California FFA AET Guide & Expectations
For State FFA Degrees and Proficiency Applications

Please utilize the attached document as a guide to accurately record your Supervised Agricultural Experience projects. The attached document provides instructions and resources for theaet.com for the below areas:

→ Profile

Managing your personal profile
Recording your class schedule
Manage your resume information
Test your knowledge and gain and passing score
Project/Experience Manager
Enter your FFA offices
Enter your FFA committee memberships

→ Journal

Time in classroom activities
Time in your AET Projects/Experiences (SAEs)
Time in your community service activities
Other Activities
Time in Leadership Roles
Time in FFA committees
Time in competition activities
Time other FFA activities such as stock shows, conventions, and meetings

→ Finances

Market Manager
Breeding Herd Manager
Beginning Values
SAE Cash entries
SAE Non-cash entries
SAE paycheck
Non-Current items (new items and usage of capital items)
Loan Manager
Non-SAE entries

→ Reports

Degree/Application Manager

Please note there are many guides located on AET that can assist with your records.
Additionally, there are numerous Ag teachers who have created checklists for AET and their students.
For more information, please visit our google folder with resouces.

California FFA AET Guide & Expectations

For State FFA Degrees and Proficiency Applications

PROFILE

Managing your personal profile

Each item under account information and settings must be completed.

Basic Profile Complete must be 100%

Personal and Parent Contact Info must be 100%

Recording your class schedule

Utilize the "Add Class" Link to ensure an agriculture course is listed for each year

State degrees must have 3 years minimum listed

Manage your resume information

Under the Review/Edit Tab

Enter the year for each FFA Degree Level Achieved & be sure to "Save Degrees"

Enter FFA Awards and Competition Success, Certifications & Skills, Memberships and Professional Organizations, Other Accomplishment

Under the Objective Tab

Add an Objective related to your career goals

Under the References Tab

List 3 References-- include Name, address, phone and email for each

Section Tip: Please refrain from using paragraphs for the textboxes and use separate lines for each entry

Test your knowledge and gain a passing score

Select "Access this Quiz" and pass the Parlimentary Law Exam (CA) with an 80% or higher

Project/Experience Manager

This is where you will set up each SAE project you have. You start by selecting "**Add New**"

Name: The name should be your project or the business employer name

Example: Market Hogs, Bee Keeping, Hay Production OR Garton Tractor, ACE, etc.

Experience Focus: Most projects will be INDIVIDUAL, but School Cooperatives will be SCHOOL BASED-- Use the 🛈 for more information

Tracking Your Experience: This determines the type of project you have. Select most appropriate for your project.

Example: Market Animal projects select: Entrepreneurship/Ownership

Primary Experience Category: Use the drop down to select an AFNR category for your project

Primary Subcategory: Select a specific species, variety, or type of project.

Section Tip: To complete your Project/Experience Manager, see specific page

Please note: All projects that have a duration longer than one year (placement projects, breeding projects, etc) should be entered as ONE project in the project manager (examples: Breeding Beef, Trees or Vines, Laying Hens, etc.) Projects that occur annually (market projects), will be entered for each year with a corresponding name (example names: 2020 Market Hogs, 2021 Market Steer, Dairy Replacement Heifers, etc).

Enter your FFA offices

"+ Add New Office"

Complete the Office name, level served, with Beginning and Ending dates

Enter your FFA committee memberships

Select a Committee from the drop down menu

Enter the Starting Date for that committee

Select "Add New"

California FFA AET Guide & Expectations

For State FFA Degrees and Proficiency Applications

** Once you have added at least 1 SAE project in the Project/Experience Manager:

PROJECT/EXPERIENCE MANAGER

Use this button to change a project to ACTIVE (green) or INACTIVE (grey)

This is the Setup Button for each project

This is the map for your project-- you can select a specific location/address

This is the SAE Plan-- All sections must be complete so that each project has a Pencil with a GREEN check

Description Tab

Needs to be description and overview summary of your whole summary. Describe your project in detail so that a person without Ag experience can understand.
A minimum of 3-4 sentences.

Time Investment Tab

Needs to be a summary of your planned investment of time for your project. A minimum of 3-4 sentences.

Financial Investment Tab

Needs to be a summary of your planned investment of money for your project. A minimum of 3-4 sentences.

Learning Objectives (Skills)

Choose "Add/Explore Skill Areas" to identify <u>major </u>learning experiences you feel you may gain from your project. A minimum of <u>three</u> skills are required for a complete plan (green check mark).

