

State 4-H Horse Show – Entry Checklist for County Offices

Copies of all forms must be collected, reviewed and then sent to the State 4-H Office.

1. **Participant Name:** Enter the participant's name.
2. **Intent to Show Form:** Is the intent to show form dated on or before April 1, of the current year for ESE eligible entries (not required for others). Is the name of the horse, on the entry form the same as the name on the intent to show form? Copies of intent to show forms are not required.
3. **Entry Form:** Verify that the entry form is complete. Are three choice classes marked? Does it have the name, breed and sex of the horse? Does it state whether the participant is a Junior or a Senior? Once verified, place a check mark (✓) in the box. ESE entry form is only required if the youth is eligible (for riders/drivers, intent to show form on or before 4/1) and wants to participate in ESE. Please mark N/A if not applicable.
4. **Lease Form:** (ESE eligible entries only) Look on the intent to show form to determine if the horse is owned or leased. If the horse is leased (indicated by "L"), verify the Lease Form is enclosed and place a check mark (l) in the box. If the horse is owned, write "N/A" in the box.
5. **Permission/Liability Waiver:** Verify that the form has been signed by both the participant and a parent/guardian. Once verified, place a check mark (✓) in the box.
6. **Rider/Driver Entry Fee:** Enter the entry fee being paid.
7. **Stable Manager Entry Fee:** Enter the entry fee being paid.
8. **T-Shirt, Hoodies and ¼ zip sweatshirts:** List the number of t-shirts ordered, by size. S – small, M – medium, L – large, XL – extra large, XXL. If no shirts are ordered, indicate by "N/A" in the size box and "0" in the number box. Total the Shirt amount for each participant. Include amount in total fee column.
9. **Camping:** If the participant and their family are camping, enter the amount of the camping fee they are paying. If they are not camping, indicate "N/A" in the Fee Paid box.
10. **Total Paid:** Enter the total amount paid by the participant, including entry fee, camping fee and t-shirt order. All shaded boxes should be totaled.
11. Please make sure to complete the **County Chaperone Form**, including cell phone number of chaperone and other leader(s) responsible for the county delegation.

Please make sure all forms are complete and legible. Use more than one line on the checklist if necessary.

AN ENTRY IS NOT CONSIDERED COMPLETE UNTIL ALL BOXES HAVE BEEN FILLED IN FOR THE PARTICIPANT

AND TOTALS RECONCILE WITH CHECK AMOUNT.

MAKE CHECK PAYABLE TO **UNH Cooperative Extension**.

PLEASE, DO NOT SEND INCOMPLETE ENTRIES TO THE STATE 4-H OFFICE.

State 4-H Horse Show – Entry Checklist for County Coordinator

Submitted by Name:

Phone:

County:

	Forms – check if received					Fees – Enter Amount Received or “free” if earned through Ad Sales						
Participant Name	Entry Form	ESE Entry Form	Camp/ Liability Waiver	Intent to show Form (w/ Medical & Code/ Conduct	Lease Form (if applies)	Rider /Driver Entry	Spare Stall \$27 for duration of show	Stable Mgr Entry -	T-Shirt \$15 each indicate quantity & size	Camping Fee Campers or tent with hook up: \$33 per night Tents no hook up : \$18 per night	Total Fee – add up shaded blocks	
				<i>If not done in 4HOnline</i>	<i>If not done in 4HOnline</i>				T-shirts \$15 each X ____ = _____ Hoodies or 1/4zip____ x \$30 = _____			
				<i>If not done in 4HOnline</i>	<i>If not done in 4HOnline</i>				Total Shirts \$ _____			
				<i>If not done in 4HOnline</i>	<i>If not done in 4HOnline</i>				T-shirts \$15 each X ____ = _____ Hoodies or ¼ zip____ x \$30 = _____			
				<i>If not done in 4HOnline</i>	<i>If not done in 4HOnline</i>				Total Shirts \$ _____			
				<i>If not done in 4HOnline</i>	<i>If not done in 4HOnline</i>				T-shirts \$15 each X ____ = _____ Hoodies or ¼ zip____ x \$30 = _____			
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** Use as many of this page as you need for the number of State Show delegates you have

Summary and County Requests:

Special requests and Notes:

Rider/Driver/In hand _____ exhibitors @ \$ = _____

_____ stable manager/teen leader @ \$ = _____

Extra camping _____ campers @ \$33 per night = _____

_____ tents (no hook up) @ \$18 per night = _____

Extra Stalls _____ extra stalls @ \$27 for show = _____

Checks made out to **UNH Cooperative Extension** (one county check STRONGLY preferred)

County Mail Entries and Payments to:

Mary Davis, Kendall Hall Room 403, 129 Main St, Durham NH 03824-2536 telephone (603) 862-2188 fax (603) 862-2157 email
Mary.Davis@unh.edu



Extension



**COUNTY CHAPERONE INFORMATION
STATE 4-H HORSE SHOW**

County _____

Head Chaperone Name _____

Phone number(s) _____

Email: _____

Assistants (name, phone and email) _____

Adult(s) designated to sleep in exhibitor sleep area:

Friday Night _____

Saturday Night _____

Shower Monitor _____

Night Barn Check _____

Youth Show Assistant(s) to help in show office _____

Helpers are also needed for

Judging Contest _____

Quiz _____

Ring crew _____

In/Out gate _____

Warm Up Ring _____

Other (as needed) _____
