

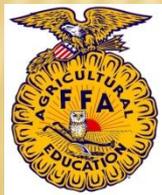
American Degree Application Help - December 2014



Missouri FFA Association

Background:

- Missouri has the largest number of American Degree Recipients
- Used to be if application said “MET” nothing else to look at
- Three years ago, National started closer checks (especially financial)
- 2013 – 474 applications submitted – 205 applications in which Kathy or Keith found issues before they were submitted to national
- The above issues do not include the Membership issues
- We believe lots of these issues can be cleared up at the local level before they are submitted to the state office.
- New guidelines coming for 2015



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So where do we go from here to help you the instructors

1. Provide examples of issues
 - Financial
 - Common Mistakes
2. Explain New Guidelines



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Cover Page -

Common issues:

- Chapter Number
- Membership number
- Email Address
 - Make sure it is one they will check in August.
- You do not have all signatures.



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AMERICAN FFA DEGREE
FOR USE BEGINNING IN 2006
2013 American Degree
Sponsored as a special project of the National FFA Foundation by

STATE: SELECT
CHAPTER #: _____
Member ID #: _____
(9 Digit Number)

MISSING - State
MISSING - Membership #
MISSING - Chapter Number

You forgot the e-mail address -- You must have this

1. Name (As you want it to appear on the certificate) _____
2. Name Pronunciation _____
3. Name as it appears on the FFA chapter roster (If different) _____
4. Gender: _____ Male _____ Female 5. Home Telephone Number: _____
6. Address: (street/RR./box no.) _____
City: _____ State: SELECT Zip: _____
7. E-mail Address: _____
8. Complete FFA Chapter Name: _____
9. Name of High School: _____
10. School Address: (street/RR./box no.) _____
School City: _____ State: SELECT School Zip: _____
11. School Telephone Number (including area code): _____
12. Chapter Advisor(s): _____
13. **Statement of Candidate and Parent/Guardian**
We have prepared this application and certify that the records are true, complete and accurate and we hereby permit for publicity purposes the use of any information included in the application with the exception of the following:

_____ Date	_____ Parent/Guardian Signature
_____ Date	_____ Candidate's Signature

14. **Certification**
We have verified the application of _____ and find that the statements contained herein are such that we are able to recommend him/her for the American FFA Degree. Furthermore, we verify that he/she has conducted themselves in a manner to be a credit to the organization, chapter, school and community.

_____ Date	_____ Chapter President Signature
_____ Date	_____ Chapter Advisor Signature
_____ Date	_____ Superintendent or Principal Signature
_____ Date	_____ State Advisor or State Executive Committee Signature

15. **Candidate's Scholastic Record**
I hereby certify that _____ has achieved a high school record of "C" or better and has a satisfactory record of scholarship and participation in school activities.

Date Administrator or Counselor (indicate which)

DO NOT ALTER THIS APPLICATION IN ANY WAY or APPLICATION IS SUBJECT TO DISQUALIFICATION!

Our House Enterprises - Version 2 6/25/2013

Cover Page 2

Common Mistakes

- Years of Ag Ed Offered – normally 4
- Years & Hours completed - (Must include years and hours both)



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AMERICAN FFA DEGREE
FOR USE BEGINNING IN 2006

Must put years and hours both - each year is 180 Hours -- example - 4 years and 720 Hours

Should be 4 years

16 Date of Birth: ERR - ERR - ERR **Missing Date of Birth Information** 17 Age: _____
(Month) (Day) (Year) **Missing Date of Birth**

