



FFA Agricultural Proficiency Awards

www.ffa.org

National FFA Organization
6060 FFA Drive
Indianapolis, IN, 46268

Small Animal Production and Care - Placement

Example Application

I. Performance Review

A. Getting Started in this activity:

(15)

1. Briefly describe your SAE as it is related to this proficiency area. Describe how you started in this proficiency area. What interested and motivated you to begin?

I have always been interested in small animals. Even as a very young child, I knew my life was going to be one that involved lots of animals. Six years ago I attended a week long children's camp at the Any County Division of Animal Services. There, I learned how to teach basic obedience and agility to shelter dogs. The following year, I was invited back to serve as a teen staff member and have served in that position every year since. I now teach the attendees how to train the shelter dogs. I am also involved with the temperament testing of the dogs to select those that are most suitable for the camp. In order to prepare myself for being a teen staff member, I started helping out at Any Name Dog Obedience. This is where I learned most about the obedience skills and how to teach them. I am now an assistant obedience instructor helping all of the clients out with anything that they may need. For the past year and a half I have been employed at Any Company Pet Spa. It is a boarding and grooming facility for dogs and cats. I am in charge of feeding, medicating, exercising the dogs, socializing with the cats, and cleaning out all of the kennels. I recently have been getting trained as a groomer. I also have worked for two different small animal veterinary clinics for a short period of time. These positions serve as stepping stones helping me gain more knowledge.

2. When you were planning your supervised agricultural experience in this proficiency area, what 2 or 3 goals and objectives did you plan to achieve at this point in your development?

When I first started planning my SAE I had two main goals in mind. First, I wanted to learn the specifics of dog behavior so I could be more understanding about why a dog acts, and reacts, the way it does. This would enable me to be more successful in my jobs. The second goal was to be involved in educating the public about the importance of spaying and neutering pets, as well as the pet overpopulation problem. The third one is a recent one. I have decided to pursue a career in management. I would like to eventually manage a county funded Animal Care and Control Shelter because I feel that my love for animals and my desire to help them can accomplish the most in such a position. Being a manager would let me help all of the homeless, abandoned, and neglected animals that so many people in our world overlook. In order to achieve this goal I need to learn about the management side of the shelters and what it would take to make a shelter a no-kill facility.

B. Progress:

1. Describe any special advantages or disadvantages that had a major impact on your achievements in your supervised agricultural experience program.

One major advantage that I have with my SAE is the humane educator at Animal Services. She is a very generous and caring person that is continually giving me the opportunity to gain more knowledge. Many of the activities that I have been able to participate in are not open to everyone and she has made exceptions so that I might be included.

However, one major disadvantage that I have encountered is my age. Since I am so much younger than many of the people that I help, or give advice to, often times they do not take me seriously and overlook the problems that I will point out. They don't seem to realize that I have been educated on these topics. This happens quite often especially when I am at obedience class. More often than not I am working with adults twice my age and when I try to instruct them on how to do an exercise, many are hesitant to do as I say. This often times is very frustrating. It has helped me learn patience, perseverance and charm to persuade them to try as I have instructed.

B. Progress (continued)

2. Briefly describe your placement in this proficiency area. (Include a description of the business/ farm, working conditions, size, number of employees, type of facilities, equipment available, etc.)

For part of my SAE, I work at Any Company Pet Spa. It is the only boarding and grooming facility for dogs and cats in Any City, California, so space is in high demand. We are able to house 35 dogs and 15 cats in our kennel. There are also three daycare rooms set up more like a house setting with furniture, such as a couch, for dogs or cats that do not do well in the kennel setting. Currently there are five people that work in the kennel, directly caring for the animals, and three people that do the grooming and bathing. Our grooming facility is equipped with two bathtubs, one featuring hydrosurge bathing systems, nine drying kennels, two grooming tables, numerous clippers and blades and three high power force hair dryers. The Any City Division of Animal Services is an animal shelter capable of housing over 100 animals. This shelter is county funded so it is able to have many amenities, such as trucks with air conditioning in the back for the animals. There are 13 paid people, as well as many volunteers. Typical of many county animal shelters, it does have its problems.

3. How has your position description and/or responsibilities changed during the time of your placement?

Upon being hired at Any Company Pet Spa, I was strictly a kennel attendant, responsible for caring for the animals that are boarding in our facilities. As time progressed, I was also offered a position working in the grooming department bathing and doing basic clips on dogs and cats. I now also work in the office answering phones and dealing with clients as needed. At Any Company Pet Services, I first was a teen staff member that would help a select few students run their dogs over the agility course and was supervised closely. Now, I am in charge of the agility field and am able to tell the other teen staff members what needs to be done. I am also involved in many new programs such as Heeling Touch, a program where we take our shelter dogs over to the county juvenile hall department and have the inmates socialize, and train, our dogs. I help to select the dogs that will be used in this program and also for the children's summer camp.

C. Analysis/Evaluation of Program

1. Describe your level of achievement and progress towards your goals (such as skills, scope, etc.) in this award area as related to the goals and objectives described on page 2, question 2.

My first goal was to learn the specifics of dog behavior. Working and volunteering at many different facilities has been a great opportunity because I can take what I learn from each individual dog and apply it to new dogs that I deal with in the future. I have also been lucky enough to have been involved with a variety of people that have a vast amount of knowledge about dog behavior. Even though I have acquired a lot of knowledge and skills, the main thing I have learned is that there is always more. I have participated in many career days, adopt-a-pets, and other community events Any Company Pet Services has been involved with that has allowed me to make progress on my second goal of educating the public about altering pets. At every event, I discuss with people the problem of pet overpopulation in the United States. The last goal is one that will not be achieved for several years but I am trying to expose myself to as many different shelters, and ideas, as possible. By taking the best from each, maybe someday I will manage the perfect shelter.

2. Describe the personal goals, educational goals, and career goals you would like to achieve in the next ten years.

My current plan, after graduation from high school, is to attend Northern Oklahoma Community College. I have always been fascinated with Oklahoma and attending school there would give me the opportunity to explore the area. Upon completion at Northern I plan to transfer to Oklahoma State University to major in Agricultural Business Management with a minor in Animal Science. If I discovered Oklahoma was not the place for me I would like to return to California and possibly attend Chico State. With the degree that I receive, I want to then return to Any County and manage the exact same shelter that has taught me so much. I realize the position may not be available at that time but would like to stay somewhere in California. I also hope to marry, have children, and raise them right here on the Central Coast of California.

II. Scope, Income and Expense Summary for : **SMALL ANIMAL PRODUCTION & CARE**
 Placement and Research Experimentation Type Supervised Agricultural Experience Program (20)

Year	Major Job Title Type of Work and/or Activities completed	Total Hours Worked			Gross Earnings (D)	Total Expenditures (E)	Net Earnings (F)**
		Unpaid (A)	Paid (B)	Total (C)*			
Mo/Day/Yr	Obedience Classes	119.0		119.0			
09/01/2002 to	Any Company Teen Staff	186.0		186.0			
Dec. 31	Misc. Animal Services Events	150.0		150.0			
2003							
(Year)							
Totals for Year 1		455.0		455.0			
Jan 1, to	Obedience Classes	9.0		9.0			
	Any Company Teen Staff	70.0		70.0			
Dec. 31	Misc. Animal Services Events	83.0		83.0			
	Assisting Veterinarian		111.0	111.0	\$999		\$999
2004	Kennel Sanitation		175.0	175.0	\$1,300		\$1,300
	Exercising Animals		206.0	206.0	\$1,079		\$1,079
(Year)							
Totals for Year 2		162.0	492.0	654.0	\$3,378		\$3,378
Jan 1, to	Misc. Animal Services Events	46.0		46.0			
	Assisting Veterinarian		50.0	50.0	\$400		\$400
Dec. 31	Kennel Sanitation		300.0	300.0	\$2,400		\$2,400
	Grooming		340.0	340.0	\$2,752		\$2,752
2005							
(Year)							
Totals for Year 3		46.0	690.0	736.0	\$5,552		\$5,552
Jan 1, to							
Dec. 31							
2006							
(Year)							
Totals for Year 4							
Jan 1, to							
Dec. 31							
2007							
(Year)							
Totals for Year 5							
Jan 1, to							
Dec. 31							
2008							
(Year)							
Totals for Year 6							
GRAND TOTALS		Year (1+2+3+4+5+6)	663	1,182	1,845	\$8,930	\$8,930

* Columns (A) plus (B) = (C)

** Columns (D) minus (E) = (F)

DO NOT ALTER APPLICATION IN ANY WAY or APPLICATION IS SUBJECT TO DISQUALIFICATION!

Our House Enterprises

National FFA Organization
 (CA 11111111) 11/30/2006

III. Balance Sheet

SMALL ANIMAL PRODUCTION & CARE
(5)

ASSETS & INVESTMENTS	Beginning Value on Date Entered Ag (A)	Ending Value at End of Last Completed Record Year (B)
1. Current/Operating Assets		
a. Cash on-hand, checking and savings		\$6,137
b. Cash value - bonds, stocks, life insurance		
c. Notes & accounts receivable		
d. Total Current/Operating Inventory (all other current assets)		\$1,188
2. Total Current/Operating Assets (1a+1b+1c+1d)		\$7,325
3. Non-Current/Capital Assets		
4. Total Assets (2+3)		\$7,325

LIABILITIES	Beginning Value on Date Entered Ag (A)	Ending Value at End of Last Completed Record Year (B)
5. Current/Operating Liabilities (notes payable)		
6. Non-Current/Capital Liabilities		
7. Total Liabilities (5+6)		

8. NET WORTH (4 minus 7)		\$7,325
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SUMMARY OF SOURCE AND USE OF FUNDS	Beginning Value on Date Entered Ag (A)	Ending Value at End of Last Completed Record Year (B)
9. Earnings from this proficiency area	XXXXXXXXXXXXX	\$8,930
10. Other SAE earning NOT from this area	XXXXXXXXXXXXX	\$4,994
11. Earnings from non-SAE activities	XXXXXXXXXXXXX	
12. Income other than earnings	XXXXXXXXXXXXX	
13. Total Earnings (9+10+11+12)	XXXXXXXXXXXXX	\$13,924
14. Use of Funds	XXXXXXXXXXXXX	
a. Total educational expenses	XXXXXXXXXXXXX	
b. Total other personal expenses (Includes local, state & federal income tax and FICA)	XXXXXXXXXXXXX	\$6,599
15. Total use of funds (14a+14b)	XXXXXXXXXXXXX	\$6,599

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National FFA Organization

IV. Skills and Activities

A. Skills

(25)

List your top six placement skills and give a brief description of each one and its contribution to the success of your supervised agricultural experience program.

1. Skill Number One.

Year	Skill	Where Attained	Student Hours
2004-2005	Grooming	Any Company Pet Spa	450

Description of Skill:

I am responsible for washing the dogs/cats assigned to me each day. Bathing an animal is more than just putting shampoo on it. The animal must be shampooed but it is vital that all shampoo is rinsed out completely or the animal could develop dry or chapped skin. A creme rinse is then applied to help condition both skin and coat. Ears must also be checked, nails trimmed and the animals brushed out after they are dry. If the animal is being clipped it is important for the groomer to use clippers properly or an animal could end up with what is referred to as a "clipper burn". Learning to properly groom an animal is important not only for the care of a person's own animal, but it is also a profession that pays well and can be done part time while attending college.

2. Skill Number Two.

Year	Skill	Where Attained	Student Hours
2003-2005	Handling and restraining techniques	Any Company Pet Spa & Veterinary Clinic	150

Description of Skill:

There are many different ways to properly handle or restrain an animal based on the type of animal as well as what needs to be done to it. For example, being able to restrain an animal if I am grooming means I will be safe and the animal will have a higher quality haircut. If I am restraining an animal for the veterinarian, that means they can examine or treat the animal without worry about getting injured. Animals improperly handled can also result in the animal itself being injured. Being able to properly control an animal gives me more self confidence in my ability to handle any situation I might find myself in.

3. Skill Number Three.

Year	Skill	Where Attained	Student Hours
2004-2005	Nutrition	Any Company Pet Spa	100

Description of Skill:

Feeding every animal the right amount, and type, of food is essential while working in a boarding facility. If an animal is fed the wrong food it could result in the animal getting sick. This could be mild, which might just mean a bigger mess to clean up, or it could be something more involved where the animal might require veterinary care. The age, size and activity level of an animal will determine what food it should receive. Being knowledgeable about the nutritional requirements of dogs and cats would be something I need to possess to achieve my career goal of managing an animal shelter.

IV. Skills and Activities (continued)

A. Skills (continued)

(25)

List your top six placement skills and give a brief description of each one and its contribution to the success of your supervised agricultural experience program.

4. Skill Number Four.

Year	Skill	Where Attained	Student Hours
2004-2005	Exercising animals	Any Company Pet Spa	125

Description of Skill:

Each and every animal must be taken outside a minimum of four times a day for at least 15 minutes each time for exercise and to relieve themselves. Exercising each animal is essential for running a quality boarding facility. It helps to give the animals a chance to go to the bathroom outside of the kennel and it reduces the chance of boredom, or stress related problems, to develop. House broken animals will usually not relieve themselves inside, or on concrete, and can get bladder problems if they try to hold it too long. Exercise also allows the vital human/animal link to remain connected. This makes a "happier" experience for an animal separated from its family. Many dogs have a very hard time, mentally, in an animal shelter and proper exercise is something that can help a dog remain stable emotionally until they are placed in a home.

5. Skill Number Five.

Year	Skill	Where Attained	Student Hours
2003-2005	Injections	Any Veterinary Co. Another Vet Clinic	100

Description of Skill:

In order to maintain a healthy dog or cat, vaccinations are a necessity. Vaccines will help prevent common diseases in dogs such as parvo, and in cats such as feline aids or leukemia. When an animal came in for vaccinations, I was responsible for both rehydrating the vaccine, if needed, and administering it to the animal. A vaccination administered improperly can cause an abscess or other problems. It also could be rendered ineffective. It is important to know the different methods by which injections may be administered and read the directions to see which method should be used with each injection. At many animal shelters in my area every animal is vaccinated upon arriving at the shelter. I am preparing for my future career because I already know the common vaccinations necessary for each animal and how to administer them.

6. Skill Number Six.

Year	Skill	Where Attained	Student Hours
2004-2005	Kennel sanitation	Any Company Pet Spa	250

Description of Skill:

Kennel sanitation is essential in a boarding facility or in a veterinary clinic. I cleaned kennels daily by spraying them down with a disinfectant, scrubbing the floor and walls, spraying them to rinse and then finally drying them before putting the animal back inside. This is essential in preventing the spread of disease. A manager must know the basics of kennel management to protect the animals that will be under his care.

IV. Skills and Activities (continued)

B. Activities

(25)

List your top three placement activities and give a brief description of each one and its contribution to the success of your supervised agricultural experience program.

1. Activity Number One.

Year	Activity	Where Attained	Student Hours
2002-2005	Obedience training	Any Company Pet Services	125

Description of Activity:

In order for a dog to be the best possible companion animal it needs to have, at the very least, the basics of obedience training such as sit, no, stay. I learned to teach both basic, and advanced, obedience to the dogs. This is especially important in a shelter animal so that they will have a better chance of being adopted. Not every dog that comes into an animal shelter has had training so it is important to continually work with them. I have also learned how to instruct people so that they may train their own dogs. I have learned a lot about how important patience and repetition is through this skill.

2. Activity Number Two.

Year	Activity	Where Attained	Student Hours
2003-2005	Temperament testing	Any Company Pet Service	200

Description of Activity:

A Company Pet Services conducts week long camps for children eight to twelve years of age every summer. It lasts eight hours per day and the campers learn how to teach basic obedience to dogs. We use shelter dogs and it is crucial that the dogs are temperament tested first. This will determine which have the disposition that will allow them to be handled by the children so that dogs, and campers alike, have a positive learning experience. This time includes teaching them a little of the obedience so it is not like the uneducated teaching the uneducated. It is also determined if they are food motivated, and makes sure they will not bite, even if provoked. It also helps to determine what kind of home would be the ideal for each dog. One major duty of managing an animal shelter is making the decision of which animals must be euthanized, if the need arises. Testing the dogs in this way is a determining factor in that decision.

3. Activity Number Three.

Year	Activity	Where Attained	Student Hours
2003-2005	Animal socialization	Any Company Pet Services	175

Description of Activity:

Volunteering at an animal shelter means that I have to deal with all different types of animals with a variety of backgrounds. If an animal comes in that is fearful, or aggressive, I try to socialize it in order to make it more adoptable. This includes sitting and quietly talking to them, gentle coaxing and, hopefully, hand feeding as they adjust. It is a time consuming process but one that may save the life of a scared animal by just giving them time, comfort and confidence. The animals didn't ask to be in the situation they are in and, since humans caused it, it is their responsibility to rehabilitate as many as possible and find them quality homes. In life, we need to remember that animals have not created their situations.

Checklist for Agricultural Placement Proficiency Applications

Award Area: SMALL ANIMAL PRODUCTION & CARE

Name:

Local Advisor	State Advisor	Circle "Y" if the Statement is "YES" and "N" if the Statement is "NO".
MET		1. Applicant has been an active FFA member for each year covered by this application. Cover page, Line 20 . (Please consult the local & state copy of membership roster for each year.)
Y N	Y N	2. Applicant has included his/her Social Security Number, Cover page, Line 5 .
Y N	Y N	3. Applicant has been out of high school for no more than one year. Cover page, Line 19 .
Y N	Y N	4. Applicant has graduated and has completed at least three full years of agriculture, or all of the agriculture offered at the school last attended, Cover page, Line 16 . Note: Applicants that are still in high school at the time of applying are eligible to participate at all grade levels.
Y N	Y N	5. Applicant has in operation and has maintained records to substantiate an outstanding supervised agricultural experience program through which exhibits comprehensive planning, managerial and financial expertise, Pages 2, 3, 4, 5, 6, 7, 8, and 9.
Y N	Y N	6. The total hours that a student list on Page 4, Section II, are greater than or equal or equal to the hours listed in either the "Skills" portion of Section IV. Pages 6 and 7 or the "Activities" portion of Section IV. Page 8.
Y N	Y N	7. Applicant has included no more than a two page resume.
Y N	Y N	8. Applicant has included no more than a one page written evaluation by the most recent employer or agriculture instructor describing the progress that the applicant has made in developing the skills and competencies necessary for success within the award area in which they are applying. A recommendation can be no more than 1 page.
Y N	Y N	9. Applicant has included a maximum of six photographs with captions containing less than 50 words each.
Y N	Y N	10. Applicant has included a maximum of one page (maximum size 8 1/2" x 11") of additional information. (This may NOT include the following: Video Tapes; Computer Disk; Cd ROM's; DVD's; etc.)
Y N	Y N	11. The Application is properly signed by the applicant, parent or guardian, chapter advisor, school superintendent or principal, and submitted to the State FFA Advisor.

Ryan R. Smith

123 Any Street
Any City, CA 55555
Phone: (555)555-5555
Any Chapter FFA

OBJECTIVE: To obtain a career as an animal shelter manager

EDUCATION: Any High School Class of 2006

EXPERIENCE: **Any Company Pet Services** 1999 - Present

Teen staff volunteer

- Beginning agility training to dogs
- Basic obedience training
- Demonstrate proper handling techniques
- Educate public of the importance of altering pets
- Domesticated feral cats

Any Company Dog Obedience 1999 - Present

Assistant obedience instructor

- Teach advanced obedience classes
- Private Lessons

Any Company Pet Spa June 2004 - Present

Kennel attendant and groomer

- Basic food rationing
- Kennel sanitation
- Bathe dogs and cats
- Basic animal hair cuts

Any Company Veterinary Clinic June - August 2005

Kennel worker and veterinary assistant

- Administer Medication
- Vaccinations
- Proper restraining techniques
- Assist veterinarian with procedures

AWARDS & ACCOMPLISHMENTS

Any Chapter Area FFA Treasurer	2005-Present
Any Chapter FFA Vice President	2005-Present
Any Chapter FFA Advanced Parliamentary Procedure Team	2005-Present
Any City Section Outstanding Vice President Opening and Closing Ceremonies Contest	2005
Any City FFA Small Animal Production & Care Proficiency Winner	2005
Golden State FFA Degree	2005
California State FFA Convention Voting Delegate	2004 & 2005

SCHOOL AND COMMUNITY ACTIVITIES

California Invitational Wrestling Tournament Score and Time keeper	2006
Scorekeeper for Girls Volleyball Team	2005
Any Group Barn Dance Clean up	2005
Farm Bureau Discussion Meet	2005
Any City High School Junior/Senior Prom	2005
Peer Helping Class	2004 - 2005
Friday Night Live Mentoring	2004
Boys Volleyball Team Member	2003

REFERENCES

Dr. John Truesom

Any Company Veterinary Clinic - Owner
125 Any Street
Any City, CA 55555
(555) 555-5555

Julie Role

Any Company Pet Spa - Groomer
222 Any Street
Any City, CA 55555
(555) 555-5555

LindaJones

Any High School - Agricultural Educator/ FFA Advisor
333 Any Road
Any City, CA 55555
(555) 555-5555

February 26, 2006

To Whom It May Concern:

This letter is in reference to the proficiency applicant, Ryan Smith. It is indeed a pleasure to write this recommendation on his behalf. I have had the opportunity to instruct Ryan in both my Small Animal/Pre Vet and Large Animal Science class as well as having him on my Specialty Animal Judging Team and advising him with his replacement heifers and market swine that he has taken to the local fair over the last three years.

Ryan is passionate about animals and their well-being. When he was a sophomore, he was too young to be in my ROP Small Animal class but had a free period so chose to sit in with the class everyday anyway, and enroll in the class when he was old enough the next year. He has spent many, many hours volunteering at animal shelters, even before he entered high school. Any County Animal Services and Any Animal Shelter are two of the facilities that have benefited from Ryan's enthusiasm and dedication. He has also worked at two different veterinary clinics to help expand his knowledge. Anywhere we are discussing dogs or cats, Ryan is always the driving force behind a lesson on the advantages of spaying and neutering pets.

Ryan has been extremely active in our FFA chapter as well. He has been an officer for three years and been involved with every activity our chapter participates in. For the 2006-06 year he is also a regional officer for the Any Region.

As a dedicated FFA member, animal lover and very hard working young man, I highly recommend Ryan Smith for this proficiency in the area of Small Animal Production and Care.

Sincerely,

Linda Jones

Linda Jones
Agricultural Educator / FFA Advisor

VI. SUPPORTING DOCUMENTATION (continued)

C. Supporting Pictures

Ryan R. Smith

SMALL ANIMAL PRODUCTION & CARE

Photo 1



The Tibetan Mastiffs are known for their thick, dense fur that matts very easily. They need to be brushed on a regular basis to prevent this. It is very difficult, or even impossible, to brush out a dog once it is badly matted. The only solution is to do a full body clip.

VI. SUPPORTING DOCUMENTATION (continued)

C. Supporting Pictures

Ryan R. Smith

SMALL ANIMAL PRODUCTION & CARE

Photo 2



Blow drying an animal helps to get it finished and ready to go home faster. Using the high power, force dryer on a dog, or sometimes even a cat, means less brushing is necessary in the end. It blows out excess water and helps blow out any small tangles that the animals might have in their coats.

VI. SUPPORTING DOCUMENTATION (continued)

C. Supporting Pictures

Ryan R. Smith

SMALL ANIMAL PRODUCTION & CARE

Photo 3



Crate training helps with house breaking and also gives a dog its own place where it can have alone time. The dog can't just be shut up in a crate at the beginning of the training. First, it must learn that a crate is not a scary place to be. This is done by gently coaxing the dog into the crate.

VI. SUPPORTING DOCUMENTATION (continued)

C. Supporting Pictures

Ryan R. Smith

SMALL ANIMAL PRODUCTION & CARE

Photo 4



Agility is not only a fun way to exercise dogs, it is also a way to boost a dog's confidence. Some obstacles used are very high and narrow. They challenge the dog to trust both me and itself, in order to complete the task. This is not accomplished all at once. It is a process, with each step building on the previous ones.

