

Kenosha County 4-H Horse Program

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**2017-2018**  
**4-H Horse Program**  
**Reference Guide**



**Kenosha County 4-H**  
**Horse Program**

# Kenosha County 4-H Horse Program

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# Kenosha County 4-H Horse Program

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Spring/Summer 2017



Welcome to the Kenosha County 4-H Horse Program. In Kenosha County, the 4-H Horse Program offers young people many different types of opportunities to learn all about horses from caring adult volunteer 4-H leaders. These opportunities include monthly meetings, a weekend camp, clinics, workouts, and educational opportunities.

Youth in grades 3<sup>rd</sup> through 13<sup>th</sup> (one year out of high school) may participate in the Kenosha 4-H Horse Program.

The Kenosha County 4-H Horse Program offers three distinct projects that young people may choose from depending on their interests and commitment level. These projects include:

- 4-H Horse Project
- 4-H Horseless Horse Project
- 4-H Model Horse Project

Providing leadership opportunities is central to the 4-H program. Each program/event will include a minimum of two youth to help decide the educational focus/content.

Adult leadership is key to the success of the Kenosha County 4-H Horse Program. We invite all adults who may be interested to help with the projects. There are several roles: event/program coordinator, assisting at workouts or clinics, and/or being a “horse buddy” to a project member.

Please read over this reference guide carefully. The deadlines and necessary documentation are spelled out in the appropriate sections.

If at any time you have any questions, please contact a member of the 4-H Horse Program Leadership Team or the Kenosha County UW-Extension Office.

# Kenosha County 4-H Horse Program

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## ***4-H Terms***

### **4-H Year**

The 4-H year is October 1 through September 30.

### **Constitution and By-Laws for Kenosha County 4-H Clubs & Projects**

All 4-H clubs and countywide projects with checking accounts must have a set of written rules for the operation of the club and countywide project. Each member should become familiar with the club or project's Constitution and By-Laws.

### **Online Enrollment**

All returning members and new members must sign up online at <http://wi.4honline.com>. You may also contact your Club Leader or the UW-Extension office if you do not have access to a computer.

### **Kenosha County 4-H Horse Program Leadership Team**

The Leadership Team is made up of nine youth and four adults who set up meetings, clinics, workouts, and educational opportunities. The Leadership Team supports the by-laws and policies of the horse program with guidance and oversight of the Kenosha County UW-Extension Office.

### **Kenosha County Center (KCC)**

KCC abbreviation stands for the Kenosha County Center located on the northeast corner of Highways 45 and 50 in Bristol, WI. The street address is 19600 75<sup>th</sup> Street. The county facility is home of the Kenosha County UW-Extension office and serves as the meeting place for several 4-H events and activities. To use a meeting room in the KCC, contact the Local Elected Officials office and complete a room reservation form.

### **Kenosha County UW-Extension (UWEX)**

This office oversees the Kenosha County 4-H program by providing administrative oversight, educational trainings and/or resources, guidance in safety and expectations.

### **Member Code of Conduct**

Kenosha County UW-Extension has established a Code of Conduct for Kenosha County 4-H members. This Code of Conduct sets forth guidelines by which 4-H members should conduct themselves when representing Kenosha County 4-H. This can be found in the 4-H Program Guide received from your general leader at your club.

The Wisconsin 4-H Youth Development Code of Conduct has also established expectations for members and volunteers. Members agree to these expectations when online enrollment is completed.

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## **Kenosha County Fair Superintendents**

Kenosha County Fair Horse Superintendents are independent from the 4H Horse Program and are hired by the Kenosha County Fair Board. The Fair Board oversees the annual county fair. – Contact Gail Johnson or Denise Matrisch for specific questions that pertain to the Kenosha County Fair Horse Show.

## ***Coggins Test***

The State of Wisconsin requires an annual negative Coggins test. This test must be done by a licensed veterinarian to show that the horse/pony to be exhibited does not carry the incurable disease Equine Infectious Anemia. Results are good for the calendar year in which the test was given. Any time the horse/pony to be exhibited leaves home, the original test paper must accompany the horse/pony. All events, workouts, shows, clinics, drill team, trail rides and fair will require a copy of this test paper be left at the site of the event. Out-of-state animals must have a health certificate to be shown at any event.

