



2023 West Virginia State FFA Degree Application

State Degree Review Sheet

Student Name: _____

FFA Chapter: _____

In addition to the automatic reviews performed by the application, reviewers manually check all of the following. Regions need to review applications prior to sending to the state governing body review. If any of the areas in lines 1-5 and 9-12 are marked "No" at the region, the application is to be rejected and not sent to the state review. If any of the areas in lines 6-8 are marked "No" at the regional review, these areas must be corrected and reevaluated at the regional level with a new review sheet before being sent to the state review. If any areas 1-12 are marked "No" at the state review, there will not be an opportunity to make corrections and the application will not be approved for state nomination.

Regional Reviewers		State Reviewers		Regional Reviewers Signatures: _____
				State Reviewers Signatures: _____
Yes	No	Yes	No	Review Area
				1. Signature Page is complete and has ALL required signatures. All cover page information is completed and accurate. (Cover Pages)
				2. Membership: Candidate has been an active FFA member for at least two years (24 complete months) at or above the ninth-grade level at the time of receiving the State FFA Degree. (Cover Pages)
				3. While in school, have completed the equivalent of at least two years (360 hours) of systematic school instruction in agricultural education at or above the ninth-grade level. (Cover Pages)
				4. 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)
				5. Unpaid placement hours review – Candidate must not report over 2,080 hours per year. (Placement Details)
				6. 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)
				7. Income and Expense Summary (Income and Expense Statement 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).
				(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.
				8. 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)
				9. Candidate must have at least two complete years of records from grade nine and up to qualify for the State FFA Degree. (Financials/Records)
				10. Community Service review – These are two different activities (not the same activity performed two times), which are not SAE projects or playing on a sports team, but rather benefit a community organization. Must have a minimum of 25 hours. (Community Service Page)
				11. Has participated in five activities above the chapter level. (One specific event can only be counted up to two times at the same level and no more than two activities that occur at the same venue can count. To count as an activity above that chapter level it must be an activity that involves more than one chapter and be an activity that involves members interacting with one another in person. (Leadership/FFA Activities Page)
				12. All minimum requirements are met. If application shows "Needs Verification", official state verification letter is signed and completed and with the application and confirms student met the minimum qualification. (Checklist of Minimum Qualifications)