



**NEW JERSEY FFA
ASSOCIATION**

**PROGRAM OF
ACTIVITIES**

PROGRAM OF ACTIVITIES

STEP 1: COMPETING THE PROGRAM OF ACTIVITIES

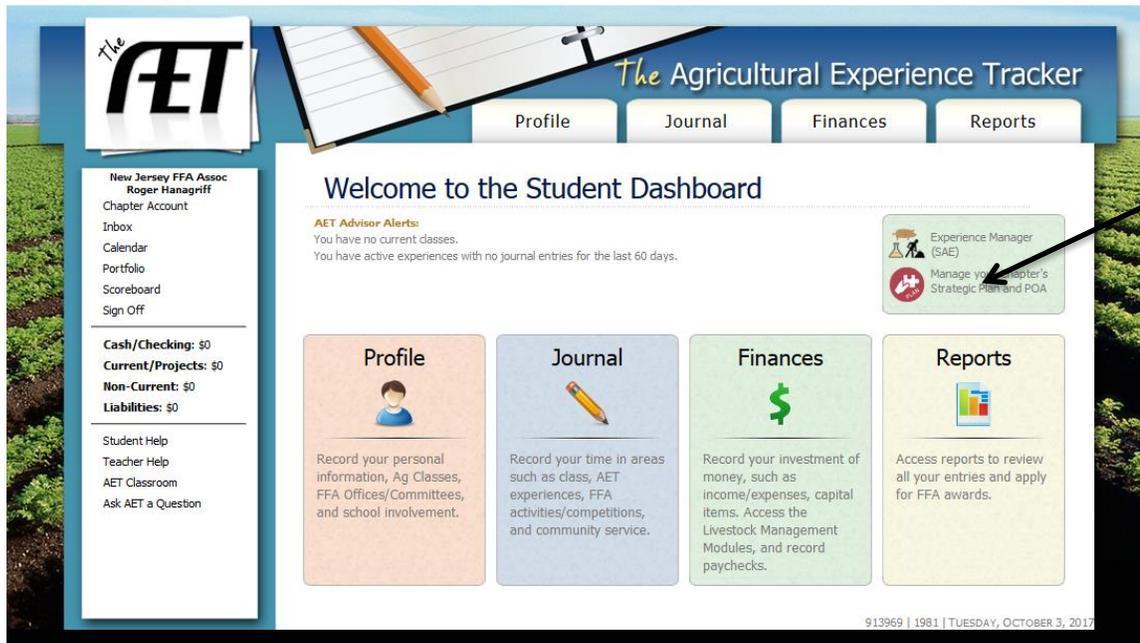
TEACHER VIEW



After you log in, click the "Tracker" tab.

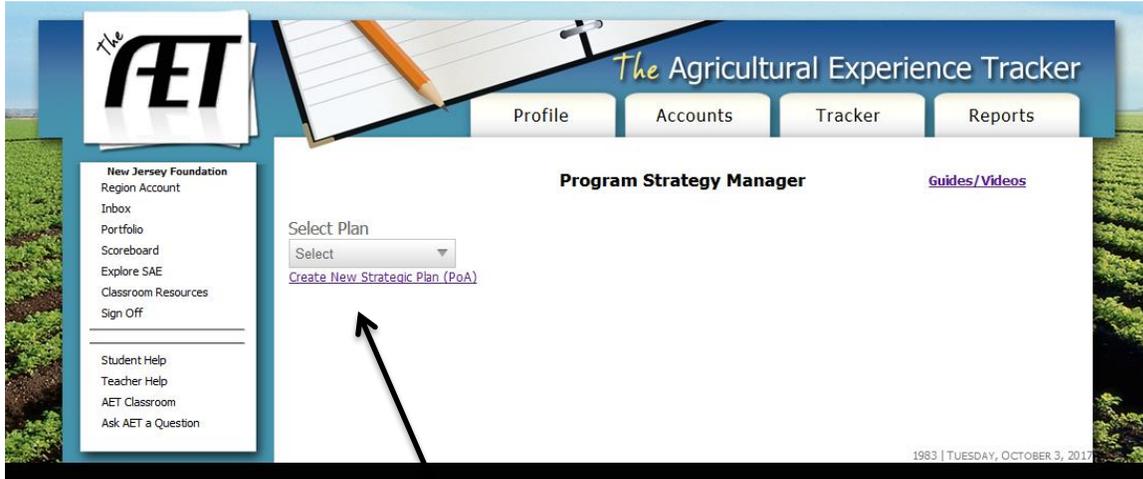
The Chapter Tracker page will appear. Click on "C4: Develop and manage your Chapter Strategic Plan and Program of Activities."

