Manor I.S.D.
Manor High School

**FFA Student Forms**

Manor FFA and the Agricultural Sciences Department is a program of the Manor I.S.D. CTE Department.

**2014-2015**
Manor ISD does not discriminate on the basis of race, color, national origin, religion, sex, age, or disabilities in providing educational services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1974, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

The following pages contain information that must be signed and returned to the Advisors. Your member will not be considered a member in good standing until all necessary documents have been returned.

<table>
<thead>
<tr>
<th>Document</th>
<th>Page(s) #</th>
<th>Who needs to sign this document?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipt of Handbook</td>
<td>3</td>
<td>All Students</td>
</tr>
<tr>
<td>Membership Application</td>
<td>4</td>
<td>All Members</td>
</tr>
<tr>
<td>Manor FFA Barn Contract</td>
<td>5-9</td>
<td>Members housing animals in barn</td>
</tr>
<tr>
<td>Manor FFA Letter Jacket Policy</td>
<td>10-12</td>
<td>Members qualified to earn jackets</td>
</tr>
<tr>
<td>Manor FFA Jacket Order Form</td>
<td>13-14</td>
<td>Members wishing to purchase FFA Jackets</td>
</tr>
<tr>
<td>Manor FFA Barn Jacket Order Form</td>
<td>15</td>
<td>Members wishing to purchase Barn Jackets</td>
</tr>
<tr>
<td>MHS Permission Form</td>
<td>16</td>
<td>All Students</td>
</tr>
<tr>
<td>FFA Medical Release Form</td>
<td>17</td>
<td>All Students</td>
</tr>
<tr>
<td>Media Release Form</td>
<td>18</td>
<td>All Students</td>
</tr>
<tr>
<td>Alumni Membership Form</td>
<td>19</td>
<td>All Interested Parents</td>
</tr>
</tbody>
</table>
ACKNOWLEDGMENT OF RECEIPT OF
MANOR FFA HANDBOOK

ALL FFA MEMBERS MUST RETURN THIS COMPLETED FORM TO THE
AGRICULTURAL SCIENCE DEPARTMENT.

Parents,

Please read the following information, sign and return to an FFA Advisor.

We have received, read, and understand that Manor Independent School District’s FFA Student Handbook (available at mhs.manorisd.net). We agree to abide by Manor I.S.D.’s FFA Handbook. I understand that my child _______________ will be held accountable for the behavior and disciplinary consequences outlined in the FFA Handbook. I understand that this includes all behavior at school, school-sponsored and school-related activities, school sponsored travel, some behaviors occurring within 300 feet of school, some behaviors occurring off-campus, and for any school-related misconduct regardless of time or location. I understand that any student who violates the Student Code of Conduct or the FFA Handbook guidelines is subject to disciplinary action.

I have read and understand all of the statements above.

____________________________________  ______________
Signature of Parent/Guardian            Date

____________________________________  ______________
Signature of Student Member             Date
# Manor FFA Student Application

<table>
<thead>
<tr>
<th>Field</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name:</td>
<td></td>
</tr>
<tr>
<td>Last Name:</td>
<td></td>
</tr>
<tr>
<td>Middle Name:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
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</tr>
<tr>
<td>City:</td>
<td></td>
</tr>
<tr>
<td>Zip Code:</td>
<td></td>
</tr>
<tr>
<td>Gender:</td>
<td>Male</td>
</tr>
<tr>
<td>Ethnicity:</td>
<td>African-American</td>
</tr>
<tr>
<td>Phone Number:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
<tr>
<td>Graduation Year:</td>
<td>2015</td>
</tr>
<tr>
<td>Birthdate:</td>
<td></td>
</tr>
<tr>
<td>Own an Official FFA Jacket?</td>
<td>Yes</td>
</tr>
<tr>
<td>Home Type:</td>
<td>Rural Farm</td>
</tr>
<tr>
<td></td>
<td>Small City</td>
</tr>
<tr>
<td>Mother’s Name:</td>
<td></td>
</tr>
<tr>
<td>Mother’s Cell Phone:</td>
<td></td>
</tr>
<tr>
<td>Mother’s Email:</td>
<td></td>
</tr>
<tr>
<td>Father’s Name:</td>
<td></td>
</tr>
<tr>
<td>Father’s Cell Phone:</td>
<td></td>
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<tr>
<td>Father’s Email:</td>
<td></td>
</tr>
</tbody>
</table>
Manor FFA Animal Project Facility

Outlined for the 2014-2015 school year; these rules are subject to change at any time.