**Section Tip: Each tab has example sentences. But please be sure to type your responses and make them your own words.

For Agriscience & Ownership Projects, a budget must be completed. Every budget must have a minimum of 4 budgeted entries (this is 4 total for income and expenses)

Annual Review of Scope: You should have a summary of the year with skills you have gained. You must also have a Numeric Quanity for your project.

OWNERSHIP--Yearly Inventory Valuation: This is where you will determine if you have current inventory that will carry to the next year. Example: Feed, Supplies, etc.

AGRISCIENCE-- Research Project Summary: For agriscience projects, you may insert your Abstract, Procedure, Conclusion or UPLOAD your written report.

OWNERSHIP-- Non-Current (Capital) Item Manager: Lists inventory-- Be sure to Select Usage and determine item usage for each year to avoid seeing

Reflection- Skills, Competencies and Knowledge: +Add/Explore Skill Areas and report Actual Measurable Results or Outcomes

SAE Report: Creates an entire SAE Report for the selected SAE

California FFA AET Guide & Expectations
For State FFA Degrees and Proficiency Applications

JOURNAL

Time in classroom activities
This section of AET allows you to record time you spent in class mastering skills. If there are specific skills you practice and master IN CLASS, you would enter them here. (Example: MIG Welding-- time spent to master this specific skill with a description/reflection)

Time in your AET Projects/Experiences (SAEs)
All time spent on SAE projects, regardless of type (ownership/placement/agriscience/etc.) must be recorded here.

All entries must have a corresponding "Skill Area" selected

All entries must contain *2 complete compound sentences* that describe the activities performed related to the SAE task. (Example: I spent time feeding, watering and caring for my market hog for the month. I deep cleaned their pens each week for proper sanitation.)

All SAE projects must have a *minimum of 1 entry per month* for the duration of the project as outlined in the SAE Plan.

Special or Uniques tasks must have a separate entry. These tasks are not performed on a regular basis

Time in your community service activities
Group that you served: This cannot be a group that the student benefits from. (Examples: American Cancer Society, County Farm Bureaus, Toys 4 Tots, etc.)

Community Service activities can be organized by a group the applicant is a part of (FFA Chapter,church congregation, sports team,etc.), **BUT** the activity cannot be for the benefit of the group itself. **Reference the National FFA guidelines for Community Service

Activity/Description: Provide the details of your service to an organization and details that describe your involvement and how you volunteered your time. Minimum *2 complete compound sentences* .

Other Activities
Type: Give a 6 minute speech on an an agriculture topic
Involvement in Non-FFA Activities
Lead a group discussion for forty minutes on an agriculturally related topic
Perform a procedure of parliamentary law
Take and pass a written exam on the procedure of parliamentrary law
Description: The description should explain what you did and the complexity of the task.

**Section Tip: For your state degree, you must give a speech OR lead a discussion. Additionally, you must enter at least 2 Non-FFA activities.

Time in Leadership Roles

If you serve as an officer (at any level), you will enter Activities for FFA Office Activity.

Each activity you perform as an officer, needs an entry describing your role. (Example: Chapter Meetings)

Time in FFA committees

Enter activities with descriptions as related to the committee participation.

Section Tip: Reminder, to receive your State FFA Degree, you must have served as an officer OR participate on a committee)

Time in competition activities

Enter CDE/LCE teams and competitions
Provide a description of the competition and your responsibilities within the CDE/LDE

Time other FFA activities such as stock shows, conventions, and meetings

Enter all FFA activities, conventions, conferences, shows and participation.

Level: Select the highest level of participation for the activity

Description/Awards: Use a minimum of 1 complete compound sentence to describe the activity, convention or show and your responsibility within that activity.

California FFA AET Guide & Expectations
For State FFA Degrees and Proficiency Applications