For multiple events, if Coggins Test paperwork is already on file, the Event Coordinator may record the Serial Number; Accession Number; Date Blood Drawn, and Premise ID for each subsequent event date. The Event Coordinator is responsible for returning the Coggins Test records to the Kenosha County UW-Extension Office.

## ***Premise ID***

The State of Wisconsin requires a Premise ID Number for farms or hobby farms where livestock is kept. There is no charge to register. If the horse/pony to be exhibited is stabled other than member's property, then that landowner's premise ID number is to be used. This number may be required on entry forms for the fair, county and state shows.

To obtain a number go to the following website <http://www.wiid.org/> or call WLIC at 1-888-808-1910.

## ***Families with two or more youth and one horse***

Only members of the immediate family, and a 4-H youth paired with a Horseless Horse youth, are permitted to show the same project animal. Each family member may show the horse if only shown once in a specific class. The only exceptions are showing in Trail and Western riding.

# Kenosha County 4-H Horse Program

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## **Committees, Communication and Contact Information**

The following information applies to the entire Kenosha County 4-Horse Program.

### **Youth Leadership Roles in Educational Events/Programs**

Youth leadership is expected to be part of every 4-H Horse Project event/program/project (*i.e. clinics; workouts; Mini-Camp; Pre-Fair Show; monthly educational meetings*)

At least 2 youth should be involved for each event/program/project. Youth leadership is defined as: (*youth can perform any of the following*)

- Youth have voice and input into topic(s) that will be covered in the event/program/project. Youth will help decide what the educational focus/content will be.
- Youth will help Horseless Horse 4-H Members by engaging them in the learning experience.
- Older youth members will help younger youth members by helping teach appropriate aspects of horsemanship.
- Youth can assist with setting dates for events. Youth can check on potential conflicts with other school activities.
- Youth can assist with selecting clinicians.
- Youth can help collect Coggins test papers
- Other appropriate roles that provide youth with a leadership role



# Kenosha County 4-H Horse Program

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## 4-H Horse Events/Programs

4-H Horseless Horse –

4-H Model Horse –

Mini Camp –

Clinics –

Pleasure Workouts –

Gymkhana Workouts –

Pre-Fair –

Tack Sale –

Kenosha County UW-Extension - Bethany Sorce, 4-H Program Assistant  
[bethany.sorce@ces.uwex.edu](mailto:bethany.sorce@ces.uwex.edu) (262) 857-1932

## Communication

The Kenosha 4-H Horse Program will communicate in the following ways:

- At Meetings
- Horse program website <http://kenosha.uwex.edu/4-h/horse-program/>
- Directory
- E-mails from 4-H Online
- Facebook <http://www.facebook.com#!/pages/kenosha-county-4h-horse-project/159043794183022>



# Kenosha County 4-H Horse Program

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## ***Steps to Be a Horse, Horseless Horse or Model Horse Project Member***

There are several steps to become a Horse, Horseless Horse and/or Model Horse Project member and requirements to participate in activities. Those requirements along with a description of each horse project area are detailed in the following pages.

### ➤ **Step #1 – Join a 4-H Club**

The first step is to join a 4-H club in Kenosha County. Youth must be affiliated with a club before signing-up for any projects.

### ➤ **Step #2 – 4-H Horse Program Reference Guide**

Please carefully read over the 4-H Horse Program Reference Guide and comply with all rules and requirements. Any questions should be directed to the 4-H Horse Program Leadership Team. Descriptions of each of the 4-H Horse projects, requirements and opportunities are described on the following pages.

### ➤ **Step #3 – Completion of Requirements**

Members must complete the requirements set forth in this document to complete their Horse, Horseless Horse and/or Model Horse Project 4-H Year to be considered a member in good standing, and in order to be eligible to show at the annual county fair or state shows. If you fall short of the required participation we continue to invite you to stay involved in the horse project.

### ➤ **Step # 4 -- Have Fun!**

- Participate
- Learn
- Volunteer

# Kenosha County 4-H Horse Program

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## **A. Horse Project Members**

Definition: Family member or youth owns a horse/pony, leases a horse/pony, or manages a horse/pony in this project.

