

# AET Learn Guide: Submitting Your Chapter Strategic Plan/POA

## Purpose of this Guide

Your Strategic Plan/Program of Activities (POA) is your FFA chapter's roadmap for the year. Submitting it in AET ensures your chapter's goals, activities, and results are officially recognized at the state level. This guide will help you and your officer team learn how to complete and submit the POA/Strategic Plan step-by-step.

## Before You Start

- ✓ Make sure your Strategic Plan in AET is updated and reflects your chapter's goals.
- ✓ Review your state rules/policies for minimum requirements, if your state has these (as applicable).
- ✓ Decide which officer(s) will take the lead in this process.

## Step 1: Log In

- Teacher logs into the chapter AET account.
- Officers should work with the teacher to ensure correct access in their individual AET accounts.

## Step 2: Create the Submission Document

1. At the top menu, click Reports.
2. Select Degree/Application Manager.
3. In the dropdown 'add new chapter level application,' choose: AET Strategic Plan/POA.
4. Click Add. This creates your official submission document.

## Step 3: Link Your Strategic Plan

1. Click Application next to the new POA entry.
2. Select Basic Setup.
3. Choose the Strategic Plan you want to submit based on the year from the strategic plan you have already built in the chapter "Tracker" menu.
4. Click Save.


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## Step 4: Submit to the State

1. Click Reports again at the top.
2. Select Submission Lists and Feedback.
3. Make sure the correct school year is displayed in the top left.
4. Scroll to find AET Strategic Plan/POA and click Edit List.
5. Click Browse (top right).
6. Click Add next to your POA/Strategic Plan application.

 Your POA/Strategic Plan is now submitted!

## Step 5: Verify Submission

- Double-check that your application appears in the list.
  - If needed, contact your state staff for confirmation.
-  **Officer Role Idea:** Have the Reporter or Vice President confirm the submission and report back at the next officer meeting.

## Officer Leadership Integration

Here's how officer roles can connect to the POA submission process:

### Officer Role

President

Vice President

Secretary

Treasurer

Reporter

Sentinel/Other Officers

### Responsibility

Oversees the process and ensures deadlines are met.

Verifies that all committees' work is represented.

Reviews the accuracy of activities and records.

Ensures financial activities are included.

Confirms submission and communicates results to the chapter.

Assist as needed in organizing details.

## Wrap-Up Activity for Officers

- Hold a short officer meeting after submission.
- Discuss:
  - What went well in building and submitting the POA?
  - What could be improved for next year?
  - How will officers share the POA with the whole chapter?