

# **Minnesota FFA Degree Award Handbook**

Updated and Edited October 2025

# **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.

If the candidate feels the action of the state committee at the state level is in violation of the constitutional requirement, individuals may file an appeal to the MAAE SAE Committee. Appeals must be filed no later than the third Friday of March of the application year. The SAE committee will then decide on the appeal.

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**

- Have received the Chapter FFA Degree.
- Be on record as having been an active FFA member at the local, state, and national level for at least two years (24 months) at the time of receiving the FFA State Degree. Applicants may receive their degree during the convention occurring within the spring of their second year of membership provided they are at least a junior in high school.
- Have completed, or be in the process of completing, the equivalent of at least two years (360 hours) of systematic school instruction in AFNR education at or above the 9th grade level. If out of school, candidates must have completed the equivalent of two full years of agriculture and agribusiness instruction (360 hours) grade 9-12.
- Have in operation an approved SAE program aligned to skills outlined in the National AFNR standards. If out of school, at least one year of SAE records must have been completed during high school.
- AFTER entering AFNR education, must have earned & productively invested at least \$2000 by the member's own efforts, worked at least 600 hours in excess of scheduled class time, or a combination thereof. Hours are valued at \$3.56/hour.
- Demonstrate leadership ability by performing 10 procedures of parliamentary law, giving a six-minute speech on a topic relating to agriculture or FFA; serving as an officer, committee chairperson or participation member of a chapter committee; and participate in the planning and/or completion of the chapter's Program of Activities.
- Have a satisfactory scholastic record as certified by the local AFNR education instructor and the principal or superintendent.
- Have participated in at least 10 different FFA activities above the chapter level.
- Have participated in at least 25 hours of community service within at least two different community service activities. These hours cannot be duplicated as paid or unpaid SAE hours and should be done to benefit someone other than the FFA chapter.
- Submit a written and electronic application for the degree on the AET.

# Regional Responsibilities Regarding the Minnesota FFA Degree

- 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.
- 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.
- 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 stars must be submitted to the state office by the third Friday in February. Please check all names for correct spelling and chapter.
  - Report all errors in names ASAP.
- 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. If the applicant cannot show a year by year record or has deliberately improvised his/her records, this application must be rejected and returned to the candidate's advisor immediately.
- The Region MAAE SAE Committee Representative and the interview committee must verify student enrollment and completion of agricultural education courses.
- 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.
- At the conclusion of the interview, the application and interview will be reviewed and the committee should recommend or reject the candidate's application for the Minnesota FFA Degree.
- 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.
- 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.

# Regional Responsibilities Regarding the Minnesota FFA Degree

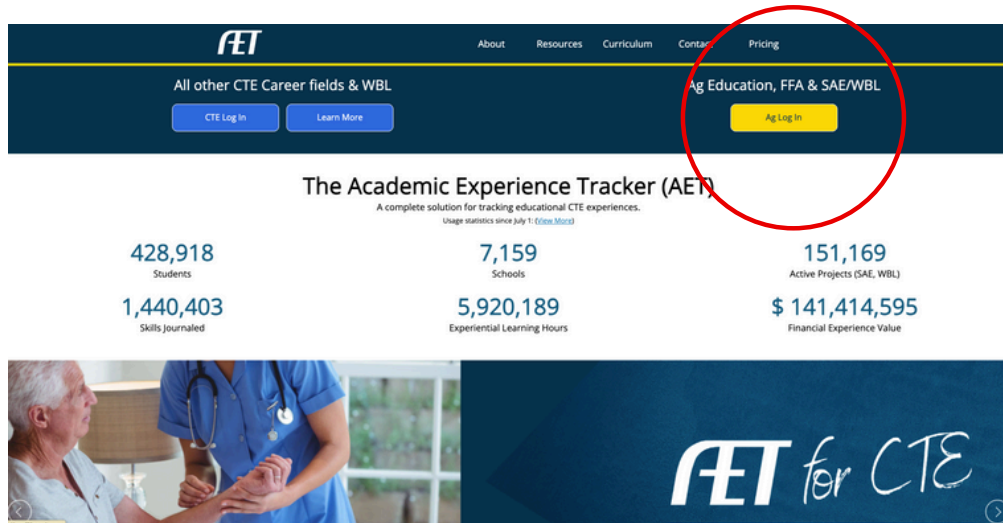
- The selection of the Regional Star in Agribusiness, AFNR Sciences, Farmer, and Production Placement candidates is the responsibility of the Regional Advisor, the Region MAAE SAE Committee Representative, and the Regional Adult Board Member. They shall establish a method of selection that is fair, equitable, 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.
- 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.