18. Name of Parents/Guardians 19. List Parents/Guardians Occupation Below:
a. Father: _____
b. Mother: _____

20. Year FFA Membership Began: _____ 21. Year Received the State FFA Degree: _____

22. If you have graduated from high school, year graduated: _____ **Missing Response to Item 20 &/or 21**

23. If no, give date you left school: _____

24. Years of Agricultural Education Offered (grades 7-12) in high school last attended: _____

25. Years & Hours of Ag Education Completed in High School: _____ and _____
(Years) (Hours)

26. Semester or Quarters Postsecondary/Vo-Tech Education Completed: _____ or _____
(Semesters) (Quarters)

27. Semesters or Quarters of Four Year College Completed: _____ or _____
(Semesters) (Quarters)

28. Major: _____ School Attended: _____

29. Had continuous active FFA membership for the past 36 months: **Missing Response** SELECT

30. Military Duty - Dates of Full-Time Active Military Duty: _____

31. World Experiences in Agriculture -- Date of International Placement: _____

32. Have your State and National FFA Dues been Paid? **Missing Response** SELECT

II. Taxes

Have you complied with all the regulations for filing local, state and federal tax returns? SELECT

If Yes, for what years did you file the required returns? _____
Missing Taxes Response

Note: Most state require the submission of an SAE agreement with the American Degree application. Please check with your state FFA staff or submit a copy of your most recent SAE agreement with your application.

State Use Only: I want to be considered for the following:

_____ American Star Farmer _____ American Star in Agribusness
_____ American Star in Agricultural Placement _____ American Star in Agriscience

Note to Star Applicants: Additional information is required of Star applicants. Put your application in the following order:
American Degree application, Star Battery, Additional Supplemental Information, Personal History, SAE Agreements Resume, Employer &/or Instructor Statement; 6 pictures. **For Research/Experimentation SAE Programs Only** Additional abstracts and results are required.

Note: Please refer to "American Degree Handbook" 2006 for information to assist in completion of this application. For more information contact your local FFA advisor, your State FFA staff or the National FFA Organization (317) 802-4254
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Page 2

Common Mistakes

- Years wrong for Year 1
- Description does not include entire SAE
- Need to include explanation of retained animals and crops to explain inventory increases. Or correctly enter expenses on Page 8



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I. Candidate's Supervised Agricultural Experience Program

A. Supervised Agricultural Experience Program by Year: (candidate's share only)

Year	Entrepreneurship, Placement, and/or other SAE Description (Enterprise, Description, Size, Title, Site, Hours, etc.)
1st Year (Mo/Day/Yr) to Dec. 31 (Year)	ERROR - Missing Date → This year 12 months or 16 months. Do not do a September thru December year. Either 12 months or 16 months not a 4 month year. ERROR - Missing Year
2nd Year Jan. 1 to Dec. 31 1 (Year)	The description for EACH YEAR is to include BOTH Entrepreneurship (Ownership) and Placement experiences. Many of you only record Ownership here and forget Placement. Please include all of the SAE - both Entrepreneurship and Placement. If this is not done - National will DQ in 2014.
3rd Year Jan. 1 to Dec. 31 2 (Year)	Example: Swine: 5 Breeding, 25 non-breeding Beef: 5 Breeding, 5 non-breeding Charlie's Feed Store - 505 hours Exchange of Labor - 200 hours
4th Year Jan. 1 to Dec. 31 3 (Year)	Also -- Large inventory swings on Page 8 a&b should be explained here if the inventory swing was due to retaining of breeding animals from herd or kept bushels of crop in inventory to sell next year. Put explanation in the appropriate year it happened. This occurs when there is not an offsetting purchase of inventory on Page 8 a&b. You should check to make sure you entered the numbers correctly on Page 8 a&b. You need to separate out inventory purchases from expenses and enter in the correct place on Page 8.
5th Year Jan. 1 to Dec. 31 4 (Year)	
6th Year Jan. 1 to Dec. 31 5 (Year)	
7th Year Jan. 1 to Dec. 31 6 (Year)	
8th Year Jan. 1 to Dec. 31 7 (Year)	

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Page 3 & 4

Common Mistakes

- Lack of Description
- Do not include any ownership SAE on these pages
- Do not include any \$\$ with Exchange of Labor
- Too many hours
- Unrealistic dollars per hour



