

STOCK HORSE OF WISCONSIN

20 \_\_\_\_\_ VOLUNTEER / RIDING / CONTINUING EDUCATION -- INDIVIDUAL RECORD SHEET

Name		Phone:		email:	
Address					

**Note:** *Deadline for submitting hours in on November 1<sup>st</sup> of the current year.*

Please record the date, activity description, and number of hours for Riding, Volunteer and Continuing Education activities in the spaces provided on back. **PLEASE PRINT!** Questions regarding reporting requirements or Continuing Education hours can be directed to Faye Bley: 920-495-9207 or email [fbley@doorcountymca.org](mailto:fbley@doorcountymca.org).

**Travel time** based on the time a member leaves home until returning home, minus personal errands, on SHOW sanctioned events can be included in volunteer service hours. (Travel time to CE programs **cannot be counted**.)

**Record hours by the following categories:**

**Riding** – All hours spent riding a horse will count in this category. Only the hours spent riding count. Travel, grooming, feeding, etc. hours are exempt. On the attached form, include a brief description of type of riding (i.e. Trail ride, Lesson, Clinic, etc.)

**Ground Work** – All hours spend in ground work training/teaching sessions with a horse. Only the hours spent in actual ground work count. Travel, grooming, feeding, etc. hours are exempt. On the attached form, include a brief description of type of ground work (specific task, lesson or clinic, etc.)

**Volunteer** – 1.) Hours worked at a SHOW sanctioned event. This includes, setting up, tearing down, Cowboy Café, office work during the event, and clinic coordinating. 2.) Hours spent attending SHOW meetings. This includes annual, monthly and committee meetings. 3.) Hours spent on administrative tasks (monthly reports, financial statements, website, etc.) 4.) Time spent cooking/preparing food for Café and Barn Dance.

**Continuing Education (CE)** – Education hours include any time spent in **person-to-person** type education. This includes lessons, clinics (riding or auditing), seminars or conferences. These do not need to be SHOW sanctioned events, but must fit within the general SHOW mission and purpose. For example, a barrel racing clinic would not be a qualifying event for Stock Horse of Wisconsin. If there are questions, please contact coordinator Faye Bley. **Non SHOW event documentation:** If attending a clinic or lessons not associated with Stock Horse of Wisconsin, you must fill out the attached documentation that includes the name of the clinician or instructor, date of event, and signature of clinician or instructor. Failure to do this will void hours. If attending and all day seminar, such as Midwest Horse Fair or Horse-A-Rama, you may count each day attended as 6 hours. Please attach the original ticket or wrist band as verification at attendance.

**Note:** If *riding* in a clinic, you may count the time under both riding and CE categories.

**NOTE:** While riding/horse books, television programs, and the Internet are encouraged, they **DO NOT QUALIFY** for Continuing Education hours. The quality of this information is variable and difficult to evaluate.

**All sheets MUST be turned NOT LATER than November 1st.**

Mail or email the form to your Volunteer Hour Coordinator:

*If you submit your form electronically, we will ALWAYS send you a confirmation that we received it ... so if you do not hear back from us .... Please let us know!!!*

Faye Bley  
 P.O Box 866  
 Sturgeon Bay WI 54235 *or*  
 send via email:  
[fbley@doorcountymca.org](mailto:fbley@doorcountymca.org)