STUDENT VIEW



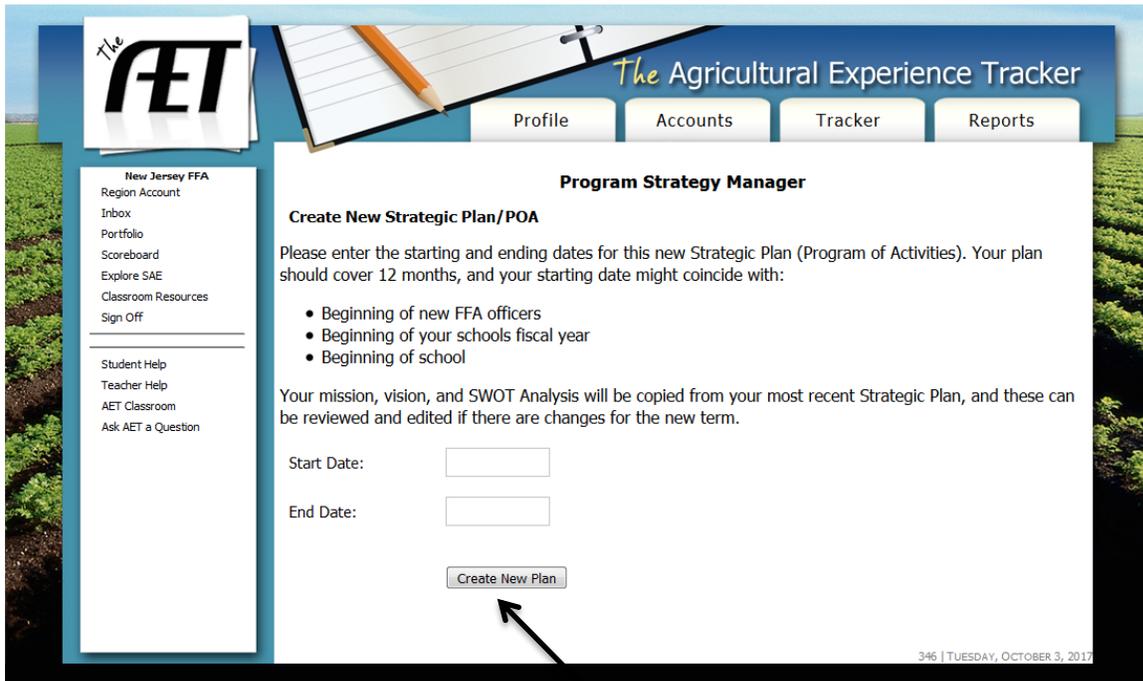
After you log in, click, "Manage your Chapter Strategic Plan and POA."

STEP 2:



Click "Create New Strategic Plan (POA)"

STEP 3:

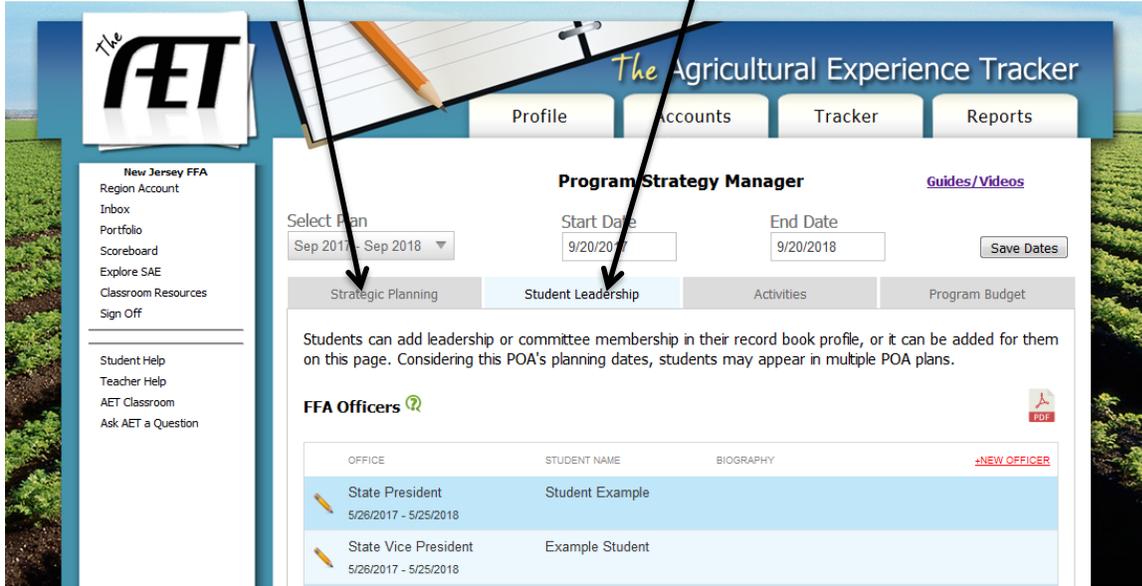


Enter Dates and Click "Create New Plan"

SPECIAL NOTE: Strategic Planning Tab is a place to record the program’s Mission Statement, Vision Statements, SWOT Analysis and Goals/Outcomes.

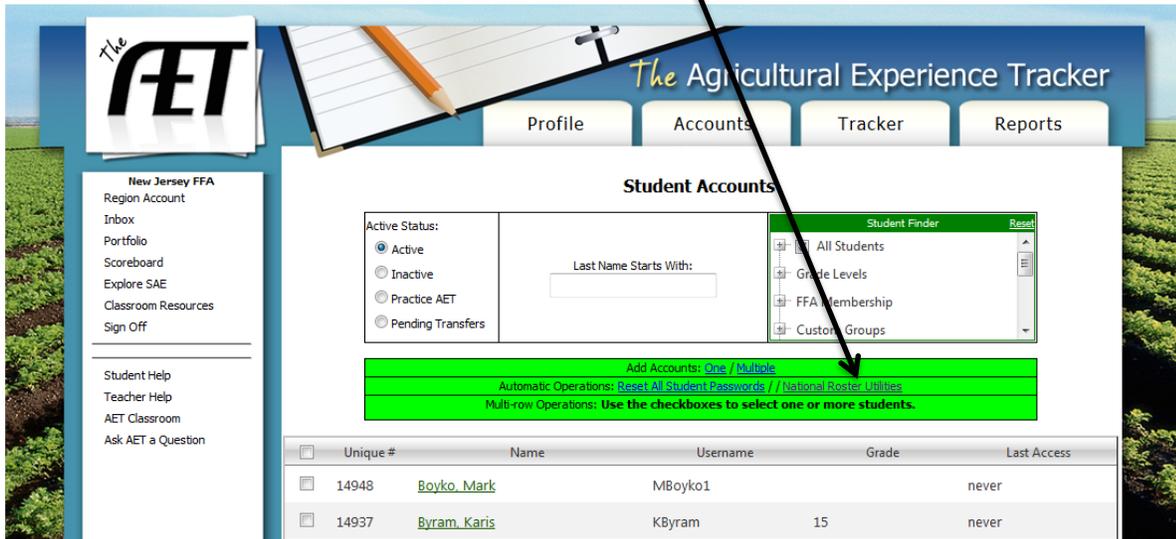
STEP 4:

