

**2017 – 2018**

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**SPRING  
TRI-CLUB  
LIVESTOCK SHOW  
AND FAIR**

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**OPERATING  
PROCEDURES AND GUIDELINES**

**NOTE:**

**ALL PROPOSED ADDITIONS AND/OR CHANGES TO THE  
OPERATION PROCEDURES AND GUIDELINES MUST BE  
APPROVED AT TWO SCHEDULED MEETINGS OF SPRING  
TRI-CLUB BY A MAJORITY VOTE OF THE MEMBERSHIP.**

**(ARTICLE VIII OF THE BY-LAWS)**

**SPRING TRI-CLUB  
PROCEDURES and GUIDELINES**

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# **Spring Tri-Club Auction & Billing Payment Procedures**

Approved April 1997 (Revised May 1998)

1. Due to the financial activities of our many supporters, our **AUCTION & BILLING COMMITTEE** can open an account for a **BUYER**.
2. The account is a 30 day account to be paid in full by the end of the period.
3. The student whose buyer has selected this method of payment will not be paid until after the buyer has paid the account. Should the buyer be a **PARENT/GUARDIAN** of an **EXHIBITOR** who is to receive money the student will not be paid until after the **PARENT/GUARDIAN** has paid their account in full.
4. After the 30 day period the **EXECUTVE BOARD** will rule on the payment of all exhibitors whose money is being held. The **EXECUTIVE BOARD** has the right to exclude any payments due from the **EXHIBITORS CHECKS** that is owed to the **SPRING TRI-CLUB**.
5. All **EXHIBITORS** whom **BUYERS** have paid within 30 days will have their checks written and given to their teacher or 4-H leader. All other checks will be written every 30 days as money is available.
6. All **EXHIBITORS** will be paid, except those that the **PARENT/GUARDIAN** has not paid their account, before check-in at next year's show.
7. Should a **BUYER** need **SPECIAL PAYMENT ARRANGEMENTS** a committee of the current Spring Tri-Club Officers can **GRANT** the **PAYMENT PLAN**. The membership must be advised of the arrangement and documentation presented at the next regular meeting of Spring Tri-Club.
8. The Treasurer shall give a report at the **SEPTEMBER MEETING** following the **MARCH SHOW** of any past due accounts. The Spring Tri-Club membership shall make the decision on the procedure to follow to collect these past due accounts.
9. Buyers who have not paid their account from the previous show will not be allowed to participate in Spring Tri-Club activities until the debt is resolved.

## **Spring Tri-Club Judges & Judging Procedures**

Approved 1994

The President of Spring Tri-Club will establish a committee to locate judges. At the September meeting, a request for suggested livestock judges will be made. If you have any suggestions, please furnish names, addresses and phone numbers. The committee will then meet after the September meeting and have a report ready at the October meeting on whom they feel can judge the show.

At the October meeting a vote will be taken on approval of judges and the committee will confirm the judges before the November meeting and report at the November meeting.

We should have all judges no later than the December meeting.

No person shall show disrespect to or interfere with a judge. The people working the ring should only answer judge's questions about weight and ages. All other questions should be referred to the Livestock Chairman or President.

The Show Ring will be controlled by the judge. Each judge will be instructed on what we must have out of his classes. He/she will determine how they want to judge to furnish us with the winners.

## Spring Tri-Club Award Procedures

Approved 1994

There will be GRAND & RESERVE CHAMPION awards given for the following:

<b>MARKET ANIMALS</b>	<b>BREEDING ANIMALS</b>
Steers	Beef Females
Swine	Chicken
Lamb	Goats
Goats	Rabbits (note Best of Show, Best Opposite)
Fryer Rabbit	

Other placing will go to the top 12 (note because of the Sale Procedures we may need to award more exhibits, however this is not available until after the SHOW CHECK-IN, we also may place alternates)

### SHOWMANSHIP

<b>MARKET ANIMALS</b>	<b>BREEDING ANIMALS</b>
Steers	Beef Females
Swine	Goats
Lambs	
Goats	

We will give one award, however, because of numbers; the Spring Tri-Club Livestock Committee may request additional awards. Must be done by the January meeting.

# **Spring Tri-Club Procedures for the Swine Show**

Approved 1996 Revised 5/98

The Spring Tri-Club rules give the Livestock Committee two ways to handle the show. After receiving 150 or more entries they may have breed show as outlined below.

As rule 4 in the Market Swine Category indicates.

