

# American Degree Reviewer's Worksheet 2018

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 "Manual Review Sheet" on the application and complete that review sheet. Are all of the items on that 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 the Financial Balance Sheet Statement, section 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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**Note:** We typically do not receive very many star applicants. Encourage strong candidates to apply!

### Star Candidate Application Procedure and Selection Process

1. Complete the Star Battery and submit to the Iowa FFA with your final application.
2. The Star Battery is a separate on line application through the My FFA Application Center.
3. Upon receipt of the final applications a selection committee will select Iowa's Star finalists from the candidates that complete the Star Battery.
4. NOTE: The Star Battery is optional. They are not required to complete this process.

## 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 "Manual Review Sheet"** that is part of the application if the candidate is fully qualified and all review areas are marked "yes." There is no line to sign on, sign in the blank space below the review area list.
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. **Make a copy of the application and this review sheet** for your records.
3. **Confirm with your advisor that you have been entered on Iowa FFA Online.**
4. **Paperclip** this review sheet to the front of your stapled final application.
5. 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 **ONLY** if Fully Qualified): \_\_\_\_\_

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

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