

SAE

A Record Book for All Ag Students

There are three different SAE record books available on the Wisconsin FFA webpage. On the left hand side click on the SAE Award Forms and Resources. Scroll down the page and you will find an SAE Placement Record Book, an SAE Entrepreneurship record book, and an SAE combined record book. Each of these record books includes the new format for the new proficiency applications to be released this year. The new applications are designed around the career clusters.

STEP 1: Remember keep it simple. Start by only requiring the students to complete 1 hour a week or 9 hours total for a 9-week term for their SAE program.

In order for the SAE program and record book to be a successful experience for you and your students you want to keep it simple. You will have students that record more time than this and others that will just meet the requirement. If a student is simply taking care of a pet at home if they spend 10 minutes a day with them that adds up to 70 minutes a week. This is not unreasonable and makes it simple for any student to complete. Working at home can count as Home and Community Development as a start. Encourage students to expand and explore other options.

STEP 2: Provide them with a folder if you are using a paper record book or have them create an SAE folder in their computer file if they are going to complete them online. Have the students put their name and year of graduation on the folder tab. Create a file drawer for each grade level 9-12 and keep their SAE record book from class to class and year-to-year so they have a continuous record of their SAE. You can use the folders to count how many unrepeatable ag students you have in each grade level and total.

STEP 3: Provide your students with an SAE record book, either a paper copy (have a T.A. make copies for you) or an online version.

STEP 4: Decide if you are going to grade your SAE record book as part of the class grade. A rubric can be found below on page 2 of this document. The record book is worth 100 points. However, tell the students it should be the easiest "A" they earn. You will help them fill it out. Make it significant enough it makes a difference in their grade so they feel compelled to do it, but at the same time make it easy enough for them to complete so it doesn't impact their class grade.

SIDE NOTE: The Lodi FFA chapter affiliated its membership this year, so every ag student is an FFA member. I went so far as to require them to participate in an FFA activity this quarter for their SAE record book. So far I have had no complaints or parent phone calls. If they don't participate they only lose 5 points, but we keep a list of FFA activities on the board and encourage students to choose at least one to try. I have had some students I never expected to help with an FFA activity show up at 2 or more events.

SAE Record Book Rubric

Name _____

____/10	Page 1 Completed Personal Information
____/10	Page 2 Completed Employment or Self Employed
____/10	Page 3 Completed SAE Agreement
____/10	Page 4-5 Complete hours you worked each month (9 per term)
____/5	Page 6 complete Size and Scope of each project
____/10	Page 7-8 Inventory Current Assets
____/10	Page 9-10 Inventory Non-current Assets
____/5	Page 11 Income and Expenses
____/15	Page 12 List five skills minimum match to Career Cluster Skill
____/5	Page 13 List Two supporting performance indicators with CC Skill
____/5	Page 14-15 Balance sheet/personal expenses
____/5	Page 16 FFA Activities/Speeches, School Activities, Community Service
____/0	Page 17-21 Appendix
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____/100	Total Points