

2019 Important Reminder-Skills Checklist Information

This is a reminder that all **first year 4-H horse** members OR any 4-H member who is **showing a new** horse this year at the Cowlitz County Fair must complete a skills checklist in order to participate at the Cowlitz County Fair. This is horse project county policy.

Detailed information about skills checklists and the process will be communicated via e-mail notices and/or at respective Horse project committee meetings. All leaders, members, and parents are strongly encouraged to attend these meetings that are the 4th Tuesday of each month at 6:30 pm at the Cowlitz County Training Center located next to the Hall of Justice.

The skills checklist coordinator for 2019 is Janet Linden, who can be reached at janet_linden@hotmail.com or via cell phone which is (360) 749-2564.

In addition, any member wishing to participate in *driving and/or jumping* for the first time must also do a specific skills checklist for those respective events. The basic skills checklist is not sufficient for these events. Those skills checklists will be sent directly to the main club leader who has members who need the driving or jumping skills checklist.

1. All skills checklists must be completed by **June 1st**. It is important to get the skills checklist scheduled with the skills checklist coordinator ASAP.
2. The horse certificate identifies who needs a skills checklist...so the skills checklist coordinator already has the information from the horse certificate. The skills checklist technician will only do horses that have horse certificates on file with the skills checklist coordinator
3. The skills checklist coordinator will assign the technician(s) to that club and will let the ***main club leader know*** who their technician is. The technician will also know what club is assigned to them.
4. Once the technician is assigned...then it is the **responsibility of the main club leader to communicate with the assigned technician** to get the skills checklists scheduled.
5. The main club leader or a designated assistant 4H leader should be in attendance when the skills checklist is done. Skills technicians should not change the time or date without notifying the main club leader.
6. **Main club leaders** will receive the appropriate skills checklist via email from the Extension office and must **complete their portion of the skills checklist** prior to the technician coming to do the skills checklist.
7. The skills checklist technician will complete the rest of the form and turn it in to the skills checklist coordinator

8. Please do not wait until the last minute to get this done. Remember the Skills Checklist technicians are also 4-H volunteers....so they are also busy and have a life!!! Please be courteous and give them at least a two to three notice.

9. MAIN CLUB LEADERS.....The skills checklist technicians are trained 4-H horse leaders who are volunteering their time beyond the club level....so please be timely and respectful of contacting the skills technician and honoring their time commitment. We had some clubs last year change times and/or try to get their skills checklist scheduled at the last minute.

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Reviewed and edited by Jennifer Leach, Cowlitz County 4H Educator, April 2019.