



PROGRAM OF
ACTIVITIES

PROGRAM OF ACTIVITIES

STEP 1: COMPETING THE PROGRAM OF ACTIVITIES

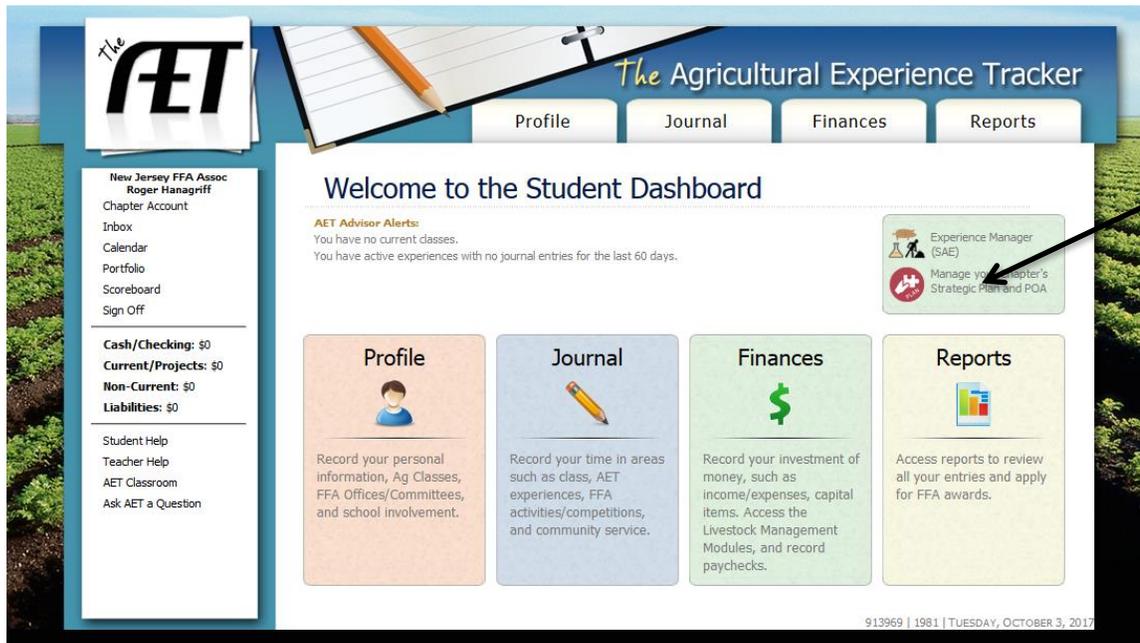
TEACHER VIEW



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



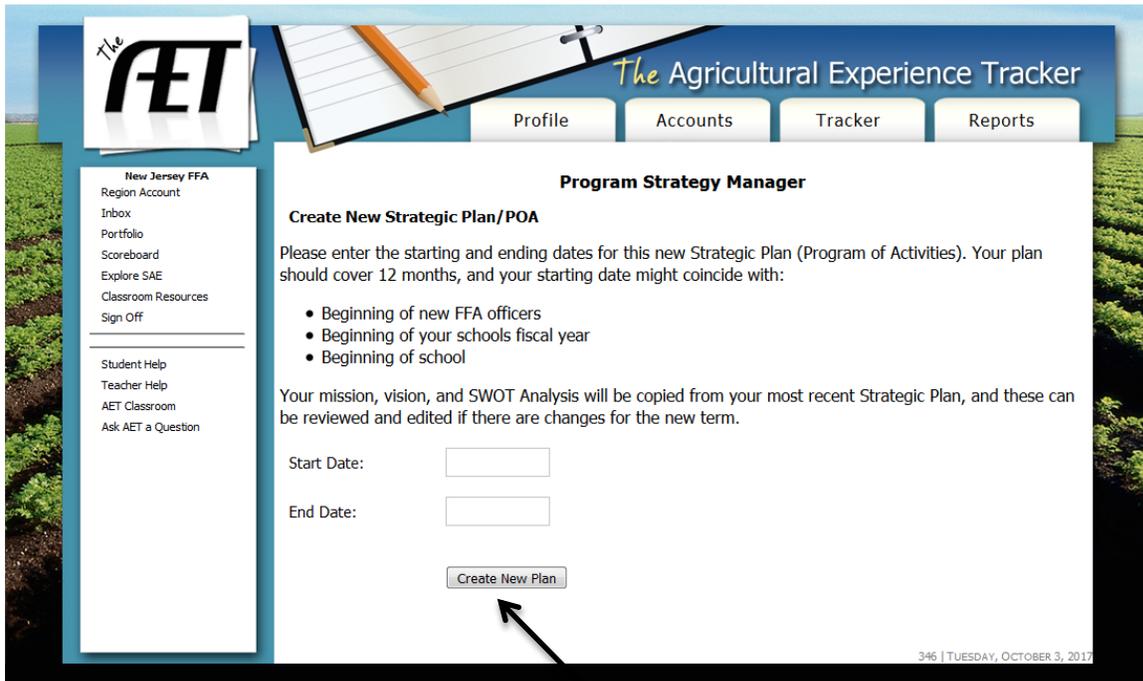
After you log in, click, "Manage your Chapter Strategic Plan and POA."

