Fall 2012 SAEP

**Requirements:**

* Mandatory meetings are **MANDATORY**! There are **20 points** assigned to each meeting, if you are not there, you will not get the points! (Be sure to contact ME if you miss the meeting(s). You may be missing out on vital information.
* You MUST have an on-going SAE (directly related to Ag) to be enrolled in this course
* Scheduled SAE visits starting in September
* A poster with a *complete* description of your SAE with photos and captions
	+ **DUE: Monday, December 17th (A day)**
* FFA Record Book for 2012: Keep Record Book Updated monthly
	+ **Your record books will be due on- September 25th, November 5th & May 17th by 3:30pm (NO EXCEPTIONS! Late record books will receive HALF credit)**
	+ Record Book Rubrics are on the reverse side

**My information:**

**Email:** **sfrey@petk12.org**

**Phone: 707-696-9002 or 707-778-4661**

If you have any questions regarding this class, your SAE or your record book, please don’t hesitate to contact me.

**If you have questions or need help in your record book, please come see me during tutorial or afterschool until 4pm.**

**SAE VISTS:** I will be visiting your workplace or place in which your SAE is housed. It is important to schedule your visit ASAP due to a busy semester! (See attached document)

Thank you for your involvement in Petaluma FFA and all your hard work. I am excited to see your projects! ☺

**RECORD BOOK RUBRIC**

**When you turn in your record book, turn this in with it inside the front cover**

**Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Score: \_\_\_\_\_\_\_\_\_\_/100pts**

**COVER: 5 pts**

* **Completed in blue or black ink**
* **Neat**
* **All lines are filled out correctly**

**TITLE PAGE: 5 pts**

* **Completed in pencil**
* **Project is identified**

**CALENDAR: 20 pts**

* **Completed in pencil**
* **All months and dates are labeled**
* **Important dates are recorded (Refer to calendar list I gave you for meeting**

**dates, conferences, etc)**

**BUDGET: 5 pts**

* **Completed in pencil**
* **Columns are totaled**
* **Entries made correctly (no zeros, whole numbers)**

**BUSINESS AGREEMENT: 20 pts**

* **Completed in blue or black ink**
* **Each project has an agreement**
* **Ownership: six areas are addressed, complete sentences, signatures**
* **Placement: complete and had appropriate signatures**

**JOURNALS: 20 pts**

* **Completed in pencil**
* **All months are labeled**
* **Entries are made correctly (units, dates, no zeros, totaled, entered twice)**

**FFA ACTIVITIES: 10 pts**

* **Completed in pencil**
* **Filled in correctly**

**COMMUNITY SERVICE/ SCHOOL ACTIVITIES: 5 pts**

* **Completed in pencil**
* **Filled in correctly**

**GENERAL SCORE: 10 pts**

* **Record book is neat and clean**
* **All entries are legible**

SAE- Fall 2012

Your name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number(s): Cell:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year in Ag: \_\_\_\_\_\_\_\_\_ Current Ag Class(es): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your SAE(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SAE Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many years have you done this project? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you consider yourself an expert in the area of your project? Explain.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are the best times and days for a visit? (i.e. days you work, what is best for you?)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are any concerns regarding your SAEP or your record book that you have?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I will be contacting you shortly with information in scheduling an SAE visit. Thank you!