

EXTRACURRICULAR STATUS REQUEST
SAMPLE LETTER: Request for Extracurricular Status for 4-H



YOUNG COUNTY EXTENSION SERVICE

Date: 7/29/2024

Sonny Cruse
Graham Independent School District
400 3rd Stree
Graham, Texas 76450

Dear Sonny Cruse:

On behalf of the 4-H members of Young County, I/we hereby respectfully request that the 4-H organization, by the attached resolution, be sanctioned as an extracurricular activity. We request the enclosed RESOLUTION be presented for consideration at the next scheduled meeting of the Board of Trustees of the (name of school district). I/we further request that questions regarding this RESOLUTION be directed to me/us in a timely manner so that I/we may prepare and present an appropriate response so as not to delay action on this request.

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

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

Sincerely,

Savanna Williams
CEA, Ag/Nr

Penny Berend
CEA, FCH

Attachment: Resolution for Extracurricular Status of 4-H Organization

Young County Extension Office
3201 HWY 16 S Graham, Texas 76450
Tel.940.549.0737

EXTRACURRICULAR STATUS REQUEST

SAMPLE RESOLUTION: Resolution requesting Extracurricular Status for 4-H

RESOLUTION

EXTRACURRICULAR STATUS OF 4-H ORGANIZATION

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

Graham Independent School District

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

Young County

County Texas 4-H Organization as approved for recognition and eligible for extracurricular status consideration under
19TexasAdministrative 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
19Texas Administrative Code as interpreted by this Board and designated officials of this school district.

Texas A&M AgriLife Extension

will request academic eligibility for all 4-H competitive activities, regardless if a school absence is or is not required, and
for non-competitive purposes when an absence is required.

Approved this ____ day of _____, 20 ____.

Board of Trustee

Superintendent

ADJUNCT FACULTY REQUEST
SAMPLE LETTER: Cover Letter requesting Adjunct Faculty Status



YOUNG COUNTY EXTENSION SERVICE

Date: 7/29/2024

Sonny Cruse
Graham Independent School District
400 3rd Street
Graham, Tx 76450

Dear Sonny Cruse:

On behalf of the ___Young_____ County Extension Staff, I/we hereby respectfully request approval of the attached Adjunct Faculty Agreement with the ___Graham_____ Independent School District.

The State Board of Education passed an amendment to 19 TAC§129.21 U). Requirements for Student Attendance Accounting for State Funding Purposes allows public school students to be considered "in attendance" when participating in off-campus activities with an adjunct staff member of the school district. Section 3 of the Student Attendance Handbook states:.

(1) The student is participating in an activity that is approved by the local board of school trustees and is under the direction of a member of the professional or paraprofessional staff of the school district, or an adjunct staff member who:

- (A) has a minimum of a bachelor's degree; and
- (B) is eligible for participation in the Teacher Retirement System of Texas.

___Young_____ County requests the agents listed on the enclosed Adjunct Faculty Agreement be awarded adjunct faculty staff members status for the period of time indicated on the agreement.

I hope ___Graham_____ Independent School District will accept this request. Please let me know if you would like to schedule an appointment to discuss the amendment and request or if you need further information.

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

Sincerely,

Savanna Williams
CEA, Ag/Nr

Penny Berend
CEA, FCH

Attachment: Resolution for Extracurricular Status of 4-H Organization

Young County Extension Office

ADJUNCT FACULTY REQUEST

SAMPLE TEMPLATE: Adjunct Faculty Agreement

THE STATE OF TEXAS**COUNTY OF:** Young

On this date, at a regularly scheduled and posted meeting, came the Board of Trustees of the Graham Independent School District, hereinafter referred to as "District." A quorum having been established; the Board proceeded to consider the appointment of the herein named individual(s) as an adjunct member of the Graham Independent School District.

Upon consideration and vote of _____ in favor, Savanna Williams and Penny Berend is hereby named as adjunct faculty member(s) of the Graham Independent School District subject to the following considerations and provisions of such appointment to wit:

1. This appointment shall commence on the ____ day of _____, 20____ and remain in effect until the ____ day of _____, 20____.
2. This appointment will include the Texas A&M AgriLife Extension Service employees listed below:

NAME	TITLE	DEGREE	INSTITUTION	DATE
Savanna Williams	ANR	B.S. Animal Science	Tarleton State University	05/2015
Penny Berend	FCH	B.S. Restaurant, Hotel, Institutional Management	Texas Tech University	12/2005
		M.S. Agriculture Science	Texas A&M University Kingsville	8/2009

3. Adjunct faculty member(s) will receive no compensation, salary, or remuneration from Graham Independent School District.
4. Adjunct faculty member(s) is and shall remain an employee, in good standing, of the Texas A&M Agrilife Extension Service.
5. Adjunct faculty member(s) is and shall remain under the direct supervision of either the District Extension Administrator of District 3 or _____ County Extension Director.
6. Adjunct faculty member(s) shall receive all group insurance benefits, workman's compensation insurance benefits, unemployment insurance, and any and all other plans for the benefit of Texas A&M Agrilife Extension Service employees. District shall have no responsibility for any of such benefits or plans.

Adjunct faculty member(s) shall direct the activities and participation of students of the school district in sponsored and approved activities as designated from time to time by adjunct faculty members for which notice shall be given to School District administrative personnel. Adjunct faculty members' activities and participation with students of the School District are directed, supervised, and controlled by and through supervisory personnel of Texas A&M Agrilife Extension Service pursuant to the supervisory authority of the District Extension Administrator or County Extension Director. Adjunct faculty member(s) is not the employee of the School District, and School District does not nor shall not supervise, direct or control the activities and/or participation of such Young County Extension Agent(s) who have/has been herein designated as an adjunct faculty member.

This appointment is made by the Independent School District by and through the Board of Trustees of said district for the benefit of allowing voluntary student participation in programs conducted by the Texas A&M Agrilife Extension Service in recognition of the educational benefits arising from such participation and activities and/or directed by the Texas A&M Agrilife Extension Service. This appointment is made in accordance with the provisions of Section 129.21 (j)(l) of the Texas Administrative Code authorizing the school to deem such participating students in attendance for foundation school program purposes.

This appointment of the herein named Young County Extension Agent(s), Savanna Williams and Penny Berend (Extension employee) is/are not intended nor shall be construed as a waiver of any claim or defense of sovereign or governmental immunity from liability now possessed by Graham Independent School District or any of its employees, agents, officers, and/or board members in the performance of governmental functions.

Signed this ____ day of _____, 20____.

____ Graham Independent School District

By: _____