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

<table>
<thead>
<tr>
<th>Proposed Date(s)</th>
<th>Proposed Discipline(s) – check all that apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Choice</td>
<td>Archery</td>
</tr>
<tr>
<td>2nd Choice</td>
<td>Pistol/Handgun</td>
</tr>
<tr>
<td></td>
<td>Hunting</td>
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<tr>
<td></td>
<td>Rifle</td>
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<tr>
<td></td>
<td>Muzzleloading</td>
</tr>
<tr>
<td></td>
<td>Shotgun</td>
</tr>
</tbody>
</table>

Proposed training times: ___________________________________________________________________
Projected registration fee: $________. Payable to: _____________________________
Mail registrations to: ___________________________________________________________________

Proposed Instructors

<table>
<thead>
<tr>
<th>Archery</th>
<th>Pistol/Handgun</th>
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<td>Shotgun</td>
</tr>
</tbody>
</table>

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