Pride is defined in the dictionary as a feeling or deep pleasure or satisfaction derived from the achievements of those with whom one is closely associated, or from qualities that are widely admired. The Ohio FFA family is certainly proud of the students, teachers and supporters that contributed in the tremendous success at the 2019 National Convention. Ohio ranked 2nd among all states with 438 American FFA Degrees, ranked 1st in Proficiency Award Finalists and National Proficiency Winners, had 9 National Chapter Award Finalists and 31 National 3-Star FFA Chapters! As we begin the process of identifying the next round of national finalists and winners from Ohio, I encourage you to continue to motivate and drive FFA members and yourself to continue the “habit” of excellence in Ohio.

As in the past, the evaluation process is multifaceted and implements numerous safeguards to ensure the success rate of all participants. Districts that properly implement a pre-evaluation procedure will increase the likelihood that their applicants will go through the evaluation process unscathed. As a reminder, each district is to follow the guidelines and implement all procedures on the regional and pre-evaluation level to create a consistent, uniform, fair process for all FFA members across the state.

Important items to note and/or modifications for the 2019-2020 Ohio FFA Evaluations are as follows:

1. **Regional Evaluations:**

<table>
<thead>
<tr>
<th>Region</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region 1</td>
<td>January 29</td>
<td>9:00 a.m-appx 3:00 p.m.</td>
<td>Patrick Henry Aux Gym</td>
</tr>
<tr>
<td>Region 2</td>
<td>January 31</td>
<td>9:00 a.m-appx 3:00 p.m.</td>
<td>Norwayne Admn Bldg</td>
</tr>
<tr>
<td>Region 3</td>
<td>February 3</td>
<td>9:00 a.m-appx 3:00 p.m.</td>
<td>FFA Center</td>
</tr>
<tr>
<td>Region 4</td>
<td>January 30</td>
<td>9:00 a.m-appx 3:00 p.m.</td>
<td>MVCTC Adult Ed Rm. 406</td>
</tr>
<tr>
<td>Region 5</td>
<td>February 4</td>
<td>9:00 a.m-appx 3:00 p.m.</td>
<td>FFA Center</td>
</tr>
</tbody>
</table>

2. The State Checksheets for Proficiency, Star (State and American), State Degree, and American Degree **MUST** be used and will stay with the application all the way through all levels of the evaluation process. State Degree checksheets are included with the online application.

3. **Star State Degree process** – all star state degree applications will be forwarded on to the State Evaluation. The Top 4 in each of the star areas (Star Farmer, Star in Agriscience, Star in Agricultural Placement and Star in Agribusiness) will be selected as Star State Degree Finalists. **ALL Star State Degree Finalists will be interviewed on their farm site and/or agribusiness placement site to determine the Star Winner. The Top 4 Star State Degree Finalists in each area will be recognized and the winners announced at the State FFA Convention.** All Top 4 Star State Degree Finalists will receive a plaque from sponsors through the Ohio FFA Foundation. Pending the availability of funds, the Star State Degree winners will receive a check for $300 from the Ohio FFA Association.

4. Organic Ag and Accounting proficiency applications are available in the AET application manager.

5. Pending the availability of funds, 1st place district winners in each proficiency award area will receive a check for $15 from the Ohio FFA. 2nd thru 4th place district finishers will no longer receive awards.

6. Resources for all applications are located on the Ohio FFA Website under Programs, then Regional/State Evaluations, [www.ohioffa.org/programs/regional-state-evaluations/](http://www.ohioffa.org/programs/regional-state-evaluations/)
7. **Regional Evaluation Snow Emergency Policy** – If your county is on a level 2 or 3 snow emergency on the day of your scheduled evaluation and you choose not to attend, you must email Brenda Correll at bcorrell@ohioffa.org by 9:00 am your list of applicants and their award areas. The instructor will be responsible for delivering those students records and award applications to the calamity make-up day on **Saturday, February 8, 2020** at the FFA Center, 9:00 am. Teachers will assist state staff in evaluating all award areas that day if needed.

**Professional Leave Requests for Evaluations**

Don’t delay in submitting your professional leave request so you can participate in this school year’s evaluation process at the pre-evaluation and regional levels – it is essential that we have high attendance to help with the facilitation of the evaluation process. As you know, evaluating student performance is an essential part of student achievement. As a reminder, the costs associated with your participation (mileage, substitute teacher, etc.) are approved uses of the CTE category one funds generated by your Career-Technical Education program (reference Auditor of State Bulletin 2000-16). With this in mind, we hope your school will sponsor your participation.

