**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 |
| 1st Choice |  |  |  | Archery |  | Pistol/Handgun |
| 2nd Choice |  |  |  | Hunting |  | Rifle |
|  |  |  |  | Muzzleloading |  | Shotgun  |

Proposed training times:

Projected registration fee: $ \_\_\_\_\_\_\_\_. Payable to:

Mail registrations to:

**Proposed Instructors**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Archery |  |  | Pistol/Handgun |  |
| Hunting |  |  | Rifle |  |
| Muzzleloader |  |  | 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:**

Tami Goetz

Attn: 4-H Shooting Sports Volunteer Training Proposal

875 Perimeter Drive, MS 3015

Moscow, ID 83844

Phone: 208-292-1401

Email: tgoetz@uidaho.edu

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