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

**SAE Records**

**Start Up Checklist**

**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 checklist below to start your record book and receive full credit on your first assignment.

1. Go to [www.theaet.com](http://www.mcffa.com)
2. Login:

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

**Username:** First Letter of first name followed by last name. Example = AClark (CASE sensitive) My username is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Password:** Same as your user name for 1st login, then it’s whatever you changed it to. DON’T FORGET IT

|  |  |
| --- | --- |
| **Criteria** | **Points Earned** |
| **Profile Completed:**1. **About You** – Click on all 3 links and follow the directions
2. **Your Activities** – If you have served as an FFA officer or on an FFA Committee, click on these 2 links to enter your position, if not, skip to next step.
3. **Your Interests** – Click on both links and follow the directions

  | **/10 Pts** |
| **SAE Experience Chosen & Entered***\*\*If you have more than one SAE project, you should enter each project separately*-Click on “Develop Your AET Experience” (under the profile tab) -Click on “Add New” (this is where you will create your SAE project)* ***Experience category*:** choose closest relating category to your project area
* ***Sub category***: Choose the closest sub category
* ***SAE type*:** choose your category
* ***Name:*** List the name of your project.
	+ If you work at CAL Ranch, type “Cal Ranch”
	+ If you raise a pig for the fair, type “Market Hog 2010”
* ***Description:*** Describe your project
	+ *Example:* I work for Anderson’s Dairy. I milk 200 head of dairy cattle twice a week and help with the feeding, bedding, and care of the milk cows, and replacement heifers.
 | **/10 Pts** |
| **SAE Plan**-From the “Experience Manager” click on the blue “Plan” button. This is where you will create your SAE plan.-Enter a paragraph (or more) of information about your project under each of the tabs. (Description, Time Investment, etc)-Follow the prompt at the top of EACH tab to know what to type AND use your “MY SAE Plan” worksheet\*\*\*BE SURE TO SAVE BEFORE MOVING FROM TAB TO TAB OR IT WILL BE DELETED!!\*\*\* **-Spelling, grammar, and punctuation count!!** | **Points given separately** |
| **Journal: 5 Classroom Activities**1. Select “Journal” from the menu at the top.
2. Select “Time in Classroom Activities”
3. Enter the date of the activity
4. Select the class 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 Skeleton model
6. Enter description:
	1. Example: “I molded a bovine skeletal system using play doh. I labeled the major bones.”
7. Select “in class hours” (enter the time spent in class… 1 hour)
8. Select “Save”

***\*\* Enter at least 5 journals. They can be anything we’ve done in class.***  | **/25 Pts** |
| **Journal: 2 SAE Project Related Activities**1. Select “Journal” from the menu at the top.
2. Select “Time in your AET Experiences”
3. Enter the date of the activity
4. **Type:** Select the name of your SAE
5. **Activity:** List activity name
	1. Example: Aggie Classic Club Calf Sale
6. Enter **description:**
	1. Example: “I attended the Aggie Classic Club calf sale at the USU Animal Science Farm.”
7. Enter the # of hours spent “Outside Class”
8. Select “Save”

***\*\* Enter at least 2 journals. They can be anything you have done with your SAE project.***  | **/20 Pts** |
| \*Note: FFA Members should also JOURNAL their FFA activity attendance as a “Time in Competition Activities,” or a “Time in other FFA Activities.”(use the calendar on the website homepage to find the correct dates) |
| **Finances:****Your SAE record book will help you keep track of your investment of time and money for your SAE project. To do this accurately, you need to enter your finances when you started the project.**Click on “Beginning Projects and Capital items, before your first day in Ag”1. Click on **“Experiences (Current Inventory)” and** enter all of the current inventory you owned on your first day of ag classes that is associated with your SAE

***\*Current inventory = Consumable supplies required to manage your SAE. In most cases, current inventory is owned for a year or less before it is sold or used.*** -Examples: Feed, seeds, a market lamb/pig you intend to sell at the county fair, etc.1. \*Select “Capitol Items” tab and enter the capitol items associated with your SAE project that you owned on your first day of ag

***Capital Items are things used by your projects that are usually expensive and last several years. Examples include: show tack, feeders, breeding animals, trailiers, and other equipment.***1. Select “Beginning Cash” tab. Enter the amount of money in your checking and savings account that was available to you on your first day of ag.
 | **/10 Pts** |

**Total\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ 75 Points**

**Describe how YOUR SAE project can relate to your Ag class and FFA?**

**How will your SAE project help you achieve the mission statement of the FFA?**

Striving to develop…

Premier Leadership, Personal Growth, and Career Success

…Through Agricultural Education