unpaid placement hours’ review – Candidate must not report over 2,080 hours per year. If a “REVIEW” exists, please provide clarification. – <b>Placement Details</b>
		<b>20. Income and Expense Summary of SAE Program</b>
<input type="checkbox"/>	<input type="checkbox"/>	a) There is no Line 6C “REVIEW” (Relates to non-current inventory ending values don’t align with purchases, transfer or gifts). If review exist, please provide clarification.
<input type="checkbox"/>	<input type="checkbox"/>	b) If Entrepreneurship SAE income exist, are there operating expenses in the application?
<input type="checkbox"/>	<input type="checkbox"/>	c) Ending current inventory are appropriately related to SAE program. – <b>Income and Expense Statement</b>
<input type="checkbox"/>	<input type="checkbox"/>	21. Accuracy Check for the Balance Sheet (Assets = Liabilities + Equity) & Growth is “Met”. – <b>Financial Balance Sheet Statement – Personal Contribution and Net Worth.</b>
<input type="checkbox"/>	<input type="checkbox"/>	22. Candidate indicates clearly they demonstrated six (6) skills and competencies through their SAE. The skills and competencies relate to the SAE and are specific enough to qualify – <b>Skills, Competencies, and Knowledge.</b>
<input type="checkbox"/>	<input type="checkbox"/>	23. Candidate has eight (8) clearly defined activities above the chapter level, including the actual year served or participated ( <i>i.e.: 2019; 2019-20; 2019, 21</i> ) – <b>Leadership/FFA Activities.</b>
<input type="checkbox"/>	<input type="checkbox"/>	24. Candidate has served as a chapter officer or served on a major committee, including year served – <b>Manual Review Sheet of Qualifications.</b>
<input type="checkbox"/>	<input type="checkbox"/>	25. Candidate has met the 25-hour <b>two</b> unduplicated activities community service requirement. – <b>Community Service.</b> <i>Describe what service was provided. (i.e.: American Red Cross Blood Drive: Greeted individuals at registration and assisted with check-in. 8 hours)</i>
<input type="checkbox"/>	<input type="checkbox"/>	26. Candidate has 10 different Parliamentary Procedure abilities listed or the proper terminology was used in listing these abilities – <b>Manual Review Sheet of Qualifications.</b>
<input type="checkbox"/>	<input type="checkbox"/>	27. Candidate has a six minute agriculturally-related speech – <b>Manual Review Sheet of Qualifications.</b>
<input type="checkbox"/>	<input type="checkbox"/>	28. Candidate has attached most current SAE agreements for all SAE’s listed on Supervised Agricultural Experience pages for the last year of the application. <b>If the candidate has three (3) SAE’s listed, then three SAE agreements need to be included with the application.</b>

Additional Comments by the Advisor(s) reviewing this State Degree Application:

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Signature of Advisor(s) Reviewing Application