

Student Name: \_\_\_\_\_

## AET Student Check Sheet

Use to review your records and identify areas that need updates. Check showing complete OR N/A; not applying to your records. **This should help you get ready to begin reviewing your award application check sheets.**

### In Your AET PROFILE:

#### Manage/Edit your personal profile & Ag Education Classes

	Is your profile information complete for all areas and is <b>100%</b> listed as complete? If not, update all areas
	Are ALL of your agricultural education courses listed for all years?

#### PROFILE / Manage My Resume:

	Are your listings of FFA degrees complete (Green hand, Chapter, etc....)?
	Are your important accomplishments in awards, competitions, certifications/skills and other listed?
	Choose "Objective tab" and is your career objective listed?
	Choose "References tab" and are THREE references listed with a name, address, phone and email?

#### PROFILE / FFA Committee membership:

	Do you at least have <b>ONE</b> FFA committee, charimanship or officer position listed for each year?
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#### PROFILE / Experience Manager SAE Name, SAE Plans & Budgets:

Reference SAE Plan: :

	Does the name of EACH SAE start at the correct year (year Beg.) and include a descriptive name?
	Does EACH SAE listed show a completed SAE plan (green check on pencil icon)?
	If Entrepreneurship, explain your rent/labor exchange agreements or how you attained capital items?
	In EACH SAE plan, is the "SAE Skills" section complete and have at least 3 AFNR learning outcomes?
	If Research SAE, review your budget (red/green dollar symbol) and does it outline a project budget?

### In Your AET JOURNAL:

Reference to review each of the following journals. Select "All Years" and "Activity" to review:


	Choose <b>Experience Related Activities</b> – Does EACH SAE have appropriate journals and hours listed?
	Choose <b>Other FFA Related Activities</b> – Have you recorded all of your involvement in conventions, meetings, stock shows or other for all years? Review all types and add new journals as needed. Refer to your specific application for exact hours required
	Choose <b>FFA Competition Activity</b> – Have you recorded all of your FFA competitions for all related years and are they listed at the correct level (above the chapter level)? Refer to your specific application for exact hours required.
	Choose <b>Community Service Activities</b> – Have you recorded community service activities and correct hours with a detailed description? Also, does the group served NOT INCLUDE FFA as the group? Refer to your degree/award application check sheet for specific hours required.

### In Your AET FINANCES:

Reference to review each of the following Financial Areas. Select "All Years" and "SAEs" to review:


	For EACH ANIMAL Entrepreneurship SAE listed, does the project show inventory for resale and feed?
	For EACH Entrepreneurship SAE, are there appropriate expenses (record pen rental or labor excahnged, feed, hay, entry fees, hoof trimmings, wormers, vet, repairs, seed, etc.)?
	For EACH Paid Placement SAE, are their appropriate paychecks and hours documented weekly, monthly or as paid? Be sure your hours are on the paycheck entries, not just the JOURNAL tab.
	If Unpaid Placement or Research, are appropriate journal hours documented weekly, monthly?
	For EACH SAE, is income (sales, awards/premium, or other) listed?

**FINANCES / Beginning Values (If not relevant, choose N/A):**

Reference  to review beginning values sections:

	Is your start date of ag education correct?
	Choose "Current Projects" – Did you list any items or expenses prior to your first day in ag education for all SAE projects?
	Choose "Non-Current" – Did you list any long term items-cows, tractors, show-box, equipment, etc.?
	Choose "Liabilities" – Did you have any loans that were SAE related before starting ag education?
	Choose "Cash on Hand" – Did you list the value from your accounts (checking or savings) on hand and planned to be used in SAE before starting ag education?

**FINANCES / Non-Current Items (If not relevant, choose N/A):**

Reference  to review long-term items used in SAEs:

	Are all Non-current items listed still used in production and in your ownership and the starting date is correct?
	Are the values of EACH item at December 31 appropriate?
	Choose "Usage" for each item and is usage" listed for each item and all years add to 100%?
	Choose "Sold Items" – Are all sales listed correctly and is "usage" listed for each item and all years add to 100%?

**FINANCES / Non-SAE Entries (If not relevant, choose N/A):**

Reference  to review non-SAE or other financial entries:

	Have you entered any gifts or other non-ag income used to support your SAEs?
	Have you entered any scramble certifications as "non-SAE income"?
	Have you entered college tuition or other related educational expenses?

**FINANCES / Livestock Managers**

Reference  or  to review important records:

	Choose "Market Manager" are all market livestock sold or remaining animals for all SAEs is correct?
	Choose "Market Manager" are all sale dates and value correct for all SAEs?
	Choose "Breeding Manager" are all breeding animals associated to the correct breeding SAE project?
	Choose "Breeding Manager" and "Manage Offspring", are all offspring sold and those remaining correct?

**SAE Reflection = PROFILE / Experience Manager, Numbers of Entries, Annual Review, Ending Inventory & Learning Outcomes**

	Does EACH SAE listed show a completed annual review (clipboard with green check)?
	Does EACH SAE with an Ending Value icon have appropriate remaining inventory items? (graph icon)
	Does EACH SAE have usage complete (depreciation) on all non-current items? If applicable (tractor icon)
	Does EACH SAE have learning outcomes complete (brain icon with green check)
	If your SAE is completed, is it marked as "Inactive" (grey colored row) and no SAEs list warnings?
	Does your SAE have adequate records? Use graph far-right icon to view the Single SAE Report.

**In Your AET PORTFOLIO:**

	Have you uploaded SAE photos and <b>developed captions</b> communicating skills and action for each SAE?
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Once all sections are complete- choose REPORTS and Complete Record Book Report with a correct ending date to review all areas and submit for review by your teacher and other supervisors.