



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

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: _____

Address: _____ Phone: _____

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

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.

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Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 2024-2025 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 2
SBISD Volunteer Application	Page 3
ShoWorks Livestock and Non-Livestock Registration	Page 4
Alumni Membership Registration	Page 6

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 16, 2024.

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

SBISD Volunteer Application

Action Required for Parent/Guardian:

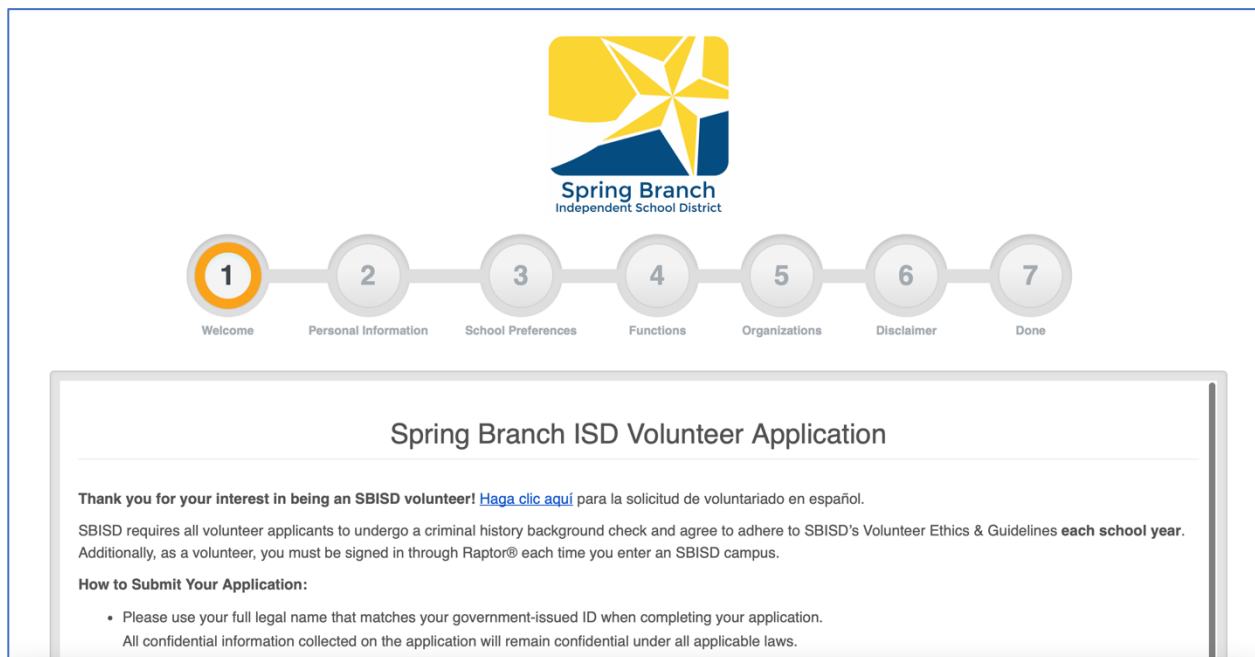
At least one parent or guardian must be an approved SBISD volunteer. Visit the SBISD Volunteer Application page and register as a volunteer for the current school year.



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

Use QR code or URL:

<https://www.springbranchisd.com/engage/register-to-volunteer>



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 2024-2025 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 by the September 16 deadline, (September 17 for Jr. FFA members).**

- **NON-LIVESTOCK ENTRY REGISTRATION:**
 - Registration for Non-Livestock entries will open on September 23. 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 Tuesday, December 3, 2024. 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 by the November 12 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 (2024-2025 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.
- You will also have the option to donate to SBFFA, the senior scholarship, and an AST appreciation fund.
- 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”.

The screenshot shows a registration page titled "JOIN THE ALUMNI ASSOCIATION HERE!". It contains instructions to complete forms and a "Proceed to Checkout" button. Two sections are expanded to show progress:

- Contact Information** (hide section):
 - ✓ Parent/Adult Information
 - ✓ Directory & Publish Preferences
- Membership Forms** (hide section):
 - ✓ Alumni Membership (2023-2024 School Year) (Required)

At the bottom, there is a blue button labeled "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.