

2024 State Degree Review Process  
Updated 2/2/2024



## 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. [Questions on guidelines can refer to motions passed by the Idaho FFA Board of Directors, the IATA Board of Directors Minutes, or the SAE Committee Minutes.](#)

### TIMELINE

*Please see BOD Summer 2022 Minutes for clarification*

- **February 6<sup>th</sup> @ 11:59PM (MST)** - Deadline for district advisors to approve applications.
- **February 9<sup>th</sup> @ 9:00AM-** Reviewers gain access to applications for review.
- **February 18<sup>th</sup> @ 11:59PM** - 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 28<sup>th</sup> @ 5:00PM** - Deadline for applications in need of revision to be resubmitted with proper corrections.
- **March 1<sup>st</sup> @ 11:59PM-** Deadline for compiled list of State FFA Degree recipients sent to FFA Executive Director (Clara-Leigh Evans) for SLC preparations.

### SUBMITTING APPLICATIONS AT THE CHAPTER LEVEL

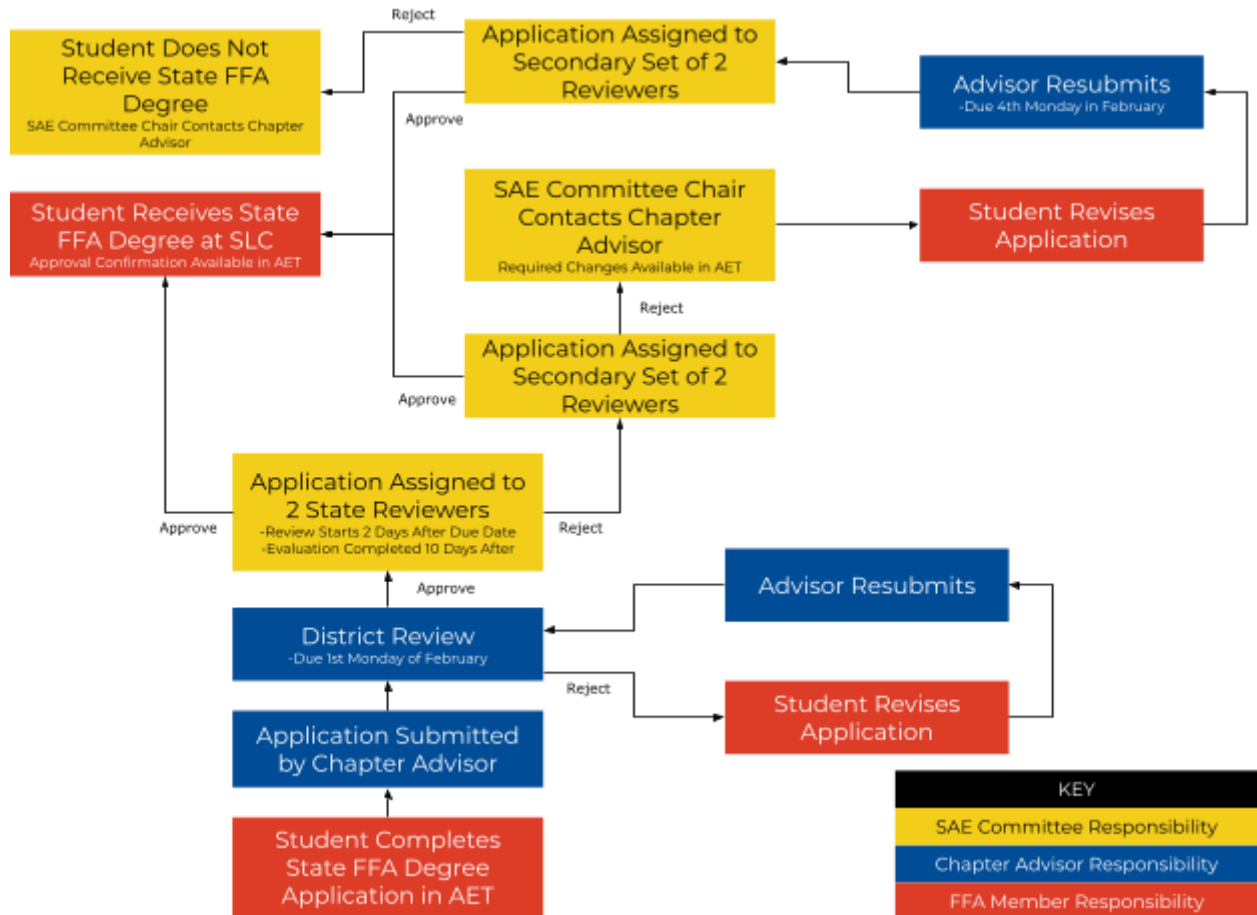
- Students must select "Complete/Save Your App" to generate their application.
- Use the Reports tab in your chapter AET account, to access the Degree/Application Manager.
- Select "Submission Lists & Feedback".
- Under the Idaho State FFA Degree, select "Edit List", followed by "Browse".
- All students 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, State FFA Advisor 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.

