



Allen ISD



Agricultural Science & FFA

Student Handbook

(Revised February 2022)

Allen ISD Graduate Profile

Every graduate of Allen High School will be:

Effective Problem-Solvers

Students will master the skills needed to design innovative solutions within independent and team settings.

Responsible & Engaged Citizens

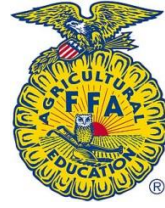
Students will demonstrate ethical and moral decision-making in the context of their local, national and world community. They will also possess an awareness of community resources and understand the value of service to others.

Academically Prepared for Future Pursuits

Students will possess necessary skills to seek educational and career options as they continually pursue and integrate knowledge.

Effective Communicators

Students will be able to listen critically and speak articulately, will be able to resolve conflicts effectively and appropriately, will be able to understand and appreciate diverse individuals and cultures, will be able to exercise leadership qualities, and will be able to communicate using advancing technology.



Dear Students and Parents:

Welcome to the Allen FFA and Allen Agricultural Science Department. It is enlightening to see the new and returning students in our program. This year's program of activities is loaded with a wide array of challenges and activities for your participation.

The Agricultural Science Program consists of three elements, Classroom Instruction, Supervised Agricultural Experience and the FFA. This is a unique program and we believe it will be a life-changing experience for you. There are many opportunities for you to develop leadership skills as well as experience personal growth throughout your participation.

We look forward to each of you attending the plethora of activities and meetings available. It is a great way to make new friends and create camaraderie which will last a lifetime. Remember, as with any endeavor you pursue, you only get out of this organization what you put into it. We are here to offer guidance and support for each of you. Please do not hesitate to contact one of us if we can be of any assistance.

Sincerely,

Stacy Schertz

Kari Wells

Grant Brill

Stacy.schertz@allenisd.org

kari.wells@allenisd.org

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972-727-0400 x 5959

972-727-0400 x 5716

972-727-0400 x 5717

214-876-1661 (School cell)



Agricultural Science & Technology Course Offerings

Lowery Freshman Center

- Principles of Agriculture, Food and Natural Resources

Allen High School

- Principles of Agriculture, Food and Natural Resources

Ag Mech Career Field

- Agricultural Mechanics and Metal Technologies
- Agricultural Facilities Design and Fabrication
- Problems and Solutions – Independent Study (Agriculture Mechanics)

▪ Vet Tech Career Field

- Small Animal Management (Sophomore year)(1/2 semester)
- Equine Science (Sophomore year)(1/2 semester)
- Livestock Production (Sophomore year)
- Veterinary Medical Applications (Junior year)
- Practicum in Agriculture, Food and Natural Resources-Veterinary Medicine (Senior Year)
- Advanced Animal Science (Senior Year)(Also counts as 4th science)

▪ Specialty Courses

- Principles and Elements of Floral Design (Also counts as a art)
- Problems and Solutions – Independent Study (Floral Design)
- Horticulture
- Math Applications in Agriculture

- Fine Arts Credit to those enrolled in Floral Design
- 4th year Science credit for juniors or seniors enrolled in Advanced Animal Science
- 4th year Math credit for juniors or seniors enrolled in Math Applications in Agriculture
- Vet Med and Practicum of Vet Science on 4.5 GPA (Seniors 2026 starting on a 5.0 scale)

Agricultural Science and Technology Classes

Materials Required:

Ball Point Pen (Blue or Black)
Pencil
Colored Pencils/Markers
Notebook Paper
3-Ring Binder
Spiral Notebook (Journal)

***Each student enrolled in Agricultural Science and Technology must accumulate at least 110 Supervised Agricultural Experience (SAEP) hours per semester. The 110 hours can be obtained through an approved Supervised Agricultural Experience Program (SAEP) and completion of the course. Upon completion of the course, the student may obtain 75 of the 110 hours. The remaining 35 hours may be obtained by the student completing suggested activities for outside classroom hours, or a combination of outside classroom hours and SAEP's. SAEP records must be on file to document each student's successful completion of this requirement.**

Participation:

Class Participation is essential to the success of Agricultural Science Classes. You are expected to be in class each session. Because of the importance of attendance and participation, poor attendance and/or lack of participation impacts your final grade. Many of the concepts you will be tested on relate to application activities.

The make-up policy follows Allen Independent School District regulations. You are allowed one day to make up an assignment for each day missed. It is your responsibility to check for missed assignments. If you have any questions, please ask me. If you fail to complete an assignment, you will receive a zero.

Tardies:

Tardies will not be tolerated. You should be in the room, seated, and ready to work before the tardy bell. All personal business should be taken care of before you report to class. If you arrive to class after the attendance has been submitted, you will be counted absent. The Allen ISD tardy policy will be in effect.

Mandatory Agri-Science Projects:

Each student enrolled in an agricultural science class will be required to maintain, and complete a record book. Using the online system www.theaet.com. Thus, each student will be required to complete a minimum 110 hours of which 75 hours must complete through outside of class assignments. Hours can be recorded in class and outside of class on the students free time.

The categories for an SAEP:

1. Entrepreneur / Ownership
2. Placement
3. Exploratory
4. Communication
5. Experimentation

FFA

Structure of FFA

The FFA operates on local, state and national levels. Student members belong to chapters organized at the local school level. Agricultural education instructors serve as chapter advisors. Chapters are organized under state associations headed by an advisor and executive secretary, often employees of the state department of education. States conduct programs and host annual conventions.



The National FFA Organization, governed by a Board of Directors and a Board of Student Officers, charters state associations; provides direction, programmatic materials and support; and hosts the National FFA Convention, which draws more than 45,000 attendees each November. The National FFA Alumni Association's more than 40,000 members in 1,200 affiliates assist in the continued growth and development of active FFA programs.

Applied Learning

The agricultural education program provides a well-rounded, practical approach to learning through three components: Classroom education in agricultural topics such as plant and animal sciences, horticulture, forestry, agri-marketing, etc.; hands-on supervised agricultural career experience such as starting a business or working for an established company; and FFA, which provides leadership opportunities and tests students' agricultural skills.

FFA Dues (Student)



Starting in the 2019-2020 school year the Allen FFA chapter has elected to affiliate. Each student enrolled in an agriculture science course will be a member of the Allen FFA Chapter. The student membership fee for additional FFA participation is \$30 per student.

FFA Jackets

FFA Jackets can be purchased for \$65.00. This will include your jacket and a tie or scarf. Orders can be placed anytime throughout the year with the National FFA at www.ffa.org website. This is done on your own. Please allow 4-6 weeks for delivery. All members are encouraged to purchase a FFA Jacket if they have plans of competing on LDE's or CDE's.

Allen Junior FFA

Jr. FFA membership is open to Allen ISD students in grades 3-8. Dues for Jr. Members will be \$30.00. Joining the Jr. FFA allows the member to participate in local meetings as well as showing at local and major stock shows under the supervision of the Allen Independent School District Agriscience Teachers. Junior members must have an older sibling in the FFA program at Lowery or Allen High School to house their animal project at the Allen ISD Project Center. Animal Projects can be kept at their home. Since they are not enrolled in a high school Agriscience class they are not allowed to participate in LDE's or CDE's sponsored by UIL.

Participation Includes:

- Monthly Meetings
- Animal Projects (Off site of AISD Project Center).
- Weekend judging contests

An Active Member

Are you an active member, the kind that would be missed?

Or are you just content, that your name is on the list?

Do you attend the meetings and mingle with the flock?

Or do you stay away, and criticize and knock?

Do you take an active part, to help the work along?

Or are you satisfied to be the kind that just belong?

Do you ever go to visit, or call a member who is sick?

Or leave the work to just a few, who call themselves, "the clique?"

There's quite a program scheduled that we're sure you've heard about.

And we'll appreciate it very much if you will help us out.

So come to meetings often, and help us with hand and heart,

Don't just be a member, but take an active part.

Think this over friends, you know what's right from wrong,

Why not be an ACTIVE MEMBER, and do not, "just belong".

~ Author Unknown

FFA Member Participation

Every FFA member should take advantage of the variety of activities that the FFA has to offer. We will recognize those members of the FFA who have actively participated in the many activities offered. To qualify for awards, recognition, scholarships opportunities, and financial assistance. Your attendance is not merely enough you need to participate in each activity as well. Examples of activities are:

Activities:

- Fundraisers / Community Service:
 - Golf Tournament
 - Labor Day Blowout
 - Allen Local Show
 - Craft Show
 - Trunk or Treat
 - Allen FFA CDE Contest
 - And any other Activity deemed appropriate by the Ag Department.



Allen FFA Alumni & Supporters Group

Parents of current, Junior FFA members, community members and former students comprise the Allen FFA Alumni & Supporters Club. (Parents did not have to be in FFA in high school to be a part of the alumni) The purpose is to support the Allen FFA and its members. Money raised from fundraisers supports the scholarship program, assistance to members exhibiting livestock at Collin County and assistance with chapter member award programs (State convention, leadership camp, judging contests, banquets, etc.). Alumni meetings will be held as indicated on the Program of Activities. Please see calendar of activities for exact dates. Officers are elected at the April meeting of the current school year. The meetings begin at 6:30 p.m. on the same day as the chapter FFA meeting and Junior FFA meeting. Parent membership fees are \$25/person

ALLEN FFA OFFICER POSITIONS

President

Vice-President

Secretary

Treasurer

Reporter

Sentinel



The FFA CREED

I believe in the future of agriculture with a faith born not of words but of deeds - achievements won by the present and past generations of agriculturists; in the promise of better days through better ways even as the better things we now enjoy have come to us from the struggles of former years.

I believe that to live and work on a good farm, or to be engaged in other agricultural pursuits, is pleasant as well as challenging; for I know the joys and discomforts of agricultural life and hold an inborn fondness for those associations which, even in hours of discouragement, I cannot deny.

I believe in leadership from ourselves and respect from others. I believe in my own ability to work efficiently and think clearly, with such knowledge and skill as I can secure, and in the ability of progressive agriculturists to serve our own and the public interest in producing and marketing the product of our toil.

I believe in less dependence on begging and more power in bargaining; in the life abundant and enough honest wealth to help make it so - for others as well as myself; in less need for charity and more of it when needed; in being happy myself and playing square with those whose happiness depends upon me.

I believe that American agriculture can and will hold true to the best traditions of our national life and that I can exert an influence in my home and community which will stand solid for my part in that inspiring task.

FFA MOTTO

Learning to Do
Doing to Learn
Earning to Live
Living to Serve

OPENING & Closing CEREMONY:

President States: **FFA members, why are we here?**

Members rise in unison on the third tap and respond:

To Practice Brotherhood, honor agricultural opportunities and responsibilities and develop those qualities of leadership which an FFA member should possess.

PLEDGE OF ALLEGIANCE: *(please note, there is NO comma after nation. Do not pause.)*

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible with liberty and justice for all.

FFA Code of Ethics

We will conduct ourselves at all times in order to be a credit to our organization, chapter, school and community by:

- Dressing neatly and appropriately for the occasion

- Showing respect for others and being courteous at all times
- Being honest and not taking unfair advantage of others
- Respecting the property of others
- Refraining from boisterous talk, swearing and other unbecoming conduct
- Demonstrating good sportsmanship
- Attending meetings promptly
- Taking pride in our organization and its functions
- Sharing with others experiences and knowledge by attending state and national meetings

When you Look Good . . .The FFA Looks Great!

Official Dress

The uniform worn by FFA members at local, district, area, state, and national functions is called official dress. It provides identity and a distinctive, recognizable image to the organization.

