

## Program of Agriculture Education Evaluation

Young Farmer Program of Work  
Agriculture Education Evaluation Guide

Teacher \_\_\_\_\_  
Evaluator \_\_\_\_\_

All applications and program documentation should be submitted to: [applications-gyfa@gaaged.org](mailto:applications-gyfa@gaaged.org)

LOCAL SYSTEM STANDARDS	NOTES	DOCUMENTATION
<p>1. The Teacher does not have any after-school duties and responsibilities that would conflict with the FFA, SAE or GYF activities. <u>*The Agricultural Education Program has three components. The Classroom, FFA, and SAE combine to make the complete and balanced program. Students must be trained for Career Development Events and supervised at these activities. The students must have an SAE that requires home and worksite visits by the Agriculture Teacher. These activities occur throughout the school year and during the summer. As a result, the Agricultural Education Teacher should not have any after-school duties and responsibilities that would conflict with the FFA and SAE activities for which they receive extended day and extended year. This would include athletic events.</u></p>	<p>The GYF Teacher should make the Region Coordinator and State GYF Director aware of after-school duties and responsibilities that hinder the GYF Program.</p>	<p>POW documentation from teacher.</p>
<p>2. The young farmer agribusiness program will operate in a school system with a full-time secondary agriculture program.</p>		<p>Documented in Region Office</p>
<p>3. Local system will provide adequate facilities, equipment, and supplies for the Young Farmer program.</p>		<p>POW Documentation from Teacher.</p>
<p>4. The local system will ensure the accessibility of the young farmer agribusiness teacher to the program constituents, system administration, and the state young farmer agribusiness coordinator during regular duty hours of each workday.</p>	<p>YFT should complete all in-school class instruction by 10 a.m. each day as stated in Standard #8.</p>	<p>A copy of YFT daily schedule should be provided to the State GYF Director.</p>
<p>5. The local system will allow for scheduled absences from secondary class instruction and other secondary responsibilities by the young farmer agribusiness teacher to facilitate the goals and objectives of the program.</p>	<p>Examples of scheduled activities that may warrant absence would be in-service training, seminars, field days, and organized GYF classes.</p>	<p>These are recorded each month on the monthly reporting system.</p>

<p><b>6.</b> The young farmer agribusiness teacher will not be assigned regularly scheduled extra secondary responsibilities that lessen the maximum focus on educational activities with the adult constituents of the program.</p>	<p>This includes any activity that prevents the GYF Teacher from accomplishing program tasks and responsibilities. YFT should not be assigned in-school duties during the day or after school that interfere with the GYF Instructional Program.</p>	<p>Signed statement from administration.</p>
<p><b>7.</b> The young farmer agribusiness teacher will keep his/her immediate supervisor informed of Young Farmer Agribusiness Program activities.</p>	<p>The GYF Teacher will provide the CTAE Director each month with a monthly report copy. A copy of monthly reports should be included in the GYF Teacher POW Notebook.</p>	<p>Monthly Reports should be completed by the 10<sup>th</sup> of each month during the year.</p>
<p><b>8.</b> The young farmer agribusiness teacher's secondary instructional activities will be completed by 10 a.m. each day that school is convened.</p>	<p>The GYF Teacher will mark "No" on the Standards Evaluation if not finished by 10 a.m. each day.</p>	
<p><b>9.</b> The young farmer agribusiness teacher currently holds a valid teaching certificate in agricultural education.</p>	<p>Provide a copy of teaching certificate in the GYF POW notebook.</p>	<p>Copy in the GYF POW Notebook.</p>
<p><b>10.</b> The young farmer agribusiness teacher has a minimum of three years teaching experience in agricultural education or agricultural industry experience.</p>	<p>The GYF Teacher should hold a bachelor's degree and seek certification in agricultural education to be a GYF Teacher.</p>	
<p><b>TEACHER STANDARDS</b></p>		
<p><b>11.</b> The young farmer agribusiness teacher will participate in all staff development that is provided by the state young farmer coordinators office. (A waiver of participation will be at the discretion of the state young farmer coordinators office).</p>	<p>Staff Development classes will be coordinated by the State GYF Director.</p>	<p>State GYF Office documentation of attendance.</p>
<p><b>12.</b> The teacher will be actively involved in the professional teacher organization, Georgia Vocational Agricultural Teachers Association (GVATA), which is dedicated specifically to agricultural educators in the state</p>	<p>It is important to be a part of this professional organization and to contribute to the Professional Representation Fund. For questions about the GVATA or PRC, contact your Area GVATA Representatives.</p>	<p>A copy of GVATA Registration/dues should be placed in your POW Notebook.</p>
<p><b>13.</b> The teacher will attend all area meetings for agricultural education teachers (summer, fall, winter, spring) or the approved make-up activity with prior written approval of the Agricultural Education Region Director/State GYF Director.</p>	<p>The Region Ag Education Director and the State GYF Director should be contacted if unable to attend any region meetings.</p>	<p>If absent from a region meeting, a "NO" should be marked on your year-end POW evaluation. A note will be added detailing why not in attendance.</p>
<p><b>14.</b> The teacher will attend the GVATA Summer Leadership Staff Development Conference</p>	<p>If unable to attend, notify the Region Ag Ed Director and State GYF Director.</p>	<p>A copy of GVATA Registration should be placed in POW Evaluation Notebook.</p>

