# *Minnesota FFA Degree & Proficiency Award Handbook*

**Updated & Edited January 2020**

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# Minnesota FFA Degree Handbook

This handbook calls attention to important points in completing and submitting the application for the Minnesota FFA Degree. Careful study by applicants and advisors may prevent misunderstanding and possible disappointment. All applications must be in the hands of the regional Minnesota Association of Agricultural Educators (MAAE) Supervised Agricultural Experience (SAE) representative on or before the regional due date.

## General Information

A regional association will determine a method of selecting their Minnesota FFA degree candidates which is fair and equitable to both placement and entrepreneurship candidates. One composite list of all candidates alphabetical by chapter and last name (include all regional star candidates) and a separate list identifying the regional star candidates must be submitted to the state office on or before third Friday in February.

The applications are to be delivered to the region MAAE SAE Committee representative and/or region designee, who will have them evaluated by a committee. A committee selected by the region MUST interview all candidates. The committee will reject any candidates who failed to meet the constitutional requirements. The committee will approve all qualified candidates.

The MAAE SAE Committee representative will submit the list of qualified applications to the State FFA Advisor and the Board of Directors by third Friday in February for their recommendation to the delegates at the State FFA Convention.

Each candidate and their advisor whose application has been rejected will be notified of the reason for the rejection of the application by the region MAAE SAE Committee representative on or before March 1. If the candidate feels the action of the regional committee is not consistent with the constitutional requirements, he/she may file an appeal, to be received in the State FFA Office, by April 1st. This appeal must be channeled through their chapter advisor, the regional advisor, and/or the region MAAE SAE Committee representative.

Those responsible for recommending candidates to receive the Minnesota FFA Degree will base their recommendations on the application, verbal interviews, and/or visits to the candidate's SAE employment site or farm. It is critical that the information in the application be complete, definitive, neat, and understandable. All records of the candidates Supervised Agricultural Experience, both paid and unpaid, must be accurate and the financial records must balance. Do not include supplementary materials. All Minnesota FFA Degree candidates are required to have their records with them and available for study when being interviewed by the regional interviewing committee.

Each region may nominate a Regional Star Farmer, a Regional Star in Agribusiness, a Regional Star in Production Placement, and a Regional Star in AFNR Sciences. It is highly recommended that the regional advisor or SAE committee member and regional selection committee arrange visits to the candidates being considered for star awards. The Final Four and State Stars (Farmer, Agribusiness, Production Placement, and AFNR Sciences) will be selected from the regional candidates.

*Qualifications for election to the "Minnesota FFA Degree"*

Minnesota FFA Association State Constitution - Article VI, Section D

*1.    Candidates must have received the chapter degree and have been an active member for at least 2 years (24 months).* The student must be in their second year of membership, not necessarily have completed 24 months, before receiving the degree.

*2.    Candidates who apply while in high school must be enrolled in at least one agriculture education course for credit during the school year (July 1 - June 30) of the application*, in addition to having an SAE involving research, placement, or entrepreneurship. Candidates must be enrolled in at least the second year of grade 9-12 instruction in agriculture education. Each must have completed or be in the process of completing 360 hours of grade 9-12 instruction for credit. If out of school, candidates must have completed the equivalent of two full years of agriculture education instruction (360 Hours) grade 9-12, in addition to a SAE program including at least one year of SAE records during high school.

*3.    All candidates must have earned and productively invested at least* $2,000, worked at least 600 hours in excess of scheduled class time, or a combination thereof *by their own efforts from their SAE enterprise(s).*

The following chart combines dollars and hours to attain the $2,000 earned.

| Dollars Earned | * Hours ** | Total |
|---|---|---|
| $2,000 | 0 | $2,000 |
| 1,800 | 60 | 2,000 |
| 1,600 | 120 | 2,000 |
| 1,400 | 180 | 2,000 |
| 1,200 | 240 | 2,000 |
| 1,000 | 300 | 2,000 |
| 800 | 360 | 2,000 |
| 600 | 420 | 2,000 |
| 400 | 480 | 2,000 |
| 200 | 540 | 2,000 |
| 0 | 600 | 2,000 |

- Candidates must have complete and accurate placement records and a training agreement for paid and non-paid hours.

*SAE Hours which will qualify for unpaid experience:*
- Hours in an occupation program where laws prevent payment of wages (observation, shadowing).
- Volunteer work at a National or State Park.
- Volunteer work with the DNR, Department of Fisheries, etc.
- Noncredit hours in school where the student manages an agriculture department project.
- Noncredit school shop/Lab assistant.
- Volunteer hours in Extension education with youth supervised agricultural experience programs.
- Volunteer work at a county fair in set up, registration and receiving, monitoring of exhibits, Children's Barnyard attendant.
- Volunteer work with the Soil Conservation Service.

- Unpaid work in the school forest, farm or test plot.
- Volunteer hours working with the Ag in the Classroom Program or PALS.
- Student Agri Science projects, science fair exhibits, science-based SAE projects and research.

### *Examples of Unpaid Hours which will not qualify*
- Leadership activities such as public speaking before community and civic groups.
- Volunteer work at a non-agricultural business or enterprise.
- FFA leadership career development events and activities.
- Volunteer work in programs such as "Adopt a Highway."
- Chapter fund raising activities.
- Preparation for or participation in Career Development Events and leadership programs, proficiency awards, or advanced degree programs.
- Serving as a volunteer on an election campaign committee.

