American and State Degree Applications

January 13, 2022

Accessing Degree Applications

Applications are due March 15 each year. The application period is through December 31 of the previous year. Feel free to start working on these applications at the beginning of the new year.

Two Ways to Access Applications

Welcome to the Teacher Dashboard

Profile | Accounts | Tracker | Reports

Region Account
Inbox
Portfolio
Scoreboard
Explore SAE
Classroom Resources
Sign Off

2021-2022
SAEs: 1
Jrn Entries: 84
Jrn Hours: 20
Active Students: 26
Cal. Activities: 85

Student Help
Teacher Help
AET Classroom
Ask AET a Question

AET Advisor Alerts:
Enrollment data in your Program Profile is incomplete.

Profile
Manage your AET settings, and manage information about you and your Program.

Accounts
Set up new accounts, reset passwords, send messages, and organize your students.
Access Student Account:

Tracker
Manage your Program of Activities Calendar and your Program Finances. Also, maintain your Teacher Journal.

Reports
Retrieve summarized data about your Program activities.

1980 | Wednesday, January 12, 2022

Through the individual student account

Access all applications started in the chapter

Individual Student Applications

Within the "Reports" tab, select "Degree/Application Manager". This will show you any applications started by this student.

All Chapter Applications

Within the "Reports" tab, select "FFA Awards Degree/Application Manager". This will show you any applications started by any student.

Starting American and State Degree Applications through AET

To start a new application, select the application you are interested in from the dropdown and then click "Add New"

To open an application that has already been started, click "Application"

American and State Degree Applications

INSTRUCTIONS

READ THIS FIRST!!

1. On most web browsers, the pages will automatically save as you go. You'll see this icon 💾 as your information is saved.
2. Your Javascript is enabled.
3. Read this entire page of instructions before you begin.
4. Use the "Tab" key to go to the next cell that will accept information.
5. You must enter your beginning and ending dates on the Basic Setup page.
6. Begin with the Cover section and complete pages in order.
7. You must use only whole numbers. NO DECIMALS!! (Decimals will cause math check errors.) Do not put negative numbers in any cells.
8. These icons ⑦ contain additional help and tips. Click the icon to try it!
9. All Checklist items must indicate "MET" or "YES" to qualify.
10. For fairness all applications must respond to questions in the space provided.
11. This application is locked to your AET records. All editing is through AET. Click Here to unlock this application. ⑦

994482 | 1980 | Wednesday, January 12, 2022

Both the State Degree and American Degree applications look very similar. The type of SAE a student has will determine what application pages appear on the left.

We discourage unlocking an application from your AET records.

Recordkeeping in AET

Starting an SAE in AET

Students can access all of their SAEs through the "Project/Experience Manager" link in the Journal tab.

Starting an SAE in AET

To start a new SAE project, they will select "Add New" and then enter the information asked for below. The green questions marks offer guiding information so that students can select the best option based on their project. Once the information is complete, click "Save".

When determining if a project is ownership/entrepreneurship vs. placement, ask the student "If everything from the SAE was sold tomorrow, who's pocket would the money go into?"

Starting an SAE in AET

In order to allow for proper reflection following the completion of the project, students should complete the SAE Plan and budget (only for Entrepreneurship/Ownership projects)

Journal Entries

Project/Experience Manager (SAE)

Print All SAE Agreements   [Add New] [Return to AET]   View SAE Assessments
                                                            0 Unread Assessments

Settings / Planning (#1)			Records (#2)			Reflection (#3)
Settings (Active, Setup, Location)	**Start Yr - Name / Type**	**Planning** (SAE Plan, Budget)	**Financial Entries**	**Journal Entries**	**Files / Videos**	**Current Value**	**Resources** (Annual Review, Inventory, Usage, Skills, Reporting)
⏻ ⚙ 🗺	2018 Beg.- Swine Production EN - Swine	✏️ 💲	10	18	0 / 0	$16.00	
⏻ ⚙ 🗺	2020 Beg.- Phantom Boxers PL - Small Animal	✏️	11	108	0 / 0	$3,300.00	
⏻ ⚙ 🗺	2016 Beg.- Hay Production EN - Forage Crops	✏️ 💲	88	18	0 / 0	$1,600.00	
⏻ ⚙ 🗺	2017 Beg.- Country Haven PL - Equine	✏️	24	51	0 / 0	$3,570.00	
⏻ ⚙ 🗺	2015 Beg.- Horse Management EN - Equine	✏️ 💲	136	358	4 / 0	$0.00	
	GRAND TOTAL		269	553	4	$8,486 0 hrs	

As students complete tasks and hours, they should be entering journal entries documenting their hours. Encourage them to keep up with this once a week or at least once a month. They can access the listing of all their journal entries or a particular project through either location.

