# Missouri FFA

# Agricultural Proficiency Awards

**Revised: November 2024**

# Missouri FFA Agricultural Proficiency Awards

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*Look for the help tips throughout the handbook!!*

# The Agricultural Proficiency Award Program

## SAE Programs

SAE programs form the basis of proficiency and degree award programs. They are planned practical activities conducted outside of regularly scheduled class time that help students develop and apply agricultural knowledge and skills learned inside the classroom. These activities can include entrepreneurship, placement (paid or unpaid) or agriscience research. Developing SAEs into a successful program takes time and planning. SAE programs also involve goal setting because they take time to grow and develop.

You should apply in an area in which you are strongest. For instance, if you have worked for a turf grass contractor for several years but have started your own enterprise with a couple of customers during the last year of your SAE, you should apply in the placement area to take advantage of the longer history and development. With the answers to your questions you will be able to show the judges your growth in skills and knowledge within your SAE.

## Who can apply and in what areas?

Agricultural proficiency awards are available to all FFA members enrolled in high school agriculture. You can apply for specific proficiency areas while you are in high school or after you are out of high school, as long as you have been out for **less than one year**. If you have graduated from high school, you must have completed at least three full years of instruction in agricultural education or the program of agricultural education offered in the school last attended. At the minimum, you must have kept one full calendar years' worth of records as an FFA member to apply for a state level proficiency award.
You can only compete at the state level in one area per year. Check with the local FFA advisor for any other specific requirements.

Applicants do not need to live on a farm or ranch to participate in the award program. The agricultural industry needs qualified employees in more than 235 career areas, including processing, sales and service, conservation, forest management, horticulture, landscaping, nursery operations, turf management, floriculture, and production agriculture.

Your reasons for submitting a proficiency award application may vary: to compete against others, to achieve a sense of satisfaction, to reach a goal, or maybe just to have fun.

To determine which SAE you have, consider the following:

- Placement – you are paid for work or un-paid volunteer work. Examples working at a nursery, grooming at a horse stable, or volunteering at a local park.

- Entrepreneurship – these are programs that involve ownership of an agricultural production or an agribusiness enterprise. Example: owning a lawn care service or animals.

- Combined SAE – You have both Placement and Entrepreneurship within your SAE.

- Agriscience Research – you are planning and conducting a scientific experiment based on a hypothesis and the use of the scientific method of investigation could be qualitative, quantitative, experimental, or descriptive research.

# Proficiency Award Areas

Proficiency awards are an outgrowth of a member's supervised agricultural experience (SAE) enterprises and recognize skill development and career based competencies in related award areas. With 235 unique careers, creative members and a dynamic industry opening new opportunities in agriculture constantly not all SAEs will qualify in a proficiency area. Proficiency award areas do not define SAEs, but provide recognition to members exploring and/or becoming established in specific agricultural career pathways. Your advisor can help you determine what areas apply to you.

Below are the current award areas for the 2019-2020. <u>(*) Denotes a combined proficiency award area</u>

| | |
|---|---|
| *Agricultural Communications | Equine Science – Placement |
| *Agricultural Education | *Fiber and/or Oil Crop Production |
| *Agricultural Mechanics Design & Fabrication | *Food Service – Missouri State Award Only |
| Agricultural Mechanics Repair /Maintenance –Entrepreneurship | *Forage Production |
| Agricultural Mechanics Repair and Maintenance – Placement | *Forest Management & Products |
| *Agricultural Processing | *Fruit/Nut Production |
| Agricultural Sales – Entrepreneurship | *Goat Production |
| Agricultural Sales – Placement | *Grain Production |
| *Agricultural Services | *Landscape Management |
| Agriscience Research – Animal Systems | *Nursery Operations |
| Agriscience Research – Integrated Systems | *Outdoor Recreation |
| Agriscience Research – Plant Systems | *Poultry Production |
| Beef Production – Entrepreneurship | *Service-Learning |
| Beef Production – Placement | *Sheep Production |
| Dairy Production – Entrepreneurship | *Small Animal Production and Care |
| Dairy Production – Placement | *Specialty Animal Production |
| * Diversified Agriculture Production | *Specialty Crop Production |
| Diversified Crop Production – Entrepreneurship | Swine Production – Entrepreneurship |
| Diversified Crop Production – Placement | Swine Production – Placement |
| *Diversified Horticulture | *Turf Grass Management |
| *Diversified Livestock Production | *Vegetable Production |
| *Environmental Science/Natural Resources Management | *Veterinary Science |
| Equine Science – Entrepreneurship | *Wildlife Management |

**<u>CURRENT PROFICIENCY AWARD AREA DESCRIPTIONS</u>** and other helpful documents can be found on the National FFA Organization website at: https://www.ffa.org/participate/awards/proficiencies
You will need to be logged in as an advisor or member to access the descriptions.

In Missouri we have one proficiency award area not recognized by National FFA, Food Service – Entrepreneurship/Placement. The description for this state only award is listed below.

**Food Service – Entrepreneurship/Placement – <u>STATE ONLY AWARD</u> --** Involves students working for wages and/or experience in the areas of food preparation and food service as well as management of food distribution systems. Work experience could be obtained at restaurants, fast-food facilities, delicatessens, grocery stores, and other establishments that prepare and serve prepared food to customers or prepare food and food related items for sale. This area does not include enterprises that are recognized in the Ag Processing or Food Science proficiency areas. Nor does it relate to activities that are not directly related to food preparation and service. (Note: Examples of activities not recognized are serving as a host or hostess, dishwashing, busing and waiting tables.)

# General guidelines and recognition

✓ You will be granted only one proficiency award per year and will be eligible to receive that same award only once at the state level.

✓ You will be considered for the State award only during the same calendar year in which you placed first in the area competition

✓ If your application wins state it must be submitted to national and thank you note written to receive the National FFA Foundation cash award.

✓ You will be judged on the following criteria:

    o Skills and competencies learned that relate to an agricultural career field

    o Financial achievements, including growth in scope

    o Personal growth and development through FFA Activities

    o Evidence of student accomplishments based on available resources and opportunities

    o Communication skills as demonstrated in the written portions of the application.

# Guidelines for Completing the Application

The application is a series of questions about you and your supervised agricultural experience (SAE) program. Some of these questions are easy; others require thoughtful consideration on your part. Some sections will ask for financial figures based on the records of your SAE.

The remainder of the handbook will serve as a guide or map to completing the proficiency award application. Remember to utilize your advisor to help with this process.

***As a Missouri FFA member, you are responsible for your own work.  Plagiarism, in any form, is a violation of the FFA Code of Conduct.  All proficiency applications are expected to be original work submitted by individual members.***

### *Tips for completing the application*

- ✓ Read all instructions before you begin

- ✓ Report your records on a calendar-year basis – if you have started your records on September 1, include those four months as part of your first year of records. That year will then be 16 months long, but cannot be any longer.

- ✓ Complete the application as of January 1 of the year of which the award is sought. No achievements accomplished, inventory acquired, or income after this date should be included.

- ✓ Confirm your Area's deadline for submitting the completed application, each area operates a little different.

- ✓ Obtain the required signatures. The placement application and possibly the combined application need an employer's signature.

- ✓ Review your application for spelling, grammar, or mathematical errors. Spell check is available in the text boxes.

- ✓ Include only your share of the inventory, income, and net worth in your award application.  Even if you are in a partnership with your family.

- ✓ Verify that the figures are true. Applications that are incomplete or have errors are subject to rejection

- ✓ Relate your answers to the questions by providing supportive information that will clarify the SAE being described.

- ✓ Use information and examples that can be found on www.ffa.org to assist you in completing this application.

### *How do I find the Application? – (For login screen shots see APPENDIX A)*

Once selected, the application will then be added to your profile under the application center and you will then be able to work on the application. The application is formatted to save as you enter information. You can go back to the application as many times as you desire.

Your advisor **DOES NOT** have the ability to add the application to your profile. You (student) **MUST** create the application on your student profile.
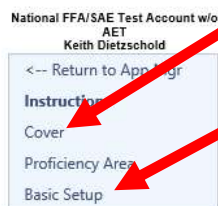
# Instructions Page and Icons in Application

An instructions page is available (and will be the first page you see) in the application to address simple tech issues or references that you might need while filling out the application. Make sure to reference the 4 main icons in the application.

