

2018-2019

# Texas 4-H

## Extracurricular Activity and Adjunct Faculty

TEXAS A&M  
**AGRILIFE**  
EXTENSION



The members of Texas A&M AgriLife will provide equal opportunities in programs and activities, education, and employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and will strive to achieve full and equal employment opportunity throughout Texas A&M AgriLife.

# TEXAS 4-H YOUTH DEVELOPMENT OFFICE



**TO:** All County Extension Agents

**SUBJECT:** Annual Texas Education Agency and Local School Requirements

As an educational agency, the Texas A&M AgriLife Extension Service supports the Texas Education Code and academic responsibility of student 4-H members. The dedication of Extension faculty to see that 4-H members comply with the provisions of the Texas Education Code is important to the effective adherence of the rule among our 4-H members. Extension faculty must be dedicated to complying with the Texas Education Code requirements in order for the Texas 4-H Program to maintain the status of an extracurricular organization.

The Commissioner of Education is not authorized to approve extracurricular organizations outside of school sponsored or UIL sponsored groups. Local Boards of Trustees are responsible for the sanctioning and approval of outside organizations as "extracurricular organizations" for their individual districts. Therefore, it is imperative for county Extension agents to ensure 4-H is designated as an extracurricular organization in each of the individual school districts residing in the county.

This document includes three important components for having a strong working relationship with local schools. The three areas are:

1. Establishment of the county 4-H Program as an extracurricular activity with local schools,
2. Securing Adjunct Faculty Status of all Extension Agents with local schools, and
3. Academic Eligibility for all active 4-H members who are participating in a 4-H event or activity.

All three of these processes are vital to both the school district for funding purposes and to Extension for 4-H youth to participate in events and activities throughout the school year.

Below are some important reminders as you start working on this annual process:

Adjunct Faculty:

- School districts requiring that Texas A&M AgriLife Extension Service employees be screened or have proof of screening is occurring statewide. Mrs. Jennifer Hobbs, Chief Human Resources Officer, can work with you to get proof of agency employee screening. Some school districts are also requiring finger printing. Extension employees must abide by their requirements to receive adjunct faculty status.

Eligibility of 4-H Members:

- Continuing on September 1, 2017, all 4-H youth, including youth in public, private, and/or home school, must adhere to the following guidelines regarding extracurricular activities and academic eligibility:
  - Complete a "Declaration of Eligibility Form", 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.
- Consistent with the UIL rules, the Texas 4-H Youth Development Program has adopted a three (3) school week waiting period upon change in status of school enrollment (i.e. from public to home, public to private, public to public, private to public, private to home, private to private, home to public, or home to private) before the 4-H member is eligible to participate in extracurricular activities.
- All 4-H members must be officially enrolled (in an "active" status on 4-H Connect) to be considered an official 4-H member. No excused absences can be requested for any youth who is not enrolled in the official 4-H enrollment system (4- H Connect).



Texas 4-H Youth Development Office  
1470 William D. Fitch Parkway | College Station, Texas 77845  
<http://texas4-h.tamu.edu> | Tel. 979.845.1211 | Fax. 979.845.6495

Please take time to review each of the enclosed attachments or link to resources.

