

Kansas State FFA Degree Procedures Guide

This handbook calls attention to important points in completing and submitting the application for the highest state membership degree in FFA. Careful study by applicants and advisors may prevent misunderstanding and possible disappointment. The Kansas FFA Degree is the highest rank that can be conferred upon active members by the Kansas FFA Association. Those to receive the degree will be selected for nomination by the State Committee according to provisions in the Kansas FFA Constitution.

Awards will be presented with appropriate ceremony to the successful candidates at the annual Kansas State FFA Convention. Candidates may be nominated by submitting service and achievement records on official current application forms. Applications are to be prepared by the candidate and verified by the chapter advisor and school administration. It is critical that the information in the application be complete, definitive, neat and understandable. All records of the candidates Supervised Agricultural Experience, both paid and unpaid, must be accurate and the financial records must balance. The State Star in Agribusiness, State Star in Placement and State Star Farmer will be selected from the appropriate district candidates, by their respective districts. In any year, all active members who are candidates meeting minimum qualifications may be elected to the Kansas FFA Degree (there are no district quotas).

All applications will be returned to the chapters submitting them at their respective district banquet. In the case of district stars, they may pick up their applications on Tuesday following the State Star Interviews. Any applications remaining in the State FFA office after that point will be available during the registration of the State FFA Convention.

Qualifications for election to the Kansas State FFA Degree

Kansas FFA Association State Constitution - Article IV, Section D

Revised - June 2003, The minimum qualifications for election to the degree are:

1. Must have held the Chapter FFA Degree preceding election to the State FFA Degree, 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 which would follow the recommendations set by the Kansas Association of Agricultural Educators (KAAE), and indicate participation in activities of the local chapter.
2. Have completed the equivalent or at least two years (360 hours) of systematic school instruction in agricultural education at or above the ninth grade level, which includes a supervised agricultural experience program; if in high school, must be enrolled in an agriculture education course.
3. Receive instruction in and demonstrate proficiency in at least ten parliamentary procedure motions, documented and signed by the chapter advisor and submitted with the application.
4. Demonstrate leadership ability by giving at least a six minute oral presentation or speech on a topic relating to agriculture or the FFA, and serving as an officer and/or committee chairperson or a participating member of a major committee.
5. Have earned and productively invested at least \$2,000 by his or her own efforts from a supervised agricultural experience program, or have worked (other than scheduled class time) at least 600 hours. The student may use a combination of both dollars and hours that equal the whole.
6. Demonstrate leadership ability as evidenced by their leadership and cooperation in student, chapter, and community activities, and meet academic outcomes with an average of a "C" or better as defined by local superintendent or principal.
7. Have participated in at least eight different kinds of activities above the chapter level, determined by a compiled checklist developed by each district and formulated by the state degree committee.
8. Applications for the State FFA Degree must be approved by the chapter advisor and be sent to the State FFA Office by the date listed on the official Kansas FFA Calendar. The State Degree Selection Committee shall review the applicants and recommend those candidates meeting the minimum qualifications. Final approval of the candidates shall be given by the delegates present at the State FFA Convention.

General Information:

Definitions:

- *Agribusiness* - Any enterprise that has its base in the agriculture and natural resources industry. Agribusinesses provide supplies and services TO the agriculture/natural resources industry and provide goods and services FROM the agriculture/natural resources industry. I.E.: Turf Grass Management, Ag Mechanics, etc.
- *Supervised Agricultural Experience (SAE) program* - The actual, planned application of concepts and principles learned in agricultural education. Students are supervised by agriculture teachers in cooperation with parents/guardians, employers and other adults who assist them in the development and achievement of their educational goals. The purpose is to help students develop skills and abilities leading toward a career.

Candidates **must have** complete and accurate placement **records** and a training agreement for **paid** and **non-paid** hours. Refer to the FFA proficiency handbook for a current list of qualifying SAE categories. All SAE's must be able to fit into one of the listed proficiency areas to qualify.

