

# 2024 Pennsylvania FFA State (Keystone) Degree

Name: \_\_\_\_\_

Chapter: \_\_\_\_\_

## State Degree Minimum Qualifications- Manual Checklist

	Degree Sections	Description
1	Version Date	Are the applications versions <b>dated after Oct. 1. (Bottom of the application pages)</b>
2	Cover Complete	Is the <b>Application Information</b> page complete?
2a	Ag Ed Enrollment	Are <b>2 completed years of Ag Ed courses beyond SAE</b> indicated? Student must be in their 3 <sup>rd</sup> year of Ag or have graduated high school.
3	Additional Requirements	Are the <b>3 Additional Requirements</b> Completed with "yes"?
3a	Application ending date	Is the application <b>ending date 10/1</b> of the current year?
4	Years of Records	Does the candidate have SAE records <b>across two calendar years</b> ?  Does the candidate have SAE records in the <b>current calendar year</b> (i.e. 2023 project records for applications being submitted in the fall of 2023)?
5	Project Name/Category	Is the project in the correct type based on the description? Is the project named appropriately?
6	SAE Description/ Review (Clipboard in AET) Template is found in the AET Experience Manager clipboard, can be edited as needed.	<p><b>Example Template from AET (can be edited as needed)</b></p> <ol style="list-style-type: none"> <li>1. My SAE project started in the month of _____ this year, and my SAE is based on _____ (try and describe using # head, acres, lbs, hours, etc..)</li> <li>2. In this year, I learned specific skills &amp; responsibilities such as _____ and _____.</li> <li>3. My project is (Completed / or ongoing into next year). This year, important outcomes such as _____ and _____ were used to measure/track my success. (Tip...measurable values like # offspring, transferred animals, \$ sales, paychecks, # hours, harvest yield, lbs. gained, knowledge gained, # customers, responsibilities, or other ways to quantify growth).</li> </ol> <p>If no inventory/equipment used is listed, who provided the equipment used in the project? Include the information in the description.</p> <p><b>Project scope:</b> Is the scope explained in the description? Does the scope make sense with the description? Is the income realistic based on the hours listed?</p> <p><b>Breeding livestock:</b> How many mature females? Offspring? Sold/kept?</p> <p><b>Placement Example:</b> I started working at Smith Dairy Farm in June, cleaning the barn, for my paid placement. In July, I learned how to milk cows and in August I changed to feeding calves. This year I learned how to run the skid loader and to identify problems with the calves. My job will continue into next year. OR My job ended in November, when I started another job.</p> <p><b>Entrepreneurship Examples:</b> Market Livestock: My project started in May when I purchased 2 Crossbred market lambs/one ewe and one wether. They weighed 50 and 45 lbs. each. They gained 65 and 85 lbs. and ate 600 lbs. of feed. I learned to change their feed, gradually as bloat can be a problem. I also learned that lambs need to be dewormed, regularly for best growth. I sold them at the fair in September. They were housed in my grandfather's barn and I paid for expenses through labor exchange.</p>

		<p><b>Lawncare Business:</b> I started my lawn mowing project in May by mowing 3 lawns in my area. My client list grew to 8 clients by word of mouth. I hired my sister to help me get them all taken care of. I don't have any non-current inventory because I used my parent's lawn equipment in exchange for mowing their lawn. 2nd year: I started working on March 1 as I was requested to clean up flower beds. I continued mowing the former clients and have added 3 more. My sister continued to work for me and I was able to purchase my own Zero Turn mower and weed eater. I continued to mow my parent's lawn for in exchange for my dad trailering my equipment to jobs.</p> <p><b>Breeding Livestock:</b> I started my rabbit breeding project with 2 does and 1 buck: All Californians. My does had 3 litters/24 bunnies. I sold 20 of the bunnies, transferred 3 to a meat pen project and kept 1 doe. My rabbits are housed in cages that I got as a birthday gift and are kept in my parent's barn. I buy the feed with money from my job until this project is profitable.</p>
7	Inventory: Current/ Non-current	<p><b>Placement projects do not have inventory/ownership.</b></p> <p>Is current inventory reflected in the SAE description? Are non-current items appropriate for the listed projects? (owned by the student?) Are inventoried items directly related to entrepreneurship or research projects? This should be clarified in the description. A loss in entrepreneurship earnings will show up as a positive in inventory. <b>Completed projects should be turned off (inactive)</b> and financial "losses" absorbed by profitable projects.</p>
8	Income and Expense Summary	<p>Entrepreneurship projects will have income/revenue in section 1. If no income, then <b>an explanation MUST be in the SAE description.</b> Expenses from operations will be listed in section 2. If no expenses, then <b>an explanation MUST be in the SAE description.</b></p> <p>Market projects and/or many businesses will have "inventory purchased for resale" (section 2a or b). Entrepreneurship Projects will have Expenses in lines (2c and/or 2d, and/or 2e) <b>OR an explanation MUST be included in SAE Description.</b></p>
9	FFA Activities at the Chapter level	<p>The candidate <b>MUST</b> be involved in <b>at least 10 FFA activities</b> at the chapter level (not included in any other part of the application). Only one chapter meeting and one committee meeting per year may be counted. Serving as an officer and/or committee chair will <b>NOT</b> count as an activity.</p>
10	FFA Activities above the Chapter level	<p>The candidate participated in <b>at least five (5) DIFFERENT FFA</b> activities above the chapter level. Be careful of same activities with varied descriptions. Activities may not be included in any other part of the application.</p>
11	Community Service	<p>Are the organizations listed organizations that benefited from the service? The benefitting organization <b>MAY NOT</b> be the member's FFA chapter or school and <b>MAY NOT</b> be a chapter fundraiser activity. The candidate's role in the service <b>MUST</b> be included and the service <b>CANNOT</b> benefit the candidate in any way.</p> <p><b>Entries MUST include:</b> Description of the project or task, candidate's specific role in the project or task, and outcome of the project (Example: how many people served, how much money raised, how was the profit or product used, etc.)</p>
12	Community Service	<p>There <b>MUST</b> be <b>at least 25 hours and 2 DIFFERENT activities.</b> To be safe, candidates are encouraged to list more than 25 hours.</p> <p>Fundraisers for groups where a student is a member and the group benefits <b>DO NOT</b> count. Projects or service provided to the school are also <b>UNACCEPTABLE.</b> Service that is a requirement of membership is also <b>NOT</b> permitted.</p>
13	Photos	<p>Is one photo and complete caption of an SAE project included?</p> <p>Candidate <b>SHOULD BE</b> in the photo or the caption <b>MUST</b> describe why that is not permitted. The caption identifies and describes the skill or efficiency being demonstrated in the photo. <b>SAFETY</b> equipment and procedures for the project must be shown in any picture included.</p>
14	Comments:	