Ohio FFA Association

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To: Ohio FFA Advisors
From: Alyssa Bregel, State FFA Advisor
Date: October 29, 2026
Re: Ohio FFA Evaluation Information for the 2026-2027 School Year

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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. Our track record speaks for itself and truly reflects the work of the student and teacher in preparing quality applications. We take great pride in our efforts to create a platform for student success while continuing to build on the experiences and expertise of our teachers in the evaluation process. The evaluation process is multifaceted and implements numerous safeguards to ensure the success rate of all participants. Schools that properly utilize the Record and Award Review Sheets will increase the likelihood that their applicants will go through the evaluation process unscathed.

IMPORTANT ITEMS for the 2026-2027 Ohio FFA Evaluations:

1. **Evaluations** will occur using the AET platform for the 2026-2027 year. Below are dates and deadlines that will be followed:

- **MONDAY, February 1st 6:00 pm** – ALL State Degrees, Star State Degrees, American Degrees, Star American Degrees, and SAE Awards must be submitted in the State Application Manager for **State** Evaluation.
- **TUESDAY, February 9th & WEDNESDAY, February 10th** – State Evaluation with Governance Review for ALL State and American Degrees will occur in-person at the FFA Center using the AET platform. Ohio FFA needs approximately **70-80** teachers to volunteer to participate **each day**. **EVEN** district **teachers** will evaluate on **Tuesday, February 9th** and **ODD** district **teachers** will evaluate on **Wednesday, February 10th**.
- **THURSDAY, February 11th and FRIDAY, February 12th** – State Evaluation with Governance Review for all SAE Awards and Star Degrees will occur in-person at the FFA Center using the AET platform. Ohio FFA needs approximately **40-50** teachers to volunteer to participate. **Must attend both days**.
- **FRIDAY, February 19th** – Teachers will have access to status of degrees from evaluation. Degrees with an "R" status will need to be re-submitted incurring a $35 fee if choosing to fix for review. Degrees with an "A" status are approved. Degrees with a "DQ" have issues that are not fixable and need to apply the following year.
- **THURSDAY, February 25th 6:00 pm** – ALL Degrees receiving an "R" status from State Evaluation must be re-submitted in the State Application Manager incurring a $35 fee if choosing to fix for review.
- **FRIDAY, February 26th to MONDAY, March 8th** – All returned degrees will be re-evaluated by State Staff and a Governance Committee member to assure degrees have been fixed per comments for approval.
- **MONDAY, March 1st 6:00 pm** – ALL National Chapter Award Applications (Parts I and II) must be submitted for State Evaluation in the State Application Manager.
- **THURSDAY, March 5th to MONDAY, March 8th 6:00 pm** – State Evaluation for ALL National Chapter Applications will occur virtually using the AET platform. Ohio FFA needs **30** teachers to volunteer to participate.
- **FRIDAY, March 5th 6:00 pm** – Agriscience Fair Reports must be submitted in the State Application Manager.
- **THURSDAY, March 18th** – SAE Awards and Star State Interviews will occur virtually via Zoom.
- **TUESDAY, WEDNESDAY and THURSDAY, March 23rd, 24th, 25th** – Top 10 Premier National Chapter Interviews will occur virtually via Zoom.
- **TUESDAY, WEDNESDAY, and THURSDAY, MARCH 30th, March 31st, April 1st** – Agriscience Fair Interviews will occur virtually via Zoom.

- **TUESDAY, May 18th 9:00 am** – Agriscience Fair Critique in-person at the FFA Center.
- **WEDNESDAY, May 19th 9:00 am** – SAE Awards and Star Critique in-person at the FFA Center.
- **THURSDAY, May 20th 3:30 pm** – National Chapter Critique virtually.

