



BHS Ag Department

AET How To Guide/Workbook

Student Name: _____

1. SAE Project Board - See Rubric Board Assignment Sheet at Back of Packet
Board is due _____ this provides students time to work on the board

The AET

Options for completing this assignment

1. Complete the parts in this WRITTEN PACKET
2. Complete the parts on AET via a computer
 - a. <https://www.theaet.com/Login>

theaet.com/Login

AET About Resources Curriculum Contact | Subscribe Log In

AET Log In

Student Log In

Track experiences in SAE, FFA and classroom. Also, assist in managing your program. See your teacher for access.

Chapter:

Username:

Password:

Chapter/Advisor Log In

Create student accounts and track progress. Also, manage key program areas and generate reports.

Chapter:

Password:

[Forgot Password?](#)

Region Log In

View programs within your area and generate reports. Also, assist teacher and student users.

Username:

Password:

Using a mobile device? Log in using m.theaet.com

3. Complete the parts via the mobile app

Using a mobile device? Log in using m.theaet.com

Students must have their Login Information.

Chapter : CA0015 (These are zeros)

User name: _____

Password: _____

If students get locked out/forget, they will need to complete the WRITTEN PACKET.

Starting a New SAE Project

WHO Starts a New Project?

Every Student will have an SAE Project. SAE stands for Supervised Agricultural Experience program. It is an educational term for Ag Project.

WHAT is/are SAE Projects?

There are two main categories of projects that we will use in the program to help earn hours and money towards your FFA Degrees (Greenhand, Chapter, State and American). These two types are:

Entrepreneurship and Placement

Entrepreneurship: You own it. You pay for EVERYTHING. You make the management decisions. You make the profit from it.

Placement: You work for somebody else. They own it. They make the management decisions. You earn the paycheck from it.

WHEN Do You Start a New Project?

You start your first project during your first agriculture class.

HOW Long Do You Have the Project?

You need to have an agriculture project EVERY year. That means you need an ongoing project.

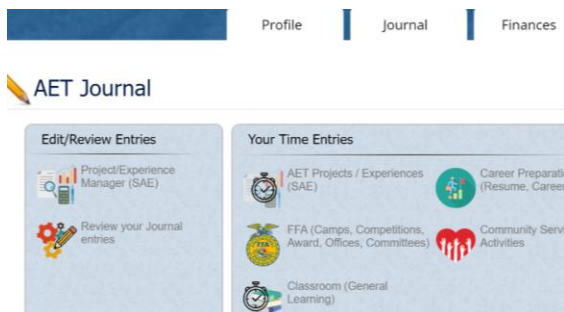
WHY Do You Have a Project?

Ag Projects teach many concepts beyond the classroom. In addition to those skills they help you earn the higher degrees in the FFA, which you can put on college and scholarship applications as well as your resume.

WHERE do you find it on AET?



Select the JOURNAL option.



Select PROJECT EXPERIENCE MANAGER (SAE) option

HOW DO I ENTER A NEW PROJECT?

Project/Experience Manager (SAE)

Add New

Return to AET


[View SAE Assessments](#)
 0 Unread Assessments
SELECT **ADD NEW**.

Add/Edit Experiences

Name: ?	<input type="text"/>	Enter a short descriptive name for this experience.
Experience Focus: ?	<input checked="" type="radio"/> Individual <input type="radio"/> School Based <input type="radio"/> Service Learning	
Tracking Your Experience: ?	Basic: <input type="radio"/> Foundational	? Journal Only
	Agriscience: <input type="radio"/> Research/Experimental	? Journal and Finances
	Job: <input checked="" type="radio"/> Paid Placement <input type="radio"/> Unpaid Placement OR	? Paychecks and Journal
Business: <input checked="" type="radio"/> Entrepreneurship/Ownership	? Journal and Finances	
Primary Experience Category: ?	(Please Choose) ▾	Explore AFNR Categories
Primary Subcategory: ?	▾	

Finally →

1. Type in the name of your project.
 - a. Examples:
 - i. Market Pig
 - ii. Plant Care
 - iii. Yardwork
2. Select PAID PLACEMENT or ENTREPRENEURSHIP.
3. For the PRIMARY EXPERIENCE CATEGORY, select the one that it best fits in.

** From time to time we do have students that conduct Agriscience Projects. It is recommended that you use Agriscience Projects as an ADDITIONAL project. Why? Most of these projects will not generate enough money or hours to reach your State or American FFA Degree.

4. Remember to press SAVE.

Journal - SAE PLAN (PENCIL)

WHO completes a SAE PLAN?

All students with an Ag Project complete an SAE PLAN.
It is a form of a business agreement.

WHAT is an SAE PLAN used for?

It is used to:

- Describe the project, its start and end dates, the goals of the project, safety precautions, and who is assisting as well as supervising the project
- Time investment required for the project and the type of income expected from the project
- Financial requirements for the project
- Learning Objectives expected from the project

WHY do you have to enter an SAE PLAN?

Here are some reasons why you enter time an SAE PLAN.

- First, you are learning record keeping skills.
- Second, you are most likely going to need your parents to be on board with the project. Consulting with them about the project is key to making it a success.
- Third, if funding is needed to assist and you do not have enough saved up to start, your parents will need to assist personally or help with a youth loan. Or you can choose a smaller project that does not require that type of investment.
- Fourth, this section needs to be completed as part of the criteria not only for your grade but for any FFA Degree.

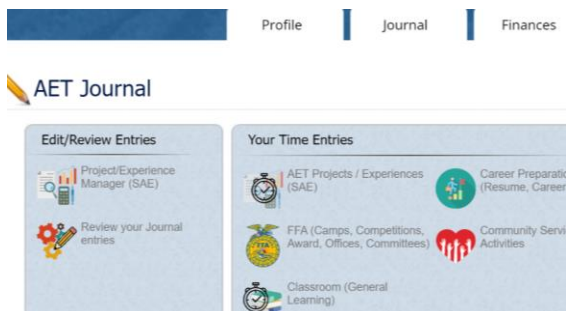
WHEN is the SAE PLAN entered?

- SAE Plans are typically entered before a project starts.

WHERE do you find it on AET?



Select the JOURNAL option.



