



IMPORTANT REMINDERS

4-H Office OPEN by appt. ONLY

Mailing Address:

3355 Cherry Ridge Dr. S-212

San Antonio, TX 78230

Phone: (210) 631-0400

Fax: (210) 631-0429

Office Hours: 8AM – 5PM

(Closed 12PM-1PM Lunch
& County Holidays)

4-H Staff

◦ **Natalie Cervantes**

ntcervantes@ag.tamu.edu

4-H & Youth Development

◦ **Sayako Seymour**

Sayako.Seymour@ag.tamu.edu

4-H & Youth Development

◦ **Sam Womble**

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Family & Community Health

◦ **Rudy Ruedas**

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Youth Outreach Educator

◦ **Support Staff 4-H VACANT**

◦ **Christopher Lambert**

Christopher.Lambert@ag.tamu.edu

Office Assistant (Ag)

DEADLINES AT A GLANCE:

- **NOV 9-10 – Major Show Entry HELP DAY (8am-5pm) Set Appt. [HERE](#)**
- **NOV 10 – Swine Validation (4-7PM) @ Judson HS**
- **NOV 11 – OFFICE CLOSED COUNTY HOLIDAY**
- **NOV 12-13 – Major Show Entry HELP DAY (8am-5pm) Set Appt. [HERE](#)**
- **NOV 13 – Major Stock Show Entries/Jr. Shoot Out DUE County Ext. Office!**
- NOV 13 – 8th Annual Bexar 4-H Shootout EARLY REGISTRATION ENDS
- NOV 13 – [Tom Green County Food Challenge Invitational Registration DUE](#)
- NOV 13 – [2020 Hill County 4-H Virtual COVID Shoot-Out DUE](#)
- NOV 14-15 – [Kids & Kows Cattle Drive Ag Fair](#) *See Pg.11 for Volunteering
- NOV 14 – [Bexar 4-H Open Horse Show @ Guadalupe Cty Fairgrounds](#)
- NOV 14 – [1st Annual Helotes Fall Classic Swine Show](#)
- NOV 13-15 – [Junior Leadership Retreat! See registration information \[HERE\]\(#\)](#)
- NOV 16 – [National Character Education Day Virtual Celebration](#)
- **NOV 17 – Swine Validation (4-7PM) @ Southwest HS**
- NOV 17 – Swine Virtual Clinic @ 7PM via [Microsoft Teams](#)
- **NOV 19 – Swine Validation (2-5PM) @ Gerlach Barns**
- NOV 19 - County Council Meeting @ 7PM on [WebEx](#)
- NOV 19 – [Texas 4-H Virtual Foundation Scholarship Training @ 6PM](#)
- NOV 21 – [8th Annual Bexar 4-H Shootout \(SALE Qualifier Shoot\)](#)
- **NOV 23 – Swine Validation (4-7PM) @ Madison HS**
- **NOV 24 – Swine Validation (2-5:30PM) @ East Central HS**
- NOV 30 – [Burnet County Virtual Shoot DEADLINE](#)
- NOV 30 – [Design the 2021 STEM Challenge Contest Deadline](#)
- DEC 1-3 – District 10 Fall Roundup Contests in Kerrville, TX
- DEC 1 – [Land Stewardship Ambassador Applications DUE](#)
- DEC 5-6 – [2020 Dimmit County Prospect Show](#)
- DEC 6 – [2020 SSB Prospect Pig Show](#)
- DEC 7 – [Texas Junior Master Photographer Workshop 2 Deadline](#)
- DEC 18 – [District 11 Shooting Sports Coaches Training Early Registration](#)
- DEC 19 – [Bexar 4-H Hunter/Jumper Horse Show @ San Antonio Polo Club](#)
- DEC 25 – [District 11 Shooting Sports Coaches Trg. LATE Registration](#)
- DEC 31 - [LawnStarter Lawntrepreneur Scholarship](#)
- DEC 31 – [Youth in Agriculture Video Showcase SUBMISISON DEADLINE](#)
- JAN 1 – [Texas A&M University Soil & Crop Science Dept. Scholarship DUE](#)
- JAN 8 – [Texas Farm Credit Scholarship Deadline](#)
- JAN 10 – Dog Validation due on 4HOnline (Info TBA)
- FEB 2-6 – [Patriot Steer Show](#)
- **FEB 15 – Texas 4-H Opportunity Scholarship Deadline**

⚠️ QUICK LOCAL ANNOUNCEMENTS! ⚠️

Major Show Entry DEADLINE is due this FRIDAY, NOVEMBER 13

MAJOR STOCK SHOW ENTRIES ARE NOW DUE NOVEMBER 13th! Due to shows delaying release of their Premium lists, we have moved our entry deadline. HOWEVER, we do need families to begin looking at entry information for San Antonio, San Angelo, Hill Country and Texas Elite as their information has been posted. **We will be ready to accept entries on WEDNESDAY Nov. 4th, 2020.** Due to COVID-19 office restrictions we are asking families needing face-to-face assistance to schedule an appointment [HERE](#) for the dates of Nov. 4, 5, 6, 9, 10, 12, and 13th

- For instructions on how to enter the Major Shows please see our [Major Show Entry HELP PAGE](#)
- Our summary sheet will also be available online [HERE](#) for you to turn in with your entry paperwork.
- **Checks should be made out to Bexar 4-H Fund. Late fee after the marked deadline is \$100.**



This is your LAST NEWSLETTER if you have not re-enrolled!

If you have NOT re-enrolled on 4HOnline, you will no longer receive our bi-weekly correspondence after today. Please re-enroll TODAY at v2.4honline.com if you wish to continue receiving our news & updates. Need help? Please check out this [Video Tutorial](#) OR these [online resources](#).

