**Electronic Document Submission**

**South Region for FY18-19**

**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 by mailbox located in ABAC student center
* All documents should be emailed to Applications-SouthRegion@gaaged.org.
* **National Chapter Award Form I or Form II and FFA Officer Books CANNOT be submitted electronically.**

**FFA Items that can be submitted**:

**Proficiency Applications**

* A hard copy and an electronic copy **must** be submitted for all applications that advance to the state level of competition.
* Each application submitted must be done using a separate email
	+ Subject line should read: Chapter Name-Award Area-Student Name
	+ File name should be as follows:
		- Tift – Beef Production – Dwayne Johnson would look like: TiftCounty.BeefProduction.DwayneJohnson
* Must include signature pages

**Middle School Record Books**

* A hard copy copy **must** be submitted for all applications that advance to the state level of competition.
* Each application submitted must be done using a separate email
	+ Subject line should read: Chapter Name-SAE Type-SAE Category-Student Name
	+ File name should be as follows:
		- Ben Hill – Exploratory-Horticulture – Elvis Presley would look like: BenHill.exploratory.horticulture.elvispresley

**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:
		- WareCounty.StateDegree.Burt.Reynolds
* Must include signature pages

**American FFA Degrees**

* All American degrees (including Star Batteries) can be submitted electronically. It is strongly recommended that Star Batteries be turned in a hard copy form. It will be printed in black and white for submission if to state office.
* 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:
		- WareCounty.AmericanFFADegree.FreddieFreeman
* Must include signature pages

**Speech Manuscripts**

* Can be submitted for manuscript judging.
* Three hard copies must be brought to the contest for judges.
* Each manuscript submitted must be done using a separate email
	+ Subject line should read: Chapter Name-Jr or Sr. Manuscript-Student Name
	+ File name should be as follows:
		- SeminoleCounty.Juniormanuscript.Trisha.Yearwood
* Must include certification page

**FFA Week Observance— Can be submitted electronically for judging.**

**FFA Area and State Officer Applications**

Email guidelines:

* + Subject line should read: Area or State Officer Application
	+ File name should be as follows:
		- BaconCounty.AreaOfficer
* ***Must include signature page.***

**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:
			* Waynecounty.farmfamily
			* Crispcounty.outstandingmember
			* Baconcounty.chapteraward
* These rules do not apply for applications submitted straight to the state office such as GYFA Memorial Scholarships.