



# GREEN LAKE COUNTY 4-H HORSE COUNCIL HANDBOOK

## 2018-19

*Developed by the:  
Green Lake County 4-H Horse Council  
571 County Road A  
Green Lake, WI 54941  
920-294-4032*

*An EEO/Affirmative Action employer, University of Wisconsin-Extension provides equal opportunities in employment and programming, including Title IX and ADA requirements.*





October 1, 2018

Dear Green Lake County 4-H Horse Council Families,

Welcome to the Green Lake County 4-H Horse Council. Here in Green Lake County, the 4-H Horse Council offers young people many different types of opportunities to learn all about horses. These opportunities include meetings, clinics, guest speakers and horse shows.

We have designed this handbook with you in mind, so please take a few moments to read it carefully. There are several forms attached which must be completed. The deadlines and documentation necessary to participate are also provided in this information.

If you have any questions, please contact me or another member of the Green Lake County 4-H Horse Council.

Sincerely,

*Beth Howman-Combs*

Beth Howman-Combs  
President  
Green Lake County 4-H Horse Council



# GREEN LAKE COUNTY 4-H HORSE PROJECT MEMBER REQUIREMENTS

In order to represent the Green Lake County 4-H Horse Council at the Green Lake County Fair, members must meet the following requirements.

## **Green Lake County 4-H Horse Council requirements are:**

- Be a member in “good standing” with a Green Lake County 4-H Club. “Good standing” means you have met **ALL** requirements of your local 4-H club.
- Watch Every Time... Every Ride... video on preventing head injuries. This video needs to be watched once in a 4-H member’s career.
- Earn seven (7) points (4-H members in 13<sup>th</sup> grade must earn three (3) points) approved by the Green Lake County 4-H Horse Council by July 1<sup>st</sup>. At least one (1) point must be from attending a Horse Council meeting. For a complete breakdown of points please refer to the Green Lake County 4-H Horse Council Quick Guide. (APPENDIX A)

## **The following may be submitted to the UW-Extension Office or brought to a 4-H Horse Council meeting:**

- Submit a “copy” of the Coggins Form for each horse participating in any Green Lake county 4-H Horse Council sponsored clinic or show to the Green Lake County UW-Extension Office by May 1.
- Submit dues of \$40 or participate in an official Green Lake County 4-H Horse Council Fundraiser (Dunk Tank). Due by the July Green Lake County 4-H Horse Council meeting. *1<sup>st</sup> Year GLC 4-H Horse Council members are exempt from paying dues.*
- Complete and submit a Green Lake County 4-H Horse Council Sponsorship Form(s) with a minimum of \$20. Due by the July Green Lake County 4-H Horse Council meeting. (APPENDIX C)
- Complete and submit a Green Lake County 4-H Horse Council Information Card by the July Horse Council Meeting. (APPENDIX D)

**Note: The Green Lake County 4-H Horse Council requirements will be enforced by the Green Lake County 4-H Horse Council Board of Directors.**

## **Green Lake County Fair Horse Show requirements are:**

- Complete and submit (on-line) a Green Lake County Fair Exhibitor Entry Form
- Complete and submit a Green Lake County Fair Horse Identification Form for each horse being exhibited by May 1<sup>st</sup> to the Green Lake County UW-Extension Office. (APPENDIX E)
- Submit a “copy” of the Coggins Form for the Horse being exhibited by May 1<sup>st</sup> to the Green Lake County UW-Extension Office.
- Attend the Green Lake County Fair Horse Show Mandatory meeting on the Thursday prior to the Green Lake County Fair.
- Present the “original” Coggins Form for the horse being exhibited to the Horse Show Superintendents at the Green Lake County Horse Show.

**Note: The Green Lake County Fair Horse Show requirements will be enforced by the Green Lake County Fair Horse Show Superintendents.**

# GREEN LAKE COUNTY 4-H HORSE COUNCIL BOARD OF DIRECTORS

2018-2019

The Green Lake County 4-H Horse Council Board of Directors is responsible for providing leadership for the Green Lake County 4-H Horse Council including planning, implementing and evaluating educational programs for 4-H members.