YOUTH NEEDED: Kids & Kows Cattle Drive– Pg. 11 for FULL DETAILS

We are hosting our annual Kids & Kows Agriculture Fair on Nov. 14-15th at the San Antonio Rose Palace (25665 Boerne Stage Rd, San Antonio, TX 78255). This is going to be a really fun and interactive leadership event. We are looking for 4-H members who can volunteer. The Ag Fair is a "drive-thru" event to abide by COVID 19 restrictions. As guests pass each station, we have an app that has sponsored our event and will show them a short video in their car about the ag commodity they are seeing. This is a fantastic leadership opportunity! **Please sign up today! Email ntcervantes@ag.tamu.edu to sign up!**

2020 ANIMAL VALIDATION DATES

<p><u>SWINE:</u> Nov10 @ 4-7PM Judson Nov 17 @ 4-7PM Southwest HS Nov 19 @ 2-5 PM Gerlach Nov 23 @ 4-7PM Madison Nov 24 @ 2-5:30PM East Central</p>	<p><u>County Tags (BCJLS)</u> Please attend the validation dates to the left based on species. *NOTE: BCJLS will NOT be at the Nov. 10th Swine validation @ Judson HS.</p>	<p><u>Rabbit Validation</u> County Rabbit Validation will be conducted virtually this year due to Rabbit Hemorrhagic Disease Update & Updated Local Show Practices. More details coming soon!</p>
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Tag Order Price: \$30 per Late State Tag (Swine)

COVID-19 Update from Bexar 4-H

Howdy 4-H Family,

As I'm sure you're all aware, our nation and state are currently navigating difficult waters regarding the spread of COVID-19 (<https://texashelp.tamu.edu/coronavirus-information-resources/>). We are taking guidance at this time from our agency, local government, and federal government on how best to advise our groups to mitigate the probabilities of infection and further spread of the virus. **Please read the following recommendations regarding public gatherings/social distancing, and best hygiene practices.** We know you all have been made aware of this information, but we'd like to emphasize the importance of these practices so we can hopefully return to a normal state of operation in the near future.

1. The following actions are being taken regarding educational programs and face to face meetings:

- a. All AgriLife face-to-face meetings have been cancelled at this time. This status will be reviewed based on the statewide public health disaster declaration made by the Governor.
- b. Currently, we are implementing a telecommuting solution to minimize as much person to person contact as possible. We can be reached during normal office hours at 210-631-0400. ***Presently we are open at a 25% staff capacity and will meet with clientele via appointment ONLY to minimize foot traffic in the office.**

CURRENT POLICY ON 4-H CLUB MEETINGS: Regular Face-to-Face meetings can resume after on/after Tuesday September 8, 2020. Meeting Guidelines/Checklist for Club Managers must be adhered to, and a WAIVER for participating members is highly encouraged to keep on file. We know this is a unprecedented situation, please be sure to communicate with the County Extension Office if you have questions regarding the new Guidelines/Procedures.

2. The following CDC information relates to how COVID-19 is spread:

- The virus is thought to spread mainly from person-to-person.
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs or sneezes.

Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads.

• Spread from contact with contaminated surfaces or objects:

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

3. The following CDC information relates to how to mitigate infection of COVID-19:

CDC always recommends **everyday preventive actions** to help prevent the spread of respiratory diseases, including:

- Avoid close contact with people who are sick and stay home if you are feeling sick.
- Avoid touching your eyes, nose, and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.



Guidelines for Conducting Adult and 4-H Meetings



Howdy Bexar County 4-H,

I know many clubs are beginning to kick off the new 4-H Year. We want to support our youth 100% in participating in our 4-H program this year. Despite all the challenges 2020 gave us, we anticipate a successful year for 20-21 because we are more prepared and can anticipate these changes.

4-H Clubs may now begin meeting face-to-face. Due to many challenges we are asking each and every ONE OF YOU to help us maintain a safe and healthy environment for all! ***NEW* We have some updated guidelines below for conducting adult and 4-H meetings, programs, and events.** As we look into the new 4-H year, we hope this resource will be helpful in determining the steps you need to take or not take to put a meeting, program or event together. If you ever have any questions or need guidance in this area please do not hesitate to contact me at ntcervantes@ag.tamu.edu OR 210-857-9285.

Additionally, we have also included a **COVID-19 Screening Letter and Waiver Form** for your use with members. **We do NOT require that you have a waiver form for every club meeting, however when members sign it at each meeting, they must acknowledge that they are agreeing to the previously signed WAIVER FORM. However, if you are holding a non-club meeting (separate project meeting, special event/training) you must acquire your own copy of the Screening Letter/Waiver.** Again, we wish everyone a safe, healthy and successful year!

- [Guidelines for Conducting Adult & 4-H Meetings](#)
- [COVID-19 Screening Letter & Waiver Form](#)
- [Best Practices for Conducting 4-H Events during COVID-19](#)
- [Staying Safe at 4-H Activities POSTER](#)
- [I Pledge my Health to Better Living POSTER](#)

Natalie Cervantes
County Extension Agent – 4-H & Youth Development
Bexar County

4-H LIVESTOCK & HORSE EVENTS

2020-2021 VALIDATION INFORMATION

4-H Members planning to show a state validated animal at the Major shows should mark your calendar with the validation dates for the upcoming 4-H Year. County validation will also occur during these events. If you have any questions please contact Sam Womble at Sam.Womble@ag.tamu.edu or Chris Lambert at Christopher.Lambert@ag.tamu.edu

DATE CHANGES TO O'Connor Validation Dates!

Swine Validation moved to Nov. 19th (2-5pm) @ Gerlach Barns

SWINE: Nov10 @ 4-7PM Judson Nov 17 @ 4-7PM Southwest HS Nov 19 @ 2-5 PM Gerlach Nov 23 @ 4-7PM Madison Nov 24 @ 2-5:30PM East Central	County Tags (BCJLS) (\$2 ea.) Please attend the validation dates to the left to purchase tags* NOTE: BCJLS will NOT be at the Nov. 10th Swine validation @ Judson HS.	County Rabbit Validation will be conducted virtually this year due to Rabbit Hemorrhagic Disease Update & Updated Local Show Practices. Emails will be sent directly to exhibitors!
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Livestock Project Microsoft Teams meetings scheduled for Nov. (RSVP encouraged to Sam.Womble@ag.tamu.edu)

- **Information:** Topics covered for both programs will include feeding, health, and daily management of lambs, goats and pigs.
 - [Swine - Tuesday, November 17th 7:00 pm Speaker – Travis Franke, CEA – Guadalupe Co.](#)

Late Swine Validation Tags – Late tags are \$30 Each

- **Information:** If you will be showing a Market Barrow or Registered Breeding Gilt at the majors and you did not order a tag, you will need to purchase a Late State Validation Tag. Please fill out and return this [FORM](#) (Please write child's name where it reads "Exhibitor") & payment to the Extension office ASAP. Late tags are \$30 each and in limited supply! Once your tags are ordered you will need to attend at least ONE validation event with all of your animals so they can be tagged and processed before the major shows (**Be sure to reference the premium list for the shows in which you plan to participate as several are requiring registered gilts to be state validated. San Antonio is also requiring registration papers to be uploaded on-line.** If you do not attend the physical validation event you will not be able to show your animal.