**Explanation for these icons are listed below:**

### READ THIS FIRST!!

1. ▶ Watch the Student Help video that explains how to get started on your application.
2. On most web browsers, the pages will automatically save as you go. You'll see this icon 💾 as your information is saved.
3. JavaScript must be enabled. *Your javascript is enabled.*
4. Read this entire page of instructions before you begin.
5. Use the "Tab" key to go to the next cell that will accept information.
6. You must enter your beginning and ending dates on the Basic Setup page.
7. Begin with the Cover page and complete pages in order.
8. You must use only whole numbers. NO DECIMALS!! (Decimals will cause math check errors.) Do not put negative numbers in any cells.
9. These icons ❓ contain additional help and tips. Touch or move your mouse over the icon to try it!
10. These icons 🎗 contain tips from the grading rubric for achieving maximum points.
11. All Checksheet items must indicate "MET" or "YES" to qualify.
12. For fairness all applicants must use only the space provided by this application. Alterations to the application will result in the application being penalized.
13. Do not include any event, award, achievement, etc. that occurred after Dec 31 of the year prior to the National Convention at which you are applying to receive this award.
14. With the exception of the required "Employer or Instructor's Statement" and the "Personal Page" only information entered electronically into the online application will be accepted. Pasting, copying or otherwise adding or altering information to a hard copy of the application is not allowed. The electronic and hard copy applications must match.
15. An automatically generated version number and date is printed on the bottom of most pages of the application hard copy. All version numbers and dates must match when the application is submitted for national judging. To make this happen the entire application must be printed all at once.
16. An application determined to include plagiarized information from any source or to have use unauthorized photos will be disqualified.

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**AET**

**Degree/Application**

National FFA/SAE Test Account w/o
AET
Keith Dietzschold

<-- Return to App Mgr
**Instructions**
Cover
Proficiency Area
Basic Setup

Go to FFA.org
Go to AET
Student Help
Teacher Help
AET Classroom
Ask AET a Question
Sign Off

**Step 1** – Click on the "Cover" link.

**Step 2** – Once the "Cover" page is filled out, proceed by clicking on the "Basic Setup" link.

**These pages are described on the next few pages.**

## Cover Page

1. **Name** – Write your name exactly as you want it to appear on a plaque and in press releases. Confirm that it is spelled correctly.

    **1b**: Name on chapter roster (if different).

2. **Area** – Please place the Area you are an FFA Member. (Ex. 12)

3. **Gender –** Select the appropriate response.

4. **Name pronunciation** – If name is unusual, this information is used for onstage presentation.

5. **Telephone number –** Include the area code and confirm the number.

6. **Mailing Address –** You will be sent mail at this address. Include the appropriate post office box number and/or street name and number, town, state and zip code.

7. **E-mail address –** Provide your e-mail address for notification purposes.

8. **Physical or Street Address** (required if your mailing address is a P.O. Box)

9. **Name of parents/guardians –** This information is used for news media purposes.

10. **Complete FFA chapter name** – Give the official name of the FFA chapter.

11. **Name of junior high or high school** – Give the complete official name of the school because it is often different from the chapter name.

12. **School address –** FFA advisor(s) and/or other school officials will be sent mail at this address. Include the appropriate post office box number and/or street name and number, town, state and zip code.

13. **School telephone number –** Include the area code and number where program officials can reach your FFA advisor and/or other school officials.

14. **Chapter advisor(s) –** Include the complete name of each current FFA advisor.

15. **Chapter advisor(s) Email Address –** Include the complete email address of current FFA advisor.

16. **Date of birth –** Give the month, day and year of your birth. Be absolutely accurate as program officials determine your eligibility, in part, by this information.

17. **Year FFA membership began –** Please indicate the calendar year your membership began. One of the requirements for proficiency recognition is that you paid your FFA membership dues for each year covered by the application.

18. **Had continuous active membership for the past 12 months** – Select appropriate response.

19. **Have your FFA Dues been paid**? – Select appropriate response.

20. **Year of high school graduation (or expected graduation) -** FFA members are eligible to participate through the end of the calendar year in which they graduate.

21. **Years of agricultural education offered in the school last attended in grades 7-12** – Indicate  the years, not semesters, your school offers. All schools do not offer the same years of instruction. Most schools offer four years of instruction in grades 9-12, but there are a wide variety of programs that offer instruction from grades 7-12 or only grades 10-12.

22. **Years of agricultural education completed –** If you are out of high school, you must have completed at least three full years of agriculture or all of the agriculture offered in the last school (grades 9-12) you attended.

# Basic Setup

*Beginning date **must** be entered on Basic Setup page or the correct years will not be available for your application.*

## Dates for this Application

1. Establish the starting and ending dates for the application

2. Represents your **beginning application date**.

   o You should report your records on a calendar year basis. If you started your records on September 1, include those four months as part of your first year of records. That year will be 16 months long.

   (Example: Student begins Ag Ed Classes on August 20, 2014 and they start their record book on September 1, 2014. You enter 1/1/2015 for the Beginning date on the application)

3. **Ending application date** is December 31 of the year prior to the award.

| I. DATES FOR THIS APPLICATION | Beginning Date | Ending Date |
|---|---|---|
| Establish the starting and ending dates for this application. | 1/1/2015 *(Enter as mm/dd/yyyy)* | 12/31/ 2015 |

## Selecting a Proficiency Area

o Using the list of applications, select the one that best describes your SAE program.

o Some applications are specific to **entrepreneurship** or **placement,** while others not listing a type are considered a combination area.

o **Combination proficiency applications** allow for entrepreneurship and or placement information.

o Please select your estimated proportion of entrepreneurship versus placement SAE's represented. Student will use slider bar to choose what percentage of application is entrepreneurship or placement.

Select Proficiency Award Area

The latest proficiency award descriptions will be found at ffa.org.

Make sure you are applying in the correct award area.

For COMBINED areas **ONLY**

| II. PROFICIENCY TYPE | |
|---|---|
| Choose a proficiency area for this application | Agricultural Communications |
| Please select your estimated proportion of entrepreneurship versus placement SAEs represented by this application | Entrepreneurship 50%   ◄ ———————— ► Placement 50% |

# Select the appropriate pathway in regards to your SAE

**The nine career pathways are:**

1. **Agribusiness Systems:** The study of business principles, including management, marketing and finance, and  their application to enterprises agriculture, food and natural resources

2. **Animal Systems:** The study of animal systems, including life processes, health, nutrition, genetics, management and processing, through the study of small animals, aquaculture, livestock, dairy, horses and/or poultry.

3. **Biotechnology Systems:** The study of data and techniques of applied science for the solution of problems concerning living organisms.

4. **Cluster Skills - LifeKnowledge ®:** The student will demonstrate competence in the application of leadership, personal growth and career success skills necessary for a chosen profession while effectively contributing to society.

5. **Environmental Service Systems:** The study of systems, instruments and technology used in waste management and their influence on the environment.

6. **Food Products and Processing Systems:** The study of product development, quality assurance, food safety, production, sales and service, regulation and compliance and food service within the food science industry

7. **Natural Resource Systems:** The study of the management of soil, water, wildlife, forests and air as natural resources.

8. **Plant Systems:** The study of plant life cycles, classifications, functions, practices, through the study of crops, turf grass, trees and shrubs and/or ornamental plants.

9. **Power, Structure and Technical Systems:** The study of agricultural equipment, power systems, alternative fuel sources and precision technology, as well as woodworking, metalworking, welding and project planning for agricultural structures.

**Select the pathway or pathways that represent your application**

| Please choose the pathways for the SAEs represented by this application. | ☐ Animal Systems |
| --- | --- |
| | ☐ Agribusiness Systems |
| | ☐ Cluster Skills LifeKnowledge |
| | ☐ Environmental Service Systems |
| | ☐ Food Products and Processing Systems |
| | ☐ Power, Structural and Technical Systems |
| | ☐ Natural Resource Systems |
| | ☐ Plant Systems |
| | ☐ Biotechnology Systems |

# Assets, related SAE in this Proficiency Area

If you have chosen either an Entrepreneurship award area or a combined award area, you will need to input your beginning current and non-current assets **that are related to the SAE area.** IF you are a placement only application, you will not see this section.

