



# Guidebook for AET State Degree Application

New 2022

The intent of this guide is to help advisors to become more familiar with the state degree requirements, and to provide detail for new advisors to become proficient in the state degree process. In the future this will be updated and expanded to remain relevant and helpful.

## Foundational/Basic AET Checklist:

- Small animals/pets, horses not owned by student and not intended for sale, leased breeding livestock to show, assigned class/school SAEs can all use this set up in AET
- Used to track time/hours in projects but not finances – AET counts time spent!
- Only 45 hours of these count towards State Degree right now, but will count fully for Greenhand and Chapter Degrees.
- **Set up with descriptive title:** (ex: Flicka – QH Mare or Welding Careers Search) and select corresponding categories
- **Plan: (Pencil logo):** write in complete sentences! Click outside the box to save.
  - Description: tell everything someone needs to know overall about your project (what it is, where it takes place, who helps you, who pays for what, when it will happen, etc)
    - If taking a small animal or horse to fair, list fair specific goals for each year here and be sure to mention that you are showing through Meridian FFA at Western Idaho Fair
  - Time investment: outline the timeframe of the project and how much time you plan to spend on a regular basis; include if that time will vary throughout the year
  - Financial: clearly list who pays for what for this project if applicable and include a bulleted list of items, amounts, and how often. If the project might include potential income, list this too.
    - If this does not apply to your project, include a short statement.
  - Learning Objectives: Select at least three Skill Areas (search through categories at top of page- can use skills from different categories)
    - Add short description of how you plan to demonstrate these skills with your project
- **Journals: (access by: Journal Tab, 'time in AET Experiences')** – journal time spent on project at least twice a month
  - Can do monthly or bi-monthly summary journal including daily care or activities, adding all hours together for journal entry. This can be similarly worded each entry.
    - Ex: “For the month of August, I went out to the barn every day and cleaned my horse’s stall, lunged him, and groomed him. This takes me about an hour every day.” ~30 hours
  - Do separate journals on more notable activities: competitions, lessons, clinics, vet visits, farrier appointments, FFA practices, trail rides
  - Must tag some of the skills for each journal entry
  - Be sure to select the correct project when journaling
- **No Budget or Financial Entries for this SAE type**

## Placement (Paid or Unpaid) AET Checklist:

- Paid jobs or volunteer/community service projects can be set up this way
- Paid jobs can be official (D&B Supply) or informal (getting paid cash to clean stalls or set water)
- Volunteering/community service can be official (signing up at pet shelter) or informal (feeding for your neighbor or mowing lawns for free)
- Used to track hours for volunteering or hours and paychecks for jobs
- Great for earning State Degrees – should relate to agriculture somehow
- **Set up with descriptive title:** (Ex: Cashier at Feed Store or Ride for Joy Volunteering) and select corresponding categories
  - **Click 'Paid' for a job and 'unpaid' for volunteer**
- **Plan: (Pencil logo):** write in complete sentences! Click outside the box to save.
  - Description: tell everything someone needs to know overall about your project
    - Where you're working or volunteering, why you are choosing that place, how many hours you plan to regularly work/volunteer, what you will be paid if applicable, what you'll be doing, who will help you (ex – mom will drive you there and back), what expenses you will have (uniform, fuel, etc), if someone will pay for anything for you
  - Time investment: outline the timeframe of the project (how long you plan to work or volunteer) along with how much time you will spend there on a regular basis
  - **No financial tab for placement**
  - Learning Objectives: Select at least three Skill Areas (search through categories at top of page- can use skills from different categories)
    - Add short description of how you plan to demonstrate these skills while working or volunteering
- **Journals: (access by Journal Tab, 'Time in AET Experiences')** – journal time spent at work or volunteering at least twice a month
  - For paid job: Journal hours MUST be the same as paycheck hours and must be reasonable/make sense – recommend to enter each time you get paid, adding hours for that timeframe together for entry (usually every 2 weeks)
  - For volunteer: this will vary depending on how often you volunteer (once a month may be all you do, especially when starting out)
  - Tell what you did – entries will likely be somewhat repetitive at first but should show growth over time as you gain more responsibility. Journal on trainings, raises received, new skills mastered, etc.
  - Must tag some of the skills for each journal entry
  - Be sure to select the correct project when journaling
- **Paychecks for paid jobs: (accessed by Finances Tab, 'New Paycheck')** – enter at intervals you are paid (usually every 2 weeks)
  - Enter accurate hours (must be same as journal hours), \$\$ earned, and any expenses for that timeframe
  - MUST have some expenses for any paid job (fuel, uniform, etc)
- **No Budget for this SAE type**