ATTACHMENT	NAME	DESCRIPTION
	<b>ANNUAL TASK LIST</b>	Timeline for Extension Agents to review, plan, and implement request to schools for Extracurricular and Adjunct Faculty status, and Academic Eligibility.
<b>A</b>	<b>EXTRACURRICULAR STATUS REQUEST:</b> Cover Letter Requesting Extracurricular Status for 4-H	Sample cover letter that county offices can replicate to send with the Extracurricular Status Resolution. This letter requests and explains the importance of 4-H being recognized as an extracurricular activity.
<b>B</b>	<b>EXTRACURRICULAR STATUS REQUEST:</b> Resolution Requesting Extracurricular Status for 4-H	This resolution will accompany the cover letter and is the document that will be presented by the school superintendent to the school board for official action. Once voted on, and approved, please request a signed copy for the county office files.
<b>C</b>	<b>ADJUNCT FACULTY REQUEST:</b> Cover Letter Requesting Adjunct Faculty Status	Sample cover letter that county offices can replicate to send with the Adjunct Faculty Agreement. This letter requests approval of adjunct faculty status for all degreed Extension agents/employees who will be serving in an official chaperoning capacity of 4-H youth throughout the year.
<b>D</b>	<b>ADJUNCT FACULTY REQUEST:</b> Adjunct Faculty Agreement	Agreement that will be reviewed and approved by local school board granting adjunct faculty status to county staff. Once document has been approved, county office needs to send a copy to their District Extension Administrator or County Extension Director.
<b>E</b>	<b>ACADEMIC ELIGIBILITY:</b> Procedures for Securing Eligibility Information and Excused Absences For 4-H Members to Participate in 4-H Event or Activity	Outlines procedures for the county Extension office to use in establishing protocol for checking academic eligibility and for 4-H members to receive an excused absence when participating in 4-H events.
<b>F</b>	<b>ACADEMIC ELIGIBILITY:</b> Academic Eligibility Form	This is the form that will be used on an individual basis to receive a declaration of eligibility for a 4-H member. This form must be completed by the 4-H Parent/Guardian and County Extension Agent prior to being given to school for certification.
<b>Website Link</b>	<b>TEA-UIL Side-by-Side Document</b>	This document provides explanations and interpretations of Commissioner of Education rules, UIL Constitution and Contest Rules, and statutes. Additional updates to this document will be made as information becomes available. <b><a href="http://www.uiltexas.org/policy/tea-uil-side-by-side">http://www.uiltexas.org/policy/tea-uil-side-by-side</a></b>

You will want to immediately update your files and replace them with these documents. It is critically important for all Extension faculty to become familiar with the contents of these materials in order to assure the Texas 4-H Youth Development Program complies with the Texas Education Code.

Please feel free to contact either one of us in the event that you have questions or concerns regarding this matter.

Sincerely,



Courtney F. Dodd, Ph.D.  
Assistant Director & 4-H Program Leader



Jeff Ripley, Ph.D.  
Associate Agency Director for County Operations

# ANNUAL LIST OF TASK TO COMPLETED TO ENSURE PARTNERSHIP WITH SCHOOLS

(These procedures cover all 4-H members in public, private, and home schools.)

## Annual list of task to be completed by County Extension Staff

MONTH/DATE		ATTACHMENT
<b>COUNTY LEVEL</b>		
<b>(July /August)</b>	<p>As a total county Extension faculty, meet and discuss the Texas Education Code requirements and specify procedures the county is going to use during the upcoming year. Also, plan for interpretation of the educational value of 4-H participation to teachers, school administration, and school boards.</p> <p>During this discussion, the following components should be reviewed and completed as needed:</p> <ul style="list-style-type: none"> <li>• Request for Extracurricular Status for 4-H</li> <li>• Request for Adjunct Faculty Status</li> <li>• Determine best practices for checking eligibility of 4-H members for event and activity participation.</li> </ul>	
<b>JULY/AUGUST</b>	<p>A meeting 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 Extension plans to use. At this meeting, the following should occur:</p> <ol style="list-style-type: none"> <li>1. Seek extracurricular status for 4-H. Note: The approval of organizations (approval of extracurricular organizations) outside of school sponsored or UIL sponsored groups continues to be the responsibility of the local board of trustees. A resolution regarding Extracurricular Status of 4-H and an example letter for agents to use in contacting school superintendents requesting that 4-H be recognized as an extracurricular organization is provided.</li> <li>2. Request Adjunct Faculty Appointment for CEA(s) <ul style="list-style-type: none"> <li>• Counties are encouraged to develop a plan for cross-county CEA joint appointments to consolidate travel and supervisory responsibilities at major livestock shows.</li> <li>• Remember, when you have youth chosen for National 4-H Congress, National 4-H Conference, or Texas 4-H Leadership Conference, include one of the chaperones on your adjunct list.</li> </ul> </li> </ol>	<p>Attachment A Attachment B</p> <p>Attachment C Attachment D</p>
<b>AUGUST/ SEPTEMBER</b> (MAY SEND REMINDERS DURING STOCK SHOW AND CONTEST TIME)	<p>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 4-H members abide by the provisions of the Texas Education Code, thus ensuring 4-H retain its extracurricular status.</p>	
<b>THROUGHOUT SCHOOL YEAR AS NEEDED</b>	<p>The Declaration of Eligibility Form for the Texas A&amp;M 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. 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.</p>	<p>Attachment E Attachment F</p>
<b>THROUGHOUT SCHOOL YEAR AS NEEDED</b>	<p>Thirty days prior to a 4-H competitive activity or a 4-H activity that requires a member to be absent from school, put the procedures into action.</p>	

