

Checklist of Minimum Keystone Qualifications		
The following review sections are related to the complete recordbook report in AET or the application.		The application will automatically enter info in these boxes
<b>Basic Requirements</b>		
FFA Membership (Award App)	1. Student has FFA membership for at least 24 months.	MET/NOT MET
AET Profile	2. Student must be a Junior, Senior, or Graduate to apply for this degree	MET/NOT MET
Student Resume (Profile)	3. Student holds the FFA Chapter Level Degree?	MET/NOT MET
FFA Membership (Award App)	4. Candidate has a current membership for the ending date of this application?	MET/NOT MET
Award Application	5. Candidate has obtained the required electronic signatures and approvals.	MET/NOT MET
AET Profile Class Enrollment	6. Candidate must have 4 semesters of instruction in AFNR completed and recorded in the school's official records. Ag Ed classes in addition to SAE projects.	MET/NOT MET
<b>Leadership Activity Requirements</b>		
Officer/Committee (Journal)	7. Candidate has served as an officer, committee chairperson, or participating member of a major committee?	MET/NOT MET
AET Journal Record or Profile and Exams	8. Student has earned 70% or better on the Parliamentary Law Test in AET OR recorded a journal entry for performing parliamentary law procedures (10)	MET/NOT MET
Other (Speech, Journal)	9. Has given (1) an Ag related speech or (2) led a group discussion for forty minutes on a topic relating to agriculture or the FFA?	MET/NOT MET
FFA Activities (Journal)	11. Participated in a minimum of 10 FFA activities at the Chapter level? (1 FFA meeting per year can count: FFA Offices do not count as activities)	MET/NOT MET
Community Service (Journal)	12. Participated in 25 hours of Community Service Activities in at least 2 different fully-described activities that DID NOT BENEFIT FFA and NOT DUPLICATED AS AN SAE?	MET/NOT MET
<b>SAE Activity Requirements</b>		
SAE Plan	13. All SAE Plans are complete, which is noted by "green" checkmark.	MET/NOT MET
SAE Section	14. Each SAE has a completed Annual Review (Clipboard) summary for each year in the application.	MET/NOT MET
"Earned and Productively Invested" (Award Application)	15. Student qualified for the Degree with earnings, productively invested, and hours?	MET/NOT MET
AET Experience Manager	16. Candidate has valid financial entries and not SAE warnings reported by AET?	MET/NOT MET
<b>Verify in SAE Records</b>		
SAE Details (Records)	17. SAE transactions (income/paychecks, expenses or journal hours) for each SAE are appropriate and reasonable for the enterprise(s) (SAEs) listed? (see journal and financial records) To review see (1) journals and (2) cash and non-cash entries.	MET/NOT MET
SAE Expenses (Finances)	18. If market livestock projects, does Livestock Purchased exist? (If applies - see financial records in cash and non-cash entries)	MET/NOT MET
SAE Expenses (Finances)	19. Are SAE market adjustments appropriate and reasonable for the SAEs? (If applies - review each SAE) RECORD N/A IF DOES NOT APPLY on the final review page.	MET/NOT MET