Select PROJECT EXPERIENCE MANAGER (SAE) option

Settings / Planning (#1)			Records (#2)			Reflection (#3)	
Settings (Active, Setup, Location)	Start Yr - Name / Type	Planning (SAE Plan, Budget)	Financial Entries	Journal Entries	Files / Photos	Current Value	Year-end Tools (Annual Review, Ending Inv., Usage, SCK, Report)
	2015 Beg.- Plant Care PL - Floriculture		24	42	0	\$850.00	
	2015 Beg.- Market Pigs EN - Swine		89	155	0	\$0.00	

Select the PENCIL located under the PLANNING column for the project you are entering the SAE PLAN.

SAE Plan - Market Pigs (PDF Agreement)

SAE planning (SAE Agreement) is an important part of the SAE project and should be completed **before** you begin the project. Complete each planning section in **carefully written and grammatically complete sentences. A complete plan may include a variety of information, but each section offers a basic set of questions to answer.**

Save All & Return

Cancel

Description

Time Investment

Financial Investment

Learning Objectives (Skills)

Description and Overview of Your Project – This is a summary to help quickly share important aspects of your planned project. A few areas to consider:

An outline of my project is _____

My project will start ____ and end on ____.

My project goals are (1)_____, (2)_____ and (3) _____

_____ *is assisting me with my project and helping me through* _____ *activities.*

In terms of project safety, important areas of safety include _____, _____, and _____.

[SAY-assessment form link](#). More safety resources are [listed here](#).

Spell Check

I have an interest in this market swine SAE because of my experiences in showing with my 4-H chapter. My pig project is to raise market pigs for the Kern County Fair. My responsibilities include feeding the pigs (as there are many at the farm), checking to make sure that the water lickets are working and the water is cold, the pigs are comfortable and healthy, deworming them each month, attending project visits, keeping records of when I purchase feed, vaccinating, and exercising the pig/practicing showmanship at least 2-4 times per week for 20 minutes per day.

My project goals are to place in the top 2 of my showmanship class so that I can make the final showmanship drive place in the top of my market class and the market class if my pig happens to be

For OWNERSHIP/ENTREPRENEURS: there are FOUR tabs

For PLACEMENT: there are THREE tabs

You can simply copy the text in the box below the tab, and fill in the blanks.

Please use the examples linked here for [Common Pencil Wording](#) . Not all projects are listed, but the wording elements of land, labor, management, buildings/structures, capital, profit and loss for entrepreneur projects.

For placement projects the wording must include the employer name, company (if applicable), location of jobsite, what is expected of the student, what the student will learn, the supervisor, payment and frequency of payment.

The Common Pencil Wording document provides a SAMPLE of common projects from students in the program. If you do not see your project in the list, simply MODIFY one that is similar to fit YOUR project.

Learning Objectives

Please use these as suggested [learning objectives](#) --again this is a sample list. You many have to modify/adapt them to fit your project.

BUDGET

WHO completes a budget?

Students with OWNERSHIP - also called ENTREPRENEURSHIP - projects will complete this project.

WHAT is a budget used for?

It is used to determine your total ESTIMATED (best guess) expenses and income for each ownership project.

WHY is a budget completed?

It is used to help determine IF the project should be done.

If you are going to lose money, moving forward with a project is usually not recommended.

WHEN is a budget completed?

It is completed BEFORE you start the project.

Why? It helps you think through as many expenses and income possible before starting.

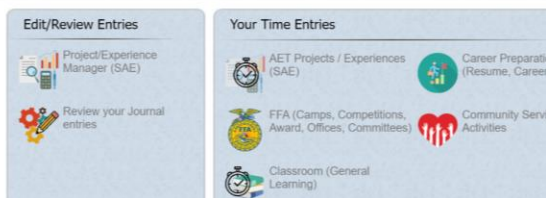
WHERE do you find it on AET?



Select the JOURNAL option.



AET Journal



Select PROJECT EXPERIENCE MANAGER (SAE) option

Settings / Planning (#1)			Records (#2)			Reflection (#3)	
Settings <small>(Active, Setup, Location)</small>	Start Yr - Name / Type	Planning <small>(SAE Plan, Budget)</small>	Financial Entries	Journal Entries	Files / Photos	Current Value	Year-end Tools <small>(Annual Review, Ending Inv., Usage, SCK, Report)</small>
	2015 Beg.- Plant Care PL - Floriculture		24	42	0	\$850.00	
	2015 Beg.- Market Pigs EN - Swine		89	155	0	\$0.00	



Select the BUDGET image from the screen above. Next is HOW you complete the Budget.

Profile

Journal

Finances

Reports

Experience:	Market goat
Quantity:	1
Total Estimated Profit (Income - Expense):	\$0
Total Actual Profit (Income - Expense):	\$0

Save

Cancel

Income

Income Type	Estimated Income	Per Unit	Actual Income	Notes/Memo (Optional)
Cash/Market Sale	\$ <input type="text"/>			
Research Funding	\$ <input type="text"/>			
Stock Show Sale	\$ <input type="text"/>			
Other Income	\$ <input type="text"/>			
Award/Scholarship/Premium	\$ <input type="text"/>			
Non-cash Income - Labor Exchange	\$ <input type="text"/>			
Non-Cash Income - Used at Home	\$ <input type="text"/>			
Non-Cash Income - Bartered or Transferred	\$ <input type="text"/>			
Total Income:	\$0.00	\$0.00	\$0	

INCOME

Items to be completed for Market Goat Example (which applies to many examples)

1. Cash/market sale
 - a. If you plan to sell the market animal at an auction, the estimated amount is entered here.
2. Other Income
 - a. If you own your own business (your own landscaping business, are part of the pumpkin cooperative project.), income made from this project is entered here.
3. Award/Scholarship/Premium
 - a. If you think you might earn money from an award at a jackpot show, the fair (showmanship or similar), enter the estimated amount here.

Expense Type	Expenses			Notes/Memo (Optional)
	Estimated Expense	Per Unit	Actual Expense	
Feed	\$ <input type="text"/>			
Veterinary medicine	\$ <input type="text"/>			
Supplies	\$ <input type="text"/>			
Repairs/maintenance	\$ <input type="text"/>			
Seed	\$ <input type="text"/>			
Fertilizer/chemicals	\$ <input type="text"/>			
Other	\$ <input type="text"/>			
Inventory for Resale	\$ <input type="text"/>			
Rent	\$ <input type="text"/>			
Entry Fees / Commissions	\$ <input type="text"/>			
Fuel	\$ <input type="text"/>			

EXPENSES

1. Feed

- a. Estimated feed cost for the entire duration of the project during ONE calendar year is entered here.

