

DELAWARE FFA
STATE FFA DEGREE
HANDBOOK



INTRODUCTION

THE STATE FFA DEGREE

The State FFA Degree is the highest degree a state association can bestow upon a member. It is a step in the FFA degree system that encourages personal growth and achievement. The degree is a high and rare honor, less than two percent of FFA members earn it. It requires commitment and hard work to attain but you don't have to be a gifted student or live on a farm or ranch to reach this goal.

The FFA degree system is organized so that all FFA members have an equal opportunity to obtain the State FFA Degree. The State FFA Degree is a culmination of experiences and opportunities across several years. The requirements of the State FFA Degree are as follows:

1. Have received the Chapter FFA Degree.
2. Have been an active FFA member for at least two years (24 months) at the time of receiving the State FFA Degree.
3. While in school, have completed the equivalent of at least two years (360 hours) of systematic school instruction in agricultural education at or above the ninth-grade level.
4. The applicant must have records of a Supervised Agricultural Experience Program that includes at least two (2) calendar years. The SAE records must show growth in the SAE project.
5. A student after entering Agricultural Education must have earned and productively invested at least \$1,000 or worked at least 300 hours in excess of scheduled class time in a supervised agricultural experience program.
6. Demonstrate leadership ability by:
 - a. Performing ten procedures of parliamentary law.
 - b. Giving a six-minute speech on a topic relating to agriculture or the FFA.
 - c. Serving as an officer, committee chairperson or participating member of a chapter committee.
7. Have participated in the planning and completion of the chapter Program of Activities.
8. Have participated in at least five different FFA activities above the chapter level.
9. Have participated in at least 25 hours of community service activities that are not a part of the member's supervised agricultural experience hours and are from two different non FFA activities.

POLICIES AND PROCEDURES

FFA MEMBERSHIP QUALIFICATIONS

Each year a student who wishes to be an FFA member must.

- Be enrolled in at least one secondary agricultural education course during the school year.
- And/or must follow a planned course of study the objective of which is preparation for an agricultural career.
- Either course must include a supervised agricultural experience (SAE) program.

FFA MEMBERSHIP QUALIFICATIONS

Chapter Verification

The procedure for selecting the State FFA Degree recipients starts with the chapter advisor. The chapter advisor must check the accuracy of the completed application and sign the application to verify all requirements for the receipt of the State FFA Degree are met. The signatures of the parent/guardian, student, school administrator and advisor are required. Always check with the chapter advisor for due dates and chapter verification procedures.

State Verification

The next step in the procedure for selecting State FFA Degree recipients is the signed application being submitted to the state association by the assigned deadline. A member of the state degree committee must verify all requirements are met. If revisions are needed, revised applications must be submitted electronically by the assigned due date, typically at the preliminary contests.

SUBMISSION AND REVISION PROCESS

1. State Degree submission deadline to Delaware FFA Association is posted on the DAAE/FFA Calendar posted in the Chapter Guide on the Delaware FFA webpage, www.delawareffa.org. If you cannot locate the calendar email the Executive Secretary.
2. The State Degree committee will review all state degree applications on revision day. The committee will leave notes in the AET application tracker site, using the available post it feature.
3. In the case of a disqualified application, the advisor present will be informed. If no advisor is present state staff will email the advisor listed on the application.
4. Applications that are assigned revisions will be noted on the post it feature in the application tracker. Members will have until the day of state preliminary contests at 3pm to complete revisions.
5. Revisions will be reviewed by the State Degree committee chair or State Staff the evening of preliminary contests. Advisors will be notified if the revisions meet the requirements to pass the application on for state degree award.

COMPLETING THE STATE FFA DEGREE

ACCESSING THE APPLICATION

You will access the State FFA Degree application through your AET account. If you do not have an account please see your FFA Advisor. You will generate from the application in the Degree/Application manager. Please see your advisor for assistance if needed.

APPLICATION COMPONENTS

COVER PAGE

The cover page will collect general biographical information. Such as name, e-mail address, physical address, etc. If any of these boxes are grayed out, you will need to update that information in the profile section of your record book in The AET.

BASIC SETUP

This page interacts with and impacts all the following screens/ pages in the application. It should be completed before trying to enter data into following screens/pages.

For the beginning date, you will enter the date that you began your first agriculture education course of the year you became an FFA member.

For the ending date, you will enter December 31st of the year prior to the State FFA Convention in which the degree will be awarded. It is on this page that you will select the types of SAEs that are represented in your projects. The appropriate subsequent pages will appear when the correct type of SAE is selected.

- Foundational - Job shadowing and other career exploration done outside of class time. Such hours should be very limited, typically less than 40 hours in total.
- Research – this application type is for Research SAE projects.
- Placement – this application type is for all Placement/Internship SAE projects and some Service-Learning SAE projects.
- Entrepreneurship - the application type is for Ownership/ Entrepreneurship SAE projects, School-based Enterprise SAE projects and some Service-Learning SAE projects.

** SAE projects must show growth in scope and/or skills.

SAE INFORMATION PAGES

Depending on the type of SAE you selected on the basic setup page, you will see new pages appear in the left-hand side of your application. For each project (and each year), you must enter the following:

- Project Name or Employer
- Job Title
- Responsibilities or Job Description
- No acronyms

It is important that the description provides enough information for the reviewer to validate the project as an approved SAE.

