

# Regional Review and State Governing Body Protocol, Eligibility and Procedures

## *Notes on Proficiency Awards, American Degrees and State FFA Degree*

Regional Protocols are in Red

Governing Body Protocols are in Blue

Eligibility and Procedures for awards are in Green

**\*\*\* All WV FFA applications must be generated by AET.**

**\*\*\* All applications must have all required signatures or application will be rejected.**

### Proficiency Awards

- Students with only one complete year of SAE records are eligible for no higher than second place proficiency awards at the state level.
- Students can apply for proficiency awards while in high school or after high school as long as they have been out for less than one year. If the student graduated from high school, they must have completed at least three full years of instruction in agricultural education.
- Proficiency award applications ranked first place at the spring review will qualify the applicant as a finalist. Finalists will then have until May 11 to submit a high definition video of their SAE (details will be sent to all finalists) or the applicant will be ruled ineligible and will not receive the award.
- Chapters may submit two proficiency award applications per award area for state competition.
- Records must accompany the proficiency award application at the state review. These records can be either saved as a pdf on a jump drive or printed out and bound in a notebook.
- Proficiency awards will only be evaluated and scored at the state governing body meeting and applications must be accompanied with the records.
- Proficiency applications will only be scored by a pre-selected committee of individuals who will receive training prior to the evaluation process.

### American Degrees

- American FFA Degree candidates must have been out of school at least one year when the degree is awarded.
- In general, graduates may maintain their FFA membership until the fourth National FFA Convention following graduation (exceptions are outlined in the National FFA Constitution)
- Make sure graduates who apply for advanced degrees and awards are included on the chapter roster (dues paid).
- American Degree applicants passing the state review, will have until May 11 to submit their bio for the American Degree written publication.
- Records must accompany the American Degree application at the state review. These records can be either saved as a pdf on a jump drive or printed out and bound in a notebook.
- American Degree applications must be reviewed at a scheduled regional review using the American FFA Degree Review Sheet and the application, records, along with the completed and signed review sheet must be forwarded on to the state level review. Any issues found at the regional review are to be corrected by the member and advisor before forwarding to state level.
- It is the responsibility of the Regional Teacher President to assure there is a plan to get all American FFA Degree materials and the Regional Summary Sheet to the State Governing Body meeting.
- American Degree applications with issues related to (Lines 5-7 American FFA Degree Review Sheet) at the State Governing Body meeting will be sent back to advisors and be given three weeks to make corrections and send back to state staff.

- American Degree applications with issues causing the application not to meet the minimum requirements (Lines 1-4 and 8-9 American FFA Degree Review Sheet) at the State Governing Body meeting will be rejected. This policy is to insure the integrity and fairness of the process because not all teachers are able to attend the state review to explain a mistake on their student's application whereas the teachers present could explain the details of a mistake and correct it on site. The applications need to be thoroughly reviewed at the chapter and regional level to prevent this from happening.

## **State FFA Degrees**

- A member must have at least two complete years of records from grade 9 and up to qualify for the State FFA Degree; however, income and experiences prior to grade 9 **qualify** for inclusion when determining if a candidate has met minimum qualifications.
- Members are eligible to receive the State FFA Degree up to the fourth state convention after high school graduation.
- Records must accompany the WV State FFA Degree application at the regional review. These records can be either saved as a pdf on a jump drive or printed out and bound in a notebook.
- All applications and records must be reviewed at a scheduled State FFA Degree regional review by a minimum of 2 agriculture teachers using the State FFA Degree review sheet.
- If an application is rejected at the region, it is not to be sent on to the state level. If a regionally rejected application is sent on to the state level, it will not be reviewed and sent back to the chapter.
- Applications passing regional review should be forwarded to state level review along with signed review sheet.
- Regional Summary Sheets must accompany all regional applications to the state review.
- It is the responsibility of the Regional Teacher President to assure all State FFA Degree applications, review sheets, summary sheet, star applications/records are delivered to the State Governing Body Meeting.
- If a State FFA Degree application passes the regional review but has issues found at the State Governing Body meeting causing it to be rejected, there will be no opportunity to make corrections and the application will be rejected. This policy is to insure the integrity and fairness of the process because not all teachers are able to attend the state review to explain a mistake on their student's application whereas the teachers present could explain the details of a mistake and correct it on site. The applications need to be thoroughly reviewed at the chapter and regional level to prevent this from happening.
- State FFA Degree Applications will only be reviewed at the Governing Body meeting by the WV FFA Advisory Committee to insure consistency during the evaluation and approval process.

## **Star Awards (American and State)**

- Only American Degree candidates completing the Star Battery Application will be considered for selection of Star Awards at the state level.
- Only State FFA Degree candidates completing the Star Battery Application will be considered for selection of Star state awards.
- Be sure to use star battery applications in AET for State and American applicants.
- Records must accompany all Star Awards applications at the regional and state reviews. These records can be either saved as a pdf on a jump drive or printed out and bound in a notebook.
- A student can only apply for one Star award area but a chapter can have multiple applicants in each category.
- Each region should select a star for each category (Farmer, Agribusiness, Placement, Agriscience and Service) if applicable. Winning applications at the regional level can be sent back with advisor to make any needed corrections before the state review.
- Make sure your star State and American selections are identified on the regional summary sheet.
- All Star applications (State and American) will be reviewed at the State Governing Body meeting and winners for each category at the State level will be selected and finalists will be determined for each category at the American level and those finalists will be visited later in the spring by a committee and they will select the winners after the visits. Students will be able to edit their Star American applications between the time of the state review and the site visit.

## **Award Nominations**

- Honorary State – 1 guaranteed from each region, 5 at-large, and send application to all teachers nominated.
- Each region must bring 2 names with mailing addresses to the meeting to nominate for Honorary State FFA Degree.
- It is the responsibility of the Regional FFA Advisory council member to secure the award nominations and bring names with addresses to the State Governing Body Meeting.