<b>THROUGHOUT SCHOOL YEAR AS NEEDED</b>	<p>To address any problems or violations during the school year:</p> <ul style="list-style-type: none"> <li>• Report them immediately to your District Extension Administrator.</li> <li>• Report them to the local school administrator for them to enforce their procedures covering violations of the Texas Education Code of members of approved non-UIL organizations. Many districts have incorporated these procedures into their discipline management systems.</li> </ul>	
<b>DISTRICT</b>		
<b>THROUGHOUT SCHOOL YEAR AS NEEDED</b>	<p>District Extension Administrators will immediately report any problems or violations to the Texas A&amp;M AgriLife Extension Service administrators responsible for the Texas Education Code, Associate Director – County Operations and Assistant Director/State 4-H Program Leader.</p>	
<b>STATE</b>		
<b>THROUGHOUT SCHOOL YEAR AS NEEDED</b>	<p>The Associate Director – County Operations and the Assistant Director/State 4-H Program Leader will facilitate resolution of the problem and communicate action to the Texas Education Agency Complaint Department.</p>	

**EXTRACURRICULAR STATUS REQUEST**

SAMPLE LETTER: Request for Extracurricular Status For 4-H

**ANYWHERE COUNTY EXTENSION SERVICE**

Date

Superintendent's Name  
 Name of School District  
 School District Address  
 School District City, State, Zip

Dear (Name of Superintendent):

On behalf of the 4-H members of \_\_\_\_\_ 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,

County Extension Agent's Name  
 Title

Attachment: Resolution for Extracurricular Status of 4-H Organization

Any County Extension Office  
 123 Main Street | Anytown, Texas 12345  
<http://texas4-h.tamu.edu> | Tel. 123.456.7890 | Fax. 987.654.3210

**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

\_\_\_\_\_  
(Complete name of school district)

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

\_\_\_\_\_  
(Name of County)

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 rules shall be final.

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

\_\_\_\_\_  
Board of Trustee

\_\_\_\_\_  
Superintendent

**ADJUNCT FACULTY REQUEST**

SAMPLE LETTER: Cover Letter Requesting Adjunct Faculty Status

**ANYWHERE COUNTY EXTENSION SERVICE**

Date

Superintendent's Name  
 Name of School District  
 School District Address  
 School District City, State, Zip

Dear (Name of Superintendent):

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

The State Board of Education passed an amendment to 19 TAC§129.21 (j). 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.*

\_\_\_\_\_ County requests the agents listed on the enclosed Adjunct Faculty Agreement be awarded adjunct staff member status for the period of time indicated on the agreement.

I hope \_\_\_\_\_ 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,

County Extension Agents Name  
 Title

Attachment: Resolution for Extracurricular Status of 4-H Organization

Any County Extension Office  
 123 Main Street | Anytown, Texas 12345  
<http://texas4-h.tamu.edu> | Tel. 123.456.7890 | Fax. 987.654.3210



# ADJUNCT FACULTY REQUEST

SAMPLE TEMPLATE: Adjunct Faculty Agreement

**THE STATE OF TEXAS**  
**COUNTY OF \_\_\_\_\_**

On this date, at a regularly scheduled and posted meeting, came the Board of Trustees of the \_\_\_\_\_ 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 as an adjunct member of the \_\_\_\_\_ Independent School District.

Upon consideration and vote of \_\_\_\_\_ in favor, \_\_\_\_\_ is hereby named as adjunct faculty member(s) of the \_\_\_\_\_ 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

3. Adjunct faculty member(s) will receive no compensation, salary, or remuneration from \_\_\_\_\_ 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 \_\_\_\_\_ 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 \_\_\_\_\_ 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)(1) 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 \_\_\_\_\_ County Extension Agent(s), \_\_\_\_\_  
\_\_\_\_\_ (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 \_\_\_\_\_ Independent School  
District or any of its employees, agents, officers, and/or board members in the performance of governmental functions.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_ Independent School District

By: \_\_\_\_\_

## ACADEMIC ELIGIBILITY PROCESS

### Procedures For Securing Eligibility Information And Excused Absences For 4-H Members To Participate In 4-H Event Or Activity

This procedure applies to ALL 4-H events or activities (competitive or non-competitive) and all 4-H members in public, private, and/or home school that requires a 4-H member to be absent from school. For instance, if a 4-H member is a member of a state planning task force and needs to miss a day of school to participate, the 4-H member would have to be eligible according to the Texas Education Code to be excused from school.

