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State Staff:

2018 Updates to SAE Award/Degree Applications

Created: 12/2017

The following application updates have been made to the American FFA Degree and Proficiency Award applications for submission this year - 2018.

AMERICAN FFA DEGREE

Four updates have been made to the application.

Automatic Upload of Chapter & Advisor Information:

Chapter and advisor information (*name, address, school, phone, email*) now loads automatically into the application cover page. This will reduce the opportunity for the applicant/advisor to make typing errors and help to keep chapter information up to date in the FFA.org profile system.

- The information comes directly from the Chapter and Advisor profile information provided to the FFA.org profile system by the FFA Advisor.

TROUBLE SHOOTING TIPS:

- Corrections to this information cannot be made in the application itself, the authorized FFA advisor must log in to FFA.org and make the corrections in their advisor profile.
 - The application may need to be refreshed (*log out and log back in*) for the changes to show. There is also a "Refresh" button for the advisor information.
 - If a chapter advisor is missing the advisor needs to register themselves in FFA.org as the chapter advisor and request state staff approval.
 - If a chapter advisor needs to be removed from the chapter profile a state staff must make this change in the FFA.org profile system.

Membership Check:

A new automatic membership check has been added to the application. This automates the checking of membership for members, chapter advisors, state and national staff. No more need to run tedious and time consuming multi-year membership checks on your applicants! No more last minute, summer month, notifications from National FFA about missing years of membership. Issues will be discovered and solved prior to applications being submitted.

- The application will check the membership id number of the member profile used to start the application against National FFA Organization membership records.
- The application will check for and display all years in which the applicant was/is an FFA member from 2013-14 forward.
 - 3 years of consecutive FFA membership and membership in the current year are required to qualify for the American FFA Degree.
 - Years of membership prior to 2013-14 cannot be checked automatically in the system. This in no way prevents applicants who were members in previous years from adding those years of SAE records to the application.

- The membership check is included on the automatic Checklist in the application.
 - An application that does not show all checks “Met” on the checklist will not submit to the National FFA Organization.

TROUBLE SHOOTING TIPS:

- Members who advisors have mistakenly entered as new members instead of renewed as continuing members will have multiple FFA ID numbers. The application provides a place to add these additional FFA ID numbers so the system can find them.
- AET customers who start applications through AET need to ensure their information in AET matches that in FFA.org for the membership check to work properly.

Electronic Signatures:

The American FFA Degree has gone paperless! Signed hard copies of the American FFA Degree signature page have been replaced with an electronic signature process.

- **No hard copy forms or pages are required to be submitted to National FFA for the American FFA Degree.**
- Electronic signatures are required from:
 - Applicant - typed directly into the application when complete. Applicant must be signed in and working on the application in their own profile to be able to sign.
 - Chapter Advisor – typed directly into the application before submitting to state designated regional/state staff. For multi-advisor chapters any one of the advisor can sign the form electronically.
 - Parent/Guardian – applicant enters name(s) and email information and clicks button which sends email to parent/guardian. Parent/guardian clicks link in email to sign application.
 - Principal or Superintendent - applicant enters name and email information and clicks button which sends email to administrator. Administrator clicks link in email to sign application.
 - State Staff signature is replace by the fact that only the state staff can approve and submit the application for national review.
 - Chapter President signature has been removed.

Manual Checklist:

The Manual Review Sheet which previously became available only when a PDF copy of the application was generated has now been added to the Checklist screen of the application (*it will still print if a hard copy of the application is desired*).

- Additional detail has been added to these checks to help local/regional/state application reviewers find problems before submitting the application to National FFA.
- A direct link to the Community Service definitions is included in this manual review.

PROFICIENCY AWARD APPLICATIONS

Two updates have been made to the application.

Membership Check:

An automatic membership check feature has been added to the Proficiency Award application.

- The application will check the membership id number of the member profile used to start the application against National FFA Organization membership records.

- The application will check to ensure the applicant is a current FFA member and that the applicant has been a members for at least 12 months.
 - The membership history does not print on the PDF/Hard Copy of the application.
 - The application will check for all years in which the applicant was/is an FFA member from 2013-14 forward.
 - 12 months of records are required to complete a proficiency award so the application looks for at least 12 months of membership and confirms the applicant is a current member.
 - Years of membership prior to 2013-14 cannot be checked automatically in the system. This in no way prevents applicants who were members in previous years from adding those years of SAE records to the application.
- The membership check is included on the automatic Checklist in the application.

Automatic Upload of Chapter & Advisor Information:

Chapter and advisor information (*name, address, school, phone, email*) now loads automatically into the application cover page. This will reduce the opportunity for the applicant/advisor to make typing errors and help to keep chapter information up to date in the FFA.org profile system.

- The information comes directly from the Chapter and Advisor profile information provided to the FFA.org profile system by the FFA Advisor.

TROUBLE SHOOTING TIPS:

- Corrections to this information cannot be made in the application itself, the authorized FFA advisor must log in to FFA.org and make the corrections in their advisor profile.
 - The application may need to be refreshed (*log out and log back in*) for the changes to show. There is also a "Refresh" button for the advisor information.
 - If a chapter advisor is missing the advisor needs to register themselves in FFA.org as the chapter advisor and request state staff approval.
 - If a chapter advisor needs to be removed from the chapter profile a state staff must make this change in the FFA.org profile system.

There is no change to the submission process of Proficiency Award applications this year. Applications must still be submitted in hard copy for national judging.

If there are questions or concerns please feel free to contact Brett Evans, SAE Education Specialist at bevans@ffa.org

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