



2019

Calf Scramble Handbook



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CALF SCRAMBLE OFFICE CONTACT INFORMATION

Mailing and Physical Address:

Houston Livestock Show and Rodeo
Calf Scramble Office
NRG Center
Three NRG Park
Houston, TX 77054

Contact:

Kim Wilson, Senior Coordinator, Calf Scramble

E-mail: calfscramble@hlsr.com

Phone: 832.667.1138

Fax: 832.667.1140

Website:

<http://www.rodeohouston.com/Get-Involved/Exhibitors-Participants/Calf-Scramble>

2019-2020 CALF SCRAMBLE PROJECT CHECKLIST

MAY 2019

- Thank-You Letter – Mail to your donor ASAP, e-mailed copy due to Calf Scramble Office May 31 (see e-mail address on page 3)
- April Report - due May 10

JUNE 2019

- May Report - due June 10
- **Steers** validated through Texas Validation Program by June 30, Enter EID in Scramble Reporting System

JULY 2019

- June Report- due July 10

AUGUST 2019

- July report - due August 10
- **Steers**: State EID validation number entered in Scramble Reporting System by August 1 in Animal Details section
- Business Plan Initial Assessment due August 1 (instructions to come later)

SEPTEMBER 2019

- August report - due Sept. 10
- Breed Essay – Uploaded to Scramble Reporting System by September 1
- **Steers**: Purchase certificate due in Scramble Office September 1 EID validation number entered in Scramble Reporting System by August 1 in Animal Details section.
- **Heifers**: Original registration papers and certificate due in Scramble office September 1

OCTOBER 2019

- September report - due October 10
- Progress Show – October 2019 (Details to come later)

NOVEMBER 2019

- October report - due November 10
- **Heifers**: Registration paper uploaded to validation site by AST/CEA by November 1

DECEMBER 2019

- November report - due December 10
- All 2019 HLSR Show entries submitted by AST/CEA by December 1

JANUARY 2020

- December report -due Jan. 10

FEBRUARY 2020

- January report - due Feb. 10 (LAST ONE!)
- Year-End Essay – Uploaded by Feb. 1
- Business Plan Monthly Assessments and Final Assessment due (Exact date to be determined)

MARCH 2020

- 2020 HLSR Scramble Heifer or Steer Show
- Stall Display – set-up upon arrival to 2020 Houston Livestock Show
- Calf Scramble Awards Brunch (Date to be determined)

Purchase Certificate Rules

1. Total award for all Calf Scramble Certificate recipients is **\$2,250**, \$1,750 of which will be used to purchase the heifer or market steer and \$500 of which will be received after the banquet at the 2020 Show, provided that all obligations are fulfilled. Purchase certificates in the amount of \$1,750 must be used in the purchase of a **breeding beef heifer** or a **market steer** approved by the CEA or AST. Heifers must be born between Jan. 1, 2018 and Mar. 31, 2019. Heifer breeds that are eligible for purchase will be determined after the 2019 Show and posted to the Scramble page at <http://www.rodeohouston.com/Get-Involved/Exhibitors-Participants/Calf-Scramble>

All steers must be validated through the TX 4-H and FFA steer validation program by June 30, 2019 and the electronic identification number must be entered in the "Animal Details" section of the monthly reporting system on or before August 1, 2019. Steers may be any breed of beef cattle.

All heifers must be validated through the TX 4-H and FFA Heifer Validation System. Heifer validation will include online registration paper uploading and a physical validation with a county validation committee which will include DNA hair sampling. The deadline for heifer validation is November 1, 2019, exhibitors should contact their County Extension Agent or Agricultural Science Teacher for local / county deadlines.
2. The calf must be an FFA or 4-H project. The winner **MUST** return to the 2020 Houston Livestock Show and Rodeo and show the calf in the Scramble Beef Heifer Show or Scramble Steer Show. Steer projects may NOT be entered in any show prior to the 2020 Houston Livestock Show and Rodeo that requires the winning animals to be sold at auction. Scramble steer exhibitors are encouraged to enter the Junior Market Steer Show but are only allowed one entry into the Junior Market Steer Show and it must be their Scramble Steer. Scramble heifer exhibitors are encouraged to enter the Junior Breeding Beef Heifer Show but are only allowed one entry into the Junior Breeding Beef Heifer Show and it must be their Scramble Heifer. Appropriate entry materials must be submitted through the exhibitor's club or chapter by Dec. 1, 2019 for the exhibitor to show in the 2020 Junior Livestock Show.
3. Payment on scramble heifer certificates will be made to the seller after the completed purchase certificate and the original, transferred registration paper are received in the Scramble Office. Payment on steer certificates will be made to the seller after the completed purchase certificate is received in the Scramble Office. The original scramble certificate must be signed by the supervisor, seller, parent and student. Payment will be delayed if documentation is incomplete.
4. All correspondence, including certificate and registration papers, should be sent to: Houston Livestock Show and Rodeo, Attn: Calf Scramble Office, PO Box 20070, Houston, TX 77225.
5. Winners cannot purchase animals from themselves, immediate family members (mother, father, brother, sister, sister-in-law, brother-in-law, grandfather, grandmother, stepfather, stepmother, half-brother, half-sister, niece, nephew, aunt, uncle, cousin) or their ranches (family ranches or partnerships), their 4-H/FFA advisor or 4-H club/FFA chapter. Winners may not purchase heifers that have been previously exhibited through any Calf Scramble program. Payments will not be issued to 4-H Clubs, FFA Chapters, students, parents or supervisors.
6. Winners cannot purchase a calf that they have previously shown at the Houston Livestock Show and Rodeo in any given year or any calf that has previously been recorded in their name or in an immediate family member's name. Winners cannot purchase a calf that was previously shown as a Houston Livestock Show and Rodeo Scramble calf.
7. If a calf is purchased for less than the \$1,750 certificate amount, the seller will be issued a check for only the actual purchase amount.
8. Heifer Certificates may be combined with certificates awarded from other stock shows occurring between Jul. 1, 2018 and Mar. 31, 2019 as long as the animal is brought back to the Houston Livestock Show in 2020. If a combination of certificates is being used, the original transferred registration papers must be sent to the Show that is earliest in the calendar year. The first Show will make copies of the original transferred registration papers and then forward the original transferred registration papers to the later Shows. The last Show of the calendar year will receive and hold the original transferred registration papers and forward the original transferred registration papers to the winner/exhibitor upon completion of his project at all of the Shows involved.
9. Scramble steer and heifer substitutions will only be allowed at the discretion of Show management. Furthermore, scramble heifer substitutions will only be allowed if the original registration paper of the substitute heifer (solely in the name of the respective scramble exhibitor on or before Nov. 1, 2019) is received by the Scramble Office on or before the December 1st deadline. Show management must be notified immediately of any potential substitutions.
10. Winners who fail to fulfill their obligations as stated in these rules will have their Calf Scramble Certificates revoked, will be required to repay the certificate value to the Houston Livestock Show, will be required to provide a letter of explanation to the donor and the Scramble Office and could be disqualified from any junior show competition. Failure to comply with these rules could also result in forfeiture of Calf Scramble entries for one year for that club/chapter. If repayment is not made within 30 days of the 2020 Show, HLSR reserves the right to repossess the scramble heifer or steer and revoke invitations to participate in future Houston Livestock Shows. Winners who are ineligible to show at the 2020 Houston Livestock Show and Rodeo Scramble Steer or Scramble Beef Heifer Shows will be required to re-pay the certificate value to the Houston Livestock Show and Rodeo.
11. Scramble Certificate winners who initially accept and then decline their Scramble Certificate, may be barred from exhibiting/participating in future HLSR competitions/shows. This is at the discretion of Show Management.
12. Failure to submit three (3) or more monthly reports to the donor and Scramble Office during the course of the year-long project will make the exhibitor ineligible for the remaining \$500 received upon completion of the 2020 Show.



