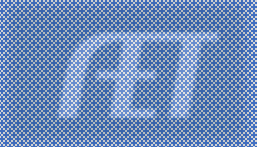# Resources for Record Review & Award Submission

AET Office Hours
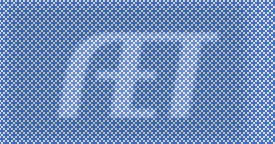
March 5, 2025

Topics:

- Resources for Record Review
  - *Checklists*
  - *Green Question Marks*
  - *Warnings/Alerts*

- Award Submission

Resources - Checklists

AET State Degree - Checklist

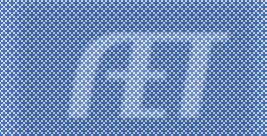|				
Basic Requirements			Verification	
10	MET	Student has FFA membership for at least 16 months?	FFA Membership (Award App)	Membership Check
15	MET	Student basic profile is complete (100%)?	Cover Page	Profile
29	MET	Student holds the FFA Greenhand Level Degree?	A. Student Resume (Profile)	AET Resume
30	MET	Student holds the FFA Chapter Level Degree?	A. Student Resume (Profile)	AET Resume
50	MET	Candidate has a current membership for the ending date of this application?	FFA Membership (Award App)	Membership Check
70	NOT MET	Candidate has obtained the required electronic signatures and approvals.	Award Application	Electronic Signatures
Leadership Activity Requirements				
110	MET	Candidate has served as an officer, committee chairperson, or participating member of a major committee?	C. Officer / D. Committee (Profile)	Offices / Committees
128	MET	Student has earned 80% or better on the Parliamentary Law Test in AET, OR recorded a journal entry for performing ten parliamentary law procedures.	AET Journal Record or Profile and Exams	Exams / Journal
140	NOT MET	Student has given an ag-related speech relating to agriculture	E. Other (Journal)	Journal
150	Verify in Records	Participated in a minimum of 5 FFA activities above the chapter level? (Your value: 5)	E. FFA Activities (Journal)	Competitions / Journal
170	NOT MET	Participated in 25 hours of Community Service Activities in at least 2 different fully-described activities that DID NOT BENEFIT FFA and NOT DUPLICATED AS AN SAE? (Your values: 0.00 hrs, 0 activities)	E. Comm. Service (Journal)	AET Journal

MET vs. NOT MET

Link to requirement location

Each requirement has a location link for review

VERIFY in RECORDS

Link to location in the records
(live or interactive)

AET State Degree - Checklist

SAE Activity Requirements

250	**NOT MET**	Student qualifies for the Degree with earnings, productively invested, and hours?	"Earned & Prod. Invested" (Award application)	See Application
260	**MET**	Candidate has valid financial entries and no SAE warnings reported by AET?	AET Experience Manager	Experience Manager

Verify in SAE Records

1018	**Verify in Records**	SAE transactions (income/paychecks, expenses, or journal hours) for each SAE appropriate & reasonable for the enterprise(s) (SAEs) [...] (purchases and financial records) - To review see (1) jou[...]	F. SAE Details [...]	Experience Manager
1019	**Verify in Records**	If market livestock pr[...] resale exist? (if applie[...] non-cash entries)		
1020	**Verify in Records**	Are SAE market adjus[...] SAEs(s)? (if applies – [...] DOES NOT APPLY on[...]		
1021	**Verify in Records**	If placement SAEs, ar[...] appropriate & reason[...] year? (if applies – see[...]		
1022	**Verify in Records**	Are non-current items[...] SAE(s) and explained[...] applies, see non-curr[...]		
1023	**Verify in Records**	SAEs listed in the app[...] areas/Agricultural ca[...] experiences. Also, SA[...]		

Follow the identified lines that calculate in the value from above Qualifications

J. QUALIFICATION CHECK

	Your Value	Condition
QUALIFIED UNDER AT LEAST ONE OPTION		**NOT MET**
Option 1 Conditions		
a. Productively Invested at least $1,000 (LINE H4)	$0	NOT MET
b. SAE Earnings at least $1,000 (LINE G3)	$0	NOT MET
Option 2 Conditions		
a. Unpaid hours at least 300 (LINE I1)	45	NOT MET
Option 3 Conditions		

American Degree - Checklist

Candidate has received the State FFA Degree.	NOT MET
Ending Date for this application must be the year prior to the year of the National Convention for which the Degree will be received. (Example: Receiving the degree in 2018 Ending Date must be 12/31/2017.)	MET
Candidate has COMPLETED at least 3 full years (540 hours) of systematic secondary agricultural education instruction or has completed at least the equivalent of 2 years (360 hours) of systematic secondary agricultural education and one full year (180 hours) of enrollment in a postsecondary agricultural program or have completed the program of agricultural education offered in the secondary school last attended.	NOT MET
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	NOT MET
For each year, non-current closing inventory (Line 4a) is no more than the beginning inventory and acquisition cost.	NOT MET
Candidate has recorded of at least 50 hours community service and at least 3 different activities. (Organizations and activities must be manually reviewed in records.)	NOT MET
Candidate has invalid financial entries or warnings reported by AET. Records may not balance.	NOT MET
Student qualifies for the Degree with earnings, productively invested, and hours.	NOT MET
Candidate must have graduated from high school at least 12 months but no more than 4 years prior to the convention at which the degree is to be granted.	NOT MET
Candidate's FFA membership eligibility to receive degree expires prior to the current year's convention.	NOT MET
Candidate must include records to show completion of at least three years of SAE, including the year ending Dec 31 prior to applying.	NOT MET
Candidate must include records to show completion of at least three years of SAE.	NOT MET
Candidate claims owned project(s) with zero expenses. Enter all expenses for project.	NOT MET
Candidate has obtained the required current electronic signatures and approvals.	NOT MET

No Line Locations......

