



IOWA

FFA ASSOCIATION

AMERICAN FFA DEGREE

Table of Contents

<u>Section</u>	<u>Page</u>
General Information.....	2
Minimum Qualifications.....	2
Rules	2
Star American FFA Awards.....	3
American Degree Reviewer’s Form	4
SAE/Directed Lab Hour Limits	6
Community Service Guidelines for FFA Degrees	8

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AMERICAN FFA DEGREE

I. General Information

The American FFA Degree is the highest degree conferred on student members by the National FFA Organization. Each chapter in “good standing” is permitted to submit applications from all of its qualified candidates for the American FFA Degree.

II. Minimum Qualifications

Minimum Qualifications for Election (Article VI, National FFA Constitution) “*Section F. American FFA Degree—To be eligible to receive the American FFA Degree from the National FFA Organization, the member must meet the following minimum qualifications:*”

1. *Have received the State FFA Degree, have been a student member for the past three years (36 months) and have a record of satisfactory participation in the activities on the chapter and state levels.*
2. *Have satisfactorily completed the equivalent of at least three years (540 hours) of systematic secondary school instruction in an agricultural education program or to have completed at least the equivalent of 360 hours of systematic secondary school instruction in agricultural education and one full year of enrollment in a postsecondary agricultural program or have completed the program of agricultural education offered in the secondary school last attended.*
3. *Have graduated from high school at least 12 months prior to the national convention at which the degree is to be granted.*
4. *Have in operation and have maintained records to substantiate an outstanding supervised agricultural experience program through which a member has exhibited comprehensive planning, managerial and financial expertise.*
5. *A student after entering agricultural education must have:*
 - a. *earned at least \$10,000 and productively invested at least \$7,500; or*
 - b. *earned and productively invested \$2,000 and worked 2,250 hours in excess of scheduled class time. Any combination of hours, times a factor of 3.56, plus actual dollars earned and productively invested must be equal to or greater than the number 10,000. Hours used for the purpose of producing earnings reported as productively invested income shall not be duplicated as hours of credit to meet the minimum requirements for the degree.*
6. *Have a record of outstanding leadership abilities and community involvement and have achieved a high school scholastic record of “C” or better as certified by the principal or superintendent.*
7. *Have participated in at least 50 hours of community service, within at least 3 different community service activities. These hours are in addition to and cannot be duplicated as paid or unpaid SAE hours.*

III. Rules

In addition to the minimum qualifications and rules stated in the preceding introductory paragraphs and National FFA Constitution, the following rules must be followed:

1. Candidate must be an active member.
2. Candidates must complete the American FFA Degree application found at: <http://www.ffa.org/>. Applicants must have an online FFA account established to access the application—the chapter advisor should assist the candidate in establishing the online account.
3. Upon completion of the application, the candidate and the FFA Advisor must contact a current or former FFA Advisor from a different school to serve as the reviewer. This advisor must be familiar with SAE records and completing the American FFA Degree.
4. The reviewer must meet with the candidate and compare the SAE record book with the American FFA Degree application using the American FFA Degree review sheet found at <http://www.iowaffa.com/americandegree.aspx>.
5. Candidates must submit the “final”, reviewer approved, application along with the review sheet to the Iowa FFA by May 1st (Postmarked).

6. The Advisor must enter all applicants into Iowa FFA Online by May 1st. The website is: http://anfmp01.dmac.edu/fmi/iwp/res/iwp_home.html. Entry must be done on “DMRoster.”
7. No additional (partial or full) pages of information, pictures, records, news articles or other material will be permitted.
8. All signatures are required.
9. Application covers, including the official FFA Award cover, and individual page protective sheets of any sort are not permitted.
10. Responsibilities of the American Degree reviewer will be to:
 - a. Utilize the American Degree Review Form to verify that the candidate’s SAE records match the application
 - b. Verify that the candidate’s SAE exists
 - c. Complete the application review form
11. Responsibilities of the chapter Advisor will be to:
 - a. Review the application and records for accuracy and correctness utilizing the review resources available, but the chapter advisor should not complete the degree review sheet on the application.
 - b. Schedule the candidate’s record book review visit
 - c. Assist the candidate with making revisions as identified during the record book review
 - d. Enter all applicants into the Iowa FFA Online CDE system by May 1st. The website is: http://anfmp01.dmac.edu/fmi/iwp/res/iwp_home.html. Entry must be done on “DMRoster.”
 - e. Mail the final application and review sheet to the Iowa FFA by May 1st.
12. The American Degree Review Form is posted on <http://www.iowaffa.com/americandegree.aspx>.