Members must meet their club meeting requirements by the assigned time. These requirements vary so please check your specific 4-H club by-laws.

Countywide 4-H Horse Program meetings are **typically** held on the 3<sup>rd</sup> Wednesday of the month at 7:00pm.

### **Gymkhana**

Youth participating in Gymkhana that have two years or less in this riding program, must attend a minimum of 2 Gymkhana workouts and become certified by the clinician for two years. This horse/rider combo will be certified for the Kenosha County Fair or Wisconsin State Fair Expo participation.

### **Horse ID Sheet Kenosha County Fair Requirement**

Member must have submitted a Horse ID sheet to the Kenosha County Fair Office by May 1<sup>st</sup> of the current year in order to exhibit horse(s) at the Kenosha County Fair.

### **Safety Rules for All Members:**

Adults and youth participating in high risk activities, including horses, must wear protective clothing head and foot gear. This includes all members representing Kenosha County 4-H at parades, trail rides, riding, driving and other horse related events, including teaching at practice nights. *(Taken from Wisconsin 4-H Horse Program 2012)*

- Protective head gear (SEI approved helmet for the specific activity which properly fits the participant)
- Hard sole boots with no more than a ½" heel
- Clothing appropriate for the activity which will protect the participants from the elements surrounding the event

This policy means that all 4-H members and leaders (adults and youth) participating in the mentioned projects and/or activities need to use protective or safety equipment while participating. SEI approved helmets must be worn while mounted or driving at any time by all members and adults at a 4H function.

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## **B. Horseless Horse Project Members**

Definition: To be a Horseless Horse project member, no one in the family may own, lease, or manage a horse/pony (*Wisconsin 4-H Horseless Horse Guidelines*).

The project will make an effort to pair each Horseless Horse member with another 4-H youth member or an adult (referred to as a Buddy) who is willing to let the member work with their horse/pony for the current 4-H year. The project does not own or have direct availability to horses. We count on the community to step up and offer their horses and time to the project.

Horseless Horse members may not participate in Driving, Gymkhana or Hunter Jumper riding activities. They may audit Gymkhana or Hunter/Jumper/Driving workouts and clinics.

Horseless Horse members may be assessed a charge by their buddy for hauling their horse to any 4-H horse related activity, event or horse show. However, "Buddys" may not charge for maintenance of the horse including shots, shoes, feed, hay etc.

All Horseless Horse members may be charged for lessons from a horse trainer, but not from their Kenosha County 4-H Horse Program buddy. For further clarification please contact the UW-Extension Office.

Horseless Horse Members must meet their club meeting requirements by the assigned time. These requirements vary so please check your 4-H club by-laws.

Horseless Horse members should attend horseless horse meetings.

Horseless Horse members may attend clinics, workouts, Pre-Fair or Mini Camp

### ***Horseless Horse Buddy***

Definition: A "Buddy" can be a 4-H Horse Program youth member 8<sup>th</sup> grade or older, an adult horse program member or an adult outside the horse program. All non-horse program adult buddies must be approved by the UW Extension Office and complete the volunteer orientation prior to working with youth.

When Buddys are working with Horseless Horse members this is considered a 4-H activity, therefore non-4-H friends are not to be in attendance.

Buddys must provide all their attention to the Horseless Horse member during the scheduled time frame arranged. Buddys should arrange a minimum of 4 hours monthly to meet with the Horseless Horse member from May to August.

Horseless Horse members must arrive on time and give their full attention to the Buddy.

### ***Horseless Horse ID Sheet Kenosha County Fair Requirement***

Horseless Horse member must have submitted a Horse ID sheet to the Kenosha County Fair Office by May 1<sup>st</sup> of the current year to be eligible to show at fair.

# Kenosha County 4-H Horse Program

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## ***Safety Rules for All Members:***

Adults and youth participating in high risk activities, including horses, must wear protective clothing head and foot gear. This includes all members representing Kenosha County 4-H at parades, trail rides, riding, driving and other horse related events, including teaching at practice nights. (*Taken from Wisconsin 4-H Horse Program 2012.*)

- Protective head gear (SEI approved helmet for the specific activity which properly fits the participant)
- Hard sole boots with no more than a ½" heel.
- Clothing appropriate for the activity which will protect the participants from the elements surrounding the event.

