

Summer Agriculture Program Application 2019

Teacher Information:		District/School Information:	
Name:		District:	
Email:		School:	
Mobile Phone:		CTE Director:	
School Phone:		Principal:	

Steps:

1. Summer agriculture program records will be kept on AET (Agricultural Experience Tracker). AET is located at <http://theaet.com/>.
2. The Student List:
 - a. **Assurance #1:** In AET, create a new class called "2019 Summer Agriculture Program". Enroll the students assigned to you into that class. You must enroll 35 students. The course should be created, and students enrolled before the application is signed.
3. The Calendar of Activities:
 - a. **Assurance #3:** Your calendar of activities for the summer will be kept on AET. All teachers and interns working together in the same school should use the same calendar. The calendar should be completed before your application is signed.
4. Summer Ag Program Application:
 - a. Complete all Teacher and District/School Information. Sign the Summer Agriculture Program Application; secure signatures from your Principal and CTE Director; email the application to the Utah State Board of Education to william.deimler@schools.utah.gov.
 - b. If your attempt to electronically sign this document is not successful:
 - i. Print the document and secure the signatures.
 - ii. Scan the document and return it by email to william.deimler@schools.utah.gov. Do Not Fax.

Signing the Document:

1. When you open the application, immediately save the application to your computer.
2. When you click on the signature block it will ask you about a digital signature block. Select the correct signature.
3. Click continue; review the digital signature; click sign.
4. The computer will ask you to save the document again. Save it.
5. Date the document. Save it again. The document is now saved.
6. When you email the document to your CTE Director and Principal they will complete steps 1-5.

Procedure at the Utah State Board of Education:

When the application is received in the State Office of Education:

1. Your application will be reviewed to make sure you have provided the required information and that your principal and CTE Director have signed/approved the application.
2. Your Student List on AET will be reviewed to make sure you have a minimum of 35 students enrolled in the correct "2019 Summer Agriculture Program" course.
3. Your Calendar of Activities on AET will be reviewed to determine if you have completed the planning process.
4. If you have met all the requirements you will be approved for a Summer Agriculture Program allocation and will receive an email notification.

If you have a Summer Intern, please help them complete an application.

APPLICATION DUE - MAY 17th

REPORT DUE – AUGUST 23rd

Summer Agriculture Program Application-2019

Assurances:

A teacher and/or intern of a summer agriculture program shall:

1. Organize and implement a summer agriculture program that is a minimum of 360 hours and provides a program for a minimum of 35 students;
2. hold a valid Utah teaching license, with an endorsement in agriculture, as outlined in R277-911-3G; *(If you are an approved summer intern you are eligible without this license/endorsement.)*
3. develop a calendar of activities which shall be approved by district administration and reviewed by the state specialist for agricultural education;
4. work a minimum of eight hours a day in the summer agriculture program. Exceptions shall be reflected in the calendar of activities and be approved by the district administration;
5. not engage in other employment, including self-employment, which conflicts with the teacher's performance in the summer agriculture program;
6. develop and file a weekly schedule and a monthly report outlining accomplishments related to the calendar of activities with the school principal, district career and technical education director, and the state specialist for agricultural education;
7. visit the participating students a minimum of two times during the summer program with a minimum average of four on-site visits to students;
8. inform the students, selected for the Summer Agriculture Program, and their parents that they are a part of the Summer Agriculture Program BEFORE the program begins; and
9. keep a detailed record of student visits and teacher activities.

Students enrolled in the summer applied technology agriculture program shall:

1. have on file in the teacher's and district office a student educational/occupational plan (SEOP) goal related to agriculture;
2. in conjunction with the student's parent or employer and the teacher, develop an individual plan of activities, including a supervised occupational experience program;
3. have completed the eighth grade; and have not graduated from high school.

Signature: (By signing I am assuring that all Assurances listed in this document have been or will be met and all information is appropriate and correct.)

Teacher Signature: _____ **Date:** _____

Principal Signature: _____ **Date:** _____

CTE Director Signature: _____ **Date:** _____

APPLICATION DUE - MAY 17th

REPORT DUE - AUGUST 23rd