



# 2023 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. <b>(Signature &amp; Cover Pages)</b>	
				2. Membership: Candidate has been an active FFA member for at least the immediate past 36 months and dues are paid for current year. <b>(Cover Pages)</b>	
				3. Education expenses claimed are for ONLY post-secondary education/training tuition, books and class fees. Housing, food, travel, etc. expenses <b>may not</b> be claimed. <b>(Basic award setup page)</b> If educational expenses are claimed, must list school attended <b>(Cover Pages)</b> .	
				4. Records to substantiate each SAE type marked <b>(Basis award setup page)</b> .	
				5. SAE Projects are all listed as the correct type with the correct type of supporting records included in the application. (Example: Animals owned by the applicant may not be listed as Placement projects.) <b>(Basic award setup page)</b>	
				6. SAE projects are not duplicated as multiple SAE types or as both paid and unpaid hours. (Example: Same project listed as both Research and Placement.) <b>(SAE Details Pages)</b>	
				7. Application includes at least three years of SAE records which have been verified by state processes.	
				8. Each project included in the application provides enough detail for an outside reviewer to understand what it is and how it is agriculturally related. (i.e. Description should include name of employer/project, duties and responsibilities of applicant, description of employment/project.)	
				9. <b>Research SAE</b>	
				a. Are only individually titled research projects listed in the SAE – Research Section? (i.e. Each project is listed with a descriptive “Research Title” that provides enough description for a reviewer to determine what research was about so agricultural nature can be established.)	
				b. Are unusually high numbers of hours or income/expense explained in the box provided on the Checklist page of the application?	
				10. <b>Placement SAE</b>	
				a. If application claims over 2,080 hours per year, is an explanation included in the box provided at the bottom of the Checklist page?	
				b. Is the hourly pay rate reasonable for the described employment duties and responsibilities?	
				c. SAE Project descriptions describe only Placement projects. (Example: Project descriptions such as “Feed and groom <b>my</b> horse” or “Harvested <b>my</b> garden” lead reviewers to believe the project is an owned Entrepreneurship project.)	
				11. <b>Entrepreneurship SAE</b>	
				a. The “Income and Expense Summary of SAE Program” includes an appropriate amount of operating expense for each Entrepreneurship project described for each year an Entrepreneurship project is listed. (Example: An application which includes owned livestock must show expenses to feed and maintain animals.)	
				b. All items in both current and non-current inventory are <b>directly</b> related to the Entrepreneurship SAE projects included in the application.	
				12. 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. <b>(Footnote)</b>	
				13. Community Service review – These are three distinctly <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. <b>(Community Service Page)</b>	
				14. All minimum requirements are met. <b>(Checklist of Minimum Qualifications)</b>	