

# Texas FFA



# Record Keeping Handbook

Published February 2018

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## Preface

The FFA Record Keeping System (Record Book) provides students, chapters, teachers, and individuals to record information that pertains to their SAE's and activities as a student involved in agricultural education courses and as a member of the FFA. Keeping accurate records is an essential part of the three-circle learning model as it assists students in preparing for life after high school and their involvement in the FFA. Additionally, keeping records is a requirement for students wishing to earn degrees, awards, and scholarships based on their SAE programs,

The purposes of this publication are to (1) explain the importance of accurate record keeping, (2) explain the AET record keeping system program costs, (3) make teachers, advisors and students aware of the AET mobile application, (4) make teachers, advisors, and students aware of the AET paper record book, (5) provide information regarding required documentation for accurate record books, and (6) inform teachers, advisors, and students of the required components for a complete record book while providing step by step instructions on how to use the AET record keeping system.

This publication was developed by the Texas FFA Association in cooperation with the Texas Education Agency and the National Council for Agricultural Education. It will provide teachers and students with methods to use in meeting requirements of the SAE and provides information needed to substantiate the SAE.

## Section 1. Importance of Record Keeping

Record keeping is a vital component of your Supervised Agricultural Experience (SAE) and is a required element of all Agriculture, Food and Natural Resource (AFNR) courses as explained by the Texas Administrative Code, Chapter 130, Subchapter A. Keeping accurate records of your coursework and project is critically important for the development of a successful SAE experience. Through the record keeping process, you will be measuring your (1) time invested and (2) potentially money invested in your agricultural education experiences.

### What is Record Keeping?

*Record keeping*, simply put, is the process of keeping a journal of your SAE, your AFNR courses, committee work, FFA offices and career pathways and interests. In your SAE experience, you will need to make notes in your journal whenever you do a new activity or learn something new that requires your time. Learning the record keeping process will be a great tool for you in the future as you enter your career. Some reasons for keeping records include the following:

- ***To see if you made or lost money.*** You need to know if your SAE is making or losing money. We don't want to continue doing things that lose money.
- ***To determine which parts of the business are doing well and which parts are not.*** A farm market recently decided to keep detailed records on their business and discovered, to their surprise, that the ice cream operation was losing money, but the bakery was making money. This led to an overhaul of their operation.
- ***To make management decisions.*** Records will help you decide whether you need to hire additional people, reduce or increase acreage, switch to a different crop, etc.
- ***For documentation purposes when seeking a loan.*** Bankers want to see a Net Worth Statement before loaning money. If you don't have financial records, it is hard to develop a Net Worth Statement. A *Net Worth Statement* is a snapshot of your current financial situation and will give you important clues about where you should concentrate your financial planning efforts. Net worth statements are also useful for other purposes, such as when applying for a mortgage, credit card, car loan or college financial aid.
- ***To prepare your tax returns.*** You need to know how much money you made or lost and what items can be deducted in order to file a tax return.
- ***To plan for future events.*** If you record the dates on which animals were bred, you can anticipate when the offspring will be born. If you record the dates on which crops were planted, you can anticipate when they will start growing and/or be ready to market.
- ***To document your activities for FFA recognitions and degree purposes.*** To compete for FFA Proficiency Awards and degrees, you have to have the records of what you did on your SAE.
- ***For legal purposes.*** You keep records to document when certain agricultural practices were performed in case there is a problem (example: crops all die after you apply a chemical) or to determine when a crop can be harvested after it has been treated with an agricultural chemical.
- ***To help plan a budget for the next year.*** If you know how much supplies costs this year, you will have a good idea of the costs for next year and can plan your budget accordingly. You will also know how much income to expect.
- ***To help manage your time.*** As you track your experiences, you become aware of where you are investing your time and can alter your time commitments to better reach your goals.

## Section 2. AET Record Keeping System Cost, Format and Resources

The AET is an annual subscription service for your entire AFNR program. The pricing structure is based on the reported TOTAL enrollment of your AFNR program (not just the number of FFA members you have).

