**Electronic Document Submission**

**North Region for FY17**

**All electronic submissions must be in PDF format!!!**

* **All Electronically submitted material must be** **complete** (i.e. pictures, signature pages **with signatures**) and submitted in its entirety in a single document. We will not be able to add pictures or signature pages that get submitted separately.
* **Applications will only be accepted in PDF format**. There are many ways to accomplish this. Simplest way would be to complete the entire document with pictures and needed signatures and then scan the document and save as a PDF.
* Applications that are printed from our office will only be printed in **black and white**.
* Please research your own email capabilities before relying on electronic submission. Some school systems may **limit file size** thereby eliminating this as an option.
* Electronic submission is only an **option…not a requirement**. If you want a high quality color application in a nice award folder…please submit by mail or put in the North Region drop box located in front of Four Towers.
* All electronically submitted material should be emailed to applications-northregion@gaaged.org.
* **National Chapter Awards and FFA Officer Books cannot be submitted electronically.**

**Proficiency Applications**

* Each application submitted must be submitted using a separate email
	+ Subject line should read: Chapter Name-Award Area-Student Name
	+ File name should be as follows:
		- A proficiency award application from White County in Diversified Horticulture from Dexter Roberts would look like:

 White County\_Diversified Horticulture\_Dexter Roberts

* + - A **hard copy** and an electronic copy **must** be submitted for all applications that advance to the **state** level of competition.
		- Must include signature pages.

**Middle School Record Books**

* Each application submitted must be submitted using a **separate email.**
	+ Subject line should read: Chapter Name-SAE Type-SAE Category-Student Name
	+ File name should be as follows:
		- A middle School Record Book from Jasper Middle in Exploratory-Horticulture from Elvis Presley would look like:

Jasper Middle\_exploratory\_horticulture\_Elvis Presley

* + - A **hard copy** **must** be submitted for all applications that advance to the **state** level of competition.

**State Degrees**

* All state degrees (including Star Batteries) can be submitted electronically.
* Each degree submitted must be done using a **separate email**
	+ Subject line should read: Chapter Name-State Degree-Student Name
	+ File name should be as follows:
		- Pickens County\_StateDegree\_Burt Reynolds
* Must include signature pages..

**American Degrees**

* All American degrees (including Star Batteries) can be submitted electronically.
* Each degree submitted must be done using a **separate email**
	+ Subject line should read: Chapter Name-State Degree-Student Name
	+ File name should be as follows:
		- Pickens County\_StateDegree\_Burt Reynolds
* Must include signature pages.

**Speech Manuscripts**

* Can be submitted for manuscript judging.
* Each manuscript must be submitted using a **separate email**.
	+ Subject line should read: Chapter Name-Jr or Sr. Manuscript-Student Name
	+ File name should be as follows:
		- Franklin County\_Junior Manuscript\_Trisha Yearwood
* Must include certification page.

**FFA Week Observance**

* Can be submitted electronically for judging.
* Email guidelines:
	+ Subject line should read: Chapter Name-FFA Week
	+ File name should be as follows:
		- Madison County\_FFA Week
* A **hard copy** **must** be submitted for all applications that advance to the **state** level of competition.

**GYFA Awards and Documents**

All GYFA award applications that are **submitted at the region level** can be submitted electronically. Additionally, all other items (budget, long-range plan, etc.) can as well.

* Submissions should be as follows:
	+ Subject line should read: Chapter Name-Award Area Name
	+ File name should be as follows:
		- Examples:
			* Gordon County\_Farm Family
			* Washington Wilkes\_Outstanding Member
			* Stephens County\_Chapter Award

**Area Officer Applications**

* Can be submitted electronically for scoring in the region office.
	+ Subject line should read : AreaOfficer-StudentName-ChapterName
	+ File should be saved as: AreaOfficer\_StudentName\_ChapterName
* Must include signature page.

**State Officer Applications**

* Can be submitted electronically
	+ Subject line should read : StateOfficer-StudentName-ChapterName
	+ File should be saved as: StateOfficer\_StudentName\_ChapterName
* Must include signature page.