

Spring Branch FFA Member Resource Guide

2023-2024



What's the difference between the FFA Chapter and the FFA Alumni Association?

Spring Branch FFA Chapter	Spring Branch FFA Alumni Association
<p>The Chapter is the student organization that exists as an extension of the Ag Sciences classes offered at the SBISD Guthrie Center.</p>	<p>The Alumni Association is the parent organization that exists to support Chapter activities. As a 501-c-3 organization, its main fundraising event is hosting the Show & Sale.</p>
<p>Governance:</p> <ul style="list-style-type: none"> Chartered as a Local Chapter of the Texas State FFA Operates within the bounds of Spring Branch ISD Oversight provided by SBISD-employed Ag Science Teachers 	<p>Governance:</p> <ul style="list-style-type: none"> Chartered as a Local Affiliate of the Texas State FFA Alumni Association Organized by the <i>Spring Branch FFA Alumni Constitution</i> and operating under the <i>Spring Branch FFA Alumni ByLaws</i> Oversight provided by annually-elected volunteer Executive Board
<p>Website: www.springbranch.ffa.org</p> 	<p>Website: www.sbffaalumni.com</p> 
<p>Social Media:</p> <p>Facebook: @SpringBranchFFA</p>  <p>Instagram: @SBranchFFA</p> 	<p>Social Media:</p> <p>Facebook: @SpringBranchFFAAlumniAssociation</p>  <p>Instagram: @SpringBranchFFAAlumni</p> 

Spring Branch FFA
MEMBER RESOURCE GUIDE
2023-2024 School Year

This FFA Member Resource Guide contains four sections, each covering a different area of authority.

- **Section 1**

- Alumni Association's Show & Sale Rules**

- This set of documents covers the rules to participate in the annual Show & Sale, along with general documents pertaining to the Alumni Association as an independent legal entity.

- **Section 2**

- Spring Branch Agriculture Center Rules and Procedures.**

- This set of documents outlines the school district's requirements and guidelines for raising an animal and participating in on-campus activities.

- **Section 3**

- Spring Branch FFA Membership Handbook.**

- This set of documents outlines the rules and guidelines associated with the FFA Chapter.

- **Section 4**

- Required Forms.**

- This section contains all forms required to participate in the Spring Branch FFA Show & Sale.

Students and parents are expected to understand the rules within each relevant section. Ignorance of a rule is no excuse.

**Spring Branch FFA
Alumni Association**

Show & Sale Rules
2023-2024



Dear Students and Parents,

Welcome new and returning Spring Branch FFA Chapter and Alumni Association members to another fun and event-filled year at the Agricultural Science Center (Ag Center). Our **46th Annual Show & Sale on February 8-10, 2024**, allows our students to demonstrate what they have learned and worked on throughout the year and gives our community a chance to support the hard work of these fine young men and women.

The Spring Branch FFA Show & Sale is sponsored and administered each year by the Alumni Association. Hosting a successful Show & Sale requires significant effort from all of our students, their parents, and our community. There are many opportunities where your talents are needed to make the 2024 Show & Sale a success. We cannot do this without your help. Below are some of the committees that could use your assistance:

- Publicity and Communications
- Clay Crushers Shooting Sports Team
- Sporting Clays Fundraiser
- Ag Center Work Days and Grounds
- 100 Club Committee
- Rules Committee
- Senior Scholarships Coordination
- Special Events/Committees
- Annual Show & Sale Event
 - Fundraising
 - Show Book - Ad Mgmt. and Publishing
 - Buckle and Banner Coordination
 - Decorations Coordination/Setup
 - Silent Auction Coordination/Setup
 - Buyer/Donor Relations
 - Thank You Notes Committee
 - Scholarship Quilt Coordination

The Sale will again include a live auction of student projects, the Chapter pig and the Scholarship Quilt, a silent auction showcasing student non-livestock projects, donated items, services, and events, and plenty of good food, fun, fellowship and excitement as our student's take their projects across the auction block.

We are excited that you have taken the time to come and learn more about the Spring Branch FFA and how your student and your family can get involved. We hope to see you at all of our upcoming events this year. If you have any questions, please feel free to contact one of our Executive Board members.

Sincerely,

Spring Branch FFA Alumni Executive Board

Spring Branch FFA Alumni Association

P.O. Box 431871

Houston, TX 77243-1871

SBFFAalumni.com

2023-2024 Alumni Executive Board

Terry Narazaki	President	sbffa.alumni.president@gmail.com	(210) 861-9750
Chris Gonzalez	President-Elect	sbffa.pres.elect@gmail.com	(713) 303-6417
Hunter Coates	Vice President	sbffa.vp@gmail.com	(225) 270-0730
Kristin Valicek	Secretary	sbffa.secretary@gmail.com	(281) 413-6974
Catherine Swinbank	Treasurer	sbffa.treasurer@gmail.com	(713) 208-0413
OPEN POSITION	Treasurer-Elect	sbffa.treas.elect@gmail.com	TBD
Lisa Johnson	ShoWorks Chair	sbffa.show@gmail.com	(713) 724-3645
Kristi Zissa	ShoWorks Chair Elect	sbffa.show.elect@gmail.com	(713) 997-0634

Spring Branch FFA Alumni Association is a 501(c)3 non-profit organization whose membership is made up of parents, friends and past students of the Spring Branch FFA Chapter. Our sole mission is to directly support the students and activities of the local FFA chapter.

Through our primary fundraising event - the annual Spring Branch FFA Show & Sale - we are able to financially support a variety of chapter activities, help our students attend FFA leadership camps and conferences, grant scholarships to our seniors, and so much more. We rely on the support of the local community to help us in these efforts.

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IMPORTANT DATES 2023 - 2024

The following list contains all of the known events and deadlines as of mid-August. The OFFICIAL calendar is maintained on the AET Calendar tab of the Spring Branch FFA Chapter website (www.SpringBranch.ffa.now.org). Please be sure to bookmark that page and visit it often to ensure you are well informed.

Dates, times and locations are subject to change. Updated information will be circulated by email, and will also be discussed at monthly Alumni meetings. Please watch your inbox for important information coming from the Alumni.

Important Notes:

- **MANDATORY events are in fact MANDATORY. Failure to attend a mandatory event without prior approval for an excused absence may result in fines and/or forfeiture of ability to participate in Show & Sale.** Check-in and check-out signatures are required at all mandatory events to enforce the full participation in such events.
- **DEADLINES with a stated date and time are in fact DEADLINES. Failure to meet a deadline by the stated time may result in fines.**
- **Please see General Rules 3 for full details on fines and forfeitures associated with MANDATORY events.**
- If an event is not marked as "Mandatory" or "Deadline", it is not compulsory.

Excused Absences:

Exhibitors may request an excused attendance for any mandatory event no less than 10 days prior to the event. Failure to obtain advance approval for an excused attendance may result in fines or forfeiture of the ability to participate in Show & Sale, in accordance with stated Rules.

- For school-related scheduling conflicts, Exhibitor must provide reason for their inability to attend the mandatory event via email to the ASTs. Upon approval by ASTs, Exhibitor must forward approval email to Alumni President (sbffa.alumni.president@gmail.com) no less than 10 days prior to the event.
- For any other scheduling conflicts, Exhibitor must request approval from the Executive Board by sending email to Alumni President (sbffa.alumni.president@gmail.com) no less than 10 days prior to the event. The Executive Board will determine if the absence will be excused and will provide written response.

Date	Event	Attendees P= Parent S= Student	Critical Notes
SEPTEMBER 2023			
Mon, Sept 4	School Holiday		
Tues, Sept 5 6:30PM	<<< MANDATORY >>> Livestock Meeting (Option #1) Livestock Exhibitors <u>AND</u> Parent/Guardian are <u>required</u> to attend either Option 1 or Option 2.	P S	MANDATORY ATTENDANCE (General Rule 22)
Tues, Sept 5 6:30PM	Livestock Registration Opens in ShoWorks.	S	
Wed, Sept 6 6:30PM	<<< MANDATORY >>> Livestock Meeting (Option #2) Livestock Exhibitors <u>AND</u> Parent/Guardian are <u>required</u> to attend either Option 1 or Option 2.	P S	MANDATORY ATTENDANCE
Tues, Sept 12 6:30PM	SBFFA Chapter Meeting <i>Note: Student ½ point opportunity!</i> <i>Ad sales forms will be available at this meeting and posted on the SBFFA Alumni website. Students may begin selling ads today.</i>	S	
	SBFFA Alumni Meeting	P	
Mon, Sept 18 3:30 - 8:00PM	Livestock Registration Paperwork and Payment Accepted for 1st Project <ul style="list-style-type: none"> • Registration required for ALL Market and Breeding Animals in ShoWorks prior to arrival • Animal Orders • Payment and Dues • Alumni Registration • ALL required forms (see checklist in Section 4 at back of this book) 	P S	DEADLINE at 8:00PM SHARP

Show & Sale Rules

Date	Event	Attendees P= Parent S= Student	Critical Notes
Sat, Sept 23 Shift 1 8:15 - 10:00AM Or Shift 2 10:30 AM- 12:15 PM	<<< MANDATORY >>> Work Day ALL Exhibitors (Livestock) are <u>required</u> to attend. <i>Note: Sign up for either 8:15am-10:00am or 10:30-12:15pm</i>	P S	MANDATORY ATTENDANCE
Sat, Sept 23 12:00PM	DEADLINE for second Livestock Registration and Payments for Lottery Projects @ 12:00PM	P S	DEADLINE at 12:00PM SHARP
Mon, Sept 25 5:00PM	Greenhand Camp for NEW High School FFA Members <i>Note: New FFA Students only.</i> Parent Newcomer Orientation, Scholarship Information and General Q&A <i>Note: Everyone welcome, but primarily targeted for New Families. Formal presentation will be given detailing the SBFFA program, Show & Sale, scholarship opportunities and more.</i>	S P	
OCTOBER 2023			
TBD - Week of Oct 2	Livestock Delivery and Selection - Lambs, Goats, Swine	S	
Fri, Oct 6	<i>Student Holiday / Staff Development</i>		
Mon, Oct 9	<i>School Holiday</i>		
Wed, Oct 13 3:30PM	<<< DEADLINE >>> for FFA and Junior FFA Membership Registration <i>Note: If not already completed at livestock registration.</i>	S	DEADLINE at 3:30PM SHARP

Important Dates 2023-2024

Date	Event	Attendees P= Parent S= Student	Critical Notes
Tues, Oct 17 6:30PM	SBFFA Chapter Meeting <i>Note: Student ½ point opportunity!</i>	S	
	SBFFA Alumni Meeting	P	
Tues, Oct 17 6:30PM	Non-Livestock Registration Opens in ShoWorks.	S	Opens at 6:30PM
Sat, Oct 21	Sporting Clays Tournament Fundraiser		
NOVEMBER 2023			
Wed, Nov 1	Non-Livestock Rubrics published to website under Non-Livestock Projects		
Nov - TBD	Livestock Delivery - Turkeys	S	
Tues, Nov 14 6:15PM	<<< DEADLINE >>> for Show & Sale Book - Ad Orders, Payments, and Ad Artwork. <i>Note: Required for Livestock Exhibitors..</i>	S	DEADLINE at 6:15PM SHARP
Tues, Nov 14 6:15PM	<<< DEADLINE >>> for 2024 SBFFA Non-Livestock Show Registration, Payments and Required Forms @ 6:15pm <i>Note: Registration must occur via ShoWorks and student must have been previously registered as FFA or Junior FFA Member by Membership Registration deadline.</i>	P S	DEADLINE at 6:15PM SHARP
Tues, Nov 14 6:30PM	SBFFA Chapter Meeting <i>Important Topics: Non-livestock project Student ½ point opportunity!</i>	S	
	SBFFA Alumni Meeting <i>Important Topics: Non-livestock project</i>	P	
Week of Nov 20	<i>Thanksgiving Break</i>		
Mon, Nov 28	Notification to Non-Livestock Exhibitors if any Non-Livestock Classes did not make.	S	

Show & Sale Rules

Date	Event	Attendees P= Parent S= Student	Critical Notes
Nov 28 Time TBD	<<< MANDATORY >>> SBFFA Progress Show Note: *See Livestock Rule 10 for details and permitted alternatives. Progress Show information, dates and schedule will be posted on the springbranch.ffanow.org calendar	S	MANDATORY ATTENDANCE*
Wed, Nov 30 In Class	<<< DEADLINE >>> Last Day to say the FFA Creed in class and order your Blue FFA Jacket.	S	DEADLINE In Class
DECEMBER 2023			
Tues, Dec 5 6:30PM	Chapter / Alumni Christmas Dinner and Semester Awards ALL FFA Students and Parents are invited to attend. <i>Note: Student ½ point opportunity!</i>	P S	
Wed, Dec 20	No Pass/No Show: All students passing all classes the 2 nd 9 weeks with a 70% or higher will be eligible to participate in 2024 SBFFA Show & Sale. If a student fails, they have an opportunity to regain eligibility by passing all classes at the 1 st progress report of the 2 nd semester on January 29, 2024.	S	DEADLINE
TBD	Livestock Delivery - Broilers	S	
Dec 20 - Jan 8	<i>Christmas Holiday Break. Students Return January 9</i>		

Date	Event	Attendees P= Parent S= Student	Critical Notes
JANUARY 2024			
TBD	Livestock Delivery - Meat Pen Rabbits	S	
TBD	Students who have sold Ads will be responsible for delivering Show Books to ad purchasers once Show Books are printed and ready for pickup, students will have 14 days to deliver Show Books.	S	
Wed, Jan 24	<p>DEADLINE: All Exhibitors must have earned 1/3 of their Student, Chapter and Community Development activity points by this date in order to be eligible to participate in Show & Sale.</p> <p><i>Note: High School students must have earned at least 1 point of each color by this date.</i></p>	S	
TBD	<p><<< DEADLINE >>> for Thank You Note Rough Draft Submission @ TBD</p> <p>Note: Handwritten Thank You Note Rough Draft must be submitted by the end of the Mandatory Pre-Show Workday Shift.</p>	S	DEADLINE at TBD
Mon, Jan 15	<i>School Holiday</i>		
Tues, Jan 16 6:30PM	<p>SBFFA Chapter Meeting</p> <p><i>Note: Student ½ point opportunity!</i></p> <p>SBFFA Alumni Meeting</p>	S	P

Show & Sale Rules

Date	Event	Attendees P= Parent S= Student	Critical Notes
<p>Sat, Jan 27 Shift 1 8:15 - 10:00AM</p> <p>Preshow Meeting 10:15 - 11:30PM</p> <p>Shift 2 11:45 - 1:15PM</p>	<p><<< MANDATORY >>> Work Day (Shift 1 OR Shift 2) All Exhibitors (Livestock and Non-Livestock) are required to attend. <i>Note: Signup for either 8:15-10:00AM shift or 11:45-1:15PM shift.</i></p> <p><<< MANDATORY >>> Pre-Show Meeting ALL Exhibitors (Livestock <u>and</u> Non-Livestock) <u>AND</u> Parent/Guardian are <u>required</u> to attend.</p> <p>**Show Book should be available to distribute for delivery to Ad Purchasers.</p>	<p>P S</p>	<p>MANDATORY ATTENDANCE</p>
<p>FEBRUARY 2024</p>			
<p>Tues, Feb 6 3:30 - 5:30PM</p>	<p>SBFFA Non-Livestock Check-in</p>	<p>S</p>	<p>DEADLINE at 5:30PM SHARP</p>
<p>Wed, Feb 7</p>	<p>Spring Branch FFA Livestock Check-in</p> <p>Spring Branch FFA Non-Livestock Judging *** See Show & Sale Schedule ***</p>	<p>P S</p>	<p>MANDATORY ATTENDANCE</p>
<p>Thur, Feb 8</p>	<p>Spring Branch FFA Show (Judging Event) *** See Show & Sale Schedule ***</p>	<p>P S + Guests</p>	<p>MANDATORY ATTENDANCE</p>
<p>Fri, Feb 9</p>	<p>Spring Branch FFA Show (Judging Event) *** See Show & Sale Schedule ***</p>	<p>P S + Guests</p>	<p>MANDATORY ATTENDANCE</p>
<p>Sat, Feb 10</p>	<p>Spring Branch FFA Sale (Auction Event) *** See Show & Sale Schedule ***</p>	<p>P S + Guests</p>	<p>MANDATORY ATTENDANCE</p>

Important Dates 2023-2024

Date	Event	Attendees P= Parent S= Student	Critical Notes
Sun, Feb 11 11:30AM-1:30PM	<<< MANDATORY >>> Show & Sale Cleanup Work Day ALL Exhibitors (Livestock and Non-Livestock) are <u>required</u> to attend.	P S	MANDATORY ATTENDANCE
Monday, Feb 19	<i>Student Holiday / Staff Development</i>		
Tues, Feb 20 5:00PM	Thank You Note Writing Workshop @ 5:00pm <i>Note: Optional student point opportunity! Buyer's information and stationery will be distributed to Exhibitors.</i>	S	
Tues, Feb 20 6:30PM	SBFFA Chapter Meeting <i>Note: Student ½ point opportunity!</i> SBFFA Alumni Meeting	S P	
Mon, Feb 26 9:30AM	<<<DEADLINE>>> AST Pen Check <i>Note: If the pen does NOT pass AST check, exhibitor will lose full pen deposit.</i>		DEADLINE at 9:30AM SHARP
Tues, Feb 27 5:00PM	Rules Committee Meetings <i>Note: Please consider joining the Rules Committee or submit your comments regarding Rules changes prior to the meeting.</i>	P	
TBD	<<< DEADLINE >>> to Deliver Buyer's Plaques <i>Note: Signed delivery forms must be emailed to sbffa.secretary@gmail.com by 6:15pm</i>	S	DEADLINE at TBD
MARCH 2024			
TBD	<<< DEADLINE >>> for all handwritten Thank You Notes to be turned in.	S	DEADLINE at TBD

Show & Sale Rules

Date	Event	Attendees P= Parent S= Student	Critical Notes
Mon, Mar 4 6:15PM	<<< DEADLINE >>> to Deliver Processed Poultry/Rabbits to Buyers <i>Note: Signed delivery forms must be emailed to sbffa.secretary@gmail.com by 6:15pm</i>	S	DEADLINE at 6:15pm SHARP
Tues, Mar 5 6:30PM	SBFFA Chapter Meeting <i>Note: Student ½ point opportunity!</i> SBFFA Alumni Meeting	S P	
TBD	Thank you note corrections to be returned to students.	S	
Week of Mar 11	<i>Spring Break</i>		
Tues, Mar 19 6:15PM	<<< DEADLINE >>> for Thank You Note Rewrites to be turned in by 6:15PM	S	DEADLINE at 6:15PM SHARP
Fri, Mar 29	<i>School Holiday</i>		
APRIL 2024			
Mon, Apr 1	<i>School Holiday</i>		
Tuesday, April 16 6:30PM	SBFFA Chapter Meeting <i>Note: Student ½ point opportunity!</i> SBFFA Alumni Meeting <i>Important Topics: Wrap-up of current year's business, elect new E-Board, vote on Rules revisions.</i>	S P	
April - TBD	<<< MANDATORY >>> Cattle Meeting for 2023-2024 School Year Cattle Exhibitors <u>AND</u> Parent/Guardian are <u>required</u> to attend.	P S	MANDATORY ATTENDANCE
April - TBD	DEADLINE for Steer Payment #1 <i>Note: for 2023-2024 School Year</i>		DEADLINE @ TBD

Important Dates 2023-2024

Date	Event	Attendees P= Parent S= Student	Critical Notes
MAY 2024			
Thur, May 2	Chapter Banquet <i>Award ceremony and Exhibitor check distribution. Note: All point requirements must be satisfied in advance.</i>	P S	
TBD	<<< DEADLINE >>> for Steer Payment #2 <i>Note: for 2032-2024 School Year</i>	P S	DEADLINE @ TBD
TBD	Livestock Delivery - Steers <i>Note: for 2023-2024 School Year</i>	P S	

2024 SHOW & SALE SCHEDULE OF EVENTS (PRELIMINARY SCHEDULE)

The following timeline of Show & Sale week is included here as the preliminary schedule of events, with an understanding that it is not the final official schedule. The official schedule will be confirmed and presented at the Mandatory Pre-Show Meeting on January 27, 2024.

Tuesday, February 6, 2024

3:30 pm to 5:30 Non-Livestock Check-In for Creative Arts, Ag Mech, Horticulture, Photography

Wednesday, February 7, 2024

3:30pm to 4:30pm: Non-Livestock Check-in for **Food ONLY**

3:30 pm to 5:30 pm: Livestock Check-In and official weights recorded

➤ Market Steers

➤ Market Lambs

➤ Market Goats

➤ Market Swine

➤ Breeding Heifers

4:30 pm to 6:15 pm Non-Livestock Judging

7:00 pm Non-Livestock Presentations

➤ Following Check-In, Livestock will be stalled in pre-assigned pens in the Show Barn with the following exception: Breeding Heifers

➤ All Livestock must remain in the Show Barn for the duration of Show & Sale unless specifically approved by an AST (Exception: Breeding Heifers will be released from the barn after the conclusion of their Show)

- Gates will be locked at a specific time, TBD, with no student or parent/guardian access until the following morning.

