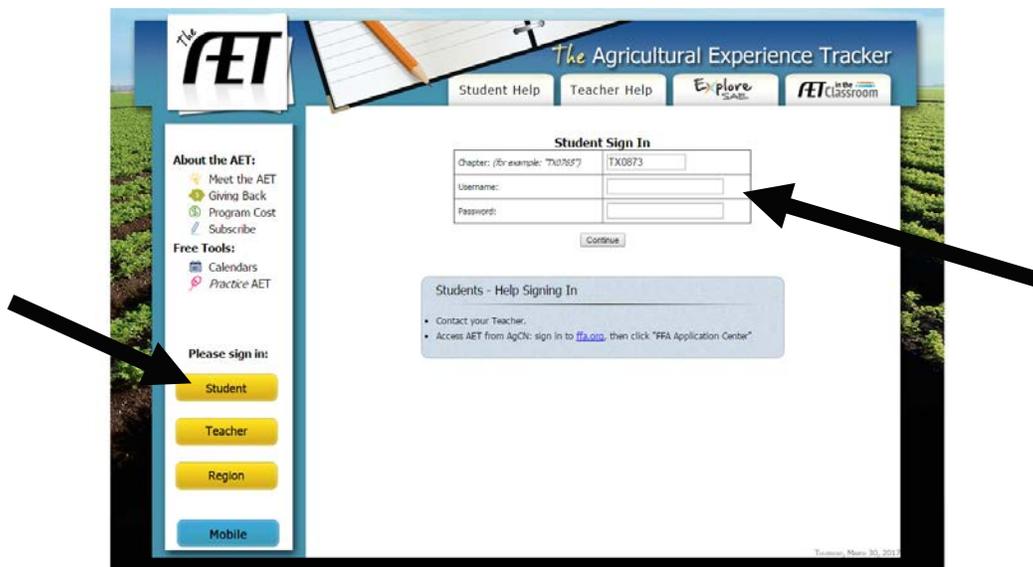


Taylor FFA AET Record Book Expectations For Katy ISD Livestock Show

Here is the following steps and requirements to make sure you have the perfect record book for Katy ISD Livestock Show. By following these steps for 3 years, you will become eligible for receiving your Lone Star Degree. **Remember that this is due April 1st at 2:35pm.** It is your responsibility to communicate to an agriculture teacher, to have your record book checked, and to follow up to make sure you have met all the requirements. It is **\$25 a day in late fees** off of your Katy ISD livestock show check for each day that you are late.

Login

1. Go to www.theaet.com
2. Click on the yellow students button on the left hand side on the screen
3. Log in using the following
 - Chapter – TX0873
 - Username – First initial Last name (SBurke) or (sburke) *it is cap sensitive*
 - Username – First initial Last name (SBurke) or (sburke) *it is cap sensitive*



Profile

1. Click on profile and make sure to update your about me section
 - Update any information in your personal profile (*never change your username or password*)
 - Record your Ag Class Schedule
 - Update your Resume Section

- From here you can also add your chapter offices and your SAE in Experience Manager



Experience Manager (SAE)

- After clicking on Experience Manager you will need to add a new experience. This will be your project for Katy ISD Livestock Show
- The name of your experience needs to read something that is professional as explains the nature of the project. For example **2019-2020 Katy ISD Swine Project**. If you want to place a name for the project write it as **2019-2020 Katy ISD Swine Project – Ms. Piggy**.
- The level/focus will be **individual**.
- SAE Type is **Entrepreneurship/Ownership**. This is because you own your animal.
- Primary Experience Category is **Animal Systems**.
- Primary Subcategory is...
 - Swine – Market Hog Project
 - Beef – Steer or Heifer Project
 - Sheep – Lamb Project
 - Goats – Goat Project
 - Poultry – Broiler Project
 - Specialty Animal – Meat Rabbits
- Just click on a category/unit that fits with the project.
- DO NOT click on a management module