✏️ AET Journal

Edit/Review Entries

- Project/Experience Manager (SAE, WBL)
- Review your Journal entries

Your Time Entries

- Time in classroom activities
- Time in your AET Projects / Experiences (SAE, WBL)
- Time in your community service activities
- Other Activities (Parliamentary law, ag-related speeches and non-ag time)
- Time in Leadership Roles
- Time in FFA committees
- Time in competition activities
- Time in other FFA activities, such as stock shows, conventions, and meetings

Journal Entries

As students complete tasks and hours, they should be entering journal entries documenting their hours. Encourage them to keep up with this once a week or at least once a month.

Financial Entries

Financial records pertaining to the projects should be logged through this tab. This is only a snapshot of the SAEs, not all of the student's personal finances. This should only include money earned through or for the SAE, expenses of the SAE, money gifted for use in their SAE, or SAE money spent on other items.

Current Inventory (items easily converted into cash or plan to be sold or used during one year) should be entered as a "New Entrep. Expense".

Beginning values and inventory should be calculated based on the first day date set.

Non-Current Inventory – items you own and use in your SAE that are NOT easily converted into cash or planned for long-term use to support your SAE

AET Woodstown | Nicole Sickler

Blue: 2

Profile   Journal   Finances   Reports

Chapter Account
Inbox
Calendar
Portfolio
Scoreboard
Sign Off

Cash/Checking: $21,018
Current/Projects: $0
Non-Current: $11,095
Liabilities: $0

Student Help
Teacher Help
AET Classroom
Ask AET a Question

$ AET Finances

Review/Edit Finances
- Project/Experience Manager (SAE, WBL)
- Review/edit your financial entries
- Beginning Values

Your Financial Entries
- New Cash entries (Entrepreneurship & Research)
- New Non-cash entries (Entrepreneurship)
- New paycheck (Placement)
- Non-Current items (new items & usage of Capital Items)
- Loan Manager (new loans and payments)
- Non-SAE entries (personal & educational)

Chapter Finances
- Record income/expenses in Chapter accounts.

Livestock Managers
- Market Manager (market & young breeding animals)
- Breeding Herd Manager (breeding age animals & offspring)

994482 | 1980 | Wednesday, January 12, 2022

Project/Experience Manager & Award Applications

Project/Experience Manager (SAE)

Add New   Return to AET

View SAE Assessments
0 Unread Assessments

Settings / Planning (#1)			Records (#2)				Reflection (#3)
Settings (Active, Setup, Location)	**Start Yr - Name / Type**	**Planning** (SAE Plan, Budget)	**Financial Entries**	**Journal Entries**	**Files / Videos**	**Current Value**	**Resources** (Annual Review, Inventory, Usage, Skills, Reporting)
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	2015 Beg.- Horse Management EN - Equine		136	358	4 / 0	$89.49	
	GRAND TOTAL		269	553	4	$8,575 0 hrs	

ANNUAL REVIEW: Describe annual progress of the project including skills gained and outcomes. This is what populates in the application.

MARKET VALUE/INVENTORY: Declare individual assets/current inventory

NON-CURRENT/CAPITAL ITEM USAGE: Manage non-current inventory. You can add, edit, sell and show usage for each item. This is what populates in the application

SKILLS, COMPETENCIES, AND KNOWLEDGE: Identify learning objectives (tied to AFNR standards) within project and report actual measurable results/outcomes.

SINGLE SAE REPORT PDF: Generates a PDF snapshot of the project. Could be used as a grade artifact or simply to double check entries.

Annual Review

Annual Review of Scope ⑦
Swine Production

See Also: Capital Item Usage

- Describe annual progress in your project, including skills you gain each year and project outcomes (head #, $, yield, knowledge...)
- A template is: This is my _____. This year I gained skills in the areas of _____, _____. Important outcomes of my project for the year are _____, _____, and _____.

Year	Numeric Quantity •••	Description •••
2018	1.0	This year I raised a pig to learn more about the livestock industry and overall swine production. At the end of the year I sent my pig to slaughter. Each
2019	1.0	This year I raised a market pig which I cared for daily and increased my knowledge of swine production. During this year of my project, I

Save   Cancel

- Utilize the template provided (yellow box). Keep in mind this is the only description evaluators have to go by when determining whether project is related to agriculture and is an acceptable SAE.
- Be careful of using the word "my" if the project is not ownership/entrepreneurship.
- Be very clear who the "employer" is in placement projects.
- Be sure to show growth from year to year within the same projects. Even within the same role, it is likely some additional responsibilities were given and/or skills were attained.
- If hours/income are reduced from year to year, include brief explanation as to why.

