



2024

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
3 NRG Park
Houston, TX 77054

Contact:

Calf Scramble Office

E-mail: calfscramble@hlsr.com

Phone: 832.667.1138

Fax: 832.667.1140

Website:

<https://www.rodeohouston.com/exhibitors-contestants/calf-scramble/>

2024-2025 CALF SCRAMBLE PROJECT CHECKLIST

MAY 2024

- 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)
- Set up online Calf Scramble account.
- Webinar – Program Explanation and Training

JUNE 2024

- May Report - due June 10 (see page 10)
- **STEERS** validated through Texas Validation Program by June 30, Enter State Validation Eartag EID in Animal Details in Scramble Reporting System

JULY 2024

- June Report- due July 10

AUGUST 2024

- July report - due August 10
- **STEERS**: State EID validation number (eartag) entered in Scramble Reporting System by August 1 in Animal Details section
- Business Plan Initial Assessment due August 1 (See online tutorial and page 12)

SEPTEMBER 2024

- August report - due Sept. 10
- Calf Essay – Uploaded to Scramble Reporting System by September 1 (see page 11)
- **STEERS**: Purchase certificate due in Scramble Office September 1 EID validation (eartag) 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 2024

- September report - due October 10

NOVEMBER 2024

- October report - due November 10
- **HEIFERS**: Registration paper uploaded to validation site by AST/CEA by October 31
- Progress Show – November 2nd and 3rd, Washington County Fair Grounds, Brenham (see page 16)

DECEMBER 2024

- November report - due December 10
- All 2025 HLSR Show entries submitted by AST/CEA by December 1

JANUARY 2025

- December report -due Jan. 10

FEBRUARY 2025

- January report - due Feb. 10 (LAST ONE!)
- Year-End Essay – Uploaded by Feb. 1 (see page 12)
- Business Plan Monthly Assessments and Final Assessment due by Feb. 1 (see page 12)

MARCH 2025

- 2025 HLSR Scramble Heifer or Steer Show
- Stall Display – set-up upon arrival to 2025 Houston Livestock Show (see page 13)
- Scramble Central Social (see page 14)

Purchase Certificate Rules

- 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 (plus Super Scramble premium balance, if applicable) of which will be received after the Scramble Heifer/Scramble Steer Shows at the 2025 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, 2023 and April 30, 2024.
 - All steers must be validated through the TX 4-H and FFA steer validation program by June 30, 2024 and the electronic identification number must be entered in the "Animal Details" section of the monthly reporting system on or before August 1, 2024. Steers may be any breed of beef cattle. **Exhibitors who fail to submit their scramble steers validation electronic identification number by the deadline will be subject to disqualification.**
 - 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, 2024, exhibitors should contact their County Extension Agent or Agricultural Science Teacher for local/county deadlines. **Exhibitors who fail to validate their scramble heifer by the deadline will be subject to disqualification.**
- The calf must be an FFA or 4-H project. The winner **MUST** return to the 2025 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 2025 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, 2024 for the exhibitor to show in the 2025 Junior Livestock Show.
- 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.
- All correspondence, including certificate and registration papers, should be sent to:
Houston Livestock Show and Rodeo
Attn: Calf Scramble Office
NRGCenter
3 NRG Park
Houston, TX 77054
- 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.
- 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.
- 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.
- Heifer Certificates may be combined with certificates awarded from other stock shows occurring between Jul. 1, 2023 and Apr.13, 2024 as long as the animal is brought back to the Houston Livestock Show in 2025. 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 the project at all of the Shows involved.
- 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, 2024) is received by the Scramble Office on or before the December 1st deadline. Show Management must be notified immediately of any potential substitutions.
- 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 and will be required to provide a letter of explanation to the donor and the Scramble Office. 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 2025 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 2025 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.
- 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.
- 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 (plus Super Scramble premium balance, if applicable) received upon completion of the 2025 Show.