## Star Candidates

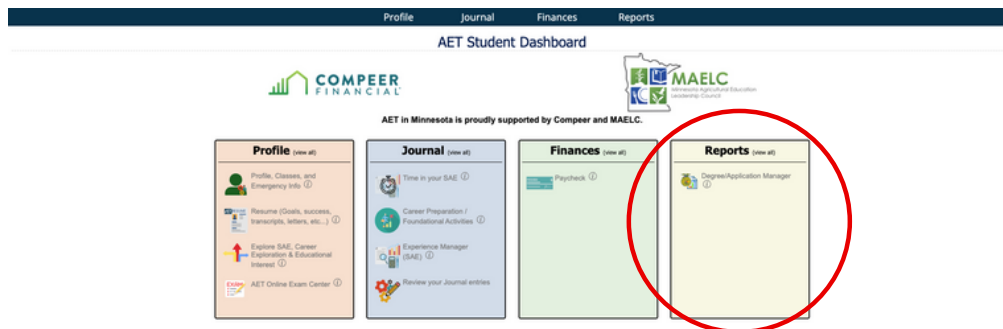
- Star Candidates with Placement SAE earnings in their Minnesota FFA Degree application are to be considered for Star in Agribusiness, AFNR Sciences, or Production Placement.
- Students whose Entrepreneurship SAE earnings in their Minnesota FFA Degree application are to be considered for Star in Agribusiness, AFNR Sciences, or Farmer.
- Star in Agribusiness definition – The SAE earnings must be related to an enterprise that is identified as an agribusiness and considered a non-production agricultural enterprise. 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.
- 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.
- Star Farmer definition – The SAE earnings are from entrepreneurship production agriculture (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.
- Star in Production Placement definition – The SAE earnings are from production agriculture placement (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

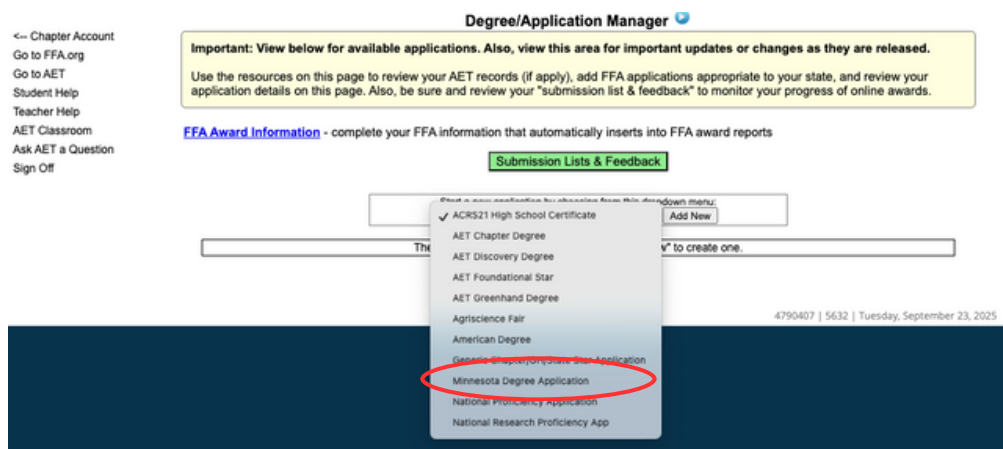
Candidates for the Minnesota FFA Degree will complete the Minnesota State Degree Application online at theaet.com



Once signed in, students should select reports, then Degree/Application Manager



From the drop-down menu you will be able to select a new Minnesota State Degree application. If the 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, National Proficiency Application, Star Application (Star Battery). Select the application – Click Add.

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.

**COVER PAGE**

Review Profile in AET   Review Award Info in AET   Load From ffa.org

**Special Notes before you begin this page:**

- Use the Tab key to go to the next cell that will accept entries.

Name as you want it to appear on the certificate  
 First: John  
 Middle:  
 Last: Doe

Name on the FFA Chapter Roster (if different)  
 Chapter ID: MN0172  
 FFA Member ID #:  
 Area or Section #: 3   District or Region #

Gender:  
☐ No Answer   ☒ Male   ☐ Female   ☐ Non-Binary

Name Pronunciation  
 Home Telephone Number

Mailing Address  
 City:   State:   Zip Code:

Physical Address (required if your mailing address is a PO Box)  
 City:   State:   Zip Code:

Father/Parent/Guardian Name   Father/Parent/Guardian Occupation  
 Mother/Parent/Guardian Name   Mother/Parent/Guardian Occupation

As you begin to enter data, and you find that the application does not allow you to enter information, check for the unlock feature on line 11 on the instruction page. You will need to click on the icon on line 11 to open and unlock the application. Only do this if you plan to enter in all information manually.

**If you unlock the application in AET, don't ever lock it again. This will erase anything you added manually into the application. Also, if you unlock it, anything added into AET after that, will not show up in the application.**

## Basic Setup Page

Beginning Date: Should be the day/month you started your first ag class and joined FFA.

SAE Type: If using AET for records, this will already be filled out. If not using AET for records, select the current project areas.

Enter Asssets, Liabilities, and Personal Cash Income and Expenses

**BASIC SETUP**

**Special Notes before you begin this page:**

- No Decimals. Use whole numbers.
- Use the Tab key to go to the next cell that will accept entries.
- Values on this page transfer automatically to your balance sheet sections (Assets, Liabilities, and Net Worth).