 *Remember to only include assets that are related to your area.*

*DO NOT INDLUCE any personal or other assets that are related to another award area.*

## Where do I find the financial information for the basic setup page?

You should be able to find the asset information from your record book. Use the following crosswalk descriptions to enter your beginning assets for this award application.

**Match the letter in the box to the letter below for explanation.**

| III. ASSETS, RELATED SAE IN THIS PROFICIENCY AREA | | Value at Beginning Date | Value at Ending Date |
|---|---|---|---|
| **CURRENT/OPERATING ASSETS** | | | |
| d. Current/Operating Inventory (Entrepreneurship Experiences) | | *(use conservative estimated values)* | |
| 1. Investment in harvesting and growing crops | A | | Itemized ending inventory values are reported on "Ending Current Inventory" page. |
| 2. Investment in feed, seed, fertilizer, chemical, supplies, prepaid expenses, and other current/operating assets. | B | | |
| 3. Investment in merchandise, crops, and animals purchased for resale | C | | |
| 4. Investment in raised market livestock & poultry | D | | |
| **NON-CURRENT/CAPITAL INVENTORY** | | *(use conservative estimated values)* | |
| a. Investment in non-depreciable draft, pleasure, and breeding animals | E | | Itemized ending inventory values are reported on "Ending Capital Inventory" page. |
| b. Investment in depreciable draft, pleasure, and breeding animals | F | | |
| c. Investment in depreciable machinery, equipment, and fixtures | G | | |
| d. Investment in depreciable land improvements, buildings, and fences | H | | |
| e. Investment in land | I | | |

**REMEMBER ONLY USE THE UNDERLINED BEGINNING FINANCIAL INFORMATION RELATED TO AWARD AREA**

A.  Find this information on Form 9, Line A.
B.  Find this information on Form 9, Line B.
C.  Find this information on Form 8 and/or Form 9.
D.  Find this information on Form 8, Line B
E.  Find this information on Form 8, Line A.
F.  Find this information on Form 7.
G.  Find this information on Form 6.
H.  Find this information on Form 6.
I.  Find this information on Form 6.

 *Match letters to find information. From the Missouri Recordbook.*

# Performance Review

**The following instructions cover Performance Review Section.**

SAE programs vary widely. To help compare your accomplishments, goals, challenges, responsibilities, and plans with other applicants, judges need to know how y our program began, help you received and your future plans. The performance review section needs to be supported by details provided in the remainder of the application. _Each question will allow you 1500 characters for the answer._

One way to think of the next five questions is to think of answering them to tell a story. The reader, (aka the judge) will need to understand the different parts, pieces, responsibilities, and roles you have been involved in as you have developed your SAE. Use your words to help them understand your SAE and what is involved.



_Questions that are found in the performance review section are listed below with helpful hints._

1. **Briefly explain your SAE and how it's related to this award area.**
   o This is the first impression the judges have of your program and application. Make your write-up interesting and informative. Briefly describe how you got started in this proficiency award area.
   o Some areas to cover include:
      • What interested and motivated you to begin?
      • What situations existed that relate to your SAE(s) for this area?
      • Did any particular person, situation or event create your interest?

2. **Briefly explain how your roles, responsibilities, and/or management decisions related to this proficiency award area have changed.**
   o In every position you increase your knowledge of your job duties. How have your responsibilities changed related to this proficiency award area?
   o How have you increased your knowledge and skill related to this area?
   o How have your roles and responsibilities increased over the life of your SAE?

3. **Briefly explain the challenges (advantages and/or disadvantages) you faced with the award area and how you overcame or utilized these challenges.**
   o Explain the challenges (you could consider these advantages or disadvantages) you faced in this award area and how did you overcome or utilize theses points.
      • Note: Be specific and provide insight into your management and performance skills.

4. **Briefly explain the 3 goals you have set for your supervised agricultural experience and what progress have you made in achieving those goals.**

   o To accomplish any task it is important to set goals. You may not always meet them, but you are striving to achieve a level of accomplishment. It is important to remember the goals should include 5 traits or you may call them "SMART" goals (Specific, Measurable, Attainable, Relevant, and Timely).

   o Finish this question with the progress you have made or roadblocks you have encountered in achieving the goals you have set. Be as detailed as you can.

5. **Briefly explain your future plans as they relate to your SAE, Education, and Career.**

   o With this question, you should explain to the judges what your plans:
      - For your SAE (remain stable, increase, etc.)
      - For your future education (High School and post-secondary)
      - For your career (after you finish your education).

## Screen shots of pages you will need to fill out depending on your award area.

### Placement Only

National FFA/SAE Test Account w/o AET
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<-- Return to App Mgr
Instructions
Cover
Proficiency Area
Basic Setup
**Performance Review**
SAE - Placement & Fndl.
Skills, Comp., Knowledge
Photos
Leadership Activities
Other Activities
Checklist
Print Application

Go to FFA.org
Go to AET
Student Help
Teacher Help
AET Classroom
Ask AET a Question
Sign Off

### Entrepreneurship Only

National FFA/SAE Test Account w/o AET
Keith Dietzschold

<-- Return to App Mgr
Instructions
Cover
Proficiency Area
Basic Setup
**Performance Review**
SAE - Entrep. Details
Income/Expense Stmt
Ending Current Inventory
Ending Non-Current Inv.
Skills, Comp., Knowledge
Photos
Leadership Activities
Other Activities
Checklist
Print Application

Go to FFA.org
Go to AET
Student Help
Teacher Help
AET Classroom
Ask AET a Question
Sign Off

### Combined Area

National FFA/SAE Test Account w/o AET
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<-- Return to App Mgr
Instructions
Cover
Proficiency Area
Basic Setup
**Performance Review**
SAE - Placement & Fndl.
SAE - Entrep. Details
Income/Expense Stmt
Ending Current Inventory
Ending Non-Current Inv.
Skills, Comp., Knowledge
Photos
Leadership Activities
Other Activities
Checklist
Print Application

Go to FFA.org
Go to AET
Student Help
Teacher Help
AET Classroom
Ask AET a Question
Sign Off

# SAE PAGES

The pages you will need to complete will be decided on the award area you have chosen. The following guidelines will not apply to everyone. You will need to pick and choose what you need help with.

## SAE – Placement and Foundational

A "placement-type" SAE involves finding places where you can work such as on farms or ranches, in agribusinesses, in school laboratories or at community facilities. You do not own the facility or area where you work. You may work for wages or for the experiences that you receive. Through this type of SAE, you gain practical experiences needed to enter and advance in your future occupation in the agricultural industry.

With a placement SAE, you work toward achieving a list of specific agricultural skills. You use the facilities and human resources provided by employers, schools or community organizations to develop these essential skills for your career.

 *Use the below guidelines to determine hours allowed for placement SAE's.*

**SAE hours -** (paid or unpaid hours):

In reviewing applications for awards and degrees, applicants sometimes present a completely unrealistic number of hours dedicated to a placement SAE. In a single year, a person working a full time 40 hour per week job will work a total 2080 hours (52 weeks x 40 hours = 2,080). In order to assist students and teachers in evaluating students supervised agricultural experience (SAE) hours, it is important to consider the hours a student must also dedicate to school, sleep, etc.

**Consider the breakdown of hours for a total year.**

| Hours per year | 365 days/year | X | 24 hours | = | 8,760 hours |
|---|---|---|---|---|---|
| Sleep Hours | 365 days/year | X | 8 hours | = | 2,920 hours |
| School Year | 180 days/year | X | 7 hours | = | 1,260 hours |
| Vacation | 14 days/year | X | 16 hours | = | 224 hours |
| Holidays | 4 days/year | X | 24 hours | = | 96 hours/family |
| Time/Recreation | 15 hours/week | X | 52 weeks | = | 780 hours |
| Homework/Study Time | 5 hours/week | X | 36 weeks | = | 180 hours |
| Personal Care Time | 3 hours/day | X | 365 days | = | 1,095 hours |

Total = 2,205 hours remaining in the whole year.

