# Welcome to the Lone Star Degree Process:

Congratulations you have decided to apply for your Lone Star degree; and it is time for all your hard work to pay off. This handout is designed to walk you through the process of completing your AET record book. The process will occur in three (3) steps – The Profile section, the Journal of Activities, and last the Finances section. While you will be working in school and at home if you get stuck ask me for help.

Before We Start: You need to go into your record book and set up the application. To do this:

- Click on the "Reports" box on your dashboard.
- In the box on the right side Click on Degree/Application Manager.
- In the box you will select the degree, click the down arrow and go to the bottom and click on "Texas State FFA Degree (Lone Star)
- Click "Add New"
- Now you can click on "application" left hand side to open the application
- In the light blue box on left side you can click on "Checklist"

You can use this checklist to see where you are in the application; we are looking for all "Mets"

So now you are ready to begin:

## Step One: The Profile Section: This step needs to be completed by end of January.

In the Profile Section you will have seven sections to work through; relax they are easy. This section allows you to set up the book for all basic information like name, address etc. Your FFA classes, your SAE project folders, FFA offices held and FFA committees.

### Section 1 – Personal Profile Page:

This page is divided into several boxes, to insert information click on "Edit". Make sure to use capital letters where needed and when done make sure to hit "SAVE" Make an effort to fill in all information requested.

### Section 2 – Ag Classes Taken:

You need to make sure all classes are entered. Click on "Add Class", then click the school year and a list of classes will appear. Choose your class and click "Add" under options

### Section 3 – Resume:

The important thing here is to make sure you have entered the year you received your Greenhand and Chapter degrees. For the other items some will automatically enter but most you have to put in. Remember your resume is a live document that is always changing.

### Section 4 – Test Your Knowledge: *(# 8 on the checklist)*

The degree requires you to show knowledge in parliamentary procedure, you have two ways to do this:

- Take the test offered in this section – See me for study material if you choose this option. You must score an 80 to pass.
- If you have been on a chapter conducting team you can use the practices and contests to show this knowledge. The requirement states that you have done a minimum of ten (10)

different parliamentary law procedures. These you will enter into the journal pages in the "Other" activities section. **See me if you pick this option.**

**Section 5 – Project Experience Manager (SAE)** *( # 10, 11, 12, 13 on the checklist)*

** Before you start this section I want you to make a list BY YEAR of all the SAE projects you have completed or are still in progress. Bring this list to me so we can talk about them.

**** MUST HAVE AN SAE PROJECT EACH YEAR – REQUIRED.**

To create a folder for each SAE complete the following steps:

Click the "Add New" button and a new SAE form will appear.

- Project Name: Name the project for what it is and give the year for market animals. Examples are "Market Swine – Houston 2019" , "Utility Trailer – County Show 2017", Breeding Cattle, "Science Fair – Which is better Real or Synthetic Motor Oil – 2018"

  If you have an SAE related to LDE of CDE teams you will title it: LDE = Leadership Development and CDE (which one you are on) Poultry Evaluation
- Level – Usually "Individual"
- Project Type – Relates to the type of SAE it is.

  Foundational – 1st year student only, can have up to 45 hours in it.
  Agriscience – Research/Experimental projects science fair.
  Job – Paid Placement – you have a job and get a paycheck. Or Unpaid Placement – work for the experience and knowledge but no pay. ** LDE and CDE SAE's fall into this one.
  Business – Entrepreneurship/Ownership, Animal, Plant, or Ag Mechanics projects service company you own etc.
- Primary Experience Category – relates to your SAE, if not sure look at the "Explore AFNR Categories section.
- Click "SAVE"

Now you have completed the set-up for one SAE project; this must be done for all of them. See me if you need help.

**Section 6 – FFA Offices** *(# 5 on the checklist)*

If you have been or are an FFA Officer at this time you need to enter them in this section:

Click – "Add New Office"

- Scroll down to select the office, click on it
- Select Level
- Beginning Date – use the date you were installed.
- Ending Date – One year later
- Click "Add New Office"

**Section 7 – FFA Committee:**

Yes you have been on a committee each year, and it should be in your book already, but if not now is the time to do it. Make sure you have one for each year.

## That's it – you are done with the Profile Sections – See me to check it

# Step Two: The Journal of Activities:

This step needs to be completed by the end of February, except for activities in March.

OK – You have your book set-up so now it is time to input all of the activities you participated in over the past years. Many of them hopefully you already have in the record book; but if not now is the time. If you are not sure you were involved or do not remember the date here are two things you can do.

- Go to the Profile page, bottom of the middle box. Click on "JudgingCard Event Results" next screen click on the circle by your name. This will give you a list of things you have done by year. You can change the year on the left side of the box.
- For other activities come see me and you can borrow the calendar for each year to fill in activities – **Bring it back when done.**

Let's Begin:

**A. Time in Your Community Service Activities:** *( #9 on the checklist, big problem area)*

Requirements:

- Must have a minimum of twenty-five (25) hours from at least two (2) different community service activities.
- The activity cannot benefit the FFA Chapter.
- If it is "Faith-Based" through your church, be sure and explain all that you did. Don't put "I served the church". Instead: Put the person's name or where you helped and then explain what you did.
- Example: Mrs. Wilson, an elderly church member, I helped clean her yard and haul off leaves because she is not able to. Or _______ Church Day Care, I helped prepare the lunch meal for the kids and worked with them on various learning projects.