Upcoming Livestock/Prospect Shows

NEW

1st Annual Helotes Fall Classic Swine Show – Sat. Nov. 14, 2020 *VENUE CHANGE

- Information: Prospect Swine Show. Taking place at the Kendall County Fairgrounds (1307 River Rd., Boerne TX). Pre-registration deadline is Nov. 7th at \$30 per head, On-site registration fee is \$35 per head. Show information, contact information and entry instructions [HERE](#).

• **2020 Dimmit County Classic Prospect Show – Sat.-Sun. Dec. 5-6, 2020**

- Information: Prospect Steer, Heifer, Swine, Lamb & Goat show. Taking place at Dimmit County Multipurpose Building, 539 Industrial Boulevard Carrizo Springs TX, 78834. Show information, contact information and entry form found [HERE](#).

NEW

2020 SSB Prospect Pig Show – Sun. Dec. 6, 2020

- Information: Prospect Pig show taking place at Guadalupe County Fairgrounds. Show information, contact information and forms found [HERE](#). Entries due by Dec. 3rd, but entries accepted at the show.

NEW

Patriot Steer Show – Feb. 2-6, 2021 (Abilene, TX)

- Information: The Patriot Steer Show will be sanctioned by Texas 4-H, Texas FFA, State Validation and Quality Counts. More information can be found at <https://www.battleofthecattle.com/thepatriot>.



2020-2021 Major Stock Show Updates & Entry Forms- PLEASE READ

ALL MAJOR SHOW ENTRY FORMS WILL BE DUE Friday NOVEMBER 13, 2020

***Includes Livestock Exhibitors, Judging Contests, & Junior Shootout/Shooting Contests**

We are posting Entry forms, instructions, and the Summary Sheet ONLINE on our

[New Major Show Entry Help Page.](#)

Late Fee for Entry Forms will be \$100.

Major Show Stock Show entries can be a very time consuming, confusing and tedious process! We want to assist you with your entry forms but need your help in getting your entries in a timely manner. Due to the restrictions of staffing capacity in the office, both Sam and Natalie will be doing their best to be accessible during Stock Show entry time but will be very shorthanded this Fall. Therefore, we ask that you please get your entries in as early as possible so we can check/correct entries as they arrive. We will be available IN-PERSON all day on **November 4-6** and **November 9-13 (With the exception of Nov. 11th which is a County Holiday)** from 8am – 5pm to assist you in-person. Due to COVID-19 office capacity restrictions, families need to set up an appointment on this [WEBSITE](#). If these dates/times cannot work for you, you can contact Sam Womble at Sam.Womble@ag.tamu.edu or Natalie Cervantes ntcervantes@ag.tamu.edu.

Eligibility Guidelines for Major Shows: For youth exhibitors who will be attending the Major Shows, please note we will NOT be providing you a paper eligibility form to be filled out by your school officials. This year, **we will be contacting your school administrators directly to confirm academic eligibility. It is imperative that 4-H members who plan to show at the Major Stock Shows enroll on 4HOnline ASAP and make sure to notate the school you are attending in the system.** We are making this change to avoid unnecessary complications such as school closures and for students currently participating in virtual learning. Additionally, **families will need to verify with the school if there are questions regarding excused/unexcused absences. Our County office will only be determining academic eligibility. Families will be responsible for keeping track of their child's excused/unexcused absences.** If you have questions regarding this process you are welcome to email Sam Womble at Sam.Womble@ag.tamu.edu or Natalie Cervantes at ntcervantes@ag.tamu.edu

Just a few updates and reminders for you to be aware of:

- **Please review the Livestock Ethics Policy and Reminders document [HERE](#).**
- Sam put together some helpful tips/reminders for exhibitors who are selecting and caring for livestock projects. Download the document [HERE](#).
- The Extension office is open by appointment ONLY. We will not be fully staffed in the near future. Sam is available on Fridays, and Natalie on Tuesdays and Fridays. Plan ahead if you need to reach us!
- If you're changing age categories (Jr, Int, Senior), you'll need to re-test on Quality Counts. Don't wait until the last minutes to get it done. Take care of it now. Quality Counts Enrollment information [HERE](#).
- Please do your best to follow our deadlines. Without being in the office consistently, deadlines are more important than ever. If material is late, you'll be charged a late fee.
- If you need help or have questions call Sam Womble or Natalie Cervantes. Sam's Cell: 361-649-5836 or Natalie's Cell: 210-857-9285. Feel free to send videos/pictures to Sam if you need advice on your livestock projects.
- If you have any training needs or ideas, let us know and we'll try to get something put together virtually.

STOCK SHOW UPDATES:

Bexar County Junior Livestock Show - If you have youth who plan to exhibit at the 58th annual Bexar County Junior Livestock show, a club manager must submit their entry online via their online BCJLS portal by Nov. 1st, 2020. If you need to request your club password for entries, please email bcjls@bcjls.com or call or 210-960-1239.

- Current Schedule uploaded here: [58th BCJLS Schedule](#) – Subject to Change

NEW

For the kids to send letters: Auction of Champions will be at Blue Bonnet Palace: 17630 Lookout Rd, Selma, TX 78154. Pre-Registration online at bcjls.com and On-site starting @10 am, with Auction beginning @11am on Jan. 9th 2021.

San Antonio – PREMIUM BOOK & ENTRY FORMS RELEASED! Please go [HERE](#) for information!

- There will be a \$10,000 scholarship awarded to the Champion Dorper Market Lamb in 2021.
- Junior heifers will be split into two groups, Group 1: Feb. 15-17; Group 2: Feb. 18-19. Group 1 will consist of all American breeds and ONLY Simmentals entered in the Superbowl. Group 2 will consist of all British and Continental breeds.
- Market barrow maximum weight will increase to 290. Weight range will be 240-290.
- Premium pass (expedited arrival service at SCP) will be available for the junior market barrow show.

Texas Elite Showcase: There will be a white crossbred breed added.