Examples of SAE entries that meet guidelines:

Placement Project -

Employer/Project title: C & M Rucks Dairy Farm-Laborer

Project description: This is my dairy farm general labor SAE conducted at the C&M Rucks Dairy. During this project, I gained skills in the areas of tending to sick cows, working in the milking parlor, helping in the process of hoof patches, and overall operating the dairy farm. The important outcomes of my project for the year are the skills that I gained, the growth of my appreciation for the dairy industry, and the help that I was able to provide through my work on the farm.

Entrepreneurship Project

Project Name: Beef Production

Scope/Size: 8 head of cows, 4 heifers, 1 show steer
Project Description: Angus/ crossbred cow calf operation. Producing show steers and heifers to sell for profit. Castrated bulls to use as show steers at my county fair.

Research Project

Project Title: Increasing the growth rate of Red Mangrove propagules by propagating in a freshwater and saltwater aquaponics system.

For a full breakdown of each SAE screen/page, please visit the American FFA Degree Handbook beginning on page 11.

FINANCIAL PAGES

These records will automatically carry from your AET record book.

For details on Income/Expense, Ending Current Inventory, Ending Non-Current Inventory, Assets and Liabilities, Net Worth, Earnings & Productively Invested, please visit the American FFA Degree Handbook beginning on page 14.

LEADERSHIP/FFA ACTIVITIES

The following are requirements:

- 5 activities above the chapter level.
- These activities may not include any SAE related activities.
- Examples: CDE/LDEs, leadership conferences, convention, etc.

An activity that is repeated for multiple years will only be allowed to count for two years. For example, if you attended the State FFA Convention in 2022, 2021, and 2019, that would count as two leadership activities.

COMMUNITY SERVICE

The following are requirements for approved community service:

- 25 hours of approved community service activities
- 2 distinctly different activities
- List name, individual, or group to whom the service was provided
- Provide a detailed description of the service performed
- The organization receiving service cannot be your own FFA Chapter, unless the activity directly benefits another organization. There cannot be a direct benefit to your FFA Chapter.
 - ◆ Example: Smithdale FFA Chapter holds a fundraiser, all proceeds go to Farm Safety for Kids.
- Coaching of school sports teams does not count as community service.
- For full details, visit the National FFA Community Service Guidelines on www.ffa.org.

The following are examples of community service entries that were approved:

Organization to whom the service as provided: Upward Basketball

Description of service provided: For the Upward Basketball season from September 2020 to November 2020, I served as the head coach of a basketball team. I worked with children from the ages of 5-7 years old. I was tasked with communicating with players' parents about upcoming basketball games, planning out practices, organizing team activities, and developing the basketball skills of each player

SUBMITTING YOUR STATE FFA DEGREE

Once your State FFA Degree is complete, you are ready to save and submit.

1. The button labeled "Save/Print Your App" is how application PDF versions are generated (created).
2. To view the generated application click the "Get PDF".
3. The advisor must now submit the application through AET to the state.
4. Follow these steps to submit:
 - a. Go to Reports
 - b. Select Submission List and Feedback
 - c. Find the State Degree box, select edit list.
 - d. Click on the Browse button in the top right corner.
 - e. Follow the prompts as indicated in AET.

Degree Review Process

Advisors from across the state will review the State Degree applications on the assigned application review day.

Advisors will utilize the Minimum Qualifications Checklist at the back of the State Degree Application to thoroughly review each application.

The application and the record book will be viewable through AET that day. Reviewers will verify SAE project information in the AET record book.

Reviewers will leave comments in regards to revisions, suggestions or disqualification in the post it feature of the AET application manager.

REVISION PROCESS

Applications with items found to be minor adjustments or corrections may have the opportunity to be revised and resubmitted by the date and time set by the Executive Secretary.

Revisable applications not resubmitted by the deadline will be disqualified.

DISQUALIFIED APPLICATIONS

Applications found to have not met the requirements will be disqualified.

Examples: SAE does not show growth in scope or size or the application has unmet requirements on the checklist.

DISQUALIFICATION APPEAL PROCESS

1. The appeal must be received via email by the Executive Secretary within 2 hours of the advisor being notified of the disqualification.
2. Once an appeal email has been received, the Executive Secretary will discuss the application and the reasons for disqualification with the State Degree Chairman.
3. If it is determined that the disqualification is questionable it will be reviewed by the Executive Secretary, Team AG Ed member most knowledgeable about the State Degree and the State Degree Chairman.
4. Once a final determination is made it will be final. The advisor will be notified via email of the final outcome.

Example State Level FFA Activities

- Statewide Ice skating
- Vision Conference
- Preliminary Contest
- State Convention
- Leadership workshops @ State Convention
- Day of Service @ State Convention
- Awards Banquet @ State Convention
- State Convention CDE
- Countywide Events
- June CDE's
- DE State Fair
- FFA entries
- FFA Fair games
- FFA Fair Breakfast
- Big E
- Big E Awards banquet
- Big E CDE
- COLT
- National Convention (this covers workshops, sessions, career show, concerts)
- National Convention CDE, Agriscience, Talent etc.
- National Convention Day of Service
- State Officer Candidate School
- Statewide CDE practices
- State Sponsored workshops
- Any activity that has 3 or more chapters present is counted as a statewide activity

**** Exhibiting at a Livestock Show does not count.**

RESOURCES

National FFA American Degree Handbook
<https://www.ffa.org/participate/awards/american-fa-degree/>

FFA Degree Community Service Guidelines
<https://ffa.app.box.com/s/wo71rluv9djbz4ctjxs3nqm1o4dvt6qj>

SAE For All
<https://saeforall.org/>

AET
Student Help Guide
<https://www.theaet.com/studenthelp>

Teacher Help Guide
<https://www.theaet.com/teacherhelp>