### *4. Demonstrate leadership ability by:*
A. Performing ten parliamentary procedure activities.
B. Complete a six-minute agriculture (Agriculture, Food, or Natural Resources) related speech or presentation.
C. Serving as an officer and/or committee chair, or participating member of a chapter committee.

### *5. All candidates must have completed at least 25 community service hours from a minimum of 2 different activities.*

### *6. Have a satisfactory scholastic record, certified by the local administrator or counselor.*

### *7. Participate in the planning and/or completion of the chapters Program of Activities.*

### *8. Participating in ten different FFA activities above the chapter level.*

### *9. Meet all other requirements as established by the State FFA Association.*

### **Regional Responsibilities regarding the Minnesota FFA Degree**

1. All applications must be delivered to the Region MAAE SAE Committee Representative on or before the regional review date. Applications submitted at a later date are to be automatically rejected.

2. The Region MAAE SAE Committee Representative is responsible for selecting committees and setting a date for screening the applications and interviewing the applicants. Note: If possible, this should be two different committees. An advisor should neither review nor evaluate candidates from their own chapter. Where possible, representatives from agribusiness should be involved on the committees.

3. A regional association may determine the evaluation their Minnesota FFA Degree candidates, which is fair and equitable to both entrepreneurship and placement candidates with Production, AFNR Sciences or Agribusiness SAE's. One composite list of all candidates, alphabetical by chapter and last name (include all regional star candidates) and a list identifying the regional
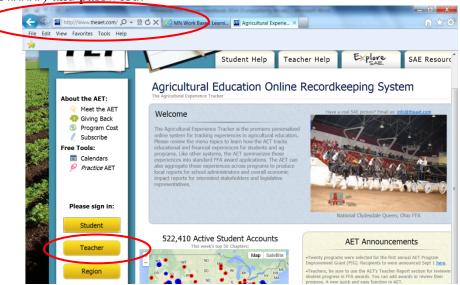
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stars must be <u>submitted to the state office by the third Friday in February</u>. Please <u>check all names for correct spelling and chapter.</u> - Report all errors in names ASAP.

4. All candidates should be interviewed by the same interviewing committee, when possible. The committee will be responsible for scoring the applicant in each of the areas outlined on the score sheet. The committee will also ask any questions raised by the application screening committee and review the records of each candidate. <u>If the applicant cannot show a year by year record</u> or has deliberately improvised his/her records, <u>this application must be rejected</u> and returned to the candidate's advisor immediately.

5. The Region MAAE SAE Committee Representative and the interview committee must verify student enrollment and completion of agricultural education courses.

6. The Committee should put the applicant at ease; candidates should feel this is a positive experience. The interview committee questions should pertain to the candidate's knowledge of FFA, leadership, skills and competencies identified in the application, and clarification of information contained in his/her application.

7. At the conclusion of the interview, the score should be totaled, and the committee should recommend or reject the candidate's application for the Minnesota FFA Degree.

8. If a serious error is found in the application, which can be satisfactorily explained and corrected by the candidate, the interviewing committee should allow the application to be corrected.

9. It is the duty of the Region MAAE SAE Committee Representative, with the help of the reviewing committee, to identify on the regional level all applications that do not meet the minimum qualifications or for other reasons shall not be considered for the Minnesota FFA Degree.

10. The selection of the Regional Star in Agribusiness, AFNR Sciences, Farmer, and Production Placement candidates is the responsibility of the Regional Advisor, the Region MAAE SAE Committee Representative, and the Regional Adult Board Member. They shall establish a method of selection that is fair, equitable, and agreeable to all concerned. When the candidate(s) are from the chapter of the Regional Advisor or Adult Board Member, an unbiased person should be selected. This method should include a visit to the SAE site by the committee responsible for star selection.

12. The Region MAAE SAE Committee Representative is responsible for sending a list of all recommended applications for their region to the State FFA Office on or before the state deadline. Four printed copies of all regional stars shall be submitted to the State FFA Office on or before the state deadline.

13. Star Candidates with Placement SAE earnings in their Minnesota FFA Degree application are to be considered for Star in Agribusiness, AFNR Sciences, or Production Placement.

14. Students whose Entrepreneurship SAE earnings in their Minnesota FFA Degree application are to be considered for Star in Agribusiness, AFNR Sciences, or Farmer.
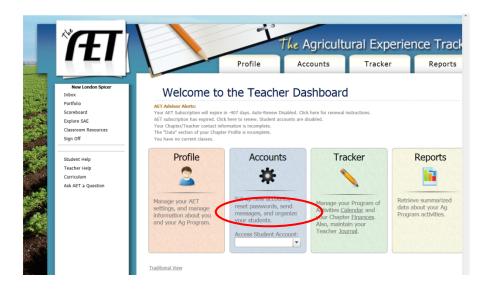
15. Star in Agribusiness definition – The SAE earnings must be related to an enterprise that is identified as an agribusiness and considered a <u>non-production agricultural enterprise</u>.  Businesses of this type typically transport, process, service, sell, or add value to an agricultural or natural resources commodity.  SAE earnings may be from placement or entrepreneurship enterprises.