STEP 2:



Click "Create New Strategic Plan (POA)"

STEP 3:

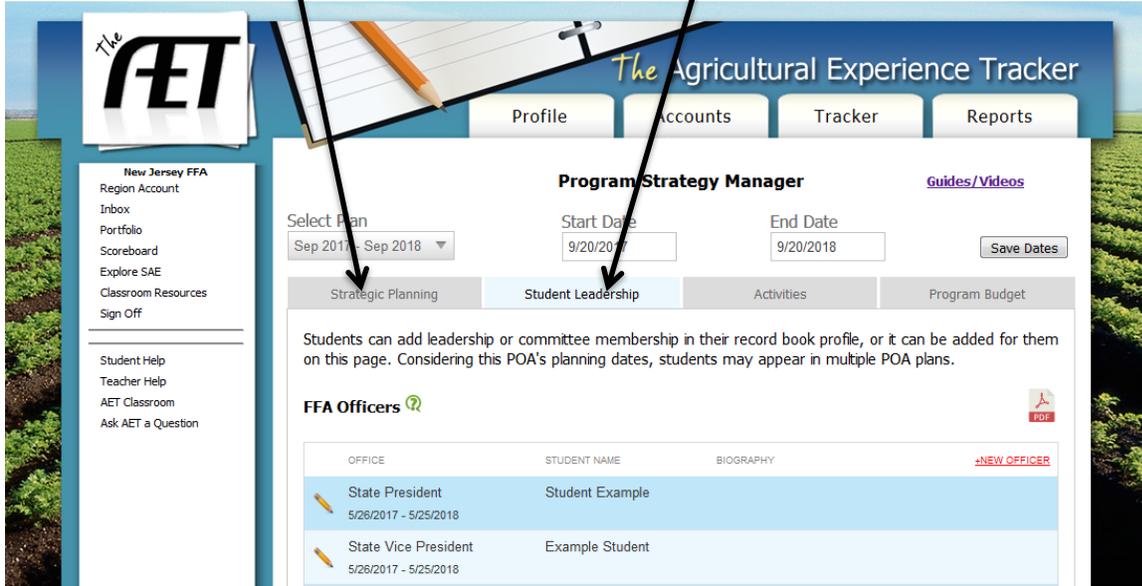


Enter Dates and Click "Create New Plan"

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

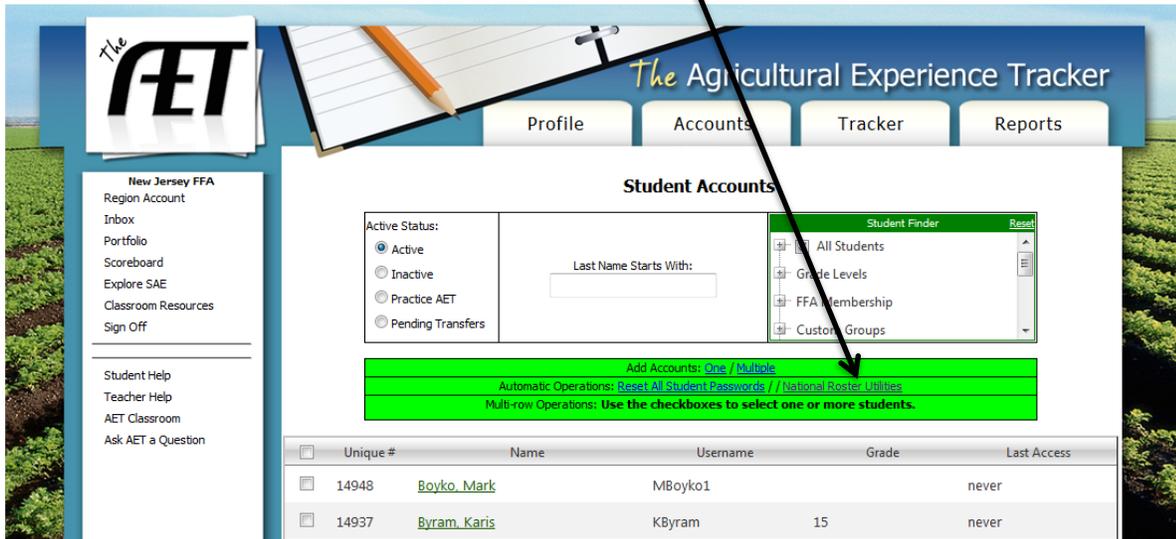
STEP 4:

