



Hoosier Degree Handbook

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Hoosier Degree Application

Overview

The Hoosier Degree is the highest degree an FFA member can achieve from the State Association. It is one of the final steps in an FFA degree system that encourages personal growth and achievement. The degree is a high and distinguished honor, for Indiana FFA members.

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 chance at the Hoosier Degree, no matter where they come from.

The Hoosier Degree Application should be a complete reflection of the member's agricultural education experience at the point of application. Adding additional events and activities beyond the minimum qualification is highly encouraged.

ALL state degree applications are due by the date published on the INFFA Calendar found at inffa.org. Advisors' approval is completed through the electronic signature approval. For final submission, the application must be submitted via the AET Application Center.

Contacts

All questions/information related to the application and submission process should be directed to:

Skylar Clingan
Assistant Director, Indiana FFA Association
sclingan@isda.in.gov
463-245-7743

The Hoosier Degree Application, Handbook, and Review Process have been approved by the Indiana FFA Board of Trustees Application Committee consisting of Ron Noll, Annette Applegate, Cassie Walpe, Tamara Ketchen and Skylar Clingan.

Constitution and Bylaws for State Degree

National FFA Constitution

Section E

State FFA Degree - To be eligible to receive the State FFA Degree from the state association, the member must meet the following minimum qualifications:

1. Have received the Chapter FFA Degree.
2. Have been a student FFA member and paid membership dues for two years 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, which includes a supervised agricultural experience program.
4. A student after entering agricultural education must have:
 - a. earned and productively invested at least \$1000; or
 - b. worked at least 300 hours in excess of scheduled class time; or

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- c. a combination there of, in a supervised agricultural experience program.
- 5. Demonstrate leadership ability by:
 - a. Performing 10 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.
- 6. Have a satisfactory scholastic record as certified by the local agricultural education instructor and the principal or superintendent.
- 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, within at least 2 different community service activities. These hours are in addition to and cannot be duplicated as paid or unpaid SAE hours.

The percentage of the total state membership which may receive the State FFA Degree and other requirements may be established by the state FFA association.

Written records of achievement of all requirements, verified by the chapter FFA advisor, shall be submitted to the state association at least one month prior to the state FFA convention at which the State FFA Degree is to be received. The state advisor shall provide for review of the records and submit a recommendation to the state association governing body, which shall nominate at the state FFA convention the candidates who have been found worthy to receive the honor. The State FFA Degree will be conferred upon the candidates subject to approval by the delegates at the state convention.

Indiana FFA Association Bylaws

Section B: Student Membership:

- 7. Requirements for each degree:
 - d. Hoosier FFA Degree: awarded by the state association.
 - i. Have received and held the Chapter Degree.
 - ii. Have been a student FFA member for at least two years (24 months) at the time of receiving the Hoosier FFA Degree.
 - iii. 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, which includes a supervised agricultural experience program.
 - iv. Met one of the following financial conditions:
 - 1. Have earned and productively invested at least \$3,102;
 - 2. Have worked at least 600 unpaid hours in excess of scheduled class time;
 - 3. Any combination of unpaid hours x \$9.50 plus dollars earned and productively invested equal to, or greater than, the number \$3,323 with a minimum earned and productively invested amount of \$621.
 - 4. Hours used for the purpose of producing earnings reported as productively invested shall not be duplicated as hours of credit to meet the minimum requirements of the degree. All dollar amounts mentioned in this section shall be adjusted at 3-year intervals by using the COLA (cost of living adjustment) published by the Social Security Administration. (COLA last updated 21/22 school year).
 - v. Demonstrate leadership ability by:
 - 1. Performing ten procedures of parliamentary law.
 - 2. Participate in at least one (1) career development event or leadership development event above the chapter level.
 - 3. Serving as an officer, committee chair, or participating member of chapter committee.
 - 4. Have a grade point average of 2.0 or greater on a 4.0 scale. This must be certified by the high school guidance counselor; an exception may be granted for special needs students upon the request of both the chapter advisor and guidance counselor.

5. Have participated in the planning and completion of the chapter Program of Activities.
6. Have participated in at least five (5) FFA activities above the chapter level. These must be different activities or at different levels.
7. Have documentation of providing at least 25 hours of community service during high school.

Cost of Living Adjustment Process & Schedule

The Cost-of-Living Adjustment is federal legislation enacted in 1973 that provides a cost-of-living adjustments, or COLAs. With COLAs, Social Security and Supplemental Security Income (SSI) benefits keep pace with inflation. The adjustment has also been enacted for the Hoosier Degree to ensure the level of member achievement keeps pace with inflation. Source: <https://www.ssa.gov/cola/>

Hoosier Degree Requirement COLA Process

The following data points of the Hoosier Degree requirements are subject to COLA adjustments and schedule:

- Earned and productively invested amount;
- Unpaid hour contribution equivalent threshold;
- Minimum earned and productively invested amount.

These data points will be updated based on the schedule below in congruence with federally released COLAs. When adjusting the data points, all COLAs between the previous update and current year are to be calculated into the adjustment.