VI. SUPPORTING DOCUMENTATION (continued)

C. Supporting Pictures

Ryan R. Smith

SMALL ANIMAL PRODUCTION & CARE

Photo 5



Before a dog is adopted, people are counseled about their home, life style and how a particular dog might fit in with them. A dog will not be a suitable match for every person or family. Adopting into a less than desirable situation is asking for trouble for all.

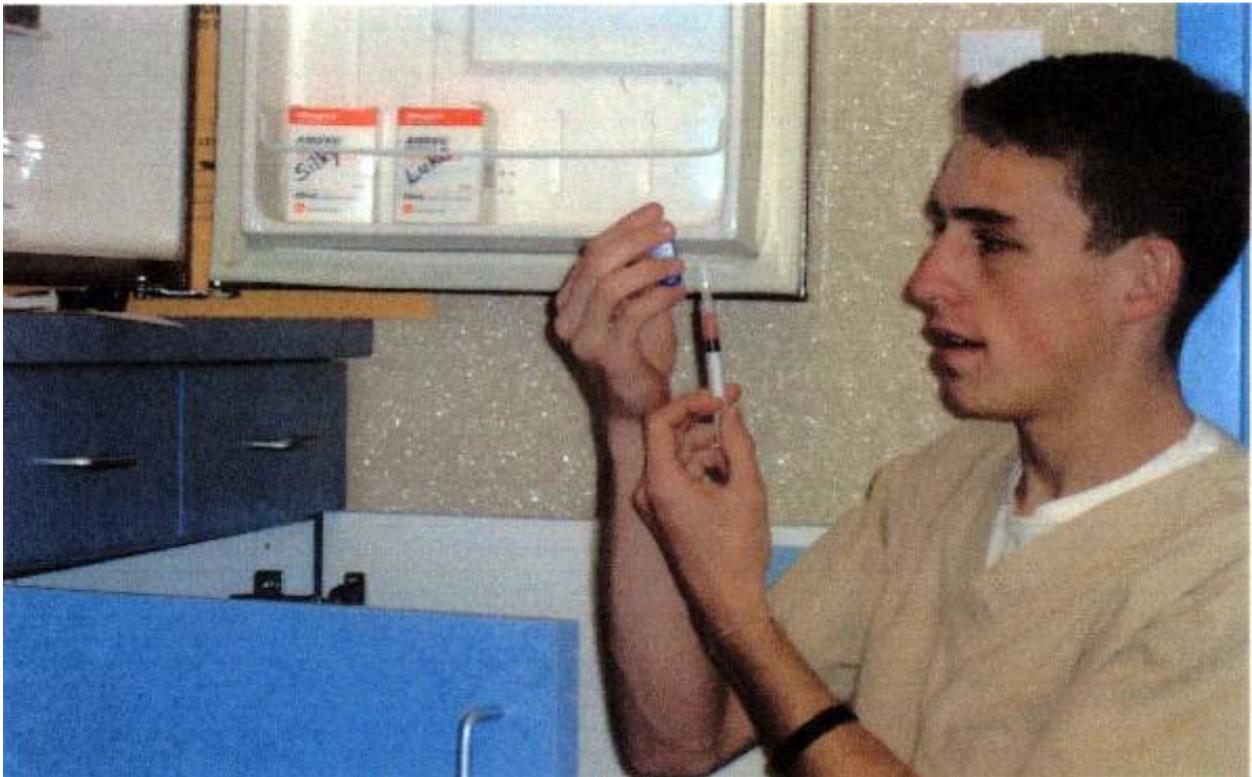
VI. SUPPORTING DOCUMENTATION (continued)

C. Supporting Pictures

Ryan R. Smith

SMALL ANIMAL PRODUCTION & CARE

Photo 6



To help prevent disease, vaccines are essential. An animal must be kept up to date as far as boosters and have them administered properly. Many vaccines come in two parts, a liquid portion and a solid portion, that must be mixed thoroughly prior to being administered to the animal.

PERSONAL PAGE UNAVAILABLE