

Kansas FFA Association – Review of State FFA Degree Application

Name: _____ Chapter: _____

APPLICATION ACCEPTED indicated by a “DA” (District Approved)

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

APPLICATION NOT ACCEPTED indicated by a “DR” (District Returned)

State FFA Degree application does not meet minimum requirements for the following reason(s) **feedback has been added to the “sticky note” in the AET system.**

Yes	No...	
<input type="checkbox"/>	<input type="checkbox"/>	1. Candidate has a satisfactory record of scholarship as certified by a school administrator – Cover.
<input type="checkbox"/>	<input type="checkbox"/>	2. Candidate has provided all required personal and chapter information – Page 2.
<input type="checkbox"/>	<input type="checkbox"/>	3. Candidate records end December 31, 2023. If “No” and 2024 financial records are removed, the member may not meet the minimum qualifications – Page 3.
General SAE Checks		
<input type="checkbox"/>	<input type="checkbox"/>	4. Records to substantiate each SAE type marked are present in the application. <i>(i.e. Research was selected information needs to be included regarding the research SAE.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	5. SAE projects are listed as the correct type (<i>Entrepreneurship, Placement or Research</i>) with the correct type of supporting records included in the 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"/>	6. 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 project listed as Entrepreneurship and Placement. Same Placement project hours listed as both Paid and Unpaid.</i>
<input type="checkbox"/>	<input type="checkbox"/>	7. Application includes at least two complete years of SAE records, including the most recent year ended Dec 31.
<input type="checkbox"/>	<input type="checkbox"/>	8. 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"/>	9. Each project included meets state guidelines to be considered a Supervised Agricultural Experience . <i>State reviewers use the National Council for Agricultural Education AFNR standards as well as the proficiency award descriptions to determine if the project is agricultural.</i>
Research SAE		
<input type="checkbox"/>	<input type="checkbox"/>	10. Are only individually titled research projects listed in the SAE – Research section? <i>(i.e. Each project is listed with a descriptive “Research Title” that provides enough description for a reviewer to determine what research was about so agricultural nature can be established. An entry such as “Research, 20 hrs.” is not acceptable.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	11. Are unusually high numbers of hours or income/expense explained in the box provided on the Checklist page of the application?
Placement SAE		
<input type="checkbox"/>	<input type="checkbox"/>	12. If the candidate claims over 2,080 hours per year, is an explanation included in the box provided at the bottom of the Checklist page.

<input type="checkbox"/>	<input type="checkbox"/>	13. Is the hourly pay rate reasonable for the described employment duties and responsibilities?
<input type="checkbox"/>	<input type="checkbox"/>	14. SAE project descriptions describe only Placement projects. <i>Example: Project descriptions such as "Feed and groom my horse" or "Harvested my garden" lead reviewers to believe the project is an owned Entrepreneurship project.</i>
Entrepreneurship SAE		
<input type="checkbox"/>	<input type="checkbox"/>	15. The "Income and Expense Summary of SAE Program" includes an appropriate amount of operating expense for each Entrepreneurship project described for each year an Entrepreneurship project is listed. <i>(Example: An application that includes owned livestock must show expenses to feed and maintain animals.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	16. All items included in both current and non-current inventory are directly related to the Entrepreneurship SAE projects included in the application.
<input type="checkbox"/>	<input type="checkbox"/>	Basic Award Setup Information has no errors – Page 3
<input type="checkbox"/>	<input type="checkbox"/>	17. Members at this age should be documenting cash on hand, cash in savings, etc. If a "0" is indicated for their ending value at the end of the last complete record year this is incorrect.
<input type="checkbox"/>	<input type="checkbox"/>	18. Candidate has indicated any income other than earnings (gifts/inheritances) – Basic Setup – V.a. (Page 3)
<input type="checkbox"/>	<input type="checkbox"/>	19. Candidate has indicated personal expenses – Basic Setup – V.c. (Page 3)
<input type="checkbox"/>	<input type="checkbox"/>	20. 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 – Skills, Competencies, and Knowledge.
<input type="checkbox"/>	<input type="checkbox"/>	21. Candidate has eight (8) clearly defined DIFFERENT activities above the chapter level, including the actual year served or participated (<i>i.e.: 2022; 2022-23; 2021, 23</i>) – Leadership/FFA Activities.
<input type="checkbox"/>	<input type="checkbox"/>	22. Candidate has met the 25-hour two distinctly DIFFERENT community service activities requirement. – Community Service. FOLLOWING ACCEPTED COMMUNITY SERVICE GUIDELINES. Not the same activity repeated two times, even if in different years. <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>
Manual Review Qualification Document		
<input type="checkbox"/>	<input type="checkbox"/>	23. The candidate has served as a chapter officer or served on a major committee, including the year served.
<input type="checkbox"/>	<input type="checkbox"/>	24. The candidate has 10 different Parliamentary Procedure abilities listed.
<input type="checkbox"/>	<input type="checkbox"/>	25. The candidate has a six-minute agriculturally related speech. <i>(Title, length, and Year of speech included)</i>
<input type="checkbox"/>	<input type="checkbox"/>	26. The candidate has attached the most current SAE agreements for all SAE's listed on the Supervised Agricultural Experience pages for the last year of the application or SAE agreements can be accessed in AET. If the candidate has three (3) SAE's listed, then three SAE agreements need to be included with the application.

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

Signature of Advisor(s) Reviewing Application