“...funds must be spent on... student assessment, credentialing and placement; curriculum specific equipment purchases and leases; career-technical student organization fees... work-based learning experiences; professional development; and other costs directly associated with career-technical education programs including development of new programs (e.g. research, communication).”

**General Guidelines**

1. No handwriting is permitted on any application being submitted for evaluation with the exception of the applicant’s GPA, attendance and related signatures.

2. Applications cannot have any alterations once submitted at regional evaluation. This includes but is not limited to hand-written corrections unless there is a known error with the application template.

3. Any State or American FFA Degree application that is disqualified can be re-evaluated after the state evaluation. There will be a $35 fee assessed to offset the cost of re-evaluating the degree.

4. Applications and record books can be disqualified due to quality at the discretion of the governance committee overseeing the regional evaluation process. Complete SAE records are highly recommended.

5. Degree applications will not be returned and become the property of the Ohio FFA Association; therefore, you are encouraged to make a copy of the submitted degree.

6. For all State and National FFA Award and Degree Applications, Supervised Agricultural Experiences are to be related to those career pathways served by agricultural education service, Office of Career and Technical Education. SAE should complement the student’s occupational interests and must align to the state approved Agricultural and Environmental Systems content standards. If you are referencing the “SAE for All” information provided by the National Council for Agriculture Education, please keep in mind that Immersion SAE may count for award and degree applications and Foundational SAE will not qualify.

7. In reviewing applications for awards and degrees, applicants sometimes present a completely unrealistic number of hours dedicated to directed lab/SAE. In a single year, a person working a full time 40 hour per week job will work a total 2080 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. See the directed lab document for further information.

8. The allowable percent value of a vehicle (non-current inventory page) that can be counted in an SAE program is the percent the vehicle was used toward the SAE in a given year. Use of Vehicle: vehicle such as pickup trucks, cars, four-wheelers, grain and fuel trucks, etc., may be an essential asset in a successful SAE program. The Internal Revenue Service (IRS) allows for a reasonable proportion of vehicle ownership costs to be deducted as a business expense. Example: you put 10,000 miles on your pickup truck this year
and 2,000 of those miles were directly attributed to your SAE program. Therefore, 20% of the value of that pickup can be counted as an asset toward your SAE. In real dollars that means if a pickup truck is valued at $8,000, then $1,600 can be counted as an asset toward your SAE. The remaining value of $6,400 shall be listed as “non-productively invested/personal non-current assets.” Note: Current IRS rules recommend that the total value of a vehicle should never exceed 60% of the value of the vehicle. The exception to this rule would be feed trucks, fuel trucks, etc. In this instance, the vehicle shall have a farm tag and there shall be substantial supporting inventory that requires the investment of the vehicle. Example: a feed truck with a farm tag would require substantial supporting inventory such as livestock. A fuel truck with a farm tag would require substantial supporting inventory such as tractors, combines or other types of equipment. **Note:** At no time can a vehicle count as the only source of investment in an SAE program of a student applying for awards and degrees.

9. Expenses must be included on all financial pages where appropriate. If no expenses were incurred, zeros should be entered and an explanation should be provided in the student agreement located in the record books. However, if the expenses were paid by another party, the appropriate entries should be made for bartered labor (non-cash expenses), gifts, etc. **Dates and version numbers on pages should be the same** to prevent questioning of data transferring from page to page on the application.

**Pre-Evaluation**

1. **Each district will conduct a pre-evaluation. Pre-evaluation can be conducted on a county, sub-district or district level.** The purpose of the pre-evaluation process is to focus on the proper transfers from the record books to the degree/award applications and ensure proficiency applications are in the correct category and minimum requirements are met.

2. **Attendance of the agriculture teacher at pre-evaluation is mandatory** for the advancement of the respective schools’ applications to the regional level.

3. All degrees and award applications with corresponding record books are to be submitted or they will not advance to regional evaluation.

4. Applications and Record books with financials are completed prior to being submitted for the pre-evaluation process with the exception of: resume, signatures, pictures and letters of reference/personal page.

