

### XIII. KANSAS FFA DEGREE REVIEW EVALUATION FORM

Student Name: \_\_\_\_\_

Chapter: \_\_\_\_\_

**This form is for the local advisor and the district review committee to confirm that the application and record book are in agreement and that they are found to be correct.** This form is a part of the Kansas FFA Degree Application and must be left attached to the application. This evaluation form will replace the form that is currently at the back of the Excel State Degree and combines with it the form that was used previously on Selection Days.

The purpose of the Kansas FFA Degree District Review Committee is to verify the financial records and leadership activities of the candidate's SAE program with the candidate's State FFA Degree Application. The District Review Committee is not responsible for the selection of the State FFA Degree recipients; this will be done at the State level.

**INSTRUCTIONS:** On each line provided, the candidate and local advisor should be able to answer each question with a "yes." This should be done prior to the district selection day. During the district selection day, the District Review Committee should check the application against the record book for accuracy and completeness, and determine if information in the application can be verified by the record book. Only the items listed below are to be evaluated during this district review process. If the committee answers "no" for any of the items listed, write a comment or explanation where appropriate and send the application back to the candidate to re-apply through the appeal process.

- Has the candidate maintained and completed two (2) consecutive calendar years or records that follow the recommendations set by the Kansas Association of Agriculture Educators? The constitution, Article IV, Section 4, paragraph 1 says that the student must "have been an active **member of the FFA for at least two years** and have maintained and completed **two consecutive calendar years of record books.**" If the student entered as a Junior in the Fall of 2007, their 2 years of FFA membership will be 2007-08 and 2008-09, so will be eligible in the 2009-10 school year to apply for the degree. In addition, unless they have records back to Jan 2007, they need 2 complete calendar years of books - 2008 and 2009 would be the 2 years of records, again qualifying them in the spring of 2010 to apply. (The committee established that the record book should report the following information. How the information is recorded and recovered is not mandated. Any form of records that provide this basic information is acceptable.) \*Represents pages included in Record Book

Local Advisor	District Comm		Local Advisor	District Comm	
_____	_____	Long-Range Goals*	_____	_____	Inventory of Current/Operating Assets
_____	_____	FFA Leadership Activities*	_____	_____	Inventory of Non-Current/Capital Assets
_____	_____	Career Development Events*	_____	_____	Inventory or Personal Assets
_____	_____	Other FFA Activities / Leadership Outside the FFA*	_____	_____	Depreciation Schedules (only if appropriate)*
_____	_____	Major Public Presentations*	_____	_____	Current/Operating Liabilities
_____	_____	Parliamentary Skills Performed*	_____	_____	Non-Current/Capital Liabilities
_____	_____	Income Section	_____	_____	Financial Statement*
_____	_____	Expense Section	_____	_____	Income and Expense Summary*
_____	_____	Cash Flow Statement*	_____	_____	Appropriate SAE Packets, including: (SAE Program Description; Goals; SAE Agreement*; Competencies and Hours*; SAE Summary)*
_____	_____	Balance Sheet – Accuracy Check*	_____	_____	

2. Has the candidate demonstrated proficiency in at least 10 parliamentary procedure motions? **These must be signed and documented by the local advisor in the record book.**

**Local Advisor** \_\_\_\_\_ **District Committee** \_\_\_\_\_

3. Does the candidate have a record of satisfactory participation in eight (8) different FFA activities above the chapter level recorded on **Page 12 of the State Degree Application as well as in the record book.**

**Career Development Events**

<b>Local Advisor</b>	<b>District Comm</b>		<b>Local Advisor</b>	<b>District Comm</b>	
_____	_____	Ag Bus Management	_____	_____	Floriculture
_____	_____	Ag Communications	_____	_____	Food Science
_____	_____	Ag Issues Forum	_____	_____	Forestry
_____	_____	Ag Sales	_____	_____	Horse
_____	_____	Ag Technology Management	_____	_____	Job Interview
_____	_____	Agronomy	_____	_____	Land
_____	_____		_____	_____	Leadership Conference (includes Parliamentary Procedure, Ritual and/or FFA Information)
_____	_____	Creed speaking	_____	_____	Livestock
_____	_____	Dairy Cattle Evaluation	_____	_____	Marketing Plan
_____	_____	Dairy Foods	_____	_____	Meats
_____	_____	Dairy Handler's Activity	_____	_____	Nursery/Landscape
_____	_____	Entomology	_____	_____	Poultry
_____	_____	Environmental/Natural Resource	_____	_____	Prepared Public Speaking
_____	_____	Envirothon	_____	_____	
_____	_____	Extemporaneous Public Speaking	_____	_____	Range Mgmt

**Conferences or Activities**

_____	_____	Advanced Leadership Development	_____	_____	Greenhand Conference
_____	_____	Ag Science Fair	_____	_____	Kiddie Barnyard
_____	_____	Agriscience Student	_____	_____	Leader Lab
_____	_____	Chevron Tractor Restoration	_____	_____	Made for Excellence
_____	_____	Commodity Challenge	_____	_____	National FFA Band
_____	_____	Commodity Marketing Challenge	_____	_____	National FFA Chorus
_____	_____	Cooperatives Test	_____	_____	National FFA Convention
_____	_____	County Collective Booth	_____	_____	National FFA Talent
_____	_____	Courtesy Corp	_____	_____	Risk Management Essay
_____	_____		_____	_____	State Conference for Chapter Leaders
_____	_____	District Banquet	_____	_____	State FFA Band
_____	_____	District FFA Officer	_____	_____	State FFA Chorus
_____	_____	Exhibiting SAE	_____	_____	State FFA Convention
_____	_____	Farmland Youth	_____	_____	Tractor Troubleshooting
_____	_____	FFA Global Opportunities	_____	_____	WLC
_____	_____	FFA Proficiency Award	_____	_____	

