

REQUIREMENTS OF THE TCYS CALF SCRAMBLE PROGRAM

1. Thank-you letter

- Please mail a thank-you letter to your sponsor no later than March 31.
- Submit a copy by e-mail to the Calf Scramble Committee by March 31.
- You may choose to write a letter or send a thank you card. Either way, make sure that the Calf Scramble Committee receives an e-mailed copy of your correspondence and that you keep a copy for your scrapbook. Please keep in mind that this correspondence is to thank your sponsor for their generous donation of \$500 to the TCYS Calf Scramble Program.

2. Monthly Reports (with photos) and Expense Reports

- Must be emailed to the Calf Scramble Committee
- Due by the 15th of every month for the previous month. Ex: June report is due no later than July 15th.
- Reports should include: progress with animal, expenses, pictures, and any other information you would like to share.
- You must keep a copy of each report for your records to be inserted into your scrapbook.
- Reports are due even if you have not purchased your animal or if no expenses are incurred for the current month. The committee still wants to hear about any progress made from the beginning of your project.
- If you do not have a personal computer, it is your responsibility to find one to ensure your reports are submitted every month. If you need assistance locating resources, please contact your AST/CEA.
- The first report is due July 15 for the month of June.
- The last report is due December 15 for the month of January. You may choose to submit this report early, so it can be inserted into your scrapbook.
- No reports will be accepted late.
- You are required to make sure that your reports, expenses and pictures are sent each month.
- If you have questions, please contact the Calf Scramble committee.

3. Scrapbook

- Tentative due date of January 2018 on check in day (TBD upon schedule for 2018 show)
- Your scrapbook is required to contain the following:
 - Decorative and original exterior cover
 - Inside cover page with your name, club/chapter name and the market animal you raised
 - Table of Contents with corresponding tabs – order of content does not matter, only consistency
 - Monthly expense reports
 - Monthly correspondence to committee
 - Pictures relating to project

Everything listed above must be included in your scrapbook; however, you may add anything else that may highlight your scramble experience. Please keep copies of all of your submitted reports, photos, etc. The Scramble Committee cannot provide these to you if you lose them. Do not include documents/receipts containing personal information such as credit card numbers, social security numbers, etc. Please do not include personal belongings, such as buckles, in your scrapbook. This is a “Highlight Show” of your year as a Calf Scramble participant. Be creative and original.

Scrapbooks must be hand delivered to the Calf Scramble Committee. Your scrapbook must be picked up at the conclusion of the 2018 TCYS Show. All scrapbooks remaining in the possession of Travis County Youth Show after the conclusion of the 2018 Auction will be disposed of.

Calf Scramble Committee Contact Information

<u>Committee Chair Person:</u>	Letisha Mouser	(512) 203-9803
Co-Chair Person:	Lynette Suarez	(512) 825-7511

Committee Email: tcyscalfscramble@gmail.com