

South Carolina Agricultural Education

Extended Contract Funding Handbook







“*Agriculture is our wisest pursuit, because it will in the end contribute most to real wealth, good morals and happiness.”- Thomas Jefferson*

What Is Agricultural Education?

Agricultural education teaches students about agriculture, food, and natural resources. Through these subjects, agricultural educators teach students a wide variety of skills, including science, math, communications, leadership, management, and technology.

Agricultural education is delivered through three interconnected components:

* Classroom or laboratory instruction.
* Experiential learning — Learning experiences that usually take place outside of the classroom, supervised by the agriculture instructor.
* Leadership education — delivered through student organizations such as the National FFA Organization, the National Young Farmer Education Association, National Postsecondary Agricultural Student Organization, and others.

Many high school agriculture programs use FFA to enhance the leadership and experiential learning portions of their program. FFA is considered intracurricular, meaning that is a requirement within the Agricultural Education curriculum. To learn more about FFA and its influence on agricultural education, visit [www.ffa.org](http://www.ffa.org/).

Agricultural Education uses a three-circle model of instruction. These circles represent: classroom and laboratory instruction, leadership development, and experiential learning. The successful integration of each of these three components results in a strong program that produces well rounded individuals who are prepared to be leaders in agriculture, business, and industry.



Some of the potential jobs for someone graduating with a degree in agriculture could be:

* High School Agriculture Teacher
* Agriculture Literacy Coordinator
* Agricultural Business Manager / Owner
* College Agriculture Professor
* Extension Agent
* Packaging Scientist

**Glossary Of Terms**

**ADULT EDUCATION** - term used for community continuing education provided by agriculture teachers; some schools affiliate with the South Carolina Farmer & Agribusiness Association, a professional organization for adults involved in agriculture & agribusiness.

**ADVISOR** - Agriculture instructors have many FFA-related responsibilities, in addition to classroom teaching, so they are called advisors.

**CDE** - students can apply the knowledge gained in the classroom through FFA contests called Career Development Events

**DEGREE LEVELS** - FFA has five degrees a member can receive: Discovery, Greenhand, Chapter, State, & American; Each degree requires more commitment, both with finances & work; the American is the highest achievement, with less than 1% of all members earning that degree.

**FFA** - formerly known as Future Farmers of America, the name was changed to the National FFA Organization in 1988. The name change developed to accommodate the business, science and technology aspects of agriculture as well as farming. There are 40 different subject areas dealing with agriculture that are available to FFA members.

**FFA CHAPTER** - never referred to as a “club,” as it is an integral part of the classroom with three components.

**LDE** - same as a CDE, but encompasses soft skills, such as extemporaneous speaking, prepared public speaking, employability skills, etc.

**NATIONAL FFA CONVENTION** - held annually in the fall, the convention brings together FFA chapters from all 50 states, Puerto Rico, & the US Virgin Islands for celebration of accomplishments, final rounds of competitions, educational workshops for both chapter members & advisors, & elect new national officers

**OFFICIAL DRESS (OR OD)** - when participating in most FFA events, students are required to wear official dress, which consists of black dress pants, black socks, black dress shoes, white dress shirt, FFA tie, & FFA jacket for males; females are required to wear black slacks or black skirt to the knee, black hosiery, black dress shoes, white blouse, FFA scarf, & FFA jacket

**PROFICIENCY** - students may apply for scholarships, awards, trips, etc. based on their detailed reports of the Supervised Agricultural Experience

**SAE** - Supervised Agricultural Experience: individualized program designed for a student to apply and practice real-life skills that have been learned in the classroom; occurs outside of classroom instruction time.

**SC FFA ASSOCIATION** - state level title for all FFA chapters collectively

**STATE FFA CONVENTION** - held annually in June, the convention brings together all SC FFA chapters to celebrate the accomplishments of its members, compete in state contest finals, learn from motivational speakers & workshops, & elect new state FFA officers for the upcoming year.

