



American FFA Degree Application Worksheet

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The following pages serve as a worksheet to assist you in gathering information needed to complete your American Degree Application. This worksheet also serves as a resource to assist those with limited internet access, but to complete submission you must utilize Agriculture Career Network (AgCN) or access the Degree Application Manager to enter your information to the online application.

The following steps can assist your in utilizing this worksheet and completing your application process:

1. Use the following information blanks to gather your required information
2. Enter your information into the appropriate sections of this application (A pencil is suggested)
3. Coordinate your efforts with your teacher in order for them to review and assist you in your entries
4. Utilizing AgCN or an approved record system, access your online degree and enter your worksheet information.
5. Each SAE listed in your application should relate to a pathway of education, which the choices are defined as:

Define Pathway for your Research SAE as:

Agribusiness Systems (ABS)

Animal Systems (AS)

Plant Systems (PS)

Biotechnology Systems (BS)

Environmental Service Systems (ESS)

Natural Resource Systems (NRS)

Food Products and Processing Systems (FPP)

Power Structural and Technical Systems (PST)

Cluster Systems (CS - A grouping of several areas)



American FFA Degree Application Worksheet - Basic Award Information

I. Application Date

Began Agricultural Education

Application Ending Date

__/__/____

12/31/____

The Beginning Date is the start of your first eligible Agricultural Education course. The Ending Date is 12/31 of the year prior to submitting your application.

II. SAE Types - Mark all that apply

- _____ Exploratory, Supplemental, or Improvement
 _____ Research
 _____ Placement
 _____ Entrepreneurship

III. Assets - These are items of value that you own and use in your SAE program.

1. Current/Operating Assets	Value at Beginning Date	Value at Ending Date
a. Cash on hand, checking and savings	\$	\$
b. Cash value - bonds, stocks, life insurance	\$	\$
c. Notes & Accounts Receivable	\$	\$
d. Current Inventory (Entrepreneurship Experiences)	\$	Itemized ending inventory values are reported on "Ending Current Inventory" page.
1. Investment in harvesting and growing crops	\$	
2. Investment in feed, seed, fertilizer, chemical, supplies, prepaid expenses, and other current assets	\$	
3. Investment in merchandise, crops and animals purchased for resale	\$	
4. Investment in raised market livestock & poultry	\$	

2. Non-Current Inventory	Value at Beginning Date	Value at Ending Date
a. Investment in non-depreciable draft, pleasure, and breeding animals	\$	Itemized ending inventory values are reported on "Ending Non-Current Inventory" page.
b. Investment in depreciable draft, pleasure, and breeding animals	\$	
c. Investment in depreciable machinery, equipment, and fixtures	\$	
d. Investment in depreciable land improvements, buildings, and fixtures	\$	
e. Investment in land	\$	

IV. Liabilities - These are debts (loans) related to your SAE(s)	Value at Beginning Date	Value at Ending Date
a. Accounts and notes payable	\$	\$
b. Current portion of non-current debt (the portion of non-current debt during this calendar year)	\$	\$
c. Real Estate Mortgages (total real estate mortgages minus current portions)	\$	\$
d. Other non-current liabilities (total other non-current liabilities minus current portions)	\$	\$

V. Personal Cash Income & Expense - These are personal transactions

Total Value

a. Sources of cash gifts	\$
b. Sources of cash from Ag related (non-SAE) and personal earnings	\$
c. (Deduct) Total Personal Expense/Draw	\$
d. (Deduct) Education Expenses Taken Out	\$



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Supervised Agricultural Experience - Research

Define Pathway for your Research SAE as:

Agribusiness Systems, Animal Systems, Plant Systems, Biotechnology, Environmental Service Systems, Natural Resource Systems, Food Products and Processing Systems, Power Structural and Technical Systems and Cluster Systems (A grouping of serveral areas)

	Pathway	Research Title	Years	Hours
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
		TOTAL PROJECTS:	TOTAL:	



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Supervised Agricultural Experience - Placement and Exploratory

Year 1 -

Pathway	Employer or Project Name Job Title, Responsibilities, or Project Description	Unpaid Hours	Paid Hours	Total Hours	Gross Earnings	Current Expenses
TOTAL						

Year 2 -

Pathway	Employer or Project Name Job Title, Responsibilities, or Project Description	Unpaid Hours	Paid Hours	Total Hours	Gross Earnings	Current Expenses
TOTAL						

Year 3 -

Pathway	Employer or Project Name Job Title, Responsibilities, or Project Description	Unpaid Hours	Paid Hours	Total Hours	Gross Earnings	Current Expenses
TOTAL						

Year 4 -

Pathway	Employer or Project Name Job Title, Responsibilities, or Project Description	Unpaid Hours	Paid Hours	Total Hours	Gross Earnings	Current Expenses
TOTAL						





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Supervised Agricultural Experience - Entrepreneurship