16. Star in AFNR Sciences definition – The SAE earnings must be related to an enterprise that is identified as Natural Resources, Environmental Science, science based directed lab or research/experimentations. SAE earnings may be from placement or entrepreneurship enterprises.

17. Star Farmer definition – The SAE earnings are from <u>entrepreneurship production agriculture</u> (i.e. Crop, Livestock, or Poultry Production Operation) and are found on the Income and Expense enterprise page/tab (Income and Expense Summary of Entrepreneurship Programs) of the Minnesota FFA Degree application.  Earnings found on the Placement and Exploratory enterprise page/tab should not be considered as a part of the selection of the Star Farmer.

18. Star in Production Placement definition – The SAE earnings are from <u>production agriculture placement</u> (has a placement SAE on a Crop, Livestock, or Poultry Operation) and are found on the Placement and Exploratory enterprise page/tab of the Minnesota FFA Degree application. Earnings found on Income and Expense enterprise page/tab should not be considered as a part of the selection of the Star in Production Placement.
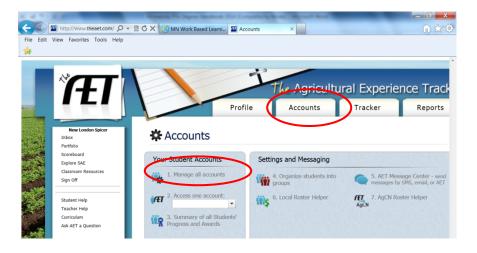
**Completing the Minnesota FFA Degree.**

**Step 1.** Candidates for the Minnesota FFA Degree will complete the Minnesota State Degree Application on-line at - http://www.theaet.com/   - Sign in as a TEACHER in the Yellow Box from the left menu bar. The Minnesota State Degree can be found by accessing your chapter number (MN####) and password.
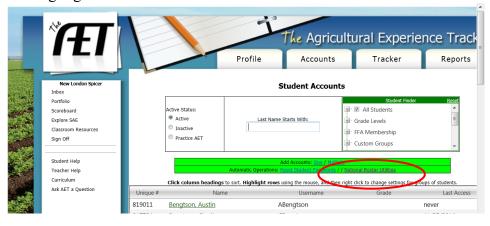
**Step 2.** Follow this sequence to import your chapter roster from National FFA Roster. Open the Accounts folder/tab.



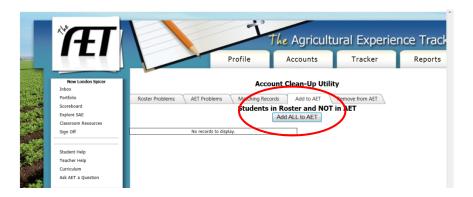Go to Manage Accounts – click on this link.



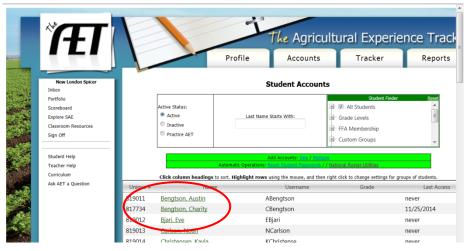Open the Green highlighted box – National Roster Utilities:
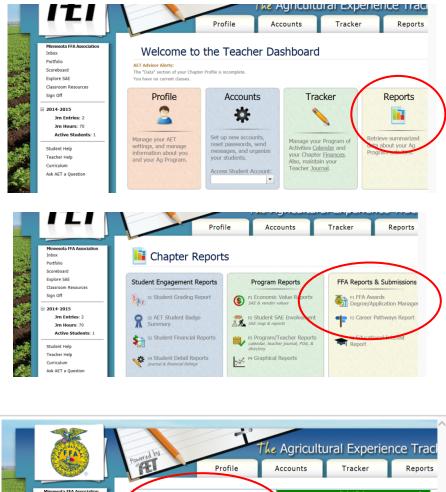
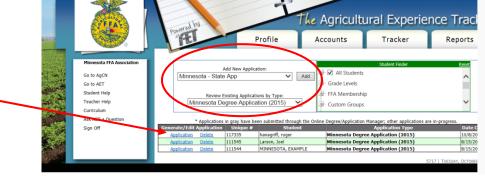Click on the Tab – Add to AET.



Select = Add to All.



The screen will now include all your members!  You are set to have students begin a degree award application!
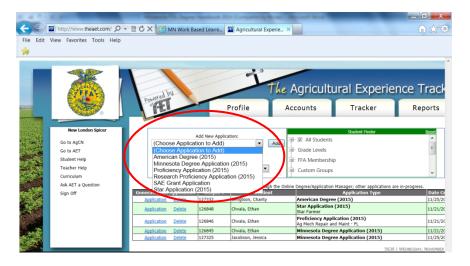
Select Reports, then FFA Degree and Award Application Manager – From the drop-down menu you will be able to select a new Minnesota State Degree application. IF your member has started their application it will appear on the bottom screen.
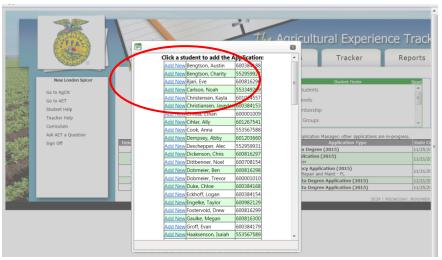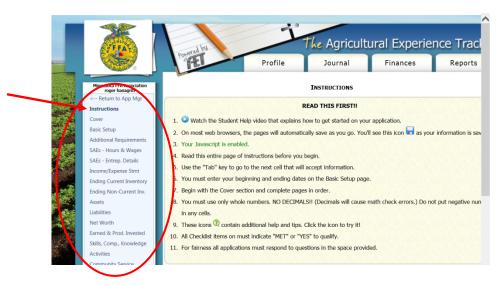






