

ACRS21: Leadership Option 1

Student Name: _____

Step 1: Log In to The AET

Go to <http://www.theaet.com>, and log in by choosing:



Step 2: Adding an Office

Select **PROFILE**. Select **Enter Your FFA Offices**.

Click "Add New Office" Then enter the following information.



Office: Select your office (or best fit)

Level: Select if your office is at or above the chapter level

Dates: Identify when your time in office begins and ends

Click "Add New Office" to submit.

This is what a complete FFA office looks like.

FFA Offices

+ Add New Office					
Office	Level	Beginning Date	Ending Date		
Parliamentarian	State	3/15/2021	3/15/2022	Delete	Edit

[Return to AET](#)



Step 3: CHOOSE JOURNAL: Select **Time in Leadership Roles-** Check off these important steps as you complete the journal entry (a,b,c...)!

AET Journal



FFA Office Activity Journal:

- a. Describe the activity – complete each of the areas below to the best of your ability.

Add/Edit Journal Entry

Date: <input type="text" value="3/15/2021"/>		Cate: <input type="text" value="FFA Office Activity"/>	
Activity:	<input type="text"/>		
Type:	<input type="text" value="(Please Choose)"/>		
Level:	<input type="text" value="(Please Choose)"/>		
Skill Areas:	<input type="text" value="Add/Explore Skill Areas"/>		
Description / Awards:	<input type="text"/>		
Time:	Hours <input type="text"/>	+ Minutes <input type="text"/>	

Activity: Title what activity you participated in. Either use the drop down or manually type in the activity. *ie: Chapter Meeting*

Double check another activity has not auto generated from the calendar

Type: Select the officer position you held as part of the activity.

Level: Decide what level this activity took place. Was it a **chapter** meeting? Was it a **regional** committee or meeting?

Time: Record how many hours and/or minutes you attended the activity.

Description: Describe to your best ability what happened at the activity. What was accomplished? What was the point of the activity?



c. Choose a Skill – Select a Career Ready Practice that best fits your learning experience.

Add/Edit Journal Entry

Date: 3/15/2021	Category: FFA Office Activity
Activity:	<input type="text"/>
Type:	(Please Choose)
Level:	(Please Choose)
Skill Areas:	+ Add/Explore Skill Areas
Description / Awards: Check Spelling	<div style="border: 1px solid gray; height: 40px;"></div>
Time:	Hours <input type="text"/> + Minutes <input type="text"/>

ABS
Agribusiness Systems

AS
Animal Systems

BS
Biotechnology Systems

CRP
Career Ready Practices

FPP
Food Products and Processing

NRS
Natural Resource Systems

PS
Plant System

CRP.01 - Act as a responsible and contributing citizen and empl

+ Add **CRP.01.01** - Model personal responsibility in the workplace and community.

+ Add **CRP.01.02** - Evaluate and co near-term and long-term impacts of per professional decisions on employers at community before taking action.

Skill Area: Check out CRP.01, 04, 05, 08 & 09 for useful skills for this area.

Step 4: Save & Submit

This is what a complete journal entry looks like. Remember to hit "Save" or "Save/Enter Another" at the bottom!

Add/Edit Journal Entry

Date: 3/15/2021	Category: FFA Office Activity
Activity:	Chapter Meeting
Type:	Parliamentarian
Level:	Chapter
Skill Areas:	+ Add/Explore Skill Areas
Description / Awards: Check Spelling	Assisted with set up and tear down of the meeting. Presented on upcoming chapter activities. Assisted with the meeting activity: ping pong. G
Time:	Hours <input type="text" value="2"/> + Minutes <input type="text"/>

