NEW JERSEY FFA ASSOCIATION

Guide to National Chapter Applications & Agriscience Fair Applications in 2017

Updated March 23, 2017

INSTRUCTIONS

The following applications are now available online. Only online versions of these applications will be accepted in 2017 and moving forward. All other applications (excel files) are obsolete and will not be accepted.

- Superior Chapter Application (Form I - part of the National Chapter Application)
- National Chapter Application (Form I & II)
- Agriscience Fair

PLEASE READ THE REST OF THIS DOCUMENT CAREFULLY FOR THE PROPER SUBMISSION PROCESS FOR EACH APPLICATION.

Overall Important Notes

1. **Read** all instructions, review the handbook and watch all instructional videos (if applicable) before you begin.
2. Check your application for spelling and grammatical errors.
3. The Starting Date for the National Chapter application is April 1, 2016.
4. Chapters that created the Program of Activities in AET can choose application content directly from AET.
5. Superior Chapter, National Chapter and Agriscience Fair applications are due April 3, 2017. Accompanying materials are due postmarked by April 3. Materials not physically in the Office of Ag Education by April 11th will not be evaluated.
6. Visit https://www.ffa.org/SiteCollectionDocuments/nca_2017_2021_national_chapter_handbook.pdf for the National Chapter Handbook (must be logged into ffa.org to access).
7. Visit https://www.ffa.org/SiteCollectionDocuments/asf_2017_2021_agriscience_fair_handbook.pdf for the Agriscience Fair Handbook (must be logged into ffa.org to access).

Superior Chapter Application & Submission Process

- Follow these instructions if you are ONLY submitting the Superior Chapter Application (Form I ONLY).
- Complete the application online through ffa.org using the instructions on pages 4-5 of this document.
- In order to be eligible for the Superior Chapter Award, a chapter must meet at least 51 points from the indicators of the National Quality FFA Chapter Standards and have an activity described for all 15 quality standards.
- Once all of Form I is complete, click "Print Application" from the menu on the right hand-side of the screen. At the bottom of the next page under "Generate PDF Application" Click "Form I Only". Save the PDF to your computer.
- Email the PDF document to ag.ed.registration@ag.state.nj.us by 11:59 PM on April 3, 2017. DO NOT send a copy of the application to the personal email of any Office of Ag Ed Staff.
- Mail the **signature page** to NJ Dept. of Ag, Office of Ag Education, c/o Erin Noble, 369 South Warren Street, P.O. Box 330, Trenton, NJ 08625. The signature page MUST be postmarked by April 3, 2017 (DO NOT SCAN/EMAIL OR FAX the signature page)
- Only the original signature will be accepted!
- Make a copy of the completed application for your files (including the signature page).
- Chapters that are selected as Superior Chapters will be recognized on stage at the State FFA Convention in May.

National Chapter Application & Submission Process

- Complete the application online through ffa.org using the instructions on pages 4-5 of this document.
- In order to be eligible to complete Form II of the National Chapter Application, a chapter must meet at least 51 points from the indicators of the National Quality FFA Chapter Standards and have an activity described for all 15 quality standards.
- Once all of Form I is complete and the chapter has met all the minimum qualifications, advance through the rest of the application (Growing Leaders #1-#3, Building Communities #1-#3, Strengthening Ag #1-#3).

National Chapter Application & Submission Process Continued

o When the entire application is complete, click "Print Application" from the menu on the right hand-side of the screen. At the bottom of the next page under "Generate PDF Application" Click "Complete Application". Save the PDF to your computer.

o Email the PDF document to ag.ed.registration@ag.state.nj.us by 11:59 PM on April 3, 2017. DO NOT send a copy of the application to the personal email of any Office of Ag Ed Staff. (You do not need to send a separate PDF of just Form I.)

o Mail the **signature page** AND the **Checksheet of Minimum Qualifications/Manual Checksheet** (which must be reviewed and initialed by a chapter representative – advisor, chapter officer, etc.) to NJ Dept. of Ag, Office of Ag Education, c/o Erin Noble, 369 South Warren Street, P.O. Box 330, Trenton, NJ 08625. The signature page AND the Checksheet of Minimum Qualifications/Manual Checksheet MUST be postmarked by April 3, 2017 (DO NOT SCAN/EMAIL OR FAX the signature page)

o Only the original signature page AND the Checksheet of Minimum Qualifications/Manual Checksheet will be accepted!

o Make a copy of the completed application for your files (including the signature page).

o Chapters that are selected as National Chapters will be recognized on stage at the State FFA Convention in May.

