



2020 Pennsylvania FFA State Degree (Keystone)

State Degree Minimum Qualifications - Manual Checklist

Approved: _____

Name

Chapter

	Award Sections		Advisor/ Review Adv.		Exec Comm Member	
			YES	NO	YES	NO
1	Membership Number	Are the FFA Membership Number and Chapter number indicated on the Applicant information page?				
2	Version Numbers	Are the Version numbers the same on every page? And dated after Oct. 1.				
3	Signature Page	Are all signatures complete? Except for State Advisor				
4	SAE Description/Review (Clip board in AET)	Are the candidate's SAE details complete for every project (description and scope) and information accurate for each type of SAE? Does the description indicate something learned/growth? Does the SAE "Description" include details of what happened during the project and what the student learned? What is the status of the project at the end of each calendar year?				
5	Inventory: Current/Non-current	Is current inventory reflected in the SAE description? Are non-current items appropriate for the listed projects? (owned by the student?)				
6	Financial Sections	Do the financial entries adequately reflect the intent of the SAE projects: Entrep: Expenses/Income: Placement: SAE Earnings, etc.				
7	FFA Activities at the Chapter level	Candidate performed at least 10 FFA activities at the chapter level (not included in any other part of the application)				
8	FFA Activities above the Chapter level	Candidate performed at least 5 (5) DIFFERENT FFA activities above the chapter level, be careful of same activities with varied descriptions. (not included in any other part of the application)				
9	Community Service	Are the organizations listed, organizations that benefitted from the service? (Not the member's FFA Chapter and not chapter fundraiser activities)				
10	Community Service	Are there 25 hours and at least 2 DIFFERENT activities?				
11	Photos	Is one photo and complete caption of an SAE project included?				
12	SAE Plans	Are SAE plans complete and included for each (current year) SAE project?				
13		Are all application checklist items MET?				

Advisor Name (printed)

Advisor Signature

Date

Review Comm Member Name (printed)

Review Comm Signature

Date