**Agricultural Extended Funding Contracts Summary and Process**

**Explanation of Extended Contracts**

Many of the Agriculture Programs in the state are conducted by teachers who are on, what is referred to as, twelve-month contracts. The average teacher is on a 190-day contract. **However, due to the extent of the agriculture programs and the demands on the teacher, agriculture teachers are typically on a 240-day contract**. The funds for these additional days are sent to Clemson University from the State Legislature. It then becomes the responsibility of the Agricultural Education staff to determine the allocation of the available funds. Allocations are made based upon school district requests which also include an agreed upon criteria as established by the Agricultural Education staff as outlined by state law. The amount of funding that must be managed is over $1 million. These funds must be requested each year with an amount based on projected need. The request is made by the Clemson Public Service and Agriculture (PSA) budget office through guidance from the State Director of Agricultural Education.

Extended contract funding is available to teachers who possess **professional** certification in Agricultural Education.

The Clemson Agricultural Education Staff is an extension of the South Carolina Department of Education. The Agricultural Education staff carries the same responsibilities and supervision of teachers as Education Associates at the Department of Education. It is the responsibility of the Agricultural Education staff to ensure that all Agriculture Teachers/Programs meet all state and national requirements.

**Extended Contract Funding Process:**

* Applications (SEE: pgs 9-13) are completed by Agriculture teachers and submitted to District Superintendents for signature. Applications are due by June 1st of each year in order to be renewed.
* Applications are sent to SC Agricultural Education staff by the district after attaining the Superintendent’s signature.
* Applications are reviewed by SC Agricultural Education staff **(this process takes several months)**
* If applications are approved, the contract (Assurance Form- see pgs 15-16) is sent directly to the Superintendent for signature. This form is sent late August or early September.
* Once the Superintendent has signed, funds are released to the school district to be distributed to teachers according to the contract.

***\*\*Extended Funding Contracts are renewed annually. Agriculture teachers are required to apply each year for funding. \*\****

**12-Month Funding Application Breakdown**

**Requirements to Qualify for 12-month Funding: Section I**

*Section I of the Application for Funds are mandatory agreements and requirements for extended funding*.

1. That justification for the 12-month program was based on the funding of the local school district’s needs assessment for agricultural education and the results of the last 5-year program evaluation.
2. A minimum program in agricultural education shall include at least four levels of single period courses of 2, two-period courses in specialized agricultural occupations scheduled for multiple periods daily**. (Agricultural Pathways are Horticulture, Environmental and Natural Resources, Agricultural Mechanization, Plant and Animal Systems)**
3. Funds will be used to provide programs of instruction on a full-time basis during the interim as outlined in the Application for Funds including provisions for adequate equipment, supplies and travel.
4. The local school district agrees to provide its share of funding to ensure that the teacher is fully compensated for the additional days requested at a minimum rate of the State of South Carolina’s minimum salary scale.
5. The school will submit a final report describing the results and outcomes as required by the Agricultural Education office at Clemson University by August 1 of each funding year.
6. The program shall be conducted in accordance with the rules and regulations described in the State Plan for Vocational-Technical Education, Defined Minimum Program and the South Carolina Education Finance Act of 1977 as amended.

**Requirements to Qualify for 12-month Funding: Section II**

*Section II of the Application for Funds are mandatory agreements and requirements for extended funding* *required by the Ag teachers.*

* Submit an FFA Roster by the posted due date with at least 50% unduplicated enrollment
* Submit Form 1 of the FFA National Chapter Award
* Attend the FFA State Convention with a minimum of 2 delegates
* Attend a SC FFA Association sponsored camp at the SC FFA Leadership Center with FFA members
* Participate in a *minimum* of three FFA Career Development Events (CDEs) above the chapter level (Ex: regional, state or national). Teams for team event CDEs must consist of at least three FFA Members. The CDEs should be related to the subject areas taught.
* All students will have a Supervised Agricultural Experience (SAE) and appropriate records
* Conduct two advisory committee meetings per year
* Conduct an Adult Education Program consisting of a minimum of 10 adult education meetings per year
* Submit a roster for each adult meeting or a Farmer and Agribusiness membership roster by the designated due date. Rosters should contain a minimum of 10 adults.
* Teach a minimum of 4 units of agricultural education per year

**Requirements to Qualify for 12-month Funding: Section III**

*Section III requires that Ag Teachers agree to accrue 100 points from the activities in this section of FFA related activities.*