**I. DATES FOR THIS APPLICATION**

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.

Beginning Date	Ending Date
12/31/2025	12/31/2025

**II. SAE TYPES**

Checkmark all types of SAEs from your time in Ag.  
 Application pages will appear if applicable to your SAE

Checkmark all that apply
<input type="checkbox"/> Foundational
<input type="checkbox"/> Research
<input type="checkbox"/> Placement
<input type="checkbox"/> Entrepreneurship

**III. ASSETS**

	Value at Beginning Date	Value at Ending Date
<b>1. CURRENT ASSETS</b>		
a. Cash on hand, checking and savings		
b. Cash value - bonds, stocks, life insurance		
c. Notes & accounts receivable		

# Additional Requirements

Complete the Additional Requirements Page

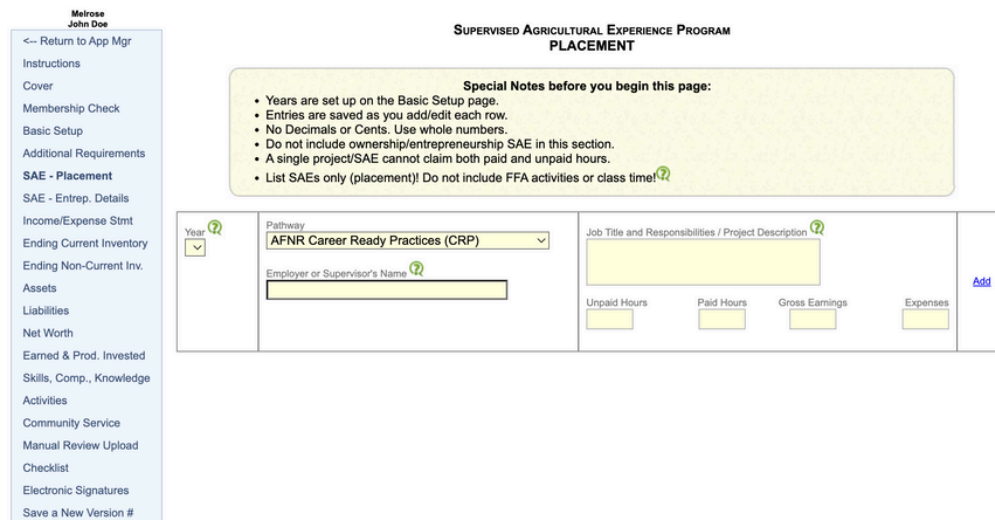


**Additional Requirements**

Candidate has performed 10 procedures of parliamentary law.	Yes
Candidate has presented a 5 minute speech on a topic relating to agriculture or FFA.	Yes
Candidate has participated in planning & completion of the chapter program of activities.	Yes

## Placement Applications ONLY

In an unlocked application, students are able to put in their SAE(s), the project description, hours worked, and gross earnings. Do this for each placement SAE the student has.



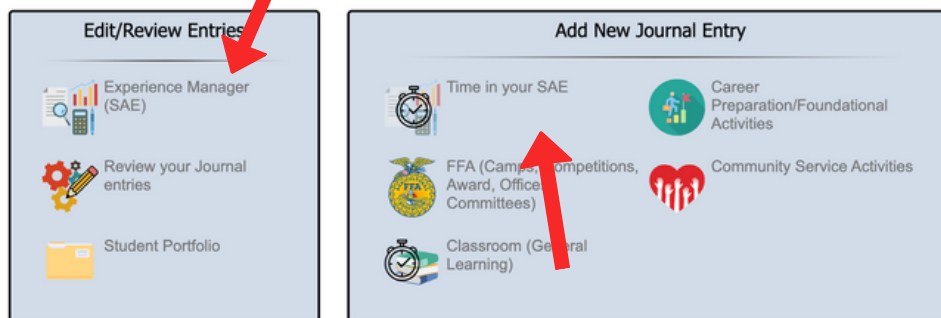
**SUPERVISED AGRICULTURAL EXPERIENCE PROGRAM PLACEMENT**

**Special Notes before you begin this page:**

- Years are set up on the Basic Setup page.
- Entries are saved as you add/edit each row.
- No Decimals or Cents. Use whole numbers.
- Do not include ownership/entrepreneurship SAE in this section.
- A single project/SAE cannot claim both paid and unpaid hours.
- List SAEs only (placement)! Do not include FFA activities or class time!

Year	Pathway AFNR Career Ready Practices (CRP)	Job Title and Responsibilities / Project Description		
	Employer or Supervisor's Name		Unpaid Hours	Paid Hours
			Gross Earnings	Expenses

In an locked application, students can use the Experience Manager to add their SAE and project description.