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II. Income, Expense and Hours Summary of Supervised Agricultural Experience Program of Candidate:

(Do not include ownership/entrepreneurship SAE in this section):

Year	Job Title Type of Work and/or Other SAE Description	Total Hours Worked			* Gross Earnings (C)	** Total Expenditures (D)	Net Earnings (C - D)
		Unpaid (A)	Paid (B)	Total (A + B)			
	ERROR - Missing Date Page 2						
to Dec. 31							
(Year)	ERROR Missing - Year Page 2						
TOTAL 1st YEAR	XXXXXXXXXXXXXXXXXX						
Jan. 1 to Dec. 31							
1 (Year)							
TOTAL 2nd YEAR	XXXXXXXXXXXXXXXXXX						
Jan. 1 to Dec. 31							
2 (Year)							
TOTAL 3rd YEAR	XXXXXXXXXXXXXXXXXX						
Jan. 1 to Dec. 31							
3 (Year)							
TOTAL 4th YEAR	XXXXXXXXXXXXXXXXXX						

Typical Issues on this page include:

1. Lack of Description or not Ag Related (Does it fall within the Proficiency Award Descriptions)
2. Include Ownership expenses on this page. You cannot include any ownership SAE info on this page except Exchange of Labor.
3. Exchange of Labor does not have any earnings or expenses on this page -- only hours on this page
4. Exchange of Labor Hours are Unpaid.
5. You have too many hours per year -- National looks at 2093 hours. This is due to the Federal Child Labor Laws.
6. Your dollars per hour were unrealistic, i.e. \$40 per hour income. If so, I want that job.

* Gross Earnings is the total earned prior to any deductions or expenses.

** Expenditures that are a requirement for your placement, directed laboratory or research/ experimentation SAE. (Do not include taxes or FICA, taxes go on Page 11, line 22e)

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Inventory pages – Page 5, 6, & 7.

- This is ending inventory of final record year
- Should come right out of record book and forms 6, 7, 8, and 9.
- Might need to separate a little different than we do in our record book
- Headings I think are self explanatory – If you have any questions – please ask – we can help clarify these for you
- Should not be any expenses or non-business assets listed here (I have seen that and those are not acceptable on these forms)



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Page 8 a & 8b.

Common Mistakes

- Inventory values are large and no purchase or explanation.
- Exchange of Labor income and expenses do not equal each other
- No expenses for ownership SAE. I want that farm



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IV. Income and Expense Summary of Entrepreneurship Supervised Agricultural Experience Program

1st - PLACE AN "X" IN THE CELL

Place a X in a cell to the right above your last year!				
Year				
1. Current/Operating Income	ERROR! - "X" Missing, Two X's or Wrong Year!			
a. Closing Current/ Operating Inventory				
b. Beginning Current/ Operating Inventory		\$0	\$0	\$0
c. Change in Current/ Operating Inventory (a minus b)	\$0	\$0	\$0	\$0
d. Cash Sales				
e. Value of Products Used at Home				
f. Value of Production Transferred or Bartered				
g. Value of Ag Labor Exchanged for Non-Cash Operating Expenses				
h. Total Current/Operating Income (c through g)	\$0			
2. Current/Operating Expenses	ERROR! - "X" Missing, Two X's or Wrong Year!			
a. Current/ Operating Inventory Purchased				
b. Cash Current/ Operating Expenses-Feed				
c. Non-Cash Current/ Operating Expenses-Feed				
d. Cash Current/ Operating Expenses-Other				
e. Non-Cash Current/ Operating Expenses-Other				
f. Total Current/ Operating Expenses (add a thru e)	\$0	\$0	\$0	\$0
3. Net Current/Operating Income (1h minus 2f)	\$0			
4. Non-Current/Capital Transactions	ERROR! - "X" Missing, Two X's or Wrong Year!			
a. Closing Non-Current/Capital Inventory				
b. Non-Current/Capital Sales				
c. Beginning Non-Current/Capital Inventory		\$0	\$0	\$0
d. Non-Current/Capital Purchases				
e. Net Capital Transactions (a+b minus c minus d)	\$0	\$0	\$0	\$0
	A	B	C	D
5. RETURN TO CAPITAL LABOR & MANAGEMENT (3 + 4e)	\$0			
6. TOTAL RETURN TO CAPITAL LABOR & MANAGEMENT (5A+5B+5C+5D+5E+5F+5G+5H)	XXXXXXXX			
	XXXXXXXX			
	XXXXXXXX			

