State FFA Degree: To be eligible to receive the State FFA Degree from the state association, a member must meet the following minimum qualifications:

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 ninth grade level, which includes FFA traditions and a Supervised Agricultural Experience (SAE) program.

4. A student after entering agricultural education must have: a. Earned and productively invested at least $1,000; or b. Worked at least 300 hours in excess of scheduled class time; or c. A combination thereof, in a Supervised Agricultural Experience program.

5. Demonstrate leadership ability by: a. Performing 10 procedures of parliamentary law. b. Giving a six-minute speech on a topic relating to agriculture or FFA. c. Serving as an officer, committee chairperson or participating member of a chapter committee.

6. Have a satisfactory scholastic record as certified by the local agricultural education instructor and the principal or superintendent.

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

8. Have participated in at least five different FFA activities above the chapter level.

9. 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.

10. In PA, FFA members, who are at least juniors in high school may apply if they qualify for the degree.

NOTE: If you are planning to apply for the American Degree, please use the document:
Completing the American Degree in AET. Those directions are geared to specific requirements for the American Degree. You will be qualified for the Keystone and headed for a complete American Degree application.

VERY IMPORTANT!

*** All entries in AET MUST have occurred prior to Oct. 1 of the current year. Entries can be made AFTER Oct. 1, but, must have occurred prior to Oct. 1 OR the entries will not flow into the Keystone Degree.***** Includes: Journal/Financial/FFA Activities/Community Service: ALL ENTRIES. You can continue to make entries that occurred after Oct. 1, but, they will not be included in the Keystone Degree.

If you have record book questions, please see the **_Student Guide to AET by Robin Bechtel_** which is located at paffa.org/association under the SAE box.

To get ready to apply for the Keystone Degree: you need to do some house cleaning and clean up/finish your record books. As you complete your records, then, that info will flow completely to the application

SAE projects that are acceptable are those that are completed OUTSIDE of classroom time. SAE projects where only classwork is recorded are not accepted. SAE projects are to be related to skills/knowledge learned in your Ag courses with realistic records.

As you are updating your records, document new things you have learned, new skills that you have learned or practiced and how those new skills may impact your future plans.

As you are reviewing your records:
1. Check for spelling – in several areas there are spell check options. If not, copy the text to a Word file and do a spell check.
2. Watch your use of CAPITAL LETTERS. Names, first letter in sentences, and towns, are all capitalized and the letter I, when you mean you…
3. Add enough detail to your entries so that anyone reading your application will be able to understand what you did. We are not all from your school/town/area.
4. If you use abbreviations, make sure you define those abbreviations in the text, not everyone knows your local terms.
5. Check for grammar.
6. Make sure your comments are appropriate for an award application.
7. Delete any pictures in your portfolio that are not SAE/FFA/Classroom related.

Reviewing your Records:
Log in to your AET Account

PROFILE TAB

I.   **_____Check the Profile** – make sure all of the information, here, is complete, accurate, and current and capital letters are used as needed. This information flows onto the cover page of your application. Your FFA Member Number and Chapter Name and Number MUST appear, here, also. If not, talk to your FFA Advisor. Make sure your birthdate is correct, too. All of this information affects your FFA membership and award eligibility. Include your parent/guardians' first and last names. If you have a personal email, include that in the profile.

II.   **_____In the profile, a nice head shot in FFA Official dress would be great or your school picture. Sometimes your picture may appear in award applications; having a pic of your favorite pet, etc. is cute, but not helpful.**
   Select the profile tab

III.   **_____Ag Courses**: Make sure you have selected every Ag course you have completed. The first Ag course is the most important as records entered before the first date of that class will not be included in your application. If all of your courses are not listed your teacher will have to update the course list.
   Select the profile tab

IV.   _____Check the rest of the areas in the Profile and update areas that apply to you.

V.   Click on the Large "AET" in the top left corner. (that is a button)

VI.   Go to the Experience Manager

a.   _____Check over your list of projects carefully, if there are projects that you started and did not complete, go to the Gears and delete them. If you need to finish the records, you can do that, backdating is fine and will not penalize you in any way.

b.   _____Gears: Make sure your project is the correct type. If you are not sure, go to Explore SAE and review the information, there.   You can change the project type without losing information. Project names are very important. Do not use animal names; if your horse's name is Sadie, the project name should be Pleasure Horse. If you have market animals the name should include the YEAR that you plan to SELL or sold the animals. Market Steer 2023, for example.
Market projects are completed when the animal or group is sold. If you have another market project, that should be a new project the following year. Breeding projects and placement projects continue from year to year.
If you have market/replacement or breeding projects, select the management module that best applies to your project.

c.   _____Review your project plans (pencil)   They need to be **very descriptive** and if you have the same project for several years, update the description every year.

d.   _____ **Budget**: If you have completed Ownership/ Entrepreneurship projects, you should have completed a budget for each project. Review those and make sure they are complete.

e.   _____**Financial entries**: This column indicates the number of financial entries you have made for projects that include financial entries (Entrepreneurship, paid placement, and research). Click on each number in that column and review the financial entries for every project.
NOTE: placement project expenses/taxes, etc. will not appear in this window. Those expenses are "personal" in nature and will not appear, here.
Entrepreneurship projects: market animals, make sure you have entered animal purchases (inventory purchased for resale), feed expenses and the sale of the animals. Review the names of the vendors and make sure the names are complete.