Level	Unduplicated Students	Annual Cost (2017-18)
1	1-40	\$165
2	41-120	\$295
3	121-200	\$425
4	201-300	\$540
5	301 or more	\$690

### AET Paper Record Books

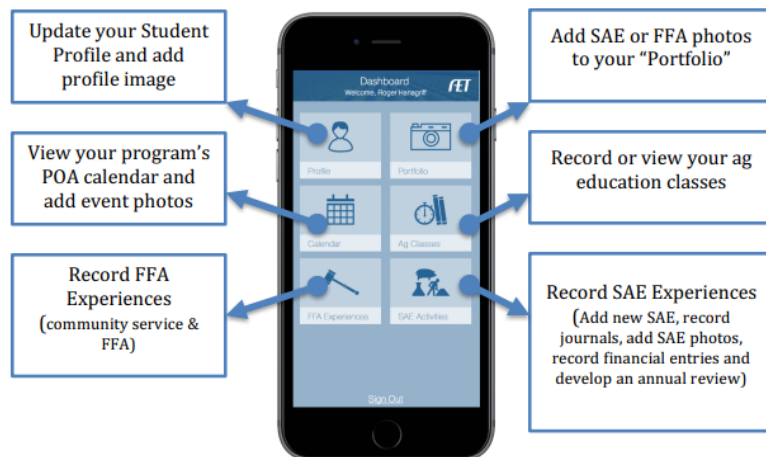
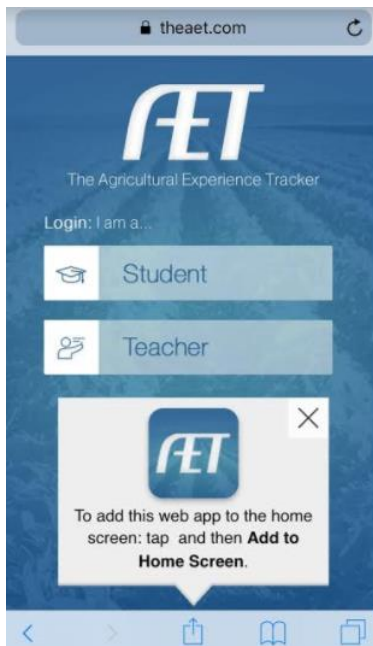
For those with limited computer access, students may keep records on paper and then transfer their work into the AET. Below are the templates with word version for you to edit (these can also be found in the 'Teacher Help' tab on the AET website):

1. [Pdf Template for Journals](#)...or Journal Template [MS Word version](#)
2. [Pdf Template for Finances](#)...or Finances Template [MS Word version](#)
3. [Pdf Template for Capital Items](#)...or Capital Items [MS Word version](#)

Templates can be printed to create a record book packet for work in class. This allows teachers and students to stay up to date with journals and records when labs are not available.

### AET Mobile App Information:

The AET Mobile App allows you to keep accurate records in real time! To load AET mobile to your smartphone, type <http://m.theaet.com> into your phone's browser. To add to your phone's home screen, follow the prompt as notated in the picture or save the page as a book mark.



## Resources Found on [www.theaet.com](http://www.theaet.com)

The AET has a number of different resources documents and website references that can be accessed from [www.theaet.com](http://www.theaet.com)

**Student Help:** For student resources, click the “Student Help” tab from the AET homepage.

**Teacher Help:** For teacher resources, click the “Teacher Help” tab from the AET homepage.

**AET in the Classroom:** Click the “AET in the Classroom” tab from the AET homepage to access free resources for the classroom with complete lesson plans and other teaching tools. Each lesson plan includes the following:

1. Interest approach
2. Presentation
3. Activity
4. Assessment

**Explore SAE:** [www.exploresae.com](http://www.exploresae.com)

Explore SAE is an online resource for agriculture students and teachers alike. Our vision is to...

1. Provide quality exploration tools for agriculture students engaged in outside-of-class, real-world environment experiential learning opportunities, otherwise known as Supervised Agricultural Experiences (SAE).
2. Offer educational resources to assist agriculture instructors in connecting student interest to SAE opportunity.