### Excerpt of Constitution available on the Idaho FFA Website

On meeting the following minimum qualifications, the State FFA Degree may be conferred by the State Association:

1. Have received the Chapter FFA Degree and have been an active member for at least two years (24 months).
2. While in high school, must have completed at least the second year of instruction in an AFNR course for an agricultural occupation; if out of high school,
3. must have completed the equivalent of two full years of systematic secondary school instruction (360 hours) in addition to a supervised agricultural experience program.
4. Have earned and productively invested at least \$1000 net income by their own efforts from their supervised agricultural experience program, or have worked (other than class scheduled time) at least 300 hours in a supervised agricultural experience, or combination thereof.

Demonstrate leadership ability by:

1. Performing ten parliamentary procedure activities.

*Degrees will not be rejected for not completing this piece as it is not included in the checklist*

2. Presenting a five-minute speech.
3. Serving as an officer and/or committee chairman, or a participating member of a major committee.
4. Has demonstrated competency in an agricultural occupation and has a satisfactory scholastic record as certified by the AFNR instructor and principal or superintendent.
5. Participate in the planning and completion of chapter Program of Activities.
6. Participate in five FFA activities above the chapter level.
7. Have participated in at least 25 hours within at least two different community service activities. Hours are in addition to and cannot be duplicated as paid or unpaid SAE hours.

Other requirements established by the State Association are:

1. A score of 80 percent or greater on a state FFA knowledge test prior to the deadline, with unlimited attempts.
2. A score of 80 percent or greater on a state parliamentary procedure test prior to the deadline, with unlimited attempts.

The Idaho Association shall be entitled to elect those qualified. Written records of achievement verified by the local advisor shall be submitted to district advisor on or before the date set by the district advisor. The district advisor in conjunction with the district president shall appoint a district selection committee to review the records, prepare briefs of the activities of the successful candidates, and submit recommendations to the state selection committee. The state selection committee shall be appointed by the state advisor and shall submit recommendations of worthy candidates to the delegates at the next annual leadership conference. The delegates shall elect the candidates found most worthy to the State FFA Degree.

- 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.

**The new checklist breaks the requirements out into 4 categories. All should be green and say either “MET” or “VERIFY IN RECORDS”. The items that must be verified in records might be subjective. It is the goal of the following guidelines to make these more objective. Applications will be graded ONLY on these items.**

- **General:** Excessive grammatical/technical errors (particularly in the SAE plan) that objectively distract from the readability of the application should be corrected at the local and district level. These are state level applications and should reflect high quality work. However, minor grammatical errors are not penalized in state evaluation, unless they make the application incredibly difficult to review for accuracy.
  - [If your student is on a relevant IEP or 504, please make district reviewers and state FFA staff aware and fill out this form](#)
- **Checklist #150:** Participated in a minimum of 5 FFA activities above the chapter level?
  - FFA activities for State Degrees require 5 or more activities involving 2 or more chapters with no more than 3 repeating events.

