

Keystone Degree FFA Member Checklist		
Use this list to review each project		
1	Profile Tab: Personal Profile Section complete Record your Ag Classes each year complete	
2	Project/Experience Manager Project Name reflects the purpose of the project Ex. Market Hogs 2019 Couch's Restaurant John's Dairy Farm Pd. Placement	
3	Project Type is correct	
4	SAE Plan All sections are descriptive of the plan/intent of the project Continuing projects include an update in the plan each year	
5	Learning objectives in the SAE plan (at least 3 for each project) Planned Activities (at least 3 for each objective)	
6	Financial Entries: complete for the type of project Market projects: include inventory for resale, feed, sale of animals	
7	Journal entries reflect the knowledge and skills learned through the duration of the project	
8	Files/photos: reflect skills learned in the project	
9	Annual Review: Years are correct for each year of the project: Written in past tense, include start of project, skills/knowledge learned	
10	Non-current inventory: for Entrep. And Research projects ONLY Includes equipment/animals/owned longer than 1 year/used in the project Complete "usage" of equipment	
11	Review Skills/Comp/Knowl (Brain) learned throughout the year. Make completed projects inactive: repeat above for each project Reports tab: Degree/App manager	
12	Link: FFA Award Information - complete all related info in this window Remember: you have not completed the Ag program, yet.	
13	Open the PA FFA State Degree (Keystone)	
14	Application link	
15	Review EVERY page	
16	FFA Activities: more than 10 at the chapter level: repeated activities will count more than 5 different above the chapter level: repeated activities count once	
17	Community Service: Read the directions/top of page Organization is NOT the FFA chapter and not a group fundraiser Describe YOUR role in the activity	
18	SAE Photo: picture of you demonstrating a skill in your project	
19	Caption: DO NOT USE IN THIS PICTURE!! Clipping toenails is important	
20	Check the checklist: remember: MET does not mean complete/correct it only means that something was typed in the box.	