

**RECOMMENDED PROCEDURES FOR SECURING
ELIGIBILITY INFORMATION AND EXCUSED ABSENCES
FOR 4-H MEMBERS TO PARTICIPATE IN ANY 4-H EVENT
OR ACTIVITY THAT WOULD REQUIRE THEM TO BE
ABSENT FROM SCHOOL**

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

I. Procedures are as follows:

At the beginning of each school year, Extension agents should meet with school officials to determine the steps the agent needs to take to assist 4-H members in obtaining excused absences to participate in 4-H events, and to determine eligibility of 4-H members for competitive events.

Extension agents should submit a **written request at least 30 days in advance** of each 4-H event to the appropriate school administrator (principal) with the following information:

- a. Names of 4-H member(s) involved
- b. School they attend
- c. Current grade level in school
- d. Dates of proposed absence(s)
- e. Name of event
- f. Educational value
- g. Chaperone

II. Recommended Procedure

1. Thirty days prior to a 4-H competitive event, the CEA sends a letter to each superintendent or principal requesting information on the eligibility of members.
2. The school should respond to CEA if there are any students who are ineligible. If the school does not contact CEA, it will be assumed that all students are eligible.
3. If a 4-H member is ineligible for a 4-H competitive event, the agent must notify the 4-H member, their parents and the sponsoring agency, by letter, of this situation. If the parent has any questions, they should be referred to the school administrator.

If county Extension faculty develop procedures that they deem more efficient and effective that still ensures 4-H's compliance with the Texas Education Code requirements, they should request approval of the system in writing, before the system is initiated. If their District Extension Administrator approves the alternative procedures, they may use the alternative procedures and provide an evaluation of the procedures at the end of the year.