San Angelo - PREMIUM BOOK & ENTRY FORMS RELEASED! Please go [HERE](#) for information!

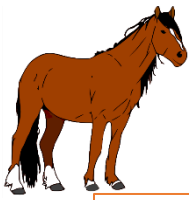
- There will no longer be a sale option for market steers. Any steer placing 1st or 2nd will be required to sell.
- Plans are in place to offer a sheep and goat skill-a-thon.
- Crossbred gilts can only show in the Stars Gilt Show. The Stars Gilt Show has a sale associated with it.
- All market lambs must be TLBA bred and have the TLBA tag number recorded on the validation form.

Houston : Open/Junior Breeding Sheep – March 1-3, Junior Gilt Show – March 4-5

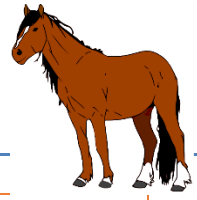
- Plans are to adjust market barrow weights to be more in line with industry standards. More information will be forthcoming.

Quality Counts:

Fall livestock show entries are in full swing and so is Quality Counts! Thankfully, there are no big changes for the course and exam this year. **As a reminder, exhibitors must be verified once per grade level division** (Junior – 3-5 grade; Intermediate – 6-8 grade; Senior 9-12 grade), **not each year!** If you are a BRAND NEW Exhibitor and have never shown or taken the Quality Counts exam, you will NEED to take this exam before you turn in your Stock Show entry forms. If you have previously shown before and taken this exam, you ONLY need to retake the exam if you are moving into the next grade level division. Exhibitors must have a verified number for major livestock show entries. County Extension Agents and Agricultural Science will verify if your number is current. Only those exhibitor accounts with “True” and a % score grade are verified and may be used on entries. Please see enrollment instructions [HERE](#). Managers, please share this with your members when you ask/remind exhibitors to get verified. These are step-by-step instructions and really help folks through the process. Please also share the attached FAQ [HERE](#) to make the enrollment and testing as smooth as possible! For any technical questions regarding the website or login credentials, please have exhibitors reach out to our helpdesk at learnonline@ag.tamu.edu.



4-H Horse Events & Project Page



Bexar County 4-H Open Horse Show & Upcoming Events

Information: The Bexar County 4-H Horse Leaders will be hosting several horse shows for our 4-H members! Please save the following dates to your calendar if you are interested in exhibiting!

- **Open Show Dates:**
 - November 14, 2020 Pre-Register [HERE](#) & [ELIGIBILITY FORM REQUIRED FOR AWARDS](#)
 - January 16, 2021
 - March 27, 2021
- **Hunter/Jumper Schooling Show Series:**
 - December 19, 2020 [ELIGIBILITY FORM REQUIRED FOR AWARDS](#)
 - February 6, 2021
 - May 1, 2021.

The Open Show series will be held at the Guadalupe County Fairgrounds in Seguin. The hunter/jumper series will be at the San Antonio Polo Club grounds. 4-H member competing for end of the year awards & prizes MUST complete an academic eligibility form to remain eligible for competitive awards. See forms attached to each show above. More information is available on the [Bexar 4-H Horse Leaders Facebook page](#).

Bexar County 4H Open Horse Show Class List

Saturday, November 14th, 2020

Guadalupe County Fair Grounds - 728 Midway, Seguin, TX 78155

Friday Haul-in starts at 3pm, arena opens @ 5pm, Show Office open 5pm - 7pm Friday

Performance Books open Saturday 6:30am

Show begins promptly at 8:30am Saturday

Class Fees

\$10/Class or \$85 All Day Fee

Show begins promptly at 8:30am Saturday

1 Halter Mares 4 & under.	38 Western Trail Walk/Trot Adult
2 Halter Mares 5 & over.	39 Western Trail Junior
Grand & Reserve Halter Mare.	40 Western Trail Senior
3 Halter Geldings 4 & under.	41 Western Trail Adult
4 Halter Geldings 5 & over.	42 Western Pleasure Walk/Trot Youth (10 & U)
Grand & Reserve Halter Gelding.	43 Western Horsemanship Walk/Trot Youth (10 & U)
5 Western Showmanship Walk/Trot Youth (10 & U)	44 Western Pleasure Walk/Trot Youth (11 - 18)
6 Western Showmanship Walk/Trot Youth (11-18)	45 Western Horsemanship Walk/Trot Youth (11 - 18)
7 Western Showmanship Walk/Trot Adult	46 Western Pleasure Walk/Trot Adult
8 Western Showmanship Juniors	47 Western Horsemanship Walk/Trot Adult
9 Western Showmanship Seniors	48 Western Pleasure Junior
10 Western Showmanship Adult	49 Western Horsemanship Junior
11 English Showmanship Walk/Trot Youth (10 & U)	50 Western Pleasure Senior
12 English Showmanship Walk/Trot Youth (11 - 18)	51 Western Horsemanship Senior
13 English Showmanship Walk/Trot Adult	52 Western Pleasure Adult
14 English Showmanship Juniors	53 Western Horsemanship Adult
15 English Showmanship Seniors	
16 English Showmanship Adult	
15 MINUTE WARMUP	
17 Leadline	
18 Hunter Under Saddle Walk/Trot Youth (10 & U)	
19 Hunt Seat Equitation Walk/Trot Youth (10 & U)	
20 Hunter Under Saddle Walk/Trot Youth (11 - 18)	
21 Hunt Seat Equitation Walk/Trot Youth (11 - 18)	
22 Hunter Under Saddle Walk/Trot Adult	
23 Hunt Seat Equitation Walk/Trot Adult	
24 Hunter Under Saddle Juniors	
25 Hunt Seat Equitation Juniors	
26 Hunter Under Saddle Seniors	
27 Hunt Seat Equitation Seniors	
28 Hunter Under Saddle Adult	
29 Hunt Seat Equitation Adult	
BREAK TO DRAG AND SET VERSATILITY	
30 Hunt Seat Versatility Walk/Trot Youth (10&U)	
31 Hunt Seat Versatility Walk/Trot Youth (11-18)	
32 Hunt Seat Versatility Walk/Trot Adult	
33 Hunt Seat Versatility Juniors	
34 Hunt Seat Versatility Seniors	
35 Hunt Seat Versatility Adult	
Tack Change & Warmup 15 minutes	
36 Western Trail Walk/Trot Youth (10 & U)	
37 Western Trail Walk/Trot Youth (11 - 18)	

Reminders!