Project/Experience Manager & Award Applications

Project/Experience Manager (SAE)

Add New   Return to AET   View SAE Assessments
0 Unread Assessments

Settings / Planning (#1)			Records (#2)			Reflection (#3)	
Settings (Active, Setup, Location)	**Start Yr - Name / Type**	**Planning** (SAE Plan, Budget)	**Financial Entries**	**Journal Entries**	**Files / Videos**	**Current Value**	**Resources** (Annual Review, Inventory, Usage, Skills, Reporting)
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Market Value/Inventory

Experience - Yearly Inventory Valuation
2018 Beg.- Swine Production

- Value of Current Inventory at the end of the application period (December 31, 2021)
- Current Inventory items on hand as of December 31, 2021
- Items used in a short period of time (feed, bedding, fertilizer, supplies, market animals, etc.)
- Values transfer to Income & Expense Summary

Project/Experience Manager & Award Applications

Project/Experience Manager (SAE)

Print All SAE Agreements | Add New | Return to AET | View SAE Assessments — 0 Unread Assessments

Settings / Planning (#1)			Records (#2)				Reflection (#3)	
Settings (Active, Setup, Location)	**Start Yr - Name / Type**	**Planning** (SAE Plan, Budget)	**Financial Entries**	**Journal Entries**	**Files / Videos**	**Current Value**	**Resources** (Annual Review, Inventory, Usage, Skills, Reporting)	
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MARKET VALUE/INVENTORY:
Declare individual assets/current inventory

NON-CURRENT/CAPITAL ITEM USAGE:
Manage non-current inventory. You can add, edit, sell and show usage for each item. This is what populates in the application

SKILLS, COMPETENCIES, AND KNOWLEDGE:
Identify learning objectives (tied to AFNR standards) within project and report actual measurable results/outcomes.

SINGLE SAE REPORT PDF:
Generates a PDF snapshot of the project. Could be used as a grade artifact or simply to double check entries.

Non-Current/Capital Item Usage

Non-Current (Capital) Item Manager ⑦

◉ Inventory ○ Sold Items

[Add New] [Return to AET]

Options ⚫⚫⚫	Starting Date	Name	Description	Purchase Type	Purchase Cost	Asset Value (Last Dec 31)
Edit Sell Usage	9/8/2015	Bridle		Cash	$15.00	$0.00
Edit Sell Usage	9/8/2015	Grooming Supplies		Cash	$100.00	$0.00
Edit Sell Usage	9/8/2015	Horse		Cash	$2,000.00	$600.00
Edit Sell Usage	9/8/2015	Horse		Cash	$3,500.00	$1,050.00
Edit Sell Usage	9/8/2015	Saddle/Saddle pads		Cash	$800.00	$0.00
Edit Sell Usage	9/15/2015	Livestock Trailer		Cash	$2,000.00	$1,300.00
Edit Sell Usage	1/4/2016	Show Shirts		Cash	$600.00	$420.00
Edit Sell Usage	8/10/2019	Truck		Cash	$7,000.00	$5,950.00
Edit Sell Usage	11/29/2019	Gooseneck Trailer		Cash	$2,000.00	$1,775.00

- Value of Non-Current Inventory at the end of the application period (December 31, 2021)
- Non-Current Inventory items on hand as of December 31, 2021
- Items used over a long period of time (breeding animals, land, equipment, tools, buildings)
- Add, Edit, Sell, Usage

Non-Current/Capital Item Usage

Manage non-current inventory

Non-Current Inventory

- ONLY list inventory on hand at ending date for the application (December 31, 2021)

- Animals listed should "production ready" breeding animals. If the animals are young and not production ready, they should be listed as current inventory.

- Value should be conservative and easily obtained in the market.

- Examples: productive breeding ag animals such as bulls, cows, boars, sows, stallions, mares and other productive breeding animals (even if not being used for breeding purposes)

Non-Depreciable Draft, Pleasure, Or Breeding Animals

- Animals that you raised that are of breeding age and you still have on hand.

- Expenses to raise the breeding animal have already been deducted from income in previous years.

- Value remains consistent across all years.

- Value is what you could sell it for at fair market value.

- Example: The purchase of a young heifer that was raised and is now ready for production as a mature cow.

Depreciable Draft, Pleasure, Or Breeding Animals

- Animals you purchased that were already of breeding age.

- Depreciation is based on "years of use"
  - Suggestions is breeding animals are 8 years, equipment is 10 years and improvements are 20

- Value will change each year.

- Depreciation will change the value.

- Example: A mature cow is purchased for your project and is still on hand.

