**Completing the Keystone/American Degree in AET**

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**http://aese.psu.edu/teachag/supervised-agricultural-experience**

**FOR Keystone applications: if students have some records in PA books and some in AET. I suggest that they add an SAE project for the PA books and enter the journal hours in one lump number using one journal entry,**

**or similar journal entries in one lump number, enter each type of expense in individual entries; add all of the feed expenses and make one entry; for example. These applications are not due until November, so there is time to enter more detail. That will make the application a smoother process for everyone.**

This document assumes that the student has been using AET for their project book.

If you have recordbook questions, please see the ***Student Guide to AET by Robin Bechtel*** which is located at <http://aese.psu.edu/teachag/supervised-agricultural-experience>.

Before you start the Keystone or American Application, you need to do some house cleaning and clean up/finish your record books. As you complete your records, then, that info will flow completely to the application. Remember, SAE projects are NOT about winning awards, they are about extending the classroom instruction and learning about **keeping good/complete records!!!**

SAE projects that are acceptable are those that are completed OUTSIDE of classroom time. SAE projects where only classwork is recorded are not accepted.

As you are reviewing your records:

1. Make check for spelling – in several areas there are spell check options. If not, copy the info to a Word file and do a spell check.
2. Watch your use of CAPITAL LETTERS. Names, first letter in sentences, towns, are all capitalized and the letter I, when you mean you…
3. Add enough detail to your entries so that anyone reading your application will be able to understand what you did. We are not all from your school/town/area.
4. Make sure your comments are appropriate for an award application.
5. Delete any pictures in your profile that are not SAE/FFA/Classroom related.

**PROFILE TAB**

1. **\_\_\_\_\_Check the Profile** – make sure all of the information, here is complete and accurate and capital letters are used as needed! This information flows onto the cover page of your application. If your graduation year is not correct, **your teacher** can correct that under the Teacher Accounts tab: Manage Accounts and select the student’s name; graduation date is a box in this tab. Your FFA Member Number and Chapter Number MUST appear, here, also. If not, talk to your teacher. Make sure your birthdate is correct, too. All of this information effects your FFA membership and award eligibility. Include your parent’s first AND last names.
2. \_\_\_\_\_\_If your FFA member number is not in the application or your profile: this is for your teacher.

There is no automatic connection between AET and [ffa.org](http://ffa.org).   Go to : "FFA.org Roster Helper" screen (Accounts menu, item #7, Find the button that says "Lookup FFAIDs".  To get an FFAID, the student's name must perfectly match on in AET and ffa.org. If you need help, please contact Carole Fay or Mike Brammer.

1. **\_\_\_\_\_In the profile, a nice head shot in FFA dress would be great!!**

**Then, you would have it for Lancaster Farming and the local newspaper** ☺

1. **\_\_\_\_\_Ag Courses**: Make sure you have selected every Ag course you have completed and passed. The first Ag course is the most important as records entered before the first date of that class will not be included in your application. If all of your courses are not listed your teacher will have to update the course list.
2. \_\_\_\_\_Update and Complete your resume: Check your Career Objective, it must be brief and to the point. Read the Green ? if you need ideas. Make sure your entries can make sense to anyone reading them. Don’t forget your career objective and references.
3. \_\_\_\_\_Check the rest of the areas in the Profile and update areas that apply to you.
4. Back to the Profile Tab
5. **Go to the Experience Manager**
	1. \_\_\_\_Check over your list of projects carefully, if there are projects that you selected and did not do, go to the Gears and delete them. If you need to finish the records, you can do that, backdating is fine and will not penalize you in any way.
	2. \_\_\_\_\_Toggle on/off – if you have completed projects toggle them off, it will make record entry into succeeding projects much easier. They will go into the application even if they are toggled off.
	3. \_\_\_\_\_Gears: Make sure your project is the correct type!!! If you are not sure, go to Explore SAE and review the information, there. You can change the project type without losing information. Project names are VERY IMPORTANT!! Do not use animal names; if your horse’s name is Sadie, the project name should be Pleasure Horse. If you have market animals the name should include the YEAR that you plan to SELL the animals. Market Steer 2015, for example.

Market projects are completed when the animal or group is sold. If you have another market project, that should be a new project the following year. Breeding projects and placement projects continue from year to year.

If you have market/replacement or breeding projects, select the module that best applies to your project.

* 1. \_\_\_\_\_Make sure the Plans (Pencil) are completed. They need to be very descriptive and if you have the same project for several years, update the description every year.
	2. \_\_\_\_\_Complete the Year-end Review – that is the clipboard. Even if it is marked green, review it. The entries in Year End Review go to the application as a description of the project. This page helps the reviewers of your application to fully understand your projects and YOUR ROLE in the project. The annual review is a REVIEW of what actually happened during the year not what you PLAN to happen at the beginning of the year, but, is completed at the end of the year. You can include what you learned, new skills completed/learned, etc. “Scope” or the Numeric Quantity of animals that you worked with each year is completed in the Annual Review section, also. If you are not sure what to enter, choose the green ? for more explanation. Be careful of the length of the description, it may cut off in the application.

