

## American FFA Degree Check Sheet with Minimum Standards

Name _____				Chapter _____
Pre-Eval.	Regional	State	N/A	Cross Check
				1. <b>The degree application DOES NOT have DRAFT indicated throughout the document.</b>
				2. <b>All pages (except cover) exist with the same Version # on the bottom left of each page</b>
				3. <b>Cover Page:</b> State, Chapter and Membership Number is present.(Top Right)
				4. <b>Cover Page:</b> Application has been signed by the parent/guardian, candidate, chapter president, chapter advisor, and school superintendent or principal.
				5. <b>Cover Page:</b> Candidate has achieved a high school course record of "C" or better and has a satisfactory record of scholarship and participation in school activities certified by the school administrator or counselor.
				6. <b>Page 2, Applicant Info:</b> Email address of applicant required for National FFA Convention registration.
				7. <b>Page 3, FFA History:</b> Year FFA Membership Began has been completed.
				8. <b>Page 3, FFA History:</b> Candidate has been an active FFA Member for at least the immediate past 36 months.
				9. <b>Page 3, FFA History:</b> Candidate has the State FFA Degree.
				10. <b>Page 3, FFA History:</b> Candidate has paid State and National FFA Dues.
				11. <b>Page 3, Education Information:</b> Candidate has graduated from high school at least 12 months prior to the National FFA Convention at which the degree is to be granted.
				12. <b>Page 3, Education Information:</b> Candidate has satisfactorily completed the equivalent of at least three years (540 Hours) of systematic secondary school instruction in an agricultural education program, or has completed the program of agricultural education offered at the school last attended, or completed two years of secondary agriculture education and one year of post secondary agriculture program at a technical school or university.
				13. <b>Page 4, SAE Types:</b> The agricultural nature of the candidates SAE identified (X) is evident and has in operation and has maintained records to substantiate an outstanding supervised agricultural experience program through which exhibits comprehensive planning, managerial & financial expertise on Pg 5 SAE Placement/ Pg 6 SAE Entrepreneurship.
				14. <b>Page 4, Assets, Non-Current Inventory &amp; Liabilities:</b> Candidate has listed value at beginning dates for all applicable areas.
				15. <b>Page 4, Personal Cash Income &amp; Expenses:</b> Candidate has listed income other than earnings (Gifts and Inheritances).
				16. <b>Supervised Agricultural Experience Section:</b> The candidate reports SAE for each year of FFA membership. Business/Enterprises listed on Pages 5 & 6 relate to the income/expense recorded on Pages 8-13. The Placement Supervised Agricultural Experience Program on Page 5 reflects the SAE type on Pg. 4 and has hours/income/expense recorded on Pg. 5 for each year of the project. (page numbers could change depending on number and types of SAEs).
				17. <b>Page 4:</b> The candidates Current Inventory Statement on Pg. 4 (Expanded on Inventory statement sections) is related and limited to the Supervised Agricultural Experience Program listed on SAE pages.
				18. <b>Pages 4 and Inventory pages:</b> The candidate has listed assets (Current or Non-Current) on Pg. 4, Section III Assets, Parts 1 & 2, in the correct sections located on Pgs. 8 & 9 (Candidate Inventory Statement Sections) A, B, C, D, E, F, G, H, I. (page numbers could change depending on number and types of SAEs).
				19. <b>Income and Expense Summary of Entrepreneurship SAE Program Section:</b> The candidate's Non-Current/Capital Assets are related and limited to the Supervised Agricultural Experience Programs listed on SAE - Entrepreneurship pages. (NOTE: Personal vehicles must not be included as a business asset if their use is limited to driving to and from work. If a personal vehicle is used as a business asset, the business value is limited to the percentage of the hours/miles it is used exclusively for the business purposes.)
				20. <b>Income and Expense Summary of Entrepreneurship SAE Program Section:</b> The change in the Non-Current/Capital Assets Inventory (Section 4) within a single year takes into consideration the purchase of Non-Current/Capital Assets, the gift of an asset, or raised livestock. ( Also on Assets Sheet, Sec A.2.a., B1 & C)
				21. <b>Income and Expense Summary of Entrepreneurship SAE Program Section:</b> The non-cash expenses (2b, 2d and 4b) offset with a matching value on line 1f.
				22. <b>Income and Expense Summary of Entrepreneurship SAE Program Section:</b> All entrepreneurship enterprises show current/operating expenses. (either cash and/or non-cash)
				23. <b>Financial Balance Sheet Statement:</b> If the candidate has listed a value on line 1b, it is the actual <b>cash value</b> of the stock, bond, or life insurance.
				24. <b>Financial Balance Sheet-Personal Contributions &amp; Net worth:</b> Accuracy Check For the Balance Sheet (Section E1 and E2) are "MET".
				25. <b>Financial Balance Sheet-Earnings and Productively Invested:</b> Candidate has Qualified under any of the 3 options on Page 13 and is indicated as so in Section J "MET".
				26. <b>Community Service:</b> Candidate has participated in a minimum of 3 non-FFA Community Service Activities totaling at least 50 hours.

# American FFA Degree Check Sheet with Minimum Standards

Items used on the application cannot be duplicated to meet the minimum standards listed above with the exception of:

1. Improvement Project hours as part of the SAE hours. These hours will be calculated at a rate of \$3.56 automatically on the application.
2. Check to see if "Star" Designation has been made - **bottom of Cover B**. If Yes, then use Star Checklist for further checks.
3. All dates on the application pg.2 through pg. 13 (last page) are the same. (Cover Page can have a different date.)
4. Documentation of how a student obtained beginning inventory for their first record book is not needed, only the starting amount listed in their beginning net worth statement is required. Any inventory obtained during the fiscal year (purchased or received as gift/inheritance) and listed as ending inventory value will need to have an offsetting cash or noncash expense and reported accordingly on the application. The exception to this is for inventory that was raised or born during that fiscal year and still held for sale, personal use or breeding purposes at the end of the year. The cost for obtaining these items is covered as part of the current operation expenses. The value of items received as gifts or inheritances should be listed in the record book as a non cash expense (to buy the item into the record system) and the value listed as income other than earnings in the Summary of Contributed Capital section of the American Degree application.

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Pre-Evaluation Evaluator Signatures

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Regional Evaluator Signatures