# CHANGES TO 2015 SAE APPLICATIONS:

1. All Applications are accessed through My FFA & FFA Application Manager
2. Additional help content is available in all applications through video assistance and drop down menus.
3. Spell check is now built into the applications.
4. Automatic check sheets are built into applications.
5. Digital uploading of pictures to the Proficiency and Star Applications.
6. Character count replaced fixed text boxes to allow for a more consistent experience for users.
7. Digital resume added to increase consistency for all users in the Stars and Proficiency applications.
8. Students are able to report entrepreneurship and placement SAE activities in the new combined proficiency application.
9. All applications now generate a PDF report formatted like the application.

**Tips for Success with the 2015 SAE Applications**

1. Proficiency Awards are just a piece of your overall SAE program; therefore growth of the project is important.
2. Overall SAE size and scope should demonstrate candidate's diversification and engagement in project over the time periods represented in the application.
3. Financial Records should be reasonable for the size and type of agriculturally related program.
4. Skill development in proficiencies should be appropriate for program with a significant measurable impact on the overall success of the SAE
5. In proficiencies make sure to provide a complete resume that provides relevant information to support the growth and achievement of the candidate
6. In proficiencies make sure to submit high quality (digital) photos that have clearly descriptive captions that demonstrate growth and success of the SAE
7. Make sure to have correct spelling and grammar in all applications
8. Make sure to submit a personal page in proficiency applications

**Proficiency Application Update:**

Rubrics are now built into the application.

. These icons 🎗 contain tips from the grading rubric for achieving maximum points.

**Top 10 tips for finances in awards:**

**Setting up SAEs:**

1. In Placement SAEs be sure to list SAE details and paychecks amount for each year

**Income/Expense statement:**

2. If you have labor exchange to support your SAEs, make sure to balance that non-cash income to a non-cash expense.

3. If you are raising breeding livestock, make sure to recognize the non-cash income and balance that to a non-cash purchase of non-current inventory (selling the raised breeding animals to yourself)

**In the Non-current inventory section of the Income/Expense Statement**

4. When valuing ending inventory each year, make sure the value takes into account your beginning inventory + purchases - sales. If you potentially overstate the value, a "Review" will appear that recognizes the potential error.

**Ending Current Inventory:**

5. Be sure that the values you list are related to actual SAEs projects that remain in progress

**Ending Non-Current Inventory:**

6. Raised breeding animals should be listed as non-depreciable

7. All other non-current items should have some value of depreciation used and reported

**Net Worth Section:**

8. Review your SAE income areas to make sure they represent your SAEs and align to your record book information

9. Review your personal expense areas

10. Review your Section E. Accuracy Check - if you have an error, read the help information to determine of you have understated or overstated values (many times the correct is personal data on the Basic Setup page.