

ND State FFA Degree Manual Review Sheet

Updated: 3/2022



NORTH DAKOTA

Yes No

General SAE Checks

- _____ _____ 1. Records to substantiate each SAE type marked, on Page 4, Section II. SAE Types are present in the application. (i.e. Research was selected there must be a research information page.)
- _____ _____ 2. SAE projects are all listed as the correct type (Entrepreneurship, Placement, or Research) with the correct type of supporting records included in application. Example: Animals owned by the applicant may not be listed as Placement projects. Research projects conducted by applicant must be listed as Research projects not Placement projects.
- _____ _____ 3. SAE projects are not duplicated as multiple SAE types or as both paid or unpaid hours. Examples: Same project listed as both Research and Placement. Same project listed as Entrepreneurship and Placement. Same Placement project hours listed as both Paid and Unpaid.
- _____ _____ 4. Application includes at least two years of SAE records, including the most recent year ended Dec 31.
- _____ _____ 5. Each project included in the application provides enough detail for an outside reviewer to understand what it is and how it is agriculturally related. (i.e. Description should include name of employer/project, duties and responsibilities of applicant, description of employment/project.)

Yes No

ND State FFA Degree Checks

- _____ _____ 1. Have received the Chapter FFA Degree
- _____ _____ 2. Have been an active FFA member for at least two years (24 months) 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 9th grade level, which includes a supervised agricultural experience program.
- _____ _____ 4. A student after entering agricultural education must have:
- 1. Earned and productively invested at least \$1,000; or
 - 2. Worked at least 300 hours in excess of scheduled class time; or
 - 3. A combination thereof, in a supervised agricultural experience program.
- _____ _____ 5. Demonstrate leadership by:
- Performing 10 procedures of parliamentary law; and
 - Giving a six-minute speech on a topic relating to agriculture or the

- FFA; and
- Serving as an officer, committee chairperson or participating member of a chapter committee.

_____ _____ 6. Have a satisfactory scholastic record as certified by the agriculture instructor, principal, or superintendent.

_____ _____ 7. Have participated in the planning and completion of chapter's Program of Activities.

Yes No

Leadership/FFA Activities Check

_____ _____ 1. Have participated in 5 different FFA activities above the chapter level.

- Application lists at least five distinctly different leadership/FFA activities, not only the same activity repeated three times, even if in different years.

Yes No

Community Service Checks

_____ _____ 1. Have participated in at least 25 hours of community service, within at least two different community service activities. These hours are in addition to and cannot be duplicated as paid or unpaid SAE hours.

- Application lists at least three distinctly different community service activities, not only the same activity repeated three times, even if in different years.

_____ _____ 2. Listed activities meet the Community Service Guidelines for FFA Degrees.

FFA Degree Community Service Guidelines

Updated: 3/2022

For activities to be acceptable as FFA Degree community service hours all the following must be met:



1. The activity includes tangible community involvement by the applicant.
2. The applicant has an opportunity to gain skill sand competencies or apply skills and competencies learned in the classroom setting.
3. The activity has a demonstrated positive impact and is focused on helping others, improving community resources or improving community infrastructure.
 - a. Community members impacted may not primarily be members of the applicant’s own family.
4. The applicant must voluntarily donate his/her time, energy, and knowledge outside of any class time, including non-agricultural education class time.
 - a. If the applicant is allowed to perform service in place of other required activities (classwork for example) it is not donated time and should not be counted.
 - b. Service required for reparations or punishment is not voluntary and cannot be counted.
5. Community Service activities can be organized by a group the applicant is part of (FFA Chapter, church congregation, sports team, etc.), but the activity cannot be for the benefit of the group itself.
 - a. Exception: If the applicant is a member of a group whose SOLE purpose for existing is to provide service (March of Dimes, United Way, American Cancer Society, etc.) an event put on by the group may benefit its own service mission.
6. Activities listed/hours counted as Community Service cannot be duplicated in the FFA activities section of the application or as unpaid SAE hours. Activities/hours may only be used in one section of an application.

Community Service Hints: Applications need to list “Individual/Group/Organization to whom service was Provided” in the first column, not who service was performed with. Applications which list FFA, 4-H or applicant’s own school in the first column are wrong and will be questioned by state reviewers.