Thursday, February 8, 2024

6:30 am Ag Center re-opens

1:00 pm Poultry & Rabbit Check-In. Exhibitors must have animals for check-in

3:30 pm: Livestock Show Begins

Note: Exact times and order of shows to be determined after livestock commitments are received

- Rabbit Show (Meat Pen)
 - Poultry Show (Broilers and Turkeys)
 - Cattle Show (Breeding Heifers and Market Steers)
 - Announce Non-Livestock Results: Placings and High Point
- Gates will be locked at a specific time, TBD, with no student or parent/guardian access until the following morning.
 - Breeding Heifers will be released from the barn after the conclusion of their Show.

Friday, February 9, 2024

6:30 am Ag Center re-opens

3:30 pm: Livestock Show Begins

Note: Exact times and order of shows to be determined after livestock commitments are received

- Market Goat Show
 - Market Lamb Show
 - Market Swine Show
- Gates will be locked at a specific time, TBD, with no student or parent/guardian access until 7:00 am the following day.
 - Conversion of barn to Sale Day readiness state begins immediately after Show; plan to stay late.

Show & Sale Rules

Saturday, February 10, 2024

- 7:00 am Ag Center re-opens
- 8:00 am Sale Day meeting and preparation begins; Exhibitors assemble in Show Barn bleachers
- 10:30 am Exhibitors change into official dress
- 11:00 am Exhibitors ready to meet & greet Buyers; Buyer Registration begins
- 11:00 am Silent Auction opens
- 11:30 am Lunch
- 1:00 pm Live Auction begins
- 3:00 pm Silent Auction closes
- 4:00 pm Silent Auction Check-Out & item pick-up begins

- > Livestock will be loaded onto processor trailers following the Auction
- > Show & Sale clean up begins following the Auction

Sunday, February 11, 2024

- 11:30am - 1:30pm Mandatory Show & Sale Clean Up Work Day

REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES: THE “NO PASS /NO SHOW” RULE

FFA members attend conventions, leadership and career development events, progress/prospect shows, and other activities such as Show & Sale, which are all extracurricular activities. Participation in FFA events is subject to a state law that is commonly known as the “No Pass, No Play” rule.

No Pass/No Play became law in 1984 (68th Texas Legislature) and was modified in 1995 (74th Texas Legislature). Generally, the law requires that students have passing grades in each class in order to continue participation in extracurricular activities. If a student receives one failing grade on his/her report card during a grading period, that student is ineligible to participate in extracurricular activities until the failing grade or grades are improved to passing levels. No Pass/No Play affects all students involved in extracurricular activities in all Texas school districts.

A “No Pass/No Play” suspension is at least 3 weeks. Grades are reviewed every three weeks and a suspension is removed if all applicable grades are equal to or exceed 70 on a scale of 100. The FFA student’s principal and teachers determine eligibility. Refer to **Texas Education Code - Section 33.081. Extracurricular Activities** for the specific requirements of the law.

If an Exhibitor fails to remain eligible under the No Pass/No Play rules, he/she will not be allowed to show or auction his/her project through the Spring Branch FFA Project Show & Sale. The mandate of this state law will be followed with no exceptions.

Ignorance of the rules is not a defense to No Pass/No Play. No one, including Exhibitors who are not in an agricultural science class at the time of Show & Sale, can plead ignorance of the rules.

I. GENERAL RULES AND REGULATIONS

Participation and Eligibility

1. Livestock and Non-Livestock Exhibitors participating in the Spring Branch FFA Show & Sale (Show & Sale) must meet the following requirements:
 - A. Exhibitor must be either a Spring Branch FFA or Spring Branch Junior FFA “member in good standing.” FFA and Junior FFA membership requirements are defined in the Spring Branch FFA Membership Handbook.
 - B. At least one of the Exhibitor’s parents or guardians must join the Spring Branch FFA Alumni Association (“Alumni” or “Alumni Association”).
2. An Exhibitor who completes graduation requirements in December is not eligible to participate in Show & Sale.
3. **Failure to attend any mandatory event by the Exhibitor or parent/guardian (or other responsible adult with prior approval) will result in the forfeiture of the privilege for the Exhibitor to participate in Show & Sale.**
 - A. Exhibitors may be excused from participation in a mandatory event by ASTs for school-related activities or the Executive Board for any other reason. All excused absences must be documented in writing or by email 10 days prior to the absence for known, scheduled conflicts.
 - B. If the Exhibitor or parent/guardian arrives late for or leaves early from a mandatory event, fines will be assessed as set forth in General Rules #23.
4. Exhibitors must meet local and state eligibility requirements to participate in the Show & Sale, including but not limited to Texas Education Code - Section 33.081 Extracurricular Activities (No Pass, No Play Rule). Students must present a fully completed Spring Branch ISD eligibility form at or before project Check-In signed by (i) their home school principal, (ii) an AST, and (iii) their parent/guardian. **There are no exceptions! The deadline to meet local and state eligibility requirements will be published in the Important Dates section.**
5. An Exhibitor placed in out-of-school suspension or Disciplinary Alternative Education Program (DAEP) during the current school year will not be permitted to exhibit or sell his/her project and the Spring Branch Agricultural Center Rules and Procedures will govern removal of the Exhibitor’s animal(s).

I. General Rules and Regulations

6. An Exhibitor who has lost the privilege of using the Ag Center will forfeit the opportunity to participate in Show & Sale and the Spring Branch Agricultural Center Rules and Procedures will govern removal of the Exhibitor's animal(s).
7. No Market Livestock project may be removed from the Show & Sale or any other aspect of the program for any reason except medical reasons for the livestock. Should the Exhibitor choose to remove a Market Livestock project from the Show & Sale for any other reason, the Exhibitor will not be allowed to participate in the Show & Sale for the current and following year. Participation in the FFA program and Show & Sale for subsequent years is at the discretion of the AST and with the approval of the Executive Board.
8. No Exhibitor substitutions will be allowed except for medical reasons confirmed by a practicing medical doctor, mandatory academic activities or with Executive Board approval prior to show time. All substitute Exhibitors must be an existing Exhibitor.
9. All Exhibitors (Livestock and Non-Livestock) must have earned one-third of the total required Student (blue), Chapter (yellow) and Community Development (green) activity points two weeks prior to the first livestock check-in for the Show & Sale in order to be eligible to participate in the Show & Sale. For High School students, they must have earned 1 point of each color.

Show Book

10. **Exhibitors with Livestock projects who are eligible to participate in the Show & Sale are required to sell advertisements for the Show Book or make a cash donation (or a combination thereof) of at least \$350. Junior FFA Members are required to raise at least \$250.**
 - A. **Family Discount:** For families with multiple Livestock Exhibitors, the above dollar requirements are decreased by \$50 per Exhibitor.
 - B. **Deadline:** COMPLETED ad forms, ad artwork and funds must be turned in to the Alumni Treasurer or other specifically designated Alumni members on or before the date and time specified in the Important Dates section. **DO NOT TURN IN MONEY TO THE ASTs.** Artwork/Ads turned in after this date are not guaranteed to be placed in the Show Book.
 - C. **Deduction Option:** Exhibitors who do not meet the minimum required sales may choose to have the remaining amount deducted from their Show & Sale check, provided they sell at least one ad or make a partial donation of any amount. When choosing this option, Exhibitor must provide written notice to the designated Alumni member by the same deadline as detailed in Rule 10B.

Show & Sale Rules

- D. Exhibitors who fail to meet the minimum amounts or provide written notice of their intention to take the Deduction Option by the calendar deadline will not be allowed to enter their Livestock projects in the Show & Sale.
11. Exhibitors who sold ads must deliver Show Books to their Ad Buyers. The Exhibitor must be in official dress when delivering the Show Books and must obtain a signed and dated Show Book Buyer's Receipt within fourteen (14) days after being notified by e-mail from the Alumni Association that the Show Books are available and ready to be picked up for delivery. These receipts must be returned to the Alumni Association by (a) legible scan or photograph sent by e-mail to sbffa.alumni@gmail.com, or (b) as otherwise expressly directed by the Executive Board.

Payments to Exhibitors

12. Proceeds from Livestock and Non-Livestock projects sold in the Live and Silent Auctions and Premiums described in the Non-Livestock Rules and earned by Exhibitors are distributed to the Exhibitor.
- A. All checks and donations from Buyers or Donors will be made payable to the Spring Branch FFA Alumni, not to the individual Exhibitor or the chapter.
 - B. Exhibitors are eligible to receive "add-ons" through a specified date, to be determined. An add-on is a donation by a Buyer or Donor to support the Exhibitor.
 - C. A 10% commission fee will be charged by the Alumni Association on all Live Auction and Silent Auction sales for Livestock and Non-Livestock projects. An 8% service fee will be charged by the Alumni Association on all Add-Ons.
 - D. The Exhibitor will be presented with a check as described in this General Rules #12 reflecting the net proceeds earned by the Exhibitor and net of any fines and deductions assessed in accordance with General Rules #23.
13. All Exhibitors (Livestock and Non-Livestock) will receive their Auction and Premium checks at the SBFFA Chapter Banquet to the extent each Exhibitor's Buyer(s) and/or Donor(s) payments have cleared the bank prior to this date. Additionally, ASTs and Alumni Executive Board will acknowledge that Exhibitors have completed the following criteria before Auction checks are issued:
- A. Thank You cards are written to the Exhibitor's Buyer(s) and/or donor(s) and turned in to the Executive Board by the set date/time specified in the Important Dates section or fines will be incurred until the Thank You cards are completed.
 - B. A return receipt signed by the recipient of these items is required for the delivery of Show & Sale Books, Buyer Plaques, and processed poultry & rabbits.

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- C. Exhibitors have completed the required Student, Chapter and Community Development activities (if any) as stated in the Spring Branch FFA Membership Handbook, Chapter Activities, Show & Sale Participation.
- D. A completed W-9 form with Exhibitor information including a valid Social Security number or individual tax ID number is on file with the Spring Branch FFA Alumni Association.
- E. The Exhibitor has not violated a rule in this Membership Resource Guide that would result in disqualification.

Buyer Recognition

- 14. All Exhibitors (Livestock and Non-Livestock) must hand-write Thank You notes to all Buyer(s) and Donor(s) on Alumni-provided note cards. This includes Livestock and Non-Livestock Buyers, Silent Auction Buyers, and Add-on Donors regardless of the amount of the contribution. In addition, Champion Exhibitors (Grand, Reserve Grand and Showmanship) and Non-Livestock High Point Exhibitor must write thank you notes to their Buckle & Banner Sponsor(s).
 - A. Thank You note rough drafts, final drafts, and final notes ready for mailing are due by the dates specified in Important Dates. Specific instructions will be provided to Exhibitors on how the notes must be given to the Alumni.
 - B. Thank You Note packet will not be given to the exhibitor until a Thank You Note rough draft has been received by the Thank You Note Chair.
 - C. Final Thank You notes turned in late will be subject to the fines described in General Rules #23.
 - D. Final Thank You notes must be neatly written in black ink in the format specified by the Alumni or they will be returned to the Exhibitor and must be re-written by the Exhibitor.
 - E. Satisfactory completion of all Thank You notes is a requirement for Exhibitors to receive their Auction checks at the SBFFA Chapter Banquet.
 - F. Exhibitors are not required to write a Thank You Note for Add-on amounts of less than \$10.
- 15. Buyer plaques must be delivered to the Buyer of any Live Auction item (not including resale Buyers) by the Exhibitor whose item is purchased at Live Auction. The Exhibitor must be in Official Show & Sale Dress (see General Rule #16) when delivering the Buyer plaques and must obtain a signed and dated Buyer's Receipt within ten (10) days after being notified by e-mail from the Alumni Association that the Buyer plaques are available and ready to be picked up for delivery. These receipts must be returned to the Alumni

Show & Sale Rules

Association by legible scan or photograph sent by e-mail to sbffa.alumni@gmail.com or as otherwise expressly directed by the Executive Board.

Official Show & Sale Dress

- 16. All Exhibitors (Livestock and Non-Livestock) must be neatly dressed with no facial hair (unless prohibited by Exhibitor’s religious restriction) as described below for all Show & Sale events except Check-In, set-up and clean-up. This includes delivery of processed poultry and rabbits, Buyer Plaques, Buyer Baskets and Show Books.
 - A. FFA members must exhibit and sell their projects in Official Show & Sale Dress, as described in the Spring Branch FFA Membership Handbook, with the following exceptions: black slacks or black jeans and plain black belts are allowed for both boys and girls.
 - B. Junior FFA members must exhibit and sell their projects in Official Show & Sale Dress, as described in the Spring Branch FFA Membership Handbook, with the following exceptions: (1) black slacks or black jeans and plain black belts are allowed for both boys and girls, and (2) no official FFA jacket or tie is required.
 - C. No ornamentation is allowed on clothing, belts or shoes/boots. Faded pants and skirts may not be worn.
 - D. **The Executive Board will enforce the dress requirements. Exhibitors not in conformance will not be allowed to exhibit or participate in the Show & Sale.**

Judging and Placing

- 17. A slate of at least 3 judges per species of Livestock and Division of Non-Livestock will be provided to the Alumni at least 2 weeks prior to being voted on by the Alumni at the April Alumni Meeting. The Executive Board will select judges from the Alumni-approved slate. The same judge will not be used for the same Division in consecutive years. Identity of final selected judges will be posted on website as soon as reasonably practical after selection.
- 18. All decisions of the Judges will be final.
- 19. Projects will be placed as follows (Livestock and Non-Livestock):

Division	Placings
Livestock: <ul style="list-style-type: none">• All Species	<ul style="list-style-type: none">• Grand Champion of each Species• Reserve Grand Champion of each Species

I. General Rules and Regulations

	<ul style="list-style-type: none"> • 1st, 2nd, 3rd, 4th, ... through last place entry of each Class
<p>Non-Livestock:</p> <ul style="list-style-type: none"> • Ag-Mechanics • Horticulture • Creative Arts • Food 	<ul style="list-style-type: none"> • Grand Champion of each Division • Reserve Grand Champion of each Division • 1st, 2nd, 3rd, 4th Place of each Class • Remaining entries are deemed "Participation" only
<p>Non-Livestock:</p> <ul style="list-style-type: none"> • Photography 	<ul style="list-style-type: none"> • 1st, 2nd, 3rd, 4th Place Overall of the Division • 1st, 2nd, 3rd, 4th Place of each Class • Remaining entries are deemed "Participation" only
<p>Non-Livestock:</p> <ul style="list-style-type: none"> • Agriscience Fair 	<ul style="list-style-type: none"> • 1st, 2nd, 3rd, 4th Place Overall of the Division • No Placements within each Category • Remaining entries are deemed "Participation" only

Show & Sale Rules

20. Buckles and Banners will be awarded as follows:

Division Awards				Class Awards[^]
Division/Class	Grand Champion	Reserve Grand Champion	Showmanship*	Placement
Steer	Buckle & Banner	Buckle & Banner	Buckle (Novice & Experienced)	Ribbon
Swine	Buckle & Banner	Buckle & Banner	Buckle (Novice & Experienced)	Ribbon
Lamb	Buckle & Banner	Buckle & Banner	Buckle (Novice & Experienced)	Ribbon
Goat	Buckle & Banner	Buckle & Banner	Buckle (Novice & Experienced)	Ribbon
Turkey	Buckle & Banner	Buckle & Banner	n/a	Ribbon
Broilers	Buckle & Banner	Buckle & Banner	n/a	Ribbon
Meat Pen Rabbits	Buckle & Banner	Buckle & Banner	n/a	Ribbon
Breeding Heifers	Buckle & Banner	Buckle & Banner	Buckle (Novice & Experienced)	Ribbon
Ag-Mechanics	Buckle & Banner	Banner only	n/a	Ribbon
Horticulture	Buckle & Banner	Banner only	n/a	Ribbon
Creative Arts	Buckle & Banner	Banner only	n/a	Ribbon
Food	Buckle & Banner	Banner only	n/a	Ribbon
Non-Livestock High Point	Buckle only	n/a	n/a	n/a

*Showmanship may be judged in two categories: (i) Novice - Exhibitor's first year showing this animal, and (ii) Experienced - Exhibitor's subsequent years showing this animal. See Livestock Rule # 19.

[^]Placements awarded in accordance with General Rule 19. No awards given for Participation.

Limits on Entries

21. Number of projects allowed:
- A. Non-Livestock:
 - i. Exhibitors may enter a maximum of ten (10) Non-Livestock projects (one per Class).
 - B. Livestock
 - i. Each FFA Member is allowed to check-in a maximum of two (2) Market Livestock projects from different species to exhibit in the Show. Each Junior FFA Member is allowed to purchase one (1) Market Livestock project to exhibit in the Show. If there are space constraints, FFA Members will be given priority over Junior FFA Members in the purchase of Market Livestock Projects.
 - ii. If space is available at the Ag Center, the ASTs may allow members to purchase additional market livestock projects from differing species.
 - iii. Exhibitors raising more than 2 Market Livestock projects will advise the Executive Board which 2 Market Livestock projects will be entered into the Show 48 hours prior to official Livestock Check-In.
 - iv. Exhibitors with more than 2 Market Livestock projects have the following options for their 3rd Market Livestock project:
 - Donate their project to the Chapter for sale at Live Resale Auction.
 - Sell or send to a processor after the completion of the Live Auction.
 - Remove the project from the property within ten (10) days in accordance with Spring Branch Agricultural Center Rules and Procedures.
22. Multiple entries by an individual Exhibitor in the same Livestock Species or Non-Livestock Class will not be permitted; however, this Rule will not prohibit an Exhibitor from showing a Market Steer and a Breeding Heifer.

Show & Sale Rules

Fines

23. There is a fine system in place to ensure that all requirements of the Exhibitor and parent/guardian are met. These fines are deducted from student checks at end of the school year and credited to the Alumni Association unless otherwise stated. The fines are as follows:

Requirement	Fines and Consequences
<p>A. Attend Mandatory Livestock Meeting: A parent/guardian or other designated adult with prior approval of Executive Board (regardless of Exhibitor legal age) and Exhibitor (student) must attend the MANDATORY Livestock Meeting. Both the Exhibitor and parent/guardian must sign in and out at the meeting or fines will be assessed.</p>	<p>Being late for the Mandatory Livestock Meeting will result in a \$25.00 fine for each late attendee. Failure of either Exhibitor or parent/guardian to attend this MANDATORY event will result in forfeiture of the privilege for Exhibitor to participate in Show & Sale, as governed by General Rules #3.</p>
<p>B. Attend Mandatory Pre-Show Meeting: A parent/guardian or other designated adult with prior approval of Executive Board (regardless of Exhibitor legal age) and Exhibitor (student) must attend the MANDATORY Pre-Show Meeting. Both the Exhibitor and parent/guardian must sign in and out at the meeting or fines will be assessed.</p>	<p>Being late for the Mandatory Pre-Show Meeting will result in a \$25.00 fine for each late attendee. Failure of either Exhibitor or parent/guardian to attend this MANDATORY event will result in forfeiture of the privilege for Exhibitor to participate in Show & Sale, as governed by General Rules #3.</p>
<p>C. Attend Mandatory Work Days: Exhibitor must attend all applicable MANDATORY Work Days. The Exhibitor must sign in and out or fines will be assessed. Note that all Exhibitors must be in the Show Barn bleachers at the time specified or a fine will be assessed.</p>	<p>Being late or leaving early to any applicable Mandatory Work Day will result in a fine of \$25.00 for each half-hour or partial half-hour missed, with a maximum partial-day fine of \$200.00. Failure of Exhibitor to attend this MANDATORY event will result in forfeiture of the privilege for Exhibitor to participate in Show & Sale, as governed by General Rules #3.</p>

I. General Rules and Regulations

Requirement	Fines and Consequences
<p>D. Attend Show & Sale Days:</p> <p>Exhibitor must attend the full duration of each Show Day on which they participate and Sale Day. The Exhibitor must sign in and out each day or fines will be assessed. Note that all Exhibitors must be in the Show Barn bleachers at the time specified and must assist in Auction Set Up or a fine will be assessed.</p>	<p>Being late or leaving early on any Show & Sale Day will result in a fine of \$25.00 for each half-hour or partial half-hour missed, with a total absence resulting in a minimum fine of the greater of \$200.00 or 10% of the absent Exhibitor's gross sales (including add-ons), but in no event shall such fine exceed \$1,000.00.</p> <p>Failure of Exhibitor to be present on Sale Day when their lot is called will result in that lot not selling in auction.</p>
<p>E. Attend Show & Sale Clean-Up Work Day:</p> <p>Exhibitor must attend the full duration of the Show & Sale Clean-Up Work Day. The Exhibitor must sign in and out or fines will be assessed. Note that all Exhibitors must be in the Show Barn bleachers at the time specified or a fine will be assessed.</p>	<p>Being late or leaving early on Show & Sale Clean-Up Work Day will result in a \$50.00 fine per hour or portion thereof missed, with a total absence resulting in a minimum fine of the greater of \$200.00 or 10% of the absent Exhibitor's gross sales (including add-ons), but in no event shall such fine exceed \$1,000.00.</p> <p>Failure of Exhibitor to attend this MANDATORY event will result in Exhibitor's check being held until approved make-up day has occurred with ASTs.</p>
<p>F. Deadline to Deliver Show Books to all Ad Buyers:</p> <p>In accordance with General Rule 10, Exhibitor must deliver a Show Book to all ad buyers within fourteen (14) days of being notified that books are available and ready to be picked up. Adjustments from this delivery timeline may be approved by the Executive Board.</p>	<p>Failure to provide proof of delivering to all Ad Buyers by calendar deadline will result in a \$50 fine and \$5.00 for each following day.</p>

Show & Sale Rules

Requirement	Fines and Consequences
<p>G. Deadline to Deliver Processed Broilers, Turkeys and Rabbits:</p> <p>In accordance with Livestock Rule 8, Turkey, Broiler and Rabbit Exhibitors must deliver processed meat to their final buyer and provide proof of delivery within twenty-one (21) days following Show & Sale. Adjustments from this delivery timeline may be approved by the Executive Board.</p>	<p>Failure to provide proof of delivering processed meat by calendar deadline will result in a \$50.00 fine and \$5.00 for each following day per project.</p>
<p>H. Deadline to Deliver Buyer Plaques:</p> <p>In accordance with General Rule 15, Exhibitor must deliver Buyer plaques and provide proof of delivery within ten (10) days after being notified by e-mail from the Alumni Association that the Buyer plaques are available and ready to be picked up for delivery. Deviations from this delivery timeline must be approved by the Executive Board.</p>	<p>Failure to provide proof of delivering buyer plaques by calendar deadline will result in a \$50.00 fine and \$5.00 for each following day per plaque.</p>
<p>I. Deadline to Turn in Thank You Notes:</p> <p>In accordance with General Rule 14, Exhibitor must turn in Thank You Notes to all Buyers and turn in by calendar deadline.</p>	<p>Failure to turn in all Buyer/Donor Thank You Notes by calendar deadline will result in a \$50.00 fine for missing the date and \$5.00 each following day until Exhibitor completes all Thank You Notes.</p>
<p>J. Deadline to Correct Thank You Notes:</p> <p>In accordance with General Rule 14, Exhibitor must correct any Thank You Note errors as identified by Thank You Note Committee by calendar deadline.</p>	<p>Failure to turn in all corrected Buyer/Donor Thank You Notes by calendar deadline will result in a \$50.00 fine for missing the date and \$5.00 each following day until Exhibitor completes all Thank You Notes.</p>
<p>K. Deadline to Clean Livestock Pen:</p> <p>All livestock pens and feed boxes must be cleaned and inspected by an AST within ten (10) days following Sale Day in accordance with AST instructions, with exception for major livestock kept in same pen.</p>	<p>Failure to meet AST approval of Clean Pen requirements by calendar deadline will result in a \$50.00 fine per day until all pens and feed boxes are cleaned. <i>Note: This fine will be credited to the Chapter. Alumni will provide to ASTs a check to the SBFFA Chapter Activity Account for all fines assessed by the end of the academic year.</i></p>

I. General Rules and Regulations

Requirement	Fines and Consequences
<p>L. Deadline to Return Gate Fobs:</p> <p>All gate fobs must be returned to an AST within ten (10) days following Sale Day, with exception of those issued to students with livestock for major shows.</p>	<p>Failure to return gate fobs by calendar deadline will result in a \$50.00 fine per day until gate fob is received by AST.</p> <p><i>Note: This fine will be credited to the Chapter. Alumni will provide to ASTs a check to the SBFFA Chapter Activity Account for all fines assessed by the end of the academic year.</i></p>

Exceptions

24. Any exception to any of the rules stated in this book must be approved by the Executive Board or the Alumni membership.
25. The Alumni Association is not responsible for any losses resulting from disqualification, unforeseen events, natural disasters, pandemics or the cancellation of Show & Sale.

