State 4-H Shooting Sports Coordinators,

The National 4-H Shooting Sports Level 2 Instructor Training Workshop previously scheduled for May has been postponed to October.26-30.

New information and forms included or attached.

State 4-H Shooting Sports Coordinators,

Please find enclosed information and the tentative schedule for the 2020 National 4-H Shooting Sports Workshop. The 2020 workshop will be held at the Holiday Lake 4-H Educational Center, Appomattox, Virginia.

The workshop registration/check-in is from 3:00 PM to 5:00 PM on Monday, October 26 with the program beginning at 6:00 PM. Participants are expected to arrive on time to participate in all parts of the program through Thursday evening, October 29. Overnight accommodations are included for Thursday night with participants departing on Friday morning, October 30.

The registration fee listed on the workshop application/registration includes the cost of meals, lodging, meeting rooms, ranges, accident insurance, class materials and supplies. Our workshop is being supported by the National Shooting Sports Foundation, Federal Ammunition and other donor supporters.

We would encourage you to review the eligibility criteria for participants attending the National 4‐H Shooting Sports Workshop and to recruit candidates from your state who will support your State Training Team. Level II certification will be offered in all disciplines except Western Heritage. The number of candidate instructors in each discipline may be restricted due to a variety of factors such as instructor availability, range space, classroom space, etc.

Criteria:

In order for a participant to attend a National 4‐H Shooting Sports Workshop, he/she must meet the following:

1.  Have state 4‐H (Level 1) certification in the discipline in which enrolled. (With State training opportunities limited in the Western Heritage discipline, teaching experiences in similar programs or in other disciplines will be considered.)  Please understand that this is a National 4‐H (Level 2) instructor training with the expectation that the participant return to their respective state to become a member of their state training team where they will commit to assist in teaching one state workshop annually for 3 years.

2.  Have a minimum level (2 years) of experience teaching in the discipline to be determined by each discipline instructor(s).

3.  Have interest in 4‐H, positive youth development, and S.T.E.M.

4.   Endorse the Train‐the-Trainer concept in 4-H Shooting Sports.

5. Have experience teaching youth and/or adults.

6. Have current 4‐H Volunteer status or Extension Faculty status in their state.

7. Have been recommended by their State 4‐H Shooting Sports Coordinator.

Registration fees and deadlines are as follows:

September 25, 2020: $360 per person

September 26 – October 9, 2020: $410 per person

Registration fee is based upon when complete application is received through the e-mail address [4-h.registration@cox.net](mailto:4-h.registration@cox.net).  Payment must be received by the staff at the Holiday Lake  4-H Educational Center by 4:00 PM EDT on October 16, 2020 or registrations will be cancelled.

Only State Shooting Sports Coordinators may submit the applications. Any applications received by individual instructor candidates will be returned to the appropriate State Coordinator. Each application will consist of three Microsoft Excel files: one file is the Registration Information, one is a Health History Report, and one is a Liability Waiver and Media Release. **Only MS Excel files (.xlxs) will be accepted.** Files such as Google docs, .PDF, .numbers, .jpg, links to cloud documents, etc. **will be returned** to the State Coordinator to be converted to Excel files. **Reference letters** should be scanned as jpg (preferred) or pdf files and e-mailed to the same address as this application ([4-h.registration@cox.net](mailto:4-h.registration@cox.net) ).

Payment:

**Payment must be received before 4:00 PM EDT on October 16, 2020**. We will cancel all registrations that are not paid by that date; no one will attend without complete payment.

Payment by check: Make the check for the entire amount payable to Holiday Lake 4-H Center and mail it to:   Holiday Lake 4-H Center, 1267 4-H Camp Road, Appomattox, VA 24522. Please include the name of your state on the check’s memo line.  If you include you e-mail address along with the check you will receive a receipt by e-mail. One check per state please.

Payment by credit card: Phone Holiday Lake 4-H Educational Center at (434) 248-6640 with card details. A minimal fee will be added to each credit card transaction; the fee varies with credit card brand (Visa, MasterCard, AMEX, etc.). One credit card transaction per state please.

Cancellation/Refund Policy:

If a registration needs to be cancelled for any reason, the following rules will apply. Refunds will only be provided if notification is received by e-mail ([4-h.registration@cox.net](mailto:4-h.registration@cox.net) ) before 4:00 PM

EDT on October 16, 2020. A $100 cancellation fee will be assessed, and the remaining payment will be refunded, by check only, made payable as requested by the applicable State Coordinator.

Alternatively, a State Coordinator may substitute another **fully qualified** candidate in the same discipline with no additional fee required if a complete registration package is submitted before 4:00 PM EDT on October 16, 2020. Some leeway may be available to change disciplines depending upon the levels of registrations on the date the request is made, if the request is made by May 1.  No discipline changes will be allowed after October 16.

Participants will lodge in rustic bunk-style accommodations including 15 historic cabins, 2 bunkhouses and 1 lodge.  There are newly built/renovated bathhouses.  Breakfast, lunch and dinner will be served in the Rachel F. Lawson Family Dining Center.

Participants need to bring their own bedding, towels and toiletries. These items are not available on the 4-H Center, but can be purchased at the Walmart in Appomattox, VA.

For those that prefer hotels, special rates are available at the Appomattox Inn & Suites in Appomattox which is 20 minutes from the 4-H Center.  A special rate is available if rooms are reserved by October 12.  Call (434) 664-2018 and ask for the 4-H Nat’l Instructor Training discount.  Hotel fees are above and beyond the Registration Fee and are at the discretion of the applicable State Coordinator. There are also six hotels in Farmville which is 30 minutes away.  Holliday Lake State Park offers camping with RV hook-ups but no cabin-style lodging.

Please contact the Virginia 4-H Shooting Education Coordinator, Lynn Wheeless, at (757) 778-1078 if you have any questions. Lynn’s e-mail is [lynn.wheeless@gmail.com](mailto:lynn.wheeless@gmail.com)

We are looking forward to another great National 4-H Shooting Sports Level 2 Instructor Training Workshop.

***Conrad N. Arnold***

Conrad N. Arnold

Senior Agent Emeritus UMD Extension

Program Coordinator

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