<p><b>15.</b> The teacher will attend the GVATA Mid-Winter Leadership Staff Development Conference.</p>	<p>Teachers not able to attend should contact the Region Ag Education Director and the State GYF Director.</p>	<p>Region Ag Ed Directors will have signed documentation of attendance.</p>
<p><b>16.</b> Program participants' input shall be obtained annually by the young farmer agribusiness teacher with a state-approved evaluation instrument.</p>	<p>We have a hard copy of the state-approved survey that may be used or teachers may create a digital format.</p>	<p>State Approved Survey Instrument may be found on the GAAGED Website under the GYFA Tab.</p>
<p><b>17.</b> An annual budget for the young farmer agribusiness instructional program developed by the young farmer agribusiness instructional teacher and approved by his/her immediate supervisor will be on file by the due date on the state calendar.</p>	<p>Include a copy of the budget in the GYF Teacher POW Notebook.</p>	<p>Submit by August 15 to: <a href="mailto:applications-gyfa@gaaged.org">applications-gyfa@gaaged.org</a></p>
<p><b>18.</b> The young farmer agribusiness teacher will maintain a property inventory of equipment that includes the storage location of assigned inventory.</p>	<p>This inventory is required by the local CTAE Director.</p>	<p>Include this information in the GYF Teacher POW Notebook.</p>
<p><b>19.</b> A state-approved long-range plan, based on a state-approved model, for program improvement in accountability and instructional effectiveness will be on file by due date on state calendar.</p>	<p>An example Long-Range Plan may be found on the GAAGED website under the GYFA Tab.</p>	<p>Due August 15 to the <a href="mailto:applications-gyfa@gaaged.org">applications-gyfa@gaaged.org</a> website.</p>
<p><b>20.</b> The young farmer agribusiness teacher will maintain a local chapter of the Georgia Young Farmer Association (GYFA) and serve as local Advisor.</p>		
<p><b>21.</b> The GYF local chapter will have at least 50 active members.</p>	<p>Each year, the State GYF Office will share a copy of the previous years' roster that may be updated. Supplemental rosters will be accepted in July and December.</p>	<p>Copy of GYFA Membership Roster in POW Notebook and submitted to: <a href="mailto:applications-gyfa@gaaged.org">applications-gyfa@gaaged.org</a> website. Due Date: March 15.</p>
<p><b>22.</b> A chapter roster in a state-approved format will be submitted along with membership dues by the due date on the state calendar, to the state young farmer agribusiness coordinator.</p>	<p>Each year, the State GYF Office will share a copy of the previous years' roster that may be updated. Supplemental rosters will be accepted in July and December.</p>	<p>Copy of GYFA Membership Roster in POW Notebook and submitted to: <a href="mailto:applications-gyfa@gaaged.org">applications-gyfa@gaaged.org</a> website. Due Date: March 15.</p>
<p><b>23.</b> The young farmer agribusiness teacher will provide a copy of their Program of Work evaluation (previous fiscal year) to his/her immediate supervisor; the teacher and supervisor will review to make program improvements.</p>		<p>A signed copy of the previous year's POW Evaluation. Include this copy in the GYF POW Notebook.</p>

