

4-H L4L.001 09/15



Leaders 4 Life Youth Leadership Program

> Leaders 4 Life Skill-A-Thon Resource Packet





Leaders 4 Life Skill-A-Thon Resource Packet

Overview

The Leaders 4 Life Skill-A-Thon is a competition to challenge county teams in their leadership skills, knowledge of parliamentary procedure, and service learning activities. County 4-H councils, 4-H Club officers, or leadership project clubs will be trained by Extension agents and/or adult advisors or leadership project leaders on a variety of leadership topics and in-depth parliamentary procedure throughout the year. A district contest will be held in the spring, and the first-place senior teams from each district will advance to the state contest at Texas 4-H Roundup.

To prepare for the contest and ensure a smooth event, the contest coordinators will need to gather the materials and equipment below. This contest involves three components: a Parliamentary Procedure Demonstration, a Question-and- Answer Session, and a Community Service Interview. The coordinator needs to establish a schedule and keep the event running smoothly.

Some districts may have more teams than others, so you may have to adapt the schedule, facilities, and other logistics to accommodate the increased number of teams.

Supplies and Equipment Needed

Parliamentary Procedure Demonstration and Question-and-Answer Session

- Packet for each team, containing
 - o Skeleton agenda (one per team member)
 - o Three parliamentary procedure problems (one per team member)
- Gavel
- Lectern (speaker stand)
- American flag (tabletop)
- Texas flag (tabletop)
- 4-H flag (tabletop)
- Score sheets (three for each team)
- List of questions for the judges only to ask participants for the question-andanswer session
- Pencils
- Stopwatch
- · Timekeeper's Form

Service Learning Interview

- · Score sheets
- Pencils

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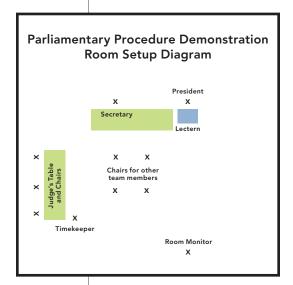
Contest Headquarters/Tabulation

- Supply toolbox (scissors, tape, stapler, pencils, pens, etc.)
- Computer with Microsoft Excel software
- Tabulation Program File (will be provided to districts)
- Printer
- Extension cord
- Power strip
- Ream of paper
- Pens/pencils
- Calculators
- Awards
- Signs for contest rooms
 - o Parliamentary Procedure Demonstration Room 1
 - o Parliamentary Procedure Demonstration Room 2
 - o Tabulation
 - o Orientation and Holding Room
 - o Planning Room

Facilities Requirements and Setup

The Leaders 4 Life Skill-A-Thon will need several rooms with different setups in each room. Below is an outline of the recommendations for facilities.

- 1. Large room for orientation and holding, with chairs arranged classroom style
 - o Lectern (speaker stand)
 - o Microphone if needed
- 2. Small room for planning room
 - o Two tables
 - o 15 chairs
- 3. One or two small rooms for Parliamentary Procedure Demonstrations. This will depend on the number of presentations being held at the same time. See "Parliamentary Procedure Demonstration Room Setup Diagram" for room arrangement.
 - o Table with one chair for secretary
 - o Lectern (podium), freestanding or tabletop, where president will stand to moderate meeting
 - o Four chairs for remainder of team members
 - o Table with three chairs for judges
 - o One chair for timekeeper
 - o One or two extra chairs for contest official Room Monitor(s)
- 4. Small room for Tabulation
 - o Two tables
 - o Four chairs
 - o Electrical outlets for computer and printer
- 5. Room for judging the Service Learning Interview
 - o One table
 - o Three chairs







Sample Skeleton Agenda

- I. Call to Order
- II. Opening Exercise: Pledges—American Flag, Texas Flag, 4-H Motto and Pledge
- III. Roll Call
- IV. Reading and Approval of Minutes
- V. Reports of Officers, Boards, and Standing Committees
- VI. Reports of Special Committees
- VII. Unfinished Business
- VIII. New Business
 - IX. Program
 - X. Announcements
 - XI. Adjourn





Sample Minutes

The regular meeting of the May 10, 2010, at the	County 4-H	Council was held on
May 10, 2010, at the	County Extension (Office Meeting Room. The
meeting was called to order at 7:00 p.1 was present.	m. by President	The secretary
Roll call was conducted by Secretary reand they were approved. Communica	ead the minutes fror	n the previous meeting,
Treasurer reported with a balance of \$5,110 in the 4-H Co was placed on file.		
, chairman of the Co the committee met on May 4 and ider for the 4-H Council to vote on. Those Sponsor, Food Bank Food Drive, and membership selected by majority vote	ntified three service projects were Habit Pack the Bus School	projects for this summer at for Humanity Lunch l Supply Drive. The
moved that "the 4-F Turner family, who lost their home in		
moved that "the 4-F and towels to donate to the Turner far 2010." The motion was adopted after of Jane Morgan, Jose Rocha, and Lee Ha	mily and turn them debate. The presiden	t appointed a task force of
Mr. Mike Smith, founder of the Fitnes fitness programs available at the Fitne		l a program on the youth
President provided drop off any collected items to be don	the following annou ated to the Turner fa	ancement: Remember to amily by June 1, 2010.
The meeting adjourned at 8:30 p.m.		
		Signature, Secretary





Leaders 4 Life Skill-A-Thon Sample Treasurer's Report

4-H Council Treasurer's Report May 10, 2010 Balance on Hand, April 8, 2010 \$ 4,610.00 **Receipts:** • April 10, 2010—Candy Sales 200.00 \$ 500.00 • April 17, 2010—Candy Sales • April 23, 2010—Candy Sales 300.00 \$1,000.00 **Total Receipts** Account Balance \$ 5,610.00 **Disbursements:** • April 13, 2010—Leadership Lab Registration Reimbursement (\$100 per delegate) 300.00 • April 18, 2010—Set of 4-H flags/ banners for new club 150.00 • April 25, 2010—Supplies for Community Service Committee for flyers/signs 50.00 **Total Disbursements** \$ 500.00 Balance on Hand, May 8, 2010 \$ 5,110.00 Signature, Treasurer





Leaders 4 Life Skill-A-Thon Sample Committee Report

County 4-H Council Community Service Committee Report May 10, 2010

The Community Service Committee submits the following report on suggestions for a summer community service project:

The committee members conducted a needs assessment in the community to see what other organizations were doing for community service this summer and how 4-H could be involved in the projects. Members brought information to the committee meeting on April 15, 2010, and compiled a list of seven potential projects. The committee discussed the service projects and narrowed down the list to three to present to the membership.

The committee would like to present the following three community service projects to the 4-H Council and asks that a vote be taken to determine which project will be conducted: Habitat for Humanity Lunch Sponsor, Food Bank Food Drive, and Pack the Bus School Supply Drive.

Following the vote, the committee will work with the chosen service project to prepare fliers and other details to begin the service project.

Signature, Chairman

Leaders 4. Life



Leaders 4 Life Skill-A-Thon Sample Letter of Communication

March 25, 2010		
Dear	County 4-H	Council members,
your group for par money this year, w	ticipating in the a with your donation	nning Committee, I want to express my thanks to 2010 Relay For Life! Your team raised the most ns totaling \$2,500. The 4-H program is always so group, and they did a great job of fundraising.
County 4-H Coun	cil provided wate	lso appreciate that the r and snacks for the teams during the Relay For it without this thoughtful and necessary gift!
, , ,	ple of your calibe	this world HOPE for the future! We are so proud r in our community. We look forward to working
Thanks again!		
Mrs. Lela Waters		
Relay For Life Cha	irman,	County





Leaders 4 Life Skill-A-Thon

Sample Parliamentary Procedure Problems

Problem 1

- A motion is made to donate \$100 to Amber Rogers to help pay for her registration to National 4-H Congress, to be paid to Amber by June 10, 2010.
- The motion is amended to strike out \$100 and insert \$250.
- The amendment is lost.
- The original main motion is adopted.

Problem 2

- The treasurer moves to set up a money market savings account with \$2,000.00 from the operating account.
- The motion is referred to the Finance Committee to review the budget and make a recommendation at the next regular meeting.

Problem 3

- A motion is made to use \$50 from the operating account to purchase a gift basket from Bloomer's Florist for the County Extension Office.
- A member calls for a division of the assembly.
- The motion passes.





Leaders 4 Life Skill-A-Thon Judges' Orientation

- Introductions. Divide into judging groups as needed.
- Objectives of the Leaders 4 Life Skill-A-Thon
 - Provide leadership experiences for youth.
 - Provide youth opportunities to demonstrate parliamentary procedure skills.
 - Empower youth to demonstrate public speaking skills.
 - Test youth on knowledge of leadership, parliamentary procedure, and
 - Encourage creativity through development of a service learning interpretation piece to highlight a service learning project.

Overview of the Leaders 4 Life Skill-A-Thon Components

- Parliamentary Procedure Demonstration—Teams will have 20 minutes to present a mock 4-H club meeting. Each team will be given a meeting agenda and three problems to incorporate into its presentation. The maximum score is 100 points.
- **Question-and-Answer Session**—The teams will be asked 10 questions about parliamentary procedure. Each team member will answer one question. Teams will determine who will answer the remaining questions. Each team member may answer no more than three questions. The maximum score is 100 points.
- Service Learning Interview—Each team will submit a simple document (not judged) that includes the name of a project that was conducted during the year. The document will include the project name and three or four sentences describing the project. The judges will ask the team about the project and its use of the eight steps of service learning (outlined on page 6 of the Use Your Hands ... For Service document). The maximum score is 70 points.

Parliamentary Procedure Demonstration

- Each team will consist of four to six members: president, vice president, secretary, treasurer (at a minimum). Up to two additional team members can be in any position—such as reporter or recreation leader or just act as members of the club. Officer positions are determined by the team in advance.
- Teams will present a simulated 4-H meeting, not to exceed 20 minutes long. For every minute over the 20-minute limit, five points will be deducted from the average score. That is, meetings over 20 minutes will get a five-point deduction; over 21 minutes a 10-point deduction, over 22 minutes a 15-point deduction, and so on. This will be taken care of in tabulation. The timekeeper will keep track of the length of presentations on the Timekeeper Form (page 12 of the *Score Sheets and Forms Packet*) and provide the information to tabulation.
- Teams will be given a list of three problems, which they must incorporate into their demonstration. A skeleton agenda will also be



- provided. The Parliamentary Procedure Demonstration score sheets are on pages 2 and 3 of the Score Sheets and Forms Packet. Items on the score sheet will be required in the demonstration, including main motion, amend a motion, division of the assembly, lay on the table, take from the table, and withdraw a motion.
- The team is scored on whether it does not perform the skill, somewhat performs the skill, or performs the skill correctly. The score for each level of performance is provided in each box. Judges will write the score in the far right column and total each page. Tabulators will doublecheck addition before they enter the scores on the Tabulation Form (page 11 of the Score Sheets and Forms Packet). Total maximum score for this component is 100 points.
- Each team will provide its own minutes, treasurer's report, letter of communication, and committee report. Prepared scripts are not allowed.
- Before the demonstration, teams will have 15 minutes to discuss the order of business and problems of new business with fellow teammates in the planning room before their demonstration. No coaches, parents, agents, or other 4-H members not a part of the team will be allowed in the planning room.
- Use of the gavel: The gavel is a symbol of authority. It is used by the president to maintain order and keep the meeting running smoothly. To use the gavel properly, the president should stand squarely and firmly on both feet, grasp the handle of the gavel firmly, and rap the table or gavel block authoritatively, with well-spaced taps. The gavel is used to:
 - o Call the meeting to order—two taps
 - o Tell members to be seated—one tap
 - o Ask all members to rise—three taps
 - o Maintain order—several taps
 - o Follow the announcement of the result of a vote—one tap (this is a special rule for 4-H and supersedes the rules in Robert's Rules of Order)
 - o Adjourn or recess the meeting—one tap (if desired)

Question and Answer

- The Question and Answer part of the Parliamentary Procedure Demonstration will consist of 10 questions for each team. Questions will be provided to the judges. Each member of the team must answer one question. Teams will choose who will answer the remaining questions. Team members may answer a maximum of three questions.
- The score sheet for the Question and Answer session is on page 6 of the Score Sheets and Forms Packet. Judges will award a score of 0 to 10 points for each question. Total maximum score for this section is 100 points.

Service Learning Interview

• After reviewing the description of the team's service project, the judges will interview the team, asking about the project and its use of the eight steps of service learning (outlined on page 6 of the Use Your Hands ... For Service document). The judges will complete their score sheets individually, and the scores will be averaged.

Leaders 4. Life



Leaders 4 Life Skill-A-Thon Contestant Orientation

Welcome and Introduction of Contest Officials

- Teams will wait in this room until they are called to the Planning Room. If a team member needs to visit the restroom during the contest, please get permission from the room monitor.
- Teams are not permitted to talk with each other during the contest. To make the contest fair, all teams will be provided the same parliamentary procedure problems and questions. Teams are not to share information with other teams. Doing so may give your competition an advantage!
- Once your team has completed the contest, you are free to leave.
- The Awards Program will be held in this room at Teams are encouraged to attend the Awards Program!

Parliamentary Procedure Demonstration and Question-and-Answer Session

- Each team will consist of four to six members: president, vice president, secretary, treasurer (at a minimum). Up to two additional team members can be in any position—such as reporter or recreation leader or just act as members of the club. Officer positions are determined by
- Teams will present a simulated 4-H meeting not to exceed 20 minutes long. For every minute over the 20-minute limit, five points will be deducted from the average score. That is, meetings over 20 minutes will get a five-point deduction; over 21 minutes a 10-point deduction, over 22 minutes a 15-point deduction, and so on. This will be taken care of in tabulation. The timekeeper will keep track of the length of presentations and provide the information to tabulation.
- Teams will be given a list of three problems, which they must incorporate into their Parliamentary Procedure Demonstration. A skeleton agenda will also be provided. Items included on the score sheet will be required in the Parliamentary Procedure Demonstration. These include main motion, amend a motion, division of the assembly, lay on the table, take from the table, and withdraw a motion.
- Each team will provide its own minutes, treasurer's report, letter of communication, and committee report. Prepared scripts are not allowed.
- Before their demonstration, teams will have 15 minutes to discuss the order of business and problems of new business with fellow teammates in the planning room. No coaches, parents, agents, or other 4-H members who are not a part of the team will be allowed in the planning room.
- Use of the gavel: The gavel is a symbol of authority. It is used by the president to maintain order and keep the meeting running smoothly. To use the gavel properly, the president should stand squarely and firmly on both feet, grasp the handle of the gavel firmly, and rap the table or gavel block authoritatively, with well-spaced taps. The gavel is used to:

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- o Call the meeting to order—two taps
- o Tell members to be seated—one tap
- o Ask all members to rise—three taps
- o Maintain order—several taps
- o Follow the announcement of the result of a vote—one tap (this is a special rule for 4-H and supersedes the rules in Robert's Rules of
- o Adjourn or recess the meeting—one tap (if desired).
- Question and Answer will consist of 10 questions for each team. Questions will be provided to the judges. Each member of the team must answer one question. Teams will choose who will answer the remaining questions. Each team member may answer a maximum of three questions.
- Service Learning Interview—Each team submits a simple document describing the service project that was completed during the year. This document is not judged; it is used to inform the judging panel about the project. The judges will interview the team, asking about the project and its use of the eight steps of service learning (outlined on page 6 of Use Your Hands ... For Service document). The interview is judged and scored. The maximum score is 70 points.

Any Questions?





Leaders 4 Life Skill-A-Thon Rules and Guidelines

Overview

The Leaders 4 Life Skill-A-Thon includes competitions for Junior, Intermediate, and Senior teams. Structured to be appropriate for these age groups, the contest focuses on leadership, parliamentary procedure, and service learning and/or 4-H promotion.

Local 4-H clubs are encouraged to begin the process by creating a leadership project group or developing their officers into a team to learn basic leadership skills, parliamentary procedure, service learning, and the importance of promoting 4-H to recruit new members. Counties may also use their County 4-H Council members to create a team.

To provide opportunities for youths to exhibit their knowledge and skills, Districts will have the opportunity to conduct Leaders 4 Life Skill-A-Thons in the spring. Each district will determine the number of teams to advance to the district competition in each age division. Counties may be required to have a county competition to determine which teams advance to District.

Age Divisions

The Leaders 4 Life Skill-A-Thon will include three age divisions:

- Juniors—Grades 3, 4, and 5
- Intermediates—Grades 6, 7, and 8
- Seniors—Grades 9, 10, 11, and 12

If a county does not have enough junior 4-H members to create a full team, juniors may move up to compete on an intermediate team. Intermediates may not move up to the senior age division or down to the junior age division. Seniors may not move down to a lower age division.

