

**Texas Lone Star Degree Manual Review**  
**(The following will be included in your students printed FFA Degree Application)**

**The following are review sections of a student's "Supporting AET Records" to verify important areas that support a State Applicant. Review each item & record your results and verify in signing your section.**

<i>Circle a "Y" or "N" for each of the following items to verify if the student's information is <b>acceptable</b> and <b>accurate</b> to support this FFA Degree Application. Some items may be deemed as not applicable (N/A), which still relates to an acceptable degree application while some areas as "No" potentially need improvement before progressing forward.</i>				
<b>Reference Area:</b>	<b>Review Items:</b>	<b>Distr.</b>	<b>Area</b>	<b>State</b>
Application	1. Is the cover page complete with all required signatures and are all degree check items MET?	Y N	Y N	Y N
Section E. – FFA Journals	2. Did the candidate meet the required activities <u>above the chapter level</u> for (a) ten (10) activities in (b) three (3) different categories? [See Texas FFA Association Policy Handbook-Section 26.4(c)].	Y N	Y N	Y N
Section E. – Comm. Service Journals	3. Did the candidate participate in 25 hours of Community Service Activities in at least <u>two different</u> activities that DOES NOT BENEFIT FFA and NOT DUPLICATED AS AN SAE? [See Texas FFA Association Policy Handbook--Section 26.4(d)]. If no, add notes for the student to make corrections prior to the state selection.	Y N	Y N	Y N
Section F. – SAE Annual Summary (Scope)	4. Did the candidate report an Annual Summary (Description/Scope) for ALL SAEs and includes a <u>summary of skills and responsibilities</u> ? If no, add notes for the student to make corrections prior to the state selection.	Y N	Y N	Y N
Section F. – SAE Agreement (Plan)	5. (a) Did the SAE Agreement (Plan) for <u>EACH SAE explain planned use of time</u> ? If no, add notes for the student to make corrections prior to the state selection.	Y N	Y N	Y N
	(b) Did the financial section of the SAE Agreement (Plan) for EACH <u>Entrepreneurship &amp; Research SAE explain how needed financial resources were obtained</u> ? Use "N/A" if Placement or if "N" add notes for the student to make corrections prior to the state.	Y N N/A	Y N N/A	Y N N/A
	(c) Did the SAE Agreement (Plan) for <u>EACH SAE show learning outcomes (recommended three or more) connected to AFNR content</u> ? If no, add notes for the student to make corrections prior to the state selection.	Y N	Y N	Y N
Section F. – SAE Records (Journals, Financials)	6. Are the candidate's transactions (income/paychecks, expenses, or journal hours) for each SAE <u>appropriate &amp; reasonable</u> for the enterprise(s) (SAEs) listed? To review see (1) journals and (2) cash and non-cash entries. If no, add notes for the student to make corrections prior to the state selection.	Y N	Y N	Y N
Section F. – ONLY Market Livestock SAEs (Expenses)	7. If student had market livestock projects, did the candidate <u>include an inventory purchased for resale</u> ? (See cash and non-cash entries) RECORD "N/A" IF DOES NOT APPLY. If no, add notes for the student to make corrections prior to the state selection.	Y N N/A	Y N N/A	Y N N/A
Section F. – ONLY Entr. SAEs (Market)	8. Did the candidate make SAE market adjustments that were <u>appropriate &amp; reasonable</u> for the enterprise(s) (SAEs) listed? RECORD "N/A" IF DOES NOT APPLY. If no, add notes for the student to make corrections prior to the state selection.	Y N N/A	Y N N/A	Y N N/A
Section F. – ONLY Placement SAEs (Profit & Loss)	9. If student had placement SAEs, did the candidate record journals and paychecks that were <u>appropriate &amp; reasonable</u> and are less than 2,080 hours per year? RECORD "N/A" IF DOES NOT APPLY. If no, add notes for the student to make corrections prior to the state selection.	Y N N/A	Y N N/A	Y N N/A
Section G. – Non-Current Inventory Items	10. Does the candidate have non-current items that are <u>reasonable and appropriate</u> for their SAE(s) and explained in their SAE plan (agreement)? RECORD "N/A" IF DOES NOT APPLY. If no, add notes for the student to make corrections prior to the state selection.	Y N N/A	Y N N/A	Y N N/A

Notes (use reverse side if needed):

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher Name (Printed)

\_\_\_\_\_  
Teacher Application Approval Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Reviewer Name (Printed)

\_\_\_\_\_  
District Reviewer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Area Reviewer Name (Printed)

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Area Reviewer Signature

\_\_\_\_\_  
Date

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State Reviewer Name (Printed)

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State Reviewer Signature