

Directions:

- Please evaluate the entire set of records using this document as a guide for the AET interactive records.
- The degree application version link can also be utilized to assist in Ag Ed Enrollment verification, FFA Activities and scholastic achievement.
- If the records have concerns for corrections, please provide positive, professional feedback in order for the student to make the corrections in the records.
- **ALL sticky notes REQUIRE EVALUATOR Email signature.**
- Once review is complete use R = Return or A = Approved

Ag Ed Enrollment:

REVIEW COVER PAGE: Executive Summary #4, 5a, 5b (Front Cover of application if needed)

- a. Have satisfactorily completed the equivalent of at least three years (540 hours) of systematic secondary school instruction in an ag education program, **or** have completed at least the equivalent of 360 hours of systematic secondary school instruction in ag education and one full year of enrollment in a postsecondary agricultural program, **or** have completed the program of ag education offered in the secondary school last attended.

If No..

Add feedback on sticky note

Community Service:

Review E. JOURNAL

A min. of 50 hours of Community Service is listed
 At least **3** different activities of service
 Activities are NOT duplicated as an SAE
 Link: [Community Service Guidelines](#)

If No..

Add feedback on sticky note

SAE Quality:

1. GENERAL TAB – Each SAE has important items (See below):

- a. Description:** defines scope, duration, employer name, title position, products/production handled, related to SAE type (Ent, Plct, Resrh)
- b. Time Investment:** Indicates hours of Plct, hours required in SAE during school year, summer, etc
- c. Financial Investment:** Use of cash or non-cash in expenses, explanation of acquired or use non-current assets (equipment, breeding animals, etc.)
- d. Learning Objectives** - Either old format or new format acceptable, minimum 2 present
- e. Budgets** - Entrep. projects Income/Expenses REQUIRED
**If Paper Records, Agreement, Plan of Practice and Budget complete*

If No..

Add feedback on sticky note for each SAE that is incomplete in any a-e planning

2. If ENTREP SAEs - Review FINANCE TAB and/or JOURNAL TAB (optional for Entrep)

If no Entrepreneur SAE's, go to #4

1. ALL SAE(s) have the expenses that reflect and are appropriate to SAE

- a. inventory purchased for SAE (seed, livestock, product for resale)
- b. expenses to grow SAE (feed, fertilizer, etc)
- c. expenses to manage SAE (rent, supplies, medications, etc)
- d. expenses for quality (bedding, custom hire machinery)
- e. returns (products sold with detail \$/lb, \$/Bu, \$/hd., \$/item) realistic for SAE size/scope listed in plan

If No..

Add feedback on sticky note for each SAE that has inaccurate entries

2. Market Adjustments are included for SAE's that include 2020 year-end inventory

- = consumable or growing crop/livestock on hand at year end (hay, replacements, show steers, feeder animals, grain on storage) Non- Cash purchase can claim market value ONLY. Cash purchase claims all \$ invested
- a. reflected in P/L TAB, 1. Current/Operating income = Ending Inventory

If No..

Add feedback on sticky note

3. SAE(s) with breeding animals, equipment, machinery have non-current item USAGE with items listed in section G. Non-Current Inventory

Add feedback on sticky note

NOTE: Any items included in inventory must be directly related to the SAEs included in the application. Example: An application with only a sheep entrepreneurship SAE included should not be listing horse tack in inventory.

3. If PLACEMENT SAEs, Review JOURNAL & FINANCES TAB

If no placement SAEs, go to #5

1. Paid Placement SAE's = Journal hours must be within 10% of paycheck hours

- a. paycheck and journal records must be included at least daily, weekly, or monthly or follow the SAE plan with skill and related reflection
- b. **Unpaid** = journal records must be at least daily, weekly or monthly with skill and related reflection

If No..
Add feedback on sticky note for each SAE

4. If Research SAEs, Review JOURNAL & FINANCES TAB

If no research SAEs, go to Next Section

- a. Research SAE(s), journal records must be at least daily, weekly or monthly
- b. Income and expenses reflect those related to research project

If No..
Add feedback on sticky note

Education Expenses:

ONLY post-secondary education/training tuition, books and class fees can be claimed as educational expenses. Housing, food, travel, etc. expenses may not be claimed.

Add feedback on sticky note

Scholastic Record:

REVIEW Degree Application: Front Cover

Have a record of outstanding leadership abilities and community involvement and have achieved a high school scholastic record of "C" or better as certified by the principal or superintendent.

If No..
Add feedback on sticky note