

Timeline for Agricultural Proficiency Awards Participation and Achievement of the American Degree

(This sample time line has been developed as though a student was entering the program as a ninth grader and continues throughout a four year program of agricultural education and FFA -- it may be adjusted for a student entering the program earlier or later)

Upon entry into Agricultural Education -- Year 1

- develop an understanding of Supervised Agricultural Experience, Survey interests and abilities, and set goals for entrepreneurship, placement, directed laboratory and research based SAE opportunities which will help to explore and refine individual career choices and pathways for the individual student/ member.
- set goals for FFA Awards achievement, skill attainment, and efficiency factors (if relevant)
- develop a beginning net worth statement for all items..., review both the American Degree application and the Agricultural Proficiency award application to familiarize yourself with what is being requested in the application and to see how it relates to the student's SAE.

As soon as actual SAE is begun

(no later than end of first semester after membership/enrollment begins)

- begin SAE experiences and record keeping which will support participation in the agricultural proficiency awards program
- begin to participate in supplementary activities, FFA Chapter activities and leadership development activities offered through the FFA
- identify and understand operating (current) inventory items from capital, (non-current) inventory items.
- begin to take photos of work done and supplementary activities participated in.

At end of the first year of membership

- apply for Chapter Greenhand degree and Star Chapter Greenhand if offered
- have at least one chapter activity above the chapter level, at least one leadership activity and at least one cooperative activity completed.

Beginning year two of membership and participation in the FFA and SAE --

- review personal SAE, make adjustments which support any changes in your career goals. List all competencies achieved in first full year of the SAE, set goals for achievements in the second year. Investigate if there exists any lists of skill standards in or related to your SAE and Proficiency area.

- Select at least one proficiency award area for which to apply for above the local level this year

At end of calendar year second enrollment year --

- close out records (16 month book), total all expenses, income, hours, inventory's etc. Calculate operating inventory change from that at time entered the program.
- use the completion of an agricultural proficiency award as a year end analysis and portfolio of the student's first full year of SAE participation.
- Develop a resume in cooperation with teachers, parent's, and employers (if relevant), based on the items required by the Agricultural Proficiency Award application.
- Choose 6 pictures and write relevant cut lines not to exceed 50 words for each picture including the relevance of what is depicted to the overall career, leadership, or personal development of the given student/member.
- -assemble the application and submit to the first level of competition by the appropriate deadline.
- calculate all appropriate efficiency factors for the end of the first full year of participation in your SAE

During the spring of the second school year

- apply for the chapter FFA degree and star chapter degree in the farmer or agribusiness division.
- review the proficiency award submitted for any comments or suggestions which could benefit the candidate in subsequent years
- have at least three activities above local level and at least two leadership activities

Beginning of third school year

- review previous year's list of skills and competencies completed and the goals set to develop a current list of skills, competencies and improved practices. Calculate interim efficiency factors.
- review appropriate state degree application and select agriculture proficiency award(s) for spring application. Begin to complete pages 2 and 3 of the application(s).
- set goals for competency development and participation in FFA and related activities

End of calendar year -- second complete set of records

- close out records, total income, expense, hours, and total your inventories. Calculate operating inventory change from last year.

- update resumés.
- calculate efficiency factors
- update skills and competency lists
- complete state degree and submit by state due date (or hold application for a later year if you wish to increase the SAE strength for competition in the Stars programs), apply for star candidacy for farmer or agribusiness at least at chapter level... if chosen, then apply above chapter level.
- complete Ag proficiency application(s) and submit by due date

Spring of third year of membership

- review applications and comments from evaluation committee and institute suggestions for future applications
- should have a minimum of 5 activities above the chapter level, 3 leadership activities, and hold committee chair position or office at the chapter level

Beginning of fourth Ag Ed year

- review and update previous year's skill and competencies attained -- set goals for the coming school year
- apply for entrance into a postsecondary education program supporting candidates career goals
- select agricultural proficiency awards for application the following spring

End of Calendar year -- third complete annual set of records.

- Close out and total income, expenses, hours, inventories. Calculate efficiency factors and operating inventory changes for applications.
- update/complete and submit State FFA Degree if not already completed in the previous year -- apply for star at least at the local level
- complete and submit proficiency award application(s)

Spring of fourth school year

- review comments and institute them as a preparation for the final year of proficiency eligibility

End of Calendar year first year after graduation from high school

- Close out and total income, expenses, hours, inventories. Calculate efficiency factors and operating inventory changes for applications.
- review and update resume, photos, cut lines for proficiency application. Present in professional manner and in FFA Awards binder. Submit application to the state level and reap the rewards of a well planned and carried out SAE and Proficiency award application.

End of calendar year

- Close out and total income, expenses, hours, inventories. Calculate efficiency factors and operating inventory changes for applications
- Complete American Degree and submit at State level or withhold for one or two more years in an effort to be most competitive for Stars Over America awards.

FINAL TIP --

Work closely with your FFA advisor(s), other local teacher(s) and mentor(s) in assuring accuracy of records and application. Have applications reviewed by neighboring agriculture teachers, and possibly state and national staff. These individuals may review the technical accuracy of the application and may give you additional ideas of resources people and items that may assist you in completion of your application.

Brief Schematic of the Agricultural Proficiency Award Process

Enter Agricultural Education and Join FFA

Complete Initial Net Worth Statement

Gain Knowledge of FFA, Agricultural Education, SAE and Record keeping system(s)

Set Goals for Career, Education, and FFA

Select Occupational/Proficiency Area(s) and Develop Skill and Competencies

Develop and Evaluate Financial Statements

Complete and Submit Applications

Update and Improve Applications in Subsequent Years

Revise plans and goals each year