

## **Directions for Filling out a State Degree – Placement**

### Cover Tab:

- Complete all necessary information on the cover pages.

### Basic Setup Tab:

- Enter a beginning date
  - Make sure that your FFA records do not start prior to when you started Ag Ed.
- Enter the ending year
- Assets
  - Enter your beginning values
  - 1b: these are only the value of the savings bonds in your name. Insurance can only be claimed if you the student pay for it.
- Liabilities: These are only items that relate to your SAE. If you have a loan on a personal vehicle, you would list the amount of the loan you have paid to date under your personal expenses.
- Personal Cash Income & Expense
  - These values are from the day you started records until December 31<sup>st</sup>.
  - Shouldn't have any significant educational expenses unless in college.

### SAEs – Placement & Expl.

- You need to fill this out for each year of SAE records
- It is best if you can split out each of the major responsibilities with the hours worked for those tasks.
- Select the pathway that most closely relates to your program. This should match page 3.
- Employer is who you work for in placement programs; Project name is "Title of Proficiency" Entrepreneurship (ex. Equine Science Entrepreneurship)
- Job Title & Responsibilities:
  - Give full detail of what you do in your job.
  - Explain your cash sales here if you are entrepreneurship.
- Gross Earning: this is your income before taxes are taken out.
- Expenses: DO NOT put anything in here unless you are required to buy things for your job (i.e. shop uniforms)
  - Make sure you don't take your taxes out here.

### Assets and Liabilities Tabs:

- All information on these pages automatically transfer from "Basic Setup" tab.

### Net Worth Tab:

- Section E will show you if your financials are balanced between assets and liabilities.

- Follow the guiding principles by hovering over the question marks on this page to see where adjustments should be made.

#### Earned & Prod. Invested Tab:

- This is where you will find out if you have met the financial and / or hours requirements for your state degree.

#### Skills, Comp., Knowledge:

- Where it says “Click to Choose” select an appropriate skill that relates to your SAE. They are broken out by agricultural pathways.
- You can use the same Performance Indicator twice, but with a different contribution to success.
- Give a full enough description that shows you know **HOW** it makes you successful. Don’t waste your time restating the indicator....we can read that already.

#### Activities Tab:

- For each activity:
  - Select the year of the activity
  - List the activity name
  - Select the level of involvement
  - Click Add
- To use the same activity for multiple years, click the edit button and under the level of involvement you will now find a check box to check multiple years.
- Make sure you have **FIVE ACTIVITIES ABOVE THE LOCAL LEVEL!!!**
- If using CDEs:
  - Competing in the same CDE for multiple years only counts as one activity above the local level
  - Competing in the same CDE at each regional contest and state contest counts as separate activities.
- Filling out state proficiency awards counts as an activity above the local level.
- For more information regarding activities above the local level, check the State Degree Handbook: <http://wisconsinffa.org/programs/>

#### Community Service Tab

- You need a minimum of two different activities and a total of 25 hours or more of community service.
- You can use FFA Community service activities on this page, but they **CANNOT** be used anywhere else on the application.
- Clearly identify what you are doing with the given activity to answer any doubts a reviewer may have.

#### WI Extra Pages:

- Please remember to include the extra page found at: <http://wisconsinffa.org/programs/> (It is titled: State Degree Additional Manual Required Page)
- Two Agricultural Speeches:
  - Make sure they are appropriate length of time
- 4 of 6 Capacities
  - Official State FFA Representative: This is only if you were a state winning CDE or LDE representing Wisconsin at the National Level. Serving as a WI National Delegate would be allowed here as well.
- 5 Activities of participation in planning and completion:
  - Cannot include any community service activities that were used on the community service tab.
- Parliamentary Procedure
  - Make sure the abilities are actual abilities according to the salient point sheet found here: <http://wisconsinffa.org/events/> (Click on Leadership Developments Tab)

Transcript:

- It is required to provide a copy of your transcript.
- Please assist the review team by highlighting all of your agriculture classes you have taken.
- If you do not have 2 years of ag ed (4 semesters) completed prior to February 6<sup>th</sup>, you will not be eligible to receive your degree.