Classes will be divided by natural weight breaks with no more than 15 animals per class.

Sale order will be selected by having all 1st place class winners return and compete for Champion. As the swine are selected the next placing swine in that weight will be allowed to compete. We will follow this procedure until we have selected the Sale Order and Alternates.

Swine may be classed by the following breeds: Duroc, Hampshire, Yorkshire, Crossbreed and OPB (Other Pure Breeds).

## Procedure for the Swine Breed Show and Sale Order selection:

1. At time of entry, each exhibitor is requested to identify the breed of their swine. (This information will be used to help organize the show).
2. Show Breed Classification will be done by a classifier that is approved by the Spring Tri-Club Membership of Executive Committee. The decision on the Classifier will be done before the Regular February Meeting.
3. Breeds will be those listed in the official Rule Book.
  - Classes will be determined as follows:
    - Breeds with 1-7 swine will show as 1 class
    - Breeds with 8-20 swine will show as 2 weight classes.
    - Breeds with 21 and greater will show in at least 3 classes.
4. Each breed will be placed to a maximum of 15 places.
5. Selection of Sale Order:  
All 1st place Breed Swine will compete for Champion. As a swine is selected the next placing swine in that breed will be allowed to compete. We will follow this procedure until we have selected the Sale order and Alternates.
6. Showmanship will be left to judge on How to Handle Contest. We will announce procedure before the swine show starts.

# **Spring Tri-Club Procedures for Poultry**

Approved 1994

## **Breeding Poultry (all domesticated poultry other than market birds placed on public exhibition):**

1. All arriving Breeding Poultry at this Show must have **PROOF OF PULLORUM – TYPHOID PROGRAMS** as follows:
  - a. Originate from a flock certified as National Poultry Improvement Plan (NPIP) U.S. Pullorum Typhoid Clean,
  - b. Originate from a flock certified as Pullorum Typhoid Clean by the Texas Disease and Typhoid Control Program, or
  - c. A negative reaction to the Pullorum – Typhoid test conduct by an authorized agent within 90 days prior to the show.
2. Entries satisfying the requirements by methods, (a, b or c) must be accompanied by one of the following: A National Poultry Improvement Plan VS Form 9-3 (NPIP Form 15) or Texas Pullorum – Typhoid Control Program Form 02 or a copy of a current PT Testing Report.
3. Evidence of compliance with Pullorum – Typhoid requirement shall be submitted with entry, however this information must be available at the Show for **VERIFICATION**.

## **Procedures for All Poultry**

1. Pens will be assigned by Spring Tri-Club Officials by Club or Individual.
2. A Spring Tri-Club Official will check wing bands for proper identification and ownership, weigh the bird and issue a leg band to be used for the Show Identification.
3. Breeding Poultry will also be issued leg bands for Identification and Ownership Records.

# Spring Tri-Club Procedures for Market & Breeding Livestock

Approved May 1992

1. Pens or tie-ups will be assigned by Spring Tri-Club Officials by Club or Individual.
2. All animals will be inspected by a Spring Tri-Club Official and weighed.
3. All Livestock Classes will follow natural weight brakes unless Spring Tri-Club Rules state otherwise. Example of weight breaks:

We have 12 swine, the following are the weights:

1. 222
2. 223
3. 224
4. 224
5. 224
6. 226
7. 228
8. 229
9. 245
10. 245
11. 250
12. 260

*The first 5 swine check in at 225 because of the minimum weight and 3 pound tolerance then your next class 226-229 and final class 245-260 or you could use two classes 225-229 & 245-260.*

4. Heifer Age Determination for Classes for shows held in March.

Class 1	6 month – 9 months	September, August & July (Year of Show - 1)
Class 2	over 9 months-12 months	June, May & April (Year of Show - 1)
Class 3	over 12 months-15 months	March, Feb. & Jan. (Year of Show - 1)
Class 4	over 15 months-18 months	Dec., Nov. & Oct. (Year of Show - 2)
Class 5	over 18 months-24 months	Sept., Aug., June, May, April (Year of Show - 2)
Class 6	over 24 months-36 months	March, Feb., Jan., Dec., Nov., Oct., Sept., Aug., July, June, May, April (Year of Show - 3)



# **Spring Tri-Club**

## **Entry**

Approved August 2014

Over recent years a question has come about the Breeding Livestock entry procedure. The following will explain this process:

1. Each Breed Association registration certificate (copy) on goats and heifers must be submitted. American Breed Cross (ABC) heifers must present a copy of the Texas Club Calf Association (TCCA) certificate of registration.
2. To follow this rule, each exhibitor must submit their official registration paper or a copy for review at entry. The official entry person will confirm that the DOB, Tattoo numbers and/or brand and ownership complies with Spring Tri-Club Rules. You must also present the official Breed Association Registration Certificate at Check-In at the Spring Tri-Club Show. A copy can only be used for scramble animals or livestock contest winners. Note: all breeding entry papers will be checked 30 minutes before the show begins and the exhibitor must be present. All identifying markers on the registration papers must also be on the animal and legible to the livestock committee.

