

2025 Fairfield County Fair  
**FFA SAE Project Record Book Rubric**

Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

Project: \_\_\_\_\_ Circle Your Level in this Project: BEG INT ADV

Complete	Partial	Blank	
(2 pts each)	(1 pt each)	(0 pts each)	<b>Scope (Clipboard)</b>
●	●	●	1. Number of head listed for the current year
●	●	●	2. Defined description identifying the type of animal/project and tells the student role and responsibilities and/or purpose of the SAE. NOTE: This should be able to stand alone in understanding the kind of SAE and the skills students have gained by the reader.
(2 pts each)	(1 pt each)	(0 pts each)	<b>SAE Plan (Pencil)</b>
●	●	●	1. <u>Description</u> - The project has a defined description, duration, supervisor/industry mentor and safety considerations.
●	●	●	2. <u>Time Investment</u> - The project book has a planned use of time, common activities and time frame.
●	●	●	3. <u>Financial Investment</u> - The project book describes the planned use of cash and non-cash/labor exchange items as well as the usage of non-current capital items (equipment, breeding animals, etc.). If a labor exchange is used, the explanation and breakdown of responsibilities.
●	●	●	4. <u>Learning Objectives</u> - The project book has at least 3 relevant learning objectives selected with a planned activity for each.
(2 pts each)	(1 pt each)	(0 pts each)	<b>Budget</b>
●	●	●	1. Relevant categories are filled out with an approximate amount that will be spent/received for the given year
●	●	●	2. The notes section is filled out for each of the categories with a description of items to be purchased within that area.

Review numbers for scoring			<b>Journal</b>
•	•	•	1. At least bi-weekly journal entries completed with hours and records for each day. This includes daily care of animals as well as additional responsibilities as outlined in the description such as giving medication, grooming, walking, etc. They should have at least 5 journals for smaller projects such as rabbits and poultry. (10 points)
•	•	•	2. LABOR EXCHANGE ONLY - There are journal entries that confirm the work being done to pay for labor exchange expenses at a rate of \$10/hr. (-2 points if incomplete)
•	•	•	3. Photo of the SAE project animal (2 points)
(2 pts each)	(1 pt each)	(0 pts each)	<b>Finances</b>
•	•	•	1. Operating Income
•	•	•	2. Operating Expense - Feed, bedding, and supplies have been entered and realistic for the specific species. ALL memos have been completed. BOTH memos need to be filled out if using a labor exchange.
(2 pts each)	(1 pt each)	(0 pts each)	<b>Resume</b>
•	•	•	1. Courses entered/completed
•	•	•	2. FFA Involvement
•	•	•	3. Certification, Skills and Memberships
•	•	•	4. References (Minimum of ONE)

**\*Records below a 20/40 will need to be redone by OCTOBER 1st  
or you will not be able to show at the fair\***

**TOTAL SCORE: \_\_\_\_\_/40**