

SAE RECORD BOOK SCORECARD - ENTREPRENEURSHIP

PA FFA Record Keeping System (2008)

Entrepreneurship
Enterprise: _____

Student Name: _____ School: _____

Page	Description	Possible	Awarded
1	Agreement (<i>Completed--agrees with planning, P- 3, in ink, signed, details any special arrangements</i>)	10	_____
3	Goals for Productive Enterprises (<i>Agrees with analysis sheet</i>)	5	_____
3-4	Approved Practices (<i>Sensible, dates agree with diary, spelling</i>)	10	_____
5	Budget Estimate (<i>Math correct, especially at the bottom</i>) (<i>Line E agrees with pp. 6 & 7</i>)	10	_____
6-7	Inventory (<i>correct and real; agrees with pp. 5 and 16 and net worth p. S-2</i>)	5	_____
8-11	Income (<i>Categories same as pp. 5 & 16, totals are real; dates in order, quantities and units given, quantity prices</i>)	15	_____
12-15	Expenses (<i>Same as pp. 5 & 16, realistic entries; dates in order, quantities and units given, quantity prices; non-cash values for feed etc. recorded</i>)	15	_____
16	Income Statement as Compared to Budget (<i>Agrees with pp. 5 & 8-11 & 12-15, hours agrees with diary</i>)	10	_____
17-20	Diary and Labor Record (<i>Accurate and realistic entries, give a good description of what was done, not redundant, sentences preferred</i>)	20	_____
21	Special Conditions (<i>Must explain any unusual entries-- income, expenses, diary</i>)	5	_____
22	Analysis Sheet (<i>Agrees with p. 16 & P-3 if 100% ownership</i>)	10	_____
23	Special Records (<i>Photo; breeding records, etc.; must have some special records</i>)	10	_____
SUBTOTAL		125	_____
Deduction: (Subtract a maximum of 15 points) <u>for a lack of</u> neatness, completeness and accuracy of records		-15	_____
TOTAL SCORE			_____

SCORECARD BOOK SCORECARD - EMPLOYMENT PA FFA Record Keeping System (2008)

Student Name: _____ School: _____

Page	Description	Possible	Awarded
1-2	Agreement (<i>Complete, in ink, accurate, special considerations</i>)	10	_____
3	Where I Work (<i>Realistic explanation, spelling, describe where you are working, This space should be mostly filled, sentences preferred</i>)	5	_____
3	Goals for Employment Period & Efficiency Factors (<i>Realistic explanation of YOUR goals, 2 + goals</i>)	5	_____
4	Jobs and Responsibilities (<i>Reasonably complete—improvement shown, signed</i>)	5	_____
5	Budget Estimate (<i>Completed; Line D agrees with pp. 6 & 7, math correct</i>)	10	_____
6-7	Inventory (<i>Completed, agrees with p. 5, and net worth, p. S-2</i>)	5	_____
8-11	Income (<i>Completed, agrees with p. 16; pp. 9 & 11 total agrees with total of columns on pp. 8 & 10</i>)	15	_____
12-15	Expenses (<i>Complete, agrees with p. 16, pp. 12 & 14 total equals total of columns on pp. 13 & 15</i>)	15	_____
16	Income Statement as Compared to Budget (<i>Agrees with pp. 9 & 11 and 13 & 15</i>)	10	_____
17-20	Diary and Labor Record (<i>Realistic entries, gives a good explanation of what you have done, not redundant, sentences preferred</i>)	20	_____
21	Special Conditions Affecting Income, Expenses, Dairy & Labor (<i>Any unusual circumstances explained</i>)	5	_____
22	Analysis Sheet (<i>Agrees with pp. 3 & 16</i>)	10	_____
23	Special Records (<i>Must have some special records or photos</i>)	10	_____
SUBTOTAL		125	_____
Deduction: (Subtract a maximum of 15 points) <u>for a lack of</u> neatness, completeness and accuracy of records		-15	_____
TOTAL SCORE			_____

SAE RECORD BOOK SCORECARD - PRACTICUM SKILLS
PA FFA Record Keeping System (2008)

CATEGORY WILL BE JUDGED BY HOURS. MUST HAVE AT LEAST 30 HOURS

Student Name: _____ School: _____

Page	Description	Possible	Awarded
1	Agreement & Description of Agriculture Facilities <i>(Must be completed, in ink, spelling correct, and signed)</i> (should be a complete description of the site, shop, lab)	10	_____
2	List of Task Areas	5	_____
	Inventories	5	_____
3-6	Tasks Performed <i>(Must be reasonable experiences and specific math must be correct, sentences preferred)</i>	70	_____
7-8	Job Experience Summary Sheet <i>(Total must agree with p. 6 total hours, must be realistic, evaluations cannot all be the same)</i>	15	_____
	Analysis Sheet	10	_____
	Photo pages	5	_____
9	Special Records <i>(Need to have some type of special records, photo, etc.)</i>	5	_____
	SUBTOTAL	125	_____
	Deduction: (Subtract a maximum of 15 points) <u>for a lack of</u> neatness, completeness and accuracy of records	-15	_____
	TOTAL SCORE		_____

