



IOWA

FFA ASSOCIATION

IOWA FFA DEGREE

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IOWA FFA DEGREE

I. General Information

The Iowa FFA Degree is the highest rank that can be conferred upon active members by the Iowa FFA Association. Those to receive the degree will be selected for nomination by the State Committee according to provisions in the Iowa FFA Constitution. Recognition will occur with an appropriate ceremony to the successful candidates at the annual Iowa FFA Leadership Conference.

II. Minimum Qualifications

The minimum qualifications for election to the degree according to the Iowa FFA Constitution—Article V, Section E:

1. Have received the Chapter FFA Degree and have been an active FFA member for at least two years (24 months) at the time of receiving the Iowa FFA Degree.
2. While in school, have completed the equivalent of at least two years (360 hours) of systematic school instruction in Agriculture Education of above the ninth grade level, which includes a supervised agricultural experience program.
3. A student after entering agricultural education must have: 1.) earned and productively invested at least \$1,500, or 2.) worked at least 375 hours in excess of scheduled class time, or 3.) a combination thereof, in a supervised agricultural experience program.
4. Have participated in at least 25 additional, unduplicated hours of community service activities within at least two different community service activities.
5. Demonstrate leadership ability by:
 - a. Performing ten procedures of parliamentary law.
 - b. Giving a six-minute speech on a topic relating to agriculture or the FFA.
 - c. Serving as an officer, committee chairperson, or a participating member of a chapter committee.
6. Have a satisfactory scholastic record as certified by the local agricultural education instructor and the principal or superintendent.
7. Have participated in the planning and completion of chapter Program of Activities.
8. Have participated in at least five approved FFA activities above the chapter level.
9. Meet other requirements as established by the Iowa FFA Association.

III. Rules

In addition to the minimum qualifications, the following rules must be followed:

1. In any year, all active members who are candidates meeting minimum qualifications may be elected to the Iowa FFA Degree. FFA Chapters shall not have quotes for the Iowa FFA Degree.
2. Candidates must submit the correct application form for the year the degree is to be received. Applications are to be prepared by the candidate and verified by the local FFA Chapter.
3. Candidates must submit the correct review form for the year the degree is to be received. The “Review Form for Iowa Degree Application” is posted at <http://www.iowaffa.com/iowadegree.aspx>. This review form shall be completed and verified by the local FFA Chapter and serves as evidence that a local review of the candidate’s applications and records were conducted.
4. One copy of the completed application must be received by the District FFA Advisor prior to the evaluation. Each candidate’s SAE record books covering the period of the applications must be in possession of the district review committee prior to the time of evaluation.
5. Only paper record books and computer print outs of records will be accepted; electronic versions will not be accepted as SAE records at the district review. No interviews occur at the district review.
6. The Iowa FFA Association shall not require a specific record keeping system. However, the following records shall be kept for all SAE records:
 - a. business agreements
 - b. inventories (beginning and ending) – when appropriate

- c. itemized income
 - d. itemized expenses
 - e. number of hours—when appropriate
7. Applications will be judged as originally submitted with no additions or changes permitted after the District FFA Advisor receives them. Applications that are altered in any way may result in disqualification.
 8. All signatures are required.
 9. The District Advisor should not serve on any of the sub-district review committees.
 10. Evaluation of applications and SAE record books at the district review shall occur as follows:
 - a. Three evaluation representatives from each sub-district will serve on a rotational basis.
 - b. The District FFA Advisor will chair the evaluation process.
 - c. Each sub-district will evaluate another sub-district’s applications. If necessary, advisors may evaluate applications from their own sub-district. Advisors SHALL NOT evaluate applications from their own chapters.
 11. Sub-district review committee MUST provide written explanation for any applications that do not meet the qualifications to earn the Iowa FFA Degree. Applications that do not meet qualifications shall be reviewed by a 2nd sub-district review committee for verification.
 12. The District Advisor or designee(s) will determine what action is to be taken on applications that do not meet the qualifications as a result of the sub-district committee review.
 13. The chapter advisor and the applicant are responsible for coordinating potential appeals with the District Advisor or designee(s) within one week of the district review.
 14. Appeals as part of the Iowa FFA Degree review process will be conducted at the district level.
 15. Candidates that meet the qualifications of the Iowa FFA Degree review, as verified by the district review committee(s), will be recognized with the Iowa FFA Degree.
 16. Applications that are denied as any part of the Iowa Degree Review Process may choose to appeal the final decision per the guidance provided by Board Policy #1 (<http://www.iowaffa.com/ffaboardpolicies.aspx>)
 17. Star Candidates: Candidates wishing to be considered as a Star Finalist shall advance three additional copies of their approved application to the State FFA Staff on or before February 15th.

VI. Awards

State: Degree Recipients State Degree Pin (Awarded on Stage at SLC)
 State Degree Certificate (Awarded in SLC Packet)

All awards subject to available sponsorship through the Iowa FFA Foundation.