1. FACILITY USE—The Manor FFA Animal Project Facility is for the use of FFA members in the housing and care of their respective FFA livestock projects. All procedures governing The Project Facility are outlined below. Friends are not welcomed at the barn, period!

2. PEN RENTAL—$50.00 per pen which includes a medication fee shall be paid to the Ag Science Teacher (AST), to be forward to the Manor FFA Chapter, by September 30, 2014. This lease will terminate two weeks after the closing date of the target show for each individual animal, unless other arrangements are made with the Ag Science Teacher. Target show means the terminal show the animal is entered in (not including the Travis County Livestock Show).

3. FEEDING HOURS—Animals are to be fed between the hours of 6:30 a.m. to 8:30 a.m. and 4:00 p.m. to 10:00 p.m. Sunday through Saturday. The Ag Science Teacher must approve of any alternative feeding times.

4. ANIMAL CARE—Any animal neglected, abandoned, or abused shall be removed from The Project Facility at the owner’s expense after written notification from the Ag Science Teacher. Any student failing to care for animals will be required to remove their animal(s) from The Project Facility and forfeit use of facilities and deposit.

5. PARKING—Student/parent vehicles are only allowed to park in designated areas of The Project Facility. Students, parents, guests will respect the roads and be observant of the terrain conditions before driving into wet/muddy areas, and will refrain from abusing the area (ruts, spin-outs, “mudding”, etc.).

6. SPEED LIMIT—All students and parents shall observe a speed limit of 15 MPH while on Manor ISD school grounds.

7. ABUSE—Any student abusing any person, animal or leased facility will be required to removed animal(s) from The Project Facility and forfeit use of facilities. Any misconduct by a student not in accordance with the FFA code of ethics will be required to remove their animal(s) from The Project Facility and forfeit use of the facilities. Any individual that injuries or kills any animal(s) on The Project Facility will be held liable and will be made to pay the cost of replacing said animal(s).
8. PERSONAL INJURY—Personal property stored on The Project Facility is not available for public use unless you have obtained permission from the owner of said property. “If it’s not yours, leave it alone.”

9. DAMAGE—Exhibitors aware of damage to The Project Facilities are obligated to report such to the AST. This includes, but is not limited to: broken/leaking water lines, electrical problems, fencing/panels, roof/wall panels, etc.

10. DESIGNATED DUMPING AREAS—Feed, manure and hay are to be dumped in designated areas only. If you are uncertain where designated areas are, ask the Ag Science Teacher. (Dumping areas will be posted.) Pen area must be kept clean. Pens must be cleaned everyday! If there is a major problem, you will not be allowed to have animals at The Project Facility.

11. LEFT OVER EQUIPMENT—Any personal property that is not removed from The Project Facility within thirty (30) days after the Star of Texas Show (sheep, hogs, goats, chickens) will become the property of the Manor FFA Chapter and will be sold to incoming students the following year.

12. FITTING—All projects will be fitted by students, Ag Science Teacher, parent or guardian only. If your project has to be professionally fitted then you will need to make arrangements to show under 4-H and the projects will NOT be housed at The Project Facility.

13. ILLEGAL DRUGS FOR ANIMALS—Any student using illegal drugs on animals, will be removed from the program.

14. PEN MODIFICATION—All modifications to pens on The Project Facility, must have prior approval of the Ag Science Teacher. All modifications will be done at student’s expense, unless deemed otherwise by the AST. In case where a common fence separates two or more student’s pens, all students involved will be considered totally responsible for any necessary repair. Failure of any or all involved students to cooperate in financing and making necessary repairs will be justification for sale checks being held until matters are settled. No alteration will be made on the pen without the consent of the AST.

15. MAINTENANCE—The pen, exercise area, alleys and storage lockers must be maintained and turned back in a condition satisfactory to the AST. Any needed repairs will be at the expense of the exhibitor. If the pen is not repaired, the student will be held financially responsible. In the case of a Jr. FFA Member who does not keep pen clean
or does not return the pen in the same condition or clean pen by the end of the year, they will be denied future privilege of keeping animals at The Project Facility.

