



## Advisor/Teacher: Complete Annual Report

Created: 03/2017

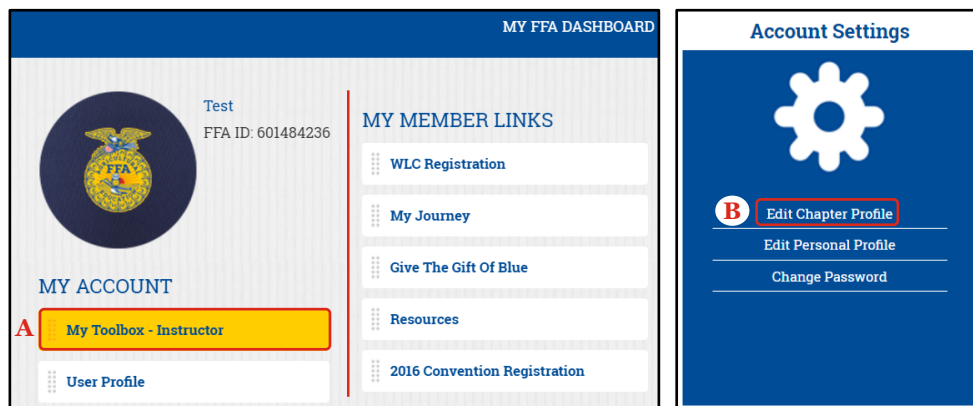
*The Annual Report has been transformed into an online process, allowing ease of access and completion.*

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### LOCATION OF THE ANNUAL REPORT

The Annual Report section is located on the *Chapter Profile*. Open your *FFA Dashboard* (top left of screen), [A] click **My Toolbox – Instructor**. Then, [B] under *Account Settings* click **Edit Chapter Profile**.



## 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.

**2017 Annual FFA/Agricultural Education Report**

Chapter/Charter Information

Program/Chapter Data

Teacher/Advisor Data

Student/Member Data

**Annual Report Data**

Awards/Recognition/Leadership

Grants/Scholarships/Sponsorships

AFNR Pathways

Enrollment

Leadership

Career Development Events

Leadership Development Events

Proficiency Awards

Agriscience Fair

**Save** **Submit**

**Enrollment**

Agricultural Education enrollment by grade, gender, race/ethnicity

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

Race/Ethnicity	Male	Female	Non-disclosed
American Indian			
Asian			
Black, Non-Hispanic			
Hispanic			
Native Alaskan			

### 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*, [A] enter the **# of Students**. Changes made will automatically calculate the *Total number of students enrolled in Agricultural Education Program*. [B] Enter the **Total number of Agricultural Education students who have an approved SAE for the current year**. [C] 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.

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AFNR Pathways

Enrollment

Leadership

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Leadership Development Events

Proficiency Awards

Agriscience Fair

Save

Submit

AFNR Pathways

Agricultural Education enrollment by Course or Pathway

	# of Students
420103 - Advanced Agriscience	
420076 - Agribusiness Management 1/2 credit	
420072 - Agribusiness Marketing	
420071 - Agribusiness Technology	
420073 - Agricultural Communications 1 credit	
420074 - Agricultural Communications 1/2 credit	
420104 - Applied Agricultural Mechanics	
420100 - Career Clusters Exploration Through Agriscience (Grade 7 or 8)	
420060 - Creative Floral Design	
420062 - Floral Design & Interiorscaping	
420101 - Fundamentals of Agriscience	
420102 - Intermediate Agriscience	
420057 - Landscape Design & Management 1 credit	
420058 - Landscape Design & Management 1/2 credit	
420059 - Residential Landscape Establishment & Management	
420077 - Senior Career Pathway Project-Agriculture Food, & Natural Resources	
420061 - Specialty Floral Design & Management	
0000 - Test Course	
Test Pathway	
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.

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**Annual Report Data**

Awards/Recognition/Leadership

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AFNR Pathways

**Enrollment**

Leadership

Career Development Events

Leadership Development Events

Proficiency Awards

Agriscience Fair

Save

Submit

**Enrollment**

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

Grade 7

Grade 8

Grade 9

Grade 10

Grade 11

Grade 12

Race/Ethnicity	Male	Female	Non-disclosed
American Indian		1	
Asian			
Black, Non-Hispanic	3	1	
Hispanic			
Native Alaskan			
Native Hawaiian			
Pacific Islander			
White, Non-Hispanic	2	1	
Two or more			
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.)

Total number of unduplicated students enrolled in Agricultural Education Program.

21

**MUST MATCH TO SUBMIT!**

Save

Submit

### Part Three – Leadership Totals

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

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Save

Submit

Leadership

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		
State Leadership Camp		

Save

Submit

### 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*).

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Save

Submit

Career Development Events (CDE)

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			
Agricultural Communications	4		
Agricultural Sales			
Agricultural Technology & Mechanical Systems			
Small Engines			
String Band			
Test			
Veterinary Science			

Save

Submit

### 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*).

2017 Annual FFA/Agricultural Education Report

Chapter/Charter Information

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Program/Chapter Data

---

Teacher/Advisor Data

---

Student/Member Data

---

Annual Report Data

---

Awards/Recognition/Leadership

---

Grants/Scholarships/Sponsorships

---

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

Agriscience Fair

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
Agricultural Issues Forum			
Conduct of Chapter Meetings			
Creed Speaking			
demoB			
Employment Skills			
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*).

2017 Annual FFA/Agricultural Education Report

Chapter/Charter Information

---

Program/Chapter Data

---

Teacher/Advisor Data

---

Student/Member Data

---

Annual Report Data

---

Awards/Recognition/Leadership

---

Grants/Scholarships/Sponsorships

---

AFNR Pathways
Enrollment
Leadership
Career Development Events
Leadership Development Events
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Agriscience Fair

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 Education Entrepreneurship/Placement			
Agricultural Mechanics Design & Fabrication Entrepreneurship/Placement			
Agricultural Mechanics Repair & Maintenance Entrepreneurship			
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p style="color: red; font-weight: bold; margin: 0;">SCROLL DOWN</p> </div> </div>			
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*).

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

Agriculture Fair

Save
Submit

#### Agriscience Fair

Using the agriscience fair events that occur in your state, how many members participated in each agriscience fair area level listed below?

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			
Animal Systems: Division 2			
<div> ↓ SCROLL DOWN ↓ </div>			
Social Science: Division 4			
Social Science: Division 5			
Social Science: Division 6			

Save
Submit

## 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.

### 2017 Annual FFA/Agricultural Education Report

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

Agriculture Fair

Save
Submit

#### Enrollment

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

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

Race/Ethnicity	Male	Female	Non-disclosed
American Indian			
Asian			
Black, Non-Hispanic			
Hispanic			
Native Alaskan			

### Questions/Concerns

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