<p>24. The young farmer agribusiness teacher will complete and document no less than twenty hours of applicable technical update training beyond that scheduled by the state young farmer agribusiness director.</p>	<p>Examples might include: Crop Production Updates, Sunbelt EXPO Field Day, Local Ag Industry Tour, Livestock Industry Updates, New Agricultural Innovation Updates, Ag Chemical Updates, etc.</p>	<p>Include certificates of completion in the GYF POW Notebook. Monthly Report Agenda from training</p>
<p>25. The young farmer agribusiness teacher will obtain/maintain a private or commercial pesticide license.</p>	<p>GYF Teachers may obtain private or commercial pesticide license.</p>	<p>Include a copy of the Pesticide License in the GYF POW Notebook.</p>
<p>26. The teacher will comply with the Agricultural Education Teacher's Creed.</p>		<p>Include a copy of the Ag Ed Teachers Creed in the GYF POW Notebook.</p>
<p>27. The young farmer agribusiness teacher will participate in the planning, development, and implementation of departmental activities for the local agricultural education program. All agriculture teachers in the local department will participate cooperatively in the planning of all phases of the local program of agricultural education. (Young Farmer Agribusiness instruction, secondary instruction, middle school instruction, short-term adult instruction, food processing, FFA activities, supervised agricultural experience projects (SAEs), maintenance and organization of departmental facilities, etc.)</p>	<p>Young Farmer Teachers are an important part of the total Ag Ed Program. All teachers should work together in the planning, development, and implementation of departmental activities.</p>	<p>Include minutes of local departmental / advisory meetings in the GYF POW Notebook. <b>CDE participation</b></p>
<p>28. The organized instructional program will provide program constituents with no less than twenty approved classes as outlined in the course calendar.</p>		<p>Record all instructional classes using the official class GYF Class Roster. The roster may be found on the GAAGED Website under the GYFA Tab.</p>
<p>29. All organized classes will have a minimum enrollment of ten qualified constituents.</p>		<p>Class rosters should include 10 or more adult constituents in order to be considered an adult instructional class.</p>
<p>30. All organized classes will have a minimum instruction time of two hours.</p>		<p><b>Class agenda</b></p>
<p>31. No more than two classes will be counted per day.</p>		<p><b>Class agenda</b></p>
<p>32. No more than 30 percent of the organized classes provided will be derived from a single instructional area as identified in the Young Farmer Agribusiness Curriculum Guide.</p>	<p>The curriculum guide includes instructional areas with examples of topics that may be taught.</p>	<p>The Young Farmer Agribusiness Curriculum Guide may be found on the GYFA Website. Class agenda</p>
<p>33. The young farmer agribusiness teacher will provide individual instruction or small group instruction to program constituents on a daily basis as documented in the monthly report.</p>	<p>Refer to the Georgia Young Farmers/Agribusiness Education Program Guide for consistent monthly reporting guidance.</p>	<p>Monthly Reports will be monitored by the State GYF Office for consistency in reporting instruction.</p>

<p><b>34.</b> A qualified constituent base of no less than 75 individuals will be maintained and reported on the adult enrollment summary and submitted by the state deadline.</p>		<p>Adult Enrollment will be reported using the state approved adult enrollment summary. The AES may be found on the GAAGED website under the GYFA Tab.</p>
<p><b>35.</b> The young farmer agribusiness teacher will ensure that a minimum of 60 percent of students have in place an approved Supervised Agricultural Experience Program (SAE).</p>		<p>Enrollment Data reported on the Georgia Ag Ed Website Portal. Grade book showing SAE grades</p>
<p><b>36.</b> The young farmer agribusiness teacher will provide students with a state approved SAE record book appropriate for their Supervised Agricultural Experience Program.</p>		<p>Reported on the Georgia Ag Ed Website Portal.</p>
<p><b>37.</b> The young farmer agribusiness teacher will provide project supervision for each student with an approved Supervised Agricultural Experience Program.</p>		<p>SAE supervision is reported on Monthly Reports.</p>
<p><b>38.</b> Each Young Farmer agribusiness teacher will have a minimum of 100% FFA membership students enrolled in their class.</p>		<p>FFA Membership is reported on the Georgia Ag Ed Website Portal.</p>
<p><b>39.</b> The local GYFA chapter will hold a minimum of 5 Chapter Meetings during the year. Official minutes should be recorded for each meeting.</p>	<p>Official minutes should be taken by GYFA Leadership Team each time a chapter meeting is held.</p>	<p>Include chapter meeting minutes in the GYF POW Notebook.</p>
<p><b>40.</b> A chapter roster in a state-approved format will be submitted along with membership dues by due date on the state calendar, to the state young farmer agribusiness coordinator.</p>		<p>Due by March 15. Submitted digitally to the state GYF Office using the <a href="mailto:applications-gyfa@gaaged.org">applications-gyfa@gaaged.org</a> website.</p>
<p><b>41.</b> Chapter will have at least 2 delegates and advisor attend the Region caucus.</p>	<p>Cannot be Ag Teacher or family member</p>	<p>Advisor and Delegate Sign-In</p>
<p><b>42.</b> Chapter will have at least 2 delegates and advisor attend the GYFA Convention.</p>	<p>Cannot be Ag Teacher or family member</p>	<p>Advisor and Delegate Sign-In at business session and all scheduled banquet functions</p>
<p><b>43.</b> Chapter will have at least 1 member and advisor attend the GYFA State Legislative Conference.</p>	<p>Cannot be Ag Teacher or family member</p>	<p>Advisor and Delegate Sign-In</p>

