**Overview**

Kentucky FFA chapters are eligible to be rated on an annual basis. Rating levels are Gold, Silver, and Bronze. Ratings are based on points from the Chapter Rating Form.

All chapters that receive a rating receive an award and recognition at the State FFA Convention.

There are three steps in the Chapter Rating Process

1. Submit a Secretary’s Book to the regional contest.
2. Meet the Standard Chapter Requirements
3. Submit the Chapter Rating Form along with minutes pages to the State Paperwork Rating.

**Secretary’s Book**

The first step in the Kentucky FFA Chapter Contest is for the chapter to enter a completed secretary’s book at the regional contest. This must include the following:

Organizational pages

List of committees

Program of activities

Minutes of chapter meetings

Chapter correspondence

A template for the Secretary’s Book along with complete guidelines are available at [www.kyffa.org](http://www.kyffa.org)

**Standard Chapter Requirements**

In order for a chapter to submit a State Chapter Rating Form they must first meet the requirements of a standards chapter.

**High School Chapter Requirements**

Requirements 1 through 10 must be carried out. Three of the remaining five items must be carried out.

 1. Elect chapter officers by June 1.

 2. The chapter must have a functioning committee organization.

 3. The chapter must seat two delegates at the State FFA Convention Business Session.

 4. Pay state and national dues by November 1. Additional dues may be paid until April 15.

 5. Participate in at least one activity above the chapter level, examples include: a) State Fair; b) University sponsored field days; c) district, county, or local fair; d) regional team events; e) livestock shows sponsored by Kentucky Department of Agriculture; etc.

6. The chapter must participate in Regional FFA Day activities in at least four of the following areas: a) one speaking contest; b) two proficiency contests; c) Chapter Meeting Team; d) Treasurer’s Book; e) Tobacco Essay; f) Scrapbook; g) Job Interview; h) Chapter Talent; i) Junior Chapter Meeting Team; j) other regionally approved contests.

7. Chapter officers must attend the Kentucky FFA Leadership Training Center at least every other year.

 8. Use official pins for Greenhand and Chapter FFA Degree.

9. Use official secretary and/or treasurer books.

10. Hold Parent-Member Banquet or get-together meeting.

11. Chapter participates in one or more cooperative activities.

12. Chapter sponsors one or more community service activities.

13. One hundred percent of members have access to Official Manual.

14. Hold at least one chapter meeting each month.

**Junior/Middle School Standard Chapter Requirements**

Requirements 1 through 7 must be carried out. Three of the remaining five must be carried out.

 1. Elect chapter officers by October 1.

 2. The chapter must have a functioning committee organization.

 3. Pay state and national dues by November 1.

 4. The chapter must participate in Regional FFA Day, the participation to include the following three areas: a) one speaking event; b) a record keeping team; and c) secretary's or treasurer's book.

 5. Use official pins for Greenhand or Discovery Degree

 6. Use official secretary and/or treasurer books.

 7. Hold at least one regular meeting per month during the school year.

 8. Chapter sends delegates to the State FFA Convention.

9. Chapter officers attend Kentucky FFA Leadership Training Center every other year.

10. Hold Parent-Member Banquet or get-together meeting.

11. Chapter participates in one or more cooperative activities.

12. Chapter sponsor one or more community service activities.

13. One hundred percent of members have access to official Manual.

**Chapter Rating**

The Chapter Rating Form will be available at [www.kyffa.org](http://www.kyffa.org) by January 1 of each year.

The Chapter Rating Form and the minutes pages from the Secretary’s Book must be submitted at the State Paperwork Rating in mid-April. These documents may be mailed to the Executive Secretary to arrive by April 5th or hand delivered to State Paperwork Rating.

It is recommended that the rating form and minutest be bound in a folder or notebook for submission.

In order for a submission to receive a rating, the chapter must include the following items from the State Rating document: Standard Chapter form, Rating Summary, Growing Leaders pages, Building Communities pages, and Strengthening Agriculture pages. Minutes from April of the previous year through March of the current year must also be submitted. If any items are not included in the submission it will not be scored.

The minutes pages must be numbered at the bottom of each page. The minutes pages must document that activities were actually held in order for the chapter to claim points for that activity. Reporting that the chapter plans to hold an activity is NOT an acceptable form of documentation. (Example documentation- “The Greenhand Ceremony was held on September 26 with 104 people in attendance. 46 members received the Greenhand Degree.”)

The review committee will look for documentation on the pages listed on the Chapter Rating Form. If documentation is not found that the activity was held, that number of points will be deducted.

If a chapter meeting is not held between Regional FFA Day and State Paperwork Rating, the chapter may submit a copy of the Regional Grid Sheet as proof of contest participation for those events held at FFA Day. It is preferable that this information be included in the minutes.

While it is not required for the Chapter Rating, from a student recognition perspective, it is good to include as many names in committee reports (and thus in the minutes) as possible. So listing, “The livestock team competed at the State Fair on August 20, team members were Matt Chaliff, Brandon Davis, Sheldon McKinney, and Terry Shartzer” is the preferred method.

An activity may be counted only one time in the Chapter Rating Form.

Awards will be given at the following point levels:

 450 and above Gold

 350-449 Silver

 250-349 Bronze