



Recording Unpaid Hours for FFA Awards

Purpose: *This guide is to help teachers and students with the aspect of record book entries that count toward FFA award applications in the area of SAE unpaid hours. The following are the recommended options for recording unpaid SAE entries.*



Option #1 – Recording an Unpaid Placement SAE

- Develop an SAE  and select as an unpaid placement project & develop an SAE Plan
- Using the journal menu , select "time in AET Experiences (SAEs)" and record invested time

Examples are working at a business, school laboratory or other employment areas that are valuable job experiences. An employment experience typically involves:

1. Regularly scheduled times
2. Responsibilities



Option #2 – Recording a Research SAE

- Develop an SAE  and select as a research project and develop an SAE Plan
- Using the journal menu , select "time in AET Experiences (SAEs)" and record time related to the project (*daily entries of hours = better records*)

Examples include testing plant growth using different watering techniques or measuring student perceptions of a farmer's marketplace. These projects likely also relate to students involved in Agri-science Fair. This project typically involves:

1. A research question or hypothesis
2. Following research procedures & developing a results focused report.

Option #3 – Recording an Exploratory SAE

- Develop an SAE  and select as a exploratory project and develop an SAE plan
- Using the journal menu , select "time in AET Experiences (SAEs)" and record time related to the project (*daily hours relate to better records*)

Examples include attending an educational training event (Extension, certification, etc...), Practice time for a CDE/LDE Event. This project typically involves:

1. Invested time and recording actions that relate to the experience



Regardless of which option select, these projects may be completed using directed school laboratory and should relate to an agricultural course. Time directly related to an entrepreneurship project is recorded, but does not calculate as unpaid hours.