16. ANIMAL HOUSING—Animals will be housed at the Manor FFA The Project Facility or at the student’s home. Any exceptions to housing of animals need to come before the AST. Teachers will not supervise projects outside of the Manor School District without special conditions and permission of MISD and Travis County Executive Committee.

17. RECORD SYSTEM—All animal projects housed at The Project Facility (including breeding animals) will have current records maintained by the exhibitor as a part of the FFA Supervised Agriculture Experience Program. Record book materials will be supplied by the AST, along with proper training, and will include expense, income, medication and activities pertaining to the animal project. Such records justify the need for use of the school facility for privately owned livestock.

18. BREEDING ANIMALS—As per rule #17, any breeding animals housed at The Project Facility must serve the exhibitor in some pursuit of FFA Proficiency Award or be eligible for current stock shows. The Project Facility is provided by the school as a livestock project facility for active FFA members engaging in productive enterprises.

19. GATES—All gates should be closed and latched at all times! (Please use common sense.)

20. FREE ROAMING ANIMALS—There may be no free-roaming livestock on The Project Facility without specific permission from the AST.

21. FEED STORAGE—Livestock feed should be kept in a dry, varmint-proof container that will keep feed fresh for consumption. Feed sacks that are emptied must be promptly placed in designated areas. Any old or spoiled feed must be discarded and should not poured onto the ground.

22. PETS—No pets or other animals may be brought onto The Project Facility.

23. LOCKERS—Lockers are provided for exhibitor use to keep supplies, feed, etc. in at the Project Facility. Exhibitors are responsible for providing their own locks and maintaining the condition of the lockers.

24. EQUIPMENT—Feed buckets and water buckets will be provided, but as equipment is broken and unusable, exhibitors will become responsible for their own equipment.
Failure to return these buckets at the end of the year will result in the student and parents financially responsible for the replacement.

25. Any animal fed at the Manor ISD Ag Facility must be purchased through or approved by a Manor ISD Ag. Teacher.

Please indicate species and quantity:

Goat _____  Hog _____  Lamb _____  Rabbit _____  Broiler _____

This contract is considered to be good as long as one is in Ag. Science classes during the 2014-2015 school year. It is vital that you have read and understand all the terms and implications outlined above, in the contract. I have read and agree to abide by the Manor FFA Project Facility rules outlined for the 2014-2015 school year.

________________________________________________________________________

Student’s Name (Print)  Student’s Signature  Date

________________________________________________________________________

Parent or Guardian Signature  Date

Revised 08.08.14

8
Manor FFA Animal Projects

The following animal projects are available for exhibition through the Manor FFA:

<table>
<thead>
<tr>
<th>Species (gender)</th>
<th>Date(s) to Acquire (year prior to show)</th>
<th>Cost Range</th>
<th>Approx. Monthly Cost</th>
<th>Time Involved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cattle (Steer)</td>
<td>Feb.-April</td>
<td>$2,000+</td>
<td>$150</td>
<td>2-6 hrs/day</td>
</tr>
<tr>
<td>Cattle (Heifer)</td>
<td>Feb.-Sept.</td>
<td>$2,000+</td>
<td>$150</td>
<td>2-6 hrs/day</td>
</tr>
<tr>
<td>Swine (Barrow)</td>
<td>Sept.-Nov.</td>
<td>$400-700</td>
<td>$75</td>
<td>1-4 hrs/day</td>
</tr>
<tr>
<td>Sheep/Lamb (Wether)</td>
<td>April-Aug.</td>
<td>$500-800</td>
<td>$60</td>
<td>1-4 hrs/day</td>
</tr>
<tr>
<td>Goat (Wether)</td>
<td>May-Sept.</td>
<td>$500-800</td>
<td>$60</td>
<td>1-4 hrs/day</td>
</tr>
<tr>
<td>Turkey</td>
<td>Nov. (Order in July)</td>
<td>$125</td>
<td>$50</td>
<td>1-4 hrs/day</td>
</tr>
<tr>
<td>Chickens</td>
<td>Dec. (Order in Sept.)</td>
<td>$60</td>
<td>$50</td>
<td>1-4 hrs/day</td>
</tr>
<tr>
<td>Rabbits (mixed pen)</td>
<td>Dec. (Order in Sept.)</td>
<td>$200-300</td>
<td>$30</td>
<td>1-4 hrs/day</td>
</tr>
</tbody>
</table>

When deciding the type of animal project you would like to show, keep in mind that you will get from this project ONLY as much as you put into it! Each animal takes care and there aren’t any “easy” projects if everything is done right.