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))



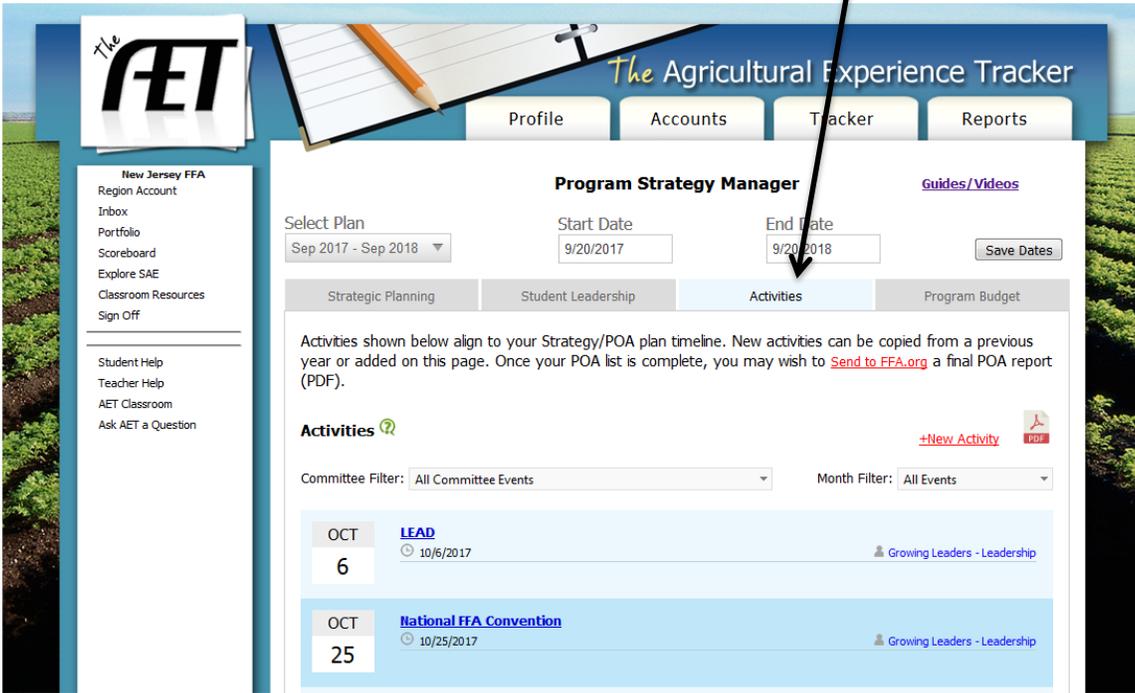
SIDE NOTE: IF STUDENT NAMES DON'T PREPOPULATE...