SAE RECORD BOOK SCORECARD - IMPROVEMENT PROJECT

PA FFA Record Keeping System (2008)

Student Name: _____ School: _____

Page	Description	Possible	Awarded
1-2	Agreement, List of Projects, Goals <i>(Must be completed in ink, project name carried throughout book, and in complete sentences)</i> Page 1 – should have 3 to 7 for each section = 5 pts total Page 2 – minimum of 5 goals in sentences, must match pg. 6 = 5 pts other section = 2 pts if complete, 3 pts total for all signatures	15	_____
3	Description of Project <i>(Must be in complete sentences)</i>	5	_____
3	Proposed Labor Input	5	_____
4	Budget of Cash Costs <i>(Completed, realistic, signed)</i> Budget completeness & realistic = 8 pts, signatures = 2pts	10	_____
5	Drawing or Photo of Project <i>(Photos should be taken at different stages. Also include special records like contracts, licenses, supplies sheets, ect.)</i>	10	_____
6-7	Tasks Performed for Improvement Project All goals are represented in proper column = 5pts, realistic time and correct math = 5 pts, completeness and accuracy = 20 pts	30	_____
8	Actual Cost for Improvement Project	10	_____
IN	Inventory Page <i>(Should show only student ownership, with realistic value)</i>	5	_____
9	Improvement Experience Summary Sheet	5	_____
10	Evaluation <i>(Completed; should really summarize what the student did)</i> Student section complete = 10pts, Supervisor comments = 10pts	20	_____
AY	Analysis <i>(Complete, matches all reference pages from book)</i>	10	_____
SUBTOTAL		125	_____
Deduction: (Subtract a maximum of 15 points) <u>for a lack of</u> neatness, completeness and accuracy of records		-15	_____
TOTAL SCORE			_____

**SAE RECORD BOOK SCORECARD - RESEARCH
PA FFA Record Keeping System (2008)**

Student Name: _____ School: _____

Page	Description	Possible	Awarded
1-2	Agreement & Problem Identified	10	_____
3	Ask Questions; Initial Hypothesis	5	_____
4	Research Preparation	5	_____
5-7	Literature Review	10	_____
8	Personal Contacts	5	_____
9	Final Hypothesis & Research Design	10	_____
10	Methodology	5	_____
11	Research Budget Estimate	2	_____
12-13	Income & Expenses	5	_____
14-15	Student owned Research Inventory; Non-Student-Owned Research Inventory	5	_____
16	Income Statement Compared to Budget	3	_____
17-20	Diary and Labor Record	10	_____
21-22	Data Collected	15	_____
23	Analysis of Data	10	_____
24	Graphs & Charts	5	_____
25	Abstract	5	_____
26	Evaluation	5	_____
27	Special Conditions	5	_____
28	Special Records, including analysis sheet	5	_____
SUBTOTAL		125	_____
Deduction: (Subtract a maximum of 15 points) <u>for a lack of</u> neatness, completeness and accuracy of records		-15	_____
TOTAL SCORE			_____

SAE RECORD BOOK SCORECARD - LEADERSHIP
PA FFA Record Keeping System (2008)

Student Name: _____ School: _____

Page	Description	Possible	Awarded
L-1	Leadership Activities <i>(Must be appropriate for the years of membership for the students)</i>	2	_____
L-1	Office or Committee Assignments		
	*Spelling	1	_____
	*Years <i>(appropriate for the years of membership)</i>	2	_____
	<i>(If not assigned a committee or office indicate "None")</i>		
L-2	FFA Cooperative Activities		
	*Spelling	1	_____
	*Years <i>(dates may not exceed current record year)</i>	5	_____
	<i>(Indicate level of participation in corresponding column)</i>		
	<i>(May be listed cumulatively or annually)</i>		
	<i>(Should include current and previous years of membership)</i>		
L-3	School and Community Activities		
	*Spelling	1	_____
	*Years <i>(May be listed cumulatively or annually)</i>	2	_____
	<i>(If not involved in such activities indicate "None")</i>		
Book	General Deductions		
	*Name at top of pages	1	_____
	*Tabs <i>(deduction of 3 if missing, deduction of 1 if hidden)</i>	3	_____
	*Order of the Book <i>(Planning, Enterprises, Summary, Leadership)</i>	1	_____
	*Cover Page <i>(spelling/accuracy)</i>	1	_____
	SUBTOTAL 20		_____
Deductions	Subtract a Maximum of Five points <i>(Neatness, Completion)</i>	-5	_____
	TOTAL SCORE		_____

SAE RECORD BOOK SCORECARD - PLANNING
PA FFA Record Keeping System (2008)

