

Texas Sheep and Goat Validation Checklist for Submitting Validation Materials

<http://sheepandgoatvalidation.tamu.edu/>

*****Please organize and sort validation materials!*****

INITIALS ARE NOT ACCEPTED AS SIGNATURES.

- ☐ **County Validation Committee Form:** Must include a MINIMUM of **FOUR** members on the committee; complete and return with ALL members' INFORMATION AND SIGNATURE.
- ☐ **Validation Forms:** Verify **all copies** are **clear and legible**.
 - ❖ Please detach all pages and place all validation forms in alphabetical order by EXHIBITOR LAST NAME.
 - ❖ **Front (original) copy** – place in alphabetical order by LAST NAME, and secure in a separate stack for shipping
 - ❖ **2nd copy** – goes to Supervising AST or CEA
 - ❖ **3rd copy** – goes to County-Level State Sheep and Goat Validation Committee Chairperson
 - ❖ **Cardstock (back) copy** – place in alphabetical order by LAST NAME, and secure in separate stack for shipping

PAPER CLIP or BINDER CLIP the following to each exhibitor's Cardstock copy:

 - ❖ **Nose Prints** – for market lambs, breeding sheep, and wether dams only
 - ❖ **DNA Hair Envelopes** – please make sure envelopes include **ALL SIGNATURES**
Note: Do NOT staple the DNA envelopes.
 - ❖ **Registration Papers** – for registered breeding sheep and goats only

**Best practice is to make a copy for exhibitors/families.*
- ☐ **Ethics Policy Forms:** Place in alphabetical order by EXHIBITOR LAST NAME, and secure in a separate stack for shipping (please submit **ORIGINAL** forms).
 - ❖ Verify **ONE** Ethics Policy form completed **PER EXHIBITOR**.
 - ❖ **ALL ETHICS POLICIES MUST HAVE A PHYSICAL ADDRESS!!**
- ☐ **Parental Waiver/Hold Harmless Form:** Place behind exhibitor's corresponding Ethics Policy, **IF APPLICABLE!**
- ☐ **Upload validation projects to the online validation website:** <https://www.texaslivestockvalidation.com/>
- ☐ Return unused hair sample envelopes and validation forms, free of markings.
- ☐ The County-Level State Sheep and Goat Validation Chairperson will send the original copy, cardstock copy, DNA envelopes, nose prints, and other validation paperwork **postmarked on or before July 8, 2023**, via priority/certified mail, return receipt requested to:

Texas Sheep and Goat Validation Program

7887 US HWY 87 North

San Angelo, TX 76901-9714

INITIALS ARE NOT ACCEPTED AS SIGNATURES.

All forms and envelopes must be signed by the exhibitor(s), exhibitor's parent or guardian, the supervising Agricultural Science Teacher (AST) or County Extension Agent (CEA), and the County-Level State Sheep and Goat Validation Chairperson, even if the *Parental Waiver and Hold Harmless Agreement* is in effect. If the committee chairperson is the supervisor and/or parent/guardian of the exhibitor, another committee member will sign for the chairperson.