If you are starting a new application – select – Add New Application and select the application you wish to begin – American Degree, Minnesota Degree Application, Proficiency Application, Star Application (Star Battery). Slect the appplication – Click Add.

Your chapter roster will appear and you can select the student you wish to create an application for.

**Step 3.** From the menu bar on the left side of the screen open the **Cover page**. You can import your information from AET if you have SAE records in AET or you can add them directly into the application if you do not have an individual AET record account. The FFA member's identification number will appear, if the student's name is the same on the application and on the chapter roster.

      A.  Proceed to complete all boxes and tabs on the cover page.

      B.  Each will save automatically as you enter information.



On the instruction page there may be a line 12. You will need to click on the icon on line 12 to open and unlock the application. If as you begin to enter data, you find that the application does not allow you to enter information, check for the unlock feature on line 12.

**Step 5.** Basic Set up Page
1. Enter the Beginning Date for their SAE Records.
2. Identify the SAE Type(s).
3. Enter the Assets, Liabilities, and Personal Cash Income & Expenses.



**Step 6.** Complete the Additional Requirements Page and add the Minnesota FFA's degree checklist.

**Step 7.**          A. SAE – Hours & Wages (placement & research applications only)



B. SAE – Entrepreneurship Details (entrepreneurship applications only).

**Step 9**. Income/Expense Statement (entrepreneurship applications only).



**Step 9**. Inventories – Current & Non-Current Assets & Liabilities (entrepreneurship applications only).

**Step 10. All applicants will complete the Financial Balance Sheet Statement.**

**Step 11 – All applicants will complete the Net Worth Statement.**
      **These numbers will transfer from pages completed in the steps preceding this page.**



**In section E – you will need to have both line 1 and 2 read "MET".**



**To make adjustments needed to meet Section E line 3 – Adjust Section C lines 1 through 7.**

**Step 12. This is the Earnings and Productively Invested Reconciliation – Section G provides the SAE Earnings on line 3.**



The qualification check will provide the three options for meeting the investment and earnings requirements for the Minnesota FFA Degree.  ($2,000 earned and $2,000 invested)

**Step 13. Complete the Skills, Competencies, and Knowledge Section.  Use the drop down menu to select the AFNR Performance Indicator (sorted by AFNR pathway).  You can use the same indicator more than one time.  Students will write the Contributions to success.**



**Step 14. FFA Leadership Activities** – Add each FFA Activity by year and level of achievement.  The application will automatically calculate the 10 activities above the chapter level.  Click the add button.

For Chapter leadership and activities, enter the activity or officer position; do not include level of involvement.

**Step 15. Community Service** – Add each community service activity by year, group/organization, and hours. The page will add activities and hours to verify meeting the qualification. Click the add button.



**Step 16. Checklist Page** – Click on the checklist page.
      \* If the application meets the qualification the item will read "MET".
      \* If an item is MISSING, click on the underlined item and the application will automatically go to the page and tab that is missing.
      \* If an item has an ERROR, click on the underlined item and the application will automatically go to the page and tab that contains the incorrect data.



❖ When each of the above items read "MET" the application should be complete and ready to save as a PDF file and Print!

**Step 17. Print and save as a PDF file!** If the application does include errors, the printed PDF will inclulde a DRAFT watermark.



**Step 18. Complete Page 18 of the PDF Application – State Degree Manual Review Sheet & Advisor Approval.** Please type the information if possible. Answer questions 1 through 7 and include the information requested. You and your advisor both are required to initial and answer yes or no to each requirement on the checklist.

**Minnesota State Degree**
State Degree Manual Review Sheet & Advisor Approval

The applicant must complete each area and their agricultural education teacher must approve the following checklist for the candidate to qualify. See each section below.

| Advisor Initials | Student (Y/N) | | Area |
|---|---|---|---|
| LLR | Yes | 1. | List agricultural education courses currently enrolled in, completing, or will be enrolled in during the current school year? |
| | | | List all agricultural education courses and hours completed? [e.g., Animal Science (90 hours)] A. F. B. G. C. H. D. I. E. J. |
| LLR | Yes | 2. | List 10 Parliamentary Procedure activities you can perform: A. F. B. G. C. H. D. I. E. J. |
| LLR | Yes | 3. | List the (a) title, (b) year, and (c) group to whom you gave a six-minute presentation: a) b) c) |
| LLR | Yes | 4. | The record book represents the values listed in the application. |
| LLR | Yes | 5. | The required training agreements are included in the record book. |
| LLR | Yes | 6. | The candidate maintained records that represent all aspects of this application. |
| LLR | Yes | 7. | List the (a) role and (b) responsibilities as an officer and/or committee chair, or participating member of a chapter committee. a) b) |

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**Step 19. Signatures** – All candidates must have ALL signatures found on page 1 of their application to be eligible for the Minnesota FFA Degree.  The signature of the State Advisor or State Executive Committee will be completed by the Regional MAAE SAE Committee representative.