Please remember that failure to comply with rules will keep you out of the show.

## Spring Tri-Club

### Procedures for the LIVE AUCTION “Sale of Champions”

Approved 2010 (Revised 2015)

1. No EXHIBITOR shall sell more than a TOTAL of **TWO (2)** exhibits in the auction. The only exception will be if a student has more than two Grand and Reserve Champions. All other exhibits owned by the EXHIBITOR may be sold in the private sale. All sales shall be processed through Spring Tri-Club.
2. Spring Tri-Club shall retain **8% commission** from all sales and add-ons in the auction and **8% commission from all sales and add-ons in the Private Sale**.
3. The TOP EIGHT (8) exhibits or SIXTY PERCENT (60%) which ever is least in the market animal categories, and the Best of Category Item in the following categories: Textile Arts/Construction (combined), Embellishing, Cookies, Cakes, Pies, Quick Bread, Yeast Bread, Candy, Canning, Photography, Art Category, Horticulture Fresh, Horticulture Dried, Vegetable, and two from the Crafts Category will be sold through auction. If there is only one entry in a category at the time of show the Arts and Crafts Committee reserves the right not to include that category in the auction.
4. All Grand and Reserve Champion Market Livestock must sell in the Auction.

The following is a guide:

a	Grand Champion Steer	g	Reserve Champion Swine
b	Reserve Champion Steer	h	Reserve Champion Lamb
c	Steers that place in Sale	i	Grand Champion Turkey, Broilers
d	Grand Champion Swine	j	Grand Champion Fryers (Rabbits)
e	Grand Champion Goat	k	Reserve Champion Goat
f	Grand Champion Lamb	l	Reserve Champion Turkey, Broilers, Fryers (Rabbits)

5. Once an exhibit enters the AUCTION RING it will be Sold.
6. Should the TOTAL NUMBER of items for sale fall **below 75 items**, the market animal category with the LARGEST NUMBER of exhibits will complete the sale to bring it back to 75 items. However, no more than three animals may be added from that category, then must go to the next largest category using no more than three per category and continue this process until the 75 lots are complete.

# Spring Tri-Club Annual

## “Sale of Champions”

### Terms of Sale

- Bidding:** All animals sell to the highest bidder. Any disputes or questions regarding bids will be settled by the auctioneer, and his decision will be final.
- Financial:** By bidding in the “Sale of Champions” the buyer has entered into a financial Agreement with Tri-Club for the Obligation: purchase of any sale lot sold to them, upon the final tap of the gavel by the auctioneer.
- Purchase:** All buyers are required to register before the sale and fill out an information card. The sale confirmation sheet confirmation must be signed by the Buyer and include information concerning the processing or delivery of the project and the purchase price.
- Processing:** The buyer is responsible for their own choice of processor and once the animal is delivered to the processor in buyer’s name, the processor becomes liable to the buyer. The buyer is responsible for all processing charges. For your convenience we will have processors available to haul your purchases to their processing plants.
- Donated:** Full purchase price of donated animals is tax deductible. Please indicate the name and address of the person (NOT EXHIBITOR), or club to which the animal is to be donated. Projects (animal) donated back to Spring Tri-Club will be resold and the money will go toward Scholarships.
- Payment:** Buyers must make payment in full for all projects to the Spring Tri-Club, not the exhibitor, FFA, FCCLA or 4-H organizations, within 30 days of the invoice date.