1. Vet Medicine

- a. Estimated veterinary medicine/costs for ONE calendar year are entered here.

2. Supplies

- a. Estimated supply costs for items purchased to be used for the project. These include items used for the student as protective equipment, equipment on the project, or for the project.

3. Repairs/Maintenance

- a. The estimated expenses you might incur for repairs or maintenance.

4. Seed

- a. For projects that are crops or landscaping, there might be seed purchases. Estimated purchases for seeds during ONE year are entered here.

5. Fertilizers/chemicals

- a. For crop projects, estimated fertilizers that are used during one year are entered here.

6. Other

- a. Estimated animal purchases are entered here. If purchasing more than one animal, put the total cost for both/all animals. In the memo line note the number of animals purchased.

7. Rent

- a. If paying rent for land/facilities, enter the amount here. **(THIS MUST BE INCLUDED IN THE PENCIL PORTION OF YOUR WRITTEN AGREEMENT OR IT WILL NOT PASS FOR THE STATE/AMERICAN DEGREE VERIFICATION!!! Make sure they MATCH if you enter rent.)**

8. Entry Fees

- a. If entering your project in the fair/show, be sure to put estimated expenses here. If going to multiple shows, put the total estimated expenses.

9. Fuel

- a. This is only to be included for projects where YOU (the student) pay for fuel. If your parents pay for the fuel, DO NOT INCLUDE this in the budget.

When done, be sure to PRESS SAVE. If you don't, you will lose your work.

BUDGET

SAE PROJECT NAME: _____

INCOME	AMOUNT	MEMO/DESCRIPTION
Cash/Market Sale		
Other Income		
Award/Scholarship/Premium		
Total		
EXPENSES	AMOUNT	MEMO/DESCRIPTION
Feed		
Vet Supplies		
Supplies		
Repairs/Maintenance		
Seed		
Fertilizers/Chemicals		
Other		
Rent		
Entry Fees		
Fuel		
Total		

**To be transferred to AET upon return to school.

JOURNAL - TIME IN YOUR AET PROJECTS

WHO completes the TIME IN YOUR AET PROJECTS?

All students with an Ag Project complete this portion, which means all students in the FFA.
It applies to OWNERSHIP/ENTREPRENEURSHIP PROJECTS and PLACEMENT PROJECTS.

** It is EXTREMELY IMPORTANT to note to the Placement project students that you MUST enter your hours both here and in SAE paycheck (covered in another section). If you do not, your hours will not count towards higher degrees. It is just how the program is designed.

WHAT is a TIME IN YOUR AET PROJECTS used for?

It is used to record TIME spent with your AG PROJECT.

It is NOT used to record time with FFA activities, community service, or school activities. Please do not add FFA Activities here. There is a separate place to add those.

WHY do you have to enter TIME IN YOUR AET PROJECTS?

Here are some reasons why you enter time with your AET Projects.

- First, you are learning record keeping skills.
- Second, you are learning time management and how to become more efficient if you continue a project year to year.
- Third, as you accumulate hours you work towards higher degrees in the FFA. Currently only about 3% earn the State FFA Degree and about 1% earn the American FFA Degree. Earning awards that are nationally recognized and can be put on a resume are important.
- Fourth, it is part of your grade.

WHEN is TIME IN YOUR AET PROJECTS entered?

- Depending on the program, first year members are taught AET in parts during their first year.
- They need to start their project and start making entries during the first year.
- If their project started just before they entered their first year of high school, they can go back and enter dates as early as June before their first year in agriculture.
- Otherwise, all project entries start when the project start during the school year. They end when the project ends.

WHERE do you find it on AET? In the JOURNAL SECTION.....



Select TIME IN YOUR AET PROJECTS



Add/Edit Journal Entry

Date:	<input type="text" value="3/14/2020"/>
Project:	<input type="text" value="(Please Choose)"/>
Skill Areas:	<input type="button" value="+ Add/Explore Skill Areas"/>
Time:	Hours <input type="text"/> + Minutes <input type="text"/>
Description of Activity:	<input type="text"/> Check Spelling
Pictures: (optional)	<input type="text"/> <input type="button" value="Select"/>
Supervision:	<small>If your Ag Science Teacher visited/supervised your project for this journal entry, please choose the Teacher. The "description" above should include your teacher's assessment, comments, and recommendations for your project.</small> <input type="text" value="(None/Unsupervised)"/>
Photos:	

HOW to enter time in your AET projects is below.

DATE

- The date is automatically defaulted to the current date you are logged into the system.
- You **MUST** change the date to reflect the date you would like to have entered.
- Each project **MUST** have a **MINIMUM of ONE entry per month** showing time with the project.
- If you work with your project every day, you can make an entry at the end of each week and total the hours for the week.
- Hours cannot be the same each month.
- Total hours after year one should total at least 50 hours per year.

PROJECT

- Select the project from the drop down menu.

SKILL AREAS

- Click on the Green Plus sign.

- Pick the area that best matches your project. For example, Animal Science for market animals; Plant Systems for plant care, yard work, landscaping, gardening, vegetables, pumpkin project.
- Then pick the example activity that best fits what you did that day/week.
 - Examples:
 - **Market animal** project visits might : **AS.03.01** - Analyze the nutritional needs of animals. OR **AS.03.02** - Analyze feed rations and assess if they meet the nutritional needs of animals. OR on a weekly basis they might: **AS.06.03** - Select and train animals for specific purposes and maximum performance based on anatomy and physiology.
 - **Plant projects** might: **PS.01.01** - Determine the influence of environmental factors on plant growth. OR **PS.03.04** - Apply principles and practices of sustainable agriculture to plant production. OR **PS.04.01** - Evaluating, identifying and preparing plants to enhance an environment. -- all of these might apply to different types of plant projects.

TIME

- Enter time in WHOLE HOURS and/or HALF HOURS ONLY.

