

3 September, 2009

Dr. John Hardwick, Superintendent  
Beeville ISD  
2400 N St Mary's St.  
Beeville, TX 78102



Subject: Bee Co. 4-H sanctioned as an extracurricular activity  
Declaration of Eligibility form

Dear Mr. Hardwick:

On behalf of the 4-H members of Bee County, we hereby respectfully request that the 4-H organization, by the attached resolution, be sanctioned as an extracurricular activity. The RESOLUTION should be presented for consideration at the next scheduled meeting of the Board of Trustees of your ISD. We further request that questions regarding this RESOLUTION be directed to me in a timely manner so that we may prepare and present an appropriate response so as not to delay action on this request. Please forward a signed copy of the RESOLUTION, along with a copy of the minutes of the Board meeting in which it was presented, to us for our files.

In order to fulfill our organizations obligation as a sanctioned extracurricular activity, all 4-H members are required to complete and submit a Declaration of Eligibility form for each contest they participate in as a 4-H member. Guidelines for school personnel, county Extension agents, and 4-H members in filling out the Declaration of Eligibility are listed on the back of each form. I would suggest each school make and keep a signed copy of the form for it's records when the 4-H'er brings in the form for certification. Certification of the form is the responsibility of the 4-H'er and his/her parent or guardian. They are also responsible for listing, on the form, all dates of the contest and any absences from school associated with the contest. This form can be downloaded from our website. Click on the publications button at the top of our home page, then click on 4-H, and follow the links. Please pass this information on to each of your campuses' personnel responsible for overseeing this issue.

For further information on the Texas AgriLife Extension Service office of Bee County, the 4-H program, or a schedule of events, please refer to our website: <http://bee-tx.tamu.edu>.

Thank you, and members of your Board of Trustees, for your consideration of this request. If you have any questions regarding these matters, please do not hesitate to call.

Sincerely,



Kelsey Hill  
County Extension Agent - Family Consumer Science  
Bee County

KH/cjb

Enclosure: RESOLUTION  
Declaration of Eligibility form

**RESOLUTION  
regarding  
EXTRACURRICULAR STATUS OF 4-H ORGANIZATION**

Be it hereby resolved that upon this date the duly elected Board of Trustees of the

Beeville ISD

(name of school district)

meeting in public with a quorum present and certified did adopt this resolution that

recognizes the Bee County Texas 4-H Organization as approved for

recognition and eligible for extracurricular status consideration under 19 Texas

Administrative Code, Chapter 76.1, pertaining to extracurricular activities.

Participation by 4-H members under provisions of this resolution are subject to all rules

and regulations set forth under the 19 Texas Administrative Code as interpreted by this

Board and designated officials of this school district whose rulings shall be final.

Approved this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(For Board of Trustees)

\_\_\_\_\_  
Dr. John Hardwick, Superintendent

## DECLARATION OF ELIGIBILITY FORM GUIDELINES

The Declaration of Eligibility Form for the Texas Agricultural Extension Service/4-H provides an alternate approach to the current system in ensuring 4-H's compliance with the Texas Education Code requirements. This procedure does not replace the current system of Extension agents submitting a written request in advance of each 4-H event to the appropriate school administrator to determine academic eligibility of 4-H youth. It adds another method of determining eligibility of 4-H members. The decision as to which system to implement should be made by the total county Extension faculty with each faculty member fully aware of the implications.

### PROCEDURES

1. A visit should be scheduled with each school superintendent and/or principal that has 4-H members that will be involved in 4-H extracurricular activities during the year to discuss the procedures that Extension plans to use.
2. Extension faculty, volunteers, 4-H members and their parents should be informed **in writing** of the procedures that will be followed during the upcoming school year, to ensure that 4-H members abide by the provisions of the Texas Education Code, thus ensuring that 4-H retains its extracurricular status.

The procedures that will be followed should be included in 4-H adult leader meetings, 4-H Club manager meetings, 4-H Club meetings, as well as being in 4-H newsletters and other correspondence informing 4-H youth of 4-H policies and procedures.

3. The Declaration of Eligibility Form will require county Extension agent's signature prior to the principal and/or designee signing. The agent's signature certifies that the youth is enrolled in 4-H; prevents the form from being manipulated or falsified by ineligible youth; allows county Extension agents to maintain control of this request; and legitimizes the form for school officials.

<b>INSTRUCTIONS FOR COMPLETING THE FORM</b>
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#### Parent/Guardian/County Extension Agent Section

- ◆ **Academic eligibility information only.** (Used to verify academic eligibility only for 4-H competitive events/activities.)
- ◆ **Academic eligibility information and authorization to receive an excused absence from school.** (Used to verify academic eligibility as well as receive authorization to receive an excused absence. This would be used for events held during school hours such as stock shows, state and national 4-H contests and events, etc.)
- ◆ **Date and Name of Activity.** (Used to notify school officials of exact dates/times a student would be participating in a 4-H activity or representing 4-H at an event.)

## DECLARATION OF ELIGIBILITY FORM

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- ◆ **Parent/Guardian Signature is required.** The signature of parent/guardian confirms that this person is aware of the academic eligibility and excused absence requirements of the Texas Education Code.
- ◆ **Certification of 4-H membership is completed by county Extension agent.**
- ◆ **County Extension Agent Signature/Date certifies that the youth is enrolled in 4-H and is eligible to compete in the above-named activity.**

### Principal/Designee Section

The principal or designee will be asked to verify a student's academic eligibility. In addition to academic eligibility verification, this person would verify authorization when there is a need for an excused absence for those 4-H events/activities that would require a student's absence. The signature and date must be completed in order for the form to be valid.

### Instructions

4-H'ers should complete a separate form for each competitive event/activity in which they plan to participate. The original form should be returned to the county Extension office at least one week prior to the event/activity. **NOTE:** Schools requiring a copy of this form should make their copy before returning it to the student.



**Texas Cooperative Extension**  
**DECLARATION OF ELIGIBILITY FORM**



*This information is requested in accordance with the requirement of  
the Texas Education Code and in cooperation with the Texas Education Agency  
and local public school board policies.*

**PARENT/GUARDIAN /COUNTY EXTENSION AGENT - Complete This Section**

In accordance with 4-H policy, provided by our local Extension office, I respectfully request (check (✓) one):

- ☐ Academic eligibility information only
- ☐ Academic eligibility information and authorization to receive an excused absence from school

Date: \_\_\_\_\_ Name of Activity: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

I hereby certify that \_\_\_\_\_ is a member of 4-H in  
\_\_\_\_\_ County and is scheduled to participate in this activity representing 4-H.  
He/she will be under the supervision of the Texas Cooperative Extension faculty or agency's designated volunteer  
leader.

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Extension Agent

**PRINCIPAL - Complete This Section**

Check (✓) one:

- ☐ I do certify that the student is academically eligible to participate in the above mentioned  
extracurricular activity.
- ☐ I do not certify the student because he/she is NOT academically eligible to participate in  
the above mentioned extracurricular activity.

Check (✓) one:

- ☐ An excused absence will be granted.
- ☐ An excused absence will not be granted.
- ☐ Does not apply.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal or Designee

\_\_\_\_\_  
Name of School

*Instructions: Complete one form per activity. 4-H member should retain original form to county Extension office.*