

**A. QUALIFIED TEACHER (31 X Maximum)****Minimum Standards:**

- 0X 1. The agricultural education teacher(s) is officially certified by the Illinois State Board of Education.
- a. **Option 1:**  
The teacher(s) of agricultural education is fully certified according to ISBE Minimum Requirements for State Certification and **possesses a valid state standard secondary certificate for agriculture education.**
- b. **Option 2:**  
The teacher(s) is provisionally certified to teach agricultural education, but was enrolled in a course(s) and/or program designed to achieve state standard secondary certificate requirements of ISBE for agricultural education. The activity occurred during current school year ending June 30, 2004, with appropriate **documentation on file with ISBE.**
- 0X 2. The teacher(s) of agricultural education possesses a minimum of 2000 hours of program-related work experience in the industry of agriculture with appropriate documentation on file.

3. The agricultural education teacher is an active member of the Illinois Association of Vocational Agricultural Teachers (IAVAT) and affiliated professional organizations.
- 4X a. **Option 1**  
Illinois Association of Vocational Agriculture Teachers (IAVAT)  
National Association of Agricultural Educators (NAAE)  
Illinois Association for Career & Technical Education (IACTE)
- 2X b. **Option 2**  
Association for Career & Technical Education (ACTE)
4. The agricultural education teacher(s) is employed to maintain year-round instructional programs to provide for continuous education and supervision of students, especially summer experiences unique to the agricultural industry. The program extension is **beyond the 185 day (9 month) legal school year. (Check only one)**
- 0X a. 9.0 month contract
- 1X b. 9.5 month contract
- 2X c. 10.0 month contract
- 3X d. 10.5 month contract
- 4X e. 11.0 month contract
- 5X f. 12.0 month contract
5. The agricultural education teacher(s) assumed a current year leadership role in the IAVAT in one or more of the following:
- 2X a. 2X each - 2X max
- IAVAT Board **OR**
- IAVAT Section Chair **AND/OR**
- FFA Board
- 1-2X b. 1X each - 2X max
- IAVAT Committee
- IAVAT Section Officer  
(Claim 5.a. for Section Chair)
- Hosted/Organized IAVAT/FFA CDE
- 1X 6. The agricultural education teacher(s) has written and officially filed a professional development plan (PDP) by **September 30** of the current school year.
7. The agricultural education teacher(s) participated in professional and technical development activities addressing the needs identified in the PDP including the following: **(Check all that apply)**
- 6X a. 2004 Annual Agricultural Education (IAVAT) Conference
- 2X b. 2003 Agricultural Education (IAVAT) non-conference in-service workshops(Highland, Horticulture at Countryside, MFE)
- 2X c. Participated in **Agricultural Education** in-service activity, other than those listed above:  
**Specify:**
- 1X d. The agricultural education teacher(s) is currently enrolled in an agricultural education course.



- d. PSAA (II)
- e. Aquacultural Science & Technology
- i. Agricultural Mechanization & Technology
- 1X b. Integration of related course(s) claimed below (a-i)  
**Specify** curriculum adopted by the district: **(Check all that apply. Must check at least one of the following.)**
  - a. BSAA (Plant)
  - b. BSAA (Animal)
  - c. PSAA (I)
  - d. PSAA (II)
  - e. Aquacultural Science & Technology
  - f. Food Technology
  - g. Applied Environmental Science
  - h. Agricultural Biotechnology
  - i. Agricultural Mechanization & Technology
- 1X 4a. The instructional program is articulated with respective post-secondary, as well as other secondary, agricultural programs and documented through a **written program-specific articulation agreement.**
- 1X 4b. The agricultural education program supports the local School Improvement Plan by incorporating the use of the Agricultural Academic Assessments into the instructional program.
- 5. Computer instruction is integrated into the agricultural curriculum. Computer(s) and Internet access are located in the agricultural department; access includes:
  - 1X a. Internet with e-mail.
  - 1X b. The department publicizes its program with an up-to-date website.
  - 3X c. The department owns and operates electronic data projection equipment to enhance classroom instruction.
- 2X 6. **Recruitment activities** are conducted on an annual basis to attract students into the local agricultural education program.  
**Specify primary activity:**
- 4X 7. The agricultural teacher(s) submitted a written Annual Department Report of pertinent program information to appropriate local, regional, district and state officials within the current school year ending June 30.
- 1-6X 8. The district participated in a state/national sponsored Career Development Event (s) (CDE) above the chapter level. Each CDE may be claimed only once regardless of level(s) of participation. **(Max 6X)**
  - a. Ag Business Management
  - b. Ag Issues
  - c. Ag Sales
  - d. Crops
  - e. Dairy
  - f. Dairy Foods
  - g. Envirothon
  - h. Floral Design
  - i. Food Science
  - j. Forestry
  - k. Horse
  - l. Horticulture
  - m. Job Interview
  - n. Land Use
  - o. Landscape Design
  - p. Livestock
  - q. Meat Science
  - r. Mechanics
  - s. Parliamentary Procedure
  - t. Poultry
  - u. Public Speaking

