



# 2019 National Chapter Award Application

## Manual Checksheet

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Reviewed by: \_\_\_\_\_

To improve the quality of applications submitted and to eliminate the need to disqualify an application at the national level competition, a state association representative should complete a manual check for each award application submitted.

**Instructions:** Please manually review the application for each item on the checksheet. Checkmark the line if the item is present and correct:

\_\_\_ Chapter president, chapter secretary, chapter advisor, superintendent or principal and state FFA advisor or executive secretary have properly signed the application.

\_\_\_ All pages of the application are present. Form I includes three pages. Form II includes 18 pages. A complete application has 21 pages. The Checksheet of Minimum Qualifications and the Manual Checksheet are not included in this page count and are not required for national submission.

\_\_\_ All pages of the application have the same version # on the bottom left of each page. The cover page (signature page) and photo pages do not require matching version #s.