  ** The National FFA will not accept "Faith-Based" community service hours on the American Degree application.

To enter events:

- Click the Community Service site
- Put date in, make sure you are in the correct year.
- Group Served – Put in bold print
- Describe everything you did during the activity
- Enter Time in hour(s) and/or minutes – Be realistic on the amount.

**B. Other Activities** *( # 7 and 8 on the checklist)*

Requirements:

- Must have given a 6-minute speech on an ag related topic **or** have lead a 40 minute group discussion.
- Must have performed a minimum of ten (10) Parliamentary Law procedures **or** passed the Parliamentary Law test, from the profile page.

What to enter: Speech – enter the time you spent researching the topic, writing the speech, practice presenting the speech, and then the time for giving the speech.

- Date
- Title of the Speech, and the class. Example – "Clipping Dog Toenails" – Small Animal Mgmt.
- Type – "6-Minute Speech"
- Time

Leading the Discussion – Time you spent doing research, developing the visual aids and activities the students will do, and then the time for the discussion.

- Date
- Title of Discussion, and the class. Example "Forms of I.D. for Cattle" – Livestock Production
- Type – "Lead a Group Discussion"
- Time – Minimum of 40 for the actual day of the discussion.

Parliamentary Law:

Took Test – all you need to do.

Using LDE – Parliamentary procedure team practice or during a contest, only the procedures you were active in, (you made the motion, discussed it, voted on it.

- Date
- Title – Contest or practice
- Type – "performed Procedure of Parliamentary Law
- Description – Where, The law(s) performed and your part in it.
- Time

**C. FFA Office:**

Activities here will include planning meetings, going getting things for the chapter, events you represented the chapter at.

- Date
- Activity – What you did
- Type – will be your office
- Level – Chapter – or can be district, area, or state if you're an officer on that level
- Description – Tell everything you did.
- Time

**D. FFA Committee:**

Activities here include anything you did related to your FFA Committee. Can be meetings, events, work activities, etc.

- Date
- Activity – What you did
- Type – Will be your committee
- Description – Tell everything you did
- Time

**The following journal sections are very important because it is required that you have a minimum of ten (10) activities above the chapter level to receive the degree.**

**The activities must come from a minimum of three (3) of the following six (6) areas.**

*( # 6 on the checklist)*

**E. Time in Competition Activities:** Includes

- **Leadership Development Events LDE/SDE** – Invitational and District, Area, State and National LDE contests; also all Public Speaking contests including the Spanish Creed.
- **Career Development Events CDE** – Invitational, District (if there is one), Area, State, and National contests
- **Student Awards** - *Above the District level – Star Awards, Proficiency Awards, John Justin Award.

**F. Time in Other FFA Activities:** Includes

- **Conventions & Meetings** – District level and above Conventions, meetings, banquets. On conventions if you served as a voting delegate you can count time for each event.
- **Project Shows** – SAE Projects or course related projects. Includes exhibiting livestock, crop, agriscience fair, and ag mechanic projects.
- **Leadership & Service** – activities designed for leadership development. Include Greenhand Camps, ELITE Conference, Workshops, Service-Driven Projects (FFA based) Courtesy Corps, Ford Leadership Scholars, Foundation Ambassadors Program, Talent Team, National Band, National and State Chorus.

When entering the information do the following:

- Click on correct title for the activity
- Date – Make sure you have the correct year.
- Activity – Title of what you did.
- Type – Scroll down until you find the activity ** Hint if it is not there check under the other activity.
- Level
- Description – Tell what you did, where you placed, any awards won.
- Time – again be realistic
- Click "SAVE"

**You're are done with the Journal Section – See me to check it.**

**On to Step 3...**

## Step 3 – The Finances for Each SAE Project.

*( # 10, 11, 12, 13,14,15,16,17, and 18 on the checklist)*

Time to work on the records for each of your SAE projects, Things to remember:

- Take one (1) SAE at a time, finish it before starting the next one.
- Will be in three (3) Steps – SAE Plan, Finance Entries, and Annual Review & Learning Objectives.

**Required:**

- All records must be closed as of April 1 of the year you are going for the degree.
- Must have at least one (1) SAE each year.
- All Entrepreneurship SAE's must show rental/lease, barter or the ownership should be explained in the SAE Plan. (Pencil on the SAE manager part of the Profile page.)