Example: The Hoosier Degree requirements were last updated for the 2020/21 application; the year is now 2023/24. The previous earned and productive investment amount was \$2,660. The 2021, 2022, 2023 COLAs are, 1.3%, 5.9% and 8.7% respectively. Therefore, the new 2023/24 earned and productive investment amount will be \$3,102.

$$2,660 + 1.3\% = 2,695 + 5.9\% = \$2,854 + 8.7\% = \$3,102$$

Hoosier Degree Requirement COLA Schedule

In accordance with the Indiana FFA Bylaws and Addendums, the COLA process should be made every 3 years on the schedule of 2020/21, 2023/24, 2026/27, 2029/2030, 2032/2033.

Submission & Review Process

Chapter Approval

The process of selecting Hoosier Degree recipients begins at the chapter level. The chapter advisor must identify candidates that may be eligible for the degree and must check the accuracy of the completed Hoosier Degree Application. All submissions must be complete by the chapter advisor.

Official State Submission

Official submission of Hoosier Degree Applications must be completed by the local FFA Advisor via AET. Advisors can access AET through FFA.org in the Application Center. In addition to the steps below advisors

are encouraged to review the [Degree App Manager video for Teachers](#) prepared by AET.

Steps to Submitting a Hoosier Degree for Review:

1. Login to the Portal on INFFA.org
 - a. For chapters with an AET Subscription and/or Advisors that know their AET Login, login to theaet.com and skip to step #5.
2. In the dashboard on the left-hand side select *"Go to My FFA.org Account"*
3. Once in FFA.org, on the left-hand side select *"Application Center"*
4. In the Application Center select *"Local and State"* from under Awards and Degrees
5. Once in AET select *"Reports"*
6. On the Program Reports Page, select *"Degree/Application Manager"* from the right box under Reports & Submissions.
7. Once in the Degree/Application Manager, select the green *"Submission List & Feedback"* button in the center of the page.
8. On the Submission Lists page, be sure that the School Year in the top right corner of the page says *"2023-2024"*
9. Scroll down to the section titled *"Indiana FFA State Degree"* and select *"Edit List"* on the right side of the *"IN 2024 State Degree Row"*
10. Select the *"Browse"* button on the right side. This will open a list of completed eligible applications for the degree.
 - a. If no applications generate in this list, then there are no completed applications that are eligible for submission. Review the applications and return to this step.
 - b. If you continue to have issue please contact *"Ask AET a Question"* or email [Skylar Clingan](#).
11. Click the *"Add"* button in the row with the student's name that you would like to submit for the degree. You can continue adding as many student applications as needed.
 - a. By adding applications to the list, the application has been submitted to the State Level and is eligible for review.

State Review

Early Submission

The Early Submission process is an opportunity for candidates to submit their application for review with the possibility of being able to make modifications to the application before the General Application Review process. All applications that would like to be considered for Early Submission must complete the Official State Submission outlined previously with a completed application by 5pm EST on Monday, January 29, 2024.

During the early submission process, candidates will be given feedback on their submitted application. Applicants will have the opportunity to resubmit their applications on a rolling basis for review until the General Application Review deadline of Friday, March 15, 2024. All application feedback and comments will be delivered via the AET comment system. Candidate should not expect to receive feedback until March 1, 2024.

If an application is approved via the Early Submission process, the candidate is approved to receive their

degree and does not need to submit an application for the General Application Review process.

General Application Review

All candidates seeking to receive their Hoosier Degree must submit a completed application using the previously mentioned Official State Submission steps by 5pm EST on the published deadline. Decisions made through the General Application Review are final and no additional commentary on the application is eligible to for consideration at that time.

A final decision of all Hoosier Degree applications should be expected by Friday, May 3, 2024.

Disqualification Factors

The items below are possible factors that could lead to the disqualification of an application. This is not a complete list of possibilities.

1. If any signature is falsified, missing or inaccurate the application will be disqualified.
2. Applications which are incomplete will be disqualified.
3. Applications that do not meet constitutional requirements will be disqualified.
4. Applications that do not meet the minimum requirement of an SAE description or the committee is unable to definitively determine the agricultural relevancy of the SAE experience will be disqualified.

Timeline & Deadlines

Below is an outline of the important deadlines and general review timeline for the Hoosier Degree process. Applications are due by 5pm on the assigned deadlines. Additionally, the tentative times for when a student/advisors should expect to hear a decision about their application are listed with the announced details.


- 1/29/2024 – Application Early Submission Deadline
- 3/01/2024 – 1st Reviews Complete
- 3/08/2024 – Early Submission Decision Announced
- 3/15/2024 – All Hoosier Degree Application Deadline
 - (excluding those that received early submission approval)
- 4/26/2024 – 2nd Reviews Complete
- 5/3/2024 – Final Decisions delivered.

Completing the Application

This section of the handbook will serve as a map to navigating through the State FFA Degree application. It includes definitions, examples, and helpful hints to common questions.

General Overview

- Carefully reading the “Instructions” screen/page of the electronic application before beginning the application will help avoid technical issues and save much frustration while filling out the application.