_____ Journal Entries Journal entries should include tasks completed and skills learned. A journal entry example could be: 9/8, Description: 9/1-9/8, I fed and watered my iguana every day. 5 hours.
9/6 Today, I cleaned Iggy's (iguana) pen and put in a lot of newspapers because his cage was very messy!
9/1 – 9/8 This week, I worked Monday and Tuesday for 10 hours total, I waited on customers and stocked shelves.

    f.   Double check your FFA Activities and Community Service Hours. Your entries, here should be brief, descriptive and TO THE POINT! Make sure your journal hours are realistic. There are only 24 hours in a day and you need to go to school and sleep some of those hours!

    g.   _____Complete the Annual Summary – that is the clipboard. Even if it is marked green, review it. The entries in Annual Summary go to the application as a description of the project. This page helps the reviewers of your application to fully understand your projects and YOUR ROLE in the project. The annual summary is a REVIEW of what actually happened during the year, not what you PLAN to happen at the beginning of the year, but, is completed at the end of the year. You can include what you learned, new skills completed/learned, etc. "Scope" or the Numeric Quantity of animals that you worked with each year is completed in the Annual Summary section, also. If you are not sure what to enter, choose the green ? for more explanation. Be careful of the length of the description, it may cut off in the application. AET has a nice template that you can copy in the SAE description box and edit it to share information about your own project.
Your description should include something that you learned or a new skill that you practiced.

       SAMPLE REVIEW/Clipboard DESCRIPTIONS:
1) If your project was placement this is an acceptable description:
2) Keep 'Em Kickin' Vet clinic – 3 Years. Veterinary Assistant. I started working as a general maintenance person in February of 2017, and this year I assisted the vets in the clinic holding animals and as a receptionist as needed. I learned how to take x-rays and assisted the vet techs.

3) Smith Dairy Farm Placement– 3 years. I worked for my dad on our dairy farm; where we milk 250 Holstein cows. I started out feeding calves and cleaning their hutches and after completing the AI Breeding school, I was able to breed the cows. My conception rate is 80%. In the future I hope to buy some of my own cows and integrate them into the herd.

4) Jones Produce Farm: 4 years. We raise 1 acre of watermelons, 2 acres of strawberries and 5 acres of sweet corn, there are 4 other employees. I started out weeding the strawberry patch and picking produce as needed. Today, I run a stand at Root's Market on Tuesday and am involved in all aspects of produce production: planning the planting, planting, cultivating, spraying (I received my spray license this year), and determined the best harvest time.

5) If you have completed 4 years in the same placement, the descriptions should change each year. You should show a change or increase in tasks that show more responsibility/skills learned.

       Entrepreneurship:
6) My SAE project included 3 dairy cows; Crystal, Bonnie, and Sally. It also included Crystal's heifer calf Catie and Sally's calves Susie and Sammy. I sold Bonnie in 2013.
       This may explain the animals that show up in your inventory and it will explain what happened to Bonnie. Since this is an ongoing project: you can update the description each year. Then, the reviewers can follow the animals and see what has happened with them, sold, bred, transferred to another project, etc.

7) Market Swine 2019: 3 hogs for Lampeter Fair. This year I showed 2 hogs at Lampeter Fair and my family butchered and ate the third one. I included the funds for the 3rd hog in Used by family. I don't have any non-current inventory items, because I borrowed the equipment from my cousin.

8) Market Goats 2018: (NOTE the year included in the name is the year the animals were sold) I purchased 2 Boer market goats which I showed and sold at Solanco Fair. I learned that feeding a consistent feed ration is important to prevent bloat. I also learned how to trim their hooves.

Community Service Entry: Lebanon Area Fair: I helped to setup the vegetable area. I swept the floor, changed lightbulbs that didn't work and I helped to set up the display tables and covered them with paper.
Millersville Cemetery: I contacted the cemetery committee to see if they needed help. I spent 5 hours weed eating around the headstones and picking up trash. My friend helped me to fix the fence.
Salvation Army: My friend and I rang the Salvation Army Bell for donations in front of the local Wal-Mart. 25 people put money in our bucket.
Campbelltown Nursing Home: I contacted the nursing home to see if I could volunteer. I had fun playing bingo with the residents 3 times. On another day, I helped the staff to make ice cream for the residents.