**Edit/Review Entries**

- Experience Manager (SAE)
- Review your Journal entries
- Student Portfolio

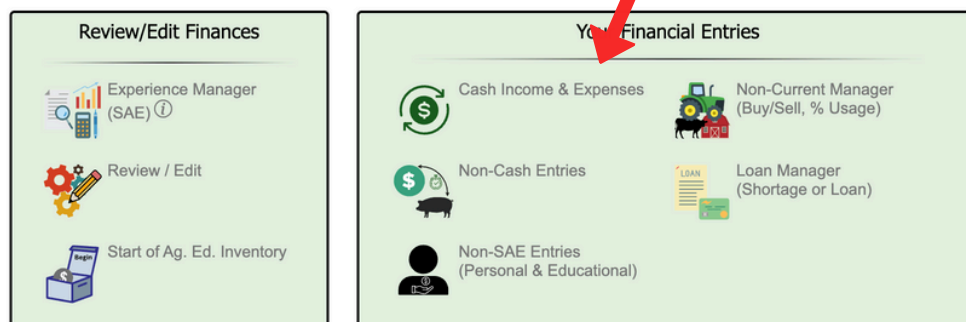
**Add New Journal Entry**

- Time in your SAE
- Career Preparation/Foundational Activities
- FFA (Camps, Competitions, Award, Office Committees)
- Community Service Activities
- Classroom (General Learning)

In an locked application, students should use the Time In Your SAE option to add their hours.



In an locked application, students can use the Cash Income and Expenses options to put in their paychecks.

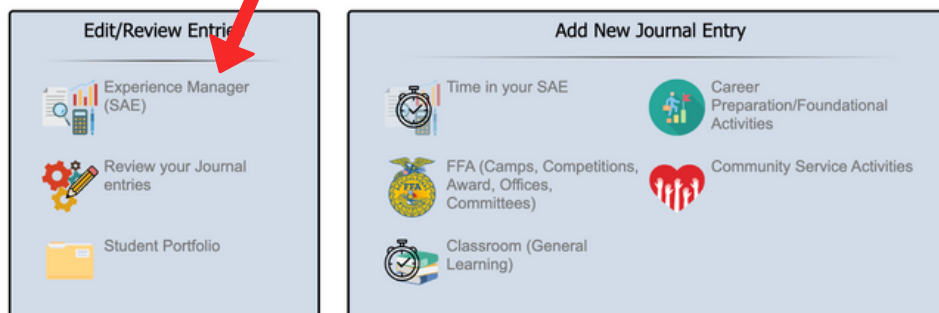


## Entrepreneurship Applications ONLY

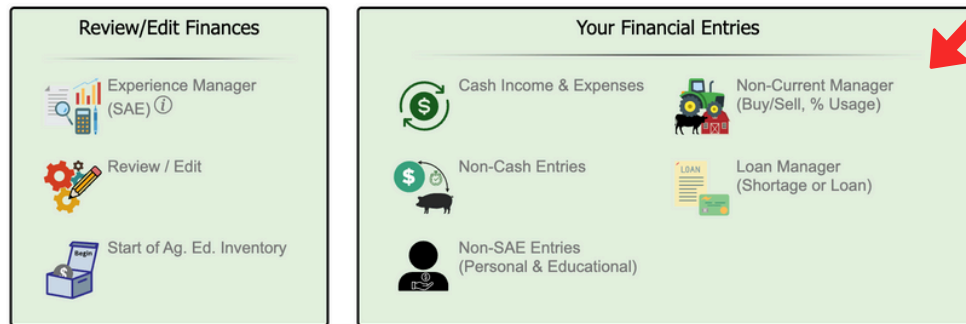
In an unlocked application, students are able to put in their SAE(s), the size/scope, and description. Do this for each entrepreneurship SAE the student has.

The image shows a screenshot of a web application interface for the 'SUPERVISED AGRICULTURAL EXPERIENCE PROGRAM ENTREPRENEURSHIP'. On the left is a sidebar menu with the user name 'Melrose John Doe' and a list of navigation options: '<-- Return to App Mgr', 'Instructions', 'Cover', 'Membership Check', 'Basic Setup', 'Additional Requirements', 'SAE - Placement', 'SAE - Entrep. Details', 'Income/Expense Stmt', 'Ending Current Inventory', 'Ending Non-Current Inv.', 'Assets', 'Liabilities', 'Net Worth', 'Earned & Prod. Invested', 'Skills, Comp., Knowledge', 'Activities', 'Community Service', 'Manual Review Upload', 'Checklist', 'Electronic Signatures', and 'Save a New Version #'. The main content area has a yellow header with the title 'SUPERVISED AGRICULTURAL EXPERIENCE PROGRAM ENTREPRENEURSHIP' and three bullet points: 'Years are selected from the Instructions page.', 'Entries are saved as you add/edit each row.', and 'List Ownership/Entrepreneurship SAE projects, School-based Enterprise SAE projects and some Service-Learning SAE projects.' Below the header is a form with several fields: 'Year' (a dropdown menu), 'Pathway' (a dropdown menu set to 'AFNR Career Ready Practices (CRP)'), 'Project Name' (a text input field), 'Size/Scope' (a text input field with a question mark icon), and 'Description' (a text input field with a question mark icon). To the right of the 'Description' field is a blue 'Add' button.