* Submit a state FFA officer application – 5 points
* Submit Form II of the FFA National Chapter Award application- 10 points
* Credit for students attending an SC FFA sponsored camping program- 3 pts per student/ 24 pts max
* Submit short form FFA State FFA Degree application- 2 pts per application/20 pts max
* Attend State FFA Convention with members- 3 pts per member/ 24 pts max
* Submit State FFA Degree application for Star State Farmer, Star in Placement and/or Star State in Agribusiness- 5 pts per application/20 pts max
* Submit Proficiency Award Application to State Level- 5 pts each/20 pts max
* Number of American Degrees awarded to students- 5 pts each
* Submit additional State and/or National application(s)- 5 pts per application/ 20 pts max
* Attend National FFA Convention with chapter members- 5 pts per member/30 pts max
* Number of times students, advisors or chapter recognized on stage at National Convention- 10 pts each
* Attend Washington Leadership Conference with members- 5 pts per member/ 30 pts max
* Send members to Washington Leadership Conference- 3 pts per member/ 9 pts max
* Attend a SC FFA Association sponsored workshop with members- 2 pts per member/ 20 pts max
* Attend SC FFA Legislator Appreciation Day with members- 2 pts per member/ 20 pts max
* Attend SC Association of Agricultural Educators (SCAAE)/ FFA State House Plant Presentation with members- 2 pts per member/ 10 pts max
* Provide plants(flats) for the SCAAE/ FFA State House Plant Presentation- 2 pts each/ 10 pts max
* Responsible for the State FFA Association Booth at fairs and other events- 10 pts each
* Submit members to be affiliated with the State and National FFA Alumni- 1 pt per member/ 10 pts max
* Attend Fair/Shows where members exhibit animals- 5 pts per show/ 30 pts max
* Participate in additional CDEs above the chapter level (in addition to the 3 mandatory required) - 3 pts per contest/ 7 pts per contest if team scores above 50% of max CDEs team score **(CDE teams consist of 3-5 team members)**

**Section III: Adult Education**

*Section III requires that Ag Teachers agree to accrue 50 points from the activities in this section of Adult Education related activities.*

* Submit South Carolina Farmer and Agribusiness Association contest applications- 5 pts per application
* Register and attend the South Carolina Farmer and Agribusiness Association State Convention with chapter members- 10 pts for attendance/ 2pts per chapter member
* Attend the **entire** South Carolina Farmer and Agribusiness Association Summer Tour with chapter members- 10 pts for attendance/ 2pts per member attendance
* Attend the NYFEA National Institute with chapter members- 10 pts for attendance/ 2 pts per member attendance
* Attend the NYFEA Agriculture’s Promise in Washington DC with chapter members- 10 pts for attendance/ 2 pts per member attendance
* Provide instruction for adult education groups in addition to the 10 mandatory for the adult education program/ Farmer and Agribusiness Chapter- 5 pts per meeting/ **Documentation required for each meeting**
* Coordinate a community project utilizing your adult education group promoting the Agricultural industry- 10 pts
* Attend the Sunbelt Agricultural Expo in Moultrie, Ga with Farmer and Agribusiness Chapter members- 5 pts for attendance/ 2 pts per member/ 15 pts max

**Section III: Professional Development**

*Section III requires that Ag Teachers agree to accrue 30 points from the activities in this section of Professional Development related activities.*

* Attend the Agriculture teacher summer conference- 10 pts
* Attend the Agriculture teachers’ workshop at the Farmer and Agribusiness Association State Convention- 10 pts
* Attend all regional agriculture teachers meeting (fall & spring) - 5 pts per meeting
* Attend the National Association of Agricultural Educators (NAAE) Convention- 10 pts
* Attend a National FFA and/or NAAE in-service program- 5 pts
* Serve on a state or national committee- 5 pts
* Attend the South Carolina Education Business Summit- 5 pts
* Attend the SC Ag Ed State Staff Introduction to Agricultural Education Conference **(Held at SC FFA Leadership Center for teachers with 3 or less years teaching experience in SC)**- 10 pts
* Attend an Agriculture Industry sponsored conference- 5 pts per conference/ 10 pts max

**SC Agricultural Education Program Summaries**

SC Agricultural Education comprises several associations. Here is a summary of our FFA, Farmer and Agribusiness Association, and SC FFA Leadership Center.