## Ownership/Entrepreneurship AET Checklist:

- Market livestock projects, breeding livestock owned by students, horses owned by students intended for sale, and student-run agricultural businesses are set up this way
- Used to track hours and finances for projects – AET gives credit for money!
- Useful in earning State Degrees if they make profit!
- **Set up with descriptive title:** (Ex: WIF Market Lamb or Small Engine Repair) and select corresponding categories
- **Plan (Pencil logo):** write in complete sentences! Click outside the box to save.
  - Description: tell everything someone needs to know overall about your project (about your animal or business, why you are doing the project, who will be helping you with it, who will be paying for what, where the business will run from or where the animal will live, how you will advertise your business, how you will handle business transactions)
    - If taking an animal to fair, be sure to mention that you are showing through Meridian FFA at Western Idaho Fair
  - Time investment: outline the timeframe of the project and how much time you plan to spend on a regular basis; include if that time will vary throughout the year
  - Financial: clearly list who pays for what for this project, what someone lets you use that you don't have to buy, and include a bulleted list of expense items, amounts, and how often. Also list expected income and how often.
    - Current expenses: those used up within a year
    - Non-current expenses: will last more than a year
  - Learning Objectives: Select at least three Skill Areas (search through categories at top of page- can use skills from different categories)
    - Add short description of how you plan to demonstrate these skills with your project
- **Budget (Dollar sign logo):** enter expected income and expense amounts, including a brief description in the memo. Actual amounts will show up to compare to when entered later.
  - \$\$ from WIF dairy or livestock sale, \$\$ from paying customers = Cash/Market sale
  - Barn or Pasture Board = Rent
  - Inventory for Resale = animals or equipment purchased to be resold
  - Cash means the student is paying for it themselves
  - Non-cash means someone else will pay for it
- **Journals: (access by Journal tab, 'Time in AET Experiences')** journal time spent on project at least twice a month
  - Can do monthly or bi-monthly summary journal including regular, daily care or activities, adding all hours together for journal entry. This can be similarly worded each entry.
    - Ex: "For the month of August, I cared for my lamb daily and worked with him on showmanship at least once a week. Feeding takes about 15 minutes per day and showmanship practice usually lasts 30 minutes every week."
    - Ex: "For the past two weeks, I mowed five lawns a day in the Meridian, ID area, starting at 7 am and ending at noon. I also edged the lawns and did some weed wacking along fences. I used my riding mower and made \$\_\_ per hour and spent \$\_\_ on fuel hauling from one place to the next."
  - Do separate journals on more notable activities: buying an animal, initial and final weigh ins, veterinary experiences, show practices, jackpots, fitting/shearing, fair classes, market/dairy sale