Calf Scramble Purchase Certificate Rules

13. Approved list of heifer breeds that are eligible with the calf scramble certificate are shown in the table below.

Breed Name	Association	Notes	Scramble Division	Jr. Show Breed
Angus	American Angus Association	Registered as an Angus	British	Angus
Beefmaster	Beefmaster Breeders United	Registered as a Fullblood and out of a BBU-Certified Fullblood dam, Second Cross dam or as otherwise stated in the BBU By-Laws	American	Beefmaster
Beefmaster Advancer	Beefmaster Breeders United	Animals of fifty percent (50%) or more Registered Beefmaster breeding and fifty percent (50%) or less of other Registered and DNA genotyped non-Beefmaster Beef cattle breeding	American	ARB
Braford	United Braford Breeders	Fullblood, Heifers must be classified as "Braford Cow"	American	ARB
Braford F-1	United Braford Breeders	Registered first generation cross consisting of ½ Brahman – ½ Hereford blood. No multiple generation half-blood or other near-half-blood cattle will be accepted	American	ARB
Brahmousin	American Brahmousin Council	Registered as a Fullblood	American	ARB
Brangus	International Brangus Breeders Association	Registered as a Brangus (R-prefix, may not have scurs or any indication of scurs)	American	Brangus
Brangus Built (BB)/Brangus Optimizer (BO)	International Brangus Breeders Association	Progeny of Registered Brangus or Red Brangus and any commercial animal	American	ARB
Brangus Premium Gold (BP)/Commercial (CM) (includes appendix Brangus)	International Brangus Breeders Association	Progeny of Registered Brangus or Red Brangus and any commercial animal	American	ARB
Braunvieh	Braunvieh Association of America	Fullblood, 7/8 or greater Braunvieh blood	Continental	ORB
Braunvieh Beef Builder	Braunvieh Association of America	Must meet the Braunvieh Association rules for registration as a Braunvieh Beef Builder. Eligible animals are at least a 1/8 Braunvieh blood and less than Fullblood Braunvieh	Continental	ORB
Charolais	American-International Charolais Association	Registered as a Fullblood	Continental	Charolais
Charolais – Percentage	American-International Charolais Association		Continental	ORB
Chianina	American Chianina Association	6.25% or greater Chianina	Continental	Chianina
Chianina – Percentage	American Chianina Association	Less than 6.25% Chianina	Continental	ORB
Charbray			American	ARB
Certified Beefmaster E6	Beefmaster Breeders United	Certified by BBU to be at least 50% Beefmaster and can be as much as 100%. At least one of the parents must be registered as a Fullblood Beefmaster	American	ARB
Grey Brahman	American Brahman Breeders Association	Registered as a Grey Brahman	American	Grey Brahman
Gelbvieh			Continental	ORB
Gelbvieh Balancer			Continental	ORB

Calf Scramble Purchase Certificate Rules

Breed Name	Association	Notes	Scramble Division	Jr. Show Breed
Golden Certified F-1	American Brahman Breeders Association	Female that is the progeny of two registered parents with one parent being registered Brahman resulting in a F1 cross (50% Brahman x 50% Bos Taurus)	American	ARB
Hereford	American Hereford Association	Indicated as horned on registration papers	British	Hereford
Limousin	North American Limousin Foundation	Registered on orange registration certificate, must be 75% or greater Limousin blood as indicated on registration certificate	Continental	Limousin
Limousin – Percentage	North American Limousin Foundation	Registered on purple papered with less than 50% Limousin blood or orange papered w/ less than 75% Limousin blood	Continental	ORB
Lim-Flex	North American Limousin Foundation	Registered on purple Lim-Flex registration certificate, must be 50% or greater Limousin blood as indicated on registration certificate	Continental	Limousin
Maine-Anjou	American Maine-Anjou Association	Must be 75 percent or more Maine-Anjou	Continental	Maine-Anjou
Maine Tainer	American Maine-Anjou Association	25% to 62.5% Maine-Anjou	Continental	ORB
Pinzguar	American Pinzguar Association	Purebred (minimum of 87.5%) or Fullblood	Continental	ORB
Polled Hereford	American Hereford Association	Indicated as polled or scurred on registration papers	British	Polled Hereford
Red Angus	Red Angus Association of America	Must be registered Red Angus, Category 1A. Must be smooth polled with no evidence of scurs or “buttons” removed. Heifers exhibiting any of the following characteristics are not eligible to show: White pigment in front of the navel or above the underline or on the legs; Black pigment on all three (3) of the following: nose, eyes and anus (an animal may have pigment on any two (2) of these areas, but not on all three (3) locations	British	Red Angus
Red Angus Category 1B	Red Angus Association of America	Must have a certificate of recordation	Continental	ORB
Red Angus Category II	Red Angus Association of America	Must have a certificate of recordation	Continental	ORB
Red Angus Category III	Red Angus Association of America	Must have a certificate of recordation	Continental	ORB
Red Brahman	American Brahman Breeders Association	Registered as a Red Brahman	American	Red Brahman
Red Brangus	American Red Brangus Association (ARBA); International Brangus Breeders Association (IBBA)	Must be registered (not certified) with the ARBA or the IBBA (RR-prefix)	American	Red Brangus
Santa Gertrudis	Santa Gertrudis Breeders International	Must be registered or recorded (50% to 75% with one parent as a registered Santa Gertrudis in the Santa Gertrudis Breeders International Herdbook	American	Santa Gertrudis
Shorthorn	American Shorthorn Association	Must be registered as a Fullblood with a red bordered registration certificate	British	Shorthorn
Shorthorn Plus	American Shorthorn Association	Must be registered as ShorthornPlus (Appendix)	Continental	ORB
Simbrah	American Simmental Association	Must be a Purebred Simbrah (3/8 Brahman x 5/8 Simmental)	American	Simbrah

