NATIONAL FFA ORGANIZATION

American FFA Degree Manual Review Sheet

Updated: 02/2019

Yes　　**No**

Graduation Year

_____　_____　1. Is at least one year prior to but no more than 4 years prior to the year application is submitted. *Example: May 2018 graduates are eligible to receive degree at 2019 - 2021 conventions.*

   a. ***Exception****: Active duty military service qualifies for a limited extension of eligibility, see [National FFA Organization Constitution Article V. Membership Section B Active Membership](#).*

Education Expenses

_____　_____　2. If claimed on Page. 4, Section V. Personal Cash Income and Expense, line D*.* application lists post-secondary institution attended on Page. 3 - Educational Information: School Attended.

GENERAL SAE CHECKS

_____　_____　3. Records to substantiate each SAE type marked, on Page 4, Section II. SAE Types, are present in the application. *(i.e. Research was selected there must be a research information page.)*

_____　_____　4. SAE projects are all listed as the correct type *(Entrepreneurship, Placement or Research)* with the correct type of supporting records included in application. *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.*

_____　_____　5. SAE projects are not duplicated as multiple SAE types or as both paid and unpaid hours. *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.*

_____　_____　6. Application includes at least three years of SAE records which have been verified by state processes.

_____　_____　7. 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.e. Description should include name of employer/project, duties and responsibilities of applicant, description of employment/project.)*

_____　_____　8. Each project included meets state guidelines to be considered a Supervised **AGRICULTURAL** Experience.

   a. *National reviewers use the National Council for Agricultural Education [AFNR standards](#) to determine if the project is agricultural. National reviewers will consult with state staff if a projects eligibility is questioned.*

RESEARCH SAE

_____　_____　9. Are only individually titled research projects listed in the SAE – Research section? *(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.)*

_____　_____　10. Are unusually high numbers of hours or income/expense explained in the box provided on the Checklist page of the application?

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

PLACEMENT SAE

_____ _____ 11. If application claims over 2,080 hours per year, is an explanation included in the box provided at the bottom of the Checklist page.

_____ _____ 12. Is the hourly pay rate reasonable for the described employment duties and responsibilities?

_____ _____ 13. SAE project descriptions describe only Placement projects. *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.*

ENTREPRENEURSHIP SAE

_____ _____ 14. 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. *(Example: An application which includes owned livestock must show expenses to feed and maintain animals.)*

_____ _____ 15. All items included in both current and non-current inventory are **directly** related to the Entrepreneurship SAE projects included in the application.

COMMUNITY SERVICE

_____ _____ 16. Application lists at least three distinctly **DIFFERENT** community service activities, not only the same activity repeated three times, even if in different years.

_____ _____ 17. Listed activities meet Community Service Guidelines for FFA Degrees. *([Click Here for Guidelines](#) or download from American FFA Degree webpage of FFA.org.)*

Community Service HINTS: Applications need to list "Individual/Group/Organization to whom **service was Provided**" in the first column, not who service was performed with. Applications which list FFA, 4-H or applicant's own school in the **first column** are wrong and will be questioned by national reviewers.

Example of Bad Entry:

Individual/Group/Organization to whom service was PROVIDED	Service performed and whom you performed the service with if applicable	Hours
FFA Chapter	Helped with fundraiser.	3

*In this example the applicant lists their FFA Chapter as the organization that they **served**. If true, this is not acceptable within the guidelines. A common error is for applicants to list who they served WITH in column 1. If what they actually did was participate in a fund raiser for something acceptable **with** their chapter, it meets the guidelines but is entered incorrectly leading reviewers to believe the service was provided **to** the chapter.*

Example of Acceptable Entry:

Individual/Group/Organization to whom service was PROVIDED	Service performed and whom you performed the service with if applicable	Hours
XYZ Local Children's Hospital	Raised money for play area.	3

In this example reviewers can reasonably assume the service was provided to a community group which meets the guidelines.

Example of Good Entry:

Individual/Group/Organization to whom service was PROVIDED	Service performed and whom you performed the service with if applicable	Hours
XYZ Local Children's Hospital	Volunteered with my FFA Chapter to hold a BBQ fundraising dinner. All money earned was used to clean and repair the children's play area in the pediatric wing of the hospital.	3

In this example reviewers can clearly determine the service meets the guidelines.