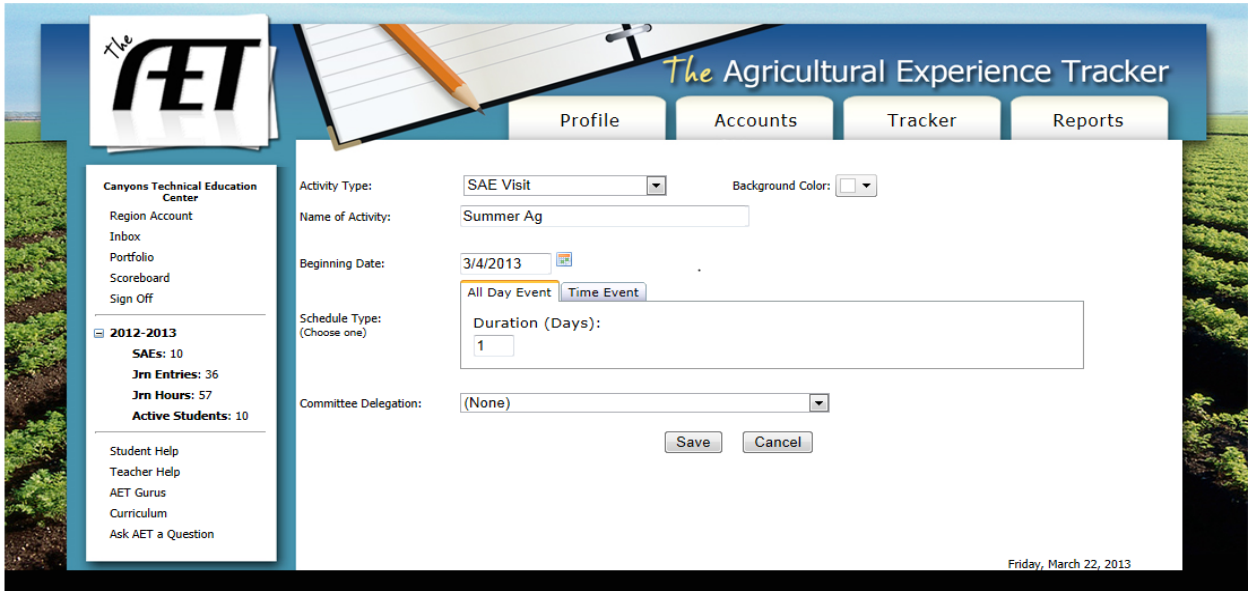
Summer Agriculture Program – Application Instructions

1. Complete the Summer Agriculture Program Application.
    a. Complete the personal information.
    b. Review the assurances making sure you can meet these requirements.
    c. When you select the "Teacher Signature" your computer will provide an electronic signature indicating that you have signed the document.
    d. Save a signed copy and send to your principal for review and a signature.
    e. After review, the principal should sign it and send it to the CTE District Director.
    f. After review the Director should sign it and send it to the State Specialist for Agricultural Education for approval william.deimler@schools.utah.gov.

2. Complete the **Calendar of Activities**; please follow these steps.

    On the application you signed an assurance that the Summer Agriculture Program that you organized and implemented would be a minimum of 360 hours in length.

    a. Open AET – The Agricultural Experience Tracker at http://theaet.com/.
    b. Sign into your Chapter's record as a Teacher.
    c. Click on the "Tracker" tab.
    d. Select "1. Chapter Tracker Calendar Program of Activities".
    e. On the calendar select one day that you will be working during the summer. Click on the date; this screen will open up.