### FFA

The FFA, or National FFA Organization, is the student organization that provides leadership and personal development as well as technical skill development for those young people enrolled in an Agricultural Education program. The FFA is an **integral** part of all high school agricultural education programs and is deemed intracurricular. The requirement for being a member of the FFA is to be enrolled in an Agricultural Education course or a planned program of study. Leadership skills are developed on three levels: individual, chapter and community. The benefits of the skills obtained include productive citizens and better leaders for the agricultural industry.

In South Carolina six state officers, consisting of at least one representative from each of the 4 regions, lead the FFA. A Board of Directors governs the Association. A Foundation was established to manage the financial assets of the Association. The Association and the Foundation are both private 5013c non-profit organizations.

Some activities of the Association include Career Development Events (CDEs) and Leadership Development Events (LDEs), which allow students to utilize skills taught in the classroom in a competitive event with other chapters, State Convention, National Convention, FFA Camping programs, community service activities, scholarships and much, much more.

In addition, each FFA member is responsible for developing a Supervised Agricultural Experience (SAE). SAEs are career related projects that are conducted outside of the agricultural education classroom. Students use SAEs to develop recordkeeping skills, apply career skills to real life situations and possibly earn money. Successful SAEs can be recognized through Proficiency Awards through the National FFA. Categories of SAEs include: Research, Entrepreneurship, and Placement or a combination thereof.

The South Carolina FFA Association is associated with the National FFA Association, which consists of over 750,000 members, which makes FFA the world’s largest youth organization officially associated with formal education.

# **South Carolina Farmer and Agribusiness Association**

It is the long-held belief by Agricultural Education in South Carolina that education is a life-long process. With this in mind, the South Carolina Association of Young Farmers of America was developed in 1946. Since that time the name of the Association has been changed to the South Carolina Farmer and Agribusiness Association. The Association serves to provide educational programs for agriculturalists throughout the state. These programs are normally, but not exclusively, held on a monthly basis and are facilitated and coordinated by Agricultural Education Instructors to serve the needs of individuals who have chosen to enter into the agricultural industry. It is designed, although not exclusively, for completers of the High School Agriculture program. The Association holds several statewide functions, which currently include a State Convention and a Summer Agricultural Tour.

The Association is led by a state Executive Board consisting of President, President-elect, Past President and Vice Presidents from each Agricultural Education Region in the state. The Association is a 5013c non-profit private organization. The South Carolina Farmer and Agribusiness Association is a part of a national network of adult agricultural education associations referred to as the National Young Farmer Education Association (NYFEA) where South Carolina currently stands as the state with the second largest number of dues paying members (behind only Georgia). The NYFEA holds two National meetings: Agriculture’s Promise, held annually in Washington DC, and the National Institute which travels around the U.S. to various host states.

# **SC FFA Leadership Center**

The South Carolina FFA Leadership Center is a camping facility located in North Myrtle Beach. The facility provides a location for educational programs for Agricultural Education students. The Association currently offers four weeks of FFA Camp during the summer as well as a minimum of five specialty FFA camps during the fall and spring.

The FFA Association purchased the facility in 1956. At that time, the property, under an agreement with the state of South Carolina, was deeded to the state. The state, in-turn, constructed the majority of the structures currently on the site. The FFA Association has assumed the role of management of the facility. In 1999, a lease agreement was offered by the State of South Carolina and accepted by the South Carolina FFA Association to formalize the ownership agreement.

It is the goal for the Center to maintain its camping programs while expanding the usability to create a facility at North Myrtle Beach to be made available to Agricultural and Educational groups as well as others.