## Section 3. Required Documentation for Basic Record Books and Applications






Record Book Info Needed	Basic SAE Record Book	Award Application
AFNR Course Name	Yes	Yes
FFA Officer Position	Yes	Yes
Program of Activities/Committee Work	Yes	Yes
Journal of Activities	Yes	Yes
SAEs with Plans/Agreements	Yes	Yes
Financial Records Including: <ul style="list-style-type: none"><li>• Expenses</li><li>• Income</li><li>• Non-current inventory</li><li>• Capital inventory</li><li>• Profit/Loss statement</li><li>• Balance sheet</li></ul>	Yes	Yes
Resume	Yes	Yes
Pictures	Yes	Yes

## Section 4. Components of The AET Complete Record Book









Resume	Section A
AFNR Courses <ul style="list-style-type: none"> <li>• Journal of course-related activities</li> </ul>	Section B
FFA Offices <ul style="list-style-type: none"> <li>• Journal of office-related activities</li> </ul>	Section C
POA Committees <ul style="list-style-type: none"> <li>• Journal of committee-related activities</li> </ul>	Section D
Journal <ul style="list-style-type: none"> <li>• FFA Competitions</li> <li>• Other FFA Activities</li> <li>• Community Service Activities</li> </ul>	Section E
Agricultural Experiences (SAEs) <ul style="list-style-type: none"> <li>• SAE Agreement</li> <li>• Journal of experience-related activities</li> <li>• Operating Expenses</li> <li>• Operating Income</li> <li>• Market Value Adjustments</li> <li>• Profit/Loss Report</li> </ul>	Section F
Non-Current/Capital Inventory <ul style="list-style-type: none"> <li>• Depreciation Schedule</li> </ul>	Section G
Income and Expense Unrelated to Experience	Section H
Profit/Loss Statement (By Year) <ul style="list-style-type: none"> <li>• Selected SAE Profit &amp; Loss (Optional)</li> <li>• Current/Operating Income and Expenses</li> <li>• Non-Current/Capital Transactions</li> <li>• Return to Capital, Labor &amp; Management</li> </ul>	Section I
Balance Sheet <ul style="list-style-type: none"> <li>• Assets</li> <li>• Liabilities</li> <li>• Equity</li> <li>• Summary of Productively Invested Capital</li> <li>• Summary of Source and Use of Funds</li> </ul>	Section J

## Section 5. AET Menu Terms

General AET Terms & Related Icons	Definition & Examples
 AET Experience	Manages a Supervised Agricultural Experience (SAE) project, with special attention given to the (a) time and (b) size of the project. <i>Examples include one head of a Show Steer for 2017, Murphy Farms Employment or a Plant Growth Research Project.</i>
 AET Profile	Basic student (a) contact information, (b) courses in agricultural education, (c) resume accomplishments and (d) leadership positions.
 AET Journal	Student invested time for (a) courses, (b) AET Experiences, (c) FFA activities and (d) community service.
 Review AET Journal	To review and edit any type of journal entry. <i>An example includes reviewing FFA competition entries to review if a competition entry has been recorded.</i>
 AET Experience Journal	Time invested in AET Experiences, also referred to as a student SAE. <i>Recording time spent in a research SAE project such as on September 5th investing two-hours reviewing previous research.</i>
 AET FFA Committee Journal	Time invested in FFA committees. <i>An example is student time working within the public relations committee of the FFA chapter.</i>
 AET FFA Officer Journal	Time invested as an elected FFA officer. <i>Examples are officer meetings, chapter meetings and other time obligations.</i>
 AET FFA Competitions Journal	Time invested in and the level for FFA competition events. <i>Examples are competing in parliamentary procedures contest at the Area level and recording the time for the event of one-hour.</i>
 AET FFA Other Events Journal	Time invested in and the level FFA conferences or other events. <i>Examples are attending regional FFA conference, state FFA leadership camp or national FFA meeting.</i>
 AET Community Service Journal	Time invested in service events that support a student's local community. <i>Examples are community projects such as roadside cleanup and community garden.</i>
 AET Finances	Financial values related to agricultural education such as (a) beginning inventory, (b) paychecks, (c) cash and (d) non-cash transactions, (EN) loans, (f) capital items and (g) personal transactions. <i>Examples are beginning inventory, expenses and income related to an AET experience, purchase and use of capital items, and personal financial entries.</i>
 Edit Finance Transactions	Review and edit any financial entry. <i>Example use is to review previously entered transactions, search and replace entries that are in error.</i>
AET Portfolio	Save images or files for later access or use. <i>Examples are importing into FFA proficiency applications, adding to AET web or to use in other ways.</i>

