Missouri Proficiency Application Worksheet

The format of this worksheet is to allow you an opportunity to develop narrative responses to the online application and utilize edit and grammar check features to develop a draft application. This worksheet focuses on primary information that will be needed to complete a Proficiency Application, but once you access the online application additional information or responses will be required. You can access your online application through www.ffa.org and your AgCN login.

The Basic Setup section of the application will customize the award section based on SAE type, but this worksheet covers all types of SAEs. **The online application limits text (Characters count) used to respond to each question. To review your use, just highlight your answer (if completing with MS Word) and choose word count (Tools menu) and measure your response (Character count with spaces).**

Student Name:

I. APPLICATION DATES
Beginning Date: My first day of agricultural education and SAE involvement was *(1) your first day of agricultural education, (2) development of your SAE plan, and (3) FFA involvement*. Use January 1 of your first year as the date to enter here.   **Ending Application Date:**   The ending date of my application is (*December 31 of the year prior to your award*)

II. PROFICIENCY TYPE	Choose one for your Star Type & Application Level
Define your proficiency award type of application (refer to www.FFA.org for an updated list of application opportunities.	

Missouri Proficiency Application
Basic Award Setup Information

II. (Cont.) Primary Pathway	Choose the Primary Pathway(s)
Pathway represents the "area" your SAE projects represent. ***A section of your online application will require you to select pathway-related skills and detail how the skill relates to your project(s).***	__ Agribusiness Systems __ Animal Systems __ Plant Systems __ Biotechnology Systems __ Environmental Service Systems __ Natural Resource Systems __ Food Products and Processing Systems __ Power Structural and Technical Systems __ Cluster Systems (Grouping of several areas)

III. Assets, Related SAE in this Proficiency Area	Value at Beginning Date
Current / Operating Assets:	
1. Investment in harvesting and growing crops	$
2. Investment in feed, seed, fertilizer, chemical, supplies, prepaid expenses, and other current/operating assets	$
3. Investment in merchandise, crops, and animals purchased for resale	$
4. Investment in raised market livestock & poultry	$
Non-Current / Capital Inventory:	
a. Investment in non-depreciable draft, pleasure, and breeding animals	
b. Investment in depreciable draft, pleasure, and breeding animals	
c. Investment in depreciable machinery, equipment, and fixtures	
d. Investment in depreciable land improvements, buildings, and fences	
e. Investment in land	

Missouri Proficiency Application
Performance Review

The following text boxes expand to accommodate additional space. Be sure to review and limit your responses to the 1,500-character count per question.

1. **Briefly explain your SAE and how it related to this award area. (1,500 character limit)**

2. **Briefly explain how your roles and responsibilities related to this award area changed. (1,500 character limit)**

3. **Briefly explain the challenges (advantages and/or disadvantages) you faced with the award area and how you overcame these challenges? (1,500 character limit)**

4. **Briefly explain the three goals you have set for your supervised agricultural experience and what progress have you made in achieving those goals. (1,500-character limit)**

5. **Briefly explain your future plans as they relate to your SAE, Education, and Career. (1,500 character limit)**

Missouri Proficiency Application
Supervised Agricultural Experience - Placement and Exploratory

Only proficiency applications reporting **Placement SAEs** should utilize this section. Description can be up to 500 characters.

Year 1 (Beginning application yr.): __

Pathway *(Refer to page 2 for listing)*	Employer or Project Name Job Title, Responsibilities, or Project Description	Unpaid Hours	Paid Hours	Total Hours	Gross Earnings	Current Expenses

Year 2: __

Pathway *(Refer to page 2 for listing)*	Employer or Project Name Job Title, Responsibilities, or Project Description	Unpaid Hours	Paid Hours	Total Hours	Gross Earnings	Current Expenses

Year 3: __

Pathway *(Refer to page 2 for listing)*	Employer or Project Name Job Title, Responsibilities, or Project Description	Unpaid Hours	Paid Hours	Total Hours	Gross Earnings	Current Expenses

Missouri Proficiency Application
Supervised Agricultural Experience - Entrepreneurship

Only proficiency applications reporting **Entrepreneurship SAEs** should utilize this section. Description can be up to 500 characters.
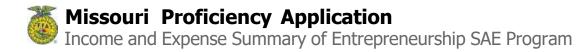
Year 1. (Beginning application yr.) :

Pathway *(Refer to page 2 for listing)*	Name & Description	Size/Scope of Enterprises

Year 2:

Pathway *(Refer to page 2 for listing)*	Name & Description	Size/Scope of Enterprises

Year 3:

Pathway *(Refer to page 2 for listing)*	Name & Description	Size/Scope of Enterprises

Missouri Proficiency Application
Income and Expense Summary of Entrepreneurship SAE Program

The following table is to enter your **Entrepreneurship SAE(s) annual values**, beginning with your first year of the application and ending your final year of the application. Shaded columns are either headings or calculations that will be completed once you enter the values into the online application.

Entry your annual values into cells with "$" symbol.

