

NATIONAL

**FFA** ORGANIZATION



# **Advisor/Teacher: Complete Annual Report**

Created: 04/2019

The Annual Report has been transformed into an online process, allowing ease of access and completion.

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## LOCATION OF THE ANNUAL REPORT

The Annual Report section is located on the *Chapter Profile*. [1] Go to **FFA.org** and [2] select **Teachers/Advisors** in the *Dashboard* drop-down menu.

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← → C  Https://www.ffa.org		☆ ◎   🖰 🗄
		ROSTER
	E EXPLORE FFA V NEWS V FOUNDATION	TE
	Alumni Members	

Then, [3] select Mange State Profile from the Quick Access menu.



#### STEP ONE - ENTER AND SAVE CHAPTER ANNUAL REPORT DATA

On your Chapter Profile, click Annual Report Data (left-hand menu) to enter and save Annual Report data for your chapter.

2019 Annual FFA/A	gricultural Education Report			
<b>Saves</b> data in <u>ALL</u> report sections, not just this one!	AFNR Pathways Enrollment Leadership Career Deve Agriscience Fair Reports	lopment Events	Leadership Development E	vents Proficiency Awards
Teacher/Advisor Data	Save Submit	NTIRE REPO	<b>RT</b> to state!	•
Student/Member Data	Enrollment Agricultural Education enrollment by grade, gender, race/ethnicity Grade 7 Grade 8 Grade 9 Grade 10 Grade	Reload Roster Data	Allows you to u	pload/reload
Certification/Registration			chapter data for	THIS section.
Profile/Membership Options	Race/Ethnicity American Indian	Male	Female	Non-disclosed
	Asian Black, Non-Hispanic			
	Hispanic or Latino, of any Race			

Grey boxes:

Grey boxes are read-only.

#### White boxes:

White boxes are editable. Enter chapter totals to be submitted on your annual report.

Save:

When you click **Save**, the entire report will be saved, not just the tab you are on.

#### Submit:

When you click **Submit**, the entire report will be submitted, not just the tab you are on. The report becomes read-only and chapters will see the following message:

"The Annual FFA/Ag Ed Report has been submitted by your state. Your chapter report is currently read only and will not be available for updates until the next reporting cycle."

#### **Reload Roster Data:**

This is a "load/reload" function. If you made some edits and do not want to keep the changes, selecting **Reload Roster Data** allows you to start over with the current chapter data. This function reloads your roster data and removes any prior data you may have saved. This action only affects the section that appears on your screen.

#### Unlock Annual Report:

If a report was submitted by mistake and changes need to be made, contact your state association to have your chapter report unlocked.

## Part One – Pathway Totals

Under AFNR Pathways, [1] enter the **# of Students**. Changes made will automatically calculate the *Total number of students* enrolled in Agricultural Education Program. [2] Enter the **Total number of Agricultural Education students who have an** approved SAE for the current year. [3] Enter the **Total number of teachers in local Agricultural Education** Program.

**Note**: The Save function saves data on <u>all</u> tabs. You <u>do not</u> have to click Save on each tab. However, <u>before</u> leaving the Annual Report Data section, click **Save** to preserve any changes.

	- Franks
AF NK Pathways Enfolment Leadership Career Development Events Leadership Developmen	IT EVENTS
Proficiency Awards Agriscience Fair Reports	
Save Submit	8
AFNR Pathways	
Agricultural Education enrollment by Course or Pathway	
	# of Students
A20103 - Advanced Antiscience	
420100 Autolice Agristience	
410021 - Advanced Fisheries Technology	
420075 - Agribusiness Management 1 credit	
420076 - Agribusiness Management 1/2 credit	
420071 - Agribusiness Technology	
· · · · · ·	
420056 - Sports Turfgrass Production and Management	
410001 - Two- and Four-Stroke Engines 1 credit	
420011 - Two- and Four-Stroke Engines 1/2 credit	
420022 - Urban Forestry	
410004 - Veterinary Science	
420029 - Wildland Firefighting and Controlled Fire	
Total number of students enrolled in Agricultural Education Program.	
Total number of Agricultural Education students who have an approved SAE for the current Year.	2
Total number of teachers in local Agricultural Education Program.	3
Save Submit	•

## Advisor/Teacher: Complete Annual Report

## Part Two – Enrollment Totals

Under Enrollment, enter the Total number of unduplicated students enrolled in Agricultural Education Program.