Female members should wear:

- Black skirt – hem should be below the knee
- White collared blouse
- Official FFA Scarf
- Black Nylon hosiery
- Black dress shoes – closed toe and closed heel
- Official FFA Jacket – zipped to top

Male members should wear:

- Black pants or slacks
- White collared shirt
- Official FFA Tie
- Black socks
- Black Shoes (low top dress shoes)
- Official FFA Jacket – zipped to top

CDE Dress for contests

- Buttoned down, collared shirt
- Nice Jeans or Slacks that fit at the waist and are free of fading or holes.
- Closed Toe Shoes are required
- No Caps or Hats (*except hard hats in meats contest*)

Official Dress for Livestock Shows

- Buttoned Down, Collared Shirt, tucked into pants
- Nice Jeans that fit at the waist and are free of fading or holes.
- Closed Toe Shoes are required – NO Tennis Shoes.
- Belt should be worn, no outrageous belt buckles
- No Caps or Hats
- Hair should be pulled away from face and look orderly.



In addition to the previous guidelines, the Allen ISD Student Dress Code is in effect at all FFA activities and competitions. If it is inappropriate to wear to school, it is inappropriate to wear to an FFA activity.

FFA FUNDRAISING ACTIVITIES

The FFA provides many activities throughout the year that require money. The entry fees for contests, community service projects, the food and refreshments at meetings, animal projects assistance, and supplies for the banquet require a large sum of money.



You are asked to participate in whatever fundraising activity that we have. The more money that our group makes, the more activities we can provide to you. We are limited to two fund-raisers per school year.

There will be a schedule of upcoming school fundraisers and events and alumni fundraisers and events posted in multiple locations: Ag Barn, website, sent by skyward message system, teacher white boards in the classrooms and Remind 101.

FFA Alumni & Supporters Buyers Club

The Allen FFA Alumni & Supporters Buyers Club is the support group for FFA members of Allen FFA who participate in the Collin County Youth Fair. The Buyers Club adds money onto animals that make the premium sale and add money onto animals that do not make the premium sale. Any parent wishing to participate in this organization is encouraged to do so and is greatly appreciated! Yearly membership fee per person is \$25

Awards Program

The Allen FFA Chapter has several award opportunities for members to participate. Each Spring, the Allen FFA hosts an Awards Banquet to recognize the achievements of FFA members. Members must complete an application and submit it before the required deadline which will be announced in the spring semester.

Applications will be judged by an outside panel of Agricultural Science Teachers from the District and Area

Associations. The following awards will be awarded on the chapter level:

1. STAR AWARDS

- Star Discovery FFA Member
- Star 9th Grade FFA Member
- Star 10th Grade FFA Member
- Star 11th Grade FFA Member
- Star 12th Grade FFA Member

2. PROFICIENCY AWARDS

- **Members will be awarded certificates based upon their Supervised Agricultural Experience Program**
- **Proficiency Pins**

3. CHAPTER OFFICER AWARDS

- **Chapter Officers will receive plaques & Pins**
- **Greenhand Officers will receive certificates**

4. HONORARY LONE STAR FFA DEGREE

- **Members will select community members who have given of their time and talents to the FFA during the year. Recipients will receive this award at the banquet. A person can only receive this award one time.**



**Students may apply for Proficiency awards, Lone Star FFA Degree, and Star Awards beyond the chapter level based upon their completed record book for their FFA experience. Requirements for these awards are located in the National FFA Manual and the Texas FFA Degree Selection Procedures. This information is kept on file in the Agriscience teacher's office. Please contact your advisor if you wish to apply for advanced awards or for further information.

Scholarship Opportunities



1. Scholarship Opportunities through Texas FFA Association Scholarship Programs

Graduating Seniors apply during the Spring Semester at the District Degree Check. Scholarship is based on academic rank (must be in top 25% for Houston, top 50% for the others), SAT/ACT scores (minimum 950 on SAT, minimum of 20 on ACT), and FFA activities. Students will interview at the Area Degree Check. Ten members from the Area Association will advance to state interviews to compete for these awards.

- San Antonio Livestock Show \$15,000 (4 offered)
- Houston Livestock Show \$16,000 (70 offered)
 - You do not have to be an Agricultural or Life Science Major to receive this scholarship.
- Jim Bob Norman Memorial \$10,000 (2 offered)
- C.J. "Red" Davidson \$8,000 (2 offered)
- Southwestern Exposition \$4,000 (2 offered)
- Farm Credit Bank of Texas \$2,000 (4 offered)
- Texas Agricultural Education Fund \$2,000 (1 offered)
- Young Farmers of Texas \$2,000 (1 offered)
- Texas FFA Alumni \$1,000 (4 offered)

2. National FFA Scholarships

Graduating seniors apply for various scholarships. Students may obtain an application from www.ffa.org, the National FFA website. Eligibility requirements and award amounts are listed as well.

3. Allen FFA Alumni

Graduating seniors must complete an application and submit it to the scholarship committee for consideration. Amounts and numbers of scholarships available will be determined by the Parents and Friends Club. Applications will be available during the Spring Semester.

4. State Fair of Texas Scholarship

Graduating seniors must complete an application and submit it prior to deadline. More information can be obtained at www.bigtex.com.

5. Agriscience Fair Competition

The Agriscience Fair offers the opportunity for members to demonstrate their agriscience abilities through a science fair competition. Scholarships are awarded on the state and national levels.

6. Proficiency and Star Awards

Students can obtain various scholarships through participation in advanced awards. Students who win on the state and national levels will receive scholarships.

7. Career Development Events

Students can win various scholarships at various contests if they win high individual honors. Additionally, colleges scout judging team members and offer those students with exceptional abilities scholarships to judge at their universities or colleges, respectively.

***** Other scholarship opportunities will be announced during class and at FFA meetings as they become available.*****

Competitive Team Activities

Leadership Development Teams – Fall Semester

- Jr. Chapter Conducting
- Sr. Chapter Conducting
- Jr. FFA Skills Demonstration
- Sr. FFA Skills Demonstration
- Jr. FFA Quiz Team
- Sr. FFA Quiz Team
- Sr. Creed Speaking
- Jr. Creed Speaking
- Agricultural Issues Forum
- Agriculture Advocacy
- Radio Broadcasting Team
- FFA Public Relations
- Job Interview



Career Development Teams – Spring Semester

- Soil and Water Stewardship Speaking
- Extemporaneous Speaking
- Jr. Prepared Public Speaking
- Sr. Prepared Public Speaking
- Meat Judging
- Livestock Judging
- Horse Judging
- Dairy Cattle Judging
- Ag. Communications
- Floriculture
- Farm Business Management
- Ag Marketing
- Food Science
- Ag. Mechanics
- Range & Pasture
- Wildlife
- Vet Science
- Wool
- Land



LEADERSHIP ACTIVITIES

The following activities are offered to all members in the Allen FFA. Some activities may have prerequisites based upon leadership achievements.

Fall Semester

- Texas Leadership Conference
- Greenhand Leadership Camp
- District FFA Meeting
- State Fair of Texas
- National FFA Convention
- Leadership Development Events
- District Banquet

Spring Semester

- Career Development Events
- Fort Worth Livestock Exposition
- San Antonio Livestock Exposition
- Houston Livestock Show and Rodeo
- Allen Local Show – Local Project Show
- Collin County Junior Livestock Show
- District Convention
 - FFA Talent Contest
- Area Convention
- Chapter, District, Area and State Officer Process

Summer Break

- State Leadership Conference for Area and State Officers
- Area Leadership Conference for District and Area Officers
- Chapter Officer Leadership Camp
- State FFA Convention
- Washington Leadership Conference

A unique aspect of the Agricultural Science Program is the Supervised Agricultural Experience Program (SAEP). It enables students to feed and exhibit livestock projects, develop agricultural crop or horticultural enterprises or experience the other aspects of the agricultural industry. The SAEP is a powerful tool that teaches responsibility, time management, commitment, teamwork and sound financial practices.



Estimated Cost of Livestock Projects

Species	Time	Duration*	Cost	Feed/Tack
Cattle(Steer)	14 months	Feb.-March	\$3500**& Up	\$1500
Swine	6 months	Sept. – Feb	\$400**&up	\$600
Sheep	10 months	June-March	\$400**&up	\$500
Goats	10 months	June-March	\$400**&up	\$500
Rabbits (Market)	3 months	Nov-Jan	\$200	\$200
Broilers	6 weeks	Nov – Jan	\$65	\$300

*All time durations will vary depending on the shows being purchased for and the locating of the project.

**Cost of this animal may vary depending on quality of livestock and location purchased.

***Animals are not required to be kept at the AISD Project Center. The above costs do not reflect any charges that can occur for veterinarian fees, medication, validation, entry fees, animal insurance etc. These would be additional expenses for the project.

Allen FFA Agricultural Mechanics Program

Students in the Allen FFA and Allen Jr. FFA have the opportunity to participate in Agricultural Mechanics shows throughout the year.

To compete in one of the shows, students will design and construct a project of wood or metal under Ag Science Teacher supervision, and exhibit the project at a show for judging.

Benefits of Ag Mechanics Participation:

- Students learn hands on skills that relate directly to a career interest.
- Students develop public speaking skills as they exhibit their project to a panel of judges.
- Students learn the value of organization, planning, and documentation as they design, build, and document their project.
- Ag Mechanics projects may be shown at multiple shows throughout the year.

No garage or welder at home? No problem! At various points during the construction process the supervising teacher will arrange time at Allen High School for members to work on projects in the evenings and on weekends.

Be sure to check the rules of the shows you wish to enter to ensure your project fits into a show category before starting construction. Not all shows allow all types of projects. For example: The Collin County show allows the construction of indoor wood furniture, while San Antonio does not allow indoor furniture.

At Ag Mechanics Shows students have the ability to earn various prizes and scholarship monies.

At the 2018 San Antonio Stock Show there was over \$300,000 in prizes for exhibitors and \$150,000 in scholarships distributed during the AG Mechanics Show.

In the school Ag Mechanics classes there are some projects that are funded by the school and ownership of the project is retained by Allen ISD. (E.g. Shop tables, equipment for the school project facility. Should students constructing these projects as part of their coursework win tools or products from a manufacturer as a prize, the school shall retain ownership of the tools to use in the Ag Mechanics lab. Any scholarship monies won will belong to the students. Any student or group of students winning a prize with a self-funded project will be allowed to split the prizes and monies amongst themselves under the guidance of the AST.



Overnight Trips

The opportunity to participate in the Allen FFA is a privilege extended to AISD students. Participation in the Allen FFA places a student in a position of recognition and often bestows the position of role model upon the member. Any student who elects to accept the privilege of participating in the Allen FFA must recognize that he/she is a representative of the school and district, and will be held to a higher standard of conduct than that applied to the general student body. This applies to school related and non-school related activities. The member is subject to state law, school district policies, student code of conduct, the Allen FFA Constitution and By-laws, and University Interscholastic League (UIL) rules. Allen ISD policy governs all trips taken by FFA members. Any student found in violation of these policies will be disciplined accordingly.



- Students will follow directions given by Advisors, as well as adult chaperones.
- Students will conduct themselves in a proper manner at all times.
- Students will stay with the group at all times.
- Students will not leave the hotel or site of activity for any reason.
- Students will follow all curfew times. Lights out will be at the discretion of the advisors.
- Students must stay in the room assigned to them.
- Female students will not be allowed in rooms of male students. Male students will not be allowed in rooms of female students.
- Students will wear official dress, except when notified by the Advisors. Allen ISD dress code is in effect at all times.

