

Candidate's Name: _____ FFA Chapter: _____

Keystone Degree Year _____

GRAD Year _____

____ Reviewer VERSION # REVIEWED _____ MEETS ALL REQUIREMENTS _____

2024 American FFA Degree Review Sheet

Experience Manager checked: Complete? _____ (ALL GREEN) No red

Ag Courses Entered? 16/17 17/18 18/19 19/20 20/21 21/22 22/23

Email dates: _____

Yes No 1. SAE Agreements complete (Exp manager, green)

Yes No 2. Financial entries: adequate

Yes No 3. Journal Entries adequate

Yes No 4. SAE clipboards green

Application: SAE: 23 22 21 20 19 18 17 16

Yes No 5. Review the Checklist of Minimum Qualifications: NO DRAFT on the application

Yes No 6. Chapter Number and Membership Number appear at the top of the Cover page.

Yes No 7. Personal email address included

Yes No 7 a COVER: Teacher/ Primary Contact marked?

Yes No 8. . Candidate has SAE projects for (at least) 3 years including 2022

Yes No N/A 9. (Basic Award Set up Page) Check the Beginning Values: Entrepreneurship projects are the only type that will have beginning current or non-current inventory. Inventory values should be realistic.

Yes No N/A 10. If Education Expenses are indicated on page 4, Sect. V.d., check "post-secondary school attended" on page 3. If no school indicated, mark no and make a note.

Yes No 11. SAE descriptions on pages 5 - 8 include growth (knowledge, skills learned) as a result of the project. Written in past tense; what happened during the project? Responsibilities/sale of animals, etc. Does the number of hours reflect the SAE Description? Does the description include the end result of the animals? 2 cows calved, sold 1 calf, kept 1, etc. Animals sold at local fair, etc. Placement projects are not to show OWNERSHIP, "My horse, My garden, etc."

OK SAE projects are not to be duplicated as multiple SAE types or as both paid and unpaid hours. Ex. Same project listed as entrepreneurship AND Placement.

Yes No 12. . Are all of the SAE projects related to their Ag Ed program?

Yes No 13. SAE Placement and Foundational Page: If Placement projects: are total hours for each year less than 2080 per year? If more than 2080 reported in one year; . Please make a note at the top of this page.

Yes No 14. Is the hourly pay rate reasonable for the described employment duties and responsibilities?

Yes No 15. . Research SAE; Does the research title provide enough description for you to understand the purpose of the project and do the hours reflect the description of the project?

- Yes No 16 . Are unusually high numbers of hours/money explained in the checklist page of the application?
- Yes No 17. Candidate has provided description of Entrepreneurship project inventory items as necessary.
(Placement and Exploratory projects will not have inventory)
- Yes No 18.. Are all inventory items directly related to the SAE projects?
Personal items will have to be removed (Personal vehicle/"toys"). Please Make notes.
- Yes No 18 A. Is USAGE completed for non current inventory?
- Yes No 19. Income and Expense Summary of SAE Program page should NOT indicate REVIEW (pg. 9-10
Line 6c
- Yes No 18. Income and Expense Summary include expenses and income that are relevant to the project descriptions and type. (page 9 or 10) (Some Entrepreneurship projects should have "Inventory for Resale)
Placement and Foundational types of projects should not have any Inventory.
- Yes No 19.. If entrepreneurship SAE income exists, are there operating expenses in the application
See Income and Expense Summary Page; Section 2
- Yes No 20.. Do market animals show financials for the purchase of the animals? Can be non-cash.
(Inventory purchased for resale) each year of livestock projects?
- Yes No 21. Financial Balance Sheet Information indicates Met, no errors indicated.
- Yes No 22. Candidate has an operation and has maintained records to substantiate an outstanding SAE
Program which exhibits comprehensive planning, managerial and financial expertise. (Financials)
- Yes No 23. The candidate has qualified under at least one option (Met) (Section J, Qualification Check.
(page 12 or 13)
- Yes No 24. Review Community Service requirements, over 50 hours, must not be duplicated in SAE
projects, "group" is the organization served, not the FFA Chapter, descriptions are complete.
What did the member do/what was their involvement. Descriptions can be brief and to the
point. At least 3 different activities indicated. **Make sure FFA activities are not used.**
This is one area that National FFA screens very carefully. More than minimal hours HIGHLY
suggested!! See CS suggestions below.
- Yes No 25. Reminder for Keystone 2021, check FFA Activities, make sure they meet the Keystone
Requirements for FFA Activities (Covid entries removed)

Additional Comments:

Community Service HINTS: Applications need to list "Individual/Group/Organization to whom service was Provided" in the first column, not who service was performed with. Applications which list FFA, 4-H or applicant's own school in the **first column** are wrong and will be questioned by national reviewers.

Example of Bad Entry:

Individual/Group/Organization to whom service was PROVIDED	Service performed and whom you performed the service with if applicable	Hours
FFA Chapter	Helped with fundraiser.	3

*In this example the applicant lists their FFA Chapter as the organization that they **served**. If true, this is not acceptable within the guidelines. A common error is for applicants to list who they served WITH in column 1. If what they actually did was participate in a fund raiser for something acceptable **with** their chapter, it meets the guidelines but is entered incorrectly leading reviewers to believe the service was provided **to** the chapter.*

Example of Acceptable Entry:

Individual/Group/Organization to whom service was PROVIDED	Service performed and whom you performed the service with if applicable	Hours
XYZ Local Children's Hospital	Raised money for play area.	3

In this example reviewers can reasonably assume the service was provided to a community group which meets the guidelines.

Example of Good Entry:

Individual/Group/Organization to whom service was PROVIDED	Service performed and whom you performed the service with if applicable	Hours
XYZ Local Children's Hospital	Volunteered with my FFA Chapter to hold a BBQ fundraising dinner. All money earned was used to clean and repair the children's play area in the pediatric wing of the hospital.	3

In this example reviewers can clearly determine the service meets the guidelines.