II. LIVESTOCK RULES

1. All entries are subject to the General Rules.
2. A parent/guardian or other designated adult with prior approval of Executive Board (regardless of Exhibitor legal age) **and** Exhibitor (student) must attend the MANDATORY Livestock Meeting or the student will be ineligible to proceed with a project. See General Rule 23 for fines associated with being late.
3. A parent/guardian or other designated adult with prior approval of Executive Board (regardless of Exhibitor legal age) **and** Exhibitor (student) must attend the MANDATORY Pre-Show Meeting. See General Rule 23 for fines associated with being late.
4. There must be a minimum of four (4) Market Livestock entries by the "Livestock Project Orders and Payment Deadline for 1st Project" in order for that Livestock Class of the Show to make. There is no minimum number of entries for the Market Steers and Breeding Heifers Classes to make.
5. Only livestock purchased through the Alumni Association may be presented at tag-in, official Show weigh-in/Check-In, recorded in the official Spring Branch FFA Livestock Books by the ASTs, and be eligible to participate in the Show & Sale. This requirement to purchase through the Alumni Association excludes Breeding Heifers. The ASTs will coordinate purchase of livestock cooperatively after receiving bids from suitable breeders. The Executive Board will be included in the approval process for all breeders used, and representatives of the Executive Board or Livestock Committee will be present at delivery and tag-in. Non-refundable payment must be received by the Alumni Association on the announced deadline for Livestock purchase. Payment must be made by check or money order payable to Spring Branch FFA Alumni. Payment by any other means must be approved by the Executive Board. All returned checks will incur a \$50 fee.
6. All livestock purchased through the Alumni Association must be picked up on the day of delivery or selection, or ownership shall be forfeited to the Alumni Association.
7. For Livestock Selection (swine, lambs, goats), exhibitors (students) will have 30 minutes of shared viewing time of the livestock lot. Exhibitors and one parent/guardian will be the only ones allowed in the arena during the viewing, and exhibitors may not have "outside assistance" at this time. Once the student has left the viewing area, they may not return. Upon leaving the viewing area, each exhibitor will draw a number for livestock selection order. At the end of the 30 minutes of viewing time, the viewing area will be cleared of all exhibitors and parents/guardians. Exhibitors will be lined up in selection order and will each enter the selection area one at a time and have two minute time limit

to make their livestock selection before the next student in selection order enters the selection area.

Note: Exhibitors are required to stay and help assist in moving animals and clean up until livestock selection is complete.

8. Broilers and Market Rabbits Exhibitors will draw a box number and that will be their box of animals.
9. All Market Livestock purchased for the intent of being shown at Show & Sale will not be allowed to be shown at any other terminal show. Turkeys are exempt from this rule.
10. All Livestock Exhibitors must participate in a Spring Branch FFA Progress Show for each species that the Exhibitor is showing in order to participate in the Show & Sale. If an Exhibitor is unable to participate in the progress show, with prior approval, the Exhibitor may be allowed to participate in a suitable, AST-approved alternative such as the Southern Classic Show. Participation in alternate progress show must be completed prior to the end of the Fall academic semester. This requirement does not apply to Meat Pen Rabbits, Broilers or Turkeys.
11. All student projects must be under the supervision of the ASTs from the time of purchase through auction of the Livestock or when project is removed from the program.
12. If a Market Livestock project intended for the Show & Sale is not eligible to show, the Spring Branch Ag Center Rules and Procedures will govern its removal.
13. **All feeds, supplements, and medications must be approved by an AST. The use of any off-label feed or supplement, or the administering of any medication/drug on any show animal is expressly forbidden unless approved by an AST or prescribed for medical reasons by a veterinarian with AST knowledge.**
 - A. **"Off-label" feed or supplement is any feed or supplement not specifically labeled for the species or not administered in accordance with the label instructions.**
 - B. **At any time during the project, a drug test may be ordered for any animal project at discretion of an AST or Executive Board. A positive drug test will result in disqualification of the project and forfeiture of all funds from the project if the animal has already been auctioned.**
14. Surgical alterations of any animal (other than dehorning, castration, or necessary surgery by a veterinarian and approved by the ASTs) before or after the Exhibitor placed the animal on feed will result in disqualification.
15. All animals must be clipped and approved by the Livestock Committee Check-in Official at official weigh-in or the project will be disqualified. Exhibitors must participate in the

Show & Sale Rules

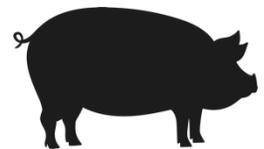
clipping and grooming of their own Livestock. Only touch up grooming will be permitted the day of the Show and must only be performed by Exhibitor, their parent or AST.

16. Exhibitors assume full liability of their livestock in case of illness, injury or death, including the risk of not being eligible to participate in Show & Sale as a result of any illness, injury or death, except as specifically noted below.
 - A. **Steers, Market Lambs, Market Goats and Market Swine** - If animal death occurs within fifteen (15) calendar days from selection date the original cost of animal **MAY** be reimbursed to the Exhibitor by the Alumni Association. Any animal deaths occurring beyond 15 days of selection day will not be reimbursed, unless breeder contract indicates otherwise.
 - B. **Meat Pen Rabbits** - If animal death occurs within five (5) calendar days of delivery resulting in the Exhibitor not having the required number of animals to show, the original cost of the pen of rabbits **MAY** be reimbursed to the Exhibitor by the Alumni Association. Any animal deaths occurring beyond five (5) days of delivery will not be reimbursed. Exhibitors are allowed the opportunity to purchase a second pen of rabbits by the livestock order deadline to decrease their risk.
 - C. **Poultry (Broilers and Turkeys)** - There is no reimbursement for any death at any time. Exhibitors are allowed the opportunity to purchase a second pen of broilers and up to 15 turkeys by the livestock order deadline to decrease their risk.
17. Ownership of Livestock may not be transferred to another student after the delivery or selection date of the Livestock.
18. Removal of ear tag on auction animals will result in DISQUALIFICATION FROM SHOW AND/OR FORFEITURE OF CHECK.
19. Showmanship will be awarded for Market Steers, Market Goats, Market Lambs, Market Swine, and Breeding Heifers, for both novice and experienced Exhibitors of each species. There must be a minimum of four (4) Novice and four (4) Experienced Students per species in order for Showmanship to be broken into two categories. When there are less than four students in either category, only one Showmanship class will occur for that species.
 - A. Students in the "Novice" category have not shown that species before in a previous year.
 - B. Students in the "Experienced" category have shown that species in a previous year.

20. All entries must be in place at specified times of weigh-in and validation. Failure to Check-In with the appropriate committee by the designated time will result in disqualification.
21. The Livestock Committee will be responsible for weigh-in and inspections of all projects at Show & Sale Check-In, and Exhibitor will initial the officially recorded show weight on the livestock check-in sheet at check-in
22. The Executive Board and the Livestock Committee has the final say as to whether a project is allowed to show based on livestock condition at check-in.
23. Each Exhibitor will be responsible for the proper care of his/her project and pen/stall before and during Show & Sale. It is the Exhibitor's responsibility to ensure their animal is clean and properly groomed for final competition in the Show ring and at the Auction.
24. Animals will be allowed one time across the scale to meet weight requirements at Check-In..
25. There will be no tolerance for filling of animals by artificial means. The use of drench guns to fill an animal to "make weight" is prohibited. The proper use of drench guns with AST consent is allowed.
26. All animals must be in their natural state for the entire duration of the Show & Sale. No paint, glitter, glue, dyes or any other substance that adheres to the animal may be used.
27. At AST discretion, weight classes may be implemented for Steers, Swine, Lambs and/or Goats, or breed or birthdate classes for Breeding Heifers. The Livestock Committee will break classes once Check-In is complete. There will be no preset weight or age breaks.

Market Swine

1. Entries may be either Barrows or Gilts.
2. Market Swine must weigh between 220 and 280 pounds with a 5-pound grace.
3. Entries must be clipped prior to weigh-in, and hair length must be between ¼ to 1 inch.



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Market Lambs

1. Entries may be a Wether or Ewe.
2. Minimum weight limit of 100 pounds, with a 3-pound grace, and no maximum.
3. Market Lambs will be slick shorn from the top of the head to the hocks prior to weigh in.
4. Lambs must be shown without a halter, leash or lead rope.



Market Goats

1. Entries may be a Wether or Doe.
2. Market Goats will be slick shorn, having no more than ¼ inch of hair from above the knees and hocks joints, excluding the tail switch.
3. Market Goats must weigh a minimum of 70 pounds with a 3-pound grace and no maximum weight.
4. Exhibitors must show with a chain or chain halter. No halters (other than chain halters), leashes or lead ropes will be allowed in the Show ring. Bracing is allowed at the judge's discretion.



Meat Pen Rabbits

1. Exhibitors may order one pen of six (6) rabbits for Show & Sale.
2. Three (3) rabbits and one (1) alternate, if desired, must be presented at Check-in. Each Exhibitor may enter only one (1) pen; a pen consists of three (rabbits), either sex. Only three (3) rabbits will be allowed in the show ring.
3. Rabbits must be tattooed immediately upon receipt, either by the delivering breeder or AST.
4. Each pen of six (6) rabbits will carry the same tattoo identifying the pen, and a unique identifier for the individual rabbit. It is the Exhibitor's responsibility to validate the tattoo numbers of each rabbit, and report those numbers to the AST. Only rabbits with legible tattoo numbers that were assigned to the Exhibitor will be allowed at Check-in.
5. Rabbits must weigh a minimum of 3 pounds, 8 ounces and a maximum of 5 pounds, 8 ounces, with a 2-ounce tolerance. If any one (1) rabbit in the pen weighs more than the maximum allowable weight or less than the minimum allowable weight, the entire pen is disqualified.



6. If any one (1) rabbit is deemed “unhealthy” or “unfit” by the judge, the entire pen is disqualified. Examples of “unhealthy” include: external parasites, conjunctivitis, sniffles, signs of diarrhea, and any sign of bacterial infection. Examples of “unfit” include: cysts, abscesses, matted eyes, missing toes, bob or broken tails, and dirty or urine stained.

Broilers

1. Exhibitors may order a maximum of two (2) pens of twenty-five (25) broilers for Show & Sale (a total of fifty (50) broilers).
2. Wing bands will be in consecutive order except where replacement birds were provided. Exhibitors must show Broilers only from their pen as validated by the wing bands. It is the student’s responsibility to check the numbers on the wing bands issued to them upon delivery or substitution and report those wing band numbers to the AST. Only birds with wing bands that were assigned to the Exhibitor will be allowed to be shown by that Exhibitor.
3. Broilers will be shown in a pen of three (3).
4. Three (3) Broilers and one (1) alternate, if desired, must be presented at Check-In. Each Exhibitor may enter only one (1) pen. Only three (3) birds will be allowed in the Show ring.
5. Substitutions may be allowed prior to the Exhibitor entering the Show ring, at the Exhibitor’s discretion. The substituted bird must go through the Check-In process, if needed.
6. Birds will be sifted for quality including birds having bare areas, breast blisters, disease, broken wings, or being unclean or wet at Check-In.
7. Birds that have lost their wing bands will be sifted. The judge will disregard any wing damage caused by the required wing band.
8. The Exhibitor and up to two eligible SBFFA members will be allowed to hold birds during sifting and judging.
9. When not using major-show birds, a lottery system will be used in choosing boxes.



Turkeys

1. Exhibitors may order a minimum of five (5) and a maximum of fifteen (15) turkeys.
2. Wing-bands will be in consecutive order except where replacement birds were provided. Exhibitors must show turkeys only from their pen as validated by the wing bands. It is the student's responsibility to check the numbers on the wing bands issued to them upon delivery or substitution and report those wing band numbers to the AST. Only birds with wing bands that were assigned to the Exhibitor and/or Exhibitor's family will be allowed to be shown by that Exhibitor.
3. One Tom or Hen may be shown.
4. One (1) Turkey and one (1) alternate, if desired, must be presented at Check-In. Only one (1) bird will be allowed in the Show ring.
5. Substitutions may be allowed prior to the Exhibitor entering the Show ring, at the Exhibitor's discretion. The substituted bird must go through the Check-In process, if needed.
6. Birds will be sifted for quality, including but not limited to: birds having bare areas, breast blisters, disease, broken wings, or being unclean or wet at Check-In.
7. Birds that have lost wing bands will be sifted. The judge will disregard any wing damage caused by the required wing band.
8. Only the Exhibitor and one eligible SBFFA member will be allowed to hold birds during sifting and judging.



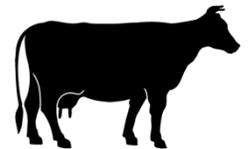
Market Steers

1. Minimum weight of 1,000 pounds with a 10-pound grace. Entries will be slick shorn, having no more than ¼ inch of hair excluding the tail switch.
2. While exhibiting, Steers must be shown with a show halter.
3. Entries must have neck ties in addition to their halter when tied in their stall area in the Show Barn.
4. Exhibitor must properly restrain animal upon Check-In through the duration of Show. This includes but is not limited to (i) showing animal without tying to railing and (ii) animal cannot be loose in Show ring more than twice with disqualification upon third break resulting in last place.



Breeding Heifers

1. Breeding Heifers will be shown in Classes by breed type (American, English, Exotic) or age at the AST discretion.
2. Entries must be registered with the respective breed association in the Exhibitor's name and in the possession of the Exhibitor prior to fall state validation date.
3. While exhibiting, Breeding Heifers must be shown with a show halter.
4. Entries must have neck ties, in addition to their halters when tied in their stall area in the Show Barn.
5. Original registration papers or a copy in the Exhibitor's name will be verified at Check-In by tattoo and/or brand.
6. Exhibitor must properly restrain animal upon Check-In through the duration of Show. This includes but is not limited to (i) showing animal without tying to railing and (ii) animal cannot be loose in Show ring more than twice with disqualification upon third break resulting in last place.



III. NON-LIVESTOCK RULES

1. All entries are subject to the General Rules.
2. Entry forms (printed ShoWorks receipt or other designated method) and non-refundable entry fees (\$10 per entry) must be submitted together by the Show & Sale Non-Livestock Entry Deadline.
3. The Non-Livestock Registration and Payment Deadline is shown in the Important Dates section.
4. Each Non-Livestock Class must have a minimum of four (4) entries registered by the Show & Sale Non-Livestock Registration and Payment Deadline for that Non-Livestock Class of the Show to make. Classes within a Division MAY be combined and judged at the Division level, as determined by Executive Board.
5. All entries must be the Exhibitor's own work. This includes Entries for the Show as well as for the Live and Silent Auctions. If there is a question as to whether the entry was prepared or created by the Exhibitor, the Executive Board will decide whether the Entry will be allowed to enter the Show or Live or Silent Auctions. While judging is taking place, there will be no one in the room with the judge unless specifically requested by the judge or approved by the Executive Board (such as photographers, ASTs or head of Non-Livestock Committee). Exception to this rule is limited to the following:
 - A. Ag Mechanics - Each Exhibitor is expected to give a live presentation to the judge.
 - B. Horticulture, Creative Arts, Food - Top 2 Exhibitors in each Class are expected to give a live presentation to the judge, as detailed in Non-Livestock Rule 8.
6. Judges will evaluate Entries in each Class separately, identifying the First, Second, Third and Fourth place winners within the Class. All other entries will receive a Participation place. Judges will use a rubric to aid in evaluating the Entries within a class. The Placement will be based on the points awarded using the rubric. Judges will use subjective criteria to Place the Entries when scores are tied. The following criteria will be used:
 - A. Ag-Mechanics
 - i. Journal
 - ii. Live Presentation to Judge
 - iii. Quality of Workmanship

- iv. Design (including Artistic design) and Materials
 - v. Practicality
 - vi. Degree of Difficulty
 - B. Horticulture
 - i. Non-Livestock Entry Log Sheet
 - ii. Design
 - iii. Artistic Expression
 - iv. Aesthetic value
 - v. Mechanics
 - C. Creative Arts
 - i. Non-Livestock Entry Log Sheet
 - ii. Aesthetic Presentation
 - iii. Quality of Workmanship
 - iv. Suitability and Stability of Materials
 - v. Originality/Creativity
 - D. Food
 - i. Visual Characteristics
 - ii. Inside Characteristics
 - iii. Flavor
 - iv. Recipe
- 7. The rubrics and Non-Livestock Entry Log Sheet will be published on the SBFFA website for review by the Exhibitors. The publish date is as shown in the Important Dates section.
- 8. Grand and Reserve Grand Champion Entries will be selected for the Ag-Mechanics, Horticulture, Creative Arts and Food Divisions.
 - A. The Top 2 Exhibitors from each Class will be required to present their project to the judge and will be judged on the following criteria:
 - i. Neatness of project

Show & Sale Rules

- ii. Safety practices used during construction
 - iii. Knowledge of project construction, materials and procedures
 - iv. Presentation communication skills
 - B. Selection of Grand Champion of each Division - Judges will subjectively evaluate the First Place Entries for that Division, taking into account the Exhibitor's interview to choose the Entry that best represents the Division as the Grand Champion.
 - C. Selection of Reserve Grand Champion of each Division - Judges will subjectively evaluate the Second-Place Entry from the Class selected as the Grand Champion and the First-Place Entries from the other Classes in the Division, taking into account the Exhibitor's interview to choose the Entry that best represents the Division as Reserve Grand Champion.
 - D. The points scored using the rubric when the Classes were Placed will not be used when selecting the Grand and Reserve Grand Champion Entries.
- 9. Immediately after Judging of a Division is completed, the results will be jointly reviewed by the Division Judge, the Non-Livestock Committee Chairperson or designee and a member of the Executive Board. These three persons will certify the results by signing a ledger that lists the Place of all Entries and the overall Division Grand and Reserve Grand Champions. Once this is completed, the results are considered final.
- 10. The Grand and Reserve Grand Champions from Ag-Mechanics, Horticulture, Creative Arts, and Food Divisions will be entered in the Live Auction.
- 11. Entries in the Agriscience Fair Project and Photography Divisions are not eligible for entry in either the Live or Silent Auctions. Overall Winners from these Divisions shall be awarded cash premium awards as detailed below. No commission will be assessed by the Alumni on premiums.
 - A. Agriscience Fair Division:
 - i. First Place Overall / Grand Champion: \$500
 - ii. Second Place Overall / Reserve Grand Champion: \$250
 - iii. Third Place Overall: \$100
 - iv. Fourth Place Overall: \$50
 - B. Photography Division:
 - i. First Place Overall / Grand Champion: \$500
 - ii. Second Place Overall / Reserve Grand Champion: \$250

III. Non-Livestock Rules

iii. Third Place Overall: \$100

iv. Fourth Place Overall: \$50

12. Exhibitors that participate in the Non-Livestock Show will be considered for the Non-Livestock High Point Champion. The Non-Livestock High Point Champion will be awarded a buckle based on an accumulation of points in the Non-Livestock Show. Points will be awarded for the overall High Point buckle as follows:

For each entry with the following Placement...	Exhibitor will be awarded:
1 st Place	4 Points
2 nd Place	3 Points
3 rd Place	2 Points
4 th Place	1 Point
Participation	0.5 Point

13. Non-Livestock projects may be entered in the Silent Auction as allowed by the Division rules, as noted below.
- A. **Ag-Mechanics, Horticulture, Creative Arts and Food Divisions** - Entries are eligible for Silent Auction. Students will indicate this choice when they register their Non-Livestock project.
 - B. **Agriscience Fair and Photography Divisions** - Entries may **not** be entered in Silent Auction.
14. Entries that were entered in a prior Show & Sale in any Division or Class are not permitted.
- 15. Any entries that do not follow the rules will be disqualified upon Check-In or when rule violation becomes known; however, an Exhibitor will be allowed to correct a deficiency prior to the Check-In deadline.**
16. Non-Livestock entries may be required to remain in Alumni care until end of Show & Sale and may be placed on display following a designated schedule.
17. Non-Livestock entries shall not include any live animals.