If this figure is large and there is not a offsetting purchase on 2a.-Current/operating Inventory Purchased -- Then that brings up a RED FLAG. There has to be some explanation for a large inventory increase. You either forgot a purchase, entered the purchase on the wrong line, or retained animals or stored some crop. Either enter purchase correctly or explain on Page 2.

Exchange of Labor income and Non-Cash Expenses do not equal one another. Line 1g should = 2c. + 2e. Exception could be if the purchase was for an inventory item. Then need to explain on Page 2 for the appropriate year.

There has also been some applications that have ownership listed on page 2 and we find that they do not have any expenses on this page. I want to have a farm like that.).

If this number is large and there is not a purchase on Line 4d. Then that brings up a RED FLAG. There is some reason for the large increase. You may have retained some breeding animals from current inventory or forgot a purchase, or entered the purchase on the wrong line. You need to enter purchase correctly or explain retained animals on Page 2 for the appropriate year.

DO NOT ALTER THIS APPLICATION IN ANY WAY or APPLICANT'S SIGNATURE

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Page 8a

Balance Sheet – Pages 9 & 10

- These pages do not usually cause too much problem
- Main items are to make sure the “MET” statements say met at the bottom of the page
- The “MET” statements are checking your inventory values on Page 8 with the inventory values that you have entered or were transferred (from pages 5, 6, &7) on Page 9
- Mistakes can be traced to either Page 8 or the other inventory pages 5, 6, & 7 of the application



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Page 11

- Most of these numbers transfer.
- You can enter educational expenses and they count toward meeting the minimum requirements
- If you have inheritances – there should be a figure on line 22c. This could explain a large inventory increase.
- Check the “MET” statements



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V. Candidate's Financial Balance Sheet Statement
C. Summary of Productively Invested Capital

Only tuition, registration fees, and books that the member paid for.

	Ending Value
19 Supervised Agricultural Experience Program Equity	
a. Total of productively invested equity (Page 10, Line 12a, Column B)	\$0
b. Total educational expenses (ONLY tuition, fees books are allowable on this line item)	
c. Total productively invested equity (Page 11, Line 19a + 19b)	\$0
20. Total Non-Productive/Personally Invested Equity (Page 10, line 12b, Column B)	\$0
21. Total Equity	\$0
22. Non-Supervised Experience Program Income	
a. Candidate's earnings and income from non-agricultural activities	
b. Earnings from non-agricultural activities	
c. Income other than earnings (Gifts and inheritances)	
d. Total non-supervised experience program income (Page 11, line 22a+22b+22c)	\$0
e. Total other personal expenses (including taxes and FICA)	
f. Net non-supervised experience program income (Page 11, line 22d minus 22e) (If <zero enter 0)	\$0
23. Total Qualifying Productively Invested Equity (Page 11, line 19c minus 22f)	\$0
24. Value of Unpaid Labor (Page 4, Grand Total Column A x 3.33)	0
25. Adjusted Qualifying Productively Invested Equity (Page 11, line 23 +24)	0

This is where you enter any inheritances that the member received. This could explain a large increase in inventory if inheritance was the reason.

