

2023 State Degree Review Process

SAE Committee



The goal of this document is to provide clarity to advisors on the process for State FFA Degree review, and to answer questions that may arise as advisors submit applications for their chapter.

TIMELINE

- **February 6th** - Deadline for district advisors to approve applications.
- **February 9th** - Reviewers gain access to applications for review.
- **February 19th** - Reviews are completed. Applications will be available in the degree/application manager in AET for advisors to check. Approved applications will be marked as such. Applications in need of review will be highlighted gray with specific notes from the reviewers.
- **February 27th** - Deadline for applications in need of revision to be resubmitted with proper corrections.
- **March 1st** - Deadline for compiled list of State FFA Degree recipients sent to Clara-Leigh Evans for SLC preparations.

SUBMITTING APPLICATIONS AT THE CHAPTER LEVEL

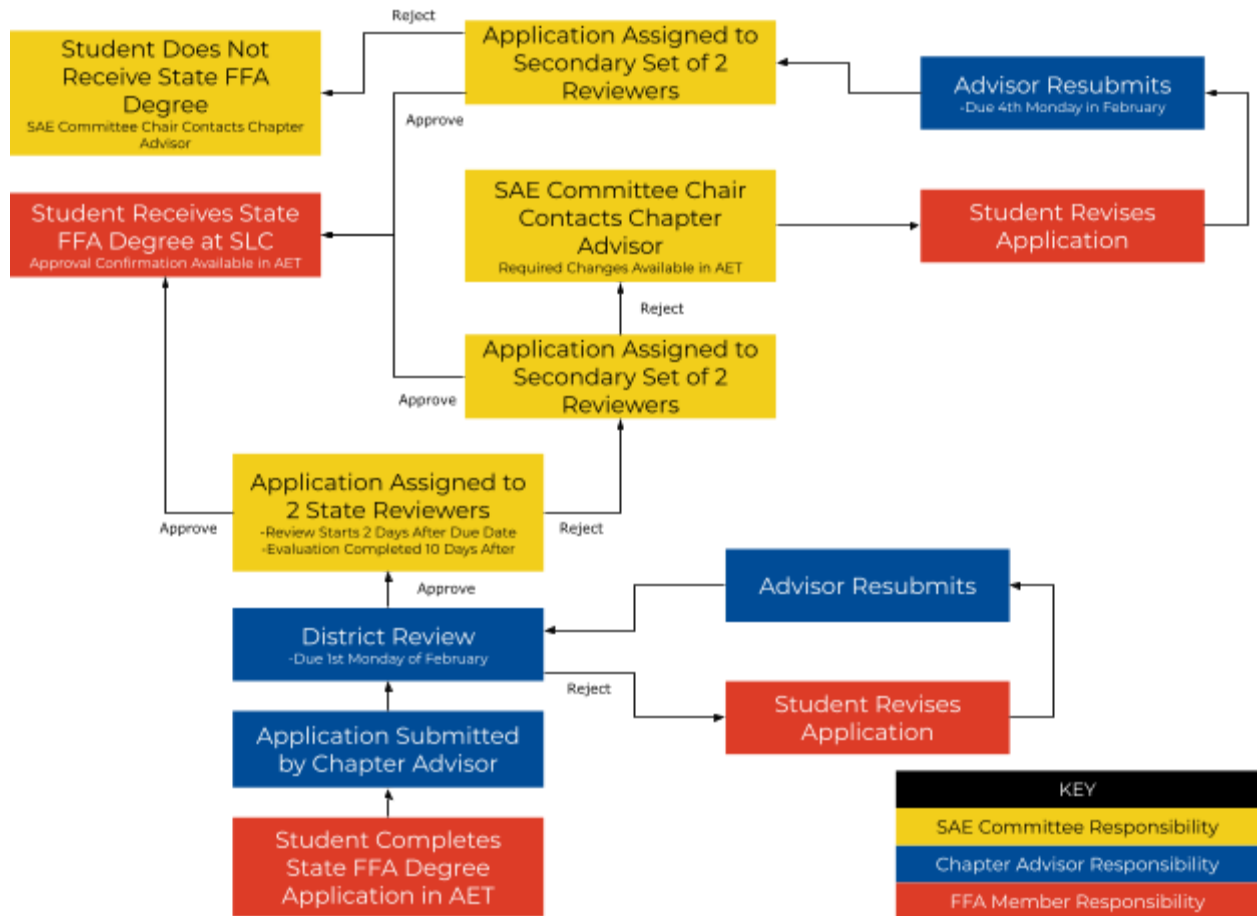
- Students must select “Complete/Save Your App” to generate their application.
- Use the Reports tab in your chapter AET account, to access the Degree/Application Manager.
- Select “Submission Lists & Feedback”.
- Under the Idaho State FFA Degree, select “Edit List”, followed by “Browse”.
- All students who have generated an application and have zero **NOT MET** conditions will be defaulted to this page.
- Select “Add” for all the applicants who you have confirmed should be qualified for the State FFA Degree.

