



Applying for FFA Awards

Purpose: *This guide helps students with the process of using their AET entries to apply for FFA awards. These steps and concepts cover state degree applications, proficiency (state and national) applications and star battery applications.*

A. Begin with the degree application manager (for all FFA awards):

1. Choose **REPORTS** Menu
2. Go to the **FFA Award Reporting** Section (towards the bottom of the page)
3. Choose to "**Degree Application Manager**"
4. From the list, choose your degree - then select "**add New**"... your degree is now in the list
5. Select the "**application**" and you will see steps for the degree

1. Your State Degree: – This degree should be listed, if not get with your state director and have them setup in AET. The steps are:

1. [Basic Information](#) – *Important...* just enter the correct beginning date (your first ag class) and ending date of your data needed in the application
2. [Checksheet](#) - if listed for your state...review degree requirements or skip if not listed
3. [Generate Application](#), your award application will be exported to Excel
Review the applications pages for accuracy. Any needed changes should be made in the AET and a new application generated. Some areas can be edited and the file can be saved if needed

2. Entrepreneurship Proficiency Application: This is for "profit SAE experience" degrees such as beef production, diversified livestock, dairy and other very specific award possibilities – This degree has nearly 50-degree possibilities. Add the application and the steps are:

1. [Basic Information](#) – *Important...* just enter the correct application type from the list and the year ending Dec 31. If your application is due in 2012, your ending Dec 31 date is 2011
2. [Experience Selection](#) – select the SAEs of AET Experiences that connect to the application
3. [Performance A](#) – describe your SAE and your goals of the project
4. [Performance B](#) – describe special circumstances and used resources
5. [Performance C](#) – describe the achievement of your goals
6. [Skills, Competencies, and Knowledge](#) – A listing of specific skills learned and then how they contribute to the SAEs in this application- then add new...list several and select the ones that apply
7. [Efficiencies Attained](#) – a list of specific efficiencies, time achieved and unit achieved...then how if applies to this application (example – feed efficiency of steer, 2.5 lbs per day)
8. [Picture Selection](#) – Choose a photo with a description from your AET portfolio
9. [Checklist](#) - if listed for your state...review degree requirements or skip if not listed
10. [Generate Application](#), your award application will be exported to Excel -
Review the applications pages for accuracy. Any needed changes should be made in the AET and a new application generated. Some areas can be edited and the file can be saved if needed

3. Placement Proficiency Application: This is for your "SAE job experience" degree in specific award possibility areas – This degree has nearly 50-degree possibilities. Add the application and the steps are:

1. [Basic Information](#) – *Important...* just enter the correct application type from the list and the year ending Dec 31. If your application is due in 2012, your ending Dec 31 date is 2011
2. [Experience Selection](#) – select the SAEs of AET Experiences that connect to the application
3. [Performance A](#) –describe your SAE and your goals of the project
4. [Performance B](#) – describe special circumstances and job responsibilities
5. [Performance C](#) – describe the achievement of your goals
6. [Skills and Activities](#) – select "Add New" and provide information of skills and time spent in the area...then save and add others...then select each to be added to the application
7. [Picture Selection](#) – Choose a photo with a description from your AET portfolio
8. [Checklist](#) - if listed for your state...review degree requirements or skip if not listed
9. [Generate Application](#), your award application will be exported to Excel -
Review the applications pages for accuracy. Any needed changes should be made in the AET and a new application generated. Some areas can be edited and the file can be saved if needed

4. American Degree: This is a degree you seek at the end of your agriculture education experience and includes all your experiences, add the application and the steps are:

1. [Basic Information](#) – *Important...* just enter the correct beginning date (your first ag class) and ending date of your data needed in the application
2. [Generate Application](#), your award application will be exported to Excel
Review the applications pages for accuracy. Any needed changes should be made in the AET and a new application generated. Some areas can be edited and the file can be saved if needed

5. Star Battery Degree: This is a supplement degree to other applications and provides additional details for the American or State Degree –The steps are:

1. [Basic Information](#) – *Important...* choose your application type and ending date (date is Dec 31 of application year...i.e if applying in 2012, then your application is 12/31/2011)
2. [Performance A](#) –describe your SAE and your goals of the project
3. [Performance B](#) – describe special circumstances and activities
4. [Performance C](#) – describe the achievement of your goals
5. [Skills, Competencies and Knowledge](#)– select "Add New" or choose from the list you created for other applications
6. [Efficiencies](#) – (Entrepreneurship Only) Select "Add New" or choose from the list
7. [Picture Selection](#) – Choose a photo with a description from your AET portfolio
8. [Checksheet](#) - if listed for your state...review degree requirements or skip if not listed
9. [Generate Application](#), your award application will be exported to Excel -
Review the applications pages for accuracy. Any needed changes should be made in the AET and a new application generated. Some areas can be edited and the file can be saved if needed

