

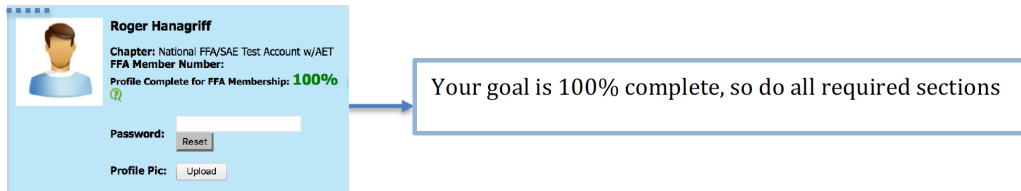
AET – Program Planning

Chapter Officer Summer Planning Meeting

This guide will provide a summer planning outline for your FFA officer team face to face or online.

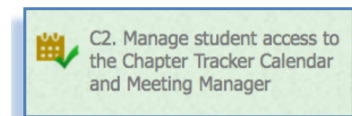
#1 - Update your AET Student Profile:

1. Under the PROFILE tab complete all sections. This helps make sure you have the needed information so that your teacher can get in contact with you...essential for student leaders!



#2 - Help Manage FFA Meeting dates, agenda and more – Take a look and make sure you see how to manage FFA meeting details online

1. AETs Meeting Manager ([help link](#))
 "Meeting Managers" will see a new box on the top righthand corner of the AET login.
 - ✓ Create FFA meeting dates or assign an officer to that role
 - ✓ Develop meeting agendas
 - ✓ Invite students, parents and special school contacts



2. Be sure to add AETmobile to keep up with meeting and other Chapter event details
 Visit <http://m.theaet.com> to access The AET mobile app. Then, click "add to home screen" to add it to your mobile device.



#3 – Help Manage Your Program’s Strategic Plan / POA – Take a look and make sure you can see how to help build your programs strategic plan

A POA is an important aspect of growing leaders, building communities, and strengthening agriculture in your program. Below are some good resources to review as part of your meeting. Learn more more using "Teacher Help & POA Tools" -

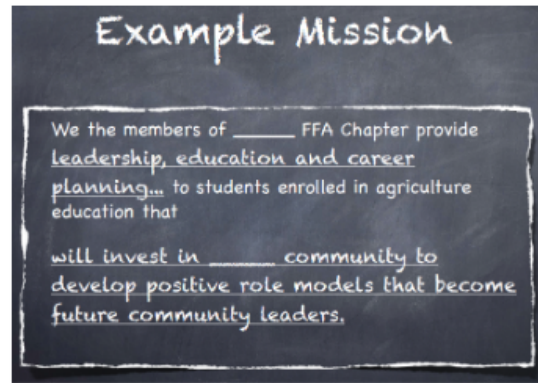
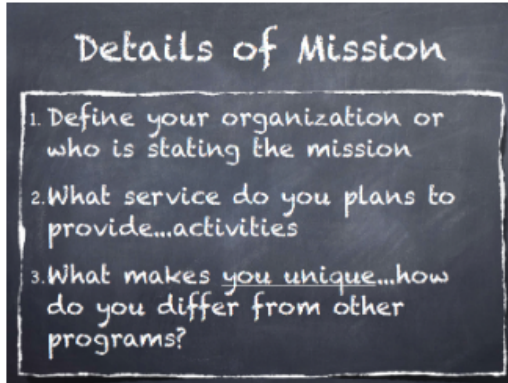


- ✓ See Teacher Help and Strategic Planning Tool for videos and guides ([see help](#))
- ✓ An important area...be sure to take charge of only YOUR assigned areas...this helps be sure you do not delete others work!
- ✓ Here are some important items to review:



Every successful business has a strategic plan. It is the CEOs #1 role! Using AET's Strategy Manager...

- ✓ Help set yearly planning window (12 mo. Set of dates) ...this can also match your FFA National Chapter Award dates!
- ✓ Define your program's mission statement



- ✓ Review program strengths and weaknesses to come up with strategic solutions
- ✓ Plan important POA events that help you achieve your mission and match strategic positions

#4 – Activity Details - Once you have events set, take charge (or assign student leaders) and complete the details for each event! Such as:

- ✓ Student responsible for the event
- ✓ Details of the event such as goals, planning dates and results
- ✓ Track participation (scanning students into events), which adds to their records!
- ✓ And more...setup an event and review the items...then train others to assist!



#5 - Chapter Event Attendance (Validation) – Take a look and make sure you know how to track “who” attended events. – ([help link](#))

1. Use student ID cards for each student and decide on:
 - a. Printing all ID Cards and place in a binder to scan into events
 - b. Print each card and cut/laminate, then give to each student
2. At each FFA meeting or event, assign an officer to be in charge of scanning students into meetings/events and be sure to:
 - a. Choose the best category
 - b. Choose appropriate points for each event
 - c. Use the “Participants” section to record the previous items
 - d. These results are recorded in the event and also sent to the student's records

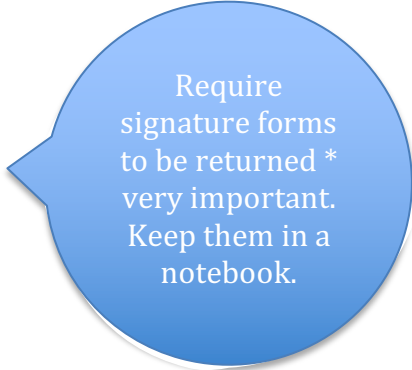


#6 – Chapter Handbook, Constitution & Communications Plan In

AET – here are some ideas to be sure are complete. The executive committee or membership according to your rules should vote upon the handbook. Then a copy could be given to the high school principal and posted on the chapter's website for transparency.

1. Chapter Handbook (Sample items could be:)

- ✓ Letter from the President
- ✓ Current Officer and Advisor Team
- ✓ What is FFA & Chapter History
- ✓ SAE/AET Grading Policy
- ✓ Livestock Show Chapter Rules
- ✓ FFA High School Letter Jacket
- ✓ How to order your FFA Jacket
- ✓ FFA Chapter Eligibility
- ✓ FFA Officer Guidelines
- ✓ Shop/Lab Rules
- ✓ Hold Harmless Agreement
- ✓ Signature form with details to complete AET Profile policy (Improves communications with parents & emergency contact form)...this is just a good idea!



Require signature forms to be returned * very important. Keep them in a notebook.



Be sure to have a communication plan with parents and program stakeholder (school or community contacts) using AET Message Center.

Teachers create "Important School Contacts" that will become part of the communications using AET Message Center, which then student leaders can use as part of the FFA Meeting Manager.

- Having students complete their Emergency Contact form (Part of their AET Profile) will help! This shares a code of conduct, publicity release and more information that parents can validate by e-signature.

2. Constitution:

Review the chapter constitution, which rarely needs revisions but follow the constitution guidelines to vote on any changes. Post the current constitution on your website and share in as many ways as possible.

#7 – Save Important Files in Program Portfolio & Use AETweb –

work with your teacher to save important files into the Program Portfolio in AET and keep your calendar updated and share online! Here are some ideas:

- ✓ To maintain transparency, have your AET calendar, Chapter Constitution, Handbook and other important information listed using AETweb.
- ✓ If you have an alternative website (school or other), have your teacher look at Program Privacy settings and use the URL link to show on any site!