2. **Submitting applications for Evaluations:**
   - In the Application Manager, go to the Submission Lists and Feedback
   - Click on Browse to see your list of student applications
   - Then click ADD for each student application to submit the most recent application with the highest version # for evaluation
   - Teachers can verify submissions by clicking on the list and confirming application version numbers
   - The Application Manager will only allow "met" applications to be added
3. **OFFICER BOOK Evaluations will be the responsibility of each District**. Evaluations should be conducted during each districts pre-evaluation and must use the scoring rubrics found on the Ohio FFA website at http://www.ohioffa.org. ALL District Officer Book results (officer book, student name, student ID#, school name, score and rating) must be submitted from the district chair to Brenda Correll by **February 19th**. All FFA chapter secretaries, treasurers and reporters that earn a "Gold" rating will be recognized at State Convention.
4. At the minimum, students must have kept **TWO** calendar years worth of records as an FFA member to apply for a SAE award.
5. Students utilizing paper records will utilize a Google form to upload pdf copies of all record books. https://forms.gle/TXx7ZiyWT3WZMWMPA **Uploaded paper record books MUST be legible and loaded as an 8 ½x11 vertical document. Records not uploaded correctly will NOT be accepted.**
6. Finalist interviews for SAE Awards, Top 10 Premier National Chapter, Agriscience Fair and Star State Degree will be held virtually for 2026-2027. Please remind applicants that interviews will be conducted, and they have an impact on final placing. Participation is essential to the success of the student.
7. The Top 10 Chapters overall will be given the opportunity to have a booth in the Bricker Building during the state convention to highlight and share their accomplishments as a Top 10 Chapter.
8. Resources for all applications are located on the Ohio FFA Website under Programs, then Regional/State Evaluations, www.ohioffa.org/programs/regional-state-evaluations/
9. For the 2027 evaluation year (2026-2027 school year), the cut-off date for ALL records and activities to count towards a State Degree is December 31st.

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 state 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 Career-Technical Education State Supplemental Funding Guidance). With this in mind, we hope your school will sponsor your participation.

> *"…funds shall be spent on… curriculum development, purchase, and implementation; instructional resources and supplies; industry-based program certification; student assessment, credentialing, and placement; curriculum specific equipment purchases and leases; career-technical student organization feeds and expenses; home and agency linkages; work-based learning experiences; professional development; and other costs directly associated with career-technical education programs including development of new programs.*

General Guidelines

1. Applications cannot have any alterations once submitted for state evaluation.
2. Applications and record books can be disqualified due to quality at the discretion of the State Evaluation committee overseeing the process. Complete SAE records are highly recommended.
3. The degree applications are generated on the State and American Degree Minimum Standards criteria that are built into the AET electronic check system. When minimums are not met, AET creates a ***draft*** degree application. Ohio FFA evaluations will use a quality records review system that can be found on the Record and Award Review Sheet.
4. For all State and National FFA Award and Degree Applications, Supervised Agricultural Experiences are to be related to those career pathways served by the 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.
5. 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 Simulated Work Environment/School Based Enterprise/Supervised Agricultural Experience (SAE) hours, it is important to consider the hours a student must also dedicate to school, sleep, etc.
6. 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.**
7. 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 another party paid the expenses, appropriate records (separate record book) should reflect the bartered labor (non-cash expenses), gifts, etc.
8. Any competitive award application (**Agriscience Fair, SAE Award, Star Degree, National Chapter**) submitted after the submission deadline will **not** be evaluated or reviewed.
9. Lab hours need to reflect simulated or school-based enterprise following Work-based learning guidance and must align to the student's program of study.
10. For 2027 Only, all previous Agriscience Fair, Agricultural Proficiency Award and Agriscience Research Proficiency Award will be eligible to submit the new application under the new SAE Award program and Agriscience Fair.

Pre-Evaluation

1. **Each district may conduct a pre-evaluation. If the district chooses to conduct a pre-evaluation, it is recommended to utilize the electronic interactive record books and applications submitted in the Submission Lists & Feedback.** Pre-evaluation can be conducted on a county, sub-district or district level.

The purpose of the pre-evaluation process is to focus on accurate comprehensive records utilizing an informal review in AET with sticky notes guiding feedback for improvement for record books. Interactive records as well as the application are both available for this step.

2. Districts will be responsible for securing teachers for their pre-evaluation process.
3. All Degree records should be evaluated using the interactive record book and the Record and Award Review sheet. Any errors identified in record books or applications should be corrected prior to the ensuing state evaluation. Feedback for corrections will appear in the student's application manager.
4. 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. Any mistakes that are correctable can be re-submitted to the Application Manager for further evaluation at the pre-evaluation level if desired.

State Evaluation

1. Ohio FFA and District Chairs will be asking for teachers to volunteer to participate at the State FFA Evaluations in-person at the Ohio FFA Center.
2. Students utilizing paper records will utilize a Google form to upload pdf copies of all record books by the deadline for all levels of evaluation. https://forms.gle/TXx7ZiyWT3WZMWMPA **Uploaded paper record books MUST be legible and loaded as an 8 ½x11 vertical document. Records not uploaded correctly will NOT be accepted.** Paper records will be forwarded to those evaluators as needed.
3. All SAEs will be reviewed at this level of the evaluation process to determine if they are acceptable or unacceptable based upon Content Standards, and SAE Guidelines.
4. ALL Degrees receiving an "R" status from the February 9th and 10th State Evaluation must be re-submitted by **Thursday, February 25th 6:00 pm** in the State Application Manager incurring a $35 fee if choosing to fix for approval.