Some of these projects require more space than others, as well as more money, time and energy. Although every effort will be made to provide each exhibitor a place to keep their project at the Manor FFA Animal Project Facility, each exhibitor is allowed to keep their project at their home, if restrictions allow it.

In addition to the above costs, there is certain necessary equipment for each species such as feeders, waters, feed storage containers, fans, brushes, etc. that the exhibitor must provide for themselves. There is also “use fee” of $50.00 per project (i.e. Pen of chickens or rabbits=1 project) that is assessed to help with facility improvements and maintenance.

If you have any questions, please contact:

**Staci Bartos**  
*Manor High School*  
stacy.bartos@manorisd.net  
(512) 278-4828 (office)  
(713) 504-7696 (cell)

**Glenn Clinard**  
*Manor High School*  
glen.clinard@manorisd.net  
(512) 278-4827 (office)  
(512) 661-8058 (cell)

**Jeffry Heffernan**  
*Manor High School*  
jeffry.heffernan@manorisd.net  
(512) 278-4827 (office)  
(512) 639-0299 (cell)

**Lauri Kelley**  
*Manor Middle School*  
lauri.kelley@manorisd.net  
(512) 278-4600 (office)  
(830) 261-0223 (cell)
Manor FFA Letter Jacket Application

Name: ______________________________________________________________________________________________
Address: ______________________________________________________________________________________________
Phone #: ______________________________________________________________________________________________
Email: ________________________________________________________________________________________________
Classification: _______________________________________________________________________________________
Member in Good Standing: ______________________________________________________________________________

Agriculture students may obtain letterman status by one or more of the following. Please check the box
that applies and have your Ag Teacher check and initial.

Leadership/Award Activities

Student (initial) Ag Teacher (initial)

☐ ______  ☐ ______  Advance/Qualify for a State Leadership or Career Development Event
☐ ______  ☐ ______  Attain an Area FFA Office
☐ ______  ☐ ______  Attain an Area Star Award
☐ ______  ☐ ______  Attain the Lonestar FFA degree
☐ ______  ☐ ______  Finish in top 10 individuals at an Area/State Career Development Event
☐ ______  ☐ ______  Grand/Reserve Champion Animal Project at TCYS/Major Livestock Show
☐ ______  ☐ ______  Be a member in good standing of the Manor High School FFA for two (2) years, participate in a minimum
of six (6) FFA School FFA for two (2) years, participate in a minimum of six (6) FFA activities, maintain an
SAE project and complete a 150 word essay.

Member Participation

Student (initial) Ag Teacher (initial)

☐ ______  ☐ ______  Member is a paid/active FFA Member
☐ ______  ☐ ______  Attended all FFA meetings with one (1) excused absence per year.
☐ ______  ☐ ______  Sold a minimum of fifteen (15) items in the FFA fund raiser
☐ ______  ☐ ______  Completed/enrolled in 4th semester of Ag. Science & Technology Class

Manor FFA Activities (minimum of six (6) required):

Student (initial) Ag Teacher (initial)

☐ ______  ☐ ______  Manor FFA Officer Candidate
☐ ______  ☐ ______  Manor FFA Officer
☐ ______  ☐ ______  District, Area or State Officer
☐ ______  ☐ ______  State or National FFA Chorus or National FFA Band
☐ ______  ☐ ______  Agriscience Fair participant at Texas FFA Convention
☐ ______  ☐ ______  Leadership Development (LDE) district level (# of contest______)
Contests/Year______________________________________________________________
☐ ______  ☐ ______  Career Development (CDE) Area Level (# of contest_____)
Contests/Year______________________________________________________________
Texas FFA Convention attendee; year(s): ________________________

National FFA Convention attendee; year(s): ________________________

Attend a minimum of two (2) district, area, state or national meetings,
List: ____________________________________________________________

Participate in at least three (3) IHOP nights

FFA Community Service Project ________________________________

Attend a minimum of two (2) FFA Alumni Association activities per year,
List: ____________________________________________________________

Participate in National FFA Week activities, List: __________________

Major Livestock Shows (ie. Dallas, Ft. Worth, San Antonio, Houston, San
Angelo or Austin), List: ___________________________________________