Instructions for Redeeming 2019 Calf Scramble Purchase Certificate

Certificate Winner Instructions:

1. You, your parent and your AST or CEA must sign the certificate once a heifer or steer is chosen. These signatures indicate that you fully understand the obligation and agree to abide by the rules of the Calf Scramble Program which are outlined in the Calf Scramble Handbook.
2. If you are purchasing a heifer and combining certificates with other shows, check the box that corresponds with the appropriate show.
***Note: Steer projects may NOT be entered in any other show that requires the winning or placing animals to be sold at auction.**
3. All steers must be validated through the Texas 4-H/FFA Steer Validation Program by June 30, 2019 and the full 15-digit electronic identification number **must be remitted to the Calf Scramble Office through the online reporting system on or before August 1, 2019.**
4. Give the signed certificate to the breeder. The breeder is responsible for turning in all paperwork to the Calf Scramble Office in order to receive payment.

Please note, NO Partnerships or Leases of animals are allowed. Steer or heifer must be SOLELY OWNED by SCRAMBLER or animal will be DISQUALIFIED. Steer or heifer may not be purchased from the scrambler's Agriculture Science Teacher, County Extension Agent or from the 4-H club or ag chapter.

Breeder Instructions:

Heifer Purchases:

1. Complete the Animal Information and Seller Information sections of the purchase certificate.
2. **NOTE: Heifers must be born between Jan. 1, 2018 and Mar. 31, 2019.**
3. Transfer heifer registration into certificate recipient's name.
4. Have original registration papers returned to you. (Having papers sent directly to the new owner will cause a delay in payment).
5. Once the original registration paper displays the new owner's name, mail the purchase certificate along with the original registration paper to:
**Houston Livestock Show and Rodeo Calf Scramble Office
P.O. Box 20070
Houston, TX 77225**
6. If the certificate winner purchases a heifer and has checked that he/she will be combining certificates with another show, please **send the original registration certificate to the show that occurs first** with a request to forward on to the respective shows. Send the Houston Livestock Show and Rodeo purchase certificate to the Houston Livestock Show and Rodeo Calf Scramble Office. We will make payment when we receive both the original registration papers and the purchase certificate.

Steer Purchases:

1. Complete the Animal Information and Seller information sections of the purchase certificate.
 2. Mail the completed certificate to:
**Houston Livestock Show and Rodeo Calf Scramble Office
P.O. Box 20070
Houston, TX 77225**
- **ALL PAPERWORK is due in the Calf Scramble Office no later than September 1, 2019. Please note, due to the high volume of scramble certificates we award, it may take upwards of one month from receipt of paperwork to process and mail breeder payments.**
 - Payment will ONLY be made once the completed purchase certificate and original registration paper (for heifers) are received in the Calf Scramble Office.

Please contact the Houston Livestock Show and Rodeo™ Calf Scramble Office at 832.667.1138 or e-mail at calfscramble@rodeohouston.com with any questions or concerns.

REQUIREMENTS OF THE HLSR CALF SCRAMBLE PROGRAM

Scrambler **MUST** meet all of the following requirements of the program to receive the \$500 completion bonus upon returning to the 2020 Show.

1. Thank-you letter

- Thank-you letter is to be mailed to your donor no later than May 31.
- Submit a copy by e-mail to the Calf Scramble Office by May 31.
- You may choose to write a letter or send a thank you card. Either way, make sure that the Calf Scramble Office receives an e-mailed copy. Please keep in mind that this correspondence is to thank your donor for their generous donation of \$2250 to the HLSR Calf Scramble Program.