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 Handbook that supplements the American FFA Degree application.
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 23rd birthday. *Special Tip: If you graduated from high school in 2026, your window of opportunity to receive the American FFA Degree is 2027, 2028 and 2029. 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 FFA Convention.*
4. The American FFA Degree applications submitted to the state for evaluation will be reviewed using the 2027 Ohio American Degree Record and Award Review Sheet.
5. Successful candidates will have their applications forwarded by the state FFA office to the National FFA Organization.
6. The National FFA will post official results (usually late July to early August). Nominees are then considered officially "candidates" for the degree, to be conferred at the national FFA convention.

7. **Valid 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. It is recommended that students use a personal email address versus their high school email since they will not have access to that email once they graduate.
8. 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. Please refer to the FFA Degree Community Service Guidelines found at www.ohioffa.org/programs/state-evaluations/.

American Star FFA Degree

1. Individuals wishing to compete for American Star 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. **Must also submit to the American Star Submission List.**
2. During the state review, qualified candidates will be identified. During the state evaluation, all American Star applications will be reviewed and scored to determine the applicants who will be selected as Ohio's American Star FFA Degree candidates to represent Ohio.
3. Applicants have four star areas in which application can be made; American Star Farmer, American Star in Agribusiness, American Star in Agricultural Placement and American Star in Agriscience.

State FFA Degree

1. The State FFA Degree is available in the AET Application Manager. All signatures are electronic.
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. Guidance Counselors must verify GPA and attendance records with electronic signature. All GPA's are to be calculated using a 4.0 scale, not a weighted scale.
3. Applicants must be a Junior, Senior or Graduate to apply.
4. State FFA Degree years do NOT need to be continuous.
5. All State FFA Degree applications must have project complete Annual Review/SAE Descriptions to verify quality SAE (SAE types, page 3).
6. Applications submitted to the state for evaluation will be reviewed using the 2027 State Degree Record and Award Review Sheet.
7. 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.
8. 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. Please refer to the FFA Degree Community Service Guidelines found at www.ohioffa.org/programs/state-evaluations/.

State Star FFA Degree

1. Individuals wishing to compete for State Star FFA Degree **must** complete the "Star Battery" of the application **and** the 2027 State FFA Degree. All state star degree applications will be forwarded on to the state evaluation.
2. Individuals may apply for a State Star FFA Degree in the same year as applying for the State FFA Degree. **The immediate year following graduation is the final year to apply for a State Star State award**. **Note:** if applying for the State Star award after receiving the State FFA Degree in a previous year, a **2027 State FFA Degree must be submitted along with the "Star Battery".**
3. During the state evaluation, the Top 4 in each of the star areas will be selected as State Star Degree Finalists.

4. Applicants have four star areas in which application can be made; State Star Farmer, State Star in Agribusiness, State Star in Agricultural Placement and State Star in Agriscience.
5. Chapters may submit one star candidate per area.
6. The Top 4 State Star Degree Finalists in each area will be recognized and the winners announced at the State FFA Convention. All Top 4 State Star Degree Finalists will receive a plaque from sponsors through the Ohio FFA Foundation. Pending the availability of funds, the State Star Degree winners will receive a check for $300 from the Ohio FFA Association.
7. Finalist interviews for Top 4 in each State Star area will be held virtually on **Thursday, March 18th**. Please remind applicants that interviews will be conducted, and they have an impact on final placing. Participation is essential to the success of the student.

SAE Awards

1. SAE 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 SAE award area as long as the skills are directly related to their supervised agricultural experience (SAE) program.
4. FFA members must meet the **Ohio FFA SAE Award Minimum Standards** within one year of records, in order to submit an application for State Evaluation. The Ohio SAE Award Minimum Standards are posted on the Ohio FFA web page.
5. All SAE award applications must be submitted on the State Submission List in AET by **Monday, February 1st 6:00 pm.**
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. Once the finalists have been identified in the State, Katy Endsley will contact teachers to secure the information needed from the finalists in each area for the State FFA Convention.
8. AET will include a records link in the application to verify records. Students utilizing paper records will utilize a Google form to upload pdf copies of all record books by the deadline for all levels of evaluation. https://forms.gle/TXx7ZiyWT3WZMWMPA **Uploaded paper record books MUST be legible and loaded as an 8x12 vertical document. Records not uploaded correctly will NOT be accepted.**
9. FFA chapters may submit **two** SAE award applications per award area.
10. Applicants must be a sophomore, junior, senior, or immediate graduate 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 **TWO** calendar years worth of records as an FFA member to apply for an SAE award.
13. At the State Evaluation, judges will determine the district ranking and will select the finalist applications.
14. The names of the finalist applicants will be posted on the Ohio FFA web page.
15. Finalist interviews for SAE Awards will be held virtually on **Thursday, March 18th**. Please remind applicants that interviews will be conducted, and they have an impact on final placing. Participation is essential to the success of the student.
16. Pending the availability of funds, the state winners will receive a check for $250 and the state runner-ups will receive a check for $150 from the Ohio FFA.
17. Applications disqualified from competition forfeit their right to receive recognition at any level of the evaluation process.
18. All applications that meet the minimum qualifications at the conclusion of State Evaluations will remain in contention to be a State Winner.