- Haul-in begins at 3pm on Friday. If you arrive before that you might be waiting for someone to get there and open the stalls.
- The arena is open for practice riding at 5pm on Friday and Saturday morning until 8am.
- The show starts promptly at 8:30am. Halter books close at 8am unless you were already pre-entered in the class.
- The office will be open Friday 4:00pm-6:30pm and 6am Saturday morning.
- PLEASE PLEASE PLEASE Pre-enter if you can it makes the office lady very happy!
- Likewise, if you entered early and will no longer be able to make it please text Katie @ 210-274-8004 and let her know so she can take you off the class sheets and avoid confusion.
- Wear your mask if you are not actively riding. Especially in the holding area where people are in close proximity. Keep your distance from others in the stands and on the ground.
- There is a new schedule out that will help with the overcrowding in the holding area. If your division is not actively showing please try and keep your horses in the barn or at your trailer. We will be making lots of announcements letting you know what class we are on and when you should make your way to the holding area.
- We will NOT be selling shavings like we have in the past so please bring your own!
- We have Walk/Trot Speed classes this time. That is exactly what they are **Walk/Trot only!** If you lope more than a few strides your time will not count and you will not be placed. Walk/Trot division is for green horses and green riders if you want to lope please enter the Junior, Senior or Adult divisions.

We can't wait to see everyone for a fun and SAFE show!

If you have any questions text Katie @ 210-274-8004



Texas 4-H Opportunity Scholarship Information & UPDATES – Due Feb. 15, 2021

- Upcoming Texas 4-H Opportunity Scholarship Trainings:

- NOV 19 – [Texas 4-H Virtual Foundation Scholarship Training @ 6PM](#)

NEW

SCHOLARSHIP DOCUMENTS RELEASED! Please see the following Application Info & Deadlines for 2021:

- [Applicant Tutorial: How to Apply](#)
- [Rules & Guidelines for Texas 4-H Opportunity Scholarship 2021](#)
- [Scholarship Tips](#)
- [Scholarship Portal FAQs](#)

- **Note this update was provided to us by the Foundation Office. I have sent in questions regarding students who have been unable to take their ACT/SAT tests due to COVID-19 restrictions and awaiting reply:** We have had several questions about the 2021 Texas 4-H Opportunity Scholarship requirements due to the impact that COVID-19 is having on schools and testing centers. The ACT/SAT score is not going to be required by some schools this year and the question was whether or not we would require the score still. After speaking with some donors that also require the score, **it was decided that the ACT/SAT score will still be required to submit an application. Please work on getting your members registered for an upcoming test ASAP!** Please contact ntcervantes@ag.tamu.edu with questions.

NEW

Soil & Crop Science Dept. @ Texas A&M offering \$16,000 Scholarships – Due Jan. 1

- **Information:** The Department of Soil & Crop Sciences at Texas A&M University is awarding **\$16,000 scholarships** to incoming freshmen and **\$8000 scholarships** to transfer students. Please see the [attached pdf](#) for information about the scholarships and the application process. The deadline for the application is January 1. Please find the application at this link: <http://soilcrop.tamu.edu/academics/undergraduate-programs/scholarships/>

The Soil & Crop Sciences Department at Texas A&M University has great opportunities for students wanting to major in [Plant & Environmental Soil Science and Turfgrass Science](#). These majors are great options for students with a STEM and/or Agriculture focus that are interested in plants, water, soil, and the environment.

2020-2021 Texas Farm Credit Scholarship Announcement – Due Jan. 8, 2021

- **Information:** Texas Farm Credit would like to take this opportunity to invite your students to submit their application to our **Ag Student of the Month** program and **Marsha Martin Scholarship** program. Students may apply for both programs by completing one simple application. In addition to our two student scholarship programs, we are also offering a **\$500 Club Contribution** to the SIX Marsha Martin winning student's FFA or 4-H Club. [Click HERE to learn more and apply.](#)

2020 Kids & Kows Cattle Drive Agriculture Fair – Nov. 14-15, 2020 Seeking Volunteers

- **Information: We are hosting our annual Kids & Kows Agriculture Fair on Nov. 14-15th at the San Antonio Rose Palace (25665 Boerne Stage Rd, San Antonio, TX 78255).** This is going to be a really fun and interactive leadership event, where members will be helping at various exhibits as guests drive by. We will be requiring members to wear a mask and/or gloves if handing out items as our guests pass by. **If you would like to volunteer, I need a FIRM commitment that you can be there. Members can choose Nov. 14 and/or Nov. 15 (9am - 2pm) Breakfast & Lunch Provided. Email ntcervantes@ag.tamu.edu to SIGN UP!**

NEW

Texas Character Education Day: Governor Greg Abbott has designated November 15-19 as Texas Character Week. As part of the celebration a free virtual program will be hosted by many partners including Character.org and the School of Science and Technology on **November 16 from noon until 1:30**. Everyone including parents, educators, community members and students are invited to attend at no cost. The program features nationally recognized leaders in the field of character education. In addition, students from pre-kinder through college are invited to participate in the statewide **poster reflection drive**. Click below to register for the event. The live stream link will be shared after event registration. If you have any questions, please contact Dr. Nancy Dunn Thompson at nthompson@ssttx.org.

[REGISTER NOW](#)

2020 County One Day 4-H Project! – Need help with HARVEST!

Information: The 2020 County One Day 4-H event will be the **Urban Farm project for County Commissioner Tommy Calvert**. This farm will be the home to our new AgriLife facility in the future. However, at this time we are starting the land development and farm portion to help donate fresh produce to the San Antonio Food Bank, who are facing unprecedented demands due to COVID-19. They are looking for volunteers to work short 2 or 4 hour shifts (8-10AM and/or 10-12PM) and plant veggies on the farm. They sometimes need help on Saturdays too! **If you would like to sign up and see which days are open, email Ruby Zavala at Ruby.Zavala@ag.tamu.edu**

2020-2021 Bexar County 4-H Chocolate Fundraiser! - \$Money\$ & Prizes DUE!!!