Example of Bad Entry:

Individual/Group/Organization to whom service was PROVIDED	Service performed and whom you performed the service with if applicable.	Hours
FFA Chapter	Helped with fundraiser.	3

*In this example the applicant lists their FFA Chapter as the organization that they **served**. If true, that is not acceptable within the guidelines. A common error is for applicants to list who they served **WITH** in column 1. If what they actually did was participate in a fundraiser for something acceptable **with** their chapter, it meets the guidelines but is entered incorrectly leading reviewers to believe the service was provided **to** the chapter.*

Example of Acceptable Entry:

Individual/Group/Organization to whom service was PROVIDED	Service performed and whom you performed the service with if applicable.	Hours
XYZ Local Children’s Hospital	Raised money for play area.	3

In this example reviewers can reasonably assume the service was provided to a community group which meets the guidelines.

Example of Good Entry:

Individual/Group/Organization to whom service was PROVIDED	Service performed and whom you performed the service with if applicable.	Hours
XYZ Local Children’s Hospital	Volunteered with my FFA Chapter to hold a BBQ fundraising dinner. All money earned was used to clean and repair the children’s play area in the pediatric wing of the hospital.	3

In this example reviewers can clearly determine the service meets the guidelines.

FFA Degree Acceptable and Unacceptable Community Service EXAMPLES:

Unacceptable These examples are participation/engagement rather than service or directly benefit the participant.	Acceptable These examples are voluntary, provide tangible benefit to the community and do not directly benefit the participant.
Participating in a fundraiser in which the profits benefit the FFA Chapter and/or chapter members	Participating in a fundraiser organized by the FFA Chapter for which all profits are donated to another community group or cause.
Organizing and/or participating in a fall leaf clean up at your own club headquarters or a relative’s home.	Organizing and/or participating in a fall leaf clean up for a civic building, community park, or for a group of community members in need.
Volunteering as the scorekeeper, manager, concessions stand attendant, etc. for your own or your school’s sports team, ban, play, assembly, choir performance.	Volunteering as the unpaid coach, scorekeeper, manager or referee for a non-profit community sports team, band, choir, dance troupe, etc.
Playing on a sports team or participating in a club, band, scout troop, church choir, etc.	Participating in community service activities with or organized by a sports team, club, band, scout troop, church choir, etc.
Participating in or conducting religious worship services/practices such as performing in choir, band, play, re-enactment, providing clerical services (alter server, priest, missionary, usher, etc.); proselytizing, teaching religion classes, etc.	Participating with or as part of a non-profit religious organization/group/congregation to provide meals, build homes, provide child care, teach non-religion classes (English language, employment skills, homemaking skills, etc.)
Cleaned school windows as required service to make up for truancy, unacceptable behavior or other prohibited acts.	Volunteer to clean windows at local library, courthouse, community center or other not for profit public building/space.
Showing your own or assisting relatives to show animals at a livestock show for an award or to sell.	Serve as a volunteer to organize/conduct a community education event/display at a livestock show or fair.
Help with set up or tear down of fair/livestock show if such participation is a requirement for participation in the event/show.	Work with FFA, 4H or other group to voluntarily, and with no compensation to the group, setup/clean up a community event such as a fair, livestock show, community event, etc.

<p>As a member of FFA or any other group (4H, scouts, Key Club, etc.) provide training for competitions, events, offices, etc. to your own chapter/group/club.</p>	<p>As an unpaid volunteer provide training for competitions, events, offices, etc. to members of a group of which you are not a member.</p>
<p>Serving as an officer in FFA, 4H, scouts, Glee Club, etc.</p>	<p>Time spent planning, organization and conducting a community service project as an officer or member of an organization/club/group. (Cannot be double counted as an FFA or SAE activity for other degree requirements.</p>
<p>Provided paid training, judging or consulting services to groups or organizations. Example: Serving as a paid livestock judge for junior show.</p>	<p>As a unpaid volunteer, provide training for non-profit, DIRECT AND TANGIBLE community benefit to any group, including one of which you are a member, such as disaster preparation, first aid, suicide prevention, abuse prevention, hunter safety, pollution prevention, invasive species education and control, etc.</p>