*If your chapter utilizes AET for the Program of Activities, you will be able to choose activities that are already entered into AET to populate your chapter's application.

Agriscience Fair Application and Written Report & Submission Process

o Complete the application online through ffa.org using the instructions on pages 6-8 of this document.

o Upload the written report directly into the online system. Please be sure to use the template provided by National FFA. Only written reports using the template from National FFA will be accepted.

o Once the application is completed and the written report is uploaded, click, "Print Application." At the bottom of the next page click "Generate Application PDF."

o Print out the application and get all the appropriate signatures.

o ALL application pages must be submitted (with appropriate signatures) and the Manual Checksheet must be completed by a chapter representative (advisor, chapter officer, etc.)

o Mail the **ENTIRE APPLICATION (with signatures)** and **Manual Checksheet** to NJ Dept. of Ag, Office of Ag Education, c/o Erin Noble, 369 South Warren Street, P.O. Box 330, Trenton, NJ 08625. The application and manual checksheet MUST be postmarked by April 3, 2017 (DO NOT SCAN/EMAIL OR FAX the application and manual checksheet)

o Only the original signatures will be accepted!

o Make a copy of the completed application and written report for your files (including the signature pages).

o State Staff will access written reports and do not need to be printed or mailed.

NATIONAL
FFA ORGANIZATION

National Chapter Award Program

Online National Chapter Application Information
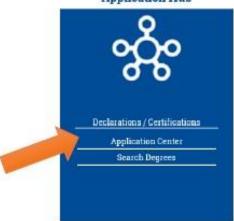
An Advisor's Perspective

Log into www.FFA.org

Open your FFA Dashboard and select "My Toolbox – Instructor" under "My Account"

MY ACCOUNT

My Toolbox - Instructor

Select "Application Center" in the "Application Hub"

Application Hub

Declarations / Certifications

Application Center

Search Degrees

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National Chapter
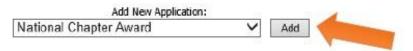# Award Program

Select "Application Center"

Manage Your Students' Applica

Manage your students' applications

Application Center

- **American Degree**
- **SAE Grant**
- **Proficiency Applications**
- **Star Battery**
- **National Agriscience Fair**
- **National Chapter**

In the "Add New Application" menu, select "National Chapter Award" and click "Add"

Add New Application:

National Chapter Award   ✔   Add

Select "Application" and this goes directly to the application.

* Applications in gray have been submitted through the Online Degree/Application Manager; other applications are in-progress.

Generate/Edit Application	Unique #	Student	Application Type
Application	186877	(Chapter Application)	**National Chapter Award**

ADDITIONAL INFORMATION:

For additional information about the national chapter award program and the application, please review the handbook or contact us at nationalchapter@ffa.org.

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**Agriscience Fair
Program**

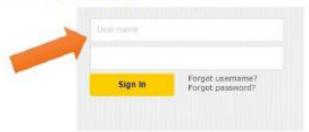# Agriscience Fair Application and Written Report Directions

Created: 10/2016

*A complete agriscience fair application and written report for national
competition consists of two parts. These directions include instructions and tips
on how to access and complete the application and written report with success.*

APPLICATION

Accessing the Application – An Advisor's Perspective:
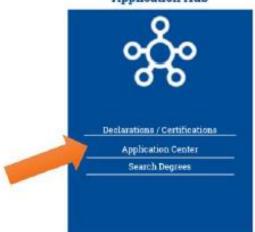
- Log into www.FFA.org

- Open your FFA Dashboard and select "My Toolbox – Instructor" under "My Account"

- Select "Application Center" in the "Application Hub"

- Select "Application Center"

> **Manage Your Students' Applica**
>
> **Manage your students' applications**
>
> **Application Center**
>
> - **American Degree**
> - **SAE Grant**
> - **Proficiency Applications**
> - **Star Battery**
> - **National Agriscience Fair**
> - **National Chapter**

- In the "Add New Application" menu, select "Agriscience Fair" and click "Add"