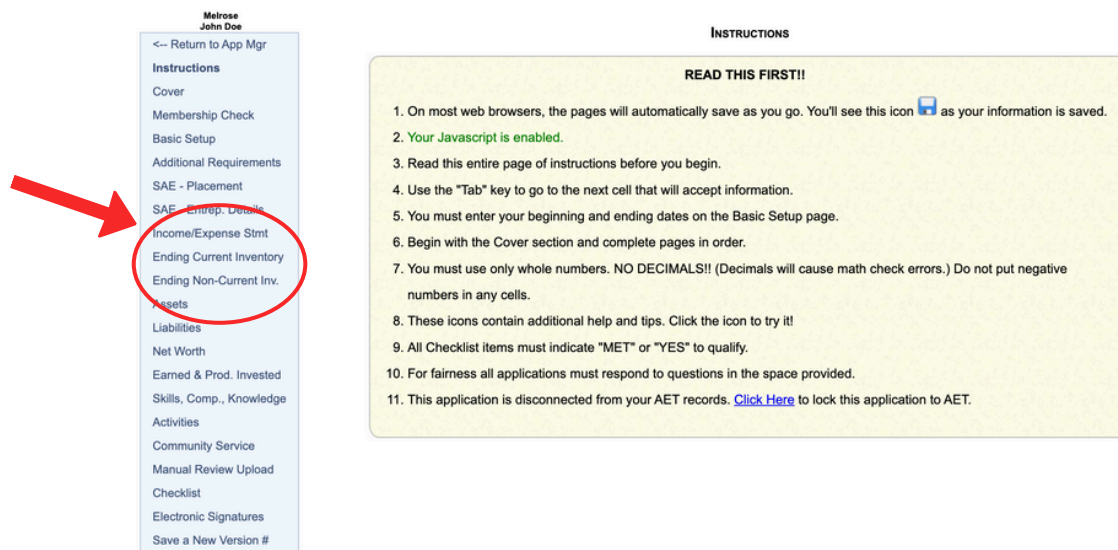
In an locked application, students can use the Experience Manager to add their SAE and other necessary information.



In an locked application, students can use the Cash Income and Expenses, Non-Cash Expenses, and Non-Current Manager options to put in their financial information.



Entrepreneurship projects should also fill out the Income/Expense Stmt, Ending Current Inventory, and Ending Non-Current Inventory pages



# All Applications - Financial Balance Sheet Statement

All applicants will fill out the Assets and Liabilities portions of the application.

Metrose  
John Doe

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SAE - Entrep. Details  
Income/Expense Stmt  
Ending Current Inventory  
Ending Non-Current Inv.  
**Assets**  
Liabilities  
Net Worth  
Earned & Prod. Invested  
Skills, Comp., Knowledge  
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FINANCIAL BALANCE SHEET STATEMENT - ASSETS

Special Notes before you begin this page:

- Use the "Basic Setup" screen to specify beginning values for this page.
- Use the "Ending Inventory" screens to detail ending values for this page.
- Value on this page are hyperlinked to their source (previous sections of this application).

A. ASSETS	Value at Beginning Date	Value at Ending Date 12/31/2025
<b>1. Current Assets</b>		
a. Cash on hand, checking and savings	\$0	\$0
b. Cash value - bonds, stocks, life insurance	\$0	\$0
c. Notes & accounts receivable	\$0	\$0
d. Current Inventory (Entrepreneurship Experiences)		
1. Investment in harvesting and growing crops/plants	\$0	\$0
2. Investment in feed, seed, fertilizer, chemical, supplies, prepaid expenses, and other current assets.	\$0	\$0
3. Investment in merchandise, crops, and animals purchased for resale	\$0	\$0
4. Investment in raised market animals	\$0	\$0
e. Total Current Inventory	\$0	\$0
f. Total Current Assets	\$0	\$0
<b>2. Non-Current Assets</b>		
a. Investment in non-depreciable draft, pleasure, and breeding animals	\$0	\$0
b. Investment in depreciable draft, pleasure, and breeding animals	\$0	\$0

The Net Worth page will update based off of the data from the previous pages. Section E, lines 1 and 2 should say "MET" if everything is balanced correctly.

Metrose  
John Doe

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FINANCIAL BALANCE SHEET STATEMENT - NET WORTH

Special Notes before you begin this page:

- The personal summary of values either originate from the Basic Setup Page or non-cash SAE exchanges from the Income/Expense Statement.
- The Net Worth section is a summary of personal contribution or total SAE earnings from all years.
- The accuracy check is to review if annual recorded gains balance to the recorded assets and liabilities.
- Financial management ratio values provide beginning and ending measure of financial performance.
- Value on this page are hyperlinked to their source (previous sections of this application).