## **Spring Tri-Club Procedures for the Silent Auction**

Approved 1996

1. The **Silent Auction** will take the place of the private sale for the Arts, Crafts, Foods and Horticulture.
2. Each exhibitor will receive a form to be completed prior to check-in. This form will contain their name, exhibitor number, the exhibit number (these will be assigned) and will show what organization they are showing their item under, the category, and a brief description of the item (this will be used to make sure the items are entered correctly and to help identify the item after Judging is complete). This form will also ask if the exhibitor wants their item to be in the live auction, the silent auction, or if is not for sale. (Note: the LIVE AUCTION PROCEDURES, all projects listed must sale in the LIVE AUCTION). This will help organize things after Judging. They will also list the cost of the item and if they will only sell if the bid is a minimum amount (this will not guarantee that the item will sell for that, this will just insure nothing is sold for less than minimum).
3. Each item will be assigned an exhibit number, example: A craft item entered under category C1 may have a number such as C1-100, C1-101, etc. Each item entered will have its own number; this will also help with paper work. It will be pre-assigned from the registration sheets from February, so when the exhibitor checks in they will give us their completer form for each item. We will give them their item numbers at the time they pick up their exhibitor numbers.
4. **All items not selected to be in the LIVE AUCTION will be eligible for the Silent Auction just as the market livestock are for the private sale unless the exhibitor has chosen not to sell their item. After all judging is completed and all LIVE AUCTION items have been determined, all Arts, Crafts, Food and Horticulture items that are not being sold in the Live Auction or Silent Auction must be checked out on Friday and REMOVED from the SHOW GROUNDS. THIS MUST BE DONE BY 7:00 PM FRIDAY. Any items left unclaimed BECOME THE PROPERTY OF SPRING TRI-CLUB.**
5. The Silent Auction will begin after Judging is completed on Thursday for Arts, Crafts and Horticulture. It will be closed Friday morning and will open again after Judging of the Food is completed. The Silent Auction will end prior to the completion of the Live Auction on Saturday. The closing time will be announced during the Show and Sale.

6. During the Silent Auction, each item will have a sheet with the exhibitor's name, item number, exhibitors number, description and minimum bid amount (this will be the cost of the item unless otherwise designated by exhibitor). It will also have a place for the bidder to sign their name, address, phone and amount of bid.
7. Once the bidding ends, the committee will go through and see who the buyers are and have these ready to claim after the Live Auction ends. **No one** will be able to come into the Arts & Crafts Room after bidding ends, except the designated committee members.
  - a. The items will be ready to be claimed and the bidders will come to the tables just outside the doors. They will request the items they bid on. At that time the committee will get their items and complete their paper work (the sale sheets will be ready for them to fill out their name, address, etc. and pay for their items).
  - b. This helps cut down on the confusion and help guarantee the items are being picked up and are being paid for by the correct parties.

**The Silent Auction items may be claimed as soon as the bidding ends. All Silent Auction Items must be picked up no later than one hour after the LIVE AUCTION ends or they will be forfeited to the next highest bidder.**

# Spring Tri-Club

## Procedures for the PRIVATE SALE

Approved May 2008 (Revised 2013)

1. All animals in the private sale will sale at the following preset prices:

Steer	\$2,000
Swine	\$400
Lamb	\$300
Goat	\$300
Broilers	\$100
Turkey	\$75
Fryers	\$100
Single Fryer	\$75

2. If the Buyer wishes to give the exhibitor more money for their animal, they may do so in the form of an ADD-ON.
3. Spring Tri-Club shall retain 8% commission from all sales and add-ons in the Private Sale.

# Spring Tri-Club

## Financial Management Procedures

Approved September 2004

1. Adopt a Budget using gross figures including:
  - a. Itemize Income
  - b. Itemize Expense
  - c. Any Carry-Over Reserve, Expenses or Unpaid Collections
2. Treasurer will present written financial report at each scheduled meeting. Periodic budget reports are due to members in September, December, March and May.
3. Each check written must be supported by an invoice or other written request that contain the name of the person/company to whom the check is paid, the payment purpose, the check number, and the date on which was written. **ALWAYS USE A CHECK REQUEST FORM.**
4. All checks will require two signatures for validity. Should a husband and wife ever be officers together, they should not sign checks together. Two officers will be appointed each year to be signers on the bank account.
5. Pencil should not be used on the check stubs or ledger accounts. White-out of mistakes should not be permitted. All mistakes should be lined through in red ink and initialed by the Treasurer. All entries in the checkbook and ledger should be in the same color of ink.
6. Deposit all funds immediately and retain deposit slips. At the entry dates all money must be verified by committee before turning over to treasurer. All money should be noted cash and check amount. Each deposit will be accompanied by a photo copy of all checks and cash received and an explanation and breakdown on what the income was for.
7. Always consider bonding the club officers.
8. File all tax returns and pay all taxes owed promptly. Treasurer will present a copy of tax returns filed with monthly financial report.
9. School District policy requires us to file with the Communications and Community Relations Division a copy of our current adopted budget and the financial report of the prior year budget.
10. Should we have a change in the treasurer during the year; the financial records will be audited immediately before turning books over to the new treasurer.

