

AET – Program Planning

“Pre-meeting Setup to get Officers Involved”

These steps can help you select your student leaders and gather important items before you begin planning your program’s important activities that match your program’s strategic goals.

Step # 1 – Be Sure Your Teacher Set-up Steps are Done!

Choose Profile from your Teacher Login and make sure each area is up-to-date and complete:

- Your personal “Teacher Profile is Complete”
- Be sure the students are current (take out the old and add in the new!) – *see teacher help – getting started for more!*
- Classes are setup so students can choose as they setup their accounts

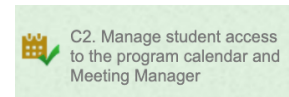


Step #2 – Gather Important Items from [Teacher Help](#)

1. Review online resources in AET, such as:
 - Getting Started - to make sure teacher steps are done (see guides and videos)
 - Strategic Planning Tools – Guides and Videos such as:
 - Strategy Manager Video (use as a getting started video for all student leaders)
 - Develop your Strategic Plan PDF guide (#2) (use as a handout for student leaders)
 - Student Worksheets (#1) (use as a handout for student leaders...have multiple copies)
 - Scanning in student participants (#3) and adding in events & participation points

Step #3 – Setup Your Student Leaders Using Your “Tracker – C2”

1. Use “C2-Manage student access...” to select your student leaders, which gives them access to help you manage the programs POA & Calendar.
2. Choose a student leader and have them enter all important school dates (using access from the student account-calendar) such as school dates and other basic dates



Step #4 – Prepare for Chapter Event Attendance (Validation)

1. This can help “track” student participation, improves students records and tracks activity points...see help content for details...but be ready to share with students how to get this done!

Step #5 –Review the Chapter Handbook and Constitution

1. Prepare to review the constitution for updates if any
2. Update your Chapter Handbook
3. Review the Student Emergency Contact Info & Approval Form
This information is typically reviewed by parents and electronically approved and includes a liability, code of contact and publicity release form as part of the process. This can also be used as your contact/email information document. Have every parent sign it after they fill it out in AET.

Step #6 –Program of Activities ready for FFA’s National Chapter Award

1. The carrot for this effort is to help create data that can automatically be selected in your Program National Chapter Award. All of their work can also be copied to future years and be improved each year...a time saver and students work can be valued into future years! Be ready to inspire them!