AGRICULTURAL EDUCATION

**CLEMSON UNIVERSITY**

**Application for Funds**

**Year-Round Programs in Agricultural Education**

###### Certification – Agreements – Assurances

DUE: \_\_\_\_\_\_\_\_\_\_\_\_

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (School District) makes application to the Agricultural Education Office at Clemson University for funds to conduct programs of agricultural education on a 12-month basis as shown herein for the period of

**IT IS HEREBY AGREED AND UNDERSTOOD:**

**Section I:**

1. That justification for the twelve-month program was based on the funding of the local school district’s needs assessment for agricultural education and the results of the last program evaluation.
2. That a minimum program in agricultural education shall include at least four levels of single period courses or a two-year course in specialized agricultural occupations scheduled for multiple periods daily.
3. That funds will be used to provide programs of instruction on a full-time basis during the interim as outlined in the Application for Funds including provisions for adequate equipment, supplies and travel.
4. That the local school district agrees to provide their share of funding to ensure that the teacher is fully compensated for the additional days requested at a minimum rate of the State of South Carolina’s minimum salary scale.
5. That the school will submit a final report describing the results and outcomes as required by the Agricultural Education Office at Clemson University by August 1.
6. That the program shall be conducted in accordance with the rules and regulations described in the State Plan for Vocational-Technical Education, Defined Minimum Program and the South Carolina Education Finance Act of 1977 as amended.

**Section II:**

**It is also agreed upon that the following components will be completed by the Agricultural teacher(s) in the program. (All standards must be met)**

* Submit an FFA Roster by the posted due date with at least 50% of unduplicated enrollment.
* Submit Form I of the FFA National Chapter Award.
* Attend the FFA State Convention with a minimum of two delegates.
* Attend an SC FFA Association sponsored camping program with FFA members
* Participate in a minimum of three FFA Career Development Events above the chapter level. Teams for team event CDE’s must consist of at least three FFA Members. The CDEs should be related to the subject areas taught.
* All students will have a Supervised Agricultural Experience and appropriate records.
* Conduct twoadvisory committee meetings.
* Conduct an Adult Education program consisting of a minimum of 10 adult education meetings per year.
* Submit a roster for each adult meeting or a Farmer and Agribusiness roster by March 31. Rosters should contain a minimum of ten adults.
* Teach a minimum of 4 units of agricultural education per year.

**Section III:**

**Participation in FFA activities will result in an accumulation of points for each activity participated in. It is agreed that a minimum of 100 points will be obtained in relation to FFA activities. The credit will be given toward participation in activities listed below (or a reasonable substitution which has the approval of the Clemson University Agricultural Education Regional Coordinator).**

* Submit a state FFA officer application (5 points).
* Submit Form II of the FFA National Chapter Award applications (10 points).
* Credit for students attending an SC FFA sponsored camping program (3 points per student – max. 24)
* Submit short form FFA State FFA Degree applications. (2 points per application – max. 20)
* Attend State FFA Convention with members. (3 points per member – max 24)
* Submit a State FFA Degree application for consideration of Star State Farmer, Star in Placement and/or Star State inAgribusiness. (5 points per application – max 20)
* Submitted Proficiency Award Applications to be judged on the State level. (5 pts each max 20 pts.)
* Number of American Degrees awarded to students (5 pts each)
* Submit an additional State and / or National application(s). (5 points per application – max. 20)
* Attend the National FFA Convention with chapter members. (5 points per member – max. 30)
* Number of times students, advisor or chapter recognized on stage at National Convention (10 pts each)
* Attend the Washington Leadership Conference with members. (5 points per member – max. 30)
* Send members to the Washington Leadership Conference. (3 points per member – max. 9)
* Attend an SC FFA Association sponsored workshop with members. (2 points per member – max. 20)
* Attend SC FFA Legislator Appreciation Day with members. (2 points per member – max. 20)
* Attend SCAAE / FFA State House Plant Presentation with members. (2 points per member – max. 10)
* Provide plants (flats) for the SCAAE / FFA State House Plant Presentation (2 pts. each max 10)
* Responsible for the State FFA Association Booth at fairs and other events. (10 points)
* Submit members to be affiliated with the State and National FFA Alumni. (1 point per member – max. 10)
* Attend Fair / Shows where members showed animals. (5 points per show – max. 30)
* Participate in Career Development Events above the chapter level. (3 points for each contest. An additional 7 points for each contest if the team score is above 50% of the maximum CDE team score)