D. Summary of Source and Use of Funds:

26. Earnings from Supervised Agricultural Experience Program	
a. Candidate's return to capital, labor and management (Page 8b, Line 6)	\$0
b. Grand total net earnings from wage earnings (Page 4, Grand Total Net Earnings Column)	\$0
c. Total SAE Earnings (Page 11, line 26a+26b)	\$0
d. Value of unpaid labor (Page 4, Grand Total Column A x 3.33)	0
e. Adjusted total SAE earnings (Page 11, line 26c+26d)	0
27. All Other Earnings and Income	
a. Candidate's earnings & income from agricultural activities not part of the SAE (Page 11, line 22a)	\$0
b. Total agricultural related earnings (Page 11, line 26c+27a)	\$0
c. Earnings from non-agricultural activities (Page 11, line 22b)	\$0
d. Income other than earnings (Page 11, line 22c)	\$0
e. Total non-agricultural related income (Page 11, line 27c+27d)	\$0
f. Total source of funds (Page 11, line 27b+27e)	\$0
28. Use of Funds	
a. Total educational expenses (Page 11, line 19b)	\$0
b. Total other personal expenses (including taxes and FICA) (Page 11, line 22e)	\$0
c. Total use of funds for personal expenditures (Page 11, line 28a +28b)	\$0
29. Maximum Possible Increase in Owner's Equity (Page 11, line 27f minus 28c)	\$0
30. Gain or Loss in Owner's Equity (Page 10, line 15, Column B)	\$0

- * If line 24 is zero then Line 23 must be equal to or exceed \$7500. **ERROR**
- ** If Line 25 equals Lines 23 & 24, Line 23 must be at least \$1500. If Line 23 is greater than or equal to \$1,500 but less than \$7,500 then Line 25 must be equal to or greater than 9,000. **See * Above**
- *** If Line 26d is zero, then Line 26c must equal to or exceed \$7,500.
- **** If Line 26e equals Lines 26c & 26 d, Line 26c must be at least \$1,500. If Line 26c is greater than or equal to \$1,500, but less than \$7,500 then 26e must be equal to or greater than 9,000 **ERROR MET**
- ***** Line 30 is equal to or less than Line 29.

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Page 11

(SELECT)

6/25/2013

Three of these must say "MET"

We (Kathy and Keith) are hopeful that these notes can help the process and keep us from sending you emails to correct applications before we submit to national.

As always if you have any questions – Do Not Hesitate to call the State Office.

Applications are due in the State Office May 1.



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2014 American Degree Changes

- You will have the choice to fill out application with the excel spreadsheet just like always or you will be able to utilize an online web form through AgCN. This is only for the Degree not for Stars applications. It will be a fill in application. Either way you will print and send in to the State Office for us to check and sign before submitting to National FFA.
- No changes in Due dates on our end. Still due May 1.



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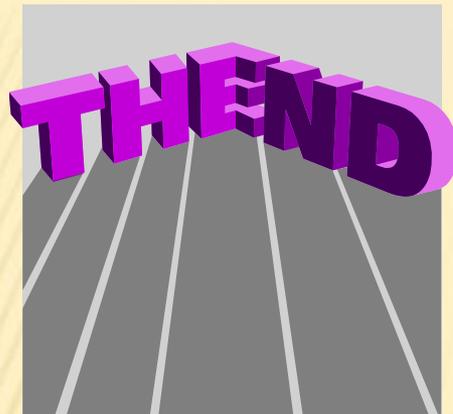
2015 American Degree Changes

- New Application – At this time it will be an online web form, like the 2014 option, fill in form, then print and send to State Office.
- Biggest change
 - After entering Ag Ed a student must have earned at least \$10,000 and productively invested at least \$7,500 or earned and productively invested \$2,000 and worked 2,250 hours in excess of scheduled class time. (could be a combination of worked hours and earned dollars must equal or be greater than 10,000).
 - Example – If a student starts with \$5000 of productively invested dollars then they would need to reach \$12,500 of productively invested dollars and earned \$10,000 to meet the new minimum.



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THANK YOU



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