- Watch for and click on the  icon as you complete the application for help and tips.
- Read the instructions and “Special Notes” at the top of each screen/page in the electronic application carefully. This will save a great deal of time and effort.
- Complete the application as of Dec 31 of the year prior to receiving the degree. No achievements accomplished or inventory acquired after this date may be included. (i.e., applying in 2024, conclude your application as of December 31, 2023).
- Plan ahead to get all of the required application signatures.
- Member must be at least a junior in high school to apply.
- A candidate for the State Degree who has SAE Projects in both the Entrepreneur and Placement categories should complete ALL financial sections of the State Degree.

Accessing the Application

The Hoosier Degree Application can be found on AET via ffa.org Application Center. It is an online application. Students are able to initiate their own application by accessing the AET Degree/Application Manager and selecting “Indiana FFA State Degree” from the dropdown list.

Application Screens & Pages

The following information will cover each screen/page of the electronic application from first to last. This should be used as a guide for applicants when completing the application.

Cover Page

1. **Name:** Enter your name or confirm that your name is spelled correctly if already entered. Be certain your name is typed exactly as you want it to appear on awards, websites and press releases. Indiana FFA staff download this information directly from the application, so your name will appear exactly as it shows in the application.
 - a. If the box is grey and will not allow you to type in it, change the information in your record book where the information is downloading from.
2. **Name on FFA roster (if different):** If the name you entered on the application is different than your name is shown on the FFA roster type your name here exactly as it appears on the FFA roster. This helps staff confirm FFA membership eligibility.
3. **Chapter ID:** This information will load automatically into the application based on the login credentials used to start the application.
4. **FFA Member ID #:** This information will load automatically into the application based on the login credentials used to start the application.
5. **Name Pronunciation:** Provide an easy-to-read pronunciation example of your name so award announcers have the best chance possible to say it properly. We promise to do our best and providing pronunciation goes a long way in ensuring the best experience.
6. **Email Address:** This is the main means of communication FFA staff will use to provide information on awards and ceremonies. Provide an email address that will remain active even after high school graduation. Your email address will not be sold or provided to anyone outside of FFA without your permission.

7. **Names of Parents/Guardians:** This information is used for press releases and award announcements. Please ensure the spellings are correct and the name is the one they wish used. This information must match exactly to the Parent/Guardian that is signing the application.
8. **FFA Chapter Name:** Provide the official name of the FFA chapter (*Example:* Southern FFA).
9. **Name of High School:** Give the complete official name of the school as it is often different from the chapter name. This will be used on websites and press releases.
10. **School Address:** FFA advisor(s) and/or other school officials may be sent mail at this address.
11. **School Telephone Number:** Include the area code and number where your FFA Advisor and/or school officials can be reached.
12. **Chapter Advisor(s):** – Click the (Refresh) link to load this information automatically from the FFA.org Chapter Profile. If the information is not up to date, ask your advisor to update the information in the chapter profile on FFA.org. Click the box next to the name of the advisor(s) who Indiana FFA should copy information to.
13. **Year of High School Graduation:** Enter the calendar year you graduated from high school, OR are expected to graduate from High School. This date is part of determining eligibility so must be accurate.
14. **Years of Ag Education Offered (grades 7-12) in High School Attended:** This number provides important data to Indiana FFA to determine your eligibility.
15. **Years of Ag Education Completed in High School:** This number provides important data to determine your eligibility.
16. **Is your grade average a C or better?:** Click Yes or No based on your current/graduation grade average. A school official must verify this by signature on the Signature page.

Basic Set-up


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.

1. Dates for this Application

- a. **Beginning Date** - Enter the date the Candidates began their first agriculture education course of the year they first became an FFA member.
 - i. *Example:* Candidates first Agricultural Education course began Aug 15, 2020. Candidate was added to the FFA membership roster in Sept 2020. Enter Aug 15, 2020.
 - ii. *Example:* Candidates first agricultural education course began Aug 20, 2019 but candidates chose not to become an FFA member until starting their second agricultural education course on Aug 17, 2020. Enter Aug 17, 2020. No records or information from before Aug 17, 2020 can be included in the application.
- b. **Ending Date** – Enter the year prior to the State FFA Convention year in which the application will be submitted for competition.
 - i. *Example:* The ending date for an application that will be submitted in 2024 must have an ending date of 2023.

- ii. Only records and activities that occurred prior to the ending date of the application are eligible to be entered into the application. Any mention of records, skills, events, or activities which occur after this date will cause the application to be penalized.

TIP: Wanting to add years to an application already started in a prior year? Changing the Ending Date will allow additional years of records to be entered into the application.

2. **SAE Types** – Click **each** SAE type for which records will be included in the application. The appropriate pages of the application for each SAE type will appear when the type is selected.
 - a. **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.
 - b. **Research** – this application type is for Research SAE projects.
 - c. **Placement** – this application type is for all Placement/Internship SAE projects and some Service-Learning SAE projects.
 - d. **Entrepreneurship** - the application type is for Ownership/Entrepreneurship SAE projects, School-based Enterprise SAE projects and some Service-Learning SAE projects.
3. **Assets** - Assets are items of value that you own and used in developing your SAE program.
 - a. **Value at Beginning Date** – the dollar value of items owned by the candidate on the Beginning Date specified above in the application. Enter a value in the appropriate box for any such items.
 - i. *Example:* The candidate had \$690 in their checking account on the beginning date entered in the application. This should be entered into box 1a. The candidate also owned a three-year-old pure bred angus cow. The value of this animal should be entered on line 2b.
 - ii. Read the  icons in the application for more information.
 - iii. Only include assets owned personally by the candidate. Do not include family-owned assets.
 - b. **Value at Ending Date** – the dollar values of cash and items owned by the candidate on Dec 31 of the application ending date.
4. **Liabilities** - Money the candidate owes to others (debts) that is related to their SAE program. Beginning and ending values are entered.
5. **Personal Cash Income and Expense** - This section represents personal items that were used as resources to support the development of the SAE program. These are values from beginning to all years in the application. Only enter dollars and items that are directly related to the SAE project(s) included in the application.

