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 month1. 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 Sale1. 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