**Step 20. Star Candidates** – Complete the Star Battery sections and attach after the PDF of your application (page 19).

# MINNESOTA FFA DEGREE APPLICATION

Information Sheet and Guidelines for FFA Advisors

## I. Minnesota FFA Degree
### A. Eligibility
1. Candidates who apply while in high school must be enrolled in at least one Agricultural education Course for credit during the school year (July I-June 30) of application in addition to a Supervised Agricultural Experience Program.
   Candidates must be enrolled in at least the second year of instruction in an Agriculture education course above the ninth grade and must have completed, be registered for, or in the process of completing 360 hours of instruction for credit.
   If out of high school, candidates must have completed the equivalent of two full years of systematic secondary school instruction (360 hours) in addition to an SAE Experience program including at least one year of SAE records during high school.
2. A student must be in his/her second year of FFA membership above the ninth grade (at least three semesters) and be an active member at the time of application.
3. Have earned and productively invested at least $2,000, worked at least 600 hours in excess of scheduled class time, or a combination thereof by his/her own efforts from his/her supervised agricultural experience program(s).
4. A regional association may determine a method of selecting and ranking their state degree candidates which is fair and equitable to both placement and entrepreneurship candidates.
5. All applicants must use the online Minnesota Degree application.
6. Applicants are candidates until approved by the official delegates at the convention. Publicity releases should NOT BE made prior to notification from the State Advisor.

### B. Checklists
❖ Each applicant will complete the Checklist for the Minnesota FFA Degree application found on page 19 of the application PDF. The State Manual Review Sheet and Advisor Approval Checklist will also be attached to all applications.
❖ This PDF checklists should be included as a part of the candidates SAE Records and be available for the candidates interview with the committee.
❖ Regional MAAE SAE Committee Representatives should sign as the application after the application has been reviewed, the candidate interviewed, and the application approved by the regional committees.

### C. Detailed Information

1. For each Placement or Research Supervised Agricultural Experience Paid and/or Unpaid listed include a copy of the training agreement for the current SAE experience.

2. Candidates may have an SAE Entrepreneurship enterprise and a SAE Placement enterprise. However, only the earnings from related SAE enterprise should be considered when selecting Regional Star candidates.

3. Each region should select a Star in Agribusiness, AFNR Sciences, Farmer, and Production Placement.   These nominees may be graduates, provided they meet the eligibility requirements outlined in the Minnesota FFA Constitution, Article VI, Section

D, Number 2, (Refer to page 6, lines 15-18 for complete definitions for each Star award area.)

4. Each region Star Farmer, Production Placement, Agribusiness, or AFNR Sciences should complete and add the Star Battery (1 to 3 letters recommendation, the personal story should be limited to no more than 1 page) to their application before submitting to the state office.

## D. Oral Interviews

Advisors are reminded that there are guidelines for conducting the oral interview and other procedures on the State Degree application:

1. It is a requirement that all candidates are to be interviewed, or their application will not be counted in the total number of that region's applications.
2. The score sheet is to be used in rating the application and the applicant. (Score sheet, PDF page 19)
3. If the candidate feels that the action of the regional committee is in violation of the constitutional requirement, he/she may file an appeal to the State FFA Office by March 1st. (The appeal must be channeled through the regional advisor.)
4. If the application cannot show year by year SAE records or has deliberately improvised his or her records, the application must be rejected and returned to the candidate's advisor immediately.

## II. Star Candidates

A. Star in Agribusiness Eligibility

1. Students eligible for this star degree may complete either the Supervised Agricultural Experience – Placement, Exploratory, and Research page/tab or the Income and Expense Enterprise page/tab. SAE must be related to agribusiness enterprises. Businesses of this type typically transport, process, service, sell, or add value to an agricultural commodity. SAE enterprises identified as production agriculture may not be considered in this category.

2. Applicants must have a Supervised Agricultural Experience Agreement for the most current each supervised/simulated experience reported on the Placement, Exploratory, and Research enterprise page/tab.

3. Applicants should include a Supervised Agricultural Experience Partnership and/or rental Agreement(s) for the most current Enterprise Income and Expense page/tab.

4. A statement from the present or most recent employer must accompany the application.

5. Regional Stars in Agribusiness should complete and add either the Placement or Entrepreneurship pages from the Star Battery; whichever most closely matches the SAE enterprise.

**B. Star in AFNR Sciences Eligibility**

1. Students earning this degree may complete either the Supervised Agricultural Experience – Placement, Exploratory, and Research page/tab or the Income and Expense Enterprise page/tab). SAE must be related to Agri science or Natural Resource enterprises. Agri science SAE is identified as one related to Natural Resources, Environmental Science, science based direct lab or research/experimentations. SAE enterprises identified as production agriculture may not be considered in this category.

