

\_\_\_\_\_ District

## Iowa FFA Degree District Review

Student Name: \_\_\_\_\_

School P.O.(Town): \_\_\_\_\_

### Step 1. SAE Record Book Review

The purpose of the **Iowa FFA Degree District Review Committee** is to verify the financial records of the candidate's SAE program and the documentation of minimum qualifications for the Iowa FFA Degree Application.

- **Write on the Iowa Degree Application:** Circle and note any concerns/discrepancies on the candidate's application.
- **Evaluate:** Each dollar amount and number to see that it accurately represents the SAE records.
- **Be Specific:** Discrepancies must be listed and described in the "explanation" section(s). List specific dollar values or numbers when applicable.
- **Watch For:** Non-cash income and trade-for-labor situations that can cause problems with the application.

**\*\*IMPORTANT !!** When **"NO"** is checked a thorough explanation **must** be included. **List and explain each number discrepancy. Be sure to include the actual numbers in question.**

**YES** = The values match the records. **NO** = The records do not match the records. **NA** = the information is not applicable to this candidate's application and records.

Yes	NO	NA	Inventory Values: Pages 6a, 6b, and 7.
			1. Do the entries in the Inventory Sections (pages 6a and 6b) match the SAE record(s)? Verify each value. <b>If NO, explain:</b>
			1. Page 7, do the ending inventories of one record year match the beginning inventory values of the following year? Verify each value. (Note: The current year's beginning values should not be included.) <b>If NO, explain:</b>

#### Entrepreneurship SAE Portion: Page 7

"X" each value that matches. Explain (thoroughly) any value that does not match. List specific numbers. (Write the record YEAR on the blank in front of \_\_\_\_\_ SAE Record.)

	_____ SAE Record	_____ SAE Record	_____ SAE Record	_____ SAE Record
Income				
Ending Inventory				
Total Receipts				
Expenses				
Total Expenses				
Net Income				
Applicant's Share				

**Explain problems:**

<b>Placement SAE Records Verification: Page 8</b>				
"X" each value that matches. Explain (thoroughly) any value that does not match. (List specific numbers.)				
	_____ SAE Record	_____ SAE Record	_____ SAE Record	_____ SAE Record
Paid Hours				
Unpaid Hours				
Total Income				
Total Expenses				
Net Income				
<b>Explain Problems:</b>				

YES	NO	<b>Subdistrict and District FFA Activities Verification: Page 2.</b>
		Are the listed subdistrict and district FFA activities acceptable?  List questionable activities.

YES	NO	
		Business agreements are present for <u>each year of records</u> , and agreements are <u>SIGNED</u> .

**Explanations:** Use this space to explain any specific reservations or concerns. **Please be specific!** (Provide informations that will help the candidate and the review committee in the event of an appeal.)

**\*\* For applications that have "RESERVATIONS" also write comments on the actual Iowa Degree application. (This will help with potential appeals, and assist the applicant in making corrections.)**

<b>Record Book Recommendation</b>	
Recommended	Reservations

**SAE Records Review:** Final Committee Recommendation  
"X" your "SAE Record Book Review" evaluation.

## Step 2. Iowa Degree Application Review

YES NO YES = qualifies. NO = does not qualify. Mark deficiencies/concerns on the actual application.

		Page 1: Autochecks all indicate: "OK" or "Qualifies"
		Page 1: All signatures are present.
		Page 2, Section A: 4 Local FFA Activities are listed
		Page 2, Sect. B: 5 "APPROVED" FFA Activities <u>above</u> the chapter level
		Page 2, Sect. C: Served as an <u>officer</u> or on a <u>major committee</u>
		Page 3: <u>25 Hours</u> of Community Service from 2 different activitie NOT claimed as paid/unpaid SAE Hours
		Page 4, Sect. A: Consistent with Record Book Review
		Page 4, Sect. B: Explanation is acceptable
		Page 4, Sect. C: Current year SAE(s) listed
		Page 4, Sect. D: At least <u>one</u> Proficiency Award Area listed.
		Page 5: Ag Skills - All cells filled
		Page 5: Skills listed are related to the SAE
		Pages 6a-11: Times and dates on pages 6a-11 are the same.
		Pages 6a, 6b, 7: Inventories on pages 6a, 6b match inventories on page 7.
		Page 7: Ending Inventories match the following year's Beginning Inventories
		Page 8: Placement SAE(s) appear to be agricultural/ag-related.
		Page 9: Non-cash income is listed (if needed). <u>See SAE business agreements and Page 3, Sect. A to determine if applicable.</u> (Automatically "x" this item if non-cash is not needed.)
		Page 9 (Bottom): At least one Efficiency Factor listed if "Entrepreneursip" SAE.
		Page 10, Line 29: Indicates " <u>Qualifies</u> "
		Page 10, Bottom: Either a,b,or c indicates " <u>Qualifies</u> " (one or more)
		Page 11, Items 1-7 (top section): All indicate " <u>Qualifies</u> "

### Step 3. Signatures of Review Committee

"x" one: YES or NO

- YES  This candidate's application meets all qualifications of the Iowa Degree. The SAE Records qualify AND all Iowa Degree Application Review items received an "X". \*
- NO  This candidate's application does **NOT** appear to meet all qualifications of the Iowa Degree. \*\*

If NO, indicate if the applicant needs to be present to appeal.

**Personal appearance is not required.** Deliver needed corrections or clarifications, with the original application and review sheets, to the district advisor by the designated due date. The district advisor sets the specific district due date. (Personal appearance may not be needed for simple corrections.)

**Personal appearance is required** to appeal this application. The situations/problems will need to be explained. Bring all supporting records to the appeal.

Reviewer Signatures: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* Barring any unforeseen circumstances, applicant's receiving a "YES" will receive the Iowa FFA Degree.

\*\*Candidates that **DO NOT** meet all qualifications are allowed to utilize the **District Appeal Process**.

**Step 4. Attach these review sheets to the front of the application and return to the District Advisor.**

Revised: 12/22/10