In addition to the previous list, the following activities also subtract from the time a student could devote to their directed lab/SAE in a year: FFA activities outside of classroom time, Sports participation and Extra-curricular activities.

 **In Missouri we have adopted 2000 hours per year as the maximum that is allowed for a SAE.**

# SAE – Placement and Foundational (cont.) – (placement only or combined area)



*CLICK ADD WHEN FINISHED*

You can have as many SAE employers and or project names each year as you need. You will need to fill out the above screen and click "Add" for each employer and/or project name for each year.

For each employer and/or project name you will need the following information:

- **Year** – this is the year that the hours were accumulated

- **Pathway** – select the appropriate career pathway in regards to your employment or project name

   **Employer or Project Name** – Type of business or your employer

- **Description** – Give a brief description of the work you do or the actual title assigned to the job you perform. In the space list the relevant information on your title, responsibilities and project description. (500 character count)

- **Unpaid Hours** – This is for the number of hours that you worked during which the only compensation you received was the experience you gained

- **Paid Hours** – This area is for the number of hours that you worked for payment or wages

- **Gross Earnings** – The entire salary you earned before any payroll deductions were made for income taxes, social security or other benefits

- **Expenses** – Expenses associated with the placement employment or experience. Ex. gloves, tools, equipment, safety items, etc. that are a part of your job.

# SAE – Entrepreneurship Details – (Entrepreneurship Only)



*Chose year before typing project name*          *Click add when finished*

You should make an entry for each enterprise each year. Do not lump together enterprises. Ex. if a student has beef, swine, and corn. You should make an entry each year for each enterprise. You can even break out the enterprise into beef breeding on one line, beef market on one line, and then enter swine breeding on one line, market swine on a line, then move to corn.

- **Year** – This is the record year

- **Pathway** – provide the pathway for each project for each year

- **Project Name** – Name of the Enterprise ex. Swine Production, Lawn Care Service

- **Size/Scope** – define the size of the enterprise – ex. raised 25 meat rabbits, 12 head of breeding ewes

- **Description** – use this are to describe the SAE for that enterprise for that specific year. This will help the judge understand the nature and responsibilities of each enterprise. (500 character limit)

# Income and Expense Summary

- The income and expense summary is a summary of annual cash and non-cash income and expenses from appropriate SAE projects.

- The dates in the Basic Setup section of this application develop your application years.

- Your records should be organized into calendar years. If your record book has a short-year (4 months) and then a complete year (12 months), you will need to add both of those together to create a 16 month first year.

    o Ex: Year 1: September 1, of year one to December 31 of year 2 to make 16 months for first year only.

    o

    o Information regarding the Income and Expense Summary can be found in the video and examples within the application.

    o

    o If you hover over the "?" there will be short help notes to assist you with filling out this application.

INCOME AND EXPENSE SUMMARY ⑦

Special Notes before you begin this page:
- 🔵 Overview of entering Income and Expenses
- 🔵 Example instructions for entering Raised Breeding Livestock
- Years are selected from the Instructions page.
- No Decimals. Use whole numbers.
- Use the Tab key to go to the next cell that will accept entries.

On the next page you will find a sample of the Income and Expense Summary Page. There will be some differences between the terminology in this summary page and our Missouri Record Book. On the page following the Income and Expense Summary page (Page 24) will be a crosswalk of where to find the financial information as it relates to our Missouri Record book.

The descriptions on Page 24-26 will follow the numbering system on the Income and Expense Summary page.

***Ex.1a. Closing Current Inventory will match with 1a. Closing Current Inventory on page 24.***

# Income and Expenses Summary

| Year | 2015 | 2016 | 2017 | 2018 | 2019 |
|---|---|---|---|---|---|
| **1. Revenues from Operations** | | | | | |
| a. Closing Current Inventory | $0 | $0 | $0 | $0 | $0 |
| b. Beginning Current Inventory | $0 | $0 | $0 | $0 | $0 |
| c. Change in Current Inventory | $0 | $0 | $0 | $0 | $0 |
| d. Cash Sales | $0 | $0 | $0 | $0 | $0 |
| e. Value Used at Home (Non-Cash) | $0 | $0 | $0 | $0 | $0 |
| f. Value of Production Transferred to other enterprise, Transferred to Non-Current, Bartered or Labor Exchanged (Non-cash) | $0 | $0 | $0 | $0 | $0 |
| g. Gross Revenues (Change in Current Inventory and Total Sales) | $0 | $0 | $0 | $0 | $0 |
| | | | | | |
| **2. Expenses from Operations** | | | | | |
| a. Inventory Purchased for Resale (Cash) | $0 | $0 | $0 | $0 | $0 |
| b. Inventory Purchased for Resale (Non-cash transfers) | $0 | $0 | $0 | $0 | $0 |
| c. Cash Expenses (all other types) | $0 | $0 | $0 | $0 | $0 |
| d. Non-cash Expenses (Transferred, Bartered, or SAE Labor Exchange) | $0 | $0 | $0 | $0 | $0 |
| e. Contributed Non-cash Expenses (Gift or non-SAE Labor Exchange) | $0 | $0 | $0 | $0 | $0 |
| f. Total Operating Expenses | $0 | $0 | $0 | $0 | $0 |
| | | | | | |
| **3. Net Income from Operations** | $0 | $0 | $0 | $0 | $0 |
| | | | | | |
| **4. Non-Current Inventory** | | | | | |
| a. Closing inventory | $0 | $0 | $0 | $0 | $0 |
| b. Transfer in from operations (Non-cash transfers of non-current assets) | $0 | $0 | $0 | $0 | $0 |
| c. Contributed inventory (Outside contribution of non-current assets - gift) | $0 | $0 | $0 | $0 | $0 |
| d. Purchases | $0 | $0 | $0 | $0 | $0 |
| e. Beginning Inventory | $0 | $0 | $0 | $0 | $0 |
| f. Sales | $0 | $0 | $0 | $0 | $0 |
| g. Non-cash Sales | $0 | $0 | $0 | $0 | $0 |
| h. Net Non-Current Transactions | $0 | $0 | $0 | $0 | $0 |
| | | | | | |
| **5. Annual Net Income from Operations & Net Non-Current Transactions** | $0 | $0 | $0 | $0 | $0 |
| **5a. Total Net Income from Operations & Net Non-Current Transactions** | | | | | $0 |
| | | | | | |
| **6. Annual Review of Non-Current Inventory and Operating Profit** | | | | | |
| a. Operating Profit Margin (OPM) Net Operating Income / Total Sales = percent of sales related to profit | - | - | - | - | - |
| b. % of Total Returns from Net Non-Current Gains Net Non-Current Gains / Total of all Gains | - | - | - | - | - |
| c. Review of Non-Current Ending Inventory Value | - | - | - | - | - |

**1a. and 1b.– Current/Operating inventory** includes all items you would normally expect to have a useful or intended "life" in your SAE for 12 months (An exception to the 12 month life would be market livestock, such as steers). *Ex: Inventory includes items such as merchandise held for resale, crops held for feed or sale, investments in growing crops, market animals, etc.* Closing Inventory would indicate the investment at the end of the year and the Beginning Inventory would show the value that you began the year with. ***(Forms 8 and 9 of Missouri Record Book)***

**1d. – Cash Sales** – This represents the cash received from the sale of all livestock, crops, products produced and miscellaneous income or services provided through that portion of the SAE program. ***This does not include sale of capital items***. ***(Form 5 of Missouri Record Book)***

- o *Ex: Cash sales may include milk sold, live animals sold, crops sold, stud services, livestock rental for rodeo shows, fees for training animals, campground fees, vacation cabin rentals, hunting fees, sod sold, sales from items fabricated in manufacturing shops, Christmas trees sold, contracts for raising dairy heifers, cash premiums received at livestock and crop shows and fairs and other activities.* ***(Form 5 Cash Flow)***

**1e. – Value used at Home (non-cash)** --The fair market value for butchered livestock, milk, fruits, vegetables, flowers, plants, eggs, poultry, fish, etc. which were produced by the SAE program and consumed in the home. ***(Form 11)***

**1f. – Vale of Production Transferred to other enterprise, Transferred to Non-current, Bartered or Labor Exchanged (non-cash)** -- The fair market value for items that were produced but were transferred or traded out of your SAE program or your Labor Exchanged Income. ***(Form 5 of Missouri Record Book)***

- o *Ex 1: You transferred bedding plants from your greenhouse business to landscape your parents' home. You did not charge your parents for the plants. If the plants were valued at $50 that is the amount you enter in line 1f.*

- o *Ex 2: You traded a market hog to your father for $110 worth of corn for your hogs. No money changed hands. You should include the value of the market hog ($110) as value of production transferred or bartered in line 1f, and list the $110 worth of corn as non-cash feed expense in line 2c.*

- o *Ex 3: You raised a breeding animal that has a market value of $1,200, but is retained as a newly developed mature breeding animal. You should include:*

  - (1) *The transfer value is $1,200 as the value of production transferred or bartered (Line 1f), and*

  - (2) *aligns to a $1,200 transfer in value of a non-cash purchase of capital item (Line 4b).*

**2a. – Inventory Purchased for Resale (Cash)** --This expense is used with enterprises that buy goods, which are later resold.

