

DECLARATION OF ELIGIBILITY FORM GUIDELINES

(These eligibility procedures apply to all 4-H members whether they are public, private or home school.)

The Declaration of Eligibility Form for Texas Cooperative Extension/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.

INSTRUCTIONS FOR COMPLETING THE FORM

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.)
- ◆ **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



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.