- **Information:** Chocolate sales have concluded and we are asking clubs to turn in their chocolate money ASAP! Please make your checks out to Bexar 4-H Council and mail **Chocolate Money** to:
 - **Attn: Natalie Cervantes**
3355 Cherry Ridge Dr. S-212
San Antonio, TX 78230

County Council Information – Don’t forget our upcoming meeting Nov. 19th!

- **Information:** Our next County Council meeting will be **Nov. 19th** VIRTURALLY at <https://agrilife-tamu.webex.com/meet/natalie.cervantes>
- **This year’s theme is “Socially Distanced, NOT Socially Isolated”** – Each meeting will host a presentation/activity on reducing stress and improving our mental health during this stressful time!
 - **Nov 19 (Thurs.)** **Jan 21 (Thurs.)** **Mar 18 (Thurs.)** **May 20 (Thurs.)**

4-H Online Training for Families (formerly 4-H Connect) – Video Uploaded

This is your last newsletter if you have NOT re-enrolled for 2020-2021

- **Information:** 4HOnline Training Video HERE: <https://youtu.be/HR4ClzZ8rA>
- **Family Guides – 4HOnline 2.0 – [NEW RESOURCES](#)**

Land Stewardship Ambassador Program – Earn a \$400 Stipend!

NEW

- **Information:** Do you know a high school student who is interested in land stewardship, ecology, the environment, veterinary science, wildlife, nature, ranching, the outdoors and who is interested in developing personal leadership skills? We are looking for **15 students in Bexar County** to join us for our Spring 2021 Land Stewardship Ambassador Bexar County Cohort. Students MUST be able to travel to the meeting location (@Witte Museum). **Students who successfully complete the 10-session program will earn a \$400 stipend.** The goal of this program is to **increase awareness** of land stewardship principles, **promote civic engagement** in today's youth and inspire students to obtain careers that support land stewardship. The Land Stewardship Ambassadors program is hosted by the East Foundation & The Witte Museum. The Land Stewardship Ambassadors program is proudly sponsored by Texas Farm Credit.
- **To apply:** <https://docs.google.com/forms/d/e/1FAIpQLSeIPVdIBtCZKIYfNuluS9fL-5l79qN94NkpgZOM8BUrFnRh9g/viewform>
- Qualifications:
 - Any student in high school
 - Interest in the environment / outdoors and in developing personal leadership skills
 - Able to commit to participating in the full course
 - **Important Dates:**
 - October 1, 2020 – Application Opens
 - December 1, 2020 – Application Deadline**
 - December 18, 2020 – Applicants Notified of Selection
 - Bexar County Cohort will be meeting at Witte Museum in San Antonio, TX.
 - Transportation, Food, and Lodging will be provided for overnight trips
 - Students will also receive all curriculum needed to complete the program
 - There is no cost for the student to participate!
 - **Spring Semester Schedule:**
 - February 7, 2021 – Mandatory Student/Parent Information Session
 - February 20-21, 2021 – Overnight at The Witte Museum
 - February 28, 2021
 - March 14, 2021
 - March 21, 2021
 - March 28, 2021
 - April 11, 2021
 - April 18, 2021
 - April 25, 2021
 - May 2, 2021
 - May 9, 2021 Overnight at the San Antonio Viejo Ranch

For more information please visit:

<https://eastfoundation.net/education/land-stewardship-ambassadors/>

Youth in Agriculture Video Showcase -Entries DUE Dec. 31. 2020

NEW

Information: Calling all AG YOUTH! We want to celebrate your passion with over \$20,000 in cash prizes. We are looking for your project – whether it be livestock, science research, equipment, food production, welding, plant growth, stitchery, wildlife conservation or any other type of ag related project. You will answer the following question in a video no shorter than 2 minutes and no longer than 3 minutes: *“What is your past, current, or future agricultural project and what life lessons have you learned from your experience?”* For full details, rules and other info visit; TexasFarmCredit.com/Showcase

Texas 4-H Center Junior Leadership Retreat Announced – Nov. 13-15, 2020

- **Information:** The Texas 4-H Center staff are excited to host Junior Leadership Retreat (JLR) again this fall Nov. 13-15, 2020! The Texas 4-H Center will be following the same precautions followed for summer camps this year to pull this retreat off safely. Below are the protocols they will follow and the specific needs for adult assistance for the retreat. Attached are the [flyer](#) and [image](#) for JLR.

JLR Registration will open Thursday September 17.

4-H Camp Fall and Winter Retreat Safety Protocols

- Face mask will be worn when indoors and when we cannot social distance
- We will encourage hand washing between sessions and before meals. Hand sanitizer will be provided
- Dorms will be limited to half capacity- 8 people per dorm side
- We will limit registration capacity as well
- We will continue with a drive through drop-off and pick-up process

Adult Assistance with retreats

- Arrive early and assist campers unloading behind dorms- Summer staff did this during camps and we are unable to guarantee how many of them will be available.
- Assist in meeting gender chaperone requirements in each dorm (we are always short on male chaperones)
- Assist the youth rotating to sessions
- Assist in keeping dormitories cleaned and sanitized
- Must be screened, cleared, and complete required trainings on 4-H Online.

All chaperone duties will be reviewed the first evening of camp.

Texas 4-H Center Fall/Winter Program List

- **Information:** The Texas 4-H Center will be hosting several Fall/Winter camps, retreats and trainings! For more information on what is being offered please see this [flyer](#)!

LawnStarter Lawntrepreneur Scholarship

- **Information:** The Lawntrepreneur Scholarship is our way of funding tomorrow's top entrepreneurs. We're fixing the large and disorganized lawn care industry, and we're willing to grant \$1000 to any student we believe has the potential to change the world through entrepreneurship. If you are interested in starting your own business, we'd love to hear from you.
- **We offer the scholarship to a student each semester. The entry for the Spring semester is from August 31st to December 31st.** We will announce the recipient on January 2nd of the subsequent year. For application and eligibility requirements please go to: <https://www.lawnstarter.com/scholarship>

4-H Project Trainings

4-H Speaker Request Form- **VIRTUAL TRAININGS OFFERED!**

- **Information:** If you are interested in having a 4-H staff member speak at your event/club meeting, please complete this [form](#) and submit to ntcervantes@ag.tamu.edu at least 3 weeks prior to the requested date. Please allow 3-5 business days for confirmation. If you have any questions, please contact us at 210-631-0400.