VII. Event Hosting Guidelines/Checklists

Needed Materials Checklist:

- _____ Iowa FFA Degree Applications, Completed Local Review Forms and Record Books
- _____ Iowa Degree Review Forms (1 per application)
- _____ Copies of rules
- _____ Tables for Reviewers
- _____ Chairs for Reviewers
- _____ Calculators
- _____ Pens/Pencils for Reviewers

VIII. State Approved List of Activities

1. The following are LOCAL activities, they are NOT considered activities above the local level: FFA Week, Food For America, Partners in Active Learning Support (PALS).
2. Activities
 - a. Agriscience Fair
 - b. Chapter Exhibit/Hall of States Display
 - c. Dairy Cattle Handlers
 - d. Greenhand Quiz
 - e. Legislative Symposium
 - f. Reporter's Scrapbook
 - g. Secretary's Book
 - h. Treasurer's Book
 - c. Chapter Representative
 - d. Chorus
 - e. Courtesy Corps
 - f. Massing of the Flags
 - g. Nominating Committee
 - h. Officer Candidate
 - i. Official Delegate
 - j. Program of Activities Committee
 - k. Talent
3. Awards
 - a. Academic Achievement Award
 - b. Journalism Award
 - c. Proficiency Award
 - d. Public Relations Award
 - e. Rising Star
 - f. SAE/Ag Ed Publicity Award (through 2017)
4. Career Development Events—Leadership
 - a. Agricultural Broadcasting
 - b. Agricultural Discussion Meet
 - c. Agricultural Issues and Perceptions
 - d. Agricultural Sales (Individual)
 - e. Chapter Program
 - f. Chapter Website
 - g. Conduct of Meetings
 - h. Experience the Action
 - i. Extemporaneous Speaking
 - j. FFA Creed Speaking
 - k. Job Interview
 - l. Parliamentary Procedure
 - m. Public Speaking
5. Career Development Events—Skills
 - a. Agricultural Biotechnology
 - b. Agricultural Communications
 - c. Agricultural Mechanics
 - d. Agricultural Sales (Team)
 - e. Agronomy
 - f. Dairy Cattle Evaluation
 - g. Farm Business Management
 - h. Floriculture
 - i. Food Science
 - j. Horse Evaluation
 - k. Livestock Evaluation
 - l. Marketing Plan
 - m. Meats Evaluation
 - n. Milk Quality & Products
 - o. Nursery/Landscape
 - p. Poultry Evaluation
 - q. Soils Evaluation
 - r. Vet Science
6. Conferences and Conventions
 - a. Auditing Committee
 - b. Band
7. Iowa State Fair
 - a. Agricultural Demonstration Show
 - b. Agricultural Mechanics Show
 - c. Beef Cattle Show
 - d. Dairy Cattle Show
 - e. Dairy Goat Show
 - f. Farm Crops Show
 - g. Floriculture Show
 - h. Free Stage Attendant
 - i. Grandstand Usher
 - j. Horse Show
 - k. Horticulture Show
 - l. Meat Goat Show
 - m. Photography Show
 - n. Poultry Show
 - o. Rabbit Show
 - p. Sheep Show
 - q. Showing
 - r. Show Student Worker
 - s. Swine Show
8. Leadership Events
 - a. Amplify Conference (212)
 - b. COLT
 - c. Greenhand Fire-Up
 - d. Ignite Conference (Discovery)
 - e. SLCDO
 - f. Transform Conference (360)
9. National FFA Events
 - a. Agriscience Fair
 - b. Band
 - c. Chorus
 - d. Convention & Expo
 - e. Courtesy Corps
 - f. Official Delegate
 - g. Talent
 - h. Washington Leadership Conference
10. Other Events
 - a. Area: Other events that involve FFA members above the local level.
 - b. District & Sub-District: Other officially sponsored FFA activities (Activities recognized as official sub-district or district level coordinated and sponsored events).

IX. Event Materials

- A. Iowa Degree Review Process
- B. Iowa Degree Review Form
- C. SAE/Directed Lab Hour Limits
- D. Community Service Guidelines for FFA Degrees

IOWA FFA DEGREE REVIEW PROCESS

I. Local Advisor/Member Responsibilities

1. Completing the application is the responsibility of the FFA member. Application covers and page protective sheets SHOULD NOT be used. Read, follow, and understand the rules in order to provide correct and accurate information for the district review. Additional pictures or supplemental pages of information (such as news articles) SHOULD NOT be part of the Iowa Degree Application.
2. By rule, the state approved review form posted at <http://www.iowaffa.com/iowadegree.aspx> must be completed at the local level, verified by the local advisor, and included in materials that are delivered to the district review.
3. All applicants must be entered on Iowa FFA On-Line 48 hours prior to the district review.
4. Organize SAE records so information can be verified quickly. This may include a three-ring binder tabbed by year of records.
5. Deliver one copy of each Iowa Degree application, with each applicant's records and a completed and verified review form to the District Advisor by the district-determined due date. (Do NOT mail to the FFA Enrichment Center)
6. Star Candidate Applications—Mail 3 copies of each Star Candidate Application and 3 copies of the approved Iowa FFA Degree application to the FFA Enrichment Center by February 15th (postmark).

II. District Review Process

The District Advisor is responsible for the district review process. However, the District Advisor may appoint another advisor within the district to facilitate the district review and appeal process.

