

# North Carolina FFA Association

## National Chapter Award Application Instructions



Advisors can set up the National Chapter Award application through their AET account.

Once they log in, they should go to their teacher dashboard. From there, click on the "Reports" block.

A screenshot of the "Welcome to the Teacher Dashboard" interface. At the top, there are navigation tabs for "Profile", "Accounts", "Tracker", and "Reports". Below the tabs, a red arrow points to the "Reports" tab. The main content area is titled "Welcome to the Teacher Dashboard" and includes an "AET Advisor Alerts" section stating "Enrollment data in your Program Profile is incomplete." Below this are four colored boxes: "Profile" (orange), "Accounts" (blue), "Tracker" (green), and "Reports" (yellow). The "Reports" box contains a bar chart icon and the text "Retrieve summarized data about your Program activities." On the left side, there is a sidebar menu with options like "Region Account", "Inbox", "Portfolio", "Scoreboard", "Explore SAE", "Classroom Resources", "Sign Off", "Student Help", "Teacher Help", "AET Classroom", and "Ask AET a Question".

Once the "AET Reports" page is open, click on the "Degree/Application Manager" link in the "Reports and Submissions" block.

A screenshot of the "Program Reports" page. At the top, there are navigation tabs for "Profile", "Accounts", "Tracker", and "Reports". Below the tabs, a red arrow points to the "Reports" tab. The main content area is titled "Program Reports" and is divided into three columns: "Student Engagement Reports", "Program Reports", and "Reports &amp; Submissions". The "Reports &amp; Submissions" column contains three items: "FFA Awards Degree/Application Manager" (highlighted with a red arrow), "Career Pathways Report", and "Educational Interest Report". On the left side, there is a sidebar menu with options like "Region Account", "Inbox", "Portfolio", "Scoreboard", "Explore SAE", "Classroom Resources", "Sign Off", "Student Help", "Teacher Help", "AET Classroom", and "Ask AET a Question".

When the Degree/Application Manager page opens, there is a drop-down menu for "Add New Chapter-level Application." Select "National Chapter Award" from the drop-down menu and click "Add."

EAST WAKE

- Go to FFA.org
- Go to AET
- Student Help
- Teacher Help
- AET Classroom
- Ask AET a Question
- Sign Off

(Choose Application to Add) ?

✓ National Chapter Award Add

Review Existing Applications by Type:

(All) v

or Ending Date: (All) v

Student Finder Reset

- All Students
- Grade Levels
- FFA Membership
- Custom Groups

State Submission Lists & Feedback

To add students to the application, click on the application from the list.

EAST WAKE

- Go to FFA.org
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- Teacher Help
- AET Classroom
- Ask AET a Question
- Sign Off

Add New Chapter-level Application: ?

(Choose Application to Add) v Add

Review Existing Applications by Type:

(All) v

or Ending Date: (All) v

Student Finder Reset

- All Students
- Grade Levels
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- Custom Groups

State Submission Lists & Feedback

Interactive Application				Last Saved		
Application	Created	Student	Type	Version #	Date	Not Mets
<a href="#">Application</a> <a href="#">Delete</a>	2/4/2020	(Chapter Application)	National Chapter Award 2020	1044027	5/1/2020	10

Once you are in the application, choose "Assign Students" from the column on the left side of the screen. There, you can select students from The AET to have access and edit the application.

EAST WAKE

- [← Return to App Mgr](#)
- [Introduction](#)
- [Assign Students](#)**
- [Cover Page](#)
- [Form I Activities](#)
- [Form I Indicators](#)
- [Form I Summary](#)
- [Growing Leaders #1](#)
- [Growing Leaders #2](#)
- [Growing Leaders #3](#)
- [Building Communities #1](#)

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

- This application must be assigned to one or more students.
- If a student is missing from the dropdown menu, it is likely the student has never accessed AET or the Degree/Application Manager. You can fix this yourself, or contact [nationalchapter@ffa.org](mailto:nationalchapter@ffa.org) for assistance.
- The assigned students have complete access to edit, update and delete all information contained in the application.
- Students should avoid working on the same screen at the same time.
- You can remove access anytime using this screen.
- To make changes to this screen, you must be accessing it from the Chapter/Instructor account.

