



Name of Candidate _____ Area _____

CHECKLIST OF MINIMUM QUALIFICATIONS FOR THE STATE FFA DEGREE (TEXAS)

Revised December, 2008

Enter YES, NO, or N/A

| CRITERIA | LOCAL | DIST. | AREA | STATE |
|---|-------|-------|------|-------|
| RECORD BOOK – the following are review section related to the AET Complete Record Book Report | XXXX | XXX | XXX | XXXX |
| 1. Does the beginning of student records indicate the correct first day enrolled in an agricultural science class and end on the correct date (April 1) for this award application? (See record book cover) | | | | |
| 2. Has the student been involved in SAE's that reflect agricultural experiences relevant to this application? (Refer to the record book section A – Overview of Student Experiences & Resume.) | | | | |
| 3. Did the candidate indicate office position(s), or chairperson and/or member of the Chapter's Program of Activity? (See Section C, D)[Texas FFA Association Policy Handbook – Section 26.4(a)] | | | | |
| 4. Did the candidate participation in at least ten (10) activities from at least three (3) different areas or more official functions above the chapter level, and/ are those entries correctly transfer to the application (Page 12, Section VI and VII)? (Refer to Section E for LDE, CDE & Other activities (separate pages) and count experiences. [Refer to FFA Association Policy Handbook for listing of appropriate events] | | | | |
| 4. Does the candidate include an SAE agreement for EACH SAE in the record book, which fully explains the terms of all leases and rental agreements and the terms of employment and curriculum objectives for placement SAE's? (See section F prior to each SAE) | | | | |
| 5. Are the income/paychecks and expenses for each SAE listed in Section F appropriate for the enterprise listed? In those SAE's representing market projects; does each include an inventory purchased for resale? (Refer to section F under each SAE and review cash and non-cash entries for appropriate items and values) | | | | |
| 6. If applicable to student SAE, are there correct listing of previously mentioned non-cash leases and exchange for labor and does each entry have matching income and expense valve(non-cash)? (refer to section F following cash income and expense listings & review EACH SAE) | | | | |
| 7. In reviewing students Income and Expense Report for each SAE, if the project crosses years, is the inventory values appropriate? (refer to section F following income and expense listings & review EACH SAE) | | | | |
| 8. Did the candidate accurately transfer all financial records to the appropriate places in the application and are electronically generated financial sheets in the application (pages 3 – 11) printed on the same date? [Note: Entrepreneurship/Ownership earnings cannot be included on pages 3-4.] | | | | |
| TEXAS: APPLICATION – for additional review refer to check sheets with automatic calculations as part of the FFA award application | | | | |
| 1. Did the candidate, as of April 1, complete four semesters / 360 hours of systematic instruction in agriculture and is it recorded in the school's official records, Cover pages, Line 23. [Refer to Texas FFA Association Policy Handbook – Section 26.4 (b).] | | | | |
| 2. Did the candidate pay current FFA dues, Cover pages, Line 30, and was the candidate an active FFA member for at least 2 years (24 months) at the time of receiving the State FFA Degree, Cover pages Line 18, 27. [Refer to Texas FFA Association Policy Handbook – Section 26.4 (a).] | | | | |
| 3. Did the candidate earn at least \$200, Page 11, Line 26c, Total SAE Earnings? [Refer to Texas FFA Association Policy Handbook – Section 26.4 (e).] | | | | |
| 4. Did the candidate earn a minimum of 200 unpaid hours outside the regularly scheduled class time, Page 11, Line 26d? [Refer to Texas FFA Association Policy Handbook – Section 26.4 (d).] | | | | |
| 5. Did the candidate meet the minimum 800 value with the combination of Total SAE Earnings & Unpaid hours, Page 11, Line 26e? [Refer to Texas FFA Association Policy Handbook – Section 26.4 (f).] | | | | |
| 6. Did the candidate productively invest at least \$200, Page 11, Line 23? [Refer to Texas FFA Association Policy Handbook – Section 26.4 (i)(1,2,3,4,5) and or Section 26.4 (j) (1,2,3,4,5).] | | | | |
| 7. Did the candidate's Maximum Possible Increase in Owner's Equity, Page 11, Line 29, exceed (or at least equal) the Gain in Owner's Equity, Page 11, Line 30? | | | | |
| 8. Did the candidate serve as a FFA Officer, chairperson of a FFA committee, or a member of a FFA committee, Page 12, Section VI.? [Refer to Texas FFA Association Policy Handbook – Section 26.4 (a).] | | | | |
| 9. Did the candidate participate in at least ten (10) activities from three (3) different activity areas above chapter level, Page 12 Section VI? [Refer to Texas FFA Association Policy Handbook – Section 26.4 (c)(1,2,3,4,5).] | | | | |
| 10. Did the candidate attach a copy (copies) of the training plan(s) to the application? If paid hours are claimed for Work-Based Learning on Pages 3 & 4? [Refer to Texas FFA Association Policy Handbook – Section 26.4 (g)(5).] | | | | |
| 11. Did the STAR candidate place the original application and star battery in an award's folder and submit ten (10) additional stapled copies of the application and star battery? [Refer to Texas FFA Association Policy Handbook – Section 26.4 (a).] | | | | |
| 12. Did the candidate complete all items on the cover pages and are the application (cover pages) and this checklist properly certified with the required signatures? [Refer to Texas FFA Association Policy Handbook – Section 26.4 (g)(6).] | | | | |

Checked by- _____
 Print Local Advisor Name

Local Advisor Signature _____ Date _____

Checked by- _____
 Print District Representative Name

District Representative Signature _____ Date _____

Checked by- _____
 Print Area Representative Name

Area Representative Signature _____ Date _____

Checked by- _____
 Print State Representative Name

State Representative Signature _____ Date _____

(Circle One) **APPROVED** **NOT APPROVED**