
Guidelines for Content of State FFA Degree Scrapbook

Official FFA Scrapbook

- National FFA Supply Service
- Item SBK-1 (1'') – \$29 • Item SBK-1A (2'') – \$39
- Blue plastic finish vinyl 16-ring binder scrapbook with metallic gold emblem. Includes one line of personalization. Measures 12 ½'' x 17''. Refill pages available.

State FFA Degree Application

- Complete copy of the application bound in an FFA Awards Folder
- Folder placed loose in the inside front cover of the scrapbook

Table of Contents

- Content order is left to the discretion of the student

Letters of Recommendation

- One required from school administrator

3 Letters Minimum

Verification for Placement Applicants Only

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

**1 per Employer
1 per Account**

Photographs and Captions

- SAE (required)
 - Number of photographs per page to be determined by the student
- FFA (required)
 - Number of photographs per page to be determined by the student
- Each photograph in all 12 pages above must be identified with a caption. The number of words in each caption to be determined by the student.

6 Pages Minimum

6 Pages Minimum

Other Important Information

Content Flexibility

- The overall content of the FFA Scrapbook is considerably more flexible than that of the FFA Portfolio. Primary consideration should be given to the Ag-Ed/FFA experience. However, including information outside of the Ag-Ed/FFA experience is acceptable.
- The content information listed above is the required minimum.
- The order of the content is flexible but must be listed correctly in the Table of Contents.

Helpful Hints in Preparing a Scrapbook

1. Organization

- Poor - No sequence or order to arrangement of scrapbook; content arranged haphazardly, indicating very little thought and planning.
- Superior - Table of contents, title pages, tabs for divisions, identifiable sequence, and easy to follow or understandable arrangement.

2. Neatness

- Poor - Pictures fastened with scotch tape, pictures stapled on scrapbook, captions poorly handwritten, misspelled words, material wrinkled or soiled.
- Superior - Pictures fastened in an attractive manner; information concerning the pictures or material is typewritten or handwritten skillfully and precisely. Items in scrapbook arranged orderly, logically, and attractively.

3. Pictures

- Poor - Pictures included that do not pertain to applicant's program, inadequate number of pictures to explain program, and pictures that do not explain all phases of the program.
- Superior - Pictures taken periodically throughout applicant's FFA career; pictures show involvement in all phases of applicant's program.

4. Identification of Pictures, Clippings, Ribbons, and Other Material

- Poor - Names that are underlined in news articles, no explanation of materials in scrapbook, no identification of pictures, descriptions lacking information.
- Superior - Information printed or typed in an attractive manner; captions adequately describe and identify student's involvement or participation. In a group picture, a circle or arrow should identify applicant in picture.

5. Evidence of Entrepreneurship/Placement

- Poor - No substantiating evidence of ownership.
- Superior - Cancelled checks, bank notes, deeds, contracts, rental agreement on land. Training memorandum and/or placement agreement for placement applicants. Wage statement.

6. Quality of Projects

- Poor - Pictures and exhibition record indicate overall quality of all projects to be poor. Placement applicant's training station indicates less than desirable training area.
- Superior - Pictures, exhibition record, evidence of the use of many approved practices on commercial or exhibition projects. Placement—training area that affords many opportunities to learn how to do well at many jobs in the business.

Helpful Hints in Preparing a Scrapbook

7. Applicable Material

- Poor - News articles of local, district, or state events in which the applicant's name is not listed; superfluous material where the candidate is not directly involved.
- Superior - All pictures, news articles, programs, catalogs, and ribbons are appropriate to the candidate's program; all contain candidate's name or an explanation of involvement. Consider taking a picture of ribbons and including only the cover page of catalogs and programs.

8. Completeness

- Poor - Lacks thoroughness; areas limited or totally omitted.
- Superior - All areas of the evaluation are complete and fulfilled to a high degree. The candidate's training program is amply illustrated throughout the candidate's scrapbook.

9. Evidence of an Outstanding FFA Program

- Poor - Scrapbook indicates limited participation in leadership activities; scope of supervised training program or training area is restricted; member participated in minimum number of competitive FFA activities.
- Superior - Exemplified by growth and scope of program, pictures, participation in numerous leadership activities, contest participation and winnings; commercial projects well defined and illustrated in scrapbook.

10. Participation in Other Activities

- Poor - No activities shown in scrapbook.
- Superior - Participation in other activities such as sports, honor societies, and other school organizations should be limited to three pages (six sides) in the candidate's scrapbook. This in no way is to discourage a candidate's participation in other activities, but our major consideration should focus on FFA participation.

Scrapbook Evaluation Form

Applicant's Name _____

FFA Chapter _____

Committee Evaluation _____ Pass _____ Fail

Category One—Scrapbook

_____ Pass _____ Fail

- Official FFA Scrapbook(s)
- Copy of the State FFA Degree Application
- Table of Contents
- Organization
- Neatness
- Completeness

Category Two—SAE

_____ Pass _____ Fail

- Pictures with captions (six-page minimum)
- News clippings and other applicable material
- Evidence of a quality program

Category Three—FFA

_____ Pass _____ Fail

- Pictures with captions (six-page minimum)
- News clippings and other applicable material
- Evidence of outstanding FFA participation

Category Four—Letters of Recommendation

_____ Pass _____ Fail

- Three letters of recommendation List below.
- One of the three letters is from the superintendent or principal
 1. _____ (superintendent or principal)
 2. _____
 3. _____

Category Five—For Placement Applicants Only

_____ Pass _____ Fail

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

(Important information on next page)

Scrapbook Evaluation Form (continued)

****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 3 to 5 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 scrapbook 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 scrapbook, all agricultural education teachers attending that Professional Improvement Meeting must evaluate that scrapbook. A vote will then be taken and a majority of the whole will determine a pass or fail rating. This vote is final.