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



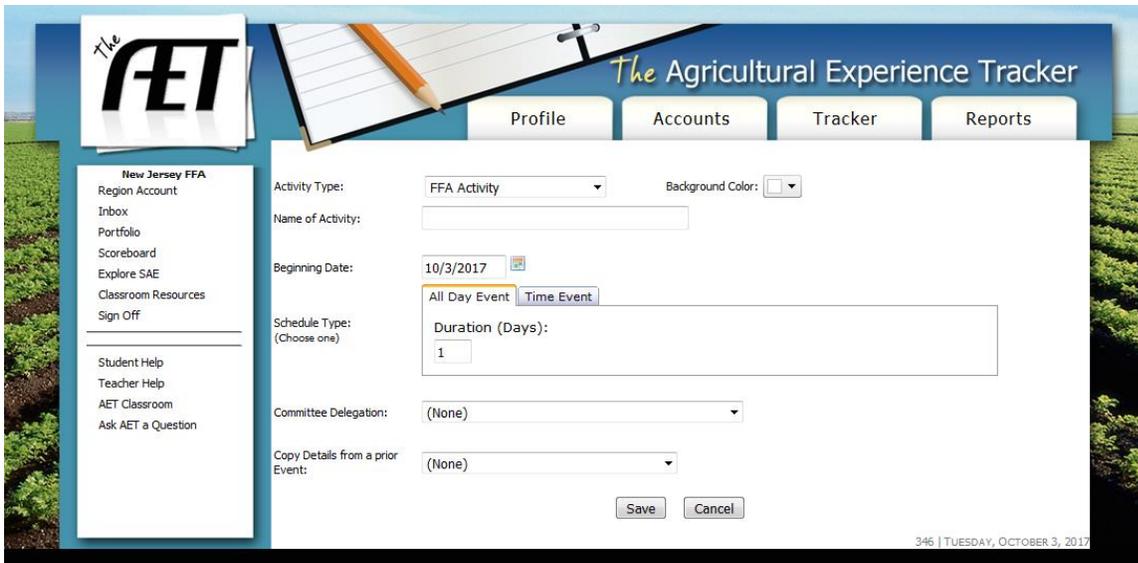
Click on the "Activities" tab.
 Add New Activities (click "New Activity")
 These activities will also appear on the chapter calendar.

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 details:

- 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.

 Below the description, there is a 'Goal #1' section with a small icon. A black arrow from the text above points to the 'Goals, Plans and Outcomes' sub-tab.

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 shows the 'The Agricultural Experience Tracker' (AET) interface. At the top, the logo 'The AET' is on the left, and the title 'The Agricultural Experience Tracker' is on the right. Below the title are navigation buttons for 'Profile', 'Accounts', 'Tracker', and 'Reports'. The main heading is 'Program Strategy Manager 212° Conference'. A 'Select Year' dropdown is set to 'Sep 2017 - Sep 2018'. Below this are tabs for 'Strategic Planning', 'Student Leadership', 'Activities', and 'Program Budget'. Under the 'Activities' tab, there are buttons for 'General', 'Goals, Plans and Outcomes', 'Deadlines & Dates', 'Results & Evaluations', 'Photos', 'Budget', and 'Participants'. An arrow points to the 'Results & Evaluations' button. The main content area is titled 'Results & Evaluations' and contains three sections: 'Advancing Leaders' with a text box containing a paragraph about a conference, 'Impact', and 'Related to Quality Standard'.

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'. The 'Program Budget' tab is selected. Below the tabs is a paragraph explaining the budget's purpose. Underneath are two tables: 'Income' and 'Expense'. Both tables have columns for 'Program Budget', 'Estimate from Events', 'Actual Income/Expense', and 'Differences (Actual - Estimate)'. The 'Income' table shows 'Sources of Funding' with a 'SUB TOTAL' of \$0. The 'Expense' table shows 'Uses of Funding' with a 'SUB TOTAL' of \$0. A 'PDF' icon is visible in the top right of the Income table.

How to Submit Your POA

on **December 1, 2024**, Ms. Allen will be going through POAs to ensure each activity listed has well thought-out goals and action plans.

Please do not email your POAs to the office.