1. Print and copy the review forms as needed. A minimum of one per application is needed.
2. Print a check-in form from the Iowa FFA On-line System to confirm that all entered Iowa FFA Degree applications are received.
3. Iowa Degree applications and their corresponding SAE record books and local review forms shall be divided by sub-district.
4. Each sub-district should have a review committee of at least three people.
5. To the extent possible, sub-district committees are encouraged to review applications from sub-districts other than their own.
6. By rule, advisors may evaluate applications from their own sub-district, but advisors SHALL NOT evaluate applications from their own chapters.
7. Use one set of Iowa FFA Degree review forms (3 pages per set) for each applicant.
8. Unapproved applications (receive a "NO" on the last page of the review form) by rule shall be reviewed and confirmed by a second sub-district review committee.
9. Approved applications and corresponding SAE record books may be returned at or prior to district contests. The review forms from the local review and district review should be attached and retained by the District Advisor or designee.
10. Within 48 hours of the district review, the District Advisor or designee shall submit a list of applications reviewed via the Iowa FFA On-Line System. Each application must be identified as District Approved or Not Approved: Correctable Errors, Interview Required, or District Denied.
11. For applications that are approved following an appeal and correction process, submit an updated list indicating the applicant's name, chapter, and indicate as APPROVED (Done on Iowa FFA On-Line).

III. Processing Applications Following the District Review

1. Copy the review form (district and local review) and applications of all unapproved applications. The District Advisor/Designated Appeals Advisor retains the original review forms and the application. The unapproved applicant receives the copy of the review forms and a copy of the degree application immediately after the district review.
2. For approved applications, return the application to the applicant. Retain the review forms (district and local review) until the presentation of the Iowa FFA Degree at State FFA Convention. These forms can be destroyed (shredded) following State Convention.
3. Candidates that DO NOT meet all qualifications may utilize the District Appeal Process.

4. The results of the district review can be viewed on Iowa FFA On-Line. Barring any unforeseen circumstances, candidates that MEET all qualifications shall receive the Iowa FFA Degree.
5. It shall be the responsibility of the local advisor and candidate to make arrangements to retrieve the applications and review sheets from the district review. The local advisor and candidate will be responsible for initiating the appeal process. The local advisor and candidate must respond with the intent to appeal or correction within one week of the district review.

IV. Special Notes for Star Candidate Applications

1. If a Star Candidate's application is required to utilize the appeal process, it should be expedited to assure that the state association has the corrected applications and approval by February 15th.
2. It is the local advisor's responsibility to mail 3 approved copies of the Star Candidate(s) application(s) to the FFA Enrichment Center by February 15th (postmark).

V. District Appeal Process: Applicant Tips

1. Candidate's wishing to appeal must notify the District Advisor (or designee) of their intent to appeal within one week of the district review date. Appeals will not be granted to individuals that do not notify the district advisor (or designee) of their intent to appeal.
2. If indicated, on the district review form, the candidate must be present at the appeal (Check page 3 to verify if the applicant must be present at the appeal).
3. Applicants who appeal that present sloppy or disorganized records will be denied. It is the applicant's responsibility to be organized so the appeal review may be completed quickly. The reviewer may discontinue the appeal at any time.
4. The original Iowa FFA Degree application with the attached Iowa FFA Degree review form must be brought to the appeal along with the corrected application.
5. Bring all supporting SAE records and activity records to the appeal.
6. The District Appeal Reviewer will make a formal recommendation to the District Advisor. The recommendation will be reflected in the update of the applicant status on Iowa FFA On-Line.
7. Be prepared and be courteous. A majority denied applications are denied because of mistakes or missing information. Applicants are given the opportunity to correct mistakes and/or explain unusual circumstances. In most cases, the appeal could have been prevented if the applicant had prepared more thoroughly for the original application review at district review. The Iowa FFA Degree is both a degree and an honor. Applicants are not owed the degree. Applicants must earn the degree. Treat the appeal reviewer with respect as they are giving of their time to help the applicant earn this honor.

VI. District Advisor (or Designee) Tips

1. The District Advisor (or Designee) should consider the following guidance as to when the applicant should attend the appeal.
 - a. No: If only simple additions or corrections are needed (clerical errors). Examples include missing signatures, clarification of community activities, missing skills, missing learning outcomes, etc.
 - b. Yes: If unique situations or record book scenarios must be explained. Examples include significant changes to the SAE dollar values, trade for labor, complicated gift situations, etc.
2. The following factors relative to when an appeal should be conducted and who should conduct the appeal:
 - a. Conducting the appeal during district convention or other meeting(s) that will minimize extra travel is recommended, but not required.
 - b. Select 2 to 3 advisors, with expertise in reviewing Iowa or American Degrees to conduct review of appeals.
 - c. The goal is to help applicants that qualify earn the degree. Often students with the most complicated records and multiple SAE projects make the most mistakes. Select advisors that will help qualified candidates prove their qualifications.
 - d. It is not the reviewer's role to evaluate whether or not the records are believable. This is an objective review, therefore the goal is to show that the written records support the application.

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.



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>