**Participation in Adult Education activities will result in an accumulation of points for each activity participated in. It is agreed that a minimum of 50 points will be obtained in relation to Adult Education activities. The credit will be given toward participation in activities listed below (or a reasonable substitution which has the approval of the Clemson University Agricultural Education Regional Coordinator).**

* Submit South Carolina Farmer and Agribusiness Association contest applications. (5 points per application)
* Register and attend the South Carolina Farmer and Agribusiness Association State Convention with chapter members. (10 points for attendance – 2 points per chapter member attending)
* Attend the **entire** South Carolina Farmer and Agribusiness Association Summer Tour with chapter members. (10 points for attendance – 2 points per chapter member attending)
* Attend the NYFEA National Institute with chapter members. (10 points for attendance – 2 points per chapter member attending)
* Attend the NYFEA Agriculture’s Promise in Washington DC with chapter members. (10 points for attendance – 2 points per chapter member attending)
* Provide instruction for adult education groups in addition to the ten mandatory for the adult education program / Farmer and Agribusiness Chapter. (5 points per meeting - **Documentation required for each meeting**)
* Coordinate a community project utilizing your adult education group promoting the Agricultural industry. (10 points)
* Attend the Sunbelt Agricultural Expo in Moultrie, GA with Farmer and Agribusiness Chapter members. (5 points for attendance – 2 point per member attending – max. 15 points total)

**Participation in Professional Development activities will result in an accumulation of points for each activity participated in. It is agreed that a minimum of 30 points will be obtained in relation to Professional Development activities. The credit will be given toward participation in activities listed below (or a reasonable substitution which has the approval of the Clemson University Agricultural Education Regional Coordinator).**

* Attend the Agriculture teachers Summer Conference. (10 points)
* Attend the Agriculture teachers workshop at the Farmer and Agribusiness Association State Convention. (10 points)
* Attend all regional agriculture teachers meetings. (5 points per meeting)
* Attend the NAAE Convention. (10 points)
* Attend a National FFA and / or NAAE in-service program. (5 points)
* Serve on a state or national committee. (5 points)
* Attend the South Carolina Education & Business Summit. (5 points)
* Attend the SC Ag Ed State Staff Introduction to Agricultural Education Conference (Held at the FFA Camp for teachers with 3 or less years teaching experience in SC). (10 points)
* Attend an Agriculture Industry sponsored conference. (5 points per conference – max. 10 points)

I hereby certify that the information contained in this application is correct, and the school district named above has authorized me as the representative to file this application.

 Signature of Superintendent of Schools Date

 I hereby certify that the information contained in this application is correct.

 Agricultural Education Instructor Date

Please email this form to:

ATTN: Jennifer Lyda

Email to: scaged@clemson.edu

AGRICULTURAL EDUCATION

Clemson University

Twelve-Month Application Review Approval

*(Please list all teachers of which you are applying for twelve-month funding along with the associated information for each)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School Name | Teacher’s Name | Certification # | DegreePlease use one of the following: BS, BA, MS, MA, M30, PhD | Years of Experience | Contract DaysRequested |
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# CLEMSON UNIVERSITY USE ONLY

State Pro-Rata Share $ \_\_\_\_\_\_\_\_ Local Pro-Rata Share $ \_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_ %

SC AGRICULTURAL EDUCATION

Please email to:

Attn: Jennifer Lyda

scaged@clemson.edu

Please call (864) 656-8668 for any questions

**ASSURANCE FORM**

SCHOOL DISTRICT:

I certify that the state funds allocated and the required local matching funds to assist teachers of agriculture on twelve-month contracts will be expended for the purposes outlined in the approved application(s) for funds.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Superintendent Date

Please return this form to the email address above as soon as possible so that payment can be processed. Thank you!

AGRICULTURAL EDUCATION

CLEMSON UNIVERSITY

Twelve-Month Application Review/Approval

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School | Teacher’s Name | Degree/Years of Experience | Contract Days | CU Use OnlyFunds Allocated |
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 Totals $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Contact SC Agricultural Education:

Email: scaged@clemson.edu

Phone: (864) 656-8668