

# How to Add Leadership Role and Community Service Activities into a State FFA Degree Application

To earn a State FFA Degree students must demonstrate leadership ability by serving as **an officer, committee chairperson, or participating member of a chapter committee**. To ensure FFA members accurately record this, and their community service activities Washington FFA state staff have provided the following steps to assist both AET users and Non-AET users. We encourage you to follow the steps outlined below to assist in filling out the State FFA Degree.

## Leadership Role Steps

### Non AET Users

**Step 1.** Go to the Activity Tab and list any leadership positions you have **prior to December 31, 2023.**

**Example:** Chapter Sentinel and then add the year under the Area, District, region section

### AET users

**Step 1.** Click on Journal



## AET Journal

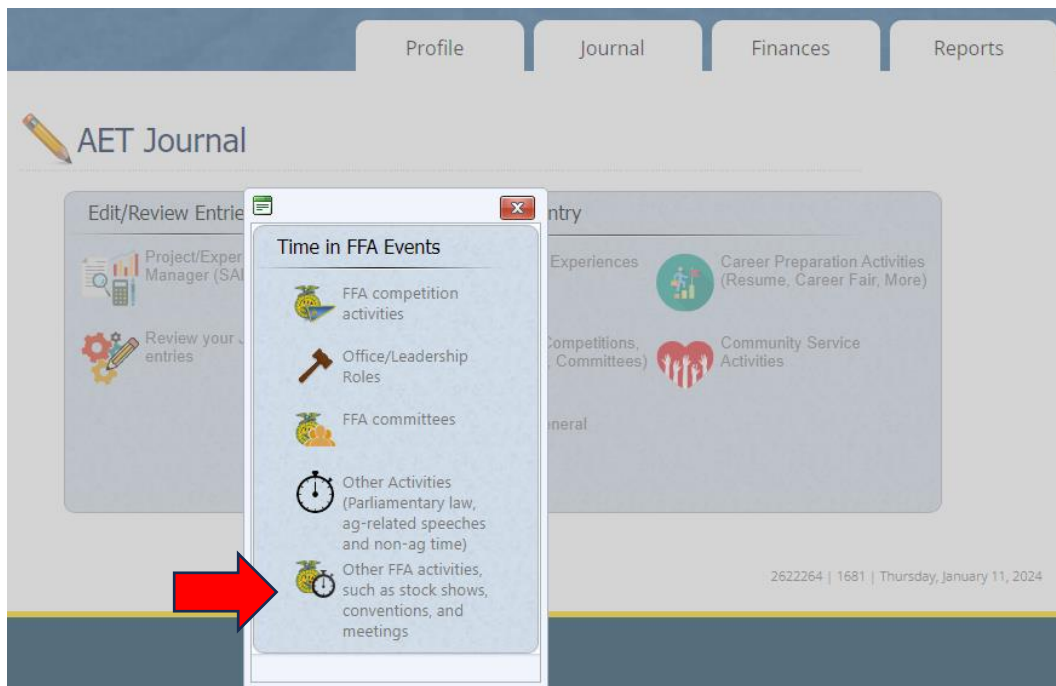
### Edit/Review Entries

- Project/Experience Manager (SAE)
- Review your Journal entries

### Add New Journal Entry

- AET Projects / Experiences (SAE)
- Career Preparation Activities (Resume, Career Fair, More)
- FFA (Camps, Competitions, Award, Offices, Committees)
- Community Service Activities
- Classroom (General Learning)

**Step 2.** Under Add New Journal Entry FFA - Select Other FFA Activities



**Using the Add/Edit Journal Entry complete all sections in Step 3.**

**Step 3.**

Date – Choose a date that is **on or before 12/31/23** to record your FFA Leadership Experience

Activity – List the FFA officer or committee chair position that the student has done.

**Example: Chapter Sentinel**

Type – Other

Level – Area

Skill Areas: CRP.01.01 – Model personal responsibility in the workplace and community.

Time – Enter an estimated amount of hours.

**Click SAVE**

**Add/Edit Journal Entry**

<b>Date:</b> 1/11/2024	<b>Category:</b> Other FFA-related Activity
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Activity:	<input type="text"/>
Type:	(Please Choose)
Level:	(Please Choose)
Skill Areas:	<input type="text" value="+ Add/Explore Skill Areas"/>
Description / Awards:	<div style="border: 1px solid #ccc; height: 50px; width: 100%;"></div> <a href="#">Check Spelling</a>
Time:	Hours <input type="text"/> + Minutes <input type="text"/>

**Step 4.** Go to Reports Tab and Click on Degree/Application Manager.

**AET Reports**

<p><b>Journal &amp; Resume Reports</b></p> <ul style="list-style-type: none"> <li>Journal Summary</li> <li>Journal Details</li> <li>Journal Summary (In &amp; Out of Class)</li> <li>Resume Report (DOC) (PDF)</li> <li>Competency/Mastery Reports</li> <li>Current List of AET Badges Awarded</li> </ul>	<p><b>SAE &amp; Profit Reports</b></p> <ul style="list-style-type: none"> <li>Single Experience (SAE) Reports</li> <li>A detailed review of your financial entries by date</li> <li>Profit/Loss by Experience (PDF)</li> <li>Monthly Statement of Cash Flow (PDF)</li> <li>Analysis of animal Experiences</li> <li>Export your entries to Excel</li> </ul>	<p><b>Annual Reports &amp; FFA Apps</b></p> <ul style="list-style-type: none"> <li><b>Degree/Application Manager</b></li> <li>Complete Recordbook Report</li> <li>Overall Profit/Loss by Year (PDF)</li> <li>Balance Sheet by Year (PDF)</li> <li>Report of Non-current Items (HTML)</li> </ul>
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**Step 5.** Open Washington State FFA Degree Application.

