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August 26, 2010

Denton County Independent School Districts  
Superintendents and School Boards

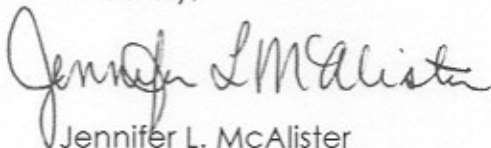
Dear Superintendent:

On behalf of the 4-H members of Denton County, we hereby respectfully request that the 4-H organization, by the attached RESOLUTION, be sanctioned as an extracurricular activity. The enclosed RESOLUTION should be presented for consideration at the next scheduled meeting of the Board of Trustees of your school district. 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.

Finally, we request that a signed copy of this RESOLUTION along with a copy of the minutes of the Board meeting be forwarded to us for our files.

Thank you and members of your Board of Trustees for your consideration of this request.

Sincerely,



Jennifer L. McAlister  
County Extension Agent  
4-H and Youth Development

Enclosure: RESOLUTION Regarding EXTRACURRICULAR STATUS OF 4-H ORGANIZATION

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

Be it hereby resolved that upon this date the duly elected Board of Trustees of the \_\_\_\_\_ Independent School District meeting in public with a quorum present and certified did adopt this resolution that recognizes the Denton 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)

\_\_\_\_\_  
(Superintendent)



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August 26, 2008

To: **Denton County Superintendents**  
Re: **Eligibility and Excused Absences**

4-H has been recognized by the Texas Education Agency as a legitimate school-related extracurricular organization. 4-H members may apply for excused absences in order to participate in 4-H activities. It is the responsibility of the local school districts to determine whether or not any student may be excused from classes to participate in any extracurricular event or activity. 4-H members are not automatically excused upon request, but are subject to all regulations of the Texas Education Agency and their local school district as they may apply to extracurricular participation.

Beginning September 1, 2000, all 4-H youth, including youth in public, private, or home school must adhere to the following guidelines regarding extracurricular activities and academic eligibility:

Complete a "Declaration of Eligibility form" (sample attached)

Or

Name of 4-H member must appear on a list of eligible students to participate in a specific extracurricular activity signed by the school principal or designee (sample attached)

Consistent with U.I.L. rules, the Texas 4-H Program has adopted a three (3) school week waiting period upon change in status of school enrollment (i.e. from public to private or private to home or home to public or home to private) before the 4-H member is eligible for extracurricular activity.

### **DECLARATION OF ELIGIBILITY FORM**

The Declaration of Eligibility Form for the Texas AgriLife Extension Service/4-H provides an alternate approach to the current system in ensuring 4-H's compliance with the Texas Education Code requirements.

The following procedures apply to all competitive events in which 4-H members participate during the school year regardless of when the events are conducted. This includes 4-H sponsored competitive events and events in which students compete representing 4-H. For instance:

- (1) if a food show in which a 4-H member is a competitor is conducted on a Saturday, the 4-H member would have to be eligible according to the Texas Education Code to compete in the show
- (2) if a member is a competitor in the Houston Livestock Show representing 4-H on a school day, the 4-H member would have to be eligible to compete and receive an excused absence

#### **PROCEDURES**

1. The 4-H and Youth Development Agent will meet with school administration to discuss the methods of eligibility and excused absence requests.
2. 4-H volunteers, members and their parents will 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.
3. The Declaration of Eligibility Form requires a 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.

## DECLARATION OF ELIGIBILITY FORM GUIDELINES

### Parent/Guardian/County Extension Agent Section

**Academic eligibility information only.** (Used to verify academic eligibility only for 4-H competitive events/activities.)

OR

**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.)

**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.



# Texas AgriLife Extension Service DECLARATION OF ELIGIBILITY FORM



This information is requested in accordance with the requirements of House Bill 72  
and in cooperation with the Texas Education Agency and local public school board policies.

## PARENT/GUARDIAN/EXTENSION AGENT - COMPLETE THIS SECTION

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

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

**Date of Activity:** \_\_\_\_\_

**Name of Activity:** \_\_\_\_\_

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

I hereby certify that \_\_\_\_\_ is a member of 4-H in Denton County for the 2010-2011 program year and is scheduled to participate in this activity representing 4-H. They will be under the supervision of the Texas Agricultural Extension Service faculty or agency's designated volunteer leader.

**Date:** August 26, 2010      **County Extension Agent:** *Jennifer L. McAlister*  
Jennifer L. McAlister, CEA-4-H&YD

## 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

**Date:** \_\_\_\_\_      **Principal/Designee:** \_\_\_\_\_

**Name of School:** \_\_\_\_\_

**INSTRUCTIONS:** Complete one form per activity. 4-H member should return original form to County Extension Office at least two weeks prior to the event/activity. Schools requiring a copy of this form should copy before returning it to student.