

Indiana FFA Organization  
**State Degree and Star Award**  
*Handbook*



**2010**

***\*\*Special Notes\*\****

- **Star applications deadlines are set by each individual district. Applications are to be submitted at the time, date and location of the District Scoring Session.**
- **Students who already have received their state degree in year's past may apply for a Star Award this year. A student may only apply for a state star award once in their FFA Career.**
- **All degree and Star applications are due on or before postmarked date of **February 15<sup>th</sup> to the state office.** Late applications will be penalized based upon the lateness policy, which is a \$50.00 per application per day penalty.**

# Hoosier Degree Application Guidebook

## Filling Out the Application – Step by Step

1. The Hoosier Degree Application can be downloaded at: [www.indianaffa.org](http://www.indianaffa.org) It is in Excel format. If problems please contact Anna Ariens at 317-232-9171 or by email at [amariens@doe.in.gov](mailto:amariens@doe.in.gov)
  - a. *Make sure you use the application with the new COLA adjusted figures.(New in 2009)*
2. There are detailed instructions on the Hoosier Degree Program. Utilize them to fill out the degree.
3. A candidate for the State Degree who has SAE Projects in both the Entrepreneur and Placement categories should complete **all** financial sections of the State Degree. **However, a member filling out a star battery is eligible for only one star award category.**
4. Fill out the IN cover page accurately. Remember that classroom hours are computed by 18 weeks of class-time, approximately one hour per day, equating to 90 hours per semester.
5. Fill out page 2, using accurate figures and giving a good spectrum of the program for each year.
6. Fill out page 3 & 4 using accurate figures. Remember, that you may *not* duplicate classroom hours and unpaid hours on the application. Classroom hours do not count towards unpaid hours.
7. Fill out pages 5, 6 and 7 that provides for a more detailed explanation of inventory. Please email or call with regards to “% ownership” of items such as vehicles, tractors, etc. if you have questions.
8. Fill out pages 8, 9, 10 and IN 11 being sure not to leave any blank cells that should not be blank.
9. Fill out page IN 12 if you are applying for a state degree. *Use a 1-2 page resume as outlined in the “Star Battery” section if you are applying for a star award plus fill out page IN 12.* If you are applying for a star award and already have the state degree you need to **only** submit the resume and do not have to complete page IN 12. The minimum font size to be used on a resume is 10! ***Use the enclosed resume as an example, as this was updated for the 2009 application and is being continued.*** **Be sure to include a minimum of five FFA Leadership activities ABOVE the chapter level as this section will be used to determine if the applicant meets leadership requirements as outlined in the constitution.**
10. Signatures are on the cover page; remember you as the advisor, candidate, parent/guardian, principal and guidance counselor are certifying completion of these requirements. The candidate must have performed ten parliamentary procedure activities, participated in at least one (1) CDE at the district leadership contests, served as an officer and/or committee chairperson, or a participating member of a major committee. The candidate must also have participated in planning or completion of Chapter Program of Activities, participated in five FFA **different** activities **above** the chapter level, have a satisfactory scholastic record of 2.0 on a 4.0 scale certified by the local guidance counselor, have documentation of 10 hours of community service and have complete and accurate records to substantiate earnings. Each of these items must be completed before the candidate is eligible for the degree. **If any signature is lacking, the application will be disqualified! Applications which are incomplete or do not meet constitutional requirements will be disqualified.**

11. Check page IN 13 to be sure that candidate has met all requirements that the computer checks. **Print off the application after double-checking figures and manually check the rest of the checklist where indicated.**
12. Type and proofread closely! Errors in typing are considered accurate figures!
13. Be sure to assemble all of the pages of the application before **stapling**. Because the scoring committee will have only the evidence submitted in the application on which to base their judgments, it is extremely important that the information requested be as complete, definite, neat, and understandable as possible. *Please make a copy of the completed application before mailing for the member as well as the chapter file.*
14. All degree and proficiency applications are due on or before postmarked date of February 15<sup>th</sup>. Late applications will be penalized based upon the lateness policy, which is a \$50.00 per application per day penalty.
15. Use the Hoosier Degree Qualification Sheet, which is located at the end of this document, to determine if the candidate have achieved and/or completed all the degree requirements. This sheet will be used to determine if the candidate receives his/her degree.