FINANCES

Market Manager

> See Market & Breeding Manager Page

Breeding Herd Manager

> See Market & Breeding Manager Page

Beginning Values

** This is used when you begin your project with items, animals, money, or inventory.

> **Under the Beginning Date Tab**
>
>> This should list your first day in Agriculture Education classes. It is based on your profile & classes listed.
>
> **Under the Current Projects Tab**
>
>> If you began your Ag Project "Experiences" before you started class, you can use this page to add your expenses.
>>
>> Livestock, Supplies, Seed, Trees, Inventory for Resale need to be entered with value of each item.
>
> **Under the Non-Current Tab**
>
>> Non-Current (Capital) items are assets you own that are used by your projects and that are usually expensive and last several years. Examples include: show tack, feeders, breeding animals, trailers, and other equipment.
>>
>> If you have Non-Current Items from before you started class, you can use this page to add them.
>
> **Under the Liabilities/Loans Tab**
>
>> If you have Liabilities or Loans before you started class, you can use this page to add them. Enter the remaining amount due and remaining number of payments as of your first day in Ag.
>
> **Under the Cash/Checking Tab**
>
>> Use this tab if you began with money/cash on hand. Be sure you reference this in your SAE Plan (Example: You began your market hog project with savings from previous market hogs shown in 4-H)

SAE Cash entries

> **Enter Cash Income:** Use this for any income related to your projects
>
>> **Vendor/Payee**: This should reflect the person you sold your items to
>>
>> **Memo/Efficiency**: Please indicate the quanity or units for your income

> **Enter Cash Expense:** Use this for any expenses related to your projects that would not be entered in the breeding or market manager

Long Cash Expense form for entering old data: Use this when entering past expenses that occurred on various dates. Additionally, this can be used when entering lots of data from one date but that fall under different types of expenses.

SAE Non-cash entries

SAE Labor Exchange: As part of your SAE, you worked in exchange for feed, pen rent, etc.

Non-SAE Labor Exchange: Independently of your SAE, you worked in exchange for feed, pen rent, etc.

Transfer/Barter: Move inventory value between experiences.

Receive a Gift: You get a gift of feed, materials, etc. that has cash value but no money changes hands. Or you get a Non-Current/Capital Gift.

Used at Home: You give away some of your inventory to your family.

Transfer to Non-Current Asset: Transfer a raised heifer into a non-current (captial) item for a cow/calf operation

SAE Labor Exchange for Non-Current Item: As part of your SAE, you worked in exchange for a non-current (capital) item.

SAE paycheck

All income related to placement projects should utilize the SAE Paycheck. Be sure to include paycheck hours that **match your journaled hours**.

Placement Projects must include at least 1 paycheck per year.

Non-Current items (new items and usage of capital items)

Add New: You can add/edut Non-Current Items for your inventory. Each textbox must be completed.
Edit: This is where you can edit any Non-Current Inventory items entered
** Entering Non-Current Inventory:

Depreciation Method:	
	20 Year- 5%: Use for Buildings, Improvements, Fencing & Barns
	10 Year- 10%: Equipment (Tractors, Sprayers, Harvesters, Vehicles, etc) and Long-term Breeding Animals (Horses)
	8 Year- 12.5%: Most Breeding Livestock (Cattle, sheep, goats)
	5 Year- 20%: Some Breeding Livestock (Swine) and short-use equipment (buckets, feeders, harvest bins, hand tools, safety equipment, etc.)
	3 Year- 33.3%: Small Breeding Livestock (Rabbits), very old equipment acquired, machine replacement parts

Sell: This is where you sell any non-current inventory. A Sale Amount, Vendor and Memo must be used.
Usage: For every inventory item entered, you must "use" it. Your inventory may be used by multiple SAE projects. This link is where you determine where items are used.

Loan Manager

List any loans received by selecting "New Loan"

Add/Edit Loans:

Select Loan Type (Many loans will be Short Term, example: Mkt Projet loan)
Select the date the loan was acquired

Vendor: This is who provided the loan (either business or person's name)
Amount: The total loan amount should be recorded here
Number of Payments per Year: This will be a number of payments you will make in a 12 month period.
Total Number of Payments: This is the number of payments you will make for the entire duration of the loan.

Payments:

Following the creation of a loan, you will select "**Payments**" to record any/all payments. To record a payment, select "**New Payment**"

Record the **Total Amount Paid** and if there was interest applied to the loan.

Non-SAE entries

This tab allows you to enter any expenses, earnings or gifts UNRELATED to your SAE.

Record the date received, the Vendor/Payee and the Amount.

California FFA AET Guide & Expectations
For State FFA Degrees and Proficiency Applications

FINANCES

Market Manager

Select your SAE project from the Drop Down Menu, then utlize

Buy New Animal:	Use this tab for recording animals purchased for resale. Be sure to record an approximate weight of each animal. Vendor is who the animal(s) is purchased from.
New Herd Entry:	Use this tab when you are putting in any management operation like deworming, vet visits and weighing, etc.
New Animal Entry:	Use this tab when you are putting in any management operation for ALL animals listed in the Market Manager like deworming, vet visits and weighing, etc.