5. All proficiency award and degree applications must be verified with accompanying record books. No elimination of proficiency awards and degree applications will occur at this level unless minimum standards are not met.

6. **Each application must be verified with the appropriate check sheet with the evaluator’s signature. Check sheets must follow application to regional evaluation.**

7. Any errors identified in record books, proficiency award applications, and degree applications may be corrected prior to the ensuing regional meeting.

8. Correctable errors are errors that can be found in the record books and are missing in the application or found on the application but missing in the record books. An example of a correctable error would be, participation in CDE contest is in a record book, but not on the application, application can be updated. An example of an uncorrectable error would be participation in CDE contest is found in neither the application nor record book.

9. Any mistakes that are correctable can be brought back for further evaluation with the appropriate check sheet attached to the award/degree application that was completed at pre-evaluation.

10. No teacher should evaluate his or her own applications.

**Regional Evaluation**

1. All schools and teachers should be present and applications will be re-evaluated, teachers must work in pairs with each district being represented in the pair of teachers. Pairs will be pre-established by the Ohio FFA/Ag Ed staff.
2. All officer books, degrees and proficiency awards with accompanying check sheets from pre-evaluation must be present at regional evaluation to be either re-evaluated or scored to a rubric. In addition, all record books should accompany all degree/award applications.

3. Each region shall utilize a governance committee that consists of the two district chairs, the FFA Board of Trustees member and two FFA Advisory Committee representatives.

4. SAEs will be reviewed at this level of the evaluation process to determine if they are acceptable or unacceptable based upon Content Standards, listing of validated careers, and SAE Guidelines.

5. Any additional correctable issues that arise because of mistakes not found at pre-evaluation can be re-submitted at a post evaluation only for State and American FFA Degrees. Old and corrected applications along with record books must be taken to the post regional evaluation at each of the districts’ chair’s home school. Correctable errors would include those determined at pre-evaluation level.

**FFA Member Identification Numbers**

Access the National FFA’s homepage at FFA.org to obtain an FFA member’s identification number that is needed for award and degree applications.

**American FFA Degree**

1. The American FFA Degree application can be accessed through the National FFA website using the Application Center if not utilizing the AET system.

2. Prior to submitting your FFA member’s American FFA Degree application, please review the American FFA Degree review sheet that supplements the American FFA Degree application. Additionally, please attach a copy of the Ohio American FFA Degree checksheet to the back of the application when submitting it at pre-evaluation.

3. The American FFA Degree can be received at any national convention after you have been out of high school for a year and while you are still eligible to be an FFA member. You are eligible for membership through the fourth November 30 after graduation from high school, but membership may not be maintained for any reason after you reach your 23 birthday. *Special Tip: If you graduated from high school in 2017, your window of opportunity to receive the American FFA Degree is 2018, 2019 and 2020. If you have served in the armed services or participate in an FFA international experience, the window of opportunity can be extended one year, as long as you have not reached age 23 by the time you receive the degree at the national convention in October/November.*

4. Completed American FFA Degree applications must be printed and submitted at pre-evaluation and accompanied by a completed set of record books where the applications and record books will be reviewed and verified. Final evaluation at the state level is limited to those applications that respond positively to all questions on the American FFA Degree review sheet.

5. The American FFA Degree applications submitted to the state for final evaluation will only be reviewed using the American FFA Degree State Checksheet.

6. Members applying for both the American and State FFA Degrees in the same year must write “BOTH” across the top of each application.

7. Successful candidates will have their applications forwarded by the state FFA office to the National FFA Organization in June.

8. Upon receipt of official written notice of the national selection results (usually late-July to first of August) the FFA Advisor will notify teachers that their nominees are now officially “candidates” for the degree, to be conferred at the national FFA convention.

9. Applicants do not need to attach current agreements to the American FFA Degree application.
10. **E-mail addresses are required** for the American Degree application. An e-mail address can be used only once. For example, an advisor submits his e-mail address for one of his chapter’s applicants. This e-mail cannot be used again for another applicant.

11. American FFA Degree candidates must have participated in at least 50 hours of community service, within at least 3 different community service activities. These hours are in addition to and cannot be duplicated as paid or unpaid SAE hours. 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. 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. Please refer to the FFA Degree Community Service Guidelines found at [www.ohioffa.org/programs/regional-state-evaluations/](http://www.ohioffa.org/programs/regional-state-evaluations/)

12. American FFA Degree applicants must have achieved a high school scholastic record of “C” or better, as certified by the principal or superintendent.