Student Name: _____ School: _____

Page	Description	Possible	Awarded
P-1-2	Occupational Goals in Agriculture. <i>must have realistic explanations of experience, education and cost-actual dollars & actual job titles; should be in sentence form and should answer the following:</i> <i>2 point each for the Experience & Education sections per page</i> --What experiences I have had; -- What experiences I plan to do; --What courses I have taken -- What courses I am taking -- What courses I plan to take <i>Other-Higher Education Section, 1 pt for plan & 1 pt for cost</i> - Education after high school --Cost of education after high school in actual dollars <i>Top of pg P1 – ranking needs to be in numerical form = 2 points</i> <i>½ pt for occupational choice per page – must relate to agriculture</i>	P1 ___/2 P2 ___/2 P1 ___/2 P2 ___/2 Plan ___/1 \$\$ ___/1 Rank ___/2 P1 ___/.5 P2 ___/.5 15	_____
P-3	Occupational Experience Plan <i>(Must be complete – current and next year; enterprise titles must match cover, % ownership should agree with agreement page)</i> <i>2pts for current year, complete & matches, 1 pt for next year</i>	3	_____
P-3	Leadership Goals <i>(Must be in sentence form or they will NOT count, deduction of 2 pts if they do not meet minimum)</i> 1 st year student – 3 goals 2 nd year student – 5 goals 3 rd year student – 7 goal 4 th year student – 10 goals	5	_____
P-4	Personal Characteristics Evaluation <i>(Needs to be completed using S's; should be realistic; not all entries in the same column all the time, date)</i>	2	_____
SUBTOTAL		25	_____
Deduction: (Subtract a maximum of 5 points) <u>for a lack of</u> neatness, name missing on any page, spelling errors		-5	_____
TOTAL SCORE			_____

SAE RECORD BOOK SCORECARD - SUMMARY PA FFA Record Keeping System (2008)

Student Name: _____ School: _____

Page	Description	Possible	Awarded
S-1	Financial Summary <i>(Must agree with p. 16 & agreement page (or other indicated pages) for each enterprise; enterprises should be in the same order as in planning section and as they appear in the record book)</i> <i>Deduction of 1pt per incorrect column</i> <i>Deduction of 1 pt for out of order</i>	5	_____
S-2-3	Net Worth Statement <i>(Must agree with inventory pages [pp. 6 & 7])</i> <i>1 pt for dates at top of column</i> <i>5 pts for correct values in line 4-8</i> <i>2 pts if there are more than 2 personal assets listed with values, only 1pt for 2 or less personal values</i> <i>2 pts for listing liabilities by item, if none write NA, only 1 pt if missing values for liabilities</i> <i>5 pts for correct math in total net worth, only 3 pts if numbers are carried over but math is wrong</i>	15	_____
S-4	Narrative Summary <i>(Describes all projects, sentences, correct spelling and grammar)</i> <i>10 pts for complete description of all enterprises, deductions in multiples of 2pts for grammar errors or lack of descriptions</i>	10	_____
SUBTOTAL		30	_____
Deduction: (Subtract a maximum of 5 points) <u>for a lack of</u> neatness, completeness and accuracy of records		-5	_____
TOTAL SCORE			_____

SAE RECORD BOOK SCORECARD - CONSERVATION

PA FFA Record Keeping System (2008)

Student Name: _____ School: _____

Page	Description	Possible	Awarded
1-2	Agreement (<i>Must be completed in ink and signed by all; PGC Seal! spelling</i>)	10	_____
3	Site Map (<i>Completed with a legend; consider using colored pencils</i>)	5	_____
4-5	Site Index (<i>Complete both pages; don't repeat the same thing frequently; spelling</i>)	5	_____
6	Management Plan (<i>Complete & realistic</i>)	5	_____
7-8	Inventories (<i>Complete all pages; spelling</i>)	5	_____
9-12	Diary and Labor Record (<i>Complete, realistic, detailed; running total from page to page; spelling</i>)	30	_____
13	Expenses (<i>Realistic entries</i>)	5	_____
14	Identification of Mammals	8	_____
15	Identification of Birds	8	_____
16	Identification of Plants	8	_____
17	Identification of Reptiles, Amphibians & Fish	8	_____
18	Identification of Wildlife Signs	8	_____
	<i>(Lists must be specific, spelling, completed; scientific names if called for; do NOT repeat the same entries every day; consider weekly or monthly repetition)</i>		
19-20	Summary of Skills Development (<i>Complete; be sure these are realistic for what is in the diary and other sections; may include things learned in class</i>)	5	_____
21	Evaluation (<i>Must be completed; spelling; name of evaluator; seal</i>)	5	_____
39	Special Records including analysis sheet (<i>Must have special records; photos are very helpful</i>)	10	_____
	SUBTOTAL	125	_____
	Deduction: (Subtract a maximum of 15 points) <u>for a lack of</u> neatness, completeness and accuracy of records	-15	_____
	TOTAL SCORE		_____