

Proficiency Award Instructions

Go to: <http://teexcit.tamu.edu/myagrecord> or a link from the FFA Website

Please save yourself and your advisors headaches by completing and reading all of these steps even if you think you know what you are doing!!

Steps:

1. Go to Edit Books and click
2. Select a book – Create a book if I have allocated a book to you. Each year is 1 book with unlimited SAE projects for that year.
3. If you have already completed an application before, click transfer books and select the year to transfer from (last year's **application** such as “Year 2007). ***This will automatically transfer narratives, skills, activities, and inventory and save a lot of time!!!***
4. Pull down “1. Description of SAE Program” Click on the SAE projects that apply to you. Entrepreneurship Prod. Ag for animal projects. Scope is the number of animals or enterprises (1 cow, 2 pigs, etc.) Enter “None” under entrepreneurship and select placement for Placement SAE's. Enter your job title if Placement. Click on the check box for Show financial pages for SAE's other than Entrepr.

All Students: The drop down menu is used to access all pages.

1. Drop down menu to “2. Resume”
2. Select the current degree (Greenhand 1st year, Chapter 2nd year, State if appropriate).
3. Write career goals out in sentences, make sure you hit enter after a line, do not let the text drop on its own. List education classes related to ag. Follow the hyperlink for Section Instructions!!!! Save Resume after every block entry.
4. Select drop down menu “3&4 Leadership and Cooperative Activities”
 - a. Enter offices and level and responsibility. Refer to activity chart for current year.
5. Drop down “17. Earnings and Income from Sources other than SAEP and Use of Funds”.
 - a. Select A. on the secondary drop down menu. If you have money from another SAE project (work, animal) than the one you are currently doing, enter it here.
 - b. Select B. Enter money from babysitting, fast food, etc if you work in areas non-ag related.
 - c. Select C. Income other than earnings. – Gifts, inheritance, etc.
 - d. Use of funds for personal expenditures. FFA dues if you paid it is an educational expense. Paying for calculators, trips to State, Nationals all qualify.
 - e. Other personal expenditures – **Enter FICA off your W-2 form here! Also include assets not related to SAE such as guns, cars, stereo, etc if you paid for it during the current year.**
6. Pull down “19&20 Current and Non-current Assets”
 - a. Select a schedule
 - i. select B – Invest in feed, etc. Enter what you had on inventory at the beginning of the year and at the end of the record year. Enter description and value in appropriate columns. Make sure it is under the correct enterprise if you have more than 1. For placement students this should be boots, gloves, etc. for your SAE.
 - ii. Select D – Investment in raised market livestock – select enterprise and describe asset. This is the value on the dates listed of market or feeder animals you had in possession on those dates. 1/1 or 12/31, nothing in between. If you did not have it on those dates do not enter it.

- iii. Select E. (only if they were born on your property and increase in value) This is for horses, and breeding animals if you owned them on those dates. Enter enterprise and description and value if appropriate.
- iv. Select F. Depreciable (only if you purchased them and they are depreciable)
- v. Select J. Enter value of those assets on those dates listed 1/1 and 12/31. If you have more than one enterprise. Follow the link to section instructions

Placement SAE's:

- 1. Pull down "5&6 Journal of Activities" Select grading period, you can add a new grading period by saying Fall 2005 or 2006 (which ever year you are in). This is important for when we link our applications.
- 2. Enter dates of pay checks or total the paychecks for the year. Do not enter tax deductions here. Drop down Course Number and Unit to FFA. Click on Update Journal Entries. You can also group all income into one date for the year.

Entrepreneurship:

- 1. Pull down "9&10 Operating Expense (Current Items only)" Select your enterprise. You do not have to enter every single expense, you may group things all on one date!
- 2. Enter your expenses, quantities and units. Use section instructions if you are confused about the categories. Update operating expense at the end.
- 3. Pull down "11&12 Operating Income (Current Items only)" Select your enterprise.
- 4. Enter dates, descriptions quantity or units. Market sale animals would be Cash Sale. MR. Rightmire knows what you earned for all market sales of past years. Remember to enter premium money from the fair.
- 5. Under value of product used at home, enter this if your parents gave you hay, straw, feed, facility, etc and the approximate value of what you used.
- 6. Pull down "13&14 Capital Transactions" If you bought or sold breeding animals, equipment such as tractors, these would go here. Capital means equipment, buildings, etc.
- 7. Drop down "18. Efficiencies Attained" Follow Section instructions and these must include a number under level achieved. You can also enter your agreement page for Marysville or Lynden here, but it is not necessary for the proficiency award nor State FFA Degree.