Violations of these guidelines will not be tolerated.

Source List

Livestock Show Feed and Supplies

- Sullivan's Show Supply Hillsboro, Texas 1-800-588-7096 (will send catalog upon request)
- Gebo's 972-542-5576
- Tractor Supply 972-547-4900
- D&L Ag Mart 972-562-9995
- Wells Brothers 972-424-8516
- Melissa Feed 972-837-2286
- Bear Creek Country Store (Bells)(Steer Bulk Feed) 903-965-4900

Veterinarians (Large Animal)

- Tri-County Vet (Anna, TX) 972-924-3622
- Allen Animal Clinic (Allen, TX) 972-727-5151

Veterinarians (Small Animal)

- Allen Animal Hospital (Allen, TX) 972-727-8383

Stock Show Information

- San Antonio Livestock Show and Rodeo www.sarodeo.com
- Houston Livestock Show and Rodeo www.hlsr.com
- Fort Worth Livestock Show www.fwssr.com
- State Fair of Texas www.bigtex.com
- Collin County Junior Livestock Show www.ccjla.weebly.com

Universities

- Texas A&M University www.tamu.edu
- Texas Tech University www.canrs.edu
- Ag Consortium of Texas(links to all ag colleges) www.agintexas.org

FFA

- National FFA Association www.ffa.org
- Texas FFA Association www.texasffa.org
- Allen FFA www.Allenffa.ffa.org
- Texas FFA Alumni Association www.texasffaalumni.ffa.org
- National FFA Alumni Association <https://www.ffa.org/getinvolved/alumni>

Stay Connected:

Follow us on Instagram: allenffa

Facebook: Allen FFA

Twitter: @AllenFFA

Snap Chat: AllenFFA

Skyward: Skyward activity message

Email blast:(Alumni and student skyward links)

Allen FFA Website: www.allenffa.ffanow.org

Remind 101 Text Alerts:

Remind Text Message Alerts:

- Ag Barn Text Alerts - Text to phone #: 81010 in the message: @ barn16-17
- Allen FFA Alumni – Text to phone #: 81010 in the message: @ ffaalumni3
- Sheep/Goat Exhibitors – Text to phone #: 81010 in the message: @ahslamb
- Swine Exhibitors – Text to phone #: 81010 in the message: @ ahspig
- Rabbit Exhibitors – Text to phone #: 81010 in the message: @ahsrabbit
- Poultry Exhibitors Text to phone #: 81010 in the message: @ahschicken
- Cattle Exhibitors Text to phone #: 81010 in the message: @ barnkids1
- Cattle Parents Text to phone #: 81010 in the message: @ barnparent
- FFA Students (By graduation year) – Text to phone #: 81010 in the message: (For example) @ ffa2020
- Junior FFA Text to phone #: 81010 in the message: @ jrffa16
- Ag Mechanics Text to phone #: 81010 in the message: @ahsweld
- Ag After School Volunteers Text to phone #: 81010 in the message: @agafter
- Allen FFA Puppy Raisers Text to phone #: 81010 in the message: @ffapuppy
- State FFA Convention Text to phone #: 81010 in the message: @convffa
- Allen FFA CDE Host Committee Text to phone #: 81010 in the message: @allencd

Allen FFA

Extracurricular Code of Student Conduct

Participation in school sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See <http://www.uil.utexas.edu> for additional information.] The following requirements apply to all extracurricular activities:

- A student who receives a grade below 70 at the end of a grading period in any academic class—other than an advanced placement or international baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English—may not participate in extracurricular activities for at least three school weeks. Credit by examination, correspondence courses, and Eagle Academy instruction shall not be used to gain eligibility for participation in extra-curricular activities.
- An ineligible student may practice or rehearse while suspended but they may not participate or sit with the student group during the performances or games.
- There is a seven day grace period that keeps the student eligible until the close of school one-week after the grades are released. At that time, the student must be ineligible for three full weeks.
- A grade of “I” still renders the student ineligible unless the “I” is cleared before the end of the seven-day grace period. Students regain eligibility when it is determined that they are passing all classes at the end of the next three weeks.
- A student is allowed up to 10 absences per school year not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions. Playoff games are not subject to this rule.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

Additional Conduct to be addressed while participating in Allen FFA Functions; Violations of these will result in referral to the following:

1. Students House Principal
2. CTE Principal
3. Student Counselor

FFA Conduct Expectations

The following conduct is expected of all participants. Failure to meet these expectations can result in disciplinary action by the coach or sponsor:

- Students who participate in extracurricular activities that involve competition among schools and school districts will conduct themselves in a sportsmanlike manner at all times. This includes behavior toward visiting teams or hosting teams.
- Students should arrive to practices (including workouts), meetings, and events on time and prepared.
 - *In the event that you cancel your participation after the registration deadline for that contest, you will be required to refund that entry to Allen FFA. Failure to pay that back to the chapter will result in being placed on the AHS fine list.*
- Students are required to show respect at all times to advisors and supporting Alumni.
- Students should follow the Allen ISD dress code.
- Students should follow the rules promulgated in the *Allen ISD Student Code of Conduct*. Failure to do so may result in additional disciplinary measures related to the student's participation in extracurricular activities as determined by the advisors.

Prohibited Conduct

Allen ISD students who participate in extracurricular activities are prohibited at all times from:

- possessing, smoking, selling, or otherwise using tobacco products including E-Cigarettes;
- possessing or using drug paraphernalia;
- possessing, selling, or delivering to another person look-alike drugs or items represented to be drugs or contraband of any kind;
- possessing, selling, giving, delivering to another person, using, or being under the influence of marijuana, alcohol, a controlled substance, or any dangerous drug;
- engaging in conduct that contains the elements of an offense relating to glue, aerosol paint, or volatile, mood-altering chemicals;

- engaging in serious misbehavior, as outlined in the Allen ISD Student Code of Conduct;
- attending any event at which underage drinking, smoking, or drug use is occurring (students will be allowed a slight concession for an amount of time long enough to determine that a violation is occurring and to leave the premises);

- riding in a vehicle containing alcohol unless a parent, guardian, or other responsible adult is present and aware of the presence of the alcohol;
- stealing;
- conduct that causes injury or harm to persons or property;
- using profanity, lewd or vulgar language, or obscene gestures;
- fighting;
- any conduct resulting in arrest and/or citations from law enforcement officers;
- inappropriate touching including “making out” in public places, sexual gestures, or exposing parts of the body that are ordinarily covered up in public;
- inappropriate behavior in public places.



Website to take test: <https://agrilife.org/qualitycounts/>

[Link for new online test: texaslivestockvalidation.com](https://agrilife.org/qualitycounts/)

At the bottom of the registration page: FFA Affiliation = Allen FFA

Quality Counts Verification Required for all Texas Major Livestock Shows Starting in 2014, Quality Counts verification will be required for all youth exhibiting livestock (market and/or breeding) at major livestock shows in Texas (including the State Fair of Texas, Ft. Worth Livestock Show, San Antonio Stock Show & Rodeo, Houston Livestock Show and Rodeo, Star of Texas Fair in Austin, San Angelo Livestock Show, Sandhills Stock Show in Odessa, State Fair of Texas in Dallas, and Heart O' Texas Fair in Waco). The verification process will require junior exhibitors to pass an online test that measures their knowledge on quality assurance and character education content items.

The Quality Counts Program has now been in existence statewide for six years. Over this time, it has reached an average of 30,000 youth per year through the 4-H and FFA Programs. The program outcomes clearly demonstrate youth being more knowledgeable of best management practices associated with livestock projects. More importantly, the program's impact has demonstrated positive changes in personal character attributes as well as adoption of livestock best management practices.

Over the years, Quality Counts has been supported and endorsed by every major livestock show in Texas. These livestock shows have been instrumental in helping market the program statewide and have also been a strong partner regarding the educational content developed for the Quality Counts Program. In addition, these livestock shows have fully endorsed this verification process.

Starting in May, youth are able to go online to take the test and become verified. A verification number will need to be provided at the time of making an official entry into a Texas major livestock show. Thus, youth will need to have completed and passed the test before the major livestock show's entry deadline. A passing score has been determined to be 80%.

Youth educators and the major livestock shows in Texas believe strongly in Quality Counts. Collectively, they are confident that this significant step of requiring youth to be "Quality Counts Verified," starting in 2014, will strengthen and enhance the youth livestock program in Texas.

For more information, please contact your County Extension Agent or Agriculture Science Teacher. To learn more about Quality Counts including the verification process, please visit: Quality Counts

<https://agrilife.org/qualitycounts/>



Official FFA Jacket Ordering Instruction



- www.ffa.org
- Take your measurements you will plug them into the form.
- Go to the “Shop” tab
- Go down to “Jacket Fitting”
- “Order & Fitting Information”
- You can plug in the sizes you have and it will estimate a jacket size for you. If the measurements are to far off, you may need to order a custom jacket.
- **** Keep in Mind**** if you are a freshman or sophomore you may want to order a large size for growth.
- Once you are ready to actually order the jacket you will go back to the home page and go to “shop”
- “Begin Shopping”
- “Official Jackets”
- Then you need to select men’s or women’s (make sure you order gender specific. The women’s jacket is shorter than the men’s)
- Don’t forget to order the official FFA scarfs for girls and ties for boys while online ordering.

from tonight and
website order

Approved Volunteer Click Sheet

1. www.allenisd.org
2. Departments
3. Human Resources
4. On the left side of the screen – click on “Register to be a volunteer”
5. Then begin the process of becoming a volunteer for Allen ISD.

Who all needs to do this?

A: EVERYONE

All individuals working with the students of our program at community service projects, animal projects at the Allen ISD project center etc. This includes visitors to the barn.



**HANDBOOK
FORMS
TO
BE
SIGNED
AND
TURNED IN**

Forms

The following pages contain forms that need to be returned to the agriscience teachers. If you are going to participate in **any** FFA activity, we must have the permission slip and emergency information.

Did You Complete.....?:

- Parent/Student Contact Information (Emergency Information)
- AISD Approved Volunteer (you will complete online @ www.allenisd.org)
- Animal Welfare Agreement (If raising a livestock animal)
- Animal Project Rules and Regulations/ Pen Agreement & Fee (AISD Barn) (If raising an animal at the barn)
- Animal Project agreement and understanding of the current issues of West Nile and H3N2.
- Allen FFA Handbook Agreement Acknowledgement
- Allen FFA Travel Form (This form will stay on file for the entire year for all travel outside of the district.)
- Quality Counts: online test to be taken, once complete the state will give you a certificate code to verify you are in good standing and may enter the major livestock shows.

CDE Contest Agreement

GENERAL RULES

1. 3 missed practices without an excused absence will result in removal from the team.
2. Students must be eligible, according to the standard UIL rules, "No Pass No Play", to participate in any contests.
3. State Law and school policy prohibits the use of alcoholic beverages, tobacco (including electronic cigarettes), narcotic drugs or controlled substances on any school property and during school trips. All school policies and student code of conduct rules will be in effect.

DRESS CODE

1. Dress code for CDE contests is a collared shirt (polo style or button up), jeans (in nice condition, no rips or tears), and closed toe, closed heel shoes. Discrepancies in dress code will be addressed by the ag teacher. The ag teacher's decision is final.
2. Dress code for travelling will be school dress code. No inappropriate clothing, see through clothing, or inappropriate sayings or pictures will be allowed. Discrepancies in dress code will be addressed by the ag teacher. The ag teacher's decision is final.

