



NATIONAL
FFA ORGANIZATION

Honorary Awards

Honorary Awards Application | Honorary American FFA Degree, Distinguished Service Citation, and VIP Citations

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*Each year, at the national FFA convention & expo, those who have made outstanding contributions to the **National FFA Organization** are honored with Distinguished Service Citations, VIP Awards, or the Honorary American FFA Degree.*

SUBMITTING A NOMINATION

This direction set is for those nominating individuals or companies for the Honorary American FFA Degree, VIP Citation, or Distinguished Service Citation. This is to be used by students, teachers, state FFA staff, National FFA staff and stakeholders.

Directions to submit a nomination

- Log into FFA.org using your login credentials.



My FFA Registration and Login

- Navigate to your tool box.



MY ACCOUNT



My Toolbox - Instructor

- Once you are in your "toolbox" look for the "Apply Now" box or "application Hub". Inside the "Apply Now" box, select the link for "Honorary Awards Applications." From this point, the role that you have selected, determines what applications you are able to see.
 - If you are in the "student" role you can only submit a nomination for Honorary American FFA Degree or Honorary American FFA Degree – Teacher.
 - If you are in the "teacher" role you can only submit a nomination for the Honorary American FFA Degree or Honorary American FFA Degree – Teacher.
 - If you are in the "community" role you can only submit a nomination for the Honorary American FFA Degree or Honorary American FFA Degree – Teacher.
 - If you are in the "State Staff" role you can submit nominations for Honorary American FFA Degree, Honorary American FFA Degree – Teacher, VIP Citation, and Distinguished Service Citation.
 - If you are in the "National Staff" role you can submit nominations for Honorary American FFA Degree, Honorary American FFA Degree – Teacher, Honorary American FFA Degree for employees of the National FFA Organization, VIP Citation, and Distinguished Service Citation




Application Hub



- Declarations / Certifications
- Application Center
- Search Degrees
- Grants For Growing
- Honorary Awards Application

Apply Now



- Lifetime Alumni Membership
- Register for RDC - Irving, TX
- Register for RDC - Killingly, CT
- Volunteer at National Convention
- Honorary Awards Application

- Once you have determined your role, you may select from the application options.
- To begin an application, choose from the application options, then select Start Application

Honorary Award Type

- Fill in all of the required criteria.
- Once you have completed your nomination and ensure all information is correct, click submit.
 - If you would like to save your nomination, you must fill in the nominee's first and last name in order to save.

Please review all information. Once application is submitted, no edits will be allowed.



LOCATING SAVED NOMINATIONS

If you have saved your nomination, in order to go back and continue working on the nomination you will need to follow the same directions as above.

- Locate your "toolbox,"
- Select "Honorary Awards Applications."
- The screen that you are looking at is the "Dashboard" for honorary awards application.
 - If you have successfully saved your nomination you will be able to locate it here.
 - Any application that is saved, in the status column will say "In Progress"

Year	ID	Award Type	State	Nominee First Name	Nominee Last Name	First Name	Last Name	Status	Assigned To	Modified Date	Modified By	Approved / Decline Date
2016	18	HAD - Teacher	IN	sad	asdas	Hda	Director	In Progress		02/01/2016 11:06 PM	hdadirector	

LOCATING AND MONITORING THE STATUS OF THE SUBMITTED NOMINATION

Once you have submitted your nomination you cannot edit any of the information. You may go back to your dashboard and review your nominations, but you will not be able to make changes. If changes need to be made you will need to contact the application administrator at honorary@ffa.org. Your dashboard is the communication center for your nominations. All nominations must have state staff approval or director approval (National FFA staff only). You can monitor the status of your nomination from your dashboard.

- Once you have submitted your application to your state, you will see "In Review State," your state will either approve or deny the nomination.
- After state approval, the nomination will change status to "In review National." This will let you know that the National FFA Organization has received your nomination and is reviewing it to make sure all information that is needed is accurate.
- Once the National FFA Organization verification is complete the status will change to "In Review Committee." This status tells us that the selection committee is reviewing the application. They will determine if the nomination will be approved or declined.
 - If the nomination is declined you will be able to access the application and see the comments that were made and why the nomination was declined.
 - Once the status has changed to "Approved," your nomination has been approved to receive the Honorary American FFA Degree, VIP Citation, or Distinguished Service Citation.