SAE hours that will qualify for unpaid experience:

- Hours in an occupation program where laws prevent payment of wages (observation, shadowing)
- Volunteer work at a National or State Park.
- Volunteer work with the Department of Natural Resources, Department of Fisheries, etc.
- Non credit hours in school where the student manages an agriculture/agribusiness department project.
- Non-credit school shop/lab assistant.
- Supervised, unpaid work at home, other than enterprises included in the application.
- Volunteer hours in assisting Extension Service with youth supervised agricultural experience programs.
- Volunteer work at the county fair in setting up, registering and receiving, monitoring of exhibits, Children's Barnyard attendant.
- Volunteer work with the Soil Conservation Service planting trees or other conservation work.
- Unpaid work in the school farm or test plot.
- Volunteer hours working with the Ag in the Classroom program.

Examples of hours that will not qualify:

- Leadership activities such as public speaking before community and civic groups.
- Volunteer work at a non-agricultural business such as hospitals and nursing homes, etc.
- FFA leadership career development events and activities.
- Volunteer work in programs such as "Adopt a Highway".
- Chapter fund-raising activities.
- Preparation for or participation in Career Development Events and leadership programs, proficiency awards, or advanced degree programs.
- Serving as a volunteer on an election campaign committee.

Rules

In addition to the minimum qualifications that are stated in the introductory paragraphs, the following rules must be followed:

1. Active membership dues for candidates must have been paid to and received by the Kansas FFA Association.
2. Candidates must submit the correct application form for the year the degree is to be received.
3. One copy of the completed application must be received by the district FFA advisor prior to the evaluation. Each candidate's SAE record books covering the period of the applications must be in the possession of the district committee prior to the official start time of day.
4. Only paper record books and computer print outs of records will be accepted; computer disks will not be accepted as SAE records.
5. Evaluators must be able to check "Yes" on all materials needed to be a complete KAAE record book for the application to be accepted.

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6. Accuracy - The record book must have a cash balance accuracy within 5%. Star candidate books must be not greater than 2% inaccurate. *This is determined by taking the students "Total Available Cash to Spend" and multiplying it by .05.* If the amount listed in the unaccounted income or expenses is greater than that the book is considered inaccurate.
7. Beginning and ending inventories Current/Operating Assets on page 8a, Section 1 must match beginning and ending inventories on page 9, columns A and B respectively. Total value of beginning and ending inventories Non-Current/Capital on page 8, Section 4 must match beginning and ending inventory value, page 9, Section 2, Line 6, columns A and B respectively.
8. Candidate's earned net worth cannot exceed total earned net income.
9. Applications will be evaluated as originally submitted with no additions or changes permitted after they are received by the district FFA advisor at the district review/proficiency selection day.
10. The checklist toward the end of the application must be marked by both the candidate and the chapter advisor.
11. All signatures, including the advisor, are required.

Responsibility of Chapter Advisor: Inspect the SAE and application of all qualified candidates. Verify and sign the applications for all qualified candidates from their chapter. Submit to the appropriate District Advisor the following items which must be received on or before the District Review/Proficiency Selection Day.

- Completed application form with appropriate signatures.
- All student records pertaining to production enterprises and/or work experiences which was kept by candidate throughout their enrollment in agricultural education.

Responsibility of District Advisor/KAAE Vice President: Arrange for a committee to review each application and complete the checklist and the certification/noncertification statement on each candidate. Insure all applications and supporting materials are postmarked no later than the deadline. Forward applications of all approved candidates to the State FFA Office by the established deadline. Return all record books to candidates. Do not submit the student's record books with applications to the State FFA Office.

Action by the State FFA Executive Committee and State Executive Secretary: The appropriate committee identified by the State FFA Executive Committee will review all applications and district committee evaluations. An identification number will be assigned to each candidate and a summary chart prepared for review by the State FFA Executive Committee and a minimum of three business and industry representatives during the selection process. Candidates' names and chapters will not appear on the chart. Candidates not certified by the representative district review committee will be identified as such on the summary chart. The selection committee will review each candidate's application prior to making the final decision regarding approval or disapproval for the degree.