CONTESTS

1. The ag teacher coaching each team will make the ultimate decision regarding whether a team competes in a contest. This decision is final.
2. A list of invitational and qualifying contests will be provided to each team
3. In the event a student backs out of the contest after the close of registration, the student is responsible for refunding the chapter the cost of the student's entry fee. These range from \$10.00-\$30.00. If the student's failure to attend causes forfeiture of the team, the student will be held responsible for the cost of the team entry. These could range from \$40.00 - \$80.00. These fees will be added to the student's obligation record if not paid before the last day of school.
4. Fees may be waived based upon extenuating circumstances as deemed appropriate by the ag teacher coaching the team.
5. **If a student can't attend the area contest they are not allowed to travel to practice contest .**
6. The top 4 performing students deemed at practice will be the students who travel to the contest. This decision is made by the teacher and is final. No weight will be given to seniority or previous participation in the contest.

Contest Dates (Detailed contest dates found on FFA canvas page)

Please Initial next to each contest you will be able to attend , it is a requirement for all students to be available to judge at the area contest in April . If a student can't attend the area contest they are not allowed to travel to practice contest.

Tarleton Invitational Contest _____ (All teams) _____

A&M Invitational Contest _____ _____

Plano West Contest _____ _____

Area Contest _____ (Commerce, Tarleton) _____

Oher scheduled Contests _____ _____

SAE/AET Record Book
Grading Policy
Agriculture Experience Tracker
www.theaet.com

You/your child are/is about to start a major project in your/their Agriculture Class. I hope that they choose a fun and exciting project that can keep their interest and help them learn responsibility at the same time. This project is called an SAE project which stands for Supervised Agriculture Experience. There are several different choices of SAE's.

Placement - Get a job or internship (job shadow) on a farm or ranch, at an agriculture-based business (e.g. nursery, vet clinic, grocery store, feed store, hardware store, etc.), or in a school or factory laboratory. Your child will also need to keep up with any money spent or earned while working on their project. This can be a paid or unpaid placement.

Paychecks and time recorded in journal. Student must have an average of 5 hours per week or more to reach 25 hours/year of combined SAE hours. (students in practicum of Vet Science Class - min.15 hours/week)

Research – This project allows the student to complete an experiment type project relating to agriculture. This is a lot like a science fair project (e.g. Determine whether the phases of the moon affect plant growth, or test and determine the efficacy of different welding methods, etc.). Your child will also need to keep up with any money you spend or earn while working on your project. This project will be judged at our Ag Science Fair and could be selected to advance to the FFA Agri-Science Fair as well. See Tx FFA rules for Ag Science Fair and use The AET for documentation.

- *Time* is invested & and possibly \$. Multiple SAEs may be done to reach the min requirement of 20 hours/year of combined SAE hours

Foundational –This division is used for helping a student reach the SAE requirement for class that cannot invest \$ or just wants to learn more about an agriculture topic. *No \$* is involved only *time!* For other Foundational ideas talk to your ag teacher.

- *No \$ involved.* Multiple SAEs may be done to reach the min requirement of 10 hours/semester of combined SAE hours

Entrepreneurship– Own and operate an agricultural business (e.g. a lawn care service, beef cattle show project, a garden, holiday poinsettia production and sales, etc.) This project allows students to complete a hands-on, work related project that pertains to agriculture. *\$ is invested is recorded and time* is journaled to reach a min of 20 hours/year

For animals you must have recorded:

- How did you attain the animal? Inventory purchased for resale
- Feed expenses, each time you purchase (not one entry for all)- ex. 200lbs, finisher, 14%
- De-wormer expenses (monthly for each animal except cattle may go 6 weeks between purchasing de-wormer)
- Hay expenses (some will not require hay)
- Stall bedding expenses (hay/straw)
- Pen rent (~~\$50~~/feeding period or year, may be in labor exchange under Non Cash)
- At least one supply per month purchased (other, feed, brush, comb, halter, etc.)
- Any other expenses incurred: Entry fees for shows, vet bills, etc.
- Income- when sold, premiums won at shows, etc. Also show in journal
- If you won a calf scramble it goes under Finances/Non-SAE Non-Cash Entries/other/memo enter HLSR calf scramble

School-Based Enterprise- can be entrepreneurial or placement and takes place in a school setting outside of regularly scheduled class time. Examples of school based enterprises may include, cooperative livestock raising in a school facility; managing or working in a school garden, a greenhouse; agricultural research done at the school; agricultural fabrication

Service-Learning- a student-managed service activity where students are involved in the development of a needs assessment, planning the goals, objectives and budget, implementation of the activity, promotion and evaluation of project. It may be for a school, a community organization, non-profit organization. The student(s) are responsible for raising funds for the project (if funds are needed). A project must be a stand-alone project and not part of an ongoing chapter project, or community fundraiser. Service-learning SAEs may be individual or a small group effort amongst students.

The Agriculture Experience Tracker (AET) record book will be graded each week and at the end of each grading period. It will count as one test grade each 6 weeks. It is the student's responsibility to keep an accurate record of journals/expenses/incomes current. Students will have the opportunity to update record books in class, but will need to complete the actual SAE project outside of class time. Students may use a laptop, computer, ipad or the mobile version at www.m.theaet.com

Requirements for completed AET

- Resume:** updated and current including objective
- SAE Plan:** complete sentences and detailed for each SAE
- SAE Hours:** a minimum of 20 hours journaled/year (with a max of 5 hours in one journal entry at a time/day) of the SAE project/semester. Multiple SAEs may be required if necessary.
- Inside class:** hours of instruction which will be a min of 60/semester or 110 hrs/year journaled.

TOTAL of no less than 110 hours/year of combined.

I understand that failure to complete this project and enter it online will make it difficult to pass the class. Furthermore, I understand that record books cannot be turned in late.

By signing the AHS FFA Handbook my child/I acknowledge that this SAE/AET grading policy will be a major part of the Agriculture Course Grade.

Parent Signature: _____ Date: _____

Student Signature: _____

Allen FFA
Lonestar FFA Degree Recipient Agreement
(Students Grades 11th & 12th)

Student Name: _____

Student Cell # : _____

Have you met the following requirements:

- How many years have you been enrolled in an Ag Science Class (Counting this year)

- How many hours of community service have you completed? (at least 2 different activities not benefitting Allen FFA) _____
- What is your SAE? _____
- Held an FFA leadership position:
 - Chapter officer _____ (Name position)
 - District officer _____ (Name position)
 - Chapter committee chair/member _____(Name committee)
- Completed a 6 minute speech FFA/Ag Topic
- Competed on contest teams (LDE's and/or CDE's and/or Speaking Contests)
- Participate/Compete 10 activities in 3 different categories above the chapter level (stock shows, leadership workshops, camps, district, area and state conventions, meetings)
- Entered SAE journal entries and financial entries in AET record book
- Will you attend the Texas State FFA Convention July 6th or July 7th (Date may vary by year, check with AG teacher) to accept your lonestar degree on stage.
 - YES
 - * NO
- I agree that I will prepay \$40 Lonestar application fee(Covering a day registration and your Gold Award Display Chain). Fee Due April 1st (Payable to Allen FFA Alumni : this will cover the day registration costs and award display(Gold Chain) at time of online pre-registration in May)
- July you will be:
 - Incoming Senior
 - Graduated Senior

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Junior FFA Interest Sheet

(Ages: 9 years/3rd grade – 8th Grade)

I am interested in exhibiting the following projects: (circle all that apply) (housing for the animal will be at your own home or alternate location) (The ag barn is for students enrolled in an Ag science class grades 9-12)

- | | |
|----------------------------|---|
| Market Lamb | *Registered Breeding Sheep (Ewe) |
| Market Goat | *Registered Breeding Goat (Doe) |
| Market Swine | *Registered Breeding Gilt |
| Market Steer | *Breeding Beef Heifer *Commercial Steers |
| Market Rabbits | *Breeding Rabbits |
| Broilers (market chickens) | *Exhibition Birds (breeding chickens) |
| Junior Ag Mechanics | |

I am interested in exhibiting livestock at the following Shows: (Circle all that apply)

Collin County Junior Livestock Show State Fair of Texas Ft. Worth
San Antonio San Angelo Austin Houston

I am interested in participating in the following:

Science fair livestock judging (NTSF, State Fair, HLSR) public speaking

Other judging contest at State Fair

Other: _____

Signature of

Student: _____ Date: _____

Signature of Parent/Legal

Guardian: _____ Date: _____

High School FFA Participation Interest

Circle All That You Are Interested In

(Grades 9th – 12th)

LDE(Leadership Development Event)

(Fall Event)

FFA Quiz
FFA Creed Speaking
Radio Broadcast
Ag Advocacy
Ag Skills
Ag Issues
Public Relations
Job Interview

CDE (Career Development Event)

(Spring Events)

Horse Evaluation
Livestock Evaluation
Vet Science
Dairy Cattle Evaluation
Farm Business Management
Floriculture
Nursery Landscape
Land
Wildlife
Wool
Ag Sales
Ag Marketing
Range & Pasture
Entomology
Ag Mechanics
Dairy Products

SDE (Speaking Development Event)

(Spring Event)

Prepared Public Speaking (Various Topic Categories)
Extemporaneous Public Speaking

Livestock Exhibitor

Cattle Pigs
Sheep Rabbits
Goat Chickens

FFA Officer

Chapter = Allen
District
Area
State
National

Committee Person

Community Service

Ag After School Volunteer

Leadership Workshops/Training

Local - Allen
District
Area
State
National

SAE Based - Higher Degrees

Chapter Degrees (Greenhand, Chapter)
Star Degrees
Lonestar (Highest State Degree)
American Degree (National Degree)

Meetings/Banquets/Conventions/Conferences

Local = Allen
District
Area
State
National

Canine Companion Volunteer Puppy Raiser

Puppy Raiser
Puppy Sitter

FIELD TRIP/CO-CURRICULAR ---- PERMISSION FORM AND EMERGENCY TREATMENT RELEASE

I, _____, the parent and/or legal guardian of _____, a minor, hereby acknowledge that said minor is presently under my care, custody, and control. I hereby give my child, the above noted minor, my express permission to travel with the teacher/sponsor/group identified below on field trip(s) and to school activities/events during the school year, and to participate in all scheduled activities inherent in this/these study(s).

In the event of an emergency necessitating medical attention for my child, I do hereby authorize that treatment be given by qualified/licensed medical personnel. I understand that I will be notified as soon as possible and that all expenses incurred in treatment will be assumed either directly by me or by my insurance coverage as noted below.

I acknowledge that liability of the school district and school employees is narrowly defined and extremely limited by State law and local policy.

Name of Teacher/Sponsor/Group Leading the Off-Campus Study: _____

Name of Parent/Guardian: _____
Please Print

Signature of Parent/Guardian: _____

Home Address: _____

Home Telephone: _____ Cell/Business Telephone: _____

CONFIDENTIAL MEDICAL INFORMATION

Family Doctor: _____ Telephone: _____

Hospitalization? Yes___ No___ If yes, Company: _____ Number: _____

List pertinent medical information applicable to allergies, nervous disorders, heart trouble, diabetes, epilepsy, etc. Indicate any medication or drugs to which the student is allergic:

List any regular medication the student is taking: _____

List any other information that may be helpful: _____

Current immunization status: Tetanus: _____ Date: _____

Two other local contacts in case of emergency:

Name: _____ Phone: _____

Name: _____ Phone: _____

Extracurricular Code Of Conduct

Date _____

I have read the Allen FFA *Extracurricular Code of Conduct* and agree to adhere to these rules as a condition for my voluntary participation in Allen ISD extracurricular activities. I understand that failure to do so will result in disciplinary measures related to my extracurricular participation.