Membership Check

This information will load automatically into the application based on the login credentials used to start the application.

- Click the “Refresh Membership Data” button if the information is not complete.

- Read the “Special Notes for this page:” at the top of the screen if you have issues.

SAE – Research

Enter information about research and experimentation SAE projects completed here. After filling in each required box click “Add” to enter the information into the application for each individual project. As many different qualifying research projects or experiments as were conducted during the time span entered on the Basic Setup page/screen of the application may be separately entered.

1. **Pathway** – Select the Agricultural Food and Natural Resources (AFNR) pathway the research falls under. If the research does not fit under any of these pathways it may not be eligible to be counted as SAE and may not be used or entered. To learn more about the [Agricultural Food and Natural Resources](#) pathways click the link.
2. **Research Title** – Enter a descriptive title that will allow a reviewer to understand what the research or experimentation was about.
 - a. *Example:* “Corn vs Wheat Based Rations for Working Horses, Which Provides More Energy?”. This title tells the reviewer what the research was about and that it was an agricultural topic.
 - b. *Example:* “Research”, “People Watching”, “Work in lab” or “Chester” are all bad examples. None of these allow an application reviewer to determine if the project is eligible or even a project at all. The application would be sent back for corrections or rejected.
3. **Start year** – Select the year the research or experiment began from the years available in the dropdown menu. Only years within the Basic Setup dates entered on the Basic Setup page/screen of the application will appear for selection.
4. **End year** – Select the year the research or experiment finished from the years available in the dropdown menu. Only years within the Basic Setup dates entered on the Basic Setup page/screen of the application will appear for selection.
 - a. Experiments could have lasted less than one calendar year or stretched over several years.
5. **Hours** – Enter the number of hours spent planning, conducting, and reporting the research or experiment. This information should come directly from a careful log of hours in the candidates SAE records.
6. **Income/Funding** – Enter any income or funding received from the project or to do the project. It is not at all unusual for there to be no income/funding. If so, leave this box empty.
 - a. *Example:* A local pet shop owner paid the candidate to research the best temperature to keep each fish tank at for the specific type of fish being kept.
 - b. *Example:* The American Association for Beekeepers provided the candidate a \$400 grant to conduct an experiment on the best type of insulation for over wintering beehives in northern states.
7. **Expenses** – Enter the total amount of expense to conduct the experiment or research.
 - a. *Example:* Purchase of digital thermometers to measure water temperature in fish tanks.
 - b. *Example:* Purchase of different materials to insulate beehives.

SAE – Placement/Foundational

This screen/page of the application only appears in the application menu if you have selected Placement as and SAE type.

If you have multiple placement SAE projects you can make multiple entries in each year. For example, if you work for two different agricultural employers in the same year you can enter information for both in the year(s) you worked for them.

Year 2020 ▼	Pathway Agribusiness Systems (ABS) ▼	Job Title and Responsibilities / Project Description ? <div style="border: 1px solid black; height: 30px; width: 100%;"></div>		Add	
Employer or Project Name ? <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		Unpaid Hours <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Paid Hours <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		Gross Earnings <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

- Year** - This dropdown menu will include only the years which you designated on the Basic Setup screen/page of the application. The earliest year available will be the year of the “Beginning Date” you entered. The latest year will be the year of the “Ending Date” you entered. Change these dates to make additional years available if appropriate.
 - Select the year from the dropdown menu that you wish to enter records for.
- Pathway** – there is no right or wrong answer for this selection choose the pathway the best fits the project.
 - Select your desired Pathway from the dropdown menu.
- Employer or Project Name** – Enter the name of the business or person you worked for. Even if your project is unpaid, to be a placement project, you have someone to whom you report and who makes management decisions. Enter that person’s name.
- Job Title and Responsibilities / Project Description** – This portion is **VERY** important to allow the reviewer to determine eligibility. Provide a short but clear and specific description of your duties and responsibilities showing that they were agriculturally related. The description should not be less than 1 complete sentence. Descriptions in this section that are too vague may be disqualified.

Project Descriptions that would NOT qualify	Project Descriptions that WOULD qualify
Paid Activities	I worked on Big Ranch farms, continuing to help clean pens, bed down pens, building new pens for more livestock, and mixing feed as needed for all livestock on the property.
Assist with rebuilding engines and oil changes	Assisted in the servicing of agricultural equipment with general maintenance like oil changes and even rebuilding engines.
Building Remodelling	Remodelled 100'x100' machine shop for local Co-op to use for product storage.
Long Horn Cattle	Raised a herd of 4 Long Horn Cattle, including feeding, watering, bedding, and vaccinations.