Upcoming Trainings

Texas 4-H Foundation Opportunity Scholarship Trg.	Thurs. November 19, 2020 @6:00PM	Link: Flyer
Texas 4-H Foundation Opp. Scholarship WORK NIGHTS *Designed for applicants, by appt. ONLY.	Tues., Dec. 8, 2020 @8AM - 6:30PM Mon., Jan. 4, 2021 @8AM - 6:30PM	Call 210.857.9285 to set appt.



District 11 Shooting Sports Coaches Training – Jan. 9, 2020 in Victoria, TX

- **Information** for the 2020-2021 District 11 Shooting Sports Training is now available at the event website: <https://d114-h.tamu.edu/events-and-contests/district-11-shooting-sports/>. The event will be held Saturday, January 9, 2021 at the Victoria 4-H Activity Center in Victoria, TX. Registration will be online on [4-H Online](#). Regular registration will be open from November 15, 2020 – December 18, 2020. Late registration will be open from December 19-25, 2020. Note: The entire training is limited to 60 participants.

Virtual Learn, Grow, Eat & Go! Gardening series NOW AVAILABLE!

- **Information:** The Virtual LGEG course is now available online! You can sign up to include your group in the national pilot of the virtual format. For more information go to: <https://jmgkids.us/virtual/> Click here: <https://docs.google.com/forms/d/e/1FAIpQLSdOSuoSg5sDNxoCGPJucgqtGmSEaq3YyciUjQFKRTLKz4vauw/viewform>

The 4-H STEM Challenge, formerly known as the National Youth Science Day (NYSD), is an annual initiative to inspire kids everywhere to take an interest in science, technology, engineering and math through hands-on learning. With the relaunch of the US space program, now is a perfect time to build upon that excitement. The race to land humans on Mars is on! **The 2020 4-H STEM Challenge will explore sending a mission to Mars with the activity, Mars Base Camp.** Developed by Google and Virginia Cooperative Extension, Mars Base Camp is a collection of activities that teaches kids ages 8-14 STEM skills like mechanical engineering, physics, computer science, and agriculture.

Order your kits today. October is officially 4-H STEM month, so help shine a spotlight on this fast-growing project area. There are two versions of the kit available this year. The “Family-sized Kit” is suitable for 1-4 youth. The “Educator Kit” is ideal for up to 12 youth. Order your kit [HERE](#). Find Educational Resources [HERE](#).

4-H Tech Changemakers Program

Information: National 4-H has teamed up with Microsoft to develop a program for teens that empowers them to serve as digital ambassadors to create change in their communities. Change is in the form of digital literacy with the goal of breaking the digital divide. If you would like to start a 4-H Tech Changemakers group in your county, you can download the guidebook [HERE](#).



CONTEST PAGE:



District/State Contest Reimbursement Form

- **Information:** The Bexar 4-H Council has money set aside to reimburse for selected District and State events to encourage participation and help ease the financial burden for active 4-H families. The money reimbursed will need to be requested from our office; no longer automatically mailed. See details below:
- **How:** Please fill out and return the [Reimbursement Form](#) to ntcervantes@ag.tamu.edu

2020-2021 District/State Food Challenge Updates

The District has made the change to host Food Challenge in Kerrville at the Kerr County Youth Event Center on April 28, 2021. The committee wrote some contest changes/updates and they are linked below for you review until official contest letters are released. Registration will be open in 4-H Online March 30- April 6, 2021 and Late Registration will be April 7-8, 2021.

- [2020-2021 Food Challenge Rules & Guidelines](#)
- [District 10 Facebook Page will be posting Kitchen Gadget Videos](#)
- [2020 District Food Challenge Updates/Changes](#)
 - [Food Challenge Web Training Recording](#)

2020-2021 County/District/State Food Show Updates

District rules and updates are seen below:

- Juniors will continue to compete in the Food Show as they have in the past and will only be interviewed by the judges
- Intermediates will have the Interview and the Skills Showcase
- Seniors will participate in all 3 components of the contest as listed in the Texas 4-H Food Show Guidelines
 - [2020-2021 Food Show Rules & Guidelines](#)
 - [2020-2021 Updated Food Show Scorecard](#)
 - [2020-2021 Food Show Training RECORDING](#)
- *New – [District 10 2020-2021 Food Show Resources](#) (*The D-10 Food Show Committee will be creating the 10-question quiz for Senior 4-H participants from these resources.*)

2020-2021 Record Book Updates

There are no changes to the record book process for the 2020-2021 Texas 4-H Year. We will still be offering the ZSuites Online Record Book platform this year as well as the traditional Word forms. Plans are to conduct trainings this fall for ZSuites for those interested. On our Texas 4-H Record Book [website](#) you will also find some past training information!

- *New – [2020-2021 Record Book Family Guide & Categories](#)
- *New – [2021 Record Book Forms \(Word Doc\)](#)



2020-2021 County/District/State Photography Updates

The due dates for all Photography Contest are as follows:

District Contest: [RULES](#) – Deadline is February 26, 2021

County Contest: [RULES](#) – Deadline is March 15, 2021

State Photography: [RULES](#) – Deadline is April 15, 2021

Quick Glance for ALL UPCOMING Shooting Sports Events/Trainings

- **Access all shooting sports events, trainings, & contests here:** https://docs.google.com/document/d/1s-dAH2_xn3qX9pREBFURfxtSukI3WXTNXst8x5PnEV0/edit
- **Burnet County 4-H Fall Statewide Virtual Match 2020 – Oct. 1 – Nov. 30, 2020**
 - Information: Shoot 3-Position Small Bore, 3-Position Air Rifle, 60 Shot Standing Air Rifle, and 60 Shot Prone Small Bore for 4-H Juniors. Match shooting can take place anytime between Oct. 1 – Nov. 30, 2020. Report must be postmarked by Nov. 30, 2020. Shoot information, contact information and entry form found [HERE](#).
- **8th Annual Bexar 4-H Shootout – November 21, 2020**
 - Information: This shoot is limited to the first **180 registrations**. Registration will be taken first come first served with preference given to those who have not attended a 4-H qualified event in the last two years. This is not intended to be a beginner's shoot. All participants should have knowledge of the sport (4-H American Trap), firearms and rules. All standard shooting sports safety rules will be enforced according to the 4-H Shooting Sports as published on the Texas 4-H Shooting Sports Website. Early Registration ends Nov. 13, 2020. Registration instructions and information [HERE](#).