Student Name _____

Student Signature _____

I have read the Allen ISD *Extracurricular Code of Conduct* and understand requirements for my child's voluntary participation in Allen ISD extracurricular activities. I understand the consequences that my child will face if he or she fails to adhere to these rules and agree to such terms.

Parent Name _____

Parent Signature _____

**Allen FFA
Emergency Information**

This form must be completed by the parent/guardian of each member. This form is required of all members of the FFA. This form must be updated yearly or in the event that any of the information should change. WITHOUT THIS COMPLETED FORM, YOUR CHILD MAY NOT PARTICIPATE IN THE FFA ACTIVITIES.

STUDENT'S NAME _____ GRADE _____

DATE OF BIRTH _____ SOCIAL SECURITY # _____ - _____ - _____

FFA ACTIVITIES _____

PARENT OR GUARDIAN'S
NAME _____

HOME ADDRESS _____ CITY _____

ZIP _____

TELEPHONE # _____ PARENTS HOME # (IF DIFFERENT) _____

MOM'S WORK # _____ DAD'S WORK# _____

Mom Cell# _____ Dad Cell # _____

Students Cell # _____

Parent's Email Address _____

Additional Parent Email address _____

Students Email Address _____

INSURANCE CARRIER _____

PHONE # _____

NAME OF INSURED _____

ID NUMBER _____

GROUP # _____

PLAN # _____

Name and phone number of relative or friend who can be contacted in case of emergency when parent/guardian are unavailable.

NAME _____ PHONE # _____

RELATION _____

NAME _____ PHONE # _____

RELATION _____

FAMILY DOCTOR _____ PHONE# _____

DENTIST _____ PHONE# _____

IF, IN THE JUDGEMENT OF ANY REPRESENTATIVE OF THE SCHOOL, THE ABOVE STUDENT NEEDS IMMEDIATE CARE AND TREATMENT AS A RESULT OF ANY INJURY OR ILLNESS, I DO HEREBY REQUEST, AUTHORIZE, AND CONSENT SUCH CARE AND TREATMENT AS MAY BE GIVEN SAID STUDENT BY ANY MEDICALLY QUALIFIED REPRESENTATIVE. I DO HEREBY, AGREE, TO INDEMNIFY AND SAVE HARMLESS THE SCHOOL AND ANY SCHOOL REPRESENTATIVE FROM ANY CLAIM BY ANY SUCH PERSON OF SUCH CARE AND TREATMENT OF SAID STUDENT.

STUDENT'S SIGNATURE/DATE

PARENT/GUARDIAN'S SIGNATURE/DATE

Allen FFA Volunteer Puppy Raising Program

for Canine Companions for Independence®



**Sponsors:
Stacy Schertz
Agriculture Science Teacher**

About the Program



Canine Companions for Independence is a non-profit organization that breeds, raises, and trains assistance dogs to enhance the lives of individuals with a variety of disabilities. The organization relies on volunteers to raise the dogs from a young age in order to teach them basic commands and experience socialization in addition to providing them with a safe and loving home. The headquarters of Canine

Companions® is located in Santa Rosa, California, and there is a local training center and chapter that operate out of North Texas. The Allen ISD CTE Department and Allen Agricultural Science Department have partnered with this organization to provide volunteer puppy raisers who are students at Allen High School and members of the Allen FFA chapter.

The activity of raising an assistance dog serves as a FFA Supervised Agricultural Experience (SAE) for agricultural science courses. In addition to fulfilling the requirements of Canine Companions, one must be a paid Allen FFA member in good standing and thus also enrolled in agricultural science courses at Allen High School. Due to a high volume of interested students, there is a rigorous application and screening process through both the Allen FFA chapter and Canine Companions for Independence.

Requirements

As a volunteer puppy raiser, you must agree to the following:

- Provide a safe environment for a puppy who will be the only dog under one year old in the household
- Work closely with Canine Companions and the AHS program sponsors (Mrs. Schertz) while monitoring the puppy's progress and submitting monthly reports to CCI and Carbon copying Mrs. Schertz
- Attend Canine Companions approved obedience classes at the Kinkeade campus (7710 Las Colinas Ridge, Irving, TX 75063) 2x per month or scheduled training off site with Veteran Canine Companion Puppy Raiser Volunteers.
- Teach the puppy manners and basic commands
- Provide financially for the puppy's food, medical, and transportation expenses
- Feed the puppy a diet recommended by Canine Companions (Eukanuba Large Dog breed puppy)
- Provide a kennel or crate for sleeping indoors
- Provide the puppy with age-appropriate socialization opportunities such as public outings (school-sponsored as well as personal) and medical appointments
- Keep the puppy on a leash at all times unless in a securely fenced area
- Supervise the young puppy throughout the day
- Agree to return the puppy upon request to Canine Companions

You must be at least 18 years old to be a volunteer puppy raiser. Those under the age of 18 must have a parent or legal guardian as a co-applicant on the puppy raiser application (the majority of Allen FFA puppy raisers will require a co-applicant). Per Allen ISD, all parents involved in the program will be required to complete a background check.

The Allen FFA Volunteer Puppy Raising Program will abide by the UIL eligibility policy. Program members must be eligible at all times through UIL, and frequent grade checks will be put in place. The sponsors will also monitor member attendance and discipline, both initially upon application and frequently while in the program.

All puppy raisers will be given a thorough timeline detailing feeding and medical expectations as well as training and socialization directions. A puppy raiser manual will be provided as well. All program members will be expected to utilize and abide by these resources as well as others.

Costs: (include general information after receiving the cost outline from Mrs. Bell, include cost of Allen program t-shirt)

Puppy sitters: those who are unable to be an Allen FFA volunteer puppy raiser may qualify to be an Allen FFA puppy sitter. Puppy sitters will abide by all of the same guidelines and follow the same steps as the puppy raisers except they will not be placed with a dog. Instead, they will be available to care for and train various puppies in the program for a specific amount of time when the need arises.

Approximate Cost:

	cost per incidence	yearly cost	
Vet Office Visit	\$40-60	\$160 - \$240	Puppies will need to see the vet at least 4 times for vaccines, plus any additional vet visits that may be required
Vaccines	\$20-50 each	~ \$400	Puppies will need 3-5 different vaccines 2- 4 times during the time they are being raised
Monthly preventatives	\$25 - 30/month	\$300	Heartworm, flea, and tick preventatives
Dog food	\$45/ 6 weeks	\$375	Eukanuba Large Breed
Spay/neuter	\$500		If the puppy is slated for "placement" (meaning the PR is responsible for spay or neuter) that can add \$200-600 for males and \$400-800 for females depending on the vet used. If the dog is a potential breeder (purebred males, most females), this cost will not apply.
Crate	\$100		
Toys, treats, leash/collar, etc.	variable	\$500	
Medical issues	≤ \$1000		UTI, skin infection, broken toe nail, etc.
total cost		\$2000 - \$3000	

Puppy Sitter Defined: those who are unable to be an Allen FFA volunteer puppy raiser may qualify to be an Allen FFA puppy sitter. Puppy sitters will abide by all of the same guidelines and follow the same steps as the puppy raisers except they will not be placed with a dog. Instead, they will be available to care for and train various puppies in the program for a specific amount of time when the need arises.

Steps To Becoming A Puppy Raiser/Puppy Sitter

- Attend (parents and student) Allen High School Puppy interest meeting (date to be determined by appropriate sponsors)
- Parents must attend a mandatory meeting at the training facility for Canine Companions @ 7710 Las Colinas Ridge, Irving, TX 75063 at the date specified by the sponsors.
- Students participate in scheduled training hosted by Allen FFA with our experienced puppy raiser veteran volunteers. This time frame and frequency for training will be determined by Canine Companions staff.
- Once these things are complete the following steps will begin for the project:
 1. Student fill out Allen High School Interest Form (Google Doc)
 2. Allen High School staff verify student's eligibility based on attendance, GPA, class schedule (Ag science course enrollment), paid FFA membership, discipline etc..
 3. Mandatory Meeting for parents at Canine Companions campus at Irving campus- without students present.
 4. Student and parent attend and observe a puppy class at the Irving Campus and tour the campus where the puppy's will attend puppy classes each month and will return for the remainder of the training prior to being placed with their permanent handler as an assistance dog
 5. Student knowledge /Interest test: canine body language/behavior, basic handling, canine nutrition, daily care, grooming, basic daily health checks (illness, injury, parasites etc.)
 6. If chosen by AHS staff, your family will be given the Canine Companions puppy raising application to complete and return to Becca or Jenn at Canine Companions.
 7. Canine Companion phone interview
 8. Canine Companion home visit (completed by local volunteer)
 9. Placed on the puppy waitlist



Frequently Asked Questions

Individuals are encouraged to review the FAQs provided on the Canine Companions website:

- <http://www.cci.org/assistance-dogs/assistance-dog-faqs.html>
- <http://www.cci.org/get-involved/ways-to-volunteer/puppy-raiser-faqs.html>

Additional FAQs pertaining to the Allen FFA program include:

- What if I am no longer able to be a member of the Allen FFA chapter (there is no room in my schedule, I am graduating from high school, etc.)?

This question will most likely be answered on a case-by-case basis. For students who are graduating from high school, the protocol will be aligned with that of the Allen agricultural facility/ag barn: if the student has a younger sibling in Allen ISD, that sibling would be able to continue raising the dog through the program, even if he/she is not a member of the Allen FFA chapter.

- What if I will be gone for an extended amount of time due to a vacation, stock show, or other trip?

The student will be required to make necessary arrangements for the care of the dog while he/she is out of town and communicate these to Mrs. Schertz. If a family member is unable to watch the dog, a possible caretaker would be an Allen FFA puppy sitter. Please see above for the description of an Allen FFA puppy sitter.

- What if I become academically ineligible/placed in an alternative learning center while caring for a puppy or forced to leave the program (moving to a different city, etc.)?

Those who are selected as volunteer puppy raisers and puppy sitters are expected to display past, present, and future academic excellence. In the rare event that a program member becomes ineligible, decisions regarding the placement of the puppy that he/she is assigned will be made at the discretion of Canine Companions and the AHS program sponsors.

- Where does the puppy go during the day while I am at school? Can I take it with me to my classes?

During the day, the puppy will remain in Mrs. Schertz's classroom (K209), or another approved location (i.e. the ag hall classrooms (H116 and H117) and office, etc.) and will not be exposed to the entirety of the AHS population. As the puppy progresses with training, he/she may begin to venture outside of these places. All decisions regarding the location of the puppy will be made by the sponsors and Canine Companions when he/she is ready to come to the school.

If you are interested in being a part of the Allen FFA volunteer puppy raising program, please fill out the request form below:

<https://forms.gle/rFF7eAeqCE2UhRAC7>

Sponsor Contact Information

Stacy Schertz

Agriculture Science Instructor, FFA Advisor

Room Location: K209
Email Address: stacy.schertz@allenisd.org
Office Phone: (972) 727-0400 x5959
School Cell: (214) 876-1661

**All students participating will be given access to the
Allen FFA Canine Companions Canvas Page**



Allen FFA Agriculture Science Department
Verbal Warning

FFA Handbook Violation
Documentation

Today's Date: _____

Date of Offense: _____

Teacher: Mrs. Schertz Mrs. Wells Mr. Brill

Violation: _____

Student Signature

Date

Teacher Signature

Date

Student Name _____ ID # _____

**ALLEN INDEPENDENT SCHOOL DISTRICT
CAREER AND TECHNICAL EDUCATION DEPARTMENT**

**Parent(s)/Guardian(s) Approval Form for
Use of Materials, Hand Tools, and Power Equipment, and Facilities**

Your student is enrolled in a Career and Technical Education course. The course curriculum requires the use of school equipment including but not limited to: ladders, hand tools, power tools, welding and power equipment, after completion of instructions, and safety, and operational demonstrations.