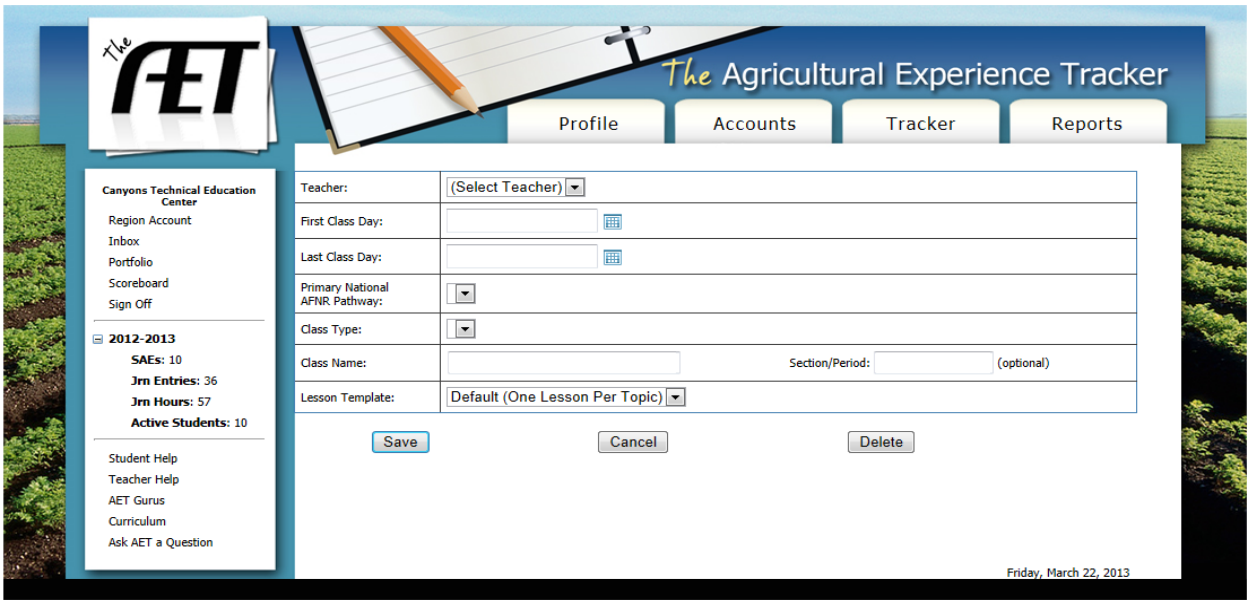
    f. Select the "Activity Type".
    g. The "Name of the Activity" should be Summer Ag.
    h. Save the entry; it is now on your Chapter Calendar.
    i. When you turn in your Summer Agriculture Program Application the AgEd State Specialist will open your AET Calendar and review the dates that you have identified for the Summer Agriculture Program. You should also share this information with your Principal and CTE Director.

j. This is the minimum amount of information required for your calendar to be approved. If you would like to provide additional information that is up to you. The calendar can quickly become cluttered.
k. The days designated as "Summer Ag" will not be counted. The calendar will be reviewed to determine if you have actually done the planning and if it appears that you have enough days designated on your calendar to work the required 360 hours. This is the requirement.
l. At the end of the summer if the report indicates that you did not work 360 hours, you will receive a prorated allocation based on the number of hours you actually worked.
m. Multiple teacher departments can use the same Chapter Calendar. Teachers will often be working the same day. If you are working a day that your partner is not working, add it to the calendar. Actual students visited and hours worked will show up on separate reports for each teacher.

3. Complete the **Student List**; please follow these steps.

On the application you signed an assurance that the Summer Agriculture Program would provide a program for a minimum of 35 students.

a. Open AET – The Agricultural Experience Tracker at http://theaet.com/.
b. Sign into your Chapter's record as a Teacher.
c. Click on the "Profile" tab.
d. Select "5. Set up the courses that are taught at your school".
e. Select "New Course", this screen will open up.



f. Select the teacher, this should be you.
g. First Class Day; first day of your summer program.
h. Last Class Day; last day of your summer program.
i. Select the primary Pathway that you provide in your program.

j. Class Type; not required
k. Class name; Summer Agriculture.
l. Section/Period; not required.
m. Lesson Template; not required.
n. Select "Save" and you have now added the class.
o. At this point you can instruct the students in your Summer Agriculture Program to add this class to their schedule. If you want to add the students yourself follow these steps.
    i. Go to the "Accounts" tab.
    ii. Select "2. Access Student Account". Select the student that you want to add to your Summer Ag Program list.
    iii. Select "Profile".
    iv. Select "Record your school and community involvement". Select "Add Class".
    v. Add the Summer Agriculture Class to the students list.
p. You can check the Summer Agriculture class roster by returning to the Chapter Account and then opening the "Reports" tab and selecting "Class Roster". This is what the roster page will look like with the date set to summer 2013 and the course set to Summer Agriculture.

Class Roster

Date:	Course:
Spring Summer Fall 2013	Summer Agriculture

Print Close this Window

Units of Instruction

Lesson #1

Hours (Number of Activities)

Last Name	First Name	Lesson #1	Tot Hrs In	Tot Hrs Out	Tot #
Baadsgaard	Lena	0 (0)	0	0	0
Bevan	Ty	0 (0)	0	0	0
Bushman	Nathan	0 (0)	0	0	0
Clark	Andrea	0 (0)	0	0	0
Deimler	Buddy	0 (0)	0	0	0
Despain	Deric	0 (0)	0	0	0
Evans	Brett	0 (0)	0	0	0
Gowans	Bob	0 (0)	0	0	0
Gowans	Mike	0 (0)	0	0	0
Reeve	Jason	0 (0)	0	0	0
Warnick	Brian	0 (0)	0	0	0

q. When you turn in your Summer Agriculture Program Application the AgEd State Specialist will open your AET Roster for this class and review the number of students on the roster. Your summer program will not be approved if you do not have a minimum of 35 students on this roster. You should also share this information with your Principal and CTE Director.
r. At the end of the summer if the report indicates that you did not work with at least 35 students, you will receive a prorated allocation based on the number of students you actually worked with.