

# HAS YOUR APPROVAL FORM ARRIVED ON TIME?

In the past we experienced many problems with receiving and sending mail.

*We cannot be responsible for lost mail.*

## Our In-house Tracking System During Animal Approval Time

- ✓ First an **Animal Project list** is generated through our database, listing all active and inactive members. This is printed out.
- ✓ When the animal/horse approval is placed in its labeled envelope and prepared to mail, the name is highlighted on this Animal Project list, indicating it has been mailed. This is done in batches with the corresponding date mailed. All animal approval forms are normally mailed out by the end of January/early February.
- ✓ When the approval form returns to us, it is immediately logged in by Nancy noting the date in and if any information or paperwork is missing.
- ✓ The approval form is then returned to Lynn, who has a special tray specifically and only for outgoing approval forms.
- ✓ Lynn makes the copy of the approval form, files the form in animal specific file and proceeds to mail the original.
- ✓ Her final step is to log when the approval form goes out to that member, and handwrites the date it is mailed out, and with a check mark knows all is completed from the 4-H office.

## *Some things to keep in mind:*

- Submit your approval form early so that you are allowing time to process in order to receive your form back from the 4-H office before the deadline.
- ***Do not take anything for granted!*** If you have NOT received your form back from the 4-H office, please call and verify that we have received your form...***BEFORE THE DEADLINE!*** That way, if it has not arrived, we can take care of getting it in before the deadline.
- You can mail your form “**request receipt**” from your post office. This way you will have someone in our office signing for this piece of mail. You will receive confirmation through your post office.
- You can hand-deliver your form to the office and give to Nancy or Lynn. Don’t forget to sign in, for that helps with verification of receipt also.

**Bottom line is...if we do not have your form by the deadline, you will not be able to show in 2009!**