All tools and machines are kept in good working order; safety guards are provided where needed; and precautions are taken to assure the best and safest working conditions possible. However, there is always an element of danger when working with materials and equipment in any lab or facility site. *Student accident insurance is recommended for every pupil taking this Career and Technical Education course.* Allen Independent School District does **not** provide student insurance coverage for any accident or injury incurred while participating in any CTE lab or facility activity before, during, or after school.

Allen Independent School District and its employees do not assume responsibility for any accident or injury. Your signature below acknowledges your understanding of the information contained here and gives permission for your student to use materials, tools, equipment, and machines in the appropriate lab and/or facility site.

Parent/Guardian Signature _____ Date signed _____

This form must be received by the Career and Technical Education instructor(s) before any student may participate in any CTE lab activity or function.



AISD
Agricultural
Science
FFA
Project Center
Rules

Allen ISD

Project Center Rules

The Allen Independent School District maintains the Allen FFA Project Center located at 740 Ingram Lane in Lucas, TX east of town. This center provides for those students who do not have facilities at home to keep their projects. . This is an AISD learning facility; available for students in grades 9-12 enrolled in an Agriculture science Course. This is an AISD learning facility; all school rules and policies are in effect and shall be enforced. All visitors must be announced to an Ag teacher prior to their arrival, each parent and long term volunteer must be an approved AISD volunteer. This can be done from the AISD www.allenisd.org website.

This facility is open and available for housing swine, sheep, goats, and cattle. A feeder animal project can be kept only for a period of one (1) school year at the facility. No male animals capable of reproduction will be allowed at the facility. Female animals capable of breeding may stay at the AISD facility provided they are eligible to show. The following rules are currently in force. Any new rules that may become necessary will be effective immediately upon notification to the Agriscience students by the Agriscience teachers. It is our goal as a district to set, monitor, and continuously improve a strict set of rules and guidelines to be followed. This in turn should provide a safe, educational, and rewarding atmosphere that is conducive to learning.

These rules are to be followed by students and parents.

1. All projects to be kept at the facility must be pre-approved by the student's Agriscience teacher. The number of animals a student may raise at the AISD facility is limited to the available space with a maximum of 4 head of animals per student. The teacher will assign a stall or pen where the project animal will be kept.
2. Each student is responsible for the feeding and caring of his/her project on his/her own time and not during school time. Raising a project animal is to be a learning experience for the student. The student showing the project is to be the primary care provider for the animal.
3. Each project must be cared for in a proper manner (i.e., daily and sufficient feeding and watering). A student's animal may be removed from the facility after the documented incident of neglect, and will have to incur all costs during care of project during time of neglect.
4. Students will be responsible for keeping their individual project stall or pen clean at all times. In addition, it is the individual student's responsibility to keep his/her animal in the assigned pen. The student also has the responsibility to keep the barns and grounds around the facility free from litter, straw, hay, feed and waste. Each student is required to help with the general up-keep and management of the facility. Areas will be designated for animal waste and bedding by the Ag science teachers.
5. Persons responsible for intentional damage/vandalism (to the property or equipment) may be held financially responsible for repair of the damage and may have their project removed from the barn.
6. Any visitor taken to the facility is the sole responsibility of the Agriscience student accompanying the visitor. There will be **NO UNAUTHORIZED** visitors allowed at the Allen ISD Ag project center with the exception of parent or legal guardian or siblings. (The Allen ISD approved volunteer process is required by all in contact with Allen ISD students, but does not give you authorization to be at the Ag Project Center) Failure to comply will result in disciplinary action.
7. **Cleanliness-** Students are required to keep projects and project areas clean at all times! Feed rooms, store rooms, wash rack, walk ways, common areas and facility grounds will be kept clean by the students using the facility. A dumpster is located at the entrance to the facility for trash disposal. Recycle containers are located in the barn area as well for feed sacks and plastics water bottles. The facilities will be double cleaned each evening after 8pm or at the morning feeding prior to school, this is for those that the evening is unpractical due to age or other club obligations. The student on the chore list is responsible for their chore area Monday through Saturday (this does not excuse the other students from cleaning their

area and main areas prior to chore cleaning). Each week Monday thru Saturday these students will maintain their chores. Parent supervision and reports to Ag Advisors is needed to monitor facility at all times. The student needing to clean in the morning prior to school must tell the parent in charge of white board and/or an advisor of their plans. Each student is to complete these chores or be reprimanded according to the Agriculture Instructors discretion. Failure to maintain proper cleanliness of the facility may result in disciplinary action as documented by the supervising Ag science teacher.

8. The abuse of any animal will not be tolerated. The student is responsible for proper care of his/her animal. This includes adequate nutrition and hydration for proper growth, the development of the animal project, and cleaning the pen and surrounding area. When owners are unable to be contacted, the AISD agriculture advisors reserves the right to seek treatment for any animal found to be in need of immediate emergency care. The owner will be responsible for any costs incurred.

9. State law prohibits the use/possession of alcoholic beverages, narcotic drugs, controlled substances, and tobacco products including E-Cigarettes are not allowed for students, adults or animals on premises, as well as the use of profane or abusive language at any school facility. Also the use/possession of firearms, shells are also prohibited. In addition, all school policies will be in effect and enforced at the agriscience facility. Violation will result in disciplinary action in accordance with the Allen ISD student code of conduct. 1. Prompt removal of animal and all property. 2. Not eligible for future FFA competitions.

10. The student will keep their feed / hay and equipment locked in a trash can or similar container. The Container will be located in the feed room or designated area in the barn. The school has tack boxes available and your storage will be limited to this box. Each student will be issued a box and a combo lock. All tack and feed areas are subject to search by school officials. The district lock if damaged or lost will be replaced by the exhibitor in the amount of \$25. The lock combo will be set to desired combo and master key kept by Ag department.

11. Insurance for animals kept at the facility is not maintained by the school district, Agriscience Departments, or FFA Chapters. If you are interested in obtaining livestock insurance please see Mrs. Schertz for further information. The loss of animals will not be the responsibility of the school district, Agriscience Departments, ag science teacher or FFA Chapters.

12. Due to safety concerns, the project center will be open between the hours of 6:00 a.m. and 9 p.m. Anyone present during closed hours will be considered trespassing. If you must be at the facility after dark, you should be accompanied by a parent or guardian. Time at barn is to be used for the care of your animal and not a gathering place. All visitors must be cleared with advisor **prior** to their attendance at the Ag barn. Gates are to remain closed at all times,(including day hours) each exhibitor will receive a gate code. This code is NOT to be shared with anyone other than family. Violation of this will be dealt with according to the student code of conduct. ***The gates will be locked, and barn lights out at 9pm!***

13. Upon completion of the show season for that animal or if the student becomes ineligible to show, the animal must be removed within 2 weeks (14 days) depending on AST. Senior students must remove their animals before the last day of school (including breeding animals).

14. All concerns with other (not your animal) students animals are to be addressed with the teacher of that species. At **NO** time are you to assume the role of care giver for that animal or the person to reprimand for the actions unbecoming for that student. All concerns are to be directed to the Ag Science Teacher.

A. Any medications / vaccinations and care **MUST** be done with Ag Teacher approval prior to or by a veterinarian. Do not medicate other student's animals in the Ag barn.

15. All Students and parents are to show the most respect for one another that house animals at the AISD Agriculture Facility. Disrespect from any party is subject to reprimand and permanent removal.
16. Any Vet bills incurred in the year for animal needs are to be paid in full by the exhibitor upon services, the balances will not be the responsibility of the school district, Ag department, FFA chapter, Ag science teachers.
17. All decisions pertaining to the care and showing of an exhibitors animal must be approved by the advisor. The advisor must be informed of any medications the animal is given and when the animal is removed off the property for medical purposes. (Ex. Vet visits, weekend shows, etc.)
18. While participants are at a show or out of town, student's animals will be cared for by the student, a parent, or sibling of that family, or you can make arrangements with an Allen FFA member prior to the trip. It is not the advisors responsibility to find a person to care for the exhibitor's animal. This person must be a parent/guardian who is also an Allen ISD approved volunteer or exhibitors siblings. The advisor is to be informed of who is taking care of the animal and for how long.
- 19. *It is required that all students exhibiting livestock, be enrolled in Agricultural Science courses for one or both semesters. Taught by an Agriculture teacher. There are no exceptions.***
20. No Barn Fee - If anything is out of place or needs maintenance attention, the student should notify the FFA advisor immediately.
21. Parents are to make weekly visits to the Project Center in order to understand the daily care of your child's animal project and to be supportive of your child's needs and progress. Please advise students to clean up after themselves while visiting the barn.
22. Students must attend all scheduled barn clean-ups for the entire work day cleaning other than personal areas,(those must be cleaned prior to scheduled barn clean up) cleaning ALL areas on property as assigned by Ag science teachers to be eligible to house an animal the following year and receive animal money checks (ex: county, alumni, All Majors). You must gain prior approval from advisor to miss or leave a barn clean up early. All Stock show checks will be mailed to the school and checks will be held until all pens are cleaned.
23. Team work and leadership are two things that are absolutely necessary for our animal facility to operate smoothly, violation to personal conduct and mischievous actions will result in disciplinary action set forth by the Ag science teachers and the supervising principal of the facility.
24. **NO DOGS** at the Ag barn! Only Authorized service dogs, NOT therapy support animals (Ag Teacher Approval-Required!)
25. Parking is at the front of the main barn or pig barn – back dock is to be used to unload tack etc. so back dock is not a parking spot. Violations of these actions refer to the consequences of infractions at the Ag barn. Driving speed is limited to 10 mph and extreme caution should be exercised while on the Allen ISD Ag Project Center facilities.
26. **ALL VISITORS** to the Allen ISD agriculture project center property, that are not AISD students (this includes parents/grandparents) **MUST** fill out the back ground check. All parents are to complete the AISD background check by end of the first week of September. You can find the check at www.allenisd.org (go to departments then human resources, then to volunteer. The only **Authorized visitors are a parent / legal guardian or siblings of the exhibitor!**

27. A single heat lamp may be used in such a manner so as to prevent fire or injury to animal. The heat lamp must have a ceramic base and the wire must be protected to prevent electrical injury to students or animals. In warmer months a single fan mounted on the front of the pen may be used. Any additional fans must be approved by an Ag science teacher to insure proper electrical safety and outlet load. The fan / heat lamp must be UL rated and hung securely in such a manner as to avoid injury or fire and the cord must be routed so that the animal or gate cannot cause damage to the cord.

28. Any extension cords used must be UL rated for outdoor use, be less than 26' in length, be constructed of a minimum 14 gauge wire, and have a 3 prong plug and receptacle so as to include a ground wire. At no time should "splitters" or surge protectors be used to add receptacle capacity to any outlet or extension cord.

29. Attendance at the scheduled monthly FFA meetings and any additional barn meetings is required by all exhibitors to receive all pertinent information regarding our program and deadlines.

30. Neither AISD, its employees, volunteers, nor the FFA are responsible for damage or loss to personal property, injury of members, animal projects, guests, or family of participants.