- o *Ex: Bedding plants bought from a wholesaler for retail sale in the florist shop, vegetables bought from a neighbor for resale in a roadside market, beef sides bought for resale to locker plant customers, purchased market animals and nuts and bolts bought for resale to farm customers.*

**2b. – Inventory Purchased for Resale (Non-Cash Transfers)** --The non-cash purchases of items planned for sale (expenses), such as market animals, plants or other products that are planned to be sold and potentially develop a profit. This value should be also represented in line 1f to balance the transaction.

**2c. – Cash Expenses (all other types**) -- Cash expenses related to your SAE projects. Do not include merchandise purchased for resale that is listed in line 2a. *Ex: Cash expended for fertilizer, seed, chemicals, fuel, lubrication, hired labor, land rent, interest on money borrowed during the year and items such as veterinary and animal health, feed, bedding, registration fees, and all other cash miscellaneous expenses incurred.* ***(Form 5 of Missouri Record Book)***

**2d. – Non-Cash Expenses (Transferred, Bartered, or Labor Exchange)** --Non-cash expense items are the fair market value (conservative) for items obtained through barter, exchange for labor, other means and used with another SAE entrepreneurship project. This value should also be part of the line 1f value to balance the transaction. ***(Form 5 of Missouri Record Book)***

**2e. – Contributed Non-Cash Expenses (Gift or Non Labor Exchange)** -- Personal and non-cash expense items that were supplied from non-SAE activities.

**NON-CURRENT SECTION**

**4a. – Closing Inventory** --Ending non-current inventory is the cost value (or transfer value) of long- term use items as of December 31 of each calendar year. ***(Forms 6-9 of the Missouri Record Book)***

o *Ex 1: Values must be kept at acquisition cost (purchase price) or acquisition cost minus accumulated depreciation. Increasing the value of items or commonly called inflation will lead to an unrealistic earnings statement and a "Review" on line 6c.*

o *Ex 2: A piece of equipment or a building that has had extensive repairs, which extends the useful life of the asset would develop a "new asset" and would have a book value and estimated years of life to create a new non-current item. Only the actual cost of repairs can be used to calculate the new value and this does not include the cost of your own labor.*

**4b. – Transfer in from Operations (Non-Cash Transfers of non-current assets)** -- This information describes your "transfer in" of long term assets (non-current). Your transactions here are items not purchased, but rather transferred in or in the example of breeding animals raised. This value should be also part of line 1f.

o *Ex 1: You raised a breeding animal that has a market value of $1,200, but is retained as a newly developed mature breeding animal. The transfer value is $1,200 and aligns to a $1,200 transfer in value of a non-cash purchase of capital item.*

o *Ex 2: You have an SAE that involves building a stock trailer, which is decided to retain ownership versus a cash sale. The fair market value is $4,800, which is listed as a transfer non-cash sale and here as a non-cash purchase of capital item.*

**4c. – Contributed Inventory (Outside Contribution of non-current assets – gift)** -- Not purchased items, but rather <u>gifts of capital</u> items to utilize within an SAE.

**4d. – Purchases** -- Your <u>annual purchase price paid for all non-current inventory</u> items used in your SAE program. Subsequent year values are the purchase price (cost) less depreciation, which develop each year's ending inventory value. ***(Form 5 of Missouri Record Book)***

- *Ex: Machinery, fixtures, equipment, buildings, land and land improvements, and purchased dairy, draft and breeding animals.*

**4e. – Beginning Inventory** -- The values are derived from: (1) Beginning for your initial application year is from your beginning total non-current inventory on the basic setup section (items d 1-4)

(2) Each following year matches the ending non-current inventory from the previous year.

**4f. – Sales** – <u>Non-current inventory sales</u> is removing an item from inventory by selling the item. ***(Form 5 of Missouri Record Book)***

- *Ex: When a tractor, dairy, draft or breeding animals, loader, trailer, display case, truck, building or other similar asset is sold (not traded) the price received for the sale of the item, should be recorded here. Only that percent of the item or previous value used in the SAE Program should be included.*

**4g. – Non-Cash Sales** – This represents your trading out non-current assets for items used as expenses (inventory for sale or other expenses) that support your SAE.

**6c. – REVIEW ERROR**

- If you have a red "Review" on this line you have a mistake in your Non-Current Inventory for that year. If you closing inventory exceeds logical transactions of non-current inventory then you need to review and correct this error.

- The formula that is used is:
  - <u>Beginning Inventory</u> + <u>Purchases</u> + <u>Transfer in of Non-current</u> + <u>Gifts of non-current</u> = = <u>must be greater than or equal to reported closing non-current inventory.</u>

- Typically the issue can be solved by checking the following: You raised some breeding animals that were part of your current inventory and now you are reporting them on the non-current inventory.

- Here is an example for you to use to check if this is your issue:
- *Ex. You raised a breeding animal that has a market value of $1200, but is retained as newly developed mature breeding animal. You should:*

  1. *The transfer value is $1200 as the value of production transferred or bartered ($1200 entered on Line 1f), and*

  2. *The transfer the $1200 of the value of the non-cash purchase of capital item ($1200 entered on Line 4b.)*

# Ending Current Inventory

This area includes the value of items that you intend to use or to turn into cash over the next 12 months. It does not include property that you can depreciate such as tractors, computers or purchased breeding stock.

   ***Only inventory that is related to the award application should be included***

**Harvested and Growing Crops/Plants** -- (*Missouri Record Book Form 9, Line A*)

This includes: crops/plants that are owned, or owned in partnership by you; crops/plants being held for livestock feed or sale at a later date; crops/plants that have not been harvested or are perennials which maintain a field value. These crops/plants are still on hand as of December 31 of the year for which the application is submitted.

**Feed, Seed, Fertilizer, Chemicals, Supplies, Prepaid Expenses, other Current Assets** – (*Missouri Record Book Form 9, Line B*)

- This includes consumable items of livestock feed and veterinary supplies, crop supplies of fertilizer, potting soil, pesticides and other supplies such as gas, oil, spare parts, etc.

**Merchandise, Crops, and Animals Purchased for Resale** – (*Missouri Record Book Form 8 or Form 9*)

- This includes all items of inventory owned that had been purchased for the purpose of reselling at a later date which are on hand as of December 31 of the year for which application is being submitted.

**Raised Market Animals** – (*Missouri Record Book Form 8, Line B*)

- Includes all the home-raised animals/livestock and poultry, which are on hand as of December 31 of the year for which application is being submitted.

    **Description**

    o This refers to the specific type of item being inventoried such as feeder cattle, feeder pigs, broilers, turkeys, rabbits, etc. for sale.

    **Quantity**

    o The individual number, pounds or other specific measurable amount of each item on hand.

    **Total**

    o The total dollar value of all items of inventory that had been raised which are on hand as of December 31 of the year for which application is being submitted.

# Ending Non-Current Inventory

## *Include only inventory that is related to the award area you are applying for.*

**Non-Depreciable Draft, Pleasure, or Breeding Animals** – *(Missouri Record Book Form 8, Line A)*

- Includes all working, working, pleasure or breeding animals/livestock born and raised on your property, owned by you, which are on hand as of December 31 of the year for which application is being submitted. These are animals that have not reached their maturity (the point in which they start to depreciate).