IV. Star American FFA Awards

1. Applicants with outstanding SAE projects are encouraged to complete the American FFA Degree Star Battery as part of the American Degree application.
2. The American FFA Degree Star Awards recognize applicants who excel in the areas of Star in Agribusiness, Star in Ag Placement, Star in Agriscience, and Star Farmer.
3. Each state may submit one candidate in each of the four areas. The candidates will be selected by a committee formed by the Iowa FFA Association.
4. Judging of the star candidate applications will take place in July. Four national finalists will be named in each of the four areas.
5. Those applicants named national finalists will be interviewed at the National FFA Convention.

V. Event Materials

1. American Degree Reviewer’s Form
2. SAE/Directed Lab Hour Limits
3. Community Service Guidelines for FFA Degrees

American Degree Reviewer's Form 2020

Final application with signed and attached review form is DUE May 1st.

Name of Applicant: _____ School: _____

Name of Reviewer: _____ School: _____

Enter Version Number of the Application Here:
(Lower Left of the Application--Not On The Cover Page)

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	A.	Do all pages of the printed application have the same version number, date, and time?
Y N	B.	Does each SAE project included in the application provide 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 the applicant, and description of employment/project.)
Y N	C.	Does the community service page list at least three distinctly different community service activities? The same activity repeated three times, even if in different years, counts as one activity.
Y N	D.	Listed activities meet community service guidelines for FFA degrees. Guidelines can be found in the American Degree rules.
Y N	E.	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	F.	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	A.	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. The candidate must meet <u>all</u> conditions of at least <u>one</u> of the options to be qualified.
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Corrections that need to be made should be noted on the application. The review cannot be completed until all corrections are made and all questions on this review form are marked yes.

4. 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 and date the review sheet in the blank space below the review area list.
3. **Sign this review form** if the candidate is fully qualified and all review questions are marked "yes."

Candidate:

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

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

Note: The "final" application with review form are due **May 1st**. This "final" application will be forwarded to National FFA.

Advisor:

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

5. Signatures

Caution: Failure to submit a "FINAL" application by the deadline, with this signed review form, will disqualify the applicant.

Reviewer's Signature (Sign **ONLY** if Fully Qualified): _____

Candidate's Signature (Sign **ONLY** if Fully Qualified): _____

Date: _____



SAE/Directed Lab Hour Limits

Created: 03/2017

In reviewing applications for awards and degrees, applicants sometimes present a completely unrealistic number of hours dedicated to paid and/or unpaid placement SAE. In a single year, a person working a full time 40 hour per week job will work a total of 2,080 hours (52 weeks X 40 hours = 2,080). In order to assist students and teachers in evaluating students Directed Lab/Supervised Agricultural Experience (SAE) hours, it is important to consider the hours a student must also dedicate to school, sleep, etc.

IMPORTANT NOTE:

1. For award and degree purposes, no unpaid or directed lab/SAE hours dedicated to owning and managing an entrepreneurship/ownership type project are eligible for consideration.
2. For award and degree purposes all unpaid or directed laboratory/SAE hours must occur outside of teacher directed instruction time.

CONSIDER THE BREAKDOWN OF HOURS FOR A TOTAL YEAR.