## Applying For a Star Award

1. To apply for the star award the student must submit the following:
  - a. Hoosier Degree Application
  - b. Star Battery Pages (which are included this year in the degree application)
  - c. Resume
  - d. Advisor Statement
  - e. SAE Agreement
2. **A student may fill out the Star Battery after they receive their state degree. For example, a student who received their State Degree last year may fill out the Star Battery this year, so long as they are still an FFA member. A member is still a member up to the third national convention after their senior year in high school.**
3. A member may only apply for one star award category, and may only apply once in their FFA Career for a State Star Award.
4. District Stars will only be selected from the eligible applicants who filled out the “Star Battery” section in the degree program, and will be notified after the scoring process in February/March. A scorecard and detailed outline of the scoring system is included in this handbook. Please review these, as they will guide your students as to the significance of each page of the degree.
5. Fill out all parts of the application that apply; some may not be scored but do not chance it.
6. Attach star battery pages as they are featured in the program.
7. For students who have already received the Hoosier Degree in the past, but are applying for the star award now must provide an updated Hoosier Degree Application. *Please designate via an attached note that the student has already received the state degree.*

***a. Application must be present for evaluation at the set District Scoring Session, which will be prior to February 15<sup>th</sup> but is set individually per district.***

8. Four star categories exist at the state level: Star Farmer, Star in Agribusiness, Star in Agricultural Placement and Star in Agriscience. Star Farmer candidates will have an entrepreneurship SAE in production agriculture. If you are an Agribusiness candidate, you will have an entrepreneurship SAE in a non-production area. Likewise as a Star in Agricultural Placement candidate, you will have a placement SAE in production agriculture, agribusiness or directed lab that is not AgriScience based. Your placement can be a paid or an unpaid position; however, you must have enough earnings and investment from your SAE to qualify for the American FFA Degree. If you are a Star in Agriscience candidate, you will have a SAE in natural resources, a research/experimentation type of SAE or a science-based directed lab SAE (these may be entrepreneurship or placement experiences). Your AgriScience placement can be a paid or an unpaid position; however, you again must have enough earnings and investment from your SAE to qualify for the Hoosier FFA Degree.

***Tip:*** *If you have both entrepreneurship and placement SAE information, you must decide which area you are strongest in and complete the Star Battery application with that information. You can put both of your entrepreneurship and placement SAE's information in the Degree application; however, when filling out the Star Battery, only discuss which area you are applying in. Mixing the two SAE's on the Star Battery will only confuse the judges and could actually hurt your chances of winning.*

# Constitution and Bylaws for State Degree

## Section D.

“State FFA Degree” - To be eligible to receive the State FFA Degree from the state association, the member must meet the following minimum qualifications:

1. Have received the Chapter FFA Degree
2. Has been an active FFA member for at least 2 years (24 months) at the time of receiving the State FFA Degree.
3. While in school, have completed the equivalent of two full years (360 hours) of systematic school instruction in agricultural education at or above the ninth grade level, which includes a supervised agricultural experience program.
4. Have earned and productively-invested at least \$2,000 or have earned and productively invested at least \$400 and worked 300 hours in excess of scheduled class time. Any combination of hours x \$6.66 plus dollars must be equal to, or greater than the number 2400. Hours used for the purpose of producing earnings reported as productively invested income should not be duplicated as hours of credit to meet the minimum requirements for the degree. **All dollar amounts mentioned in the prior sentence shall be adjusted at 3 year intervals by using the COLA (cost of living allowance) published by the Social Security administration.**
5. Demonstrated leadership ability by:
  - a. Performing ten procedures of parliamentary law.
  - b. Participate in at least one (1) career development event at the district leadership contests.
  - c. Serving as an officer, committee chairperson or a participating member of a chapter committee.
6. Have a grade point average of 2.0 or greater on a 4.0 scale. This must be certified by the high school counselor, and exception may be granted for special needs students upon the request of both the chapter advisor and guidance counselor.
7. Have participated in the planning and completion of the chapter Program of Activities.
8. Have participated in at least five (5) FFA activities above the chapter level. These must be different activities or at different levels.
9. Have documentation of providing at least 10 hours of community service during high school.