Calf Scramble Purchase Certificate Rules

Breed Name	Association	Notes	Scramble Division	Jr. Show Breed
Simbrah – Percentage	American Simmental Association	Heifers must be less than Purebred. Heifers must have evidence of Brahman influence listed on their registration paper to be considered Percentage Simbrah	American	ARB
Simmental	American Simmental Association	must be a Purebred Simmental	Continental	Simmental
Simmental - Percentage	American Simmental Association	less than Purebred Simmental	Continental	ORB
Star 5	Santa Gertrudis Breeders International	Must be 50%-75% Santa Gertrudis blood	American	ARB
UltraBlack	International Brangus Breeders Association	progeny of Registered Brangus and an Enrolled Angus	American	ARB
UltraRed	International Brangus Breeders Association	progeny of Registered Red Brangus and an Enrolled Angus/Red Angus	American	ARB

* ARB: American Registered Breeds

* ORB: Other Registered Breeds



Instructions for Redeeming 2024 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, 2024, 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, 2024.**
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, 2023 and Apr. 30, 2024.**
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
3 NRG Park
Houston, TX 77054**
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
3 NRG Park
Houston, TX 77054**
- **ALL PAPERWORK is due in the Calf Scramble Office no later than September 1, 2024. 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@hlsr.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 (and Super Scramble premium balance, if applicable) upon returning to the 2025 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 \$2,250 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 26). 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. **If you do not submit a report every month, you may become ineligible for the completion bonus (and Super Scramble premium balance, if applicable).**
- 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.
- 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 June 10 for the month of May.**
- 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. Calf Essay

- Due September 1
- This essay should tell the reader why you chose your specific calf, get creative and tell the audience what made you know your calf was the right one for you and what you have planned for your calf. Breed information can be included to describe how it impacted your choice but do not focus on breed facts.
- Top essays will be recognized at the awards announcement following the Scramble Heifer/Steer Show.
- **Length** – 500 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 the **title page** of your essay. Your essay must have a title page that includes: Name of Scrambler, Heifer or Steer and word count on its own page (not at the top of the first page of your essay)
- 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 teacher 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:
 - Content
 - Reason you chose your specific calf & why you chose calf’s name – be creative here!
 - Reason you chose breeder or breed of calf and how it impacted your decision on choosing your specific calf (EX: Calf production, good meat producer, heat tolerant, etc.)
 - Plans for your calf
 - Focus & Coherence
 - Remains focused on the topic of selecting the calf.
 - Clear & coherent paragraphs and sentences
 - Organization
 - Logical progression of ideas
 - Clear beginning, middle, and end
 - Voice
 - Reflects scrambler’s personality.
 - Original and genuine
 - Grammar & Mechanics
 - Demonstrates standard English usage of correct spelling and grammar.
 - If information is used from the internet or other resources regarding your breed of calf, cite the source correctly. Put a works cited at the end or on separate page if sources need to be cited. Your sources will be checked – **do not copy and paste from websites as this will be checked.**
 - Directions
 - **Follow ALL directions here to receive as many points as possible.**

4. Year-End Essay

- Due February 1
- Top essays will be recognized at the awards announcement following the Scramble Heifer/Steer Show.
- **Length** – 1,000 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 (this should be its own page and not at the top of your essay).
- **This essay should be a personal narrative based on your experiences of your entire year with your calf.** Highlight all events throughout the year, not just the night you scrambled and earned a certificate.
- 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 teacher 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, analyzes, and reflects on the year-long process.
 - Include entire year’s experiences – expand beyond the night you scrambled.
 - o Focus & Coherence
 - Remains focused on the topic of raising the calf.
 - Clear and coherent paragraphs and sentences
 - o Organization
 - Presents logical progression of ideas.
 - Contains beginning, middle, and end.
 - o Voice
 - Reflects scrambler’s personality.
 - Original and genuine writing style
 - o Grammar & Mechanics
 - Demonstrates standard grammar and punctuation.
 - Follows directions.

5. Business Plan

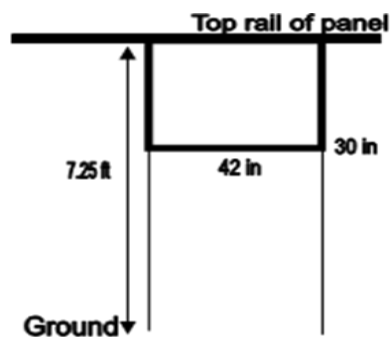
- **You are required** to submit a business plan outlining your experiences with your Calf Scramble project. The required fillable forms will be located on the Calf Scramble Page at: <https://www.rodeohouston.com/exhibitors-contestants/calf-scramble>
- The Business Plan is broken down into three separate 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 when they are due. **Initial Assessment must be uploaded by August 1.** Monthly Assessments and Final Assessment must be uploaded by February 1.
- 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. 2025 Houston Livestock Show

- **You are required** to bring the heifer or steer, that was purchased with your scramble certificate, to the 2025 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, 2024. **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 color 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 2025 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 2025 Show. Be creative and original. **Vinyl banners will NOT be judged.**
- Top stall displays will be recognized at the awards announcements.



- **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.
- 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.

8. **Scramble Central Social & Awards Announcements**

- 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 social will take place the morning of each Scramble Heifer and the afternoon of each Scramble Steer Show, near the Show ring and gives donors and their scrambler's a chance to visit and reflect on their hard work over the last year.
- Calf Scramble participants are **strongly encouraged** to attend. Contact with donors regarding attendance is encouraged as well.
- For those that successfully complete the Calf Scramble Program, a \$500 completion check (plus Super Scramble premium balance, if applicable) will be provided immediately following the conclusion of the Scramble Heifer and Scramble Steer Shows. Original heifer papers will be returned at that time as well.
- Additional awards will be announced in the Show ring after the completion of each Scramble Heifer and Scramble Steer Show.

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.
<https://www.rodeohouston.com/exhibitors-contestants/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:
<https://www.rodeohouston.com/exhibitors-contestants/calf-scramble>
- All requirements listed on pages 10-14 **MUST** be completed to receive the \$500 completion check (and Super Scramble premium balance, if applicable) upon returning to the 2025 Show.
- **Calf Scramble participants must e-mail the Calf Scramble Office should any contact information change or problems are encountered throughout the project.**
- **THE USE OF ARTIFICIAL INTELLIGENCE IS STRICTLY PROHIBITED. All completion bonus and/or Super Scramble premium balances, if applicable, monies will NOT be awarded if artificial intelligence has been or is suspected of being utilized.**
- As a reminder, the first report is due by **June 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 17th Annual Calf Scramble Progress Show on November 2nd and 3rd. 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. **Show Registration:**
 - a. **The Calf Scramble Progress Show is limited to Scramble certificate winners only. Winners are only allowed to bring their scramble heifer or scramble steer that is registered with the Calf Scramble Office. No substitute exhibitors are allowed.**
 - b. **Entries must be made online through the scramblers monthly reporting system.**
 - c. **There is no entry fee.**
2. **Animal Identification/Registration**
 - a. Heifers entered 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 the HLSR stamped copy of the registration papers at check-in. Exhibitors are required to bring the STAMPED COPY OF THEIR registration paper to the show ring and to keep it in their possession while exhibiting the 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.**
3. **Classes:**
 - a. Heifer classes will be broken by age within three divisions; American, British and Continental (no individual breed classes). **Note:** The number of classes per division will vary depending on the number of entries in each division.
 - b. Steer classes will be broken into 9 classes by WEIGHT ONLY (no breed or division classification will occur.)
 - c. **Show Order:**
 - i. **Heifer Show Order**
 - Class 1: American Heifers (Birthdate range TBD after check-in)
 - Class 2: American Heifers (Birthdate range TBD after check-in)
 - Class 3: American Heifers (Birthdate range TBD after check-in)
 - Class 4: American Heifers (Birthdate range TBD after check-in)
 - Class 5: American Heifers (Birthdate range TBD after check-in)
 - Class 6: American Heifers (Birthdate range TBD after check-in)
 - Class 7: American Heifers (Birthdate range TBD after check-in)
 - Class 8: American Heifers (Birthdate range TBD after check-in)

 - Class 9: Champion American Heifer**
 - Class 10: Reserve Champion American Heifer**
 - Class 11: British Heifers (Birthdate range TBD after check-in)
 - Class 12: British Heifers (Birthdate range TBD after check-in)

Class 13: British Heifers (Birthdate range TBD after check-in)

Class 14: British Heifers (Birthdate range TBD after check-in)

Class 15: British Heifers (Birthdate range TBD after check-in)

Class 16: British Heifers (Birthdate range TBD after check-in)

Class 17: Champion British Heifer

Class 18: Reserve Champion British Heifer

Class 19: Continental Heifers (Birthdate range TBD after check-in)

Class 20: Continental Heifers (Birthdate range TBD after check-in)

Class 21: Continental Heifers (Birthdate range TBD after check-in)

Class 22: Continental Heifers (Birthdate range TBD after check-in)

Class 23: Continental Heifers (Birthdate range TBD after check-in)

Class 24: Continental Heifers (Birthdate range TBD after check-in)

Class 25: Champion Continental Heifer

Class 26: Reserve Champion Continental Heifer

Class 27: Supreme Champion Heifer

Class 28: Reserve Supreme Champion Heifer

Class 29: Showmanship – showmanship will follow Supreme Drive

ii. Steer Show Order

Class 1: Light Weight Steers

Class 2: Light Weight Steers

Class 3: Light Weight Steers

Class 4: Champion Light Weight Steer

Class 5: Reserve Champion Light Weight Steer

Class 6: Medium Weight Steers

Class 7: Medium Weight Steers

Class 8: Medium Weight Steers

Class 9: Champion Medium Weight Steer

Class 10: Reserve Champion Medium Weight Steer

Class 11: Heavy Weight Steers

Class 12: Heavy Weight Steers

Class 13: Heavy Weight Steers

Class 14: Champion Heavy Weight Steer

Class 15: Reserve Champion Heavy Weight Steer

Class 16: Grand Champion Steer

Class 17: Reserve Grand Champion Steer

Class 18: Showmanship – Showmanship will follow Champion Steer Drive

4. Animal Health Regulations:

- a. No health certificate required.
- b. A visual inspection will take place during unload.

5. Grooming and Equipment:

- a. This is a Blow and Go Show for both heifers and steers. No grooming material, paint or dye is allowed on any animal.
 - b. 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.
 - c. No cattle panels allowed.
 - d. **You will be given 8 ft of stall space. All calves, tack, show boxes, etc. MUST fit inside that 8 ft space.**
 - e. No generators will be allowed in or around the barn.
 - f. No fans will be allowed in the barn.
 - g. No stall decorations are allowed. A stall sign will be provided for you.
 - h. No shavings will be allowed. Calves will be stalled on sand.
6. Animal Handling: Heifers and steers that are unruly or require handling by more than one person will be disqualified. Nose leads are permitted during showing. Only Show officials will be allowed to assist exhibitors during the judging.
7. Animal Handling Devices: Show Management or Committee Leadership/Ring Stewards reserve the right to decide what constitutes acceptable show equipment and how the equipment is being used by the exhibitor. **Cable halters are prohibited.**
8. Dogs/companion animals are not allowed on Show grounds. This rule will be strictly enforced and applies to all exhibitors and Show visitors. Exceptions are granted for dogs that are individually trained to do work or perform tasks for a person with a disability.

Additional Information

1. Preprinted stall cards with your name and your donor's name will be distributed upon arrival.
2. You will be pre-stalled by club/chapter. If you are hauling calves together, the Scramble office needs to know by October 1st.
3. Family is invited to attend.
4. Your donor will be invited to attend.
5. The Calf Scramble Greeters Judging Team will be available to give tips on the year-end essay and stall display projects.

RETURNING TO THE 2025 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, 2024.
- Calf Scramble participants are only allowed to bring their scramble heifer/steer to the 2025 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.**
- 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 2025 Scramble Heifer and Steer Show or the Junior Breeding Beef or Junior Market Steer Show.
- Stalling: To stall together at Houston, groups **MUST** arrive and remain in line together at Airport Blvd. **NO** assignments will be made for heifers/steers that are coming later. Heifers/steers will be counted on the trailers. The first three rows of cattle stalls on the north side of the barn (rows nearest to the dock and wash racks) will be assigned to those exhibitors arriving first. Once these three rows are assigned, assignments will be given starting on the far end of the stalls (closest to commercial exhibits) and will work back towards the dock.
- 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 into 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.
 - Detailed letter/email 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.

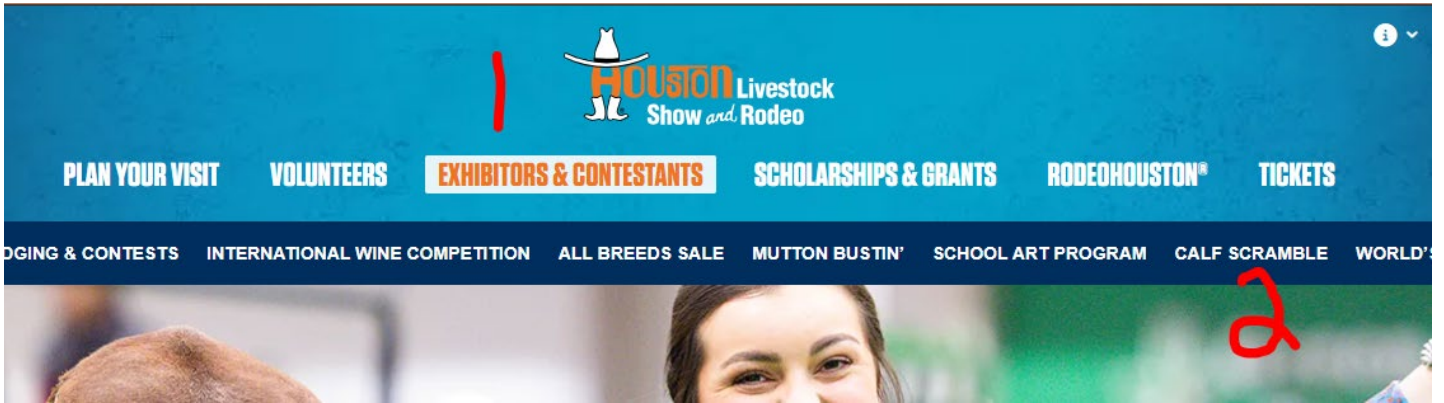
In the event that false information is presented in regard to the health/status of a scramble calf, the scrambler, scrambler's family, CEA/AST and/or club/chapter may face sanctions for future participation in HLSR competitions and events.

- Calf Scramble steers are required to return to the 2025 Houston Livestock Show. Steer projects may NOT be entered in any show prior to the 2025 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 2025 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 “Exhibitors & Contestants”, then click on “Calf Scramble”



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

ONLINE REPORTING SYSTEM

Please refer to the 2023 Calf Scramble Handbook for instructions and due dates.

- [Calf Scramble Handbook](#)
- Show Approved Heifer Breed (pg. 283)
- [Reporting System Tutorial](#)
- [Business Plan Tutorial](#)
- [Essay and Stall Display Examples](#)
- [Business Plan FINAL ASSESSMENT EXAMPLE](#)
- [Business Plan INITIAL ASSESSMENT EXAMPLE](#)
- [Business Plan MONTHLY ASSESSMENT EXAMPLE](#)
- [Year End Essay EXAMPLE](#)

LOG IN

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



Login or **Create Account**

	User Name	*
---	-----------	---

[Forgot User Name?](#)

	Password	*
---	----------	---

[Forgot password?](#)

LOGIN →

CREATE ACCOUNT →

CONTACT US →

Complete all fields. Insert your own username and password. Your HLSR Member/Customer Number can be found on the email sent with your 2024 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"/>	*
	<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

Log

- 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

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

Photo 2

Photo 3

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.



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
<input type="button" value="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 **Calf 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: Browse... [Upload](#)
Initial Assessment Template

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

Monthly Assessment: Browse... [Upload](#)
Monthly Assessment Template

Final Assessment: Browse... [Upload](#)
Final Assesment Template

Essays

- Review all guidelines for both essays on pages 11 and 12. 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

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

Calf Essay:
(approximately 500 words)

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

Year End Essay:
(approximately 1000 words)

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.**

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

Select Month: April v


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	
Calf 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		5:2am	ambler report.docx	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 June 10 for the month of May.
- ✓ 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 ensure 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!!!