Once animals are entered and listed in the market manager, you have multiple options from the dropdown menu:

Sell: Select this if you are selling the animal, either to a private party, fair, individual at any time during your project.

Death Loss: Select this when a market animal purchased dies instead of being sold. (Example: An animal attacks your market lamb instead of being able to take it to the fair and sell it)

Transfer: Select this when you are transfering a market animal from a market project to a separate SAE project. (Example: Purchased a market lamb and decided to keep it as a replacement ewe in a separate breeding SAE project)

Use at Home: Select this if you had a backup market animal that you decided to keep and put in your own freezor.

Trans to Capital: Select this when you are transfering a market animal to become a Non-Depreciable breeding animal within the same SAE and want to send it to the Breeding Manager (Example: You have a sheep production SAE and one of your market animals you want to keep as a replacement ewe)

**Section Tip: Animals should be grayed out at the end of your project indicating they are no longer part of your project.

Breeding Herd Manager

Select your SAE project from the Drop Down Menu, then utlize

Manage Breeding Animals:	Select this if you want to see all of your breeding animals listed with purchase info, offspring, etc. Also, use this to sell or record a death loss. (See more below)
Manage Offspring:	Select this to record new births, sell offspring or transfer them to capital within your project, etc.
Experience Manager:	Select this to return back to your SAE Project/Experience Manager.

New Cash Purchase: Select to Add/Edit a Non-Current Item for your Breeding SAE

Once you have Breeding Animals listed and need to manage them and their production, select **Manage Breeding Animals**, from the Manager Page you have a few options:

Review Mgmt Entries	Select this to enter specific management operations for specific animals. Select **New Herd Entry** to create a mgmt operations for ALL your animals. Select **New Animal Entry** to create a mgmt operations for a specific animal.
Review Feed Entries	Select this to see all feed entries for your SAE project. You can add all feed by selecting **New Cash Expense**
New Cash Expense	Enter all/any cash expenses for your Breeding SAE project.
New Non-Cash Entry	Select this if you need to enter a **SAE Labor Exchange, Non-SAE Labor Exchange, Transfer/Barter** or **Receiving a Gift** related to your Breeding SAE project.
Non-Current Item Mgmt	Select this to review all entered Non-Current (Capital) items. Under this tab, you can **edit, sell** and select **usage** for each item listed.
New Herd Entry	Select this to create a management operations for ALL your animals. (Example: Your dewormed your entire goat herd)
New Animal Entry	Select this to create a management operations for a specific animals. (Example: You preg checked 3 of your ewes)
Manage Offspring	Select this to record new births, sell offspring or transfer them to capital within your project, etc.
New Offspring	For each breeding animal listed, you will select this when they produce New Offspring-- under this tab, you can record Tag/Name, Birthdate, Birth weight, Gender and the Sire & Dam for individual or multiple offspring. Additionally, you should write a journal entry with a description and the outside class hours.
Sell Animal	If you ever sell a breeding animal listed, you would create the entry by selecting this.
Death Loss	If you ever have a breeding animal listed die, you would create the entry by selecting this.

California FFA AET Guide & Expectations

For State FFA Degrees and Proficiency Applications

REVIEW Entries

Review Journal entries under the Journal Menu

Review Financial entries under the Finances Menu

REPORTS

Degree/Application Manager

Start a new application by choosing from the dropdown menu and select **Add New**

Agriscience Fair: Select this to upload your agriscience paper to compete in agriscience competitions.

American Degree: Select this the year after high school graduation to create your American Degree application.

California Chapter Degree: Select this during your 2nd year of membership to obtain your chapter FFA degree.

California Greenhand Degree: Select this during your 1st year of membership to be awarded your greenhand degree.

California Online State FFA Degree: Select this in your 3rd or 4th year of membership. This is the official State FFA Degree for California.

California Star: The California Star is the application you would complete if you are interested in competing at the Section, Region or State Level for Star Farmer, Star in Agribusiness, Star in Ag Placement, Star in Agriscience.

Proficiency Application: Select this to create a proficiency application for one of the 46 available proficiency areas. Please reference the Award Area descriptions for more information and area clarification.

Research Proficiency Application: Select this to create a proficiency application for one of the research and agriscience proficiency areas. Please reference the Award Area descriptions for more information and area clarification.