There are two ways a County Extension Office can request academic eligibility for 4-H members. One is on an individual basis using the Declaration of Eligibility Form (Attachment B) for times when only one or two 4-H members may be needing an absence. The second option is for times when a large number of youth may be needing an excused absence, such as a county or major stock show. The steps below outline how the county office needs to proceed with each of the processes.

BEGINNING OF THE SCHOOL YEAR	
August/September	County Extension Agents should meet with school officials to <u>determine the steps</u> the agent needs to take to assist 4-H members in obtaining <u>excused absences</u> to participate in 4-H events and to determine eligibility of 4-H members for competitive events.
30 DAYS PRIOR TO ANY 4-H EVENT/ACTIVITY NEEDING ACADEMIC ELIGIBILITY CHECKED	
Declaring eligibility for small number of 4-H members	<ol style="list-style-type: none"> <li>1. Ensure that all members needing an excused absence are ACTIVE 4-H members.</li> <li>2. Complete the County Agent section of the Declaration of Eligibility Form. Provide the form to either the 4-H member and request they submit to the school for completion, or have the 4-H parent/guardian complete the first section, return back to the County Extension Office and then submit as a group to the respective school campuses. 4-H member then returns completed form back to the County Extension Office within the timeframe given by the office.</li> </ol>
Declaring eligibility for large number of 4-H members	<p>Extension agents should prepare a document on official letterhead which includes the items listed below and submit to each school/campus requesting eligibility status for each 4-H member.</p> <ol style="list-style-type: none"> <li>a. Name of 4-H member(s) involved</li> <li>b. School they attend</li> <li>c. Current grade level in school</li> <li>d. Dates of proposed absence(s)</li> <li>e. Name of event</li> <li>f. Educational value</li> <li>g. Chaperone</li> </ol> <p>List is returned back to County Extension Office by school/campus.</p>
RESPONSE FROM SCHOOL ON DECLARATION OF ELIGIBILITY	
Eligible	The school should respond to CEAp if there are any students who are eligible. County Extension Office should follow up with the school/campus if no response is received.
Ineligible	If a 4-H member is ineligible for a 4-H competitive event, the agent must notify the 4-H member, their parents and the sponsoring agency, by letter, of this situation. If the parent has any questions, they should be referred to the school administrator for the family and school to resolve eligibility issues.

If county Extension faculty and schools develop and agree on procedures they deem more efficient and effective and still ensures 4-H's compliance with the Texas Education Code requirements, they should inform their District Extension Administrator/County Extension Director of the plan to be followed.

## DECLARATION OF ELIGIBILITY FORM 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 by the deadline established by the County Extension Office..

NOTE: Schools requiring a copy of this form should make their copy before returning it to the student.

### **Parent/Guardian Section**

1. Parent/Guardian will select the information being requested. It is either:
  - 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 4H contests and events, etc.)
2. Complete the 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.)
3. Parent/Guardian signature is required. The signature of the parent/guardian confirms that this person is aware of the academic eligibility and excused absence requirements of the Texas Education Code.

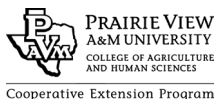
### **County Extension Agent Section**

1. Extension Office will complete this section and certify the youth is a 4-H member and his/her participation in the event.
2. County Extension Agent (with adjunct faculty status) will sign the form.

### **School Principal/Designee Section**

1. Principal, or designee, will indicate the 4-H members eligibility status, options are:
  - Academically eligible to participate
  - Not academically eligible to participate
2. The principal or designee will indicate whether or not an excused absence will be granted.
3. Principal, or designee, will sign and date the form in order to be valid.

4-H family should follow instructions provided by the  
County Extension Office on returning form to the  
Extension Office by the given deadline.



## Texas 4-H Youth Development Program

# DECLARATION OF ELIGIBILITY FORM

This form 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.

*Instructions: Complete one form per activity. 4-H member should return original form to the County Extension Office*

### PARENT/GUARDIAN 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: \_\_\_\_\_

### COUNTY EXTENSION AGENT SECTION

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 A&M AgriLife Extension Service faculty or agency's designated volunteer leader.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of County Extension Agent

### SCHOOL PRINCIPAL OR DESIGNEE

(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 activity.

(CHECK ONE)

- An excused absence will be granted.
- An excused absence will **NOT** be granted.
- Does not apply.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal or Designee

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