> Add New Application:
>
> | Agriscience Fair | ∨ | Add |

- You will then be prompted to select a student on your roster to assign the application. Assign the student by selecting "Add New"
  - *Note: If it is a team of two students (Divisions 2, 4 or 6), assign the first student, then open the application, go to the "Cover Page" and choose the "Agriscience Fair Division." An additional window below will appear to assign the application to the second student. Once assigned, both students will have access to the application.*

General Guidelines for Completing the Application:
- Read all of the instructions before beginning.
- Use the latest version of the application located in the Application Center on FFA.org.
- Use the "Tab" key to go to the next cell that will accept information on any page of the application.
- The application saves as you go.
- Refer to the PDF application for required signature approvals.
- Carefully review every page of the application and written report. Double check for spelling and grammatical errors. The printed PDF application and written report is the official application for submission.
- Altering the application will result in the application being disqualified.
- Any version number is acceptable on the cover page and signature pages. Version numbers on all other pages must be the same throughout the application at the time of submission.

Specific Items by Application Page:
- The Research Plan Approval Form is generated in the application PDF and will not appear in the navigation bar located on the left side of your computer screen. The Research Plan Approval Form must be signed by the adult sponsor and submitted.
- Material Safety Data Sheet(s), commonly known as MSD Sheets, are required and must be uploaded in the application on the "Hazardous Materials" page in the application for all substances used other than H_2O (water) and NaCl (table salt).
- The AFNR Pathway for the "Skill Development Form" must be selected on the "Cover Page."
- Copying and pasting the Abstract or Summary from the report upload is required for national competition. See the "Abstract/Summary" page in the application for more details.
- Uploading the written report in the application is required for national competition. See the "Written Report Upload" page in the application for more details.

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Complete Application:
- A complete application should include the following:
  - Cover Page
  - Research Plan Approval Form
  - Adult Sponsor Checklist
  - Hazardous Materials Waiver Form
    - MSD Sheet(s)
  - Human Vertebrate Form
  - Non-Human Vertebrate Form
  - Skill Development Form
  - Research Funding Form
  - Project Extension Form (when applicable)
    - Previous year's project abstract

WRITTEN REPORT

- It is **highly** recommended that the written report template be downloaded and used in Microsoft Word. While it will open in Google Docs and other word processors, the template was built to be used in Word and you will experience challenges in other software programs.
  - If your device does not have Microsoft Word, we recommend downloading Microsoft Office 365. This is free to all students. The service includes the full office suite and up to 1TB of free cloud storage. This is a great free resource tool for agriscience fair and beyond! To download, please:
    - Visit https://www.microsoft.com/en-us/education/products/office/default.aspx?Search=true&v=2
    - Select "Products" then "Office" then "Get Office free"
    - After navigating, the student will be asked to provide their school email address. A confirmation email will be sent.
    - Click the confirmation link in the email.
    - After confirming the correct email address, basic account information will be requested.
    - When the account information is submitted, Office 365 will be opened in the web browser.
    - Click on the Word Online icon and begin using Microsoft Word!

- The project report template is required and is available on www.FFA.org/agrisciencefair by division. Be sure to use the report template for the correct division. All reports should be printed on 8 1/2" x 11" white paper. The report will have 1" margins and is already set and locked for this requirement.

- When opening the templates, all editable sections should appear to be highlighted in a light yellow. Carefully delete the text prior to typing in these areas. Be sure to delete the "<<" and ">>" that start each section. Do not attempt to delete the "[" or "]." These mark the beginning and end of each section. They will not print in the final version of your written report and will not appear when you save the document as a PDF.

- Font size and type can be changed by going to the "Home" tab and using the style and size boxes. Remember, font size must be 12 using Arial, Courier or Times New Roman font. See the handbook for more information, scoresheets and rubrics.

- Divisions 3-6: Per APA citation style writing, a running head is needed. In order to edit the running head in Microsoft Word, select "Insert" then "Header" to "Edit Header." Make changes as needed, then select "Close Header and Footer." This process will need to be done twice: once on the cover page and once on page 2 of the document.

- A complete written report should include the following:

Divisions 1 & 2 (Grades 7-8)	Divisions 3-6 (Grades 9-12)
Importance	Abstract
Other's Work	Introduction
Materials and Methods	Literature Review
Hypothesis/Anticipated Results	Materials and Methods
Results	Results
Discussion	Discussion and Conclusions
Conclusions	References
Summary	Acknowledgements
Acknowledgements	

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