C. SUMMARY OF CONTRIBUTED CAPITAL (PERSONAL FINANCES IN BALANCE SHEET)	Total for all Years Beginning to Ending
1. Beginning Value	\$1,340
2. Sources of cash gifts	\$0
3. Sources of Cash from Ag related (non-SAE) and personal earnings	\$0
4. Sources of non-cash contributions (current and non-current)	\$0
5. (Deduct) Non-cash sales for "used at home"	\$0
6. (Deduct) Total Personal Draw	\$0
7. (Deduct) Education Expenses taken out	\$0
8. Net Personal Contribution	\$1,340

D. NET WORTH	Value at Beginning Date 1/23/2023	Value at Ending Date 12/31/2025
1. Contributed Capital (Represents the value of personal contribution)	\$1,340	\$1,340
2. Retained Earnings (Represents the value of SAE net income, entrepreneurship, placement, research)		\$0
3. Total Net Worth	\$1,340	\$1,340
4. Total Liabilities & Net Worth	\$1,340	\$1,340

E. ACCURACY CHECK FOR THE BALANCE SHEET (ASSETS = LIABILITIES + EQUITY) & GROWTH	Value at Beginning Date 1/23/2023	Value at Ending Date 12/31/2025
1. Beginning Value	MET	
2. Ending Value		MET
3. Difference (met=\$0)	\$0	\$0
4. Total Growth in Equity		\$0

The Earned and Productively Invested page will show if an applicant qualifies financially. A minimum of \$2,000 should have been earned and a minimum of \$2,000 should have been invested. Look for 4 METs at the bottom of this page

**Metrose John Doe**

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**FINANCIAL BALANCE SHEET STATEMENT - EARNINGS & PRODUCTIVELY INVESTED**

**Special Notes before you begin this page:**

- Video for Students
- The following sections are a summary of previously entered values
- Each section provides a summary of key award areas as well as related target values

G. SAE EARNINGS		Total Value
1. Placement SAE Earnings (Cash)		\$0
2. Total Net Income from Operations & Net Non-Current		\$0
3. Total SAE Earnings (Retained Earnings)		\$0

H. PRODUCTIVELY INVESTED		Value
1. Change in Net Worth (Productively Invested from operations)		\$0
2. (Add) Total Educational Expenses (Personal Use)		\$0
3. (Deduct) Net Sources of Assets from Gifts or Non-SAE		\$0
4. Total Growth in Productively Invested		\$0

I. UNPAID HOURS		Value
1. Total Unpaid Hours		0
2. Factor per Hour		3.33
3. Total unpaid hours factor (hours X rate)		0

J. QUALIFICATION CHECK	Your Value	Condition
<b>QUALIFIED UNDER AT LEAST ONE OPTION</b>		<b>NOT MET</b>
<b>Option 1 Conditions</b>		
b. SAE Earnings at least \$2,000 (Line G3)	\$0	NOT MET
<b>Option 2 Conditions</b>		
a. Unpaid hours at least 600 (Line I1)	0	NOT MET
<b>Option 3 Conditions</b>		
a. Unpaid hours factor + SAE Earnings at least \$2,000 (Line I3+G3)	\$0	NOT MET

## Skills, Competencies, and Knowledge

Complete the Skills, Competencies, and Knowledge section by using the drop down menu to select 10 different AFNR Performance Indicators (sorted by AFNR Pathway). Then, on the right, explain how that specific indicator contributed to success in your SAE.

**Additional Requirements**

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**A. Skills, Competencies, Knowledge**

#	AFNR Performance Indicator	Contributions to Success (max 500 characters)
1	(Click to Choose)	
2	ABS.01.01 Apply micro- and macroeconomic principles to plan and manage inputs and outputs in an AFNR business.	
3	ABS.01.02 Read, interpret, evaluate and write statements of purpose to guide business goals, objectives and resource allocation.	
4	ABS.01.03 Devise and apply management skills to organize and run an AFNR business in an efficient, legal and ethical manner.	
5	ABS.01.04 Evaluate, develop and implement procedures used to recruit, train and retain productive human resources for AFNR businesses.	
6	ABS.02.01 Apply fundamental accounting principles, systems, tools and applicable laws and regulations to record, track and audit AFNR business transactions (e.g., accounts, debits, credits, assets, liabilities, equity, etc.).	
7	ABS.02.02 Assemble, interpret and analyze financial information and reports to monitor AFNR business performance and support decision-making (e.g., income statements, balance sheets, cash-flow analysis, inventory reports, break-even analysis, return on investment, taxes, etc.).	
8	ABS.03.01 Develop, assess and manage cash budgets to achieve AFNR business goals.	
9	ABS.03.02 Analyze credit needs and manage credit budgets to achieve AFNR business goals.	
10	ABS.04.01 Analyze characteristics and planning requirements	

# FFA Leadership Activities

Complete the FFA Leadership Activities section. Applicants should have a minimum of 10 FFA activities above the chapter level.

