

****REMINDERS****

Avoid Missing State Degree Minimum Requirements

Here are some pointers so that hopefully your members can avoid mistakes on their state degree applications. Please use the 2015 State Degree Review Sheet that the evaluators will be using to make sure minimum requirements are met for each state degree. Take a minute to review the following items so you know what evaluators will be looking for and your students can avoid some common mistakes.

1. Make sure that the most current applications are now being used. **ALL APPLICATIONS NEED TO BE THE 2006-2010 APPLICATIONS.** You must use the revised 2006-2010 application for one more year (2015). Students may also submit the Kansas AET State Degree application this year (2015).
2. No passwords are needed. If using the Excel application, start by entering the student's name, etc. on the American Degree page of the application and then the information will transfer to the State Degree cover. Please note the "dropdown" boxes are not always compatible with Mac computers.
3. **Curriculum profiles DO NOT** need to be copied and included with the Excel application, please mark "yes" on KS Cover 13. These documents should be completed and included as a part of the KAAE Record Book.
4. Candidate must have 24 months of membership in the FFA at the time of applying in order to receive the state degree. Several degrees in the past have been disqualified because of this requirement. If the member is going to take the time to fill out their application make sure they have the membership months to qualify based on your chapter rosters.
5. Make sure the scope of the program reflects what is put in the application especially hours indicated on Page 2 matching Page 3 and 4 in the Excel application or the Supervised Agricultural Experience summary in the AET application.
6. **Candidates must attach their signed SAE agreements for all SAE's listed on page 2. Agreements for SAE's included in the last year of the application must be current.**
7. **Do not count financial records or hours after January 1, 2015. The financial records end of December 31, 2014.**
8. If you make changes in numbers on any of the financial pages that you print off ALL financial pages on the same day. Sometimes students will change a number on a page and not realize that the number transfers to another page of the application. To avoid problems, print off the financial pages of your final application all on the same day so all numbers correspond properly. **With the new AET applications the application version number and time stamp much match on all pages.**
9. Candidate must have 360 hours of HIGH SCHOOL agricultural classes in order to qualify. College hours do not count for the state degree. One semester of agriculture is 90 hours; One year is 180 hours. Make sure that the candidate clearly indicates the years of membership and the class hours to qualifying for the state degree.
10. Candidates must have **eight (8) activities** above the chapter level to qualify. (See State Degree Handbook for approved activities.) A student cannot count an activity more than once unless they are in a competition and move from district to state, etc. Each level is counted in this situation. However if a member competes in the same CDE or Speaking event at the district level multiple years, that is one activity. If a member competes in different CDEs or speaking events at the district level, these can be counted each as an activity. However they must be clearly identified on the state degree application with the names of each of the CDEs or speaking events. **Please note our state requirements are higher than those of the American Degree.**
11. Candidates must have AGRICULTURALLY-RELATED speeches for their speech requirement.
12. What types of activities count as "Community Service?"

Defining Community Service: Community service engages students in the educational process, allowing them to use practices they learn in the classroom to make a difference in real life. Students not only learn about democracy and citizenship, they become actively contributing citizens and community members through the service they perform.

Use this definition as a guide to determine if a given activity meets the community service requirements. An activity must meet all of the following criteria in order to be approved as community service:

1. The activity has tangible community involvement.
2. Students have an opportunity to gain skills and competencies or apply skills and competencies learned in the classroom setting.
3. The activity has a demonstrated positive impact on the community, or individuals who live and work in the community.
4. The student gives of his/her time, energy or knowledge through activities focused on helping others, improving community resources or improving community infrastructure.
5. The community service activity can be organized by the FFA chapter; however, it must be performed outside of classroom time.
6. Activities listed as community service cannot be duplicated in the FFA activities section of the application. Student may only list the activity in one section of the application.

When using this definition, consider this example:

Participating on a school athletic team is a school related activity, but it is not community service. Volunteering as a Little League, Pop Warner Football or soccer team coach would be acceptable.

The American Degree application states a community service must be a non-FFA activity. Keep in mind it can be organized by the FFA chapter, but must be conducted outside of classroom hours.

Requirement:

Chapter Degree 10 community service hours

State Degree: 25 community service hours

(a minimum of 2 different activities)

American Degree: 50 community service hours

(a minimum of 3 different activities)

These hours can be cumulative. State Degree needs 15 more community service hours than the chapter degree and the American degree needs 25 more community service hours.

13. Have all required signatures.