Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period\_\_\_\_\_\_\_\_\_ Binder Page #\_\_\_\_\_\_\_\_

**Checklist**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SAE Records**

(Month)

**Directions:** As part of this agriculture class, you will be required to have and keep records on a SAE (Supervised Agricultural Experience) Project. Use the worksheet titled, “Introduction to the SAE Record Book,” to find step-by step directions for each section of the record book. Use the checklist below to keep your record book updated EACH MONTH.

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Chapter # **UT\_\_\_\_**

Username: First Letter of first name followed by last name. Example = AClark **(CASE sensitive)**

Password: Same as your user name for 1st login, then it’s whatever you changed it to **(CASE sensitive)**

|  |  |
| --- | --- |
| **Criteria** | **Points Earned** |
| **Journal: 3 Course Related Journal Entries**   1. Select “Journal” from the menu at the top. 2. Select “New Course Related Activity” 3. Enter “today’s date” and “Course Related Activity” 4. Select the course from the list ~ If it is not listed check the courses on your profile and correct the information. 5. List activity name    1. Example: Bovine Skeletal System Diagram   List ANY 3 things you did in class this month   1. Enter description:    1. Example: “I molded a bovine skeletal system using play doh. I labeled the major bones.” 2. Select “in class hours” (enter the time spent in class… 1 hour) 3. Select “Save” | **/20 Pts** |
| **Journal: 3 Experience Related Journal Entries**   1. Select “Journal” from the menu at the top. 2. Select “New Experience (enterprise) related activity” 3. Enter the date of the activity 4. **Type:** Select the name of your SAE 5. **Activity:** List activity name   Example: Aggie Classic Club Calf Sale   1. Enter **description:**   Example: “I attended the Aggie Classic Club calf sale at the USU Animal Science Farm.”   1. Enter the # of hours spent “Outside Class”   List ANY 3 things you did with your SAE this month. You may have more.   1. Select “Save” | **/20 Pts** |
| \*Note: FFA Members should also JOURNAL their FFA activity attendance as a “New FFA Related Activity,” or a “New FFA Competition Activity.” |  |
| **Finances:**  Log the **total** hours spent and/or the financial expenses and income from your SAE project **This month**.  ***Placement Projects:***   * **Paid Placement**: Click on “Finances” tab, then click “New Paycheck.” Add hours worked, money earned, and tax deductions (if applicable) * **Unpaid Placement**: Add 1 additional “Experience Related Activity.” Make the date the last day of the month and title the activity “January SAE hours.” Enter the total # of hours spent on your SAE for that month.   ***Entrepreneurship Projects:***   * Click on “Finances” tab, then click “Cash Income” and/or “Cash expense.” Log all expenses and income related to your project.   *-Income examples: Earned $50 to mow 2 lawns, Sold lamb at fair for $400, Sold 6 puppies for $250 each, etc.*  *-Expense examples: Purchased new lawn mower for $300, bought lamb for $50 to show and sell at fair, $100 Vet bill for puppy vaccinations.* | **/20 Pts** |

**Total\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ 60 Points**

Striving to develop…

Premier Leadership, Personal Growth, and Career Success

…Through Agricultural Education