\_\_\_\_\_ Other Events at the District Discretion (Only 2) \_\_\_\_\_

3a. Does the candidate have a record of satisfactory participation in three (3) different School and Community Activities (non-FFA) recorded on **Page 12 of the State Degree Application as well as in the record book.**

**Local** \_\_\_\_\_ **District**  
**Advisor** \_\_\_\_\_ **Committee** \_\_\_\_\_

4. Has the candidate given at least a six minute oral presentation or speech over an agriculture related topic? **This must be documented in the record book.**

**Local** \_\_\_\_\_ **District**  
**Advisor** \_\_\_\_\_ **Committee** \_\_\_\_\_

5. Has the candidate served as an officer and/or other committee chairperson or a participating member of a major committee? **This must be documented in the record book.**

**Local** \_\_\_\_\_ **District**  
**Advisor** \_\_\_\_\_ **Committee** \_\_\_\_\_

6. Has the candidate included Course Competency Profiles for at least 2 courses completed in Agriculture Education?

**Local** \_\_\_\_\_ **District**  
**Advisor** \_\_\_\_\_ **Committee** \_\_\_\_\_

7. Has the candidate included depreciation schedules, if appropriate?

**Local** \_\_\_\_\_ **District**  
**Advisor** \_\_\_\_\_ **Committee** \_\_\_\_\_

8. Has the candidate included an SAE Agreement for each SAE used to achieve the State FFA Degree?

**Local** \_\_\_\_\_ **District**  
**Advisor** \_\_\_\_\_ **Committee** \_\_\_\_\_

8a. Do the entries in the "Non-Supervised Experience Program Income and Use of Funds" section on the application (KS Page 11, Lines 22.a. and 28. C.) match the Cash Flow -- Personal Expense and Non SAE income as recorded in the record book?

**Local** \_\_\_\_\_ **District**  
**Advisor** \_\_\_\_\_ **Committee** \_\_\_\_\_

8b. Do the entries in the "Candidates Financial Balance Sheet Statement" section Column A Beginning Value on Date Entered Ag on the application (Page 9 & 10) match the Year 1 Beginning Financial Summary as recorded in the record book?

**Local** \_\_\_\_\_ **District**  
**Advisor** \_\_\_\_\_ **Committee** \_\_\_\_\_

8c. Do the entries in the "Candidates Financial Balance Sheet Statement" section Column A Ending Value at End of Last Complete Record Year on the application (Page 9 & 10) match the Final Year Financial Summary as recorded in the record book?

**Local** \_\_\_\_\_ **District**  
**Advisor** \_\_\_\_\_ **Committee** \_\_\_\_\_

8d. Have all the minimum qualifications for the Kansas State FFA Degree been met as verified on the Kansas FFA Degree Checklist of Minimum Qualifications (Page 14)?

**Local** \_\_\_\_\_ **District**  
**Advisor** \_\_\_\_\_ **Committee** \_\_\_\_\_

**ENTREPRENEURSHIP SAE PORTION** (Placement applicants skip to question 12)

9. Do the entries in the "Livestock and/or Crops" Inventory section on the application (Page 5 & 6, sections A - F) match the SAE as recorded in the record book?

**Local** \_\_\_\_\_ **District**  
**Advisor** \_\_\_\_\_ **Committee** \_\_\_\_\_

10. Do the entries in the "Other" Inventory section of the application (Page 7, Sections G, H & I) match the SAE Inventory as recorded in the record book?

**Local** \_\_\_\_\_ **District**  
**Advisor** \_\_\_\_\_ **Committee** \_\_\_\_\_

11. Are the values consistent with the year and the items listed below? Check if the dollar figure in the candidate's record book matches the application. If the dollar figures are in error greater than 5% accuracy, the book and application need to be returned for corrections. The pages referenced below are found in the State Degree Application.

	First Year		Second Year		Third Year		Fourth Year	
	Local Advisor	District Comm	Local Advisor	District Comm	Local Advisor	District Comm	Local Advisor	District Comm
Income (Page 8, Line 1d-g; Line 4b; Page 11, Line 22a-c)								
Notes & Accounts Receivable (Page 9, Line1c)								
Current/Operating Inventory – Ending (Page 8, Line 1a)								

	First Year		Second Year		Third Year		Fourth Year	
	Local Advisor	District Comm	Local Advisor	District Comm	Local Advisor	District Comm	Local Advisor	District Comm
Expenses (Page 8, Line 2a-e; Line 4d; Page 11, Line 28a,b;								
Notes & Accounts Payable (Page 10, Line 6c & Line 8d)								
Current/Operating Inventory – Beginning (Page 8, Line 1b)								
Non-Current /Capital Inventory – Beginning (Page 8, Line 4c)								

**PLACEMENT SAE PORTION**

12. Are the values consistent with the year and the items listed below? Check if the figure in the candidate’s record book matches the application pages 3 and 4. If the figures are in error greater than 5% accuracy, the book and application need to be returned for corrections

	First Year		Second Year		Third Year		Fourth Year	
	Local Advisor	District Comm	Local Advisor	District Comm	Local Advisor	District Comm	Local Advisor	District Comm
Hours Worked								
Total Income								
Total Expenses								

Recommendations of the Review Committee are based on verification of SAE records with candidate’s application.

\_\_\_\_\_ We find this candidate’s records satisfactory.

\_\_\_\_\_ We have reservations regarding this candidate’s records.

If the Review Committee has reservations, give explanation below:

Review Committee Signatures: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_