This policy means that all 4-H members and leaders (adults and youth) participating in the mentioned projects and/or activities need to use protective or safety equipment while participating. SEI approved helmets must be worn while mounted or driving at any time.

## ***C. Model Horse Project Members***

Definition: Ownership or access to a horse/pony is not needed to participate. Member takes real live horse movement and makes a duplication of it by sculpturing, painting and tack making to create a real horse likeness.

Model Horse Members must meet their club meeting requirements by the assigned time. These requirements vary so please check your specific 4-H club by-laws.

Model Horse members should attend model horse meetings.

Model Horse members may attend clinics, workouts, Pre-Fair or Mini Camp.

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## Wisconsin State 4-H Horse Expo

In order to exhibit at the Wisconsin 4-H Horse Expo the member must be in grades 6<sup>th</sup> through 13<sup>th</sup> to show/ride horses and 3<sup>rd</sup> through 13<sup>th</sup> grade for educational projects. These are the following opportunities youth may participate at the Wisconsin State 4-H horse expo.

- A. Educational Exhibits – Must be a member in good standing. Requires no blue ribbon from the Kenosha County Fair to participate in educational events at the state level. This includes Horse Bowl, photography, woodworking, arts, scrapbooking, sewing etc.
- B. State 4-H Hunt – Dressage Show – Be in good standing with the Kenosha County 4-H Program
- C. State 4-H Gymkhana Show – Be in good standing with the Kenosha County 4-H Program
- D. Wisconsin State Horse Expo Riding Events – Must receive a blue ribbon at the Kenosha County Fair qualifying Horse Show in one of the following classes and show in that class at state:

1) Showmanship

2) Pleasure

3) Horsemanship

4) Trail

5) Equitation

6) Western Riding

7) Driving

# Kenosha County 4-H Horse Program

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## Opportunities That Exist for Horse Project Members

There are many areas of participation – remember, you don't need to own a horse/pony to participate! In addition to the meetings and clinics there are other opportunities for you to enhance your educational experience. Following are **brief** descriptions of some of the opportunities available:

### A. COUNTY LEVEL OPPORTUNITIES

**Workout nights** -- practice riding skills and prepare for fairs, state and national shows. Open to all Kenosha County 4-H Horse Program members. An adult leader must be present at all times including unloading and loading of animals. Negative Coggins test, SEI helmets, long pants, and boots with heels are required at each workout.

**Clinics** – educational opportunities to learn and experience riding techniques with a trained professional known as a clinician. Typically taught as a “group riding lesson.”

**Mini Camp** -- A weekend educational events on and off the horse. If you are a Horseless Horse member please be sure to check with your buddy as to when each of you will be doing the mounted activities. Complete registration and provide your negative Coggins test and health forms. Typically held in May at the Kenosha County Fairgrounds.

**Pre Fair** -- A family event giving all members in good standing an opportunity to participate in a dress rehearsal for County Fair, and receive great feedback from the judge. This opportunity is at no cost to members. FREE! Western classes will be in the morning followed by English classes.

**UW-Extension Stateline Equine Conference** – An educational workshop hosted by UW-Extension typically held on a Saturday in March at the Kenosha County Center building.

### Events/Activities Held on 3-Year Rotation:

YEAR	PROGRAM/EVENT
2016-17	Educational Tour
2017-18	Tack Sale
2018-19	Horse Show
2019-20	Educational Tour
2020-21	Tack Sale
2021-22	Horse Show

# Kenosha County 4-H Horse Program

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**Educational Tours** –The 4-H Horse Leadership Team will coordinate educational tours every three years. Location will be determined.

**Tack Sale** – The 4-H Horse Leadership Team will seek volunteers to host a tack sale every three years to raise monies for the educational tours and horse shows.

**Horse Show** – The 4-H Horse Leadership Team will seek volunteers to host/coordinate a 4-H Horse Show every three years to be held at the Kenosha County Fairgrounds.