Project/Experience Manager & Award Applications

Project/Experience Manager (SAE)

Print All SAE Agreements   [Add New] [Return to AET]   View SAE Assessments — 0 Unread Assessments

Settings / Planning (#1)			Records (#2)				Reflection (#3)	
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	GRAND TOTAL		269	553	4	$8,575 0 hrs		

ANNUAL REVIEW:
Describe annual progress of the project including skills gained and outcomes. This is what populates in the application.

MARKET VALUE/INVENTORY:
Declare individual assets/current inventory

NON-CURRENT/CAPITAL ITEM USAGE:
Manage non-current inventory. You can add, edit, sell and show usage for each item. This is what populates in the application

SKILLS, COMPETENCIES, AND KNOWLEDGE:
Identify learning objectives (tied to AFNR standards) within project and report actual measurable results/outcomes.

SINGLE SAE REPORT PDF:
Generates a PDF snapshot of the project. Could be used as a grade artifact or simply to double check entries.

Skills, Competencies, and Knowledge

Reflection - Skills, Competencies, and Knowledge
2018 Beg.- Swine Production

- Learning Objectives are shown below from your SAE Plan. Describe how the skills contributed to your success.
- Click here to browse a full listing of AFNR Performance Indicators.

⬅ Return to Project Manager   ✏ Project Plan   ➕ Add/Explore Skill Areas

Planned Skill ⓠ	Planned Activities ⓠ	Actual Measurable Results or Outcomes ⓠ maximum 500 characters - 489 remaining	Delete
AS.02.01 Demonstrate management techniques that ensure animal welfare. ⓠ		Sample Entry	✕

- Learning Objectives come from National AFNR Standards
- Encourages reflection of SAE project
- Not currently tied to State/American Degree Applications; but should populate into Proficiency Application and possibly Star Applications
- Teachers can run report of all AFNR Standards met when students use this feature

Project/Experience Manager & Award Applications

Project/Experience Manager (SAE)

Print All SAE Agreements   Add New   Return to AET   View SAE Assessments
                                                                    0 Unread Assessments

Settings / Planning (#1)			Records (#2)			Reflection (#3)	
Settings (Active, Setup, Location)	**Start Yr - Name / Type**	**Planning** (SAE Plan, Budget)	**Financial Entries**	**Journal Entries**	**Files / Videos**	**Current Value**	**Resources** (Annual Review, Inventory, Usage, Skills, Reporting)
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Manage non-current inventory. You can add, edit, sell and show usage for each item. This is what populates in the application

SKILLS, COMPETENCIES, AND KNOWLEDGE:
Identify learning objectives (tied to AFNR standards) within project and report actual measurable results/outcomes.

SINGLE SAE REPORT PDF:
Generates a PDF snapshot of the project. Could be used as a grade artifact or simply to double check entries.

Single SAE Report PDF

- Snapshot of Single SAE Project
- Includes Scope, Plan, Skill Area, Journal Entries, Financial Entries, etc.
- Could be used a graded artifact
- Could be used as an accuracy check

AET Student Check Sheet

Student Name: _____

AET in the Classroom

AET Student Check Sheet

Use to review your records and identify areas that need updates. Check showing complete OR N/A; not applying to your records. **This should help you get ready to begin reviewing your award application check sheets.**

In Your AET PROFILE:

Manage/Edit your personal profile & Ag Education Classes

	Is your profile information complete for all areas and is 100% listed as complete? If not, update all areas
	Are ALL of your agricultural education courses listed for all years?

PROFILE / Manage My Resume:

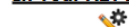|	
	Are your listings of FFA degrees complete (Green hand, Chapter, etc....)?
	Are your important accomplishments in awards, competitions, certifications/skills and other listed?
	Choose "Objective tab" and is your career objective listed?
	Choose "References tab" and are THREE references listed with a name, address, phone and email?

PROFILE / FFA Committee membership:

	Do you at least have ONE FFA committee, charimanship or officer position listed for each year?

PROFILE / Experience Manager SAE Name, SAE Plans & Budgets:

Reference SAE Plan: ✏️ :

|	
	Does the name of EACH SAE start at the correct year (year Beg.) and include a descriptive name?
	Does EACH SAE listed show a completed SAE plan (green check on pencil icon)?
	If Entrepreneurship, explain your rent/labor exchange agreements or how you attained capital items?
	In EACH SAE plan, is the "SAE Skills" section complete and have at least 3 AFNR learning outcomes?
	If Research SAE, review your budget (red/green dollar symbol) and does it outline a project budget?