**SAMPLE REVIEW DESCRIPTIONS:**

1. If your project was work experience this is an acceptable description:
Keep ‘Em Kickin’ Vet clinic – 3 Years. Veterinary Assistant. I started working as a general maintenance person and this year I assisted the vets in the clinic holding animals and as a receptionist as needed. I learned how to take x-rays and assisted the vet techs.
2. Smith Dairy Farm Placement– 3 years. I worked for my dad on our dairy farm; where we milk 250 Holstein cows. I started out feeding calves and cleaning their hutches and after completing the AI Breeding school, I breed the cows. My conception rate is 80%. In the future I hope to buy some of my own cows and integrate them into the herd.
3. Jones Produce Farm: 4 years. We raise 1 acre of watermelons, 2 acres of strawberries and 5 acres of sweet corn, there are 4 other employees. I started out weeding the strawberry patch and picking produce as needed. Today, I run a stand at Root’s Market on Tuesday and am involved in all aspects of produce production: planning the planting, planting, cultivating, spraying (I received my spray license this year), and determined the best harvest time.
4. If you have completed 4 years in the same placement, the descriptions should change each year. You should show a change or increase in tasks that show more responsibility/skills learned.

Entrepreneurship:

1. My SAE project included 3 dairy cows; Crystal, Bonnie, and Sally. It also included Crystal’s heifer calf Catie and Sally’s calves Susie and Sammy. I sold Bonnie in 2013.

This may explain the animals that show up in your inventory and it will explain what happened to Bonnie. Since this is an ongoing project: you can update the description each year. Then, the reviewers can follow the animals and see what has happened with them, sold, bred, transferred to another project, etc.

1. Market Swine SAE: 3 hogs for Lampeter Fair. This year I showed 2 hogs at Lampeter Fair and my family butchered and ate the third one. I included the funds for the 3rd hog in Used by family.
2. Market Goats SAE: I purchased 2 Boer market goats for Solanco Fair, I only showed and sold Starsky because Hutch died. He got pneumonia because my pen was too wet. We installed a fan and that has helped with the moisture.

f. \_\_\_\_\_Budget: Back to the Experience Manager and Select the Dollar Sign, make sure you have completed a budget for each project. If the project is complete, the budget is easy to fill in.

**JOURNAL TAB**

1. \_\_\_\_\_Review your journal entries, you can select the type of entries that you want to see. Select ALL in the year menu so that you can see all of the entries, not just 2015 entries. Double check your FFA Activities and Community Service Hours. Your entries, here should be brief, descriptive and TO THE POINT! Make sure your journal hours are realistic. There are only 24 hours in a day and you need to sleep some of those hours!

A journal entry example could be: 9/8/15, Description: 9/1-9/8, I fed and watered my iguana every day. 5 hours.

9/6 Today, I cleaned Iggy’s (iguana) pen and put in a lot of newspapers because his cage was very messy!

**FINANCES TAB:**

1. \_\_\_\_\_Select Beginning Values (Blue box)

In this section, you should have entered the values of any items that you owned prior to your first day in Ag. The first day in Ag is the first date that you had an Ag class. If that needs to be updated, go back to PROFILE tab and select the Ag classes section. If class dates need to be updated, talk to your FFA Advisor.

1. \_\_\_\_\_Current Expenses are current assets (will be used up in a short time: feed) that you owned before your first day in class. If you showed animals in 4-H and had some feed left that you are going to use for your FFA projects, etc.
2. \_\_\_\_\_Non-current Items in inventory are OWNED by you, the STUDENT, if you use dad’s trailer, you can enter an expense for trailer use or exchange in labor but, not listed in inventory. These items are also SAE related, not personal items.
3. \_\_\_\_\_Cash/Checking: How much money did you have or do you think you might have had when you started in FFA?

1. If you own inventory at the end of the year, the value of these items will impact your final numbers.

\_\_\_\_\_Go Back to the FINANCES TAB

Go to: the Tractor – Non-Current Items.

Make sure the description is complete and with enough detail that anyone will be able to know what the item is. Do NOT use animal names, only. Animal names are acceptable with a complete description included. Example: Sally: Registered Bulldog, Born 1/1/14

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In the left column, select Usage and enter the % that each item is used in each project. It must total 100% each year. If the item was sold or died, etc. make sure that is indicated as well.

1. \_\_\_\_\_Select Review and edit finances: Check the names of Vendors to be sure the entry is actually a vendor, such as a business or person where you made a purchase – DAD or GRANDPA are not vendors, please use their names. Make sure the vendor name is spelled correctly.

Each entry should be like this:

DATE or purchase/ Date Entered/ Description:Project name (category of item purchased, Supplies) vendor From the memo box, a note of exactly what you bought. If you need to make changes, select edit. Always make sure you “SAVE” after making changes.

1. \_\_\_\_\_Year End Adjusted Value

The value of inventory items at Year End or in this case, October first. If the item has been sold, the number is 0.

1. \_\_\_\_\_Non-Current Items (New Items and Usage of Capital Items) Capital items are those items, used in your SAE project that YOU own for more than 1 year. Personal items do NOT go, here.