**Part 1 – The SAE Plan.**

For each SAE you should have developed a plan on what the project would be, where the money was coming from, How much time you were going to spend with the project, and what you expected to learn from the project. This is called your SAE Plan. To get to the plan do the following:

- Go to Profile page and click on Project/Experience manager, this will bring up a list of all your projects.
- Choose the SAE you want to start with and Click on the "Pencil"
- This will bring up the SAE Plan Files for that type of project, they do very. ** **These files are very important here you need to explain everything – Especially things that might not be to clear; such as rental setups.**
- The first one will be "Description" At the top you will see a series of open statements where you need to fill in the blanks. Using these you need to write in a paragraph explaining these things. Please use complete sentences and check all spelling and grammar.
- Make sure to click on "Save all and Return" at the top of the page.
- The next file will be "Time Investment" - again use the lead in sentences to explain how much time you will need each day, week, or month for the project. List important dates like validation and shows, also take the time and explain how this project ties into your career plans. *(#11 on the checklist)*
- Make sure to click on "Save All and Return"
- The next file could be "Financial Investment" – again use the lead in sentences to explain where the money to purchase the project came from. Explain how you pay rent and what is included with the rent (just a pen or the pen, scales, trailer usage, etc.) If you are showing rent as an "Exchange" value you need to explain how this is set up in this section. What do you plan on doing with the money? *(#12 on the checklist)*
- Click the "Save All and Return"
- The next file will be "Learning Objectives" in the center you will see "Add/Explore Skill Areas" click on this and it will take you to a list of skills for the project area. You need to look through them and pick a minimum of five skills (I know it says 3 but trust me Grasshopper)
- As you hit the "Add" button for each one it will change color, when all are selected click the "Save and back to SAE" button at top of page.
- Now you need to take each one and write in the activities you plan on doing to learn these skills. *(# 13 on the checklist)*

- Click "Save All and Return" and now the red "X" under the pencil should be a green check.

**Part 2 – Entering the Expenses and Incomes:**

**Few things to remember:**

- If the SAE is a "Market" animal it must be entered as "Inventory Purchased for Resale" *(# 15 on the checklist)*
- Rent of some type must be there as an expense. True expense if you actually pay money or it can be SAE Labor Exchange – if you work at the facility where the project is housed, or Non-SAE Labor Exchange if you work around the house to pay the rent.

To Enter Cash Expenses:

- Click on the Finances Tab
- Click on "SAE Cash Entries"
- Click on "Enter Cash Expense" the red dollar sign
- Will bring up the "New Expense Transaction" page and you are ready to enter.
- Date: When it occurred
- Vendor – the person of company you paid the money to.
- Choose correct SAE experience from the drop down.
- Choose what type of expense it is
- Fill in the dollar amount
- Fill in the "Memo" section – Example: 1 head, 50 lbs. of feed, 15 2X4's etc.
- Click "Save" and you are ready for the next one.

**Again remember market animals must be entered as "Inventory Purchased for Resale" in the type section.**

Also don't forget about entry fees, breeding fees, sales commission.

** On Sales Commission – If you sold the project at a show you will pay commission. When you go to put the sale into the Income section make sure you add the commission to the total of the check or you paid it twice.

To Enter Cash Income:

- Click on the Finances Tab
- Click on "SAE Cash Entries"
- Click on the "Enter Cash Income" the green dollar sign
- Will bring up the "New Income Transaction" page.
- Date: When you sold it
- Vendor: Who paid you for it?
- Choose correct SAE experience from the drop down list
- Choose what type of income it is
- Fill in the "Memo" section – Example 1 hd. 1 trailer, etc.
- Click "Save"

** If you raised a project that allowed you to use some of it for home use (Example – Broilers raised 50 showed 3 and ate the rest) we need to put a value on those used at home. **SEE ME For Help!**

**Part 3 – Hours and Annual Report to Complete the SAE Project.**

**Hours:** On the "Journal" page there is a section entitled "Time in Your AET/SAE Project" This area lets you enter the time you spent working with your project at home, time at the shows showing your project, anything related to the project. *(# 14 on the checklist)*

- Click on the section on the journal page.
- Date: ** On work at home you can do by the day (a lot of entries) by the week or by the month. Please do not do it all in one entry.
- Project: pick from the drop down list
- Skill Area: Pick one (1)
- Time: Again be realistic here. Example: Showing market hog at Houston – 200 hours??? You were there four days at 24 hours per day that's only 100 hours. Remember it needs to look right.
- Description: Tell everything you did, even if it is the same as last week.
- Supervision: Choose ag teacher who is helping you from the drop down list.
- Click "Save"

**Annual Review:**

Back to the Profile page and click on SAE manager.

- Choose the project you are working on
- Look to the right side to "Year-End Tools"
- Click on the Clipboard
- Here you will complete the Annual Summary for the project. *(# 10 on checklist)*
- Enter in the "Numeric Quantity" – How many did you have, 1 hd., 200 acres, etc.
- Fill in the Description box by answering the three (3) statements in the yellow box above.
- Click "Save"

Now click on the Head/Brain icon.

- Will bring up a page showing the "Learning Objectives" you picked in your SAE Plan.
- For each one you need to explain, in "measurable" results the outcomes for these skills.
- Click "Save" and you are done with one SAE just a couple of more to go.

**Once you have completed this for all your SAE projects you can sit back and relax. Be sure and tell me so I can begin to work with the books and the application.**

**Once all are done we will print them off and let you take it to get all the signatures you need, and then it's off to the checks we go.**

**Congratulations...**