11. Use of “Miscellaneous” category in either income or expenditure portion of the budget should be limited to less than \$100.00.
12. When it is determined that an expenditure amount will exceed the budget amount before the year end, our minutes of the executive board or general membership meeting should reflect authorization for those “over budget” expenditures.
13. Always use the Spring Tri-Club P.O. Box for all activities and statements.
14. If tax-exempt tax returns are filed “Form 990”, the President of Tri-Club will see a copy of the tax return filed. The President should make sure reports/returns are being filed in a timely matter.
15. An accounts receivable list should be maintained for each year listing name, address, amounts, payments and the received dates (do not dispose of, keep as part of the books and records).
16. A check register should always be maintained and kept as part of the books and records.
17. A program such as Quickbooks should be used to maintain the books of Tri-Club.
18. Form 1099 W-9 must be filed and keep a copy.
19. Treasurer must maintain records for the year and turn in all records to the President of Tri-Club at the May meeting. Bank statements, deposit slips, check book and stubs, Treasurer Reports, W-9, entry and registration receipts and book, all auction and billing reports for review of the board and auditors. Must have complete financial statement for audit.
20. Tri-Club will maintain complete files of the treasurer on location for seven years.

### **AUCTION AND BILLING**

All live auctions must be entered and two people on committee must count all money taken in during auction, verify on receipt and sign (**Full Name**) receipt to be given to the treasurer at the end of event.

All silent auction sales must be counted by two people on committee, must count all money collected, match to receipts, signed, (**Full Name**) and be given to the treasurer to be verified.

All private sales must be counted by two people on committee, all money collected match to receipts, signed, (**Full Name**) and given to the treasurer to be verified.



## **ENTRY AND REGISTRATION**

Entry and registration committee will be issued a cash amount to start each entry day to make change. The treasurer and one other committee person will verify the start-up money. Both will sign (**Full Name**) a receipt confirming dollar amount at the end of the entry day. Two committee people will balance the money with the start-up money and entry fees verses receipts to equal out and sign (**Full Name**) receipt verifying dollar amount to be turned into treasurer at the end of entry day.

## **CONCESSION STAND**

Treasurer will give concession stand director a cash start-up for change.

Only one adult will run the cash register per shift.

Director and first cash register attendant will both count money in register and sign off on receipt (**Full Name**). For each shift after, the in coming register attendant and the out going attendant will count all money and set drawer back to start-up and both sign receipt (**Full Name**) of all profit, counted and verified money and put in separate envelope to be given back to the director.

At the end of each day, the director and treasurer will count all money bags and treasurer will give concession stand director a receipt on all money collected for that day.

At the end of the event the director and treasurer will count all start-up money and sign receipt (**Full Name**) verifying start-up money to be deposited back in bank.

Both names on receipt will agree on amount of money in bag or drawer.

**CHECK REQUEST FORM**  
**SPRING TRI-CLUB**

Person Making Request: \_\_\_\_\_

Check to be Payable to: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Amount Requested: \_\_\_\_\_

Purpose of Request: \_\_\_\_\_

\_\_\_\_\_

Date Requested: \_\_\_\_\_

Date Check Needed: \_\_\_\_\_

-----**FOR USE BY TREASURER**-----

Check Number: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Account Charged: \_\_\_\_\_

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

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

Approved September 2004

# **Spring Tri-Club**

## **Organization Scholarship Procedures**

Approved September 2001

Each year the 4-H, FFA and FCCLA organizations have need for additional money. These may be for classroom, conventions, leadership camp etc. Spring Tri-Club wants to offer to these organizations additional money to support your programs and activities. We must have the following information.

1. Teacher or Organization leader must complete and submit a written application to the President of Spring Tri-Club. The Spring Tri-Club Board will evaluate the application and award scholarships.
2. Your application must include the following information:
  - a. Statement of Need – An enhancement of the program or unique purchase.
  - b. Impact on Students – Include the number of Students affected and the quality of the impact. Include a method of measure impact.
  - c. Description of Plan – Goals for the use of the funds including equipment and system requirements.
  - d. Sustainability – How will the quality of the program be sustained after the scholarship funds are used.
  - e. Budget Sheet – Estimated expenditure of funds for the school year. Include any additional requirements above and beyond the scholarship funds which will be needed: i.e., need for additional computers or electrical installations as a result of this purchase.
3. All teachers who teach the course or organization leaders in the affected program that will benefit from the scholarship must sign application.