DISTRICT-LEVEL REVIEW

- District advisors will be granted AET access to their district’s application bank and can provide access to individual district advisors as needed.
- Each district determines its own review process, please contact your district advisor for questions regarding this process.

REVIEW PROCESS

- Once applications have been submitted by districts advisors, Lori Idsinga will provide state-level reviewers with individual access to their assigned districts.
- Reviewers include one advisor from each district that serve on the IATA SAE Committee.
- The secondary set of reviewers will be the SAE Committee Chair and one other committee member that has previous experience in reviewing applications.



CONTENT TO BE REVIEWED

- Items will be reviewed from the checklist through an **OBJECTIVE** lens. The list below are the instructions state reviewers have to review applications. The committee’s goal is to put the student first, however, minimum requirements must be met in order to receive recognition.
- Per 2022 Summer Inservice, a motion was passed to “update the State FFA Degree checklist to match the State FFA Constitution”.
 - Refer to the [Idaho FFA Constitution and Bylaws](#) for requirements.

- Per 2023 Midwinter Board of Director minutes, Supervised Occupational Experiences (SOEs) will be allowed as long as 10 AFNR standards are met for that experience.
- Based on these two motions, checklist items will be reviewed for completion per the Idaho FFA Constitution and Bylaws, and SOEs will be allowed for 2023 applicants.
- However, in the fall of 2022, the Board of Directors passed a “Procedure for Conducting Idaho FFA Business” which states “Delegate approval is not required for most business coming before the FFA Board unless constitutional or by-law approval amendments are proposed.” State FFA Degree changes are constitutional changes, therefore, SOEs need to be approved by the delegate assembly for future consideration as degree-worthy experiences.
- **Checklist #1:** Are all signatures and cover page items complete?
 - *(Checked in State Degree Application)*
- **Checklist #2:** Student has FFA membership for at least 24 months?
 - *(Checked in State Degree Application)*
- **Checklist #3:** Student qualifies with earnings/hours?
 - If Entrepreneurship/Placement, earnings and productively investment each add up to >\$1,000
 - If Agriscience/Unpaid Placement, unpaid hours are >300.
 - If combination, unpaid hours allowance (3.56 factor) + earnings/productively invested are >\$1,000
 - *(Checked in State Degree Application)*
- **Checklist #4:** Student holds the FFA Chapter Level Degree?
 - *(Checked in Resume via Complete Recordbook Report)*
- **Checklist #5:** Candidate has served as an officer, committee chairperson, or participating member of a major committee?
 - *(Checked in FFA Offices OR PoA Committees via Complete Recordbook Report)*
- **Checklist #6:** Participated in a minimum of 5 FFA activities above the chapter level?
 - Are activities truly above chapter level? This includes:
 - County or multi-county fairs
 - Chapter socials with 1+ other chapters
 - District socials, workshops, banquets
 - State level conferences/workshops
 - State CDE/LDEs
 - National level conferences/workshops
 - Multi-state contests

- Was the student a participant in the event?
 - For example, a student cannot attend the county fair as a bystander and count it, however, if they showed an animal or participated in an FFA-related activity with chapter members outside of their own chapter, it may count.
- (Checked in Journal via Complete Recordbook Report, can be recorded as a “Competitive Event” or an “FFA Activity”: Journal descriptions are read to ensure the activities meet the minimum requirements)
- **Checklist #7:** Has given (1) a six-minute speech, or (2) led a group discussion for forty minutes, on a topic relating to agriculture or the FFA?
 - Checklist item states six-minute speech, the constitution states five-minute speech, therefore, only a five-minute speech or a group discussion will be checked by reviewers.
 - (Checked in Journal via Complete Recordbook Report, recorded as “Other Activity”: Journal descriptions are read to ensure the activities meet the minimum requirements)
- **Checklist #8:** Has earned 60% or better scores on the Parliamentary Law Test and State FFA Knowledge Exam?
 - Constitution states an 80% for both exams, however, AET has listed 60% on the checklist. It would be unfair to the student to reject an application for a score below 80%, therefore, 60% will be accepted for 2023 applicants.
 - (Checked in State Degree Application Checklist)
- **Checklist #9:** Participated in 25 hours of Community Service Activities in at least 2 different activities that DID NOT BENEFIT FFA and NOT DUPLICATED AS AN SAE?
 - Are activities for the benefit of the community?
 - Community service is not service for the applicant’s own family or for any one family/individual. Groups of people must benefit from the service.
 - Community service must not benefit the FFA chapter, or another group/organization in any way (i.e. receive donation (monetary or material) in exchange for the service), except for the benefit of the service being provided.
 - National FFA has a complete list of community service guidelines for the American FFA Degree. These are not used for review, but are good for evaluating your own student’s service hours.