Year 1 -

Pathway	Name & Description	Size/Scope of Enterprise

Year 2 -

Pathway	Name & Description	Size/Scope of Enterprise

Year 3 -

Pathway	Name & Description	Size/Scope of Enterprise

Year 4 -

Pathway	Name & Description	Size/Scope of Enterprise

Year 5 -

Pathway	Name & Description	Size/Scope of Enterprise

Year 6 -

Pathway	Name & Description	Size/Scope of Enterprise

Year 7 -

Pathway	Name & Description	Size/Scope of Enterprise

Year 8 -

Pathway	Name & Description	Size/Scope of Enterprise



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Candidate Inventory Statement - Current Inventory - List your final year

A. Harvested and Growing Crops/Plants on 12/31/ _____ (Final Yr.)

Description	Quantity	Value
1		
1		
1		
1		
1		

B. Feed, Seed, Fertilizer, Chemicals, Supplies, Prepaid Expenses, and other Current Assets on 12/31/ _____ (Final Yr.)

Description	Quantity	Value

C. Merchandise, Crops, and Animals Purchased for Resale 12/31/ _____ (Final Yr.)

Description	Quantity	Value

D. Raised Market Animals on 12/31/ _____ (Final Yr.)

Description	Quantity	Value



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Candidate Inventory Statement - Non-Current Inventory - list your final year

E. Non-Depreciable Draft, Pleasure, or Breeding Animals on 12/31/____ (Final Yr.)

Description	Quantity	Value

F. Depreciable Draft, Pleasure, or Breeding Animals on 12/31/____ (Final Yr.)

Description	Acquisition Cost	Depreciation Claimed	Value

G. Depreciable Machinery, Equipment, and Fixtures on 12/31/____ (Final Yr.)

Description	Acquisition Cost	Depreciation Claimed	Value

H. Depreciable Land Improvements, Buildings, & Fences on 12/31/____ (Final Yr.)

Description	Acquisition Cost	Depreciation Claimed	Value

I. Land on 12/31/____ (Final Yr.)

Description	Quantity	Acquisition Cost

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Income and Expense Summary of Entrepreneurship SAE Program - In the space below list each year and details. Shaded areas are calculated online.

	Yr 1-	Yr2-	Yr3-	Yr4-	Yr5-	Yr6-
1. Revenues from Operations						
a. Closing Current Inventory						
b. Beginning Current Inventory						
c. Change in Current Inventory						
d. Cash Sales	\$	\$	\$	\$	\$	\$
e. Value Used at Home (Non-cash)	\$	\$	\$	\$	\$	\$
f. Value of Production Transferred to other enterprise, Transferred to Non-Current, Bartered or Labor Exchanged or gifts (Non-cash)	\$	\$	\$	\$	\$	\$
h. Gross Revenues (Change in Current Inventory and Total Sales)						
2. Expenses from Operations						
a. Inventory Purchased for Resale (Cash)	\$	\$	\$	\$	\$	\$
b. Inventory Purchased for Resale (Non-Cash Transfers)	\$	\$	\$	\$	\$	\$
c. Cash Expenses (all other types)	\$	\$	\$	\$	\$	\$
d. Non-Cash Expenses (Transferred, Bartered, or SAE Labor Exchange)	\$	\$	\$	\$	\$	\$
e. Contributed Non-Cash Expenses (Gift or non-SAE Labor Exchange)	\$	\$	\$	\$	\$	\$
f. Total Operating Expenses						
3. Net Income from Operations						
4. Non-Current Inventory						
a. Closing Inventory	\$	\$	\$	\$	\$	\$
b. Transfer in from Operations (Non-Cash Transfers of non-current assets)	\$	\$	\$	\$	\$	\$
c. Contributed Inventory (Outside contribution of non-current assets - gift)	\$	\$	\$	\$	\$	\$
d. Purchases	\$	\$	\$	\$	\$	\$
e. Beginning Inventory	\$	\$	\$	\$	\$	\$
f. Sales	\$	\$	\$	\$	\$	\$
g. Non-Cash Sales	\$	\$	\$	\$	\$	\$
h. Net Non-Current Transactions						
5. Net Income From Operations & Net Non-Current Transactions						
6. Annual Profitability Measures						
a. Operating Profit Margin (OPM) Net Operating Income/Totals Sales = % of sales related to profit						
b. % of Total Returns from Net Non-Current Gains (Net Non-Current Gains/Total Gains)						
c. Review Non-Current Ending Inv. Value						
7. Non-Cash Transfer/Exchange Review						
a. Check if Non-Cash Transactions are Balanced						
b. Difference that non-cash income categories Non-Cash minus Non-Current Expenses are off						

