

# SAE Made EASY

Now that each of your Ag. Ed. students has an SAE record book or access to one online you can start helping them fill it out. The pages below can be covered at the beginning of one class period or spread out over a couple of days. They don't take long to fill out. Remember start simple you can always add more later!

It may be easier to use the combined SAE record book so all students learn about placement and entrepreneur entries.

**Cover:** All students should write their name on the cover so it easy to identify their record book from everyone else's.

**Page 1:** This page is basic information about the student that they should be able to complete themselves. It includes their name, address, contact information as well as, information about their parents and their employment.

**Page 2:** Students record their place of employment on page 2. Again they need to put their name on the page, the place they work, and contact information. Students should list their responsibilities at work. What is it they spend most of their time doing when they are working? For students working at home their place of employment will be their home address and their supervisors will be their parents/guardians. Responsibilities should include what they do at home to help out, feed the dog, walk the dog, prepare meals, clean, laundry etc. Help them expand by giving them ideas that fit the home and community development proficiency area, landscaping, painting, plumbing, roofing, siding, home repairs and maintenance.

**Page 3:** The SAE agreement. You will note this is from Sauk Prairie so adapt to fit your chapter. At Lodi we take a different approach to this page so you have a couple of options. At Lodi the students are required to fill in their name, employers name, what they agree to do and what the employer agrees to do in return. The student signs it, but do not require signatures from parents and employers, as most of them will not be completing proficiency applications. For students working at home that claim they do not get paid for their responsibilities suggest they write down their cell phone bill as an expense their parents cover for their help. Or they may have car insurance, gas, cash for weekend activities, etc. This can be perceived as bartering or exchange of labor, but it helps the students to see that they do get reimbursed for their efforts in some way even for working at home.