Steps to Submitting your POA

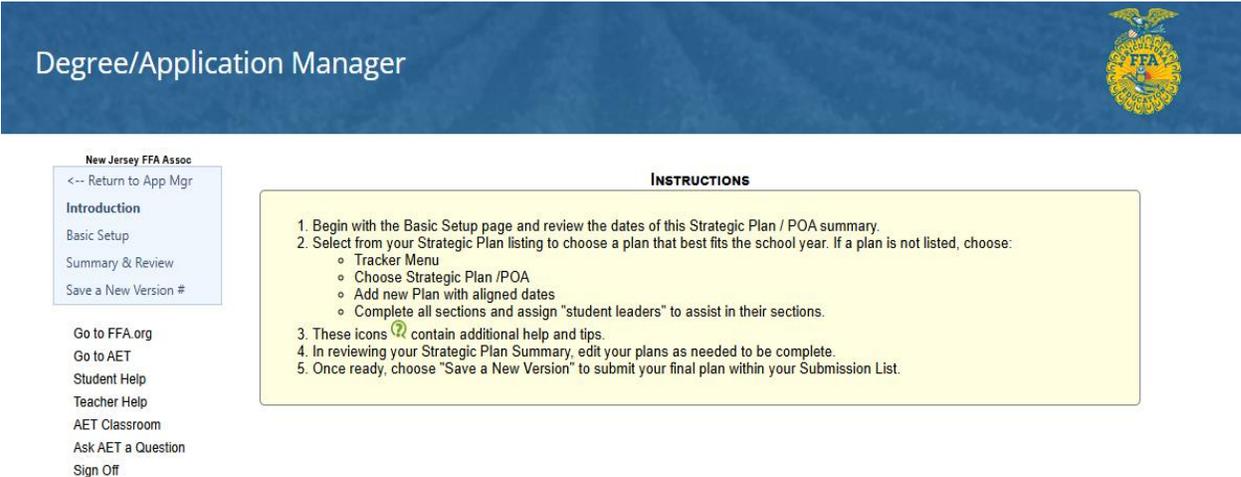
Go to Degree/Application Manager.

In the top box where it says “Add New Chapter-Level Application”
Choose AET Strategic Plan/POA, click “Add”

This will now appear in the Application List in the middle of the screen.

Click “Application”

New Screen:



The screenshot shows the 'Degree/Application Manager' interface. At the top, there is a blue header bar with the text 'Degree/Application Manager' on the left and the FFA logo on the right. Below the header, there is a navigation menu on the left side with the following items: '<-- Return to App Mgr', 'Introduction', 'Basic Setup', 'Summary & Review', 'Save a New Version #', 'Go to FFA.org', 'Go to AET', 'Student Help', 'Teacher Help', 'AET Classroom', 'Ask AET a Question', and 'Sign Off'. The 'Basic Setup' item is highlighted in a light blue box. In the center of the screen, there is a yellow box titled 'INSTRUCTIONS' containing the following text: '1. Begin with the Basic Setup page and review the dates of this Strategic Plan / POA summary. 2. Select from your Strategic Plan listing to choose a plan that best fits the school year. If a plan is not listed, choose: o Tracker Menu o Choose Strategic Plan /POA o Add new Plan with aligned dates o Complete all sections and assign "student leaders" to assist in their sections. 3. These icons ? contain additional help and tips. 4. In reviewing your Strategic Plan Summary, edit your plans as needed to be complete. 5. Once ready, choose "Save a New Version" to submit your final plan within your Submission List.'

Select “Basic Setup” in the small blue box to the left.

In the new screen you will then follow the prompt: “Choose the Strategic Plan you would like to submit. (Select the current year)

Click “Save”

Select “Save a New Version #” in the small blue box to the left.

The latest one you just created will be highlighted in green.

Click “Get PDF”

Go to back to the Reports tab.

Click “Submission List & Feedback”

Under the AET Strategic Plan/POA, Click “Edit List”

School Year: 2024-2025	Submission Lists	<-- Back to Deg/App Mgr		
ACRS21 High School Certificate				
List Name	Host	# Apps	Date Closes (CST)	Submission List
NJ ACRS21 High School Certificate	New Jersey FFA	0		Edit List
AET Star Award				
List Name	Host	# Apps	Date Closes (CST)	Submission List
NJ 2025 State Stars	New Jersey FFA	0	3/15/2025 11:59:00 PM	Edit List
NJ 2025 Chapter Stars	New Jersey FFA	0	11/1/2024 11:59:00 PM	Edit List
NJ 2025 Greenhand Stars	New Jersey FFA	0	11/1/2024 11:59:00 PM	Edit List
AET State Degree				
List Name	Host	# Apps	Date Closes (CST)	Submission List
NJ 2025 State Degrees	New Jersey FFA	0	4/21/2025 11:59:00 PM	Edit List
AET Strategic Plan/PoA				
List Name	Host	# Apps	Date Closes (CST)	Submission List
NJ 2025 AET Strategic Plan/PoA Submission	New Jersey FFA	0	5/31/2025 12:00:00 AM	Edit List

New Screen:

Submission List for NJ 2025 AET Strategic Plan/PoA Submission				
<-- Back to Deg/App Mgr				Filter: Show Everything
Add Applications by Version #: (Scan barcode, key-in Version #, or browse to select applicants)			<input type="text"/> By Version #	Select Apps: Browse
Award	Added	# Not Met	Chk In / Status / Winner Notes	Options

Click “Browse”

Find the latest Version # of your POA and click “add”

Your POA will appear in the Award section of the Submission List.
You are all set for this Chapter Charter Requirement.

