



# Georgia Agricultural Education Monthly Reporting System

## Daily Log for High School and Middle School Teachers

### *Frequently Asked Questions*

#### **What is an Extended Day Hour?**

*Extended Day is compensation for one hour of work beyond the regular eight hour school day for each instructional school day. You should report all hours worked beyond the school day for all FFA, SAE, Agricultural Education etc... activities that directly relate to your duties as an Agricultural Educator.*

#### **What constitutes an Extended Year Day?**

*An Extended Year Day is eight or more hours of work performed on a single day outside of the 180 instructional school days and 10 pre-planning, post-planning and teacher work days.*

#### **What days of the month should I report?**

*Every day of the month should be documented.*

#### **What is a contact?**

*A student that is under your direct supervision during an extended day or extended year activity. A meeting conducted with a parent, business leader, farmer or other stakeholder where you discuss with or educate them about the FFA and/or Agricultural Education issues. This does not include social visits.*

#### **How do I count contacts at Summer Leadership Camp, Livestock Shows, CDE's, Civic Club meetings, etc...**

**Summer Leadership Camp** – *Your contacts are those students that you have direct supervision over from your chapter and/or from a colleagues Chapter if the students have been assigned to you and your cabin. You may also count adults (fellow teachers, presenters etc...) with whom you have a professional discussion that relates to the FFA and/or Agricultural Education program.*

**Livestock Shows and CDE's** - *Your contacts are those students that you have direct supervision over from your chapter. You may also count parents, family members and community members who are participating in the event or assisting in the event on behalf of your Chapter. You may also count adults (fellow teachers, producers, judges etc...) with whom you have a professional discussion that relates to the FFA and/or Agricultural Education program. If you coordinate and host an event you may count everyone in attendance.*

**Civic Club Meetings** - *If you and/or your Chapter Members conduct a formal presentation to a civic group meeting you may count everyone in attendance. If you are attending as a member or guest of the organization but do not make a presentation you can only count those adults with whom you discuss FFA and Agricultural Education issues.*

#### **How many non-school days can I count as Extended Years days?**

*Teachers employed on an eleven month contact may count up to five Saturdays, Sundays and Holidays as Extended Year Days.*

*Teachers employed on a twelve month contact may count up to ten Saturdays, Sundays and Holidays as Extended Year Days.*

#### **What is the difference between Contact Hours and Extended Day/Year Hours?**

*A contact hour is the actual time that you participated in a professional improvement activity. Extended Day and Extended Year hours are the hours that you worked beyond the normal instructional school day.*

**All monthly reports must be submitted by the 10<sup>th</sup> day of the following month!**  
**This is a critical deadline!**

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## Sample Daily Log for High School and Middle School Teachers

### 2010 Mid-Winter Teachers Conference

Day	Location	Contact Names	Category	Activity	Misc Info	Contacts	Hours	Ext Day Hrs	Ext Year Hrs
1	School	John Bridges	CDE Practice	Prepared Speak.- Sr.		1	0	1	0
1	School	Todd Teasley	CDE Practice	Prepared Speak.- Jr.		1	0	1	0
2	School	85 members present	FFA	Chapter Meetings	October Chapter Meeting	85	0	2	0
2	Home visit	Ricky Wheeler and Mr. Wheeler	SAE	Livestock/Poultry	Supervised steer SAE	2	0	1	0
3	Community	Officer Team and 35 Rotary Club Members	Community	Civic Club Program	Rotary Club Meeting	41	0	2	0
4	Out of Community	Region Ag Ed Team	Prof. Improvement	Area Teacher Meet.	Meeting at the Region Office	0	2	4	0
5	School		Prof. Improvement	Monthly Reports	Completed September Monthly Report	0	1	1	0
6	School		Specialized Facilities	Greenhouse		0	2	0	2
7			Non-School Event	Sunday		0	0	0	0
8			Non-School Event	Holiday	Columbus Day	0	0	0	0
9	Community	Harold Milligan	Community	Industry Contacts	Arranged for digging land judging pit	1	0	1	0
10	Community	Land Judging Team - Blane Marable, Von Peavy, Harry Thompson, David Turner	CDE Practice	Landjudging- Sr.	Practice at Winning Acres Farm	4	0	2	0
11			Non-School Event	Sick Leave		0	0	0	0
12	Out of Community	Show Team and 8 parents	SAE	SAE Exhibit - Livestock	Georgia National Fair	15	0	4	0
13	Out of Community	Show Team and 8 parents, Teri Hamlin	SAE	SAE Exhibit - Livestock	Contacted Dr. Hamlin about show pigs	16	0	0	14
14	Out of Community	Show Team and 8 parents	SAE	SAE Exhibit - Livestock	Georgia National Fair	15	0	0	8
15			Non-School Event	Non Ext. Day/Year	Furlough Day	0	0	0	0
16	Community	Anne Smith, Christa Steinkamp, Tommy Waldrop	Community	Industry Contacts	Dairy Association Meeting	3	0	2	0
17	Out of Community	Floriculture Team and Officer Team	FFA	Convention - National	Mr. Eddie McKie accompanied Floriculture Team	11	0	6	0
18	Out of Community	Officer Team	FFA	Convention - National		6	0	6	0
18	Out of Community	Floriculture Team - National CDE	CDE	Floriculture- Sr.	Mr. Eddie McKie Accompanied team	5	0	0	0
19	Out of Community	Floriculture Team and Officer Team	FFA	Convention - National	Mr. Eddie McKie accompanied team	11	0	6	0
20	Out of Community	Floriculture Team and Officer Team	FFA	Convention - National	Mr. Eddie McKie accompanied team	11	0	0	16
21			Non-School Event	Sunday		0	0	0	0
22	School	Ray Herren, John Ricketts, Dennis Duncan, Mark Morgan, Curtis Borne, Jason Peake, Diana King	Community	Adv. Committee Contact	Committee took a facility tour and reviewed curriculum	7	0	3	0
23	Community	Chapter Officers	Community	Community Serv. Proj.	Planted pansies at the nursing home	6	0	3	0
					Total	241	5	45	38