

# Waukesha County Horse Project

## Volunteer Hours Commitment

Each 4-H horse project youth member enrolled in the Waukesha County 4-H horse project will need to complete 4 hours of member service per child, at a sponsored event or horse show. These hours are required to be eligible for year-end awards and also qualifies the member to compete in good standing at the WI State 4-H Horse Expo, (in addition to receiving a blue ribbon in a State qualifying class). Maximum of 8 hours per family.

- Sign Up Genius is the tool we use to register & manage our volunteer hours, <https://www.signupgenius.com/>
- It will be your responsibility to find a replacement and change the information on Sign Up Genius.
- NOTE: There will be a 5 point deduction from the members' year end class award points for each committed volunteer shift not attended.
- An additional 2 hour commitment will be required if you do not sign up by May 1.

## Volunteer Needs

Circuit Show # 1: 6/4/22      See Sign Up Genius link on Waukesha County 4H Horse Project Web page  
Circuit Show # 2: 6/25/2022      See Sign Up Genius link on Waukesha County 4H Horse Project Web page

## Tack Sale Volunteer Options (For 2022!)

**Commercial & Noncommercial Runners:** Direct vendors to their rental space

**Security** (north, west and east doors): 4H youth must be accompanied by an adult. Direct vendors to the check-in table. Check vendors for wrist band and patrons for stamp prior to entering building.

**Admission Table:** Collect admission fee

**Tack Sale Clean Up:** Sweep floors, clear garbage and left over items from rooms.

## Kitchen Volunteer Options (For 2022!)

**Co-directors/ Kitchen Organizers:** Contact Sandra Rindt or Amie Lalor

**Order Takers:** Take orders, receive orders from food handlers, give to customer; Maintain supplies of soda and ice.

**Food Handlers:** Prepare food orders, Maintain food (keep food warm and stirred); Microwave as needed

**Cashier:** Receive and make change for customer orders

**Clean Up:** Pack up food and supplies; Wash dishes; Sweep Floors; Take out garbage; Complete EXPO check list

## Horse Show Volunteer Options

**Registration** (Adult): Help with the check-in, class registration, and check-out paperwork in the office. The busiest times are morning registration and check-out at the end of the show.

**Computer** (Adult): Input entries into the computer from the entry sheets. Print gate and announcer sheets for each class. Enter class placements results.

**Ringmaster:** (Adult or older youth who is DONE showing for the day.): Take direction from the judge and communicate judges orders to the announcer using a walkie-talkie. Communicate placings with the announcer via walkie-talkies. Liaison between judge and participants.

**Class Check-in:** (Adult or older youth): Check-in riders for their classes. Call the classes as they approach, i.e. "Class one is entering the arena, Class two is on deck." Notify ringmaster when all riders in the class have gone or are in the arena.

**Ribbons:** (Good for a younger youth) Hand out ribbons to participants as they leave the arena.

**Runner:** (Good for a younger youth): Move paperwork from office to arena and back; class participant sheets, add/drop sheets and placement sheets.

**Grounds Keeper :** Pick up manure in and around the arenas. NOTE: The barn and "jump out" areas in the parking lot are the participant's responsibility.

**Trail Set-up/Take-down:** Set up the obstacles for the Trail class. Maintain obstacles during the class, i.e. replace poles that are ticked out of place. Stay to help take it down. (This is the final class of the day.)

**Hippology:** (Adult or older youth NOT participating in Hippology) Set up boards, time participants, correct Hippology sheets, and at the end determine results and communicate to office.