



Advisor/Teacher: Complete Annual Report

Created: 04/2019

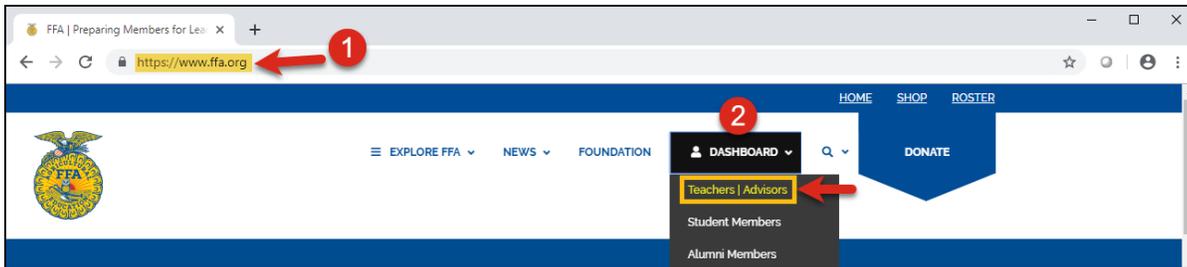
The Annual Report has been transformed into an online process, allowing ease of access and completion.

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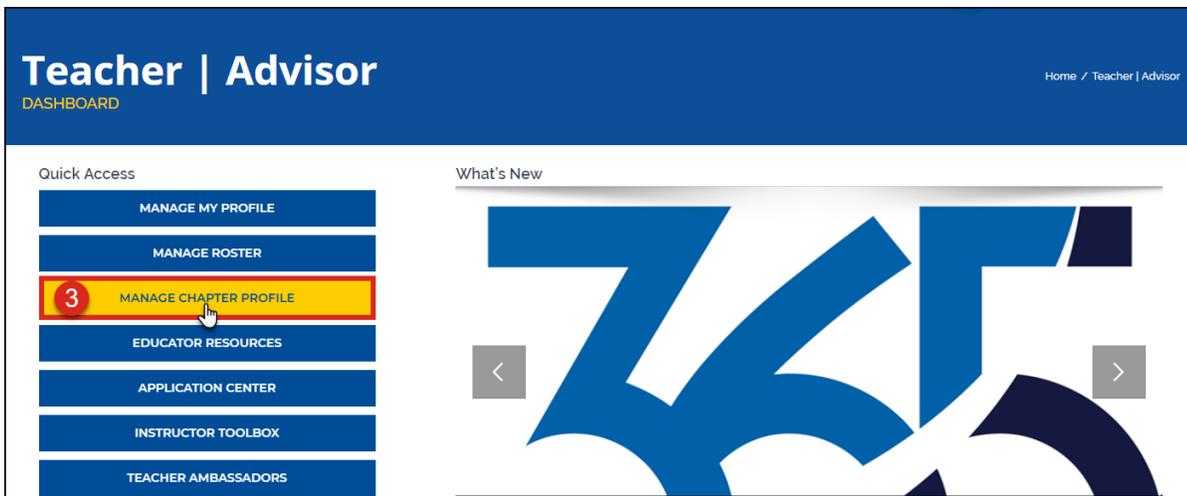
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LOCATION OF THE ANNUAL REPORT

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.



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/Agricultural Education Report

AFNR Pathways | Enrollment | Leadership | Career Development Events | Leadership Development Events | Proficiency Awards

Agriscience Fair | Reports

Teacher/Advisor Data | Save | Submit | **Saves and Submits ENTIRE REPORT to state!**

Student/Member Data | **Annual Report Data** | ?

Enrollment

Agricultural Education enrollment by grade, gender, race/ethnicity | Reload Roster Data

Grade 7 | Grade 8 | Grade 9 | Grade 10 | Grade 11 | Grade 12

Information: Saves data in ALL report sections, not just this one!

Information: Allows you to upload/reload chapter data for THIS section.

Race/Ethnicity	Male	Female	Non-disclosed
American Indian			
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 *all* tabs. You *do not* have to click *Save* on each tab. However, *before* leaving the *Annual Report Data* section, click **Save** to preserve any changes.

AFNR Pathways Enrollment Leadership Career Development Events Leadership Development Events

Proficiency Awards Agriscience Fair Reports

Save Submit ?

AFNR Pathways

Agricultural Education enrollment by Course or Pathway

	# of Students
420103 - Advanced Agriscience	
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.

Total number of teachers in local Agricultural Education Program.

Save Submit ?

Part Two – Enrollment Totals

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

- If the number you entered is different 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 must match to submit the report.

Agricultural Education enrollment by grade, gender, race/ethnicity. [Reload Roster Data](#)

Grade 7 Grade 8 Grade 9 Grade 10 Grade 11 Grade 12

Review **ALL** Grades.

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	1	
Non-Disclosed			

Total number of unduplicated students listed on your current roster. (Note: This number will adjust as you add students not on your current roster.) 35

Total number of unduplicated students enrolled in Agricultural Education Program.

These two numbers **MUST MATCH** to submit!

Part Three – Leadership Totals

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

Using the leadership training events offered in your state, above the chapter level, how many total members participated in the following:

	District	State
Leadership training	<input type="text"/>	<input type="text"/>
State Leadership Camp		<input type="text"/>

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*).

Using the career development events that occur in your state, how many members participated in each CDE area level listed below?

	Local	District	State
AgriConstruction	4		
Agricultural Technology & Mechanical Systems			
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 Enrollment Leadership Career Development Events **Leadership Development Events**

Proficiency Awards Agriscience Fair Reports

Save Submit ?

Leadership Development Events (LDE)

Using the leadership development events that occur in your state, how many members participated in each LDE area level listed below?

	Local	District	State
Conduct of Chapter Meetings			
Creed Speaking			
Extemporaneous Public Speaking			
Parliamentary Procedure			
Prepared Public Speaking			

Save Submit ?

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*).

AFNR Pathways Enrollment Leadership Career Development Events Leadership Development Events

Proficiency Awards Agriscience Fair Reports

Save Submit ?

Proficiency Award Programs

Using the proficiency evaluation system in your state, how many members participated in each proficiency award area level listed below?

	Local	District	State
Agricultural Communications Entrepreneurship/Placement			
Agricultural Education Entrepreneurship/Placement			
Agricultural Mechanics Design & Fabrication Entrepreneurship/Placement			
Agricultural Mechanics Repair & Maintenance Entrepreneurship			
Vegetable Production Entrepreneurship/Placement			
Veterinary Science - Entrepreneurship/Placement			
Wildlife Production & Management Entrepreneurship/Placement			

Save Submit ?

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*).

	Local	District	State
Animal Systems: Division 1			
Animal Systems: Division 2			
Animal Systems: Division 3			
Social Science: Division 4			
Social Science: Division 5			
Social Science: Division 6			

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.

Race/Ethnicity	Male	Female	Non-disclosed
American Indian		1	
Asian			
Black, Non-Hispanic	6	3	

Questions/Concerns

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