** Please do not enter partial hours as it becomes very difficult particularly with PLACEMENT projects.

** Please round up/down based on the number of minutes.

If it is less than 15 minutes, round down to the next half/whole hour.

If it is greater than 15 minutes, round up to the next half/whole hour.

Ex: A student works 10 minutes for 5 days - 50 minutes. That would round up to 1 hour.

Ex: A student works 1 hour 10 minutes on a Saturday. That would be 1 hour

***** NOTE: Hours CANNOT be the same entry for each day/week/month. Please vary them.**

Make sure your time is REASONABLE -- DO NOT EMBELLISH YOUR TIME.

DESCRIPTION OF ACTIVITY

- Give a detailed description so that an "outsider" - someone who does not know your project - can understand what you were doing that day/week.
- **RECOMMENDATION: enter as MONTHLY HOURS. State: Monthly hours: then give a detailed 3-5 sentence description.**
- Ex: Monthly hours: market pig - weighed animal, discussed feed ration and feed strategies for the week, practiced showmanship, changed fly trap and cleaned pen, fed market pig, and talked about upcoming fair due dates; gave dewormer to market pig
 - Monthly labor with market goat: exercise market goat, practice showmanship, clean pen, feed goat twice daily, change water/check water, check goat's health daily
- Ex: Plant project:

- Yard work: mowed the yard, pulled weeds, raked leaves, trimmed bushes, and fixed broken sprinklers in the yard.
- Indoor plant care: watered plants; let them stand for 20 minutes in water and then removed the standing water; picked dead leaves, rotated plants ¼ turn; gave fertilizer
- Vegetable garden: weeded garden, raked rows, checked irrigation lines, checked plants for insects, harvested ripe vegetables

PICTURES

- SIX Pictures are necessary for the SAE Board. These can be uploaded into AET here.
- Pictures should show a SKILL being performed.
- They are not pictures to just show you at/with your project. They need to show an actual skill that can be put into words. Otherwise the picture will not count on the board.
- Examples include deworming your market animal, giving fertilizer to your plant, mowing your yard..
 - With each picture, be sure that SAFETY is always being demonstrated as well.

SUPERVISION

- If your Ag Teacher is conducting a Project Visit, select the drop down menu here.
- Select the ag teacher that was supervising the visit.

When done, be sure to select one of the following two options:

SAVE

SAVE/ENTER ANOTHER

SAVE: This option will allow you to make that one single entry and return to the main JOURNAL menu.

You can make ONE entry per month if you need. If you do, it needs to be a DETAILED ENTRY. Each month should be different as no two months are the same--by activity or hours -- they will be slightly different in some way. Please note that in the description. Time should be in WHOLE and/or ½ hours only PLEASE

SAVE/ENTER ANOTHER” This option allows you to keep entering more time entries.

JOURNAL - TIME IN AET PROJECTS

SAE PROJECT NAME: _____

*Note: Time should be in WHOLE and/or ½ hours only.

Date	Description	Time

**To be transferred to AET upon return to school.

** When returning to school, student will need to also select skill area (based on each project) and supervision (if a project visit was conducted) when entering into AET.

SAE FINANCE - SAE CASH ENTRIES

(FOR OWNERSHIP/ENTREPRENEURSHIP)

WHO completes the SAE CASH ENTRIES?

Students with OWNERSHIP/ ENTREPRENEURSHIP - projects will complete this section for their finances. If you conduct a research project, you will also use this section. .

WHAT is the SAE CASH ENTRIES used for?

It is used to record the ACTUAL expenses and ACTUAL money earned (also called income) from the ownership/entrepreneurship project.

If you have a research project, all expenses are recorded here. If you earn any award money, it is recorded here too.

WHY do you enter the SAE CASH ENTRIES?

Here are some reasons why you enter the SAE CASH ENTRIES.

- Again, you are learning record keeping skills.
- Second, as an entrepreneur, you want to manage expenses and maximize profit. Record keeping helps you analyze how you spent money in the past to make decisions in the future.
- Third, as you accumulate profit it also helps you work towards higher degrees in the FFA.
- Fourth, it is part of your grade.

WHEN do you enter the SAE CASH ENTRIES?

- Making entries for expenses is always best as soon as possible. This helps avoid error.
- Entries need to be made separately by each project and by each day the purchases are made.
- Students may not make a bulk entry.

Ex: market animal feed may not be entered in September as one lump sum.

Ex: fuel for your lawn mowers in your landscape business cannot be entered as a lump sum at the end of the month or year.

- Income should be recorded on an individual item basis as well instead of lump sums

WHERE do you find it on AET?


Welcome to the Student Dashboard


AET Advisor Alerts:

You have no current classes.

You have active experiences with no financial transactions for the last 60 days.

You have active experiences with no journal entries for the last 60 days.

 Project/Experience Manager (SAE)


 Meeting Manager (Read Only)

Profile



Record your personal information, classes, leadership, and school involvement.

Journal




Record your time and academic skills in projects/experiences, professional activities, and community service.

Finances



Record your investment of money or paychecks for your projects/experiences and other financial records.

Reports






Access reports that summarize project/experience results, your resume, and summaries of skills gained, and apply for awards.







HOW do you complete SAE SAE CASH ENTRIES?

\$ AET Finances

Review/Edit Finances

-  Experience Manager (SAE)
-  Review / Edit
-  Start of Ag. Ed. Inventory

Your Financial Entries

-  Cash Entries (Entrep. & Research SAE)
-  Non-Cash Entries (Entrep. SAE)
-  Paycheck (Placement SAE)
-  Non-Current Manager (Buy/Sell, % Usage)
-  Loan Manager (Shortage or Loan)
-  Non-SAE Entries (Personal & Educational)

Select SAE CASH ENTRIES.

Cash Income/Expense

-  Enter cash income
-  Enter cash expense
-  Long cash expense form for entering old data

You will only select ENTER CASH INCOME or ENTER CASH EXPENSE.

*** REMEMBER -- THIS IS FOR OWNERSHIP PROJECTS ONLY!!***

You own it, you make the decisions, you pay for everything. If you are being paid by someone else and you don't own it, this is the wrong place!!!

