2018 Pennsylvania State FFA State Degree (Keystone)   Instructions and important information

Keystone Degree overview
1. Students complete SAE projects related to course work in a high school or CTC Ag program.
2. Students record that work in a recordkeeping system.
3. All applications will be completed in the AET system.   Records kept in another recordkeeping system can be entered into the AET application.
4. All records (entered in the AET system) up to Oct 1 will be transferred from AET to the Keystone application automatically. Records can continue to be entered in the AET system, they will not impact the State Degree application.

Keystone application requirements (From the National FFA Manual/State FFA Degree)
1. FFA member for the past 24 months
2. Current Senior or graduate
3. Must have **completed** 2 years of Ag courses
4. Must have completed over 300 hours in a placement (paid or unpaid) SAE or productively invested $1,000
        Or a combination
5. Participated in 10 FFA chapter activities
6. Participated in 5 DIFFERENT FFA Activities above the chapter level
7. Completed 25 hours of service (of at least 2 different activities) to organizations in the community
8. Include 1 photo of SAE project; showing skills that the student has learned
9. Attach **COMPLETE** SAE plans (from the AET system) for all projects **in the current year.**

Keystone verification process
1. Printed Keystone Degree Applications are reviewed by another Ag teacher who compares the completion of SAE projects by reviewing SAE records and that advisor signs the completed application.
2. Records must be inclusive and complete to verify that a comprehensive SAE project was completed.
3. Applications are due; delivered or postmarked to Regional FFA Coordinators by **November 6 (or at a date/time determined by regional coordinator)**
4. Once applications are received by the Regional Coordinator, applications may not be changed; additions and deletions are not permitted. (See the manual checklist in the application)
5. Applications will be reviewed by a committee in each region for verification.
6. Regional Keystone Verification Committee of 5-7 will screen/verify Keystone Degree Applications.
    A. Every item on Verification Checklist must be MET and hand checked or Application will be DENIED
    B. Every signature (except state advisor) must be INCLUDED or Application will be DENIED
7. Final List of Candidates Approved for Keystone Degree is due to Mike Brammer for Final Approval by the Board of Directors on **or before Dec. 1**

INCOMPLETE APPLICATIONS
If any section of Keystone Application is missing or incomplete, even if the Checklist says MET, the application will be DENIED as recommended by the Regional Verification Committee.
Example: Two DIFFERENT community service activities are required. If the same activity is included on both lines, the checklist will say MET, however the application will be considered INCOMPLETE and be DENIED because it does not meet the constitutional requirements of the Keystone Degree.

CORRECTIONS AND APPEALS
A. NO CORRECTIONS to applications will be permitted once the application is submitted and received by the Regional Coordinator.
B. The decision of the Regional Verification committee is FINAL. NO APPEALS WILL BE CONSIDERED.

STUDENTS AND ADVISORS MUST CAREFULLY READ AND FOLLOW ALL DIRECTIONS AND INSTRUCTIONS. FAILURE TO DO SO WILL RESULT IN THE APPLICATION BEING DENIED. Please print the final copy on one side and staple securely. Added binders, folders, report covers will be removed and donated.