| Add/Edit Experiences | | |
|---|---|---|
| Name: ? | <input type="text" value="2017-2018 Katy ISD Swine Project"/> | Enter a short descriptive name for this experience. |
| Level / Focus: ? | <input type="text" value="Individual"/> | |
| SAE Type: ? | Exploration: <input type="radio"/> Foundational ? Journal Only | |
| | Agriscience: <input type="radio"/> Research/Experimental ? Journal and Finances | |
| | Job: <input type="radio"/> Paid Placement <input type="radio"/> Unpaid Placement ? Paychecks and Journal | |
| | Business: <input checked="" type="radio"/> Entrepreneurship/Ownership ? Journal and Finances | |
| Primary Experience Category: ? | <input type="text" value="Animal Systems"/> | Explore this Category |
| Primary Subcategory: | <input type="text" value="Swine"/> | |
| Category/Unit: | <input type="text" value="head of Show Swine"/> | |
| Management Module: | <input type="text" value="(None Selected)"/> | |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> | | |

805882 | 390 | TUESDAY, FEBRUARY 20, 2018

9. Next click on the yellow pencil to fill out the five sections for you SAE

Project/Experience Manager (SAE)

[Print All SAE Agreements](#)
 [Add New](#)
 [Return to AET](#)
 
[View SAE Assessments](#)
 0 Unread Assessments

| Settings / Planning (#1) | | | Records (#2) | | | Reflection (#3) | |
|---|---|---|---|--------------------|-------------------|------------------|---|
| Settings <small>(Active, Setup, Location)</small> | Start Yr - Name / Type | Planning <small>(SAE Plan, Budget)</small> | Financial Entries | Journal Entries | Files / Photos | Current Value | Year-end Tools <small>(Annual Review, Ending Inv., Usage, SCK, Report)</small> |
|    | 2019-2020 Katy ISD Swine Project - Ms. Piggy EN - Swine |   |  0 | 0 | 0 | \$0.00 |     |
| GRAND TOTAL | | | 0 | 0 | 0 | \$0 0 hrs | |

10. The first section tab is where you describe your SAE project.

A summary of the project (copy & paste the box into your plan to get started):

- Describe your project
 - What is your project and where are you keeping it?
 - Why did you choose this project?
- My project is planned to start _____ and end on _____ .
- My project has several goals that represent key areas of the project. Goal 1 is _____, goal 2 is _____ and etc...
 - These could be to earn money and/or gain experiences or personal goals you have.
- _____ is assisting me with my project and helping me through _____ activities.
 - This will be your supervising teacher, but could also be others such as parents.
- In terms of project safety, important areas of safety include _____, _____, and _____ .
 - This helps illustrate you have reviewed aspects of safety within your project.

11. The second section tab is where you describe the estimated investment of time for your SAE project.

A summary of time in your project (copy & paste into your plan):

- I usually spend _____ hours per week in _____ activities for my project.
 - What time are you spending on your project?
 - What are you doing while you spend this time?
- Key dates or events in my project include _____, and _____, etc...
 - These are the dates when you brought your project, when you began your project, show dates, and important evaluation times of your project
- My project time relates to my career plan, which is to _____.

12. The third section tab is where you describe the financial investment needed for you SAE project.

An estimated financial investments report (copy & paste into your plan):

Planned Project Expenses

- The funds I need to invest in my project were obtained from ____.
 - Could be money you began with, money you previously earned, money from your family or a loan.
- Main cash expense categories to support my project annually includes inventory for resale, feed, supplies, or repairs.
 - List your main expenses.
- In terms of total cost, my project will annually require \$____ per year to operate my project.
 - This will be total cost of your project once it is finished.

Planned Project Income

- Potential income for my project annually is _____ this includes cash sales, premium income, or other income for my project.
 - Use this section to describe how you obtain your project's income.

Planned use of Non-Current Items

- I plan to use assets that someone else owns, but allows me to use them in my project, which include _____, _____ and _____ items. In order to use these items, my arrangement is that I _____ in order to use these long-term and expensive items.
 - This would be items such as clippers, scales, and other barn amenities.
 - State your pen rent amount here.
 - If keeping project at home, your parents own the facility (you still need to pay rent to them)

13. The fourth section tab is where you describe the learning objectives for your SAE project

- You need to click the button with the green plus sign that says “Add/Explore Skill Areas”
- You then will click on skills that you think you will learn in this project. They need to be different every year.
 - First year – 3 objectives
 - Second year – 4 objectives
 - Third year – 5 objectives
 - Fourth year – 6 objectives
- After saving the learning objectives, you will need to write a short sentence describing the planned activities that are related for each objective in the boxes next to the objectives. Remember to use complete sentences.