Selection Timeline

1. All applications and record books must be in the hands of the district advisor/coordinator by the scheduled start time of the district evaluation day. Applications arriving late date are to be automatically rejected.
2. The district advisor is responsible for selecting committees and setting a date for screening the applications and interviewing the applicants. Note: If possible, two different committees should be selected for these tasks. An advisor should neither review nor evaluate candidates from his/her own chapter. Where possible, representatives from agribusiness should be involved on the committees.

Process

- All State FFA Degree applications must be reviewed at the District Review/Proficiency Selection Day.
- Any State Degree candidates who meet all the qualifications will have their application automatically forwarded to the State FFA Office. The student's record book will be returned to the local advisor at the completion of the District Review/Proficiency Selection Day.
- Materials approved at the district selection day are a tentative approval for the degree, the state will review the applications submitted to verify that application for the State FFA Degree is complete and accurate. Only after the state has reviewed the applications will the degrees be conferred.
- Constitutional and procedural requirements are shown on the application in the checklist that must be completed by the chapter advisor and district review committee. Failure to qualify in any one minimum requirement will disqualify the candidate.
- If the committee fails to recommend application or record book they will be returned to the student for the opportunity to make corrections.

- Those returned record books and applications may be resubmitted for review by the State Committee after corrections are made. The record books and application must in the **possession** of the State Office by **March 10**, if the student seeks to achieve the State FFA Degree.
- The list of candidates will be submitted to the Kansas FFA Executive Committee for their approval prior following the State Evaluation Day.

Procedure for Verifying Kansas FFA Degree Applications with SAE Record Books

1. Only SAE record books will be evaluated.
2. Require no specific record keeping system; however, require specific records to be kept for all entrepreneurial and placement programs.
 - Business Agreements
 - Inventories (Beginning and Ending) - when appropriate
 - Itemized Income
 - Itemized Expenses
 - Number of hours - when appropriate
3. Evaluation of applications and SAE record books at the district level:
 - The district FFA advisor or assigned advisor will chair the evaluation process.
 - The district advisor will be responsible to see that all district committees are consistent and fair with their evaluation process.
 - One copy of each candidate's Kansas FFA Degree Application shall be advanced to the State FFA Advisor on or before **March 15th**.
 - The record books will be returned to each Ag Ed Department by the district advisor.
 - All SAE record books covering the period of the application shall be in possession of the district record book review committee prior to the time of evaluation.
4. Responsibilities of Verification Committee:
 - Verify the inventory and financial information on the State FFA Degree Application (pp. 3 through 11) with the SAE records.
 - Complete a review sheet relating to minimum expectations in comparing the application with the record books.
 - Make written comments on the review sheet regarding such items as:
 - Addition and subtraction errors
 - Transposing errors on Application from Record Books
 - Typing errors
5. There will be no district quotas.
6. Any State Degree candidates who meet all the qualifications will have their application automatically forwarded to the State FFA Office by the District Advisor. The student's record book will be returned to the local advisor at the completion of the District Review/Proficiency Selection Day.
7. The district review committee evaluation form and the copy of application reviewed by the district review committee will be sent to the State FFA Executive Secretary prior to the meeting of the State FFA Degree Evaluation Committee.

Action by the Official Chapter Delegates Assembled at the Annual State Convention

- State Executive Committee will present the names of those candidates nominated to receive the degree.
- Official delegates will vote to accept/reject the nominees for the degree.
- The State FFA Executive Committee, which is responsible for recommending candidates for the degree, relies heavily on the evidence submitted in the application upon which to base their judgment. It is therefore important that information submitted be as complete, definite, neat, and understandable as possible. First and foremost, the applicant must either type the entire application or use a combination of typing and the available computer software. If any part of the application - excluding signatures and checklist verification - is not typed or computer printed, the application will be rejected.
- Chapter advisors are to check and verify records as well as inspect occupational experience programs prior to submission of the application. Their signature on the certification page insures the accuracy of the application and the worthiness of the candidate.
- All members receiving the degree will be presented a State FFA Degree Charm and certificate from the State Association.