<b>AET Financial Terms &amp; Related AET Icons</b> (If applicable)	<b>Definition &amp; Examples</b>
Current Inventory	The inventory value of AET Experiences (SAEs), which is based on the cost of items used in the project. <i>Student has a poinsettia project and purchases \$400 in plants, \$100 in pots and soil, which gives the student a current inventory of \$500.</i>
 Non-Current Inventory (Capital Items)	The inventory value of items that is (a) high in monetary value and have a (b) long-term use value in supporting AET Experiences (SAE projects). Also referred to as capital items. <i>Examples are tractors, show box, stall equipment and other related items that are used to support several projects across several years.</i>
 Beginning Inventory	Items before student's first day of ag education, and includes (a) AET Experience expenses, (b) Non-current inventory items and (c) cash. <i>An example is items for a show animal project such as the animal, feed or supplies, capital items and cash on hand prior to the <u>first</u> agricultural education class.</i>
 AET Project Value Adjustment	AET current inventory adjustment used when the normal cost value of AET experiences (SAEs) is not accurate. <i>An example is on December 31, a breeding operation with offspring still on females has an AET cost value of \$500, but the market value is more accurate at \$1500. A market value of \$1,000 would create an increase in current inventory value.</i>
 Cash Expense	Purchased cash items to be used in an AET Experiences (SAEs) to supplement or manage the projects growth. <i>Examples are inventory purchased for resale, feed, supplies, rent and other cost needed to develop the project.</i>
 Capital Item Manager (Non-current inventory)	Purchase, sell or record the usage of capital items. <i>Examples are buying new breeding animals, show tack, lawn mowers, barns, land, trailers and other high value items.</i>
Capital Item Salvage Value	The estimated sales price of capital items once usage is complete or the asset has served the intended purpose for the current user. <i>An example is a laptop cost value of \$800, but will be sold in 4 years for an estimated \$650. The \$650 is the estimated salvage value.</i>
Capital Item Useful Life	The estimated number of years the item will perform the intended use. <i>An example for breeding animals is usually 5 to 10 years, equipment 10 years and buildings usually have a 20-year useful life.</i>
Depreciation Expense	Represents an annualized cost of a capital item. Depreciation is a non-cash transaction that is calculated from the (a) cost of the capital item, (b) minus the salvage value and (c) divided by the useful life of the item. <i>An example is a laptop costing \$800, salvage \$650 and useful life of 10 yrs. = \$15 annual depreciation cost: <math>(\\$800 - \\$650) / 10 = \\$15</math> depreciation per year.</i>
Capital Item Usage	The annual percent allocation of depreciation cost from a capital item to each AET Experience (SAE). <i>An example is a laptop in one year is 50% for breeding beef and 50% for a research project.</i>



 Cash Income	<p>Cash earned from AET Experience project, which is typically referred to as income or sales. <i>An example is selling a show animal, collecting rent from an equipment lease or collecting cash to fund a research project.</i></p>
 Non-Cash Transactions	<p>Income or expense transactions that do not involve cash, but rather a trading or bartering for services. All values are usually recognized as market values. <i>An example is selling hay from a hay production project to a show animal project. There are many types of specific non-cash transactions.</i></p>
 SAE Labor Exchange (Non-Cash)	<p>Trading related project labor for items used in developing an AET Experience (SAE) versus purchasing cash items. <i>An example is working for a dairy business in exchange for feed of a dairy project.</i></p>
 Non-SAE Labor Exchange (Non-Cash)	<p>Trading non-related project labor for items used in developing an AET Experience (SAE). <i>An example is a student working in a family day care center for the expenses to support a production rabbit project.</i></p>
 Non-Cash Transfer	<p>Trading items between AET Experiences (SAE) and recording income to one project while at the same time recognizing an expense to another project. <i>An example is raising show pigs from a sow operation (income) and transferring new prospects into a new show pig project (expense) for the current year.</i></p>
 Gift (Non-Cash)	<p>Receiving a gift of expense related items used in developing an AET Experience (SAE) versus purchasing the items with cash. <i>A student receiving a free set of flowers to arrange and sell as a floriculture project.</i></p>
 Used at Home (Non-Cash)	<p>Recognizing the non-cash sale to a student's family and usually is valued at a typical market price. <i>An example is a student with a poultry project that sells their remaining chickens to family, but collects no cash or exchange for the sale.</i></p>
 Transfer to a Capitol Item (Non-Cash)	<p>Relates to replacing breeding females into a breeding operation from a current AET Experience project (SAE). <i>An example is having a project for a show breeding goat, that is not sold but rather retained as a breeding female in a student's breeding goat SAE. This is value at usually a normal market price.</i></p>

## Section 6. How to Use the AET Record Book

This section of the handbook will describe in detail how and when to fill out the different sections of the SAE record book.