Written records of achievement verified by the local advisor shall be submitted to the State Advisor by the local chapter's governing body at least one month prior to the State Convention. The State Advisor will then review the records and submit his/her recommendations to the governing body of the State Association. This body will nominate at the regular State Convention the candidates who have been found most worth to receive the honor. The State FFA Degree will be awarded to the candidates upon arrival by the delegates.

## Star Score Cards

The following are the star score cards that will be used during the scoring workshop to determine the four star awards. Explanation of the scoring criteria can be found on the CD-Rom in the American Degree handbook.

<b>Star in Agriscience (Research/Experimentation SAE) Score Card</b>		
Category	Point Allocation	Contestant Score
Performance Review – Star Battery (Sub Section Points for Performance Review Below		
Question 1	3 pts.	
Question 2	3 pts.	
Question 3	3 pts.	
Question 4	3 pts.	
Question 5	3 pts.	
Question 6	3 pts.	
Question 7	3 pts.	
Total Performance Review	21 pts.	
Candidates SAE Program (Page 2)	7 pts.	
Income and Expense Summary (Placement) (pages 3 & 4)	20 pts	
Skills, Competencies and Knowledge (Star Battery)	20 pts	
SAE Agreement (Star Battery) – must be included	1 pts.	
Resume and Leadership Activities (Star Battery and page 12)	20 pts.	
Advisor Statement	1 pts.	
Abstracts/Results Summary (Star Battery)	10 pts.	
<b>TOTAL</b>	<b>100 pts.</b>	

## Star in Agriscience (Placement SAE) Score Card

Category	Point Allocation	Contestant Score
Performance Review – Star Battery (Sub Section Points for Performance Review Below)		
Question 1	3 pts.	
Question 2	3 pts.	
Question 3	3 pts.	
Question 4	3 pts.	
Question 5	3 pts.	
Question 6	3 pts.	
Question 7	3 pts.	
Total Performance Review	21 pts.	
Candidates SAE Program (Page 2)	7 pts.	
Income and Expense Summary (Placement) (pages 3 & 4)	20 pts	
Candidate's Financial Balance Statement (page 9-11)	10 pts.	
Skills, Competencies and Knowledge (Star Battery)	20 pts	
SAE Agreement (Star Battery) – must be included	1 pts.	
Resume and Leadership Activities (Star Battery and page 12)	20 pts.	
Advisor Statement	1 pts.	
<b>TOTAL</b>	<b>100 pts.</b>	

<b>Star in Agriscience (Entrepreneurship SAE) Score Card</b>		
<b>Category</b>	<b>Point Allocation</b>	<b>Contestant Score</b>
Performance Review – Star Battery (Sub Section Points for Performance Review Below)		
Question 1	2 pts.	
Question 2	2 pts.	
Question 3	2 pts.	
Question 4	2 pts.	
Question 5	2 pts.	
Question 6	2 pts.	
Question 7	2 pts.	
Total Performance Review	14 pts.	
Candidates SAE Program (Page 2)	7 pts.	
Income and Expense Summary (Placement) (pages 3 & 4)	15 pts	
Efficiencies Attained (Star Battery)	10 pts	
Inventories (Pages 5-7 and Star Battery)	10 pts.	
Candidate’s Financial Balance Statement (pages 9-11)	10 pts.	
Skills, Competencies, and Knowledge (Star Battery)	12 pts.	
SAE Agreement (Star Battery)	1 pts.	
Resume and Leadership Activities (Star Battery and page 12)	20pts.	
Advisor Statement	1 pts.	
<b>TOTAL</b>	<b>100 pts.</b>	