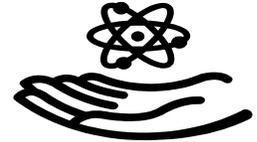
Show & Sale Rules

18. Every precaution will be taken to protect the projects entered; however, neither SBISD, ASTs, nor SBFFA Alumni or agents will be responsible for any losses or damage to projects.
19. Non-Livestock entries are as follows:
 - A. **Agriscience Fair Project** Division
 - i. Animal Systems
 - ii. Environmental Services/Natural Resource Systems
 - iii. Food Products and Processing Systems
 - iv. Plant Systems
 - v. Power, Structural and Technical Systems
 - B. **Photography** Division
 - i. Black & White Photography
 - ii. Color Photography
 - C. **Ag-Mechanics** Division
 - i. Metal Working
 - ii. Wood Working
 - iii. Other
 - D. **Horticulture** Division
 - i. Hanging Arrangements
 - ii. Terrariums
 - iii. Container Gardens
 - iv. Cut Floral Arrangements
 - E. **Creative Arts** Division
 - i. 2-D Art
 - ii. Decorative and Functional Crafts
 - iii. Ceramics and Sculpture
 - iv. Textile Design and Three Dimensional
 - F. **Food** Division
 - i. Cookies
 - ii. Cakes
 - iii. Pies

- iv. Canning
- v. Bread
- vi. Candy

Agriscience Fair Project

Note: Qualifies as Supervised Agriculture Experience (“SAE”)



1. All Agriscience Fair Projects will be in full compliance with the Official Rules and Policies of the National FFA Agriscience Fair Program for 2017-2021 (“Official Rules and Policies”). The most up-to-date edition of the handbook can be found at the Agriscience Fair Program webpage at www.FFA.org/agrisciencefair. The requirements shown in the following sections are not applicable to this show.
 - A. Required Forms
 - B. State Selection and Certification of Participants
 - C. Agriscience Fair Prequalifying
2. All Projects will be judged in a single Division following the rules, policies, Scoresheets and Rubrics as published in the Official Rules and Policies for Divisions 3-6.
3. Project Components:
 - A. Log Book
 - B. Written Report
 - C. Display
 - D. Interview
4. Four (4) entries are required for the Agriscience Division to make for the Non-Livestock Show. Note that all classes listed below in Agriscience Rule 7 are judged in a single competition, and the requirement for a minimum of four (4) entries applies to the Division and not to the classes.
5. Premiums are awarded as listed below. No projects will be auctioned, and no commission will be assessed by the Alumni on premiums.
 - A. First Place Overall / Grand Champion: \$500
 - B. Second Place Overall / Reserve Grand Champion: \$250
 - C. Third Place Overall: \$100

Show & Sale Rules

- D. Fourth Place Overall: \$50
- 6. Two students may work together on a single project. If the team wins one of the premiums, the premium is shared equally between the participants.
- 7. All Projects will be judged in a single Class. The applicable categories are:
 - A. Animal Systems
 - B. Environmental Services/Natural Resource Systems
 - C. Food Products and Processing Systems
 - D. Plant Systems
 - E. Power, Structural and Technical Systems
 - F. Social Science

Photography Division

- 1. Photographs must be 8 inch x 10 inch (1/2 inch grace will be allowed). Photographs must be mounted by the Exhibitor on 11 inch x 14 inch WHITE foam board. Foam board typically found at craft store in framing department.
- 2. Photographs will not be mounted in a frame or under glass.
- 3. Previous entries are not permitted.
- 4. Premiums are awarded as listed below. No projects will be auctioned, and no commission will be assessed by the Alumni on premiums.
 - A. First Place Overall / Grand Champion: \$500
 - B. Second Place Overall / Reserve Grand Champion: \$250
 - C. Third Place Overall: \$100
 - D. Fourth Place Overall: \$50
- 5. Classes:
 - A. Class 1 **Black & White Photography**: 1 black & white print of a person, place or thing.
 - B. Class 2 **Color Photography**: 1 color print of a person, place or thing



Ag Mechanics Division

1. Projects exhibited must have been constructed, fabricated or rebuilt by the Exhibitor, and cannot include an axle or violate district policy
2. A project can be exhibited only one time at the Show & Sale and must have been constructed or fabricated within one calendar year of the Show date.
3. All projects must be clean, painted, or treated and in presentable condition even though they may have been used.
4. If a judge deems a project to be unsafe or not functioning according to its intended purposed, then the project cannot be sold in the live or silent auction.
5. A journal is required. The Non-Livestock Committee will not accept a project at Check-In without a Journal. The Judge will evaluate the content of the Journal. The following information must be included in the Journal:
 - A. Source of materials used (bill of materials)
 - B. Inspiration for the project
 - C. Approximate cost
 - D. Design steps (blueprints, drawing or photographs showing construction)
 - E. Pictures of the project's process which **must** identify the Exhibitor executing the project.
 - F. Evidence that start date of project (ex: receipt or dated photographs)
6. Exhibitors will be required to present their project to the judge and will be judged on the following criteria:
 - A. Neatness of project and area
 - B. Safety practices used during construction
 - C. Knowledge of project construction, materials and procedures
 - D. Presentation communication skills
7. Classes:
 - A. Class 1 **Metal Working**: Agricultural equipment or accessories, livestock equipment, barbecue pits, outdoor fire pits, gates, wood racks, etc.
 - B. Class 2 **Wood Working**: Picnic table, furniture, other wood projects.



- C. Class 3 **Other**: Electrical, plumbing, or masonry projects.

Horticulture Division

1. Horticulture projects must be able to easily fit through a classroom door.
2. Exhibitors will be required to complete an official Non-Livestock Entry Log Sheet and submit along with their project at Check-in. The Non-Livestock Committee will not accept a project at Check-In without this Log Sheet. The Judge will evaluate the content of the Log Sheet.
3. The Log Sheet and the project will be judged as a whole.
4. All projects will normally be displayed in the Show on a table. If the Exhibitor desires to display his/her project hanging, the Exhibitor must provide a means for hanging the project and coordinate with the Non-Livestock Committee prior to the Show to determine if his/her plans are feasible.
5. The Top 2 Exhibitors from each Class will be required to present their project to the judge and will be judged on the following criteria:
 - i. Neatness of project
 - ii. Safety practices used during construction
 - iii. Knowledge of project construction, materials and procedures
 - iv. Presentation communication skills
6. Any Horticulture project in Live or Silent Auction must be sold and/or delivered to Buyer in the same condition as the time of judging. Exhibitors are responsible for replacing any dead, damaged or wilted elements with elements of similar quality as the original prior to Auction.
7. Classes:
 - A. Class 1 **Hanging Arrangements**: A suspended basket, container or wreath in which decorative **live** plants are grown.
 - B. Class 2 **Terrariums**: A garden of **live** plants growing in a clear container, such as a bottle, glass globe, old aquarium, carboy, or similar object. For additional guidance, see <https://aggie-horticulture.tamu.edu/syllabi/302/new/topic/terrarium.htm>.
 - C. Class 3 **Container Gardens**: A garden of **live** plants growing in a decorative container.



- D. Class 4 **Cut Floral Arrangements**: A decorative arrangement using **cut** live (not artificial) flowers and fillers.

Creative Arts Division

1. All crafts intended to be hung must include a hanging device.
2. All entries must be clean and in good condition.
3. Creative Arts projects must be able to fit through a 34" wide x 84" tall classroom door.
4. Exhibitors will be required to complete an official Non-Livestock Entry Log Sheet and submit along with their project at Check-in. The Non-Livestock Committee will not accept a project at Check-In without the Log Sheet. The Judge will evaluate the content of the Log Sheet.
5. The Log Sheet and the project will be judged as a whole.
6. The Top 2 Exhibitors from each Class will be required to present their project to the judge and will be judged on the following criteria:
 - i. Neatness of project
 - ii. Safety practices used during construction
 - iii. Knowledge of project construction, materials and procedures
 - iv. Presentation communication skills
7. Classes:
 - A. Class 1 **2-D Art**: Oil, acrylic, watercolor, pencil, pastel, crayon, charcoal, ink or mixed media artwork.
 - B. Class 2 **Decorative and Functional Crafts**: Stained or etched glass, woodcraft, leather craft, copper tooling, punched tin or copper, silk and dried floral arrangements or wreaths, etc.
 - C. Class 3 **Ceramics and Sculpture**: Handmade ceramics, mold-made ceramics, wood, metal, clay, glass, Papier-mâché, plaster, etc.
 - D. Class 4 **Textile Design and Three Dimensional**: Macramé, weaving, batik and tie dying, quilting, beadwork, liquid embroidery, sewing, etc.
8. No live components may be included as part of any Creative Arts project.



Food Division

1. For judging purposes, all food entries must be accompanied by a printed or handwritten recipe which shall include ingredients and instructions. The recipe shall not be larger than 8-1/2 inch x 11 inch and all information must be printed or handwritten on the front of the sheet. The Non-Livestock Committee will not accept a project at Check-In without a recipe.
2. All Food entries are judged on appearance, color, texture and flavor of the FOOD ONLY (not including any decorations) and the recipe.
3. The Top 2 Exhibitors from each Class will be required to present their project to the judge and will be judged on the following criteria:
 - i. Neatness of project
 - ii. Safety practices used during construction
 - iii. Knowledge of project construction, materials and procedures
 - iv. Presentation communication skills
4. Only one recipe may be used for an entry (for example, an entry may include only one type of cookie, candy, etc.).
5. Entries will be displayed with a see-through top (plastic wrap securely fastened, commercial plastics, etc.) with the exception of canning, which should be no larger than a quart jar. Absolutely NO containers will be returned.
6. All food entries must be non-perishable **requiring no refrigeration.**
7. If Exhibitor does not follow instructions, their entry will be disqualified.
8. All food entries become the property of the Alumni Association and will not be returned to Exhibitors.
9. Alcoholic beverages as ingredients will not be allowed.
10. Classes:
 - A. Class 1 **Cookies:** Brownies, cookie bars, dropped, rolled, cut out, etc.
 - B. Class 2 **Cakes:** Layered, cupcakes, bundt, etc.
 - C. Class 3 **Pies:** Fruit or double crust (not needing refrigeration).
 - D. Class 4 **Canning:** One jar with one label will be submitted at Check-In with no ornamentation. Suggested entries: fruits, vegetables, jellies, sauces, etc.
Preserved food must be in a standard canning jar with properly sealed standard

III. Non-Livestock Rules

lids. Jar must be labeled on the side with name of contents and date of canning. Canning date must be within 12 months of Show date.

- E. Class 5 **Bread**: Rolls, coffee cake, fruit kolaches, loaf bread, fruit bread, vegetable bread, biscuits, muffins, cinnamon rolls, etc.
 - F. Class 6 **Candy**: Divinity, fudge, brittle, pralines, etc.
11. Exhibitor of Food Show items chosen for Live Auction or placed in the Silent Auction will be required to bring a fresh food entry for the applicable Auction. Food items entered in the Live or Silent Auction must be brought to the Sale barn on Sale Day by the designated times as communicated by the Executive Board and must be labeled with the Exhibitor's name
12. Minimum quantity requirements for the Food Show and Live or Silent Auction are listed below:

Class	Show	Live or Silent Auction
Cookies	4 servings	2 Dozen
Cakes	1 Cake or 4 servings	1 Cake or 12 servings
Pies	1 Pie or 4 servings	1 Pie
Canning	1 pint or 4 servings	At least 24 ounces of total product in jar sizes of student's choosing (jars may be decorated for Auction purposes only)
Bread	1 loaf or 4 servings	1 loaf or 12 servings
Candy	½ pound or 4 servings	1 pound or 24 servings

IV. AUCTION RULES

1. **THE SPRING BRANCH FFA SHOW & SALE IS A TERMINAL AUCTION.** All market animals are food production animals and will be processed after Show & Sale. No exceptions.
2. Projects eligible and not eligible for Live and Silent Auction are as follows:

Division	Live Auction	Silent Auction
Livestock Entries		
Market Steer	Top 10 Placings only	Not eligible
Market Swine	All Placings	Not eligible
Market Goats	All Placings	Not eligible
Market Lambs	All Placings	Not eligible
Turkeys	All Placings	Not eligible
Broilers	Top 25 Placings only	Not eligible
Meat Pen Rabbits	Top 12 Placings only	Not eligible
Breeding Heifers	Not eligible	Not eligible
Non-Livestock Entries		
Ag-Mechanics	Grand and Reserve Champions only	All Placings
Horticulture	Grand and Reserve Champions only	All Placings
Creative Arts	Grand and Reserve Champions only	All Placings
Food	Grand and Reserve Champions only	All Placings
Photography	Not eligible (Cash Premium only)	Not eligible
Agriscience Fair	Not eligible (Cash Premium only)	Not eligible

3. Each Exhibitor may sell a maximum of 2 projects from the Market Livestock Department in the Live Auction. It will be up to the Exhibitor to arrange for removal of additional projects - see General Rules #21.

4. A maximum of 25 pens of Broilers will be sold in the Auction (Placements 1-25 only). Any Broilers in Placements 26 or greater (i.e., 26th, 27th, and beyond) will not be sold in Auction. Exhibitors placing 26th or greater have the following options for their Show pen of 3 broilers:
 - A. Sell their Show pen of Broilers (3 broilers) to an individual private buyer. All arrangements are to be made between exhibitor and private buyer. Remove the project from the property within ten (10) days in accordance with Spring Branch Agricultural Center Rules and Procedures.
5. A Maximum of twelve (12) pens of Meat Pen Rabbits will be sold in the Auction (Placements 1-12 only). Any Meat Pen Rabbits in Placements 13 or greater (i.e., 13th, 14th, and beyond) will not be sold in Auction. Exhibitors placing 13th or greater have the following options for their Show pen of three (3) Meat Pen Rabbits:
 - A. Sell their Show pen of Meat Pen Rabbits (3 rabbits) to an individual private buyer. All arrangements are to be made between exhibitor and private buyer. Remove the project from the property within ten (10) days in accordance with Spring Branch Agricultural Center Rules and Procedures.
6. A Maximum of ten (10) Steer will be sold in the Auction (Placements 1-10 only). Any Exhibitor in Placements 11 or greater (i.e., 11th, 12th, and beyond) will not be sold in Auction. Exhibitors placing 11th or greater have the following options for their Show Steer:
 - A. Sell their Show Steer to an individual private buyer. All arrangements are to be made between exhibitor and private buyer. Remove the project from the property within ten (10) days in accordance with Spring Branch Agricultural Center Rules and Procedures.
7. Removal of ear tag on auction animals will result in DISQUALIFICATION FROM SALE AND/OR FORFEITURE OF CHECK.
8. During Show & Sale, Exhibitors are encouraged to greet and interact with prospective Buyers and guests; however, under no circumstance will a Buyer be asked to purchase the Exhibitor's project nor may an Exhibitor or parent attempt to influence the disposition of the project. If the Exhibitor or parent does so, the Exhibitor will forfeit his/her check to the Alumni.
9. Under no circumstances will a Buyer be approached during the Show & Sale to purchase a project excluded from the Sale. If the Exhibitor or parent does so, the Exhibitor will forfeit his/her check to the Alumni. Arrangements (including contacting a Buyer) to sell a

Show & Sale Rules

project excluded from the Sale may be made not sooner than 12 hours after the conclusion of the Auction unless arranged by an AST.

10. On the day of the Live Auction, Exhibitors must have a "Buyer picture" taken with their project(s) that go to Live Auction if practical. The photograph will include the Buyer(s) if available. The Exhibitor must be dressed as described in General Rule #16.
11. All Exhibitors (Livestock and Non-Livestock) must assist with Auction set-up and clean-up. See General Rules 23 for fines associated with violating this requirement.
12. An Exhibitor of Broilers, Turkeys and/or Meat Pen Rabbits is required to process and deliver the Broilers, Turkeys and/or Meat Pen Rabbits to the final Buyer, whether the final Buyer purchased directly from the Exhibitor or on resale. Turkey Exhibitors must deliver the actual Turkey sold at Auction to the final Buyer. The Broilers, Turkeys and/or Meat Pen Rabbits must be processed and delivered to the final Buyer within twenty-one (21) days of the conclusion of the Show & Sale. The final Buyer must sign and date a Buyer's Receipt. These receipts must be returned to the Alumni Association by (a) legible scan or photograph sent by e-mail to sbffa.alumni@gmail.com, or (b) as otherwise expressly directed by the Executive Board.
13. After a Buyer purchases a project, he/she shall have the following options:
 - A. Livestock Projects (Steers, Swine, Lambs, Goats, Turkeys, Broilers, Rabbits) - Buyer may: 1) utilize their choice of provided processors through Alumni Association provided on day of the Sale, or 2) donate the animal back to SBFFA Chapter for resale.
 - B. Non-Livestock Projects - Buyer must take possession of their property immediately upon conclusion of the Auction.
 - C. Livestock projects purchased on resale will follow the same guidelines outlined above.
14. All projects donated either by Buyer or by Exhibitor become the property of the SBFFA Chapter. The Alumni will facilitate the sale of the donated property via a Resale Auction or to an approved processor for fair market value, as determined by the ASTs. As with all other sales, Alumni will assess a 10% commission of all resales, and will deliver a check to the SBFFA Chapter Activity Account for the 90% difference by the end of the school year.
15. The sale of a Chapter Swine will be facilitated by the Alumni via the Live Auction and will be assessed a 10% commission. Alumni will deliver a check to the SBFFA Chapter Activity Account for the 90% difference by the end of the school year.

16. The sale of a Scholarship Quilt will be facilitated by the Alumni via the Live Auction. Proceeds from the sale of the Scholarship Quilt will be credited to the Alumni Association's Scholarship Fund.
17. No Show & Sale Livestock projects will be allowed in the Silent Auction.
18. Exhibitors may be allowed, when directed by ASTs, to decorate their animal pens with signs not exceeding 18" x 18" and other materials that are not within the reach of the animals.
19. Auction Sale order shall be determined by official judge placements from Show in the category order listed below, beginning with Grand Champions from all categories, in specified order; followed by Reserve Champions from all categories, in specified order. Remaining auction lots will continue to follow the same category order presented in judge placement order (e.g., 3rd place steer, followed by 3rd place swine, etc). When weight classes are used for swine, lambs and goats, the heavy weight animal will always be ordered first (e.g., 3rd place heavy weight, followed by 3rd place light weight). When weight classes are used for steers the judge will select the steer sale order following Grand and Reserve.
 - A. Market Steers
 - B. Market Swine
 - C. Market Lambs
 - D. Market Goats
 - E. Market Turkeys
 - F. Market Broilers
 - G. Market Rabbits
 - H. Ag-Mechanics
 - I. Horticulture
 - J. Creative Arts
 - K. Food
 - L. Scholarship Quilt
 - M. 1 Chapter Animal (Swine, Lamb, Goat)
20. ALL SALES ARE FINAL.

Spring Branch FFA Alumni Constitution

ARTICLE I. NAME AND PURPOSE

- Section A. The name of the organization shall be the Spring Branch FFA Alumni (“SBFFA Alumni”). In this Constitution, all references to “Alumni” are to the SBFFA Alumni unless the Texas State or National FFA Alumni Associations are specifically referenced.
- Section B. The purpose of the organization shall be:
1. To support and promote the FFA Organization, FFA activities and agricultural education on local, state and national levels.
 2. To provide a tie to the FFA; to assist FFA and agricultural education personnel; and to involve former members, parents of FFA members, and others interested in supporting worthy activities.
 3. To promote greater knowledge of agricultural industry and support education in agriculture.
 4. To cooperate with the Spring Branch FFA Chapter and the Texas State and National FFA Alumni Association.
 5. To promote and maintain an appreciation of the American Free Enterprise system.
 6. To promote the personal development aspect of the FFA.

