

SUPERVISED AGRICULTURAL EXPERIENCE (SAE) BUSINESS PLAN

SAE is a student-led, instructor supervised, work-based learning experience that results in measurable outcomes within a predefined, agreed upon set of Agriculture, Food and Natural Resources (AFNR) Technical Standards and Career Ready Practices aligned to your career plan of study.

A Business Plan must be completed and approved for all **Entrepreneurship and School-Based Enterprise Immersion SAEs**. Its intent is to define the scope of the business and clarify responsibilities and roles and identify any safety issues to address.

A. This Business Plan* is in effect for the _____ school year.

1. **Description of SAE:** (List all roles and responsibilities the student will have. Be as specific as possible.)

2. **Market Analysis:** (Present the findings of your market research and analysis. This section should highlight your industry knowledge and define your primary target market.)

3. **Competitor Assessment:** (Summarize findings on competitors to your proposed business. Identify any barriers you may face in entering the market.)

4. **Marketing Plan:** (Outline your overall marketing and sales strategy. This section will answer the question, “How will you create a customer base?”)

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5. **Operating Plan:** (Describe the organizational structure for the business. List all roles and responsibilities the student(s) will have.)

6. **Financial Plan:** (Prepare financial projections that include an income statement, balance sheet, cash flow statements and expected capital expenditures.)

** Videos and tutorials on writing a business plan are available through the U.S. Small Business Administration.*

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- B. **SAE Risk Assessment Results***: (Student, guardian, teacher and employer will complete the *Safety in Agriculture for Youth SAE Risk Assessment* and include findings and action items here.)



Name:	Worksite:	Date:			
Instructions: Answer each question with a check mark in the “yes” or “no” boxes. Then determine the level of risk (using the scale below) for each activity, based on your answer. If the level of risk is high, recommend actions to increase the student’s safety. Include a date by which you would like the action completed and who is responsible.					
Phase 1: Pre- Work Assessment					
	Yes/No	Level of Risk	Recommended Action	Target Date	Person Responsible
Does student take job responsibilities seriously?					
Is the student mature enough to carry out assigned tasks safely?					
Does student operate equipment (e.g. tractors, vehicles, forklifts, etc.)?					
Does student interact directly with livestock?					
Is student’s supervisor present during work hours?					
Does student check in with supervisor on a regular basis throughout the day?					
Has student successfully completed a relevant training program?					
Does student understand the inherent dangers of their work environment?					
Was proper on-site training required by supervisor (e.g., animal handling, hygiene, etc.)?					
Does supervisor consistently enforce safety practices?					

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Phase 2: Working Condition Assessment						
		Yes/No	Level of Risk	Recommended Action	Target Date	Person Responsible
	Is proper personal protective equipment worn when necessary?					
	Is student dressed appropriately for the type of work being done?					
	Is machinery equipped with modern safety features (e.g., ROPS for tractors, etc.)?					
	Does equipment have proper safeguarding (e.g. Emergency shut offs, stop switches, guards, self-locking yokes, anti-backing bar, etc.)?					
Phase 3: Injury Preparedness Assessment						
	Does student's workplace have an emergency protocol in place?					
	If so, does the student understand the emergency protocol?					
	Is student's supervisor trained in CPR or first aid?					
	Is there any emergency medical equipment on site (e.g. first aid kit)?					
	Is there an emergency eyewash station on site?					
	Is there an emergency safety shower on site?					
	Does the student have access to all of the above listed items?					
5 = Immediate danger to health and safety of student, property, others, and/or resources. Imminent and immediate danger of death or permanent disability.						
4 = Probably of injury or illness will occur if not corrected to student or others. Severity of injury or illness will lead to permanent partial disability, temporary total disability.						
3 = Injury or illness will likely occur one or more times if not corrected. Results could be a hospitalized major injury or reversible illness.						
2 = Possible to occur in time if not corrected. Results could be a hospitalized minor injury, reversible illness.						
1 = Injury or illness is unlikely to occur; limited exposure. First aid or minor medical treatment may be needed.						

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* Pate, M. L., Lawver, R.G., & Chambliss, A. G. (2014). Injury Risk Assessment for Production Based SAEs. Utah State University, Logan UT. https://digitalcommons.usu.edu/aste_facpub/107/

C. [Add school district specific or employer specific requirements here.]

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SIGNATURES

Student: _____

Parent/Guardian: _____

Agriculture Instructor: _____