**Degree/Application Manager**

Use the resources on this page to review your AET records (if apply), add FFA applications appropriate to your state, and review your application details on this page. Also, be sure and review your "submission list & feedback" to monitor your progress of online awards.


[FFA Award Information](#) - complete your FFA information that automatically inserts into FFA award reports

**Submission Lists & Feedback**

AET detected the following problems with your records. Award Applications may not balance. Please review your [financial transactions](#) and/or the [Project Manager](#).

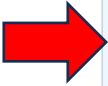
Experience/SAE	Chosen SAE Type	Message	# Transactions
2021 NWWF	Entrepreneurship/Ownership	Active SAE with ending value, but no recent transactions. Is project active?	1
2022 NWWF		Active SAE with endino value. but no recent transactions. Is proiect	.

Start a new application by choosing from this dropdown menu:

Generate/Edit Application	Unique #	Application Type	Date Created	
 <a href="#">Application</a>	1202837	Washington FFA State Degree	1/10/2024	<a href="#">Delete</a>

**Step 6.** Open the Activities Tab on the left side of your screen.

- MOUNT BAKER  
Tyson Rightmire
- <-- Return to App Mgr
  - Instructions**
  - Cover
  - Basic Setup
  - Membership Check
  - SAE - Research
  - SAE - Entrepreneurship
  - Income/Expense Stmt
  - Ending Current Inventory
  - Ending Non-Current Inv.
  - Assets
  - Liabilities
  - Net Worth
  - Earned & Prod. Invested
  - Activities**
  - Community Service
  - Checklist
  - Electronic Signatures
  - Print Application






- Go to FFA.org
- Go to AET
- Student Help
- Teacher Help

**INSTRUCTIONS**

AET detected the following problems with your records. Award Applications may not balance. Please review your [financial transactions](#) and/or the [Project Manager](#).

Experience/SAE	Chosen SAE Type	Message	# Transactions
2021 NWWF	Entrepreneurship/Ownership	Active SAE with ending value, but no recent transactions. Is project active?	1
2022 NWWF		Active SAE with endino value. but no recent transactions. Is proiect	.

**READ THIS FIRST!!**

1. On most web browsers, the pages will automatically save as you go. You'll see this icon  as your information is saved.
2. Your Javascript is enabled.
3. Read this entire page of instructions before you begin.
4. Use the "Tab" key to go to the next cell that will accept information.
5. You must enter your beginning and ending dates on the Basic Setup page.
6. Begin with the Cover section and complete pages in order.
7. You must use only whole numbers. NO DECIMALS!! (Decimals will cause math check errors.) Do not put negative numbers in any cells.
8. These icons  contain additional help and tips. Click the icon to try it!
9. All Checklist items must indicate "MET" or "YES" to qualify.
10. For fairness all applications must respond to questions in the space provided.
11. This application is locked to your AET records. All editing is through AET. [Click Here](#) to unlock this application. 

**Step 7.** Check to make sure the Leadership position is reflected in the State Degree Application and is recorded under Area, District or Region with the year you served in the role.

**VI. LEADERSHIP ACTIVITIES**

Review in AET

**Special Notes before you begin this page:**

- Activities with the same "Activity Name" will be shown on the same row.
- To adjust your activities, go to your AET Journal!
- Activities counting toward the degree focus on activities above the chapter level, so review you checklist section to view your status.
- Activities repeated at the same level across years count as only "one activity" (ex. State Soils Contest for two years = 1 activity above the chapter level).



Activity	Area, District or Region	State	National Finals Multi-State	National
Chapter Sentinel	23			



**To Record Community Service Activities correctly please check out the examples provided below for State and American FFA Degree Applications.**

**Community Service HINTS:** Applications need to list "Individual/Group/Organization to whom service was Provided" in the first column, not who service was performed with. Applications which list FFA, 4-H or applicant's own school in the **first column** are wrong and will be questioned by national reviewers.

**Example of Bad Entry:**

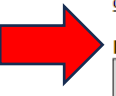
Individual/Group/Organization to whom service was PROVIDED	Service performed and whom you performed the service with if applicable	Hours
FFA Chapter	Helped with fundraiser.	3

*In this example the applicant lists their FFA Chapter as the organization that they **served**. If true, this is not acceptable within the guidelines. A common error is for applicants to list who they served **WITH** in column 1. If what they actually did was participate in a fund raiser for something acceptable **with** their chapter, it meets the guidelines but is entered incorrectly leading reviewers to believe the service was provided **to** the chapter.*

**Example of Acceptable Entry:**

Individual/Group/Organization to whom service was PROVIDED	Service performed and whom you performed the service with if applicable	Hours
XYZ Local Children's Hospital	Raised money for play area.	3

*In this example reviewers can reasonably assume the service was provided to a community group which meets the guidelines.*



**Example of Good Entry:**

Individual/Group/Organization to whom service was PROVIDED	Service performed and whom you performed the service with if applicable	Hours
XYZ Local Children's Hospital	Volunteered with my FFA Chapter to hold a BBQ fundraising dinner. All money earned was used to clean and repair the children's play area in the pediatric wing of the hospital.	3

*In this example reviewers can clearly determine the service meets the guidelines.*