Wayback Woodshack Owner and Operator	Owned and Operated the Wayback Woodshack, a small business that provides natural firewood to customers in Freedom, IN.
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5. **Unpaid Hours** – enter the number of hours worked in an unpaid position for experience or as a volunteer on the project(s) included in the application.
6. **Paid Hours** – enter the number of hours worked for payment or wages on the specific project(s) included in the application.

TIP: You cannot enter both paid and unpaid hours in the same entry. If you work for an employer at which some hours are paid and some are unpaid you will enter the hours as two different positions and should explain in the descriptions why some hours are paid and some are unpaid.

TIP: Do not duplicate hours. Each hour worked is either paid or unpaid it is not both.

TIP: If you own the project (animal, business, etc.) you do not have a Placement project and need to change to Entrepreneurship records.




7. **Gross Earnings** – enter the entire wage or salary you earned during that specific calendar year for the SAE project(s) in the application before any payroll deductions were made for taxes or other benefits.
8. **Expenses** - Some employment opportunities require you to provide your own equipment or safety items as part of your job. Enter the total amount spent during the calendar year of your entry on required items such as gloves, special shoes, safety glasses, etc. If you do not have such expenses leave this box empty.

TIP: When good records are not maintained it is easy to over-estimate the number of hours invested in a project. Review [SAE/Directed Lab Hour Limits](#) for information on the number of hours in a typical work year. If you are legitimately listing more than 2,080 hours in any one year, be sure to provide a good explanation for the judges in your description.

SAE – Entrepreneurship

This screen/page of the application appears if Entrepreneurship was selected as an SAE type on the Basic Setup screen/page.

Multiple entries can be made in each year. For example, if you own multiple animal or crop projects or multiple business enterprise you can enter information for each in the year(s) owned.

Year 2021 ▼	Pathway Agribusiness Systems (ABS) ▼ Project Name  <input type="text"/>	Size/Scope  <input type="text"/> Description  <input type="text"/>	Add
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Multiple entries can be made in each year. For example, if you own multiple animal or crop projects or multiple business enterprise you can enter information for each in the year(s) owned.

1. **Year** - This dropdown menu will include only the years which you designated on the Basic Setup

screen/page of the application. The earliest year available will be the year of the “Beginning Date” you entered. The latest year will be the year of the “Ending Date” you entered. Change these dates to make additional years available if appropriate.

- a. Select the year from the dropdown menu that you wish to enter records for.
2. **Pathway** – there is no right or wrong answer for this selection choose the pathway the best fits the project.
 - a. Select the Pathway that best fits the SAE project you are entering records for from the dropdown menu.
3. **Project Name** – Enter the name of the project you own.
 - a. *Example:* Feeder Steers, 7E Lawn Mowing or Juanita’s Pet Care.
4. **Size/Scope** – Enter the size or scope for each project.
 - a. *Examples:* Three head, 7 Clients, \$4,290 Gross Revenue, 8 acres, 69 tons or 71 repairs.
 - b. Provide the information that best helps judges understand your size and scope.
5. **Description** – Provide the reviewers a short but clear description of what the project is so that eligibility can be determined. The description should not be less than 1 complete sentence. Descriptions in this section that are too vague may be disqualified.

Income/Expense Summary (ENTREPRENEURSHIP or RESEARCH applications only)

The income and expense summary is a yearly summary of annual cash and non-cash income and expenses from the SAE project(s) entered into the application.


The dates entered in the application on the Basic Setup screen/page set your application years.

Your records should be organized by calendar year. If your SAE records have a short-year (Ex: 4 months) and then a complete year (12 months), you will need to separate the records into two calendar years.

Example:

Year 1: September 1 to December 31 - (4 months of records for the year)

Year 2: January 1 to December 31 - (12 months of records for the year)

For further information regarding the Income and Expense Summary please refer to the tips and examples within the application by putting your mouse on one of the  symbols in the application

Ending Current Inventory (ENTREPRENEURSHIP or RESEARCH applications only)

Enter the value of items that you own on Dec 31 of the year prior to the year applying and that you intend to use up or sell/trade over the next 12 months in this section of the application. Examples could include seed you intend to plant, fuel you will use; animals, plants, or equipment you will sell/trade before Dec 31 of the following year.

Do not include items in this section that you intend to keep for longer than the next 12 months and that

you can depreciate. Examples could include fish tanks, a greenhouse, computer hardware or breeding stock.

Only include items in this section that are directly related to the SAE project(s) included in the application.

For each of the following sections fill in the Description, Quantity and Ending Total Value boxes. You can add as many lines as needed to each inventory section by simply completing one line and clicking "Add".