Procedure for Consider of District Star Program

1. Candidates whose SAE entrepreneurial earnings focus on providing supplies and services TO and FROM the agricultural/natural resources industry that represent more than half of their total earnings are to be considered for Star in Agribusiness.
2. Candidates whose SAE production agriculture earnings from page 8 of the Kansas FFA Degree application that represent more than half of their total earnings are to be considered for Star Farmer.
3. Candidates whose SAE was directed towards an agricultural placement, either at an agribusiness or production enterprise and the student worked for wages or experience are to be considered for Star in Agricultural Placement.
 - Each district will continue to select a qualified candidate whose application and record book were correct at the District Review Day. The district may select an individual to be considered for the State Star Farmer, the State Star in Agribusiness and the State Star in Agricultural Placement.
 - To be considered for the District Star Farmer, the District Star in Agribusiness or the District Star in Agricultural Placement award, the candidate must check the appropriate blank at the bottom of page 2. Checking one of these blanks will disqualify any income earned or invested and any hours worked through the other type of program. The corresponding program area must be checked under type of program heading on the same page.
 - Star candidate books must be not greater than 2% inaccurate.
 - All applicants interested in being considered as a Star candidate will be interviewed on the district level regardless of a ranking system when considering the written application alone.
 - Each district should use a committee consisting of a past State Officer, a business/industry representative, and Agriculture Education Instructors/FFA advisors without eligible candidates to select the Star candidates for the district level.
 - The interview will provide districts the opportunities to choose the best candidate with the best program, not just the best program on paper. The interview at the district level will also help prepare the candidate for state level interviews.
 - Each applicant must submit a photocopy of his or her state degree application. The photocopy of the application submitted on selection day will be forwarded to the State FFA Office on that day. This will be used as a reference if concerns are raised that the SAE program was appreciably altered after selection and before submitting to the state.
 - After selection of the district stars, **the applications and books of the selected stars will be returned to the student for the opportunity to make corrections.**
 - Those returned record books and applications must be resubmitted after any corrections are made and must be in the possession of the State FFA Office by **March 16.**
 - If a district chooses not to interview their star applicants, then the record book and application must be submitted to the State FFA Office on the district selection day and no opportunity will be provided for changes to be made.

State Stars Selection Process

Once district candidates have been selected they will need to complete the additional material below and submit all materials to the State FFA Office by **March 15.**

Kansas State FFA Degree Star applicants must complete the Star Battery and attach it to their State Degree Application when they submit their application at the District Selection day. Specific items to be included in the battery are:

- Questions – Entrepreneurship or Placement (which area represents your program) (1-2)
- Skills (B7)
- Efficiencies – if appropriate (B8)
- Personal Items
- Personal History – Your personal history is the story of your own achievements and provides you with the opportunity to tell the judges information not included anywhere else in the your application. Your story should not exceed three double-spaced pages in length.
- High School Transcript

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- **Résumé** – One or two page that includes the following information:
 - Name/address/phone/FFA chapter
 - Career objective
 - Education
 - FFA leadership activities/awards
 - School leadership activities/awards
 - Community leadership activities/awards
 - Professional associations
 - Other accomplishments
 - References
- **Employer or Instructor's Statement** – Submit a statement from the applicant's most recent employer and/or agriculture instructor and one other recommendation. The recommendation should be a maximum of one page. A total of two recommendations should be submitted. The agricultural instructor's recommendation is required. If an employer is a part of the SAE program, their recommendation is also required.
- **Supporting Photographs (optional)** – Submit a maximum of six photographs, no larger than 3 ½" x 5" or 4" x 6", with a brief caption (50 words or less) for each. (The Kansas FFA Association reserves the right to retain and use the photographs for publicity purposes.)