2. Monthly Reports submitted through the Scramble Reporting System

- Your monthly report consists of correspondence, pictures and expenses that occurred the previous month. You will write a report to your donor updating them on your project.
- Must be completed through the online reporting system **ONLY** (instructions on page 21). Do not mail or e-mail a copy to the Scramble Office. Submitting through the online reporting system will automatically send your monthly report to your donor, the Calf Scramble Office, your AST/CEA, and your Greeter.
- Monthly reports are due by the 10th of every month for the previous month. Ex: May report is due no later than June 10th. Please **do not** wait until the night of the 10th to submit your report as many other scramblers will do the same and the system may experience difficulties processing your report upload. **You are only allowed to miss 3 monthly reports before you become ineligible for the completion bonus.**
- It is **YOUR** responsibility to upload your reports each month to ensure that your donor, the Calf Scramble Office, and your AST/CEA receive a report. If your donor does not use e-mail, you are required to print off the report and mail it to them.
- Reports are due even if you have not purchased your animal or if no expenses are incurred for the current month. Your donor still wants to hear from you regarding 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 or your Calf Scramble Greeter.
- **The first report is due May 10 for the month of April.**
- The last report is due Feb. 10 for the month of January.
- No reports will be accepted late. The online reporting system will only allow you to submit the current month's report between the 11th of the current month to the 10th of the following month (ex: May report will be available to submit between May 11 and June 10). The reporting system automatically moves to the next month at midnight. If you do not submit by midnight on the 10th, you have missed the window for submitting.
- You are required to make sure that your reports, expenses and pictures are uploaded each month. Once you have submitted, log out and then log back in to make sure your report, pictures and expenses have uploaded for the month. You must go to the "Summary" tab and choose each month separately to see what you have uploaded.

3. Breed Essay

- Due September 1.
- Top essays will be recognized at the awards brunch in March 2020.
- **Length** – 500 to 550 words describing the reason you chose the breed of heifer/steer you are raising.
- **Essay Title** – “Why I Selected (Calf’s Name)”. This should appear on title page of your essay. Must have Name of Scrambler, Heifer or Steer and word count on title page as well.
- Essay will only be accepted through the online system. Once uploaded, a link to your essay will appear on the website. **No confirmation email will be sent.**
- It is a good idea to have a peer or parent proofread your essay
- Do not use all capital letters, bold or script typeface or decorative background as it makes it extremely difficult to read.
- Your essay will be evaluated on the following criteria:
 - o Content
 - Rationale for breed choice
 - Reason you chose your specific calf
 - Information about breed
 - o Focus & Coherence
 - Stays on topic
 - Organization
 - Logical progression of ideas
 - Clear beginning, middle, and end
 - o Voice
 - Reflects scrambler’s personality
 - Original and genuine
 - o Grammar & Mechanics
 - Follows guidelines with specified title
 - Demonstrates standard English usage of correct spelling and grammar
 - If information is used from the internet or other resources, please cite the source. Your sources will be checked – **do not copy and paste from websites as this will be checked.**

4. Year-End Essay

- Due February 1
- Top essays will be recognized at the awards brunch in March 2020.
- **Length** – 1,000 to 1,100 words describing your experience raising your Scramble Calf.
- **Essay Title** – “My Calf Scramble Project”. This should appear on title page of your essay. Must have Name of Scrambler, Heifer or Steer and word count on title page as well.
- Essay will only be accepted through the online system. Once uploaded, a link to your essay will appear on the website. No confirmation email will be sent.
- It is a good idea to have a peer or parent proofread your essay before submittal
- Do not use all capital letters, bold or script typeface or decorative background as it makes it extremely difficult to read. NO PHOTOS.

- Your essay will be evaluated on the following criteria:
 - o Content
 - Describe significant events in the year-long process
 - Include entire year's experiences – expand beyond the night you scrambled
 - o Focus & Coherence
 - Focused on topic
 - Consists of clear paragraphs and sentences
 - o Organization
 - Presents logical progression of ideas
 - Contains beginning, middle, and end
 - o Grammar & Mechanics
 - Follows guidelines with specified title
 - Demonstrates standard English usage
 - o Voice
 - Reflects scrambler's personality
 - Original and genuine

5. **Business Plan**

- **You are required** to submit a business plan outlining your experiences with your Calf Scramble project. The required fillable forms will be located on the Calf Scramble Page at: <http://www.rodeohouston.com/Get-Involved/Exhibitors-Participants/Calf-Scramble>
- The Business Plan is broken down into three separate parts, 1) Initial Assessment, 2) Monthly Assessments and 3) Final Assessment. You will download these fillable forms, complete, save to your computer and then upload to the Calf Scramble reporting system. Initial Assessment must be uploaded by August 1. Monthly Assessments and Final Assessment must be uploaded in February with the exact due date to come.
- The **Initial Assessment** is an overall idea of your expectations with your project.
- **Monthly Assessments** show the details for each month. **Month 1** should be the month you purchased your calf.
- **Final Assessment** is a summary of your project.

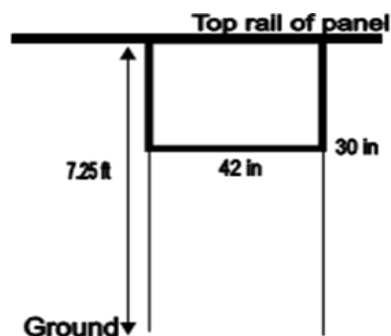
6. **2020 Houston Livestock Show**

- **You are required** to bring the heifer or steer, that was purchased with your scramble certificate, to the 2020 Houston Livestock Show. **If you are unable to show due to ineligibility, you will be required to re-pay the value of your Scramble Certificate.**
- You must exhibit the heifer in the Scramble Heifer Show or steer in the Scramble Steer Show. You may **not** have a substitute exhibitor show your Scramble entry because you are competing in a conflicting HLSR event.
- You have the option to show your scramble heifer in the Junior Breeding Beef Heifer Show or your steer in the Junior Market Steer show for an additional entry fee. This entry is separate from your required Scramble entry. Your scramble calf is the **ONLY** calf you may show in the Junior Breeding Beef or Market Steer shows. **If for any reason you are unable to return to HLSR with your designated scramble calf, you WILL NOT be allowed to substitute a different calf in the corresponding junior show.**

- Your entry for the Scramble Heifer/Steer Show and Junior Breeding Beef Heifer Show, or Junior Market Steer Show must be made through your AST/CEA prior to December 1, 2019. **You are not automatically entered in any of these shows.**
- The Calf Scramble Shows are subject to the Houston Livestock Show General Rules and Regulations, the Junior Show Rules and Regulations and to the Special Rules listed for each. Where Special Rules conflict with other rules, Special Rules will prevail.
- Calf Scramble heifer exhibitors **must have** a copy of their heifer registration paper in their possession as they enter the show ring or they will be disqualified. This copy should have the Calf Scramble stamp on it as provided to exhibitor by the HLSR Scramble Office when the original paper is received with the Purchase Certificate.

