

Electronic Document Submission

South Region for FY16

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 Awards 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 – Jaky Cervantes would look like:
TiftCounty.BeefProduction.JakyCervantes
- 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

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—MUST Be Submitted by Hard Copy.

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 Terrell Weeks Scholarships.