NEW 2020 Hill Country 4-H Virtual COVID Shoot-Out – Entry Deadline Nov. 13, 2020

- Information: Entry: \$15/ 1 event shot + \$5/every extra event (additional \$25 late entry fee) Entry Deadline: November 13, 2020 All entries should be mailed to: H4HSSC 226 HCR 1314 Whitney, TX. 76692 This is a virtual event. Targets will be mailed out to all participants November 20, 2020. Completed targets must be returned postmarked January 4, 2021. Flyer/Entry [HERE](#)

NEW District 11 Shooting Sports Coaches Training – Jan. 9, 2021 in Victoria, TX

- Information for the 2020-2021 District 11 Shooting Sports Training is now available at the event website: <https://d114-h.tamu.edu/events-and-contests/district-11-shooting-sports/>. The event will be held Saturday, January 9, 2021 at the Victoria 4-H Activity Center in Victoria, TX. Registration will be online on [4-H Online](#). Regular registration will be open from November 15, 2020 – December 18, 2020. Late registration will be open from December 19-25, 2020. Note: The entire training is limited to 60 participants.

District 10 Entomology Contest Resource Page

- **Information:** If you have a 4-H member who is interested in participating in the District 10 Entomology contest on Tuesday Dec. 1st in Kerrville TX, Molly Keck (our Integrated Pest Management Extension Specialist), has developed a study resource page [HERE](#) for members to use in preparation for the contest. The contest consists of (1) paper exam and a laboratory practical in which members identify insects (picture specimens). For more information regarding their virtual practices please email mekeck@ag.tamu.edu

NEW Tom Green Invitational Food Challenge – Registration due Nov. 13th

- **Information:** Tom Green County will be hosting an Invitational Food Challenge contest on December 5th at the SPUR Arena on the San Angelo Stock Show Fairgrounds. This contest will be open to the first 50 **paid** teams (we still have a few spots available). The age divisions for this contest will be Junior (3rd – 5th grade), Intermediate (6th – 8th grade), and Senior (9th – 12th grade) teams. The entry fee will be \$40/team, once payment is received your registration will be confirmed. There will NOT be a late registration period. Registration closes this Friday, November 13th on the Tom Green County 4-H Webpage (<https://tomgreen.agrilife.org/invitational-food-challenge/>).



NEW DESIGN THE 2021 STEM CHALLENGE! National

4-H Council has just released the Request for Application (RFA) for the 2021 4-H STEM Challenge. The winning team will be awarded \$50,000 to design a "space exploration" themed STEM Challenge. Applications are due on November 30, 2020. [Start yours today!](#)

2020-2021 County – District – State Contest Dates

This is subject to change due to COVID-19 restrictions/guidelines at the time of the event. The health & safety of our 4-H members, families & employees is of the utmost importance.

District 10 Fall Roundup (Kerrville) – December 1 - 3, 2020 & December 8-10, 2020 ([Guide POSTED!](#))

-Educational Presentations/Public Speaking – December 8-10, 2020

-Entomology ([STUDY MATERIAL HERE](#))

-FCH/Horse/Livestock Quiz Bowl

-Food Show ONLY

District 10 Conference (Location TBA) – December 2020 TBA

State Dog Validation DEADLINE – January 10, 2020 (*Must complete to exhibit at Texas 4-H Dog Show)

NEW

District 10 Photography Contest *Virtual* - Due February 26th, 2021 ([Rules POSTED!](#))

District 10 Dairy/Horse/Consumer Decision Making (SALE) – February 2021 TBA

County Fashion/D2D/Storyboard Contest – March 2021 *May be Virtual

County Photography Entries DUE *Virtual* - March 15, 2021 ([Rules POSTED!](#))

County Share-the-Fun Contest – April 3, 2021 *May be Virtual

State Photography Entries DUE via 4HOnline – April 15, 2021 ([Rules POSTED!](#))

County Spring Project Show – (April/May), 2021 TBA

District 10 Food Challenge (Kerrville) – April 28, 2021

District 10 Meat Judging (San Angelo) – April 2021 TBA

District 10 Spring Roundup (Fredericksburg, TX) – April 21-24, 2020

- Livestock Judging
- Share-The-Fun
- Range & Pasture ID & Range Evaluation
- Leaders 4 Life
- Mohair, Wool, Soil Judging
- Fashion Show & Storyboard & Duds 2 Dazzle
- Smallbore Rifle (Floresville, TX)

Texas 4-H Roundup (College Station) – June 7-10 2021

- 2021 Roundup Guide: [PDF](#) | [Google Doc](#) (updated 9/1/2020)
- 2021 Schedule of Events – [PDF](#) (updated 9/1/2020)
- 2021 Texas 4-H Contest Changes and Reminder – [PDF](#) (added 9/1/2020)

CHANGES

- Public Speaking - The time limit has been increased from 7 to 8 minutes, keeping 5 minutes as the minimum.
- Horse Quiz Bowl – Updated resources for 2020-2021 contest year. Resources have been removed and one resource has been added to align with the Hippology Contest
- Food Challenge
 - o Realigned Categories: Appetizer, Main Dish, Side Dish and Healthy Dessert
 - o Supply box will now include some designated pantry ingredients
 - o The Pantry has been replaced with the Grocery Store
- Food Show
 - o **Contest has moved from Thursday to a Tuesday contest due to facility availability!**

County Record Books/Awards Due *Judging Virtual* - June 14, 2021

District 10 Horse Show (Location TBA) – Late June 2021 TBA

District 10 Leadership Lab (Brownwood) – Late June 2021 TBA

District 10 Record Book Judging (Location TBA) – Early July 2021 TBA

Texas 4-H Dog Show (Belton) – July 9-11, 2021

Texas 4-H Shooting Sports State Games (San Antonio/Manor) – July 2021 TBA

Texas 4-H Horse Show (College Station) – July 2021 TBA

Educational program of Texas A&M AgriLife Extension are open to all people without regard to race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity. The Texas A&M University System, U.S. Department of Agriculture, and the County Commissioners Courts of Texas Cooperating. We will seek to provide reasonable accommodations for our events for all persons with disabilities. We request that you contact our office at least five days in advance of an event to advise us of the auxiliary aid or service that you require.