

## 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 <b>different</b> community service activities? The same activity repeated three times, even if in different years, counts as <b>one</b> 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. <b>The candidate must meet <u>all</u> conditions of at least <u>one</u> of the options to be qualified.</b>
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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: \_\_\_\_\_