14. Finally click on the clipboard to fill out the annual details for your SAE
 - You just need to put down the head of animals and what the animal is.
 - Put a short description of the results of your project on progress show and livestock show.
 - *For example I purchased 1 head of Show Swine for Katy ISD Livestock Show. I placed ___ in class at _____ show, or I showed 3 of my 5 head of Katy ISD Meat Rabbits at Katy ISD Livestock Show and placed ___ in class at _____ show.*
 - The clipboard will turn green when done.

Project/Experience Manager (SAE)

[Print All SAE Agreements](#)
Add New
Return to AET

[View SAE Assessments](#)
 0 Unread Assessments

| Settings / Planning (#1) | | | Records (#2) | | | Reflection (#3) | |
|--|---|---|----------------------|--------------------|-------------------|------------------|---|
| Settings <small>(Active, Setup, Location)</small> | Start Yr - Name / Type | Planning <small>(SAE Plan, Budget)</small> | Financial Entries | Journal Entries | Files / Photos | Current Value | Year-end Tools <small>(Annual Review, Ending inv., Usage, SCK, Report)</small> |
| | 2019-2020 Katy ISD Swine Project – Ms. Piggy EN - Swine | | 0 | 0 | 0 | \$0.00 | |
| GRAND TOTAL | | | 0 | 0 | 0 | \$0 0 hrs | |

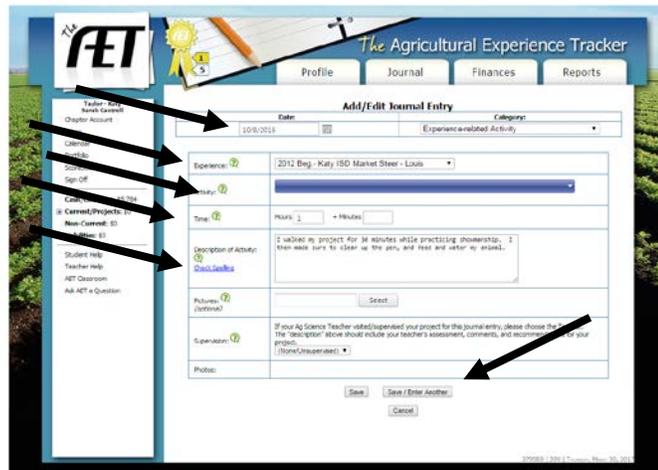
Journal

1. After clicking on the Journal Section on the top of AET, you will need to start creating journal entries for the time you owned your animal. To do this you need to click on “Time in your AET Experience”



2. You need to make a journal entry for **every week** you own your animal. There needs to be only 1 to 2 hours for each day adding up to 7 to 14 hours for each week. Any more than that then your record book can bounce back during Lone Star.
3. First make sure to change the date to the first day you received your animal.
 - October 5th – Goats, Lambs, and Pigs
 - May 13th - Steers

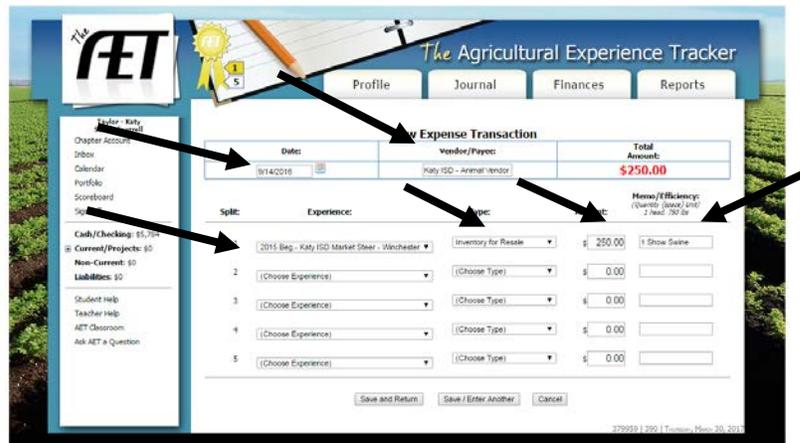
- January 7th - Rabbits
 - January 3rd - Broilers
- Next click on your current AET experience.
 - Then type in the number of hours for the time spent
 - Select an activity description that best fits the main focus of your hours at the barn at that time.
 - Finally write a short description of your daily activity with your project.
 - *Example –I walked my project for ___ minutes while taking ___ minutes to focus on showmanship each day this week. I then made sure that the pen was clean and suitable for my animal. I feed my animal ___ pound of ___ feed twice a day. This week I weighed my animal, and it weighted ___ pounds this week. That is a ___ increase from last week. I will make the following changes in my feed plan for the following week....*
 - Click on save/enter another
 - Keep going until you have finished up every day you owned the animal