Chapter Officer Book Scoring Rubrics

1. Each District will be responsible for conducting officer book evaluations during their pre-evaluations and must use the scoring rubrics found on the Ohio FFA website http://www.ohioffa.org.
2. ALL District Officer Book results (officer book, student name, student ID#, school name, score and rating) must be submitted from the district chair to Brenda Correll by **Friday, February 19th**.
3. All FFA chapter secretaries, treasurers and reporters that earn a "Gold" rating at their district's pre-evaluation will be recognized at the state convention.
4. The chapter Program of Activities must be included with the secretary's book.

Honorary State and American FFA Degree

1. The Formstack link for submitting Honorary State FFA Degrees can be found on the Ohio FFA Evaluation page of the Ohio FFA website.
2. Honorary State Degree applications must be submitted through Formstack by **February 22nd**.
3. Applications for the Honorary American FFA Degree can be submitted through the FFA website http://www.ffa.org. Nominations for the Honorary American FFA Degree are due online on or before June 1st.

National Chapter Award

1. The National Chapter application can be accessed through the National FFA Application Center or the AET Degree/Application Manager.
2. 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 Brenda Correll in March of each year.
3. Plaques will be presented to the top ten (10) chapters at the state FFA convention pending funding through the Ohio FFA Foundation. Top 10 chapters will be announced unranked at the state FFA convention.
4. 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. Applications started before September 2026 may be marked "obsolete" and are invalid for the 2026-2027 award year. Chapters must use the current award year application. Applications marked "obsolete" will be disqualified.
5. Every chapter that meets the minimum quality chapter standards and completes Form I will qualify as a state superior chapter. To do this, chapters need to conduct one activity related to each quality standard in addition to meeting the minimum criteria outlined in the National Quality Chapter Standards (NQCS).
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. All National Chapter Award Applications (Parts I and II) must be submitted in the State Application Manager by **Monday, March 1st 6:00 pm**.
8. State Evaluation for ALL National Chapter Applications will occur virtually using the AET platform **Thursday, March 4th to Monday, March 8th 6:00 pm.**
9. Top 10 Premier National Chapter Interviews will occur virtually **Tuesday, Wednesday, and Thursday, March 23rd, 24th, and 25th.**

10. The Top 10 Chapters overall will be given the opportunity to have a booth in the Bricker Building during the state convention to highlight and share their accomplishments as a Top 10 Chapter. More information will be sent to the Top 10 chapters once they have been announced.
11. A pre-sort will be completed prior to judging.
12. The number of applications, equal to 10% of the total number of chapters in Ohio, will be submitted for national evaluation.

Agriscience Fair

1. Report Pre-Qualifying – Reports must be submitted through the State Application Manager by **Friday, March 5th 6:00 pm.**
2. The finalists in each division will be posted to the Ohio FFA website.
3. The Top 4 projects with a minimum score of 45 points from each category/division will be interviewed to determine final placing. These interviews will occur virtually on **Tuesday, Wednesday, and Thursday, March 30th, March 31st, and April 1st.**
4. Pending the availability of funds, all individuals placing first will receive a check for $60, second place will receive a check for $45, third place will receive a check for $30 and fourth place will receive a check for $15 from the Ohio FFA.
5. All Information related to Ohio Agriscience Fair can be found on the Ohio FFA website at www.ohioffa.org/programs/agriscience-fair/.
6. FFA chapters may submit only **two** Agriscience Fair award applications per division/category.
7. Starting in 2027, FFA members may only submit one Agriscience Fair Award Application.

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 applications have been submitted for evaluation. Check your math, check your signatures, check your documentation and make sure all necessary attachments are affixed. Please remember to use the Award and Record Review Sheets.
2. Record books must be complete, accurate and supportive of information contained in the application. Every SAE award, and State and American FFA Degree application must have record books available in the Degree/Application Manager or uploaded if using paper books.
3. Students and Teachers often have issues with or ask questions about the Agriculture Education SAE for SAE 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 the Connect-I Am Conference 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.