Phase 4 — Record Keeping and Award Season

November

Theme: Building Quality Records and Strengthening Student Engagement

November is an important transition month in the agricultural education calendar. Students have established their AET accounts, begun identifying SAE opportunities, and started participating in classroom and FFA activities. Now the focus shifts to consistent record-keeping, SAE development, student accountability, and monitoring program progress.

The goal for November is to make sure students are documenting their experiences as they happen, r ather than trying to recreate records at the end of the semester.
For teachers, November is an ideal time to evaluate participation, identify students who need assistan ce, and establish strong record-keeping habits before the busy winter and spring award seasons.
November focus: Record it. Review it. Reflect on it. Improve it.

Teacher priorities include:

 AET Program Profile

1. Manage Important Program Contacts  Video Link

___ Add advisory committee and community partner contacts in the directory
Note: *This will allow the contacts to be used in the SMS messaging system*

AWARD SEASON PRO TIP:

2. Manage List of Student Vendors

___ Add local vendors that students commonly use in securing SAE resources

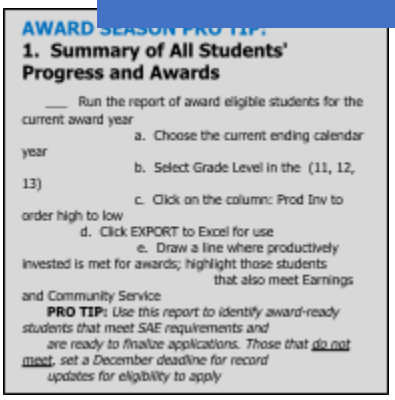
___ EDIT: Spelling and capitalization of vendors which automatically corrects in the records
Note: *This will improve record quality in ALL student records for awards and applications*

3. Manage Community Service Groups Video Link

___ Review official names of community organizations set up at the start of school

___ EDIT: Spelling and capitalization of groups which automatically corrects in the records
Note: *Use official community group names to improve accuracy in degree applications, as ALL students will have correct names of organizations served in journal records*

 AET Accounts Tab


AWARD SEASON PRO TIP:
1. Summary of All Students' Progress and Awards

___ Run the report of award eligible students for the current award year
a. Choose the current ending calendar year
b. Select Grade Level in the (11, 12, 13)
c. Click on the column: Prod Inv to order high to low
d. Click EXPORT to Excel for use
e. Draw a line where productively invested is met for awards; highlight those students that also meet Earnings and Community Service

PRO TIP: *Use this report to identify award-ready students that meet SAE requirements and are ready to finalize applications. Those that do not meet, set a December deadline for record updates for eligibility to apply*

2.

Check FFA Membership/AET Roster - Manage All Accounts

___ Click Manage All - Use National Roster Utilities Video Link
___ Click all tabs: Roster Problems - AET Problems - Matching Records - Add to AET - Remove from AET

NOTE: *If student names appear, follow instructions on the page to correct. These errors may cause complications with award applications*

AET Program Tracker

1. Review November Calendar Events

___ Review details of chapter activities for student and parent access
___ Create QR Codes for each November activity for student check-in Guide Link
___ Begin updating National Chapter components: goals, plans, outcomes, results

2. Record Teacher Time to Support Contract

Video Link Guide Link

___ CLICK Add New to enter November teacher activities

TIP: Be specific and include hours, miles, contract hours, students, volunteers

3. Review Award-Ready Student Records - SAE Evaluation

Video Link

___ Set up parameters: Start/End Date, SAET Type, Award Students in ALL dropdown
___ Confirm ALL GREEN: Plan, Budget, Signatures, Annual Review and Skills
___ CHECK: Journal and Financial entries, CLICK SAE report for full SAE review

PRO TIP: Click EVALUATE to rate competencies and provide record feedback

4. Set Up Employer Evaluations

Guide Link

___ ADD New Employer/Supervisor - add all contact information, Click Add New Supervisor
___ ASSIGN student(s) to new employer for SAE evaluations
___ SEND REQUEST when ready for evaluations to occur
___ CLICK Positions to add job opportunities for employer/supervisor

Program Reports

1. Print Program/Teacher Reports

A. Use Activity Participation Report
___ Set dates for October Chapter Participation, select students, export "point sheet"

TIP: Participation Value is generated from the Calendar Activity QR Codes

B. Use Teacher Journal Report

___ Set date range for October, select teacher and ALL Activities
___ Generate either PDF or Excel document
___ Submit Teacher Journal Report to administration and program advisory

2. Monitor Student Mid-Grading Period Performance

A. Student Grading Report
___ Set date range, select students, review progress, message students or export

B. Standards-Based Activity Report
___ Run Competency Reports for applicable credential/certification submissions

Classroom Activities Include:

1. Introduce SAE to 1st Year Ag 1 Students
___ Teach Lesson 4: SAE Opportunities through Explore SAE.com

2. Introduce Career Exploration to Year 2 Ag Students
___ Teach Lesson: Exploring Educational and Career Interests

3. Begin close-out of current year records
___ Students should use the AET STUDENT CHECK SHEET

November AET Suggested Classroom Activity
November is an excellent opportunity to dedicate classroom time to record keeping and SAE development

Activity	Student learning outcome	Suggested time
AET Record Book Checkup	Identify missing or incomplete records	20 min
SAE Journal Workshop	Write quality journal entries	25 min
Financial Record Workshop	Practice income, expense, and inventory entries	30 min
SAE Goal Review	Evaluate progress toward individual goals	20 min
Career Skills Reflection	Identify skills gained through SAE experiences	20 min

AWARD SEASON PRO TIP:

1. Secure SAE Photos for award applications
___ Take 8-10 SAE action photos that encompass the skills and focus of the SAE
___ Upload photos to the AET Student Portfolio for fluid use in award applications
___ Upload supplemental documents here as well as photos

FFA Officer/Committee Member Activities:

AET Journal

1. Officer or Committee Member - SELECT

Chapter POA
___ ***Secretary:*** *Confirm all Officer Bios complete with picture*
___ ***Vice President:*** *Confirm all committee chairs and members are identified*
**New* ___ *Write summary and objectives for each committee*

___ ***Vice President/Secretary:*** *Check November ACTIVITIES and ensure accurate details are included which will appear in the chapter AET website calendar for parents/students*

___ ***Treasurer:*** *Check October ACTIVITIES and Click BUDGET to enter estimated and actual income and expense incurred for each event. Enter November estimates.*

___ ***Other Officers or Committee Chairs:*** *Check November ACTIVITIES and add the following for each:* ***Click ACTIVITIES TAB/Calendar Activity***

1. Goals, Plans, Outcomes

___ Draft/Edit specific description of the activity addressing the purpose of the activity

___ Write/Edit 3 SMART Goals for the activity

*New ___ Complete evaluation and outcome for each of the 3 activity goals for September and October

PRO TIP: Completing these 3 tasks as events occur makes the National Chapter Application easier to tackle late in the school year for submission.

Chapter Reflection

1. Does every student have an active AET account?
2. Have students established an SAE experience?
3. Are students consistently documenting their SAE activities?
4. Are students recording financial transactions?
5. Are FFA activities being documented?
6. Are classroom activities being tracked?
7. Have students demonstrated an understanding of record-keeping expectations?

AET Resources for November - resources to help teachers implement November activities:

- AET Teacher Help — Teacher management, grading, program reports and record management.
- AET Classroom Resources — Lesson plans, SAE instruction, and classroom activities.
- AET Student Help — Student record keeping, journals, financial records, and SAE resources.
- SAE Journaling Guide — Instructions for documenting student time and SAE activities.