- Last part of the journal section is completing your community service hours. You will need to have 10 hours for the 2019-2020 school year. All community service done within the chapter has already been entered for you. But feel free to enter any additional community service done outside of FFA.



2. Start first by clicking on SAE Cash Entries (Entrepreneurship & Research)
3. Green dollar sign = Cash income Red dollar sign = Cash expense
4. First you need to change the date to the day that the expense or income occurred.
5. Next type in the name of the vendor or payee (This is the business that you brought the material from or the actual business that bought your animal)
6. Then select the experience that the expense or income is for.
7. Finally select the type of expense or income and the amount. (*All animals need to be listed as Inventory for Resale*)
8. In the Memo section, you need to have a detailed explanation of what the item is. All feed must have a pound amount.
 - Your first entry need to be for your animal (inventory for resale), pen rent (\$20 per month), entry fees for the show (\$25), and barn keys in applicable (\$5 each).
 - You need to have bought feed throughout your project. You cannot feed an animal on one bag of feed
9. Make sure to click save.



Example of Great Finances Listed

| | | | | |
|----------------------|-----------|-----------|--|---------|
| Edit | 2/18/2019 | 5/9/2019 | 2018-2019 Major Market Lamb Project - Huckleberry (Supplies) Lowrises 1 pack of ziplines | \$7.67 |
| Edit | 1/28/2019 | 4/4/2019 | 2018-2019 Major Market Lamb Project - Huckleberry (Feed) Last Chance Feed and More 2 bags of Ramsey feed | \$43.50 |
| Edit | 1/17/2019 | 4/4/2019 | 2018-2019 Major Market Lamb Project - Huckleberry (Supplies) Tractor Supply Co. 2 bags of shavings | \$9.73 |
| Edit | 1/17/2019 | 4/4/2019 | 2018-2019 Major Market Lamb Project - Huckleberry (Supplies) Tractor Supply Co. 2 bags of shavings | \$9.72 |
| Edit | 1/4/2019 | 4/4/2019 | 2018-2019 Major Market Lamb Project - Huckleberry (Feed) Last Chance Feed and More 2 bags of Ramsey feed | \$32.62 |
| Edit | 1/4/2019 | 4/10/2019 | 2018-2019 Major Market Lamb Project - Huckleberry (Other) Tri County Feed and Supply 1 bag of Gold Dust | \$20.51 |
| Edit | 1/4/2019 | 5/9/2019 | 2018-2019 Major Market Lamb Project - Huckleberry (Other) Steinhausen's 1 bottle of W/acharge Liquid Boost | \$37.83 |
| Edit | 1/2/2019 | 4/10/2019 | 2018-2019 Major Market Lamb Project - Huckleberry (Supplies) Katy Feed & Tack 2 bags of shavings | \$11.25 |
| Edit | 1/2/2019 | 4/10/2019 | 2018-2019 Major Market Lamb Project - Huckleberry (Supplies) Tri County Feed and Supply 1 muzzle | \$13.53 |

Check List for AET Record Books

- Wrote 4 Paragraphs Under AET Experience**
- A Journal Entry for Every Week that I Owned My Animal**
- 10 Hours of Community Service for 2019-2020 School Year**
- All Expenses and Income are Logged in for my Project**
- Informed my Agriculture Teacher that I need my Record Book Checked**
- Fixed any Changes that Need to be Made**