	<b>Total X: Component C</b>
--	-----------------------------

**D. SUPERVISED AGRICULTURAL EXPERIENCE PROGRAMS (SAEP)**  
 (12 X Maximum)

**Minimum Standards:**

- 0X 1. Instruction on conducting SAEPs and maintaining records is an integral component of instruction for all students as verified in written lesson plans for all courses.
  - a. Incorporated into the related course grade
  - b. Awarded as a separate grade for credit

- 4X 2. A Supervised Agricultural Experience Program (SAEP) is established within the first semester of enrollment in agricultural education by all students and is maintained

during each of the years the student continues in the program. The experiences are documented with accurate and up-to-date records. The SAEP is evaluated on a regular basis and is reflected in the student's grade in one of the following:

**Specify (Check only one)**

- 1X 3. Student SAEPs include agriscience projects. **One or more students conducted agriscience SAEP(s) and participated** in an:
- a. FFA Agricultural Science Fair and/or  b. Junior Academy of Science Fair
- Specify the fair: Specify the fair:**
- 2X 4. The agriculture teacher makes an average of two supervisory visits per agricultural student per year, **with at least one visit to each student. Specify average number of visits per student**
5. One or more students participated in the Proficiency Awards contest above the chapter level. The number participating was: **(check only one)**
- 1X a. 1-5 Students
- 2X b. 6+ Students
- 3X 6. Three (3) or more students exhibited SAEPs at the Section Agricultural Education Fair sponsored by the Illinois Department of Agriculture (IDOA), sanctioned by ISBE and coordinated by IAVAT. The Agriculture Education Teacher **supervised the students**, as well as cooperated in conducting the activities of the fair.

0

Total X: Component D

### E. AGRICULTURAL STUDENT ORGANIZATIONS (FFA) (25 X Maximum)

#### Minimum Standards:

- 0X 1. The FFA leadership component is incorporated into the curriculum through an annual written Program of Activities (POA). **A preliminary POA and Form I of the National Chapter Award Program have been submitted to the Section FFA President, as verified by the Illinois FFA Center, by November 15 and April 15 respectively.**
- 4X 2. A written completed POA is **on file in the Department** and Form I and II have been **submitted to the Section FFA President** by April 15 for state competition. POA claims will be granted only to applications receiving the bronze emblem award for each category of Form II.
- 2X 3. Leadership development instruction is provided to all students in all agricultural courses through planned FFA activities which are integral to all courses. **Each student participated in at least three FFA leadership activities at or above the chapter level.**
- 2X 4. The advisor(s) of the FFA Chapter is currently employed as the teacher of agricultural education by the district.
5. The FFA Chapter actively participates in the annual FFA convention premiere leadership events: **(Check all that apply)**
- 3X a. 2004 State FFA Convention
- 2X b. 2003 National FFA Convention
- 3X 6. The agricultural program is supported by an active FFA Alumni affiliate.
- 1X 7. Formal activities are planned to coordinate mutually beneficial activities between FFA and 4-H at the local level.
- Specify the primary activity:**
- 1-3X 8. One or more FFA members represented the local chapter in the following state and/or national FFA leadership activities: **(Check all leadership activities that apply at 1X per activity with a maximum 3X credits possible)**
- a. Made for Excellence  e. Washington Leadership Conference
- b. FFA Leadership Camp  f. FFA Legislative Awareness Day
- c. IFB Youth Institute  g. Illinois Agriculture Youth Institute
- d. EDGE Conference  h. STAR Conference
9. The FFA Chapter has identified a local chapter representative to the Illinois Foundation FFA **and** promoted community contributions to the annual foundation campaign for state sponsored leadership activities. The level of support was: **(Check only one level)**
- 1X a. \$300 - 499
- 2X b. \$500 - 999
- 3X c. FFA Foundation Fair Share

**Specify the local chapter representative:**

- X 10. The chapter submitted completed applications by the due date.(Max 2x)
  - a. Cooperative Activities Participant (Form I and II)
  - b. Heritage Activities Participant (Form I and II)
- 1X 11. The local FFA Chapter received the Century Challenge Award (100% membership).

**Total X: Component E**

**F. FACILITIES, EQUIPMENT AND SUPPLIES (14 X Maximum)**

**Minimum Standards:**

- 0X 1. The district provides classroom, laboratory facilities, and equipment appropriate for the program(s) offered. All are maintained in a safe, orderly and attractive condition.
- 1X 2. The agricultural education classroom is a minimum of 600 square feet and is adjacent to laboratory facilities.
- X 3. School laboratories designated specifically for agricultural education include the following: **(Check all that apply. 6x Max)**
  - a. Plant (land/crop)
  - b. Animal (large)
  - c. Mechanics
  - d. Greenhouse
  - e. Aquaculture
  - f. Animal (small)
  - g. Landscape
  - h. Agriscience
  - i. Computer
  - j. Nursery
  - k. Garden
  - l. Other Specify:
- 1X 4. Separate office space is provided for the agricultural education teacher(s) which is adjacent or in close proximity to the classroom and laboratory facilities.
- 2X 5. Adequate space is available for the storage of instructional equipment and supplies, as well as student project and activity materials.
- 2X 6. A current written inventory of department tools, equipment and other pertinent material is on file in the Department. It includes modern tools and equipment comparable to those used in the agricultural industry and based on the largest number of students using the facilities. **The inventory denotes specific items purchased with agricultural education incentive funds.**
- 1X 7. A departmental budget is prepared by the agricultural teacher(s), is submitted to appropriate administration for approval and to the school board for funding. The budget request identified fiscal resource needs for equipment, facilities, supplies, travel, and other program necessities.
- 1X 8. The agricultural education department successfully obtained external grant resources exceeding \$500 value, in addition to the Incentive Funding Grant.