**Depreciable Draft, Pleasure, or Breeding Animals** – *(Missouri Record Book Form 7)*

- Includes all the depreciable animals/livestock owned by you, which are on hand as of December 31 of the year for which application is being submitted. **These animals have reached their maturity value and are now declining in value.**

**Depreciable Machinery, Equipment, and Fixtures** – *(Missouri Record Book Form 6)*

- Includes all the machinery and equipment personally owned as of December 31 of the year for which the application is being submitted.

**Depreciable Land Improvements, Buildings, and Fences** – *(Missouri Record Book Form 6)*

- Includes all the buildings and land improvements, including tiling, terracing and fences you owned as of December 31 of the year for which the application is being submitted.

  **Description**

  o A one or two word description of the specific non-current assets

  **Acquisition cost**

  o The actual cash dollar cost to obtain the inventoried item. Fair market value should be used to determine the acquisition cost.

  **Depreciation claimed to date**

  o Represents the total dollar value of the depreciation claimed since the property came into your possession.

  **Total**

  o The total dollar value of the non-current asset owned by you which are on hand as of December 31 of the year for which application is being submitted.

# Skills, Competencies, Knowledge

**All applicants complete the skill competencies and knowledge section.**

Candidate will identify 5 major skills, competencies and knowledge that best describes what was technically gained from the SAE using the AFNR Indicator dropdown menu.



**Identify** a major skill, competency or knowledge that was gained as a result of this SAE program related to the award area you are applying for. Select from the dropdown menu provided.

**Contribution to Success:** Using 500 characters or less, simply state how the skill, competency, or knowledge gained and its specific contribution that it made to your programs success.

# Photos

**Every picture tells a story,** but it won't do much good for your FFA award application if it's dark, out of focus or doesn't have anything to do with your application.

Good quality well planned photos set your application apart from the competition. They tie the entire application together and add impact, provided they are good pictures with informative captions. Photos need to relate to the proficiency area in which you are applying. Photos with corresponding captions must be kept one per page. Photo collages are not allowed.

Photos are used as supporting evidence. They must help tell the story of your program and need to show activity, size and your involvement in the proficiency area. Pictures of sheep in your horticulture application will only raise questions, rather than clarify your SAE. Taking pictures to tell the complete story takes planning.

## Consider:

- An SAE program normally covers a period from three to four years.
- Every program has important phases that can only be captured on film when they happen.
- It is best to take pictures over a period of time to reflect your program's growth. (Sometimes staged photos are needed, but work at making them not look staged by changing hats, shirts, etc.)
- The background and what you are doing should fit the photo. (Mowing grass with snow on the ground is not believable.)

## Captions:

- Captions are a short description of the activity in your photos. Informative captions can indicate your personal involvement in and demonstrate the quality and size of the program.
- Use captions to show your knowledge or provide additional information that is not already stated in the application.
- Use them to explain something important about the photo that is not easily recognized by someone who is unfamiliar with your program.

## Writing captions

- Avoid starting each caption with "Here I am".. or "I am ..", or "This is me doing,,"
- Be sure the caption relates to the photo. You are allowed a max. of 500 characters.
- Check spelling and grammar of your captions.
- Don't repeat yourself in the same caption, saying the same thing over and over again Example: "I am installing a GPS sensor. I must install a variety of sensors. There are sensors that need to be installed."
- Write as if you are talking about yourself to someone else. "David is shown here planting corn," sounds strange if you are David.



Picture appears here

Select the picture from your files – (use jpg, gif, png, or bmp)

Caption goes here

These are picture rotating buttons

# Leadership Activities

| | Year | Activity Name | Level | |
|---|---|---|---|---|
| Add New: | 2015 ⌄ | | Invitational ⌄ | Add |

| Activity | Chapter | Area, District or Region | State | National Finals Multi-State | National | |
|---|---|---|---|---|---|---|
| National FFA Convention | | | | | 16 | Edit Delete |
| State FFA Convention | | | 18 | | | Edit Delete |
| State FFA Camp | | | 17 | | | Edit Delete |
| Area Vice-President | | 18 | | | | Edit Delete |

*Year*    *Activity Name*    *Level*    *Add*    *Edit*

On this page you need to list FFA activities that you participated in. Use this section to show that you have exhibited a high level and a variety of leadership development activities. You will need to select your year, name the activity and select the appropriate level. The years will match the record years you have set for the application in the basic setup. You have the ability to list 15 FFA activities. Each time you fill in the chart you will need to click "Add". If you want to edit the activity you will need to click on "Edit" for that activity and change your information. Once you have listed 15 activities, you will lose the ability to add any other items. But you can edit one of the listed items if you want to change one.

# Other Activities

| Activity | Description | Year(s) | Add |
|---|---|---|---|
| | | | |

| Name of Activity | Description | Year(s) | | |
|---|---|---|---|---|
| United Methodist Church | Youth Group | 2015-2016 | Delete | Edit |
| Young Riders 4-H | Secretary | 2016 | Delete | Edit |

*Activity*    *Description*    *Year*    *Add*    *Edit*

This page you will list 5 activities that are related to award area and/or school & community activities. The application will only allow you to list 5 and these should help the judge determine your level of participation outside the FFA. The section operates like the leadership activity page (above) in regards to use of the "Add" link and the "Edit" link.

# Checklist

The checklist is built into the application.

## All items must be checked as having met for the application to be considered.

Only computer-generated checks are shown here. The PDF application shows additional manual checks.

CHECKLIST OF MINIMUM QUALIFICATIONS

> **Special Notes for this page:**
> - All items must be checked as having met for the application to be considered.
> - Only computer-generated checks are shown here. The PDF application shows additional manual checks.

| Item | Value |
|------|-------|
| Missing Name | MISSING |
| Missing Gender | MISSING |
| Missing Phone Number | MISSING |
| Missing Address, City, State, or Zip | MISSING |
| Missing or Invalid Email Address | MISSING |
| Missing Chapter Name | MISSING |
| Missing School Name | MISSING |
| Missing School Address, City, State, or Zip | MISSING |
| Missing School Phone | MISSING |
| Advisor: Missing Name/Email | MISSING |
| Missing DOB | MISSING |
| Missing Area | MISSING |
| Performance Review Question 1 is missing or above the 1500 character (length) limit. | MISSING |
| Performance Review Question 2 is missing or above the 1500 character (length) limit. | MISSING |
| Performance Review Question 3 is missing or above the 1500 character (length) limit. | MISSING |
| Performance Review Question 4 is missing or above the 1500 character (length) limit. | MISSING |
| Performance Review Question 5 is missing or above the 1500 character (length) limit. | MISSING |
| Candidate has fully described all five Skills, Competencies, and Knowledge. | MISSING |
| All pictures include captions. | MISSING |
| All pictures include a digital upload. | MISSING |
| Application includes at least one full calendar year of records. | MET |
| Ending Date is Dec 31 of the year prior to the National Convention which you are applying to receive an award. | MET |

# Print Application



*Click tab when ready to generate your PDF*

- Use this screen to print a PDF of your application.
- Refer to the PDF cover page for required signature approvals.
- Follow your area and state rules and requirements for submission of the paper application.
- Altering the PDF report or substituting pages may result in disqualification.
- When you are ready to generate and print your application <u>Click on Generate PDF</u>. Your application will contain a barcode and a version number.

***<u>It is important to make sure that your version number matches ever page that is printed and submitted to your area and state.</u>***

## Scoring Guide (Rubric) Explanation

There are three scoring guides or rubrics. One for Placement only application, a second guide for Entrepreneurship only applications, and the third for the combined applications. You should use the appropriate guide to help you as you complete your application to maximize the chance to have success during the judging process.

If a combined area application is a placement only then you should use the placement only guide. The same holds true for a combined area application that is only entrepreneurship; use the entrepreneurship only guide. The combined scoring guide should be used for the student that has both entrepreneurship and placement as part of their SAE.

The scoring guides can be found at: https://dese.mo.gov/college-career-readiness/career-education/career-education-programs/agricultural-education/ffa/apps_awards_guidelines.

# Agriscience Research Proficiency Award

The Agriscience Research Proficiency is designed for those students actively engaged in agriscience research and experimentation. This includes students who are actively engaged in doing their own research individually, as well as those students who may be cooperating on research projects with others including but not limited to teams in school, experiment stations or colleges/universities. The student must be actively involved in the development of the experimental design, formulation of the hypothesis, collection of data, interpretation of the data and publicizing the results to be considered for an agriscience research proficiency.

## Award Areas:

- **Agriscience Animal Systems Research -** Research in the life processes, health, nutrition, genetics, management and processing of animal systems related to small animals, aquaculture, livestock, dairy, horses and/or poultry.

- **Agriscience Plant Systems Research -** Research in the life cycles, classifications, functions, practices of plant systems related to crops, turf grass, trees and shrubs and/or ornamental plants.

- **Agriscience Integrated Systems Research-** Must fit one of the following descriptions:

  o **Diversified Research –** Research in two or more of the agriscience research areas.

  o **Environmental Service Systems/Natural Resource Systems Research -** Research in the Systems, instruments and technology used in waste management and their influence on the environment.

  o **Food Products and Processing Systems Research -** Research in the product development, quality assurance, food safety, production, sales and service, regulation and compliance, and food service practices within the food industry.

  o **Power, Structural and Technical Systems Research -** Research in the agricultural equipment, power systems, alternative fuel sources and precision technology, as well as woodworking, metalworking, welding and project planning for agricultural structures.

  o **Social Sciences Research -** Research of leadership, personal growth and career success skills necessary for a chosen profession that effectively contributes to society.

The following pages will outline the differences between the Entrepreneurship and Placement proficiency award applications and the Agriscience Research Proficiency Award application. Many of the pages will be the same. Only the ones that are different will be depicted here.

Sections that are the same are Cover Page, Performance Review, Skills-Competencies-Knowledge, Photos, Leadership Activities, Other activities, Checklist, and Print Application.

Sections that are different are Basic Set-up Research Projects, Research Funding, and Research Paper, these are described starting on the next page.

Other questions, you should consult your FFA Advisor.

# Basic Set-up – Agriscience Award

## Dates For This Application

1. Establish the starting and ending dates for the application

2. Represents your **beginning application date**.

   You should report your records on a calendar year basis. If you started your records on September 1, include those four months as part of your first year of records. That year will be 16 months long.

   (Example: Student begins Ag Ed Classes on August 20, 2014 and they start their record book on September 1, 2014. You enter 1/1/2015 for the Beginning date on the application)

3. **Ending application date** is December 31 of the year prior to the award.

| I. DATES FOR THIS APPLICATION | Date you started Ag | Ending date for this application |
|---|---|---|
| Establish the starting and ending dates for this application. | 1/1/2018 <br> *(Enter as mm/dd/yyyy)* | 12/31/ 2019 |

## Selecting a Proficiency Area

Using the list of applications, select the one that best describes your SAE program.

| II. PROFICIENCY TYPE | |
|---|---|
| Choose a proficiency type for this application <br><br> Please choose the pathways for the SAEs represented by this application. | (Please Choose) <br> Agriscience Research – Animals Systems <br> Agriscience Research – Integrated Systems <br> Agriscience Research – Plant Systems <br> ☐ Cluster Skills LifeKnowledge <br> ☐ Environmental Service Systems <br> ☐ Food Products and Processing Systems <br> ☐ Power, Structural and Technical Systems <br> ☐ Natural Resource Systems <br> ☐ Plant Systems <br> ☐ Biotechnology Systems |

# Research Projects – Agriscience Award

SUPERVISED AGRICULTURAL EXPERIENCE PROGRAM
**RESEARCH**

**Special Notes before you begin this page:**
- ▶ Video for Students
- Entries are saved as you add/edit each row.
- No Decimals or Cents. Use whole numbers.
- List Research SAEs only! Do not include FFA activities or class time!
- Funding and expenses listed on this page are for descriptive purposes only. All financial records should also be entered on the Income/Expense Statement.

**A**

**C**

**D**

**B**

Pathway
Agribusiness Systems (ABS)

Research Title ⍰

Start Year (Choose)

End Year (Choose)

Hours

Income/Funding

Expenses

Add

Click "Add" to create more projects.

**F**  **G**

**E**

**You will need to complete the following for each research project that you conducted in this award area.**

- **Pathway (A)** -- Choose Pathway

- **Start Year (B)** -- Select the year that best describes the start of the project. Only years that are available are ones that match the years you entered on the Basic Set-up page.

- **End Year (C)** -- Select the year that best describes the end of the project

- **Hours (D)** -- This area is for the number of total hours worked on all aspects of your research project.

- **Research Title (E)** -- Develop a descriptive title for your research project.

- **Income/Funding (F) --** Amount of total income or funding received for all aspects of your research project.

- **Expenses (G) –** Amount of total expenses for all aspects of your research project.

8/28/2017

# Research Funding – Agriscience Award

Make sure to select the project in which you would like to add research funding.

RESEARCH FUNDING

**Special Notes before you begin this page:**
- Entries are saved as you add/edit each row.
- No Decimals or Cents. Use whole numbers.
- Set up your list of Research Projects on the "Research Projects" page.

**Select a Project:** 1. asfdasdf ▾

**Research Expenses**

+ Add New Expense

| Year | Expense Item | Memo/Description | Cost |
|------|-------------|------------------|------|
| No records to display. | | | |

For sections below to appear you will click on to "*Add*" research expenses and funding/income.

**Research Funding/Income**

+ Add New Funding Source

| Year | Income Source | Memo/Description | Amount |
|------|--------------|------------------|--------|
| No records to display. | | | |

Research Expenses

+ Add New Expense

| Year | | |
|------|---|---|
| No rec | | |

Year: (Choose) ▾
Expense Item: [          ]
Memo/Description: [          ]
Cost: [          ]
Insert Cancel

The window below will appear once you click "*Add*". Please select the appropriate year, list the item, a short description of the item, and the cost of the item.

| Year | Income Source | Memo/Description | Amo |
|------|--------------|------------------|-----|
| No records to display. | | | |

**Please give a detailed explanation of how you obtained your project materials.** ⓘ
maximum 750 characters - 750 remaining

Check Spelling

Describe how you handled funding of your research and then related expenses that helped you complete the research process.

# Research Paper – Agriscience Award

**RESEARCH PAPER - ABSTRACT**

**Special Notes before you begin this page:**
- Entries are saved as you go.
- Set up your list of Research Projects on the "Research Projects" page.

**Select a Project:** [ 1. asfdasdf ∨ ]

Make sure to select the project in which you would like to add research funding.

For each project that was completed in the award area will need to have the following completed.

- **Abstract**
  - One page abstract for each **research** project listed. An abstract is a brief summary of your paper, which concisely describes your purpose, methods, results and conclusions. Do not include the title in the abstract. Your abstract may include potential research applications or future research. The abstract should be in paragraph form and no longer than one page. *3000 character limit.*

- **Procedure**
  - A well-written procedure will **enable** others to reproduce your results by duplicating your study. Explain the technical and experimental procedures employed. Use good judgment with details. Note easily understood tests or procedures, but do not describe them in detail.

- **Conclusion**
  - Draw conclusions from the **results** of your study and relate them to the original hypothesis. If results were not what you expected; take this opportunity to explain why.

# Scoring Guide or Rubric

Rubics can be found on the Missouri FFA Website at https://missouriffa.org/. You need to use the Agriscience Scoring Guide/Rubric to maximize your points for your application. The judges will use this as a guide for scoring your application.