31. Any student who fails to observe the standards listed above will be required to remove his or her project within 1 week (7days) after receiving notice to this effect. Offenders will be dealt with in the following manner:

- **First Offense:** Student will be notified (verbally and written)
- **Second Offense:** Student , parent and AHS Principal will be notified and dealt with according to the student code of conduct.
- **Third Offense:** Student will be required to remove his or her project from the Agricultural Science Center – If a student is evicted from the facility, he/she will not be allowed back on the premises.
- Students that are assigned to DAEP/ISS/expulsion will **NOT** be allowed on premises during their punishment duration, parents will be required to tend to the animal daily during that time. Further specific instructions will be given at that time by the school to the parents and student for future arrangements.

- **If at any time the advisor feels there is a severe offense the student/animal will be immediately removed from the Allen ISD Facilities along with all personal belongings and will not be eligible to exhibit his/her project with the Allen FFA. This can occur without steps 1-3 taking place.**

Following student and parent notification of third offense, if animal is not removed from the project center within one week, the animal will be sold at market by the Ag department. Any expenses incurred by this process will be deducted from the sale of the animal and any money remaining will be forwarded to the student.

When a problem or concern arises, the method to resolve it is by following a set "chain-of-command." Always begin with the supervising teacher.

1. Supervising Teacher
2. Stacy Schertz – AISD Ag Science Department Head
3. AHS Administrator over CTE
4. Career & Technical Programs Coordinator
5. AHS Head Principal
6. Central Office

Additional Project Center Guideline

The raising of livestock as a project is the most popular SAEP that is conducted at the Allen FFA Project Center. The project is a cooperative effort of the student, parent and advisor. It is designed as a training instrument to allow students the opportunity to apply information acquired in the classroom. However, there are several areas that need clarification before the student undertakes a livestock project.

- The raising of livestock on the Allen FFA Project Center is a student's privilege, not a student's right! Feeding rules, regulations and guidelines must be strictly followed in order to reap the benefits of this privilege.
- Not all animals are of suitable quality for exhibition purposes. Most animals are of commercial quality and therefore rarely suited for exhibition in the show ring. Only those animals of superior confirmation should be selected. Therefore, the agriculture science teacher should assist in the selection and ultimately approve the animal purchased for show through the Allen FFA.
- Only a small percentage of those animals exhibited in the show ring will actually realize a profit. Do not be misled; this is not an easy money making proposition. Only the best of the best will fall into this category. The ultimate purpose of the livestock project is to have the student learn and understand those approved practices that will allow an animal to reach its full genetic potential. Learning the true meaning of responsibility is another outcome of the project program.
- Animal Projects at the AISD Ag Facility (740 Ingram Ln. Lucas, TX) are limited to students enrolled in an Ag science class at AHS grades 9-12. The only exception is a younger sibling of an Ag Science student enrolled in an Ag science course at the high school grades 9-12.

Eligible Livestock Projects

Only the following livestock projects are allowed to be raised at the Allen FFA Project Center: Market Steers, Commercial Steers, Market Sheep, Market Goats, Market Swine. Livestock projects may not be moved to the Allen FFA Project Center without the notification and approval of the supervising teacher. Space is limited in every livestock project area and it is the task of the Allen FFA staff to ensure that the largest population of students can have the privilege of raising a livestock project.

All livestock projects must be PRE-APPROVED by the Ag teacher prior to their arrival at the Ag barn! Pens will be assigned to the student by the Ag teacher!

Cattle, Sheep, Goats, Swine – will be purchased from a reputable breeders with show quality animals

Expo Birds / Breeding Rabbits – MUST be purchased by reputable show animal breeders.

NOT feed store quality! (rabbits/chickens) Many of the animals from the feed store are non-pure bred and will be disqualified

at the show

Stock Show Eligibility

To be eligible to participate in any livestock show or house animals at the Allen ISD Ag Project Center, students must meet the following requirements:

1. Be enrolled in an agricultural science class
 - Junior members must be an active dues paid member of the Allen FFA (housing their Animals at their own facility)
 - Junior members will haul their own animal to livestock shows or make arrangements to Have them at the AISD project center to be hauled by an Ag science teacher to the show.
2. Be a member in good standing of the Allen FFA Chapter (Dues paid for current year)
3. Meet UIL guidelines for academic eligibility
 - If student fails and will not regain eligibility for show entered or decides they no longer want to show the animal, the animal must be removed within 2 weeks (14 days) from the Ag Science facility
4. No excessive unexcused absences /tardies from school

5. Have paid entry fees on time and meet show requirements
6. Have approval of agricultural science teacher
7. Advisors will travel and supervise students at various stockshows throughout the year. These stockshows will be announced early so that purchases of animals can be made accordingly. Those shows will be school sponsored absences. If you choose to attend other shows, that will need to be discussed with that Ag teacher prior for entry purposes and that will not be an excused school sponsored absence.
8. ALL ALLEN FFA MEMBERS WILL STALL TOGETHER AT MAJOR LIVESTOCK SHOWS.

Animal Cost

The student is responsible for the initial cost of the animal as well as any expenses incurred while feeding and caring for the animal during the feeding period. This includes, but not limited to, feed costs, facility usage fees, entry fees, validation fees, transportation fees, and medical expenses.

Pen Assignments

Animals will be assigned a pen according to the Agriculture Advisor in charge of that species prior to bringing the project into the facility. Students may not move or expand pens for any reason unless approved by the agriculture advisor. No personal locks allowed on any animal pen! Breeding animals will only be allowed at the school facility with special permission of the agriculture advisor in charge of that species.

Show Entries

- The agricultural science teachers will assist in making arrangements for participation in the Collin County Youth Fair and approved major shows. Entries in all other shows will be the responsibility of the student and guardian to know show details if it is one that is non-school sponsored, Allen FFA will still submit entry for that show to allow participation.
- Only designated shows during the school year will be SCHOOL SPONSORED (excused absences) these shows will be designated at the beginning of each school year by that particular teacher in charge of said species. School excused absences will only be signed off and excused by the Ag teachers for those shows that they attend.
- An entry meeting will be held in October. ALL LIVESTOCK EXHIBITORS and PARENTS are REQUIRED to attend!
- Your personal checks will be written to Allen FFA Alumni and we have to send one check from the Alumni to the major livestock shows for all of the Allen FFA entries.
- All entries are NON-REFUNDABLE!
- Complete payment is due at time of entry meeting for (CCJLS. And all major livestock shows)

Travel to and from Shows

- Allen ISD Policy governs transportation procedures. Parents and Students should check with Agricultural Science Teachers for clarification before any livestock shows. Parents must attend and aid in travel arrangements for your child. Travel permission forms are required if riding with another parent to the show the form can be found at www.allenffa.ffa.org (under document tab: travel form (short form)), or in this handbook.
- The school will attend set practice shows prior to majors, you will get those details from your supervising ag teacher. Due to constraints on ag teacher schedules, we will not haul every weekend to jackpot shows with school equipment. You will be able to attend on your own with notification given to the teachers.
- **Sheep / Goats** Due to fungus check procedure at Collin County Junior Livestock Show the first week of January, You will need to take great caution 30 days prior to this date with limited exposure to other sheep and daily fungus checks to insure your animal does not have ringworm. If ringworm is detected on your animal at check in for county show you will be removed from the show with that animal and fees will be NON-REFUNDABLE.

Discipline While at Shows

Livestock shows are an extension of the Allen ISD Classroom; therefore students will be responsible for their personal conduct. **All school rules are in effect at these shows.**

Animal Care at Shows

While at livestock shows, each student will be responsible for all feeding, care and grooming of his/her respective animal(s).

Daily Animal Care

It is the responsibility of the student to provide the following for their livestock project and the facilities every day (including weekends, holidays, etc.):

- Fresh feed for the livestock project (minimum of twice daily for most livestock projects)
- Fresh water for the livestock project (clean water buckets or watering areas)
- Removal of manure, soiled areas, and debris from the pen
- Grooming of the livestock project
- Exercise of the livestock project
- Monitor the wellbeing of the livestock project

- Clean feed areas, alley ways, exercise areas (arena), wash racks, and grooming areas after each use
- Return all equipment to its proper storage place

Feed/Tack Areas

Each student will be provided with a space to utilize as a feed /tack area. It is expected that the student keep their feed area clean, organized (free from clutter), and secure (locked). The Agriscience Program is not responsible for theft or damage of student property. All feed areas are subject to inspection at any time and combination codes or keys must be provided if requested by the supervising teacher

- School Issued tack boxes and combo locks will be issued to each exhibitor – if lock is damaged or lost the student will be responsible. \$25 to replace the combo lock
- ALL Feed and Hay must be stored in a container that a rodent **cannot** get into, (Hay and Feed) and stored in your designated area of the barn.
- These are shared areas – minimized clutter and equipment stored at the AISD Ag facility

Medications / Additives:

It is prohibited to administer any type of off-label or extra-label vaccine, medication, spray, feed additive or other substance internally or externally to any livestock project without veterinarian approval and awareness of the supervising teacher. All established withdrawal times for any administered product must be strictly followed.

Records

The student will keep a system of records on all livestock projects that they raise. Students will log in information for the AET computerized record keeping system acknowledged by the advisors. Animals housed at the project center will be graded according to the proper care and use of the facility. See attached log sheet for your tack boxes to keep track at the Ag barn (In Handbook – Allen FFA Animal Health/weight log sheet)

Equipment/Trailer Use

Arrangements must be made for the use of any equipment belonging to the FFA. Clippers, blowers, crates, etc. must be returned in a diligent manner so that others may be able to use them. The use of livestock trailers will be limited to the agricultural science teachers. Any equipment lost, stolen or destroyed while in the possession of a student/borrower will be replaced at the expense of the student/borrower. Crates are to be sanitized after use to avoid spread of fungus. Crates are to be reserved ahead of time by calling or texting Mrs. Schertz and supervising species advisor.

Personal Trailer Storage

No personal trailers will be stored/parked at the Allen ISD project center for more than a 48 hour period. Due to liability issues .

Specific Show Rules

It is the sole responsibility of the exhibitor to be familiar with all rules pertaining to his/her livestock project (this information may include weight limits, entry requirements, age, etc.) This information may be obtained from the Agriscience teachers or by visiting the web sites of the shows you are entering (See Website Reference pages).

Medications

It is strictly prohibited to administer any type of vaccine, drug, spray, feed additive, or substance internally or externally without first receiving approval of the Agriscience teachers. All substances used on the animal must be approved for use on the animal or be recommended by the Agriscience teacher. All withdrawal times must be followed. All students are expected to read and agree to abide by the Animal Welfare Agreement that can be found on the pages following. See attached log sheet for your tack boxes to keep track at the Ag barn (In Handbook – Allen FFA Animal Health/weight log sheets).

Recommendations for Feeding and Care of Animals

The feeding and care of the animals is a very important aspect of the livestock project. Feeding is responsible for at least 50% of the success or failure of a project.

Disease Prevention

Your animal's pen must be kept clean on a daily basis. This will help reduce fly problems and help in keeping the animal clean. Regular de-worming for internal parasites and vaccinations for more serious diseases is recommended. A close examination of your animal's feces, appetite, and attitude can help you assess its general health. All medications should follow withdrawal guidelines for market animals.

Invoices for Payment

Students will be invoiced from the FFA chapter for expenses incurred for their livestock project during the feeding period. Invoices will be issued periodically and it is expected to be reconciled within thirty days from the invoice date.