- For businesses: starting the business, expansions/new clients, buying new equipment, major repairs, big accomplishments, new services offered
  - Must tag some of the skills for each journal entry
  - Be sure to select the correct project when journaling
- Finances: (access by Finances tab and either 'New Cash Entries' or 'New Non-Cash Entries')**  
enter expenses and income at reasonable timeframes and in reasonable amounts
  - Expenses paid for by student: ('new cash entries, enter cash expense')** enter who you bought the item from (vendor), the date, the amount, select the correct project and type of item, and enter a brief description in the memo line
    - Animals: market animal, grooming or care supplies, wormer, vet expenses (vaccinations), hoof trimming, AI fee, feed, barn or pasture board, fuel, etc
    - Business: repair expenses, smaller supplies/tools, insurance, advertising, fuel
    - Ex: 1 market wether for fair
    - Ex: oil for mower
    - Will take away money from project!
  - Expenses paid for by someone else: ('new non-cash entry, labor exchange or gift')** enter the date, the amount, the type of item, correct project, and explain more in the memo line
    - Ex: feed paid for in exchange for yard work (labor exchange)
    - Ex: grandma bought hay for good grades (gift), dad bought me a horse
    - Will not add to or take away money from project!
  - Income: ('new cash entries, enter cash income')** enter date, who paid you the money, correct project, amount, type, and brief description in memo
    - Ex: Les Schwabb - 2022 WIF Market Sale
    - Ex: Hidden Valley Subdivision Lawn Payment
    - Grants available through National FFA (need based): [SAE Grants - National FFA Organization](#)
  - Beginning Values: (access by Finances tab, 'Beginning Values')** – enter any money you had to your name when you first started ag class and any non-current items you're using for your project that you already had/owned when you started ag class
    - Cash, checking, or savings accounts value
    - Pickup, trailer, saddle, tools, etc – enter current value and original value
    - Tells AET you had money to make your first purchases before you made any money in the project
  - Loans and large capital expenses (access in Finances tab)**
    - If you take out a loan to help start a project, enter it in the 'Loan Manager'
    - If you (student!) buy new, expensive, long-term items, enter them in 'Non-Current Items' (if someone else does, enter as 'non-current gift')
      - Pickup, trailer, horse, breeding livestock to keep, big equipment, etc
  - Set up breeding projects as market projects until they have successfully reproduced
  - Use breeding manager once you have offspring from projects that you plan to sell

## Research/Experimental AET Checklist:

- Conducting research in an agricultural area or subject (conducting an actual experiment, collecting data/answers to reach a conclusion, etc)
- Agriscience fair CDE should use this set up , Some class-based SAE's may fall into this category
- Counts journaled hours towards degrees – this type of SAE does not make money
- **Set up with descriptive title:** (Ex: Effects of fertilizer on plant growth) and select categories
- **Plan (Pencil logo):** write in complete sentences! Click outside the box to save.
  - Description: tell someone everything they need to know about the experiment or study you are conducting. Why did you decide to do this project? Is it for a class? A CDE? What kind of activities will be done? Who will be helping you with it? What kind of supplies will you need? Who will pay for things that need purchased? Where will this take place?
  - Time investment: outline the timeframe of the study and how much time you plan to spend on a regular basis; include if that time will vary throughout the year
  - Financial: clearly list who will pay for what for this project if applicable and include a bulleted list of items, amounts, and how often.
    - If this does not apply to your project, include a short statement.
  - Learning Objectives: Select at least three Skill Areas (search through categories at top of page- can use skills from different categories)
    - Add short description of how you plan to demonstrate these skills through your experiment or study
- **Budget (dollar sign logo):** enter expected expenses (if applicable) and a brief description in the memo space. Actual amounts will show up when entered later.
  - Cash means the student is paying for it themselves
  - Will probably mostly enter 'supplies' if applicable
- **Journals: (access by Journal tab, 'Time in AET Experiences')** journal time spent on project at least twice a month during realistic time frames
  - Journal about the set-up of your project
  - Can do monthly or bi-monthly summary journal including regular, daily care or activities, adding all hours together for journal entry. This can be similarly worded each entry.
    - Ex: "For the past two weeks, I spent five minutes every school day checking the plants on the grow cart and evaluating the moisture of the soil, the color of the leaves, and the growth of the plants. I applied fertilizer to the plants as needed and recorded new findings."
  - Do separate, thorough journals on more notable points (collecting data, major events, buying supplies, results, conclusion of project, presentation of project)
  - Must tag some of the skills for each journal entry
  - Be sure to select the correct project when journaling
- **Finances: (access by Finances tab and 'New Cash Entries – enter cash expense')**
  - Expenses paid for by student: enter who you bought the item from (vendor), the date, the amount, select the correct project and type of item, and enter a brief description in the memo line (Ex – 3 bags of potting soil or 2 thermometers)
  - This SAE type may not have any expenses to enter and should not have any income

END