

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

Medical Authorization Form
Spring Branch Agriculture Department/ Spring Branch FFA
10660 Hammerly Blvd
Houston, TX 77043
713-251-1380 or 713-251-1300

Name: _____ **Home Phone:** _____

Age: _____ **Address:** _____
Street City Zip

Parent/Guardian: _____
Last First Relation

Father's Employer: _____ **Phone:** _____

Mother's Employer: _____ **Phone:** _____

Family Physician: _____ **Phone:** _____

Name of person to contact if parent/Guardian is unavailable:

Name Phone Relation

List any medication student is currently taking: _____

List any known medical problems or allergies: _____

Medical Insurance Information: _____
Company Name Policy #

Name of Insured Group #

“In case of serious illness or accident, I request the activity sponsor(s) contact me. If I cannot be reached, I herewith authorize contact of the physician indicated above. If it is not possible to contact the physician, I authorize the Instructors/advisor to arrange for all necessary medical services for said child on my behalf.”

Parent/Guardian 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



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.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>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.</p> <p><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</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>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.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
		<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/>

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 ▶
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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; simple confirm that the ASTs show you as a registered member.

SBISD Volunteer Application

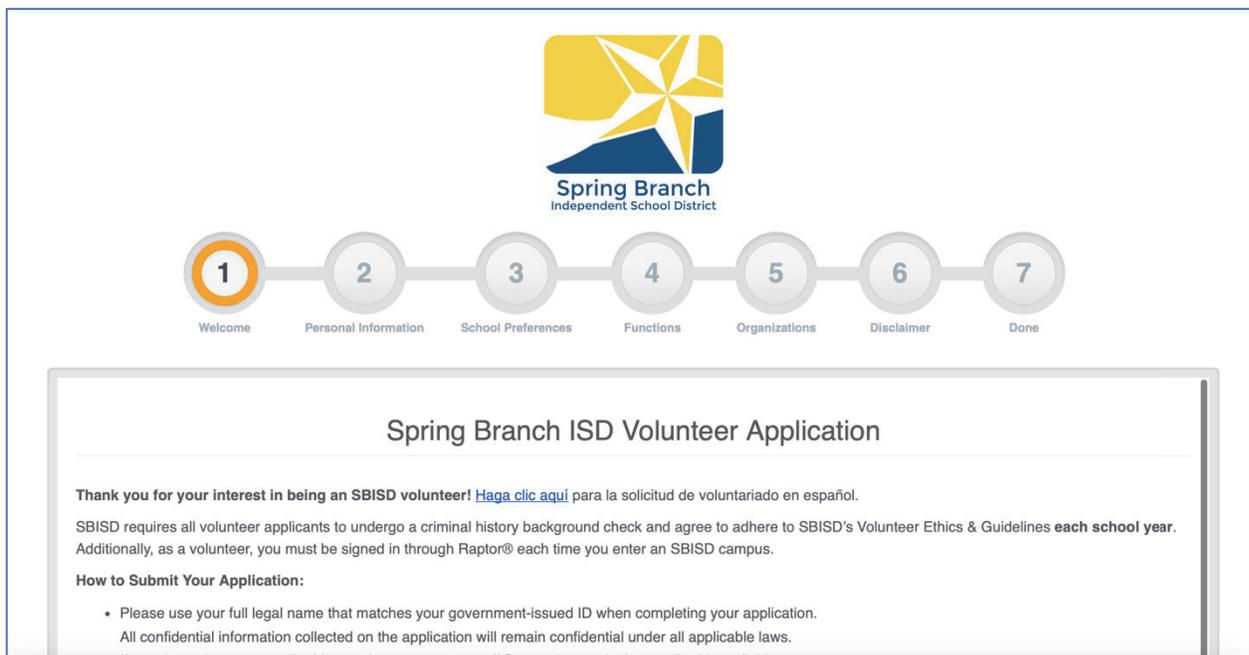
Action Required for Parent/Guardian:

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



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.



- **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.