New Income Transaction

Date:	Vendor/Payee:	Total Amount:
3/14/2020		\$0.00

Split:	Experience:	Type:	Amount:	Memo/Efficiency: <small>(Quantity (space) Unit) 1 head, 750 lbs</small>
1	(Choose Experience) ▼	(Choose Type) ▼	\$ 0.00	
2	(Choose Experience) ▼	(Choose Type) ▼	\$ 0.00	
3	(Choose Experience) ▼	(Choose Type) ▼	\$ 0.00	
4	(Choose Experience) ▼	(Choose Type) ▼	\$ 0.00	
5	(Choose Experience) ▼	(Choose Type) ▼	\$ 0.00	

ENTER CASH INCOME

The picture above is for ENTER CASH INCOME.

1. Enter DATE for which the INCOME was received. (Meaning the day you sold the item or service.)
2. VENDOR/PAYEE - this is the person who purchased your project/service
 - a. Ex: Buyer 9 usually is the Vendor for Market Animals at the Fair.
 - b. Ex: If you own landscaping equipment (you personally - not your parents), then each person you landscape for would be a separate vendor.
3. EXPERIENCE: Select your SAE Project from the menu.
4. TYPE: Select Cash/Market Sale
5. AMOUNT: Enter the dollar amount you received.
6. MEMO: You can enter the number sold as a note to yourself or any other note of importance.



New Expense Transaction

Date:	Vendor/Payee:	Total Amount:
3/14/2020		\$0.00

Split:	Experience:	Type:	Amount:	Memo/Efficiency: <small>(Quantity (space) Unit) 1 head, 750 lbs</small>
1	(Choose Experience) ▼	(Choose Type) ▼	\$ 0.00	
2	(Choose Experience) ▼	(Choose Type) ▼	\$ 0.00	
3	(Choose Experience) ▼	(Choose Type) ▼	\$ 0.00	
4	(Choose Experience) ▼	(Choose Type) ▼	\$ 0.00	
5	(Choose Experience) ▼	(Choose Type) ▼	\$ 0.00	

ENTER CASH EXPENSE

The picture above is for ENTER CASH EXPENSE.

1. Enter DATE for which the EXPENSE was spent. (Meaning the day you purchased the item.)
2. VENDOR/PAYEE - this is the person from who purchased your item
 - a. Ex: the name of the breeder for market animals
 - b. Ex: If you own a landscaping company, you might need to get your equipment repaired. In that case the vendor might be the name of your repair shop.
3. EXPERIENCE: Select your SAE Project from the menu.
4. TYPE: Select the category of expense that the item falls into. These categories are the same as the ones you saw in the BUDGET.
5. AMOUNT: Enter the dollar amount you spent. (RECOMMENDATION: ALWAYS SAVE YOUR RECEIPTS.)
6. MEMO: You can enter the number purchased that day/item that was repaired

**SAE CASH ENTRIES - INCOME
OWNERSHIP**

SAE PROJECT NAME: _____

Date	Vendor	Amount	Memo

**To be transferred to AET upon return to school.

SAE CASH ENTRIES - EXPENSE

OWNERSHIP

SAE PROJECT NAME: _____

Date	Vendor	Amount	Memo

**To be transferred to AET upon return to school.

SAE FINANCE - SAE PAYCHECK (PLACEMENT)

WHO completes the SAE PAYCHECK (PLACEMENT)?

Students with PLACEMENT projects.

WHAT is the SAE PAYCHECK (PLACEMENT) used for?

It is used to record the ACTUAL ACTUAL paycheck/money earned (also called income) from the placement project.

It is also used to record HOURS WORKED. These hours must MATCH the hours entered in the JOURNAL section. If hours are not entered in both places, you will not have any hours that count toward degrees.

WHY do you enter the SAE PAYCHECK (PLACEMENT)?

Here are some reasons why you enter the SAE PAYCHECK (PLACEMENT).

- Again, you are learning record keeping skills.
- Second, as an employee, you should always keep track of the hours you have worked and the amount you have been paid. NEVER rely solely on a timecard to keep track of your hours and pay.
- Third, as you accumulate profit it also helps you work towards higher degrees in the FFA.
- Fourth, it is part of your grade.

WHEN do you enter the SAE PAYCHECK (PLACEMENT)?

- Making entries as they occur as it is always best to do it as soon as possible. This helps avoid error.
- Placement projects should have a minimum of two entries per month. Some will have more though.
- Students may not make a bulk entry..

Ex: yard work may not be entered as one bulk payment entry for the entire summer or year.

WHERE do you find it on AET?


Welcome to the Student Dashboard

AET Advisor Alerts:

You have no current classes.

You have active experiences with no financial transactions for the last 60 days.

You have active experiences with no journal entries for the last 60 days.



Project/Experience Manager (SAE)

Meeting Manager (Read Only)



The dashboard features four main navigation cards:

- Profile:** Record your personal information, classes, leadership, and school involvement.
- Journal:** Record your time and academic skills in projects/experiences, professional activities, and community service.
- Finances:** Record your investment of money or paychecks for your projects/experiences and other financial records.
- Reports:** Access reports that summarize project/experience results, your resume, and summaries of skills gained, and apply for awards.

HOW do you complete SAE PAYCHECK (PLACEMENT)?

Review/Edit Finances

- Experience Manager (SAE)
- Review / Edit
- Start of Ag. Ed. Inventory

Your Financial Entries

- Cash Entries (Entrep. & Research SAE)
- Non-Cash Entries (Entrep. SAE)
- Paycheck (Placement SAE)
- Non-Current Manager (Buy/Sell, % Usage)
- Loan Manager (Shortage or Loan)
- Non-SAE Entries (Personal & Educational)

Select SAE PAYCHECK (PLACEMENT)



New Paycheck

Date	Total Gross Income	Taxes / Withholdings	Expenses	Paycheck Hours
<input type="text" value="3/15/2020"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Split	Paid Placement Experience	Percent	Gross Income	Memo
1	<input checked="" type="checkbox"/> 2015 Beg.- Plant Care	<input type="text" value="50.000 %"/>	\$0	<input type="text"/>
2	<input checked="" type="checkbox"/> 2016 Beg.- Yardwork	<input type="text" value="50.000 %"/>	\$0	<input type="text"/>

1. Enter DATE for which the INCOME was received. This means the day you were paid.
 - a. EXPERIENCE: Select your SAE Project from the menu.
2. **TOTAL GROSS INCOME:** This is the amount you are paid before taxes.
 - a. Ex: If you are paid \$8/hour and work 10 hours, your gross pay is \$80.
3. **TAXES / WITHHOLDINGS:** If you work for a business that takes out taxes, enter the amount on the paycheck that is taken out for taxes in this box.
4. **EXPENSES:** If they take any expenses out of your paycheck, enter that amount here.
5. **PAYCHECK HOURS:** This is SO IMPORTANT!!!

