**Eligibility**

Students who were FFA member during their senior year of high school are eligible to maintain membership through the fourth National FFA Convention after graduating from high school, provided that they pay dues each year. A student can receive the American Degree as late as the fourth National Convention after high school graduation.

**Deadlines**

1. American Degree applications must be submitted online to the Executive Secretary by February 15.
2. Any corrections/changes required by the state must be made by March 10 in order for applications to be sent to National FFA.
3. Final Star Batteries for American Star candidates must be submitted by April 1.

**Completion of the Degree Application**

1. FFA member completes the American FFA Degree application online at [www.theaet.com](http://www.theaet.com)
2. FFA member reviews the application using the attached checklist to ensure that the application is complete and correct.
3. FFA member secures online approvals from advisor, parent/guardian, and school administrator.
4. After all approvals are completed, click on “Save/Print Your Application” and then “Complete/Save Your App” in the middle of the page. Your application cannot be reviewed at the state level until this step is complete.

**Advisor Review and Submission**

1. After the application is complete it must be reviewed and submitted by the FFA Advisor using the “American Degree Checklist” form which is available at <https://forms.gle/B1yyAjmMUqPHHKeG8>
2. A separate form must be completed by the chapter advisor for each application that is submitted.
3. Applications that do not meet every item on the checklist will NOT be approved by the state.
4. All applications will be reviewed by the Executive Secretary and advisors will be notified of needed changes by email. Changes must be made by March 10 in order for the application to be state approved.

**American Star Candidates**

1. Students who wish to be considered for the American Star awards must submit a complete American Star Battery with their application.
2. The Star Battery can be accessed through the Cover Page by clicking “Yes” on “I would like to complete additional pages in this application to be considered for American Star.”
3. In cooperation with the SAE Committee the Executive Secretary will choose the applications that will represent Kentucky in each category of the American Star awards.
4. Final applications and Star Batteries for the Star Candidates will be required by April 1.

**Checklist**

1. If education expenses are shown on Basic Setup page, candidate shows they are enrolled in college on the Cover page.
2. SAE Description page(s)
	1. An SAE MUST be agriculturally related. National FFA will NOT count the following:
		1. Food service work
		2. Non-agricultural retail work
		3. Factory work unless it is specifically agricultural in nature
		4. Babysitting
	2. The SAE description MUST show that the work is agriculturally related. If it does not, the Degree will not be approved.
		1. Simply listing the business name is not acceptable. The business and type of work done must be included. For example- “Lowe’s Garden Department- watered, cared for, stocked, and sold plants in the garden department.”
	3. Entrepreneurship- description must describe the business or farming operation including:
		1. what is grown
		2. how it is marketed
		3. what is sold
		4. how inputs are secured, etc.
		5. Be specific!
	4. Placement- description must list the EMPLOYER in the project name column.
		1. Description must include a list of job responsibilities.
		2. Unpaid placement is acceptable if it is for family.
		3. Cannot count unpaid hours for a project the student owns.
		4. Cannot count unpaid hours that are actually a labor exchange.
		5. If it is in any way questionable whether this is agricultural or not, the description must convince me that it is.
		6. If student works for multiple businesses or individuals, each should be listed separately.
	5. Research- description must list a project name for each year.
		1. Project description should describe what research was done each year.
		2. Multiple year projects should show growth or expansion in scope of what was studied.
	6. If the student owns cattle and works for a cattle farm, the descriptions on the Entrepreneurship and Placement pages must make it clear that these are separate projects.
3. Income and Expense Statement (Entrepreneurship Forms)
	1. Must show cash sales for the project that are in line with the SAE Description. One acre of corn would not have $10,000 in sales.
	2. Must show expenses that are in line with the SAE Description. If it costs $500 to feed a horse for a year and you have 4 horses, the form should show roughly $2000 in expenses.
	3. Must show capital assets that the in line with the SAE Description.
		1. A $20,000 truck is not needed for one horse.
		2. 8 saddles are not needed for one horse.
		3. If you say you have 12 cows but only 1 on inventory that is a problem.
		4. If all animals are sold during the year the SAE Description should reflect this.
	4. Capital assets must be purchased or received as a gift- they cannot just appear.
	5. In nearly every case, line 4h should be $0 or a negative.
	6. Most livestock projects should show closing current inventory each year (feed is almost always on hand on December 31.)
4. Closing Current and Non-Current Inventory (Entrepreneurship Forms)
	1. Current inventory should show hay, feed, harvested crops, and market livestock on hand on December 31 of the closing year of the project.
	2. Current non-current inventory should show breeding animals and equipment on hand on December 21 of the closing year of the project.
		1. Items should show realistic values and depreciation.
		2. Large values should be accounted for in the descriptions.
		3. Vehicles should be listed as “2000 Ford F 250- valued at $8000- used 50% for project” and show the 50% value.
5. Earned and Productively Invested should show all METS at the bottom.
6. Community Service
	1. Individual/Group Served should list the group served “Habitat for Humanity”.
	2. Individual/Group Served should NEVER say “\_\_\_\_\_ FFA Chapter”.
	3. Descriptions should describe what was done.
		1. “Shopped for Angel Tree gifts” or “Volunteered to park cars” are acceptable.
		2. Description should make it clear that service was performed. Attending the County Fair is not service- volunteering to set up cattle pens for the Fair is service. Leave no room for question.
		3. Religious instruction does not count. So going to Vacation Bible School or teaching Sunday School won’t count. If you did outreach through your church describe the outreach.
	4. Raising money for your FFA chapter is NOT community service.
	5. Community Service cannot be something you are counting as SAE Hours. So if volunteer fire fighting is part of your SAE, you cannot double count it as Community Service.
	6. Working in the school greenhouse or shop is NOT Community Service.
7. Checklist must show all MET.
8. Electronic signatures/online approvals must be complete.