Additional Duties

The safety, sanitation, and appearance of the Allen FFA Project Center are a priority. Students may be assigned additional duties on specific days. These activities will be coordinated through the supervising teacher. Those students who do not cooperate will receive disciplinary action set by the supervising teacher.

Daily Care/Feeding

The daily routine of feeding and care is very important. All animals respond well to an organized routine. They should be fed twice daily in most cases. Normally this will require at least 30 minutes in the morning and at least 60 minutes in the evening (7:30-8:00 a.m. and 4:30 p.m.-6:00 p.m. at the project center). Your feeding program will be tailored to your particular animal as recommended by your Agriscience teacher. Your choice of feeds will be advised by your Ag science Teacher

Care of Stalls and Bedding

The pen is to be cleaned daily.

If bedding is used, it must be approved by the Agriculture Advisor

All soiled bedding is to be promptly and properly disposed of in designated areas (outside dumpsters)

Wheelbarrows must be emptied into designated areas every time they are used and returned to their place of storage.

Do NOT over fill wagon's or wheelbarrows, if you break it you will have to pay to replace it.

No new bedding is to be placed on top of old bedding.

Parents/Guardians

All parents of students with animal projects at the AISD project center must physically see and monitor the student taking care of the animal to insure they understand the daily care required of the animal and to help maintain healthy, happy animals. This must take place at least once per week.

Daily Showmanship/practice

You and your parent need to video yourself practicing the showmanship techniques given by the ag teachers to prepare you for the show arena. 85-90% of the show ring presence and success is magnified by the finesse of the showmanship of the student while in the ring. Ag teachers will host showmanship practices to prepare you for competition, you will need to make plans to attend.

Halter Breaking or Teaching the animal to lead

One of the more important considerations that arise early in the feeding period is teaching the calf, lamb or goat to lead with a halter or collar, or pig to walk with a whip. The animal **must** be worked **daily**. This is no easy task and sometimes can be very time consuming. Consistency is the key. Some animals learn more quickly than others do, but normally this can be accomplished in the first several weeks. The animal must also be trained to stand correctly and calmly. This is critical, as in some cases the judge may want to handle the animal. This practice will require several additional hours each week.

Approved Livestock Surgical Practices

Many times it will be necessary to perform surgical procedures on livestock which will improve their general appearance. It is recommended to contact the veterinarian to assist with any de-horning, castration procedures, etc. However, please realize there is always the possibility for complications. The owner must accept all risks of illness or death of the animal.

Weighing on a Regular Basis

Knowing your animal's weight and weighing on a regular schedule is very important. Weight gain or loss is a good indicator of how well the animal is progressing. Animals should be weighed as often as feasible. It is particularly important near show time, as weight limits and weight classes are sometimes critical to placing the animal. It is also important to know the minimum and maximum weight limits for the species you are showing and the show you are entering. Please post your weights on the charts provided each week.

See attached log sheet for your tack boxes to keep track at the Ag barn (In Handbook – Allen FFA Animal Health/weight log sheets

Grooming Livestock for the Show

During the latter part of the feeding period, much time must be devoted to grooming the animal. Brushing and combing your animal are important daily routines. Washing and clipping will also be done on regular intervals to get a good view of how the animal is growing and progressing. In most cases, all animals will be clipped prior to the show to meet maximum hair requirements of the show that you are entering. This does not apply to lambs. Do not wash lambs until it is time to shear or show. Outside 3rd party groomers are not allowed on premises to clip: you must haul the animal yourself to them.

Premium Livestock Auction vs. Market Livestock Auction

- Premium Auction (Collin County Junior Livestock Show) This type of auction is money to the kid only. The animal stays in the possession of the kid to go onto another livestock show and sell the animal for market. The buyer for your animals at the Collin County Livestock Show needs to be **prior arranged by yourself** to insure you have a buyer at the show for your

animal. But, keep in mind the money is simply a tax write off for them. The alumni will add money to your project if you have participated in the 75% agreement throughout the year.

- Market Animal Auction – The major livestock shows are market animal auctions. The animal stays at the show and the buyer takes the animal with them for a food product. At the end of the show season if your market animal has not been sold at one of the major livestock shows, it will be sold 1 week upon completion of livestock shows. The animal at that time can be processed for your consumption or you can have an arranged buyer and the animal can be processed for them and the money for the animal will go directly to the student. * Sheep/Goats/Pigs are terminal @ those shows (They will not come home)

Responsibilities to Buyers

The student will write, gain instructor approval, and deliver a Thank You note to the individuals who provide premium money or buy their project. An official show photograph should be taken at the show and accompany the note. Proof of delivery of the Thank You note must be given before the premium/auction check will be released to the student.

Animal Death

If an animal project dies at the agriculture facility, it is the students/parents responsibility to remove the animal carcass within 2 hours if applicable of being notified of its existence. If the carcass is not removed within designated time frame this service will be provided at the expense of the owner of the animal project. Please immediately notify the Agriculture teacher for proper disposal techniques. If the dead carcass is removed by a AISD employee and taken to the proper disposal area the student /parent is responsible for the payment of the disposal fee.

End of the year procedure (regarding the pen)

All students are responsible for cleaning their pen and all working areas at the end of the season. All pens are to have shavings removed and disposed of, feed aisle cleaned up and supplies removed, pen must be bleached out after the show season. If you do not comply with these rules you will not be allowed to house an animal at the Allen ISD project center in the future.

Allen FFA Advisor/Ag-Science Teacher Responsibility (Project Center)

1. The advisor will address any issues regarding an SAE that may occur during normal working hours. The FFA advisor is not required to make emergency calls after hours for the treatment of a sick or injured SAE, but when possible will make every effort to assist when the need arises. It is always advised that if a teacher cannot be reached to contact the Veterinarian and they will determine if it is a true emergency and can come to the Ag barn to treat the animal.
2. The advisor may assist in selecting the SAE project and feed programs for SAE's at the project center. All feed and feed additives will be documented and shared with the Ag teacher in charge of that project.
3. When available, the FFA advisor may assist in the administration of medications.
4. The FFA advisor, AISD principals and or staff will NOT be held liable for the injury to an SAE or member when assisting a member with their SAE. This includes, but is not limited to: castration, dehorning, docking, worming, injections, hoof care, trimming or any other action that directly involves the member and FFA advisor.
5. The FFA advisor reserves the right to take into consideration an individual's concerns or circumstances not addressed in this SAE project agreement.
6. The FFA advisor reserves the right to assess and observe the animal both in the pen and outside of the pen to maximize observation of student care and to assist the student to the fullest with the care of that animal. This may include but not limited to haltering, weighing, snaring of pig, walking, rinsing off wound etc.
7. Student projects may be used by AISD agriculture staff for livestock judging practices, class fieldtrips, and recruitment efforts.
8. The Ag teacher reserves the right to move the animal at anytime if safety to the animal is a concern.

Signed Barn Contract

Deadline to turn in signed barn documents will be set by each species Ag advisor, prior to arrival of animal project. Failure to comply with those set deadlines will result in denial of animal placement on premises at Allen ISD Ag facility.

Allen FFA Animal Health / Weight Log Sheet

As a student member of the Allen I.S.D. FFA Chapter who is currently raising an animal project, I know of the importance of the humane treatment of our livestock, and rabbit projects.

1. I agree that my project(s) will be fed on a daily basis throughout the feeding period with a feed ration and schedule approved for my animal(s) by the Agricultural Science Teachers.
2. I agree that the animal's pen or stall will be cleaned by me daily by removing any manure and any soiled bedding.
3. I agree that my animal(s) will be provided with fresh water and fed daily with all watering and feeding equipment remaining clean.
4. I agree that my project(s) will be de-wormed regularly and be provided with veterinary attention when deemed necessary.
5. I agree not to abuse or use excessive force on my project, especially when training or exercising my animal.
6. I agree not to use any drugs (or unnatural alteration techniques) on my animal without the approval of a veterinarian or my advisor.
7. In the event that I am feeding with a group of other students, I agree that I will share the feeding and cleaning responsibilities when it is my turn.

I know that failing to meet the standards set by my FFA advisor(s) and those listed in steps 1-7 above, will be grounds for removal of my project following the third verbal or written warning from my advisor. The animal(s) will then be sold at the current market value at a local livestock exchange if applicable; I will then receive the sale money.

_____/_____
FFA Member Signature/Date

_____/_____
Parent or Guardian Signature/Date

_____/_____
FFA Advisor Signature/Date

Animal Health Care Guidelines

Guidelines for administering medications to Allen ISD Agri-science/FFA Program animals

1. If an animal is sick or appears to have unhealthy symptoms, the student must:
 - a. Contact the advisor in charge of the species
 - b. If the advisor recommends: student/parent must contact a local veterinarian (If the situation is an emergency – Please contact a Veterinarian immediately)
2. If in the agriculture advisors judgement, the animal needs prescription medication, the following procedures must occur:
 - a. The ag advisor will notify student/parent
 - b. Veterinarians should be contacted by the student or parent. The veterinarian can prescribe over the phone and send an email/text clarifying the prescription or if available they can make a farm call. If a farm call cannot be made, the animal can be loaded into a trailer and hauled to the veterinarian by an Ag advisor or if you have your own personal trailer to haul. School trailers CAN NOT be used and hauled by personal vehicles.
 - c. If medication is prescribed to the animal, the agriculture advisor can then administer or assist the student/parent in administering the medication as directed by the veterinarian.
 - d. A copy of the prescription medication must be kept on file.
3. If an Ag Advisor is not available, and a student/parent contacts a veterinarian that then prescribes medication for the animal, the following procedures must occur:
 - a. The student must notify the Ag Advisor about the animal being seen by a veterinarian.
 - b. The student must let the agriculture advisor know what the veterinarian has prescribed.
 - c. The student must give a copy of the prescription to the Ag advisor.
 - d. A copy of the prescription medication must be kept on file
 - e. The Ag Advisor can help administer or advise student/parent on how to administer the medication to the animal

I as a parent/guardian give consent for the agriculture advisor(s) to administer common livestock practices to my child's animal(s)

YES _____ **NO** _____

Parent's Printed Name: _____

Parent's Signature: _____

Student's Printed Name: _____

Student's Signature: _____

Date Signed: _____

Allen FFA Project Center Rules and Regulations

By signing this document, I ACKNOWLEDGE that I have read and agree to the following terms for THE PROJECT CENTER RULES and agree to comply with each one of them fully.

Student:

I agree to abide by the rules and criteria set forth in the Allen ISD Agriculture Facility rules and guidelines that I have received, read, understood, and signed. I agree to pay all relevant fees associated with the expenses and upkeep of my project animal. I agree to always conduct myself in a professional manner.

Parent/Guardian:

I agree to abide by the rules and criteria set forth in the Allen ISD facility rules and guidelines that I have received, read, understood, and signed. I agree to pay all relevant fees associated with the expenses and upkeep of my student's project animal. I agree to indemnify Allen ISD, Allen ISD employees and volunteers of liability for any injury that my child, my guests, or I may sustain by participating in activities at the Allen ISD Agriculture facility. I agree to monitor my student for compliance with the above stated rules.

This document is binding and non-negotiable.

STUDENT

SIGNATURE: _____ DATE: _____

PARENT / GARDIAN

SIGNATURE: _____ DATE: _____

PARENT / GARDIAN

SIGNATURE: _____ DATE: _____

AST TEACHER

SIGNATURE: _____ DATE: _____

AISS Issued Tack Box #: _____

Tack Box Location: _____

AISS Combo Lock #: _____ Other Personal Lock Combo's: _____

Pen Assignment #: _____