In Your AET JOURNAL:

Reference ⚙️ to review each of the following journals. Select "All Years" and "Activity" to review:

	Choose *Experience Related Activities* – Does EACH SAE have appropriate journals and hours listed?
	Choose *Other FFA Related Activities* – Have you recorded all of your involvement in conventions, meetings, stock shows or other for all years? Review all types and add new journals as needed. Refer to your specific application for exact hours required
	Choose *FFA Competition Activity* – Have you recorded all of your FFA competitions for all related years and are they listed at the correct level (above the chapter level)? Refer to your specific application for exact hours required.
	Choose *Community Service Activities* – Have you recorded community service activities and correct hours with a detailed description? Also, does the group served NOT INCLUDE FFA as the group? Refer to your degree/award application check sheet for specific hours required.

In Your AET FINANCES:
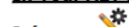
Reference ⚙️ to review each of the following Financial Areas. Select "All Years" and "SAEs" to review:

	For EACH ANIMAL Entrepreneurship SAE listed, does the project show inventory for resale and feed?
	For EACH Entrepreneurship SAE, are there appropriate expenses (record pen rental or labor excahnged, feed, hay, entry fees, hoof trimmings, wormers, vet, repairs, seed, etc.)?
	For EACH Paid Placement SAE, are their appropriate paychecks and hours documented weekly, monthly or as paid? Be sure your hours are on the paycheck entries, not just the JOURNAL tab.
	If Unpaid Placement or Research, are appropriate journal hours documented weekly, monthly?
	For EACH SAE, is income (sales, awards/premium, or other) listed?

FINANCES / Beginning Values (If not relevant, choose N/A):

Reference 📦 to review beginning values sections:

	Is your start date of ag education correct?
	Choose "Current Projects" – Did you list any items or expenses prior to your first day in ag education for all SAE projects?
	Choose "Non-Current" – Did you list any long term items-cows, tractors, show-box, equipment, etc.?
	Choose "Liabilities" – Did you have any loans that were SAE related before starting ag education?
	Choose "Cash on Hand" – Did you list the value from your accounts (checking or savings) on hand and planned to be used in SAE before starting ag education?

FINANCES / Non-Current Items (If not relevant, choose N/A):

Reference 🚜 to review long-term items used in SAEs:

	Are all Non-current items listed still used in production and in your ownership and the starting date is correct?
	Are the values of EACH item at December 31 appropriate?
	Choose "Usage" for each item and is usage" listed for each item and all years add to 100%?
	Choose "Sold Items" – Are all sales listed correctly and is "usage" listed for each item and all years add to 100%?

FINANCES / Non-SAE Entries (If not relevant, choose N/A):

Reference 🕊️ to review non-SAE or other financial entries:

	Have you entered any gifts or other non-ag income used to support your SAEs?
	Have you entered any scramble certifications as "non-SAE income"?
	Have you entered college tuition or other related educational expenses?

FINANCES / Livestock Managers

Reference 🐄 or 🐂 to review important records:

	Choose "Market Manager" are all market livestock sold or remaining animals for all SAEs is correct?
	Choose "Market Manager" are all sale dates and value correct for all SAEs?
	Choose "Breeding Manager" are all breeding animals associated to the correct breeding SAE project?
	Choose "Breeding Manager" and "Manage Offspring", are all offspring sold and those remaining correct?

SAE Reflection = PROFILE / Experience Manager, Numbers of Entries, Annual Review, Ending Inventory & Learning Outcomes

	Does EACH SAE listed show a completed annual review (clipboard with green check)?
	Does EACH SAE with an Ending Value icon have appropriate remaining inventory items? (graph icon)
	Does EACH SAE have usage complete (depreciation) on all non-current items? If applicable (tractor icon)
	Does EACH SAE have learning outcomes complete (brain icon with green check)
	If your SAE is completed, is it marked as "Inactive" (grey colored row) and no SAEs list warnings?
	Does your SAE have adequate records? Use graph far-right icon to view the Single SAE Report.

In Your AET PORTFOLIO:

	Have you uploaded SAE photos and **developed captions** communicating skills and action for each SAE?

Once all sections are complete- choose REPORTS and Complete Record Book Report with a correct ending date to review all areas and submit for review by your teacher and other supervisors.

AET has developed a check sheet for students to double check their profiles and SAE journal entries to help troubleshoot any issues before starting applications.

https://www.theaet.com/docs/AET_student_checksheet_2020_final.pdf

Logging Non-SAE Information

Prior to starting an application, students will want to be sure that the FFA Award Information is filled out. This will be entered automatically into the application.

Logging Non-SAE Journals

Students will want to log all additional requirements for the degree applications. Some items will still need to be included on the manual review sheet, but the journal entries will act as a reminder when they sit down to complete the application.

