

Ottawa County 4-H State Horse Show

Requirement List

- Application
- Completed Volunteer Application
- Show in at least one State Qualifying Showmanship Class

Everyone must have the above complete in order to be considered in becoming an Ottawa County State Show delegate. Those not completing the required will not be considered as a delegate, even if the county does not fill their allotted slots.

Ottawa County is required, by MSU, to provide volunteers for the State Show. The Ottawa County 4-H Horse Committee will choose the required quantity of volunteers via a random drawing of the volunteer applications. If you're application is randomly selected you *MUST* fulfill your duty.

A State Show delegate's volunteer will not be chosen for two consecutive

**STATE 4-H HORSE SHOW VOLUNTEER WORK EXPERIENCE
AN OPPORTUNITY AND RESPONSIBILITY FOR
MICHIGAN 4-H HORSE CLUB MEMBERS & VOLUNTEER LEADERS**

OBJECTIVE: To provide members and leaders with an opportunity to observe and assist in the operation of the State 4-H Horse Show.

QUOTA SYSTEM: A minimum of one adult volunteer and not more than two teen volunteers - according to the following quota system are required from each County. Volunteers will **only** be credited to their county's quota system if they check in and register at the show. **Counties who do not fulfill their help quotas will be subject to reduced show member quotas in future years. See County Quota listing for county volunteer numbers.**

0-6 participants	1 helper	7-12 participants	2 helpers
13-18 participants	3 helpers	19-25 participants	4 helpers
26+ participants	5 helpers		

The show will begin at 9:00 a.m. each day, volunteers should plan to check-in and be present for an orientation meeting that will be held at 7:45 a.m. in Classroom D at the Pavilion for Agriculture and Livestock Education (4301 Farm Lane).

If you would like to come early or stay over 1 day to fulfill the volunteer quota, a limited number of approvals will be made, however the extra stalling fee of \$20 will be required, as well as approval from the State Office.

Please complete the enclosed application form as well as the background check authorization form. (Please note this is a different background check than is required for County programs) Applications and background check authorization are due, with the State 4-H Horse Show entry forms County Packet, to the Equine Extension Youth Specialist by **JULY 12, 2017**, so volunteers can be notified of their assignments by mail. **Horse Show entries will not be processed by the state office until the required volunteer information is received from the County. Michigan State University requires that all volunteers at certain venues on campus (including the MSU Pavilion) complete a background check before being cleared to volunteer.**

Please remember – you are requesting a preferred arena and day (you cannot request a preferred time) – It is not always possible to grant the specific ring you requested. A letter with your assignment will be sent prior to the show. Keep in mind – if you are attending the show and are the only “helper” for a young person showing – you will not make a good volunteer on the day your young person shows. Volunteers will need to stay at their assigned location for several hours without opportunity to visit other locations on the grounds during your assigned time slot. The time commitment is approximately 4.5 hours. If the appropriate number of volunteers from each county are not provided, county show quotas will be effected for future State 4-H Horse Shows.

The State 4-H Horse Show hosts over 600 youth participants over the 3 days of the show, *we greatly appreciate and rely on the assistance of a large number of volunteers to make the State Horse Show a success.*

Volunteer Schedule:

	Friday	Saturday	Sunday
Orientation Meeting	7:45 a.m.	7:45 a.m.	7:45 a.m.
A.M. Shift	8:45 – 2:00 p.m.	8:45 – 1:30 p.m	8:45 – 1:30 p.m
P.M. Shift	1:30 - Last Class	1:00 - Last Class	1:00 - Last Class
H. Hack/Dressage Rail		8:45 a.m. - ~11:00 a.m.	8:45 a.m. - ~11:00 a.m.
Trail (2 shifts)		8:45 – 12:30 p.m., 12:30 – last rider	
Dressage (2 shifts)		8:45 – 12:30 p.m., 12:30 – last rider	

**State 4-H Horse Show
State 4-H Horse Show Volunteer**

Please remember- you are requesting a specific day and a preferred arena- it is not always possible to grant the specific ring you requested. A letter with your assignment will be sent prior to the show. Volunteers will need to stay at their assigned location for several hours without an opportunity to visit other locations on the grounds during your assigned time.

Please return this form to your county Extension office by their designated deadline.

Be sure to give complete address and email if available.

Name	County	
Address	City	Zip
Telephone	Email	

Please check one:

Teen volunteer (15 yrs & older) Birth date: _____

Adult volunteer - If you have a youth showing, please provide their name: _____

Has the Volunteer Selection Process been completed in the county? Yes No (if no you must complete the attached background check form)

Please choose the day & arena you prefer:

Volunteers are critical to the success of this show and we appreciate your help!

Friday	East Arena	Indoor Arena			
Saturday	East Arena	Indoor Arena	H. Hack/Dsg Rail	Trail Arena	Dressage Test
Sunday	East Arena	Indoor Arena	H. Hack/Dsg Rail	Trail Arena	Dressage Test

Volunteers will need to stay at their assigned location for several hours without opportunity to visit other locations on the grounds during your assigned time slot. The time commitment is approximately 4.5 hours. If the appropriate number of volunteers from each county are not provided, county show quotas will be effected for future State 4-H Horse Shows.

Once assignments have been made – the tentative Volunteer Schedule will be as follows:

Volunteer Schedule:

	Friday	Saturday	Sunday
Orientation Meeting	7:45 a.m.	7:45 a.m.	7:45 a.m.
A.M. Shift	8:45 – 2:00 p.m.	8:45 – 1:30 p.m.	8:45 – 1:30 p.m.
P.M. Shift	1:30 - Last Class	1:00 - Last Class	1:00 - Last Class
H. Hack/Dressage Rail		8:45 a.m. - ~11:00 a.m.	8:45 a.m. - ~11:00 a.m.
Trail (2 shifts)		8:45 – 12:30 p.m., 12:30 – last rider	
Dressage (2 shifts)		8:45 – 12:30 p.m., 12:30 – last rider	

MICHIGAN STATE
UNIVERSITY

Volunteer Application and Background Check Authorization Form
VOLUNTEER EVENT WORKERS

Organization/Group Affiliation (Please Print):			
Last Name:	First Name:	Middle Name:	
Date of Birth:		<input type="checkbox"/> Male	<input type="checkbox"/> Female
Home Address (Street):	City:	State:	Zip Code:
Home Phone (with area code):	Email Address:		
Are you currently employed by Michigan State University?: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been employed by Michigan State University?: <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please provide Department name and reason for termination: _____			

Emergency Contact Name: _____	Phone Number: _____
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Criminal History
Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No Are there criminal charges pending against you at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answer "yes" to either of these questions, please describe the nature of the crime(s) or charge(s), the date and place of the offense, and the legal disposition of the case. _____ _____ _____

NOTE: The University conducts a criminal records background check on all volunteers. A "yes" response will not automatically disqualify an individual from consideration.

I understand that I will not be allowed to begin volunteer work at MSU until a criminal background check has been completed. Checking the consent box below and typing my name on the applicant signature line constitutes my electronic signature.

I authorize Michigan State University to conduct a criminal background check on me.

Applicant Name	Date	Department Signature	Date
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