• If the number you entered is <u>different</u> than the number in the grey box (*loaded from your current roster*), you will need review each grade section and identify the missing student(s) by grade, gender and race/ethnicity. Make necessary corrections to ensure the numbers match.

• You can **Save** numbers that do not match. However, when you **Submit** your final report, they must match. If they do not match the following message will appear:

"The number of unduplicated students enrolled in Agricultural Education Program and the number in the grey box currently do not match. Please adjust your numbers to ensure you have accounted for the missing student(s) in the correct grade with their gender, race/ethnicity."

#### **IMPORTANT:** The Grade/Gender and Race/Ethnicity counts <u>must match</u> to submit the report.

NR Pathways Enrollment Leadership Career Develop	oment Events	Leadership Developmen	t Events
ficiency Awards Agriscience Fair Reports			
e Submit			
ollment			
Agricultural Education enrollment by grade, gender, race/ethnicity. R	eload Roster Data		
Grade 7 Grade 8 Grade 9 Grade 10 Grade 11	Grade 12	Review <u>ALL</u> Gi	rades.
Race/Ethnicity	Male	Female	Non-disclosed
American Indian		1	
Asian			
Black, Non-Hispanic	6	3	
Hispanic or Latino, of any Race			
Alaska Native			
Native Hawaiian			
Pacific Islander			
White, Non-Hispanic	4	2	
Two or more Races	3		
Non-Disclosed			
Total number of unduplicated students listed on your current roster. students not on your current roster.)	(Note: This numbe	er will adjust as you add	35
Total number of unduplicated students enrolled in Agricultural Educ	cation Program.		
Th Th	ese two number	rs <u>MUST MATCH</u>	

## Advisor/Teacher: Complete Annual Report

## Part Three – Leadership Totals

Under Leadership, [1] enter participants for Leadership Training (District and State) and [2] State Leadership Camp.

AFNR Pathways	Enrollment	Leadership	Career Development Events	Leadership Developmer	it Events
Proficiency Awards	Agriscience	Fair Report	ts		
Save Submit					
.eadership					
Using the leader	ship training even	its offered in your	state, above the chapter level, he	ow many total members part	ticipated in the following:
Using the leader	ship training even	its offered in your	state, above the chapter level, h	ow many total members part District	ticipated in the following: State
Using the leader	ship training even	its offered in your	state, above the chapter level, he	ow many total members part District	ticipated in the following:
Using the leader Leadership trai	ship training even ning ip Camp	its offered in your	state, above the chapter level, he	w many total members part District	ticipated in the following:
Using the leader Leadership trai State Leadershi	ship training even ning ip Camp	its offered in your	state, above the chapter level, he	w many total members part District	ticipated in the following:           State

## Part Four – Career Development Events Totals

Under *Career Development Events*, enter how many members participated in **Career Development Events** for each area, at each level (*Local, District and State*).

Proficiency Awards Adriscience Fair	Reports				
· · · · · · · · · · · · · · · · · · ·					
Save Submit					8
Career Development Events (CDE)					
Using the career development events that or	cur in your state, how many members pa	rticipated in each CDE area lev	el listed belov	7?	
		Local	District	State	
AgriConstruction		4			
Agricultural Technology & Mechanical Syst	ems				
Agriculture Education					-
Aquaculture					
Compact Tractor	•				
	+	+			
Small Engines					
String Band					-
Test Event					
Veterinary Science					

## Part Five - Leadership Development Events Totals

Under *Leadership Development Events*, enter how many members participated in **Leadership Development Events** for each area, at each level (*Local, District and State*).