Leadership Roles

Community Service Hours

Parliamentary Procedure activities, 6 minute presentation

Activities above the chapter level

Application Troubleshooting

Common Issues

- Signature Page
- SAE Entry has Errors
  - Relationship to agriculture is unclear
  - Not enough information provided to get a full understanding of the project (size, responsibilities, etc.)
  - No growth shown (skill, responsibility, hours/earnings)
  - Hours worked not reasonable for a high school student
  - Gross earnings and hours worked are not relevant or don't meet minimum wage requirements

Common Issues

- Manual Checklist has Errors
  - Missing one or more advisor initials
  - Does not appear to be the effort of the applicant
  - 10 DIFFERENT parliamentary procedures as outlined in the FFA manual are not listed or do not meet the criteria (amend and amend an amendment are the same; use of gavel, debate and second do not count as procedures)
  - Missing title, year, group, and/or length of 6-minute Agriculturally related topic. Speeches delivered as a team must have clear evidence that the applicant spoke for at least 6-minutes.
  - Fails to list at least one FFA related leadership role and/or fails to provide the start/end year
  - Fails to list at least one POA Activity

Common Issues

- Wrong SAE Type Chosen
  - Exploratory, Supplemental or Improvement are not to be conducted in multiple years (same project)
  - Research refers to SCIENTIFIC research including experimental, analysis or invention. They will determine their research question and work through the scientific method to acquire new knowledge and insights or supporting existing research.
  - Placement refers to projects, paid or unpaid, where the student works for someone else for wages or the experience. Students cannot earn paid and unpaid hours in the same project.
  - Entrepreneurship refers to all OWNERSHIP type projects. A student does not need a full-fledge business to be considered entrepreneurship. If a student OWNS the animal/plants/etc., the project is to be considered entrepreneurship (even if the parents buy the supplies).
  - The best way to determine if a project is indeed entrepreneurship is to ask this question – If all the animals/plants/etc. were sold today, whose bank account would the money go into? If the answer is the parent, then the project is not entrepreneurship and the parent is fulfilling the role of the employer. If the answer is the student, then the project is entrepreneurship.

Common Issues

- Entrepreneurship Projects have Incomplete Records
  - Income & Expense Summary is must be fully completed, inventory pages must be complete (if applicable). Students with entrepreneurship projects cannot avoid these pages.
  - Inventory is NOT a listing of all items used throughout the duration of an SAE project. Inventory is what is on hand as of December 31, 2021.

- Financial Balance Sheet is not balanced.

Common Issues

- Community Service is missing or not acceptable
  - Hours must be from two different activities (doing the same activity two different times does not meet the "two different activities" requirement).
  - Hours cannot be used for SAE hours and for FFA chapter activities. Activities/hours may only be used in one section of an application.
  - Activities can be organized by a group the applicant is part of, but the activity cannot be for the benefit of the group itself.
  - Utilize National FFA's guide for acceptable/unacceptable service activities. https://ffa.app.box.com/v/Library/file/323326541238
- Community Service is entered incorrectly
  - Left hand column (smaller box) is individual/group/organization to whom the service was PROVIDED
  - Middle column (larger box) is the description of the service project and with whom it was performed WITH

Checklist of Minimum Qualifications

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Income /Expense Stmt (Entrepreneurship & Research Projects)

Net Worth (E.)

Community Service (committee review)

Earned & Prod. Invested (J.)

Activities (committee review)

CHECKLIST OF MINIMUM QUALIFICATIONS

Special Notes for this page:
- *Missing, Error, or Not Met* indicates a condition causing the candidate not to qualify for the degree.
- *Review* indicates a condition that will require additional explanation or documentation.
- *Pending Review* means that the basic requirement is met, but reviewers will determine actual qualification.
- Regardless of the qualifications shown here, FFA staff and reviewers may contact the advisor or applicant for additional information and evidence, including, but not limited to, SAE agreements and record books.