<b>Star Farmer and Star in Agribusiness Score Card</b>		
<b>Category</b>	<b>Point Allocation</b>	<b>Contestant Score</b>
Performance Review – Star Battery (Sub Section Points for Performance Review Below		
Question 1	2 pts.	
Question 2	2 pts.	
Question 3	2 pts.	
Question 4	2 pts.	
Question 5	2 pts.	
Question 6	2 pts.	
Question 7	2 pts.	
Total Performance Review	14 pts.	
Candidates SAE Program (Page 2)	7 pts.	
Income and Expense Summary (Placement) (pages 3 & 4)	15 pts	
Efficiencies Attained (Star Battery)	10 pts	
Inventories (Pages 5-7 and Star Battery)	10 pts.	
Candidate’s Financial Balance Statement (pages 9-11)	10 pts.	
Skills, Competencies, and Knowledge (Star Battery)	12 pts.	
SAE Agreement (Star Battery)	1 pts.	
Resume and Leadership Activities (Star Battery and page 12)	20 pts.	
Advisor Statement	1 pts.	
<b>TOTAL</b>	<b>100 pts.</b>	

## Star in Agricultural Placement Score Card

Category	Point Allocation	Contestant Score
Performance Review – Star Battery (Sub Section Points for Performance Review Below)		
Question 1	3 pts.	
Question 2	3 pts.	
Question 3	3 pts.	
Question 4	3 pts.	
Question 5	3 pts.	
Question 6	3 pts.	
Question 7	3 pts.	
Total Performance Review	21 pts.	
Candidates SAE Program (Page 2)	7 pts.	
Income and Expense Summary (Placement) (pages 3 & 4)	20 pts	
Candidate’s Financial Balance Statement (page 9-11)	10 pts.	
Skills, Competencies and Knowledge (Star Battery)	20 pts	
SAE Agreement (Star Battery)	1 pts.	
Resume and Leadership Activities (Star Battery and page 12)	20 pts.	
Advisor Statement	1 pts.	
<b>TOTAL</b>	<b>100 pts.</b>	

## STAR AWARD RESUME SCORING GUIDELINES

### Recommendations:

- 1.) Follow the sample resume format.
- 2.) Focus on District / Area, State and National involvement.
- 3.) Do not list any Chapter participation other than regular offices held.
- 4.) List only "LOCAL" School and Community organizations and offices held. A school / community club or sports team will receive points only once no matter how many years of membership.
- 5.) List ONLY activities directly related to FFA Offices, Leadership Training, CDE's or Proficiency Awards.
- 6.) List only the highest level of participation for an activity in a given year. For example :

**Livestock Team: Area 2006, State 2007, 2008 2<sup>nd</sup> team, National 2008**

This would tell the judge scoring your resume that you participated only at the Area level in 2006, up through the State level in 2007 and 2008 and the National level in 2008. This activity on a resume would score 2 *points*:

Area (06) .25 + State (07) .5 + 2<sup>nd</sup> place team (08) .25 + National (08) 1 = 2 *pts*.

### Scoring:

- 1.) Regular (not Greenhand) Chapter, District or State Office - .5 pt.
- 2.) County / District / Area Activity (camps, CDE, etc.) - .25 pt.
- 3.) State Activity (other than conventions) - .5 pt.
- 4.) National Activity (other than conventions) - 1 pt.
- 5.) State / National Convention or District Kick-off - .1 pt
- 7.) Top 4 Proficiency or CDE Team / Individual placing at State or National level - .25 pt.
- 8.) School and Community Activities
  - Each organization or team counted only once - .25 pt.
  - Each office held in a listed organization - .1 pt.

***SAMPLE RESUME***  
***Recommended for District/Section and State Star Awards***

**JOAN STARKID**  
**AGRICULTURE FFA**

2845 W. CR 105 S.  
Agriculture, IN 46129  
(812) 705-4330

**CAREER OBJECTIVE**

To obtain knowledge that would help me in pursuing my goal to major in Agriculture Business Management at Purdue University.