Click on the “Student Leadership” tab.
 Add FFA Officers (click “New Officer”)
 Add FFA Committees (click pencil to add chair/co-chair and click “Members” to add members (should prepopulate student names))



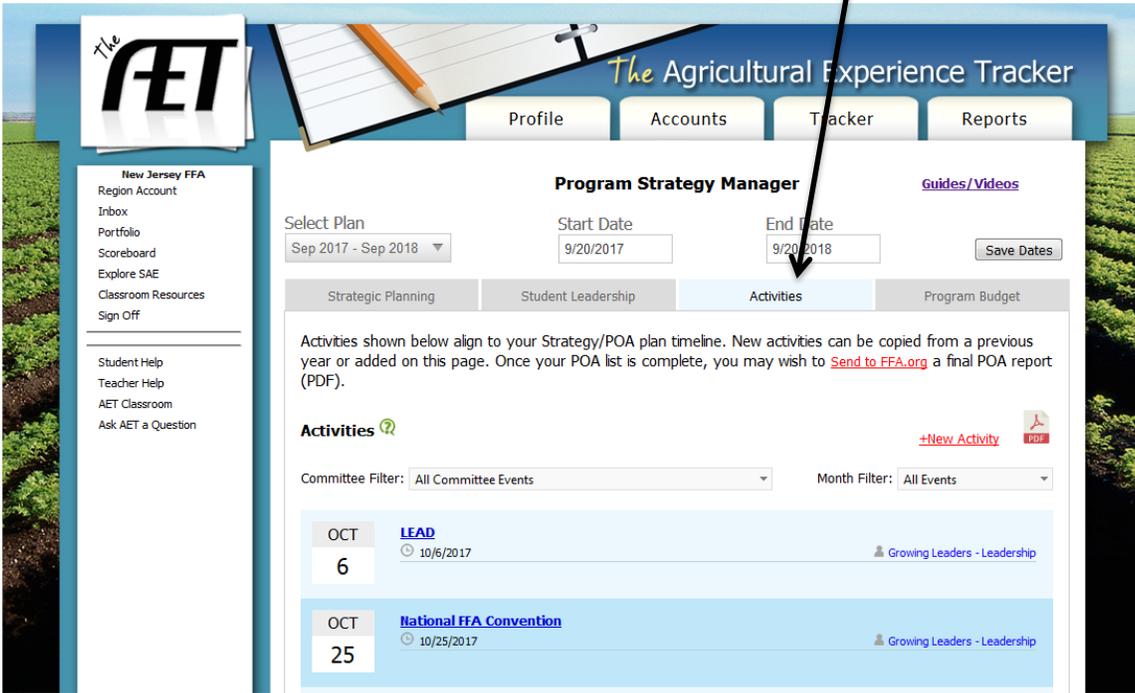
SIDE NOTE: IF STUDENT NAMES DON'T PREPOPULATE...

1. Click Accounts tab
2. Click #1. Manage all accounts
3. Click National Roster Utilities (in lime green box)
4. Click Add to AET tab
5. Add all students that need to be on AET



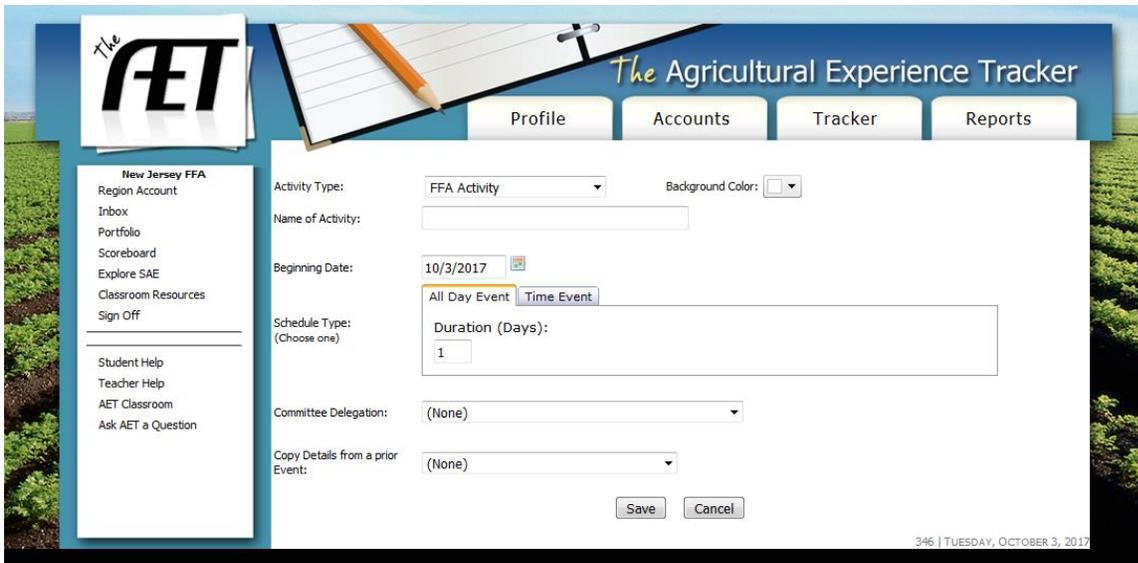
Click on the "Activities" tab.
 Add New Activities (click "New Activity")
 These activities will also appear on the chapter calendar.