- **Description** – Enter a clear description of the item(s). For example, "Ewe Lambs", "Feeder Steers" or "Purebred Labrador Retriever Pups". Entering a description that only you understand, such as an animal's name (Spot) or tag number (582) is a bad idea. Remember judges do not know your project, you must clearly describe it to them.
 - **Quantity** – Could be number of animals, pounds, gallons, liters, or other specific measurable amount of each item on hand.
 - **Ending Total Value** – The total dollar value of listed inventory items entered on the line as of December 31. Value should be no more than fair market value on that date.
1. **Harvested and Growing Crops/Plants** - This includes plants/crops owned on the date shown. Examples could include such things as potted plants or trees being held for sale, crops growing in the field or greenhouse and harvested grain in storage.
 2. **Feed, Seed, Fertilizer, Chemicals, Supplies, Prepaid Expenses, other Current Assets** – This includes consumable items such as livestock feed and veterinary supplies, crop supplies such as fertilizer, potting soil, pesticides and supplies such as gas, oil, spare parts, etc.
 3. **Merchandise, Crops, and Animals Purchased for Resale** – This includes all items of inventory owned that have been purchased for the specific purpose of reselling within 12 months which are on hand as of December 31.
 4. **Raised Market Animals** – Includes all the home-raised animals born that year and on hand as of December 31.

Ending Non-Current Inventory (ENTREPRENEURSHIP or RESEARCH applications only)

Enter the value of items that you own on Dec 31 of the year prior to the year applying and that you intend to keep longer than 12 months in this section of the application. Examples could include but are not limited to tools, fish tanks, tractors, tack, buildings, breeding animals, etc.

Do not include items in this section that you intend to use up or sell within the next 12 months.

Only include items in this section that are directly related to the SAE project(s) included in the application.

For each of the following sections fill in the Description, Quantity and Depreciation Claimed boxes. You can add as many lines as needed to each inventory section by simply completing one line and clicking "Add".

- **Description** – Enter a clear description of the item(s). For example: "Mature Mare", "2011 Case IH Tractor" or "5-gallon Fish Tank". Entering a description that only you understand, such as an animal's name (Spot) or tag number (582) is a bad idea. Remember judges do not know your project, you must clearly describe it to them.
- **Quantity** – Could be number of animals, pounds, gallons, acres, or other specific measurable amount of each item on hand.

- **Acquisition Cost** – The actual cash dollar cost to obtain the inventoried item. Fair market value should be used to determine the acquisition cost.
 - **Depreciation Claimed** – Represents the total dollar value of the depreciation claimed since the property came into your possession.
1. **Non-Depreciable Draft, Pleasure, or Breeding Animals** – Includes all working, pleasure or breeding animals/livestock born and raised on your property and owned by you which are on hand as of December 31 of the year prior to the application being submitted. These are animals that have not reached their maturity (the point in which they start to depreciate).
 2. **Depreciable Draft, Pleasure, or Breeding Animals** – Includes animals that have reached their maturity value and are now declining in value. These animals/livestock are owned by you and on hand on December 31 of the year prior to the application being submitted.
 3. **Depreciable Machinery, Equipment, and Fixtures** – Includes all machinery and equipment personally owned as of December 31.
 4. **Depreciable Land Improvements, Buildings, and Fences** – Includes all the buildings and land improvements, including tiling, terracing and fences you own as of December 31 of the year prior to the application being submitted.
 5. **Land** – Includes any land owned as of December 31 of the year prior to the application being submitted. Land does not depreciate.

Financial Balance Sheets

Assets and Liabilities – These two pages summarize the assets and liabilities listed in your degree application. You will take note that the numbers reported are your “beginning” and “ending” values. Also, these pages are populated automatically within the application. The numbers from these pages come from the ending basic setup page, income/expense statement, and the current and non-current ending inventory. Values are hyperlinked to corresponding pages to aid applicant in locating where their financial figures are coming from.

Net Worth – The financial information for this page will automatically transfer from previous information provided by the candidate. To complete this page, the candidate will need to reference section E to make sure that the Accuracy Check for the balance sheet has “Met”. This section compares your beginning and ending asset values in this application to your entered Liabilities + Equity (personal + SAE earned).

Earnings and Productively Invested

The following sections are a summary of previously entered values.

1. **SAE Earnings:** Summary of SAE-related earnings meet the award requirement.
2. **Productively Invested:** Total change in productively invested using rules outlined by FFA.
3. **Unpaid Hours:** Summary of unpaid hours from the SAE activities, which includes unpaid hours entered on:
 - a. SAE Details - Placement and Exploratory
 - b. SAE Details – Research

4. **Qualification Check:** Summary of SAE-related earnings meet the award requirement. One of the following options (all areas for each option) must be “MET” for the application to be successful.
 - a. **Option 1 Conditions:** A review of SAE earnings and productively invested value to achieve award value.
 - b. **Option 2 Conditions:** A review of award criteria using unpaid hours, earnings and productively invested.
 - c. **Option 3 Conditions:** An expanded combination of unpaid hours, earnings and productively invested.

Activities

Candidates must have participated in at least 5 different FFA activities above the chapter level. All activities listed on the application **must be completed after July 1 of the candidate's freshman year of high school.** Events that are listed under the activities section cannot also be included as a part of the SAE records or community service.

