
Guidelines for Content of State FFA Degree Portfolio

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

Other Important Information

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)

Portfolio Evaluation Form (continued)

***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.

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. _____ (superintendent or principal)
 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**

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***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.

Agricultural Placement Employer Verification Check Sheet

**To the Employer:**

The following high school senior Agricultural Education student is applying for the prestigious State FFA Degree. All or a portion of this student's supervised agricultural experience program (SAE) has been in Agricultural Placement (wage earning). We require our students to submit an Employer Verification Check Sheet if they use their placement program to meet minimum qualifications for the degree. Therefore, we appreciate your cooperation in completing this form.

Name of the Student _____

FFA Chapter _____

Type of Agricultural Placement _____

Name of the Business/Company/Farm, etc. _____

Address of Business/Company/Farm _____

Title/Position of Person Completing this Form _____

Student Starting Date: Month _____ Year _____

Ending Date: Month _____ Year _____ Currently Employed (x) _____

Total Number of Hours Worked _____

Wages: Starting _____ Ending/Current _____

Please identify the primary job duties and responsibilities of this student:

Please place an (x) in all areas below that apply to this student:

- | | |
|---|------------------------|
| _____ Good personal appearance | _____ Responsible |
| _____ Good attitude concerning work | _____ Dependable |
| _____ Good attitude concerning others | _____ Shows Initiative |
| _____ Ability to perform required tasks | _____ Honest |

Employer Signature _____ **Date** _____

Ag-Ed Teacher Signature _____ **Date** _____

(Teacher's signature verifies the information above correlates to the placement records kept in this student's FFA record books.)

Oklahoma FFA Association

Policy on the Use of Vehicles for Awards and Degrees



Vehicles such as pickup trucks, cars, four-wheelers, grain and fuel trucks, etc., may be an essential asset to a successful SAE program. The Internal Revenue Service (IRS) will allow a reasonable proportion of your ownership costs as a business expense. The following specific guidelines should be followed when listing vehicles as assets in an SAE program.

***The percent value of a vehicle that is allowed to be counted in an SAE program is the percent the vehicle was used toward the SAE in a given year.**

Example: You put 10,000 miles on your pickup truck this year and 2,000 of those miles were directly attributed to your SAE program. Therefore, 20 percent of the value of that pickup can be counted as an asset toward your SAE. In real dollars that means if a pickup truck is valued at \$8,000, then \$1,600 can be counted as an asset toward your SAE. The remaining value of \$6,400 shall be listed as “non-productively invested/personal non-current assets.”

***Current IRS rules recommend that the total value of a vehicle should never exceed 60 percent of the value of the vehicle. The exception to this rule would be feed trucks, fuel trucks, etc. In this instance, the vehicle shall have a *farm tag*, and there shall be substantial supporting inventory that requires the investment of the vehicle.**

Example: A feed truck with a farm tag would require substantial supporting inventory such as livestock. A fuel truck with a farm tag would require substantial supporting inventory such as tractors, combines, or other types of equipment.

***At no time can a vehicle count as the only source of investment in an SAE program of a student applying for the State FFA Degree.**

District and State Star Guidelines



PI Star candidates are required to submit an Official FFA Portfolio in place of the Official FFA Scrapbook for competitions at the district and state levels. Scrapbooks will not be accepted.

Star candidates must follow the guidelines established for an Official FFA Portfolio. No additional materials may be used other than the required materials described below.

Star candidates are required to complete a portfolio that contains:

- 12 SAE photo pages with 1 photo per page
- 6 FFA photo pages with 1 photo per page
- 2 Personal Pages to show evidence of ownership and/or verification of placement. These two pages must be identified at the top of each page as “Evidence of Ownership.” The format of these two pages is up to the candidate and may include, but is not limited to, canceled checks, receipts, loans, taxes, photos and news articles.

All candidates for District and State Star competition are required to have the following:

- Official FFA Portfolio
- SAE Record Books
- Official FFA Dress
- 10-slide PowerPoint presentation with a double-spaced, typed script. Only one photograph is allowed in each picture frame.
- Each candidate is allowed 10 minutes to present their PowerPoint presentation to the judges. This will be followed by a 10-minute question-and-answer period. All candidates are given exactly 20 minutes total.
- If a District candidate advances to state-level competition, the candidate is required to submit one additional photograph (#11) on the PowerPoint, which is a sign or building that has the candidate’s community name on it (school marquee, bank, road sign, etc.). The candidate should be in this picture. This picture is not used in the presentation to the judges; however, it will be used at the state FFA convention if the candidate is selected as a State Star.

Candidates should contact their District Program Specialist if they have additional questions or need assistance.

State FFA Degree Academic Excellence Award

 **Due
Feb. PI Meeting**

For FFA members receiving the State FFA Degree this year.

Information about the Nominee (Please type):

Name Mr./Ms. _____ E-mail Address _____

Mailing Address _____

City _____ County _____ State _____ ZIP _____

Home Phone (_____) _____ Name of Parent(s)/Guardian(s) _____

School _____

School Address _____

School City _____ State _____ ZIP _____ School District _____

School Phone (_____) _____

Current Cumulative Grade Point Average _____ Scale _____

Class Rank _____ out of _____ students in the class

Total number of students sharing Class Rank #1 _____ Class Rank #2 _____

Number of honors/AP courses taken, including the current semester _____

Number of honors/AP courses available _____

Composite ACT Score or SAT Score (*on a National Testing Day*) _____

Superintendent's Honor Roll in Fall Semester of Senior Year – Yes No

Principal's Honor Roll in Fall Semester of Senior Year – Yes No

Attach a copy of high school transcript, including ACT or SAT scores to this application.

Certified by:

Full Name Mr./Ms./Mrs./Dr. _____

Superintendent Principal

I certify that _____, a senior student at _____

High School, in _____, Oklahoma, is worthy for consideration for the State FFA Degree Academic Excellence Award and that the above information pertaining to his/her academic record is accurate.

Signature _____ Date _____

Superintendent Principal

Application must be submitted at the PI Degree Check in February.