STEP 5:



Complete all requested information:
 Activity Type, Name of Activity, Beginning Date, Schedule Type,
 Committee Delegation, etc.

STEP 6:



Click on the Activity Name to do the following:
General Information; Goals, Plans and Outcomes; Deadlines & Dates;
Results & Evaluations; Photos; Budget; Participants

STEP 7:

The screenshot shows the AET website interface. At the top, there's a navigation bar with 'Profile', 'Accounts', 'Tracker', and 'Reports'. Below that, the main heading is 'Program Strategy Manager 212° Conference'. A 'Select Year' dropdown is set to 'Sep 2017 - Sep 2018'. There are four main tabs: 'Strategic Planning', 'Student Leadership', 'Activities', and 'Program Budget'. Under 'Activities', there are seven sub-tabs: 'General', 'Goals, Plans and Outcomes', 'Deadlines & Dates', 'Results & Evaluations', 'Photos', 'Budget', and 'Participants'. The 'General Information' section is active, displaying the following fields:

- Name: 212° Conference
- Activity Type: FFA Activity
- Beginning Date/Time: 12/9/2017 8:00 AM
- Ending Date/Time: 12/9/2017 5:00 PM
- Committee: Growing Leaders - Leadership
- Allow Student Photos: (Available through mobile app)
- Publish to AETWeb:
- Students Responsible: Add: [dropdown] (No students are selected.)

A rich text editor toolbar is visible at the bottom of the 'Details' section.

Click on "Goals, Plans & Outcomes" to
set goals, create plan of action, and record evaluated outcome

STEP 8:

This screenshot shows the 'Goals, Plans of Action and Outcomes' section of the AET website. The 'Goals, Plans and Outcomes' sub-tab is selected. The 'Activity Description' field contains the following text: 'The chapter will participate in the statewide 212° Conference at Rutgers University. This event will promote the development of leadership skills in our students.' A character count indicates 'maximum 350 characters - 187 remaining'. Below the description, a 'Goal #1' field is partially visible.

Click on "Results & Evaluations" to record how the activity advanced leaders, made an impact, related to the quality standard, as well as any accomplishments and recommendations

STEP 9:

The screenshot displays the AET web application interface. At the top, the logo 'The AET' is on the left, and 'The Agricultural Experience Tracker' is on the right. Below the logo is a navigation menu with 'Profile', 'Accounts', 'Tracker', and 'Reports'. The main content area is titled 'Program Strategy Manager 212° Conference'. A 'Select Year' dropdown is set to 'Sep 2017 - Sep 2018'. Below this are four tabs: 'Strategic Planning', 'Student Leadership', 'Activities', and 'Program Budget'. Under the 'Activities' tab, there are seven buttons: 'General', 'Goals, Plans and Outcomes', 'Deadlines & Dates', 'Results & Evaluations', 'Photos', 'Budget', and 'Participants'. An arrow points to the 'Results & Evaluations' button. The 'Results & Evaluations' section contains three text input fields. The first field is titled 'Advancing Leaders' and contains the text: 'Fifteen students attended the 212° Conference held on December 9. Three of the students immediately applied for member of the month applications as the result of their attendance. Seven additional students wrote letters to Alumni and Advisory Committee members to seek mentorship for the rest of the school year. All fifteen students attended the next chapter meeting.' The second field is titled 'Impact' and is empty. The third field is titled 'Related to Quality Standard' and is empty. A left sidebar contains navigation links for 'New Jersey FFA', 'Region Account', 'Inbox', 'Portfolio', 'Scoreboard', 'Explore SAE', 'Classroom Resources', 'Sign Off', 'Student Help', 'Teacher Help', 'AET Classroom', and 'Ask AET a Question'.

Click on "Program Budget" to record Program Budget, including income and expenses

STEP 10:

The screenshot shows the AET website interface. At the top, there's a navigation bar with 'Profile', 'Accounts', 'Tracker', and 'Reports'. Below this is the 'Program Strategy Manager' section. It includes a 'Select Plan' dropdown (set to 'Sep 2017 - Sep 2018'), 'Start Date' (9/20/2017), and 'End Date' (9/20/2018) fields, with a 'Save Dates' button. Below these are tabs for 'Strategic Planning', 'Student Leadership', 'Activities', and 'Program Budget'. An arrow points to the 'Program Budget' tab. Below the tabs is a paragraph explaining the budget's purpose and a 'Send to FFA.org' link. The main content area is divided into 'Income' and 'Expense' sections, each with a table for recording data.

Income

Sources of Funding	Program Budget	Estimate from Events	Actual Income	Differences (Actual - Estimate)
Beginning Balance	<input type="text"/>			
School Funding (School Budget and other Funds)	\$0		\$0	
FFA Funding (Dues and Other)	\$0		\$0	
Other Sources of Funding	\$0		\$0	
SUB TOTAL	\$0		\$0	
☒ GROWING LEADERS	\$0	\$0	\$0	\$0
☒ BUILDING COMMUNITIES	\$0	\$0	\$0	\$0
☒ STRENGTHENING AGRICULTURE	\$0	\$0	\$0	\$0
INCOME TOTAL	\$0	\$0	\$0	\$0