Additional Activity Requirements:

- At least one activity must be participating in an FFA CDE or LDE above the chapter level.
- Qualifying activities must be different activities or at different levels.
 - NOTE: Invitational contests count as the same activity as an area contest for the same CDE.
- Virtual activities do not count toward degree requirements.
- Completing a proficiency application DOES count as an activity above the chapter level if submitted at the district-level or above.
- A proficiency application, regardless of level above the chapter (district, state, national), only counts as one (1) activity.
 - *Example:* A member can only use one (1) proficiency application as one (1) activity, not for multiple activities (i.e. If a member has a Diversified Livestock Production Proficiency and Equine Placement Proficiency, the member can only count one of these proficiencies as one of the five (1 of 5) activities required for the Hoosier Degree.
- **In addition to these 5 activities, candidates must also list that they have held a chapter officer, committee chairperson or a participating member of a chapter committee.**

Example of Activities List that would NOT qualify	Example of Activities List that WOULD qualify
District Creed Speaking, 2017	District Creed Speaking, 2017
Area II Soils CDE, 2018/2019/2020	Area II Soils CDE, 2018/2019/2020
State Soils CDE, 2019	State Soils CDE, 2019
District Kickoff, 2017/2018/2020	District Kickoff, 2017/2018/2020
Chapter FFA Member, 2017/2018/2020	Chapter POA Committee Member, 2019

Community Service

Candidates must have participated in at least 25 hours of community service, within at least 3 different community service activities. These hours are in addition to and cannot be duplicated as paid or unpaid SAE hours. Activities can only be used once in the application. Activities planned by the local chapter can be included provided they are only listed in the community service section of the application and not duplicated in the FFA activities section of the application. Carefully review the "[Community Service Guideline for FFA Degrees](#)" to learn what activities are eligible to be counted as community service for FFA degrees.

Project Descriptions that would NOT qualify	Project Descriptions that WOULD qualify
Soup for Souls	Soup for Souls: Prepared and served food at Soup for Souls soup kitchen to patrons. Organized and cleaned kitchen after food service.
4-H Fair	4-H County Fairgrounds: Cleaned up litter, leaves, and fallen trees around 4-H County Fairgrounds. Planted flowers and installed new landscaping bricks around Community Building on grounds.

Remember just because you worked for free doesn't mean it was eligible community service, check the guidelines.

Checklist

The application includes an automated checklist to help find errors or information missing from the application. It is intended to assist in finding errors. It will not find every possible error. A clean checklist does not guarantee the application is acceptable.

1. **NOT MET, MISSING or ERROR** - The application cannot be submitted for state level competition if there are any "Not Met", "Missing" or "Error" items in red font on the checklist. This signifies there is incorrect or missing information that may prevent the application from qualifying.
2. **REVIEW** - A checklist items that says "Review" in red font is not an error and may be fine. The checklist is simply calling attention to information in the application that should be double checked. Applicants are advised to ensure the information the item points to is clearly explained in the application.
3. **Pending Review** - A checklist item that says "Pending Review" in green font simply means that national staff need to manually review this application portion.
4. **MET** - Ideally all items on the checklist should say "Met" in green font. This does not mean the application is perfect and without error. It does mean everything the computer can automatically check for has been cleared.

TIP: Computers are not as smart as people. The computer can check whether or not a box contains text or numbers, it can't determine if the text or numbers are correct information. A clean checklist does not guarantee the application has no errors.

Electronic Signatures

Carefully read the signature statements before electronically signing the application. Commitments are being made for all signatories, know what you are signing. The names of completed signatures must match names included on the Cover page of the application. If for any reason signature names or emails need to

be modified State FFA Staff MUST be notified and rule on the best course of action.

1. **Student Approval** – this is the signature of the applicant. Only when correctly signed into the applicant's electronic account can information be entered.
2. **Advisor Approval** – this is the signature of the supervising agricultural education teacher / FFA advisor. The advisor's signature is required to verify and certify the application. The advisor must be signed into their electronic account to enter information here.
3. **Request for Parent/Guardian Approval** – this area is for the parent/guardian to certify the information in the application and give permission for information to be used.
 - a. Enter the email address of the parent/guardian whose signature is being requested and click the "Request Signature" button. The application will send an email to that address which says:

Dear *(Insert Parent/Guardian Names)*,

(Name of Applicant) has applied for a State FFA Degree and parent/guardian approval is required to complete the application process.

Please click this link to review the application and complete the approval:
(A unique link to the specific application will be shown)

If you have questions, please contact the *(Name)* FFA chapter advisor(s) listed below:

Advisor(s): *(The names of the FFA advisors in the application will be listed here.)*

Email: *(The email addresses of each listed advisor will appear here.)*

Phone: *(The school phone number will appear here.)*

- b. The parent/guardian must open the email message, click the link and following the simple instructions to electronically sign the application.
4. **Principal or Superintendent Approval** – This signature is for the school official to verify the scholastic information in the application is true and that the official is willing to recommend the candidate. This signature may also be completed by a school guidance counselor.
 - a. Enter the email address of the "School Official" whose signature is being requested and click the "Request Signature" button. The application will send an email to that address which

Dear *(Insert School Official Name)*,

(Name of Applicant) has applied for a State FFA Degree and a school official's approval is required to complete the application process.

Please click this link to review the application and complete the approval:

(A unique link to the specific application will be shown)

If you have questions, please contact the *(Name)* FFA chapter advisor(s) listed below:

Advisor(s): *(The names of the FFA advisors in the application will be listed here.)*

Email: *(The email addresses of each listed advisor will appear here.)*

Phone: *(The school phone number will appear here.)*

- b. The school official must open the email message, click the link and following the simple instructions to electronically sign the application.