## B. STATE LEVEL OPPORTUNITIES

### 1. STATE LEVEL AWARDS

**Wisconsin State 4-H All-Around Award** – All state participants are invited to register for the All-Around award. Recipients are awarded based on their placings of the riding and educational events at the state competitions. Please check state website for additional information.

**State Expo Sportsmanship Award** – Nominees are selected by the Kenosha County 4-H Horse Program Leadership Team on the criteria set by the state.

**Wisconsin Horse Association Scholarship** – Six scholarships are available to high school seniors and members attending their first year in college. Please visit the state website for additional information.

### 2. STATE LEVEL ACTIVITIES

**Hippology** – Learn to identify parts of the horse, markings, breeds, colors, or other knowledge related to horse science, by matching pictures to definitions. This is an educational activity of five or more horse related areas or stations. Contestants are given a score sheet and two minutes at each station to complete their answers. Held early May.

**Speeches and Demonstrations** - To help youth gain self-confidence. Participants develop the ability to demonstrate or illustrate skill or activity ability and share it with others. They develop skills in effective organization and presentation while working with another person to achieve these goals. Held early May.

**Horse Bowl** -- demonstrate member's knowledge of equine related subject matter in a competitive setting where attitudes of friendliness and fairness prevail. Held early May.

**Wisconsin State 4-H Expo** -- Youth must have earned a blue ribbon at the County Fair in riding pleasure events to participate at State Expo. All members in good standing may enter projects that they have made. These projects do not require a blue ribbon at County Fair. This event is usually held the second weekend in September at the Wisconsin State Fairgrounds in West Allis, WI.. For more information <http://fyi.uwex.edu/wi4haganimalscience/state-4-h-horse-expo/>

# Kenosha County 4-H Horse Program

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## **Wisconsin State 4-H Horse Leader Conference and Youth 7<sup>th</sup> grade and older**

Educational workshops which include both information and hands on activity ideas for leaders to utilize when teaching youth. A forum teaching strengthening communications skills relative to the 4-H Horse & Pony project. Typically held in November.

## **Requesting Reimbursement to attend an External Educational Event/Program**

4-H Members enrolled in the Kenosha County 4-H Horse Program may request reimbursement to attend an equine-related educational event/program that supports their educational goals for the 4-H Horse Program. Complete the “*Application for Reimbursement to attend an External Educational Event/Program*” form on the website (Appendix G). Events/program must be of educational value and contribute to the mastery of the 4-H member (*build knowledge, skills and competence*).

4-H Members must complete & submit the form to Kenosha County UW-Extension for approval. *Please allow two weeks for processing your request.*

*Youth are responsible for submitting their own registration form to the event.*

4-H Members receiving funding will be required to give a brief presentation and share what they learned at a countywide 4-H Horse Program meeting.



# Kenosha County 4-H Horse Program

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## **APPENDIX- A**

### **Kenosha County 4-H Horse Program Meeting Schedule**

<b>Date</b>	<b>Time</b>	<b>Activity</b>	<b>Location</b>
September 18, 2017	7:00p	Leadership Team meeting at 4-H Countywide Reorganization	Kenosha County Center
October 18, 2017	7:00p	♦	Kenosha County Center
November 15, 2017	7:00p		Kenosha County Center
January 17, 2018	7:00p		
February 15, 2018	7:00p		Kenosha County Center
March 2018	9a-3p	Stateline Equine Conference	Kenosha County Center
March , 2018	7p		Kenosha County Center
April , 2018	7p	County Fair Expectations	Paddock Lake Village Hall
May , 2018		Mini-Camp	Kenosha County Fairgrounds
June , 2018 Aug - raindate		Pre-Fair Show	Kenosha County Fairgrounds

**All dates and times are subject to change  
Members will be notified by e-mail.**

# Kenosha County 4-H Horse Program

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## ***APPENDIX – B***

### **Guidelines for 4-H Horse Program Event Coordinators**

Adults who volunteer to serve in a leadership role to support the Kenosha County 4-H Horse Program events/activities will be asked to:

- Enroll/Re-enroll as an adult volunteer in 4-H Online
  - Accept the Volunteer Behavior Expectations
  - Successfully pass a background check
  - Complete the Volunteer in Preparation Training (*volunteer orientation*)
  - Complete online Mandatory Reporter Training (*print completion certificate*)
- Provide overall leadership for coordinating the event/activity
  - Reserve appropriate space/facility
  - Send email communications promoting the event/activity to Bethany for sending out to members through 4-H Online
  - Provide a budget outlining all expenses/revenues for the event/activity to Kenosha County UW-Extension office prior to the event (*see Financial Guidelines attached*)
  - Secure appropriate resources (personnel & equipment)
- Maintain a “youth-focused” – “youth driven” event/activity
  - Engage youth members in the planning/implement for the event/activity
  - Event/activity will have an educational component related to equine/horsemanship content
  - Evaluate the event/activity using the *Kenosha County 4-H Educational Program Evaluation* form
- Maintain Coggins Test paperwork for each event. For multiple events, if Coggins Test paperwork is already on file, the Event Coordinator may record the Serial Number; Accession Number; Date Blood Drawn, and Prremise ID for each subsequent event date. The Event Coordinator is responsible for returning the Coggins Test records to the Kenosha County UW-Extension Office.
- Follow the Kenosha County 4-H Horse Project Financial Guidelines (*Appendix \_\_\_\_\_*)
- Follow Wisconsin 4-H Youth Development Policies for Program Safety Regulations
- Follow Wisconsin 4-H Policies for use of the 4-H Name & Emblem

#### **Workouts/Clinics:**

- All workouts & clinics (with the exception of some Gymkhana) will be held at the Kenosha County Fairgrounds (*this is due to liability coverage*).
- An alternative rain location may be approved (see Appendix C)
- Gymkhana workout and clinics may be held at approved locations that ensure a safe arena

# Kenosha County 4-H Horse Program

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## **APPENDIX – C**

### **Locations for 4-H Project Clinics & Workouts**

The Kenosha County Fairgrounds will be the primary location for all 4-H Horse Project events. It is a neutral facility that has appropriate insurance coverage and is the site of activities during the Kenosha County Fair week. This allows riders and horses to become familiar with the site and arena where they will be during fair week. As neutral facility it does not favor one private facility over another.

Contact Kenosha County Fair Manager, Denise Zirbel to make arrangements for 4-H Horse Project clinics & workouts. Send confirmed dates/times to Bethany Sorce, 4-H Program Assistant.

Denise Zirbel	<a href="mailto:fairmanager@kenoshacofair.com">fairmanager@kenoshacofair.com</a>	862-6121
Bethany Sorce	<a href="mailto:bethany.sorce@ces.uwex.edu">bethany.sorce@ces.uwex.edu</a>	857-1932

For all clinics/workouts:

- Collect the Coggins test paperwork and send to the Kenosha County UW-Extension office within a week of the event.
- Complete the Volunteer Sign In/Sign Out Form for each event (*on website*)
- For any incident/accident, complete the General Accident Report Form (*on website*) and send to the Kenosha County UW-Extension Office within 3 days of the accident.
- Adhere to the Wisconsin 4-H Youth Development Policies for Program Safety Regulations:
  - Protective head gear (SEI approved) which properly fits the participant must be worn while mounted or driving a horse
  - Shoes or boots which provide protection
  - Clothing appropriate for the activity which will protect the participants from the elements surrounding the event.
  - A saddle (mounted) and bridle (mounted) are required when riding a horse

To select an alternate location in case of inclement weather on the date of the clinic or workout select a private barn/stable that meets or exceeds these requirements:

- Adequate liability coverage for such an educational event with youth and volunteers. Submit proof of insurance to Kenosha County UW-Extension for review before publicizing rain date location.
- Appropriate space large enough for the event, appropriate safety equipment for the event being held, and safety protocols are in place (*including emergency procedures*)
- Adhere to the Wisconsin 4-H Youth Development Policies for Program Safety Regulations as listed above.