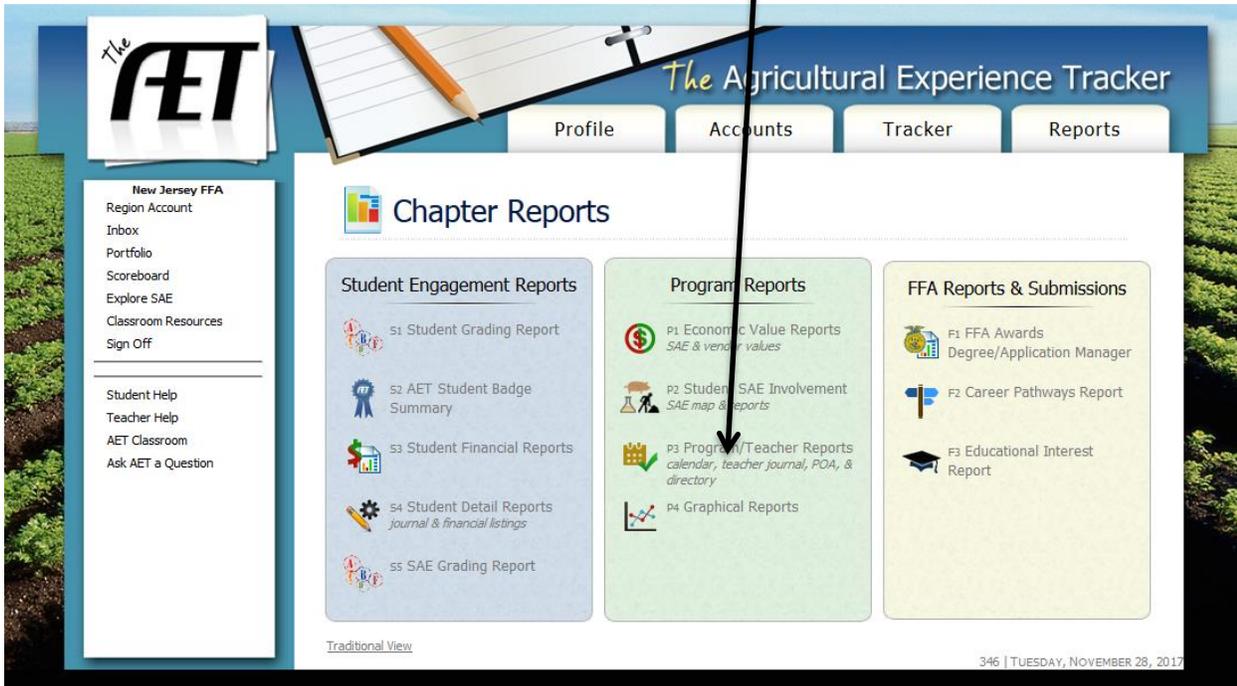
Expense

Uses of Funding	Program Budget	Estimate from Events	Actual Expense	Differences (Actual - Estimate)
School Activities	\$0		\$0	
FFA Activities	\$0		\$0	
Other Sources	\$0		\$0	
SUB TOTAL	\$0		\$0	
☒ GROWING LEADERS	\$0	\$0	\$0	\$0