Save/Print Your Application

It is important to understand that reviewers do not access the live, online application. The live application can be constantly accessed by applicants and is ever changing. The document reviewed is the specific, time stamped PDF version of the application which is generated and submitted. If no PDF of the application is “generated” by completing the following steps there is nothing to be submitted or be judged.

1. **Complete/Save Your App** – The button labeled “Complete/Save Your App” is how application PDF versions are generated (created). This generated PDF is what is actually submitted and judged. As versions are generated, they are listed in the table on the screen. The most recent version prior to the deadline is generally the one available to chapter advisors to select. Confirm with chapter advisors which version you want submitted.
2. **Get PDF** - To view the generated application click the “Get PDF” button next to each listed version. What you see when you open this file is what is being submitted for review.

Resources

Qualification Sheet

Yes	No	Reason	Qualification
—	—	—	Has received and held the Chapter FFA Degree.
—	—	—	Has been an active FFA member for at least 2 years (24 months) at the time of receiving the State FFA Degree. (Member must be at least a junior in high school to apply)
—	—	—	While in school, have completed the equivalent of two full years (360 hours) of systematic school instruction in agricultural education at or above the ninth-grade level , which includes a supervised agricultural experience program.
—	—	—	a. Have earned and productively invested at least \$3,102 ;
—	—	—	b. Have worked at least 600 unpaid hours in excess of scheduled class time;
—	—	—	c. Any combination of unpaid hours x \$9.50 plus dollars earned and productively invested equal to, or greater than, the number \$3,323 , with a minimum earned and productively invested amount of \$621 .
—	—	—	Performed ten (10) procedures of parliamentary law.
—	—	—	Participate in at least one (1) career development event or leadership development event above the chapter level.
—	—	—	Serve as an officer, committee chairperson or a participating member of a chapter committee
—	—	—	Have a grade point average of 2.0 or greater on a 4.0 scale.
—	—	—	Have participated in the planning and completion of the chapter Program of Activities.
—	—	—	Have participated in at least five (5) FFA activities above the chapter level. These must be different activities or at different levels.

_____	_____	_____	Have documentation of providing at least 25 hours of community service during high school.
_____	_____	_____	Parent or Guardian Signature
_____	_____	_____	Candidate's Signature
_____	_____	_____	Chapter Advisor Signature
_____	_____	_____	Superintendent, Principal, or Guidance Counselor Signature
_____	_____	_____	All parameters have been " MET "

Application FAQ's

Where do we find the Indiana FFA State Degree?

The applications can be accessed through the student and/or advisor's dashboards on ffa.org. Help Guides to add and access applications can be found on our website at the following link:

<http://inffa.org/page.aspx?ID=351>

What are the qualifications that need to be met by the member to achieve their Indiana FFA State Degree?

Please refer to the "Constitution and Bylaws for State Degree" section of this State Degree Handbook.

If the checklist has all "Mets" does the application need to have a "met" on the Earned and Productively Invested page of the application?

Yes, you need to have met on the checklist, earned and productively invested, and electronic signature pages. The student will need to meet one of the three options on the earned and productively invested page which will put a "met" next to the "qualified under at least one option" row.

How do I submit the State Degree Application for review?

Please refer to the "Official State Submission" section of this State Degree Handbook.

How do I know if the association has received the degrees I submitted?

Please refer to the "Official State Submission" section of this State Degree Handbook.

What are common errors with the Hoosier Degree application?

Major and common errors with submitted applications each year, that can and do result in disqualification, include:

- 5 FFA Activities (please review the extensive section in this Handbook to ensure this is met for your member). Often less than 5 activities are submitted.
- Community Service hours are not detailed enough for reviewers to know that the service is in fact community service. See section in this Handbook for more information.
- The SAE used to meet the hours and/or money earned requirement is not agriculturally based.
 - *Example:* Babysitting does not count toward degree hours or money earned.

District Application Leaders

Below is a list of FFA Advisors in local districts that are experienced with the State Degree Application and process. If you have question with the application, consider reaching out to these advisors.

- District 1: Travis Scherer, Tri-County, scherert@trico.k12.in.us

- District 2: Mike Jones, Tippecanoe Valley, jonesm@tvsc.k12.in.us
- District 3: Ron Noll, Prairie Heights, rnoll@ph.k12.in.us
- District 4: Erin Giller, Southmont, erin.gilley@southmont.k12.in.us
- District 5: Cari Butcher, Carroll, cbutcher@carroll.k12.in.us
- District 6: Mike Jones, Adam Central, jonesm@accs.k12.in.us
- District 7: Kate Skirvin, North Putnam, kskirvin@nputnam.k12.in.us
- District 8: Joe Dunn, Indian Creek, jdunn@nhj.k12.in.us
- District 9: Tammie Starkey, Shenandoah, tstarkey@shenandoah.k12.in.us
- District 10: Annette Applegate, Forest Park, annette.applegate@sedubois.k12.in.us
- District 11: Jeanna Eppley, Seymour, eppleyj@scsc.k12.in.us
- District 12: Cassie Wallpe, Batesville, cwallpe@batesville.k12.in.us