Position	Name	Phone	E-mail	Term Expires
President	Beth Howman-Combs	920-748-7353 (h) 920-369-6766 (c)	mbcombs@charter.net	October 2019
Vice President	Kim Bond	920-748-4123 (h) 920-948-2709 (c)	bondk@glsd.k12.wi.us	October 2020
Secretary	Kari Clark	262-247-5803 (c)	kariclark14@gmail.com	October 2020
Treasurer	Chad Liptow	262-227-7746 (c)	chad.liptow@gmail.com	October 2019
Adult Representative	Pat Krueger	920-361-2129 (h) 920-290-0349 (c)	pavfamily1997@gmail.com	October 2019
Youth Representative	Avery James	920-294-0162 (h) 920-279-7199 (c)	katiejames1950@gmail.com	October 2019
Youth Representative	Meredith Clark	262-247-5803 (c)	kariclark14@gmail.com	October 2019
Youth Representative	Kiley Weckwerth	920-299-2926 (c)	dan295@centurytel.net	October 2019

# GREEN LAKE COUNTY 4-H HORSE COUNCIL MEETING SCHEDULE

2018-2019

Date	Location	Time
Monday, November 5, 2018	Green Lake County Government Center	7:00 pm
Monday, January 7, 2019	Green Lake County Government Center	7:00 pm
Monday, March 4, 2019	Green Lake County Government Center	7:00 pm
Monday, May 6, 2019	Green Lake County Government Center	7:00 pm
Monday, July 8, 2019	Green Lake County Government Center	7:00 pm
Monday, September 9, 2019	Green Lake County Government Center	7:00 pm

# GREEN LAKE COUNTY 4-H HORSE COUNCIL QUICK GUIDE

Name: \_\_\_\_\_

4-H Club: \_\_\_\_\_

<b>x</b>	<b>Meeting / Clinic / Show</b>	<b>Points</b>
	Attended Horse Council Meeting Monday, September 10, 2018	1 point
	Attended Horse Council Meeting Monday, November 5, 2018	1 point
	Attended Horse Council Meeting Monday, January 7, 2019	1 point
	Attended Horse Council Meeting Monday, March 4, 2019	1 point
	Attended Horse Council Meeting Monday, May 6, 2019	1 point
	Attended Horse Council Meeting Monday, July 8, 2019	1 point
	Gave a Demonstration Date and Topic:	1 point
	Attend Open 4-H Horse Show Date: <i>Must complete and submit an evaluation form</i>	1 point*
	Attend Open 4-H Horse Show Date: <i>Must complete and submit an evaluation form</i>	1 point*
	Attended Midwest Horse Fair Clinic <i>Must complete and submit clinic evaluation form by May H.C. Meeting</i>	1 point*
	Attended Midwest Horse Fair Clinic <i>Must complete and submit clinic evaluation form by May H.C. Meeting</i>	1 point*
	Attended Green Lake County 4-H Sponsored Clinic Date of Clinic: <i>Must complete and submit an evaluation form</i>	2 pts. without horse 3 pts. with horse
	Green Lake County 4-H Sponsored Clinic Date of Clinic: <i>Must complete and submit an evaluation form</i>	2 pts. without horse 3 pts. with horse
	Waushara County 4-H Sponsored Horse Camp Date of Camp: <i>Must complete and submit an evaluation form</i>	2 pts. without horse 3 pts. with horse
	Green Lake County 4-H sponsored speaker Date of Presentation: <i>Must complete and submit an evaluation form</i>	1 point
	Green Lake County 4-H sponsored speaker Date of Presentation: <i>Must complete and submit an evaluation form</i>	1 point
<b>Total Points (7 Points Required)</b> <b><i>At least one (1) point must be from attending a H.C. meeting</i></b>		

\* = Maximum two points earned with any combination of these four events offered.

⇒ Remember in addition to earning seven (7) points, ALL Green Lake County 4-H Horse Council members must submit dues of \$40 or participate in an approved fundraiser **AND** secure \$20 in Green Lake County 4-H Horse Council Sponsorships. (1<sup>st</sup> Year GLC 4-H Horse Council members are exempt from dues/fundraiser requirement, but must secure sponsorships.