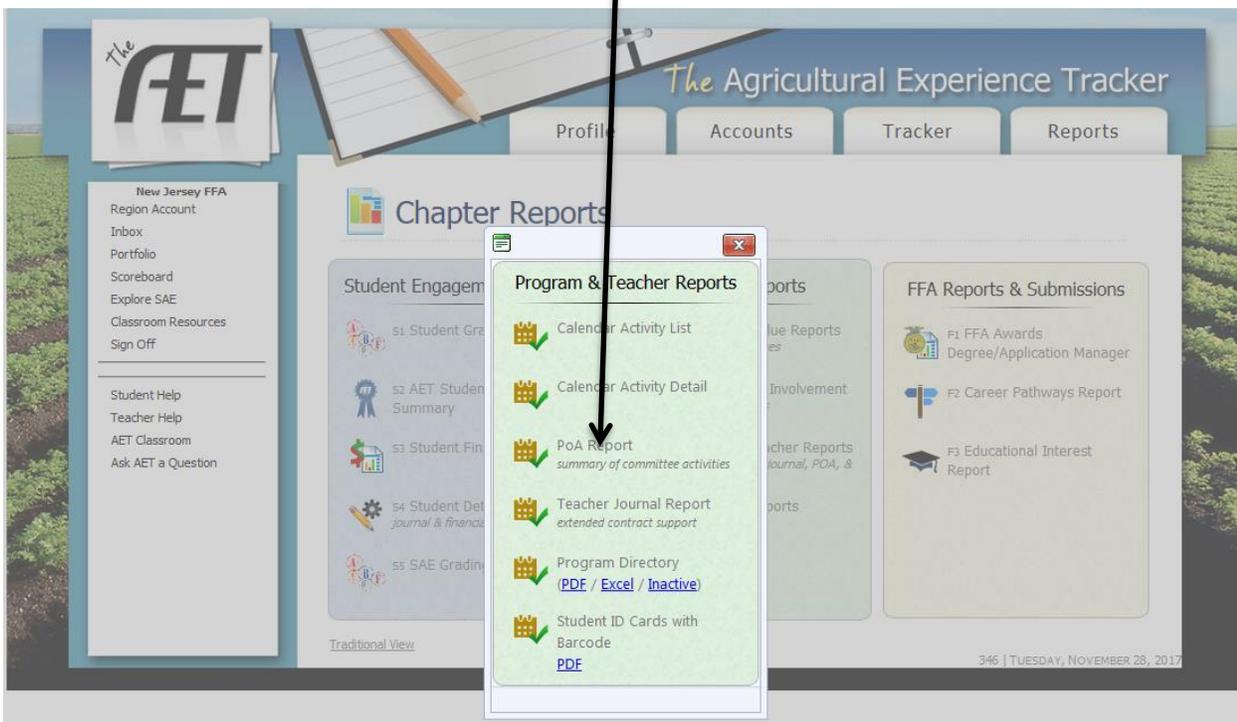
How to Submit Your POA

Step 1: Click Reports Tab

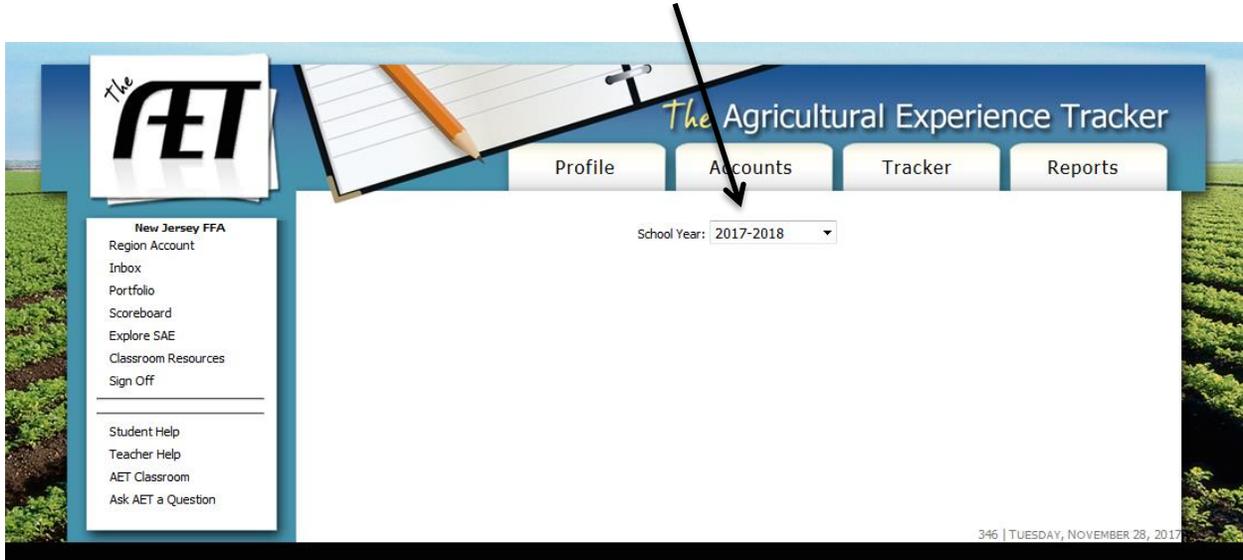
Step 2: Click P3 Program/Teacher Reports



Step 3: Click POA Report



Step 4: Choose School Year

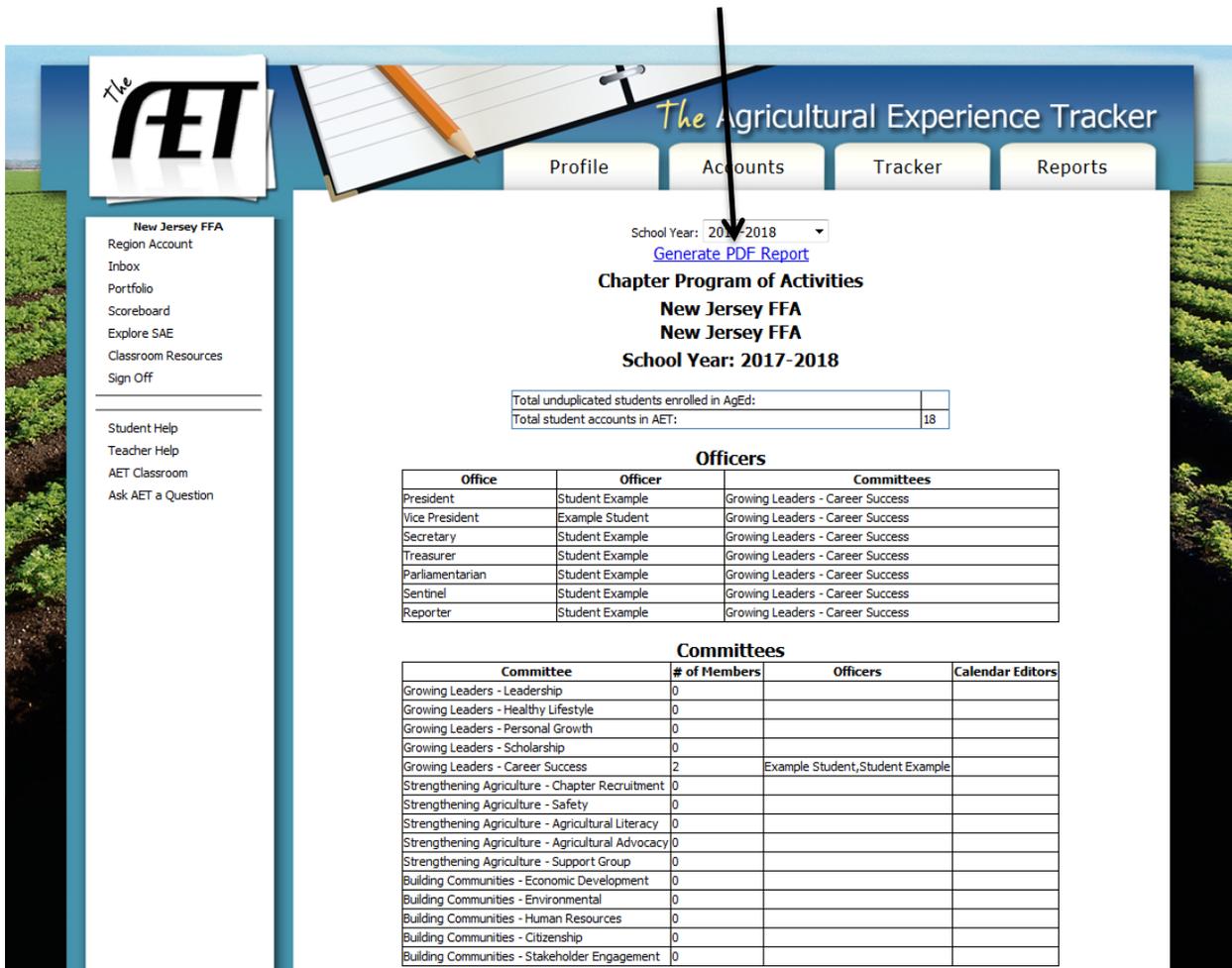


Step 5: Click Generate PDF Report

Step 6: Save file accordingly

Step 7: Email report to ag.ed.registration@ag.nj.gov

POAs are due December 1!