Your teacher will provide you with a username and initial password, which you will change to secure your account. Help resources, important guides and videos are located in the 'Teacher Help' tab and can assist you in completing your profile to manage SAE records. To get started, you need to log onto the website:

[www.theaet.com](http://www.theaet.com)

## A. SETTING UP YOUR RECORD BOOK



### Step 1: Log In

Enter the following information:

- ✓ Chapter Number: Two-letter state abbreviation plus FFA Chapter number. *Ex: TX0765*
- ✓ Username: Typically, first initial and last name, but your teacher will provide. *Ex: TMurphy for Tim Murphy*

Student Login Information		
Our Chapter Number is:  _____	My username is:  _____	My password is:  _____

### Step 2: PROFILE: Setup & Keep it up to date!

*Note: Use the blanks below to check off these important steps as you complete them.*

- ✳️  “Manage/Edit your personal profile and password” *Complete all parts for a 100% score!*
  - \_\_\_ Review your FFA Member #
  - \_\_\_ Change your password
  - \_\_\_ “Edit” your Demographics
  - \_\_\_ “Edit” your Contact Information
- 📅  “Record your School Ag class schedule” *Essential before your start your records! Your teacher sets up courses.*
- 📄  “Manage your Resume information” *The resume builds from record book information, but other accomplishments can be added here.*
- 🏠  “Experience Manager (SAE)” *Where SAEs are developed, but see Selecting an SAE and Creating the Experience Guide for use of this area.*
- 🔨  “Enter your FFA Offices” *List leadership in FFA.*
- 👤  “Enter your FFA committee memberships” *List leadership in FFA.*
- 📌  “Choose your agricultural career pathway” *Select Ag Careers that interest you, and rank them on the right side.*
- 🎓  “Explore your educational and career interests” *Find and select careers of interest.*

### Step 3: Once you have completed your PROFILE, begin your SAE!

## B. SETTING UP AN SAE

There are 5 basic steps to create and manage your SAE project.

### Step 1: Describe the Primary Audience, Focus, or Level for your Project

- **Independent** - Most traditional projects are Independent. You are responsible for management decisions with supervision and support from others.
- **School Based** - These projects are conducted with formal cooperation or the school. This is sometimes referred to as a "school-based enterprise". You work as a partner with your school or some formal agreement.


- **Service Learning** - These projects are conducted with the formal cooperation of community organizations or non-profit, often those responsible for a community-based event. These projects cannot be duplicated as community service; this is your SAE project that you lead.

## Step 2: Discover Your Most-Appropriate SAE Type




Using the AET resources, you can find out what SAE type is best for you!

## Step 3. SAE setup in The AET *(More help is online for each section )*

(Follow the steps below; check them off as you go!)

1. Click PROFILE, select “Experience Manager”  in the Profile section of The AET.
2. Select “Add New” at the top of the page
3. The following table illustrates your options:
  - ✓ Your projects name: \_\_\_\_\_
  - ✓ The Level of your project: \_\_\_ Individual \_\_\_ School based \_\_\_ Service Learning
  - ✓ Your type of SAE: \_\_\_\_\_
  - ✓ Your experience category (Select one)
    - \_\_\_ Leadership, Education and Communications
    - \_\_\_ Animal Systems (AS) focused on animal systems
    - \_\_\_ Agribusiness Systems (ABS) focused on agribusiness projects
    - \_\_\_ Biotechnology Systems (BS) focused on science projects
    - \_\_\_ Environmental Service Systems (ESS) waste management and environment
    - \_\_\_ Food Products and Processing Systems (FPP) focused on food science/service
    - \_\_\_ Natural Resource Systems (NRS soil, water, and other natural resources
    - \_\_\_ Plant Systems (PS) focused plant systems
    - \_\_\_ Power, Structural and Technical Systems (PST) focused on power systems

## Step 4. Begin your project with a plan! – See the Student Help online for additional resources - <http://learn.theaet.com/default.aspx?ID=25651>