Hours Per Year:	365 days a year	X	24 =	8,760 hours
Sleep Hours:	365 days a year	X	8 =	2,920 hours
School Year	180 days a year	X	7 =	1,260 hours (36 week school year)
Vacation	14 days	X	24 =	336 hours
Holidays:	Christmas/New Years			96 hours
Family time/recreation	15 hours per weeks			780 hours
Homework and study time	5 hrs/wk/36wks			180 hours
Personal care time (meals, bathroom,)	3 hrs/day			<u>1,095 hours</u>
		Total =		2,093 hours remaining in the whole year

In addition to the previous list, the following activities also subtract from the time a student could devote to their Directed Lab/SAE in a year.

FFA Activities Outside of Classroom Time	=
Sports Participation:	=
Extra Curricular Activities:	=

Federal – Child Labor Laws			
Age Range	School in Session	School Not in Session	Notes
12-13	Zero hours	8 hours per day 40 hours per week	May be employed <u>only during school holidays and vacations</u> (usually construed to include weekends). May never be employed on any school day/either before, during, or after school.

<p>14-15</p>	<p>3 hours per school day outside of school hours</p> <p>8 hours on any non-school day</p> <p>5 hours per day of sports participation</p> <p>18 hours per week</p> <p>WEE (Work Experience Education) students may work during school hours and up to 23 hours per week.</p>	<p>8 hours per day</p> <p>40 hours per week</p>	
<p>16-17</p>	<p>4 hours per day on any school day</p> <p>8 hours on any non-school day, or on any day preceding a non-school day.</p> <p>5 hours per day of sports participation</p> <p>48 hours per week</p> <p>WEE (Work Experience Education) students and personal attendants may work more than 4 hours on a school day, but never more than 8.</p>	<p>8 hours per day</p> <p>48 hours per week</p>	

Employed by Parent:

The [Fair Labor Standards Act's \(FLSA\)](#) minimum age requirements do not apply to minors employed by their parents, or by a person acting as their guardian. An exception to this occurs in mining, manufacturing and occupations where the minimum age requirement of 18 years old applies. State laws often follow the same pattern as the Fair Labor Standards Act with regard to minors working for their parents. Consult your state department of labor for specific guidance.

Provide Excessive Hour Explanations:

When an applicant legally and legitimately works hours well beyond the limits discussed above provide a reasonable and clear explanation in the application. Proficiency Award applications provide ample opportunity to explain while answering the questions in the Performance Reviews. For an American FFA Degree application provide an explanation on the *Degree Review Sheet (last page of the application)* in the space provided.

Common examples include:

- Training an assistance dog, the applicant is required to work with the animal constantly, a claim of 16 hours per day for the duration of working with the animal can easily be explained (*in no case with 24 hrs per day be accepted*).
- An applicant who has graduated from high school can easily show additional hours in for years after graduation now that overtime is legal.
- An applicant working for their own family can exceed the limits set by Child Labor laws but still needs to provide a reasonable explanation of excessive hours.



FFA Degree Community Service Guidelines

Updated: 08/2019

Community service is the engagement of individuals or groups in an organized activity that contributes to the local, national or world community. Community service activities are those opportunities that are available to all residents of a community. They consist of activities that make the community a better place to live and work. It is also known as volunteering which is defined as the practice of people working on behalf of others or a particular cause, without payment, for their time and services.

FOR ACTIVITIES TO BE ACCEPTABLE AS FFA DEGREE COMMUNITY SERVICE HOURS ALL OF THE FOLLOWING MUST BE MET:

1. The activity includes tangible community involvement by the applicant.
2. The applicant has an opportunity to gain skills and competencies or apply skills and competencies learned in the classroom setting.
3. The activity has a demonstrated positive impact and is focused on helping others, improving community resources or improving community infrastructure.
 - a. Community members impacted may not primarily be members of the applicants own family.
4. The applicant must voluntarily donate his/her time, energy and knowledge outside of any class time, including non-agricultural education class time.
 - a. If the applicant is allowed to perform service in place of other required activities (*classwork for example*) it is not donated time and should not be counted.
 - b. Service required for reparations or punishment is not voluntary and cannot be counted.
5. Community Service activities can be organized by a group the applicant is a part of (*FFA Chapter, church congregation, sports team, etc.*), but the activity cannot be for the benefit of the group itself.