Other Perks to Using AET!

POA activities populate into a chapter calendar you can share with your students!!

Step 1: Click Tracker Tab

Step 2: Click C1. Chapter Tracker Calendar

You can copy event information from the previous year!

Create a FREE chapter website to keep members informed!

Electronic record books for SAEs!

Record books are connected to degree applications!

**National & Superior Chapter Application is connected to your POA!
(see the following pages for application instructions)**

**Visit: <http://learn.theaet.com/default.aspx?ID=7450> for additional help
and resources when using AET**



NEW JERSEY FFA
ASSOCIATION

**NATIONAL &
SUPERIOR
CHAPTER
APPLICATION**

NATIONAL & SUPERIOR CHAPTER APPLICATION INSTRUCTIONS

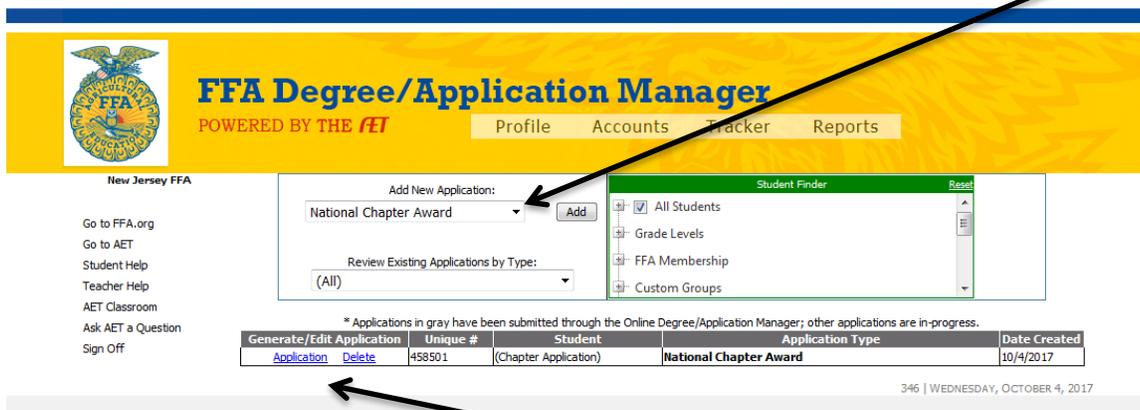
**STEP 1: COMPLETING THE SUPERIOR CHAPTER/NATIONAL CHAPTER APPLICATION
(MUST BE COMPLETED IN TEACHER/PROGRAM PORTAL FIRST, STUDENTS CAN BE ADDED ONCE THE APPLICATION IS CREATED)**



Click on the "Reports" tab

Then click on "FFA Awards Degree/Application Manager"

STEP 2: (AUTOMATICALLY BRINGS YOU TO FFA.ORG)



Select "National Chapter Award" and Add new application

New Application appears below. Click "Application" to begin the process.

STEP 3:

1. Read Introduction.

2. Assign Students

3. Complete Cover Page

FFA Degree/Application Manager
POWERED BY THE **FET**

Profile Accounts Tracker Reports

New Jersey FFA

- <-- Return to App Mgr
- Introduction
- Assign Students
- Cover Page
- Form I Activities
- Form I Indicators
- Form I Summary
- Print Application

Go to FFA.org
Go to AET
Student Help
Teacher Help
AET Classroom
Ask FFA a Question
Ask AET a Question
Sign Off

Instructions
National Chapter Award Application

READ THIS FIRST!!

1. Read this entire page of instructions before you begin.
2. On most web browsers, the pages will automatically save as you go. You'll see this icon as your information is saved.
3. JavaScript must be enabled on your web browser. Your javascript is enabled.
4. Use the "Tab" key to go to the next cell that will accept information.
5. Additional information about the National Chapter Award Program is available [here](#).
6. These icons contain additional help and tips. Touch or move your mouse over the icon to try it!
7. These icons contain tips from the rubric for achieving maximum points.
8. All Checksheet items must indicate "MET" or "YES" to qualify.

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STEP 4:

Enter a brief description of activities into each quality standard.

FFA Degree/Application Manager
POWERED BY THE **FET**

Profile Accounts Tracker Reports

New Jersey FFA

- <-- Return to App Mgr
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Go to FFA.org
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Ask FFA a Question
Ask AET a Question
Sign Off

Special Notes for this page:

- Include a brief description of an activity within each quality standard.
- Text is limited to three lines per quality standard on the printed PDF.
- The form saves as you go.

Growing Leaders - Leadership - Activities that help the individual develop technical, human relations and decision-making skills to grow leaders.

212nd Conference - The chapter will participate in the statewide 212nd Conference at Rutgers University. This event will promote the development of leadership skills in our students.

Growing Leaders - Healthy Lifestyle - Activities that promote the well-being of students mentally and physically, in achieving the positive evolution of the whole person.