This part MUST MATCH the Time in AET Journal.

6. **PAID PLACEMENT EXPERIENCE:**
 - a. The program **AUTOMATICALLY** selects ALL Placement projects and **SPLITS** the hours evenly between them..... **UNLESS YOU DO THE FOLLOWING.**
 - b. **CLICK ON THE CHECKED BOXES TO THE LEFT OF THE PROJECTS THAT DO NOT APPLY TO THIS ENTRY.**
 - c. When only the ONE project that THIS PAYCHECK APPLIES TO has a CHECK NEXT TO IT, then click

SAVE AND RETURN OR SAVE/ENTER ANOTHER

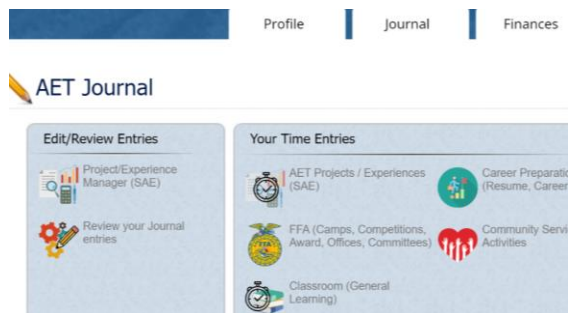
SAE CASH PAYCHECK PLACEMENT SAE

SAE PROJECT NAME: _____

Date	Gross Income	Taxes /Withholdings	Expenses	Paycheck Hours

**To be transferred to AET upon return to school.

Time in FFA Activities



1. To enter your hours in your FFA activities you will click on the FFA emblem

The following screen will pop up.



2. Select the FFA activity that you participated in-- examples are below
 - a. FFA competition activity
 - i. Opening & Closing Ceremonies Contest
 - ii. Best Informed Greenhand Contest
 - iii. Banking Contest
 - iv. Cooperatives Contest
 - v. Parliamentary Procedure Contest
 - vi. Water Contest
 - vii. Extemporaneous Public Speaking
 - viii. Creed Speaking
 - ix. Impromptu Speaking
 - x. Prepared Speaking
 - xi. Job Interview Contest
 - xii. Field Days for competition teams (UC Davis, Fresno, Cal Poly, MJC)
 - b. Office/Leadership Roles
 - i. Greenhand officer application
 - ii. Chapter officer application
 - iii. Summer training
 - iv. Summer retreat

- v. Mid-Winter retreat
- c. FFA Committees
 - i. Tri Tip Committee
 - ii. Haunted House Committee
 - iii. Greenhand Committee
 - iv. Senior Committee
 - v. Spring Banquet Committee
 - vi. Easter Committee
 - vii. Milk Challenge Committee
 - viii. Socktober Committee
- d. Other Activities
 - i. Ag Speech given during class
 - ii. Minimum of TWO non-ag school activities (if they are two of the same type -- example two football games-- list who the games were against -- ex: football vs Ridgeview; football vs Stockdale)
 - e. Other activities - stock shows, conventions, meetings**
 - i. Chapter meetings - must list activity in the description (We will do a QR code for you to scan)
 - ii. Lunch time activities
 - iii. Chapter t-shirt days
 - iv. Kern County Fair -- livestock exhibitor OR entry in Goode Auditorium

The yellow highlighted item will give you the screen below.

Profile		Journal		Finances		Reports	
Add/Edit Journal Entry							
Date: 3/16/2020				Category: Other FFA-related Activity			
Activity:	<input type="text"/>						
Type:	(Please Choose)						
Level:	(Please Choose)						
Skill Areas:	<input type="button" value="Add/Explore Skill Areas"/>						
Description / Awards: Check Spelling	<input type="text"/>						
Time:	Hours	<input type="text"/>	+ Minutes	<input type="text"/>			
<input type="button" value="Save"/>		<input type="button" value="Save / Enter Another"/>					
<input type="button" value="Cancel"/>							

3. Select Correct Date Of FFA Activity

Add/Edit Journal Entry

Date:	Category:																																																								
3/16/2020	Other FFA-related Activity																																																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="7" style="text-align: center;">March, 2020</td> </tr> <tr> <td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td> </tr> <tr> <td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td> </tr> <tr> <td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td> </tr> <tr> <td>15</td><td style="background-color: #e0e0e0;">16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td> </tr> <tr> <td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td> </tr> <tr> <td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td> </tr> </table>	March, 2020							Su	Mo	Tu	We	Th	Fr	Sa	23	24	25	26	27	28	29	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> ▼ </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> ▼ </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> ▼ </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> + Add/Explore Skill Areas </div>
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Activity: Type: Level: Skill Areas:	<div style="border: 1px solid #ccc; height: 40px; margin-top: 10px;"></div>																																																								
Description / Awards: Check Spelling																																																									
Time:	Hours <input style="width: 40px;" type="text"/> + Minutes <input style="width: 40px;" type="text"/>																																																								

4. Select Correct Category Under Drop Down Tab

Date:	Category:
3/16/2020	<div style="border: 1px solid #ccc; padding: 5px;"> Other FFA-related Activity ▼ Course-related Activity Experience-related Activity Other FFA-related Activity FFA Office Activity FFA Competition Activity Program of Activities Committee Activity Community Service Activity Other Activities </div>
Activity: Type: Level: Skill Areas:	
Description / Awards: Check Spelling	

**** For Chapter Level Activities** (Just BHS FFA students), you will select **OTHER FFA-RELATED ACTIVITY**

Examples:

- *Chapter t-shirt Day
- *Build a Snowman
- *Chapter Meetings (Be sure to put the activity you did with the Chapter meeting -- Draw Along, Scary Stories, etc. in the Description -- see further down; it is important to get credit for going to different activities)
- * Fund-raisers

*For **Above the Chapter Level Activities** you will still select “**OTHER FFA-RELATED ACTIVITY**” for MOST activities; The biggest difference in entering ABOVE the chapter level will be in whether they go in activities or competitions.