Melrose  
John Doe

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Assets

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Skills, Comp., Knowledge

**Activities**

Community Service

## VI. LEADERSHIP ACTIVITIES

Review in AET

### Special Notes before you begin this page:

- Activities with the same "Activity Name" will be shown on the same row.
- To adjust your activities, go to your AET Journal!
- Activities counting toward the degree focus on activities above the chapter level, so review your checklist section to view your status.
- Activities repeated at the same level within the year count as only "one activity"

Activity	Chapter	Area, District or Region	State	National Finals Multi-State	National	
State Convention Delegate			25			
Fall Rally/COLT		25				
CDE: Meats Evaluation - Region Meats Evaluation CDE		24				

# Community Service

Complete the Community Service section. Applicants should have a minimum of 2 difference community service activities equalling a minimum of 25 hours.

Melrose  
John Doe

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**Community Service**

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## COMMUNITY SERVICE

Review in AET

### Special Notes before you begin this page:

- Make sure to describe the activity you did (ie, use ACTION VERBS; not just the name of a place/business)
- Do not duplicate hours or activities from SAE or FFA activities previously reported on other sections.

2023	Individual/Group/Organization to whom service was PROVIDED	Describe service performed and whom you performed the service with if applicable. EXAMPLE: Volunteered to stock shelves at downtown food pantry with my FFA Chapter.	Hours
	No records to display.		
	Total:		
2024	Individual/Group/Organization to whom service was PROVIDED	Describe service performed and whom you performed the service with if applicable. EXAMPLE: Volunteered to stock shelves at downtown food pantry with my FFA Chapter.	Hours
	No records to display.		
	Total:		
2025	Individual/Group/Organization to whom service was PROVIDED	Describe service performed and whom you performed the service with if applicable. EXAMPLE: Volunteered to stock shelves at downtown food pantry with my FFA Chapter.	Hours
	Melrose Area Food Pantry	Food items were collected and brought to the local food pantry. The local community benefited from our contribution	1.0
	Minnesota Highway Department	Cleaned 2 miles of road ditches that our chapter adopted. The local community and the farmers who bale the grass benefited from our contribution	2.0
	Total: 2		3

### QUALIFICATION CHECK

\* Activities and qualification may be reviewed by FFA.

	Your Value	Condition
At least 2 different activities	2	MET
At least 25 hours	3.0	NOT MET

<-- Chapter Account

Go to FFA.org

Go to AET

Student Help


Teacher Help

AET Classroom

Ask AET a Question

# Manual Review Upload

To access the manual review template, click on the link listed.



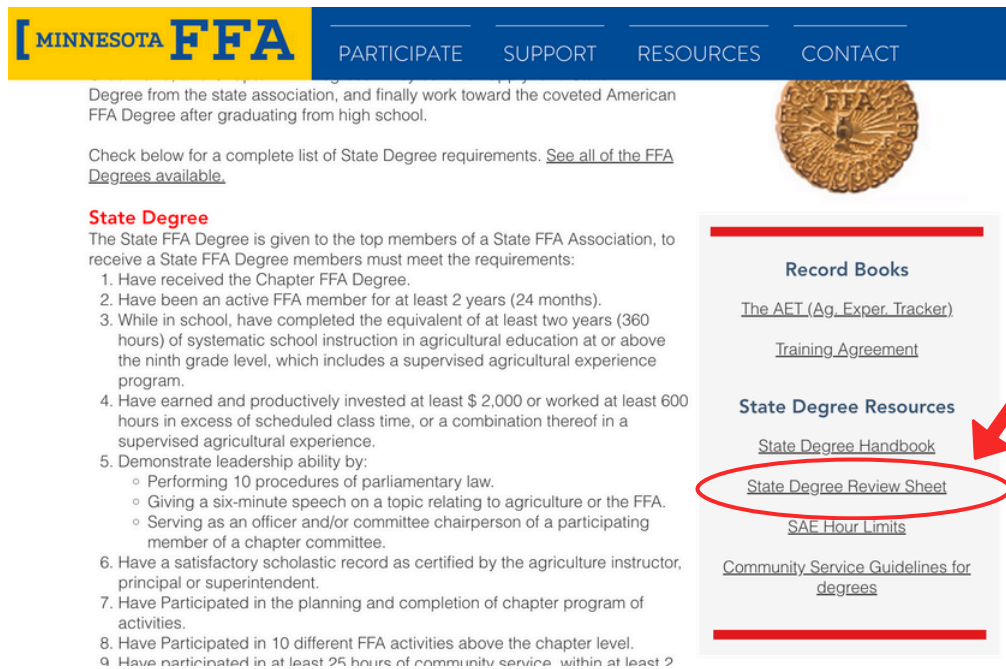
**STATE DEGREE MANUAL REVIEW SHEET & ADVISOR APPROVAL** **UPLOAD**

**Special Notes before you begin this page:**

- Download and complete the required form - <https://www.mnffa.org/state>
- Be sure and complete all areas, convert to a PDF file, and save in upload to this page.
- Select a file, and then wait for the file to finish uploading.

Current file:	None	
Upload a file: (PDF only)	<input type="text"/>	Select

Select the State Degree Review Sheet, fill it out, and save it as a PDF file.



**MINNESOTA FFA** PARTICIPATE SUPPORT RESOURCES CONTACT

Degree from the state association, and finally work toward the coveted American FFA Degree after graduating from high school.

