

CHECKLIST FOR 4-H ON PARADE ENTRIES FOR HORSE CLUBS

This is a checklist to help ensure that our Horse Clubs get all of their forms and fees in for 4-H on Parade.

- _____ 1. I have made sure that each of my 4-H families wishing to enter their children for 4-H on Parade have been given the **FAMILY ENTRY FORM** to complete and return to me.
- _____ 2. At the club meeting where I have handed out the FAMILY ENTRY FORM, I have also handed out the latest version of the **CALGARY REGIONAL 4-H HORSE SHOW RULES** and the **4-H ON PARADE GUIDELINES** and have read them over with the members and their parents.
- _____ 3. I have had **each member and their parent sign** the **FAMILY ENTRY FORM** indicating that **they have read and understand both** the CALGARY REGIONAL 4-H HORSE SHOW RULES and the 4-H ON PARADE GUIDELINES and **that they will abide by them**.
- _____ 4. I have gathered all of the FAMILY ENTRY FORMS from my 4-H families and have transferred the information to the **CLUB ENTRY FORM**.
- _____ 5. I have made **photocopies** of both the CLUB ENTRY FORM and the FAMILY ENTRY FORMS to keep for my records.
- _____ 6. I have included in the package to be sent to Rob Smith at the Calgary Regional 4-H Office, 97 East Lake Ramp N.E., Airdrie, AB., T4A 0C3 in time to reach the office by the **April 1st** deadline date, the following:
 - the **originals** of both the CLUB ENTRY FORM and the FAMILY ENTRY FORMS,
 - All of the other forms required which include:
 - Parking Pass form,
 - Multi Species Judging form.
 - Clothing Order form.
 - Stall Judging Registration form.
 - Stall Judging Volunteers form.
 - Newspaper Supplement Article
 - Accreditation Form
 - Program Agreement Form for each club member (if you didn't already send them in to Rob).
 - **one (1) club cheque** made out to the **Calgary Regional 4-H Committee** which will include the total fees for everything that is 4-H on Parade including:
 - the total amount for my Horse Show entries,
 - the Day Parking & Overnight Parking passes,
 - the Clothing Order,
 - Multi Species Judging.
 - Accreditation amount