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!

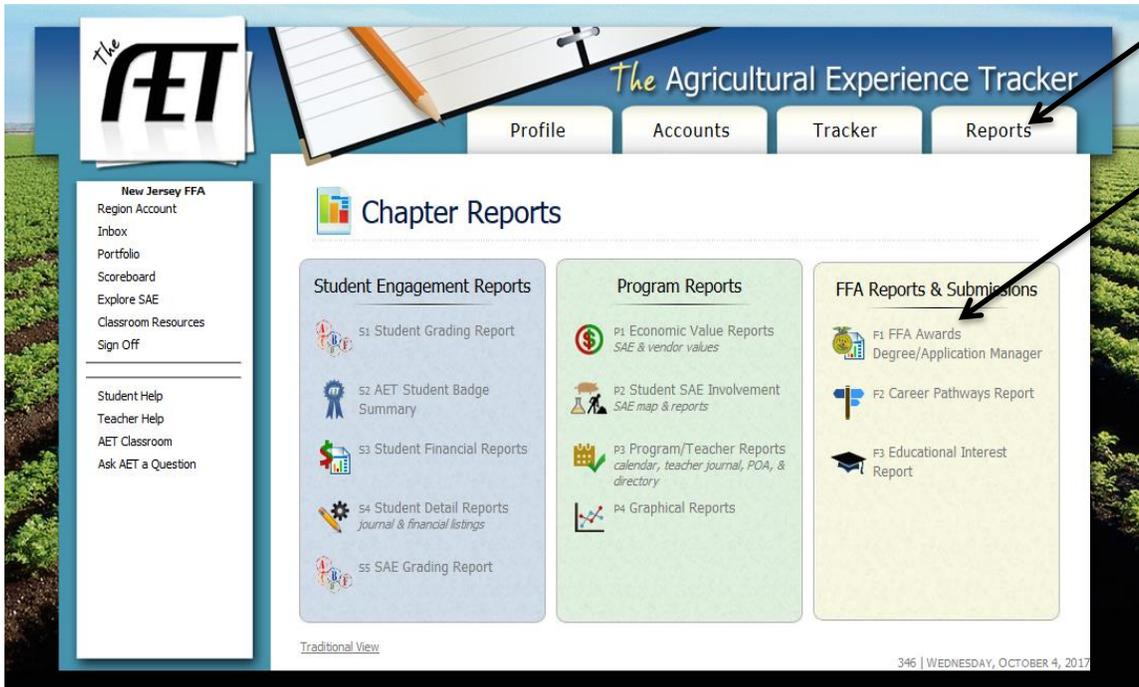
Record books are connected to degree applications!

**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**

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)**



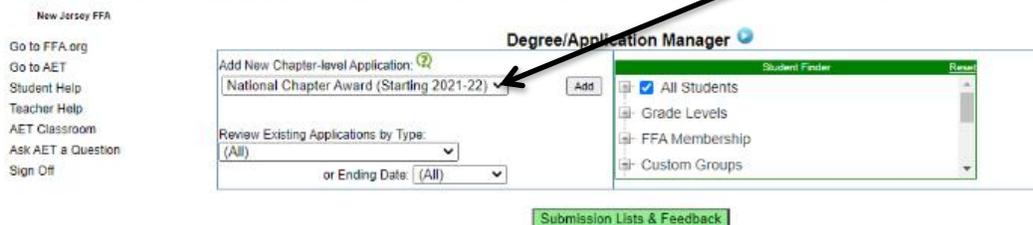
Click on the "Reports" tab

Then click on "FFA Awards Degree/Application Manager"

STEP 2: (AUTOMATICALLY BRINGS YOU TO THE MANAGER)



Select "National Chapter Award" and Add new application



Interactive Application				Last Saved		
Application	Created	Student	Type	Version #	Date	Not Mets
Application	3/25/2022	(Chapter Application)	National Chapter Award (Starting 2021-22)			

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

STEP 3:



1. Read Introduction.

2. Assign Students

3. Complete Cover Page

New Jersey FFA

- <-- Return to App Mgr
- Introduction
- Assign Students
- Cover Page
- Form I - Growing Leaders
- Form I - Building Comm.
- Form I - Strengthening Ag
- Form I Indicators
- Form I Summary
- Checksheet
- Electronic Signatures
- Save/Print Your App

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.