**Star American FFA Degree**

1. Individuals wishing to compete for Star American FFA Degree must check YES on the cover page above the name pronunciation box to create the “Star Battery” of the application during the same year they submit their American Degree Application. DO NOT create separately.

2. During the state review, qualified candidates will be identified. During the state evaluation, all Star American applications will be reviewed and scored to determine the applicants who will be selected as Ohio’s Star American FFA Degree candidates to represent Ohio. On-site visits will NOT be conducted.

3. Applicants have four star areas in which application can be made; Star American Farmer, Star American in Agribusiness, Star American in Agricultural Placement and Star American in Agriscience.

**State FFA Degree**

1. The State FFA Degree is available in the AET Application Manager.

2. To be eligible for the State FFA Degree, applicants must have at least a 93% attendance rate and a 2.00 GPA. If the attendance rate is below 93%, the applicant must have a 3.00 GPA. If graduated, the applicant had a 2.00 GPA as certified by the school. The applicant’s GPA and attendance figures must include the first semester in their calculations. Additionally, transcripts no longer have to be included in the application process. **GPA and attendance records can only be handwritten on the application.**

3. All State FFA Degree applicants must have project descriptions completed to verify quality SAE (SAE types, page 3).

4. Applications submitted to the state for evaluation will be reviewed using the **State FFA Degree Checksheet that is included** in the State FFA Degree application. No record books are to be submitted with the application when it is submitted for state evaluation unless required for the verification of the applicant’s SAE.

5. Official results will be sent out electronically after all information has been processed and the Ohio FFA Board of Trustees has approved the names of the nominees.

6. State FFA Degree applicants must have participated in at least 25 hours of community service, within at least two different community service activities. These hours are in addition to and cannot be duplicated as paid or unpaid SAE hours. 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. 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. Please refer to the FFA Degree Community Service Guidelines found at www.ohioffa.org/programs/regional-state-evaluations/

Star State FFA Degrees

1. Individuals wishing to compete for Star State FFA Degree must complete the “Star Battery” of the application and the 2020 State FFA Degree. All Star State FFA Degrees will be forwarded on to State Evaluation.

2. If applying for Star State during the same year as applying for State Degree, you must submit two copies of the degree to go through evaluation.

3. The immediate year following graduation is the final year to apply for a Star State award.

4. During the state evaluation, the Top 4 candidates in each area will be identified as the Star State FFA Degree Finalists. All Star State FFA Degree Finalists will be interviewed on their farm site and/or agribusiness placement site to determine the Star State FFA Degree winner in each area.

5. Brenda Correll will notify the teachers as to the date, time, and place of the visit. The teacher and/or parents are welcome to be in attendance during the visit, but are not permitted to participate in the interview process unless asked by the interview team.

6. The purpose of the interview is to validate information, examine record books, assess applicant's knowledge, determine the extent of the applicant's involvement in decision-making, and appraise the overall quality of the candidates supervised agricultural experience program.

7. After all interviews are completed, the interview team will meet with the FFA office to determine the applicants who will be selected as Ohio's Star State FFA Degree.

8. Applicants have four star areas in which application can be made; Star State Farmer, Star State in Agribusiness, Star State in Agricultural Placement and Star State in Agriscience.

9. Chapters may submit one star candidate per area.

10. All Top 4 Star State FFA Degree Finalists will receive a plaque from sponsors through the Ohio FFA Foundation. Pending the availability of funds, the Star State FFA Degree winners will receive a check for $300 from the Ohio FFA Association.

Proficiency Awards

1. Proficiency award applications can be accessed through the National FFA Website using the Application Center if not using the AET system.

2. Applications require a street address, no P.O. Boxes. This is required for accounting audit information by the National FFA.

3. FFA members may compete in any proficiency award area as long as the skills are directly related to their supervised agricultural experience (SAE) program.

4. FFA members must meet the minimum standards in order to submit an application at the region evaluation. The proficiency award minimum standards are posted on the Ohio FFA web page.

5. All proficiency applications must be printed and submitted with a copy of the State Proficiency Award Checksheet.

6. Applicants cannot use the same SAE in more than one award area except for Diversified Agricultural Production, Diversified Crop, Diversified Horticulture and Diversified Livestock award areas.