ARTICLE II. ORGANIZATION

- Section A. The SBFFA Alumni is a chartered local affiliate of the Texas State FFA Alumni Association that is chartered by the National FFA Alumni Association.
- Section B. The SBFFA Alumni accepts in full the provisions in the constitution and bylaws of the Texas and National FFA Alumni Associations.

ARTICLE III. MEMBERSHIP

Membership shall be open to former, collegiate and honorary FFA members, present and former professional agricultural educators, parents of FFA members and others interested in the FFA. All members are encouraged to actively participate in FFA or Alumni activities. Members are expected to register as a volunteer with the Spring Branch Independent School District.

ARTICLE IV. EMBLEM

The gold FFA emblem with the word Alumni below it shall serve as the emblem of the Alumni.

ARTICLE V. EXECUTIVE BODY

- Section A. The executive body of the Alumni shall be the Spring Branch FFA Alumni Executive Board (the “Executive Board”).

Section B. The Executive Board shall consist of voting and non-voting members as set forth below.

1. President
2. President-Elect
3. Vice President
4. Secretary
5. Treasurer
6. Treasurer-Elect
7. ShoWorks Committee Chair
8. ShoWorks Committee Chair-Elect (non-voting member)
9. The local Agriculture Science Teachers who serve as FFA Advisors (“FFA Advisors”) (non-voting except in the event of a tie vote)

The Executive Board may invite other Alumni members to participate in Executive Board meetings on an as needed basis in a non-voting role.

Section C. All members of the Executive Board must be active members of the Alumni. No two parents or guardians of a SBFFA Chapter member may serve on the Executive Board concurrently.

Section D. The Alumni Membership shall elect annually Executive Board members from the active Alumni members. The President-Elect, Treasurer-Elect and ShoWorks Committee Chair-Elect will be elected for two (2) year terms. During the second year, the President-Elect will be the President, the Treasurer-Elect will be the Treasurer and the ShoWorks Committee Chair-Elect will be the ShoWorks Committee Chair. The Vice-President and Secretary shall be elected for one (1) year terms.

Section E. Duties of the Executive Board shall be:

1. **PRESIDENT** – The President shall preside at all meetings of the Alumni, be accountable for financial commitments and expenditures of Alumni funds as described in Article VI of the Bylaws, and perform all other duties usually pertaining to the office of President. The President shall be a member of all committees except the Nominating Committee. The President and FFA Advisor(s) shall approve all communications sent out in the name of the organization. The President shall be responsible for outlining the agenda and information regarding the coming year’s program.

2. **PRESIDENT-ELECT** – The President-Elect shall be the assistant to the President and in the absence of the President shall perform the duties of the office. The President-Elect shall serve as the liaison to the Buyers Committee for the annual SBFFA Show and Sale. The President-Elect shall assume the office of President in his/her second year.

3. **VICE-PRESIDENT** –The Vice President shall assist the President and President-Elect in coordinating the year’s program.

4. **SECRETARY** – The Secretary shall keep accurate minutes of the meetings and shall submit copies of all minutes to the FFA Advisor(s); shall keep a list of members and shall submit the list to the National FFA Alumni Association as required; publish the Alumni Constitution and By-laws; and shall perform all duties incident to that office.

5. **TREASURER** – The Treasurer shall issue and file a copy of all requests for money from the Alumni accounts; take charge of all money; deposit the same and secure a receipt in the name of the Alumni in accordance with the requirements of Article VI of the Bylaws and Treasurer procedures. Treasurer procedures shall be reviewed and approved by the Executive Board. The Treasurer shall keep an accurate account of these transactions and render a report at each meeting, submit a copy of the report and a balanced monthly bank statement to the FFA Advisor(s) and school principal. The Treasurer is accountable to timely prepare and file the IRS Form 990, Return of Organization Exempt from Income Tax. The past Treasurer is expected to assist the Treasurer in completing and filing the IRS Form 990. The Treasurer shall have the Alumni financial records reviewed in conjunction with the preparation of the Income Tax Return by an independent and competent CPA or other person competent by experience and training.

6. **TREASURER ELECT** - The Treasurer-Elect shall be the assistant to the Treasurer and in the absence of the Treasurer shall perform the duties of the office. In the event the Treasurer is unable to complete his/her term, the Treasurer-Elect shall complete the year. The Treasurer-Elect shall assume the office of Treasurer in his/her second year.

7. **SHOWORKS CHAIR** – The ShoWorks Chair shall be responsible for maintaining all records related to the annual Show & Sale including Exhibitors, Entries, Buyers, sales and add-ons. This position shall prepare and send bills to Buyers, keep accurate records on accounts receivable, and coordinate with the Treasurer to ensure all financial records related to the Show & Sale are accurate.

8. **SHOWORKS CHAIR-ELECT** – The ShoWorks Chair-Elect shall assist the ShoWorks Chair in all matters. In the event the ShoWorks Chair is unable to complete his/her term, the ShoWorks Chair-Elect shall complete the year. The ShoWorks Chair-Elect shall assume the office of ShoWorks Chair in his/her second year.

9. **FFA ADVISOR(S)** – The FFA Advisor(s) will be responsible for running the entire FFA program. The President and FFA Advisor(s) shall approve all communications sent out in the name of the organization. The FFA Advisor(s) vote(s) only in the event of a tie vote on an Executive Board Decision.

ARTICLE VI. MEETINGS

Section A. The Executive Board shall meet once per month. Additional meetings may be called by the President or by a majority of the Executive Board members upon petition to the Secretary.

Section B. There shall be a monthly meeting during the school year of the membership of the Alumni. Additional membership meetings may be called by the Executive Board or by a majority of the Alumni members upon petition to the Secretary to conduct any Alumni business.

ARTICLE VII. AMENDMENTS

Section A. The constitution of the Alumni may be amended or changed at any regular meeting of the Alumni by a two-thirds vote of the active members present providing such proposed amended Constitution is not in conflict with the Constitution of the State or National FFA Alumni Associations.

Section B. Proposed amendments to the constitution of the Alumni may be submitted by any active member, must be in writing and must be received by the secretary at least one (1) week prior to an Executive Board monthly meeting. Proposed amendments shall be approved by at least four members of the Executive Board before being presented to the Alumni membership for consideration. Such proposals must be presented at two consecutive Alumni meetings before a vote will be taken no earlier than the second consecutive meeting.

Approved by two-thirds vote of active members present on September ____, 2019.

Spring Branch FFA Alumni Bylaws

ARTICLE I. BYLAWS

These bylaws shall be considered a part of the Constitution of the Spring Branch FFA Alumni ("SBFFA Alumni"). In these Bylaws, all references to "Alumni" are to the SBFFA Alumni unless the Texas State or National FFA Alumni Associations are specifically referenced.

ARTICLE II. LOCATION OF PRINCIPAL OFFICE

The principal office of the Alumni shall be located at:

The Guthrie Center
10660 Hammerly Blvd.
Houston, Texas 77043

ARTICLE III. PROCEDURE FOR ELECTION OF ALUMNI EXECUTIVE BOARD

- Section A The annual election of new officers for the Alumni shall be held during the April Meeting. The new officers shall assume their new duties as of June 1st. Special elections may be held as needed to fill vacancies on the Executive Board. Officers shall consist of the FFA Advisor(s), President (position assumed by the previously-elected President-Elect), President-Elect, Vice-President, Secretary, Treasurer (position assumed by previously-elected Treasurer-Elect), Treasurer-Elect, and ShoWorks Committee Chair (position assumed by previously-elected ShoWorks Committee Chair-Elect). These officers shall constitute the Executive Board. The Executive Board shall have full power to act as necessary for the Alumni in accordance with decisions of the Alumni and in accordance with the Constitution, Bylaws and Show & Sale and Alumni Rules as published in the Membership Resource Guide as amended from time-to-time.
- Section B Each office will be filled by an Alumni member considered active and in good standing.
- Section C The Nominating Committee shall present a slate of proposed Executive Board members to the April Meeting of the SBFFA Alumni. Nominations will also be taken from the floor at the time of the meeting in which nominees will seek election.
- Section D Executive Board members must have an active interest in the FFA Chapter and Alumni and be parents, guardians, immediate family members or concerned adults of present or former students in the Spring Branch Agricultural Science Program.
- Section E In the event an Executive Board member is unable to complete his or her elected term or fails to perform their duties for any reason, a Nominating Committee shall be appointed to recommend to the Executive Board and the Alumni a person to replace said officer. The Nominating Committee and election shall be as otherwise provided in this Article III except the elected person shall assume the duties of the position effective immediately.

ARTICLE IV. DUTIES OF THE ALUMNI EXECUTIVE BOARD

Section A. It shall be the duty of the Executive Board to direct the operation of the association in accordance with its constitutional purposes. It shall be responsible for planning the programs and activities in which it is advisable for the association to participate.

Section B. No two parents or guardians of a SBFFA Chapter member may serve concurrently on the Budget, Nominating, Scholarship or Rules Committee. This constraint may be waived by the Executive Board if necessary to fully staff the Committees. The following Committees will be appointed:

Budget Committee – The Budget Committee will consist of a minimum of 3 volunteers, one of which will be the Treasurer or Treasurer-Elect. The Budget Committee will prepare and present a new budget to the Executive Board and Alumni as described in Article VI, Fiscal Matters. The FFA Advisors and President of the Alumni will be non-voting members of the committee.

Nominating Committee – The Nominating Committee will be appointed by the Executive Board and chaired by an Executive Board member, composed of two (2) FFA Advisors, the Guthrie Principal or Assistant Principal, one additional Executive Board officer and one additional SBFFA Alumni member. The Nominating Committee will nominate one person for each office.

Scholarship Committee – The Scholarship Committee will consist of a minimum of 3 Alumni members and will be appointed no later than the October Alumni meeting. The Scholarship Committee will set the dates for the scholarship program, issue and collect all applications, secure judges, review and verify scores and award scholarships at the annual FFA Banquet. No member of the Scholarship Committee may have a child who is a high school senior that may be eligible to receive a scholarship.

Rules Committee – The Rules Committee will consist of a minimum of 10 active members of the Alumni. The Rules Committee will be appointed no later than the first meeting of the Alumni Membership following the Show & Sale. The Rules Committee will review and revise the Show & Sale and Alumni Rules with the input of the FFA Advisors. The changes will be presented to the Alumni at the April SBFFA meeting.

Section C. The Executive Board may appoint additional committees as necessary to further the work of the SBFFA Alumni. Committees that may be appointed include Show Committee, Buyers Committee, ShoWorks Committee and any other committee deemed appropriate.

ARTICLE V. MEETINGS

The monthly membership meetings shall be held on the second Monday of each month at 6:30 pm at the Ag Center at 1905 Brittmoore Rd. unless otherwise notified.

ARTICLE VI. FISCAL MATTERS

Section A. The fiscal year of the Alumni shall be September 1 through August 31.

Section B. Books and records of the Alumni may be inspected by any member or his agent or attorney at any reasonable time.

- Section C. A draft of the budget prepared by the Budget Committee will be presented by the President not later than the August Executive Board meeting for discussion. It must then be presented to the Alumni for approval at the September Alumni meeting.
- Section D. The Executive Board is authorized to make any expenditure in accordance with the approved budget. Any expenditure totaling \$5,000 or less and not identified in the approved budget may be approved by the Executive Board. All expenditures over \$5,000 and not on the approved budget must be presented to the Alumni membership for approval. All expenditures for maintenance or facility improvements to the Agricultural Science Center must be additionally approved by the FFA Advisors.
- Section E. The President and the Treasurer shall sign all contracts, obligations and checks of the organization. If the President and/or the Treasurer are employees of SBISD, the signature authority will be delegated, respectively, to the President-Elect or the Treasurer-Elect.
- Section F. The Executive Board shall appoint an Executive Board member as the third person to sign the signature card at the bank. The authority to sign an Alumni check shall be limited to the unavailability of the President or Treasurer or an alternate Executive Board member as provided in Section E of this Article. In the event that this signature authority is exercised, the third person shall notify the President, Treasurer and any other normal signatory as provided in Section E of this Article.
- Section G. Anyone authorized to handle and account for Alumni funds should be bonded in sufficient amount to protect the Alumni.
- Section H. The Treasurer is accountable to initiate, ensure completion in a timely basis, and communicate the outcomes of an annual Review of the SBFFA Alumni financial records by an independent and competent CPA or other person competent by experience and training (the "Reviewer"). The Executive Board shall review the results of the Review with the Treasurer and/or Reviewer prior to presenting a summary of the Review Report to the Alumni not later than the January meeting of the Alumni following the end of the fiscal year.

ARTICLE VII – AMENDMENTS

- Section A. Amendments to the bylaws of the Alumni may be adopted to fit the needs of the Alumni membership. The Bylaws of the Alumni may be amended or changed at any regular meeting of the Alumni by a majority vote of the active members present providing such proposed amended Bylaws are not in conflict with the Constitution of the Alumni or State or National FFA Alumni Associations.
- Section B. Proposed amendments to the Bylaws of the Alumni may be submitted by any active member and must be in writing and received by the Secretary at least one (1) week prior to an Executive Board monthly meeting. Proposed amendments shall be approved by at least four members of the Executive Board before being presented to the membership for consideration. Such proposals must be presented at two consecutive Alumni meetings before a vote will be taken no earlier than the second consecutive meeting.

ARTICLE IX. PARLIAMENTARY AUTHORITY

The Parliamentary Procedure Guide for FFA by Jarrell D. Gray shall govern the proceedings of the Alumni Association.

Last changed by majority vote of Alumni Members present at a meeting on September __, 2019.

Spring Branch ISD

Agricultural Center Rules and Procedures 2023-2024



Contact Phone Numbers:

Ag Center: (713) 251-1380

Guthrie Center: (713) 251-1300

Emergency Numbers (After Hours and Weekend):

SBISD Police: (713) 365-HELP (4357)

Or Call 9-1-1

Spring Branch Ag Center Rules and Procedures

2023-2024 School Year

The Spring Branch Agriculture Center (SBAC) is a Spring Branch ISD facility located 1905 Brittmoore Road. The purpose of the Spring Branch Agriculture Center is to provide an extension of the classroom to be utilized for the students' Supervised Agricultural Experience Programs (SAEP). As a Spring Branch ISD facility, supporting school-related activities, the most recent Spring Branch ISD Student Handbook and the Student Code of Conduct will apply.

To ensure the safety of students, livestock and visitors (parents/guardians/volunteers/guest) as well as maintain the facility all attendees will comply with the Agriculture Center Rules and Procedures included in this document. To ensure compliance, Spring Branch ISD employees, including Agricultural Sciences Teachers (AST) and school administrators, will monitor compliance of facility regulations and the operations of the facility.

For student convenience, Spring Branch ISD may provide after school bus service to and from the facility originating at each high school campus and returning to designated drop offs. A transportation schedule will be provided when available. Spring Branch ISD Student Code of Conduct applies, as it relates to bus privileges.

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GENERAL INFORMATION

1. Only Spring Branch FFA Members and Jr. FFA Members' Supervised Agricultural Experience (SAE) Projects approved by the Agriculture Science Instructors may be housed at the SBAC.
 - a. FFA Members are those students that are enrolled in at least one Spring Branch Agriculture Science course for the school year in which the project is housed, are

paid FFA members and maintain enrollment in a Spring Branch ISD High School for the duration of the project.

- b. Jr. FFA Members are middle/elementary school students that meet at least one of the following criteria:
 - i. Be in grades 3-6 at a Spring Branch ISD School and have a sibling who is or has been an SBFFA Member or has a parent who works for the district
 - ii. Be in 7th or 8th grade at an SBISD School,
 - iii. Be a student grandfathered in under previous requirements.

ACCESS TO THE FACILITY

1. Students using the SBAC must submit a *Parent/Student Agriculture Center Contract* and *Agriculture Center Rules and Procedures Acknowledgement* prior to the animal arriving at the facility.
2. The Spring Branch Agriculture Center is a closed campus.
3. A key fob will be issued to each student utilizing the SBAC for the duration of their project.
 - a. Key fobs are not to be shared
 - b. Replacement key fobs are \$50.00
4. The front gate providing access to the facility will remain closed and/or locked when not being used to access the facility.
5. Agriculture Center hours of operation for access to livestock projects are from 5:30 am to 7:30 am and 2:45 pm to 10:00 pm on days that school is in session and from 5:30 am to 10:00 pm on student holidays, weekends and during the summer.
6. Students are responsible for organizing their own transportation to SBAC before and after school hours.
7. Prior approval must be obtained from an Agriculture Science Instructor to access the SBAC during school hours (Monday - Friday from 7:30AM - 2:45PM). Non-SBISD students must also obtain a visitor's pass from the main office at Guthrie (during the school day).
8. Students are NOT allowed to drive or park at the SBAC during school hours (Monday - Friday from 7:30AM - 2:45PM). Students are provided with bus transportation between

the Guthrie Center and the Agriculture Center during all days in which school is in session for class attendance purposes.

9. SBISD students must have a Spring Branch ISD issued Student I.D. badge in their possession and be able to provide proof of his/her identification upon request.
10. Non-SBISD students and employees must complete the SBISD Volunteer online registration and be approved by the school district to be allowed at the Agriculture Center for any reason, other than providing transportation. *When registering as an SBISD Volunteer you must select Guthrie as the campus.
11. Only one guest under the age of 18 may accompany a student unless a parent or guardian is present. These visitors/guests must follow all facility rules and guidelines. Guest status can be revoked at the AST discretion.
12. Anyone entering the property does so at his or her own risk. No student or guest is insured against injury. SBISD, the SBFFA, nor the Ag Instructors are responsible for the safety or well-being of projects or persons on the property.

FACILITY

1. Pets leashed or unleashed are not allowed out of vehicles at the Agricultural Science Center.
2. No glass containers are allowed as broken glass can cause severe damage to a student or project.
3. Students and visitors should not enter the pens and/or pastures that house Spring Branch ISD Livestock without permission from an Agriculture Science Teacher.
4. It is the responsibility of all who access the SBAC to keep the facility and surrounding grounds clean by throwing away their trash.
5. Dumpsters are for SBAC use only. The large rollaway dumpster is for organic material/manure. The small dumpster is for Ag Center property trash only.
6. Students and visitors will drive on designated driveways and park in the designated parking areas. Vehicles are not allowed out of the designated areas.
7. The maximum speed limit at the SBAC is ten miles per hour (10 MPH).
8. Cars which are abandoned after-hours may be towed away or booted at the owner's expense.

9. Vehicles parked at the SBAC are under the jurisdiction of the school district and district officials may search any vehicle anytime there is reasonable cause to do so, with or without the presence of a student and/or parent/guardian.
10. All Ag Center facilities and equipment are the property of SBISD and/or Spring Branch FFA, and can only be used by the Agriculture Instructors or with AST permission.
11. There will be no unauthorized construction, building, modifications, or changes of any degree to the center or its structures. Authorization must go through the Ag Instructors with approval from SBISD Maintenance.

EQUIPMENT

1. Spring Branch ISD owned trucks and trailers will not be “loaned” to students or parents.
2. SBISD Students, or anyone under the age of 18 may not drive or operate a tractor or machinery, no matter the owner.
3. Adults who wish to drive/use the SBISD/Alumni tractors must check out keys, and have approval from the ASTS & E-Board.
 - a. Anyone who doesn’t operate the machinery safely, as determined by the ASTs or E-Board will not be allowed to drive it any more at SBAC. Any damage will be the responsibility of the adult driving.
4. Student and/or parent/guardian owned trailers or equipment must have AST approval for any equipment staying on property longer than a day. SBISD or SBFFA will not be responsible for any damaged or stolen property being housed at the Agricultural Science Center.

BEHAVIOR

1. All SBISD policies on student dress shall also apply at the SBAC. For student safety when attending to livestock, it is advisable that students wear pants and close toed shoes.
2. Loitering after project activities are completed is not allowed.
3. All individuals are expected to behave in a professional manner at all times. Activities which endanger the health or well-being of students, parents, teachers, and/or animals

will not be permitted. Dangerous or inappropriate behavior can result in eviction from the Agricultural Science Center.

4. Bullying/Harassment in any form will not be tolerated.
5. ALL DISTRICT POLICIES APPLY TO EVERYONE. Misconduct or not following the code of conduct could result in the termination of student use of the Agricultural Science Center or visitor privileges.
6. Tobacco, drugs, alcohol, fireworks and weapons are strictly prohibited. If an item is not allowed on your high school campus, it is not allowed at this center. Violation of this policy will be subject to the regulations and guidelines of SBISD and shall be referred to proper authorities for possible legal action.
7. No individual should engage in physical altercation on campus.
8. Any disrespect of ag-science teachers or SBISD officials will not be tolerated.
9. Students and visitors shall respect the value of the SBISD Ag-Science Center. Any defacing of property or deliberate damage to equipment will mean immediate dismissal from the center, referral to the assistant principal, and restitution for damages
10. Any illegal acts will be referred to the appropriate law enforcement agency.

ISS/OSS/DAEP

1. Students assigned to In-School Suspension (ISS) are not eligible to attend the Agriculture Center or participate in any school (FFA) activities until the day following the last day of the assignment. It is the responsibility of the student to arrange for a parent/guardian to feed and care for a livestock project during this time.
2. Students that are expelled or placed in OSS or DAEP will forfeit their right to using the Agricultural Science Center facilities. Student's that are expelled from school have 3 days from their expulsion or DAEP placement in which to have their animal and personal belongings removed from the center. During this time, it is the student's responsibility to arrange for a parent/guardian to feed and care for the livestock project(s) during this time. After the 3rd day, projects not removed will become the property of SBFFA and

may be taken to a public auction and sold. Proceeds of that sale will be deposited into the general FFA Activity Fund.