2. Applicants must have a Supervised Agricultural Experience Agreement for the most current Placement, Exploratory, and Research enterprise page/tab.

3. Applicants should include a Supervised Agricultural Experience Partnership and/or rental Agreement(s) for the most current Income and Expense Enterprise reported.

4. A statement from the present or most recent employer must accompany the application.

5. Regional Stars in AFNR Sciences should complete and add either the Placement or Entrepreneurship pages from the Star Battery; whichever most closely matches the SAE enterprise.

**C. Star Farmer Eligibility**

1. Students earning this degree will complete the Income and Expense enterprise Summary tab/page. Use only earnings from production agriculture experiences in comparing and selecting the regional star. (Do not include hours or income from the Placement, Exploratory, and Research page/tab).

2. Applicants should include a Supervised Agricultural Experience Partnership and/or rental Agreement(s) for the most current Income and Expense Enterprise reported

3. Regional Stars should complete and add Entrepreneurship pages from the Star Battery.

**D. Star in Production Placement Eligibility**

1. Students earning this degree will complete the Supervised Agricultural Experience – Placement, Exploratory, and Research page/tab. Use only earnings from placement experience in comparing and selecting the regional star. (Do not include earnings from the Income and Expense enterprise tab/page). SAE must be related to placement in production agriculture enterprises.

2. Applicants must have a Supervised Agricultural Experience Agreement for the most current Placement, Exploratory, and Research enterprise page/tab.

3. A statement from the present or most recent employer must accompany the application.

4. Regional Stars in Placement should complete and add Placement pages from the Star Battery.

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**E. State Star Finalist Selection Process**

1. Each Region will submit to the Minnesota FFA Association offices their candidate applications for Star Agribusiness, Star AFNR Sciences, Star Farmer, and Star Production Placement. Applications must arrive by third Friday in February.

2. The Minnesota FFA Advisor and staff will identify a panel of judges to review each applications and select the final four candidates for Star Agribusiness, Star AFNR Sciences, Star Farmer, and Star Production Placement.

3. The regional candidates for Star Agribusiness, Star AFNR Sciences, Star Farmer, and Star Production Placement will be interviewed at their SAE location.

   a) Each of the Final Four may be asked to submit additional pictures for use in developing the Star Finalists presentation at convention.
   b) Each of the Final Four will be asked to submit an audio and video segment of their SAE presentation. Instructions will be sent out from State FFA Staff to finalists and their advisors.

4. Each of the Star Finalists will receive a plaque for their selection as a Finalist for Star in Agribusiness, AFNR Science, Farmer or Production Placement. Each State Star will receive a plaque.

# Minnesota State Degree
State Degree Manual Review Sheet & Advisor Approval

The applicant must complete each area and their agricultural education teacher must approve the following checklist for the candidate to qualify. See each section below.

| Advisor Initials | Student (Y/N) | | Area | |
|---|---|---|---|---|
| | No | 1. | List agricultural education courses currently enrolled in, completing, or will be enrolled in during the current school year? | |
| | | | List all agricultural education courses and hours completed? *[e.g., Animal Science (90 hours)]* | |
| | | | A. | F. |
| | | | B. | G. |
| | | | C. | H. |
| | | | D. | I. |
| | | | E. | J. |
| | No | 2. | List 10 Parliamentary Procedure activities you can perform: | |
| | | | A. | F. |
| | | | B. | G. |
| | | | C. | H. |
| | | | D. | I. |
| | | | E. | J. |
| | No | 3. | List the (a) title, (b) year, and (c) group to whom you gave a six-minute presentation: | |
| | | | a) | |
| | | | b) | c) |
| | No | 4. | The record book represents the values listed in the application. | |
| | No | 5. | The required training agreements are included in the record book. | |
| | No | 6. | The candidate maintained records that represent all aspects of this application. | |
| | No | 7. | List the (a) role and (b) responsibilities as an officer and/or committee chair, or participating member of a chapter committee. | |
| | | | a) | |
| | | | b) | |

## III. <u>State Proficiency Award Applications</u>

Information and Guidelines for FFA Advisors.

A. Presentation folders can be used. Use either the National FFA Application folder or a similar presentation folder. Cover should be clear plastic. DO NOT put application in plastic sleeves.
B. Pictures should be meaningful to the award area. Use action words and make each sentence tell a part of the story.
C. The deadline for all proficiency award applications is set by the region advisors. Regional advisors must return all applications that do not meet acceptable standards. On site visits may be necessary when selecting winners.
D. Each region will rank applications Gold, Silver, or Bronze award. The award rank will be submitted to the state office. Certificates will be awarded from the state at convention. Students whose applications in the award area have received Bronze, Silver, or Gold status in a previous year should identify the application as such (this will aid the committee in identifying benchmarks for award levels in the current year).
E. Each region may submit the top three ranked applications for consideration as state finalists. Each will be identified and receive a certificate as a state finalist.
F. Proficiency award applicants can win more than one regional award. This is a regional determination.
G. SAE records must be reviewed for each year included in the application. SAE records must be available at region interviews.
H. Regions may recommend rejecting any application which cannot be verified via records and interview and is not worthy of a regional or state award.

