

District Horse Chairs To Do List:

Date:	Activity to complete:	Date completed:
October – December	<ul style="list-style-type: none"> -Provide State Contact with name, address, email and phone of new DHS Chair -Schedule district meeting -Set DHS date -Send DHS date, location and entry deadline to the State -Send to State 3-5 potential DHS judges' names, address, email and phone numbers -Hire DHS Judge from the 4-H website list -Delegate show responsibilities to agents/volunteers within the district 	
January - March	<ul style="list-style-type: none"> -Finalize the district entry form -State will provide qualifying class for the State Fair – USE the same class numbers for district that the State uses -Once district entry form completed – Send the State a link to entry for to be posted on the State 4-H website -Promote DHS within the district – send information to all counties/district within the district -Send a copy of the Judge's contract to the State 4-H Office 	
April - June	<ul style="list-style-type: none"> -Pay Liability Insurance invoice from the State before receiving copy of insurance -Verify that 4-H member has completed Achievement Level 1 at entry registration (double checking can be on the 4-H Horse web site) -State will provide patterns for trail -Communicate with counties/districts within the district horse show area of responsibilities -Appoint a grievance/appeals committee -Prepare participants packets with show book and patterns for the show 	
June - July	<ul style="list-style-type: none"> -Facilitate and conduct the horse show -Pay the judge -Give the State Office feedback on the Judge -Send the State a Show book with results – noting the changes and placings -Send all counties/districts participating in 	

	<p>the district horse show a results book</p> <ul style="list-style-type: none"> -Promote how to enter the Kansas State Fair -Copy State Fair 4-H Horse Show entry form and put into packets -Review the requirements and deadlines with 4-H members, parents 	
August 1	<p>Entries DUE – State 4-H Office and State Fair (stalls) – NO late entries accepted</p>	
September	<p>State Fair – Read the 4-H Horse Show Rules</p> <ul style="list-style-type: none"> -Thursday – 8 a.m. – Stalls available! -Arrival before qualified class scheduled -Show follows the order of the Fairbook -Only ribbons – no premiums 	