## **Spring Tri-Club Scholarship Information & Procedures**

1. The Scholarship Committee and President will set dates prior to and in conjunction with the Spring Tri-Club for distribution of scholarship application packets and due dates of the same. The time frame between distribution and due dates shall not be less than two (2) weeks for returning completed applications to the committee as directed.
2. The Spring Tri-Club each year awards scholarships. Refer to the Bylaws, Article IX. Scholarship.
3. Eligibility Rules for Scholarships:
  - a. Each applicant must be a graduating High School Senior residing in or enrolled in the SISD.
  - b. Each applicant must have participated as an active member of FCCLA, 4-H or FFA and have exhibited in the Spring Tri-Club Show for at least two (2) years as a high school student.
  - c. Each applicant must have applied to a full four year college, an approved junior college or a vocational school. Remember, you must have done this. **VERY IMPORTANT.**
  - d. At least one of applicant's parents or guardians, must have attended a minimum of three (3) Spring Tri-Club meetings and paid Spring Tri-Club dues prior to the scholarship application due date of the applicant's senior year, OR have volunteered to assist a Spring Tri-Club Committee and paid Spring Tri-Club dues prior to the scholarship application due date of the applicant's senior year.
  - e. Each applicant must submit a Spring Tri-Club scholarship application form, a copy of the applicant's high school transcript, a non-returnable wallet-size photograph and a one page letter outlining reasons why the applicant should be considered as a scholarship recipient.
  - f. Each applicant must be personally interviewed by Spring Tri-Club Scholarship Committee
  - g. Each recipient must submit a copy of paid tuition by October first of the year the scholarship is awarded and March first to the following spring semester. Recipients must carry at least twelve credit hours per semester. If these requirements are not met, the funds will not be

distributed and will be given to an alternate, if applicable. Extensions may be approved depending on the circumstances.

# **Spring Tri-Club**

## **Scholarship Scoring**

Remember:

1. Students must be Graduating High School Seniors residing in or enrolled in the Spring ISD.

Note: Graduating High School Seniors are students who have completed and passed all state and local requirements to receive their High School Diploma at the spring semester Graduation.

2. Each applicant must have participated as an active member of FFA, FCCLA or 4-H and have exhibited in the Spring Tri-Club Show for at least two (2) years as a high school student.

Note: The Spring Tri-Club Scholarship is a participation Scholarship, the more activities a student has been involved with the better. Give the student credit for their participation in the Tri-Club Show, set-up and clean-up, as well as any activities they have participated in as members of their Organizations. Please also take into consideration other activities the student has participated in at their respective schools.

3. Each applicant must have applied to a full four year college an approved junior college, or a Vocational School.

Note: Some of the community colleges do not require applications nor do they require ACT or SAT test, for enrollment. However a student planning on attending one of these schools should be able to tell this information in their interview.

A student that does not have any idea about where they are going to school, or about a vocational school, is probably not going to use the scholarship.

4. Each student has been requested to provide us with an “Official” sealed transcript. This should be used to help you in those cases in which you cannot decide who is the stronger applicant.
5. Judging applicants should always be conducted as if you only have a limited amount of money.
6. At the end of all the interviews, Spring Tri-Club will ask each of the judges to place the applicants in order as if they were in a Show Ring.

7. We will then take your placing and apply a point system starting with the number 1 person on your list receiving the most points and going down to the last place person receiving 1 point. We will then add all judges scores together to put the applicants in order.

# Spring Tri-Club Scholarship Score Worksheet

**For:** \_\_\_\_\_

**Date:** \_\_\_\_\_

1.	Completeness of application: (suggested point range 1-10)	
2.	One page letter outlining reasons why applicant should be considered as a scholarship recipient: (suggested point range 1-10)	
3.	Participation:	
	➤ showing in the Tri-Club Show (1 point for each year):	
	➤ number of projects shown:	
	➤ number of years in one or more of the organization(s):	
	➤ activities participated in the organization (other school activities):	
4.	College or Vocational school status:	
5.	Interview: <i>(suggested point range 1-10)</i>	
	<b>Your overall score to be compared to other applicants for review:</b>	