Exception: *If the applicant is a member of a group whose SOLE purpose for existing is to provide service (March of Dimes, United Way, American Cancer Society, etc.) an event put on by the group may benefit its own service mission.*
6. Activities listed/hours counted as Community Service cannot be duplicated in the FFA activities section of the application or as unpaid SAE hours. Activities/hours may only be used in one section of an application.

FFA Degree Acceptable and Unacceptable Community Service EXAMPLES:

<p>Unacceptable <i>These examples are participation/engagement rather than service or directly benefit the participant.</i></p>	<p>Acceptable <i>These examples are voluntary, provide tangible benefit to the community and do not directly benefit the participant.</i></p>
<p>Participating in a fundraiser in which the profits benefit the FFA Chapter and/or chapter members.</p>	<p>Participating in a fundraiser organized by the FFA Chapter for which all profits are donated to another community group or cause.</p>
<p>Organizing and/or participating in a fall leaf clean up at your own club headquarters or a relative's home.</p>	<p>Organizing and/or participating in a fall leaf clean up for a civic building, community park, or for a group of community members in need.</p>
<p>Volunteering as the scorekeeper, manager, concessions stand attendant, etc. for your own or your school's sports team, band, play, assembly, choir performance, etc.</p>	<p>Volunteering as the unpaid coach, scorekeeper, manager or referee for a non-profit community sports team, band, choir, dance troupe, etc.</p>
<p>Playing on a sports team or participating in a club, band, scout troop, church choir, etc.</p>	<p>Participating in community service activities with or organized by a sports team, club, band, scout troop, church choir, etc.</p>
<p>Participating in or conducting religious worship services/practices such as performing in choir, band, play, re-enactment, providing clerical services (<i>alter server, priest, missionary, usher, etc.</i>); proselytizing, teaching religion classes, etc.</p>	<p>Participating with or as part of a non-profit religious organization/group/congregation to provide meals, build homes, provide child care, teach non-religion classes (<i>English language, employment skills, homemaking skills, etc.</i>)</p>
<p>Cleaned school windows as required service to make up for truancy, unacceptable behavior or other prohibited acts.</p>	<p>Volunteer to clean windows at local library, courthouse, community center or other not for profit public building/space.</p>
<p>Showing your own or assisting relatives to show animals at a livestock show for an award or to sell.</p>	<p>Serve as a volunteer to organize/conduct a community education event/display at a livestock show or fair.</p>
<p>Help with set up or tear down of fair/livestock show if such participation is a requirement for participation in the event/show.</p>	<p>Work with FFA, 4H or other group to voluntarily, and with no compensation to the group, setup/clean up a community event such as a fair, livestock show, community event, etc.</p>
<p>As a member of FFA or any other group (<i>4H, scouts, Key Club, etc.</i>) provide training for competitions, events, offices, etc. to your own chapter/group/club.</p>	<p>As an unpaid volunteer provide training for competitions, events, offices, etc. to members of a group of which you are not a member.</p>
<p>Serving as an officer in FFA, 4-H, scouts, Glee Club, etc.</p>	<p>Time spent planning, organizing and conducting a community service project as an officer or member of an organization/club/group. (<i>Cannot be double counted as an FFA or SAE activity for other degree requirements.</i>)</p>
<p>Provided paid training, judging or consulting services to groups or organizations. Example: Serving as a paid livestock judge for junior show.</p>	<p>As an unpaid volunteer, provide training for non-profit, DIRECT AND TANGIBLE community benefit to any group, including one of which you are a member, such as disaster preparation, first aid, suicide prevention, abuse prevention, hunter safety, pollution prevention, invasive species education and control, etc.</p>