

# 4-H Horse Sub Committee Checklist



## 4-H Horse Sub Committee General

- Promote Positive Youth Development & Adult/youth Partnership through 4-H.
- Provide a safe, hands on learning and a fun environment.
- Abide by WA State 4-H Rules and Spokane County 4-H Rules.
- Keep clear communication with 4-H Staff.
- Keep a balanced budget.
- Attend all monthly 4-H Horse Project Meetings every 2<sup>nd</sup> Tuesday at the 4-H Office, 7:00 p.m.**

## 4-H Horse Meetings

- Sub-committees must consist of at least three enrolled 4-H volunteers. One volunteer will act as the committee chair.
- All meetings must be held at the WSU-Spokane County Extension Office 222 N. Havana St. Spokane 99202. At least three meetings need to occur before the event. One wrap up meeting must occur after the event within 45 days.
- Meeting dates must be communicated to the 4-H Office and Staff to reserve rooms, add information to the website, and enable others to attend.
- Attendance and minutes must be taken at each meeting. Parliamentary procedures should be utilized.
- All 4-H meetings are open and all are welcome to attend.

## 4-H Horse Sub-committees General duties

- Event timeline
- Budget
- Advertisement/4-H/WSU
- Risk Management
- Conflict Management
- Donations
- Event Evaluations
- Thank you's
- Event wrap up meeting
- Profit & Loss Statement
- Report Volunteer Hours

### 4-H Staff

4-H Agent: Gary Varrella  
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4-H Program Coordinator: Kate McCloskey  
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### 4-H Horse Executive Board

President: Susie Kaiser (509)999-8350 [kismetquestrians@yahoo.com](mailto:kismetquestrians@yahoo.com)  
Vice President: Jacke McAllister (509)993-9249  
Secretary: Becky Parrish 509-570-3771 [bparrish@cheneyisd.org](mailto:bparrish@cheneyisd.org)  
Treasurer: Tanya Reedy (509)389-9177 Tanya Reedy  
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Dee Thomas (Horse Certs) [dthomaslibrary@yahoo.com](mailto:dthomaslibrary@yahoo.com)

## **4-H Sub Committee Detailed Check List:**

Please utilize this format at all committee meetings and events.

### **Event Entry Form**

- Event Name (4-H)
- Date
- Address
- Time
- Location
- Cost, late fee, refund information. Payment information.
- Discrimination clause, 4-H/WSU logo
- Description of event.
- Youth information: Name, club, date of birth (as of Jan. 1<sup>st</sup>), address, phone, email, parents name, horses name/cert number.

### **Budget**

- Develop a proposed balanced budget pre-event.
- Income: (How many youth are needed to attend to enable the event to move forward)
- Entry/camp fees
- Donations
- Expenses
- Facility
- Clinicians/Contracts
- T-shirts/logo wear
- Food/refreshments
- Event materials

### **Advertisement/4-H/WSU**

- Utilize the 4-H email list through event flyers. Develop a detailed flyer and email to the 4-H staff to be dispersed.
- Other community based advertisement features. Be sure to communicate with 4-H Staff before submitting advertisements to ensure WSU/4-H Policies have been met—such as the disclaimer clause.
- Entry forms may be distributed throughout the community such as feed stores, tack shops and etc. Of course with permission of the company/owner. All printing and postage is available at 4-H Office through 4-H Staff.

### **Risk Management**

- Record and report all incidents to a committee member and 4-H Staff.
- Utilize the WA 4-H Risk Management Standards for planning your risk management.
- Risk management must be completed for each event at least 2 weeks prior to the event with 4-H Staff.
  - All adults that will be attending must have a completed annual background check. For example clinicians, judges, facility owners and workers.
  - All youth must be enrolled in 4-H.
  - All horses must 4-H certified.

### **Conflict Management**

- Develop a plan for potential conflicts that might occur and how they can be eliminated or lessened.
- Decide a system to which conflicts are handled utilizing the committee and 4-H staff if needed—and utilize each ones skills.
- Possible role play situation to help think through possible conversations.
- Report and record all situations that occur to committee members and 4-H staff. Answer: Who, what, when, where, and how can we make sure this doesn't occur again.

### **Donations**

- ❑ Pursuing donations is encouraged. In person or mailing donation requests are very successful ways.
- ❑ A formal WSU/4-H letter is appropriate including the event info, how the donations will be utilized and the 4-H non-profit number (501c-3). 4-H Staff can help with this process.
- ❑ Donations are a great way to offset costs such as food, materials etc.
- ❑ Record all donations and note the donations in your budget.
- ❑ All printing and postage is available at 4-H Office through 4-H Staff.

### **Event Evaluations**

- ❑ Evaluations are a great way to hear the voices of the youth, volunteers and parents and help plan for the following year.
- ❑ There are various kinds of evaluations written, physical, verbal and digital. All forms are encouraged.
- ❑ Plan with your committee members and 4-H staff how you can get an appropriate evaluation of your event.
- ❑ All printing and postage is available at 4-H Office through 4-H Staff.

### **Thank you's**

- ❑ Utilize your list of donors, volunteers, judges, clinicians, etc. to send thank you's.
- ❑ Include a picture collage of the activities at the event.
- ❑ All printing and postage is available at 4-H Office through 4-H Staff.
- ❑ Use WSU/4-H letterhead, disclaimer, and nonprofit number within your thank you letter.

### **Event wrap up meeting**

- ❑ All committee members must attend.
- ❑ Cover all aspects of pre-event through post event:
  - What was successful
  - What needed improvement
  -
- ❑ Ensure all invoices/reimbursements/etc. are paid in full.
- ❑ Submit an event profit and loss statement for the 4-H Staff and Treasurer within 45 days.
- ❑ Develop a financial plan and suggestions for the following year.

### **Profit and Loss Statement (MUST be submitted within 45 days after event)**

- ❑ All committee chairs must submit a profit and loss statement to the treasurer within 45 days after the event.
- ❑ The form can be found online or within the committee packet.

### **Report Volunteer Hours**

- ❑ All committee members must report volunteer hours during or after the event.
- ❑ Encourage all volunteers that participated in the event to report their hours.
- ❑ <http://4h.wsu.edu/volntr/reporhours.html>