New Jersey FFA

- <-- Return to App Mgr
- Introduction
- Assign Students
- Cover Page
- Form I - Growing Leaders
- Form I - Building Comm.
- Form I - Strengthening Ag
- Form I Indicators
- Form I Summary
- Checksheet
- Electronic Signatures
- Save/Print Your App

Go to FFA.org
Go to AET
Student Help
Teacher Help
AET Classroom
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.
- Activity Descriptions are limited to 350 characters of text per activity.
- The PDF report will display up to 3 lines of text per activity.
- The form saves as you go.
- If you are completing Form II, please checkmark THREE activities for the detailed write-up on Form II.

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

Activity Name: Select for Form 2

Description: maximum 350 characters 185 remaining

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

Activity Name: Select for Form 2

Description: maximum 350 characters 350 remaining

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

Activity Name: Select for Form 2

Description: maximum 350 characters 350 remaining

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.

Activity Name: Select for Form 2

Description: maximum 350 characters 350 remaining

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

Select three activities you want to utilize in Form II.

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.)

Degree/Application Manager

New Jersey FFA

<-- Return to App Mgr

Introduction
Assign Students
Cover Page
Form I - Growing Leaders
Form I - Building Comm
Form I - Strengthening Ag
Form I Indicators
Form I Summary
Checksheet
Electronic Signatures
Save/Print Your App

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

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

<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
Students document leadership and personal development skill attainment and artifacts.	Students receive coaching and feedback on their leadership and personal development performance in all three components.	Student participation in leadership and personal development takes place in all three components.	Student participation in leadership and personal development takes place in only two of the three components.	Student participation in leadership and personal development is limited or only takes place in one of the three components.

STEP 6:

Enter information for 3 activities in each division. 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.

Degree/Application Manager

New Jersey FFA

<-- Return to App Mgr

Introduction
Assign Students
Cover Page
Form I - Growing Leaders
Form I - Building Comm
Form I - Strengthening Ag
Form I Indicators
Form I Summary
GL - Leadership
BC - Environmental
SA - Support Group
Checksheet
Electronic Signatures
Save/Print Your App

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

Special Notes for this page:

- This form saves as you go.
- Please complete each blank, and click Tab to move to the next blank.
- By pressing enter within a box, it will begin a new line.
- Although no specific photo dimensions are required, a landscape photo with a 4x3 aspect ratio works best (eg. 1024x768, 1280x960, 4000x3000, etc).
- Edits to Activity Name and Description must be done on Form I.

Check Spelling

<p>Name of Activity ⓘ ⓘ <i>(from Form I)</i></p>	<p>Mission Conference</p>
<p>Quality Standard ⓘ <i>(from Form I)</i></p>	<p><input checked="" type="checkbox"/> Leadership Activities that help the individual develop technical, human relations and decision-making skills to grow leaders.</p>
<p>Activity Description ⓘ ⓘ <i>(from Form I)</i></p>	<p>The chapter will participate in the statewide Mission Conference at Rutgers University. This event will promote the development of leadership skills in our students.</p>

Goal #1 ⓘ

maximum 225 characters - 225 remaining

Plan of Action #1 ⓘ

#1

maximum 450 characters - 450 remaining

STEP 7:



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!

- New Jersey FFA
- <-- Return to App Mgr
- Introduction
- Assign Students
- Cover Page
- Form I - Growing Leaders
- Form I - Building Comm
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- SA - Support Group
- Checksheet
- Electronic Signatures
- Save/Print Your App
- 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 saving 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 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 electronic 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.
- Additional information about the National Chapter Award Program is available [here](#).

Version Saved - Please see below for PDF

Most Recent Versions Generated/Saved				
Version #	Date Saved (CST)	# Checklist Not-Mets	Form I Points	Get PDF
1317068	3/25/2022 1:49:29 PM	15	64	Form I Only Complete Application

Superior Chapter Application ONLY

Superior Chapter & National Chapter Application

Applications are due April 1. Please email PDF applications to ag.ed.registration@ag.nj.gov.