

## American Degree Reviewer's Worksheet 2017

Final application with signed and attached review sheet is DUE May 15th.

Name of Applicant: \_\_\_\_\_ School: \_\_\_\_\_

Name of Reviewer: \_\_\_\_\_ School: \_\_\_\_\_

Enter Version Number of the Application Here:

**Checklist of Minimum Qualifications:** To qualify for the degree, all items must be checked "Y".  
Circle "Y" if the Statement is "YES" and "N" if the Statement is "NO".

### 1. SAE Record Book & Other Records Review

Review the application and have the applicant verify each SAE value, in their application, with their SAE records.

Y	N	A.	Do the values in the candidate's SAE records match the values in this application?
Y	N	B.	Does the candidate have satisfactory SAE records to document this application?
Y	N	C.	Are there signed business agreements present for each year of records?
Y	N	D.	If any education expense are listed on page 4, does the candidate have a college, major, and terms completed on page 3 in the Education Information section?

### 2. Printed Application Review

Y	N	E.	Do all pages of the printed application have the same version number, date, and time?
Y	N	F.	Refer to the "Checklist of Minimum Qualifications" on the application and manually review the items on this list. Does the application meet all the minimum qualifications?
Y	N	G.	Refer to the "Degree Review Sheet" on the application and complete this review sheet. Are all of the items on the review sheet marked "yes?"

### 3. Final Qualification/Corrections Needed

Y	N	H.	Is the candidate fully qualified <u>and</u> is the application correct? Qualifications are outlined on page 12, line J-qualification check. <b>The candidate must meet <u>all</u> conditions of at least <u>one</u> of the options to be qualified.</b>
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**Corrections that need to be made should be noted on the application.**

### 4. Star Battery

Y	N	I.	Did you discuss with the candidate about completing the <b>Star Battery</b> and review the process with them?
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<p><b>Note:</b> We typically do not receive very many star applicants. Encourage strong candidates to apply!</p>	<p><b>Star Candidate Application Procedure and Selection Process</b></p> <ol style="list-style-type: none"> <li>1. Complete the Star Battery and submit to the Iowa FFA <u>with</u> your final application.</li> <li>2. The Star Battery is a separate on line application through the Ag CN FFA Application Center.</li> <li>3. Upon receipt of the final applications a selection committee will select Iowa's Star finalists from the candidates that complete the Star Battery.</li> <li>4. NOTE: The Star Battery is optional. They are not required to complete this process.</li> </ol>
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## 5. Final Verification/Responsibilities

### Reviewer:

1. **Nothing should be signed** if there are corrections to be made. Corrections that need to be made should be noted on the application.
2. **Sign the Cover** of the application if the candidate is fully qualified and all review questions are marked "yes." (Sign on the "State Advisor or State Executive Committee Signature" line)
3. **Sign this review sheet** if the candidate is fully qualified and all review questions are marked "yes."

### Candidate:

1. **Sign this review sheet** if you are fully qualified and all review questions are marked "yes."
2. **Secure all signatures** needed for the application.
3. **Make a copy of the application and this review sheet** for your records.
4. **Confirm with your advisor that you have been entered on Iowa FFA Online.**
5. **Paperclip** this review sheet to the front of your stapled final application.
6. Mail the "**FINAL**" application (1 copy) & **signed review sheet** to:

**Scott Johnson**  
**Iowa FFA Association**  
**FFA Enrichment Center**  
**1055 SW Prairie Trail Pkwy**  
**Ankeny, IA 50023**

**Note:** The "final" application with review sheet are due **May 15th**. This "final" application will be forwarded to National FFA.

### Advisor:

1. **Log into Iowa FFA Online** and enter the applicant on DMRoster.

## 6. Signatures

**Caution: Failure to submit a "FINAL" application, with the signed review sheets, will disqualify the applicant.**

Reviewer's Signature (Sign if Fully Qualified): \_\_\_\_\_

Candidate's Signature: \_\_\_\_\_

Date: \_\_\_\_\_