Judging teams (non area level), List: _______________________________

Star of Texas Tour Guide _________________________________________

Supervised Agriculture Experience – 1st year:
Student (initial)  Ag Teacher (initial)  Animal/Activity

Steer
Swine
Lamb
Goat
Turkey
Broilers/Roaster
Rabbits
Youth Fair
Other: __________________

Supervised Agriculture Experience – 2nd year:
Student (initial)  Ag Teacher (initial)  Animal/Activity

Steer
Swine
Lamb
Goat
Turkey
Broilers/Roaster
Rabbits
Youth Fair
Other: __________________

If student meets the requirements to letter in FFA while also lettering in another Manor High School
activity, they can have their FFA letter added to their letterman's jacket.
Essay requirements:
Applicants should in 150 words or more explain their role in the Manor FFA; describe what being a part of the club means to them and how they will use their experiences in the future. Please type this essay and attach it to the application.

I affirm that I have read and understand all criteria set by the Manor I.S.D. Career & Technical Education Program. I also affirm that I meet the eligibility set by the Manor I.S.D. CTE Program. I certify that all information is correct and accurate to the best of my knowledge. I will strive to wear a Letter Jacket in accordance with the Code of Ethics of the National FFA Organization and with pride and dignity.

_____________________________________________  _________________________
Student Signature  Date

_____________________________________________  _________________________
Parent Signature  Date

_____________________________________________  _________________________
Agriculture Teacher Signature  Date

* If you are ineligible to show at the Travis County Youth Show, you will be ineligible to apply for the Letter Jacket.

** Any evidence of plagiarism will be unacceptable.
Dear Parents:

The 2014-2015 school year has started off extremely well and we are excited about the possibilities that lie ahead for the Manor FFA Chapter and its members. If your child has expressed an interest in purchasing a FFA Jacket, now is the time to start exploring that possibility. Since 1933, when delegates to the national FFA convention adopted it as official dress, the FFA jacket has been shared and recognized by all FFA members. FFA jackets are sold to and are for use by active constitutional FFA members only. Jackets cannot be worn by those who are not members. It is important to recognize that MANOR is on the back of every jacket and members should act responsibly when wearing a jacket.

The jacket is made of 100% domestic cotton, “national blue” corduroy with a concealed zipper, slash welt pockets, adjustable brass buckle tab waist, inside pockets and double-needle stitching. Matching Swiss embroidered emblems are on the front and back, in “national blue” and “corn gold.” The front of the jacket includes the name of the student and the current office they hold (if they hold one). The back lists the state and the chapter to which the member belongs.

Each jacket costs $75.00 and includes a scarf for the ladies and a tie for the gentlemen plus shipping. We will measure for jackets soon and will then place the order. The jacket may be ordered larger than needed and can be used again year after year. If a tailored jacket is desired, please contact an Ag. Teacher so cost and measurements can be discussed. For more information or to see an example, visit www.ffa.org.

Please complete the order form with this letter. If you have any questions, please feel free to contact us.

Sincerely,

Staci Bartos, Glenn Clinard, Jeff Heffernan, Lauri Kelley
Manor FFA Advisors
FFA JACKET ORDER FORM

Member Name: ____________________________________________

Phone Number: ____________________________________________

Name as it should appear on Jacket:

_________________________________________________________________

Office Held:

_________________________________________________________________

Style: 100 (Boys) 103 (Girls)

Size: _______________________________________________________

Method of Payment:

Cash Check (#__________)

14
BARN JACKET ORDER FORM

Member Name: ________________________________________________________________

Phone Number: _______________________________________________________________

Name as it should appear on Jacket:

____________________________________________________________________________

Size: _______________________________________________________________________

Color: _____________________________________________________________________

Designs to be Embroidered:

____________________________________________________________________________

____________________________________________________________________________

Method of Payment:

Cash   Check (#___________)
Manor High School Permission Slip Form

Rules and Procedures for School Sponsored Trips

1. Each student is expected to follow the directions given by the group sponsors at all times during the trip.
2. Each student is expected to remain with the group sponsor, unless granted permission to do so.
3. Each student is expected to refrain from damaging any property that does not belong to him/her. The student will be responsible for the damages whether intentional or unintentional.
4. All students are expected to conduct themselves with integrity and honor and represent Manor High School with pride.