In this section, you will need to update the capital items information which transfers to inventory in the application. Please give a complete description of the items. If there are animals, then, date of birth and breed should be indicated, also. Each animal should be listed separately.

1. \_\_\_\_\_LOAN MANAGER

This is where you enter loans associated with your SAE projects. Personal loans do not go here.

1. \_\_\_\_\_NON-SAE ENTRIES

You can enter some personal expenses here.

This is money that you show as spent has to be indicated somewhere as income.. either as gifts, non-SAE income etc. or SAE income. Remember, you can’t spend money that you didn’t earn. If you enter an expense, it has to be covered by an income. The applications do NOT require non-SAE expenses.

1. \_\_\_\_\_EXPERIENCE MANAGERS

If you have animal, entrepreneurship projects, you should be using the Experience managers.

If that is not showing up in the Finance tab, then, go back to Experience Manager and the gears, go to the bottom of the screen and select

Category: Animal Systems

Sub category – Your animal type

Category/Unit – What type of animals; Breeding, showing, etc.

Management Module: Market/Replacements or Breeding Herd

**REPORTS TAB**

\_\_\_\_\_If you have CHECKED off every topic, above you are ready for the BIG STEP!

To set up an award application: go to the Reports tab and select Degree/Application Manager.

At the top of the page you will see: [**FFA Award Information**](http://www.theaet.com/AET/Profile/Personal.aspx?RetURL=%2FAET%2FReports%2FApps.aspx) - complete the FFA information that automatically inserts into FFA award reports: open that link FIRST, and complete any empty boxes that apply to you. Enter the years AND hours of Ag Ed courses taken in your school. If you indicate more than four years, check with your teacher to see if your program is a 5 or 6 year program, there are very few in PA.

\_\_\_\_\_In the box that says “AgriScience Fair, pull down to Pennsylvania State Degree (Keystone) and click Add New Then, Select Application. (You only have to do this ONE time)

The first window includes basic instructions – READ THE INSTRUCTIONS!

1. In #12, if you have records in AET, DO NOT unlock the application, then, you can make changes in AET and the changes will transfer to the application.
2. If you do NOT have records in AET, then, UNLOCK the application, otherwise leave it “locked”.
3. As you read through the application some of the information in the pink boxes at the top are for students who have unlocked the application and are completing it by hand. Read them, anyway because it may include information for everyone.
4. \_\_\_\_\_In the left margin Select COVER
5. \_\_\_\_\_Leave the boxes: Area and District empty.
6. \_\_\_\_\_Read every page from the top down for special instructions. Where you see Green ? icons, select that for more information in an area.
7. \_\_\_\_\_At the bottom left Ag Education Hours and Years, please enter the years AND Ag course hours.
8. \_\_\_\_\_On the cover page, select “Review Profile in AET” to make sure the profile, addresses, etc. are complete.
9. \_\_\_\_\_Then, Select Review Award Info in AET, complete all of the boxes that apply to you. That info will transfer to AET.
10. \_\_\_\_\_Load from FFA.org will bring in your Chapter number and member number if it is not already in the application.
11. \_\_\_\_\_BASIC SET UP PAGE – Change the ending date to the current year: for Keystone: 10/1 of current year, American Degree: 12/31 of the year that just ended. Applications are due in March, so it is December of the year that just ended.
12. \_\_\_\_\_This page will populate for you from AET.
13. \_\_\_\_\_ADDITIONAL REQUIREMENTS – These boxes must be YES to qualify for the Keystone Degree. Mark these IF you have completed the requirements.
14. INCOME AND EXPENSE PAGE
15. \_\_\_\_\_Income and expenses should appear on this page according to the type of projects that you have had.
16. \_\_\_\_\_If you have had entrepreneurship projects, expenses such as feed or other supplies should appear here. Throughout this page, you should NOT see terms like: not met or not balanced or No. If you do, you will have to go back to your records and make some changes.
17. \_\_\_\_\_Community Service: Make sure your community service entries explain what you did, Briefly. It is OK and a really good idea to have more CS activities than required.
18. \_\_\_\_\_FFA Activities for Keystone – Double check the activities and make sure you have 10 FFA Chapter Activities (marked in the CHAPTER column) and FIVE Different activities above the chapter level. Be careful that you don’t count activities that are the same, but, entered in a different way. County Fair Livestock Judging one year is the same as Livestock Judging County Fair in another year. That counts as ONE activity above the chapter level – Same activity titled in a different way.

Make sure, also, that you have more activities listed than the required number.

AET will mark FFA Activities as MET and it may not be. Ask your teacher to manually check your activities to be sure!! When in doubt, add more activities to be sure you have enough.

1. \_\_\_\_\_Continue checking the rest of the pages, if there is an error or Not Met, then, refer to the Green? And go back to AET to see where your issues are.

Make sure you complete all of the requirements, signatures, etc.

You have one opportunity to hand in your application. If you have an ERROR or NOT MET that comes up, go back through this checklist and follow every direction, carefully.

Your teacher can contact Mrs. Fay for additional help if you have an issue.

Good Luck!!!!