

## LEA Request for Funding Application – Summer 2023

### Summer CTE Agriculture Program

**Duration of Program:**

May 15, 2023, through August 31, 2023

**R277-911-10. Disbursement of Funds - Summer CTE Agriculture Programs.**

1. Pursuant to Subsection 53F-2-311(3)(d), an LEA shall receive a 5 WPU disbursement for a qualifying summer CTE agriculture program.
2. An LEA operating a program with a supervising teacher and college intern shall receive a combined total of 7 WPUs of the summer CTE agricultural allocation.
3. The Superintendent shall allocate Summer CTE agricultural funding to each LEA conducting an approved program for no more than 360 hours and 35 students.

**Eligible Applicants:**

1. Utah School Districts or Utah Charter Schools with approved CTE Agricultural Education programs.
  - a. Teachers who hold a valid Utah teaching license, with an endorsement in agriculture, as outlined in Subsection R277-911-3(5)(d)(v) or upon the approval of the Superintendent,
  - b. College intern who is enrolled in an approved postsecondary Agricultural Education-Teacher Preparation program, minimally at the junior or senior level.

**LEA Assurances:**

1. To receive state summer CTE agriculture program funds, an LEA shall apply using a form and timeline specified by the Superintendent each year.
2. An LEA shall submit to the Superintendent a final program report through the funding application due August 31 annually.

**Teacher/Intern Assurances:**

1. (Teacher) hold a valid Utah teaching license, with an endorsement in agriculture, as outlined in Subsection R277-911-3(5)(d)(v);
2. (Teacher/Intern) has developed a calendar of activities which shall be approved by the LEA's administration and reviewed by the Superintendent;
3. (Teacher/Intern) has or will work a minimum of 360 hours in the summer CTE agriculture program;
4. (Teacher/Intern) has or will not engage in other employment, including self-employment, which conflicts with the teacher's performance in the summer CTE agriculture program;
5. (Teacher/Intern) has developed and filed a weekly schedule and a monthly report outlining accomplishments related to the calendar of activities with: (A) the school principal; (B) the LEA CTE director; and (C) the Superintendent; and
6. (Teacher) has a minimum of 35 students enrolled in the summer CTE agriculture program;
7. (Intern) enroll a minimum of 20 students in the summer CTE agriculture program; and
8. visits the participating students a minimum of two times during the summer program with a minimum average of four on-site visits to students.

**Student Assurances:**

1. has on file in the LEA office the student's Plan for College and Career Readiness goal related to agriculture;
2. in conjunction with the student's parent or employer and the teacher, has a developed individualized plan of activities, including a supervised occupational experience program;
3. has completed the eighth grade; and
4. has not graduated from high school.

<b>LEA Request for Funding Application – Summer 2023</b>	
<b>Summer CTE Agriculture Program</b>	
<b>Applicant LEA</b>	
<b>LEA Address</b>	
<b>LEA CTE Director</b>	
<b>Phone</b>	
<b>Email Address</b>	

Information for school(s) – teacher(s) receiving Summer CTE Agriculture Program funding. Include all schools and the teachers in the school who will receive Summer CTE Agriculture Program funding.

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Signature indicates willingness to meet all requirements of the program and expenditures align with appropriate State funding guidelines.

<b>LEA CTE Director</b>		<b>Date</b>	
<b>LEA Business Administrator</b>		<b>Date</b>	

## Instructions for preparing the Summer Agriculture Program Report:

1. The Summer Agriculture Program Report for each teacher employed by the LEA should be attached to the Grant application.
2. The Summer Agriculture Program Report is generated through AET (Agricultural Experience Tracker) located at [www.theaet.com](http://www.theaet.com).
  - a. The teacher/intern should generate a Teacher Journal Report for the months of May, June, July, and August, in one document, and forward a pdf copy to the LEA CTE Director.
  - b. The LEA should attach the Teacher Journal Reports to the grant application.
3. Instructions for creating the Teacher Journal Report in AET:
  - a. Log on [www.theaet.com](http://www.theaet.com) using the high school/FFA AET account "Username" and "Password".
  - b. Select the "Reports" tab.
  - c. Select "Program/Teacher Reports".
  - d. Select "Teacher Journal Report".
  - e. Set the "START Date" on May 15, 2023.
  - f. Set the "END Date" on August 31, 2023.
  - g. Set the "Teacher" tab on ALL. This will generate a report with all the teachers included. The report for each individual teacher can also be created. If the individual teacher report is created, work hours for that teacher can be checked. The total hours worked must be 360 hours. If the total hours are not 360, have the teacher review their report to make sure they have reported their hours correctly.
  - h. Set the "Activity Type" tab on ALL. Make sure the Box "Include Student Supervision Details" is clicked.
  - i. At this point the "Teacher Journal Report" can be previewed before the pdf document is created.
  - j. Select "Generate PDF".
  - k. Save the PDF document. This document will be attached to the Grant Application.