

Iowa FFA Degree Review Form

Student Name: _____

Application Version #: _____

School P.O.(Town): _____

FFA District: _____

Step 1. The Review Process

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 or qualifies. **NO** = The records do not match the application or does not qualify. **NA** = the information is not applicable to this candidate's application and/or records.

Step 2. Iowa Degree Review

YES	NO	Business agreements are present for all SAE records and agreements are SIGNED.
YES	NO	Front: All signatures are present.
YES	NO	All Pages Except First and Last Pages: Application version number on the bottom left is the same.

Verification: Basic Award Setup Information

"X" each value that matches. Explain (thoroughly) any value that does not match. List specific numbers.

ASSETS	Beginning	Ending
1d. Current Inventory--Line 1		Itemized ending inventory values are reported on "Ending Current Inventory Page"
1d. Current Inventory--Line 2		
1d. Current Inventory--Line 3		
1d. Current Inventory--Line 4		
2a. Non-Current Inventory		Itemized ending inventory values are reported on "Ending Non-Current Inventory Page"
2b. Non-Current Inventory		
2c. Non-Current Inventory		
2d. Non-Current Inventory		
2e. Non-Current Inventory		

Explain problems:

YES	NO	My Project Story, Sect. A: Consistent with Record Book Review
YES	NO	My Project Story, Sect. B: Explanation is acceptable
YES	NO	My Project Story, Sect. C: Current year SAE(s) listed
YES	NO	Supervised Agricultural Experience: Agricultural Systems Pathway is appropriate for project description.
YES	NO	Supervised Agricultural Experience: SAE(s) appear to be agricultural/ag-related.

Verification: Supervised Agricultural Experience - Placement and Foundational Page

"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
Unpaid Hours				
Paid Hours				
Gross Earnings				
Expenses				

Explain Problems:

YES	NO	Income and Expense Summary: Ending Inventories match the following year's Beginning Inventories	
YES	NO	Income and Expense Summary, 7a: Non-cash transactions are balanced (all years say "yes")	
YES	NO	NA	Inventory Values in the following pages: Candidate Inventory Statement-Current Inventory, Candidate Inventory Statement-Non-Current Inventory, and Income and Expense Summary of SAE Program Do the entries in the Inventory Pages (Current & Non-Current) match the SAE record(s)? Verify each value. If NO , explain:
			In the Income and Expense Summary of SAE Program Page, do the closing inventories of one record year match the beginning inventory values of the following year (lines 1a & 1b and lines 4a & 4e)? Verify each value. (Note: The current year's beginning values should not be included.) If NO , explain.

Verification: Income and Expense Summary of SAE Program Page				
"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
1d. Cash Sales				
1e. Used at Home				
1f. Transfer/Exchange				
2a. Resale Cash				
2b. Resale Non-Cash				
2c. Cash Expenses				
2d. Non-Cash Expenses				
2e. Gifted Non-Cash				
4b. Transfer In				
4c. Gifted Non-Current				
4d. Purchases				
4f. Sales				
4g. Non-Cash Sales				
Explain problems:				

Verifications: Remaining sections of the Iowa Degree Application		
YES	NO	Financial Balance Sheet, Section E: Beginning Value, Line 1 and Ending Value, Line 2 indicate "MET" .
YES	NO	Financial Balance Sheet, Section J: At least one option indicates "MET" .
YES	NO	Learning Outcomes/Efficiency Factors: At least five Learning Outcomes and/or Efficiency Factors listed.
YES	NO	Learning Outcomes/Efficiency Factors: At least one Efficiency Factor listed if "Entrepreneurship" SAE.
YES	NO	Skills, Competencies, and Knowledge: All cells completed in both columns.
YES	NO	Skills, Competencies, and Knowledge: Indicators and contributions listed are related to the SAE.
YES	NO	Leadership/FFA Activities: At least <u>five</u> above the chapter level activities are listed.
YES	NO	Verification of FFA Activities: Leadership/FFA Activities Page. Are the listed activities acceptable (National FFA Week is a local activity)? List questionable activities.
YES	NO	Verification of Community Service: Community Service Page. <u>25 hours</u> of community service from 2 different activities NOT claimed as paid/unpaid SAE. List questionable activities.
YES	NO	Checklist Minimum Qualifications: All values indicate "MET" .
YES	NO	Manual Checklist Page: Complete as reviewer and <u>all</u> sections are marked yes.
YES	NO	Verification of Leadership Position: State Degree Minimum Qualifications-Manual Checklist Page. Line 6c: The office/committee position is acceptable. List questionable position(s).

Step 3. Explanations From Review

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

** For applications that do not meet all qualifications, write comments on the actual Iowa Degree application. (This will help with potential appeals.)

Step 4a. Local Advisor Verification

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". *

Local Advisor Signature(s). At least one local advisor signature is required.

Step 4b. District Review Final Verifications

"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. Verification of this decision shall be made by another Sub-District Review Committee.**

If NO, indicate if the applicant must 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:

Verification Signatures:

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

Step 5. Post Review Directions

The review sheet is retained for all applicants. Candidates that do not meet the qualifications receive a copy of both the review sheet and application. The District Advisor (or designee) retains the original review sheets. Approved applications are returned to the applicant.

Step 6. OPTIONAL: Star Candidate Recommendation

The review committee may encourage the applicant—through the advisor—to apply for a star award.