7. The Story Outline will no longer be required. Once the Top 4 have been identified in the State, Katy Endsley will contact teachers to secure the information needed for the Top 4 in each area.

8. State approved Agricultural Education record books (or The AET) verifying the SAE, must accompany each application or be accessible via the Internet.

9. FFA chapters may submit two proficiency award applications per award area.
10. Applicants must have sophomore, junior, senior, or immediate graduate standing with a minimum enrollment of one year in Agricultural Education and supervised agricultural experience. Graduates must have completed at least three full years of Agricultural Education or all of the Agricultural Education courses offered in the school last attended.

11. At the minimum, students must have kept one full calendar years worth of records as an FFA member to apply for a proficiency award.

12. Previous state winners are not eligible to compete in the same award area.

13. All proficiency applications from each region must be forwarded to the state for final evaluation. At the State Evaluation, judges will determine the district ranking and will select the top four applications to be interviewed.

14. The names of the top applicants and their interview times will be posted on the Ohio FFA web page by April 1, 2020.

15. The top four (4) finalists will be interviewed on Thursday, April 30, 2020, at the Ohio FFA Convention.

16. Results of the state interviews will be announced during the state FFA convention.

17. Pending the availability of funds, state winners will receive a check for $250, state runner-ups will receive a check for $150, third place finishers will receive a check for $100 and the fourth place finishers will receive a check for $50 from the Ohio FFA.

18. The top four state finalists are required to display their SAE during the state convention in the Proficiency Finalists display area of the Bricker Building. Students will use a 36” x 48” display to exhibit their SAE project. More information will be sent to the finalists once the top four have been selected.

19. Applications disqualified from competition forfeit their right to receive recognition at any level of the evaluation process.

20. All applications that meet the minimum qualifications at the conclusion of Regional Evaluations will remain in contention to be a State Winner.

21. FFA members are expected to be in attendance for the state interview.

22. The State Convention Interview Score will contribute 25% and the Application Score will contribute 75% to the overall score.

Chapter Officer Book Scoring Rubrics

1. All FFA chapter secretaries, treasurers and reporters that earn a “Gold” rating at their regional evaluation will be recognized at the state convention.

2. Copies of the scoring rubrics can be found on the Ohio FFA Homepage http://www.ohioffa.org. These rubrics will be used to assess the officers’ books during evaluation.

3. The chapter Program of Activities must be included with the secretary’s book.

4. For additional information, please refer to the new Officer Book Resource Guide at https://ohioffa.org/programs/regional-state-evaluations/

Honorary State and American FFA Degree

1. Applications for Honorary State FFA Degree can be found on the Ohio FFA web page.

2. One application is specifically for teachers of agriculture and the other application is for anyone other than teachers of agriculture. The due date is posted on the application.

3. The Honorary State Degree is due in the state office by February 22, 2020.

4. Applications for the Honorary American FFA Degree can be submitted through the FFA Homepage http://www.ffa.org. Nominations for the Honorary American FFA Degree are due online on or before June 1, 2020.
National Chapter Award

1. The National Chapter application can be accessed through the National FFA website using the Application Center if not utilizing the AET system.

2. According to the Ohio FFA Constitution, all FFA chapters are required to submit Form I of the National Chapter Award application to be considered a chapter in good standing. Every chapter that meets the minimum quality standards on Form I will qualify as a State Superior Chapter. To do this, chapters need to conduct one activity related to each of the quality standard in addition to meeting the minimum criteria outlined in the NQCS. Chapters receive a Superior Chapter certificate each year they achieve this level. All chapters must submit Part I of the National Chapter Application at the regional evaluation or by mailing it to Brenda Correll, 7191 Charleton Court, Canal Winchester, OH 43110 by MONDAY, March 9, 2020.

3. To compete for State Gold, Silver or Bronze awards, chapters must complete Form I and qualify for a Superior Chapter Award, complete Form II and have submitted a chapter Secretary’s Book that contains a current Program of Activities, a Treasurer’s Book, and a Reporter’s Book. Note: All officer books must receive a rating of “Honorable Mention” or higher for the National Chapter Application to be evaluated. Chapters use Form II to report goals, plans of action and results/evaluation on three activities for each division. State judges rank the chapters as Gold, Silver or Bronze. Chapters receive a multi-year plaque and yearly plaque inserts specifying the level achieved each year. The first year the chapter may receive a plaque and inserts thereafter until the plaque is full, at which time another free plaque may be requested through the National FFA.

