

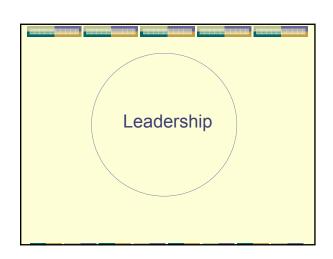
Farm Business Records Examples: Missouri Farm Business Record Book PCMars Quicken



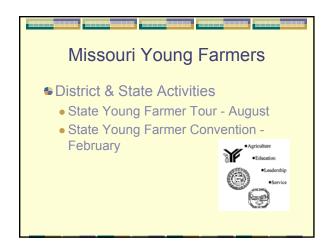




Production Trials/Demonstrations Examples: Horticulture Growing Projects Beef Backgrounding Trials Seed Plots/Test Plots













5 STEPS - PROGRAM ADMINISTRATION

- Advisory Committee sets goals and objectives – identifies instructional needs.
- Instructor presents written plan to school administration for approval.
- School submits program to DESE for approval. FV-1 due October 1 for summer, 1st semester or full-year programs; due February 1 for 2nd semester.

5 STEPS – PROGRAM ADMINISTRATION (continued)

- 4. Program approvals and VEDS forms received by school in 30-60 days.
- Complete VEDS for each class held immediately and return to DESE (required for program reimbursement).

Key Points – Local Adult Program

- Instructor is paid by the school district
- Instructor salary is determined by the school district
- Local fees are determined by the school district
- Program goals are established at the local level

Key Points – *continued*

- Follow program guidelines
 - Short-term adult programs (hourly)
 - \$10/hr. reimbursement maximum
 - 10 students minimum
 - 1 hr. minimum for the class to be reimbursed
 - 25 hr. reimbursed for an FBMA enrollee w/farm analysis

Key Points – continued

- Follow program guidelines
 - Full-time adult programs
 - 500 contact hours of instruction
 - FBMA 125-300 hours
 - Classroom instruction 125-300 hours
 - Leadership 75 hours
- Ag instructor makes sure paper trail is complete so school receives reimbursement.



Technical Assistance

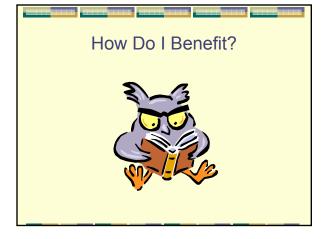
- Successful Teachers
- DESE Personnel District Supervisors
- State FBMA office Norman & Sandy
- Universities Agriculture & Extension Personnel

Curriculums

- Computer Financial Training (Quicken)
- Forage Management
- Beef Management
- Horse Management
- Landscape Management

Curriculums continued

- FBMA I—Establishing a Farm Accounting System
- FBMA II—Analyzing the Farm Business
- FBMA III—Adjusting the Farm Business



Adult Education Programs. . .

- Establish strong tie between instructor and agriculture community.
- Maintain technical expertise of instructor.
- Earn the respect of those you work with.
- Bring patrons to the school-positive effect.
- Salary enhancement.