**EDUCATION**

Agriculture High School: Agriculture, Indiana  
Agriculture Classes: Fundamentals of Agriculture, Agribusiness Management, Plant & Soil Science, Horticulture, Animal Science, SAE

**EXPERIENCE**

FFA Offices & Leadership Training

- Chapter Vice-President
- Chapter Secretary
- Washington Leadership Conference
- State Leadership Development Workshop, 2007, 2008
- State SOAR Camp
- State FFA Convention, 2006, 2007, 2008
- National FFA Convention, 2007, 2008
- State Convention Delegate
- District Kickoff, 2006, 2007

**CAREER DEVELOPMENT ACTIVITIES**

- Career Development Events
  - Soils Team: County 2005, Area 2006, State 2007, 2008 2nd team, 3<sup>rd</sup> Ind.
  - Forestry Team: Area 2006, 2007, State 2008
  - Meats Team: State 2006, 2007 3<sup>rd</sup> team, 2008
  - Livestock Team: State 2006, 2007, 2008, National 2008, 4<sup>th</sup> team
  - Horticulture Team: State 2006, 2007, 2008 - 4<sup>th</sup> team, 2<sup>nd</sup> Ind.
  - Food Science Team: State 2007
  - Floriculture Team: State 2006, 2008
- Leadership Contests
  - Freshmen Public Speaking: District 2006
  - Ag. Production Demonstration: State 2007 – 4<sup>th</sup>
  - Chapter Meeting Contest: District 2007, Section 2008
  - Ag. Issues Contest: State 2008 - 3<sup>rd</sup>
- Proficiency Contest
  - Diversified Livestock Production: District 2008

Sheep Production: State 2007 – 2<sup>nd</sup>  
SCHOOL AND COMMUNITY ACTIVITIES

- Student Council President
- Class Secretary 2006, 2007
- National Honor Society
- National Spanish Honor Society
- Spanish Club 3X, President 1X, Vice-President 1X
- VOICE member, President 2008
- Science Club
- Varsity Golf
- Jr. Varsity Volleyball
- 4-H member, President 2007, Secretary 2006
- 4-H Junior Leader

# Hoosier Degree Qualification Sheet

**2009-2011**

YES	NO	REASON	
_____	_____	_____	Has received the Chapter FFA Degree.
_____	_____	_____	Has been an active FFA member for at least 2 years (24 months) at the time of receiving the State FFA Degree.
_____	_____	_____	While in school, have completed the equivalent of two full years (360 hours) of systematic school instruction in agricultural education at or Above the ninth grade level, which includes a supervised agricultural experience program.
_____	_____	_____	Have earned and productively-invested at least \$2,228 or have earned and productively invested at least \$445.60 and worked 300 hours in excess of scheduled class time. Any combination of hours x \$7.42 plus dollars must be equal to, or greater than the number \$2673.60.
_____	_____	_____	Performed ten procedures of parliamentary law.
_____	_____	_____	Participate in at least one (1) career development event at the district leadership contests.
_____	_____	_____	Serve as an officer, committee chairperson or a participating member of a chapter committee.
_____	_____	_____	Have a grade point average of 2.0 or greater on a 4.0 scale.
_____	_____	_____	Have participated in the planning and completion of the chapter Program of Activities.
_____	_____	_____	Have participated in at least <b>five (5)</b> FFA activities <b>above</b> the chapter level. These must be different activities or at different levels.
_____	_____	_____	Have documentation of providing at least <b>10</b> hours of community service during high school.
_____	_____	_____	Parent or Guardian Signature
_____	_____	_____	Candidate's Signature
_____	_____	_____	Chapter President Signature
_____	_____	_____	Chapter Advisor Signature
_____	_____	_____	Superintendent or Principal Signature
_____	_____	_____	Guidance Counselor Signature
_____	_____	_____	All parameters have been "MET" on page 9
_____	_____	_____	All parameters have been "MET" on page 11
_____	_____	_____	All parameters have been "MET" on page IN 13