

Interactive Record Book - Quality Records Assessment Guide



Cover Page:		
GENERAL TAB: Confirm FFA ID, First Day in Ag, Number of Course Enrolled, Average Days Backdating	Y	N
MEMEBERSHIP TAB: Confirm each tear of membership, Member ID, Chapter and Name	Y	N

Ag Ed Enrollment:		
Ag Courses: Has completed ____ years (____ hours of secondary Ag Ed) See Section B. Ag Courses, or Cover Page Executive Summary #4, 5a, 5b	Y	N

Activities:		
Resume: Has school or professional organization activities included See Section A. Resume	Y	N
Officer/Committee: Chapter officer, committee chairperson or a participating member of a major committee is listed. See Section C. FFA Officer and D. POA Committees	Y	N
CDE: Student shows participation in __#__ State, __#__ Regional/Area/District CDE's or LDE's Journal reflection is included See Section E. Journals (Summary or Competitive Events)	Y	N
Other: Student has demonstrated parliamentary procedure, and or delivered a 6-minute speech Journal reflection is included See Section E. Journals (Competitive, Other, FFA, In-Class)	Y	N
FFA: Student has participated in __#__ of FFA activities See Section E. Journal (Summary, Competitive, Other, FFA) Journal reflection is complete	Y	N
Community Service: Student has at least __#__ hours of Community Service is listed *Activities are NOT duplicated as an SAE See Section E. Journal (Community) Journal reflection is included	Y	N

SAE Quality:		
F. AG Experiences: SAE Experience Manager - SAE's all have GREEN check marks for PLAN, BUDGET, CLIPBOARD, AND LEARNING OUTCOMES	Y	N
RESULTS: Entrepreneur SAE's with \$Dollar Values must be verified and correctly documented in each SAE with a value on the FINANCES TAB in the SAE - Market Value Adjustments show ITEMIZED consumable inventory appropriate for the enterprise and is listed in the expenses or market manager. EX: harvested crops on storage, unweaned offspring, growing crops or animals, supplies,	Y	N
SKILLS: Student has journaled at least __#__ different skills with a minimum of __#__ of evaluations	Y	N
SAE Review - CHOOSE an SAE	GENERAL TAB	
Annual Review (Scope): EACH SAE in each year has a quantity and a defined description of the project include type of animal, crop, business, or research that identifies the student role and responsibility and/or purpose of the SAE NOTE: This should reveal the kind of SAE and it's agriculture relation See Section F. SAE (General Tab)	Y	N
SAE Plan Description: EACH SAE description defines scope, duration, project intent, employer name, title position, if a job defines terms of payments, products/production handled, related to SAE type (Ent, Plct, Resrh) Signatures YES or NO. See Section F. SAE (General Tab)	Y	N
SAE Plan(s) Time: EACH SAE has a planned use of time that describes the hours planned for the project, common activities and time conflicts for the project? See Section F. SAE (General Tab)	Y	N

SAE Plan(s) Financial (Research & Entrepreneurship SAE's): EACH SAE describes the plan for use of cash and non-cash and explains the use non-current capital items (equip, breeding animals, etc.), or if research defines financial needs and grants See Section F. SAE (General Tab)	Y	N
SAE Plan(S) Learning Objectives: EACH SAE has at least 3 learning indicators selected with planned activities <i>and evidence/results</i> for the activity See Section F. SAE (General Tab)	Y	N
SAE Plan(s) Budget (Entrepreneurship/and Research only): EACH SAE has a budget of income and expenses related to the project (MEMO/Calculation formula optional) See Section F. SAE (General Tab)	Y	N

SAE Review - JOURNAL TAB

Journal Entries: Placement = Journal entries have hours, skills and a reflection. Entrp/Research = Journals may be optional, but management entries can be present as well. <u>If ENTRP required</u> , hours, skills and a reflection are present. See Section F. SAE (Journal Tab)	Y	N
Journal Skills: Journals and skill summary supports SAE and meets __#__ of skills required. See Section F. SAE (Journal Tab)	Y	N

SAE Review - FINANCE TAB

SAE Finances (Entrepreneurship Only): EACH SAE has appropriate expenses for the project such as (a) inventory purchased (<i>seed, livestock, product</i>) (b) expenses to grow SAE (<i>feed, chemicals, fertilizer</i>) , (c) expenses to manage SAE (<i>rent, supplies, medications, vet, labor</i>) (d) expenses for quality (<i>bedding, custom hire machinery, rent, freight</i>), (e) returns (<i>products sold with detail \$/lb, \$/Bu, \$/hd., \$/item</i>) realistic for SAE size/scope listed in plan. RESEARCH: Funding and Cash expenses ONLY Labor exchange: Best Practice = show labor (hrs) contributed in memo AND journals. See Section F. SAE (Finance Tab)	Y	N
SAE Finances (Entrepreneurship Only): EACH SAE has appropriate Market Value Adjustments at year end (listed and detailed) that are reasonable and appropriate for the SAE (feed/hay, replacements, show steers, feeder animals, grain on storage, supplies, unsold finished products) Non-Cash purchase can claim market value ONLY, Cash purchase claims all \$ invested. See Section F. SAE (Finance Tab) Check P/L Tab, section 1 - Ending Inventory (Must be detailed in Ending Current Inventory Page in the App = Item description + (SAE NAME)	Y	N
SAE Finances (Entrepreneurship/Research Only): If the project includes breeding animals, equipment or machinery, items are assigned (% use) in Non-Current Asset Usage See Section F. SAE (Finance Tab). Also, are the non-current item transactions of sales and transfers appropriate. See Section F SAE. (Finance Tab)	Y	N
SAE Finances and Journals (Paid Placement Only): The project has at least daily, weekly, or monthly journal hours that are within ____% of paycheck hours and the journal and paychecks follow the SAE Plan Journal reflection is included. See Section F. SAE (Finance & Journal Tab)	Y	N
SAE Journals (Unpaid Placement and Research only): Journal records entered follow the SAE plan (weekly, monthly or other), and the SAE skills chosen are appropriate for the project. Lab hours reflective of simulated or school-based enterprise are in line with state Work-based learning guidance. Journal reflection is included (Entrep Journals may or may not be optional) See Section F. SAE (General & Journal Tab)	Y	N

SAE Review - OTHER TABS

May be OPTIONAL

SAE Portfolio: Student has included additional documentation and or related SAE photos that support the SAE. SEE Section F. (Portfolio Tab)	Y	N
Supervision: At least __#__ Student SAE evaluations are present with a rating and feedback. SEE Section F SAE. (Supervision Tab)	Y	N

Breeding/Market Manager: Use of the manager is related to the identified SAE and shows applicable transactions (offspring, transfers, sells, death loss, used at home, weights and other management processes. SEE Section F SAE. (Breeding/Market Manager Tab)	Y	N
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