FINANCES TAB:
   I.   _____Select Beginning Values (Blue box)
In this section, you should have entered the values of any **items DIRECTLY RELATED TO THE SAE PROJECTS** that **you owned** prior to your first day in Ag. The first day in Ag is the first date that you had an Ag class. If that needs to be updated, go back to PROFILE tab and select the Ag classes section. If class dates need to be updated, talk to your FFA Advisor.
   a.   _____Current Expenses are current assets (will be used up in a short time: feed) that you owned before your first day in class. If you showed animals in 4-H and had some feed left that you are going to use for your FFA projects, etc.
   b.   _____Non-current Items in inventory are OWNED by you, the STUDENT.   These items are also SAE related, not personal items. Your truck or car are personal and not SAE related, do NOT include them.
   c.   _____Cash/Checking: How much money did you have or do you think you might have had when you started in Ag Education?'

   II.   If you own inventory at the end of the year, the value of these items will impact your final numbers.
   _____Go Back to the FINANCES TAB
   Go to: the Tractor – Non-Current Items.
   Make sure the description is complete and with enough detail that anyone will be able to know what the item is. Do NOT use animal names, only. Animal names are acceptable with a complete description included. Example: Sally: Registered Bulldog, Born 1/1/14 (used in a dog breeding project, not a pet)
   In the left column, select Usage and enter the % that each item is used in each project. It must total 100% each year. If the item was sold or died, etc. make sure that is indicated as well.
   III.   _____Select Review and edit finances: Check the names of Vendors to be sure the entry is actually a vendor, such as a business or person where you made a purchase – DAD or GRANDPA are not vendors, please use their names. Make sure the vendor name is spelled correctly.

Each entry should be like this:

DATE of purchase/ Description:Project name (category of item purchased, Supplies) vendor From the memo box, a note of exactly what you bought. If you need to make changes, select edit. Always make sure you "SAVE" after making changes.

IV. _____Year End Adjusted Value

The value of inventory items at Year End or in this case, October first. If the item has been sold, the number is 0.

V. _____Non-Current Items (New Items and Usage of Capital Items) Capital items are those items, used in your SAE project that YOU own for more than 1 year. Personal items do NOT go, here.

In this section, you will need to update the capital items information which transfers to inventory in the application. Please give a complete description of the items. If there are animals, then, date of birth and breed should be indicated, also.   Each animal should be listed separately.

VI. _____LOAN MANAGER

This is where you enter loans associated with your SAE projects. **Personal loans do not go here.**

VII. _____NON-SAE ENTRIES

You can enter some personal expenses here.

This is money that you show as spent has to be indicated somewhere as income.. either as gifts, non-SAE income etc. or SAE income. Remember, you can't spend money that you didn't earn. If you enter an expense, it has to be covered by an income. The applications do NOT require non-SAE expenses.

VIII. _____EXPERIENCE MANAGERS

If you have animal, entrepreneurship projects, you should be using the Experience managers.

If that is not showing up in the Finance tab, then, go back to Experience Manager and the gears, go to the bottom of the screen and select

Category: Animal Systems

Sub category – Your animal type

Category/Unit – What type of animals; Breeding, showing, etc.

Management Module: Market/Replacements or Breeding Herd

REPORTS TAB

_____If you have CHECKED off every topic, above you are ready for the BIG STEP!

To set up an award application: go to the Reports tab and select Degree/Application Manager.

At the top of the page you will see: **FFA Award Information** - complete the FFA information that automatically inserts into FFA award reports: open that link FIRST, and complete any empty boxes that apply to you. Enter the years AND hours of Ag Ed courses taken in your school. If you indicate more than four years, check with your teacher to see if your program is a 5 or 6 year program, there are very few in PA.

_____In the box that says "AgriScience Fair, pull down to Pennsylvania State Degree (Keystone) and click Add New Then, Select Application. (You only have to do this ONE time)

The first window includes basic instructions – READ THE INSTRUCTIONS!

a) In #12, if you have records in AET, DO NOT unlock the application, then, you can make changes in AET and the changes will transfer to the application.

b) If you do NOT have records in AET, then, UNLOCK the application, otherwise leave it "locked".

c) As you read through the application some of the information in the pink boxes at the top are for students who have unlocked the application and are completing it by hand. Read them, anyway because it may include information for everyone.

d) _____In the left margin Select COVER

e) _____Leave the boxes: Area and District empty.

f) _____Read every page from the top down for special instructions. Where you see Green ? icons, select that for more information in an area.

g) _____At the bottom left Ag Education Hours and Years, please enter the years AND Ag course hours.

h) _____On the cover page, select "Review Profile in AET" to make sure the profile, addresses, etc. are complete.

i) _____Then, Select Review Award Info in AET, complete all of the boxes that apply to you. That info will transfer to AET.