# GREEN LAKE COUNTY 4-H HORSE COUNCIL EDUCATIONAL PROGRAM EVALUATION AND HORSE SHOW ATTENDANCE

4-H Member Name: \_\_\_\_\_

Name of Educational Program: \_\_\_\_\_

Name of Presenter(s): \_\_\_\_\_

Date of Educational Program: \_\_\_\_\_

Please rate the educational program: (circle one)

Excellent                      Good                      Fair                      Poor

Please rate the presenter(s): (circle one)

Excellent                      Good                      Fair                      Poor

List two things you learned from attending this educational program:

1) \_\_\_\_\_

\_\_\_\_\_

2) \_\_\_\_\_

\_\_\_\_\_

+++++

Name of Show Attended: \_\_\_\_\_ Date of Show: \_\_\_\_\_

Name of Class Entered: \_\_\_\_\_

***(Three Classes Minimum Required)***

List two things you learned from attending this show:

1) \_\_\_\_\_

\_\_\_\_\_

2) \_\_\_\_\_

\_\_\_\_\_

Show Secretary's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

***To get credit for attending a Green Lake County 4-H Horse Council approved Educational Program, Green Lake County 4-H Horse Project members must complete and submit this evaluation form to Green Lake County UW-EX Office within two weeks of event.***

## GREEN LAKE COUNTY 4-H HORSE COUNCIL SPONSOR

Thank you for helping sponsor the Green Lake County 4-H Horse Council. Each donation will help support activities such as guest speakers, clinicians and member awards for Green Lake County 4-H Horse Council members. Each Sponsor's name will be listed in the Green Lake County 4-H Fun Show Bill. *Thank you for your support!*

### Green Lake County 4-H Horse Council Sponsor Receipt

*4-H member—please give this portion to sponsor*

4-H Member Name \_\_\_\_\_

Amount of Sponsorship \_\_\_\_\_ Date \_\_\_\_\_

### Sponsorship Reply Form

*4-H member: this may be submitted to the UW-Extension Office or brought to the July 4-H Horse Council meeting*

4-H Member Name \_\_\_\_\_

Sponsor \_\_\_\_\_

Sponsor Address \_\_\_\_\_

Amount of Sponsorship \_\_\_\_\_ Date \_\_\_\_\_

## GREEN LAKE COUNTY 4-H HORSE COUNCIL SPONSOR

Thank you for helping sponsor the Green Lake County 4-H Horse Council. Each donation will help support activities such as guest speakers, clinicians and member awards for Green Lake County 4-H Horse Council members. Each Sponsor's name will be listed in the Green Lake County 4-H Fun Show Bill. *Thank you for your support!*

### Green Lake County 4-H Horse Council Sponsor Receipt

*4-H member—please give this portion to sponsor*

4-H Member Name \_\_\_\_\_

Amount of Sponsorship \_\_\_\_\_ Date \_\_\_\_\_

### Sponsorship Reply Form

*4-H member: this may be submitted to the UW-Extension Office or brought to the July 4-H Horse Council meeting*

4-H Member Name \_\_\_\_\_

Sponsor \_\_\_\_\_

Sponsor Address \_\_\_\_\_

Amount of Sponsorship \_\_\_\_\_ Date \_\_\_\_\_

# GREEN LAKE COUNTY 4-H HORSE COUNCIL

Insert picture  
of youth  
and horse  
here.



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MEMBER'S NAME

---

HORSE'S NAME





# GREEN LAKE COUNTY FAIR HORSE IDENTIFICATION SHEET

APPENDIX E

**COMPLETE AND SUBMIT TO THE GREEN LAKE COUNTY UW-EXTENSION OFFICE BY MAY 1ST.  
PLEASE PRINT ALL INFORMATION.**

Exhibitor Name: \_\_\_\_\_ Grade as of 1/01 of Fair Year: \_\_\_\_\_

Parent(s)/Guardian(s) Name: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name of 4-H Club or FFA Chapter: \_\_\_\_\_