- A. The “SAE plan” option  is to develop an SAE Plan (see related guides).
- B. The “SAE budget” option  is an additional planning document for entrepreneurship projects.
- C. The “edit” option  is to change any of your setup information

**Develop a written SAE project description (Brainstorm some ideas to later enter into AET):**

*\* Refer to managing SAE guides and developing an SAE Plan for more information.*

## STEP 5. Manage your records and reflect on results!

*Be sure to review “Best Management Practices for SAEs and keep records. Be sure to review “Student Help” in AET for updated tips and guides. Some basic SAE menus are important, which are:*



Your project needs and annual review to reflect on (1) how your project got started, (2) key responsibilities and skills and (3) summary of results



Your project’s annual reviews are all complete!



Your project is active and ongoing or if the project is complete, turn it “off”, which marks the project as inactive. The SAE will still show in reports and awards

## C. NON-SAE FINANCIAL ENTRIES (OTHER)

*This section represents financial entries for items that will be used in your SAE or how you have used your SAE funds for other activities. Items commonly entered into this area are:*

- Educational expenses for post-secondary college (include tuition expenses and books and not housing and other expenses)
- Scramble certificates used to start an animal SAE
- Personal expenses taken out to buy personal items

## Section 7. Management of SAE Records and Steps to Success

The following guides outline the steps needed to support and SAE each area and potential steps for maintaining related records. Each of these guides provide an outline and additional resources for managing SAEs are listed in <http://learn.theaet.com/default.aspx?ID=39871>

### A. ENTREPRENEURSHIP SAES

**Purpose:** *This guide is to help manage the entrepreneurship side of SAEs, which includes developing a business plan (SAE plan), managing cash and non-cash transactions, non-current capital items, income, active status of the project and developing an annual review of skills gained and important annual outcomes. This example does have livestock examples, but could represent non-livestock SAEs such as landscaping or other forms of an agribusiness.*

#### Step 1: SAE Plan (Business Plan)

*Complete each section of the plan, be sure to focus on:*

1. Summarize key areas of your project.
2. Develop a summary of your time planned to be used to manage this SAE, and likely activities.
3. Planned sources of funds and estimated expenses, non-current items needed, and likely income.
4. Planned learning outcomes that are connected to AFNR content.

#### Step 2: Beginning Values

*This represents all items you entered your first day of Ag with; anything from feed, breeding livestock, market animals, trailers, land, and etc.*

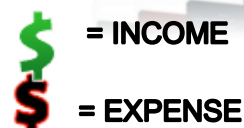
1. Choose FINANCES tab (Have all SAEs setup in the Experience Manager prior to entering Beginning Values)
2. Choose “Beginning Values” and the tab option are:

- Beginning Date- First Day of Class; if not accurate visit the PROFILE tab
- Current Projects- Items you have like market animals(inventory for resale), supplies, feed, etc (choose the SAE it belongs with)
- Non-Current- Items you have like breeding animals, land, trailers, trim shoots, etc(items can be edited in the “Non-Current Item Manager” in the FINANCE tab)
- Liabilities/Loans- any loan you had prior to entering Ag
- Cash/Checking- Beginning Cash-on-hand to reflect the balance in your checking/savings for your Ag projects

### Step 3: Record Cash Expenses

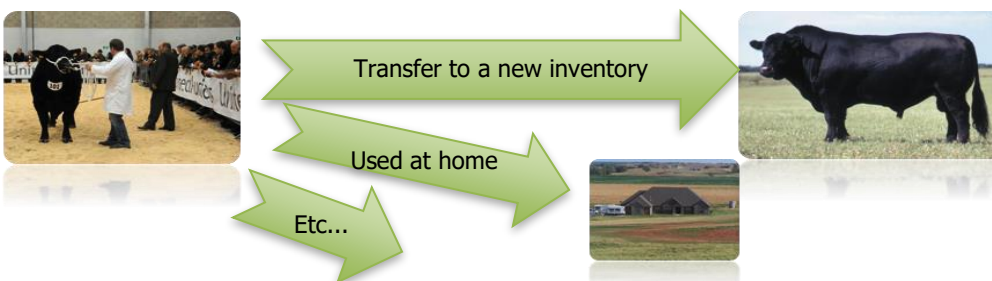
*This represents spending cash to develop entrepreneurship projects. Examples are inventory purchased such as your market animal, feed, seed or supplies.*








