



# Texas American Degree Review – Area Online Review Sheet

Checklist of Minimum Qualifications for Degree Approval (Includes Texas & National Review Items)

<b>The following are review sections related to the AET Complete Record Book Report to review important application areas that are not automatic checks.</b> <i>Automatic online checks are not included, those are handled online</i>			Review
<b>Review Location (AET Record Book)</b>		<b>Review Item/Area (Includes National FFA and Texas FFA Quality Reviews)</b>	
1	B. Ag Science Courses	Record book shows a min. of three-years of ag-courses (6 semesters)	Y / N
2	E. Comm. Service (Journal)	In community Service the applicant must show: (1) measurable community involvement, (2) the gaining of skills, (3) helping others (cannot be a member of the organization they help), (4) a voluntary effort (not part of class or required activity), (5) their activity does not benefit an organization they are a member (not benefit FFA or member's group) (6) these are not duplicated as FFA activities. More info at: <a href="https://ffa.app.box.com/s/wo71rluv9djbz4ctjxs3nqm1o4dvt6qj">https://ffa.app.box.com/s/wo71rluv9djbz4ctjxs3nqm1o4dvt6qj</a> .	Y / N
3	F. SAE Scope (Exp. Manager)	SAE Summary (Section F SAE summary) Has the student been involved in SAEs that reflect agricultural experiences?	Y / N
4	F. SAE Plan	Each SAE Plan has important items such as {Entrepreneurship - any rental agreement, barter and labor exchange} or {Placement - terms of employment} or {Research - research objectives} or {Foundational - time plan} [TX Policy 26.4(i)2]	Y / N
5	F. SAE Plan	Each related SAE Plan - Entrepreneurship Only - explains how they acquired or use non-current assets (equipment, breeding animals, etc.) [TX Policy 26.4(i)2]	Y / N or N/A
6	F. SAE Details (Records)	If Entr. SAE(s); transactions must include relevant income, expenses, and journals? (see journal and financial records) - To review see (1) journals and (2) cash and non-cash entries. If no, add notes on final review page and correct prior to state.	Y / N or N/A
7	F. SAE Expenses (Finances) & Section G. Non-Current Items	If market livestock project(s) exist, are inv. purchase or non-cash transfers in the records? If breeding livestock project(s) exist, do the records show breeding animals as non-current items? Non-current items must also be directly related to SAEs in the application.	Y / N or N/A
8	F. SAE Mkt. Adj. (Finances)	If market adjustments or ending inventory exist in the SAE, are values appropriate and directly related to the SAE Projects? (shown as a section in financial records or line on the P&L).	Y / N or N/A
9	F. SAE Details (P&L Summary)	If Placement SAE(s); (1) If Paid, paycheck and journal records must be included at least weekly, monthly or follow special payments times based on the SAE plan (ex, annual or harvest year). (2) If Unpaid, journal records must be at least daily, weekly or monthly.  RECORD "N/A"; IF DOES NOT APPLY.	Y / N or N/A
10	F. SAE Details	If Research SAE(s), journal records must be at least daily, weekly or monthly.  RECORD "N/A"; IF DOES NOT APPLY. If no, add notes on the final review page and make corrections prior to the state selection.	Y / N or N/A
11	H. Other Transactions	Education expenses claimed are for ONLY post-secondary education/training tuition, books and class fees. Housing, food, travel, etc. expenses may not be claimed.	Y / N or N/A