Student Agreement:
I agree to follow all student expectations and accept all directions given by my sponsor. I will respect all chaperones and conduct myself in a manner that exemplifies honor for my school. I realize that I am under supervision of my sponsor at all times.

Student Signature: ______________________________ Date: ________________

Parental Consent and Medical Release:
Consent given______, 20____, by __________________________________________ of
(Parent/Guardian)
______________________________________as _____________________ of ___________________________.
(Address, City, State, Zip) (Parent/Guardian) (Name of Student)

I release Manor ISD, its employees, volunteers and officers from all claims, demands, and judgments for all person injuries, known or unknown, and from all property losses, real or personal, as an outcome of the above named trip. In some events, sponsors may need to transport students in personal vehicles.

I authorize medical treatment for the above named student in the event of an emergency while participating in the above named trip.

(Signature of Parent/Guardian) (Home Phone) (Work Phone)
Name of Insurance Company ___________________________ Policy Number ________

This permission slip must be returned to your sponsor before leaving the school.
It must be signed by you and your parent.

Manor FFA Activities • 2014-2015
MANOR FFA MEDICAL AUTHORIZATION FORM

Name: ___________________________ Home Phone: _________________

Age: ___________ Address: _______________________________________
    Street                          City                   Zip

Parent/Guardian: __________________________________________
                    Last                                                                       First

Father’s Employer: ___________________________ Phone: _____________

Mother’s Employer: ___________________________ Phone: _____________

Family Physician: ___________________________ Phone: _____________

Name of person to contact if parent or guardian is unavailable:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Phone</th>
</tr>
</thead>
</table>

List any medication you are presently taking: ___________________________

List any known medical problems or allergies: ___________________________

Medical Insurance Information

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Name of Insured</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Number</td>
<td>Group Number</td>
</tr>
</tbody>
</table>

“In case of serious illness or accident, I request the activity sponsors contact me. If I cannot be reached, I herewith authorize contact of the physician indicated above. If it is not possible to contact the physician, I authorize the teacher/advisor to arrange for all necessary medical services for said child on my behalf.”

Signature: ___________________________ Parent/Guardian

Date
Dear Parents:

Manor Independent School District (MISD), Manor FFA, and Manor FFA Alumni produce a variety of publications to enhance instruction, promote the District and organizations, and to educate interested citizens about the programs these organizations offer. At times, a photographer from one of these organizations may be at an event or activity and will take a variety of pictures that may be used in publications created by one of these organizations. Videos may also be created to promote these organizations. Publications, student work, and photos may also be placed on the organizations’ websites. Your child may be photographed or videotaped for these publications. If we do publish images or videos of your child, we will not publish the complete names. Additionally, we will make every effort to publish children’s photos in a group setting if the event allows.

Please indicate your preference by signing and returning this form to the Manor High School Agricultural Sciences Department.

Student’s current grade level __________

Child’s Name: ______________________________________________________

☐ MISD, Manor FFA, and Manor FFA Alumni has my permission to use my child’s photograph, post my child’s work, and/or videotape my child for instructional purposes.

☐ MISD, Manor FFA, and Manor FFA Alumni staff does not have my permission to use my child’s photograph, post my child’s work, and/or videotape my child for instructional purposes.

________________________________________  __________
Parent/Guardian Signature       Date
You didn't have to wear the “Blue Jacket” to join the Manor FFA Alumni Association. Whether you were a FFA Member or not, you can join the Manor FFA Alumni Association and be a part of an organization that Prides Itself In Helping Make FFA Students’ Lives Better. Your commitment helps ensure the continued success of America’s premier youth leadership organization.

If you would like to become a member of the MANOR FFA ALUMNI ASSOCIATION, please complete the lower portion of this page and return with your association dues and a receipt will be sent to you. Thank you for your support.

The Manor FFA Alumni Association meets at the Manor High School Agricultural Sciences Building. Meeting notices are sent out via email.

---

Individual Dues ($25)

Name: ____________________________________________

Address: __________________________________________

Email Address: ______________________________________

Phone Number: ______________________________________

Mail To:
Manor FFA Alumni Association
P.O. Box 724
Manor, Texas 78653

Manor FFA Alumni is a 501(c)(3) non-profit organization. All donations are tax-deductible.
Tax ID# 20-4570215