



Supervised Agricultural Experience Record Book Checklist

Use this form to help you organize and assemble your SAE Record Book. It is not judged; it is for our own use. Follow the numbers to assemble the contents in the correct order. Check the items off that apply to you as you complete them.

1. ____ **SAE Record Binder**-Any color 3 ring-binder with your name, address, and phone number. (Photos & colored paper are optional)
2. ____ **Camp Verde FFA PALS (pg. 1 of SAE Record Book) Title Page**-
 - ____ Picture of yourself or a picture of you and your project.
 - ____ Current year filled in.
 - ____ Name, date of birth, age, Male/ Female, Address, email, and projects filled in.
3. ____ **Table of Contents**- list the major sections of your SAE Record Book in order. Requirement Sign-off Form, Individual SAE Project Book, Project Records, Me & My Supervised Agricultural Experience. Each section should have a tabbed divider. Can be typed or handwritten.

(First Tab labeled Individual SAE Project Book)

4. ____ **FFA Creed (pg. 2)**
5. ____ **Requirement Sign-off Form (pg. 3)**-with all appropriate dates & signatures from leaders.
6. ____ **Individual SAE Project Book**-
 - ____ Pages 4-9: All sections filled in.

(Second Tab labeled SAE Project Book/ Specific Species)

7. **Project Records**- should be completed for each project you are enrolled in. They should be placed in order from your favorite or the one you have the greatest focus, followed with the other projects. For each project, include a new tab.
 - ____ **Tabbed dividers** labeled with name of each FFA PALS project (i.e., "Market Lamb", "Breeding Swine", "Pygmy Goat")
 - ____ All sections completed. Write "N/A" or "None" if you have no entry for the section.
 - ____ All insert sheets. This means some projects have supplemental sheets required for the project.

(Third Tab labeled Me & My SAE)

8. **Me & My Supervised Agricultural Experience-** is an area in your SAE Record Book to tell the reader all about YOU and the experience you had this year as a Camp Verde FFA PALS member. Use this section to tell something special about your SAE project, your club and yourself.

- ✓ Each project should have a summary describing the project(s) you have completed and what median you have chosen to express your experience. Use creativity, imagination, and originality to portray your SAE project(s). This could include drawings, pictures, photos, poetry, written dialogue or other median to express your interests.
- ✓ There is a 5 page, one sided, maximum for this section. If you have completed more than 3 projects you may add 2 additional pages. Heavy cardstock type paper should be used in this section, especially if photos will be used.

(Fourth Tab labeled prior year's books)

- ✓ This is only if you have completed the SAE record book from previous years.
- ✓ All your previous years will go behind the current records.

**** A few reminders**

- ✓ The entire portfolio must be prepared by the FFA PALS member. Parents can assist, but are NOT allowed to complete all of it for their child. If a parent chooses to write on the rough draft, the final copy must be in the child's handwriting in ink.
- ✓ It can be neatly handwritten in blue or black ink and submitted. Buy an erasable pen!!
- ✓ Please don't just paste photos to the pages in the Me & My SAE and call it good. Remember that you need to explain why you chose the photo, what it is showing, and if it is a group photo, point out where you are in the photo. Also, don't not use the same photo more than once.
- ✓ Also, if you have to put a photo on the page, use glue not tape to adhere it to the page.
- ✓ Plastic/ protective sheets should only be used on the photo pages and be even with the rest of the tabs.