**Instructions for Submitting 2020 Proficiency Applications**

1. **Application:**

DO NOT put the application in a folder. (i.e. the FFA Award folder). Applications. I would appreciate that applications be bound by a 3/8” binder clip rather than stapled together.

1. **Record Books:**

AET Record Book: The Application Number and Access Code must be provided on the coversheet attached to the envelope. These numbers are found with the online application, under “Basic Set Up – IV. Complete Record Book Report”

1. **Envelope:** Place in a 9x12 manila envelope
2. The application (bound by a 3/8” binder clip )
3. Fill out the attached the cover sheet and affix to the manila envelope. It can be typed into and saved, if you are using Adobe Reader 9 or later. Adobe is available for free. <http://get.adobe.com/reader/>

NOTE:

1. DO NOT print the AET “Complete Record Book Report”
2. While printed business agreements no longer needed to be submitted, if there is no business agreement in the record book, then the applicant is disqualified.

4.           Applications need to be delivered to the scoring at Agriscapes by 10 AM Monday Feb. 10**. Do not mail the applications** **or drop them off at the College of Ag.**

1. A Section winner that did not submit an application at the section and do not submit one at the Region scoring will NOT be recognized as a Section winner.