



# 2016 Texas State Lone Star Degree Application

## Manual Review of Qualifications

<b>Record Book - The following are review sections related to the AET Complete Record Book Report &amp; some related to the FFA Application</b>	<b>Local</b>	<b>Dist</b>	<b>Area</b>	<b>State</b>
1. Did the records end on the correct ending year (April 1 year) for this award application? <b>(See record book cover page - Report Date)</b>				<b>XXXX</b>
2. Did the candidate report courses completed of at least 2 years (or 4-semesters equivalents) of systematic secondary school instruction in an agricultural education? <b>(See record book cover – Executive Summary line 4, 5a and 5b)</b>				<b>XXXX</b>
3. Has the candidate been involved in SAEs that reflect agricultural experiences relevant to this application? <b>(See record book Section F - Student SAEs)</b>				<b>XXXX</b>
4. Did the candidate indicate officer position(s), or chairperson and/or member of the Chapter's Program of Activity? <b>(See record book Section C, D)</b> [Texas FFA Association Policy Handbook – Section 26.4(a)]				<b>XXXX</b>
5. (a) Did the candidate participate in at least ten (10) activities from at least three (3) different areas or more official functions above the chapter level, and/ are those entries correctly transfer to the application? <b>(See record book Section E. FFA Competitions to review entries)</b> (b) Did these activities also transfer to the award application? <b>(See FFA award application – Activities, Section VI)</b>				<b>XXXX</b>
6. (a) Did the candidate participate in 25 hours of Community Service Activities in at least <u>two different</u> activities? <b>(See record book Section E Community Service)</b> (b) Did these activities also transfer to the award application and represent <u>two different</u> activities? <b>(See FFA award application – Community Service, Section VII)</b> [TX I, FFA Constitution, Article VI, Section D,E,F]				<b>XXXX</b>
7. Is there a complete SAE agreement (SAE Plan) for EACH SAE in the record book, which fully explains (1) connections to Texas agricultural education courses, (2) any financial agreements and (3) learning outcomes? <b>(See record book Section F - each SAE)</b> -If the student has an exploratory SAE, is the project <u>independent of market animal project (if applicable)</u> ? -If the student has an exploratory SAE, is the project independent of other SAEs occurring in the same time frame?				<b>XXXX</b>
8. Are the transactions (Income/paychecks, adjusted project value, expenses or unpaid journal hours) for EACH SAE listed in Section F appropriate for the enterprise listed? <b>(See record book Section F under each SAE and review journals, cash and non-cash entries as)</b> -For Market Livestock projects, does each include an inventory purchased for resale? <b>(See cash and non-cash entries for appropriate items and values, these must be listed!)</b> -For any entrepreneurship project, if any market adjustments exist, are they appropriately valued for the project <b>(See market adjustments on the enterprise Profit/Loss Report &amp; Details)</b>				<b>XXXX</b>
9. In reviewing students Profit and Loss Report for EACH SAE <b>(See enterprise Profit/Loss Report)</b> -Are the ending current inventories values appropriate? <b>(See annual ending current inventory)</b> -If the student has a placement SAE, are the annual hours less than 2,080? <b>(See "Journal Time" by year)</b> -* If the student has a research SAE, are the annual hours appropriate? <b>(See "Journal Time" by year)</b>				<b>XXXX</b>
<b>Refer to automatic checksheet as part of the FFA Award Application.</b>				
1. The Lone Star Application prints without "Draft" <b>(See qualifications section - Check Sheet)</b>				
2. All pages of the FFA application have identical version # listed at the bottom of each application page.				
3. The application cover page is complete with signatures. The previous regional record book checks are all complete and included from previous evaluations.				
4. * NEW - All SAE agreements are included with the application and each fully explains (1) connections to Texas agricultural education courses, (2) outlines any financial agreements and (3) defines learning outcomes. Also the SAE is not a duplicate of other SAE projects occurring at the same time.				
5. On the Income and Expenses Summary of SAE Program, verify that (a) if student has Market animals, they report expenses animals purchased for resale (2a and 2b) and has appropriate total expenses relative to the scope of the project <b>(See Income and Expense Summary and SAE details pages)</b>				

Date	Local Advisor Name (Print)	Local Advisor Signature
Date	District Representative Name (Print)	District Representative Signature
Date	Area Representative Name (Print)	Area Representative Signature
Date	State Representative Name (Print)	State Representative Signature