AFNR Pathways E	nrollment	Leadership	Career Development	Events	Leadershi	p Development E <sup>,</sup>	vents	
Proficiency Awards	Agriscience	Fair Repor	ts					
ave Submit								
eadership Developn	ment Events	s (LDE)						
Using the leadership	development	events that occu	r in your state, how man	ny member	s participate	d in each LDE are	a level listed	below?
Using the leadership	development	events that occu	r in your state, how man	ny member	s participate	d in each LDE are	a level listed	below?
Using the leadership Conduct of Chapte	development ter Meetings	events that occu	r in your state, how man	ny member	s participate	d in each LDE are	District	below?
Using the leadership Conduct of Chapte Creed Speaking	development er Meetings	events that occu	r in your state, how man	ny member	s participate	d in each LDE are	a level listed District	below? State
Using the leadership Conduct of Chapter Creed Speaking Extemporaneous	development er Meetings Public Speaki	events that occu	r in your state, how man	ny member	s participate	d in each LDE are	District	below? State
Using the leadership Conduct of Chapte Creed Speaking Extemporaneous Parliamentary Pro	development er Meetings Public Speaki ocedure	events that occu	r in your state, how man	ny member	s participate	d in each LDE are	District	below?
Using the leadership Conduct of Chapte Creed Speaking Extemporaneous Parliamentary Pro Prepared Public S	development er Meetings Public Speaki ocedure Speaking	events that occu	r in your state, how man	ny member	s participate	d in each LDE are	District	below? State
Using the leadership Conduct of Chapte Creed Speaking Extemporaneous Parliamentary Pro Prepared Public S	development er Meetings Public Speaki ocedure Speaking	events that occu	r in your state, how man	ny member	s participate	d in each LDE are	District       Image: Distr	below? State

## Part Six – Proficiency Awards Totals

Under *Proficiency Awards*, enter how many members participated in **Proficiency Awards** for each area, at each level (*Local*, *District and State*).

iciency Awards Agriscience Fair Benorts			
Agridolende i di Reporto			
Culmia .			Γ
Submit			
iciency Award Programs			
Ising the proficiency evaluation system in your state, how many members participated in ea	ach proficiency award are	a level listed	below?
	Tanal	District	Charles
Agricultural Communications Entrepreneurshin/Placement	Local	District	State
Agricultural Education Entrepreneurship/Placement			
Agricultural Mechanics Design & Fabrication Entrepreneurship/Placement			1
Agricultural Mechanics Repair & Maintenance Entrepreneurship			1
run orass management Entrepreneursmp/riacement			
vegetable Production Entrepreneurship/Placement			
Veterinary Science - Entrepreneurship/Placement			
Wildlife Production & Management Entrepreneurship/Placement			1

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

## Part Seven – Agriscience Fair Totals

Under Agriscience Fair, enter how many members participated in **Agriscience Fair** for each area, at each level (*Local, District and State*).

AFNR Pathways Enrollme Leadership Career Development Events Leadership Deve	lopment Eve	ents		
Proficiency Awards Agriscience Fair Reports				
Save Submit				8
Agriscience Fair				
Reminder: Division 1 - Individual member in grades 7 and 8 Division 2 - Team of two members in grades 7 and 8 Division 3 - Individual member in grades 9 and 10 Division 4 - Team of two members in grades 9 and 10 Division 5 - Individual member in grades 11 and 12 Division 6 - Team of two members in grades 11 and 12				
	Local	District	State	
Animal Systems: Division 1				1
Animal Systems: Division 2			1	1
Animal Systems: Division 3				-
Social Science: Division 4			1	-
Social Science: Division 5				-
Social Science: Division 6			]	ž-
				-

## **STEP TWO – SUBMIT ANNUAL REPORT TO STATE**

After reviewing and entering/editing your Annual Report data, click **Submit** to send your report to state.

Note: If your chapter report was submitted by mistake and needs to be unlocked, contact your state association.

'NR Pathways	Enrollmen	t Leade	ership Ca	areer Developi	nent Events	Leadership Developmer	nt Events
oficiency Awards	s Agriscie	ence Fair	Reports			- •	
submit							
rollment							
lonnent							
Agricultural Edu	acation enrolln	nent by grade	e, gender, race,	/ethnicity. Re	load Roster Data		
Agricultural Edu Grade 7	ication enrolln Grade 8	nent by grade Grade 9	e, gender, race, Grade 10	/ethnicity. Re Grade 11	load Roster Data Grade 12		
Agricultural Edu Grade 7 Race/Ethnicity	ucation enrolln Grade 8	nent by grade Grade 9	e, gender, race, Grade 10	/ethnicity. Re	Grade 12	Female	Non-disclosed
Agricultural Edu Grade 7 Race/Ethnicity American India	Grade 8	nent by grade Grade 9	e, gender, race, Grade 10	/ethnicity. Rel	load Roster Data Grade 12 Male	Female	Non-disclosed
Agricultural Edu Grade 7 Race/Ethnicity American India	Grade 8	nent by grade Grade 9	e, gender, race, Grade 10	/ethnicity. Rei	Grade 12       Male	Female	Non-disclosed

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## **Questions/Concerns**

If you have any questions or concerns, please contact your state association.