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# Guidelines for Content of State FFA Degree Portfolio

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## Official FFA Notebook

- National FFA Supply Service or CIMC
- Item NB
- Blue plastic finish vinyl 3-ring binder notebook with metallic gold emblem. May be personalized with name and chapter (not required). Measures 8 ½” x 11”
- Cost - \$5.00

**1 Binder Maximum**

## Cover Page

- Name, FFA chapter, and 4” x 6” photograph of the student
- Table of Contents (order as listed here)

**2 Pages Maximum**

## Essay Entitled “My Ag-Ed and FFA Experience”

- Double-spaced
- 12 point type

**2 Pages Maximum**

## Resumé

- Formatted like national applications

**2 Pages Maximum**

## Letters of Recommendation

- One from school administrator

**3 Letters Minimum  
and Maximum**

## Verification for Placement Applicants Only

- Employer Verification Check Sheet
- Verification of Savings or Investment Accounts

**1 per Employer  
1 per Account**

## State FFA Degree Application

- Complete copy of the application

## School Transcript

## Photographs and Captions

- Formatted like national applications
- Captions – 25-word minimum  
50-word maximum
- SAE (required)
- FFA (required)
  - Must show activities from  
2 of 4 categories/Fairs and Shows  
CDE, Leadership, Speech/Prof. Apps.
- Supplemental Collage (optional)
  - Could be additional SAE or FFA  
activities, awards or honors

**Minimum of 6/Maximum of 12  
Photo Pages/1 photo per page**

**Minimum of 6/Maximum of 12  
Photo Pages/1 photo per page**

**1 Page Maximum**

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## Other Important Information

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### **Order of Content**

- Materials will be placed in the Official Notebook in the order listed above beginning with the Cover Page and ending with the Evaluation Criteria Sheet.

### **Paper and Plastic Page Covers**

- The type and color of paper used throughout the portfolio is left to the discretion of the student. Regular white paper is not required. The use of individual plastic page covers is left to the discretion of the student. Covers are not required.

### **Format**

- Formatted like national application templates.

### **Evaluation Criteria Form**

- Provided by the state office and used by the evaluation team to determine a pass or fail rating.

# Portfolio Evaluation Form

Applicant's Name \_\_\_\_\_

FFA Chapter \_\_\_\_\_

**Committee Evaluation**    \_\_\_\_\_ Pass    \_\_\_\_\_ Fail

**1. One Official FFA Notebook**

\_\_\_\_\_ Pass    \_\_\_\_\_ Fail

**2. Cover Page**

\_\_\_\_\_ Pass    \_\_\_\_\_ Fail

- Name, FFA chapter, and 4"x 6" photograph of the student
- Table of Contents
- Two-page maximum

**3. Essay Entitled "My Ag-Ed Experience"**

\_\_\_\_\_ Pass    \_\_\_\_\_ Fail

- Double-spaced
- 12-point type
- Two-page maximum

**4. Resumé**

\_\_\_\_\_ Pass    \_\_\_\_\_ Fail

- Formatted like national applications
- Two-page maximum

**5. Letters of Recommendation**

\_\_\_\_\_ Pass    \_\_\_\_\_ Fail

- Three Letters (minimum and maximum) List below.
- One of the three letters is from the superintendent or principal
  1. \_\_\_\_\_ (superintendent or principal)
  2. \_\_\_\_\_
  3. \_\_\_\_\_

**6. State FFA Degree Application**

\_\_\_\_\_ Pass    \_\_\_\_\_ Fail

- Complete copy

**7. School Transcript**

\_\_\_\_\_ Pass    \_\_\_\_\_ Fail

**8. Photographs and Captions**

\_\_\_\_\_ Pass    \_\_\_\_\_ Fail

- Formatted like national applications
- Captions – 25-word minimum, 50-word maximum
- SAE – Maximum of 6/Maximum of 12 photo pages  
1 photo per page.
- FFA – Maximum of 6/Maximum of 12 photo pages  
1 photo per page.
- Supplemental Collage (optional)  
Maximum of one page

*(continued on next page)*

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## Portfolio Evaluation Form (continued)

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**\*9. For Placement Applicants Only**

\_\_\_\_\_ Pass      \_\_\_\_\_ Fail

- Employer Verification Check Sheet
- Verification of savings or investment accounts

**\*\*Constitutional Requirements**

- *All candidates applying for the State FFA Degree shall submit either an Official FFA Scrapbook or an Official FFA Portfolio. Specific guidelines for preparation of a scrapbook and portfolio are to be provided by the state FFA office. Scrapbooks and portfolios will be evaluated by a committee of three to five agricultural education teachers at each Professional Improvement Meeting and will receive a pass or fail rating. A pass rating is required to receive the State FFA Degree.*

**\*\*Pass or Fail Rating**

- The portfolio must receive a pass rating in all categories listed. Failure to receive a pass rating in any one or more categories will result in a failed rating, and the student will not receive the State FFA Degree.
- Should an evaluation committee give a fail rating on a portfolio, all agricultural education teachers attending the Professional Improvement Meeting must evaluate that portfolio. A vote will then be taken, and a majority of the whole will determine a pass or fail rating. This vote is final.