Growing Leaders - Scholarship - Activities that develop a positive attitude toward lifelong learning experiences.

Growing Leaders - Personal Growth - Activities conducted that improve the identity and self-awareness of members. These activities should reflect members' unique talents and potential by reinforcing their human and employability skills. The activities should strive to enhance the quality of life and contribute to members' life goals and development.

Growing Leaders - Career Success - Activities that promote student involvement and growth through agriculture-related experiences and/or entrepreneurship and promote career readiness.

Fall CDES

Building Communities - Environmental - Activities conducted to preserve natural resources and develop more environmentally responsible individuals.

Activities already entered into AET can be chosen by clicking "Choose from AET."

STEP 5:

Rank each indicator based on the agricultural education program at your school. (MUST earn 51 points or more to be eligible for the Superior Chapter Award and to qualify to fill out Form 2: National Chapter Application. Form 2 is ONLY available when the minimum qualifications are met.)

Special Notes for this page:

- The form saves as you go.
- After completing this page, see the next page of this application "Form I Summary" for your Superior Chapter Award results.

INDICATOR 1:
All students enrolled in the agricultural education program have the opportunity to be a member of FFA.

<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
All students are FFA members.	The majority of enrolled students have chosen to be FFA members.	All students have been provided the opportunity to be a member of FFA.	A limited number of students are aware of FFA and its opportunities.	No FFA chapter exists to complement the classroom component of the program.

INDICATOR 2:
Students build a progressive leadership and personal development plan.

<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
Students are continuously working toward achieving their goals, reflecting, and setting new goals to progress their leadership and personal development.	Students are actively pursuing their goals.	Students have written goals for leadership and personal development and can articulate these goals in conversation.	Students can articulate something they strive for pertaining to leadership and personal development but lack a progressive plan.	Student goals specifically pertaining to leadership and personal development are limited or non-existent.

INDICATOR 3:
All students participate in meaningful leadership and personal development activities in each component of the agricultural education program:

- Classroom and laboratory instruction
- Experiential, project, and work-based learning through SAE
- Leadership and personal development through FFA

STEP 6:

Enter information for 3 activities in each division. Information already in AET can be chosen by clicking "Choose from AET." Information includes: Name of Activity, Quality Standard, Activity Description, Goal #1-3, Plan of Action #1-3, Outcome Evaluated and Reported #1-3, Advancing Leaders, Impact, Related to Quality Standard, Photo & Photo Caption.

Special Notes for this page:

- This form saves as you go.
- Please complete each blank, and click Tab to move to the next blank.
- A user can hard-return. By pressing enter within a box, it will begin a new line.

Name of Activity

Quality Standard

- Leadership** Activities that help the individual develop technical, human relations and decision-making skills to grow leaders.
- Healthy Lifestyle** Activities that promote the well-being of students mentally and physically, in achieving the positive evolution of the whole person.
- Scholarship** Activities that develop a positive attitude toward lifelong learning experiences.
- Personal Growth** Activities conducted that improve the identity and self-awareness of members. These activities should reflect members' unique talents and potential by reinforcing their human and employability skills. The activities should strive to enhance the quality of life and contribute to members' life goals and development.
- Career Success** Activities that promote student involvement and growth through agriculture-related experiences and/or entrepreneurship and promote career readiness.

Activity Description

maximum 350 characters - 350 remaining



FFA Degree/Application Manager

POWERED BY THE **AET**

Profile Accounts Tracker Reports

New Jersey FFA

- <-- Return to App Mgr
- Introduction
- Assign Students
- Cover Page
- Form I Activities
- Form I Indicators
- Form I Summary
- Growing Leaders #1
- Growing Leaders #2
- Growing Leaders #3
- Building Communities #1
- Building Communities #2
- Building Communities #3
- Strengthening Ag #1
- Strengthening Ag #2
- Strengthening Ag #3
- Checksheet
- Print Application**

- Go to FFA.org
- Go to AET
- Student Help
- Teacher Help
- AET Classroom
- Ask FFA a Question
- Ask AET a Question
- Sign Off

Instructions for printing and submitting your National Chapter Award Application

READ THIS FIRST!!

- Use this screen to retrieve an official PDF version of your application.
- For all official rules and policies, review the 2017-2021 National Chapter Award [Handbook](#).
- Follow your local, regional and state rules and requirements for submission of the paper application.
- Carefully review every page of the PDF application. Double check for spelling and grammatical errors. If text overflows a text box, it will not be scored. The printed PDF document is your official application.
- All text boxes in the application are character counted. All text boxes allow unlimited text during the editing process, but a character count is available to help the chapter understand the parameters. The Checksheet will provide validation on missing or too-long responses. Characters beyond the character limit will be truncated.
- A user can hard-return. By pressing enter within a box, it will begin a new line. Excess verbiage that is within the character limit in Form II may cause an activity to flow over onto the photo page. This happens when a chapter uses hard-returns to begin new lines within boxes. This is permitted as long as all rules are followed including the character limit.
- Font type, size and length of sections are limited by the online application. Altering the application will result in the application being disqualified. Altering the application includes: copying the application into a word document, altering the space given or character limits, altering the font type or size including bold, underline, italicize or change in color of the text in the application.
- Any version number is acceptable on the cover page and photo pages. Version numbers on all other pages must be the same throughout the application at the time of submission.
- Additional information about the National Chapter Award Program is available [here](#).

Generate PDF Application

Form I Only

Complete Application

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After all information has been entered, use the scoring rubric to ensure you provided all of the information being requested. Once the application has been proofread, it's time to print!



Superior Chapter Application ONLY

Superior Chapter & National Chapter Application

Applications are due April 1. Submission instructions will be provided closer to the due date.