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The FFA Mission: FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

The Agricultural Education Mission: Agricultural education prepares students for successful careers and a lifetime of informed choices in the global agriculture, food, fiber and natural resources system.
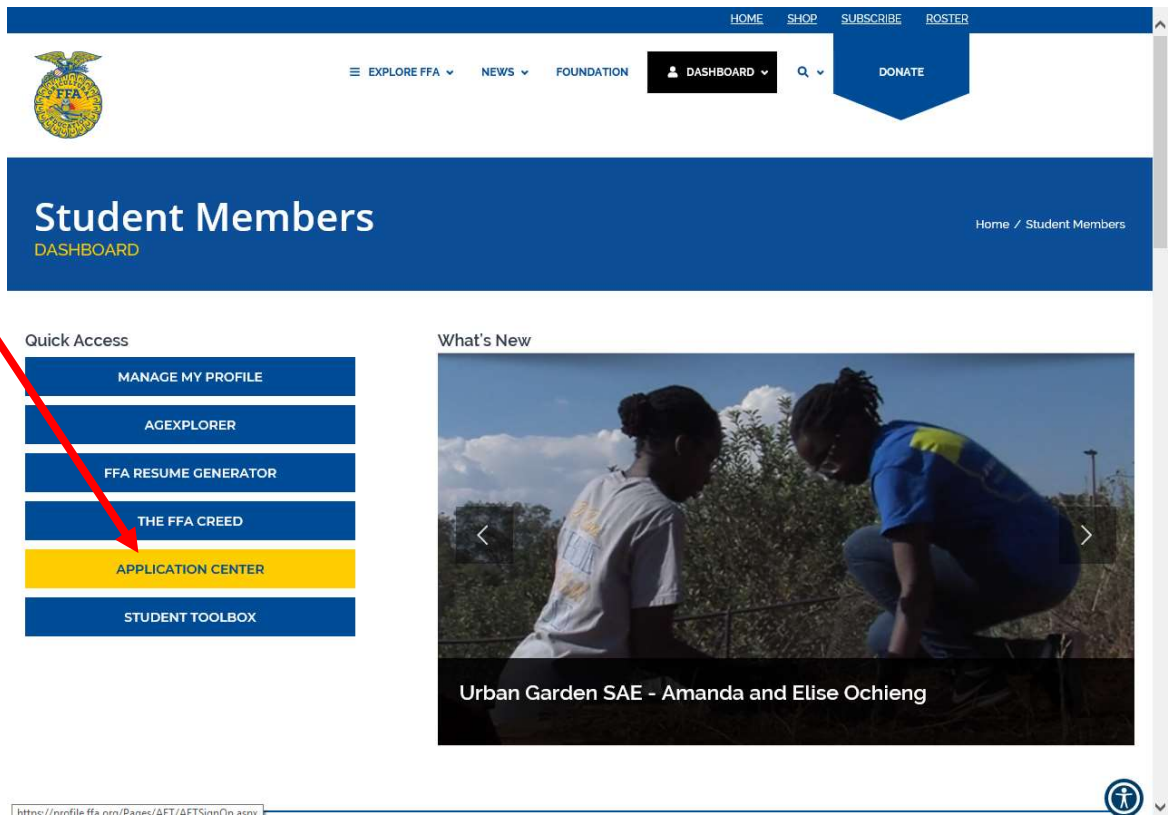
# APPENDIX A – OBTAINING THE APPLICATION
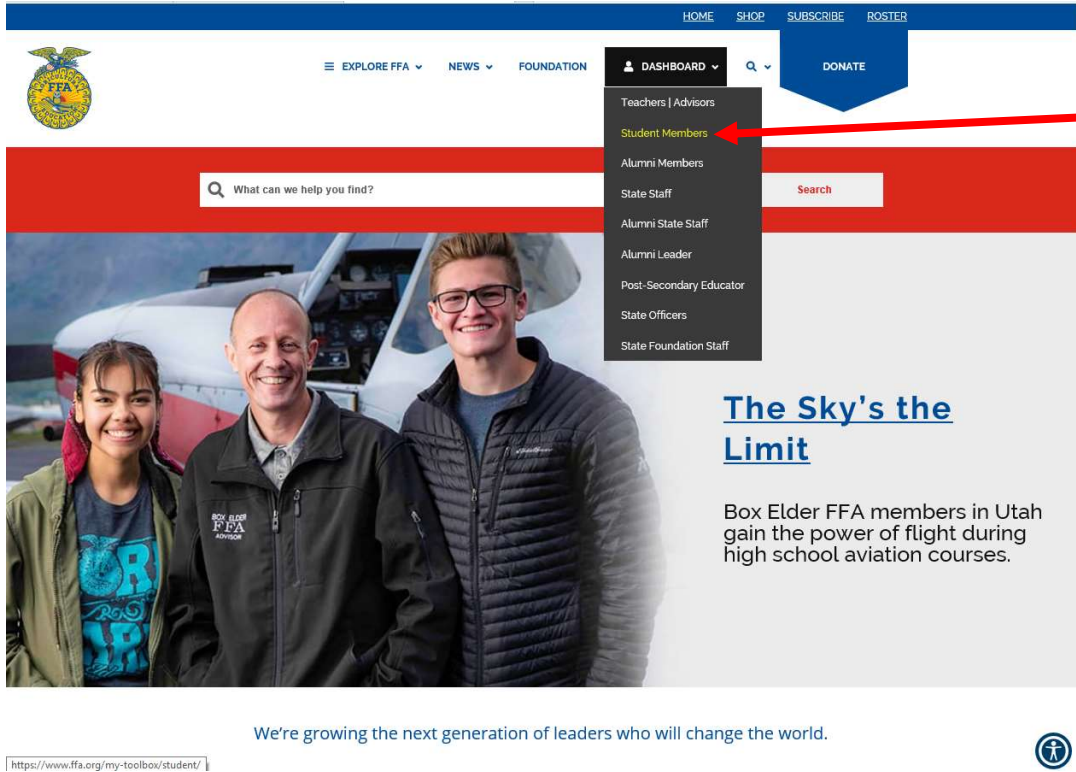


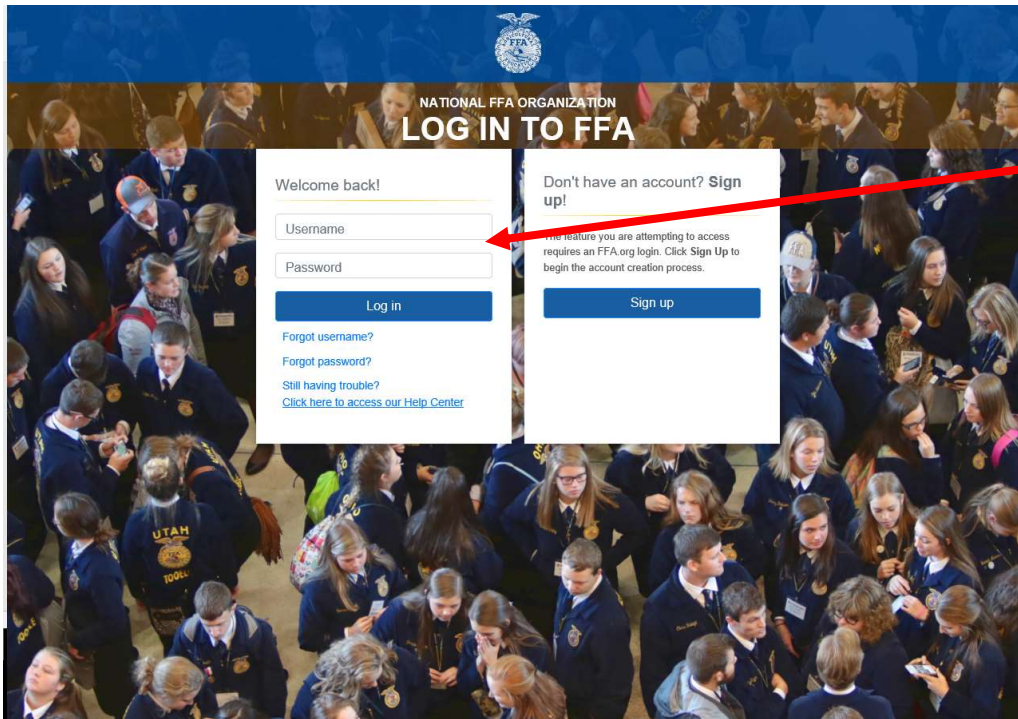Click "Dashboard" and select "Student Members".



Select "Application Center"

Enter your ffa.org username and password.

Then select either "Start new Missouri Proficiency" or "Start new Missouri Research Proficiency".

Then click "Sign On" to add application to your profile.