## Minnesota FFA Proficiency Award Rules

1. In any one year, an individual can win one state proficiency award.
2. An individual may **not** place first at state level in more than one area in a given year; an individual member may submit multiple proficiency award applications for judging to the state level, provided each application is ranked in the region's top three applications within an award area.
3. Students must identify the proficiency award area they prefer to win prior to the selection date. Students with multiple proficiency applications submitted to the state level, must rank all applications by preference choice 1, 2, 3, etc. for placing first at state level prior to judging and submission to state.
4. The ranking of each regional proficiency award area will not be changed during the state proficiency award review and selection. (This would prohibit an application placed second at a region from being placed above the regional winner from that region. However, should the first-place individual choose to not accept first place in that category, the second-place individual from that region is eligible to be selected as first place.)
5. An applicant who has previously won a state proficiency award cannot reenter the same award area another year.
6. Candidates are eligible for proficiency awards after enrolling in an Agriculture/Agribusiness and completing one year of SAE records. A member's final year of eligibility for the Proficiency Awards program is the year following high school graduation. Members who have been out of high school not more than one year and who have completed at least 3 years of Agriculture (540 hours) or all of the Agriculture

classes available to him/her are eligible. (Thus, 2019 graduates, meeting the above criteria, are eligible in 2020.)

7. Records may start when the candidate first enters Agriculture Education/FFA membership or on January 1st, following entering Agriculture Education. In no case will the record year exceed 12 months. The record year shall be January 1 to December 31.

8. Refer to the Agricultural Proficiency Awards Handbook for specific eligibility rules.

9. A regional committee must interview all proficiency award applications and their SAE records must be submitted, received and scored by the committee.

10. All proficiency award applications are eligible to be ranked as Gold, Silver, or Bronze. State Certificates of achievement for each level will be presented.

11. Absolutely no additional material is to be attached to the proficiency awards. No supplemental pages or portions of pages shall be included. All information must be put on the original application form. All pages must include the same version number.

12. The Minnesota FFA Foundation plaques will be given to 1st, 2nd, 3rd place proficiency award winners where there are qualified candidates.

13. State Proficiency Award winners will be allowed to re-work their application before it is entered in national competition.

14. Only the National FFA Organization Online application is to be used.

15. Include only that information initiated after enrolling in Agriculture/Agribusiness classes.

16. The applicant for a proficiency award does not have to meet the minimum requirements for the Minnesota FFA Degree. Those applicants not in school must document at least 3 years (540 Hours) of agricultural education or all of the agriculture education available to him/her in the school last attended.

17. All rule interpretations are to be made by the State Advisor.

18. No photo maybe doctored or changed in any manner. (It is not permissible to cut and paste images from one photo into another.)

**Minnesota FFA Proficiency Award Record Verification**

Signature of Region SAE Committee _____

This application provided SAE Records to substantiate the proficiency award application.

**Minnesota FFA SAE Description for Proficiency Award**
*Please describe the SAE in this proficiency award (to be used in recognition and press releases)*

_____

_____

_____

**Minnesota FFA Proficiency Award**

**Preference Selection**

FFA Member          _

Chapter          _ Region          _

I have more than one proficiency award application that is in the top three from my region that are being submitted to the Minnesota FFA for State Proficiency award selection.

I understand that an FFA Member is eligible to win only one (1) State Proficiency award area per year.

My preferred choice of Proficiency Award areas are as follows:

1. _          _

2. _          _

3. _          _

4. _          _

_____
Signature FFA Member

_____
Signature FFA Advisor

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## SAE Hours Rubric

| | | | |
|---|---|---|---|
| Hours Per Year: | 365 days a year | X 24 hrs. = | 8,760 hours |
| Sleep Hours: | 365 days a year | X   8 hrs. = | 2,920 hours |
| School Year | 180 days a year | X   7 hrs. = | 1,260 hours |

(36 week school year)

| | | | |
|---|---|---|---|
| Vacation | 14 days | X 16 Hrs.  = | 224 hours |
| Holidays: | Christmas/New Yrs. X   4 Days = | | 96 hours |

Family time/recreation 15 hours per week                                    780 hours

Homework and study time 10 hrs/wk/36wks                         360 hours

Personal care time (meals, bathroom,) 4 hrs @ day/365 Days        1,460 hours

Hours remaining in a year                          =                1,660 hours

What about other activities – FFA, Sports or Community?


Maximum acceptable hours which will be applies regardless if a student works for parents or an employer.
- 12-13 year olds          640 hours max per year
- 14-15 year olds          1468 hours max per year
- 16-17 year olds          2064 hours max per year
- 18 or older               2080 hours or realistic hours based on student situation.