<p><b>44.</b> Chapter will plan and conduct three Ag Awareness Activities (preferably elementary).</p>		<p>Documentation should be included in the GYF POW Notebook. An agenda with pictures should be included for all three Ag Awareness Activities.</p>
<p><b>45.</b> Chapter will conduct a local GYFA awards banquet.</p>	<p>If the awards banquet is held after the POW Evaluation, the teacher should provide documentation to the State GYF Office after said banquet is held.</p>	<p>Banquet Invitation and Agenda should be included in the GYF POW Notebook.</p>
<p><b>46.</b> Chapter will have at least 1 member and advisor attend the GYFA Summer Tour.</p>	<p>Cannot be Ag Teacher or family member</p>	<p>Advisor and Delegate Sign-In</p>
<p><b>47.</b> Chapter will participate in no fewer than 10 of the following activities:</p> <ul style="list-style-type: none"> <li>a. Chapter President Award</li> <li>b. Chapter Display Board</li> <li>c. Chapter will attend NYFEA Institute</li> <li>d. Advisor will participate in Farm Management Contest at Convention</li> <li>e. Member will participate in Farm Management Contest at Convention</li> <li>f. Advisor will participate in GYFA Livestock Show</li> <li>g. GYFA current State Officer or State Officer candidate</li> <li>h. GYFA Junior or Senior Director</li> <li>i. GYFA Young Ag Leader Award</li> <li>j. GYFA Young Ag Producer Award</li> <li>k. Outstanding Chapter Award</li> <li>l. Outstanding Farm Family Award</li> <li>m. Outstanding Member Award</li> <li>n. Photography Contest at GYFA Convention</li> <li>o. Spokesperson for Agriculture Contest at GYFA Convention</li> <li>p. Submit at least 1 article to GYFA magazine</li> <li>q. Sunbelt GYFA Q-Fest</li> <li>r. GYFA Scholarship Applicant *** See Note.</li> <li>s. American Degree Applicant</li> <li>t. Train and enter FFA CDE Team</li> <li>u. Special Projects or Activities (up to 3 approved by Region Director)</li> </ul>	<p>*** Scholarship Notes*** The Winfred Jones, Past Presidents and Terrell Weeks Memorial Scholarships will fill out the GYFA Scholarship Application. Winners for each category will be selected by the judging committee.</p>	<p>Applications and Guidelines are located on the GAAGED Website under the GYFA Tab.</p> <p>Applications and Guidelines are located on the GAAGED Website under the GYFA Tab.</p>
<p><b>48.</b> The teacher will conduct at least two advisory committee meetings. Membership of the advisory committee will include agricultural</p>	<p>GYF Teachers may share a common advisory with the agricultural education program.</p>	<p>Minutes from the two advisory meetings</p>

<p>industry and community leaders (minimum of seven). The teacher will keep proper advisory committee minutes.</p>		<p>should be included in the GYF POW Notebook.</p>
<p><b>49.</b> A locally approved Course Calendar/Program of Activities that conforms to the state guidelines will be submitted to the state young farmer agribusiness coordinator by the due date on the state calendar.</p>	<p>This standard has been combined for the Course Calendar and the Program of Activities.</p>	<p>Due Date: October 1 The Course Calendar Form may be used for both the Course Calendar and the Program of Activities.</p>
<p><b>50.</b> A locally approved monthly report will be on file in the local teacher files, and a copy of the Young Farmer monthly activity report will be electronically submitted to the state young farmer agribusiness coordinator by the 10<sup>th</sup> day of each month following the month that the activities occurred.</p>		<p>Monthly Reports should be reported online by the 10<sup>th</sup> of each month. Include a copy of each monthly report in the GYF POW Notebook.</p>