	Yr.-	Yr.-	Yr.-
1. Revenues from Operations			
a. Closing Current Inventory	$	$	$
b. Beginning Current Inventory	$	$	$
c. Change in Current Inventory			
d. Cash Sales	$	$	$
e. Value Used at Home (Non-cash)	$	$	$
f. Value of Production Transferred to other enterprise, Transferred to Non-Current, Bartered or Labor Exchanged or gifts (Non-cash)	$	$	$
h. Gross Revenues (Change in Current Inventory and Total Sales)			
2. Expenses from Operations			
a. Inventory Purchased for Resale (Cash)	$	$	$
b. Inventory Purchased for Resale (Non-Cash Transfers)	$	$	$
c. Cash Expenses (all other types)	$	$	$
d. Non-Cash Expenses (Transferred, Bartered, or SAE Labor Exchange)	$	$	$
e. Contributed Non-Cash Expenses (Gift or non- SAE Labor Exchange)	$	$	$
f. Total Operating Expenses			
3. Net Income from Operations			
4. Non-Current Inventory			
a. Closing Inventory	$	$	$
b. Transfer in from Operations (Non-Cash Transfers of non-current assets)	$	$	$
c. Contributed Inventory (Outside contribution of non-current assets - gift)	$	$	$
d. Purchases	$	$	$
e. Beginning Inventory	$	$	$
f. Sales	$	$	$
g. Non-Cash Sales	$	$	$
h. Net Non-Current Transactions	$0	$0	$0

Missouri Proficiency Application
Candidate Inventory Statement - Current Inventory

The following is a listing of ending inventory values that are directly related to your **Entrepreneurship SAE** program.

A. **Harvested and Growing Crops/Plants on Ending __Application Yr.__**

Description	Quantity	Value

B. **Feed, Seed, Fertilizer, Chemicals, Supplies, Prepaid Expenses, and other Current Assets on __Ending Application Yr.__**

Description	Quantity	Value

C. **Merchandise, Crops, and Animals Purchased for Resale on __Ending Application Yr.__**

Description	Quantity	Value

D. **Raised Market Animals on __Ending Application Yr.__**

Description	Quantity	Value

Missouri Proficiency Application
Candidate Inventory Statement - Non-Current Inventory

The following is a listing of ending inventory values that are directly related to your **Entrepreneurship SAE** program.

E. **Non-Depreciable Draft, Pleasure, or Breeding Animals on Ending Application Yr**

Description	Quantity	Value

F. **Depreciable Draft, Pleasure, or Breeding Animals on Ending Application Yr**

Description	Acquisition Cost	Depreciation Claimed	Value

G. **Depreciable Machinery, Equipment, and Fixtures on Ending Application Yr**

Description	Acquisition Cost	Depreciation Claimed	Value

Missouri Proficiency Application
Candidate Inventory Statement - Non-Current Inventory

The following is a listing of ending inventory values that are directly related to your Entrepreneurship SAE program

H. **Depreciable Land Improvements, Buildings, and Fences on <u>Ending Application Yr</u>**

Description	Acquisition Cost	Depreciation Claimed	Value

I. **Land on 12/31/2013**

Description	Quantity	Acquisition Cost

Missouri Proficiency Application
Skills, Competencies, Knowledge

Here you will choose five performance indicators from the drop-down menu in the online application. Then describe how this indicator contributed to your success with this SAE. (500 character limit)

Performance Indicator	Contributions to Success

Missouri Proficiency Application
Photos Section

Good quality, well-planned photos set your application apart from the competition. They help connect the entire application together, but must include good pictures with informative captions. Photos need to relate to your supervised agricultural experiences (SAEs).

Notes:
(1) Photos are used as "supporting evidence." They must help tell the story of your SAE(s).
(2) Photos need to show activity, size, and your involvement.
(3) Sometimes your SAE(s) has important phases that are best captured in photos.
(4) Choose pictures with an appropriate background and show your work in your SAE(s).

Instructions for the application:

1. Locate or develop an electronic photo and save in a location you can later use to upload into the online Application (Six photos)
2. Using the space below, name the image and develop a caption to copy into the online application (500 character limit in the application).

Image file name	Caption (500 character limit)
1.	
2.	
3.	
4.	
5.	
6.	

Missouri Proficiency Application
Leadership and Other Activities

List FFA and school and/or community activities using the tables below.

FFA Activity (15 Activities)	Participation Level and Year(s) (Chapter, Area, District, State, National)

School and/or Community Activities (5 Activities)	Description and Year(s) (Chapter, Area, District, State, National)

Missouri Proficiency Application
Research Award Section

Using these tables as a guide – describe your research projects. All information will come from your research paper

	Pathway	Research Title	Years	Hours
1				
2				
3				
4				
5				

Research Funding/Income and/or Expenses
Be sure to explain how you obtained your project materials (750 characters)

Research Abstract
(3000 characters)

Research Procedure
(No Limit on Characters)

Research Conclusion
(No Limit on Characters)