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## ***APPENDIX – D***

### **4-H Horse Program Financial Guidelines**

The following guidelines will apply to the Kenosha County 4-H Horse Program treasury and financial accounting & procedures:

- 4-H Horse Program Budget
  - Annual budget will include allocations for educational events/activities
  - Educational Event Coordinators are expected to develop an event budget from the allocation provided and submit for approval from Kenosha County UW-Extension
  - Educational Event Coordinators are the only individuals who can request reimbursement for project expenses (*using the 4-H Horse Program Expense Form*)
- 4-H Horse Program Checkbook
  - Checks will be written by Kenosha County 4-H Council Treasurer
  - Financial reports will be reviewed the 4-H Horse Program Leadership Team
- All expenses will be approved by Kenosha County UW-Extension
  - Requests for reimbursement or payment to individuals will be submitted on a 4-H Horse Program Expense Form to Kenosha County UW-Extension
  - Payment to individuals (*judges, clinicians, etc...*) will be mailed directly to the individual after the educational event/activity
- Allow 5-7 days for processing expense forms
- All revenue/income will be sent directly to the Kenosha County UW-Extension office  
19600 -75<sup>th</sup> Street Suite #2, Bristol, WI 53104
- Requests for tax exempt status must be made to Kenosha County UW-Extension three days in advance
- All donations to the Kenosha County 4-H Horse Program should be made payable to *Kenosha County 4-H Horse Project*
- Youth registration for the UW-Extension Stateline Equine Conference will be paid for by the 4-H Horse Program

# Kenosha County 4-H Horse Program

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## ***APPENDIX – E*** **EXPENSE FORM**

Bill submitted by: \_\_\_\_\_ Date \_\_\_\_\_

Check Pay to: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Amount \$ \_\_\_\_\_ ***Attach receipts and/or invoices for proof of expense.***

*Check will be mailed directly to the individual*

Purpose of Expenditure: \_\_\_\_\_

Horse account to be charged:

- Countywide Meetings
- Pleasure Workouts
- Gymkhana Workouts
- Clinics
- Judges/clinicians
- Mini Camp
- Pre Fair
- Model Horse
- Horseless Horse
- Tack Sale
- Kenosha County Fair
- State Horse Expo

# Kenosha County 4-H Horse Program

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## ***APPENDIX – F*** **Kenosha County 4-H Horse Program Contract for Services**

Date: \_\_\_\_\_

I, \_\_\_\_\_, agree to teach \_\_\_\_\_ in partnership with the Kenosha County 4-H Horse Program.

The agreed upon rate of \$\_\_\_\_ / \_\_\_\_\_. Checks will be mailed at the completion of each session. The event will be held at \_\_\_\_\_.

If handouts or any other items need to be produced for the program please send them to Kenosha County 4-H Horse Program Event Coordinator one week prior to the scheduled event.

I assume responsibility for any injury, damage, or any other adverse event that may result to me from my leadership in this program.

\_\_\_\_\_  
Name of Instructor (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_  
Kenosha County 4-H Horse Program  
Event Coordinator

\_\_\_\_\_  
Date

*Please sign this copy and return to the Kenosha County 4-H Horse Program Event Coordinator. Keep one copy for your records. For questions regarding this document please contact the Kenosha County UW-Extension Office (262) 857-1945.*

# Kenosha County 4-H Horse Program

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## **APPENDIX – G**

### **Kenosha County 4-H Horse Program Application for Reimbursement to attend an External Educational Event/Program**

4-H Members enrolled in the Kenosha County 4-H Horse Program may request reimbursement to attend an equine-related educational event/program that supports their educational goals for the 4-H Horse Program. Events/program must be of educational value and contribute to the mastery of the 4-H member (*build knowledge, skills and competence*).

4-H Members must complete & submit the form to Kenosha County UW-Extension for approval. *Please allow two weeks for processing your request. Return to Kenosha County UW-Extension. Youth are responsible for submitting their own registration form to the event.*

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Grade: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ 4-H Club Name: \_\_\_\_\_

Years in 4-H: \_\_\_\_\_

Name of External Event/Activity you would like attend:

Sponsored by:

Date of event/activity:

Location of event/activity

Registration Fee: \_\_\_\_\_ Amount requested to be paid by 4-H Horse Program \$ \_\_\_\_\_

What is the purpose of this external event/activity?

How will you benefit from this external event/activity?

*Youth receiving funding for an educational event/activity will be required to give a brief presentation and share what they have learned at a countywide 4-H Horse Program meeting.*