Managing PoA Event Details in AET

**Purpose:** The purpose of this guide is to provide an overview of AET’s Strategic Planning System and how to manage event (PoA) details such as goals, plans, outcomes and results. This guide also covers how to engage students to lead the effort.

**Step 1: Assign Calendar Student Leaders (PoA Managers)**

Each student selected will be able to access the calendar and Strategic Planning Systems from their AET Student JOURNAL.

- Students can select the calendar link and create/view/edit calendar activities
- Students can select their Student Journal and access the Strategic Planning system to develop a mission statement, goals, outcomes and results (All areas!)

**Step 2: Define a Strategic Planning Year and Enter Details**

Students and teachers can develop strategic concepts, define leaders, create strategic aligned activities, manage budget details and more through AET’s strategic planning system. Also, teaches students a valuable career skill!

1. Set a PoA 12-month time period (Establishes a Strategic Planning Period)
2. Work with your student leaders and other stakeholders to complete all sections:
   (a) Strategic Planning – Mission, Visions and planning
   (b) Student leaders and details – Officers and committee objectives
   (c) **Action events (PoA) – Key aspect for this guide!**
   (d) Program Budget – Overall and activity budgets


**Step 3: Strategic Activities – Tracking Event Details**

Create new or select events to manage PoA details and Print Results

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Once an “Action Event” is selected, the details include:

A. Activity Description – Explains the intent of the event and connection to the overall Chapter strategic plan.

B. Activity Goals, Plans of Action and Outcomes – Each area needs specific, measurable, attainable, realistic and time (SMART) oriented plans to connects goals to a plan of action and related outcomes.

- Each event requires 3 sets of goals, plans of action and outcomes to be complete, so complete #1, #2 and #3!
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C. Record Key Planning Dates – Dates that are important to plan the activity (important when repeating into future years).

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>2/1/2016</td>
<td>Coordinate with the school and reserve the lunch room area for 2 days</td>
</tr>
<tr>
<td>3/1/2016</td>
<td>Coordinate with event partner and determine a theme for the event</td>
</tr>
<tr>
<td>4/1/2016</td>
<td>Have the booth content set and materials develop or acquired</td>
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</tbody>
</table>

D. Track Results, Photos, Budget and Participants – Identify the results, capture photos that illustrate the event, enter budget details and record participants

*All areas completed in AET (1) populates valuable PDF reports and (2) completes FFA’s National Chapter Award Application (See additional help guides in AET – Teacher Help).

For assistance in each area:
- 🌐 For basic help on each question
- 👤 For advanced help and high points from the National Chapter Award rubric