	Yr7-	Yr8-	Total
1. Revenues from Operations			
a. Closing Current Inventory			
b. Beginning Current Inventory			
c. Change in Current Inventory			
d. Cash Sales	\$	\$	\$
e. Value Used at Home (Non-cash)	\$	\$	\$
f. Value of Production Transferred to other enterprise, Transferred to Non-Current, Bartered or Labor Exchanged or gifts (Non-cash)	\$	\$	\$
h. Gross Revenues (Change in Current Inventory and Total Sales)			
2. Expenses from Operations			
a. Inventory Purchased for Resale (Cash)	\$	\$	\$
b. Inventory Purchased for Resale (Non-Cash Transfers)	\$	\$	\$
c. Cash Expenses (all other types)	\$	\$	\$
d. Non-Cash Expenses (Transferred, Bartered, or SAE Labor Exchange)	\$	\$	\$
e. Contributed Non-Cash Expenses (Gift or non-SAE Labor Exchange)	\$	\$	\$
f. Total Operating Expenses			
3. Net Income from Operations			
4. Non-Current Inventory			
a. Closing Inventory	\$	\$	\$
b. Transfer in from Operations (Non-Cash Transfers of non-current assets)	\$	\$	\$
c. Contributed Inventory (Outside contribution of non-current assets - gift)	\$	\$	\$
d. Purchases	\$	\$	\$
e. Beginning Inventory	\$	\$	\$
f. Sales	\$	\$	\$
g. Non-Cash Sales	\$	\$	\$
h. Net Non-Current Transactions			
5. Net Income From Operations & Net Non-Current Transactions			
6. Annual Profitability Measures			
a. Operating Profit Margin (OPM) Net Operating Income/Totals Sales = % of sales related to profit			
b. % of Total Returns from Net Non-Current Gains (Net Non-Current Gains/Total Gains)			
c. Review Non-Current Ending Inv. Value			
7. Non-Cash Transfer/Exchange Review			
a. Check if Non-Cash Transactions are Balanced			
b. Difference that non-cash income categories Non-Cash minus Non-Current Expenses are off			

		TOTAL

Year 6 -

Group/Organization	Activity Name	Hours
		TOTAL

Year 7 -

Group/Organization	Activity Name	Hours
		TOTAL

Year 8 -

Group/Organization	Activity Name	Hours
		TOTAL



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Checklist of Minimum Qualifications - Make sure you meet each below

- All items must be checked as having met in order for the candidate to qualify for the degree.
- Each item will be checked once you enter your information in the electronic form

Item - Make sure you can check "Yes" to each item	Yes
Candidate has been an active FFA member for at least the immediate past 36 months.	
Candidate has an appropriate span of time from initial membership to application ending date.	
Candidate has the State FFA Degree.	
Ending Date for this application must the year prior to National Convention for Degree.	
Non-cash income and expense is balanced each year on the Income/Expense Report.	
Accuracy Check for the Balance Sheet (Assets = Liabilities + Equity) & Growth	
Candidate has a record of at least 50 hours community service in at least 3 non-FFA activities.	
Student qualifies for the Degree with earnings, productively invested, and hours.	



American FFA Degree Application

Degree Review Sheet

To assure that only quality candidates with quality applications are being nominated for the American FFA Degree, the FFA Advisor, preliminary review committee (at the state level) and State FFA advisor should review the following.

This sheet is designed to provide additional review areas that all must be marked “Yes” prior to declaration.

Yes	No	Review Area
		1. The candidate, parent/guardian, chapter president, chapter advisor, administrator and state advisor have signed the signature page. (Cover/Signature Page)
		2. Candidate has achieved a high school course record of “C” or better and has a satisfactory record of scholarship and participation in school activities certified by the school administrator or counselor Signature Page. (Scholastic Record, Signature Page)
		3. Candidate has graduated from high school at least twelve months prior to the National FFA Convention at which the degree is to be granted. (Cover Page 3, Education Information)
		4. Candidate has satisfactorily completed the equivalent of at least three years (540 hours) of systematic secondary school instruction in an agricultural education program, or has completed the program of agricultural education offered at the school last attended, or completed two years of secondary agriculture education. (Cover Page 3, Education Information)
		5. Candidate has at least one year of post secondary agriculture program at a technical school or university and a listed major. (Cover Page 3, Education Information)
		6. Candidate has maintained records to substantiate an outstanding supervised agricultural experience (SAE) program. Pages 5 to the end of the application (see below specific reviews)
		a. Candidate has developed SAE program skills, agriculturally related activities and state acceptable activities and details for each project. Begins Page 5 Supervised Agricultural Experience Pages (All types selected)
		b. Appropriate ending current inventory items listed that are relevant to the students total SAE program. Ending Current Inventory (All types)
		c. Appropriate ending non-current inventory items listed are relevant to the students total SAE program. A particular area to review is that a maximum 50% value of one vehicle can be claimed for a placement only SAE program. Ending Non-Current Inventory (All types)
		d. Appropriate annual current inventory values, non-current inventory values and annual review of non-current (No “Review” issues) are listed. Income and Expense Statement
		e. All application Version #'s on application pages are the same for each page – Application footnote on page 2 to the final page.
		7. Candidate has a record of Community Service participation in activities Community Service Page - (50 community service hours in 3 different activities are required)

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.