FACILITY FEES

1. Pen deposits are a refundable deposit to be paid at the time of animal livestock ordering or prior to an approved project being housed at the Agricultural Science Center. Deposits will be refunded on the contingency that student pen(s) and locker(s) have been cleaned and are in the same condition as when the exhibitor moved in as deemed satisfactory by the ASTs on the official check day. The official check is to be the 15th day after their intended show or upon student's loss of the usage of the Agricultural Science Center. Approved refunds will be issued at the time of Show and Sale checks. Pen deposits will be designated per species as listed below:
 - a. Market Rabbits: \$50
 - b. Lambs/Goats/Pigs/Poultry: \$100
 - c. Cattle: \$200
2. Facility use fee is a non-refundable fee per project for the use of a pen and possible locker at the Agricultural Science Center, to be paid at the time of animal livestock ordering or prior to an approved project being housed on property for the use of the Agricultural Science Center.
 - a. Cattle pen - \$50.00
 - b. Goat, Lamb, Swine, Poultry, - \$30.00
 - c. Market Rabbit - \$20
3. Medication Fee
 - a. Pigs, Lambs, Goats - \$25
 - b. Market Steers and Heifers - \$75

GENERAL LIVESTOCK

1. All animal projects must be kept and cared for on site at the Agriculture Center. The only exceptions are poultry and rabbits which may be raised on or off location.

2. Students utilizing the SBAC for housing of a livestock project will be required to attend workday(s).
 - a. Students must receive approval from the Ag Teachers to miss a workday and the missed workday must be made up within 10 days at an Agriculture Science Teacher's convenience.
 - b. If a student misses a workday without approval he/she will forfeit their privilege to utilize the project center.
3. Project Limits vary year to year based on availability. Students may have no more than 2 animals per barn, and a max of 4 projects on property (a set of rabbits count as 1 project). There is a max of 1 Major Show market animal per student per barn. Cattle may have no more than 1 SBFFA Steer, 1 Major Steer and 1 Breeding Heifer in the barn at a time.
 - a. Cattle projects will be approved based on the following priority schedule: previous year heifers still intended and eligible for show, AST approved scramble recipients, SBFFA Market Steers, and other show cattle intended for county or major shows.
 - b. Lamb/Goat/Pig projects will be approved based on the following priority schedule: SBFFA Market Animals, and other show lambs/goats/pigs intended for county or major shows.
 - c. Poultry will be approved based on the livestock ordering schedule.
4. Agriculture Science Instructors will assign livestock pens and feed boxes.
5. The school is not responsible for personal items lost, stolen.
 - a. As a precaution keep the pen/feed box locked at all times as well as label all items.
6. Students should not enter other students' stalls without permission.
7. Students should not use other students' supplies without permission.
8. Insurance may be purchased to protect your investment in an animal project. This service is provided by outside resources.
9. Livestock must receive daily care, which will include but not limited to feeding, watering, and appropriate exercise.
 - a. Animals will be fed twice a day or as suggested by the supervising Ag teacher
 - i. Animals will be fed in stalls unless approved by ASTs

- ii. Cattle will be fed in the turn-outs
 - iii. Uneaten feed will not be left in stalls or tie outs.
 - b. Water will be kept clean and filled twice a day.
- 10. All livestock, poultry and rabbit pens must be cleaned daily, and feces removed from the pen.
 - a. Bedding will be kept dry and filled so that no concrete or mats are showing
 - b. Students are responsible for buying proper bedding material for their pen.
- 11. Animals are to be washed in designated areas only.
- 12. Feces will be disposed of in the assigned manure dumpster.
- 13. Wheelbarrows/Poop buckets will be emptied after every use.
- 14. No livestock can roam free. (Out of its assigned pen without being under control of the owner, this excludes cattle in the turn-outs and the farm cats.)
- 15. Students will provide their own animal care equipment.
- 16. Animals being taken off the property must give notice and be approved by the Ag Instructors before removal. Failure to do so will result in a Red Tag per animal.
- 17. Students are responsible for the transportation of their own livestock projects.
- 18. Students may not house male breeding animals at the Spring Branch ISD Agriculture Center.
- 19. Breeding animals must be in the possession of the student and housed at the Ag Center prior to the State Validation for the species.
- 20. Livestock projects must be removed from the SBAC within 14 days after the show in which they were purchased/registered for. *Breeding Livestock after the last show in which they intend to compete at.
- 21. Students have 14 days to remove livestock, personal items and clean pens after the day of their intended show or upon student's loss of the usage of the Agricultural Science Center.
 - a. Students not cleaning their pen and locker out within this time frame will forfeit their pen deposit.

- b. Students needing additional time to remove animals must make special arrangements with the Ag Instructors if this time frame cannot be met.
22. After the removal grace period has ended, projects not removed will become the property of SBFFA and may be taken to a public auction and sold. Proceeds of that sale will be deposited into the general FFA Activity Fund.
23. Mistreatment, abuse, or neglect of any animal will NOT be tolerated.

SPECIES SPECIFIC INFORMATION

1. Cattle will be turned out each evening and returned to their stalls during the day following the first 30 days of taking procession, unless special circumstances are approved by an Ag Instructor.
2. Cattle will be turned out in the evening and returned to their stalls in the morning
3. Halters will not be left on when cattle are turned out into turn-outs.
4. Rabbit pens will use a pet litter which contains Zeolite for the pan
5. Poultry will have access to feed & water at all times
6. Lambs and goats housed on shavings will be required to have a muzzle on when unsupervised.

LIVESTOCK CHECK

1. Students will attend Livestock Checks:
 - a. Students will complete in-person livestock checks with an ag instructor bi-monthly as designated on the published calendar.
 - i. Market lambs, goats and pig exhibitors will be allowed 2 absences.
 - ii. Cattle exhibitors will be allowed 4 absences.
 - iii. Poultry and rabbits will be allowed 1 absence.
 - iv. Upon the last absence the student will have 14 days to remove their animal from the SBAC. Failure to do so will result in forfeiture of the animal.

- b. Students will complete virtual livestock checks by submitting information online on Mondays by 10 PM each week for animals at the SBAC.
2. Only a parent or a sibling may stand in for a student during an In-person livestock checks.
3. Students raising poultry and rabbits kept at home will need to schedule livestock checks on an individual basis as needed.

LIVESTOCK/FACILITY CARE DISCIPLINARY ACTION

1. Students not in compliance with the rules and expectations of the Agriculture Science Center Rules and Handbook daily care and feeding of an animal project as suggested or outlined by the Agriculture Instructors and this document will receive the following disciplinary consequences.
2. Yellow tag may be given at AST discretion as a communication device to serve as a warning.
3. Red Tags may be given at AST discretion for behaviors relating to livestock projects as well as actions taking place at the SBAC.
 - a. Red Tag Process :
 - 1.Lamb/Goat/Pigs/Poultry/Rabbits
 - 1st Red Tag - Conference with student.
 - 2nd Red Tag - Email & Conference with parents and The Guthrie Center Principal.
 - 3rd Red Tag - Immediate eviction of livestock project.
 - 2.Cattle
 - 1st Red Tag - Conference with student.
 - 2nd Red Tag - Email/Phone Call with Parent and Student.
 - 3rd Red Tag - Email & Conference with parents and The Guthrie Center Principal.
 - 4th Red Tag - Immediate eviction of livestock project (72 hours)
4. Other behavior or infractions may result in the involvement of SBISD Administration and further disciplinary action.

REMOVAL OF ANIMALS & LOSS OF PRIVILEGES AT THE AG FARM

Market Projects	14 days after the conclusion of the project or after the show it was intended for.
Breeding Projects - Heifers	14 days after the last show for which it is eligible or graduation whichever is first.
Student receives DAEP, OSS, or is expelled	Will have 72 hours to remove their animal from property.
Red Tag Evictions	Students will have 72 hours from the time the last tag was issued - student and parent will be notified via email or last tag.
Any other reason	If the student loses the privilege to use the Ag Center for any other reason the student will have 14 days to remove the animal from property.
Non-Show Participant	Any student who chooses not to show their breeding heifer at the Spring Branch FFA Show must remove their animal 14 days from the conclusion of the show.

ADDITIONAL SBAC INFORMATION

1. Who to contact when:

- Emergencies - 911 or SBISD Police: 713-984-9805
- Emergency animal concerns - Vet (notification sent to Ag Teacher)
- Non-emergency animal concerns - Supervising Ag Teacher (Within the hours of 7:30 AM -4:00 PM)

2. What Vets will see my livestock projects?

- Dr. Gary Moore - (979 251-1151 - He travels to the farm
- Dr. O'Bannion - (281) 639-5635 - She will travel to the farm
- South Central Veterinary Services PC - (936) 870-4033 - 1605 N La Salle Street Navasota, TX 77868

You are welcome to use any vet that you want, these are just some that we have used. No matter who you use, you **MUST** communicate to the AST's exactly what medication is given to your animal if you call a Vet.

3. Where do I purchase feed and supplies? You may use any feed store that is convenient for you. Below are some suggestions. They do not all carry the same products so call to make sure they have the brand you are looking for before going there.

Katy Feed & Tack (281) 391-4011 4650 Katy Hockley Cutoff Rd Katy, TX	Wabash Antiques & Feed Store (713) 863-8322 5701 Washington Ave Houston, TX 77007	Cypress Ace Hardware (281) 469-8020 11655 Jones Road Houston, TX 77070
Needville Feed & Supply (979) 793-6176 2811 School St, Needville, TX 77461	Tri-County Feed & Supply (281) 347-0028 24314 Katex BLVD Katy, TX 77493	Flying M Feed (832) 406-7580 13225 FM 529 Road # 107 Houston, TX 77041

Spring Branch FFA

Membership Handbook

2023-2024



Copies of this handbook are available by contacting
Spring Branch Department of Agriculture Science.
Katie Corona, Peyton Fisher, Mike McManners, & Nicole Nosrat
Tel: 713-251-1380 Alt Tel: 713-251-1300
The Guthrie Center, Department of Agriculture Science
10660 Hammerly Blvd., Houston, TX 77043

Guthrie Center Website: <http://guthriecenter.springbranchisd.com/ag/>
SBFFA Website: <http://springbranch.ffmpeg.org>

Spring Branch FFA Officer Team

2023-2024 School Year

Olivia Nugent

President

Trey Clark

Vice President

Emily Valicek

Secretary

Sophie Bernadac

Treasurer

**Angela Sangronis-
Perez**

Reporter

Isabelle Coates

Sentinel

Ethan Bustamante

Student Advisor

Katie Corona

Advisor

Peyton Fisher

Advisor

Mike McManners

Advisor

Nicole Nosrat

Advisor

Spring Branch FFA Membership Handbook

2023-2024 School Year

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MEMBERSHIP

Spring Branch FFA Membership

Membership in the Spring Branch FFA Organization shall follow the National FFA Constitution and Bylaws (Article V, Section B) which states, “While in school, [the student must] be enrolled in at least one agricultural course during the school year.”

Enrollment in an Agriculture Science course does not require a student to be an FFA member; however, to be an FFA member you must be enrolled in an Agriculture Science course. In order to take advantage of the many activities that coincide with our courses, FFA membership is strongly recommended.

Activities which require membership include: leadership teams, CDE teams, speaking events, showing of livestock, officer/committee chair, and application for awards and scholarships during the senior year.

Dues for the 2023-2024 school year will be \$30.00/member which covers FFA membership for each student to be a member at the local, district, area, state, and national FFA level. Payment of the FFA dues also provides each member with a Spring Branch FFA T-shirt, magazine subscription, and eligibility to participate in activities, and free attendance to the annual Parent/Member Banquet at the end of the year.

Below are the membership requirements for each member of the Spring Branch FFA Chapter:

- Enroll in at least one agricultural science course for the current school year
- Complete the online Membership Form and pay FFA membership dues

- Follow the Code of Ethics, FFA Handbook, and Constitution and Bylaws set by the chapter members.

*Students participating in the Spring Branch FFA Show and Sale may have additional requirements to meet. See Chapter Activities.

Junior FFA Membership

Junior FFA Members must meet one of the following criteria to be eligible:

- In grades 3-6 at a Spring Branch ISD School and a) have a sibling who is or has been an SBFFA Member, or b) has a parent who works for the district
- In 7th or 8th grade at an SBISD School,
- Be a student grandfathered in under previous requirements.

Membership may continue at this level until the students enter high school, becoming eligible for Spring Branch FFA Membership. Junior FFA Members cannot participate in State or National FFA Events.

Code of Ethics

The following policy applies to Spring Branch FFA as a leadership organization: Students must be in good standing in and out of school and are subject to dismissal from the organization for problems in any of the following areas: insubordination, truancy, cheating, drinking, drugs or major breaches of the FFA code of ethics.

The FFA Creed

The Creed is a statement of belief. Being adopted in 1930, it is the strongest, longest-standing part of the National FFA Organization. All FFA members must memorize and recite the FFA Creed by a pre-set date (refer to calendar) in order to become eligible to purchase the Official FFA jacket. If the Creed is not recited to advisors by the set date, that member may not be eligible to purchase the Official FFA jacket.

FFA Official Dress

As FFA members, we have the opportunity to impact many people who may or may not be familiar with the organization. Therefore, first impressions are crucial, and that involves the way we dress. ALL FFA members are required to wear official dress while participating in official activities. Spring Branch FFA members are required to wear official dress while competing in



the Spring Branch FFA Show and Sale, as well as other FFA sponsored activities such as meetings, contests, and conventions. Remember, it's an honor to wear the blue corduroy jacket and official dress representing the legacy of FFA. Wear it properly - and with pride.

Official jacket orders are completed by AST's in the fall for eligible students that have met the following requirements:

- Must be a high school student who has paid their FFA Dues
- Memorize and recite the FFA Creed.
- The first high school student each year to recite the entire Creed will receive a FREE Official FFA jacket and tie/scarf.



The price for the FFA jacket and tie/scarf will be posted on the website. The Student is responsible for payment for the jacket. Members must provide their own shirt, pants/skirt, socks/hose, and shoes. Members wearing Official Dress must have natural color hair as determined by ASTs and be clean shaven.

Female Official Dress	Male Official Dress
<ul style="list-style-type: none"> • Black skirt • Skirt is to be at least knee length, hemmed evenly across the bottom, with a slit no longer than 2 inches above the knee, excluding the kick pleat. • White collared blouse & Official FFA blue scarf. • Black dress shoes with a closed heel and toe. (No boots, sandals, open-toed shoes, tennis shoes, etc.). • Black nylon hosiery. • Official FFA Jacket, zipped to the top. • Black slacks and "all black" boots may be appropriate for traveling and outdoor activities. 	<ul style="list-style-type: none"> • Black dress slacks (no jeans - blue or black, leather, pleather, etc.) • White dress shirt & Official FFA tie. • Black dress shoes with a closed toe heel and toe or CLEAN black boots. (no sandals, open-toed shoes, tennis shoes, etc.) • Black socks. • Official FFA Jacket zipped to the top.

For the SBISD Show & Sale black jeans and black boots are acceptable for male and female exhibitors.

How to Wear Awards

- Degree, officer, and awards medals should be worn beneath the name on the right side of the jacket.
- State FFA Degree or American Degree key should be worn about the name or attached to a standard key chain. No more than 3 medals may be worn on the jacket. These should represent the highest degree earned, highest office held and the highest award earned. These should be worn on the right side of the jacket beneath the name.

DEGREES OF MEMBERSHIP

The FFA organization offers different awards known as FFA degrees for members as they move through their journey in the FFA. These degrees showcase the hard work and dedication of FFA members throughout their time in FFA programs and events. All FFA members have an equal chance of obtaining each degree of membership. Article VI of the [National FFA Constitution and Bylaws](#) describes qualifications for each degree level outlined below and on the Spring Branch FFA website. Each degree has its own application that must be completed for recognition.

Greenhand FFA Degree - Awarded at Chapter level (Article VI, Section C)

1. Be enrolled in agricultural education and have satisfactory plans for a supervised agricultural experience program.
2. Learn the FFA Creed, motto, salute and FFA mission statement.
3. Describe and explain the meaning of the FFA emblem and colors.
4. Demonstrate a knowledge of the FFA Code of Ethics and the proper use of the FFA jacket.
5. Demonstrate a knowledge of the history of the organization, the chapter constitution and bylaws and the chapter Program of Activities.
6. Have access to the Official FFA Manual

Chapter FFA Degree - Awarded at Chapter level (Article VI, Section D)

1. Must have received the Greenhand FFA Degree.

2. At least 180 hours of systematic school instruction in agricultural education at or above the ninth grade level,
3. Have participated in the planning and conducting of at least three official functions in the chapter's Program of Activities
4. Have in operation an approved supervised agricultural experience program
 - Earned and productively invested at least \$150 by the member's own efforts; or worked at least 45 hours in excess of scheduled class time; or a combination thereof.
5. Have effectively led a group discussion for 15 minutes.
6. Have demonstrated five procedures of parliamentary law
7. Show progress toward individual achievement in the FFA award programs.
8. Have a satisfactory scholastic record.
9. Have participated in at least 10 hours of community service activities.

Lone Star FFA Degree - Awarded at State level (Article VI, Section E)

If you have been an active FFA member, have completed at least 2 years of instruction and are interested in obtaining this degree, plan to see your Advisor.

1. Have received the Chapter FFA Degree.
2. Have been an active FFA member for at least two years (24 months) at the time of receiving the State FFA Degree.
3. While in school, have completed the equivalent of at least two years (360 hours) of systematic school instruction in agricultural education
4. Earned and productively invested at least \$1,000; or Worked at least 300 hours in excess of scheduled class time; or A combination thereof,
5. Performing 10 procedures of parliamentary law
6. Giving a six-minute speech on a topic relating to agriculture or FFA.
7. Serving as an officer, committee chairperson or participating member of a chapter committee
8. Have participated in the planning and completion of the chapter's Program of Activities
9. Have participated in at least five different FFA activities above the chapter level

10. Have participated in at least 25 hours of community service, within at least two different community service activities.

American FFA Degree

To be able to receive the American FFA Degree from the national association, the member must demonstrate the highest level of commitment to FFA and make significant accomplishments with their SAE program. The member must meet specific qualifications described in the National FFA Constitution and Bylaws (Article VI, Section F). If you have been an active FFA member, have completed at least 3 years of high school instruction and one year of college instruction, and are interested in obtaining this degree, see your Advisor.

CHAPTER ACTIVITIES

“Participation in extra-curricular activities is a privilege not a right and students must meet specific requirements in order to participate (TEC 33.081)”

Student Eligibility

Each FFA Member is under the “No Pass, No Play” in accordance with SBISD Policy. This means grade eligibility is checked before each event a student plans to attend, and the student should be in good academic standing with every class they are enrolled in.

Fundraising

Fundraising is the nucleus of all chapter operations. Without it, our chapter would struggle to provide the many activities throughout the year that are offered to members free of charge. The meat, fruit, and

cookie dough sale is our most popular fundraising project. We strive for an early fall sale with a Thanksgiving Meat and cookie dough delivery and a Christmas Fruit delivery.

Program of Activities

Spring Branch FFA has three divisions in which all chapter activities can be categorized:

- Growing Leaders is designed to develop and enhance individual students’ life skills. (Blue)

- Strengthening Agriculture is designed to provide service and opportunities to its members as well as group development. (Yellow)
- Building Communities is designed to develop partnerships and leadership within the community. (Green)

Spring Branch FFA Calendar of Activities (AET Calendar)

Events on the calendar are color-coded to match the program of activities.



Requirements for Show and Sale Participation

Required Activities are necessary to maintain the grounds, facilities and to prepare for the annual Project Show and Sale. All required activities must be completed in order to be eligible for participation in the Show and Sale.

Current Points

FFA Members who are planning to exhibit at the Spring Branch FFA Show and Sale have **nine**

(9) additional activities in which they must participate. As listed above there are 3 activities areas (Growing Leaders - Blue, Strengthening Agriculture - Yellow, and Building Communities



- Green) in which an exhibitor may choose their activities from. A **minimum of three (3)** must come from each category.

- Jr. FFA members in Jr. High School (6-8th grade) must have **6 additional** activities in which they must participate. As listed above there are 3 activities areas (Growing Leaders - Blue, Strengthening Agriculture - Yellow, and Building Communities - Green) in which an exhibitor may choose their activities from. A **minimum of 2** must come from each category.
- Jr. FFA members in Elementary School (3-5th grade) must have **3 additional** activities in which they must participate. As listed above there are 3 activities areas (Growing Leaders - Blue, Strengthening Agriculture - Yellow, and Building Communities - Green) in which an exhibitor may choose their activities from. A **minimum of 1** must come from each category.

Required activities cannot be included in meeting this criterion. If the student fails to complete this requirement prior to the end of year Banquet, the funds received from the

sale will be held by the Alumni until the student completes the requirements as outlined in their rule book.

CDE's, LDE's & SDE's

Leadership Development Events focus on creating situations for members to demonstrate their abilities in public speaking, decision making, communication and their knowledge of agriculture and the FFA organization. Team and individual events are used to reinforce what is taught in agricultural science classrooms.