SOME Examples:

- Section & Region Meetings
- Conferences - Greenhand, MFE (Made for Excellence), ALA (Advanced Leadership Conference), State Conference, National Convention
- Tulare Farm Show
- Skateland
- Fair -- both livestock exhibitors and those entering items in Harvest Hall

* For FFA Competitions, you will select FFA COMPETITION ACTIVITY INSTEAD of Other FFA Related Activity

Examples

- Section Opening & Closing Contest
- Banking Contest
- BIG (Best Informed Greenhand) Contest
- Cooperatives Contest
- Parliamentary Procedure Contest (Section, Region, State, National--- last 2 you must qualify)
- Speech Contests (Section to National- Creed, Impromptu, Job Interview, Extemporaneous, Prepared
- Career Development Event Field Days/State Finals (Vet Science, Dairy Products, Nursery/Landscape, Floral)
 - UC Davis Field Day
 - Fresno Field Day & State Finals
 - Consumnes Field Day & State Finals
 - Modesto Field Day
 - Reedley Field Day
 - SLO State Finals

5. Type Name of Activity: For Example December Chapter Meeting

	3/16/2020	
--	-----------	--

Activity:	<input type="text" value="December Chapter Meeting"/>
Type:	<input type="text" value="(Please Choose)"/>
Level:	<input type="text" value="(Please Choose)"/>

6. Choose the Type of Activity Under Drop DownTab


The screenshot shows a web browser window with several tabs. The active page is a user profile for Jennifer Wilke. A dropdown menu is open over a form field, listing various activity types. The options in the dropdown are: (Please Choose), Camp, Conference, Convention, Courtesy Corps, FFA Award/Proficiency Interview, FFA Band or Chorus, FFA Talent, Meeting, Other, Project Show or Stock Show, Speech, and Workshop. Below the dropdown, the form fields for Activity, Type, and Level are visible, all currently set to "(Please Choose)". There is also a "Skill Areas" field with a button labeled "Add/Explore Skill Areas".

7. Choose The Level Of Activity

Type:	(Please Choose)
Level:	(Please Choose) ▼
Skill Areas:	<div style="border: 1px solid black; padding: 5px;"> (Please Choose) Chapter Invitational Section Regional State National Finals / Multi-State National </div>
Description / Awards:	Check Spelling
Time:	

8. Skill Areas are NOW required to be entered. Just pick a few that are related.


9. Enter a Description Of Activity : Example: **December Cookie Decorating Chapter Meeting**

Type:	(Please Choose)
Level:	(Please Choose) ▼
Skill Areas:	
Description / Awards:	<div style="border: 1px solid black; padding: 5px;"> December Cookie Decoreting Chapter Meeting </div>
Time:	

10. Time: Enter Amount of Time Of The Activity

MAKE SURE THAT YOU ENTER THE TIME IN THE CORRECT BOX

Lots of students put 35 minutes in the HOURS box. Please make sure you are looking at which box you are entering the time in to be sure it is the correct time. THANK YOU!

Type:	(Please Choose)
Level:	(Please Choose) ▼
Skill Areas:	
Description / Awards:	<div style="border: 1px solid black; padding: 5px;"> December Cookie Decoreting Chapter Meeting </div>
Time:	Hours <input type="text" value="1"/> + Minutes <input type="text"/>

THEN PRESS **SAVE** or **SAVE/ENTER ANOTHER**

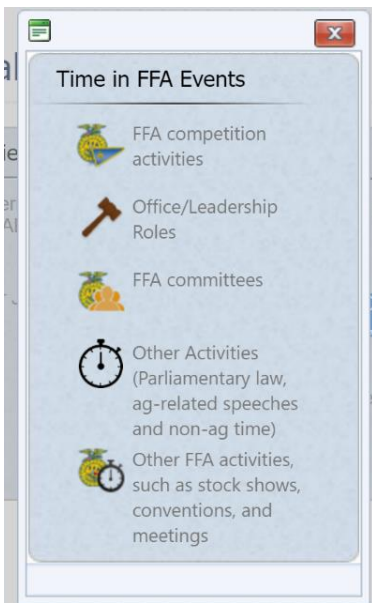
To enter the NON SCHOOL FFA Activities select :

These are school activities and clubs. You will need at least TWO activities to qualify for the STATE FFA DEGREE.

1. To Enter Time In Non-Ag Activities Select the FFA Emblem and then



Then select the Stop watch -- other activities (because you are entering non-ag time)



2. Select the Correct Date of the Activity

Date:	3/16/2020	Category:	Other Activities
Title or Subject:			
Type:			
Skill Areas:			
Description:	Check Spelling		

March, 2020

Su	Mo	Tu	We	Th	Fr	Sa
23	24	25	26	27	28	29
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Today: March 15, 2020

3. Select Correct Category Under Drop Down Tab and Type in the Description Of Activity.
Example BHS Soccer Game versus Liberty

Add/Edit Journal Entry

Date:	Category:
8/28/2023	Other Activities

Title or Subject:	soccer vs. Liberty
Type:	(Please Choose)

4. Select the Correct Category Under Drop Down Tab: INVOLVEMENT IN NON-FFA ACTIVITIES

Add/Edit Journal Entry

Date:	Category:
8/28/2023	Other Activities

Title or Subject:	soccer vs. Liberty
Type:	Involvement in Non-FFA Activities
Skill Areas:	(Please Choose) Give a six-minute speech on an agriculturally related topic Involvement in Non-FFA Activities
Description:	Lead a group discussion for forty minutes on agriculturally related topic Perform a procedure of parliamentary law Take and pass a written exam on procedure of parliamentary law
Time:	Hours <input type="text"/> + Minutes <input type="text"/>

Save Save / Enter Another

***** PLEASE NOTE:**

Using this same STOP WATCH to begin the entry, you could enter the following OTHER ENTRIES:

- 1) A 6 minute Ag Related Speech given in your Ag Class (or a Prepared or Extemp Speech --if they last that long)
- 2) Taking and Passing a Written Parli Pro Test in Class