Name of Animal: \_\_\_\_\_ Age of Animal: \_\_\_\_\_

Sex:  Mare  Gelding Height in hands \_\_\_\_\_ Weight (Approx.) \_\_\_\_\_

Color of Animal: \_\_\_\_\_ Color of Mane & Tail: \_\_\_\_\_

Other Identifying Marks: \_\_\_\_\_

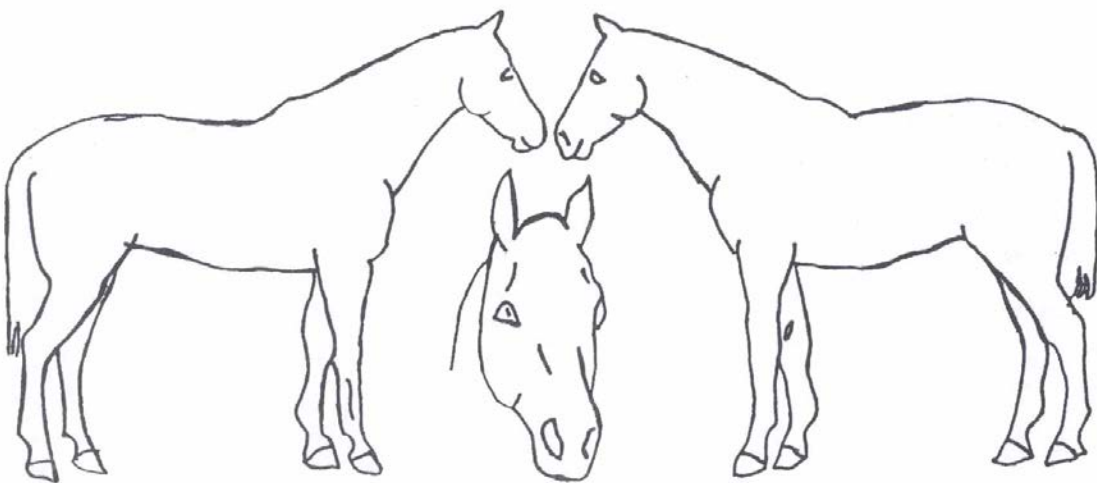
Type (Mark One):  Horse  Pony  Draft Breed: \_\_\_\_\_ (See instructions on page 2)

*If a Managerial Project please complete the following:*

Horse Owner's Name: \_\_\_\_\_

Horse Owner's Complete Address: \_\_\_\_\_

Horse Owner's Phone: \_\_\_\_\_



\_\_\_\_\_  
Exhibitor's Signature

\_\_\_\_\_  
Project Leader / Chapter Advisor Signature

# INSTRUCTIONS FOR COMPLETING IDENTIFICATION SHEET

## Page 2

1. PRINT ALL INFORMATION
2. The weight may be estimated, but it is very important that the animal's height is accurate, as this determines the type of classes you enter. If possible, use a measuring stick, and measure on a wood or cement floor. Measure at the highest point of the withers. Any horse measuring 56" (14-0 hands) and under MAY enter in the pony classes, and a miniature horses MUST enter as a pony. Once you have entered a pony division, you must remain in the pony division for the entire show. All ponies and horses entered in the pony classes will be measured when they arrive at the fair. If the animal measures over 56" at fair, the animal will be re-entered in the appropriate horse classes. The weight may be estimated.
3. Describe the animal markings (star, blaze, etc.). Include scars, brands and other distinguishing features. Example: Half-inch tip of right ear missing.
4. If your animal is not a recognized breed, record it as grade or describe the cross if known. Example: Shetland-quarter horse cross, thoroughbred type, unregistered Arab.
5. Draw and label all markings in the diagram. Make sure you mark the mane on the correct side.
6. Project member must sign the form.
7. Obtain your Project Leader's or Chapter Advisor signature.
8. This completed form MUST BE SUBMITTED by May 1<sup>st</sup> to the UW-Extension Office.



Green Lake County Fair  
571 County Road A  
Green Lake, WI 54941  
920-294-4032



# GREEN LAKE COUNTY 4-H HORSE COUNCIL CONSTITUTION AND BYLAWS

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## ARTICLE I: NAME

- A. The name of the organization shall be the Green Lake County 4-H Horse Council. From this point on, it shall be referred to as the “Council”.

## ARTICLE II: PURPOSE

- A. The purpose of this program is to help achieve our stated goal by directing the members toward their personal goals relating to the horse project.
- B. Members will be able to enrich their lives, improve their skills, and increase their level of safety through many diverse educational programs.
- C. Youth will have opportunities to strengthen their knowledge and leadership skills by sharing information and fun times with newer members.

## ARTICLE III: CHARTER

- A. The Council is a Chartered 4-H Group. A 4-H Charter indicates the 4-H Club or Group is organized in accordance with objectives of the 4-H program. It authorizes the club or group to use the 4-H Name and Emblem for educational purposes in accordance with laws and regulations established by Congress and the U.S. Department of Agriculture.

