

# Connecting AET POA Event Details to FFA's National Chapter Award Application

**Purpose:** The purpose of this guide is to outline the important steps needed to access FFA's National Chapter Award application and use AET Tracker details to complete related sections.



## Step 1: Review Strategic Activities in AET – POA Events

Create new or select events to manage POA details and Print Results

The screenshot shows the AET interface with the 'Action Events' tab selected. It includes filters for 'Committee Filter' (All Committee Events) and 'Month Filter' (All Events). Two event cards are displayed: 'Elementary Ag Day' for February 17, 2016, and 'Ag Education Day' for April 19, 2016. Each card includes a brief description and a user icon (Cooperation and Public Relations respectively).

Review all events to be sure:

1. An activity exist for EACH National Quality Chapter Standard (NQCS new for 2017)
2. Activities have defined goals, plans and outcomes (3 each), results and photos
3. Coordinate your students to lead the effort (Assign as calendar/Strategic Plan managers)

*\* Review teacher help resources or Guides/Videos on Stratgic Planning*

## Step 2: Setup a National Chapter Award Application

Develop a new award application in AET's Degree Application Manager (Available at FFA.org or directly through AET) but **ONLY** from the the Teacher Login site.

The screenshot shows the 'FFA Degree/Application Manager' interface. It includes the FFA logo and navigation buttons for Profile, Accounts, Tracker, and Reports. A table below lists application details:

Generate/Edit Application	Unique #	Student	Application Type	Date Created
<a href="#">Application</a> <a href="#">Delete</a>	344582	(Chapter Application)	National Chapter Award	11/8/2016

- Add the "National Chapter Award" to the application list
- Choose the "[Application](#)" and complete all sections of the application
- Student can be assigned to also assit in the development and review of the application

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## A. Overview of the online National Chapter Application (Key Areas):

The screenshot shows the 'Instructions' page for the National Chapter Award Application. A sidebar on the left lists various sections, with 'Form I Activities' highlighted in green. Three callout boxes on the right provide additional context:

- Assign Students to assist in the application from their student account:** Points to the 'Assign Students' link in the sidebar.
- A. Connects to AET's Strategic Planning Systems (POA):** Points to the 'Form I Activities' link in the sidebar.
- INPUT REQUIRED - Application driven information to proceed with the following sections. Summary is a review of values:** Points to the 'Form I Summary' link in the sidebar.
- B. Connects to AET's Strategic Planning Systems (POA) for details of important POA Events. All Goals, Plan of Actions, Outcome, Photos and Results:** Points to the 'Form I Indicators' link in the sidebar.

## Step 3: Key areas of Your AET POA to Connected to the National Chapter Award Application

Select each section of the application and complete all areas (refer to FFA.org for resources). Key areas connected to AET's Strategic Planning System for POA.

### A. Key Section connected to AET is "Form I Activities"

<p><b>Growing Leaders - Leadership</b> - Activities that help the individual develop technical, human relations and decision-making skills to grow leaders.</p> <p>Details from calendar events</p> <p style="text-align: right;"><input type="button" value="Load from AET"/></p>
<p><b>Growing Leaders - Healthy Lifestyle</b> - Activities that promote the well-being of students mentally and physically, in achieving the positive evolution of the whole person.</p> <p>Details from calendar events</p> <p style="text-align: right;"><input type="button" value="Load from AET"/></p>
<p><b>Growing Leaders - Scholarship</b> - Activities that develop a positive attitude toward lifelong learning experiences.</p> <p>Community Garden Proj - This is the POA details ....they enter in AET.</p> <p style="text-align: right;"><input type="button" value="Load from AET"/></p>

- Each action event in your AET Strategic Plan (POA) will be listed in each area
- The "Load From AET" allows additional events aligned to each area (if applicable) to be selected and added to the related section
- Typing into each blank will replace content ONLY in the Application and DOES NOT ALTER your AET calendar system (POA Details)

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## B. Key Sections connected AET is "Key POA Details" for each Chapter Quality Standard

Growing Leaders #1

Growing Leaders #2

Growing Leaders #3

Building Communities #1

Building Communities #2

Building Communities #3

Strengthening Ag #1

Strengthening Ag #2

Strengthening Ag #3

<p>Name of Activity </p> <p>Ag Education Day</p>	<p>Load From AET <a href="#">Linked to AET: Edit / Unlink</a></p>
<p>Quality Standard </p>	<p><input type="checkbox"/> <b>Support Group</b> Activities conducted to develop and maintain positive relations among FFA, parents and community leaders interested in supporting agricultural education.</p> <p><input type="checkbox"/> <b>Chapter Recruitment</b> Activities conducted to increase agricultural education enrollment and/or FFA membership and encourage greater participation.</p> <p><input type="checkbox"/> <b>Safety</b> Activities that enhance safety in the community.</p> <p><input type="checkbox"/> <b>Agricultural Advocacy</b> Activities conducted to articulate and promote agricultural programs, practices, policies and/or education to elicit action.</p> <p><input checked="" type="checkbox"/> <b>Agricultural Literacy</b> Activities that help consumers become better informed about the production, distribution and daily impact of food, fiber and fuel.</p>
<p>Activity Description </p> <p>maximum 350 characters - 64 remaining</p> <p>This event is targeted to our high school students and is focused on improving students knowledge of agriculture through educational packets and interactive booths. This is an annual event that offers a chance to also recruit students into FFA through fun and educational activities.</p>	
<p>Goal #1 </p> <p>maximum 225 characters - 31 remaining</p> <p>To establish 5 stations that focus on international issues in agriculture and the value of agriculture in the US and other countries. Last year, we had 4 stations and are looking to expand to 5.</p>	
<p>Plan of Action #1 </p> <p>#1 maximum 400 characters - 46 remaining</p> <p>To achieve this goal, we are partnering with the International Ag Development Department at Texas A&amp;M and they have proposed we setup 5 stations that include (1) Value to US consumers. (2) Food securitiv and importance of USDA.</p>	

- Three key events are listed for each Chapter Quality Standard
- The "Load From AET" selects aligned events and their AET details
- Edits in the application AUTOMATICALLY are updated in AET events
- The "Unlink" clears information blanks and allows for new non-AET information

### Step 4: Review Events and Details

Review each section of the application and related help information

For assistance in each area:

For basic help on each question

For advanced help and high points from the Award rubric

Any student assigned to work on the application can make edits, so once complete, remove student assigned to ensure the application is saved! Also avoid working on the application at the same time using different devices

\*Once events are detailed in AET, they can be copied forward to prepare for next year's strategic plan and POA!

\*Review AET Teacher Help and FFA.org (<https://www.ffa.org/nationalchapter>)