# 2020 Proficiency Award Areas

1. Agricultural Communications – Entrepreneurship/Placement
2. Agricultural Education – Entrepreneurship/Placement
3. Agricultural Mechanics Design and Fabrication – Entrepreneurship/Placement
4. Agricultural Mechanics Repair and Maintenance – Entrepreneurship
5. Agricultural Mechanics Repair and Maintenance – Placement
6. Agricultural Processing – Entrepreneurship/Placement
7. Agricultural Sales – Entrepreneurship
8. Agricultural Sales – Placement
9. Agricultural Services – Entrepreneurship/Placement
10. Agriscience Research – Animal Systems
11. Agriscience Research – Integrated Systems
12. Agriscience Research – Plant Systems
13. Beef Production – Entrepreneurship
14. Beef Production – Placement
15. Dairy Production – Entrepreneurship
16. Dairy Production – Placement
17. Diversified Agricultural Production – Entrepreneurship/Placement
18. Diversified Crop Production – Entrepreneurship
19. Diversified Crop Production – Placement
20. Diversified Horticulture – Entrepreneurship/Placement
21. Diversified Livestock Production – Entrepreneurship/Placement
22. Environmental Science and Natural Resources – Entrepreneurship/Placement
23. Equine Science – Entrepreneurship
24. Equine Science – Placement
25. Fiber and/or Oil Crop Production – Entrepreneurship/Placement
26. Food Science and Technology – Entrepreneurship/Placement
27. Forage Production – Entrepreneurship/Placement
28. Forest Management and Products – Entrepreneurship/Placement
29. Fruit Production – Entrepreneurship/Placement
30. Goat Production – Entrepreneurship/Placement
31. Grain Production – Entrepreneurship /Placement
32. Landscape Management – Entrepreneurship/Placement
33. Nursery Operations – Entrepreneurship/Placement
34. Outdoor Recreation – Entrepreneurship/Placement
35. Poultry Production – Entrepreneurship/Placement
36. Service – Learning – Entrepreneurship/Placement
37. Sheep Production – Entrepreneurship/Placement
38. Small Animal Production and Care – Entrepreneurship/Placement
39. Specialty Animal Production – Entrepreneurship/Placement
40. Specialty Crop Production – Entrepreneurship/Placement
41. Swine Production – Entrepreneurship
42. Swine Production – Placement
43. Turf Grass Management – Entrepreneurship/Placement
44. Vegetable Production – Entrepreneurship/Placement
45. Veterinary Science – Entrepreneurship/Placement
46. Wildlife Production and Management – Entrepreneurship/Placement

# Minnesota FFA Proficiency Application Review

**Student Name:**

_____

**Chapter:**

_____

**Application Area:**

_____

**Congratulations on developing an SAE that was worthy of consideration and recognition at the state level. After reviewing your application, state level judges have the following feedback to continue and improve your project:**

Project needs to grow in terms of time and hours.

Project lacks scope in terms of finances and investments – another year will give you an opportunity to be more competitive.

Project demonstrate increased levels of responsibilities and needs to show more detail in knowledge and skill development.

Application has incomplete sections or grammatical errors.

Application has financial errors.

Photos and/or captions can be higher quality. Use the caption to explain the development and growth of your Supervised Agricultural Experience.

Supporting documents (photos, resume, personal page) are missing or can be improved.

Comments:

# Minnesota FFA Proficiency State Winner Story Outline

*Please complete this form following the selection of the state winning proficiency in your area.*

*This form information will be confirmed by the student and their advisor(s).*

**Proficiency Area:** _____

**Select Area: Entrepreneurship/Placement**          **Entrepreneurship**          **Placement**

**Name of Member:** _____

**FFA Chapter Name:** _____

**School/Town:** _____

**Numbers that define the project (hours worked, dollars earned, head owned, acres planted, bushels harvested, etc. – please specify):**

_____

_____

**Most important skill attained through this supervised agricultural experience:**

_____

_____

**Second most important skill attained through this supervised agricultural experience:**

_____

_____

**Plans following high school:**

_____

_____

**Additional information you would like to highlight:**

_____

_____

_____

**Name of second place member:** _____

**FFA Chapter Name:** _____

**School/Town:** _____

**Name of third place member:** _____

**FFA Chapter Name:** _____

**School/Town:** _____

| **Minnesota FFA Proficiency Award  Verification** |
| --- |

| **Proficiency Award Area** | _____ |
| --- | --- |

| **Review Committee** | _____ |
| --- | --- |
| (please list names) | _____ |
| | _____ |

|  | |  | | Score |
| --- | --- | --- | --- | --- |
| First Place | _____ | Chapter | _____ | _____ |
| Second Place | _____ | Chapter | _____ | _____ |
| Third Place | _____ | Chapter | _____ | _____ |
| Fourth Place | _____ | Chapter | _____ | _____ |

| **Verification Table** | _____ |
| --- | --- |
| (please list names) | _____ |
| | _____ |

|  | |  | | Score |
| --- | --- | --- | --- | --- |
| First Place | _____ | Chapter | _____ | _____ |
| Second Place | _____ | Chapter | _____ | _____ |
| Third Place | _____ | Chapter | _____ | _____ |
| Fourth Place | _____ | Chapter | _____ | _____ |

\* If there is a change in ranking from the review Committee and Verification Table
The applications that changed should be review by a second review committee or verification table.

| **Verification Table** | _____ |
| --- | --- |
| (please list names) | _____ |
| | _____ |

|  | |  | | Score |
| --- | --- | --- | --- | --- |
| First Place | _____ | Chapter | _____ | _____ |
| Second Place | _____ | Chapter | _____ | _____ |
| Third Place | _____ | Chapter | _____ | _____ |
| Fourth Place | _____ | Chapter | _____ | _____ |