

University of Idaho 4-H Shooting Sports

Certification (Level 1) Training Request Form (revised 1/2/18)

Host County: _____

Host Contact Information

Name: _____
 Phone (Daytime): _____
 Phone (Cell or Alternate): _____
 Email: _____

Scheduling/Disciplines

	Proposed Date(s)	Proposed Discipline(s) – check all that apply	
1 st Choice		<input type="checkbox"/> Archery	<input type="checkbox"/> Pistol/Handgun
2 nd Choice		<input type="checkbox"/> Hunting	<input type="checkbox"/> Rifle
		<input type="checkbox"/> Muzzleloading	<input type="checkbox"/> Shotgun

Proposed training times: _____
 Projected registration fee: \$ _____. Payable to: _____
 Mail registrations to: _____

Proposed Instructors

<input type="checkbox"/> Archery	<input type="checkbox"/> Pistol/Handgun
<input type="checkbox"/> Hunting	<input type="checkbox"/> Rifle
<input type="checkbox"/> Muzzleloader	<input type="checkbox"/> Shotgun

Training Facilities

Range:

Name of facility: _____
 Facility address: _____
 Facility contact (name): _____ Phone: _____
 Is there a rental fee (Y/N)? _____. (If yes, rental rate): \$ _____
 Are there covered break-out areas for each discipline offered (Y/N)? ____
 Is the following available (Y/N): ____ Electrical; ____ Tables; ____ Chairs; ____ Wi-Fi

Classroom (if different site than range):

Name of facility: _____
 Facility contact (name): _____ Phone: _____
 Is there a rental fee (Y/N)? _____. (If yes, rental rate): \$ _____
 Are there covered break-out areas for each discipline offered (Y/N)? ____
 Is the following available (Y/N): ____ Electrical; ____ Tables; ____ Chairs; ____ Wi-Fi

Lodging

Proposed options: _____

Meals/Snacks

Proposed options: _____

Roles and Responsibilities:

The State 4-H Shooting Sports Coordinator will be responsible to:

- Assist local contact in securing discipline instructors
- Provide discipline training curriculum for participants (utilizing current National materials)
- Help set registration fees and preparation of registration flyer
- Advertise training on Idaho 4-H website, through 4-H Focus and through Western region contacts
- Provide certificates of completion for workshop participants (need participant list 1 week prior to event)
- Insure that newly certified instructors are included on the Idaho 4-H Shooting Sports Instructor master list.

County/District Host will be responsible to:

- Secure discipline instructors (in joint cooperation with State coordinator)
- Make local arrangements (finding range and meeting space, meals, securing lodging, etc.)
- Finalize the registration flyer and provide an electronic copy to the State 4-H Shooting Sports coordinator
- Secure training equipment (check with District contact & State coordinator for assistance)
- Take registration forms and money
- Send workshop participant list to State 4-H Shooting Sports Coordinator 1 week prior to event.
- Pay all bills from training in a timely manner
- Submit electronically (faxed or scanned) the State 4-H Shooting Sports coordinator a final list of participants completing training along with range sign-in lists for each discipline (due within 1 week after training)
- Provide a \$5/participant fee to State 4-H Shooting Sports, for disciplines utilizing State 4-H equipment – which helps cover equipment repair/maintenance expenses (due 1 month after training)
- Submit a detailed accounting of training costs and expenses (due 1 month after training)
- Retain any training profits to support future discipline trainings and/or local 4-H Shooting Sports programs

Return this form to:

Jim Wilson
Attn: 4-H Shooting Sports Volunteer Training Proposal
1031 N. Academic Way, #116
Coeur d'Alene, ID 83814
Phone: 208-292-1401
Email: jwilson@uidaho.edu

Form must be submitted at least 90 days prior to planned training