- These events primarily take place in the Fall Semester.
- Students must be eligible, according to the standard UIL rules, "No Pass No Play", to participate in any contests.
- Jr. & Sr. Creed Speaking, Jr. & Sr. Quiz, and Job Interview contestants will be determined by the Local LDE Bowl Contest.
- Public Relation, Ag Advocacy, Jr. & Sr. Skills, Jr & Sr. Chapter Conducting, Ag Issues, and Ag Broadcasting teams will be determined by the Ag Teachers.
- In the event a student backs out of the contest with less than 1 week notice, the student is responsible for refunding the chapter the cost of the student's entry fee, and will not receive a refund for other payments, if applicable. If the student's failure to attend causes forfeiture of the team, the student will be held responsible for the cost of the team entry.
- Fees may be waived based upon extenuating circumstances as deemed appropriate by the ag teacher coaching the team
- Dress Code: Students participating in an LDE will be in full official dress (skirts and slacks, no jeans)

Career Development Events build on what is learned in agricultural classes and encourage members to put their knowledge into practice. These events are designed to help a member prepare for a career in agriculture by testing and challenging the student's technical, leadership, interpersonal and teamwork skills as well as their knowledge of the subject matter.



For a complete list of CDE areas of competition please refer to your Official Manual.

- Students will “make the team” based on contests scores, practice attendance and attitude during the season.
- The Ag. Teacher coaching each team will make the ultimate decision regarding whether a team or student competes in a contest. This decision is final.
- A list of invitational and qualifying contests will be provided to each team as they become available. Students will be made aware of all contests as soon as they are available to the Ag. Teacher.
- The cost of fall contest entries will be covered by the student. All spring contest entries will be paid for by the chapter.
- In the event a student backs out of the contest with less than 1 week notice, the student is responsible for refunding the chapter the cost of the student’s entry fee, and will not receive a refund for other payments, if applicable. If the student’s failure to attend causes forfeiture of the team, the student will be held responsible for the cost of the team entry.
- Fees may be waived based upon extenuating circumstances as deemed appropriate by the Ag Teacher coaching the team.
- Dress Code:
 - Dress code for CDE contests and practice contests is a collared shirt (polo style or button up), jeans (in nice condition, no rips or tears), closed toe, closed heel shoes and no hats. Vet. Med. CDE Team will wear solid Blue Scrubs and closed toed shoes. FBM will wear indoor official dress.
 - Discrepancies in dress code will be addressed by the Ag Teacher. The Ag Teacher’s decision is final.
 - Dress code for traveling will be school dress code.
 - The student is not allowed to change from contest dress code without permission from the Ag teacher.

Speaking Development Events are designed to develop the ability of all FFA members to express themselves on a given subject. Students are encouraged to develop their communication skills and learn to formulate their remarks for presentation in a variety of situations.



- Extemporaneous, Sr. Prepared: Animal Science, Plant Science, Natural Resources, Agribusiness, Agricultural Policy, Agriculture Technology and Communication, Jr. Prepared, and Soil Stewardship.
- Students will write their own speech.
- All Speeches are written in APA format.
- Students are responsible for entry fees for Major Livestock Shows. The Chapter will cover the entry fee for spring practice contests, and FFA competitions.
- In the event a student backs out of the contest with less than 1 week notice, the student is responsible for refunding the chapter the cost of the student's entry fee, and will not receive a refund for other payments, if applicable.
- Fees may be waived based upon extenuating circumstances as deemed appropriate by the Ag

Teacher coaching the team

- Dress Code: Students participating in an SDE will be in full official dress (skirts and slacks, no jeans)

Event Rules

Each Livestock Show, FFA Contest, Event, etc. has its own set of rules. As a FFA member participating in these events, it is important that you and a parent read the rules. Rules are posted on the website of the respective organizations and typically updated each year.



FFA Letterman Jacket

Not to be confused with the Official FFA jacket. Just as a student can "letter" in football, band, cheerleading, etc. they can also "letter" in FFA. Letterman jackets are issued through The Guthrie Center whose school colors are blue and gold.

To be eligible to earn a letter jacket in FFA a student must be a member of the Spring Branch FFA for two years (24 months) and earn a total of 50 points as determined from the FFA chart found in the appendix and 84 points in the Guthrie chart found in the appendix. The student's Agriculture Record Book will serve as verification of reported points.

The meeting for Letter Jackets will be held at the Guthrie Center at a later date to be announced. Please bring a print out of your Letter Jacket chart filled in, as the Ag Teachers will check over them at that time.

AWARDS

Proficiency Awards

Members who excel in their SAE programs can be recognized through the proficiency award program. Spring Branch FFA recognized several members at the local level for their outstanding work. Members may also apply for recognition above the chapter level. See your advisor for more information. For a complete list of proficiency award areas please refer to your Official Manual pg. 52.

Star Awards

Outstanding members at each degree level are selected as Star Award winners. Spring Branch FFA currently recognizes one member on each level with the Star Greenhand, Star Chapter, and Star Lone Star Awards. Members may also apply for recognition above the chapter level. See your advisor for more information.

Greenhand and Chapter:

- Star Greenhand Farmer: The chapter's most active first year member who has a strong SAE program and has demonstrated leadership.
- Chapter Star Farmer: The chapter member who has an outstanding entrepreneurship SAE in production agriculture and demonstrates the most involvement in all areas of the chapter's activities.
- Chapter Star in Agribusiness: The chapter member who has an outstanding nonproduction entrepreneurship SAE in agriculture and demonstrates the most involvement in all areas of the chapter's activities.
- Chapter Star in Agriculture Placement: The chapter member who has an outstanding placement SAE in agribusiness or production agriculture, and is actively involved in all areas of the chapter.
- Chapter Star in Agriscience: The chapter member who outstanding SAE in which the member is actively engaged in agriscience research and experimentation and is actively involved in all areas of the chapter.

Lone Star:

- Star Lone Star Farmer: The State FFA Degree recipient who has outstanding achievement in an entrepreneurship production agriculture SAE and active participation in FFA.

- Star Lone Star in Agribusiness: The State FFA Degree recipient with a nonproduction, entrepreneurial agribusiness SAE and active participation in FFA.
- Star Lone Star in Agriculture Placement: The State FFA Degree recipient in each state with the best placement SAE, proven leadership skills and active participation in FFA.
- Star Lone Star in Agriscience: The State FFA Degree recipient with an SAE in agriscience research and experimentation and active participation in FFA.

Other Awards

At the local level Spring Branch FFA also recognizes other outstanding individuals who have excelled in certain areas throughout the school year. Just a few are listed below.

- Salespersons of the Year: This award goes to the top members who sell the most fundraising product, in turn helping the chapter's financial standings.
- Herdsmen Award: Not just based on general neatness and cleanliness of the pen and surrounding areas, but also the appearance of the animal and time spent with that animal.
- Blue and Gold Award: A very special award meant to go to one person who without a question represents Spring Branch FFA at its very best.
- Top Hand Award: This is an award to be given to an individual that has shown the most dedication to the up-keep of the Ag Science Center.
- The Top Senior Award/DeKalb Award: This award is presented to the graduating senior who has accomplished the most in his or her agricultural program during the student's high school years.

IMPORTANT FFA EVENTS & PROGRAMS OUTSIDE THE CHAPTER

National FFA Convention - Will convene in October, in Indianapolis, Indiana. Approximately 55,000 FFA members and guests from across the country will attend. Members participate in general sessions, competitive events, educational tours, leadership workshops, a career show and expo, volunteer activities and much more. It is one of the largest annual student conventions in the country.

Texas FFA State Convention - Will be held in July. Approximately 12,000 Texas FFA members and guests are expected to attend. Members participate in general sessions, competitive events, educational tours, leadership workshops, a career show and expo, volunteer activities and much more. It is the largest annual student convention in Texas and the largest state FFA association convention in the nation.

Washington Leadership Conference - Each year, FFA members from all over the United States travel to Washington, D.C. to attend the Washington Leadership Conference (WLC). During the five-day event, attendees learn how to become effective leaders by teaching them to know their purpose, value people, take action, and serve others. They leave WLC with the knowledge and the confidence to act in ways that help their schools, community, and their country.

The Ford Leadership Scholars - this program is a result of the Texas FFA Foundation, Ford Division, and Texas Ford Dealers partnership to enhance the leadership opportunities of Texas FFA members. The purpose of the program is to: 1) Identify students who exhibit high levels of leadership at the chapter level. 2) Engage these identified students in a leadership development program created to enhance those qualities of leadership. 3) Recognize the scholars to build a remarkable legacy for the future of our state and nation.

Texas FFA Day at the Capitol - Each February chapters are invited to send representatives to Austin to participate in Day at the Capitol in order to learn about the history of the Texas State Capitol and the legislative process through tours and workshops. Students meet with legislators and agriculture industry leaders to discuss the importance of agriculture, agriculture education and the FFA to the State of Texas.

National FFA Week - The week of George Washington's birthday was designated as National FFA Week in 1947 at a National FFA Board of Directors meeting. FFA Week always runs from Saturday to Saturday, and encompasses February 22, Washington's birthday. Events are planned by local chapters, state associations and the National FFA Organization to celebrate the accomplishments and contributions of the FFA and Agriculture education on a local, state and national basis.

SPRING BRANCH FFA TRADITIONAL EVENTS

Traditional Events Per Categories (completion date by banquet)

* More Point opportunities may be added as the year progressed, check the calendar* <http://springbranch.ffa.org/>



Event

Growing Leaders Point (Must pick min of 3) BLUE
Chapter Officer - High School Only - Spring
District/ Area Officer - High School Only - Winter
District Camp - High School Only - Summer
District Meeting - High School Only - Fall
Major Stock Show Exhibitors through SBFFA - Must Pay to Enter Most - Fall/Spring
Area or District Greenhand Camp - First Year Members Only - Fall
Greenhand Camp - First Year Members or Jr. Members - Fall
Fall LDE Team - High School Only - Fall
Shooting Sports Contests - High School Only - Fall/Spring
Livestock Showmanship Clinics - Fall
Livestock Practice Shows (other than the mandatory) - Fall/Winter
Made For Excellence Conference (Sophomore, Junior & Seniors) - Winter
LDE Contests - High School Only - Fall
AET/Speaking Workshop - Fall and Spring
Career Development Event - Spring
Speaking Development Events - High School Only (Except At Major Livestock Shows) - Spring
Elite Conference - High School Only - Winter

Conventions - High School Only - Spring
Thank You Letter Meeting - Spring
Other Activities As Provided By AST
Strengthening Agriculture Points (Must pick a min of 3) YELLOW
Brunch at the Barn - Fall
Meat, Fruit, Cookie Dough Sale (1 point per \$100) - Fall
FFA Meeting (.5 points per meeting - not including December or May) - Monthly
Community Tuesday - High School - Fall/Spring
Children's Barnyard - High School Only - Spring
National FFA Week (.25 points per activities) - Spring
Other Events As Set By AST - See Calendar
Building Communities Points (Must pick min of 3) GREEN
Supply Drives - Fall/Spring
MD Anderson Blood Drive - 1 point per donation - Spring
Santa's Farm - December
Business of the Month - Fall/Spring
Linus Project Blankets - Fall
Check the calendar for more opportunities

Explanation of Show and Sale Required Activities

- Progress Show
- Parent/Student Show and Sale meeting: Mandatory meeting for both students and their parents interested in raising livestock projects at the Ag Center. This Thursday meeting is held at the Guthrie Center at 6pm. This is to notify students and parents of all expectations and requirements of the SBFFA Alumni Project Show and Sale. Time will be available for a Q/A session.
- Ag Center Workdays: Maintenance and upkeep of facilities is the responsibility of students utilizing the facilities.
- Livestock Checks: After school visitation with the student and his/her project by the Ag Science Instructors. This time is used for the documentation of project progress and a one-on-one Q/A session between student and advisor. Bi-monthly on **Tuesdays, 3-6pm, unless otherwise noted.**
- Creed Presentation: All Greenhand students must have the FFA Creed memorized and ready to recite **before November 30, 2023.** An accurate Creed presentation enables students to become **eligible** to purchase the Official FFA Jacket. Official Dress is the **required** attire for SBFFA Show and Sale participation or other FFA event participation.
- Show and Sale Ad Book Sales: Much of the cost of the Project Show and Sale is covered by the sale of advertisement space to local businesses. Students who wish to participate in the Project Show and Sale must sell the required amount not only to participate but to also ensure that the event can occur.
- Pre-Show & Sale Meeting: Just prior to the event itself, this meeting is to notify students and parents of all expectations and requirements of the Project Show and Sale.
- Tag-in: Official tag-in and weighing of all livestock projects competing in the Project Show & Sale.
- Livestock Show: The day that projects are evaluated and officially placed by judges.
- Auction: Student projects go the auction block for bids by buyers.
- Clean-up: The dismantling of show arena and cleaning of pens for checkout.
- Thank you Letter Writing: The alumni will provide material and assistance for thank you letters.

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SPRING BRANCH FFA CONSTITUTION

ARTICLE I. Name, Purpose, and Regulations

Section A.

The name of this organization shall be the "Spring Branch Chapter of the FFA". Members are hereinafter referred to as "FFA Members" and the letters "FFA" may be used to designate the chapter, its activities, or members thereof.

Section B.

The purposes for which this chapter is formed are as follows:

1. To develop competent, aggressive, rural, and agricultural leadership.
2. To create and nurture a love of country life.
3. To strengthen the confidence of students of agricultural science in themselves and their work.
4. To create more interest in the intelligent choice of agriculture occupations.
5. To encourage members in the development of individual farming programs and establishment in agricultural careers.
6. To encourage members to improve the farm home and its surroundings.
7. To participate in worthy undertaking for the improvement of agriculture.
8. To develop character, train for useful citizenship, and foster patriotism.
9. To participate in cooperative efforts.
10. To encourage and practice thrift.
11. To encourage improvement in scholarship.
12. To provide and encourage the development of organized rural recreational activities.

Section C.

General rules of Spring Branch FFA.

1. If the code of ethics are not followed by a member, the offense whether severe or not, will be brought before the chapter for consideration with the final decision being left up the executive committee.
2. The FFA member shall wear his/her jacket when representing the chapter at all district and higher level activities except judging contests. He/she must come to the chapter meeting in official dress when required. If not dressed accordingly, the member must leave the meeting. The FFA members represent the chapter at all times and will conduct himself/herself as an FFA member.
3. FFA jackets should be worn in accordance to the FFA manual.
4. For an FFA member to participate in an activity above the chapter level, he/she must comply with Spring Branch FFA hair code and official dress, or at the teacher's discretion.

ARTICLE II. Organization

Section A.

The Spring Branch Chapter of FFA is a chartered local unit of the Texas Association of FFA, which is chartered by the national organization of the National FFA Organization.

Section B.

This chapter accepts, in full the provisions in the constitution and by-laws of the Texas Association of FFA as well as those of the national organization of the National FFA Organization.

ARTICLE III. Membership

Section A.

Membership in this chapter shall be of four kinds: (1) Active; (2) Alumni; (3) Associate; and (4) Honorary, as defined by the National FFA constitution.

Section B.

The regular work of this chapter shall be carried on by the active membership.

Section C.

Honorary membership in this chapter shall be limited to the Honorary Chapter Farmer Degree.

Section D.

Active members in good standing may vote on all business brought before the chapter. An active member shall be considered in good standing when:

1. He/she attends local chapter meetings with reasonable regularity.
2. He/she shows an interest in, and takes part in the affairs of the chapter.
3. He/she pays his dues regularly.

Section E.

Names of applicants for membership shall be filed with the membership committee.

ARTICLE IV. Emblems

Section A.

The emblem of the FFA shall be the emblem for the Chapter

Section B.

Emblems used by the members shall be uniform and those obtained from concerns officially designated by the national organization of FFA.

ARTICLE V. Membership Degrees and Privileges

Section A.

There shall be four degrees of active membership in the chapter. These degrees are: (1) The Greenhand Degree; (2) The Chapter Farmer Degree; (3) The State Farmer Degree; and (4) The American Farmer Degree. All "Greenhands" are entitled to wear the regulation bronze emblem pin. All members holding the Degree of Chapter Farmer are entitled to wear the silver emblem pin. All members holding the State Farmer Degree are entitled to wear the regulation gold emblem charm. All members holding the American Farmer Degree are entitled to wear the regulation gold emblem key.

Section B.

Minimum qualification for electing of degrees, as written in the FFA constitution and by-laws of the state and national organization.

Section C.

Special committees shall review the qualifications of members and make recommendations to the chapter concerning degree advancement.

ARTICLE VI. Officers

Section A.

The officers of the chapter shall be as follows: President, Vice-President, Secretary, Treasurer, Reporter, Sentinel, Parliamentarian, and Senior Advisor. The Senior Advisor shall be the teacher of Agriculture Science in the school where the chapter is located. Officers shall perform the usual duties of their respective offices.

Section B.

Rules of Officers

1. Officers shall be elected annually.
2. A member cannot have any failing grades for the previous semester to be able to run for an office.
3. An officer must obey the code of ethics. If not obeyed he/she must accept the decision of the chapter. They must be obeyed at all times.
4. An officer must attend all FFA meetings and activities unless previously excused or it will be an unexcused absence.
5. An officer will be responsible for all chapter activities at all times.
6. All meetings must be approved, planned, and posted by the officers and advisors at least seven days prior to meeting date.
7. An officer may have one unexcused absence. When the second unexcused absence occurs, he/she must forfeit his/her office.
8. A student must show an interest in and participate in FFA activities to be allowed to run for and hold an office. The students must exhibit leadership and responsibility at all times.

9. Officers must attend all FFA meeting, FFA activities, executive committee meetings, and all officer related functions. Any officer with 2 unexcused absences must forfeit his/her office.
10. An officer must be enrolled in an agriculture class.
11. Only second year officers or seniors may become President.
12. Excused absences are defined as any school related activity, death in the family, church related activity, and/or community service which has been approved, in advance, by the FFA advisor and the school principal. Any other reason is considered an unexcused absence.
13. Any officer who does not comply with all the rules stated above must forfeit his/her chapter office immediately.
14. A previously dismissed officer may not run for office again without advisor approval.
15. An officer may be removed from office for infractions outlined in the chapter officer handbook.

Section C.

The officers of the chapter and the advisor shall constitute the Executive Committee. This committee shall have full power to act as necessary for the chapter in accordance with action taken at Chapter meetings and various regulations or by-laws adopted from time to time.

Section D.

Honorary members shall not vote nor shall they hold any office in the chapter except that of Senior Advisor.

Section E.

Chapter officers must hold the Degree of Chapter Farmer.

ARTICLE VII. Meetings

Section A.

Regular chapter meetings shall be held once a month during the school year. Special meetings may be called at any time.

Section B.

Constitution

Delegates shall be appointed annually from the active membership to represent the chapter at the State and National Convention. Other delegates may be named as necessary in order to

have proper representation at various other FFA meetings within the State and at the National levels.

Section C.

A majority of the active members listed on the secretary's membership roll shall constitute a quorum, and a quorum must be present at any meeting at which business is transacted or a vote taken committing the chapter to any proposal or action.

ARTICLE VIII. Dues.

Section A.

Full local, district, area, state, and national dues shall be paid by all active members.

Section B.

No member shall be considered to be an active member and in good standing unless he/she pays full, local, district, area, state, and national FFA dues.

ARTICLE IX. Amendments.

Section A.

This constitution may be amended or changed by submitting change in writing to be read to two FFA meetings, at second meeting it may be changed by a 2/3 vote.

Section B.

By-laws may be adopted to fit the need of the chapter at any regular chapter meeting by a two-thirds vote of the active members present providing such by-laws conflict in no way with constitution and by-laws of either the State Association nor the National Organization.

BY-LAWS OF THE SPRING BRANCH FFA

I. Committees.

Committees will be appointed by the President as needed.

II. Orders of the day

1. Opening Ceremony
2. Minutes
3. Treasurer's Report
4. Old Business
5. Reports of Officers and Committees
6. New Business
7. Special Events
8. Closing Ceremonies

III. Equipment

- A. No FFA equipment can be used unless under supervision of the Ag Science teacher or an adult appointed by the Ag Science teachers.
- B. Tractor and equipment will be used only at the discretion of the Ag Science teachers.

IV. Livestock Shows: (except SBISD Livestock Show and Sale)

- A. All students participating must be a member in good standing, and abide by the "No Pass/No Show" Rule at the time of departure to a show.
 - B. Students must abide by school rules at all shows attended.
 - C. Students will remain with Ag Science teachers at livestock shows unless arrangements are made with student's parents/guardians prior to departure for the show.
 - D. Ag Science teacher has final say as to whether animal will be entered at livestock shows.
- V. SBISD Livestock Show and Sale
Refer to SBISD Livestock Show and Sale rules.
- VI. Teams
- VII. Students may participate on only one leadership team and must qualify for any and all judging teams.

Spring Branch FFA Show & Sale

Required Forms

2023-2024



Exhibitor Show Entry Required Forms

The table below lists all forms and paperwork required to register as a Livestock and/or Non-Livestock Exhibitor. Complete paperwork must be turned in by the stated deadline.

When a form is listed as a requirement for both Livestock and Non-Livestock registration, only one form is required to be submitted. You do not need to turn in the same form twice.