Will need to know how and where these are generated from

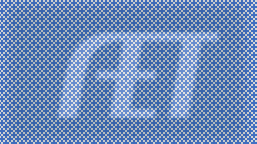**IT IS IMPORTANT TO KNOW HOW VALUES MOVE FROM RECORDS TO APPS**

American Degree - Checklist

MANUAL REVIEW SHEET

In addition to the automatic reviews performed by the application National FFA staff reviewers manually check all of the following. To help ensure this application is accepted the applicant, chapter advisor and state reviewer(s) should review this information in the application to be sure it is correct and present before the application is submitted by the State FFA Advisor/or Executive Secretary.

#	Item	Verification Area
1	**Community Service** – The applicant has listed at least three <u>different</u> activities (*not the same activity performed three times*) which meet the definition of community service accepted by the National FFA Organization (see here for definition: https://ffa.app.box.com/s/wo71rluv9djbz4ctjxs3nqm1o4dvt6qj).	<u>Community Service Page</u>
2	Income Statement - If application includes Entrepreneurship SAE income, it must include an appropriate amount of operating expenses. Documentation may be requested by reviewers at local, state or national level. *For example: livestock SAE projects should have annual expenses related to the scope (head) of the animal project; crop SAE projects should have expenses relevant to acres as the project scope.*	<u>Income/Expense Stmt</u>
3	Any items included in inventory must be directly related to the SAEs included in the application. Example: An application with only a sheep entrepreneurship SAE included should not be listing horse tack in inventory.	Income/Expense Stmt, Ending Current Inventory, Ending Non-Current Inv
4	Education expenses claimed are for ONLY post-secondary education/training tuition, books and class fees. Housing, food, travel, etc. expenses may not be claimed.	<u>Basic Setup Page</u>
5	There are no duplication of SAEs listed in the application. SAEs should be independent and not be repeated in a second type of SAE. (example: Same project as placement and then again listed as entrepreneurship)	SAE Details Section - All Pages

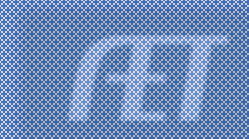**NOTE: Below the MET List is the Manual Review records LOCATIONS and LINKS**

American Degree – GREEN ? Earned/Productively Invested Page

J. QUALIFICATION CHECK ?	Your Value	Condition
QUALIFIED UNDER AT LEAST ONE OPTION ?		**NOT MET**
Option 1 Conditions ?		
a. Productively Invested at least $7,500 (LINE H4) ?	$2,906	NOT MET
b. [Edit 203 Total paid earnings from the section for SAE - Placement section of this application.]	$2,906	NOT MET
Option 2 Conditions ?		
a. Productively Invested at least $2,000 (LINE H4) ?	$2,906	MET
b. SAE Earnings at least $2,000 (LINE G3) ?	$2,906	MET
c. Unpaid hours at least 2,250 (LINE I1) ?	0	NOT MET
Option 3 Conditions ?		
a. Productively Invested at least $2,000 (LINE H4) ?	$2,906	MET
b. SAE Earnings at least $2,000 (LINE G3) ?	$2,906	MET
c. Unpaid hours factor + Productively Invested at least 10,000 (LINES I3+H4) ?	2,906	NOT MET
d. Unpaid hours factor + SAE Earnings at least 10,000 (LINES I3+G3) ?	2,906	NOT MET

NOTE: ? Will reveal the location and calculation of each value (AMERICAN DEGREE ONLY)
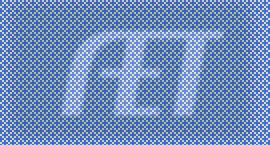
Green ?

An underused resource

? Use as a Resource

1. These icons contain additional help and tips.

2. Touch or move your mouse over the icon to try it!

3. Reveals help and suggestions for content

4. Seen in all award applications

5. There are inconsistencies of "help" in the AET Degree ? Currently

**Yellow boxes on each page also provide instructions and guidelines

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.

Resources

- [FFA Award Resource AET Page](#)

  - [National FFA Award / Application Rubrics](#)

Award Videos

- Service Learning and School Based Award Application - [Texas Award Application 4 min Video](#)
- 2024 National Prof. Award Updates & areas of your records - [Topics by chapter /19 min.](#)
- AET State Degree & Checklist Help - [State, Chapter, Greenhand and more / 5 min.](#)
- AET State Proficiency Application - [For state use to identify top proficient SAE students / 6 min.](#)
- AET Foundational Star Award - [Teacher & Student summary / 3 min.](#)
- Online Scoring Feedback - [Student/Teachers viewing scoring results / 2 min.](#)
- View Entire AET Video Library (Other topics) for Awards - [View Library](#)

Resources

Guides/Worksheets

- Step-by-Step to catch up past years record - Entering Previous Years Records (PDF)

- Outlines important SAE journals - Unpaid SAE Hours for credit in FFA awards (PDF)

- Checklist for a complete award - Record Book Checklist (PDF)

- Supplemental Proficiency Award help - Supplemental Page

- Summary of new School-Based / Service Learning - Award Review

Award Submission

Resource

- [Teachers Online Submission Guide.pdf](#)

- [Results (Teacher View)](#)

- Students view - application status and feedback to make improvements:

- [Frequently Asked Questions](#)