- Choose FINANCES tab
- Choose “SAE Cash Entries”, then choose Expense
- Complete each section:
  - Date of the expense,
  - Vendor (where purchased),
  - Choose the SAE for the expense (you can choose one for each line)
  - Choose the expense category (choose the most appropriate one)
  - \$ Value of the item (total cost)
  - Memo – this can be any description or unit of measure



### Step 4: Record Non-Cash Entries

*This represents having expenses to operate a project, but instead of using cash the transaction is a trade. This could also be related to income, instead of receiving cash the transaction is a trade.*





- Choose FINANCES tab
- Choose “SAE Non- Cash Entries”, such as labor exchange, transfers, or home use 
- Select the non-cash that is best for your situation...
  -  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 receive a gift of feed, materials, etc. that has cash value, but no money changes hands.
  -  Used at Home - You give away some of your inventory to your family.
  -  Transfer Value from Experience to Capital Item - You raised a heifer and you want to transfer its value into a capital item for a cow/calf operation.

### Step 5: Record Cash Income


*This represents earning cash from selling products or providing a service that is part of an entrepreneurship SAE project.*

1. Choose FINANCES tab
2. Choose NEW CASH INCOME OR EXPENSE, then choose ENTER CASH INCOME
3. Complete each area
  - a. Date of the sale
  - b. Vendor (who the sale is to)
  - c. Choose the SAE for the income (you can choose one for each line)
  - d. Choose the income category (choose the most appropriate one)
  - e. \$ Value of the item (total sales \$)

 = INCOME  
 = EXPENSE

### Step 6: Managing Capital Items (Non-Current Inventory)

*This represents buying or selling capital items used to support SAE projects. These represent high value items that are planned to be used for several production cycles.*

1. Choose FINANCES tab
2. Choose CAPITAL ITEM MANAGER,   
Options for:
  - ✓ Add New – list the date, vendor, cost, useful life and salvage value
  - ✓ Sell – list the date, customer and price
  - ✓ Usage – list annually where the asset is used by a percent value for each SAE project. This is essential for FFA proficiency awards!





### Step 7: Capture SAE Related Photos

*This represents evidence in the form of photos. Steps to save photos for your project:*

1. Choose “Portfolio” located on the Left margin menu
2. Select the Experience the photo/file is related to (Drop-down menu in the right-hand corner)
3. Click “Choose File & Upload.” Once uploaded, choose “Edit” to create a caption!

### Step 8: Review your SAE projects

*Reviewed each year through the Experience Manager, and the steps are:*

1. Review the financial and journal transactions
2. Select annual review  to enter an annual summary of the project (annual skills). Once complete the icon will be green  If the project is complete, select

## B. PLACEMENT SAEs (PAID OR UNPAID)

**Purpose:** *This guide is to help manage placement projects, which includes developing a work plan (SAE plan, recording SAE hours and skills gained, recording paychecks (if paid), photos of your activities, and developing an annual review of annual skills.*



A placement SAE can be paid or unpaid and the steps for each vary. See below for more details.


### Step 1: SAE Plan

Complete each section of the plan. Some main ideas are:

1. Introduction (a summary of your job experience).
2. Planned time experiences and common work activities.
3. Financial arrangement details (if applicable).
4. Learning outcomes that are connected to AFNR content areas.

### Step 2: Entering a Paycheck

This represents money received for the work experience (paid placement project), usually in the form of a paycheck. You could potentially skip this step if you are unpaid.

1. Choose FINANCES tab
2. Choose a paycheck 
3. Complete each area...
  - a. Date,
  - b. Expenses related to your paycheck
  - c. Taxes deducted
  - d. Gross paycheck & Related hours
  - e. Choose each paid placement SAE related to the paycheck by using a percent value. ONLY PAID placement projects will be listed

### Step 3: Entering Journal Hours (Step 1 for an unpaid placement SAE)

All SAEs require time, so time invested in placement projects should be recorded to represent job experiences. This also an important step for un-paid placement projects to record their time invested, which is the only record for the experience.