Add Student (Please Choose) v Save

**Students with access to this application:**

Unique #	Student Name	FFAID	

In order to complete Form II, all of the components of Form I Activities and Indicators must be completed first.

There are electronic signatures for this application. Please be sure to input the correct email addresses to ensure signatures are collected.

Degree/Application Manager

**ELECTRONIC SIGNATURES**

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

- This signature screen is available only when the Checklist is fully met. **Your Checklist is NOT MET.**
- Students should complete all other pages of this application before obtaining electronic signatures.
- If this application undergoes significant changes after signing, the signatures should be re-obtained using this form by clicking "Revokes Signatures".
- Please review this entire application, and electronically sign the appropriate section below.
- If a section is not available, your user account's Role does not grant access to that section. Your role is: **Advisor**

**STUDENT APPROVAL**

**This section is to be completed by the STUDENT.**

- I have maintained records to substantiate my supervised agricultural experience program which exhibit comprehensive planning, managerial and financial expertise and will provide these records to my local and state FFA advisors and staff, or their designated representatives, on demand.
- I have prepared this application and certify that the records are true, complete and accurate, and that I hereby permit for public purpose the use of any information included in the application.
- If there are exceptions or other notes, please describe in the section below.

Student Applicant's Signature Date signed

(Type your full name) (Type today's date)

Submit Signature Status: Not Signed

Exceptions or notes

**ADVISOR APPROVAL**

**This section is to be completed by the ADVISOR.**

- I have reviewed this applicant's supervised agricultural experience (SAE) records and verify they exist and exhibit comprehensive planning, managerial and financial expertise.
- I have verified the application and find that the statements contained herein match the applicants SAE records and are such that I am able to recommend the applicant for the Degree/Award.
- Furthermore, I verify that the applicant has conducted himself/herself in a manner to be a credit to the organization, chapter, school and community.
- If there are exceptions or other notes, please describe in the section below.

Advisor's Signature Date signed

(Type your full name) (Type today's date)

Submit Signature Status: Not Signed

Exceptions or notes (not visible to the student)

Please note: If you work with other chapters to complete an activity, both chapters can include the activity in their National Chapter Award applications. Both chapters should not have the same description, goals, plans of action, outcomes or impacts. Each application should be unique based on the chapter's specific role in the activity.

Advisors: Applications are submitted to the state on The AET. In the chapter account, click on the "Reports" tab, then "FFA Awards Degree/Application Manager" in the "Reports and Submissions" box. Under the Student Finder box, click the "State Submissions Lists and Feedback" button. Here you can add the applications for your chapter by searching the version number or browsing your applications.

**Applications must be submitted on the State Submission List.**

Profile
Accounts
Tracker
Reports

- Region Account
- Inbox
- Portfolio
- Scoreboard
- Explore SAE
- Classroom Resources
- Sign Off

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- Student Help
- Teacher Help
- AET Classroom
- Ask AET a Question

[View Instructions Video](#)

<b>Submission List (click a row to view):</b>			<a href="#">&lt;-- Back to Deg/App Mgr</a>
List Name	# Apps on List	Date Closes (CST)	
NC 2020 National Chapter Award	1	7/31/2020 12:00:00 AM	
NC 2020 Res. Proficiency for National	0	8/1/2020 12:00:00 AM	
NC 2020 Proficiency for National	0	8/1/2020 12:00:00 AM	
NC 2020 American Star	0	5/1/2020 11:59:00 PM	
NC 2020 Agriscience Fair	0	6/1/2020 11:59:00 PM	
NC 2020 State Degree Check	4	5/1/2020 11:59:00 PM	
NC 2020 Research Proficiency Check	0	5/1/2020 11:59:00 PM	

**Submission List for NC 2020 National Chapter Award**

**Add Applications by Version #:**  
 (Scan barcode, key-in Version #, or browse to select applicants)

By Version #

Select Apps:

Ver #	Student Name	Award	# Not Met	Chk In / Status / Award Notes	Options