In the Title you Name Each what they are are (Ag Speech - Plant Cell; Parli Pro Test - In Class)
Then in the Description briefly describe each

6. Description Of Activity : Played in BHS Boys Soccer Game vs Liberty

Note: You can also be a spectator (someone who goes to watch the game)



Other School Activities that count:




- Clubs/Club Meetings/Club Competitions
- Homecoming Float Participation
- Dances
- Plays
- Band/Dance Competitions
- Sports/Competitions for Other Groups (Too many on Campus to list)

Debate

7. Time: Enter Amount of Time Of The Activity

Add/Edit Journal Entry

Date:	Category:
6/26/2023 	Other Activities 

Title or Subject:	soccer vs. Liberty 
Type:	Involvement in Non-FFA Activities 
Skill Areas:	<div style="border: 1px solid #ccc; padding: 5px;"><p> Add/Explore Skill Areas</p><p>CRP.02.01 Use strategic thinking to connect and apply academic learning, knowledge and skills to solve problems in the workplace and community.</p><p>CRP.02.02 Use strategic thinking to connect and apply technical concepts to solve problems in the workplace and community.</p></div>
Description:	<div style="border: 1px solid #ccc; height: 50px; width: 100%;"></div> Check Spelling
Time:	Hours <input type="text" value="2"/> + Minutes <input type="text" value="30"/>

Save

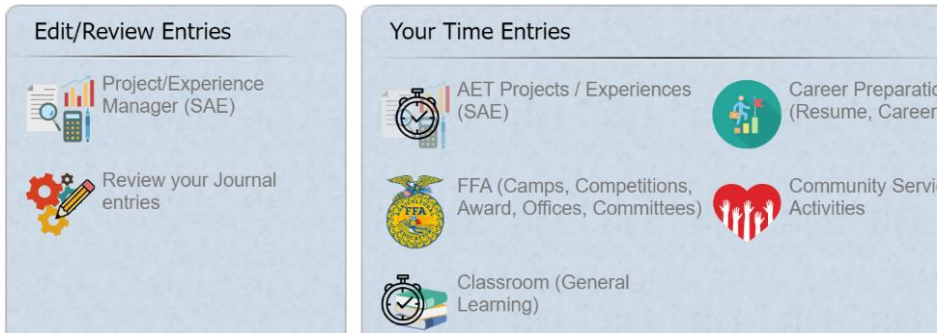
Save / Enter Another

Press SAVE or SAVE/ENTER ANOTHER.

Time in [Community Service](#)

Use this link above to help with the correct wording for our community service events.

1. To enter time in Community Service Activities click on the StopWatch and Building in the middle column



2. Select the Correct Date of the Activity

Date:	Category:
6/26/2023	Community Service Activity

<p> Group that you served: (not your FFA chapter!)</p>	<p>Homeless Shelter</p>
Skill Areas:	<p> Add/Explore Skill Areas</p>

3. **Group that you served:** This will be the GROUP THAT YOU SERVED. Please refer to the [AET COMMUNITY SERVICE](#) DOCUMENT.

These are the approved wording examples of what can be entered for our community service.

Community service must serve the whole community -- not just a few people.

Date:	Category:
6/26/2023	Community Service Activity

<p> Group that you served: (not your FFA chapter!)</p>	<p>Homeless Shelter</p>
Skill Areas:	<p> Add/Explore Skill Areas</p>




4. Add Skill Areas -- At Least two that apply

Date:	Category:
6/26/2023	Community Service Activity

<p> Group that you served: (not your FFA chapter!)</p>	<p>Homeless Shelter</p>				
Skill Areas:	<p> Add/Explore Skill Areas</p> <table border="1" style="width: 100%;"> <tr> <td style="font-weight: bold;">CRP.01.01</td> <td>Model personal responsibility in the workplace and community.</td> </tr> <tr> <td style="font-weight: bold;">CRP.01.03</td> <td>Identify and act upon opportunities for professional and civic service at work and in the community.</td> </tr> </table>	CRP.01.01	Model personal responsibility in the workplace and community.	CRP.01.03	Identify and act upon opportunities for professional and civic service at work and in the community.
CRP.01.01	Model personal responsibility in the workplace and community.				
CRP.01.03	Identify and act upon opportunities for professional and civic service at work and in the community.				

5. Description: Must answer these questions: what was the activity, who benefitted from the activity, what happened.




Date:	Category:
6/26/2023 	Community Service Activity 

<p> Group that you served: (not your FFA chapter!)</p>	<input type="text" value="Homeless Shelter"/>
Skill Areas:	<div style="border: 1px solid #ccc; padding: 5px;"> <p> Add/Explore Skill Areas</p> <p>CRP.01.01 Model personal responsibility in the workplace and community.</p> <p>CRP.01.03 Identify and act upon opportunities for professional and civic service at work and in the community.</p> </div>
<p> Activity / Description: Check Spelling</p>	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> <p>Helped to make tie blankets with chapter members. Then we delivered the Tie Blankets Homeless Shelter to help for upcoming cold winter months.</p> </div>
Time:	Hours <input type="text" value=""/> + Minutes <input type="text" value=""/>
Pictures: (optional)	<input type="text" value=""/> <input type="button" value="Select"/>

6. Time: Enter Amount of Time Of The Activity

ADD/EDIT JOURNAL ENTRY

Date:	Category:
6/26/2023 	Community Service Activity 

<p> Group that you served: (not your FFA chapter!)</p>	<input type="text" value="Homeless Shelter"/>
Skill Areas:	<div style="border: 1px solid #ccc; padding: 5px;"> <p> Add/Explore Skill Areas</p> <p>CRP.01.01 Model personal responsibility in the workplace and community.</p> <p>CRP.01.03 Identify and act upon opportunities for professional and civic service at work and in the community.</p> </div>
<p> Activity / Description: Check Spelling</p>	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> <p>Helped to make tie blankets with chapter members. Then we delivered the Tie Blankets Homeless Shelter to help for upcoming cold winter months.</p> </div>
Time:	Hours <input type="text" value="2"/> + Minutes <input type="text" value="45"/>
Pictures: (optional)	<input type="text" value=""/> <input type="button" value="Select"/>

Press SAVE or SAVE and ENTER ANOTHER.