**Specify Grant Source(s) Total Value**

0 **Total X: Component F**

**G. AGRICULTURAL ADVISORY COMMITTEE(S) (12 X Maximum)**

**Minimum Standards:**

- 0X 1. An officially approved Agricultural Advisory Committee(s), whose membership is representative of the agricultural industry within the community, met at least one time during the fiscal year to provide program advisement to the district.
- 2. The Agricultural Education Advisory Committee conducted regularly scheduled meetings during the fiscal year. **(Check only one.)**
  - 3X Two-three meetings per year
  - 5X Four or more meetings per year
- 3. The Agricultural Advisory Committee conducted a review or considered recommendations to the Department/district including, but not limited to the following: **(Check all that apply.)**
  - 1X Curriculum improvement/expansion (Specify):
  - 1X Professional development (Specify):
  - 1X Facilities, equipment and supplies (Specify):
  - 1X SAEPs and FFA POAs (Specify):
  - 1X Adult agricultural education (Specify):

- 1X Agricultural awareness (literacy) pre-K/adult (Specify):
- 1X Completion of the Incentive Funding Grant (Specify):

**0 Total X: Component G**

**H. PreK-ADULT AGRICULTURAL EDUCATION AWARENESS PROGRAMS**  
(10 X Maximum)

**Minimum Standards:**  
 0X 1. A qualified agricultural education teacher(s) coordinates an agricultural education awareness (agricultural literacy) program component, PreK-adult.

- X 2. Agricultural education activities were conducted by the agricultural education department to enhance student (PK - 12) awareness and career exploration about agriculture. (Max 4x)
  - a. Organized Agricultural Career Fairs
  - b. Conducted Job Shadowing Experiences
  - c. Conducted Ag Day/Week Activities
  - d. Demonstrated AgriScience Kits
  - e. Conducted Ag Expos Specify:
  - f. Conducted Food for America Activities
  - g. Conducted PALS Activities
  - h. Conducted TASK Activities
  - i. Participated in GIAP (Green Industry Apprenticeship Program)
- 3. The district offered course(s) in and/or about agriculture which were specifically designed for adults. **(Check all that apply.)**
  - 2X  a. Agricultural education teacher(s) coordinated course(s)
  - 1X  b. Agriculture education teacher(s) taught a course(s)  
**Specify course(s) titles: Total # of students:**
- 4. A qualified agriculture education teacher(s) taught 7-8th grade agricultural education course(s). FFA leadership instruction is an integral component of all course(s), including active FFA Discovery (7-8th grade) membership. Course outline is on file in the department. **(Check all that apply.)**
  - 2X  a. Taught course(s)  
**Total # of students:**
  - 1X  b. Enrolled active FFA Discovery membership and submitted a copy of the course (s) outlined to ISBE as required by FFA policy. **Specify number of Jr. FFA members:**

**Total X: Component H**

APPLICATION FOR INCENTIVE FUNDING SUMMARY		
QUALITY INDICATORS	"X-VALUE" MAXIMUM	"X-VALUE" ACHIEVED
A. Qualified Teachers	31 X	0
B. Student Services	6 X	0
C. Instructional Programs	26 X	0
D. SAEP	12 X	0
E. FFA	25 X	0
F. Facilities, Equipment, and Supplies	14 X	0
G. Agricultural Advisory Council Committee(s)	12 X	0
H. K-Adult Agricultural Education Awareness Programs	10 X	0
<b>Totals</b>	<b>136 X Maximum</b>	<b>0</b>

**PROGRAM ASSURANCES**

*The program information contained in this application is accurate and can be documented for audit purposes. Misrepresentation of the program will result in ineligibility for funding. This assurance must be signed by both the principal and agricultural education teacher.*

---

*Date      Signature of Agricultural Teacher                      Date      Signature of Principal*

**FUNDING ASSURANCES**

1. *Funds will be used for the agricultural education program and **will not be used to supplant existing funding levels.***
2. *Upon notification to the school of available funds, a proposed budget will be submitted prior to the receipt of funds.*
3. *Funds will be utilized in compliance with ISBE guidelines to improve agricultural education programs.*
4. *A final expenditure report for the fiscal year will be submitted.*

*Application will **not** be processed without **both** signatures!*

---

*Date      Signature of Board of Education President                      Date      Signature of Superintendent*

**Submit Signed Application To:** Your designated district FCAE Field Advisor: