

CHSRA D3 MEMBERSHIP GUIDE/CHECKLIST

Welcome to CHSRA District 3. We understand that becoming a member and renewing membership can be a taxing process. In this packet you will find a step-by-step guide on joining/renewing memberships for both NHSRA and CHSRA as well as how to fill out paperwork and upload correctly to your national portal. This will outline the process of paying membership and other fees associated with membership. Please do not hesitate to reach out to your membership secretary with any questions. Your membership secretary is Heather Ferrando 707-333-0948 Heatherferrando82@gmail.com.

★ BECOMING A NATIONAL MEMBER(every contestant must be a NHSRA member) If you already have an account DO NOT make a new one.

- Build a profile at NHSRA.COM
 - Download and print all 3 forms
 - Unsigned Application
 - Minor Waiver Form
 - Unsigned Insurance Card

Your unsigned application will print with all of your personal information (do not handwrite on this form aside from signatures). That form requires signatures from both legal parents/guardian and the member. Please check the correct box depending on status. **THIS IS EXTREMELY IMPORTANT:** If one parent has FULL/SOLE LEGAL AND PHYSICAL custody of the member, check the “sole cus” box. If that box is checked and only one parent signature is on the form you **MUST** also upload proof of custody order from the court. If a parent is deceased, please mark the deceased box. There must be a death certificate uploaded with this form.

The Minor Waiver Form must be signed by the member and legal parents/guardian in the presence of a notary. Please be sure the notary lists the names of those present at the signing on the long line at the bottom of the page. Your form will be kicked back if this isn't done.

The Insurance card will be printed and signed. Keep the insurance card for your records. You will need it for inter-district rodeos, State Finals and Nationals.

Once your forms are fully filled out and signed you will need to upload them to your profile. Click “Upload Documents”. Please title the documents according to what each one is. Also select the category that belongs to the form. Custody/Death Cert can categorize as miscellaneous. **ONLY UPLOAD ONE DOCUMENT PER TITLE.** The insurance card you will keep for your records. You do not need to upload.

➤ GETTING CHSRA PAPERWORK DONE

California paperwork is located on a tab labeled high school membership packet and junior high membership packet on CHSRA.COM Print the packet for grade level.

- Fill out State Membership Form. The bottom of this form must be filled out by your school. They need to sign it and stamp it with their school seal. The seal must be visible in the upload. Upload this form to your national profile. Label it properly and put it in the CALIFORNIA STATE APPLICATION category.
- Fill out Grade Request Form. Your school will need to enter the dates you receive progress reports and report cards. This form also must have the school seal stamped on the form. Upload to the national profile labeled accordingly, and categorized under “GRADES”.
- Sign Social Media Form. Upload to national profile labeled accordingly and under the miscellaneous category.
- Sign the Heads-Up Form. Upload to national portal labeled accordingly and in the miscellaneous category.

If you plan to rodeo outside of the district you reside in, you will need to fill out the district transfer form. Upload to national profile labeled accordingly and categorize in miscellaneous.

If you are home schooled, you will need to fill out the Home School Verification Form. Upload to your national profile labeled correctly and in the home school document category.

Once all paperwork is uploaded, the membership secretary will approve paperwork and submit the profile to state. Once the state secretary approves the profile you will be issued a member number (if returning your number will remain the same unless moving from junior high to high school). You cannot pay state dues until your profile is approved.

- Pay State Dues. on the CHSRA website under the tab “High School Member Payment or Junior High Member Payment”
- Pay associate Member fee. Every member must have an adult associate member. The payment tab is on the CHSRA website under the ‘Associate

Member Payment” Make sure to click the “Click here for receipt (will also send an emailed receipt). **YOU WILL NOT GET A RECEIPT EMAILED IF YOU DON’ T CLICK THE TAB.** Upload your receipt to the national portal labeled correctly and in the miscellaneous category.

You will not be eligible to enter rodeos until all of these steps are complete!!

Please read the district Bylaws. You will sign the acknowledgement at your first rodeo when You also sign for your membership packet.

GRADES

Grades are required from all members throughout the year. Your school fills out the Grade Period Request Form with all of the dates you receive progress reports and report cards. All grades must be uploaded to coincide with the dates on those forms. Failure to upload these grades will make you ineligible to compete. Grades will be uploaded to your national portal under the grades category. If your school does not send out progress reports you must print the **Mid Term Grade Check** form. The forms tab on the CHSRA website and have your school fill it out. It must be filled out once in October (signed between Oct 16th and 20th) and uploaded to your national profile no later than October 25th and once in March (signed between Mar 4th and 8th) uploaded to your national profile no later than March 13th. **STATE WILL NOT ACCEPT A SCREENSHOT OF ONLINE POSTED GRADES.** You must go to the full report card for your upload document.

ATV TICKETS

Every member is required to sell 15 raffle tickets. You will get your raffle tickets in your member packet at the first rodeo. Money and ticket stubs will have a due date. You must turn in at the due date or you are ineligible to rodeo. If you lose the tickets, you are still required to pay the cost. ATV Tickets are a state requirement.

SPONSORSHIP

Members are also required to bring in a sponsorship at a minimum of \$250.00. There are lots of businesses in Lincoln and in your local towns that are willing to sponsor. We have several options ranging from buckle sponsors to arena banners and grand entry flags. Your Sponsorship is due at our first November rodeo.

ENTERING A RODEO

Entries for rodeos will open 20 days prior to the rodeo. They will close 10 days prior to the rodeo. We will have a 24-hour late entry period that is subject to a late fee. The rodeo entry links will be on our website, www.chsradistrict3.com . Junior high contestants will enter both days separately. Make sure you check the boxes both days!! Juniors are welcome to enter the last rodeo of the year however, it will not be a points rodeo. High school entries are one entry for the weekend. If you have any questions regarding entries, please contact the RODEO SECRETARY. If you need to draw out of a rodeo or event you must notify the rodeo secretary.