7. **Stall Display (upon return to the 2020 Show)**

- A decorative stall display should be brought to be hung from the top rail of the panel at the head of your heifer or steer's stall for the 2020 Show. Be creative and original.
- Top stall displays will be recognized at the awards brunch in March 2020.



- **Maximum size** – 42 inches wide and 30 inches tall. **PLEASE SEE DIAGRAM ABOVE**
- **Note: Any displays exceeding the maximum will not be judged.**
- **The Show will provide an 11”x 17” laminated sign that must be attached to your stall display. It can be attached to the top, below or to the middle of your stall display. Do not attach on the side of display. Plan ahead to attach the sign.**
- You may attach legs for more support, but there **MUST** be a place to tie the animal between the legs.
- Decorating is allowed at the head of the stall only. No side panels are allowed and nothing is allowed at foot of stall.
- Displays should be set up on the day of heifer/steer move-in.
- Show Management has the right to remove any questionable decoration.
- No rear or standing fans will be allowed.
- Displays should be mounted to the metal pole at head of stall. Zip ties and/or baling wire are the easiest methods to attach display. Hooks are discouraged. Displays must be between stall markings. Do not go over into another stall. Your stall display **must be removed** once your animal has been released from the Show.
- Electricity is available, yet limited, throughout stalls.
- Shavings are provided in stalls.
- Pictures of previous year displays can be found on the Calf Scramble web page.
- Using water or any other substance to clean the rubber mats in the aisles is prohibited.

- **Show boxes larger than 21" tall x 24" deep x 40" wide will be removed from the Scramble area and removed from the building.**

8. **Donor Reception and Awards Brunch**

- Please look for information sent via email in February along with other show information. Calf Scramble participants, donors, parents and supervisors are invited. No RSVP is required.
- This reception/presentation honors donors for their generosity. It also honors Calf Scramble participants, parents, and supervisors for a year's worth of dedication and hard work.
- Calf Scramble participants are **required** to attend. Exceptions will only be made for participants whose Junior Show competition overlaps with the donor reception. Please e-mail the Scramble Office if you will be showing your heifer or steer during the brunch. Contact with donors regarding attendance is encouraged.
- For those that successfully complete the Calf Scramble Program, a \$500 completion check will be provided immediately following the conclusion of the Awards Brunch. Original heifer papers will be returned at that time as well.

IMPORTANT REMINDERS AND UPDATES

- Check the Calf Scramble webpage and the Houston Livestock Show and Rodeo Exhibitor Facebook Page often for updates throughout the year.
<http://www.rodeohouston.com/Get-Involved/Exhibitors-Participants/Calf-Scramble>
<https://www.facebook.com/HoustonLivestockShowExhibitors/>
- All reports, essays and business plan documents must be uploaded through the online reporting system with the exception of the thank you note which should be scanned and e-mailed to Calfscramble@hlsr.com
 - ✓ Calf Scramble participants having any online technical or processing errors must email the Calf Scramble Office at Calfscramble@hlsr.com before the deadline for that month in order for the report to be accepted. Reports submitted after the deadline will not be accepted.
 - ✓ Calf Scramble participants missing the deadline for a monthly report are still encouraged to send correspondence to donors for that month.
 - ✓ Calf Scramble participants needing help locating resources to be able to access the internet, should contact their AST/CEA or Calf Scramble Greeter.
- If any of the Calf Scramble participant's contact information changes, they must email the Calf Scramble Office and their Greeter with those updates within 24 hours of the change.
- Please contact your Calf Scramble Greeter first if you have any questions. They are here to assist with any questions regarding the requirements of the Calf Scramble Program and Calf Scramble participant's obligations. If Calf Scramble participants are unable to contact their greeter, please e-mail the Calf Scramble Office at calfscramble@hlsr.com.
- Refer to the Calf Scramble web page at:
<http://www.rodeohouston.com/Get-Involved/Exhibitors-Participants/Calf-Scramble>
- All requirements listed on pages 7-11 **MUST** be completed to receive the \$500 completion check upon returning to the 2020 Show.
- **Calf Scramble participants must e-mail the Calf Scramble Office should any contact information change or problems are encountered throughout the project.**
- As a reminder, the first report is due by **May 10th**. You are required to make sure that your reports, expenses and pictures are uploading each month. Once you have submitted, log out and then log back in to make sure your report, pictures and expenses have uploaded for the month. You must go to the "Summary" tab and choose each month separately to see what you have uploaded.

CALF SCRAMBLE PROGRESS SHOW

The Calf Scramble Committees will host the 12th Annual Calf Scramble Progress Show in October. This show will provide educational seminars on raising cattle for scramblers and allow them to gain show experience at no cost to the scrambler. More information will be available on the Calf Scramble web page this summer. Calf Scramble participants register by logging in to the monthly reporting system and selecting whether or not they will attend. Mark your calendars and plan to be there. It is not a requirement of the Calf Scramble Program, but strongly encouraged for all scramble certificate recipients.

Progress Show Rules

(Rules are subject to change)

1. Registration
 - a. Heifers entered in this show must be registered in the records of their respective breed association (in the name of the exhibitor). Registration papers must be on file in the Calf Scramble Office and heifer exhibitors must present a stamped copy of the registration papers at check-in and have them in their possession when entering the ring to show their heifer.
 - b. Steers entered in this show must have an official and visible Texas Validation ear tag and electronic ID in the steer's ear. The EID number must be on file in the Calf Scramble Office.
2. Classes
 - a. Heifer classes will be broken by age within three divisions; American, European and British (no individual breed classes).
 - b. Steer classes will be broken into 6 classes by WEIGHT ONLY (no breed classification will occur.)
3. Clipping - No clippers which must be plugged into an electrical outlet are allowed to be used on Scramble Breeding Beef Heifers or Scramble Steers once they arrive on Show grounds. Cordless clippers are allowed. Blowers are allowed, but electrical outlets are limited.
4. Grooming Material - This is a Blow and Go Show for both heifers and steers. No grooming material, paint or dye is allowed on any animal.
5. Fans - No fans will be allowed in the barn.
6. The Calf Scramble Progress Show is limited to HLSR calf scramble and dairy/livestock judging certificate winners only. Winners are only allowed to bring their scramble heifer or scramble steer that is registered with the Calf Scramble Office. Companion animals are not allowed. Substitute exhibitors are not allowed.
7. There is no entry fee.
8. Stall displays are not allowed. No side panels are allowed.
9. Preprinted stall cards with your name and your donor's name will be distributed upon arrival.
10. Family is invited to attend.
11. Your donor will be invited to attend.
12. The Calf Scramble Greeters Judging Team will be available to give tips on the year-end essay and stall display projects.
13. Only small show boxes are allowed. They must be no larger than 21" tall x 24" deep x 40" wide.

RETURNING TO THE 2020 SHOW

- The Calf Scramble participant's AST/CEA is responsible for submitting the Scramble, Junior Breeding Beef or Junior Market Steer show entries online prior to the December 1st deadline. Calf Scramble participants are required to be entered in the Scramble Heifer or Scramble Steer Show. It is optional, but strongly encouraged, that Calf Scramble participants enter the Junior Breeding Beef Heifer Show or Junior Market Steer Show with their scramble animal. CEA/AST must submit this entry online through the Junior Show Online Entry System by December 1st, 2019.
- Calf Scramble participants are only allowed to bring their scramble heifer/steer to the 2020 Houston Livestock Show and Rodeo. If they enter the Junior Breeding Beef Heifer Show, Calf Scramble participants **must** show their scramble heifer in that show. If they enter the Junior Market Steer Show, Calf Scramble participants **must** show their scramble steer in that show. **If you do not return with your designated Scramble heifer or steer for any reason, you may not enter a different steer or heifer in the subsequent Junior Show.**
- **Please review the rules in the HLSR Exhibitor Handbook at www.hlsr.com for exhibiting the Scramble heifer or Scramble steer at the Houston Livestock Show™. These rules will be strictly adhered to.**
 - All heifers must be validated through the Texas 4-H and FFA Heifer validation program and should have a clearly legible permanent tattoo or fire/freeze brand that **matches exactly** to the permanent identification referenced on the heifer's registration papers. Please verify this before coming to the show as tattoos can fade over time. Heifers with an incorrect or illegible tattoo/brand will be disqualified from the show.
 - All steers should have a Texas state validation tag. The tag number in the steer **must match** the tag number submitted to the Calf Scramble Office. If the tag was lost and has been replaced, be sure the new tag number and a copy of the official tag replacement form has been submitted to the Calf Scramble Office.
 - Stall space is very tight at the show and there is no room for excessive tack or large show boxes. Bring only necessary items with you. **Large show boxes and upright dolly boxes will not be allowed in the stalls. If the show box is larger than the allotted stall space or if excessive feed or tack is brought to the show, it may be moved at the discretion of the Show Superintendent or Show Management. Show boxes larger than 21" tall x 24" deep x 40" wide will not be allowed in the Scramble area.**
- There is not a fee for the Scramble Heifer or Steer Show. The Junior Breeding Beef Heifer Show and Junior Market Steer Show have an entry fee. Calf Scramble participant's CEA/AST must enter the animal in these shows if Calf Scramble participant wishes to participate. Please refer to the HLSR Exhibitor Handbook for fees, dates, and questions regarding the 2020 Scramble Heifer and Steer Show or the Junior Breeding Beef or Junior Market Steer Show.
- Stalling:
 - All scramble heifers/steers will be pre-stalled together by club or chapter in a designated area.
 - Heifers/steers **must** remain in their assigned stall, except when in their assigned tie-out or in the show ring.
 - No side panels are allowed in the designated scramble stall area.
- Eligibility: 4-H and FFA members are considered to be eligible by the Houston Livestock Show and Rodeo for participation in the Junior Livestock Show at the time entry applications are received from the AST/CEA. Any AST/CEA who has a member who becomes ineligible to participate, for any reason, must provide written and signed notification to the Calf Scramble Office at least 24 hours prior to the commencement of any Junior Show activity in which the ineligible exhibitor was to participate. **If an exhibitor is determined ineligible, then the entry is ineligible resulting in repayment of certificate amount (maximum of \$1750).**
- All Scramble Heifers or Steers **must** be exhibited by the certificate recipient. Substitute exhibitors will only be allowed at the discretion of Show management. Official written notification must be provided to the Calf Scramble Office at least 24 hours prior to heifer/steer arrival. If a substitute exhibitor is allowed by Show management, the substitute showman must be from the same county as the original exhibitor. The substitute exhibitor also must meet all requirements of a Junior Livestock Show exhibitor and an official substitute exhibitor form must be filled out and turned in to the Livestock/Superintendent's Office before the closing of Scramble Heifer and Scramble Steer Show check-in.

SPECIAL RULES AND INFORMATION

- In the event that a scramble calf is lost, injured, becomes ill or dies, the Calf Scramble Office must be contacted **immediately** (by phone or e-mail) by either the scrambler, scramble parent or supervising CEA/AST. Depending on the situation, the following may be required:
 - Official letter from a veterinarian/health records
 - Photos of the animal showing injury/death
 - Letter from scrambler, scramble parent and/or CEA/AST
 - Inspection of the animal by Show management

If the Calf Scramble Office is not contacted **immediately** following the death of a scramble calf, the scrambler may be required to repay the \$1750 value of the purchase certificate regardless of the circumstances surrounding the death of the animal.

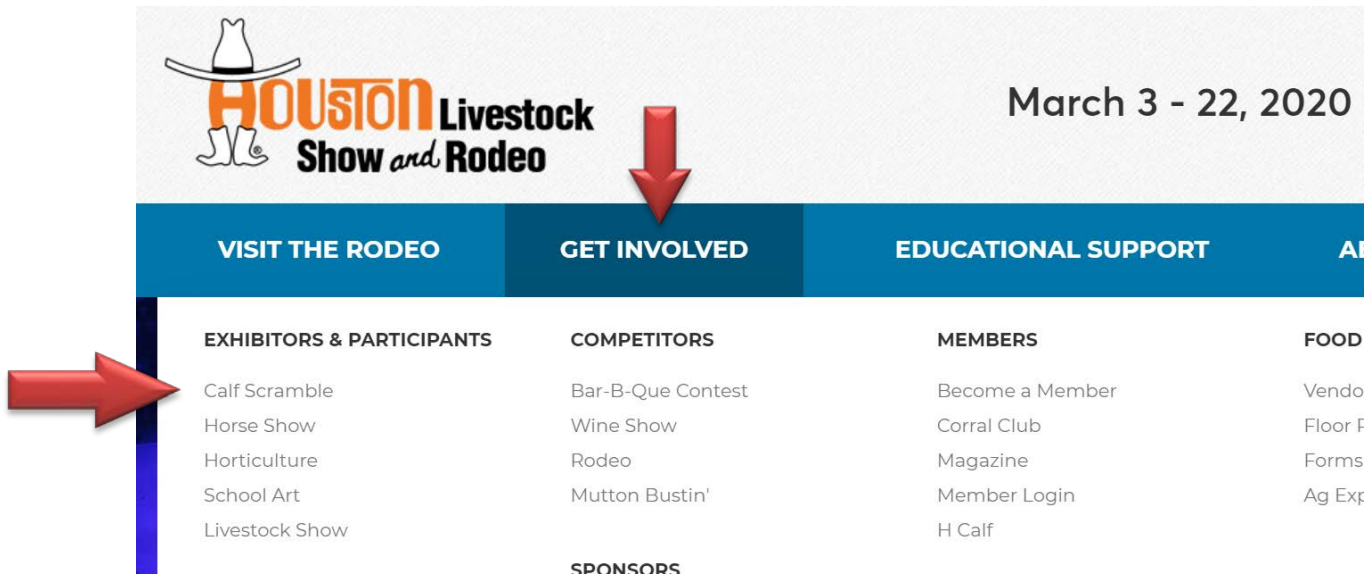
In the event that false information is presented in regard to the health/status of a scramble calf, the scrambler, scrambler's family, CEA/AST and/or club/chapter may face sanctions for future participation in HLSR competitions and events.

- Calf Scramble steers are required to return to the 2020 Houston Livestock Show. Steer projects may NOT be entered in any show prior to the 2020 Houston Livestock Show and Rodeo that requires the winning animals to be sold at auction. In the event that the designated Calf Scramble steer is sold at another show prior to the 2020 Houston Livestock Show, the scrambler, scrambler's family, CEA/AST and/or club/chapter may face sanctions for future participation in HLSR competitions and events.
- Winners who fail to fulfill their obligations as stated in these rules may have their Calf Scramble Certificates revoked, will be required to repay the certificate value to the Houston Livestock Show, will be required to provide a letter of explanation to the donor and the Scramble Office and could be disqualified from any junior show competition.

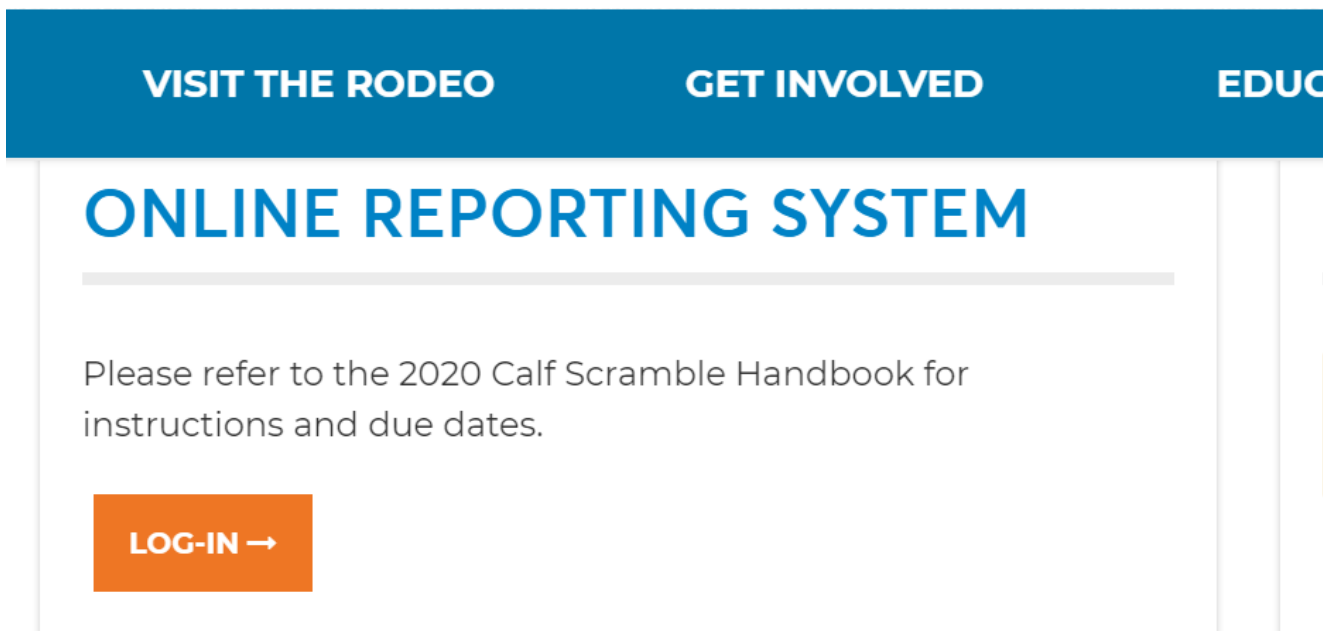
ONLINE REPORTING SYSTEM INSTRUCTIONS

First time log-in instructions:

Go to www.rodeohouston.com, click on “get involved”, then click on “Calf Scramble”



Once you are on the Calf Scramble web page, click on **Log-In** under **Online Reporting System**.



Once you are on the Online Reporting System website, click **Create Account**.



Login or **Create Account**

| | | |
|---|--|---|
|  | <input type="text" value="User Name"/> | * |
|---|--|---|

[Forgot User Name?](#)

| | | |
|---|---|---|
|  | <input type="password" value="Password"/> | * |
|---|---|---|

[Forgot password?](#)

[LOGIN →](#)

[CREATE ACCOUNT →](#)

[CONTACT US →](#)

Complete all fields. Insert your own user name and password. Your HLSR Member/Customer Number has been e-mailed to you previously and can be found on the letter enclosed with your 2019 Calf Scramble Handbook. **YOU MUST ENTER YOUR HLSR MEMBER/CUSTOMER NUMBER ON THE LAST LINE.** Write your Username and Password down! You will use it all year to log in. Once all required fields are complete, click **Create Account at the bottom.**

Create Account

| | | |
|--------------------------------|--|---|
| User Name: | <input type="text" value="User Name"/> | * |
| Password: | <input type="password" value="Password"/> | * |
| Confirm Password: | <input type="password" value="Confirm Password"/> | * |
| Email: | <input type="text" value="Email"/> | * |
| Security Question: | <input type="text" value="--Select One--"/> | * |
| Security Answer: | <input type="text" value="Security Answer"/> | * |
| First Name: | <input type="text" value="First Name"/> | * |
| Last Name: | <input type="text" value="Last Name"/> | * |
| Address: | <input type="text" value="Address"/> | * |
| City: | <input type="text" value="City"/> | * |
| State / Province: | <input type="text" value="State / Province"/> | * |
| Zip / Postal Code: | <input type="text" value="Zip / Postal Code"/> | * |
| Phone: | <input type="text" value="Phone"/> | * |
| Mobile: | <input type="text" value="Mobile"/> | |
| HLSR Member / Customer Number: | <input type="text" value="HLSR Member / Customer Number"/> | |

CREATE ACCOUNT →

Once you have clicked **Create Account**, you will return to the original login page. **THIS IS WHERE YOU WILL LOG-IN EACH MONTH, SO BOOKMARK IT.** Enter the **username** and **password** that you created and click **Login**. **USERNAME SHOULD BE IN ALL CAPS.**

Login or **Create Account**

 *

[Forgot User Name?](#)

 *

[Forgot password?](#)

LOGIN →

CREATE ACCOUNT →

CONTACT US →

Your homepage for the reporting system, as shown below, will have all your contact, animal, club/chapter, donor, and seller information displayed. If you have not purchased your heifer/steer yet or if your paperwork is not yet complete, animal and seller information will be blank. **If any of this information is incorrect, please e-mail calfscramble@hlsr.com with the changes. If you have a change of e-mail, you can make this change yourself on this page.**

Calf Scramble Reporting - Welcome Scrambler, Bobby



- Home
- Expenses
- Correspondence
- Essays and Business Plan
- Summary
- Impersonate

Questions: Please contact the Calf Scramble Department at calfscramble@hlsr.com or 832-667-1138

Scrambler Information

| | | | |
|----------|------------------|-------------------|-----|
| Name: | Scrambler, Bobby | Email: | exa |
| Address: | PO Box 20070 | Secondary Email: | exa |
| City: | Houston | Chapter: | Na |
| State: | Texas | CEA or AST: | Mic |
| ZIP: | 77225 | CEA or AST Email: | mic |

Save

Animal Information

| | |
|--------------------|------------|
| Animal Type: | Steer |
| Validation Tag: | |
| Seller Name: | |
| Purchase Date: | mm/dd/yyyy |
| Total Animal Cost: | 0 |

Save Animal

Donor Information

| | |
|--------------|------------------------|
| Donor Name: | Andrus, Terry Edward |
| Donor Email: | tandrus@completerx.com |

There are **3 parts** to your Monthly Report: **correspondence, expenses** and **photos**. (See next page)

Correspondence (Monthly Report):

- The **most important** part of the monthly reporting is uploading the correspondence. If you do not upload an actual document, the system won't give you credit and you will have missed a report.
- First, write your donor a monthly letter in a word processing program prior to logging on to the website. When logged on, browse to the letter and then click the **"Upload"** button to attach the file.
- Then, write a brief note as the body of the email and answer the question concerning contact with a Calf Scramble Greeter committee person.

Photos:

- You may upload up to 3 photos each month.
- Attach from 0 to 3 photos each month by following the same process as the correspondence.

Expenses:

- Enter each expense, quantity and unit cost, then click **Add Expense**. You may add expenses throughout the month. If you have no expenses, you may enter "0".

You must click **Submit Monthly Report** at the bottom of the page after you have entered expenses, report and photos. Clicking this button will send the brief note along with your monthly report, photos and expenses attached via e-mail to your donor, AST/CEA, your greeter, and your personal email address. **PLEASE NOTE THAT ONCE YOU HIT SUBMIT, NO CHANGES CAN BE MADE.**

The current month's reporting period will be available from the 11th of the current month to the 10th of the following month (Ex: June report is due July 10th; it will be available for entry from June 11 to July 10.)

Reports will only be accepted through the online reporting system. **Reports mailed to the Calf Scramble Office will NOT be accepted.**

CORRESPONDENCE AND PHOTO PAGE

Questions: Please contact the Calf Scramble Department at calfscramble@hlsr.com or 832-667-1138

Monthly Correspondence - APRIL

Reporting Cycle: Enter from April 11 to May 10.

Step 1:

Attach Monthly Report (Correspondence)

Must be one of the following types: .doc, .docx, .rtf, .txt, .pdf.

If you have a different file type, please convert the file to an acceptable file type before sending; there are free file converters available on the internet.

Correspondence

 Browse...

Upload

A copy of this correspondence and pictures will be emailed to your donor and teacher or county agent.

Step 2:

Attach up to 3 photos for the month. Must be one of the following file types: .jpg, .png, .tif, .gif or .bmp.

Photo 1

 Browse...

Upload

Photo 2

 Browse...

Upload

Photo 3

 Browse...

Upload

Step 3:

Write a brief note for the body of your email to send with the above attachments. (This note will not be stored.)

Were you contacted by a volunteer from the Calf Scramble Greeter's Committee ?

Your monthly report will be time-stamped and considered submitted after clicking 'Submit Monthly Report'. No additional changes on this tab for the reporting month are allowed. See Summary tab for submittal time-stamp.



Submit Monthly Report

MONTHLY EXPENSE PAGE

Questions: Please contact the Calf Scramble Department at calfscramble@hlsr.com or 832-667-1138

Monthly Expense Reporting - APRIL

Reporting Cycle: Enter from April 11 to May 10.

Enter expense, quantity and unit cost, then click "Add Expense..." To change an expense, delete and reenter. Additional expenses can be added for this month until the reporting cycle changes.

If the purchase price of the animal is more than the value of the certificate, the extra amount paid should be reflected as an expense the month that it was paid. Grain and hay fed to the calf should be charged at the prevailing rate. Native pasture should be charged at the rate of \$10.00 per month and planted pasture at the rate of \$12.00 per month.

Add Monthly

| | Expense Type | Quantity | Unit Cost | Total Cost |
|-----------------------------|----------------------|--------------------------------|----------------------|------------|
| Add Expense | <input type="text"/> | <input type="text" value="1"/> | <input type="text"/> | \$0.00 |

All Expenses

| Reporting Month | Expense Type | Quantity | Unit Cost | Total Cost |
|-----------------|--------------|----------|-----------|------------|
| No Data Found | | | | |

The **Essays and Business Plan** tab will allow you to submit your **Breed Essay, Year End Essay and Business Plan.** (see below)

Calf Scramble Reporting - Welcome Scrambler, Bobby

[Log Out](#)

[Home](#) [Expenses](#) [Correspondence](#) [Essays and Business Plan](#) [Summary](#) [Impersonate](#)

Questions: Please contact the Calf Scramble Department at calfscramble@hlsr.com or 832-667-1138

Browse to file and click Upload. Uploads and deletes of essays are allowed until respective deadline. After deadline, no changes are allowed.

(Must be one of the following file types: .doc, .docx, .pdf, .rtf or .txt.

If you have a different file type, please convert the file to an acceptable file type before sending, there are free file converters available on the internet.)

Business Plan

- There are three separate templates for the Business Plan (Initial, Monthly, and Final). You will save these to your computer and then fill them in as needed and save the completed form. You will submit them by browsing and uploading.

Business Plan

Initial Assessment Deadline: 08/01/2019 11:59 PM

Initial Assessment:

Initial Assessment Template

Browse...

Upload

Monthly & Final Assessment Deadline: 02/01/2020 11:59 PM

Monthly Assessment:

Monthly Assessment Template

Browse...

Upload

Final Assessment:

Final Assesment Template

Browse...

Upload

Essays

- Review all guidelines for both essays on pages 9 and 10. Remember, **these are graded.**
- Create your essays in a word processing program following the guidelines. Upload the file to the website. **THERE IS NO SUBMIT BUTTON. Once uploaded, it's submitted. Please log out and then log back in to check that your essay is in the system.** Once you upload each essay, you can delete it and attach another file until the due date.
- Once the deadline has passed to submit your essay, the ability to upload the file will not be available.
- Essays will only be accepted through the online reporting system. No mailed submissions will be accepted.
- A confirmation email will not be sent once uploaded; however, a link to your essay should appear. You may click on your "Summary" tab to view what has been uploaded.

Essays

Breed Essay Deadline: 09/01/2019 11:59 PM

Breed Essay:

(approximately 500 words)

Upload

Year End Essay Deadline: 2/01/2020 11:59 PM

Year End Essay:

(approximately 1000 words)

Upload

The **Summary** tab (see example next page) will show by month the links to all the reports and photos that have been submitted along with the date they were uploaded and the date the correspondence was submitted. Pick a desired month to see what was uploaded. Click on the desired link to load the report or photo. **ONCE YOU HAVE SUBMITTED EACH MONTH, PLEASE LOG OUT AND THEN LOG BACK IN TO CHECK YOUR SUMMARY TO MAKE SURE ALL OF YOUR INFORMATION HAS BEEN UPLOADED FOR THAT MONTH.**

Home

Expenses

Correspondence

Essays and Business Plan

Summary

Impersonate

Questions: Please contact the Calf Scramble Department at calfscramble@hlsr.com or 832-667-1138

Select Month:

April

Essays and Business Plan

| Document Type | File Name | File Upload Date |
|--------------------|---|------------------------|
| Initial Assessment | Bobby Scrambler initial assessment.docx | 17-APR-2019 09:26:46am |
| Monthly Assessment | No File Found | |
| Final Assessment | No File Found | |
| Breed Essay | Bobby Scrambler essay.docx | 17-APR-2019 09:27:05am |
| Year End Essay | No File Found | |

Monthly Correspondence

| Month | Greeter Contacted | Report Submit Date | File Name | File Upload Date |
|-------|-------------------|------------------------|---|------------------------|
| APRIL | Yes | 17-APR-2019 09:31:52am | Bobby Scrambler report.docx | 17-APR-2019 09:26:14am |

Photos

| Month | File Name | File Upload Date |
|-------|--|------------------------|
| APRIL |  Fred.png | 17-APR-2019 09:30:04am |

Monthly Expenses

| Expense Type | Quantity | Unit Cost | Total Cost |
|--------------|----------|---------------|-----------------|
| Halter | 1 | \$25.00 | \$25.00 |
| Feed | 4 | \$22.00 | \$88.00 |
| | | Total: | \$113.00 |

Reminders

- ✓ Your first report is due May 10 for the month of April.
- ✓ You must upload an actual report to get credit for that month. Only entering expenses and photos will not give you credit.
- ✓ You are encouraged to communicate with your donor in addition to the monthly reports that you submit through the website. They love hearing from you.
- ✓ Following all of these guidelines will insure your success in the HLSR Calf Scramble Program.
- ✓ If you have questions, please contact your greeter and they will help you. If they are unable to help, please contact the Calf Scramble Office.

GOOD LUCK!!!