DEGREE APPLICATION

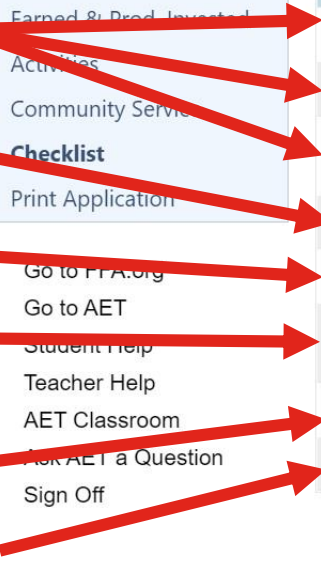| Item	Value
Candidate has been an active FFA member for at least the immediate past 24 months.	MET
Candidate has the Chapter and Greenhand FFA Degree.	MET
Applicant must have completed at least 2 full years (360 hours) of agriculture, or all of the agriculture offered at the school last attended.	MET
Non-cash income and expense is balanced each year on the Income/Expense Report.	MET
Accuracy Check for the Balance Sheet (Assets = Liabilities + Equity) & Growth	ERROR
Candidate has recorded of at least 25 hours community service and at least 2 different activities. (Organizations and activities must be manually reviewed in records.)	NOT MET
Student qualifies for the Degree with earnings, productively invested, and hours.	NOT MET
Student has done at least 5 activities above the chapter level. Activities must be manually reviewed in records.	NOT MET

Non-cash Income and Expense is Balanced Each Year on the Income/Expense Report

Summary of annual cash and non-cash income and expenses from appropriate SAE projects (Entrepreneurship and Research SAEs)

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Income/Expense Stmt

Ending Current Inventory

Ending Non-Current Inv.

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INCOME AND EXPENSE SUMMARY

Special Notes before you begin this page:
- Years are selected from the Instructions page.
- No Decimals. Use whole numbers.
- Use the Tab key to go to the next cell that will accept entries.

Year	2015	2016	2017	2018
1. Revenues from Operations				
a. Closing Current Inventory	$2,180	$2,430	$3,530	$3,630
b. Beginning Current Inventory	$700	$2,180	$2,430	$3,530
c. Change in Current Inventory	**$1,480**	**$250**	**$1,100**	**$100**
d. Cash Sales	$15,000	$38,000	$12,000	$12,860
e. Value Used at Home (Non-Cash)	$0	$0	$0	$0
f. Value of Production Transferred to other enterprise, Transferred to Non-Current, Bartered or Labor Exchanged (Non-cash)	$3,600	$7,200	$16,000	$8,000
g. Gross Revenues (Change in Current Inventory and Total Sales)	**$20,080**	**$45,450**	**$29,100**	**$20,960**
2. Expenses from Operations				
a. Inventory Purchased for Resale (Cash)	$0	$650	$650	$1,400
b. Inventory Purchased for Resale (Non-cash transfers)	$0	$0	$0	$0
c. Cash Expenses (all other types)	$0	$4,195	$1,025	$1,787
d. Non-cash Expenses (Transferred, Bartered, or SAE Labor Exchange)	$3,600	$7,200	$16,000	$8,000
e. Contributed Non-cash Expenses (Gift or non-SAE Labor Exchange)	$0	$650	$0	$0
f. Total Operating Expenses	**$3,600**	**$12,695**	**$17,675**	**$11,187**

Non-cash Income and Expense is Balanced Each Year on the Income/Expense Report

Summary of annual cash and non-cash income and expenses from appropriate SAE projects (Entrepreneurship and Research SAEs)

3. Net Income from Operations	$16,480	$32,755	$11,425	$9,773
4. Non-Current Inventory				
a. Closing inventory	$14,732	$14,053	$14,640	$16,626
b. Transfer in from operations (Non-cash transfers of non-current assets)	$0	$0	$0	$0
c. Contributed inventory (Outside contribution of non-current assets - gift)	$0	$0	$0	$0
d. Purchases	$0	$0	$16,300	$13,000
e. Beginning Inventory	$15,410	$14,732	$14,053	$14,640
f. Sales	$0	$0	$15,000	$12,000
g. Non-cash Sales	$0	$0	$0	$0
h. Net Non-Current Transactions	$-678	$-679	$-713	$986
5. Annual Net Income from Operations & Net Non-Current Transactions	$15,802	$32,076	$10,712	$10,759
5a. Total Net Income from Operations & Net Non-Current Transactions				$69,349

Non-cash Income and Expense is Balanced Each Year on the Income/Expense Report

6. Annual Review of Non-Current Inventory and Operating Profit				
a. Operating Profit Margin (OPM)				
Net Operating Income / Total Sales = percent of sales related to profit	82%	72%	39%	47%
b. % of Total Returns from Net Non-Current Gains				
Net Non-Current Gains / Total of all Gains	-	-	-	9%
c. Review of Non-Current Ending Inventory Value	-	-	-	-
7. Non-Cash Transfer/Exchange Review				
a. Check if Non-Cash Transations are balanced --- "Yes" or "No"	YES	YES	YES	YES
b. If "NO", what is the difference that non-cash income categories minus Non-cash Expenses and Non-Current are off?				