*See BOD Minutes Summer 2021*

- Are activities truly above chapter level? This includes:
  - Exhibition in county or multi-county fairs (All activities at the fair count as a singular event, may not count more than three fairs towards the 5.)
  - 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 #130:** Has given (1) an ag-related speech, or (2) led a group discussion for forty minutes, on a topic relating to agriculture or the FFA?
  - (Checked in Journal via Complete Recordbook Report, recorded as “Other Activity”; Journal descriptions are read to ensure the activities meet the minimum requirements)
- **Checklist #170:** Participated in 25 hours of Community Service Activities in at least 2 different activities that DID NOT BENEFIT FFA and were NOT DUPLICATED AS AN SAE? Note: Total hours and number of activities now appear in the checklist
  - 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 the student is a part of, 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)

The following checklist items are nearly 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. Keep in mind that applications are reviewed by at least two qualified ag teachers. No application will be rejected without unanimous agreement between all reviewers.

- **Checklist #201:** All SAE Plans are complete, which is noted by "green" check mark.
  - SAE Plans, Annual Review, and Scope and Sequence are complete. *This was incorrectly stated in the state degree training. The item will not be marked as met unless pieces of the SAE are completed.*
  - SAE Plans should have planned use of time, including justification for any

- long gaps in record keeping (e.g., gap in regular journal entries for annual wheat crop).
  - SAE Plan for each SAE shows at least 3 learning objectives and results in their SAE. If no, add notes on final review page and correct prior to state..
    - SOEs are checked for at least 10 total learning objectives.
  - SAE Agreement (Plan) for EACH Entrepreneurship & Research SAE explain source of financial resources (if applies – see plan and financial) –
  - (Checked in Ag Experiences (SAE) via Complete Recordbook Report)
- **Checklist #1018:** 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.
  - Requirement for students to have 2 years worth of records completed after the 8th grade be added to the state degree checklist

See BOD Summer 2023 Minutes

- **Reasonable financial records include appropriate financial gains, losses, and capital purchases for the project.** Anything that seems unreasonable should be clearly explained by the student in the Plan, Journal entry, or Notes on the financial transaction.
- **Reasonable journal entries include regular entries (at least bimonthly, see BOD minutes 2022) unless otherwise noted in the SAE Plan.** For example, a student might have bimonthly journal entries for their wheat field from February to October, but may only have two journal entries for the Fall & Winter months. As long as this is explained adequately in the plan, regular seasonal journal entries will not be penalized.
- (Checked in Ag Experiences (SAE) via Complete Recordbook Report)

**The following Checklist Items can be reviewed objectively and will be reviewed as such.**

- **Checklist #1019:** 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 #1020:** 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)  
Depreciation, per unit sale prices, re-sale value, etc.
- **Checklist #1021:** 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.

- Once again, reasonable here includes regular (bimonthly) journal and paycheck (unless paid monthly) entries that match the explained use of time in the plan.
- For example, if a student journals 160 SAE hours in the month of June, their paid should hours should also total 160 hours. Unpaid hours should be noted.
- (Checked in Ag Experiences (SAE) via Complete Recordbook Report)
- **Checklist #1022:** 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.
  - Reasonable here means that non-current item purchase and usage is explain appropriately. For example, a student keeping a fair animal at a friend's barn in exchange for help with chores or a trailer purchased by the student for hauling their cattle should be listed accordingly. All assets used by the enterprise must be justified financially, either through trade, gift, or monetary exchange. This can be done in the SAE plan or in financial transactions. (Checked in Ag Experiences (SAE) via Complete Recordbook Report)
- **Checklist #1023:** SAEs listed in the application are aligned with AFNR content areas/Agricultural career fields and or state-approved experiences.
  - Two ways to evaluate:
    - Determine if student projects fit into [FFA proficiency categories](#). If the student does not fit into one of these categories, they must ensure their project is categorized in project set up as a Non-Ag/Occupational Experience (gear icon on Project/Experience Manager)
    - In the application, evaluate the summary of Skills, Comp., and Knowledge to determine if the skills gained are compatible with AFNR Standards indicated by the student in their SAE Plan.