2018 American FFA Degree Application
American Degree Review Sheet – WV FFA

Student Name: _____

FFA Chapter: _____

In addition to the automatic reviews performed by the application, reviewers manually check all of the following. Any areas marked "No" at the region should be corrected by the member and advisor before being sent to the state review. The regional review sheet must accompany the application to the state level review. At the state governing body meeting, the application will be reevaluated and all review areas must be marked "Yes" prior to state approval and being sent to National FFA.

Regional Reviewers		State Reviewers		Regional Reviewers Signatures: _____ _____ State Reviewers Signatures: _____ _____
Yes	**No**	**Yes**	**No**	**Review Area**
				1. Approval page has all required signatures and related information is accurate and complete. **(Signature & Cover Pages)**
				2. Membership: Candidate has been an active FFA member for at least the immediate past 36 months and dues are paid for current year **(Cover Pages)**. (Example: 2015, 2016, 2017 when applying for award in 2018)
				3. Education expenses claimed are for ONLY post-secondary education/training tuition, books and class fees. Housing, food, travel, etc. expenses **may not** be claimed. (**Basic award setup page**)
				4. Unpaid placement hours review – Candidate must not report over 2,080 hours per year. **(Placement Details)**
				5. There are no duplication of SAEs listed in the application. SAEs should be independent and not be repeated in a second type of SAE. (example: Same project as placement and then again listed as entrepreneurship) **(SAE Details Pages)**
				6. **Income and Expense Summary** **(Income and Expense Summary Page and Inventory Statements)**
				(a) There is no Line 6C "REVIEW" (relates to non-current inventory ending values don't align to purchases, transfers or gifts – See notes below)
				(b) If Entrepreneurship SAE income exists, there must be an appropriate amount of operating expenses.
				(c) Any items included in inventory must be directly related to the SAEs included in the application. Example: An application with only a sheep entrepreneurship SAE included should not be listing horse tack in inventory.
				7. All application Version #'s on application pages are the same for each page and the dates for each page represent exact values. Also, pages are not altered in anyway. (**Footnote**)
				8. Community Service review – These are three <u>different</u> activities (not the same activity performed three times) which are not SAE projects or playing on a sports team, but rather benefit a community organization. Must have a minimum of 50 hours. **(Community Service Page)**
				9. All minimum requirements are met. **(Checklist of Minimum Qualifications)**

If this is a "Star" Application - use Star checklist for further checks. (Special notes to consider for the application)

Any inventory obtained during the application years (purchased or received as gift/inheritance) will need to have an offsetting cash or non-cash entry reported accordingly in the application. Current inventory that was raised or born during an application year and transferred into non-current inventory to be retained for long-term use should have a (1) non-cash transfer (income-1f) and a corresponding (2) transfer in (non-cash purchase into non-current – 4b) for the year of the decision. The value of items received as gifts or inheritances should be listed in the setup page to represent cash provided or the income and expense page for actual gifts of items used in an SAE. The overall goal of this application is for students to use appropriate accounting processes and maintaining accurate financial and experiential records for both educational value and to create an accurate award application.