1. Choose JOURNAL tab
2. Choose time in your AET Experiences
3. Choose a placement SAE project
4. Select from a common list of activities
5. Develop a description and list time in hours




### Step 4: Capture SAE Related Photos

This represents evidence in the form of photos. Steps to save photos for your project:

1. Choose "Portfolio" located on the Left margin menu
2. Select the Experience the photo/file is related to (Drop-down menu in the right-hand corner)
3. Click "Choose File & Upload." Once uploaded, choose "Edit" to create a caption!

### Step 5: Review your SAE projects

Reviewed each year through the Experience Manager, and the steps are:

1. Review the financial and journal transactions
2. Select annual review  to enter an annual summary of the project, which is to summarize responsibilities and skills gained from the experience. Once complete the icon will be green 
3. If the project is complete, select  to turn off the project.

## C. RESEARCH SAE

**Purpose:** This guide helps manage research SAEs, which includes developing your research plans, recording your hours, storing your research proposal and report, expenses, photos with captions to

*show your work, and completing an annual review. Make sure you have your project setup and your SAE plan complete.*


### **Step 1: SAE Plan (Research Plan)**

*Complete each section of the SAE plan and be sure to focus on:*

1. Introduction (the abstract for your research SAE – see online resources).
2. Plan for SAE time, learning activities and steps of the research project
3. Estimated research funding and expenses (if applicable, but explain the lack of need).
4. Learning outcomes that are connected to AFNR content areas.

### **Step 2: Entering Journal Entries**

*Journals entries represent time invested in a research SAE. Steps to make an “Experience Related” Journal Entry:*

1. Choose JOURNAL tab
2. Choose “Time in your AET Experiences (SAEs)” 
3. Select the correct date and provide a name for the activity, select common activity, a description, and enter the hours complete outside of class.




### **Step 3: Capture Research-Related Photos & Files**

*This represents the research evidence in the form of photos and/or files. Use these items to support filling out an award application or as an online storage file for your project. Steps:*




1. Choose “Portfolio” located on the Left margin menu
2. Select the Experience the photo/file is related to (Drop-down menu in the right-hand corner)
3. Click “Choose File & Upload.” Once uploaded, choose “Edit” to create a caption!

### **Step 4: Record Income/Expense for Research SAE**

*Income is considered funding for the project; so, if your project is externally funded, list the income value. Expenses are very common; so, record only those related to your project.*

1. Choose FINANCES tab
2. Choose “SAE Cash Entry” 
3. If externally funded, select “Enter Cash Income” to record the funding. If no funding exists and is funded by the student, this step is not needed
4. To record expenses, select “Enter Cash Expense”  to record expenses such as supplies or other related expenses.
5. To record “SAE Non-Cash Entries,” select  to enter items such as rent or any labor exchanges.

### **Step 5: Review your SAE projects**

1. Review the financial and journal transactions
2. Select annual review  to enter an annual summary of the project, which is to summarize responsibilities and skills gained from the experience. Once complete the icon will be green 
3. If the project is complete, select  to turn off the project.

## **D. FOUNDATIONAL SAE**



**Purpose:** *This guide helps manage foundational SAEs, which includes developing your SAE plan, recording hours, adding photos showing your efforts and completing an annual review. Be sure you have your SAE setup and developed your complete SAE plan.*


### **Step 1: SAE Plan**

*Complete each plan section and be sure to focus on:*

1. Plan for SAE time and planned learning activities.
2. Learning outcomes that are aligned to AFNR content areas.

### **Step 2: Entering Journal Entries**

*Journal entries represent time invested in an foundational SAE. Steps to make an “Experience-Related” Journal Entry:*

1. Choose JOURNAL tab
2. Choose Time in your AET Experiences (SAEs) 
3. Select the correct date and provide a name for the activity, select from a common list of activities, develop a description, and enter the hours.




### **Step 3: Capture SAE Photos**

*This represents SAE evidence in the form of photo and/or files related to your SAE. Use these items to support filling out an award application or as an online storage file for your project. Steps to save photos and files of your project:*

1. Choose Portfolio located on the Left margin menu
2. Select the Experience the photo/file
3. Select Choose File & Upload, once uploaded you can choose Edit to create a caption!

### **Step 4: Review your SAE projects**

*Each year, review your SAE projects using the Experience Manager. Follow the steps below:*

1. Review the financial and journal transactions
2. Select annual review  to enter an annual summary of the project, which is to summarize responsibilities and skills gained from the experience. Once complete, the icon will be green 
3. If the project is complete, select  to turn off the project.