

Directions for Filling out a State Degree – Entrepreneurship

Cover Tab:

- Complete all necessary information on the cover pages.

Basic Setup Tab:

- Enter a beginning date
 - Make sure that your FFA records do not start prior to when you started Ag Ed.
- Enter the ending year
- Assets
 - Enter your beginning values
 - 1b: these are only the value of the savings bonds in your name. Insurance can only be claimed if you the student pay for it.
- Liabilities: These are only items that relate to your SAE. If you have a loan on a personal vehicle, you would list the amount of the loan you have paid to date under your personal expenses.
- Personal Cash Income & Expense
 - These values are from the day you started records until December 31st.
 - Shouldn't have any significant educational expenses unless in college.

SAEs – Entrep. Tab

- You need to fill this out for each year of SAE records
- It is best if you can split out each of the major responsibilities with the hours worked for those tasks.
- Select the pathway that most closely relates to your program. This should match page 3.
- Employer is who you work for in placement programs; Project name is "Title of Proficiency" Entrepreneurship (ex. Equine Science Entrepreneurship)
- Scope / Size:
 - List how many animals of a particular breed you have.
 - Separate out animals that were purchased individually or are being raised to sell individually. This makes for a clearer understanding of your project.
 - Explain in the scope your cash sales
 - Description: list out genders of animals, and ages if you wish.
 - If it applies to your animal, you may also want to record date purchased and date sold or expired/died.

Income / Expense Stmt Tab

- Understand some basic terminology before beginning:
 - Assets = physical things that you own (not your parents) that have value
 - Current Assets / Inventory = assets /inventory that have a useful life of a year or less.

- Even though beef animals take more than a year to raise from birth to finish, we still consider them to be current assets/inventory.
 - Non-Current Assets / Inventory = assets / inventory that have a useful life of more than a year.
 - Cash Sales = Money earned from your SAE project.
- **Hover over the question marks on this page for help on filling items out**
- Some numbers are transferred into this page automatically
 - These include the closing current and closing non-current inventories. To make adjustments to these, you have to correct them on the “Ending Current Inventory” and “Ending Non-Current Inv.” Tabs.
 - Your beginning current inventory and beginning non-current inventory for the first year of records comes from the basic setup page.
- Where do you put items that are gifted???
- If you were gifted current inventory, it would be listed on lines 1F or 4C and 2E
 - 1F = Current animals that were gifted; this includes unbred young breeding livestock (these will be moved to 4C the next year)
 - 4C = Non-current animals that were gifted at sexual mature age.
- If you had a bartering agreement between you and your family for feed, housing, etc., it would be listed on line 1F and 2D
- A simple way of determining if things are balancing on this page is:
 - $1F = 2B + 2D + 4B$
 - 4B is only included if they transferred from current to non-current inventory.
- Line 4D is used for purchases of Non-current inventory.
- Line 4F is used for sale of non-current inventory.
- Your beginning inventories should carry over from the previous year’s ending inventory.
- **Where do I place animals on this page???**
 - If it is a market animal, that is considered current inventory. Even beef steers fall under here even though they take longer than one year to raise.
 - List these in Line 1A and will move to 1B your second year automatically
 - Breeding stock, milking cows / goats, horses, egg layers would all be considered non-current inventory.
 - If they are born on your farm they will go on Line 1A the first year.
 - In the second year of life, list the value of the animal under line 1F and 4B. When transferring in, it would be the value of the animal at that time plus additional feed cost or other inputs when raising the animal.
 - Refer to the formula $1F = 2B + 2D + 4B$ to make sure all expenses are offset
 - Animals that are purchased go on line 4d if they are non-current/breeding or draft animals that you bought and plan to keep longer than a year.

Ending Current Inventory

- Please note these are the values of the current inventories that you have on hand as of December 31st.
- Raised Market Animals would include the animals born on your operation in their first year of life.

Ending Non-Current Inventory

- Please note these are the values of the current inventories that you have on hand as of December 31st.
- For animal transfers from previous year's current inventory:
 - If the animal being transferred was breeding stock born and raised on your farm, you would list it under "E"
 - If the animal being transferred was purchased breeding stock, you would list it under "F"
- To calculate depreciation:
 - $(\text{Purchase value} - \text{salvage value}) / \text{Useful Years} = \text{Straight line depreciation}$

Assets and Liabilities Tabs:

- All information on these pages automatically transfer from "Basic Setup" tab.

Net Worth Tab:

- Section E will show you if your financials are balanced between assets and liabilities.
- Follow the guiding principles by hovering over the question marks on this page to see where adjustments should be made.

Earned & Prod. Invested Tab:

- This is where you will find out if you have met the financial and / or hours requirements for your state degree.

Skills, Comp., Knowledge:

- Where it says "Click to Choose" select an appropriate skill that relates to your SAE. They are broken out by agricultural pathways.
- You can use the same Performance Indicator twice, but with a different contribution to success.
- Give a full enough description that shows you know **HOW** it makes you successful. Don't waste your time restating the indicator....we can read that already.

Activities Tab:

- For each activity:
 - Select the year of the activity
 - List the activity name
 - Select the level of involvement
 - Click Add

- To use the same activity for multiple years, click the edit button and under the level of involvement you will now find a check box to check multiple years.
- Make sure you have **FIVE ACTIVITIES ABOVE THE LOCAL LEVEL!!!**
- If using CDEs:
 - Competing in the same CDE for multiple years only counts as one activity above the local level
 - Competing in the same CDE at each regional contest and state contest counts as separate activities.
- Filling out state proficiency awards counts as an activity above the local level.
- For more information regarding activities above the local level, check the State Degree Handbook: <http://wisconsinffa.org/programs/>

Community Service Tab

- You need a minimum of two different activities and a total of 25 hours or more of community service.
- You can use FFA Community service activities on this page, but they **CANNOT** be used anywhere else on the application.
- Clearly identify what you are doing with the given activity to answer any doubts a reviewer may have.

WI Extra Pages:

- Please remember to include the extra page found at: <http://wisconsinffa.org/programs/> (It is titled: State Degree Additional Manual Required Page)
- Two Agricultural Speeches:
 - Make sure they are appropriate length of time
- 4 of 6 Capacities
 - Official State FFA Representative: This is only if you were a state winning CDE or LDE representing Wisconsin at the National Level. Serving as a WI National Delegate would be allowed here as well.
- 5 Activities of participation in planning and completion:
 - Cannot include any community service activities that were used on the community service tab.
- Parliamentary Procedure
 - Make sure the abilities are actual abilities according to the salient point sheet found here: <http://wisconsinffa.org/events/> (Click on Leadership Developments Tab)

Transcript:

- It is required to provide a copy of your transcript.
- Please assist the review team by highlighting all of your agriculture classes you have taken.
- If you do not have 2 years of agricultural education (4 semesters) completed prior to February 6th, you will not be eligible to receive your degree.