



American FFA Degree Manual Review Sheet

Updated: 01/2025

Yes No

Graduation Year

1. Is at least one year prior to but no more than 4 years prior to the year application is submitted.
Example: May/June 2023 graduates are eligible to receive degree at 2024 - 2026 conventions.

a. **Exception:** Active duty military service qualifies for a limited extension of eligibility, see [National FFA Organization Constitution Article V. Membership Section B Active Membership](#).

GENERAL SAE CHECKS

2. Records to substantiate each SAE type marked, on Page 4, Section II. SAE Types, are present in the application. (*i.e. Research was selected there must be a research information page.*)
3. SAE projects are all listed as the correct type (*Entrepreneurship, Placement or Research*) with the correct type of supporting records included in application. *Example: Animals owned by the applicant may not be listed as Placement projects. Research projects conducted by applicant must be listed as Research projects not Placement projects.*
4. SAE projects are not duplicated as multiple SAE types or as both paid and unpaid hours. *Examples: Same project listed as both Research and Placement. Same project listed as Entrepreneurship and Placement. Same Placement project hours listed as both Paid and Unpaid.*
5. Application includes at least three consecutive years of SAE records, including the most recent year ended Dec 31, which have been verified by state processes.
6. Each project included in the application provides enough detail for an outside reviewer to understand what it is and how it is agriculturally related. (*i.e. Description should include name of employer/project, duties and responsibilities of applicant, description of employment/project.*)
7. Each project included meets state guidelines to be considered a Supervised **AGRICULTURAL** Experience.
- a. National reviewers use the National Council for Agricultural Education [AFNR standards](#) to determine if the project is agricultural. National reviewers will consult with state staff if a projects eligibility is questioned.

RESEARCH SAE

8. Are only individually titled research projects listed in the SAE – Research section? (*i.e. Each project is listed with a descriptive "Research Title" that provides enough description for a reviewer to determine what research was about so agricultural nature can be established. An entry such as "Research, 20 hrs." is not acceptable.*)
9. Are unusually high numbers of hours or income/expense explained in the box provided on the Checklist page of the application?

PLACEMENT SAE

- _____ 10. If application claims over 2,080 hours per year, is an explanation included in the box provided at the bottom of the Checklist page.
- _____ 11. Is the hourly pay rate reasonable for the described employment duties and responsibilities?
- _____ 12. SAE project descriptions describe only Placement projects. *Example: Project descriptions such as "Feed and groom **my** horse" or "Harvested **my** garden" lead reviewers to believe the project is an owned Entrepreneurship project.*

ENTREPRENEURSHIP SAE

- _____ 13. The "Income and Expense Summary of SAE Program" includes an appropriate amount of operating expense for each Entrepreneurship project described for each year an Entrepreneurship project is listed. *(Example: An application which includes owned livestock must show expenses to feed and maintain animals.)*
- _____ 14. All items included in both current and non-current inventory are **directly** related to the Entrepreneurship SAE projects included in the application.

COMMUNITY SERVICE

- _____ 15. Application lists at least three distinctly **DIFFERENT** community service activities, not only the same activity repeated three times, even if in different years.
- _____ 16. Listed activities meet Community Service Guidelines for FFA Degrees. ([Click Here for Guidelines](#) or download from American FFA Degree webpage of FFA.org.)

Community Service HINTS: Applications need to list "Individual/Group/Organization to whom service was Provided" in the first column, not who service was performed with. Applications which list FFA, 4-H or applicant's own school in the **first column** are wrong and will be questioned by national reviewers.

Example of Bad Entry:

Individual/Group/Organization to whom service was PROVIDED	Service performed and whom you performed the service with if applicable	Hours
FFA Chapter	Helped with fundraiser.	3

*In this example the applicant lists their FFA Chapter as the organization that they **served**. If true, this is not acceptable within the guidelines. A common error is for applicants to list who they served **WITH** in column 1. If what they actually did was participate in a fund raiser for something acceptable **with** their chapter, it meets the guidelines but is entered incorrectly leading reviewers to believe the service was provided **to** the chapter.*

Example of Acceptable Entry:

Individual/Group/Organization to whom service was PROVIDED	Service performed and whom you performed the service with if applicable	Hours
XYZ Local Children's Hospital	Raised money for play area.	3

In this example reviewers can reasonably assume the service was provided to a community group which meets the guidelines.

Example of Good Entry:

Individual/Group/Organization to whom service was PROVIDED	Service performed and whom you performed the service with if applicable	Hours
XYZ Local Children's Hospital	Volunteered with my FFA Chapter to hold a BBQ fundraising dinner. All money earned was used to clean and repair the children's play area in the pediatric wing of the hospital.	3

In this example reviewers can clearly determine the service meets the guidelines.