Required Form	Livestock Registration	Non-Livestock Registration
IN-PERSON REGISTRATION AND PAYMENT DEADLINE AT AG CENTER	Mon Sept 18, 2023 3:30-8:00pm	Tues Nov 14, 2023 4:00-6:15pm
PHYSICAL FORMS:		
Spring Branch FFA Livestock Order Form and Payment	✓	
Medical Authorization Form (Notarized)	✓	
Parent/Student Ag Center Contract and Rules Acknowledgement (Notarized)	✓	
Guthrie Center FFA Security Access Procedures for Ag Center	✓	
Medical Authorization for Trips	✓	✓
Guthrie Center Photo, Video and Audio Parent Permission Form	✓	✓
IRS W-9 Form <i>Must contain STUDENT's Information.</i>	✓	✓
Parent/Student Acknowledgement of Alumni Association Show & Sale Rules	✓	✓
RECEIPTS OF ONLINE ACTIVITY:		
FFA Membership Google Form and Dues Paid <i>See page 21 for link and instructions.</i>	✓	✓
SBISD Parent Volunteer Application Approval Email <i>See page 23 for link and instructions.</i>	✓	
ShoWorks Livestock Online Registration Receipt <i>See page 25 for link and instructions.</i>	✓	
ShoWorks Non-Livestock Online Registration Receipt and Payment <i>See page 25 for link and instructions.</i>		✓
Alumni Membership Registration Receipt <i>See page 27 for link and instructions.</i>	✓	✓

SPRING BRANCH FFA Show & Sale

Price Sheet 2023 - 2024

Paper form provided by ASTs must be included with full payment packet.

Project #1	Price
Market Swine - \$400 <ul style="list-style-type: none"> • Facility Fees - Pen Deposit - \$100 • Facility Use Fee - \$30 • Medication Fee- Per Species - \$25 	\$555
Market Lamb - \$575 <ul style="list-style-type: none"> • Sand Fee - \$50 • Facility Fees - Pen Deposit - \$100 • Facility Use Fee - \$30 • Medication Fee- Per Species - \$25 	\$780
Market Goat - \$575 <ul style="list-style-type: none"> • Sand Fee - \$50 • Facility Fees - Pen Deposit - \$100 • Facility Use Fee - \$30 • Medication Fee- Per Species - \$25 	\$780
Broilers Raised at SBAC - \$43.50 <ul style="list-style-type: none"> • Facility Fees - Pen Deposit - \$100 • Facility Use Fee - \$30 	\$173.50
Broilers Raised at HOME	\$43.50
Additional Set of Broilers	\$43.50
Rabbits Raised at SBAC <ul style="list-style-type: none"> • Facility Fees - Pen Deposit - \$50 • Facility Use Fee - \$20 	\$460
Rabbits Raised at HOME	\$390
FFA Dues	\$30
Show and Sale Meals	\$25
Alumni Membership Suggested Donation <i>Donation may be paid online during Alumni registration or included with livestock order check.</i>	Family - \$50 / Individual - \$30



PARENT/STUDENT AGRICULTURE CENTER CONTRACT
and **RULES ACKNOWLEDGEMENT**

I, _____, understand that to raise an animal project at the Spring Branch Agricultural Center and/or to participate in any shows, including the Spring Branch FFA Livestock Show is a privilege and not a right. I also understand that this is a privilege that can be lost. Specifically, I understand that I can lose the privilege to use the Spring Branch Agricultural Center and to participate in the Spring Branch FFA Livestock Show and Sale as well as all other livestock shows for:

1. Mistreatment, abuses, or neglect of my animal project or anyone else's animal project.
2. Failure to comply with all Agriculture Center rules.
3. Failure to comply with school district rules and regulations.
4. Misconduct.
5. Acts of vandalism.
6. Failure to obtain permission before making **any** type of changes or modifications at the Ag Center.

Carefully read each statement and initial in the indicated area.

	Students	Parent
I have read and discussed ALL rules listed in this Agriculture Center rules and procedure with my parent(s) and we agree to abide by these rules.	Initials	Initials
I understand that if I do not remove my project from center, if so instructed by the Agricultural Instructor, in the allotted 10 days the project may be removed and sold at the nearest livestock auction.	Initials	Initials
I understand that I may or may not be given the opportunity to correct problems that could lead to the loss of center privileges.	Initials	Initials
I accept full responsibility for my projects and release the Agriculture Instructors, Spring Branch ISD and Spring Branch FFA from any obligation and/or liabilities in regards to the health and/or safety of said livestock.	Initials	Initials
I understand that I may exercise the right to carry insurance on my livestock project(s) and the insurance is to be purchased through a private company of my choice.	Initials	Initials

I AGREE TO ABIDE BY THE TERMS OF THIS CONTRACT

Student Signature

Date

Parent Signature

Date

Subscribed and sworn to before me the undersigned authority on this the ____ day of _____, 20__.

Notary Public in and for the County of Harris
State of Texas



THE Guthrie CENTER

Discover. Apply. Succeed.

10660 Hammerly Boulevard | Houston, TX 77043 | 713.251.1300 | gc@springbranchisd.com

FFA Security Access Procedures for Agricultural Science Center

Security at the Ag Center on Brittmoore consists of three parts: SBISD police patrols, camera surveillance and an electronic gate that restricts admittance only to those authorized to be at the farm.

Access in and out of the property will be to those who have been issued an electronic key fob. These devices will be assigned to teachers, administrators and key school staff as determined by the principal. Busses, emergency and service vehicles will be able to access the farm via their district radios. The gate will be operational 24 hours/day, but access is still limited to 6am to 10pm unless special events are authorized by teachers/school.

Only students who are currently raising projects will have a fob issued to them. These devices contain distinct electronic serial numbers that will be registered to that student. While there is no charge or deposit when a key fob is issued to students, there will be a \$50 fee to cover the cost of replacement and reprogramming if it is lost, stolen, misplaced or damaged. Replacements will only be issued after the fee is paid and the old one deactivated.

While we realize that FFA project raising involves more than member of a family, the keyless entry devices will be only issued to the FFA student, and only one per student. Key fobs are the responsibility of the student.

Once animal projects are no longer at the farm, students will have 10 school days to return the key fob to the teachers. After 10 days, a \$50 replacement/deactivation fee will be assessed.

Your signature below indicates you understand and agree to the process described above, the cost of replacement, and the requirement to turn it in upon completion of your project.

STUDENT NAME

STUDENT SIGNATURE

DATE

PARENT NAME

PARENT SIGNATURE

DATE

FOB ID #

DATE ISSUED

TEACH INT

STUDENT SIGNATURE

EXHIBIT E

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT
MEDICAL AUTHORIZATION FORM FOR TRIPS

This section is to be completed by Trip Sponsor:

This document will be presented to appropriate personnel at such time as emergency medical, dental, surgical care, or hospitalization may be required.

Closest medical facility to event: _____ Will be determined at the time of the trip

Address: _____ Will be determined at the time of the trip Phone: _____ Will be determined at the time of the trip

I / We, being the parent(s) or legal guardian(s) of _____, a minor, do hereby appoint an agent of SBISD from _____ The Guthrie Center _____ School
Campus

to act in my/our behalf in authorizing emergency medical, dental, or surgical care and hospitalization for the above-named minor during a period of my absence. This authorization is given with my/our understanding that attempts will be made to contact me/us prior to the administration of treatment for any nonlife-threatening situation/condition utilizing the contact information that I/we have provided.

Signature of parent or guardian

Date

Address

City/State/Zip

Home phone

Daytime phone
(Where you can be reached during the trip)

Hospitalization Coverage for the Above-Named Minor

Name of insurance company or government center

Identification or group number

Family physician's name

Family physician's phone number

Insurance Waiver Statement

(Complete this section if you do not have insurance)

Where no proof of insurance is established, it is understood that the parents of the student must assume legal responsibilities for expenses incurred for injuries to students that occur during cocurricular activities. I have read and understand the above.

Signature of parent or guardian

Date

Student's name

Teacher



**THE
Guthrie
CENTER**
Discover. Apply. Succeed.

Harold D. Guthrie Center for Excellence
Spring Branch Independent School District

*Joe Kolenda, Principal
Jane, Primrose, Assistant Principal
Beverly Litton, Counselor*

**Photograph, Video, and Audio
Parental Permission Form**

Student's Name: _____ Date: _____

Campus: _____ The Guthrie Center _____

Purpose/Project: _____ Agriculture/FFA _____

Throughout the school year, the Spring Branch Independent School District along with television and radio stations, newspapers, and editors of newsletter, magazines, and educational publications need still photos, videotape, and audiotape of students. Interviews with students are also requested from time to time.

Senate Bill 1 (Texas Education Code Section 26.009) requires that schools get permission from parents or guardians before making or authorizing the making of videotape of a child or audio regarding a child's voice during school hours. The only exceptions to this are:

- For the purposes of maintaining safety or discipline.
- As part of regular classroom instruction.
- As part of co-curricular or extra-curricular activities.

The signing of this form will allow SBISD to display the image of you child along with his/her full name in the project stated above.

Parent/Guardian Printed Name

Parent/Guardian Signature

Please return this form to the Agriculture Science department.

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) ▶ _____ (Applies to accounts maintained outside the U.S.)	
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

**PARENT/STUDENT ACKNOWLEDGEMENT OF
SPRING BRANCH FFA ALUMNI ASSOCIATION SHOW & SALE RULES**

I, _____, understand that to participate as an Exhibitor (Livestock and/or Non-Livestock) in the Spring Branch FFA Show & Sale is a privilege and not a right. I understand this privilege can be lost and monetary penalties may be incurred if I do not follow the rules of the Spring Branch FFA Show & Sale as defined and governed by the Spring Branch FFA Alumni Association.

Carefully read each statement and initial in the indicated area.

	Student	Parent
I have read and agree to abide by the Spring Branch FFA Alumni Association Show & Sale Rules.	Initials	Initials
I understand that losing eligibility to participate in Show & Sale is a possible consequence of breaking certain rules.	Initials	Initials
I understand that receiving monetary penalties/fines against my Show & Sale proceeds check is a possible consequence of breaking certain rules.	Initials	Initials
I understand that there is no guarantee that I will make a profit on any sale at Show & Sale.	Initials	Initials

I AGREE TO ABIDE BY THE 2023-2024 SHOW & SALE RULES.

Student Signature

Date

Parent Signature

Date

Online Activity Instructions

Refer to the following pages for instructions on how to complete the required online activity.

FFA Membership Google Form and Payment	Page 21
SBISD Volunteer Application	Page 23
ShoWorks Livestock and Non-Livestock Registration	Page 25
Alumni Membership Registration	Page 27

FFA Membership Google Form and Payment

Action Required for Student:

Students must complete the online FFA Membership Form in its entirety and click submit. Provide \$30 dues payment either directly to the ASTs or include on the Livestock Order form.

IMPORTANT: For students who intend to participate in the Show & Sale as a Non-Livestock-only exhibitor, FFA membership deadline is October 13, 2023.



FFA Membership Form

Every child needs their own form!

Dues are \$30 - Cash or Check (made out to Spring Branch FFA) turn into Mrs. Corona, Ms. Fisher, Mr. McManners or Ms. Nosrat. You are not a FFA Member until you have paid your dues!

monicagnugent@gmail.com [Switch account](#)

Not shared

* Indicates required question

Students LEGAL First Name *

Your answer

Students Last Name *

Your answer

Receipt Required for Exhibitor Registration:

None; simply confirm that the ASTs show you as a registered member.

SBISD Volunteer Application

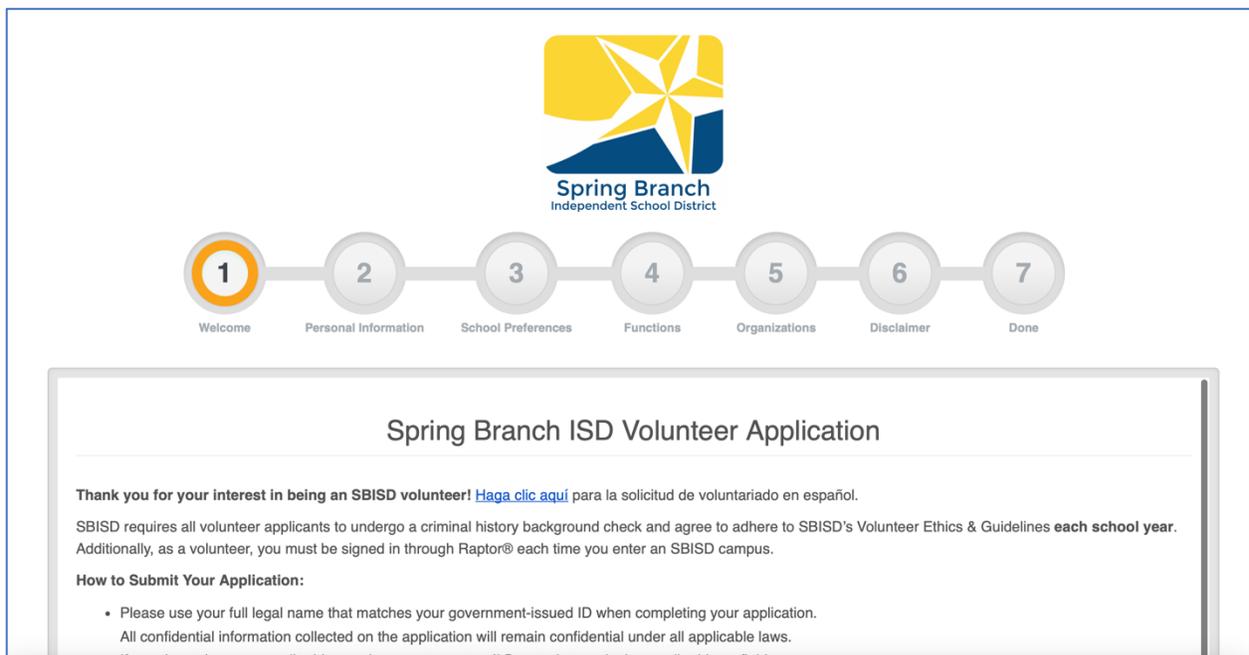
Action Required for Parent/Guardian:

At least one parent or guardian must be an approved SBISD volunteer. Visit the SBISD Volunteer Application page and register as a volunteer for the current school year.



IMPORTANT: Be sure to select "Guthrie Center" as one of the school preferences.

www.springbranchisd.com > Engage > Volunteer Application



The screenshot displays the Spring Branch ISD Volunteer Application process flow, which consists of seven steps: 1. Welcome, 2. Personal Information, 3. School Preferences, 4. Functions, 5. Organizations, 6. Disclaimer, and 7. Done. Step 1 is currently selected. Below the flow is a preview of the application page, which includes the Spring Branch ISD logo and the following text:

Spring Branch ISD Volunteer Application

Thank you for your interest in being an SBISD volunteer! [Haga clic aquí](#) para la solicitud de voluntariado en español.

SBISD requires all volunteer applicants to undergo a criminal history background check and agree to adhere to SBISD's Volunteer Ethics & Guidelines each school year. Additionally, as a volunteer, you must be signed in through Raptor® each time you enter an SBISD campus.

How to Submit Your Application:

- Please use your full legal name that matches your government-issued ID when completing your application.

All confidential information collected on the application will remain confidential under all applicable laws.

Receipt Required for Exhibitor Registration:

You should receive an email within 8-10 days indicating if your application is approved. Print a copy of the approval email and include with exhibitor registration/payment packet.

ShoWorks Livestock and/or Non-Livestock Online Registration

Action Required for Student Exhibitor:

Exhibitors must register for each livestock and non-livestock entry prior to bringing paperwork packet on registration day.

Before You Get Started

- Navigate to ShoWorks Registration Home Page:
<https://sbffa.fairwire.com>
- Follow these instructions in their entirety to ensure a successful outcome.
- *Families with multiple Exhibitors* - Repeat these steps for each individual student exhibitor. Do NOT use the "Quick Group" option for families.
- Be sure to save your confirmation receipt and include with all other paperwork and payment by the stated deadline.
- **LIVESTOCK ENTRY REGISTRATION:**
 - Enter only your FIRST Market animal.
 - If you are hoping to raise a second market animal, Do NOT enter that second market animal in ShoWorks at this time. Instead, you will handle that request using the Project #2 Request section on the back of the paper *Livestock Project Order Form*.
 - **Market Steer and Turkey Exhibitors** - You must enter the animals you have already ordered and purchased for the 2023-2024 school year. These are considered your FIRST market animal.
 - **Poultry Exhibitors** - If you are purchasing more than one lot, you only need to enter one entry in ShoWorks for that animal species. Your ShoWorks receipt will not reflect the amount due for your second lot; however, the full amount due will be captured correctly on the paper *Livestock Project Order Form*.
 - **Breeding Heifer**- If you plan to show a market animal in addition to your breeding animal, you must enter both animals at this time. See Step #8.



ShoWorks Livestock and/or Non-Livestock Registration Instructions

- **REGISTRATION DEADLINE: Your registration is not complete until ALL required forms and check payments are turned in to the SBISD Ag Center at 1905 Brittmoore by the September 18 deadline.**

- **NON-LIVESTOCK ENTRY REGISTRATION:**
 - Registration for Non-Livestock entries will open on October 17. If you registered for Livestock entries, you must use the same ShoWorks login credentials for Non-Livestock registration as was used for Livestock registration.
 - Students may register a maximum of 10 Non-Livestock entries. Each entry has a \$10 entry fee.
 - A minimum of 4 Exhibitors is required for each Division/Class to make. In the event that a Division/Class does not have the minimum registered Exhibitors, those students who registered for that Class will be notified no later than Monday, November 28, 2023. Affected students will be given a new deadline to decide if they wish to receive a refund of their entry fee or if they would like to register for a different Non-Livestock Class.
 - **REGISTRATION DEADLINE: Your registration is not complete until ALL required forms and check payments are turned in to the SBISD Ag Center at 1905 Brittmoore by the November 14 deadline.**

ShoWorks Registration Step-by-Step Instructions

NOTE: Detailed step-by-step instructions with screenshots can be found on the Exhibitor Entry Registration page of the Alumni Website at: www.sbffaalumni.com/showentry.



Receipt Required for Exhibitor Registration:

Print a copy of your confirmation receipt and include with your registration/payment packet.

Alumni Membership Registration

Action Required for Parent/Guardian:

At least one parent or guardian must be a current member of the Alumni Association.

NOTE: Detailed step-by-step instructions with screenshots can be found on the Exhibitor Entry Registration page of the Alumni Website at: www.sbffaalumni.com/showentry.



1. Navigate to: www.sbffaalumni.com/home and click "Join Here".



2. At the next screen, select the appropriate button to login to the website.

- Select **"Returning User"** if you have a Membership Toolkit login for SBFFA Alumni or another PTO. You will use the same password for all Membership Toolkit accounts.
- Select **"New User"** if you have never created a Membership Toolkit account for SBFFA Alumni or another PTO. You will be prompted to create an account and verify your email address.

3. Once logged in, you will see the "JOIN THE ALUMNI ASSOCIATION HERE!" page. Click the "Parent/Adult Information" link in the middle of the page.

- At the first prompt, select "Parent/Guardian of Current Student".
- Enter information for up to two PARENTS/GUARDIANS on this page.
- Do NOT enter student information on this page.
- Click "Next Step" when finished with this page.

4. On the "Children's Information" page, click "Add Child".

- Click "Add Child/Student" in order to enter information about your first child.
- Enter the name, grade, email address, phone number, school and FFA projects for your first child. If available, provide a personal email address and NOT the student's school address.
- Click "I have another Child/Student" if applicable.
- Click "Save" when finished.

5. On the “Directory & Publish Preferences” page, select whether or not you wish to publish your contact information to other Alumni members.

- When selecting “yes”, you will be given the opportunity to hide specific pieces of information.
- Click “Save” when finished.

6. You will be brought back to the “JOIN THE ALUMNI ASSOCIATION HERE!” page. Click on the “Alumni Membership (2023-2024 School Year)” link.

- A donation is not required in order to join the Alumni Association. However, a suggested donation amount is presented in this form.
- Select either the “Two-Adult Household for \$50” or “Individual for \$30” if you wish to complete your donation by credit card at this time.
- Select “No Donation” if you decline to make a donation OR if you wish to pay by check when submitting your exhibitor registration paperwork packet.
- Make your selection and click “Save and Continue”

7. You will be brought back to the “JOIN THE ALUMNI ASSOCIATION HERE!” page. If you see three green check marks, click “Proceed to Checkout”.

JOIN THE ALUMNI ASSOCIATION HERE!

Please complete all forms below in order to register as a member of the Spring Branch FFA Alumni Association for the current school year. Be sure you see a green check mark next to each form when complete.

Once all forms have been completed, select “Proceed to Checkout” below, and then “Checkout.”

- **Membership with Donation** - If you selected a membership level with a donation, click “Pay Now,” enter your payment information, click “Continue” and confirm your order. When sure, click “Place Order”. You will receive an email confirmation that your payment is complete.
- **Membership without Donation** - If you selected a membership level with no donation, click “Check out (no payment due)” and then “Place Order.” You will receive an email confirmation that your membership is complete.

Contact Information [hide section](#)

- ✓ Parent/Adult Information
- ✓ Directory & Publish Preferences

Membership Forms [hide section](#)

- ✓ Alumni Membership (2023-2024 School Year) (Required)

[Proceed to Checkout >](#)

IMPORTANT: Be sure you receive a confirmation email as receipt of your registration. Save this receipt to turn in with your student's Show & Sale registration.

8. At the “Checkout” page, complete your order.

- Select “Pay Now” to complete your purchase now. Enter your credit card information on the next page
- Select “Checkout (no payment due)” if you selected the No Donation option.

9. On the final Confirm You Order page, click “Place Order”

Receipt Required for Exhibitor Registration:

You should receive an email upon checkout indicating that your membership is complete. Print a copy of the confirmation email and include with exhibitor registration/payment packet.