



2019 Tips/Reminders for American FFA Degree- Applicants, Advisors, Reviewers

Basic Reminder- Do not include any records/data/income/expenses/activities/etc. that happen after January 1st of year applying for degree. All information on the application ends as of December 31, year prior to applying. Example-Applying to receive degree in 2019, thus application ending date is December 31, 2018!!!

I. Key tips for sections (pages) of application:

1. Cover- Post secondary/college education. Be sure to complete all 3 items (names of post-secondary/college attended, major, and semesters completed as of ending date of application)! Example- graduated high school in 2017, started college fall of 2017, and applying in 2019. Have completed 3 semesters. Do not claim semesters for post-secondary/college courses completed in high school! Do not count 1st semester of 2019.
2. Basic set-up- Part V (Personal cash income and expenses). Realistically, these 4 lines are likely not all "0"!
 - a. Cash gifts- Includes scholarships/cash awards/grants/graduation and any gifts received not part of SAE. Do not include income that is in line b.
 - b. Cash- This includes net income from any Ag related (non- SAE) and personal earnings that are not SAE. Be sure to include net income from 4-H projects. Include net income from any part-time work that was not part of your SAE records.
 - c. Personal expenses- This is total from beginning date of American Degree app. to ending date. If in college, this includes room and board. Also includes personal vehicle expenses including purchase. Do not forget money spent on pizza/pop/movies/games/etc. None of these expenses are part of SAE expenses.
 - d. Education- This is only tuition/books/fees! Do not include room/board or personal college expenses- those go on line C.
 - e. Extremely rare or unique circumstances may result is \$0 listed for the four lines in this section. A brief written explanation that accompanies the application and review form that is submitted to the state may be helpful.
3. SAE- Placement- Be sure to give a specific description of your job title/responsibilities for each year! Only give expenses that are required for the job (Special clothing or tools are examples). All other expenses such as taxes, transportation to job, etc. are put under personal expenses.
4. SAE- Entrepreneurship Income and Expense Summary-
 - a. Click on ? to get specific examples to help explain what is to be in each line.
 - b. Be sure expenses are shown(cash only, non-cash only, or combination of cash and non-cash). Cannot have zero expenses for a year if showing cash sales/income!
5. Community Service- Remember that this is an important part of FFA and receiving your American FFA Degree. National FFA staff very diligently manually check this page and contact State FFA if any questions/issues are seen in app. Please read notes on page and



click on ? to get specific examples. Cannot show community service hours/activities that are part of SAE or claimed as FFA activity.

6. Check list- Includes "manual review sheet". Please read all carefully, including special notes for the page.

II. Formal Review of Application

1. Must be a qualified Ag Ed Instructor/FFA Advisor (or retired) but not your own FFA Advisor!
2. Applicant and SAE records are present when application is being formally reviewed so all items are documented/verified!
3. On the review form (Iowa's official approved American Degree Reviewer's Form), remember to put the version number of the approved application and not the student ID number!
4. Carefully read all instructions on the "American Degree Reviewer's Form" and follow completely! All questions must be answered "YES" before both reviewer and candidate sign the official review sheet!
5. Be sure deadlines as to date due and all requirements are met!

III. National FFA Resources and Clarifications

1. American Degree Website: <https://www.ffa.org/participate/awards/american-ffa-degree/>. Find the American FFA Degree Handbook on this page.
2. [FFA Degree Community Service Guidelines](#) (Click on link and find "Community Service Guildelines for FFA Degrees"): American FFA Degree Handbook, page 26: Whether an activity is community service or service-learning, it must meet all of the following criteria in order to be approved as part of the American FFA Degree requirement:
 - a. The activity has tangible community involvement.
 - b. Students have an opportunity to gain or apply skills and competencies learned in the classroom setting.
 - c. The activity has a demonstrated positive impact on the community or individuals who live and work in the community.
 - d. The student gives of his/her time, energy or knowledge through activities focused on helping others, improving community resources or improving community infrastructure.
 - e. The community service activity can be organized by the FFA chapter; however, only hours worked outside of classroom setting may be included in the application.
 - f. Activities listed as community service cannot be duplicated in the FFA activities section of the application. Student may only list the activity in one section of the application.
 - g. Community service examples:
 - i. Assisted in community related work groups and/or fund raising
 - ii. Volunteer at hospital, nursing home or child care center, etc.