2018 Pennsylvania FFA State Degree (Keystone)   Approved _____

Name:_____ **Chapter:**_____

State Degree Minimum Qualifications- Manual Checklist

			Advisor		Exec Comm Member	
	Award Sections	**Description**	YES	NO	YES	NO
1	Membership Number	Are the FFA Membership Number and Chapter number indicated on the Applicant information page?				
2	Version Numbers	Are the Version numbers the same on every page**? If not, no further review is necessary.**				
3	Signature Page	Are all signatures complete? Except for State Advisor				
4	SAE Description/Review (Clip board in AET)	Are the candidate's SAE details complete for every project (description and scope) and application information accurate for each type of SAE? Does the description indicate something learned/growth? Does the SAE "Description" include details of what happened during the project and what the student learned?				
5	Financial Sections	Candidate business/enterprises listed in SAE sections relate to the income/expense recorded on Income/Expense section of this application? (Inventory purchased for resale and expenses related to project)				
6.	Income Statement	There is no line 6c "REVIEW", that relates to inventory				
7	FFA Activities at the Chapter level	Candidate performed at least 10 FFA activities at the chapter level (not included in any other part of the application)				
8	FFA Activities above the Chapter level	Candidate performed at least 5 (5) DIFFERENT FFA activities above the chapter level (not included in any other part of the application)				
9	Community Service	Are the organizations listed, organizations that benefitted from the service? (Not the member's FFA Chapter and not chapter fundraiser activities)				
10	Community Service	Are there 25 hours and at least 2 DIFFERENT activities?				
11	Additional Requirements	Are all additional requirements met?(Parli Pro, Speech, Program of Activities involvement)	.			
12	Photos	Is one photo of an SAE project included?				
13	SAE Plans	Are SAE plans complete and included for each (current year) SAE project?				
14		Are all application checklist items MET?				

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Advisor Name (printed)   Advisor Signature   Date

_____

Review Comm Member Name Printed   Review Comm member name signed   Date

NOTES: