Organize and sort validation materials

_____ Validation forms: verify cardstock copies are clear and legible.
  Place in alphabetical order by exhibitor last name, detach all pages.
  * Cardstock (back) copy, secure in separate stack for shipping
    Staple nose prints in numerical order on back of card stock
  * White (front) copy, secure in a separate stack for shipping
  * Pink copy goes to supervising AST or CEA
  * Yellow copy goes to County Level State Sheep and Goat Validation Committee Chairperson
  * Best practice is to make a copy for exhibitor/family

_____ DNA Envelopes: Place in numerical order and secure in a separate stack for shipping.

_____ Ethics Policy Forms: place in alphabetical order by exhibitor last name and secure in a separate stack for shipping (submit ORIGINAL forms). Verify ONE ethics policy form completed PER EXHIBITOR.

_____ Parental Waiver/Hold Harmless Form: place behind exhibitors corresponding Ethics Policy.

_____ Return unused hair sample envelopes and validation forms, free of markings.

The County Level State Sheep and Goat Validation Chairman will send the original white copy, cardstock copy, DNA envelopes, and other validation paperwork postmarked on or before July 7th, 2016, via priority/certified mail, return receipt requested to:

Texas Sheep and Goat Validation Program
7887 US Hwy 87 N
San Angelo, TX 76901

Note: Do not staple the DNA envelopes.

All forms must be signed by the exhibitor, exhibitors’ parent or guardian, the supervising Agricultural Science Teacher or County Extension Agent, and the County Level State Sheep and Goat Validation Chairperson. If the committee chairperson is the supervisor of the exhibitor, another committee member will sign for the chairperson.