Contest Components for Senior Teams

The Leaders 4 Life Skill-A-Thon has three components:

- Parliamentary Procedure Contest—The teams will demonstrate a simulated 4-H meeting using a standard agenda that is provided at the event. Teams of four to six county 4-H council members will have 20 minutes to conduct the meeting before a panel of judges. The maximum number of points for this part of the contest is 100.
- **Question-and-Answer Session**—Each team will be asked 10 questions on parliamentary procedure. Every team member must answer at least one question but no more than three questions. The remaining questions may be answered by any team member, and the team members will choose who will answer the extra questions before they are read. Each contestant must begin



- a response within 10 seconds and complete the answer within 1 minute. Each question is worth up to 10 points, for a maximum score of 100 points.
- Service Learning Interview—Each team will submit a simple document (not judged) that includes the name of a project that was conducted during the year. The document will include the project name and three or four sentences describing it. The judges will ask the team about the project and its use of the eight steps of service learning (outlined on page 6 of the *Use Your Hands* ... For Service document). The maximum score is 70 points.

Contest Eligibility

- Each team will be composed of four to six members in the same age division (see the Age Divisions section for age categories).
- Team members must come from the same county and be enrolled in 4-H in the county they represent.
- The top three teams from each district in the senior age division advances to the state contest at Texas 4-H Roundup. The first-place team at the state contest is eligible to represent Texas at the National 4-H Parliamentary Procedure Contest held in Denver, Colorado, at the Western National 4-H Roundup. This contest is held in January of the following year.
- Teams and/or individual members of a team are ineligible to compete again on a Leaders 4 Life Skill-A-Thon team at the state level if they have won first place at the Texas 4-H Leaders 4 Life Skill-A-Thon and/or participated at the National 4-H Parliamentary Procedure Contest as the official Texas Parliamentary Procedure Team.
- To be eligible for participation in National 4-H competitive events, contestants must not have participated in official post-secondary (university, college, junior college, or technical school) competitive events of a similar nature in the same subject-matter area. They also cannot be members of a post-secondary team training for a post-secondary event of the same nature. For example, a contestant who has competed in an official collegiate parliamentary procedure contest, either on or off campus, is ineligible to compete in the National 4-H Parliamentary Procedure Contest.

Contest Procedures

Parliamentary Procedure Demonstration

- Each team will consist of four to six members, including at a minimum the president, vice president, secretary, and treasurer. Up to two additional team members can be in any position—such as reporter or recreation leader—or just as members of the club. Officer positions are determined by the team in advance.
- The teams will present a simulated 4-H meeting no longer than 20 minutes. Five points will be deducted from the average score for every minute over the 20-minute limit. That is, meetings over 20 minutes will get a five-point deduction; over 21 minutes a 10-point deduction, over 22 minutes a 15-point deduction, and so on. The deductions will be handled in tabulation. The timekeeper will keep track of the length of presentations and provide the information for tabulation.
- The teams will be given three problems to incorporate into the demonstration. A skeleton agenda will also be provided. The teams must demonstrate all actions on the score sheet. They must incorporate six motions into their demonstration: main motion, amend a motion, division of the assembly, lay on the table, take from the table, and withdraw a motion.



The problems may incorporate any of these motions:

- Put a motion before the assembly (main motion)
- o Lay on the table
- Amend a motion
- Division of the assembly
- Take from the table
- Withdraw a motion
- o Division of a question
- Refer a motion to a committee
- Rise to a point of order
- Appeal the decision of the chair
- Previous question
- o Rescind a motion
- o Reconsider a motion
- o Postpone a motion definitely
- o Postpone a motion indefinitely
- o Object to the consideration of the question
- Each team must provide its own minutes, treasurer's report, letter of communication, and committee report. Prepared scripts are not allowed. Contest officials will check these materials before the team enters the planning room and collect them at the end of its presentation.
- Before the demonstration, each team will have 15 minutes to discuss the order of business and the problems of new business with fellow teammates in the planning room. No coaches, parents, agents, or other 4-H members not part of the team will be allowed in the planning room. Contestants may make notes on their agendas during the planning time.
- Use of the gavel: The gavel is a symbol of authority. It is used by the president to maintain order and keep the meeting running smoothly. To use the gavel properly, the president should stand squarely and firmly on both feet, grasp the handle of the gavel firmly, and rap the table or gavel block authoritatively, with well-spaced taps. The gavel is used to:
 - o Call the meeting to order—two taps
 - o Tell members to be seated—one tap
 - o Ask all members to rise—three taps
 - o Maintain order—several taps
 - Follow the announcement of the result of a vote—one tap (this is a special rule for 4-H and supersedes the rules in Robert's Rules of Order)
 - Adjourn or recess the meeting—one tap (if desired)

Question-and-Answer Session on Parliamentary Procedure

- Each team will be asked 10 questions.
- Each member of the team must answer at least one question and no more than three questions.
- The team will choose who will answer the remaining questions before they are read.
- The maximum score for this section is 100 points (10 points per question).

Service Learning Interview

- Each team will submit a simple document (not judged) that includes the name of a project that was conducted during the year.
- The document will include the project name and three or four sentences describing the project.
- The judges will interview the team, asking about the project and its use of the eight steps of service learning (outlined on page 6 of the Use Your Hands ... For Service document).
- The maximum score is 70 points.

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Contest Components For Intermediate Teams

The following modifications will be made for intermediate teams for the Leaders 4 Life Skill-A-Thon. All other contest rules above will be followed.

- Parliamentary Procedure Contest—Each team will demonstrate a simulated 4-H meeting using a standard agenda that is provided at the event. Teams of four to six junior members will have 15 minutes to conduct the meeting before a panel of judges. All other contest rules will remain, except for these changes for the intermediate division (100 points):
 - Only two types of motions must be demonstrated: main motion and amend a motion.
 - o The team will be given one problem to incorporate into its presentation. The problem will be based on one of these motions:
 - Division of the assembly
 - Lay on the table
 - Take from the table
 - Withdraw a motion
- Question-and-Answer Session—Each intermediate team will be asked seven questions. Every team member must answer at least one question but no more than two questions. The team members will answer in this order: president, vice president, secretary, treasurer, member, and member. The remaining questions may be answered by any team member, and the team will choose who will answer each question before it is read. Each question is worth up to 10 points, for a maximum score of 70 points.
 - o The questions will be based on these documents:
 - Dunbar's Meeting Procedure Guide
 - Dunbar's Guide For Making Motions
 - Dunbar's Parliamentary Procedure Glossary
- Promote 4-H Showcase Piece—Each team will develop a tool to promote
 4-H. The 4-H clover must be used on the showcase piece according to the
 guidelines in *Use of the 4-H Name and Emblem*. These items can be used for
 the Promote 4-H Showcase Piece:
 - o Banner
 - o Tabletop or tri-fold exhibit
 - o PowerPoint presentation
 - o Scrapbook
 - o Brochure
 - o Website

The team must also complete and turn in (see the *Leaders 4 Life Score Sheets and Forms Packet*, 4-H L4L.002) a Promote 4-H Showcase Piece and Form to explain when and how the showcase piece was used to promote 4-H, the number of people reached, and the number of new 4-H members enrolled as a result of the 4-H promotion (50 points).

Contest Components For Junior Teams

The following modifications will be made for junior teams for the Leaders 4 Life Skill-A-Thon. All other contest rules above will be followed.

- Parliamentary Procedure Contest—The teams will demonstrate a simulated 4-H meeting using a standard agenda that is provided at the event. Teams of four to six junior members will have 10 minutes to conduct the meeting before a panel of judges. All other contest rules will remain, except for these changes for the junior division (100 points):
 - o Only two types of motions must be demonstrated: main motion and amend a motion.

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- o No problems will be given to the team to incorporate into its presentation.
- **Promote 4-H Showcase Piece**—Each team will develop a tool to promote 4-H. The 4-H clover must be used on the showcase piece according to the guidelines in *Use of the 4-H Name and Emblem*. The Promote 4-H Showcase Piece may use any of these items:
 - o Banner
 - o Tabletop or tri-fold exhibit
 - o PowerPoint presentation
 - o Scrapbook
 - o Brochure
 - o Website

The team must also complete and turn in the Promote 4-H Showcase Piece and a Promote 4-H Showcase Form (page 9, Forms and Scoresheets Packet) to explain when and how the piece was used to promote 4-H, the number of people reached, and the number of new 4-H members enrolled as a result of the 4-H promotion (50 points).

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