4. Plaques will be presented to the top ten (10) chapters at the state FFA convention pending funding through the Ohio FFA Foundation, Inc. Top 10 chapters will be announce unranked at the state FFA convention.

5. Chapters submitting Forms I and II will be evaluated according to the scoring plan located in the back of the National Chapter Award Application Handbook which can be downloaded from the National FFA web site at www.ffa.org. This is the primary resource for this award area.

6. All evaluators’ scores on the National Chapter Award applications will be standardized. The use of standardized scores eliminates bias effects due to differences within the scoring for each judge. This “within-case” standardization is effective in removing response effects and is especially suited to many forms of attitudinal data.

7. The National Chapter application will be scored on Friday, March 13, 2020 at the Ohio FFA Center.

8. All National Chapter Award Applications (Parts I and II) must be received by Brenda Correll no later than 5:00 pm on MONDAY, March 9, 2020. Late applications will be scored but will have their scores adjusted with a -10% penalty. Mail applications to Brenda Correll, 7191 Charleton Court, Canal Winchester, OH 43110.

9. A pre-sort will be completed prior to judging.

10. The top 10 chapters in each of the three Divisions will be interviewed on Thursday morning, April 30, 2020 to determine the winner in each area. The interview will determine the winner of each Division. Only the first place chapter will be announced during the state FFA convention.

11. A number of applications, equal to 10% of the total number of chapters in Ohio (34), will be submitted for national evaluation.

Helpful Hints

1. It is the responsibility of the advisor and student to ensure the application(s) are complete and accurate prior to submitting them for evaluation. Applications are not to be changed or altered once the evaluation process has begun on the region level. Check your math, check your signatures, check your documentation and make sure all necessary attachments are affixed. As a reminder, award applications should not be placed in binders or covers.
2. Record books must be complete, accurate and supportive of information contained in the application. Every proficiency award, State and American FFA Degree applications must have record books available for verification before submitting applications for evaluation.

3. Students and Teachers often have issues with or ask questions about the Agriculture Education SAE for Proficiency Award and Degree Applications. The Ohio FFA Association and National FFA Organization agree on the following parameters and examples:

   - The Agriculture Education SAE is intended for a student to be educating a captive audience (regardless of the size of the audience). Students may count presentation/delivery hours, as well as time spent for that student to prepare for their delivery of the subject. For example, if the student is conducting a workshop on ethanol, they may count the 30-minute presentation/facilitation time, and the 3-hour preparation time to deliver the workshop. If a student is attending 212/360 to receive training for personal development, that would not be accepted since they are the trainee, not the trainer.

   - A Chapter or State Office is not an SAE, however, there are things that a Chapter or State Officer can do that falls into the Agriculture Education SAE description above (and those would be appropriate to list as unpaid hours with appropriate description and if they are within reason). For example, if a Chapter Officer is presenting for a Food for America program, they can count their presentation time and their preparation time. If a Chapter Officer were keeping a Treasurers book, it would not be acceptable as it falls within their normal duty as a Chapter Officer. If a chapter officer attends an officer training, it would not count since they are being trained on how to complete their duties as an officer.

   - An agriculture education department assistant is not necessarily an SAE, however, there are things that an Agriculture Education Assistant may do that align with the description above. Example, if a senior were coaching a Career Development event for Middle School students (and the senior student is not a member of the team), it would be acceptable to count those hours as Agriculture Education. If an assistant were grading papers, organizing the storage cabinet, or sweeping the shop, it would not be acceptable for an SAE in Agriculture Education.

   - If the student is in college, they cannot count hours for a course in which they are receiving credit, or practicums that provide credit. For example, they would not be able to count student teaching or early field experience hours if they are doing it as a part of a class requirement. However, if a college student conducts a youth judging clinic and develops the curriculum and facilitates or presents, this would be appropriate.

4. Please call if you have any specific questions about the award applications. Any information acquired by personal telephone calls from advisors to staff at the National FFA Organization must be shared in writing (letter, email, fax) with the Ohio FFA Association prior to the evaluation for it to be valid. You must document your “exact” question, the date of the call, the name of the person who responded to your question, and their “exact” answer.