## ARTICLE IV: MEMBERSHIP

- A. Membership is open to all current Green Lake County 4-H members and Green Lake County 4-H volunteers who enroll in the Horse or Horseless Horse project.
- B. Membership in 4-H and this council is open to all persons regardless of age, race, color, creed or religion, national origin, ancestry, gender, sexual orientation, marital or parental status, pregnancy, veterans’ status, arrest or non-job program, related conviction record, qualified disability or social economic level. This Council must comply with federal and state nondiscrimination laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the American Disabilities Act.

## ARTICLE V: GREEN LAKE COUNTY 4-H HORSE COUNCIL

- A. The powers, property and affairs of the Green Lake County 4-H Horse Council shall be conducted by the Horse Council Board of Directors. From this point on, it shall be referred to as the “Board”.

## ARTICLE VI: HORSE COUNCIL BOARD

- A. The Board shall consist of the following elected officers:

*Positions:*

President (2 year term – odd year election)

Vice President (2 year term – even year election) Adult or Youth

Secretary (2 year term – even year election) Adult or Youth

Treasurer (2 year term – odd year election)

1 – Adult Representative at Large (1 year term)

*Youth positions:*

3 - Youth Representatives at Large (1 year terms each)

- B. Officers may be re-elected to succeed themselves upon completing their term.
- C. The Board is empowered to make decisions as designated by the Council.
- D. Officers shall be elected at the Annual Meeting and will begin their duties at the next regularly scheduled meeting.
- E. Whenever any officer vacancies occur, the unexpired term of office will be filled without delay by majority vote of the council.
- F. Duties of Elected Officials:
1. **President:** Oversee all meetings for the project and the leaders in the project to include committees.
  2. **Vice President:** Assist the President as necessary in all duties. Serve in the absence of the President at any general or board of directors meetings.
  3. **Secretary:** Record minutes at membership and board of directors meetings. Submit all correspondence for the project. Submit the report to the Extension office.
  4. **Treasurer:** Collect and disburse funds as needed. Maintain Records regarding accounts. Oversee committee to develop the annual budget. Coordinate an annual audit of the account consistent with the requirements of the annual charter renewal.
  5. **Adult Representative:** Contribute at all board and general meetings. Attend monthly 4-H Leader's Association Meeting. Acquire information on functions, events, awards and recognitions to promote the project to local newspapers and magazines.
  6. **Youth Representative:** Contribute at all board and general meetings. Work with other youth reps to assure one person is present at each horse council meeting. Give feedback from youth perspective on topics and discussion. Assist at least one educational program. Acquire information on functions, events, awards and recognitions to promote the project to local newspapers and magazines.

## **ARTICLE VII: MEETINGS**

- A. There will be an **annual meeting** of the Council in **the fall each year (typically the second Monday of September due to the Labor Day Holiday)**. The following business shall be conducted at this meeting.

1. Election of Officers
2. Financial Report
3. Review of operations for the previous year
4. Goals for upcoming year
5. Review Constitution and Bylaws

Quorum for this annual meeting shall consist of at least 2 Officers and the members present in order to conduct official business. All members of the Council are eligible to vote at the annual meeting.

- B. Regular Meetings of the Council

1. The Council shall meet at least 6 times per year, usually on the 1<sup>st</sup> Monday of the odd numbered month.
2. A quorum shall consist of at least 2 officers and the members present in order to conduct official business.

## **ARTICLE VIII: AWARDS**

- A. Presentation of Year End Awards is ideally scheduled on a Sunday in October following the State 4-H Horse Expo.

## **ARTICLE IX: FINANCIAL**

- A. An annual budget will be developed by the President and submitted for approval at the Annual Meeting in September.
- B. Upon dissolution of the Green Lake County Horse Council, remaining assets shall be conveyed to a 4-H Youth Development program or 4-H Youth Foundation as selected by affirmative vote of the majority of members entitled to vote.

## **Article XI: AMENDMENT**

- A. The Constitution and Bylaws may be amended at any meeting of the Council where quorum is present by at least two officers and the members present by a two-thirds majority. Proposed amendments must have been presented at a previous meeting and through written notification to members by mail/e-mail before the vote.

*Adopted: 01/26/05  
Amended 11/6/17*