Check below for a complete list of State Degree requirements. [See all of the FFA Degrees available.](#)

**State Degree**

The State FFA Degree is given to the top members of a State FFA Association, to receive a State FFA Degree members must meet the requirements:

1. Have received the Chapter FFA Degree.
2. Have been an active FFA member for at least 2 years (24 months).
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, which includes a supervised agricultural experience program.
4. Have earned and productively invested at least \$ 2,000 or worked at least 600 hours in excess of scheduled class time, or a combination thereof in a supervised agricultural experience.
5. Demonstrate leadership ability by:
  - o Performing 10 procedures of parliamentary law.
  - o Giving a six-minute speech on a topic relating to agriculture or the FFA.
  - o Serving as an officer and/or committee chairperson of a participating member of a chapter committee.
6. Have a satisfactory scholastic record as certified by the agriculture instructor, principal or superintendent.
7. Have Participated in the planning and completion of chapter program of activities.
8. Have Participated in 10 different FFA activities above the chapter level.
9. Have participated in at least 25 hours of community service within at least 2

**Record Books**

- [The AET \(Ag. Exper. Tracker\)](#)
- [Training Agreement](#)

**State Degree Resources**

- [State Degree Handbook](#)
- [State Degree Review Sheet](#)
- [SAE Hour Limits](#)
- [Community Service Guidelines for degrees](#)



Select the State Degree Review Sheet, fill it out, and save it as a PDF file. Make sure that all areas are correctly filled out, including the hours spent in each class.



## 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 and hours per course?
		List all agricultural education courses and hours completed? [e.g., Animal Science (90 hours)]
		A. <input type="text"/> F. <input type="text"/>
		B. <input type="text"/> G. <input type="text"/>
		C. <input type="text"/> H. <input type="text"/>
		D. <input type="text"/> I. <input type="text"/>
		E. <input type="text"/> J. <input type="text"/>
	No	2. List 10 Parliamentary Procedure activities you can perform:
		A. <input type="text"/> F. <input type="text"/>
		B. <input type="text"/> G. <input type="text"/>
		C. <input type="text"/> H. <input type="text"/>
		D. <input type="text"/> I. <input type="text"/>
		E. <input type="text"/> J. <input type="text"/>
	No	3. List the (a) title, (b) year, and (c) group to whom you gave a six-minute presentation:
		a) <input type="text"/>
		b) <input type="text"/> c) <input type="text"/>
	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) <input type="text"/>
		b) <input type="text"/>

# Checklist

Once all areas of the application are complete, the checklist should have all green METs. Any missing or unmet sections need to be reevaluated. You cannot move on to collect signatures until all areas are MET.

Melrose  
John Doe

<-- Return to App Mgr

Instructions

Cover

Membership Check

Basic Setup

Additional Requirements

SAE - Placement

SAE - Entrep. Details

SAE - Research

Income/Expense Stmt

Ending Current Inventory

Ending Non-Current Inv.

Assets

Liabilities

Net Worth

Earned & Prod. Invested

Skills, Comp., Knowledge

Activities

Community Service

Manual Review Upload

Checklist

Electronic Signatures

Save a New Version #

<-- Chapter Account

Go to FFA.org

Go to AET

CHECKLIST OF MINIMUM QUALIFICATIONS

Special Notes for this page:

- Missing, Error, or Not Met indicates a condition causing the candidate not to qualify for the degree.
- Review indicates a condition that will require additional explanation or documentation.
- Pending Review means that the basic requirement is met, but reviewers will determine actual qualification.
- Regardless of the qualifications shown here, FFA staff and reviewers may contact the advisor or applicant for additional information and evidence, including, but not limited to, SAE agreements and record books.

Item	Value
FFA Member Number	MISSING
Missing Phone Number	MISSING
Missing Address, City, State, or Zip	MISSING
Missing or Invalid Email Address	MISSING
Years of Ag Ed offered in high school last attended	MISSING
Candidate has been an active FFA member for at least 16 months.	NOT MET
Candidate has the Chapter and Greenhand FFA Degree.	ERROR
Applicant must have completed at least 2 full years (360 hours) of agriculture, or all of the agriculture offered at the school last attended.	ERROR
Non-cash income and expense is balanced each year on the Income/Expense Report.	MET
Accuracy Check for the Balance Sheet (Assets = Liabilities + Equity) & Growth	MET
Candidate has recorded of at least 25 hours community service and at least 2 different activities. (Organizations and activities must be manually reviewed in records.)	NOT MET
Student qualifies for the Degree with earnings, productively invested, and hours.	NOT MET
Required Manual Review has been uploaded.	MISSING
Student has listed 10 Skills, Competencies, and Knowledge.	NOT MET
Student has done at least 10 activities above the chapter level. Activities must be manually reviewed in records.	NOT MET
Candidate has obtained the required current electronic signatures and approvals.	NOT MET

## Electronic Signatures

When completing this page, make sure that all emails are correct. Parents and Administration will receive an email to approve the application.