- (Checked in Journal via Complete Recordbook Report, recorded as “Community Service Activities”; Journal descriptions are read to ensure the service meets the minimum requirements)
- **Checklist #10:** Candidate has obtained the required electronic signatures and approvals.
 - (Checked in State Degree Application)

Checklist items #11-16 are impossible to objectively review. Reviewers will be ensuring the content written is related to the SAE, but will not be rejecting applications based on personal preferences. Minor grammatical errors are not penalized, unless they make the application incredibly difficult to review for accuracy. Keep in mind that applications are reviewed by four qualified ag teachers. No application will be rejected without unanimous agreement between all reviewers.

- **Checklist #11:** Annual Summary (Description/Scope) for ALL SAEs with skills and responsibilities? (See Clipboard icon)
 - (Checked in Ag Experiences (SAE) via Complete Recordbook Report)
- **Checklist #12:** SAE plans have all sections complete with a minimum of 3 learning objectives.
 - SOEs are checked for additional learning objectives (10).
 - (Checked in Ag Experiences (SAE) via Complete Recordbook Report)
- **Checklist #13:** SAE Agreement (Plan) for EACH SAE explains planned use of time? (See plan and time section)
 - (Checked in Ag Experiences (SAE) via Complete Recordbook Report)
- **Checklist #14:** SAE Agreement (Plan) for EACH Entrepreneurship & Research SAE explain source of financial resources (if applies – see plan and financial) - Use "N/A" if Placement or if “N” on final review page.
 - (Checked in Ag Experiences (SAE) via Complete Recordbook Report)
- **Checklist #15:** SAE Agreement (Plan) for EACH SAE show learning objectives and results in their SAE (three or more AFNR list or in narrative)? (See learning outcomes list) - If no, add notes on final review page and correct prior to state.
 - (Checked in Ag Experiences (SAE) via Complete Recordbook Report)
- **Checklist #16:** . SAE transactions (income/paychecks, expenses, or journal hours) for each SAE appropriate & reasonable for the enterprise(s) (SAEs) listed? (see journal and financial records) - To review see (1) journals and (2) cash and non-cash entries.
 - (Checked in Ag Experiences (SAE) via Complete Recordbook Report)

Checklist items #17-20 can be reviewed objectively and will be reviewed as such.

- **Checklist #17:** If market livestock projects, does inventory purchased for resale exist? (if applies - see financial records in cash and non-cash entries) RECORD "N/A" on final review page IF DOES NOT APPLY.
 - *(Checked in Ag Experiences (SAE) via Complete Recordbook Report)*
- **Checklist #18:** Are SAE market adjustments appropriate & reasonable for the SAEs(s)? (if applies – review each SAE). RECORD "N/A" IF DOES NOT APPLY on the final review page.
 - *(Checked in Ag Experiences (SAE) via Complete Recordbook Report)*
- **Checklist #19:** If placement SAEs, are record journals and paychecks appropriate & reasonable and are less than 2,080 hours per year? (if applies – see journal and financial records) - RECORD "N/A" on final review page IF DOES NOT APPLY.
 - *(Checked in Ag Experiences (SAE) via Complete Recordbook Report)*
- **Checklist #20:** Are non-current items reasonable and appropriate for their SAE(s) and explained in their SAE plan (agreement)? (if applies see non-current and SAE plan) - RECORD "N/A" on final review page IF DOES NOT APPLY.
 - *(Checked in Ag Experiences (SAE) via Complete Recordbook Report)*
- **Checklist #21:** Be sure that the SAE plan details, learning objectives, and journals are aligned with nationally recognized FFA award categories.
 - This checklist item is obsolete for 2023 applicants.