j) _____BASIC SET UP PAGE – Change the ending date to the current year: for Keystone: 10/1 of current year, American Degree: 12/31 of the year that just ended. American Degree Applications are due in March, so it is December of the year that just ended.

k) INCOME AND EXPENSE PAGE

l) _____Income and expenses should appear on this page according to the type of projects that you have had.

m) _____If you have had entrepreneurship projects, expenses such as feed or other supplies should appear here. Throughout this page, you should NOT see terms like: not met or not balanced or No. If you do, you will have to go back to your records and make some changes.

n) _____Community Service: Make sure your community service entries explain what you did, Briefly. It is strongly recommended to have more CS activities than required and for each year of FFA membership.
Community Service Organization is for the ORGANIZATION that benefitted from your work/time.
Your FFA chapter is not the benefit of the community service. **Be specific as to the organization that the service was provided for/to.** Good Examples: Palmyra Nursing Home; Ronald McDonald House; Your County Fair; BAD examples: Your FFA Chapter; Your High School.

o) _____FFA Activities for Keystone – Double check the activities and make sure you have more than 10 FFA Chapter Activities (marked in the CHAPTER column) and MORE THAN FIVE Different activities above the chapter level. Be careful that you don't count activities that are the same, but, entered in a different way. County Fair Livestock Judging one year is the same as Livestock Judging County Fair in another year. That counts as ONE activity above the chapter level – Same activity titled in a different way.
Make sure, also, that you have more activities listed than the required number.
AET will mark FFA Activities as MET and it may not be. Ask your teacher to manually check your activities to be sure!! When in doubt, add more activities to be sure you have enough.
If FFA meetings appear on the chapter activity list, make sure you have 10 activities in addition to FFA meetings.

p) _____Continue checking the rest of the pages, if there is an error or Not Met, then, refer to the Green? And go back to AET to see where your issues are.

Make sure you complete all of the requirements, signatures, etc.

Your teacher can contact Mrs. Fay for additional help if you have an issue.
Good Luck!!!!

Pennsylvania State FFA State Degree (Keystone)   Instructions and important information

Keystone Degree overview
1. Students complete SAE projects related to course work in a high school or CTC Ag program.
2. Students record that work in a recordkeeping system.
3. All applications will be completed in the AET recordkeeping system.   Records kept in another recordkeeping system can be entered into the AET application.
4. All records (entered in the AET system) up to Oct 1 will be transferred from AET to the Keystone application automatically. Records can continue to be entered in the AET system, they will not impact the State Degree application.

Keystone application requirements (From the National FFA Manual/State FFA Degree)
1. FFA member for the past 24 months
2. Current Senior or graduate
3. Must have **completed** 2 years of Ag courses
4. Must have completed over 300 hours in a placement (paid or unpaid) SAE or productively invested $1,000
    a.   Or a combination
5. Participated in 10 FFA chapter activities
6. Participated in 5 DIFFERENT FFA Activities above the chapter level
7. Completed 25 hours of service (and 2 different activities) to organizations in the community
8. Include 1 photo of SAE project; showing skills that the student has learned
9. Attach **COMPLETE** SAE plans (from the AET system) for all projects **in the current year.**

Keystone verification process
1. Printed Keystone Degree Applications are reviewed by another Ag teacher who compares the completion of SAE projects by reviewing SAE records and that advisor signs the completed application.
2. Records must be inclusive and complete to verify that a comprehensive SAE project was completed.
3. Applications are due; delivered or postmarked to Regional FFA Coordinators by **the posted date**
4. Once applications are received by the Regional Coordinator, applications may not be changed; additions and deletions are not permitted. (See the manual checklist in the application)
5. Applications will be reviewed by a committee in each region for verification.
6. Regional Keystone Verification Committee of 5-7 will screen/verify Keystone Degree Applications.
    A. Every item on Verification Checklist must be MET and hand checked or Application will be DENIED
    B. Every signature (except state advisor) must be INCLUDED or Application will be DENIED
7. Final List of Candidates Approved for Keystone Degree is due to Mike Brammer for Final Approval by the Board of Directors check the website and emails for the current date.

INCOMPLETE APPLICATIONS
If any section of Keystone Application is missing or incomplete, even if the Checklist says MET, the application will be DENIED as recommended by the Regional Verification Committee.
Example: Two DIFFERENT community service activities are required. If the same activity is included on both lines, the checklist will say MET, however the application will be considered INCOMPLETE and be DENIED because it does not meet the constitutional requirements of the Keystone Degree.

CORRECTIONS AND APPEALS
    A. FFA members have 2 weeks to make corrections and resubmit them to the Regional FFA Coordinator.

For application submission information, ask your advisor to check for an email from your regional coordinator.

Check the paffa.org website for the current manual checklist. Find: FFA and Degrees and Awards.