A "yes" signifies that: Non-cash income (1f) = Non-cash SAE related expenses (2b+2d) + Transfer in of non-current inventory (4b)

A "no" signifies a discrepancy and financial transactions entered need to be checked (1f, 2b, 2d, 4b)

Accuracy Check for the Balance Sheet (Assets = Liabilities + Equity) & Growth

The accuracy check is to review if annual recorded gains balance to the recorded assets and liabilities.

Allentown
Rebecca Hopkins

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FINANCIAL BALANCE SHEET STATEMENT - NET WORTH

Special Notes before you begin this page:
- The personal summary of values either originate from the Basic Setup Page or non-cash SAE exchanges from the Income/Expense Statement.
- The Net Worth section is a summary of personal contribution or total SAE earnings from all years.
- The accuracy check is to review if annual recorded gains balance to the recorded assets and liabilities.
- Financial management ratio values provide beginning and ending measure of financial performance.
- Value on this page are hyperlinked to their source (previous sections of this application).

C. SUMMARY OF CONTRIBUTED CAPITAL (PERSONAL FINANCES IN BALANCE SHEET)	Total for all Years Beginning to Ending
1. Beginning Value	$0
2. Sources of cash gifts	$0
3. Sources of Cash from Ag related (non-SAE) and personal earnings	$0
4. Sources of non-cash contributions (current and non-current)	$0
5. (Deduct) Non-cash sales for "used at home"	$0
6. (Deduct) Total Personal Draw	$0
7. (Deduct) Education Expenses taken out	$0
8. Net Personal Contribution	$0

Accuracy Check for the Balance Sheet (Assets = Liabilities + Equity) & Growth

AET Classroom
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Must equal $0 to be balanced/met.

If the value is positive, you may have either overstated your asset values, not reported a liability, or understated net income from your SAEs. Review your entries.

If the value is negative, you may have either understated asset values, overstated a liability, or overstated net income from your SAEs. Review your entries.

D. Net Worth	Value at Beginning Date 9/6/2017	Value at Ending Date 12/31/2021
1. Contributed Capital (Represents the value of personal contribution)	$0	$0
2. Retained Earnings (Represents the value of SAE net income, entrepreneurship, placement, research)	--------------	$450
3. Total Net Worth	$0	$450
4. Total Liabilities & Net Worth	$0	$450

E. Accuracy Check for the Balance Sheet (Assets = Liabilities + Equity) & Growth	Value at Beginning Date 9/6/2017	Value at Ending Date 12/31/2021
1. Beginning Value	MET	------------
2. Ending Value	------------	NOT BALANCED
3. Difference (met=$0)	$0	($450)
4. Total Growth in Equity	-------------	$450

F. Financial Management Ratios	Value at Beginning Date 9/6/2017	Value at Ending Date 12/31/2021
1. Current Ratio (Measure of Liquidity) (Current Assets / Current Liabilities)		
2. Working Capital (measure of liquidity) (total current assets minus total current liabilities)	$0	$0

Student Qualifies for the Degree with Earnings, Productively Invested, and Hours

A summary of previously entered values. To qualify, must meet at least one condition:

Option 1: Earned and productively invested at least $1,000 net income by the member's own efforts from their SAE

Option 2: Worked at least 300 hours in excess of scheduled class time in an SAE

Option 3: Combination of factors

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G. SAE Earnings	Total Value
1. Placement SAE Earnings (Cash)	$450
2. Total Net Income from Operations & Net Non-Current	$0
3. Total SAE Earnings (Retained Earnings)	**$450**

H. Productively Invested	Value
1. Change in Net Worth (Productively Invested from operations)	$450
2. (Add) Total Educational Expenses (Personal Use)	$0
3. (Deduct) Net Sources of Assets from Gifts or Non-SAE	$0
4. Total Growth in Productively Invested	**$450**

I. Unpaid Hours	Value
1. Total Unpaid Hours	150.0
1a. Included Foundational Hours	0.0
2. Factor per Hour	3.33
3. Total unpaid hours factor (hours X rate)	500

J. Qualification Check	Your Value	Condition
Qualified under at least one option		**NOT MET**
Option 1 Conditions		
a. Productively Invested at least $1,000 (Line H4)	$450	NOT MET
b. SAE Earnings at least $1,000 (Line G3)	$450	NOT MET
Option 2 Conditions		
a. Unpaid hours at least 300 (Line I1)	150	NOT MET
Option 3 Conditions		
a. Unpaid hours factor + Productively Invested at least 1,000 (Lines I3+H4)	950	NOT MET
b. Unpaid hours factor + SAE Earnings at least 1,000 (Lines I3+G3)	950	NOT MET

Questions

As students begin their applications, please feel free to reach out with any questions. We would be happy to schedule both phone and video calls to help address any problems they may experience while completing the application.